

## Submit a new request via etrieve

1. Go to the etrieve portal at <https://risdcentral.etrive.cloud>

**Please Note:** This form must be completed by the requestor.

2. You may have to log in with your RISD credentials
3. **Click Forms**
4. **Choose** "RISD Credit Card/Credit Line Requisition"

**Please Note:** Your personal information will automatically populate the top of the form.

The form will appear below

5. **Select** "Apply for RISD Credit Card"

6. **Complete** the form

7. **Click** Submit

**Please Note:** The form will automatically route to your supervisor(s) for approval. Once your supervisor(s) approve the request, it will be routed to Procurement for review. You will receive notice if your request has been approved or denied.

**Tip:** Want to know the status of your submission? You can click on the "History" button and it will show you the status of your form.

The screenshot shows the etrieve | CENTRAL interface. In the sidebar, the 'Forms' menu item is highlighted with a red arrow labeled '3'. In the main content area, the 'RISD Credit Card / Credit Line Req...' form is selected with a red arrow labeled '4'. The form itself is titled 'RISD Procurement Services Request for Credit Card / Credit Line' and features the RISD logo. It includes the following fields and options:

- Name:** Your Name
- RISD ID#:** 1234
- Submitted:** [Empty field]
- Status:** NOT SUBMITTED
- RISD Phone #:** 401-454-6100 x1234
- Department:** Your Department
- RISD Email:** name@risd.edu
- SELECT:**
  - Apply for RISD Credit Card
  - T&E Credit Card Line Increase

At the bottom of the form, there are two navigation bars. The first bar contains 'Submit', 'Attachments', 'Download', and 'Print' buttons. The second bar contains 'Approve', 'Decline', 'History', 'Attachments', 'Locked', 'Download', and 'Print' buttons. A red arrow labeled '5' points to the 'Submit' button in the first bar. Another red arrow points to the 'History' button in the second bar.

If you need assistance, please email [epro@risd.edu](mailto:epro@risd.edu)