

The following information provides guidance to help Administrators with using the CentreSuite® by TSYS card management platform.

When ordering a new company card, there are unique client data fields required within CentreSuite. These data variables are specific to each separate Company ID and were sent to Program Administrators in March 2020. For new programs, this information will be included with the Welcome Email from Regions. If you did not receive the email and need help with obtaining the data sets, please reach out to Regions Commercial Card Client Services at 1-888-934-1087, or your Regions Commercial Card Account Manager.

STEPS FOR ORDERING NEW CARDS:

1. After logging in to CentreSuite, go to the **Accounts** tab, then select **Manage Accounts**.
2. Click **Add New Account**.
3. Select the appropriate **Unit** option within the hierarchy selection list; be sure to click the **+** sign to select the correct reporting structure. **Note: Do not** click on the first option listed which is the Super Company reporting selection.
4. Click **Next**.
5. Complete all required fields noted with an asterick (*).
6. Within the **General Information** section, use the data sets specific to your Company ID to complete the fields.

Note: The **Super Company ID** (i.e., Company Number; will auto-populate within the field).

- a. **Company ID** (i.e., central billing)
 - b. **ACE Option Set** (see the section below for details)
 - c. **Card Option Set**
 - d. **Mailer Option Set*: M700** (this is a static number for all card programs)
 - e. **Chip Option Set**
7. Once complete, click **Submit**.

ACE OPTION SET SELECTIONS

The ACE Option Set options are:

- **70000** – PCD (Purchasing Card)
- **70002** – TNE (Travel & Expense)
- **70006** – Blackbaud Cards

QUESTIONS?

Should you have additional questions or need further assistance, call Regions Client Services at 1-888-934-1087.

HOME STATEMENTS **ACCOUNTS** REPORTS

Select Location for New Account

Select Unit

Unit Hierarchy Sort by: Unit Name Unit Number

- CONVSREB BERSCUST (07304248) [-]
- CONVS002 BERSCUST (00424801) [-]
- CENTRESUITE LEVEL 3 TEST (09876787) [-]
- CENTRESUITE LEVEL 4 (06547863) [-]

NEXT Cancel

General Information

Location [?] 07005849

Company ID: [?] * 7305320

ACE option set: [?] * 70000

Card Option Set: [?] *

Mailer Option Set: [?] *

Chip Option Set: [?] *