



Virtual Payments for ELA Qualified Stays!



Welcome to the ELA Virtual Card Payment Program!

- You will receive a remittance advice and a MasterCard account number via email each time we have approved a payment to you.
- In the box below is the 6-digit prefix you will need to retain for all future payments.
- You will receive an email notification of payment for listed invoices with a unique 10-digit number.
- Combine the 6-digit prefix with the unique 10-digit number to create your complete Mastercard account number. You will process this payment like any other credit card transaction.
- Your funds settlement will be received within 24-48 hours through your merchant processor.
- Your remittance advice will be emailed from our payment processor, Comdata. Please make sure your email system will accept messages from the following email addresses: payment.advisory@comdata.com, vendorenrollment@comdata.com and iconnectdata@comdata.com.
- The “Billing History” tab on your ela.corplodging.com log in will have all of the details for this payment.

IMPORTANT: KEEP THIS NUMBER!
6-digit Prefix MasterCard Number: 556766
You MUST have this number to process future payments

We are very excited to work with you to streamline payments to your company. If you have any questions or concerns, please feel free to contact 866-545-9865.

Thank you in advance for your participation and cooperation.

Sincerely,
Emergency Lodging Assistance
Accounts Payable

MasterCard Acceptance Rules: Please note that if you currently accept payments via MasterCard from any other commercial (non-consumer) customers, you are required to accept card payments from all customers who wish to pay via MasterCard, regardless of invoice size or frequency. Accepting MasterCard payments from some customers and not others is a direct violation of the “Honor All Cards” rule in your MasterCard agreement. See sections 5.10.1 and 5.11.3 or contact your card processor for details. For additional information on processing Comdata MasterCard payments, visit www.comdata.com/vendors.



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Remittance Advice Example (the below is not an actual payment)



MasterCard
Worldwide

Note: The remittance advice will be delivered by our payment processor Comdata from the following email addresses: payment.advisory@comdata.com, vendorenrollment@comdata.com or iconnectdata@comdata.com.

Subject: **Electronic Payment Advisory from [COMPANY NAME] - ACTION REQUIRED**

From: [Company Name]
Contact Name (A/P Issuer)
Address
Telephone number
Fax Number
Email address

To: VENDOR: Vendor Name
VENDOR FAX #: Vendor Fax Number
PAYMENT #: Payment Number

The invoices listed below have been authorized by YOUR COMPANY NAME on 12/15/2009 to be charged to the following MasterCard number for the *Total Net Paid amount* indicated:

MASTERCARD#: XXXXXX0004614223 EXP: 01/10 Security Code: 583

Inv Date	Invoice Number	Gross Amt	Discount Amt	Net Amt Paid
12/10/2009	13648	\$1.00	\$0.00	\$1.00
<i>Comments: For Supplies ordered on 11/20/09 by Joe N.</i>				
12/10/2009	464789	\$1.00	\$0.00	\$1.00
<i>Comments: Pmt due 12/15/09</i>				
12/10/2009	879464	\$1.00	\$0.00	\$1.00
<i>Comments: Jim Smith Travel</i>				
Total net paid:				\$3.00

We recommend that you run the card through once for the full "Total Net Paid" amount. Please contact the [Company Name] Accounts Payable department at vendorenrollment@comdata.com if you have any questions regarding this payment.

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