Step 1: To find the Procurement Card Maintenance Document (PCMD), you will first need to navigate to the portal. Go to [ebs.msu.edu](http://ebs.msu.edu) and enter your MSU NetID and password.

Step 2: Click on Finance System.

Step 3: Scroll down the “Lookup and Maintenance” column (middle) and click on Procurement Card Maintenance.

Step 4: Once directed to the “Procurement Card Lookup” screen, click on Create New.
**Step 5:** You have successfully navigated to the Pcard Application Form. Fill in the information click **Submit** to process the application.

**Note:** New Pcard requests require the approval of the Dean, Director, or Chairperson. Please ad hoc route the request to that person prior to sending to the Pcard Team. Also, requests made on a CGA account must also be approved by CGA. Ad hoc route the request to that office prior to submitting the application to the Pcard Team.