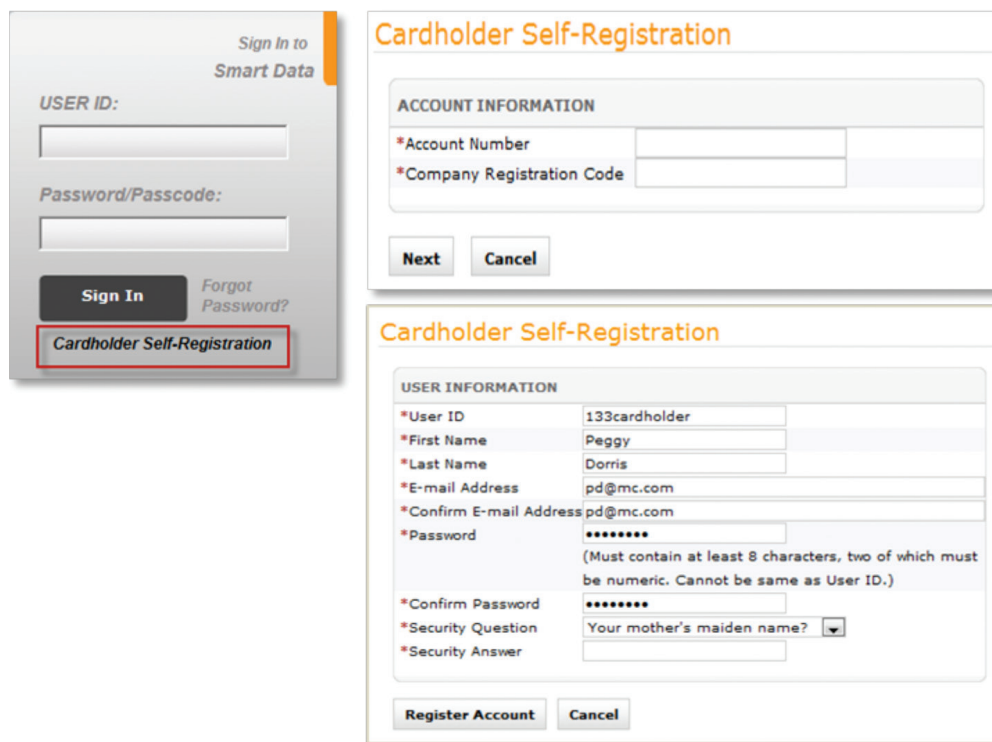


## Instructions for Cardholders

The following Cardholder Self-Registration instructions have been created to communicate directly to Cardholders. They provide direct instructions the cardholders will use for Self-Registering in GCMS for the first time.



**Cardholder Self-Registration**

**ACCOUNT INFORMATION**

\*Account Number

\*Company Registration Code

**Next** **Cancel**

**Cardholder Self-Registration**

**USER INFORMATION**

\*User ID

\*First Name

\*Last Name

\*E-mail Address

\*Confirm E-mail Address

\*Password   
(Must contain at least 8 characters, two of which must be numeric. Cannot be same as User ID.)

\*Confirm Password

\*Security Question

\*Security Answer

**Register Account** **Cancel**

### User Instructions

Welcome to GCMS. This system allows you to report and analyze expenses on your corporate card. Now that you have your card, you need to create a GCMS user account the first time you log in. You will need the GCMS URL and Company Registration Code that was supplied by your Administrator before you can proceed.

1. Access the GCMS Login screen using the URL provided by your Administrator.
2. Click the Cardholder Self-Registration link under the Sign In button on the login page and fill in the required information on the Account Information and User Information sections that display on two separate pages.
3. Enter the account number and the Company Registration Code provided by your Administrator. If you are having issues, then you can contact your Administrator or a customer service representative. The first time you log in, you will be prompted for additional information to help ensure a secure experience.