

Card Management Platform Cardholder Guide



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Document Purpose

This document provides information and step by step instructions for Cardholders to complete their card applications on the Card Management Platform System.

What is Card Management Platform?

Card Management Platform is an online portal that enables businesses to manage their corporate card program, providing the ability to view, amend and report from one central location. Card Management Platform provides an integrated approval workflow, reducing the time required for businesses to approve card related requests. CMP also provides a full audit trail for all card requests submitted through the portal.

Key Features.

- Online card management
- Account applications
- Account amendment requests (e.g. change of monthly card limit)
- Notifications
- Full visibility of Card Holder transactions
- Online approval workflow
- Extensive reporting
- Dynamic dashboard

CMP Browser Requirements

Card Management Platform is accessible via a web browser.

CMP supports the following browsers on an ongoing basis. Please note these browsers are limited to versions which are:


- 1) still supported by the manufacturer; and
- 2) have TLS 1.2 or later turned on:
 - Microsoft Edge
 - Google Chrome
 - Firefox
 - Safari



Invitation to Complete a Card Application

Cardholders are invited to complete card applications by their Card Administrator (CA). You will have received an email from noreply@cmp.westpac.com.au containing your email code to access the card application.

Follow the steps below to access your card application:

1. Locate the email inviting you to fill up the card application. Note the email code listed in the invitation email.
2. In a browser, go to <https://cmp.westpac.com.au>. The Log On screen displays:



English (Australia)  


Westpac Card Management Platform


Log On

Email or Username

Password

[Forgotten password?](#)
[Single Sign On](#)
[Complete Email Registration/Application](#)



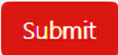
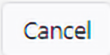


3. Click the **Complete Email Registration/Application** link. A window will display requesting your email address and the email code:

