

The seal of Roger Williams University is a circular emblem. It features a central figure, likely a Native American, holding a bow and arrow. The text "ROGER WILLIAMS UNIVERSITY" is inscribed around the top inner edge, and "INCORPORATED 1956" is at the bottom. The seal is rendered in a light blue, semi-transparent style.

Roger Williams University

Finance Office

Wells Fargo Commercial Card Expense Reporting (CCER) Cardholder's Guide

Related Website:

<https://www.wellsfargo.com/com/>

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INTRODUCTION

Commercial Card Expense Reporting (CCER) is an online reporting tool that allows you to access your Roger Williams University corporate card transactions securely over the internet. It can help you expedite expense reporting by allowing you to review transactions, reallocate expenses to the appropriate general ledger account, enter business purpose descriptions, submit receipts either via fax, email or mobile app, and run reports—all online and at your convenience.

This manual will highlight some of the basic functions of the Wells Fargo Commercial Card Expense Reporting (CCER). In addition, there is an on-line help feature and access to additional documentation available within the system after you have logged into your account using the Company ID, User ID and Password.

CARDHOLDER RESPONSIBILITY

The Roger Williams University credit card represents the University's trust in you and your empowerment as a responsible employee of the university to safeguard and protect our assets. You assume responsibility for the protection and proper use of the corporate card. As a cardholder, you are responsible for collecting receipts to verify purchases for auditing. You are also responsible for submitting those receipts to the Wells Fargo CCER. You are responsible for monitoring for any unauthorized transactions on your statement and reporting and/or disputing them to Wells Fargo immediately.

GETTING STARTED

Login

To log into CCER go to: <https://www.wellsfargo.com/com/> (we recommend saving this link as a favorite on your web browser.)

1. Enter the **Company ID**, **User ID** and **Password**. The Company ID = RWUNI809
 - a. Your User ID and Temporary Password will be provided to you on the p-card information form when you receive your P-Card from the Purchasing Office.

Commercial Electronic Office®

! Upgrade your Browser now for the best online banking experience. The CEO® portal has limited compatibility with Internet Explorer 8.

Company ID

User ID

Password

Sign On [Forgot Password?](#)

Trouble Logging in?
[Password Reset Tutorial](#)
[First Time Sign On Tips](#)

Additional Information
[Online Fraud Protection](#)
[System Requirements](#)

2. Click **Sign On**

If this is your first time logging in, you will be prompted to change your temporary password, answer two secret questions, read and accept the CEO Terms of Use Agreement and create a user profile.

Creating a New Password

New User Setup

Welcome to the Commercial Electronic Office (CEO®) portal!
Follow the steps below to complete signing on to the CEO portal.

Step 1: **Change Your Password.**
Step 2: **Set Up Your Secret Questions.**
Step 3: **Accept the CEO Portal Terms of Use.**
Step 4: **Create Your User Profile.**

Create a new password to use whenever you sign on to the portal.

*** All fields are required.**

Current Password:
New Password:
Re-enter New Password:

Save

Passwords must contain the following:

- 6 to 12 characters
- At least one number
- At least one letter

It is also recommended that your password also contain one special character.

Passwords cannot be the same as, or include:

- Your first name
- Your last name
- Company name
- Company ID
- User ID
- Previous 6 passwords
- Names of months (Example: march123)
- The same character repeated 3 times or more (Example: 2Kaaa5)

Your new password will expire in **120 days**. After selecting a new password, you will see the below message box indicating the successful change of the password along with the date when the password will expire.

New User Setup

OK Your password will be valid for 120 days and will expire on 06/30/2015.

Continue

Answering Two Secret Questions

New User Setup

Secret questions and answers provide an additional level of online security. Select and answer your secret questions. Your answers can contain only letters, numbers, apostrophes, hyphens, or spaces. Click **Continue** when you are done. Note: Selecting Finish Later will not save the information on this page.

*** All fields are required.**

Secret Question 1: **Choose One:**
Answer 1:
Secret Question 2:
Answer 2:

Choose One:

- What street did you live on when you were a child?
- What was the color of your first car?
- What was the company name of your first job?
- What was the first foreign city you visited?
- What was the first movie you saw?
- What was the first musical instrument you played?
- What was the first or last name of your first boy/girlfriend?
- What was the last name of your favorite teacher?
- What was the model of your first car?

You will only be asked your secret questions in order to **reset** your password in CCER. Select a question from the drop down list, provide an answer, and repeat the process with a second question.

