Payment Center Instructions

**IMPORTANT:**

- Internet Explorer does not work well with Payment Center. We recommend using Google Chrome or Mozilla Firefox.

- For an electronic statement to be generated, you must have created your Payment Center account *prior* to the end of that cycle. The system is not retroactive. If you did not create your Payment Center account early enough, you will receive a paper statement instead.

**Index:**

Create Your Account Pages 2-10
Set up Electronic Statements Pages 11-12
Retrieve Your Statement Pages 13-15
Create an account in Payment Center

1. Log in to Works. At the bottom of the page, you will see several links. Click [Payment Center].

   Note: This is simply a shortcut. Works and Payment Center are two separate programs; they do not communicate with one another.
2. Choose [Not registered?]
3. Insert the account number embossed on the front of your Pcard. Do not use spaces or dashes.
4. Create a user ID and password.
5. Register your account. When entering your name, be sure to type it EXACTLY as displayed on the front of your Pcard. Be sure to include any punctuation and spacing.
6. Set your statement to be sent to you electronically. Note: If you have no transactions for a particular cycle, a statement will not be generated.
7. Set up the five security questions and [SUBMIT].
8. Review and agree. Note: The example below is only a small part of the agreement. Be sure to review the full statement before continuing.
9. Your account has been created.
Set up Electronic Statements

If you did not set up the option in number six above, below are instructions for changing your Statement Delivery Option to Electronic Delivery.

1. Click on your user name and choose [Statement Delivery Options].
2. From the dropdown box, choose [Send electronically only] and [SAVE]. The task is complete.
Retrieve Your Electronic Statement

Note:
- If you had no transactions for the cycle, a statement will not be generated.
- This process is not retroactive. You must have created your Payment Center account a few days prior to the end of cycle to receive a statement for the previous month.

1. Log in to Payment Center. Choose [Statements] and then [Account Activity].
2. If an electronic statement has been generated, click on the Acrobat icon to open or save your statement.
3. You may view or save your statement. This task is complete.