

Access[®] Online Program Administration

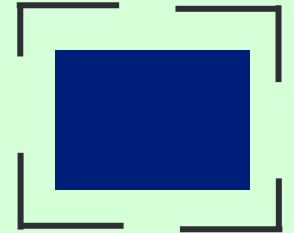


Webinar tips

- Mute microphones if using
- Do not put us on hold



- Expand/contract view: use full screen icon
- ESC key to exit full screen mode



- Using demo system data
- Your system views may vary



Ask questions at any time.

TIP: Write them down!



Learning objectives

At the end of this session, you will be able to:

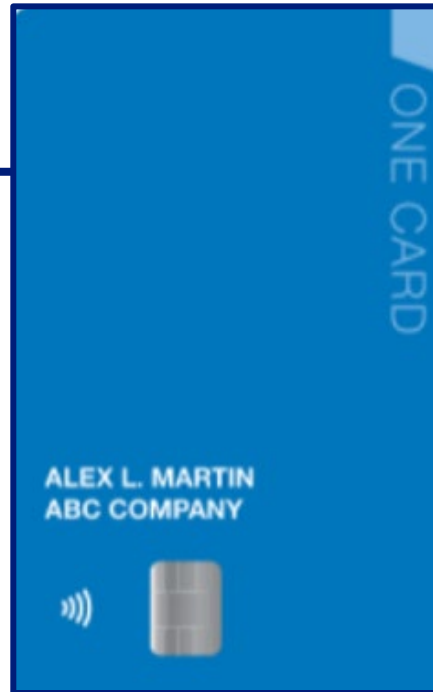
- Create and maintain cardholder accounts
- Understand what to do if you need to create or maintain multiple card accounts
- Create and maintain user profiles
- Set up a Point of Contact
- View account information, including cardholder and managing accounts
- Update My Personal Information areas, including alerts and notifications
- Locate training resources



The difference between accounts and users

Account

- 16-digit numbers to make and manage purchases
- Can be plastic or virtual
- Separate from a user profile



Users

- ID to log in and complete tasks in Access Online
- Separate from an account, but the two can be connected





Create a card account

Cardholder information

- Full name
- Email address
- Type of card
- Hierarchy
- Default accounting codes

What information is needed to set up a card account?



Access Online Home screen

- Request Status Queue
- Active Work Queue
- System Administration
- Account Administration**
- Event Driven Notification
- Order Management
- Transaction Management
- Account Information
- Reporting
- Data Exchange
- My Personal Information

Welcome to Access Online ALICE ADAMS

Your last login was 05/06/2019

Message Center

[Message\(s\) from Access Online](#)

Language Selection:

American English ▾

Home

Email Center

Contact Us

Training

Government Services

Quick Links

[Manage Home Page Settings](#)

Click Account Administration.

Create New Cardholder Account

Click Create New Cardholder Account.

Request Status Queue
Active Work Queue
System Administration

Account Administration

- Cardholder Accounts
- Managing Accounts

Event Driven Notification
Payment Plus
Order Management
Transaction Management
Enhanced Supplier Management
Account Information Reporting
Dashboard
Data Exchange
My Personal Information

Home

Contact Us

Training

Account Administration

Cardholder Accounts

▪ [Create New Cardholder Account](#)

Set up a new cardholder account by specifying the product, demographic information, account information, accounting codes and authorization limits.

- Set up Cardholder Accounts with Shared Info
Create templates with shared information and then apply them when creating new accounts.

[Create a New Template](#)

[Maintain Existing Templates](#)

- [Create Cardholder Setup Request](#)

Create a new cardholder account by sending a request for the cardholder to enter their personal information.

- [Cardholder Setup Request Queue](#)

Create and manage Cardholder Account Setup requests that allow for prospective cardholders to begin the setup process.

- [Maintain Cardholder Account](#)

Update demographic information, account information (change account status), accounting codes and authorization limits on a cardholder account.

- Maintain Multiple Cardholder Accounts

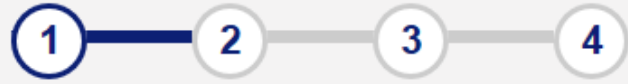
Update demographic information, account information, accounting codes, and authorization limits on multiple cardholder accounts by:

[Selecting Hierarchy Position](#)

[Selecting Individual Accounts](#)

Define Product Settings

Create New Account



1. Define Product Settings

Please provide your organization's Processing Hierarchy, beginning with Product selection. ⓘ
All fields required unless noted as *(optional)*.

Product (Bank)

Agent

Company

Division *(optional)*

Department *(optional)*



Click **Search** if you need to look up the processing hierarchy.

Search for hierarchy

Create New Account

Search for Processing Hierarchy

Select the applicable hierarchy level, enter any known or partial values, then search.
All fields required unless noted as *(optional)*.

Hierarchy Level

Company

Processing Hierarchy Name *(optional)*

Bank

3059

Agent

0073

Select Division or Department

Company *(optional)*

Division *(optional)*

Department *(optional)*

Search

Click Search

Back

Confirm position

Create New Account

Search for Processing Hierarchy

Select the applicable hierarchy level, enter any known or partial values, then search.
All fields required unless noted as *(optional)*.

Hierarchy Level

Company

Processing Hierarchy Name *(optional)*

Bank

3059

Agent *(optional)*

0073

Company *(optional)*

Division *(optional)*

Department *(optional)*

Search

Show names

Results

[Show All Hierarchy Names](#)

Results 1 to 2 of 2

<input checked="" type="radio"/>	Bank 3059	Agent 0073	Company 64913
<input type="radio"/>	Bank 3059	Agent 0073	Company 64990

Choose the appropriate hierarchy.

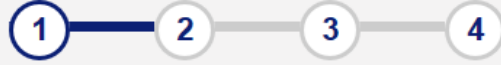
Click **Confirm**.

Back


Confirm

Define Product Settings continued

Create New Account



1. Define Product Settings

Please provide your organization's Processing Hierarchy, beginning with Product selection. 
All fields required unless noted as *(optional)*.

Product (Bank)

Purchasing - 3059

Agent

0073

Company

64913


Division *(optional)*

Department *(optional)*

 Search

Assign this account to

- An Individual
- A Group

Send a Physical Card With This Account? 

Cancel

Click Next.

Next

Using a template

Step 2 is to Create the New Account.

You may have the option to use a template with pre-filled fields for common information such as a business address.

Create New Account

Progress indicator: 1 (checked), 2 (current), 3, 4

Product	Processing Hierarchy	Managing Account	Managing Account ID	Managing Account Name	Physical Card	Edit
Purchasing	Show All Hierarchy Names 3059-0073-64913	****_****_****-2141	555521414009	ACME AGENCY 1	Yes	

Select a template to pre-fill the application with the saved values. (optional) ⓘ

Select

Enter Account Information

Create New Account



Product Purchasing	Processing Hierarchy Show All Hierarchy Names 3059-0073-64913	Managing Account ****_****_****-2141	Managing Account ID 555521414009	Managing Account Name ACME AGENCY 1	Physical Card Yes	Edit
------------------------------	--	--	--	---	-----------------------------	----------------------

Select a template to pre-fill the application with the saved values. *(optional)* ⓘ

Select

2. Enter Account Information

All fields required unless noted as *(optional)*.

[Show All Optional Fields](#)

Account Owner's Information

First Name ⓘ MI *(optional)* Last Name ⓘ

Organization Name *(optional)* ⓘ

Mailing Address ⓘ
Country

Account Owner's Information – Mailing Address

Mailing Address

Country

Address Line 1

Address Line 2 (optional)

City

State

ZIP Code

Work Phone

Email Address

Optional 1 (optional)

Optional 2 (optional)

Employee

Account Owner's Information Comments (optional)

Note: this address is used for zip code entry for purchases or authentication with Customer Service.


Most organizations have turned on email domain restrictions, which means the emails entered in the system must have certain domains. For example, must be a work email not a gmail address.


Account Owner's Information – optional fields

Hide Optional Fields


Location Select ▼	Purpose <input type="text"/>	Number Attending <input type="text"/>
Department Number <input type="text"/>		
Personal Phone <input type="text"/>	Additional Phone <input type="text"/>	Fax Number <input type="text"/>
Identification Number <input type="text"/>	Tax Exempt Number <input type="text"/>	
Mail Card to Alternate Address ⓘ		
Country United States ▼		
Address Line 1 <input type="text"/>		
Address Line 2 (optional) <input type="text"/>		
City <input type="text"/>	State Select ▼	ZIP Code <input type="text"/>

Legal Information


 Legal Information Editable


Legal Name 

Legal First Name Legal Middle Name (if applicable) Legal Last Name

[Use name entered in Account Owner's Information section](#) 

Date of Birth *(optional)*



Legal Residential Address 

Not Provided

Use Mailing Address

Enter a Different Address

Legal Information Comments *(optional)*

Account Details

Open the Optional Fields to specify a date range for the card to be used.

Account Details Editable

Cycle Day ⓘ Expiration Date
10

Physical Card Delivery

Delivery Options

Standard delivery: Delivery in 5 - 7 business days.
 Expedited delivery: The request must be submitted and approved by 6:00 p.m. Central Time (Monday - Friday) for delivery in 1 - 3 business days.

Delivery Address
Mailing Address in Account Owner's Information section

Send Checks? ⓘ
No

Account Details Comments (optional)

[Hide Optional Fields](#)



Reporting Level ⓘ

Level 1 <input type="text" value="39762"/>	Level 2 <input type="text"/>	Level 3 <input type="text"/>
Level 4 <input type="text"/>	Level 5 <input type="text"/>	Level 6 <input type="text"/>
Level 7 <input type="text"/>		

[Search](#)

Specify Valid Account Active Dates ⓘ

Start Date ⓘ End Date ⓘ

Default Accounting Code

Default Accounting Code Editable

Default Accounting Code ⓘ

PROJECT (4) <i>(optional)</i>	BUSINESS UNIT (3) <i>(optional)</i>	INDEX (3) <i>(optional)</i>	COST CENTER (5) <i>(optional)</i>	GENERAL LEDGER (8) <i>(optional)</i>
<input type="text" value="1234"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Q"/>

Default Accounting Code Comments *(optional)*

GENERAL LEDGER(8)	Value Description
<input type="radio"/> MNT02743	Bldg Maintenance
<input type="radio"/> MNT02627	Grounds Maintenance
<input type="radio"/> MNT02543	Vehicle MAintenance
<input type="radio"/> OFF02373	Professional Fees
<input type="radio"/> OFF02640	Permits and licenses
<input type="radio"/> OFF02461	Office Supplies
<input type="radio"/> OFF02627	Postage
<input type="radio"/> OFF02461	Printer/Copier Suplies

Enter the default accounting code per your organization's accounting structure.

Authorization Limits

Authorization Limits Editable

Account Credit Limit ⓘ

1

Additional Credit Limits

Single Purchase Limit *(optional)* ⓘ

Cash Withdrawal Limit (%) *(optional)* ⓘ

Authorization Limit Comments *(optional)*

[Show Optional Fields](#)

Click **Show Optional Fields** to see and set additional spend control limits.



Spend Controls Limits



Hide Optional Fields

Use Values from Managing Account? ⓘ

- Single Purchase Limit
- Velocity Limit
- Merchant Authorization Controls

Velocity Limit ⓘ

Daily Dollar Amount

Daily Transaction Limit

Cycle Dollar Amount

Cycle Transaction Limit

Monthly Dollar Amount

Monthly Transaction Limit

Quarterly Dollar Amount

Quarterly Transaction Limit

Yearly Dollar Amount

Yearly Transaction Limit

Custom Velocity Limits ⓘ

Custom Dollar Limit

Custom Transaction Limit

Custom Start Date

Define Cycle by (optional) End Date / # Days ⓘ

Merchant Authorization Control (MAC) : Existing Controls

Control and Description	Single Purchase Limit	Authorization Action	Use Managing Account MAC as MAC	Action
<input type="text" value=""/>	..	Select	Select	Add

For spend controls, when a transaction is made, the system applies FIRST the controls that are on the card account

If you select here to use values from the managing account, the system THEN applies the controls that are on the managing account.

If you do not select these, the system ONLY looks at the controls on the card account.

If ALL of this card account's controls should align with the managing account, then leave these check marks in place and nothing further is required in this section.

Merchant Authorization Control

Search Criteria

[Show/Hide Search Criteria](#)

Use the criteria to search for a specific Merchant Authorization Control.

Merchant Authorization Control (MAC)

MAC Name

MAC Description

Merchant Category Code (MCC)

MCC

(Separate multiple codes with a comma.)

MCC Description

(Separate multiple descriptions with a comma.)

Merchant Type

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Airline | <input type="checkbox"/> Medical | <input type="checkbox"/> Rental Cars |
| <input type="checkbox"/> Auto/RV Dealers | <input type="checkbox"/> Money | <input type="checkbox"/> Retail Goods |
| <input type="checkbox"/> Building Service | <input type="checkbox"/> MRO Supplies | <input type="checkbox"/> Retail Services |
| <input type="checkbox"/> Business Expense | <input type="checkbox"/> Office Services | <input type="checkbox"/> Unknown MCC |
| <input type="checkbox"/> Eating/Drinking | <input type="checkbox"/> Office Supplies | <input type="checkbox"/> Vehicle Expense |
| <input checked="" type="checkbox"/> Hotels | <input type="checkbox"/> Other | <input type="checkbox"/> Wholesale Trade |
| <input type="checkbox"/> Mail/Telephone | <input type="checkbox"/> | |

 Search

Enter search criteria above and click **Search**.

You can search for an MAC using the name, description, MCC or MCC description.

Don't enter multiple search info.

Search results

Results

You can add up to 9 MACs in total from the search results. Selected MACs will be added to the gray bar above the list.

MCCG3
HOTELS
(Standard)

MCCG1
AIRLINES
(Standard)

Note: Up to 7 Controls Available for Selection

All Results [Choose Sort Options](#) Results 1 to 3 of 3

<input type="checkbox"/>	MAC Name & Description	MCC	Show Details
<input checked="" type="checkbox"/>	MCCG3 HOTELS (Standard)	3501-4000, 7011	Show Details
<input checked="" type="checkbox"/>	MCCG1 AIRLINES (Standard)	3000-3299, 4511, 4582	Show Details
<input type="checkbox"/>	MCCG26 MISC. SERVICE PROVIDERS (Standard)	6513, 7012, 7032, 7033, 7217, 7221, 7261, 7276, 7277, 7278, 8351, 8734	Show Details

Up to 7 Controls Available for Selection

Note that some high-risk merchant categories such as gift cards or jewelry stores may not be available for removal/inclusion. PAs should contact their Account Coordinator.

