

Wells Fargo Auto Access



Launch your browser

Go to <https://wellsoffice.wellsfargo.com/ceportal/signon/index.jsp?RC=86>

The following screen will appear:

Locations | Contact Us | Home

Personal Small Business Commercial About Us

Return to Commercial Services

Commercial Electronic Office®

Thank you for using the CEO® portal. You're now signed off and can safely close your browser.
CEP900

Company ID
User ID
Password

Sign On Forgot Password?

Trouble Logging in?

- [Password Reset Tutorial](#)
- [First Time Sign On Tips](#)

Additional Information

- [Online Fraud Protection](#)
- [System Requirements](#)

You can't stop fraud attempts

But you can put the right fraud protection program in place

[Visit our site to learn more](#)

Wells Fargo Bank, N.A.
Member FDIC.

About Wells Fargo | Careers | Privacy, Security & Legal | Sitemap

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Enter the Company ID, Your username, and your password

The following screen will appear:

Commercial Electronic Office®

My Profile Contact Us Help Sign Off

Welcome **Brenda Bachman** [Change Password](#)
LEHIGH UNIVERSITY | Last Login: March 14, 2013 at 10:46 AM PDT

Home Help & Training Resources

My Services Status

- Commercial Card
- Expense Reporting

Customer Support

- Toll-free [phone numbers](#) for your services
- Find a [Wells Fargo location](#)
- View [Wells Fargo holiday schedule](#)

Help & Training

- Get [Online Help](#) for your enrolled CEO services
- View [Tours](#)
- Register for free [Online Training Classes](#)

CEO® Resources

- [CEO Blog](#)
- [Wells Fargo Lending Base Rates](#)
- [Service Demos](#)
- [Fraud Information Center](#)
- [View All Resources](#)

Communication Center

You have no unread messages

0 Unread Messages

Total Messages (1) Upcoming Events (0)

Learn about improvements to your CEO services and helpful tips for using the site. You'll also find information about banking issues that impact your business. [Please don't show this message again.](#)

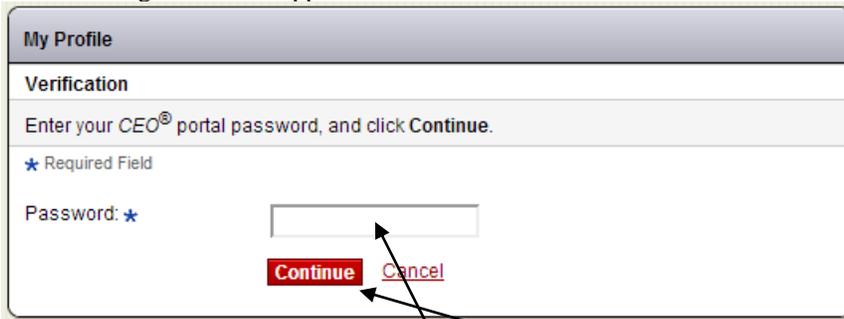
Click on My Profile

A screen similar to the following will appear:



Click on Edit Profile

The following screen will appear:



Enter your Wells Fargo CCER password. Click Continue

A screen similar to the following will appear:

My Profile

Edit Profile

To update your profile, edit the information, and click **Save**. To change your name, contact your customer service representative or your company administrator.

★ Required Field

Contact Information

First Name: Brenda

Middle Initial:

Last Name: Bachman

Title: ★

Functional Area: ★

Email: ★

Enter Email:

If you added or updated the email address above, please re-enter it below.

Re-enter Email:

Telephone: ★

United States/Canada

Area Code	Telephone	Extension
<input type="text" value="610"/>	<input type="text" value="758XXX6"/>	<input type="text"/>

International

Mobile:

United States/Canada

Area Code	Telephone
<input type="text"/>	<input type="text"/>

International

Fax:

United States/Canada

Area Code	Telephone
<input type="text" value="610"/>	<input type="text" value="7584783"/>

International

Preferences

Your Session Expiration Notice has been disabled.

Session Expiration Notice: Active Inactive

Automatic Access:

Save [Cancel](#)

From the drop down menu, select Yes. Click Save. Sign off the Wells Fargo system.

When logging into Wells Fargo from now on, you will no longer need to click on “Commercial Card Expense Reporting.” When you input your credentials, Commercial Card Expense Reporting will automatically launch.