The next screen will let you know which secret questions you chose, click continue to move forward.

Accepting the CEO Terms of Use Agreement

Read and **Accept** the CEO Terms of Use.

New User Setup

To continue with your setup, you must accept the CEO Terms of Use. Please read and click **Accept**. If you do not agree to the Terms of Use, click **Decline**.

CEO Portal Terms of Use
UPDATED MAY 2012

You have now entered the *Commercial Electronic Office (CEO®)* business portal at the website for Wells Fargo Bank, N.A. ("Wells Fargo"). Through the CEO portal you will be able to use certain financial services (the "Services") of Wells Fargo or its affiliates (the "Affiliates"). The term "Affiliate" means the parent company of Wells Fargo, Wells Fargo & Company, and any present or future company that controls, is controlled by, or is under common control with Wells Fargo Bank N.A.

A Service may be used through the CEO portal only after: (a) you agree to these Terms of Use, (b) you or your company accepts an online access agreement and/or other agreement(s) required to receive the Service, and (c) you or your company accepts the application forms, instruments, rules, standards, policies, instructions, and other documents and forms required to receive and use the Services (the "Service Forms").

YOU MUST AGREE TO THESE TERMS OF USE BEFORE USING THE CEO PORTAL. To agree to these Terms of Use, you must, using your mouse, keystroke, or other device, select the **I Accept** button at the end of these Terms of Use. Selecting **I Accept** will be deemed the legal equivalent of your handwritten signature and will constitute your agreement with Wells Fargo and its Affiliates to these Terms of Use, to any other terms and conditions appearing on any screen on this website when enrolling for or using any

I Accept **Decline**

Creating a New User Profile

In order to create a new user profile, you will need to provide the following information: **Note:** for Title and Functional Area there is no need to change these fields as they are not used for reporting purposes

- Email Address (ie...tkane@rwu.edu)
- Telephone number
- Mobile number (optional)
- Fax number (optional)

New User Setup

Enter your information, and click **Save**. Note: Selecting Finish Later will not save the information on this page.

★ Required Field

Contact Information

Name: DAVID

Title: ★ Account Manager

Functional Area: ★ Accounting

Email: ★

Re-enter Email: ★

Telephone: ★

Mobile:

Fax:

United States/Canada

Area Code - Telephone Extension

International

United States/Canada

Area Code - Telephone

International

United States/Canada

Area Code - Telephone

International

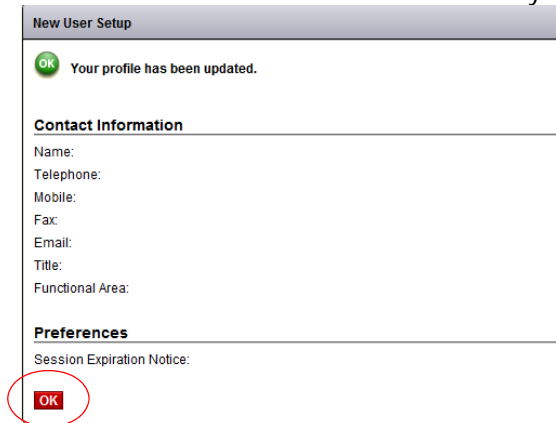
Preferences

Your Session Expiration Notice has been disabled.
Session Expiration Notice:

☐ Active ☒ Inactive

Save **Finish Later**

The next screen will summarize the information you entered. Click ok to move forward.