View MCC details

Results

MCCG3
HOTELS
(Standard)

MCCG1
AIRLINES
(Standard)

Note: Up to 7 Controls Available for Selection

All Results	Choose Sort Options
<input checked="" type="checkbox"/> MAC Name & Description MCCG3 HOTELS	MCC Show Details 3501-4000, 7011
<input checked="" type="checkbox"/> MAC Name & Description MCCG1 AIRLINES (Standard)	MCC Show Details 3000-3299, 4511, 4582
<input type="checkbox"/> MAC Name & Description MCCG26 MISC. SERVICE PROVIDERS (Standard)	MCC Show Details 6513, 7012, 7032, 7033, 7217, 7221, 7261, 7276, 7277, 7278, 8351, 8734

All Results [Choose Sort Options](#)

MAC Name & Description **MCC (Merchant Type): Description** [Hide Details](#)

MCCG1
AIRLINE
(Standard)

3000 (AIRLINE): UNITED AIRLINES
3001 (AIRLINE): AMERICAN AIRLINES
3002 (AIRLINE): PAN AMERICAN
3003 (AIRLINE): EUROFLY
3004 (AIRLINE): TRANS WORLD AIRLINES
3005 (AIRLINE): BRITISH AIRWAYS
3006 (AIRLINE): JAPAN AIRLINES
3007 (AIRLINE): AIR FRANCE
3008 (AIRLINE): LUFTHANSA
3009 (AIRLINE): AIR CANADA
3010 (AIRLINE): KLM (ROYAL DUTCH AIRLINES)
3011 (AIRLINE): AEROFLOT
3012 (AIRLINE): QANTAS
3013 (AIRLINE): ALITALIA
3014 (AIRLINE): SAUDI ARABIAN AIRLINES
3015 (AIRLINE): SWISSAIR
3016 (AIRLINE): SAS
3017 (AIRLINE): SOUTH AFRICAN AIRWAYS
3018 (AIRLINE): VARIG (BRAZIL)

Up to 7 Controls Available for Selection

Click Show Details for a full list of the MCCs and descriptions in the Merchant Category Code Group

Confirm

Select an Authorization Action

Merchant Authorization Control (MAC)

Control and Description	Single Purchase Limit	Authorization Action	Use Managing Account MAC as MAC	Action
MCCG3 HOTELS (Standard)	\$0	Approve	No	Add Remove
MCCG1 AIRLINES (Standard)		Approve		
		Select		

The image shows a table with three rows. The first row is for 'MCCG3 HOTELS (Standard)' with a limit of '\$0', 'Approve' action, and 'No' for 'Use Managing Account MAC as MAC'. The second row is for 'MCCG1 AIRLINES (Standard)' with 'Approve' action. The third row is empty with 'Select' action. Two dropdown menus are open: one for 'Approve' in the first row and one for 'Select' in the second row. The 'Approve' dropdown shows 'Select', 'Approve', 'Decline', and 'Open'. The 'Select' dropdown shows 'Select', 'Yes', and 'No'. Arrows point from the dropdowns to the table cells.



Add the MAC

Merchant Authorization Control (MAC)

Control and Description	Single Purchase Limit	Authorization Action	Use Managing Account MAC as MAC	Action
MCCG3 HOTELS (Standard)	\$0	Approve	No	Add Remove
MCCG1 AIRLINES (Standard)	\$0	Approve	No	Add Remove
<input type="text"/> <input type="button" value="Q"/>	..	Select		Add

Don't forget to click **Add**!



Create a user ID for this cardholder

Create New Account

3. Create User Login (optional)

Create a new login for the account owner?

No
 Yes

User ID (7-20 letters and numbers)

Password
An auto-generated password will be sent to the account owner (at the email address provided) after the account is finalized.

Preassigned Functional Entitlement Groups
[FEG Name 1,

Cancel Save for Later Next

Click Next

On this screen, you can indicate that a cardholder should have a user profile created for them in conjunction with the account set up process. Other options are:

- Do not provide cardholders with a user ID because they do not need to log into Access Online
- Have cardholders create their own user ID through the Online Registration process
- Create a user ID for the cardholder later through the System Administration User Profile Setup process

Review Information

Create New Account



4. Review Information

Define Product Settings

Edit

Product

Purchasing

Managing Account ID

557038389043

Processing Hierarchy

1425-8676-39762

Managing Account Name

ACME SHARED SERV LOC 1

Managing Account

****_****_****-3838

Physical Card

Yes

Enter Account Information

Edit

Account Owner's Information

First Name

Nala

Social Security Number

--

MI

M

Location

--

Last Name

Purpose

Yearly Dollar Amount

\$ 0

Yearly Transaction Limit

0

First Fiscal Month

January

Cancel

Save

Submit

Confirmation

Create New Account

Confirmation



New account for Kaelyn Munro has been submitted.
The request has been sent for final approval and will be processed when approval is granted.

Job ID: 123456789

Exit

Create New



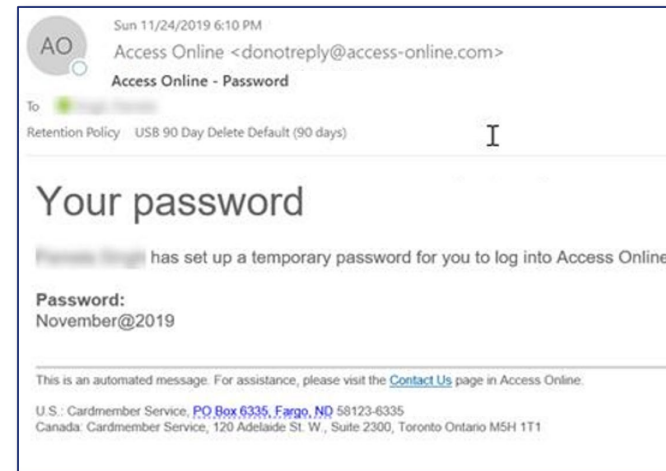
Automated email sent to the cardholder

Once the overnight process has created the account, it will be tied to the user ID using the Job ID displayed on the last screen. The existing system generated email messages will facilitate the secure distribution of user credentials:

First email – user ID creation and information



Second email – temporary password



Request Status queue

Request Status Queue

- Active Work Queue
- System Administration
- Account Administration
- Event Driven Notification
- Payment Plus
- Order Management
- Transaction Management
- Enhanced Supplier Management
- Account Information Reporting
- Dashboard
- Data Exchange
- My Personal Information

Home

Contact Us

Training

Request Status Queue Account Requests

[Setup Cardholder Account](#) | [Maintain Cardholder Account](#)

[Maintain Managing Account](#)

Select a request to view the details.

Records 1 - 17 of 17

[Refresh List](#)

Delete Request	Request Status (View Details)	Account Number	Request Type	Start Date	Account Name	Last Update	Update Method
	Pending - Setup CH Acct		CARDHOLDER SETUP	04/14 08:48	Doe ,Jane	04/14 08:53	Online
<input type="checkbox"/>	Data Entry - Setup CH Acct		CARDHOLDER SETUP	04/14 08:18		04/14 08:20	Online
<input type="checkbox"/>	Data Entry - Setup CH Acct		CARDHOLDER SETUP	04/07 13:10	Doe ,Jane	04/07 13:11	Online
<input type="checkbox"/>	Data Entry - Setup CH Acct		CARDHOLDER SETUP	04/07 12:50	Bunyan ,Paul	04/07 12:52	Online
<input type="checkbox"/>	Data Entry - Setup CH Acct		CARDHOLDER SETUP	04/07 12:12	Doe ,John	04/07 12:48	Online
<input type="checkbox"/>	Data Entry - Setup CH Acct		CARDHOLDER SETUP	04/07 11:13		04/07 11:16	Online
<input type="checkbox"/>	Data Entry - Setup CH Acct		CARDHOLDER SETUP	04/07 10:07		04/07 10:07	Online



Knowledge Check Question (1)

Which of these is a valid reason to set different MCC/MAC controls at the cardholder account level?

- A. The account should have the same controls as the managing account
- B. The account should have different controls than the managing account
- C. The account should have no controls
- D. The managing account controls are incorrect





Knowledge Check Answer (1)

Which of these is a valid reason to set different MCC/MAC controls at the cardholder account level?

- A. The account should have the same controls as the managing account
- B. The account should have different controls than the managing account**
- C. The account should have no controls
- D. The managing account controls are incorrect

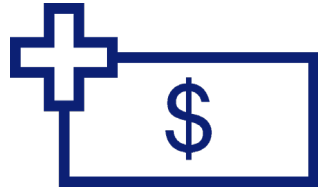




Maintain a card account



Common cardholder account maintenance scenarios



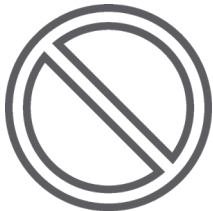
Increase credit limit or single purchase limit



Change Merchant Authorization Controls



Edit Mailing address or contact information



Change account status or terminate account

Maintain a cardholder account

- Request Status Queue
- Active Work Queue
- System Administration
- Account Administration**
 - Cardholder Accounts
 - Managing Accounts
- Event Driven Notification
- Payment Plus
- Order Management
- Transaction Management
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- Dashboard
- Data Exchange
- My Personal Information

- Home
- Contact Us
- Training

Account Administration

Cardholder Accounts

- [Create New Cardholder Account](#)
Set up a new cardholder account by specifying the product, demographic information, account information, accounting codes and authorization limits.
- Set up Cardholder Accounts with Shared Info
Create templates with shared information and then apply them when creating new accounts.
[Create a New Template](#)
[Maintain Existing Templates](#)
- [Create Cardholder Setup Request](#)
Create a new cardholder account by sending a request for the cardholder to enter their personal information.
- [Cardholder Setup Request Queue](#)
Create and manage Cardholder Account Setup requests that allow for prospective cardholders to begin the setup process.
- [Unlock Cardholder Account](#)
Reset a cardholder's account if locked out during Online Registration.

[Maintain Cardholder Account](#)

- Update demographic information, account information (change account status), accounting codes and authorization limits on a cardholder account.
- Maintain Multiple Cardholder Accounts
Update demographic information, account information, accounting codes, and authorization limits on multiple cardholder accounts by:
[Selecting Hierarchy Position](#)
[Selecting Individual Accounts](#)

Find Account screen

The “wildcard” symbol for searching in Account Administration is an asterisk in the Last name field.

Account Profile

Find Account

Search Criteria

[Show/Hide Search Criteria](#)

Use different criteria to search such as email address or managing account information

Use the criteria to search for a specific account. ⓘ

Cardholder Account Number

Last 4

Cardholder Account Unique ID

16-digit number

Cardholder Account ID

12-digit number

Cardholder First Name

Cardholder Last Name

*

Search

[Clear All](#)

Back

Search results - Show/Hide Data

Results [Show/Hide Data](#) | [Choose Sort Options](#) Results 26 to 50 of 1881

Customize Results [Save settings](#)

Show

- Cardholder Account ID
- Cardholder Account Unique ID
- Account Status
- Account Name
- Cardholder Account Number
- Managing Account Number
- Managing Account Unique ID
- Managing Account ID
- Managing Account Name
- Processing Hierarchy
- Employee ID

Select the additional fields to display and click **Save Settings**.

<input type="radio"/> Cardholder Account ID 006	Cardholder Account Unique ID				CENTRAL
<input type="radio"/> Cardholder Account ID **7	Cardholder Account Unique ID	Account Status	Open	Account Name	PURCHASING WEST
<input type="radio"/> Cardholder Account ID 010	Cardholder Account Unique ID	Account Status	Open	Account Name	LENA L BAGWELL
<input type="radio"/> Cardholder Account ID **4	Cardholder Account Unique ID	Account Status	Open	Account Name	LENA L BAGWELL

Selecting a cardholder

[Clear All](#)

Results	Show/Hide Data	Choose Sort Options	Results 1 to 14 of 14	
<input type="radio"/>	Cardholder Account ID 002550904009	Cardholder Account Unique ID 0305-9172-4592-5871	Account Status Open	Account Name ANTONIO CAMINO
	Product Purchasing			
<input checked="" type="radio"/>	Cardholder Account ID 002551084009	Cardholder Account Unique ID 0305-9172-4571-9335	Account Status Open	Account Name EAMON DOUGHERTY
	Product Purchasing			
<input type="radio"/>	Cardholder Account ID 002551164009	Cardholder Account Unique ID 0305-9172-4584-0392	Account Status Open	Account Name JASON LOWELL
	Product Purchasing			

Account status

← EAMON DOUGHERTY

Product
Purchasing

Account
Unique ID: 0305-9172-4571-9335 ⓘ
ID: 0025-5108-4009
Number: **5108

Processing Hierarchy ⓘ
[Show All Hierarchy Names](#)
3059-0073-64913-00000-0000 ✎

Managing Account
Name: ACME AGENCY 1
Unique ID: 0305-9172-3986-4046 ⓘ
ID: 5555-2141-4009
Number: **2141

Organization Name (optional) ⓘ
GSALTD DEMO TEST ✎

Optional 1 (optional)
-- ✎

Third Line Embossing (optional)
-- ✎

← Account Overview

Summary ⓘ

Account Status Open ✎

Credit Limit \$20000 ✎

Available Credit \$20000

Single Purchase Limit \$3000 ✎

Cash Withdrawal Limit 0% ✎

Expiration Date 01/2021

[View Financial History](#)

Send Card Security Code

Payment Information ⓘ

Statement Balance --

Current Balance \$0.00

[View Statements](#)

Click the pencil icon next any field to edit.

Optional settings

← EAMON DOUGHERTY

Product
Purchasing

Account
Unique ID: 0305-9172-4571-9335 ⓘ
ID: 0025-5108-4009
Number: **5108

Processing Hierarchy ⓘ
[Show All Hierarchy Names](#)
3059-0073-64913-00000-0000 ✎

Managing Account
Name: ACME AGENCY 1
Unique ID: 0305-9172-3986-4046 ⓘ
ID: 5555-2141-4009
Number: **2141

Organization Name (optional) ⓘ
GSALTD DEMO TEST ✎

Optional 1 (optional)
-- ✎

Third Line Embossing (optional)
-- ✎

← Account Overview

Summary ⓘ

Account Status ⓘ

Current
Open

New
Open

[Show Optional Settings](#) ⓘ

Credit Limit \$20000 ✎

Available Credit \$20000

Payment Information ⓘ

Statement Balance --

Current Balance \$0.00

[View Statements](#)

Choose a status from the drop-down menu or select **Show Optional Settings**.

Account status maintenance

← EAMON DOUGHERTY

Product Purchasing	Account Unique ID: 0305-9172-4571-9335 ⓘ ID: 0025-5108-4009 Number: **5108	Processing Hierarchy ⓘ Show All Hierarchy Names 3059-0073-64913-00000-0000 ✎	Managing Account Name: ACME AGENCY 1 Unique ID: 0305-9172-3986-4046 ⓘ ID: 5555-2141-4009 Number: **2141
------------------------------	--	---	--

Organization Name (optional) ⓘ **Optional 1 (optional)** **Third Line Embossing (optional)**

GSALTD DEMO TEST ✎ -- ✎ -- ✎

← Account Overview

Summary ⓘ	Payment Information ⓘ
Account Status ⓘ	Statement Balance --
Current Open	Balance \$0.00
New	Payments
Open	
V9-Voluntarily Closed	
T9 - Terminated	
Cancel Optional Settings ⓘ	
Start On	
mm/dd/yyyy	
End On ⓘ	
<input checked="" type="radio"/> Don't End	

DO NOT CLICK the X to close blue box after a change is made. Scroll the bottom of the screen and click **Next** to save the change.

Credit Limit

← EAMON DOUGHERTY

Product Purchasing	Account Unique ID: 0305-9172-4571-9335 ⓘ ID: 0025-5108-4009 Number: **5108	Processing Hierarchy ⓘ Show All Hierarchy Names 3059-0073-64913-00000-0000 ✎	Managing Account Name: ACME AGENCY 1 Unique ID: 0305-9172-3986-4046 ⓘ ID: 5555-2141-4009 Number: **2141
------------------------------	--	---	--

Organization Name (optional) ⓘ GSALTD DEMO TEST ✎	Optional 1 (optional) -- ✎	Third Line Embossing (optional) -- ✎
---	--------------------------------------	--

← Account Overview

Click the pencil icon next to **Credit Limit**.

