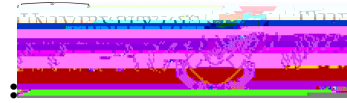


New Visa Cardholder Registration

- 1. The Visa registration form (in Excel) is now available online at https://www.winnipeg.ca/financial_services/forms.html**

Once on this Forms page, go down to the group header called Visa Application Forms (NEW Cardholders). Click on 03 Visa Application New Cardholder [Excel]



New Visa Cardholder Registration

Date entry items to look out for:

The cells highlighted in yellow indicate the number of characters used and what is remaining for a particular box

Legal First Name is entered ONLY if different from First Name

Middle Name is optional BUT if used, must be more than one character

Home Address 1 and Street Type combined cannot exceed 36 characters

Home Address 2 cannot exceed 36 characters

Postal Code is 6 characters with no space

For Default Accounting Codes, Account number is required as well as

Department number (if Account number is greater than 7000). Sub

Department, Award and Project are optional

For Default Accounting Codes, Company is usually U of Winnipeg

3 Sign the Excel application form

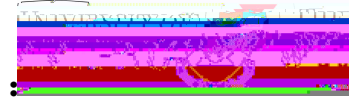
For the Employee signature, there are two options:

Manual Signature

Print the form and sign it manually and send through internal mail to your Dean/manager/supervisor for approval

Electronic Signature

Provide an electronic signature (see 04 Procedure – Electronic Signature_Newcardholder.docx) and email the form to your Dean/manager/supervisor for approval



New Visa Cardholder Registration

- 4 Go to tab **“Memorandum of Agreement”**. By signing the application form, you agree to the terms on this tab
- 5 Go to tab **“Guidelines and Exclusions”**. Please read these guidelines and make sure you understand the requirements and duties of corporate card ownership