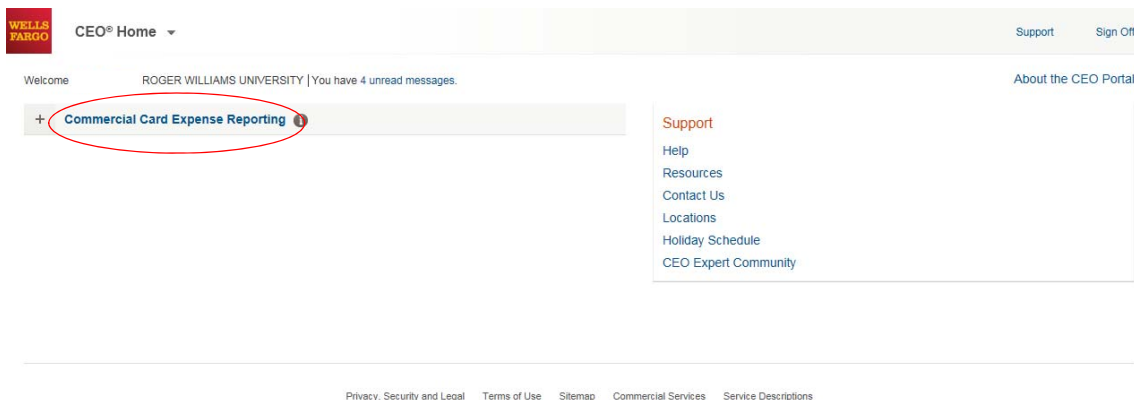


The screenshot shows a 'New User Setup' window. At the top, a green 'OK' button is next to the message 'Your profile has been updated.' Below this is a section titled 'Contact Information' with fields for Name, Telephone, Mobile, Fax, Email, Title, and Functional Area. Underneath is a 'Preferences' section with a 'Session Expiration Notice' field. At the bottom left, a red 'OK' button is circled in red.

Once you click ok, you will be redirected to the CEO Home page.

CEO HOME PAGE

The home page is your starting place once you have successfully logged into the CCER. You can read important news information or link to other resources. To access CCER and review your corporate card transactions, click on **"Commercial Card Expense Reporting"** on the upper left hand side of the screen.



FINANCIAL

Manage Statements

The CCER home page defaults to "Review Open Statements." You will see your cardholder summary and charges for the billing cycle that just closed. You can view the transaction date, posting date, merchant name, custom fields and the amount for each charge.

At the end of the billing cycle, you will receive an email directly from Wells Fargo as a reminder to complete your reconciliation. If you have not completed the reconciliation during the Reminder Period, a second Grace Period email will be sent. In the Cardholder Summary box, please note the start and end date of the statement. In addition, the Reminder Period and Grace Period dates are indicated. If you have not completed your reconciliation by the end date during the grace period, you will be "locked out" of your transactions. Your approver will then have to reconcile the charges on your behalf.

Charges — Manage Charges

▼ Manage Statements
 Review Open Statements
[View Cycle-to-Date](#)
[View Previous Statements](#)
[View Historical Images](#)
 Reports
 User Information

To filter items, select from the **Charge Type** drop-down menu. Select charges, and click one of the functions below. Click **Save** or **Statement Reviewed**.

★ Required Field

Cardholder Summary

Cardholder Name:		Start Date:	02/01/2015
Card Number:		End Date:	02/28/2015
Status:	Open	Reminder Period:	03/03/2015 through 03/05/2015
Charges:	111.11 USD	Grace Period:	03/06/2015 through 03/09/2015
Out-of-pocket:	0.00 USD		
Total Amount:	111.11 USD		

Charges

Charge Type: All Transactions

Viewing 1 to 2 of 2 items

Charges

Select All | Clear All

Transaction Date	Posting Date	Merchant	Split	Unit	Receipt Attached	Amount / Original Currency
1. 02/23/2015	02/24/2015	Gmei Utility Reg. Fee 212-855-3593		FINANCE AND ADMINISTRATION(0002)	<input checked="" type="checkbox"/>	110.01 USD
Description: * Annual fee SWAP record keeper UNIT: 5320100 LOCATION: 1 FUND: 10 OBJECT CODE: 61008						
2. 02/23/2015	02/24/2015	Cross Border Trans Fee		FINANCE AND ADMINISTRATION(0002)	<input checked="" type="checkbox"/>	1.10 USD
Description: * trans fee for annual fee SWAP record keeper UNIT: 5320100 LOCATION: 1 FUND: 10 OBJECT CODE: 61008						

Select All | Clear All

Reclassify Add Descriptions Split & Reclassify Dispute Copy Request

To view your current charges, you will click on **“View Cycle-to-Date.”** This screen will show the current charges not on your statement as they post through the Visa® system.

Charges — Cycle-to-Date

▼ Manage Statements
 Review Open Statements
 View Cycle-to-Date
[View Previous Statements](#)
[View Historical Images](#)
 Reports
[Create Transaction Report](#)
[Transaction Summary](#)
[View Declines](#)
 User Information

To filter items, select from the **Charge Type** drop-down menu. Select charge transactions, and click a function. Click **Save** to continue.