Summary ⓘ

Account Status	Open ✎
Credit Limit	\$20000 ✎
Available Credit	\$20000
Single Purchase Limit	\$3000 ✎
Cash Withdrawal Limit	0 % ✎
Expiration Date	01/2021

[View Financial History](#)

Send Card Security Code

Payment Information ⓘ

Statement Balance	--
Current Balance	\$0.00

[View Statements](#)

Credit Limit maintenance

[-] EAMON DOUGHERTY

Product
Purchasing

Account
Unique ID: 0305-9172-4571-9335 ⓘ
ID: 0025-5108-4009
Number: **5108

Processing Hierarchy ⓘ
[Show All Hierarchy Names](#)
3059-0073-64913-00000-0000 ✎

Managing Account
Name: ACME AGENCY 1
Unique ID: 0305-9172-3986-4046 ⓘ
ID: 5555-2141-4009
Number: **2141

Organization Name (optional) ⓘ
GSALTD DEMO TEST ✎

Optional 1 (optional)
-- ✎

Third Line Embossing (optional)
-- ✎

[-] Account Overview

Summary ⓘ

Account Status Open ✎

Credit Limit ✕

Current
\$20000

New

[Show Optional Settings](#) ⓘ

Available Credit \$20000

Single Purchase Limit \$3000 ✎

Payment Information ⓘ

Statement Balance --

Current Balance \$0.00

[View Statements](#)

Single Purchase Limit

— EAMON DOUGHERTY

Product
Purchasing

Account
Unique ID: 0305-9172-4571-9335 ⓘ
ID: 0025-5108-4009
Number: **5108

Processing Hierarchy ⓘ
[Show All Hierarchy Names](#)
3059-0073-64913-00000-0000 ✎

Managing Account
Name: ACME AGENCY 1
Unique ID: 0305-9172-3986-4046 ⓘ
ID: 5555-2141-4009
Number: **2141

Organization Name (optional) ⓘ
GSALTD DEMO TEST ✎

Optional 1 (optional)
-- ✎

Third Line Embossing (optional)
-- ✎

— Account Overview

Summary ⓘ

Account Status Open ✎

Credit Limit \$20000 ✎

Available Credit \$20000

Single Purchase Limit \$3000 ✎

Cash Withdrawal Limit 0 % ✎

Expiration Date 01/2021

[View Financial History](#)

Send Card Security Code

Click the pencil icon to edit the
Single Purchase Limit.

Payment Information ⓘ

Statement Balance --

Current Balance \$0.00

[View Statements](#)

Single Purchase Limit maintenance

— EAMON DOUGHERTY

Product
Purchasing

Account

Unique ID: 0305-9172-4571-9335 ⓘ

ID: 0025-5108-4009

Number: **5108

Processing Hierarchy ⓘ

[Show All Hierarchy Names](#)

3059-0073-64913-00000-0000 ✎

Managing Account

Name: ACME AGENCY 1

Unique ID: 0305-9172-3986-4046 ⓘ

ID: 5555-2141-4009

Number: **2141

Organization Name (optional) ⓘ

GSALTD DEMO TEST ✎

Optional 1 (optional)

-- ✎

Third Line Embossing (optional)

-- ✎

— Account Overview

Summary ⓘ

Account Status

Open ✎

Credit Limit

\$20000 ✎

Payment Information ⓘ

Statement Balance

--

Current Balance

\$0.00

[View Statements](#)

Single Purchase Limit ⓘ

Current

\$3000

New

\$ 3000

[Show Optional Settings](#) ⓘ

Account Owner's Information

Account Owner's Information

Social Security Number

--

Mailing Address

200 S 6TH ST
EP-MN-L28C
MINNEAPOLIS, MN
USA


Email Address

BRANDON@ACME

Work Phone

612-973-1490 

Additional Phone (

0000000000 

Employee

-- 

Number Attending


-- 

Mailing Address


Current

200 S 6TH ST
EP-MN-L28C
MINNEAPOLIS, MN 554021403
USA

New

 Changing the mailing address does not update the legal address. The legal address is maintained separately.

Country

United States 

Address Line 1

200 S 6TH ST


Address Line 2 (optional)

EP-MN-L28C

City


MINNEAPOLIS

State

Minnesota 

ZIP Code

55402-1403

[Show Optional Settings](#) 



Updating other information

Any cardholder account information can be updated in a similar manner by clicking the plus sign to open that section of information.

- + Account Owner's Information
- + Legal Information
- + Training Certificate
- + Account Details
- + Default Accounting Code
- + Special Designations
- + Authorization Limits

Note that some high-risk merchant categories such as gift cards or jewelry stores may not be available for removal/inclusion. PAs should contact their Account Coordinator.

Account Profile - Review

After you make your changes, you will be directed to a review page. Click Submit when you have verified the new information.

Account Profile - Review

[Switch Accounts](#)

EAMON DOUGHERTY

Product	Account Unique ID	Account ID	Account Number
Purchasing	0305-9172-4571-9335	0025-5108-4009	**5108

The fields below will be updated with the changes indicated:

Account Overview

Account Status

Current

Open

New

V9-Voluntarily Closed

[Delete](#) | [Edit](#)

Cancel

Submit



Knowledge Check Question (2)

What should you always do in the little blue box if you want your update/maintenance changes to be saved?

- A. Copy and paste it
- B. Leave it open
- C. Select effective dates
- D. Click the X to close it





Knowledge Check Answer (2)

What should you always do in the little blue box if you want your update/maintenance changes to be saved?

- A. Copy and paste it
- B. Leave it open**
- C. Select effective dates
- D. Click the X to close it



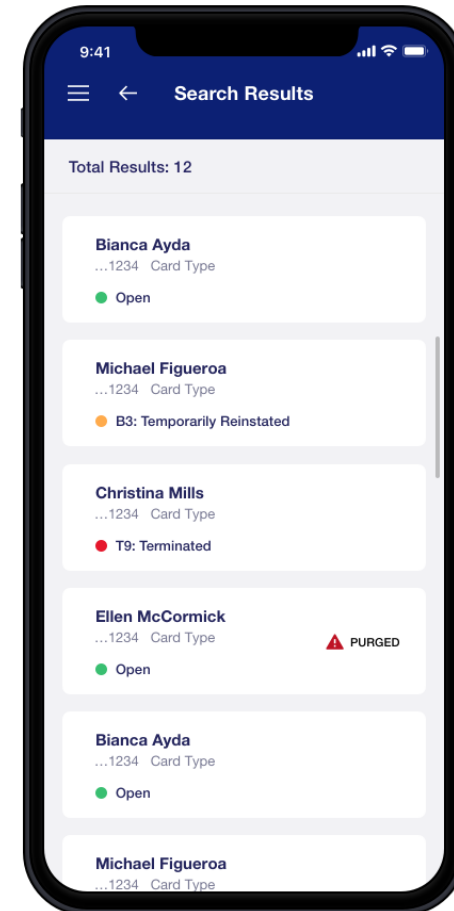
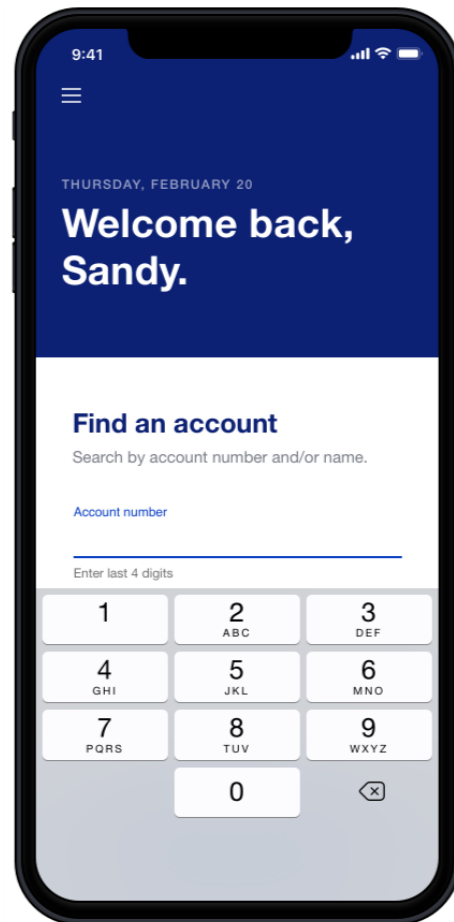
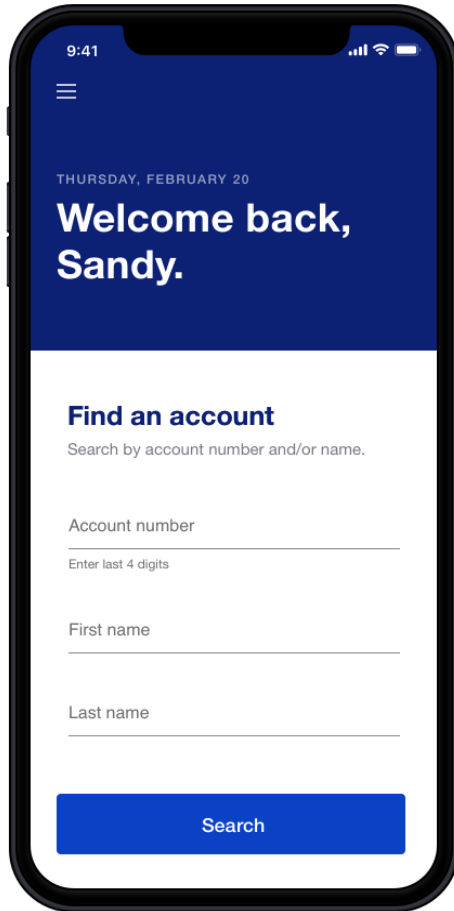


Using the Mobile App

Access Online PA Mobile App



The maintenance activities available will allow Program Administrators to quickly respond to urgent situations on their mobile device.



Search and select cardholder account

You can view or complete maintenance on the account.

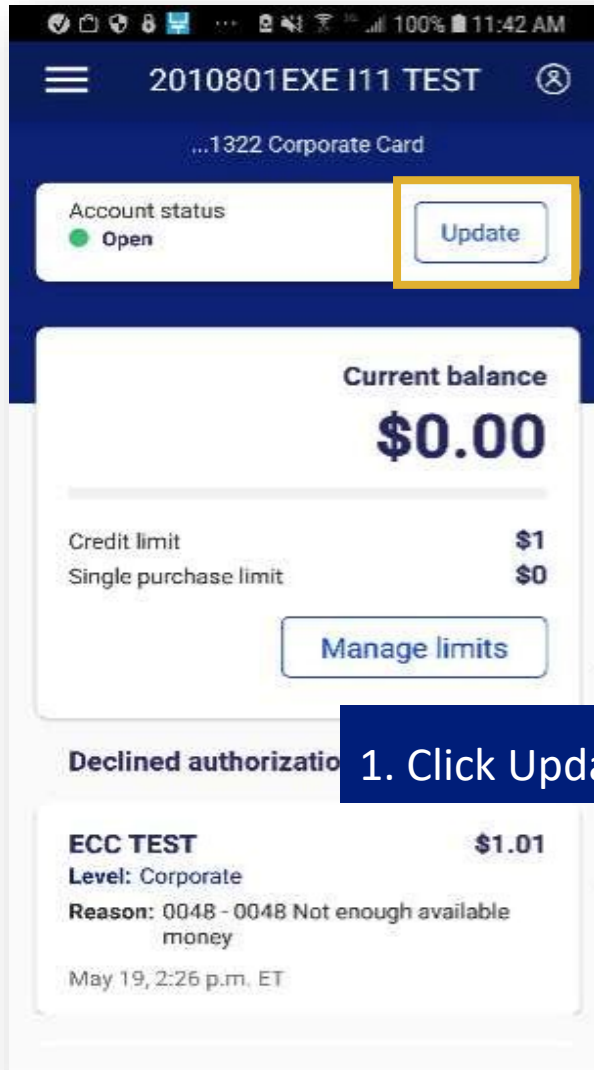
The screenshot shows the home screen of a mobile application. At the top, there is a dark blue header with a hamburger menu icon on the left and a user profile icon on the right. Below the header, the date "TUESDAY, MAY 19" is displayed. A large white text area says "Welcome back, PAF001." Below this is a section titled "Find an account" with the instruction "Search by account number and/or name." There are four input fields: "Account number" (containing "1322"), "Last four digits", "First name", and "Last name". A blue "Search" button is at the bottom.

1. Enter criteria and click Search

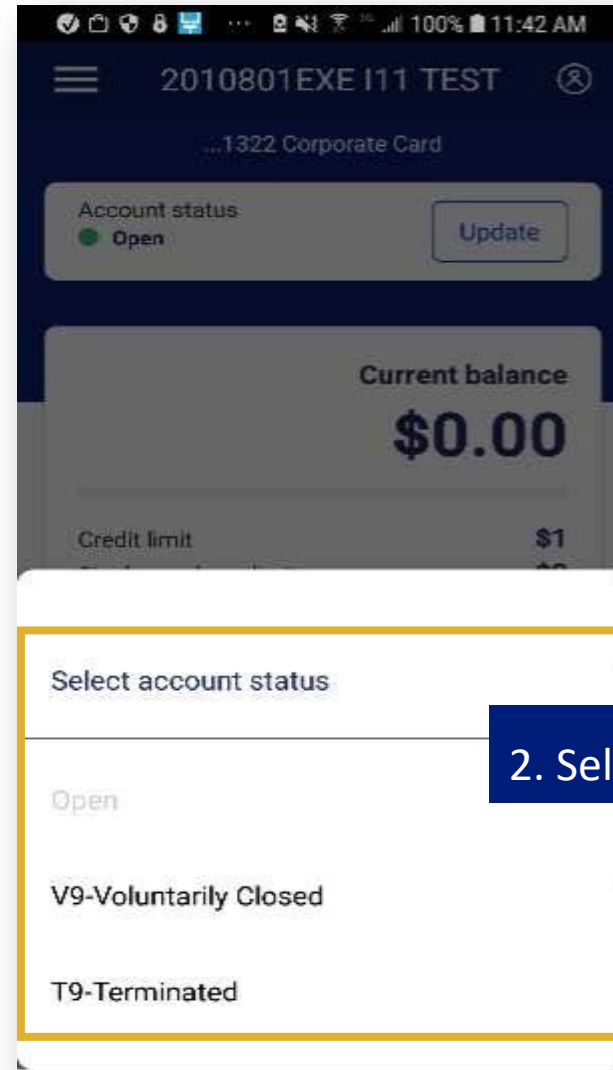
The screenshot shows the search results page. The header is dark blue with "Search results" in the center. Below the header, it says "Total Results: 30". There is a list of three search results, each for a "Corporate Card" with the account number "2010801ANN01 TEST". The first result has the last four digits "...7199" and an "Open" button with a green dot. This first result is highlighted with a yellow border. The second result has the last four digits "...2174" and the third has "...1265". Each result also has an "Open" button.

