Cardholder Login and Associating Multiple Card Accounts
Cardholder Login
1. **Application Access:** Click on the below link or copy it into your internet browser –
   [https://corporatecardservices.bnymellon.com](https://corporatecardservices.bnymellon.com)

1. **User ID** – cardholder initial user ID is always their full card account number
2. **Password** – Enter **changeme01** for the initial password.
1. **Create User ID**: Enter the user ID to log into the system going forward. Use the first letter of your first name plus the first 7 letters of your last name plus “card” (for cardholder). (Example: My name is Joe Anderson. My ID = jandersocard)

2. **Re-enter User ID** – Enter User ID a second time to confirm.

3. **Press Continue** – Press Continue to go to the next screen to change your temporary password.
1. **Enter the Temp Password:** Enter temp password. (changeme01)

2. **Enter the New (Final) Password**— Enter the password that you will use going forward until the system asks you to reset your password. (Every 90 days.) *The password must be at least 8 characters, of which at least two must be numeric and two non-numeric, and must not contain any spaces.

3. **Re-enter Final Password**

4. **Enter E-mail Address**

5. **Re-enter E-mail Address**

6. **Select Security Question:** This is the question that you will be asked if you need to have your password reset. *Remember the question you chose and the answer.

7. **Enter Security Answer:** The Security Answer must be at least 4 characters long and cannot contain spaces. It is case sensitive, too.
Associating Card Accounts
1. Click on the **My Profile** tab.
2. Click on the **Associate Accounts** button.
All fields are required.

3. Enter the **Account Number** exactly as it appears on the card. (Do not add hyphens (-).)

4. Enter the **Account Name** of the cardholder exactly as it appears on the card. (Watch for middle initials or omission of middle initial.)

5. Enter the **City** name exactly as it appears for the card account. (Watch for City spelling.)

6. Enter the **State/Province** exactly as it appears for the card account. (Watch for State being abbreviated.)

7. Enter the **Postal Code** exactly as it appears for the card account. (Watch for Postal Code having or not having a hyphen (-).)

8. Press **Save**.

**Note:** You cannot associate a card account with your user ID if the other card account has a user ID tied to it.
5. Select the appropriate **date range** option or Statement Date range (**Reporting Cycle**) that corresponds to your statement date range. If you run the report on a date before the end date of the cycle range, the report will not complete until the day after the end date of the cycle range.

6. Press **Save**.

**Note:** Transaction data will be viewable in the system (on the report) approximately 2-3 days after the transaction takes place at the merchant. If you do not see transactions on the report that are on your statement, they may not have loaded into the system yet.
Thank you!