★ Required Field

Card Number:

Reminder Period: 03/03/2015 through 03/05/2015

Grace Period: 03/06/2015 through 03/09/2015

Charges

Charge Type: All Transactions

Viewing 1 to 2 of 2 items

Charges

Select All | Clear All

Transaction Date	Posting Date	Merchant	Split	Unit	Receipt
1. 02/23/2015	02/24/2015	Gmei Utility Reg. Fee 212-855-3593		FINANCE AND ADMINISTRATION(0002)	
Description: * EMPLOYEE ID: OBJECT CODE: 61051 UNIT: 5320100 LOCATION: 1 FUND: 10					
2. 02/23/2015	02/24/2015	Cross Border Trans Fee		FINANCE AND ADMINISTRATION(0002)	
Description: * EMPLOYEE ID: OBJECT CODE: 61051 UNIT: 5320100 LOCATION: 1 FUND: 10					

Select All | Clear All

Reclassify Add Descriptions Split & Reclassify Dispute Copy Request

You can also view statements from the last 13 months by selecting **“View Previous Statements.”**

Closed Statements

▼ Manage Statements
 Review Open Statements
[View Cycle-to-Date](#)
 View Previous Statements
[View Historical Images](#)
 Reports
 User Information

Select a statement, and click View.

Viewing 1 to 1 of 1 items

Card Number	Start Date	End Date	Charges	QOP	Total	Cover Sheet Printed	Receipt Images
1. 02/22/2014	01/31/2015	003.20 USD	0.00 USD	003.20 USD	03/02/2015 00:40 AM PT	03/02/2015 12:49 PM PT	

View

Viewing 1 to 1 of 1 items

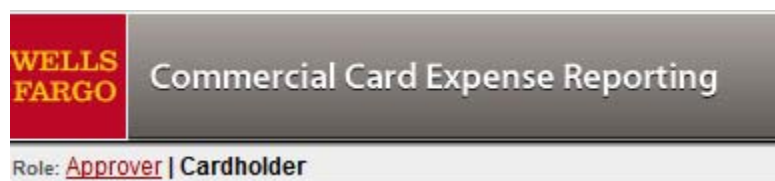
Reclassify, Add Descriptions, Split & Reclassify, Dispute

Some of the available functionality within CCER includes:

- **Role** – Determines functionality within CCER (Cardholder, Reconciler, Approver)
- **Reclassify** – Reallocate a transaction to fund, unit, object code, location.
- **Add Description** – Provide the business purpose for this transaction.
- **Split & Reclassify** – Divide a transaction multiple ways.
- **Dispute** – Dispute a transaction.
- **Copy Request** – Request a copy of the merchant submission (Fee may apply).

Role

There are three roles available to cardholders—Cardholder, Reconciler or Approver. It is possible to have one or multiple roles. The role you select is dependent upon the function you are performing. To select the role you want to use, click on the role – the active role will be black, bold print.



Cardholder: Reviewing your personal transactions.

Reconciler: Reconciling another cardholder's transactions.

Approver: Approving transactions of cardholders for whom you have supervisory responsibility.

Reclassify

To reclassify accounting for a transaction in either "Review Open Statement" or "View Cycle-to-Date," **Select All** and then click **Reclassify**.

The image is a screenshot of the "Charges - Reclassify" interface. On the left, there is a sidebar with navigation links: "Manage Statements", "Review Open Statements", "View Cycle-to-Date", "View Previous Statements", "View Historical Images", "Reports", and "User Information". The main content area is titled "Charges - Reclassify" and includes a "Return to Charges - Manage Charges" link. Below this, there is a text input field for "Enter your description, and click Save. Note: If the Apply to All link is available, you can copy this description to all listed transactions." There are also links for "Required Field" and "View Details". The "Cardholder Name:" and "Card Number:" fields are present. Below these, the "Charges" section shows a table of transactions. The first transaction is selected, and its details are displayed below the table. The details include "Transaction Date" (02/23/2015), "Posting Date" (02/24/2015), "Merchant" (Gme Utility Reg. Fee 212-955-3593), "Receipt Attached" (checked), and "Amount / Original Currency" (110.01 USD). The "Description" field contains "Annual fee SWAP record keeper". The "Unit" field is set to "FINANCE AND ADMINISTRATION(0002)". The "Apply to All" link is visible. At the bottom, there are input fields for "UNIT" (5320100), "FUND" (10), "OBJECT CODE" (61006), and "LOCATION" (1).

