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)

**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.

![Remittance Advice Example](image)

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