

The MTSU P-Card Pulse



A quarterly newsletter brought to you by P-Card Compliance

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Important Dates for your Calendar!

*****Transactions must be approved no later than the below dates*****

September P-Card transactions must be approved by end of day **October 7th**

October P-Card transactions must be approved by end of day **November 6th**

November P-Card transactions must be approved by end of day **December 7th**

December P-Card transactions must be approved by end of day **January 6th**

We want to give a special thank you to Haley Bunney as she plans for her upcoming departure from MTSU on October 15th. We will miss Haley's knowledge, positive personality and generous spirit. Until we welcome a new staff member to the P-Card Compliance team, you are encouraged to email pcard@mtsu.edu with any questions you may have.

Quick Steps for Accessing Truist ESP

1. Use the new link available in Pipeline:

- On Home Page under Employee Resources click link for Truist ESP (Chrome Users Only)
- Bookmark the Truist ESP Log-In website for future use

2. Use Chrome browser:

- *If you are using the link embedded in a Truist email, it is most likely not opening in Chrome.*
- Enter the Truist web address in the Chrome address bar at the top to open Truist:
 - <https://enterprisespendplatform.truist.com>
- Bookmark the Truist ESP Log-In website for future use

Other Tips for Accessing Truist ESP

1. If you don't receive your authentication code:

- Be sure to use the Chrome browser to access Truist.
- Open Chrome and clear your cache (making sure that all options have been selected under Advanced Settings)
- Enter the Truist web address in the Chrome address bar at the top to open Truist:
 - <https://enterprisespendplatform.truist.com>
- Enter email address and username
- *Choose 'reset password' and reset your password. Keep in mind after two failed password attempts the system will automatically lock the account or if you do not sign in every 60 days, the account will lock.*
- If asked to select a method for two-step authentication
 - Always select 'email' as the method from the pull-down menu