Receipt Attached

Transactions \$25.00 or less do not require a receipt to be uploaded/attached. For all other transactions, please click this box. (Note, retain all original receipts until you have ensured that all scanned receipts are legible and have been properly loaded into CCER and also that your monthly statement has been approved before discarding any receipts.)

Description

Please enter the business purpose for the transaction. Your initials should be entered first, followed by the business purpose. Avoid special characters, such as < > % ; () & + \ # ? { } ' ^ ~ [] "

NOTE: Colleague will truncate this description after 35 characters.

Unit

All cardholders have a default unit number and some cardholders have multiple unit numbers. You may change the unit number by clicking on the magnifying glass icon. You may filter the list if you know the unit number or the unit name, and then select the appropriate unit number. You may also scroll through the list to select the appropriate unit number.

NOTE: Unit numbers are specific to the cardholder. If there is a unit number that you require but it is not on the list, please have your supervisor send an email to one of the Program Administrators and it will be added your profile.

Object Code

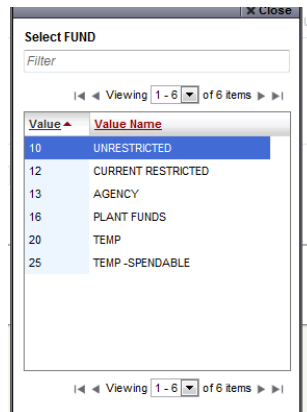
All transactions have a default object code 61051 (P-Card Default Expense). You will need to reclassify this object code based on the business purpose of the expense.

NOTE: If there is a specific object code that you require for a specific transaction and it is not on the list, please contact one of the Program Administrators.

Value	Value Name
10706	COMPUTER INVENTORY
16800	CIP - GENERAL
61001	SUPPLIES-OFFICE
61006	DUES AND SUBSCRIPTIONS
61040	SUPPLIES-CUSTODIAL
61050	MISCELLANEOUS EXPENSE
61051	P CARD DEFAULT
61060	SUPPLIES-RESEARCH
61202	PRODUCTIONS
61203	STUDENT LIFE PROGRAMMING

Fund

The operational fund number, 10, will default into this field. Additional fund numbers are available by clicking on the magnifying glass. You may filter the list by fund number or fund description.



A dialog box titled "Select FUND" with a "Close" button in the top right corner. It features a "Filter" input field at the top. Below it, a table lists fund options with two columns: "Value" and "Value Name". The table shows six items: 10 UNRESTRICTED, 12 CURRENT RESTRICTED, 13 AGENCY, 16 PLANT FUNDS, 20 TEMP, and 25 TEMP-SPENDABLE. The first item, 10 UNRESTRICTED, is highlighted in blue. At the bottom of the dialog, there is a pagination bar showing "Viewing 1 - 6 of 6 items".

Value	Value Name
10	UNRESTRICTED
12	CURRENT RESTRICTED
13	AGENCY
16	PLANT FUNDS
20	TEMP
25	TEMP-SPENDABLE

Location

Location will default to 1 (University) and may be changed to 2 (Law School), if applicable, by clicking on the magnifying glass to the right of the field.

