Commercial Card Expense Reporting (CCER)

Imagine

An internet solution

Accessed via Wells Fargo’s secure Commercial Electronic Office® (CEO) portal
Commercial Card Expense Reporting (CCER)

What is it?
- CCER is an internet reporting solution that allows on-line access to input expenses, from any location. It is accessed via Wells Fargo’s secure Commercial Electronic Office® (CEO) portal.

Out-of-Pocket Users can:
- Add OOP (out-of-pocket expenses)

Program Administrators:
John Nevins
Lynn Henry
Christine McCaslin
Reconciliation cycle

- Statement review period
  - An email will be sent out when it is time to finalize the monthly statement.
  - All statements must be finalized during a 6 calendar day period each month. If you are on vacation or do not have access to a computer, contact your program administrator.

Statement review period:

Six calendar day window each month, generally the 1st – 6th of the month. This window will vary if the statement end date falls on a weekend.
Dear CCER user:

It is time to complete the input of your out-of-pocket expenses for The previous cycle by accessing the Wells Fargo Commercial Card Expense Reporting system.

Please complete your input in a timely manner and forward your receipts as appropriate.

This is an automated email. Please do not reply to this message.
Logging in

Go to https://www.wellsfargo.com

Click on the “Commercial” tab
Logging in

Click on “Sign On”
Commercial Electronic Office sign on

- Simply enter your:
  - Company ID
    - deved026
  - User ID
    - Unique to user
  - Password
    - Unique to User

- Bookmark this page for future access
Your first sign-on

- Change your temporary password
- Answer two “secret questions”
- Read and accept the CEO Terms of Use Agreement
- Create a user profile:
  - Name, title
  - Telephone number
  - Email address
Change password

My Profile

Change Password

Enter your Current Password. Create a new password by entering then re-entering the password in the fields. If you need assistance, call toll free 1-800-AT-WELLS (1-800-289-3557), option 5.

All fields are required.

- Current Password:
- New Password:
- Re-enter New Password:

Save | Cancel

Passwords must contain the following:
- 6 to 12 characters
- At least one number
- At least one letter

It is also recommended that your password should have at least one special character (Examples: ! * % $).

Passwords cannot be the same as, or include:
- Your first name
- Your last name
- Company name
- Company ID
- User ID
- Previous 6 passwords
- Names of months (Example: march123)
- The same character repeated 3 times or more (Example: 2Kaaa5)
After selecting a new password, you will see a message box indicating the successful change of the password along with the date when the password will expire.
Answer two secret questions

Reset your own password in CCER

- Select a question from the drop down list
- Provide an answer
- Repeat the process with a different question
- Remember the answers!
Next steps

Welcome to the Commercial Electronic Office Portal

As a new user, you’ll need to complete the following steps before beginning work on the CEO portal:

Step 1: Accept the CEO Terms of Use.
Step 2: Create a User Profile.

Continue  Cancel

This screen lets you know what you have left to accomplish:

Step 1: Accept the CEO Terms of Use
Step 2: Create a User Profile
Read and accept the CEO Terms of Use

New User Setup

To continue with your setup, you must accept the CEO Terms of Use. Please read and click Accept. If you do not agree to the Terms of Use, click Decline.

Terms Of Use

You have now entered the Commercial Electronic Office (CEO®) business portal at the website for Wells Fargo Bank, N.A. ("Wells Fargo"). Through the CEO you will be able to use certain financial services (the "Services") of Wells Fargo or its affiliates (the "Affiliates").

A Service may be used through the CEO only after (a) you agree to these Terms of Use, (b) your company signs the Online Access Agreement and the other agreements required to receive the Service, and (c) your Company accepts the application forms, instruments, rules, standards, policies, instructions, and other documents and forms required to receive and use the Services (the "Service Forms").

TO AGREE TO THESE TERMS OF USE YOU MUST, USING YOUR MOUSE OR KEystroke OR OTHER COMPUTER

Accept  Decline
Edit the Profile so we can offer more personalized support
Defend Your Company from Fraud

Watch Out for Different Types of Fraud

**Phishing Emails**
- These are fake emails, sometimes with links to fake websites, trying to scam you into surrendering private information.
- Do NOT provide any information to fake emails or links from those emails.

