

Commercial Card

Program Administrator, (PA) Request Form

Use this form when a Company does not have a Company level Program Administrator and needs to set up a new person for the role. Program Administrators requested via this form will be set up with full Company access.

If a Company already has a Company level Program Administrator, they can create other Program Administrators in the card portal without the need to complete this form.

Section I: Program Administrator (PA) Information

Please fill out required information below for the new Program Administrator			
Company Name			
*Program Administrator's First Name		Middle Initial	*Last Name
*Business Mailing Street Address		*Email Address	
*City	*State	*Zip Code	Country
*Business Phone		*Cell Phone	
*Verification ID consisting of four numeric digits [Program Administrator will be required to provide their Verification ID when calling Client Service regarding applicable Commercial Card account(s)]			

Section II: Entitlements (continues on next page)

Choose one or more of the Program Administration (PA) roles given below.		
Entitlement	Description	Selection
Master Program Administrator	<p>The Master PA is the company representative for the Commercial Card program.</p> <p>They are one of the contact points for Santander and will receive all Commercial Card program communications.</p> <p>They will have access to and may contact Client Service for any of the company's corporate or individual cardholder accounts.</p>	<input type="checkbox"/> Add as an MPA

Commercial Card

Program Administrator, (PA) Request Form

Section II: Entitlements (continued)

Choose one or more of the Program Administration, (PA) roles given below.		
Entitlement	Description	Selection
Smart Data Program Administrator	Smart Data PAs are responsible for user access and entitlements in the Smart Data application, including the creation of other Program Administrators.	<input type="checkbox"/> Add as a PA for all Smart Data modules <input type="checkbox"/> Add as a PA for the Virtual Card module <input type="checkbox"/> Add as a PA for the Card Management module

Section III: Additional Information

Use this section to provide additional information, if required.

Section IV: Terms and Conditions

Please fill out required information below for the new Program Administrator

*Signature of New Program Administrator

Wet signature	Date

By signing this application, (i) I certify in my individual capacity that I am authorized to sign this application on behalf of the Company and (ii) I and the Company certify that all of the information on this applications is true and correct in all respects.

*Authorized Signer (the person who signed the Master Commercial Card Agreement)

Name	
Title	
Signature	Date

FOR INTERNAL USE ONLY: The Santander Team member submitting this maintenance case must add a note to the case stating that they have verified the customer signature.

Please return signed form to clientservice@santander.us.

*The signer of the Master Commercial Card Agreement must sign the form. If this individual is no longer with the company, please contact your Relationship Manager to confirm who within the company has the authority to sign the form.

Commercial Card

Program Administrator, (PA) Request Form

Guide

Section I: Program Administrator Information

Name of Program Administrator: First name, middle initial and last name (maximum 20 characters total).

Phone Numbers: An accurate cell phone number is very important if the program administrator is also a cardholder. Without an accurate cell phone number, Santander cannot send fraud alerts which are an important tool in minimizing unnecessarily blocking of commercial cards.

Verification ID (four numeric digits): This 4-digit numeric code will be required for the PA to authenticate their identity when calling Client Service regarding applicable Commercial Card account(s).

Section II: Program Administrator, (PA) Roles

Master Program Administrator: The company representative for the Commercial Card program. At least one Master Program Administrator must always be registered with Santander, two or more is preferable.

This form is for use if the company has no existing Master Program Administrator(s).

CentreSuite and Smart Data Program Administrator access: A Program Administrator with access to the client portal(s) to perform various tasks associated with management of the company's Commercial Card program, including card issuance, account maintenance, card cancellation, cardholder password resets, reporting, user management, and more.

Program Administrators can create other PAs in the card portal(s), without the need to complete this form.

Program Administrators may contact Client Service regarding applicable Commercial Card account(s).

Profiles can be set up in the cards portal(s) for other user types. For example, it is possible to set up an administrator role without the ability to create new PA.

To discuss options call Client Service on **844-726-0095** or email request to **clientservice@santander.us**.

Section III: Additional Information

Use this section to provide us with any additional information you feel is important for us to know.

Section IV: Terms and Conditions

Terms and Conditions: The signer of the Master Commercial Card Agreement must sign the form. If this individual is no longer with the company, please contact your Relationship Manager to confirm who within the company has the authority to sign the form.