MBR Management Corporation UMB Commercial Card Users

UMB

Install the "<u>UMB Commercial Card</u>" Mobile App (Make sure the App is for the commercial card)
Online Website: <u>https://commercialcard.umb.com/</u>

Apps

UMB Commercial
UMB Financial Corpo...

When you first login: (You should have received an email from UMB Bank "Username Created")
Login with your Email address and temporary password that was emailed to you.
Create a Pin or Biometric Authentication to automatically log into the app on your device.

**On the App or website, you will be able to view your
credit limit, transactions, balance, and submit receipts.
(Website is more user-friendly some features don't work through the App.)**

<u>Passwords</u>
The system will prompt you to create a new password every 90 days as your password expires. You can also update your password at any time or use the "Forgotten your password" link at the bottom of the login screen.

<u>Submitting Receipts:</u> (You have 3 items "coding" to do for each transaction)
> ➢ You are responsible for having a detailed receipt of what was purchased for each transaction made.
> ➢ You will be **submitting** receipts directly through the UMB App or website instead of through Docuware form. Once a transaction is posted (out of pending approval) you can attach receipt and code the item.
> ➢ Look under "Expenses" to review transactions.
> ➢ Select a transaction from the list to begin coding.
>> 1. Attach a picture of the receipt
>> 2. Code: Enter Store# and Expense code(category)
>> 3. Enter a reason for the transaction. (examples: Gas for company car, Toner for Printer, Lunch with "person name")
> ➢ To finish click on "Complete" when you are finished entering information for the transaction.
> ➢ You will receive an email Monday evening to remind you of any transaction not coded yet.

Note: Expenses will show up once the merchant settles and posts the transaction. Cardholders are not able to code a transaction until it posts. On the website home screen, the cardholder can click on "Authorizations" to view pending transactions.

<u>RECEIPTS:</u> You are responsible for having a receipt for each transaction. Please make sure the picture of a receipt is clear and shows all details of the items purchased. Keep your receipts in an envelope for 3 months in case one needs to be re-submitted. You can turn them into the office for storage.

<u>Make it a Habit:</u> Take a picture of the receipt with your phone while you are at the store. It only takes a few seconds, then you can go through your pictures later and submit the receipts.

<u>Personal/Accidental charges:</u> Send an email right away to <u>kbrinkmann@mbrmgt.com</u> and <u>jswan@mbrmgt.com</u>. Accidental/Personal charges will be payroll deducted.

<u>Lost Receipts:</u> If a receipt under $75.00 is lost and you cannot get the company to re-print a new receipt. It will need to be approved by your supervisor. You can submit a photo of a written note with details of what was purchased with amount and date. Lost receipts may be payroll deducted if not approved by your supervisor. If the transaction is over $75.00 you will need to provide a receipt.

<u>Statements/Card Limits:</u> Card limits reset on the first of each month. Statements come out on the last day of the month. You need to have all transactions coded by the 1st of the month. After the 5th of the month your card may be locked until receipts are coded & submitted.

If you need any help or questions, contact Kelli Brinkmann at 636-947-4433 x2430 or email kbrinkmann@mbrmgt.com