Carleton College
Out of Pocket User Training

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Commercial Card Expense Reporting (CCER)

Carleton College

An internet solution

Accessed via Wells Fargo’s secure Commercial Electronic Office® (CEO) portal
Logging In

Go to [www.wellsfargo.com](http://www.wellsfargo.com)

Click on "Commercial" tab

Act now to get a student loan
No payments while in school

Take a first step toward managing your credit
When you need to make a decision about how and when to borrow, Wells Fargo is here to help find options that can work for you.

Start here
Understand your credit score
Paying for unexpected expenses
Getting rewarded for purchases
Consolidating bills

No payments while in school
Get the funds you need to pay for college.
Get Started

Lower your car payment
Refinance your existing auto loan with Wells Fargo and you may lower your payment up to $118 a month.
Apply Now
Commercial Electronic Office sign on

- Simply enter your:
  - Company ID
    - Carle057
  - User ID
    - Unique to user
  - Password
    - Unique to User

- Bookmark this page for future access
Your First Sign-on:

- Change your temporary password
- Answer two “secret questions”
- Read and accept the CEO Terms of Use Agreement
- Create a user profile:
  - Name, title
  - Telephone number
  - Email address
Change password

My Profile

Change Password

Enter your Current Password. Create a new password by entering then re-entering the password in the fields. If you need assistance, call toll free 1-800-AT-WELLS (1-800-289-3557), option 5.

All fields are required.

Current Password:

New Password:

Re-enter New Password:

Passwords must contain the following:
■ 6 to 12 characters
■ At least one number
■ At least one letter

It is also recommended that your password should have at least one special character (Examples: ! * % $).

Passwords cannot be the same as, or include:
■ Your first name
■ Your last name
■ Company name
■ Company ID
■ User ID
■ Previous 6 passwords
■ Names of months (Example: march123)
■ The same character repeated 3 times or more (Example: 2Kaaa5)

Save Cancel
Answer two secret questions

New User Setup

* All fields required

Secret Question 1: Select One
Answer 1: 
Secret Question 2: Select One
Answer 2: 

Answers Guidelines
- Answers are not case sensitive
- Use only letters, numbers, apostrophes, hyphens, or spaces
- Capitalize proper names only
- Create simple but meaningful answers

Continue

Sign on Help
Read and accept the **CEO** Terms of Use

New User Setup

- Change Password
- Secret Questions
- Terms of Use
- Profile

You must accept the Terms of Use to complete your New User Setup.

Terms of Use for CEO Portal

**UPDATED MAY 2012**

You have now entered the *Commercial Electronic Office (CEO®)* business portal at the website for Wells Fargo Bank, N.A. (“Wells Fargo”). Through the CEO portal you will be able to use certain financial services (the “Services”) of Wells Fargo or its affiliates (the “Affiliates”). The term “Affiliate” means the parent company of Wells Fargo, Wells Fargo & Company, and any present or future company that controls, is controlled by, or is under common control with Wells Fargo Bank N.A.

A Service may be used through the CEO portal only after: (a) you agree to these Terms of Use, (b) you or your company accepts an online access agreement and/or other agreement(s) required to receive the Service, and (c) you or your company accepts the application forms, instruments, rules, standards, policies, instructions, and other documents and forms required to receive and use the Services (the “Service Forms”).

**YOU MUST AGREE TO THESE TERMS OF USE BEFORE USING THE CEO PORTAL.** To agree to these Terms of Use, you must, using your mouse, keystroke, or other device, select the I Accept button at the end of these Terms of Use. Selecting I Accept will be deemed the legal equivalent of your handwritten signature and will constitute your agreement with Wells Fargo and its Affiliates to these Terms of Use, to any other terms and conditions appearing on any screen on this website when enrolling for or using any of the Services, and to the rules, policies, procedures.
Review Email Address for Accuracy
Enter Business Phone Number

Add your Business Phone Number
Note: Country Code is Required

Turn on Automatic Access to Open CCER Upon Login
Confirm Contact Information

Confirmation

Your changes have been saved.

Contact Information

Name: Kara Lloyd
User ID: UserID123
Email: klloyd@carleton.edu
Phone: 507 222 5934

Preferences

Automatic Access: Yes

Confirm your contact information:

- Name
- User ID
- Email
- Phone
- Automatic Access

Continue to CEO
Click on your name to view your profile and edit your account information.

Sign Off after you have completed your CCER review.
CEO Home Page

Use the CEO Home drop down Menu
OR
Use the link at the bottom to sign into Commercial Card Expense Reporting (CCER)
Bank Information for OOP & Personal Expenses

Charges — Manage Charges

To filter items, select from the Charge Type drop-down menu. Select charges, and click one of the functions below. Click Save or Statement Reviewed.

Required Field

Cardholder Summary

Cardholder Name: [Blank]  
Start Date: 07/01/2015  
End Date: 07/31/2015  
Reminder Period: 06/01/2015 through 08/04/2015  
Grace Period: 08/05/2015 through 08/09/2015

Approved

Charges:
- 31.50 USD
- Out-of-pocket: 0.00 USD
- Total Amount: 31.50 USD

Charges

Charge Type: All Transactions

One-Time Set-Up

Print Version
Bank Information for OOP & Personal Expenses

Check the Authorization box, enter your account information, and click Save.

Note: This account will be debited or credited for your out-of-pocket or personal expenses. While this information is optional, it may be required by your company. Contact your administrator for company requirements.

* Required Field

Authorization: [ ] Upon entering the following Automated Clearing House Information, I hereby authorize CARLETON COLLEGE to initiate credit and debit entries to my checking or savings account as indicated at the depository financial institution entered below to reimburse and/or collect out-of-pocket and personal expenses. This authorization is to remain in full force and effect until CARLETON COLLEGE has received notification from me of its termination in such time and in such manner as to afford CARLETON COLLEGE and the depository financial institution entered a reasonable opportunity to act on it.

Account Type: *

- Checking
- Savings

Account Number: *

Routing / Transit Number: *

Enter Checking / Savings Account Number & Routing Number

Save

Remember to Save
Out-Of-Pocket (OOP) Expenses
Out-Of-Pocket (OOP) Expenses

Enter information in the highlighted fields to record an out of pocket expense.

Mileage rate can be selected from drop down menu and amount will be calculated.

General Ledger Code will default based on Expense Category.

Enter in $ Amount incurred for all other expenses.

Select "Add Another" to keep adding expenses. Select "Save" when you are done.
Select General Ledger Code
To Electronically Approve your Statement, Click on Review Open Statements
Complete Your Review

Be sure you electronically included all receipts for your expenses

Select statement reviewed and a message box appears indicating that an email will be sent to your approver
Thank you!

Visit the Business Office Purchasing Card Web-site for additional information:
https://apps.carleton.edu/campus/business/purchasing_cards/cardprogram/

Business Office Contacts:

Primary Program Administrator:
Amy Swenson x5509

Alternate Program Administrators:
Randie Johnson x4178
Kara Lloyd x5