

# Web Procurement Card (PCard) Certification Process

## Instructions for First Time Users

1. Open a Chrome or Firefox Browser – Don't forget to turn your popup blocker off.  
**DO NOT USE INTERNET EXPLORER!** You will not be able to print the certification page.
2. Open the [www.suny.edu](http://www.suny.edu) web page, scroll to the bottom to SUNY Portal link.
3. Click on "SUNY Portal". If the system asks you for a campus, scroll to Cobleskill, click save campus, and then click "Login"

Once you are in the Portal, save the link as a favorite in your browser.

Please Note: This is the same portal you use for the Human Resource Systems link to enter your time for payroll. If you already have the Portal marked as a favorite, you don't need to go to SUNY.edu.

4. Type in the User Name, Password, and click "Sign In".
5. Click on "Finance & Management System".
6. Click "Finance", then click "Cardholder Statement".
7. Click "Save" at the bottom of the screen.
8. Click the drop-down screen to choose the correct monthly statement.
9. Review the charges and the account associated with the charge.
10. If you need to change the funding, select the line, and click "Edit".
11. Change the funding, click "Save/Return".
12. When you have completed your review, click "Certify".
13. Click "Certify Print".
14. Print the certification, attach the statement, the receipts, and send the package to Business Affairs.

If you require assistance, please contact Business Affairs via email [businessaffairs@cobleskill.edu](mailto:businessaffairs@cobleskill.edu), or call x5532.