Access® Online

Cardholder Training

Common cardholder tasks in Access Online

Getting started tasks

Get started
- Activate card
- Register online

Set preferences
- Manage passwords
- Review contact information
- Set up account alerts
- Set up email notifications

On-going tasks

Manage transactions
- View transactions
- Submit disputes or fraud
- Allocate, reallocate
- Attach documents
- Approve transactions
- Run a transaction detail report

Manage account
- View account info
- View a statement
- Make a payment
- Use the mobile app
- Locate resources

Get started

- Activate your card

- Register online

Activate your card
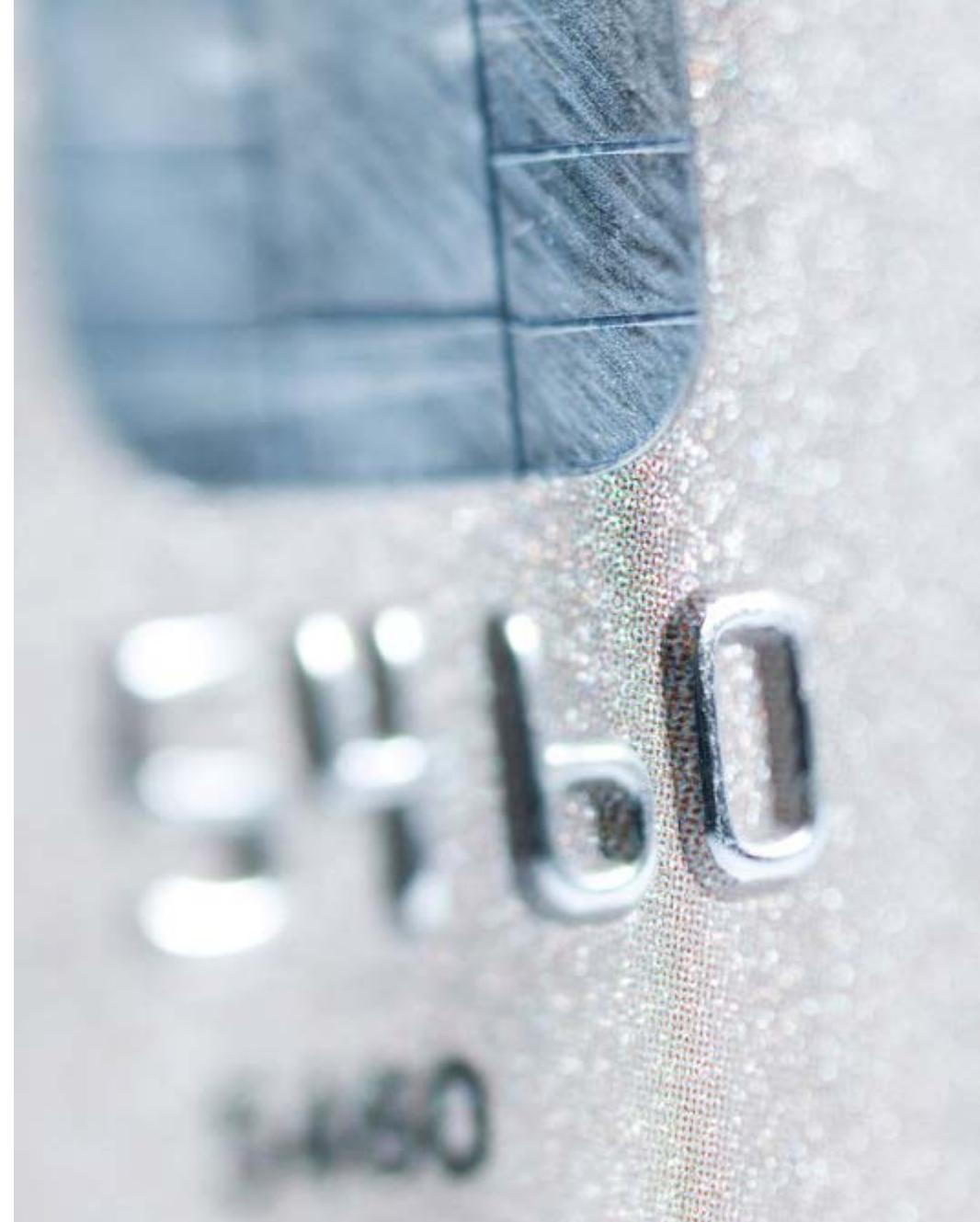
Activate your card

There are two options to activate a card:

- Click the link on the Access Online login page (Browser search for Access Online)

- Call the phone number on the back of the card (1-800-344-5696)

This card cannot be used until it has been activated

TO ACTIVATE, GO TO
WWW.ACCESS.USBANK.COM
OR CALL 800-344-5696

International locations call collect
701-461-2010

Activate card online process

Contact Us

Login

Welcome to Access Online!