**Fraudulent Phone Calls**
- Never tell anyone your CEO portal Password, Token Passcode, and PIN number.
- Only give your User ID and Company ID when you are sure the call is from a Wells Fargo representative.
- It is good practice to never offer information unless you initiate the call or are expecting a call from a Wells Fargo representative.

**Help! I might have received a fraudulent email or phone call!**
- If you receive a fraudulent phishing email or telephone call, report the details to ReportPhish@wellsfargo.com.
- Contact your relationship manager or call toll free at 1-800-AT-WELLS (1-800-289-3557).
Select **Commercial Card Expense Reporting** from the “my services” menu, or sign up for Automatic Access.

Click for a listing of online classes

**Attend free training calls through Wells Fargo’s Treasury Management University**

Calls will last no more than one hour and include ample time for your questions. You will learn how to:

- Sign on to the Commercial Electronic Office (CEO) portal and begin a CCER session
- Review current and previous statements and cycle-to-date transactions
- Manage your transactions (adding descriptions, reclassifying, splitting and more)
- View your personal profile, reports and other information

For the best training experience, we recommend using a high-speed connection during the call.
Out-of-Pocket Only user experience
OOP reimbursement

- CCER has the ability to reimburse miscellaneous, out of pocket (OOP) expenses as part of the statement reconciliation process
  - Tips, tolls, mileage, parking, and other small dollar expense

- In addition, these OOP expenses can be sent directly to the cardholder’s designated account (checking or savings) via ACH
Direct deposit of OOP expenses

- Select bank information from the left navigation menu and enter your account information
- Only OOP only users have access to the bank information screen
Where to locate correct bank account information on your personal check

9-Digit Routing Number

Bank Account #
Manage Statements

- Review open statements (default) – enter expenses and finalize the statement
Manage Statements

- View previous statements
- 13 months of history
Manage Statements

- View cycle-to-date – enter expenses throughout the month
Out-of-pocket expenses (OOP)

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Expense Category</th>
<th>Custom Fields</th>
<th>G/L Code</th>
<th>Distance/Item Count</th>
<th>Rate/Per Diem</th>
<th>Status</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/15/20xx</td>
<td>Tips</td>
<td></td>
<td>274210</td>
<td>0</td>
<td>0.00</td>
<td>Pending Approval</td>
<td>$2.00</td>
</tr>
<tr>
<td>04/15/20xx</td>
<td>Mileage</td>
<td></td>
<td>273004</td>
<td>14</td>
<td>.3624 - IRS rate</td>
<td>Pending Approval</td>
<td>$5.00</td>
</tr>
<tr>
<td>04/15/20xx</td>
<td>Taxi</td>
<td></td>
<td>273002</td>
<td>0</td>
<td>0.00</td>
<td>Pending Approval</td>
<td>$75.00</td>
</tr>
</tbody>
</table>

Total: $82.00

Click “add an expense” to add items
Out-of-pocket (OOP) screen

- Enter date and choose an expense category
- Enter amount and add description for non-mileage OOP
- For mileage, enter distance, select rate and add description
- Modify the custom fields if necessary

Click the icon to choose values to reallocate the transaction
Complete your review

- Select statement reviewed and a message box appears indicating that an email will be sent to your approver.
- If you are requesting reimbursement for non-mileage items, please print a copy of the statement and attached the receipts.
- Submit a copy of the statement and your receipts to the Business Office by the 10th of the month.
CCER access via CEO Mobile

- CEO Mobile Service
  - Access via the browser on your mobile device using your Company ID, User ID and Password at: [https://ceomobile.wf.com](https://ceomobile.wf.com)
  - IPhone and iPad users can go to the APP Store and download the CEO Mobile® app
  - An online tutorial can be viewed at: [https://wellsoffice.wellsfargo.com/ceo_public/tutorial/ccer_mobile/index.html](https://wellsoffice.wellsfargo.com/ceo_public/tutorial/ccer_mobile/index.html)

- OOP Only Users can:
  - Add/edit out-of-pocket expenses
Thank you!