2. Select the account to view

Change account status



1. Click Update



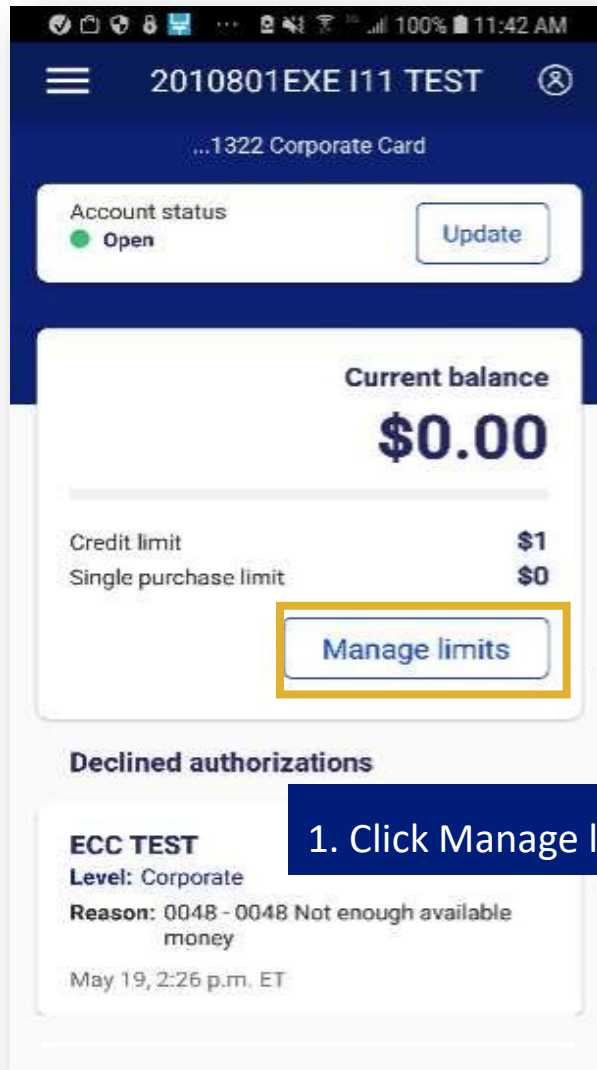
2. Select a status

Status Options:

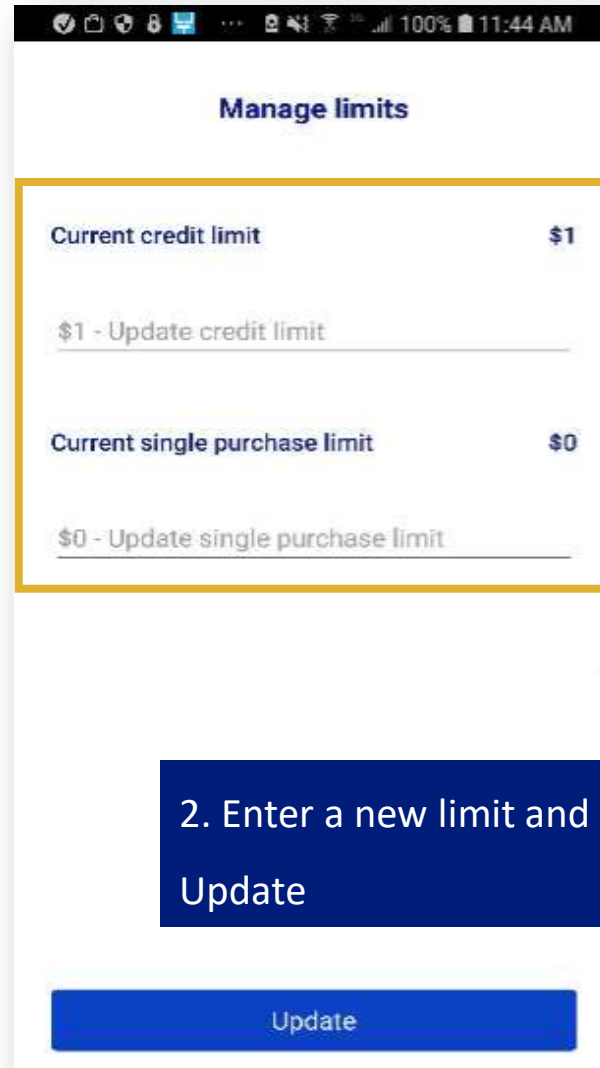
V9 – Temporary closure, card can be re-opened

T9 – Permanent closure, card can't be re-opened

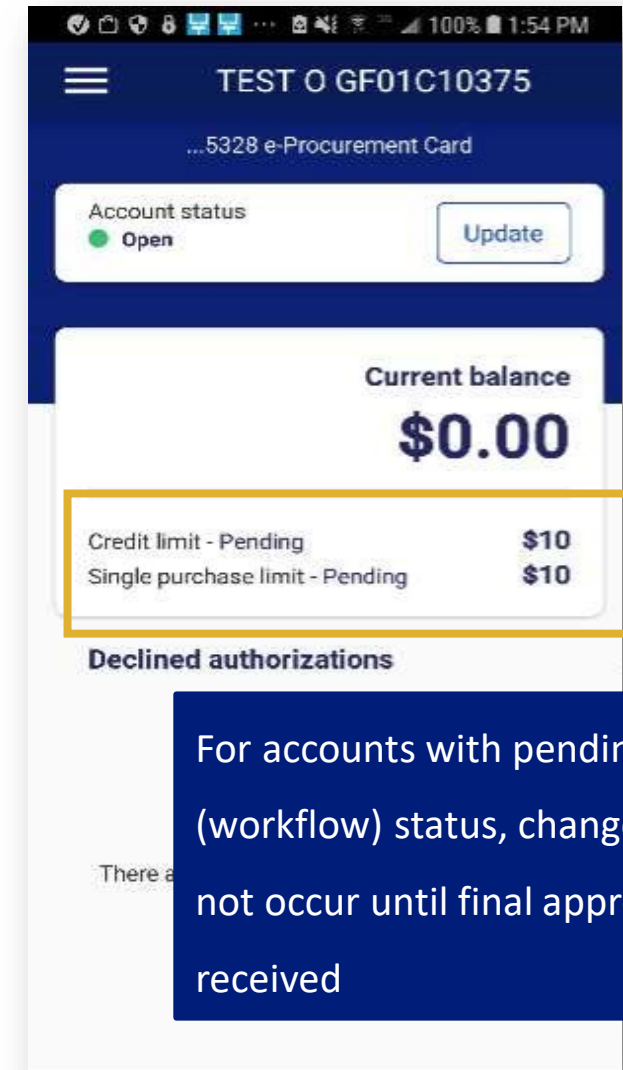
Change credit limit or single purchase limit



1. Click Manage limits



2. Enter a new limit and click Update



For accounts with pending (workflow) status, changes will not occur until final approval is received



Setting up and maintaining multiple cards

Set up multiple new card accounts

Bulk Account Setup

- Requires Managed File Services (MFS) connection
- Requires a Data Exchange mailbox
- File specs are available

Account Coordinator assistance

Government Purchasing Cardholder Transmission Template - Bank 3058

Fill out the following below to setup new Cardholder(s). Columns in **BLUE** and **RED** are **REQUIRED** fields. Columns in **GREY** are **BANK USE ONLY**.
[View additional instructions for each column by dragging the mouse over the column header.](#)

Client ID (6)	Embossing Last Name (21T)	Embossing First Name (21T)	Embossing Middle Initial (21T)	Org Name (21)	Billing Address Line 1 (36)	Billing Address Line 2 (36)	Billing City (24)	Billing State (2)	Billing Zip (5)

Transmission Specifications Acceptable Embossing Valid Address Characters

Maintaining multiple cards

Request Status Queue
Active Work Queue
System Administration

Account

Administration

- Cardholder Accounts
- Managing Accounts

Event Driven Notification

Payment Plus

Order Management

Transaction Management

Enhanced Supplier

Management

Account Information

Reporting

Dashboard

Data Exchange

My Personal Information

Home

Contact Us

Training

Account Administration

Cardholder Accounts

- [Create New Cardholder Account](#)

Set up a new cardholder account by specifying the product, demographic information, account information, accounting codes and authorization limits.

- Set up Cardholder Accounts with Shared Info
Create templates with shared information and then apply them when creating new accounts

[Create a New Template](#)

[Maintain Existing Templates](#)

- [Create Cardholder Setup Request](#)

Create a new cardholder account by sending a request for the cardholder to enter their personal information.

- [Cardholder Setup Request Queue](#)

Create and manage Cardholder Account Setup requests that allow for prospective cardholders to begin the setup process.

- [Unlock Cardholder Account](#)

Reset a cardholder's account if locked out during Online Registration.

- [Maintain Cardholder Account](#)

Update demographic information, account information (change account status), accounting codes and authorization limits on a cardholder account.

- [Maintain Multiple Cardholder Accounts](#)

Update demographic information, account information, accounting codes, and authorization limits on multiple cardholder accounts by:

[Selecting Hierarchy Position](#)

[Selecting Individual Accounts](#)

Make changes to cards by **Selecting Hierarchy Position** or **Selecting Individual Accounts**.

Maintain Multiple Cards

Request Status Queue

Active Work Queue

System Administration

Account

Administration

- Cardholder Accounts
- Managing Accounts

Event Driven Notification

Payment Plus

Order Management

Transaction Management

Enhanced Supplier
Management

Account Information

Reporting

Dashboard

Data Exchange

My Personal Information

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Training

Maintain Multiple Cardholder Accounts

Summary and Tasks

Select a task to maintain its contents. Repeat if changes are required in another task. You can also view account requests in the [request status queue](#).

Task	Description
Demographic Information	Input account name, address, and other contact information.
Account Information	Input other account information such as account status, hierarchy position, cycle day, and open date for a specified period of time.
Fleet Information	Input fleet information such as vehicle or driver number, service restrictions, and prompts.
Default Accounting Code	Input the default accounting code assigned to the account.
Authorization Limits	Input authorization limit information such as credit limit, single purchase limit, and available credit.



Setting up user profiles

Personal information (Who is the user?)

- User ID format
- One-time use password

Account access (Which accounts should the user be able to access?)

- Card accounts as assigned
- Hierarchy level
 - Processing
 - Reporting

Functional Entitlement Group (What privileges is the user allowed?)

- What functions does the user need to do in Access Online?

I need to know what information is needed to set up a new user.





System administration link from the home page

- Request Status Queue
- Active Work Queue
- System Administration**
- Account Administration
- Event Driven Notification
- Order Management
- Transaction Management
- Account Information
- Reporting
- Data Exchange
- My Personal Information

Welcome to Access Online ALICE ADAMS

Your last login was 05/06/2019

Message Center

[Message\(s\) from Access Online](#)

Language Selection:

American English ▾

Home

Email Center

Contact Us

Training

Government Services

Quick Links

[Manage Home Page Settings](#)

User profiles link

Request Status Queue

Active Work Queue

System

Administration

- User Profiles
- Create Point of Contact
- Edit Point of Contact
- Find Point of Contact
- Financial Extract Controls
- Client Controls
- Accounting Code Mgmt
- Merchant Groups
- Merchant Allocation Rules
- Allocation Rules Engine

Account Administration

Event Driven Notification

Payment Plus

Order Management

Transaction Management

Enhanced Supplier

Management

Account Information

Reporting

Dashboard

Data Exchange

My Personal Information

Home

Contact Us

Training

System Administration

User Profiles

Create or modify existing user ID/login information and establish account and hierarchy access.

Point of Contact

Create Point of Contact

Edit Point of Contact

Find Point of Contact

Financial Extract Controls

Create, view, or modify the controls for an extract file.

Client Controls

View and modify settings applied to your entire program.

Accounting Code Management

Manage Accounting Code Structures, Accounting Validation Controls, Valid Values Lists, and Alternate Accounting Codes.

Merchant Groups

Modify the default Merchant Category Code (MCC) Groups to create custom groups or rearrange existing groups. These groups are used for establishing MCC based transaction allocation rules.

Merchant Allocation Rules

Establish automated rules that control how incoming transactions are allocated to particular accounting codes, based on the Merchant Category Code (MCC) associated to a transaction.

Set up a new user link

Request Status Queue

Active Work Queue

System

Administration

- [User Profiles](#)
- [Financial Extract Controls](#)
- [Accounting Code Mgmt](#)
- [Merchant Groups](#)
- [Merchant Allocation Rules](#)
- [Allocation Rules Engine](#)
- [Global Affiliate Groups](#)

[Account Administration](#)

[Order Management](#)

[Transaction Management](#)

[Enhanced Supplier](#)

[Management](#)

[Account Information](#)

[Reporting](#)

[Dashboard](#)

[Data Exchange](#)

[My Personal Information](#)

[Home](#)

[Contact Us](#)

[Training](#)

User Profiles

User Setup and Search

To locate a specific user, enter full or partial information for one of the fields below and click Search.

You can also [Setup a new user.](#)

User ID:

User Last Name:

User First Name:

OR

Account Number:

OR

Search

Enter login information

Step 1 of 3:

Entering the user's:

- Login information
- Approval selections
- Functional Entitlement Group
- Accounting Code View


Check box to email credentials.

User Profiles Manage Login Information

Enter the user login information.

* = required

User Access Status:*

Active 

User Type: Client User

Last Name:*

Test

First Name:*

Mohan

MI:

Email Address:

mohansmith@acme.com

User ID:* (7 to 20 alpha-numeric characters)

Data Exchange Batch Script

Password:*

Confirm Password:*

Email login credentials to the user
Note: An account or hierarchy assignment is re...

Number of Days Inactive Before User ID Expires: 90

Email domain may be restricted to work email address

Your password must:

- be at least 12 characters in length
- include one uppercase letter (A, B, C...Z)
- include one lowercase letter (a, b, c...z)
- include one number (0 - 9)
- include one special character (\$, #, %, @, !...)
- not include your user name or user ID

Approval selections

Transaction Approvals

- Approval Manager
 - Final Approval Manager
 - No Limit
 - Defined Limit
- \$

Default Approver:



No approver currently assigned [Select Approver](#)

When you are unavailable to approve others' transactions, who should approve them?

No approver currently assigned [Select Backup](#)

When do you want to send transactions to the Backup Approver's Manager Approval Queue?

- Do not send
- Send indefinitely
- Send during this timeframe:

 to 
MM/DD/YYYY MM/DD/YYYY

For the **Transaction Approval Process (TAP)**, set up approvers here to have access to the Manager Approval Queue.

Selecting a Functional Entitlement Group

Functional Entitlement Group (FEG) options are customized for your organization. Contact your Account Coordinator if you have questions on what the FEGs mean.

Some specialty FEGs need to be added to Program Administrator user profiles.

Functional Entitlement Group:*

Selected Groups

Groups may be assigned by your administrator and can't be removed.

-No groups are selected-

All Groups

Select a group to view details.

[CH Full](#)

[PA Admin](#)

[PA Finance](#)

Click the FEG link to view the details of the functionality assigned to that FEG

Accounting Code View:

3 ▼

Save

[<< Back to User Profile Home](#)



Reviewing functionality for the FEG

F = full access
 V = view only access
 REP = reporting only

Entitlement Groups Group Assignments

Name: PA Admin

Description:

Group Type: Relationship

Number of Users: 0

Enable	System Function
[-]	Account Administration
[-]	Other
	Account Administration Client System Interface
	Administrator Cardholder Account Inquiry
✓	Cardholder Account Inquiry
✓	Display Cardholder Statements
✓	Display Managing Statements
	Maintain Fleet Vehicle and Driver
✓	Managing Account Inquiry
	Set Up Fleet Vehicle and Driver
	View Fleet Vehicle and Driver
	[+] Account Setup
	[+] Final Review
	[+] Account Maintenance
[+]	Client Administration



Select the FEG

Selected FEGs
display in this area

Select the FEG

Functional Entitlement Group:*

Selected Groups

Groups may be assigned by your administrator and can't be removed.