Please enter the information below and login to begin.

* = required
Organization Short Name:*

User ID:*

Password:*

Login

Forgot your password?

Register Online

Activate Your Card | Change Your PIN

Click **Activate Your Card**.

https://www.access.usbank.com/

Information needed:

- 16-digit account number

- Expiration date

- Last four digits of the work phone number

  on your card account

Enter card information

Enter your card number, expiration date and last four digits of the work phone number that is on your card account in Access Online. Then click **Submit**.

Activate your card

Enter card information

Complete the fields below to activate your card.

Card number

Expiration date

mm/yy

Work phone number

Last four digits

Cancel   Submit

Receive passcode from email

Activate your card

✓ **Check your email for a passcode.**

If the card information you submitted matches what we have on file, we'll send an email to your email address on file with instructions on how to finish the process.

Contact the number on the back of your card if you don't receive an email.

[Log in]

Check your email (email address that is on your card account in Access Online) for two emails.

AO Access Online <donotreply@access-online.com> | 12:15 PM
Card Activation Request
Retention Policy USB 90 Day Delete Default (90 days) Expires 8/20/2019

You requested to activate your card online.

To activate your account:
1. Click here to access a unique URL.
2. Enter the passcode, sent in a separate email, to complete the process.

The link and passcode are valid for up to 3 passcode entry attempts. If the passcode is entered incorrectly 3 times, the activation process will be canceled. If this happens, you will need to initiate the card activation process again from the login page to receive a new unique URL and passcode.

This is an automated message. For assistance, please contact the number on the back of your card.

U.S.: Cardmember Service, PO Box 6335, Fargo, ND 58123-6335
Canada: Cardmember Service, 120 Adelaide St. W., Suite 2300, Toronto Ontario M5H 1T1

AO Access Online <donotreply@access-online.com> | 12:15 PM
Card Activation Request
Retention Policy USB 90 Day Delete Default (90 days) Expires 8/20/2019

You requested to activate your card online.

To activate your card, please use the passcode below and unique URL, provided in a separate email, to continue the process.

Passcode:
123456

The link and passcode are valid for up to 3 passcode entry attempts. If the passcode is entered incorrectly 3 times, the activation process will be canceled. If this happens, you will need to initiate the card activation process again from the login page to receive a new unique URL and passcode.

This is an automated message. For assistance, please contact the number on the back of your card.

U.S.: Cardmember Service, PO Box 6335, Fargo, ND 58123-6335
Canada: Cardmember Service, 120 Adelaide St. W., Suite 2300, Toronto Ontario M5H 1T1

Enter the passcode

Activate your card

Enter passcode

Enter the passcode sent to your email address.

Card number
**0709

Passcode
_____

Cancel   Submit

Enter the passcode from your email and click **Submit**.

Activate your card

Set PIN

Enter a new 4-digit PIN number to complete the activation of your card.

New PIN   Show
_____

Confirm PIN   Show
_____

Set PIN

Enter a PIN and click **Set PIN**.

Activate your card

✓ **Your card is now activated.**
Your card can now be used for purchases.

Log in

Click **Log in**.

Activate card over the phone process

Call the number on the back of your card.

1. Enter 16-digit account number

2. Enter 5-digit zip

3. Press 1 to activate account

4. Enter 4-digit activation code, or last four of SSN, or last four of employee id

5. Enter phone with area code to update records

6. Press 1 or 2 to accept or decline terms to be sent messages on your phone.

7. Enter and confirm 4-digit PIN

Register online

Register online – create your user ID and password for system access

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

Click Register Online.

Enter account information

Online Registration
Add Accounts

To join Access Online, you will need a minimum of one valid account number. "Register This Account" will validate a single account. "Additional Account" will allow multiple accounts to be included in the registration process.

* = required

Organization Short Name: *

[   ]

Account Number: *

[   ]

Enter your Organization Short Name, 16-digit account number and expiration date.

