## How To Add A P-Card To Your Online Wallet On Catertrax With Chartwells

1	Log into your account at buffalostate.catertrax.com For first time users, select "Need an Account?" and follow the instructions.	Menus ✓ CONT	Account SIGN IN / REGISTER Cart S0.00  Password  Sign In Need your password?
2	Click on <b>"Account</b> " located at the top right of the page. Select <b>"Manage Online Wallet</b> " and a new window will pop-up.	Menus 🗙 Create New Order Manage And Repeat Orders	CONTACT US Q Account Manage Online Wallet Update Account Information View All Account Options
3	From the Payment Method drop-down menu select "Credit Card" and a new window will pop-up. When you are finished inputing your information, click "Pay". **Pop-Ups MUST be enabled on your browser**	Online Wallet Current Online Wallet Entries: Add Online Wallet Entry: Payment Method: Select Invoice Departm Credit Card	Pop-Up Window for Credit Cards
4	After clicking " <b>Pay</b> ", you will be taken ba to Catertrax. Enter a " <b>Wallet Description</b> " and " <b>Purchase Order</b> " (if applicable). When you are finished, click " <b>Add Wallet</b> Your P-Card is now available to use at checkout!	Add Online Wa In order to add Entry" button. Payment Metho *Wallet Descript Test Card Number: Purchase Orde	Ilet Entry: this wallet entry successfully, select the "Add Wallet d: Credit Card tion: Add Wallet Entry

If you would like further assistance please contact Catering at 716-878-4128