[PAAdmin](#)

All Groups

Select a group to view details.

[CH Full](#)

[PA Admin](#)

[PA Finance](#)

Accounting Code View:

1 ▾

1

2

3

Save



Selecting the Accounting Code View

Accounting code views are set up through another function. Apply them here to user profiles.

Most State of Idaho departments don't need to worry about this – just leave it on the default.

Department of Transportation should use:

View 1 – For Program Administrators and Approvers

View 3 – For Cardholders

Functional Entitlement Group:*

Selected Groups

Groups may be assigned by your administrator and can't be removed.

× [PA Admin](#)

All Groups

Select a group to view details.

[CH Full](#)
 [PA Admin](#)
 [PA Finance](#)

Click the FEG link to view the details of the functionality assigned to that FEG

Accounting Code View

1 ▾

1

2

3

Save

Successful confirmation screen

User Profiles User Profile Summary

🔔 User ID has been successfully created.

Login & Approvals [Edit](#)

Login Information

Last Name: FITZPATRICK

First Name: FRANK

MI:

Organization Short Name: ACAG44

User ID: PA1FINANCE

Enhanced Security: Not Enrolled

Authentication Questions: In what city do you want to retire?
In what city does your nearest sibling live?
In what city or town did your mother and father meet?

Accounting Code View: 1

Functional Entitlement Group(s): PA_Fin_Off

User Access Status: Active

Date Created: 10/22/2013

Created By: cpsapp

Date Last Changed: 03/31/2020

Number of Days Inactive Before User ID Expires: 90

Transaction Approvals

Approval Manager: No

Final Approval Manager: No

Step 1 of 3 is complete.

Entering the user's:

- Login information
- Approval selections
- Functional Entitlement Group
- Accounting Code View

Assigning accounts and hierarchies

Step 2 of 3:

Assign to the user:

- Accounts
- Processing hierarchy
- Reporting hierarchy

This is a critical step!

User Profiles User Profile Summary

FITZPATRICK, FRANK

Login & Approvals [Edit](#)

Login Information

Last Name: FITZPATRICK

First Name: FRANK

MI:

Organization Short Name: ACAG44

User ID: PA1FINANCE

Enhanced Security: Not Enrolled

Authentication Questions: In what city do you want to retire?

In what city does your nearest sibling live?

In what city or town did your mother and father meet?

Accounting Code View: 1

Functional Entitlement Group(s): PA_Fin_Off

User Access Status: Active

Date Created: 10/22/2013

Created By: cpsapp

Date Last Changed: 03/31/2020

Number of Days Inactive Before User ID Expires: 90

Transaction Approvals

Approval Manager: No

Final Approval Manager: No

Account Assignments [Edit](#)

Card Type	Account Number	Account Status	Restrict Personal Account	Designated User	User ID
-----------	----------------	----------------	---------------------------	-----------------	---------

Hierarchy Assignments

- [View/Add Processing Hierarchy Assignments](#)
- [View/Add Reporting Hierarchy Assignments](#)

Contact Information [Edit](#)

Address 1: 200 S 6TH ST

Address 2: EP-MN-L26C

City: MINNEAPOLIS

Phone Number: 6129730000

Fax Number:

Email Address: F.FITZPATRICK@ACME.GOV

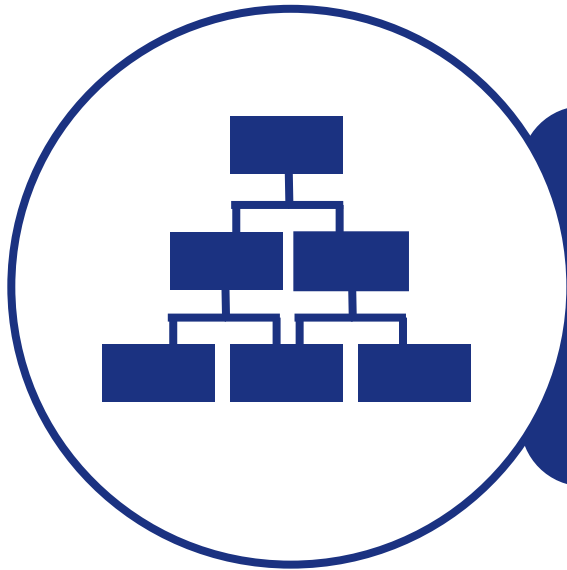


Assigning accounts or hierarchies



Assign an account when the user needs to view/work with:

- One or a few specific accounts
- Accounts in different hierarchies
- Typically for cardholders; sometimes for approvers



Assign a hierarchy when the user needs to view/work with:

- Multiple accounts in an entire area of the hierarchy
- Typically for approvers and A/OPCs or PAs

Assigning accounts and hierarchies

Account Assignments [Edit](#)

Card Type	Account Number	Account Status	Restrict Personal Account i	Designated User	User ID
-----------	----------------	----------------	--	-----------------	---------

Hierarchy Assignments

- [View/Add Processing Hierarchy Assignments](#)
 - [View/Add Reporting Hierarchy Assignments](#)
-

Account assignments – for a one or a few specific accounts from one or more hierarchy levels



Assigning an account

User Profiles Manage Account Assignment

To assign an individual account to this user enter the account number and select "Add Account." Or, add many accounts using the [account search](#).

Account Number:

Add

Remove	Account Number	Account Status	Designated User	User ID
--------	----------------	----------------	-----------------	---------

Remove

Save

[<< Back to User Profile Summary](#)



Assigned account

User Profiles Manage Account Assignment

To assign an individual account to this user enter the account number and select "Add Account." Or, add many accounts using the [account search](#).

Account Number:

Add

Remove	Account Number	Account Status	Restrict Personal Account (i)	Designated User	User ID
<input type="checkbox"/>	**4561	" "-Open	<input type="checkbox"/>	<input type="checkbox"/>	PA1APPROVER


Remove

Save

[<< Back to User Profile Summary](#)

Assigning hierarchies – View/Add

Account Assignments [Edit](#)

Card Type	Account Number	Account Status	Restrict Personal Account 	Designated User	User ID
-----------	----------------	----------------	---	-----------------	---------

Hierarchy Assignments

- [View/Add Processing Hierarchy Assignments](#)
 - [View/Add Reporting Hierarchy Assignments](#)
-

Hierarchy assignments – for a larger number of accounts, all within one or more hierarchy levels



Searching for a hierarchy

User Profiles

Select a Processing Hierarchy Position

Search for a Hierarchy Position

Select the hierarchy level you wish to locate, and enter any known or partial values, then search.

Hierarchy Level:



Company ▼

Processing Hierarchy Name:

Bank: **Agent:** **Company:** **Division:** **Department:**

User Profiles

Select a Processing Hierarchy Position

Search for a Hierarchy Position

Select the hierarchy level you wish to locate, and enter any known or partial values, then search.

Hierarchy Level:

Company ▾

Processing Hierarchy Name:

Bank: Agent: Company: Division: Department:

Search

To add a position to the Selected Hierarchy Positions, select the position in the list to the left and click "Select Position." To remove a selected position from the list, mark the position in the list to the right and click "Remove Position." To remove a selected position from the list, mark the position in the list to the right and click "Remove Position." When you are satisfied with your selection(s), click "Accept Hierarchy."

Found Hierarchy Position(s)

Records 1 - 10 of 10

[Hide All Hierarchy Names](#)

<input checked="" type="checkbox"/>	Bank	Agent	Company
<input checked="" type="checkbox"/>	1423 Corporate Card	0462 Standard	11315 Alpha
<input type="checkbox"/>	1423 Corporate Card	0462 Standard	11317 Bravo
<input type="checkbox"/>	1425 Purchasing Card	8675 Blue	39764 Alpha
<input type="checkbox"/>	1425 Purchasing Card	8676 Orange	39762 Bravo
<input type="checkbox"/>	1425 Purchasing Card	8676 Orange	39763 Charlie

Select Position >>

<< Remove Position

Selected Hierarchy Position(s)

<input type="checkbox"/>	Bank	Agent	Company
<input type="checkbox"/>	1423 Corporate Card	0462 Standard	11315 Alpha

[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 2 of 2

Accept Hierarchy

[<<Back to User Profile Summary](#)

Selecting a hierarchy



Viewing selected hierarchies

Selected hierarchies do not display here.
Click the link to see hierarchies applied to
this user profile.

Hierarchy Assignments

- [View/Add Processing Hierarchy Assignments](#)
- [View/Add Reporting Hierarchy Assignments](#)

Contact Information [Edit](#)

Address 1:

Address 2:

City:

State/Province:

Zip/Postal Code:

Country:

Phone Number:

Fax Number:

Email Address:

Secure Email Address:

Preferred Output Language: American English

Other:

Email Notification: Statement Notification

[<< Back to User Profile Home](#)



Adding contact information

Hierarchy Assignments

- [View/Add Processing Hierarchy Assignments](#)
- [View/Add Reporting Hierarchy Assignments](#)

Contact Information [Edit](#)

Address 1:

Address 2:

City:

State/Province:

Zip/Postal Code:

Country:

Phone Number:

Fax Number:

Email Address:

Secure Email Address:

Preferred Output Language: American English

Other:

Email Notification: Statement Notification

Step 3 of 3:

Add contact information:

- Address, phone and email
- Language
- Email notifications



Adding demographic information

User Profiles Manage Contact Information

Nolan, Harold

Enter the user contact information.

* = required

Last Name:*	First Name:*	MI:
<input type="text" value="Nolan"/>	<input type="text" value="Harold"/>	<input type="text" value="M"/>
Address 1:*	Address 2:	
<input type="text"/>	<input type="text"/>	
City:*	State/Province:*	Zip/Postal Code:*
<input type="text"/>	<input type="text" value="AA"/> ▼	<input type="text"/>
Country:*		
<input type="text" value="United States"/> ▼		
Phone Number:*	Fax Number:	
<input type="text"/>	<input type="text"/>	
Email Address:*	Secure Email Address (for sending the Card Security Code):	
<input type="text"/>	<input type="text"/>	

Users can update information in this section by going to *My Personal Information*.

Email addresses may be restricted by domain. For example, you can enter a work email but not gmail.

Adding notifications

Status Notifications

To receive an email notification, select the specific process and corresponding scenarios, timing or accounts.

Data Exchange (i)

- All
- Successful Upload
- Unsuccessful Upload
- Successful Download
- Unsuccessful Download

Pending Cardholder's Transaction App

- Daily
- Weekly:

Effective Date Maintenance Notification (i)

- Send notification when a Merchant Author

For more on email notification options, **attend this class:** *Access Online Intermediate: How do I use Alerts and Notifications*

Statement Notification

Select accounts below to receive email notification when a statement is available in Access Online.

Accounts associated directly to this user id:

Status	Account Number	Account Name	Account Type
Disabled <input type="checkbox"/>	*1234	ANNCHX BLATEST	Cardholder

Accounts viewed through assigned hierarchies:

Remove	Account Number	Account Name	Account Type
--------	----------------	--------------	--------------

[Add Managing Accounts](#)

[Add Cardholder Account](#)

Save

[<< Back to User Profile Summary](#)

Review the success message

User Profiles

User Profile Summary

i Contact information has been successfully saved.

Login & Approvals [Edit](#)

Login Information

Last Name: FITZPATRICK

First Name: FRANK

MI:

Organization Short Name: ACAG44

User ID: PA1FINANCE

Enhanced Security: Not Enrolled

Authentication Questions: In what city do you want to retire?

In what city does your nearest sibling live?

In what city or town did your mother and father meet?

User Access Status: Active

Date Created: 10/22/2013

Created By: cpsapp

Date Last Changed: 03/31/2020

Accounting Code View: 1

Functional Entitlement Group(s): PA_Fin_Off

Number of Days Inactive Before User ID Expires: 90

Transaction Approvals

Approval Manager: No

Final Approval Manager: No



Knowledge Check Question (3)

A Functional Entitlement Group is assigned to control _____.

- A. Transaction Dispute Status
- B. Accounting Code Views
- C. Cardholder Online Registration
- D. User's privileges in Access Online



Knowledge Check Answer (3)

A Functional Entitlement Group is assigned to control _____.

- A. Transaction Dispute Status
- B. Accounting Code Views
- C. Cardholder Online Registration

D. User's privileges in Access Online





You may be wondering



Do I need to set up a user profile for every cardholder?

Method 1 – create a user ID during card account setup

Create New Account

3. Create User Login (optional)

Create a new login for the account owner?

No

Yes

User ID (7-20 letters and numbers)

Password

An auto-generated password will be sent to the account owner (at the email address provided) after the account is finalized.

Cancel Save for Later Next

Click Next

On this screen, you can indicate that a cardholder should have a user profile created for them in conjunction with the account set up process. Other options are:

- Do not provide cardholders with a user ID because they do not need to log into Access Online
- Have cardholders create their own user ID through the Online Registration process

Method 2 – cardholder online registration

Welcome to Access Online!

Please enter the information below and login to begin.

Organization Short Name:

User ID:

Password:

Login

Forgot your password?

Register Online

Cardholders can set up their own user profiles when they register their card.

They will need:

- Access Online link/URL
- Organization Short Name
- Card number and expiration date

Adding account information

1. Enter the Organization Short Name.

Online Registration Account Information

Please enter the account information to send you a passcode. To register, go to My Personal Information.

* = required

Organization Short Name: *

ACME

Account Number: *

*****1234

Send a Code

[<<Back to Login Page](#)

2. Enter the account number from the card.

Send a Code. We'll use your email address on file to send you a passcode. To register, go to My Personal Information.

Account Expiration Date:

Month * Jan ▾

Year * 2020 ▾

4. Click Send a Code.

3. Enter the expiration date from the card.

Enter the Passcode

Online Registration
Passcode

A passcode was sent to your email address on file:

c****h@acme.com

The passcode will expire in 10 minutes. You may request another passcode after one minute. If this email address doesn't look correct, please contact your organization.

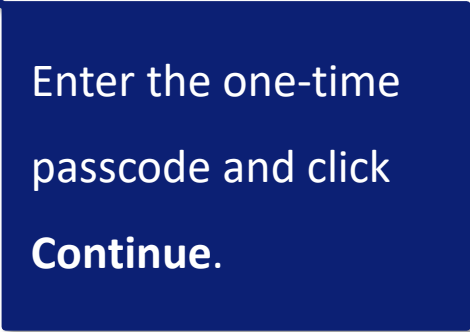
* = required

One-Time Passcode *

[Send me another code](#)

Continue

[<<Back to Login Page](#)



Enter the one-time passcode and click **Continue**.

Creating a user ID and password

Online Registration Password and Contact Information

Organization Short Name: BLAFS

Functional Entitlement Group: CHF001

User ID & Password

* = required

User ID: * (7 to 20 alpha-numeric characters)

Password: *



Confirm Password: *

Create your user ID
and personal
password.

Setting authentication questions

Authentication

Please select three unique authentication questions and responses. This information will be used in the event that you forget your password.

Authentication Question 1:

Authentication Response 1:*

Authentication Question 2:

Authentication Response 2: *

Authentication Question 3:

Authentication Response 3: *

Select authentication questions and enter your responses.

Enter any secret phrase of your choice:

In what city do you want to retire?

In what city does your nearest sibling live?

In what city or town did your mother and father meet?

What is the name of a college you applied to but did not attend?

What is the name of your favorite childhood friend?

What is the name of your favorite teacher?

What is the name of your first boyfriend or girlfriend?

What is your dream car?

What is your dream job?

