

Beginning August 7, 2017, you will receive email alerts directly from Wells Fargo regarding unusual activity on your OneCard. In order to receive these alerts, your Lehigh email address **must** be added into your user profile on Wells Fargo Commercial Card Expense Reporting system. Your email address must be entered by September 1, 2017.

To add your email address into the Commercial Card Expense Reporting system, please do the following:

Launch an internet browser like Chrome, Firefox or Safari.

Type in the following url: <https://wellsoffice.wellsfargo.com/ceoportal/signon/index.jsp>

The following screen will appear:

WELLS FARGO

Personal Small Business **Commercial**

Commercial Electronic Office®

Sign On

Company ID

User ID

Password

[Forgot Password?](#)
[Password Reset Tutorial](#)
[Sign on Help](#)
[System Requirements](#)
[Fraud Prevention](#)

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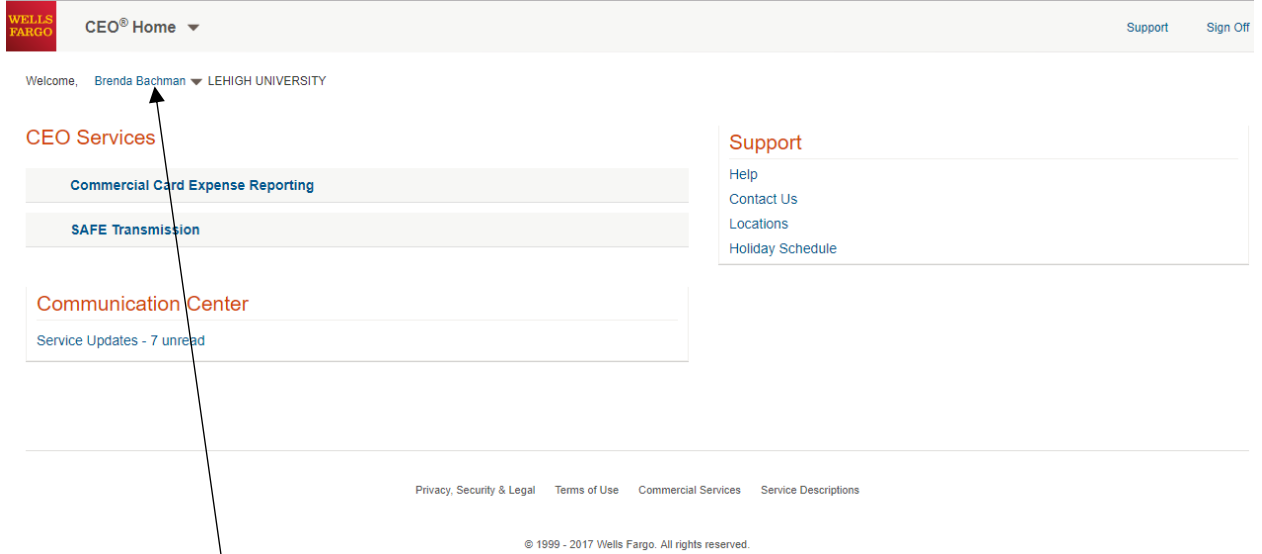
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Enter the Company ID – LEHIG354

Enter your username (specific to Wells Fargo) and your password

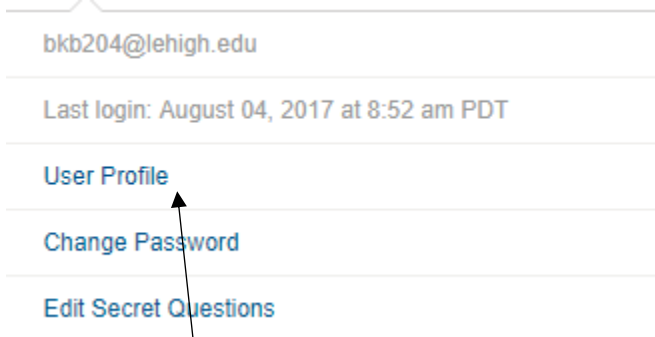
Click Sign On

The following screen will appear:



Click on your Name

A screen similar to the following will appear:



Click User Profile

A screen similar to the following will appear:

Profile

Contact Information

Name Brenda Bachman

User ID BACHB625

Email bkb204@lehigh.edu

Fax 610-758-4783

Phone Number 1 XXX-XXX-3266

Send Test Code

Phone Number 2 XXX-XXX-3840

Send Test Code

Edit

Account Security

[Change Password](#)

[Edit Secret Questions](#)

Click Edit

A screen similar to the following will appear:

Edit Contact Information

Verify or update the information below.

* Required

Name Brenda Bachman

User ID BACHB625

* Email

* Re-enter Email

Re-enter Email field is required if the email address is updated and must match identically.

Fax Country Code

Phone Number 1

* Device Type

* Country Code

* Are your calls transferred to a live receptionist?
 Yes No

Phone Number 2

To receive text messages, you must have a U.S. mobile phone number and be enrolled in a text messaging plan.

* Country Code

Enter and Re-enter your correct Lehigh email address

Click Save

Once your email address is added into the system, you will receive your statement emails from CCER@wellsfargo.com instead of incard@lehigh.edu. As a cardholder and/or reconciler, you will receive one email from Wells Fargo. As an approver, you will receive your cardholder review email and your approver email. During the transition you will receive an email from both Wells Fargo and Lehigh. As of October 1, 2017 you will receive emails ONLY from Wells Fargo

Lehigh (incard@lehigh.edu) will be sending emails for:

- On the day following the end of the Review period, Cardholders and Reconcilers will receive an email if the statement review was not completed prior to the review period end date
- On the last day of the Approval Period, Approvers will receive an email listing all cardholders that have statements that have not been approved for the current cycle
- The day after the cycle closes, Approvers will receive an email listing of all cardholders whose card was not approved and requesting a manual approval be submitted