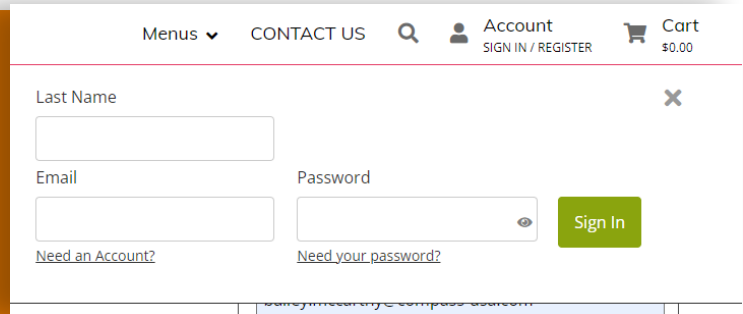


# How To Add A P-Card To Your Online Wallet On Catertrax With Chartwells

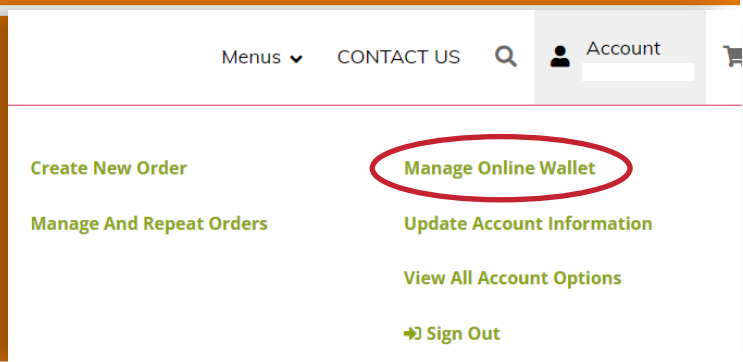
1

Log into your account at [buffalostate.catertrax.com](http://buffalostate.catertrax.com)  
For first time users, select “Need an Account?” and follow the instructions.



2

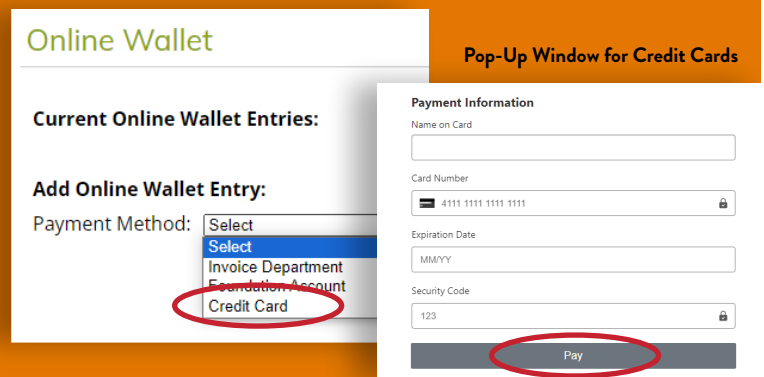
Click on “Account” located at the top right of the page.  
Select “Manage Online Wallet” and a new window will pop-up.



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”.

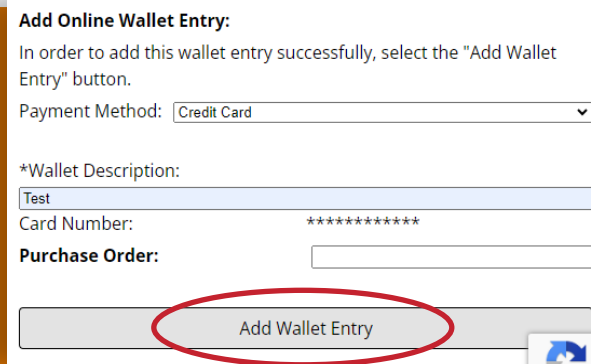
**\*\*Pop-Ups MUST be enabled on your browser\*\***



4

After clicking “Pay”, you will be taken back to Catertrax. Enter a “**Wallet Description**” and “**Purchase Order**” (if applicable).  
When you are finished, click “**Add Wallet Entry**”.

Your P-Card is now available to use at checkout!



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