What was the first concert you attended?

What was the model of your first car?

What was the name of your first stuffed animal?

What was your dream job as a child?

Where did you meet your spouse or partner for the very first time?

Who is your favorite historical figure?

Who was your childhood hero?

Who was your father's first employer?

Who was your first employer?



Entering contact information

Contact Information

First Name:* **Last Name:*** **MI:**

Address 1: * **Address 2:**

City: * **State/Province: *** **Zip/Postal Code: ***

Country: *

Phone Number:* **Fax Number:**

Email Address: *

1. Enter your contact information.
Note: email domain may be restricted to work email address.

2. Click Continue.

Cardholder login to the home screen

Payment Plus
Transaction Management
Account Information
Reporting
My Personal Information

Home

Contact Us

Training

Welcome to Access Online JOHN GRAZIANO

Your last login was 09/18/2017

Language Selection:

American English ▾

Message Center

[Message\(s\) from Access Online](#)

One Card

Switch Account

...3045 ▾

Acct#/Name: ...3045 JOHN GRAZIANO
Account ID: 017730457043
Account Status: Open

Current Balance: ⓘ \$3,414.12
Credit Limit: ⓘ \$10,000.00
Available Credit: ⓘ \$6,585.88

Quick Links

[Manage Home Page Settings](#)
[Account Alerts](#)
[Manage Contact Information](#)
[Manage Email Notifications](#)
[Run Transaction Detail Report](#)
[View All Statements](#)
[View Last Cycle Transactions](#)
[View Open Transactions](#)

Last 10 Transactions Posted

Posting Date	Merchant	Amount
08/28	SHELL OIL 57444608608	\$87.59
08/27	DORNANS 1	\$24.46
08/27	CADILLAC GRILLE	\$66.48
08/27	ANNUAL MEMBERSHIP FEE	\$10.00
08/26	MERRY PIGLETS MEXICAN GRI	\$42.54
08/26	SUNRISE HOME CENTER INC	\$18.75
08/25	EVERGREEN 66 00308486	\$4.32
08/25	TOWN SQUARE TAVERN	\$33.05
08/24	DELTA AIR 0068255311337	\$200.00
08/24	HOLIDAY STNSTORE 3510	\$75.81

ⓘ Information





You may be wondering



Do Approvers and Program Administrators or A/OPCS who also have a card need multiple user IDs and passwords?

Set up a proxy or backup for a user

Set up a user profile for that person. Give them the same settings as the original user, such as:

- Approval manager settings
- Account or hierarchy assignments
- Functional Entitlement Group (unless you have backup FEGs)

Transaction Approvals ⓘ

- Approval Manager
- Final Approval Manager
- No Limit
- Defined Limit

\$

Default Approver:



No approver currently assigned [Select Approver](#)

When you are unavailable to approve others' transactions, who should approve them?

No approver currently assigned [Select Backup](#)

When do you want to send transactions to the Backup Approver's Manager Approval Queue?

- Do not send
- Send indefinitely
- Send during this timeframe:

 to 
MM/DD/YYYY MM/DD/YYYY

Functional Entitlement Group:*

Selected Groups

Groups may be assigned by your administrator

PA_Fin_Off(Global)

All Groups

Select a group to view details.

- [CH Full](#)
- [PA Admin](#)
- [PA Finance](#)

Account Assignments [Edit](#)

Card Type	Account Number	Account Status	Restrict Personal Account ⓘ	Designated User	User ID
Corporate Card	*****7637	" "-OPEN			PA1APPROVER
One Card	*****2793	" "-OPEN			PA1APPROVER

Hierarchy Assignments

- [View/Add Processing Hierarchy Assignments](#)
- [View/Add Reporting Hierarchy Assignments](#)



Maintaining user profiles



User profile maintenance under the System administration link

- Request Status Queue
- Active Work Queue
- System Administration**
- Account Administration
- Event Driven Notification
- Order Management
- Transaction Management
- Account Information
- Reporting
- Data Exchange
- My Personal Information

Welcome to Access Online ALICE ADAMS

Your last login was 05/06/2019

Language Selection:

American English ▼

Message Center

[Message\(s\) from Access Online](#)

Home

Email Center

Contact Us

Training

Government Services

Quick Links

[Manage Home Page Settings](#)

User profiles link to maintain a user profile

Request Status Queue

Active Work Queue

System

Administration

- User Profiles
- Create Point of Contact
- Edit Point of Contact
- Find Point of Contact
- Financial Extract Controls
- Client Controls
- Accounting Code Mgmt
- Merchant Groups
- Merchant Allocation Rules
- Allocation Rules Engine

Account Administration

Event Driven Notification

Payment Plus

Order Management

Transaction Management

Enhanced Supplier

Management

Account Information

Reporting

Dashboard

Data Exchange

My Personal Information

Home

Contact Us

Training

System Administration

User Profiles

Create or modify existing user ID/login information and establish account and hierarchy access.

Point of Contact

Create Point of Contact

Edit Point of Contact

Find Point of Contact

Financial Extract Controls

Create, view, or modify the controls for an extract file.

Client Controls

View and modify settings applied to your entire program.

Accounting Code Management

Manage Accounting Code Structures, Accounting Validation Controls, Valid Values Lists, and Alternate Accounting Codes.

Merchant Groups

Modify the default Merchant Category Code (MCC) Groups to create custom groups or rearrange existing groups. These groups are used for establishing MCC based transaction allocation rules.

Merchant Allocation Rules

Establish automated rules that control how incoming transactions are allocated to particular accounting codes, based on the Merchant Category Code (MCC) associated to a transaction.



Searching for a user profile

Request Status Queue
Active Work Queue

System

Administration

- User Profiles
- Create Point of Contact
- Edit Point of Contact
- Find Point of Contact
- Client Controls
- Accounting Code Mgmt
- Merchant Groups
- Merchant Allocation Rules
- Allocation Rules Engine

Account Administration
Event Driven Notification
Order Management
Transaction Management
Account Information
Reporting
Data Exchange
My Personal Information

Home

Email Center

Contact Us

Training

Government Services

User Profiles User Setup and Search

To locate a specific user, enter full or partial information for one of the fields below and click Search.
You can also [Setup a new user](#).

User ID:

User Last Name:

OR

User First Name:

Account Number:

OR

Use a % in the Last Name Field as a wildcard search

Selecting a user profile

Search

Select a user to view their profile summary.

Records 1 - 7 of 7

User Name	User ID	Telephone	Creation Date	Functional Entitlement Group
ADAMS, ALICE	PA1AGENCY	6129730000	10/22/2013	PA APC
Bronson, Charles	BronsonTest	801-423-1234	08/09/2018	CH CCard Full
BROWN, CINDY	CH1FLEET	6129730000	10/22/2013	CH Fleet
FITZPATRICK, FRANK	PA1FINANCE	6129730000	10/22/2013	PA_Fin_Off
FLEMING, FRED	PA1FLEET	6129730000	10/22/2013	PAFleet
Good, John	JohnGoodTest		08/07/2018	PA Admin
WILLIAMS PRUITT, PAULINE	CH1PURCHASE	6129730000	10/22/2013	CH Civilian Full

Records 1 - 7 of 7



User Profile

screen

User Profiles

User Profile Summary

FITZPATRICK, FRANK

Login & Approvals [Edit](#)

Login Information

Last Name: FITZPATRICK

First Name: FRANK

MI:

Organization Short Name: ACAG44

User ID: PA1FINANCE

Enhanced Security: Not Enrolled

Authentication Questions: In what city do you want to retire?
In what city does your nearest sibling live?
In what city or town did your mother and father meet?

User Access Status: Active

Date Created: 10/22/2013

Created By: cpsapp

Date Last Changed: 10/28/2014

Accounting Code View: 1

Functional Entitlement Group(s): PA_Fin_Off

Number of Days Inactive Before User ID Expires: 90

Transaction Approvals

Approval Manager: No

Final Approval Manager: No

Approval Limit: No Limit

Default Approver: *No approver currently assigned*

Designated Backup Approver: *No approver currently assigned*

Backup Approval Date: none



Removing a user's access

Scenario: Frank has left the organization and no longer will be using Access Online. You want to remove his user ID.

You need to search for the user profile to change the user access status to removed.



This is Frank.



Removing a user's access, edit status

User Profiles User Profile Summary

FITZPATRICK, FRANK

Login & Approvals [Edit](#)

Login Information

Last Name: FITZPATRICK
First Name: FRANK
MI:
Organization Short Name: ACAG44
User ID: PA1FINANCE

Enhanced Security: Not Enrolled

Authentication Questions: In what city do you want to retire?
In what city does your nearest sibling live?
In what city or town did your mother and father meet?

User Access Status: Active
Date Created: 10/22/2013
Created By: cpsapp
Date Last Changed: 10/28/2014

Accounting Code View: 1
Functional Entitlement Group(s): PA_Fin_Off

Number of Days Inactive Before User ID Expires: 90

Transaction Approvals

Approval Manager: No
Final Approval Manager: No
Approval Limit: No Limit

Default Approver: *No approver currently assigned*

Designated Backup Approver: *No approver currently assigned*

Backup Approval Date: none



Removing a user's access – status selection

User Profiles Manage Login Information

Enter the user login information.

* = required

User Access Status:*

- Active
- Admin Locked
- Removed

User

Last Name:*

First Name:*

Email Address:

User ID:

Password:*

Confirm Password:*

Email login credentials to the user

Note: An account or hierarchy assignment is recommended before the user logs in.

Active: The user is able to access the system.

Admin Locked: A Program Administrator or System Administrator has changed the status of the user ID to prevent them from accessing the system.

Expired: User has not logged into the system within the given time period set by the client.

Failed Self Service: A user has unsuccessfully entered authentication question responses and/or authentication codes three times or more.

Password Failed: A user has been locked due to three unsuccessful login attempts.

Removed: The user is not allowed access to the system and their user ID will soon be permanently removed.



Removing a user's access - removed

Any change you make to a user profile takes effect as soon as you click the Save button.

Removed users may appear on user lists for a while after removal, but the removed status is noted.

User Profiles User Profile Summary

i User ID Profile has been saved.

FITZPATRICK, FRANK

Login & Approvals [Edit](#)

Login Information

Last Name: FITZPATRICK
First Name: FRANK
MI:
Organization Short Name: ACAG44
User ID: PA1FINANCE

User Access Status: Removed

Date Created: 10/22/2013
Created By: cpsapp
Date Last Changed: 03/31/2020

Number of Days Inactive Before User ID Expires: 90

Transaction Approvals

Approval Manager: No
Final Approval Manager: No
Approval Limit: No Limit

Enhanced Security: Not Enrolled

Authentication Questions: In what city do you want to retire?
In what city does your nearest sibling live?
In what city or town did your mother and father meet?

Accounting Code View: 1
Functional Entitlement Group(s): PA_Fin_Off



Failed password reset

Scenario: Luis is now locked out of the system due to multiple incorrect password attempts.

You want to unlock his User ID.

You need to change his access status from failed password back to active.

This is Luis.



Failed password reset

User Profiles User Profile Summary

USER, TEST

Login & Approvals [Edit](#)

Login Information

Last Name: USER

First Name: TEST

MI:

Organization Short Name: ACAG44

User ID: PA1FINANCE

Enhanced Security: Not Enrolled

Authentication Questions: In what city do you want to retire?

In what city does your nearest sibling live?

In what city or town did your mother and father meet?

User Access Status: Failed Password

Date Created: 10/22/2013

Created By: cpsapp

Date Last Changed: 03/31/2020

Accounting Code View: 1

Functional Entitlement Group(s): PA_Fin_Off

Number of Days Inactive Before User ID Expires: 90

Transaction Approvals

Approval Manager: No

Final Approval Manager: No

Approval Limit: No Limit

Default Approver: *No approver currently assigned*





User Profiles

Manage Login Information

Enter the user login information.

* = required

User Access Status:*

- Failed Password  
- Active**
- Admin Locked
- Removed

Last Name:

First Name:

Email Address:

USER.TEST@ACME.GOV

User ID:

USERTEST1

Password:*

Confirm Password:*

Email login credentials to the user

Note: An account or hierarchy assignment is recommended before the user logs in.

Active: The user is able to access the system.

Admin Locked: A Program Administrator or System Administrator has changed the status of the user ID to prevent them from accessing the system.

Expired: User has not logged into the system within the given time period set by the client.

Failed Self Service: A user has unsuccessfully entered authentication question responses and/or authentication codes three times or more.

Password Failed: A user has been locked due to three unsuccessful login attempts.

Removed: The user is not allowed access to the system and their user ID will soon be permanently removed.

Failed
password
reset –
selecting
active status

Reset the user's password

User Profiles

User Profile Summary

i User ID Profile has been saved.

USER, TEST

Login & Approvals [Edit](#)

Login Information

Last Name: USER

First Name: TEST

MI:

Organization Short Name: ACAG44

User ID: USERTEST1

User Access Status: Active

Date Created: 10/22/2013

Created By: cpsapp

Date Last Changed: 03/31/2020

Number of Days Inactive Before User ID Expires: 90

Transaction Approvals

Approval Manager: No

Final Approval Manager: No

Approval Limit: No Limit

Enhanced Security: Not Enrolled

Authentication Questions: In what city do you want to retire?

In what city does your nearest sibling live?

In what city or town did your mother and father meet?

Accounting Code View: 1

Functional Entitlement Group(s): PA_Fin_Off



Knowledge Check Question (4)

Which status should be used to temporarily remove access for a user, that will allow you to change back to Active status at a later time?

- A. Expired
- B. Admin Locked
- C. Failed Password
- D. Removed



Knowledge Check Answer (4)

Which status should be used to temporarily remove access for a user, that will allow you to change back to Active status at a later time?

- A. Expired
- B. Admin Locked
- C. Failed Password
- D. Removed





Knowledge Check Question (5)

When setting a user's status back to Active, what else must you also do?

- A. Enter the one-time use password
- B. Reset the user's account status
- C. Check the box to email the credentials to the user
- D. Run a report to monitor the user's access date



Knowledge Check Answer (5)

When setting a user's status back to Active, what else must you also do?

A. Enter the one-time use password

B. Reset the user's account status

C. Check the box to email the credentials to the user

D. Run a report to monitor the user's access date





Important!

Setting up a point of contact

When you are setting up a Program Administrator, you also need to set them up as a point of contact. This gives them a way to be verified by customer service to receive information about their hierarchies.

Point of contacts under the System administration link

- Request Status Queue
- Active Work Queue
- System Administration**
- Account Administration
- Event Driven Notification
- Order Management
- Transaction Management
- Account Information
- Reporting
- Data Exchange
- My Personal Information

Welcome to Access Online ALICE ADAMS

Your last login was 05/06/2019

Message Center

[Message\(s\) from Access Online](#)

Language Selection:

American English ▼

Home

Email Center

Contact Us

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Government Services

Quick Links

[Manage Home Page Settings](#)

Create point of contact

System Administration

User Profiles

Create or modify existing user ID/login information and establish account and hierarchy access.

Point of Contact

[Create Point of Contact](#)

[Edit Point of Contact](#)

[Find Point of Contact](#)

Financial Extract Controls

Create, view, or modify the controls for an extract file.

Client Controls

View and modify settings applied to your entire program.

Accounting Code Management

Manage Accounting Code Structures, Accounting Validation Controls, Valid Values Lists, and Alternate Accounting Codes.

Merchant Groups

Modify the default Merchant Category Code (MCC) Groups to create custom groups or rearrange existing groups. These groups are used for establishing MCC based transaction allocation rules.

