How to Manage Your Pcard

Step-by-Step Instructions for Managing Your Pcard

1. Log in to Ohio eProcurement. Navigate to the your User Name Drop-Down Menu in the upper right hand corner of the page and click on My Profile.

   ! You need to add your Pcard when you first log into Ohio eProcurement before you can start the Pcard purchase process.

2. While on the Profile Management page, scroll towards the bottom until you find the box titled Pcard Management, then click on Add Pcard.

3. A pop-up will appear titled Pcard Management where you must manually input your Pcard details (e.g., a name for the Pcard, your name as it appears on the card, card number, expiration month and year, security code, and card provider) as they do not automatically populate in Ohio eProcurement:

   ! Double-check you have correctly entered your 16 digit Pcard number and 3 digit (Visa) security code since this information is not validated until a Pcard transaction is submitted

   ! Your 16 digit Pcard card number should not include dashes or spaces

   ! Your Pcard number will be masked and cannot be edited once you have added it to your profile

   ! If you need to make changes to an existing Pcard, click the Trash Can icon next to the Pcard within the Pcard Management box to remove your current Pcard, then add a new Pcard with the correct details

   ! Your Pcard details remain invisible to other users

4. Once you have accurately and completely entered your Pcard information, navigate to the top of the page and click on Save & Close.

   If you have questions or need additional assistance, please contact Ohio Shared Services Contact Center via e-mail (ohiosharedservices@ohio.gov) or phone (877-644-6771).