How Much Credit Do I Have Left

All cardholders have the ability to lookup their credit availability in PaymentNet.

Your user id is your University system logon id. If you have forgotten your password, contact Procurement (Becky Telling at 474-7315 or Denise Moe at 474-7374) for assistance.

Log into PaymentNet.

On the main page, **Click on My Profile** or **Click on My Profile Accounts**. This will allow you to skip the next step.

**Click on Accounts.**

You will now see your active accounts.

If one is missing and you have both reconciler and cardholder access to accounts try changing your access before asking for assistance.

**Click on the Account Number** that you want to view.

On this screen you can see your “live” Available Credit (including any authorizations on your account).

In addition, you can see your Credit Limit, Transaction Limit by Cycle, Daily Transaction Limit and Single Purchase Limit.

Based on what you see here, you can determine if there is adequate credit to make the purchase or if you may need to request a credit increase.