Use Express Card (EC) Manager to change the default index for Express Cards

From the Blink homepage select **Blink Topics**.

Select **Buy & Pay**.

From the **Buy and Pay Toolbox**, highlighted in gray at the bottom and far right of the page, select **ECManager**.

Sign on with your Business Systems Username and Password.

From the **Manage Cards** menu, select **Change card or cardholder Information**.

Select the **cardholder** in the yellow box on the bottom of the page and select **edit**.

Scroll down to **Set up new accounting distribution**.

Enter the new **Effective date** and **Index**.

Enter the reason for the change in the **Department administrator comments box**.

Select **Submit**.

You will be asked to confirm the change.