Merchant Allocation Rules

Establish automated rules that control how incoming transactions are allocated to particular accounting codes, based on the Merchant Category Code (MCC) associated to a transaction.


Edit Point of Contact is intended to update information for an existing POC.

To **change** a POC for a hierarchy, remove the Point of Contact and then add a new one. This preserves your audit trail.





Point of contact –
role selection
drop down menu


Point of Contact

 **Contact Information**

Required Fields (unless noted as optional)

Point of Contact Role 

Select 

- Select
- PA 
- Alternate PA
- A/OPC
- Alternate A/OPC
- AO
- Alternate AO
- BO
- Alternate BO
- DBO
- Alternate DBO
- EO
- Alternate EO
- TDO
- Alternate TDO


MI (optional)

Last Name

Organization Name (optional)

Mailing Address

Country

United States 

Address Line 1

Select Program
Administrator



Select your hierarchy for the point of contact

Country

Address Line 1

Address Line 2 (optional)

[Add another address line](#)

City

State

ZIP Code

Phone Number

Additional Phone Number (optional)

Fax Number (optional)

Email Address

[Add another email address](#)

- Processing Hierarchy (Processing Hierarchy or Reporting Hierarchy is required)
- Reporting Hierarchy (Processing Hierarchy or Reporting Hierarchy is required)

Add both processing and reporting hierarchies if you have them.

Choosing the reporting hierarchy

Reporting Hierarchy (Processing Hierarchy or Reporting Hierarchy is required)

Choose Reporting Hierarchy

[Search](#)

Bank

3059

Level 1

Level 2 (optional)

Level 3 (optional)

Level 4 (optional)

Level 5 (optional)

Level 6 (optional)

Level 7 (optional)

[Add Reporting Hierarchy.](#)

Assigned Reporting Hierarchies

-No Reporting Hierarchies are assigned-



Choosing the reporting hierarchy – search screen

Search for Reporting Hierarchy

Select the applicable hierarchy level, enter any known or partial values, then search.
All fields required unless noted as *(optional)*.

Hierarchy Level <input type="text" value="Select"/>	Reporting Hierarchy Name <i>(optional)</i> <input type="text"/>	
Bank <input type="text" value="3059"/>	Level 1 <input type="text"/>	Level 2 <input type="text"/>
Level 3 <input type="text"/>	Level 4 <input type="text"/>	Level 5 <input type="text"/>
Level 6 <input type="text"/>	Level 7 <input type="text"/>	

Select and confirm hierarchy

Search

Results

Selected Results

3059 | 0073 | 64913

All Results

[Select All Shown](#)

[Hide All Hierarchy Names](#)

Results 1 to 2 of 2

<input checked="" type="checkbox"/>	Bank 3059 Civilian Purch	Agent 0073 Standard	Company 64913 Agency A
<input type="checkbox"/>	Bank 3059 Civilian Purch	Agent 0073 Standard	Company 64990 Agency B

Back

Confirm



Point of
contact
details
review

Point of Contact

Review

Contact Information [Edit](#)

Point of Contact Role

Alternate A/OPC

Name

Jason Borne

Organization ID

--

Organization Name

--

Mailing Address

100 Oliver Lane
Washington DC 33333-3333
United States

Phone Number

555-121-2121

Additional Phone Number





Find a point of contact

System Administration

User Profiles

Create or modify existing user ID/login information and establish account and hierarchy access.

Point of Contact

[Create Point of Contact](#)

[Edit Point of Contact](#)

[Find Point of Contact](#)

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Create, view, or modify the controls for an extract file.

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Enter search criteria

Point of Contact

Find Point of Contact

Search Criteria

[Show/Hide Search Criteria](#)

Point of Contact Role ⓘ

All

Authorization for Contact ⓘ

Point of Contact Name

First Name

 Search

Back

Filter Options

[Save settings](#)

- Organization Short Name
- Client Relationship Name
- Point of Contact Role
- Point of Contact Name
- Processing Hierarchy
- Reporting Level
- Cardholder Account Number & Name
- Cardholder Account ID
- Managing Account Number & Name
- Managing Account ID

Select the point of contact

Search

Results | [Export to Excel](#) | [Customize Results](#)

Sort by: Point of Contact Name

Ascending (A - Z, 0 - 9) Descending (9 - 0, Z - A)

Results 1 to 3 of 3

<input type="radio"/>	Point of Contact	Contact Role	Phone Number
<input type="radio"/>	Art Mason		612-973-0000
<input type="radio"/>	Joel Applebaum		612-000-0000
<input type="radio"/>	Penny Anderson		612-973-0000

Customize Results [Save settings](#)

Show

- First Name
- Last Name
- Point of Contact Role
- Phone Number
- Additional Phone Number

[Back](#) [Confirm](#)

Point of contact detail page

You can run a Point of Contact report by going to Reporting, Program Management, and selecting the Point of Contact Details report.

Contact Information

Point of Contact Role A/OPC	Authorization for Contact		
First Name Alice	MI (optional) --	Last Name Adams	
Address Line 1 200 S 6th ST			
Address Line 2 (optional) --			
City Minneapolis	State MN	ZIP Code 55402	
Primary Phone Number 6129730000	Primary Extension (optional) --		
Email Address acag@demo.com			

Processing Hierarchy

Assigned Processing Hierarchies (27 total accounts assigned)

3059 0073 64913 (7 accts) Civilian Purch Standard Agency A	3059 0073 64990 (7 accts) Civilian Purch Standard Agency B	8201 0639 12564 (11 accts) GSATravel Default Agency C
---	---	--



Knowledge Check Question (5)

Who should be set up as a primary Point of Contact for your part of the organization?

- A. Approving Official/Billing Official
- B. Financial Manager
- C. Program Administrators or A/OPCs
- D. Cardholder



Knowledge Check Answer (5)

Who should be set up as a primary Point of Contact for your part of the organization?

A. Approving Official/Billing Official

B. Financial Manager

C. Program Administrators or A/OPCs

D. Cardholder





Viewing cardholder account information



Account information on the main menu

- Request Status Queue
- Active Work Queue
- System Administration
- Account Administration
- Event Driven Notification
- Order Management
- Transaction Management
- Account Information**
- Reporting
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- My Personal Information

Welcome to Access Online ALICE ADAMS

Your last login was 05/06/2019

Message Center

Message(s) from Access Online

Language Selection:

American English ▾

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Quick Links

Manage Home Page Settings



Account statements or profiles

- Request Status Queue
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- Account Information**
 - Statement
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Account Information

Statement

View account statement(s).

- [Cardholder Account Statement](#)
- [Managing Account Statement](#)
- [Diversion Account Statement](#)

Account Profile

View account demographics, limits, accounting code, and other related information.

- [Cardholder Account Profile](#)
- [Managing Account Profile](#)
- [Diversion Account Profile](#)



Cardholder Account Statement

Search & Select an Account


[View Diversion Account](#) | [View Managing Account](#)

Cardholder
account
statement search
screen

Cardholder Account Search

Search for an account by Cardholder Account Number, Account Unique ID, Name, or Social Security Number. You can also find a cardholder account by first [Searching for a Managing Account](#).

Account Number (Last 4):

Account Unique ID: 

OR

Last Name (or Vehicle Name): **First Name:**

OR

Social Security Number:

OR

Search and select an account

Cardholder Account Search

Search for an account by Cardholder Account Number, Account Unique ID, Name, or Social Security Number. You can also find a cardholder account by first [Searching for a Managing Account](#).

Account Number (Last 4):

Account Unique ID: [i](#)

OR

Last Name:

First Name:

OR %

Social Security Number:

OR

Search

Records 1 - 14 of 14

Product Name	Cardholder Name	Account Number	Account Unique ID	Account Status	Status Description
Purchasing	JUDY BAHAR	*****1477	0305-9170-1227-3840		-OPEN
Purchasing	ANTONIO CAMINO	*****5090	0305-9172-4592-5871		-OPEN
Purchasing	KATHLEEN COFFEY	*****1485	0305-9170-1297-6001		-OPEN
Purchasing	EAMON DOUGHERTY	*****5108	0305-9172-4571-9335		-OPEN

Statements screen

Account Statements

MEGAN A ACKERMAN

Account Unique ID: 0142-5162-8053-5580 ⓘ

Account ID: 1722-4561-9043 | Account Number: **4561

Please Note: The statement can't be used for remittance of payment, it's for display purposes only.

[View account profile](#)

2020

[02/10/2020 \(PDF\)](#)

2019

[12/10/2019 \(PDF\)](#)

[11/11/2019 \(PDF\)](#)

[09/10/2019 \(PDF\)](#)

[08/12/2019 \(PDF\)](#)

[07/10/2019 \(PDF\)](#)

[05/10/2019 \(PDF\)](#)

[04/10/2019 \(PDF\)](#)

[03/11/2019 \(PDF\)](#)

[02/11/2019 \(PDF\)](#)

[01/10/2019 \(PDF\)](#)

2018

[11/12/2018 \(PDF\)](#)

[04/10/2018 \(PDF\)](#)

TEST-ACME DEMO PCARD

P. O. Box 6343
Fargo, ND 58125-6343

ACCOUNT NUMBER 4246-0400-1722-45
STATEMENT DATE 02-10-20
TOTAL ACTIVITY \$ 0.00

MEMO STATEMENT ONLY
DO NOT REMIT PAYMENT

00004598 01 SP 106481139222787 S
MEGAN A ACKERMAN
ACQ DEMO TEST
200 S 6TH STREET
EP-MN-L28C
MINNEAPOLIS MN 55402-1403

NEW ACCOUNT ACTIVITY					
POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
01-20	01-20	DOOR TO DOOR SALESBLAT COON RAPIDS MN	747982600200020000011820	5963	5.00 CR
01-20	01-20	DOOR TO DOOR SALESBLAT COON RAPIDS MN	747982600200020000009295	5963	5.00

Default Accounting Code: 123430223144444HMRE9321

CUSTOMER SERVICE CALL		ACCOUNT NUMBER	ACCOUNT SUMMARY	
800-344-5696		4246-0400-1722-4561	PREVIOUS BALANCE \$ 0.00	
			STATEMENT DATE 02-10-20	DISPUTED AMOUNT \$ 0.00
SEND BILLING INQUIRIES TO: C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION P.O. BOX 6335 FARGO, ND 58125-6335		AMOUNT DUE \$ 0.00		
		DO NOT REMIT		
		CASH ADVANCES \$ 0.00		
		CASH ADVANCE FEE \$ 0.00		
		CREDITS \$ 0.00		
		TOTAL ACTIVITY \$ 0.00		

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Cardholder account profile

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Account Information

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View account statement(s).

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Account Profile

View account demographics, limits, accounting code, and other related information.

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- [Diversion Account Profile](#)

Cardholders' account profile link

Cardholder Account Profile Cardholder Account Summary

Card Account Number: *****1477, JUDY BAHAR
Card Account ID: 002714774009

[Switch Accounts](#)

Select an item below to view its contents. You can also [View a Managing Account](#)

[View Account Profile](#)

View account information such as Account Owner Details, Account Details, Default Accounting Code, Authorization Limits.

[Account Authorizations](#)

View Account Authorization information such as Request Type, Request Source, MCC, and Transaction Amount.

Cardholders' account profile

− JUDY BAHAR

Product Purchasing	Account Unique ID: 0305-9170-1227-3840 ⓘ ID: 0027-1477-4009 Number: **1477	Processing Hierarchy ⓘ Show All Hierarchy Names 3059-0073-64990-00000-0000	Managing Account Name: ACME AGENCY 2 Unique ID: 0305-9170-1281-4080 ⓘ ID: 5555-4998-4009 Number: **4998
------------------------------	---	---	--

Organization Name (optional) ⓘ DEMO AGENCY	Optional 1 (optional) --	Third Line Embossing (optional) --
--	------------------------------------	--

− Account Overview

Summary ⓘ		Payment Information ⓘ	
Account Status	Open	Statement Balance	--
Credit Limit	\$3000	Current Balance	\$0.00
Available Credit	\$3000	View Statements	

View account authorizations

Cardholder Account Profile

Cardholder Account Summary

Card Account Number: *****1477, JUDY BAHAR
Card Account ID: 002714774009

[Switch Accounts](#)

Select an item below to view its contents. You can also [View a Managing Account](#)

[View Account Profile](#)

View account information such as Account Owner Details, Account Details, Default Accounting Code, Authorization Limits.

[Account Authorizations](#)

View Account Authorization information such as Request Type, Request Source, MCC, and Transaction Amount.

Authorizations - declined transaction link

Cardholder Account Profile Account Authorizations

Card Account Number: *****1477, JUDY BAHAR
Card Account ID: 002714774009

[Switch Accounts](#)

Name:

Records 1 - 2 of 2

Auth Date	Auth Time	Response	Auth Number	Type of Request	Transaction Amount	MCC	MCC Description
02/17/2011	04:42 PM ET	Approved	074354	Mail/Phn Ord	\$0.00	5399	MISCELLANEOUS GENERAL MER
02/17/2011	03:34 PM ET	Declined		Mail/Phn Ord	\$0.00	5399	MISCELLANEOUS GENERAL MER

Records 1 - 2 of 2

[<< Back to Cardholder Account Summary](#)

Declined transaction details

Cardholder Account Profile Account Authorizations

Card Account Number: *****1477, JUDY BAHAR
Card Account ID: 002714774009

[Switch Accounts](#)

Name: BAHAR JUDY

Auth Date: 02/17/2011

Auth Number:

MCC:

5399

Auth Time: 03:34 PM ET

Type of Request:

Mail/Phn Ord

MCC Description: MISCELLANEOUS GENERAL MER

Response: Declined

Transaction Amount: \$0.00

[Decline](#) [Account](#) [Merchant](#) [Parent](#) [Diversion](#) [Process](#)

The Request was declined due to 0805 Exceeded account single trans limit

The Request was declined at the INDIVIDUAL

The velocity type for the decline was NOT DECLINED FOR VELOCITY

The following reasons would also have declined the request:

1. 0805 Exceeded account single trans limit

The reason for the declined transaction will be listed here. Click the other tabs for additional details.

[<< Back to Account Authorizations](#)



Viewing managing account information



Managing Account Statement

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Account Profile

View account demographics, limits, accounting code, and other related information.

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- [Diversion Account Profile](#)

Search for the managing account


Managing Account Statement Search & Select a Managing Account

[View Cardholder Account](#) | [View Diversion Account](#)

Managing Account Search

Search for a Managing Account by Managing Account Number, Account Unique ID, Name, or Company Number.

Managing Account Number (Last 4 digits):

Managing Account Unique ID: 

OR

Managing Account Name:

OR

Last Name:

First Name:

OR

Company Number:

OR

Click Search

Enter % in Managing Account Name field to pull up all managing accounts



Select the link for the account

Search

Records 1 - 2 of 2

Account Number	Name	Account Unique ID
*****1542	ACME CP ORG TEST	0305-8163-4911-6762
*****6120	ACME CP ORGANIZATION	0305-8163-2514-6214

Records 1 - 2 of 2

Click the link for the account so that you can view the statement



Select the billing cycle date

Account Information Managing Account Statement

Managing Account Number: *****3861, ACME MANAGED SPEND
Managing Account ID: 557038619088

[Switch Accounts](#)

- 1 To view a statement, select a cycle and click the "View Statement" button. To make a payment, select the Pay your Managing Account link below.

