Getting Started

SDG2-ERM is a robust reporting system that allows you to manage your corporate card transactions. This guide will walk a user with the appropriate maintenance role through user maintenance such as resetting a password or updating a user’s e-mail. To initially register, access via http://sdg253.com and click on the grey Cardholder Self-Registration link (see example). The Cardholder Self-Registration screen appears.

To Complete Self Registration:
Note: All items with a red asterisk (*) are required.

1. From the Account Information area, in the Account Number field, enter your full 16-digit card number with no spaces or dashes.
2. In the Company Registration Code field, enter 590624416.
3. Click Next.

Important Note:
This system does not support the Back button. Please use the tabs, breadcrumbs, or action links to navigate in the system.

Additional Information
- For any other questions regarding these features, please contact 866-475-0729 for assistance.
- Email CommercialSupport@53.com to submit a question electronically.
User ID Requirements

READ THIS FIRST. Your User ID:

- Must be at least six characters in length with a maximum of 20 characters.
- Cannot contain spaces or special characters except you can use a Hyphen (-) or Underscore (_).
- Is case sensitive.

Important Note:
Create an ID that will be easy for you to remember, but difficult for others to guess.

Your User ID must be unique in the whole MasterCard database. If you create a User ID that is already being used, you will get the following message —
*The user ID you specified already exists in the application. Please try again.*

Password/Security Answer Requirements

- Your password is case sensitive.
- Your password must contain 8 characters in length of which must be numbers.
- Your security answer must be at least 4 characters long and cannot contain spaces.

Complete Self-Registration

1. Enter your user ID according to requirements.
2. Enter your first name and last name.
3. Enter your email address and confirm.
4. Enter your password according to requirements and confirm.
5. From the drop down window, select a security question and type an answer in the Security Answer field according to requirements.
6. Click Register Account button.