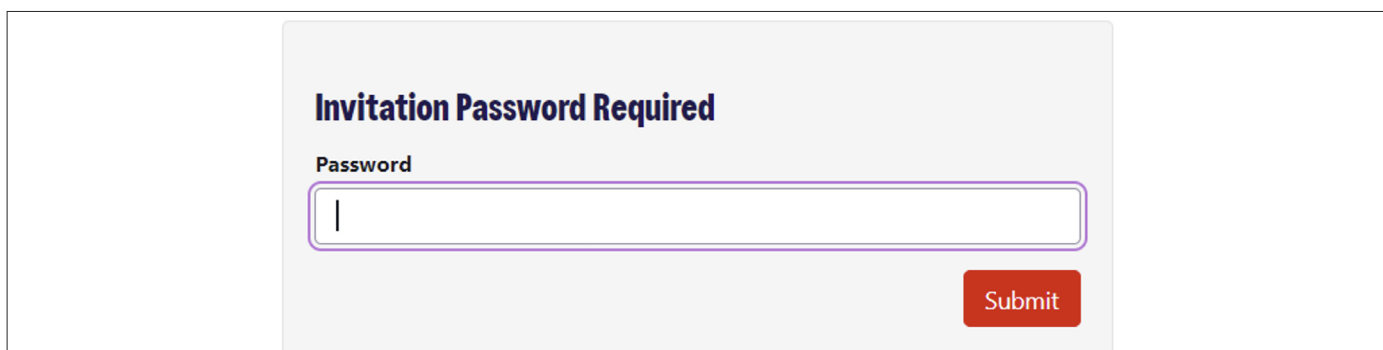
Email Code

Email

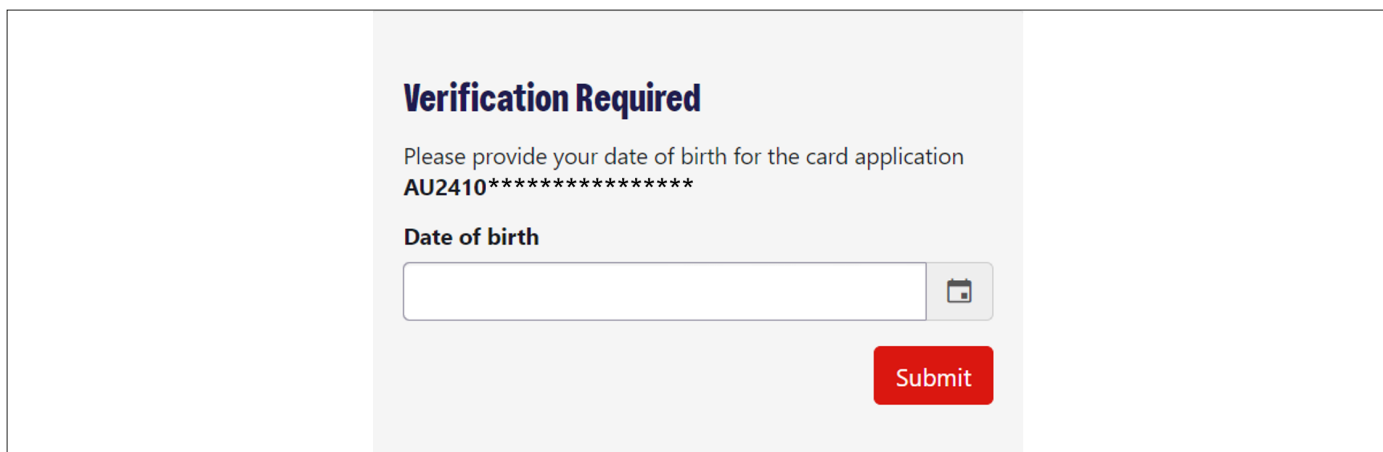
Enter the Email Code



4. Enter the details and click **Submit**. If your Card Administrator has set an Invitation Password to access your application, an additional screen displays prompting you to enter your password:

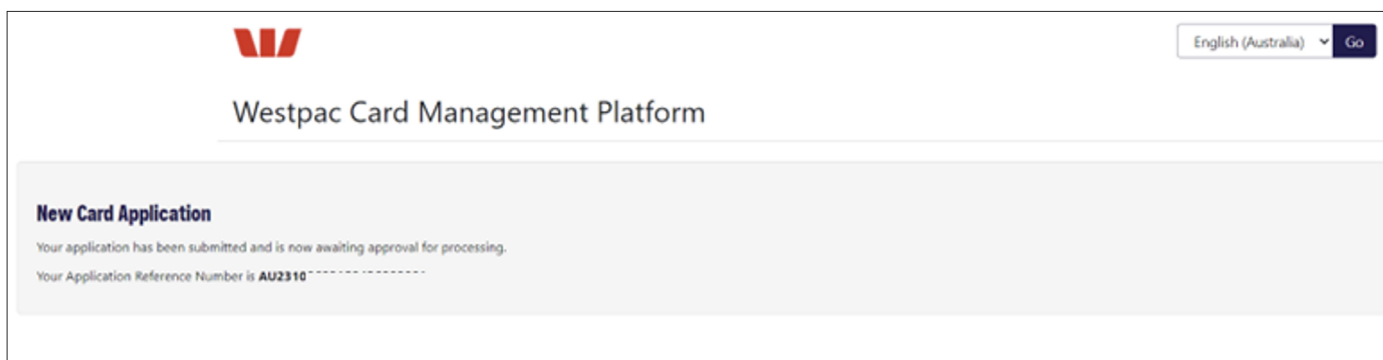


5. Click **Submit**. If your Card Administrator has prefilled the application form, you will need to provide your date of birth for verification:



(Above screenshot displays a sample card application ID)

6. Click **Submit**. The Card Application form will be displayed.
7. Populate your details on the card application form and Click **Submit**. If your Card Administrator has prefilled the details, you can validate and do the changes as required:





Westpac acknowledges the Traditional Owners as the custodians of this land, recognising their connection to land, waters and community. We pay our respects to Australia's First Peoples, and to their Elders, past and present.

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