How to fill out an online CTA/ProCard/Ghost Account application form

A. Go to [https://finance.uw.edu/ps/](https://finance.uw.edu/ps/) and select the ‘ARIBA LOGIN’; log into Ariba with UWNet ID

B. Go to ‘Application Forms’ and select “ProCard Online Application” or “CTA Online Application”

C. Log in Ariba with UWNet ID

1. Click on ‘Card Application’ from Ariba Home Dashboard.
2. Cardholder or designate person fills out the cardholder information. Fields with an asterisk (*) indicates required information:
   a. Title: Cardholder name or Ghost Card name, Or CTA Account name
   b. Applicant: Cardholder name, this is automatically filled. If filling out an application for someone else, enter the cardholder name.
   c. Type of Card: ProCard (individual) or Ghost account (department account)
   d. Last Name: Cardholder last name
   e. Middle Initial: Cardholder M.I.
   f. First Name: Cardholder first name
   g. Budget number: ProCard default budget
   h. Department: Department name
   i. Address/City/State/Zip: Department address (cardholder card billing address)
   j. UW Box Number: Department campus mail box
   k. Phone: Cardholder business phone number
   l. Comments: Any notes for ProCard office or department administrator.

   **Card applicant or department administrator/authorizer can complete the rest of the application. Department administrator/authorizer should review the information for accuracy. They can edit the information if needed:**
   m. Account Reviewer/Phone: Assigned transaction reviewer for the cardholder
   n. PaymentNet access of Cardholder (Cardholder, Reviewer I, Reviewer II)
   o. PaymentNet access of Reviewer (Reviewer I, Reviewer II)
   p. Object Code: Default object code on the account
q. Spend limits
   a. ProCard Monthly – Default is $20,000
   b. ProCard Single Limit – Default is $3,500
   c. CTA – Depends on department’s business need.

3. Click the ‘Submit’ button to send to department ProCard approver

**Card User Agreement.** By submitting the application, the cardholder agrees with the card user terms and conditions.

**Status of application**

*Department administrator/approver will receive an email to review and approve the application form before submitting to Card Services office for processing.*
ProCard Approver (Department Administrator)

4. Department administrator/authorizer reviews the cardholder application information. Administrator/authorizer can either Deny, or Edit the application.

5. To approve the application, the approver must ‘Edit’ the application and enter his/her name on the ‘ProCard Approver’ field before submitting the application.

6. Click ‘Submit’
7. Alert: click ‘Save’

Review the user agreement and click ‘OK’ if you agree.

8. Click the next ‘Approve’ button to submit the card application to Card Services for processing.

9. Cardholder will be notified when their procard application is approved. Cardholders will receive their procard after they have completed the required training.