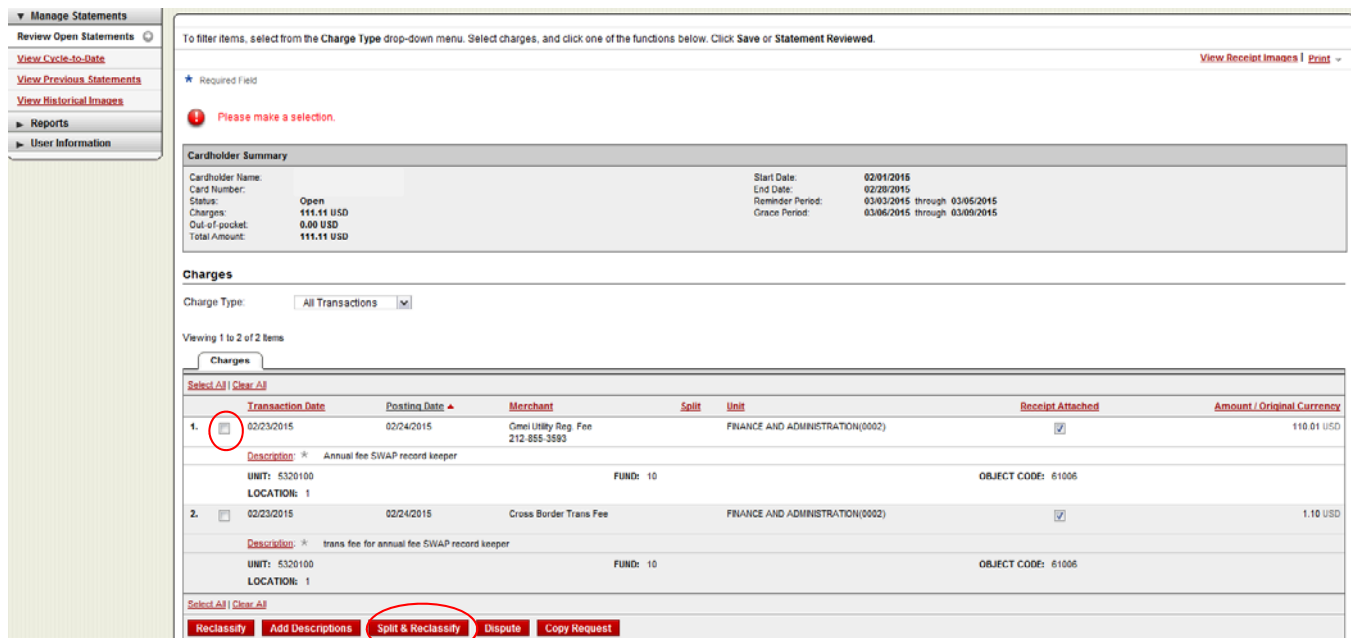
Once you have reclassified all transactions for the Open Statement or Cycle-to-Date transactions, please click

[Save](#)

Then, at the top of the screen click [Return to Charges](#).

Split & Reclassify

Cardholders have the ability to split transactions between multiple general ledger accounts. On the Charges screen, you can select the transaction you would like to split, then click split & reclassify. You will then be able to split the transaction by \$ amount or % between two or more different general ledger accounts.



The screenshot shows the "Charges" screen in a web application. On the left is a sidebar with navigation links: "Manage Statements", "Review Open Statements", "View Cycle-to-Date", "View Previous Statements", "View Historical Images", "Reports", and "User Information". The main content area has a header with instructions: "To filter items, select from the Charge Type drop-down menu. Select charges, and click one of the functions below. Click Save or Statement Reviewed." Below this is a "Required Field" section with a red error message: "Please make a selection." The "Cardholder Summary" section displays details for a cardholder named "Open", including card number, status, charges, out-of-pocket, and total amount. The "Charges" section shows a list of transactions. The first transaction is selected, and its details are shown below the list. At the bottom of the screen, there are several action buttons: "Reclassify", "Add Descriptions", "Split & Reclassify" (which is circled in red), "Dispute", and "Copy Request".

Cardholder Summary

Cardholder Name:	Open	Start Date:	02/01/2015
Card Number:		End Date:	02/28/2015
Status:	Open	Reminder Period:	01/03/2015 through 03/05/2015
Charges:	\$11.11 USD	Grace Period:	03/06/2015 through 03/09/2015
Out-of-pocket:	\$0.00 USD		
Total Amount:	\$11.11 USD		

Charges

Charge Type: All Transactions

Viewing 1 to 2 of 2 Items

Transaction Date	Posting Date	Merchant	Split	Unit	Receipt Attached	Amount / Original Currency
02/23/2015	02/24/2015	Gmail Utility Reg. Fee 212-855-3593		FINANCE AND ADMINISTRATION(0002)	<input checked="" type="checkbox"/>	110.01 USD
Description: * Annual fee SWAP record keeper						
UNIT: 6320100						
LOCATION: 1						
FUND: 10						
OBJECT CODE: 61006						
02/23/2015	02/24/2015	Cross Border Trans Fee		FINANCE AND ADMINISTRATION(0002)	<input checked="" type="checkbox"/>	1.10 USD
Description: * trans fee for annual fee SWAP record keeper						
UNIT: 6320100						
LOCATION: 1						
FUND: 10						
OBJECT CODE: 61006						

Reclassify Add Descriptions **Split & Reclassify** Dispute Copy Request

Dispute

You have 60 days from the post date to dispute a transaction. Please try to contact the vendor first to get a refund or correction. If unresolved after working directly with the vendor, complete the online form (see below). Please notify a Program Administrator about the dispute.

