# 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.