



## Sign up to accept credit card payments

To: Wells Fargo / Azusa Pacific University Supplier Onboarding Team

Fax number: (866) 618-5075

E-mail: [CommercialCard\\_APControl@wellsfargo.com](mailto:CommercialCard_APControl@wellsfargo.com)

Accepting VISA payments through the Wells Fargo CCER AP Control System means faster payments on your invoices and more detailed remittance information.

**Instructions:** To enroll, complete and return this form. Once your information is processed, you will receive a confirmation email with your log-in credentials and a quick reference guide of complete payment instructions.

Supplier Name: \_\_\_\_\_

Remittance Email Address: \_\_\_\_\_

*We require a remittance email address for payment notification. We recommend a central address, such as [receivables@supplier.com](mailto:receivables@supplier.com).*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

*NOTE: You will authorize payments from Azusa Pacific University as you would any other credit card transaction.*

**Questions?** Contact Laura Woodruff at (626) 815-4696 or [lwoodruff@apu.edu](mailto:lwoodruff@apu.edu).