The screenshot shows the 'Dispute Details' form. At the top, there is a header 'Dispute Details' and a note: 'If your card has been compromised due to fraud, or has been lost or stolen and you have not yet reported it, please contact the Business Purchasing Service Center at 1-800-932-0036 immediately. For all dispute types except Unauthorized, you must first contact the merchant and try to resolve the problem before filing a dispute with Wells Fargo.' Below this, the 'Dispute Type:' section lists several options, each with a radio button and a description: 'Unauthorized Transaction' (I certify that the disputed transaction was not made by me or the person authorized by me to use the card, nor were the goods or services represented by this transaction received by me or a person authorized by me.), 'Duplicate Transaction' (A single transaction has posted more than once.), 'Cancelled Transaction' (I cancelled the transaction on [date]), 'Incorrect Amount' (A transaction for [amount] posted on my statement as above.), 'Merchandise/Service not received' (I did not receive the service or merchandise requested. I contacted the merchant, and they did not resolve my dispute. I expected to receive the merchandise/services on [date]), 'Paid by other means' (I have already paid this transaction by: [Select One]), 'Credit not posted' (The merchant did not process a credit transaction receipt.), 'Returned Merchandise' (I have returned the merchandise to the merchant and I have not received a credit.), and 'Unrecognized Transaction' (I do not recognize the transaction.).

Reviewing Statements

When you have finished reallocating the expenses to the appropriate general ledger account and added a description for the business purpose for each transaction, please click on

Statement Reviewed

NOTE: The Statement Reviewed button will not appear until the start of the reconciliation period.

A message box appears indicating that an email will be sent to your Approver informing them that you have completed reviewing your statement.

Receipt Images

In the upper right hand corner of the screen, select [Print](#) and then Print Cover Sheet.

Receipts may be submitted to Wells Fargo by fax, email or mobile app. The printed cover sheet should be the first page. The cardholder will receive an email from Wells Fargo when the receipt images are available and it may take up to two hours to post to CCER during normal business hours. If you log into your account and select Review Open Statement, the [View Receipt Images](#) link will be located in the upper right hand corner of the screen. You may need to maximize your screen to view [Print](#) and [View Receipt Images](#). Receipt image are available in the CCER system archives for a period of 7 years.

Please refer to the instructions on page 14 for submitting receipt through CEO Mobile.

[Return to Open Statements](#)

To filter items, select from the **Charge Type** drop-down menu. Select charges, and click one of the functions below. Click **Save** or **Statement Reviewed**.

[View Details](#) [View Receipt Image](#) [Print Statement](#) [Print Fax Cover Sheet](#)

Cardholder Summary

Cardholder Name:		Start Date:	03/01/20xx
Card Number:		End Date:	03/31/20xx
Status:	Open	Reminder Period:	04/01/20xx through 04/03/20xx
Charges:	\$4904.23	Grace Period:	04/04/20xx through 04/05/20xx
Out-of-Pocket:	\$64.70	Approval Period:	04/06/20xx through 04/09/20xx
Total Amount:	\$4968.93		

Charges


Charge Type:

[Select All](#) | [Clear All](#)


Transaction Date	Posting Date	Personal	Merchant	Custom Fields	G/L Code	Receipt Attached	Amount / Original Currency
1. <input type="checkbox"/> 03/02/20xx	03/03/20xx	<input type="checkbox"/>	COMPUTER STORE® Denver, CO		273007 - Computers	<input type="checkbox"/>	\$2,900.00
<i>Description:</i> Bought 1 computer server configuration for setting up database server. Ordered 4 front end machines and 2 scanners							
2. <input type="checkbox"/> 03/04/20xx	03/04/20xx	<input type="checkbox"/>	HOTEL Dallas, TX		View Split	<input type="checkbox"/>	\$1,000.50


Cover Sheet


An example of the cover sheet is noted below. The email address and fax number are noted on the cover sheet.



Statement Image ID:








CAUTION: Please blank out any confidential information such as credit card numbers on the receipts before sending.

Cover Sheet

To: Receipt Image Archive	From:
Fax: 866-253-8503	Cardholder Phone:
E-mail: wf_ccard_receipts@mail2image.com	
Date: 03/02/2015	
Company: ROGER WILLIAMS UNIVERSITY	
Statement Ending Date: 01/31/2015	
Number of Pages Including Cover Sheet:	

 100%

An email will be sent to the cardholder once the receipt is available on the CCER system to be viewed. If you do not receive an email verification within 24 hours of fax, email, or mobile upload please contact an administrator.

