Some of you may be aware CHAS is participating in a pilot for an on-line application process for the Student Program Card. The site is now live and ready for use and we wanted to share some important information needed to complete the application. Please read the following and pass along to your staff as appropriate:

New Student Program Card On-line Application Instructions – for New Cardholders Only

1) Use this link [Student Program Card Application](#) to access the on-line application. The on-line application can also be found on the Purchasing Services website under the "Forms" link at the top of the page or under Procure-to-Pay – Card Programs – Student Program Card.

2) Be sure to complete all required information *.

3) Use your Penn username and additional characters if need to bring it to 8 for your PaymentNet User ID.
4) Under Contact Information you must use a Penn email address and use your mobile phone number as the “Business Phone.”

5) Use the following information for the Cardholder Address (Card Delivery). Your application will be rejected if this information is not correct.

3702 Spruce Street
College Houses and Academic Services
Philadelphia, PA 19104

6) Use your Campus Address as your Home Address
7) Use the following **Approval** Information. You must be accurate in entering this information or we will not get the application and you will need to start over.

Rosalind Carter – Approver name
chasspcard@lists.upenn.edu – Approver email

Once your staff have completed the application on-line it will be reviewed by either me or Gina. If everything is good with the application we will approve it. Applications that do not have the correct information will be rejected. If an application is rejected for any reason, the applicant will have to submit a new application (the rejected application cannot be corrected and re-sent for approval).

The cardholder will need to complete the Student Program Card training in KnowledgeLink before he or she is given the card. Reminder: Returning staff members are required to complete the training again in order for the card to be returned to them.

Please do not hesitate to contact me if you have any questions.

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Rosalind Carter
Business Administrator
College Houses and Academic Services
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215.898.1119
carterr@upenn.edu