

# Credit Card Administration

## Assigning Credit Cards to Users

When a credit card feed (also known as a “Card Source”) is integrated into Nexonia, an administrator will need to assign the individual credit cards to a Nexonia user. They’ll have to do this whenever new cards are issued as well.

Administrators will get an email from Nexonia informing them of any **Unassigned** cards, and will be prompted to log in and assign them.

Go to **Setup > Company > Expenses > Corporate Cards**  
Under “Users” you’ll see any credit cards that are unassigned.

1. Click the “Unassigned” link under Users for the card you would like to assign. You should see a pop-up menu, **Assign Card**.
2. Open the drop down menu at the top of the box and you should see a dropdown menu of all your user profiles. Select the Nexonia user(s) you want to connect this card to, then click the [Add] button.
3. Click [Save]. That card is now assigned to that user, and they’ll be seeing the credit card transactions from that card when they log in.

Card Number	Transaction Source	Card Type	Name on Card	Nickname	Users	Unfiltered Transactions	Unused Transactions	Total Amount	Oldest Unused
XXXXXXXXXXXX9352	Corporate Card	Visa	CAMERON HARRIS	Edit Name	Unassigned	N/A	3	2,607.34 USD	08/12/2016
XXXXXXXXXXXX9075	Corporate Card	Visa	ERIN FARR	Edit Name	Unassigned	N/A	3	830.31 USD	08/12/2016
XXXXXXXXXXXX8195	Corporate Card	Visa	LESLIE KAY	Edit Name	Unassigned	N/A	3	210.97 USD	08/12/2016
XXXXXXXXXXXX5128	Corporate Card	Visa	AARON ECKERLEY	Edit Name	Aaron Eckerley	N/A	6	468.65 USD	08/12/2016
XXXXXXXXXXXX1089	Corporate Card	Visa	SHAWN WILLIAMS	Edit Name	Unassigned	N/A	4	222.07 USD	08/12/2016
XXXXXXXXXXXX1071	Corporate Card	Visa	DANIEL VANCE	Edit Name	Daniel Vance	N/A	1	4.36 USD	08/18/2016

Assign Card

< Choose one or type > Add Remove

- Aaron Eckerley
- Alice Abell
- American Express
- Cameron Harris
- Daniel Vance
- Jason Carlin
- Tom Trayning

Close Save

Assigned card XXXXXXXXXXXXXXX9352 (Corporate Card) to: Cameron Harris

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XXXXXXXXXXXX9352	Corporate Card	Visa	CAMERON HARRIS	Edit Name	Cameron Harris	N/A	3	2,607.34 USD	08/12/2016