

# Apply, **Change** or Cancel UBC Visa Corporate Credit Card

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## Workday Step-by-Step Instructions

### Step 1 – : Search for Create Request for the direct link to Create Request

1a. Enter "Create Request" in the search bar to search for Create Request direct link.

1b. Click on Create Request task.

### Step 2: Enter "Credit Card" in the Request Type field

2a. Select **Credit Card Request | Status or Card Type Change –**

### Step 3: Complete Requested information

In "describe request" filed enter: **Changing UBC Visa Individual – Goods, Services card to UBC Visa Individual – Goods, Services and Travel card**

For Authorized approver enter **Vanessa Auld**

3b. Click on Submit.