View Declines

In CCER, you can view declined transactions to determine the reason for the decline. All declines usually appear within 48 hours. Under the “Reports” tab, click [View Declines](#). Please contact a Program Administrator if you are unable to resolve the issue.

The screenshot shows the Wells Fargo Commercial Card Expense Reporting interface. The user is logged in as Jack Kline, a Cardholder. The left sidebar has a menu with 'View Declines' highlighted. The main content area shows a message about declines and a table of declined transactions.

Role: Cardholder Welcome Jack Kline

View Declines

Manage Statements

Reports

Create Transaction Report

Transaction Summary

View Declines

User Information

The declines are displayed. For those with multiple cards who want to view the declines for another card, select from the Card Number drop-down menu.

Card Number:

Declines

Viewing 1 to 1 of 1 items

Transaction Date	Merchant Name	Merchant Type	MCC Code	Amount	Decline Reason
1. 03/31/20xx	GENERAL STORE	RETAIL	1053	\$50.50	Merchant excluded
2. 03/31/20xx	COMPUTER STORE	RETAIL	1053	\$238.76	Exceeds single transaction limit for account

Personal Profile

You can view your personal profile under the “User Information” tab on the left side menu. Your personal profile includes:

- User Information
- Roles, Privileges & Assignments
- Card Information (billing address)
- Default Custom Fields
- Account Parameters (spending limits, available credit)

Credit Limit Change Request

Credit limits were set based on past usage and supervisor approvals. If a cardholder needs additional credit, the cardholder will request the limit increase on this screen by entering the new amount and clicking submit. The request will be sent directly to their supervisor. Once approved by the supervisor the request is forwarded to the program administrators for update.

The screenshot shows the 'Credit Limit — Request Limit Change' interface. The left sidebar has a menu with 'Credit Limit Change Request' highlighted. The main content area has a form to enter the requested monthly limit.

Credit Limit — Request Limit Change

Manage Statements

Review Open Statements

View Cycle-to-Date

View Previous Statements

View Historical Images

Reports

Create Transaction Report

Transaction Summary

View Declines

User Information

Personal Profile

Credit Limit Change Request

Enter the Requested Monthly Limit, and click Submit.

★ Required Field

Card Number:

Current Limit:

Requested Monthly Limit: ★ USD

CCER ACCESS VIA CEO MOBILE

The CEO Mobile Service includes:

- Access via the browser on your mobile device using your Company ID, User ID and Password at: <https://ceomobile.wf.com>
- iPhone and iPad users can go to the App Store and download the *CEO Mobile*® app <https://itunes.apple.com/us/app/wells-fargo-ceo-mobile/id335685323?mt=8>.
- Android users can go to the Google Play Store to download the *CEO Mobile*® app <https://play.google.com/store/search?q=Wells%20Fargo>. *NOTE: This link only works when viewed on an Android device.*

Via the CEO Mobile, cardholders can:

- View available credit
- View posted transactions
- View declines
- Upload receipt images

Upload Receipt Images via CEO Mobile

With the new mobile Commercial Card Expense Reporting (CCER) receipt image capture feature, cardholders no longer have to return to their desks to email or fax expense receipts. You can simply take photos of receipts and upload them with your smartphones.

- Take photos of receipts in advance or later when logged into CEO Mobile using their camera feature.
- Sign on to the CEO Mobile App using your CEO portal credentials.



- Click the Commercial Card Expense Reporting link on the CEO Mobile home screen to access the CCER service.
- Select "Upload - Receipts"

- Select Statement Type:
 - Cycle-to-Date: current billing cycle-1st day of the month through last day of the month
 - Open: receipts are uploaded during the reconciliation period
- Select "Continue."
- Select images from device gallery. You may upload 4 images in a single upload. (The camera icon may be used to take receipt image at the time of transaction. You must be logged into CEO Mobile to use the camera icon.)
- Select "Done."
- Email Confirmation Option: Yes or No to confirm upload of receipts.
- Select "Submit."
- Select "Done."
- If you select "Yes" for email confirmation, you will receive an email confirming successful upload of the receipts. This usually takes about 15-30 minutes.
- You will receive a second email from CCER stating that receipt images are available. The length of time will vary.

CONTACT INFORMATION

Wells Fargo Team Service Center: 1-800-932-0036

Call the above number immediately if your card is lost, stolen or suspected missing, for immediate decline information, or to access the automated voice response system for information regarding the card's current balance and available credit.