

# Commercial Card

## Program Administrator Request Form

### Section I: Entitlements

Choose one or more of the Program Administration roles given below.			
	Entitlement	Description	Selection
1	Master Program Administrator	The Master Program Administrator is the company representative for the Commercial Card program; they are the contact point for Santander and will receive all Commercial Card program communications.  They are able to contact Cardholder Support on behalf of any company cardholder (except for fraud claims).	<input type="checkbox"/> Add as a MPA <input type="checkbox"/> Delete MPA Access
		They have program administrator access to 360Control to manage the card program on behalf of the company. They are able to access and manage all of the company's card accounts.  They are responsible for user access and entitlements in 360Control, including the creation of other program administrators within the application.	<input type="checkbox"/> Requires PA user access to 360Control <input type="checkbox"/> Remove PA user access to 360Control
2	VCAP Company Program Administrator <sup>1</sup>	The Virtual Card for Accounts Payable (VCAP) Program Administrator has access to SmartData InControl for Account Payables to manage the company's virtual card program.  They are responsible for user access and entitlements in the application, including the creation of other VCAP Company Program Administrators.	<input type="checkbox"/> Add as a VCAP PA <input type="checkbox"/> Delete PA Access
3	VCAT Company Program Administrator <sup>1</sup>	The SmartData Virtual Card Account for Travel (VCAT) Program Administrator has access to SmartData InControl for Business Travel to manage the company's virtual card program.  They are responsible for user access and entitlements in the application, including the creation of other VCAT Company Program Administrators.	<input type="checkbox"/> Add as a VCAT PA <input type="checkbox"/> Delete PA Access
4	Expense Management Company Program Administrator <sup>1</sup>	The SmartData Expense Management Program Administrator has access to SmartData Expense Management to manage the company's expense management program.  They are responsible for user access and entitlements in the application, including the creation of other Expense Management Company Program Administrators.	<input type="checkbox"/> Add as an Expense Management PA <input type="checkbox"/> Delete PA Access

<sup>1</sup>These applications are only available to customers with SmartData virtual card or expense management features enabled.

# Commercial Card

## Program Administrator Request Form

### Section II: Program Administrator Information

\*required field

Please fill out required information (*) below for the Program Administrator.			
5	*First Name	Middle Initial	*Last Name
6	*Business Mailing Street Address		*Email Address
	*City	*State	*Postal Code
			Country
7	*Business Phone		

### Section III: Terms and Conditions

\*required field

8	By signing below, I confirm I will not use any information pursuant to this application form ( <i>including, without limitation, any personal information of employees of the Company</i> ) for any purposes other than as necessary to fulfill my obligations as indicated within my Entitlement in accordance with the Agreement between Santander Bank and the Company. <b>(Not required if a PA is being removed).</b>	
	*Signature of New Program Administrator	Date
	Signature	
	By signing this application, both the Company and I certify that I have full authority to sign this application; all of the information on this application is true and correct in all respects.	
	*Authorized Signer ( <i>the person who signed the Master Commercial Card Agreement</i> )	
	Name	
	Title	
	Signature	Date

Please return signed form to: [clientservice@santander.us](mailto:clientservice@santander.us).

For any questions, please contact Client Service at 844-726-0095 or email [clientservice@santander.us](mailto:clientservice@santander.us).

**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.

# Commercial Card

## Program Administrator Request Form

### Section I: Program Administrator Roles

**Master Program Administrator:** The company representative for the Commercial Card program. One Master Program Administrator must always be registered with Santander. A Master Program Administrator can request that any other program administrator in 360Control be made a Master Program Administrator by calling Client Service. They can also call Client Service to request that a current Master Program Administrator is removed from their role or edit their contact details. If a company finds itself with no Master Program Administrators and needs to set one up, this form needs to be completed.

**360Control Program Administrator access:** A 360Control Program Administrator has access to 360Control for performing various tasks associated with management of their Commercial Card program, including card issuance, account maintenance, card cancellation, cardholder password resets, reporting, user management, and more.

360Control Program Administrators are able to create other 360Control Program Administrators in 360Control, without the need to complete this form.

Program Administrators may contact Client Service to inquire about any accounts they have been entitled for within 360Control.

Profiles can be set up in 360Control for other users without the full program administrator access if required. For example, it is possible to set up a role without the ability to create new administrators or without the ability to make payments. To discuss options, call Client Service on **844-726-0095** or email request to **clientservice@santander.us**.

**SmartData:** SmartData is the application used to manage virtual cards, including setting up payment templates, adding new suppliers, and making payments. SmartData can also be used to access Expense Management. Not all clients are set up for these programs.

### Section II: Program Administrator Information

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

**Business Mailing Street Address and Program Administrator Email Address:** Physical mailing address for the Program Administrator. Provide Program Administrator email address.

**Business Phone:** Area code and business phone number.

### Section III: 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 and have the Relationship Manager submit this form to Client Service on your behalf.

**For any questions,** please contact Client Service at **844-726-0095** or email **clientservice@santander.us**.