Select Billing Cycle:

01/10/2022 ▾

[View Statement](#)

Select the billing cycle date and click View Statement

[Pay your Managing Account](#)

Autopay or make a single payment to your Managing Account.

View the PDF statement – top of page 1

P.O. BOX 6347
FARGO ND 58125-6347



ACCOUNT NUMBER [REDACTED]
STATEMENT CLOSING DATE 09-12-2019
AMOUNT DUE \$0.00
ACCOUNT BALANCE \$0.00
PAYMENT DUE IN ACCORDANCE WITH PROMPT PAYMENT ACT

Total amount due to be paid to the bank

000000016 01 SP 106481063262641 S
ACPO ORGANIZATION 1 TEST
ACPO DEMO TEST
200 S 6TH ST
EP-MN-L28C
MINNEAPOLIS MN 55402-1403

AMOUNT ENCLOSED
\$

Please make check payable to

BANK
P.O. BOX 790428
ST. LOUIS, MO 63179-0428

4716304556611542 000000000 000000000

Please tear payment coupon at perforation.

BILLING ACCOUNT SUMMARY										
ACPO ORGANIZATION 1 4716 3045 5661 1542	Previous Balance	Purchases And Other Charges	Self Assessed Interest Penalty	Checks	Check + Fee	Credits	Current Activity	Payments	Account Balance	
Company Total	\$0.00	\$35.00	\$0.00	\$0.00	\$0.00	\$35.00	\$0.00	\$0.00	\$0.00	

A summary appears on page one

View the PDF statement – middle of page 1

NEW ACTIVITY					
DOREE MARKS 4716-3000-0593-7660 Accounting Code:		CREDITS \$5.00	PURCHASES \$5.00	CASH ADV \$0.00	TOTAL ACTIVITY \$0.00
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
09-05	08-08	74798269248248000004472	HUDSON BLAT BLAT CHARLOTTE NC	5.00	CR
09-05	08-08	74798269248248000001940	HUDSON BLAT BLAT CHARLOTTE NC	5.00	
ANTHONY CARLISLE 4716-3000-0593-7676 Accounting Code:		CREDITS \$5.00	PURCHASES \$5.00	CASH ADV \$0.00	TOTAL ACTIVITY \$0.00
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
09-05	08-08	74798269248248000004480	NOAH'S BLAT BLAT MINNEAPOLIS MN	5.00	CR
09-05	08-08	74798269248248000001957	NOAH'S BLAT BLAT MINNEAPOLIS MN	5.00	

Card holder transaction detail appears here and on subsequent pages

View the PDF statement – bottom of page 1

Summary and Customer Service information appear at the bottom of page one

Default Accounting Code: 172019201918002N33

CUSTOMER SERVICE CALL 888-994-6722	ACCOUNT NUMBER [REDACTED]		ACCOUNT SUMMARY	
	STATEMENT DATE 09/12/19	DISPUTED AMOUNT .00	PREVIOUS BALANCE	.00
SEND BILLING INQUIRIES TO: [REDACTED] P.O. Box 6335 Fargo, ND 58125-6335	AMOUNT DUE .00		PURCHASES & OTHER CHARGES	35.00
			SELF ASSESSED INTEREST PENALTY	.00
			CHECKS	.00
			CHECK FEE	.00
			CREDITS CURRENT BILLING ACTIVITY	.00
		PAYMENTS	.00	
		ACCOUNT BALANCE	0.00	

If payments towards previous balances have been made, please deduct from the payment due



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Account Information

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View account statement(s).

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Account Profile

View account demographics, limits, accounting code, and other related information.

- [Cardholder Account Profile](#)
- [Managing Account Profile](#)
- [Diversion Account Profile](#)

Managing Account Summary

Managing Account Profile Managing Account Summary

Managing Account Number: *****3152, ACME ONECARD LOC 1
Managing Account ID: 555631529042

[Switch Accounts](#)

Click a link to view information about the managing account

Select an item below to view its contents. You can also [View a Cardholder account](#) or [View a Diversion Account](#)

[Demographic Information](#)

View account name, address, contact information, and alternate address.

[Default Accounting Code](#)

View the default accounting code assigned to the account.

View credit limit and available credit through Authorization Limits

[Account Information](#)

View other account information such as Account Status, Hierarchy Position, Cycle Day, and Open Date.

[Authorization Limits](#)

View authorization limit information such as Credit Limit, Single Purchase Limit, and Available Credit.

View past payment information in the Financial History

[Extract Information](#)

View financial extract information assigned to the account.

[Financial History](#)

View the account 12-month history, 7-year history analysis, and 7-year history.

Account History

Request Type	Update Method	Last Updated
Setup	Manual	05/06/2006 02:46:00
Maintenance	Manual	08/26/2008 03:33:00

Authorization Limits

Available Credit is the amount you currently have available for spending. It includes all POSTED transactions up through the last nightly system update.

It's the difference between your Credit limit and Outstanding Balance.

When your payment to the managing account posts, the Available Credit goes back up (to the Credit Limit at the highest amount)

Managing Account Profile Authorization Limits

Managing Account Number: *****3861, ACME MANAGED SPEND [Switch Accounts](#)
 Managing Account ID: 557038619088

1 Authorization Limits

Credit Limit: 1
 Single Purchase Limit: 1
 % Cash: 5
 Available Credit: 1
 Fiscal First Month: 01

The Credit Limit is your overall credit limit for the managing account, including all associated card accounts.

Standard Velocity Limits

	Limit	Total
Daily Dollar:	0	0
Daily Transaction:	0	0
Cycle Dollar:	0	0
Cycle Transaction:	0	0
Monthly Dollar:	0	0
Monthly Transaction:	0	0
Quarterly Dollar:	0	0
Quarterly Transaction:	0	0
Yearly Dollar:	0	0
Yearly Transaction:	0	0

Custom Velocity Limits

	Limit	Total
Other Dollar:	0	0
Other Transaction:	0	0

Refresh From Date:
 Refresh To Date:
 Days in Refresh Cycle: 0

Merchant Authorization Controls

Control	Authorization Action	Single Purchase Limit	Type	Action
MCCG41	Decline		Custom	View Details

Authorization Limits Comments:

[<< Back to Managing Account Summary](#)

Payment history for a managing account

Managing Account Profile Financial History

Managing Account Number: [Switch Accounts](#)
 Managing Account ID:

Tabs provide 12 months and up to 7 years of history.

12 Month History | 7 Year History Analysis | 7 Year History

The 12 Month History includes accumulated account information for 12 previous billing cycles. Each page includes four billing cycles of history.

Page: 1 | 2 | 3

Shows current and past info. Current is of last system update and shows POSTED information.

View payment information.

	Current	10/27/2020	09/28/2020	08/27/2020	07/27/2020
Number of Payments	1	1	1	1	1
Total Payments	\$81,359.40	\$121,566.29	\$199,622.42	\$142,588.22	\$166,381.12
(Last Payment:11/10/20)					
Minimum Payment	\$105,508.84	\$341,807.28	\$357,879.98	\$402,548.11	\$463,776.93
Number of Purchases	208	134	246	140	144
Total Purchases	\$162,742.00	\$105,508.84	\$154,954.29	\$82,410.60	\$122,021.24
(Last Purchase:11/11/20)					
Number of Cash Advances	0	0	0	0	0
Total Cash Advances	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(Last Cash Advance:00/00/00)					
Number of Credits	0.0	1.0	0.0	2.0	2.0
Total Credits	\$0.00	\$15.25	\$0.00	\$1,051.20	\$454.95
(Last Credit:09/29/20)					
Number of Misc Charges	0	0	0	0	0

Outstanding balance

Cash Advance Finance Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Limit	\$1.00	\$1.00			
Balance	\$0.00	\$0.00			
Outstanding Purchase Balance	\$0.00	\$0.00			
Outstanding Cash Balance	\$0.00	\$0.00			
Outstanding Misc Charges	\$0.00	\$0.00			
Outstanding Purchase Finance Charges	\$0.00	\$0.00			
Outstanding Cash Adv Finance Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Past Due	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Avg Daily Bal - Purchases		\$0.00	\$0.00	\$0.00	\$0.00
Avg Daily Bal - Cash Adv		\$0.00	\$0.00	\$0.00	\$0.00
Avg Daily Bal - Purchases and Cash Adv		\$0.00	\$0.00	\$0.00	\$0.00

See the current balance. This is how much of the managing account credit limit your organization has used. This includes POSTED items as of the last nightly update. It doesn't include pending items.



Managing personal information

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- Backup for Manager Approval Queue
- Manage Account Access
- Manage Favorites
- Account Alerts

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My Personal Information

User ID: PA1AGENCY

Password

Change your system password and create or modify an authentication response that will be used when resetting a password.

Contact Information

Update your user ID contact information (name, address, phone no., etc.).

- [Email Notification](#)

Backup for Manager Approval Queue

Select who should approve transactions in your Manager Approval Queue when you're unavailable.

Manage Account Access

View access rights and user specific information, such as accounts and hierarchy level access.

- [Add Accounts](#)

Manage Accounting Code Favorites

Add favorites, enable favorites to be selected when reallocating and managing allocations, and delete existing favorites.

Account Alerts

Enroll, view, or update your Alert preferences.

User ID address and phone number

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My Personal Information

User ID: PA1AGENCY

User ID Address

Enter the following information to update your User ID address.

First Name:*	Last Name:*	MI:
<input type="text" value="ALICE"/>	<input type="text" value="ADAMS"/>	<input type="text"/>
Address 1: *	Address 2:	
<input type="text" value="200 S 6TH ST"/>	<input type="text" value="EP-MN-L26C"/>	
City: *	State/Province: *	Zip/Postal Code: *
<input type="text" value="MINNEAPOLIS"/>	<input type="text" value="MN"/>	<input type="text" value="55402"/>
Country: *		
<input type="text" value="United States"/>		

Phone Number:*	Fax Number:
<input type="text" value="6129730000"/>	<input type="text"/>

Mobile Number (for login authentication):

[Manage Mobile Number & Authentication Option](#)

Email Address: *

Secure Email Address (for sending the Card Security Code):

A.ADAMS@ACME.GOV

Other:

Save User Address

The User ID address is what cardholders enter when they self-register; it may differ from the Cardholder address (see next slide).

Cardholder address and phone number

- Request Status Queue
- Active Work Queue
- System Administration
- Account Administration
- Event Driven Notification
- Order Management
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 - Approval Queue
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 - Account Alerts

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My Personal Information

User ID: PA1AGENCY

User ID Address

Enter the following information to update your User ID address.

First Name:*	Last Name:*	MI:
<input type="text" value="ALICE"/>	<input type="text" value="ADAMS"/>	<input type="text"/>
Address 1: *	Address 2:	
<input type="text" value="200 S 6TH ST"/>	<input type="text" value="EP-MN-L26C"/>	
City: *	State/Province: *	Zip/Postal Code: *
<input type="text" value="MINNEAPOLIS"/>	<input type="text" value="MN"/>	<input type="text" value="55402"/>
Country: *		
<input type="text" value="United States"/>		

Phone Number:*
<input type="text" value="6129730000"/>
Mobile Number (for lo
Manage Mobile Numbe
Email Address: *
<input type="text" value="A.ADAMS@ACME.GO"/>
Secure Email Address
<input type="text" value="A.ADAMS@ACME.GO"/>
Other:
<input type="text"/>

Save User Address

Cardholder Account Address

Note: To change your account address, please contact your Program Administrator.

Switch Accounts:

*****1543

Address 1: 4325 20TH AVENUE S
Address 2:
City: FARGO
State/Province: (if USA or Canada) ND
Zip/Postal Code: (if USA or Canada) 58125-6200
Country: USA

Work Phone: 612-973-0000
Home Phone:
Alternate Phone: 000-000-0000
Fax: 6129730000
Email Address: NONE@NONE.NONE

The Cardholder address is what was entered when the account was created; it may differ from the User ID address.

Request Status Queue
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My Personal Information

User ID: PA1AGENCY

Password

Change your system password and create or modify an authentication response that will be used when resetting a password.

Contact Information

Update your user ID contact information (name, address, phone no., etc.).

- [Email Notification](#)

Backup for Manager Approval Queue

Select who should approve transactions in your Manager Approval Queue when you're unavailable.

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View access rights and user specific information, such as accounts and hierarchy level access.

- [Add Accounts](#)

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Add favorites, enable favorites to be selected when reallocating and managing allocations, and delete existing favorites.

Account Alerts

Enroll, view, or update your Alert preferences.

Request Status Queue
Active Work Queue
System Administration
Account Administration
Event Driven Notification
Order Management
Transaction Management
Account Information
Reporting
Data Exchange

My Personal Information

- Password
- Contact Information
- Backup for Manager Approval Queue
- Manage Account Access
- Manage Favorites
- Account Alerts

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My Personal Information

User ID: PA1AGENCY

Password

Change your system password and create or modify an authentication response that will be used when resetting a password.

Contact Information

Update your user ID contact information (name, address, phone no., etc.).

- [Email Notification](#)

Backup for Manager Approval Queue

Select who should approve transactions in your Manager Approval Queue when you're unavailable.

Manage Account Access

View access rights and user specific information, such as accounts and hierarchy level access.

- [Add Accounts](#)

Manage Accounting Code Favorites

Add favorites, enable favorites to be selected when reallocating and managing allocations, and delete existing favorites.

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User ID: PA1AGENCY

Accounting Code Allocation Favorites successfully updated.

Password

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Locating your resources

Accessing the Web Based Training site

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[Active Work Queue](#)
[System Administration](#)
[Account Administration](#)
[Event Driven Notification](#)
[Order Management](#)
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[Account Information](#)
[Reporting](#)
[Data Exchange](#)
[My Personal Information](#)

Welcome to Access Online ALICE ADAMS

Your last login was 04/15/2020

Message Center

[Message\(s\) from Access Online](#)

[Message\(s\) from U.S. Bank](#)

Language Selection:

American English ▾

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Quick Links

[Manage Home Page Settings](#)

Click Training

User profile resources on the WBT

Open a topic area below and select content from each tab to create your own learning plan. Each resource opens in a new window or tab.

Get started: Open this topic for beginner training on Access Online ⓘ

System setup: Open this topic for training on system setup ⓘ

Accounts and users: Open this topic for training on accounts and users ⓘ

Lessons User guides Videos Quick references Recorded classes Certifications

- Account Approval Process
- Account Pay
- Cardholder Account Setup
- Cardholder Account Maintenance
- Cardholder-initiated Account Setup
- Cardholder Application Portal
- Fleet Management
- Managing Account Setup
- Managing and Card Account Lists
- Online Registration
- Payment Analytics
- User Profiles

Transactions: Open this topic for training on transactions ⓘ

Access Online web-based training

- Start training ⓘ
- Save to my learning plan ⓘ

Change role: Commercial Administrator ▾

Expand a topic section
OR
search by topic keyword

Search Search

Filter by type

- Lessons
- User guides
- Videos
- Quick references
- Recorded classes

Announcements April 8, 2022

Training assignment: We updated the site to let your organization assign training to your users by WBT role or to individual users. Contact your relationship management team if you want to learn more. You can also refer to the *Training Assignment (Cardholder) quick reference* and the *Training Assignment (Super Program)*

Wrap up

Now that you have completed this session, you should be able to:

- Create and maintain cardholder accounts
- Understand what to do if you need to create or maintain multiple card accounts
- Create and maintain user profiles
- View account information, including cardholder and managing accounts
- Update My Personal Information areas, including alerts and notifications
- Locate training resources

