Government Procurement Card – Online Account

IPSA provides a Government procurement card, known as a payment card, to MPs. MPs can use the payment card to pay for any business cost or expense allowable under the Scheme. It is important that you only use the payment card in support of your parliamentary functions. You can find further information in the **Scheme of MPs' Business Costs and Expenses**. If you don't have a card and would like one, please complete the application forms **here**.

The following quick guide provides step by step instructions on how to use some of the key features of the online account that you, as a cardholder, have access to, to help you manage your expenditure. Similar to a personal online credit card account, this online account will enable you to:

- View your statements
- View your balances in real time
- Access transaction data for up to the last 36 months
- Run reports on your spending

How to register your account

1. Visit **https://commercial.barclaycard.co.uk**
2. Select and complete the "Cardholder Self-Registration" screen (shown below)
3. Under "Account Number", enter the long number on your card
4. Under "The Company Registration Code", enter 08062017
5. Select 'Next'

CARDHOLDER SELF-REGISTRATION

ACCOUNT INFORMATION

* Account Number	
* Company Registration Code	

6. Complete the user information screen (shown below)
   Points to note:
   a. Your User ID must be between 6 and 20 characters
   b. Your password must be between 8 and 20 characters and contain at least two numbers. It cannot be the same as your user ID
   c. Your security question will be used if you have forgotten your password

7. Select 'Register Account'

Using your account

To log in:

1. Visit **https://commercial.barclaycard.co.uk,** enter the information you created during your registration, and select "Sign in"
2. Accept the licence agreement
3. The first time you log in, you will be asked to create challenge questions and responses. Each time you log in subsequently, one of these will be selected at random for you to answer before access is granted

To keep your account active, you will need to log in once every 60 days.
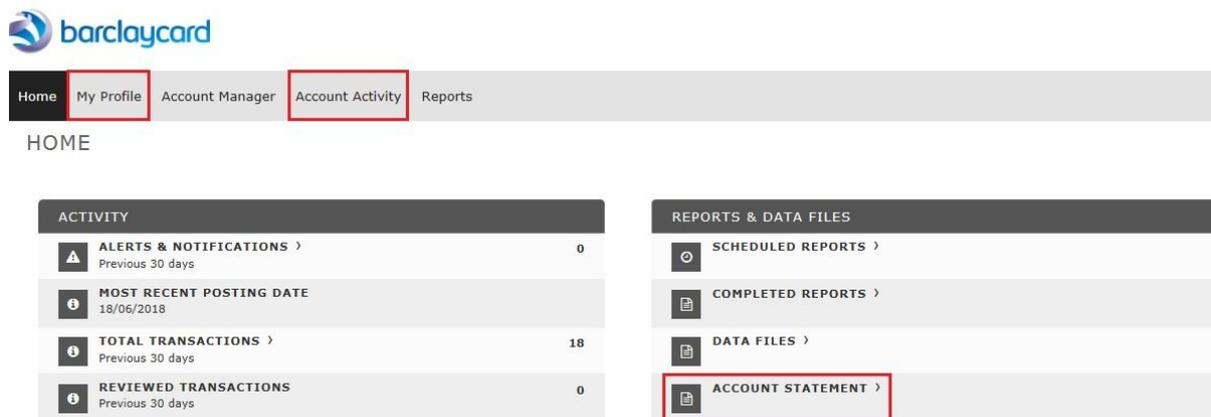
Viewing statements

To view your statement:

1. Select "Account Statement"
2. To download the statement, select the relevant month

For a more in depth view of your transactions:

1. Select "Account Activity"
2. Select "Transaction Summary"
3. Select the date range you wish to look at

You will be able to see individual transactions, including the reason for any declined payments.

Changing your account information

1. Select "My Profile"
2. From this page you are able to amend your security questions, password and challenge responses
3. To save your changes, select 'Save' before exiting

Forgotten password

1. Select "Forgotten Password/PIN" on the log in page
2. Enter your User ID and select "Submit"
3. Answer the security question provided as part the registration process

As long as you have entered these details correctly, you will be sent an email with your password within a couple of minutes. If you cannot remember your security question/ answer, you will need to call us on 0208 811 6400 (10am-5pm Monday – Friday).