The Commercial Card (C Card) program allows University faculty and staff to obtain and use a University paid credit card to make low dollar purchases and payments. This guide gives you instruction on logging in to CentreSuite for the first time. You will be required to change your password every three months.

**CentreSuite Log In**

Link: [https://www.centresuite.com/Centre/Public/Logon/Index?ReturnUrl=%2fCentre%2f](https://www.centresuite.com/Centre/Public/Logon/Index?ReturnUrl=%2fCentre%2f)

1. Enter the user ID and password provided by the Card Administrator in the ‘User ID’ and ‘Password’ fields for your first log in, click the ‘LOG ON’ button.

![Image of CentreSuite log in page]
2. You are then prompted to select five security questions from the drop down list and type in your answer twice to confirm them, click ‘Submit’ to proceed.

3. You are prompted to change your password, enter the password provided by the Card Administrator in the ‘Old password’ field, enter a password you’ll remember with following characteristics in the ‘New password’ field.

The new password. Password must contain:
- At least 8 and no more than 25 characters
- At least 1 lowercase alpha character(s) (a-z)
- At least 1 uppercase alpha character(s) (A-Z)
- At least 1 number character(s) (0-9)
- Password cannot contain "' % * [ ] \ / # space & < >
4. Type your new password again in the ‘Confirm new password’ field and enter a hint to remind you of your password in the ‘Password hint’ field, click the ‘Save’ button.

5. You will then be asked to accept the License and Access Agreement by clicking the ‘AGREE’ button.