

**How to Load Receipts Online  
via  
Website Uploading Photo  
or Emailing to Website and Uploading  
Brief Summary**

1. Navigating to the Purchase Card website.  
[www.servisfirstbank.com/commercial-pcard](http://www.servisfirstbank.com/commercial-pcard)
2. Saving the site as a favorite on your phone's browser.
3. Logging into the site.
  - a. User ID: Not case sensitive
  - b. Password: Case sensitive
  - c. Security Questions: Not case sensitive
4. Uploading receipts to the site by taking a picture on the spot.
5. Logging out of the site after uploading receipt.



Servis 1st Bank

## Enter credentials

User ID

Password ([Forgot your password?](#))

Language

English (United States)



LOG ON

Additional Information

[Forgot your password?](#)

[Reset Logon credentials?](#)





Servis 1st Bank

## Enter credentials



**AirDrop.** Share instantly with people nearby. If they turn on AirDrop from Control Center on iOS or from Finder on the Mac, you'll see their names here. Just tap to share.



Mail



Message



Reminders



Add to Notes



Add to Reading List



Add Bookmark



Add to Favorites



Copy

Cancel



 Servis 1st Bank

## Enter credentials

User ID

sethgrice

Password [\(Forgot your password?\)](#)

.....

Language

English (United States) 

**LOG ON**

Additional Information

[Forgot your password?](#)

[Reset Logon credentials?](#)



AT&T LTE

3:40 PM

3%

centresuite.com



Servis 1st Bank

## Additional Security Information

What was the name of your high school MASCOT? \*

What was your mother's MAIDEN NAME? \*

Would you like to save this password to use with apps and websites?

You can view and remove saved passwords in Passwords & Accounts settings.

Save Password

Never for This Website

Not Now



Servis 1st Bank

## Additional Security Information

What was the name of your high school MASCOT? \*

What was your mother's MAIDEN NAME? \*

[Why am I being asked this?](#)

**CONTINUE**

[Cancel](#)

[Terms & Conditions](#) [Privacy Policy](#)

Supported Browsers: Microsoft Windows version of Internet Explorer 11.0, Google's most current version of Chrome and Mozilla's most current







You last logged in on: 26 September 2018 5:14 PM EDT

**View Account Details**



Account I Manage

Credit Limit **\$600,000.00**

Last Transaction Posted

**(\$177,755.95) 9/14/2018**

Transactions to Report

**None**

Account Action(s)

**Upload Receipts**



**VIEW LAST STATEMENT**



### Upload Receipts



- Supported file types: **.pdf, .jpeg, .tiff, .gif, and .png.**
- Each file must be **less than 5 megabytes.**



Browse

Name this Batch?

**UPLOAD**

[Cancel](#)

Account Action(s)

[Upload Receipts](#)



**VIEW LAST STATEMENT**





### Upload Receipts

- Supported file types: **.pdf, .jpeg, .tiff, .gif, and .png.**
- Each file must be **less than 5 megabytes.**



Browse

Name this Batch?

UPLOAD

[Cancel](#)

Take Photo or Video



Photo Library



Browse



Cancel

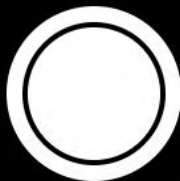


shell  
\$ 50.00

VIDEO

PHOTO

Cancel



shell  
\$ 50.00

Retake

Use Photo

### Upload Receipts

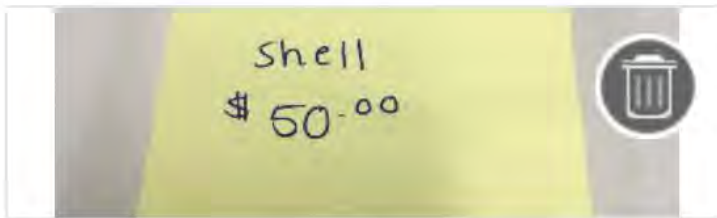


- Supported file types: **.pdf, .jpeg, .tiff, .gif, and .png.**
- Each file must be **less than 5 megabytes.**



Browse

Name this Batch?



Description:

image.jpg

**UPLOAD**

[Cancel](#)



### Upload Receipts

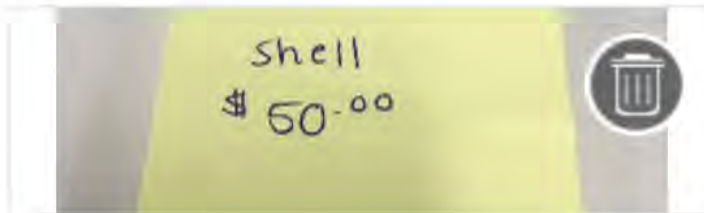


- Supported file types: **.pdf, .jpeg, .tiff, .gif, and .png.**
- Each file must be **less than 5 megabytes.**



Browse

Name this Batch?



