ESP Quick Reference Guide
for Cardholders
ESP - Enterprise Spend Platform

https://esp.suntrust.com

Enter your email address followed by a username and password provided to you by SunTrust/ESP.
If you forgot your password, you can reset it from your login screen. If you would like to set it from within your account, go to your name on the right hand side, click on drop down and choose “Password.”
Useful info such as available credit, current balance, statement print / view access, and link to code transactions is available on main screen upon login.
Click Card Expenses to access transactions needing review and coding.

[Image of a webpage with a navigation menu and a section labeled 'MY ACCOUNTS']

- **Card Expenses**: Selected item
- **Print Statement**: Unselected item
- **Image Library**: Unselected item

**Accounts**

<table>
<thead>
<tr>
<th>Accounts</th>
<th>Available Credit</th>
<th>Current Balance</th>
<th>Credit Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXXX-XXXX-XXXX-0835 Edith Gans Corporate</td>
<td>5,000.00</td>
<td>0.00</td>
<td>5,000.00</td>
</tr>
</tbody>
</table>

*To show your favorites here, try pinning items in menus by clicking ☑️*
Items Requiring Attention screen will show all transactions where coding is required. When coding is complete and image has been attached, the question mark will turn into a green check mark.
Click on drop down menu to select coding. If no favorites are present in your drop down, select Search to bring up coding window.
To find codes to add to your "Favorites" list, either type in the code in the "Value" field, type in a description in the "Description" field, or simply click on "Search" to see a full listing. Click on arrows pointing to the right to add codes to your Favorites list so they can appear in your drop down. This is a one time setup, and only 15 codes can be added to Favorites.
Codes now appear in your drop down for easy selection.
Monthly Cardholder Review - Verify Coding

Enter correct Account #

Click on paper clip to link receipt to transaction

Enter notes or description
If you have scanned a receipt and saved it to your computer, click on UPLOAD to bring it into your Image Library for linking to a transaction.
You can email an image to your library by using your unique email address.

You can take a picture of your receipt using a smart phone then email it to your library by using your unique email address.
Once image is attached, paper clip will turn green and you can save your transaction.
Continue coding the rest of the transactions listed under Items Requiring Attention.

Notice we no longer see the transaction for $52.74, it is now removed from Items Requiring Attention because it has been coded. Continue to do the same for everything in this queue.
You have no outstanding items requiring your attention

Once you code all transactions in statement period you will see the above message.
Click on STATEMENTS menu at top to view the statement period you just coded.
Once transactions are fully coded, they will be routed to manager for review and approval.

Red Xs turned into green checkmarks, all coding requirements were met. Transactions will now be routed to manager for review and approval.