

## New Visa Cardholder Registration

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1. Welcome prospective new Visa corporate cardholders. Everything you need to become a Visa corporate cardholder is listed on this website. The following application form and procedures to complete the form are available to you:

- a. 02.Procedure - New Visa Cardholder Registration [Word]
- b. 03.Visa Application-New Cardholder [Excel]
- c. 04.Procedure – Electronic Signature\_New cardholder [Word]
- d. 05.Procedure – Electronic Signature\_Supervisor\_Manager [Word]

The document **02.Procedure - New Visa Cardholder Registration** will guide you through the process of how to complete the application form **03.Visa Application-New Cardholder**.

2. If you decide to electronically sign the application form rather than manually sign it, the document **04.Procedure – Electronic Signature\_New cardholder** will guide you through the process.

For managers and supervisors who will need to approve the application form, document **05.Procedure – ElectronicSignature\_Supervisor\_Manager** will guide you through the process.

Please follow the instructions that each link provides.

3. The monthly credit limit starts at \$5,000. Each month, your card will be paid off and it will revert to its original limit (i.e., \$5,000).
4. In the actual Visa application (i.e., 03.Visa Application-New Cardholder), there is a tab that contains the Memorandum of Agreement. Please read this and understand that by signing the application form on the first tab,

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the cardholder is **agreeing** to all the terms of the Memorandum of Agreement.

5. In the actual Visa application form, as well, there is another tab that contains the Guidelines and Exclusions. Please read these guidelines and make sure you understand the requirements and duties of corporate card ownership.
6. If there any questions regarding the Visa application form, please contact Paul Robidoux (Senior Analyst, Financial Systems) through Microsoft Teams.
7. If there any questions regarding the credit limit, the Memorandum of Agreement or any of the Guidelines and Exclusions, please contact Cathy Hunt (Supervisor, Accounts Payable) through Microsoft Teams.