Description:

Shell Station \$50

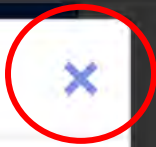
**UPLOAD**

[Cancel](#)





### Upload Receipts

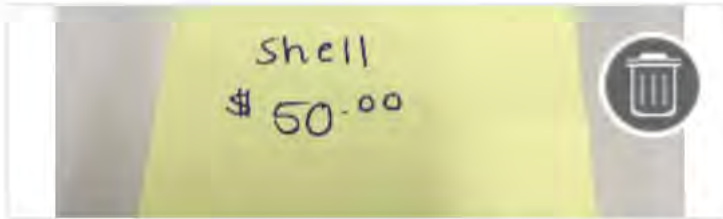


- Supported file types: **.pdf, .jpeg, .tiff, .gif, and .png.**
- Each file must be **less than 5 megabytes.**



Browse

Name this Batch?



Description:

Shell Station \$50

**Upload Successful.**

UPLOAD

Cancel







Seth



You last logged in on: 15 November 2018 4:40 PM EST

**View Account Details**

SERVISFIRST BANK(448462\*\*\*\*\*0017)

Account I Manage

Credit Limit **\$600,000.00**

Last Transaction Posted  
**(\$148,607.14) 10/15/2018**

Transactions to Report **None**

Account Action(s) [Upload Receipts](#)

**VIEW LAST STATEMENT**

# Thank you!

For additional support, please contact:

**Seth Grice, Implementation Specialist**

205.578.4629

[sgrice@servisfirstbank.com](mailto:sgrice@servisfirstbank.com)

**David Spokes, Commercial Card Operations Manager**

205.578.4603

[dspokes@servisfirstbank.com](mailto:dspokes@servisfirstbank.com)

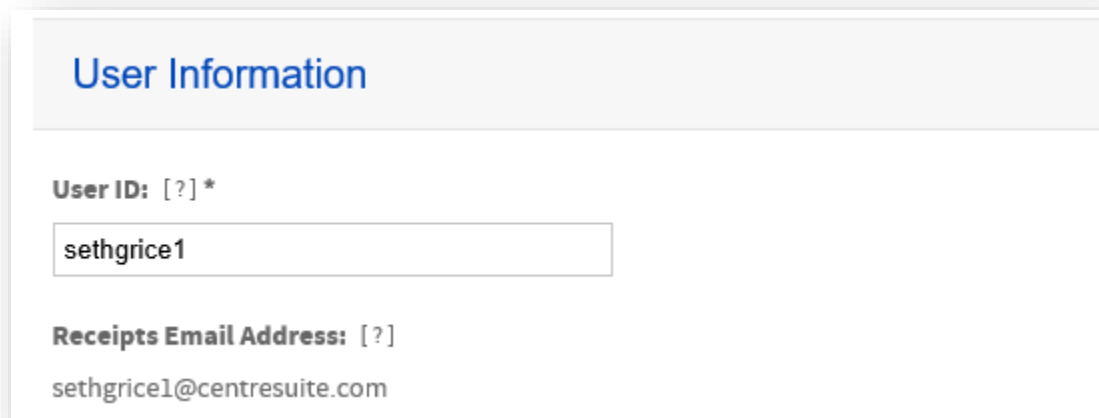
**Credit Department, monitored 7:00 – 5:00 CST**

888.831.4351

[cdepartment@servisfirstbank.com](mailto:cdepartment@servisfirstbank.com)

## **Submit a receipt via Email**

- 1.) Take a photo of the receipt using your mobile device.
- 2.) Confirm the photo does not exceed 5 megabytes and is saved as one of these file types:
  - .pdf
  - .jpeg
  - .tiff
  - .gif, or
  - .png.
- 3.) Email the photo to your CentreSuite user ID and domain. For example, [sethgrice1@centresuite.com](mailto:sethgrice1@centresuite.com)



The screenshot shows a form titled "User Information" with a light blue header. Below the header, there are two input fields. The first is labeled "User ID: [?] \*" and contains the text "sethgrice1". The second is labeled "Receipts Email Address: [?]" and contains the text "sethgrice1@centresuite.com".

*If your CentreSuite user ID includes special characters or an email address, you must request a modified user ID to submit a receipt from your mobile device.*

- 4.) The system moves the receipt images from the email box to your CentreSuite landing page so that you can attach the receipt to your transaction or expense report.