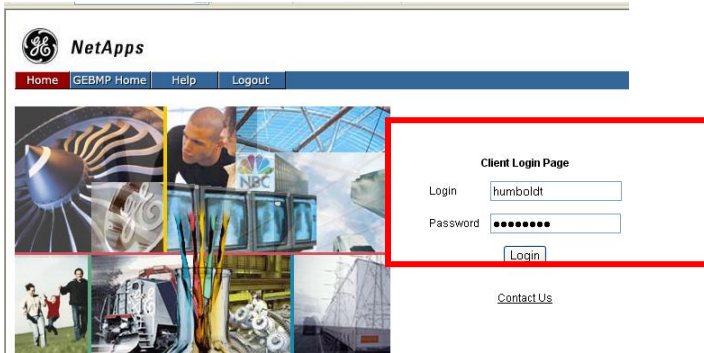
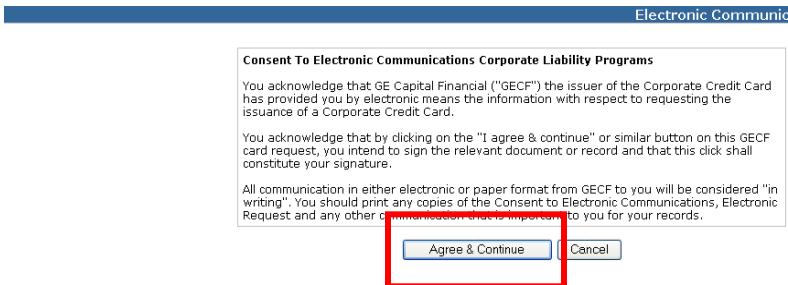


# APPLYING FOR A CORPORATE CREDIT CARD

1. AFTER you have read the Procurement Credit Card Handbook and Cardholder Agreement, using a PC (no Macs) log on to NetApps at: [www.netappsaccess.com/Login\\_user.asp](http://www.netappsaccess.com/Login_user.asp)
2. **Login** and **Password** are both "humboldt"



3. Read the consent notice. This is a legal requirement by Corporate and serves as your contract with them. Please print a copy of this document for your records.



4. Complete all required fields marked with an \*. Enter **your** Approving Official's name and email address. They will electronically route your application to your Approving Official. As part of the approval process, the Approving Official will then enter the Vice President's name and email address. (Exception: for the Vice President of Academic Affairs please enter your Dean's name and email address.) To avoid deleting these emails, inform your approvers that the application emails will be sent to them. You will be notified when your card arrives.