Click Send a Code.

Account Expiration Date:

Month * [Jan ∨]   **Year** * [2027 ∨]

[Register This Account]   [Additional Account]

[<<Back to Login Page](#)

Enter one-time passcode

From: Access Online <donotreply@access-online.com>
Sent: Wednesday, August 7, 2019 9:50 AM
To: Smith, Carlos <cpsmith@acme.com>
Subject: Access® Online Passcode

Here's your passcode.

To register your account, please enter the following passcode on the Online Registration: Passcode page. The code will be active for 10 minutes.

Passcode:
 123456

If you didn't request a passcode, please contact us at 800.523.9078.

We accept relay calls.

This is an automated message. For assistance, please Contact Us

U.S.: Cardmember Service, PO Box 6335, Fargo, ND 58123-6335
Canada: Cardmember Service, 120 Adelaide St. W., Suite 2300, Toronto Ontario M5H 1T1

Go to your email to find 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

Enter the passcode and click Continue.

Continue

<<Back to Login Page

Read and accept the licensing agreement

Licensing Agreement

Please read and accept the Licensing Agreement to continue.

Access Online Terms of Service

1. ACKNOWLEDGMENT AND ACCEPTANCE OF TERMS OF ACCESS ONLINE

Access Online, owned and operated by   . Bank, is provided to the customer under the terms and conditions of this Access Online Terms of Service (ATS) which incorporates by reference any operating rules or policies that may be published by   . Bank. The ATS as it may hereafter be amended or modified without notice, comprises the entire agreement between Customer and   Bank and supersedes all prior

commence within one (1) year after the cause of action arose; otherwise, such cause of action is permanently barred.

The section titles in the ATS are solely used for the convenience of the parties and have no legal or contractual significance.

I Decline   **I Accept**

Read the agreement and click I Accept.

If you select I Decline, the system stops the online registration process.

Create your 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)

Type your User ID. Your organization may have a preferred format.

Password: *

Type your new password/password phrase two times.

ⓘ

Confirm Password: *

Click the i icon for password/password word phrase requirements.

Enter authentication questions and answers

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:

[dropdown]

Authentication Response 1:*

[text field]

Authentication Question 2:

[dropdown]

Authentication Response 2: *

[text field]

Authentication Question 3:

[dropdown]

Authentication Response 3: *

[text field]

Select questions and specify answers. These questions and answers are used when you log in, if you forget your password/password phrase.

Enter your contact information

Contact Information

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

Address 1: *   **Address 2:**

Specify your work contact information.

Required fields have red asterisks.

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

Country: *

Phone Number: *   **Fax Number:**

Email Address: *

Click Continue.

Continue   **Cancel Registration**

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Enroll in enhanced security preferences

Enhanced Security Authentication
Enrollment Preferences

Please choose an additional method to verify your identity. You can update your preferences on the My Personal Information page.

Note: Mobile phone must be a U.S. or Canadian number.

Verify me using the following method:

◉ Text Me a Passcode

○ Email Me a Passcode

Continue

If your organization uses single-sign on to Access Online from a different system, you do not see the *Enhanced Security Authentication* screen.

Follow the prompts to specify your preferences. The options depend on your organization's configuration.

Now you are logged in

Access® Online

Partner sites ⌄   Need help? ⌄   Profile ⌄   Log out

Dashboard   Accounts ⌄   Transactions ⌄   Orders ⌄   Virtual payments ⌄   Reporting ⌄

Welcome to Access Online dash test Ch user 🗨 Guide
Your last login was 06/02/2025

Message Center

One Card

| | | **Switch Account** | **Quick Links** |
| | | ...4210 ⌄ | |

Account Name:	TMREDESIGN TST1
Account Unique ID: ⓘ	)008
Account ID:	)004
Account #:	**4210
Account Status:	Open

Current Balance:	$0.00
Credit Limit:	$1.00
Available Credit:	$1.00

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

Current Balance is updated as of previous business day. Available Credit includes pending account activity.

Last 10 Transactions Posted

Posting Date	Merchant	Amount
10/06	SANDMAN INN BLAT	$5.00
10/06	OFFICE SUPPLIES BLAT	$2.00
10/06	SANDMAN INN BLAT	$5.00 CR
10/06	OFFICE SUPPLIES BLAT	$2.00 CR

Your *Dashboard* displays when you are done.

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Log into Access Online

Access® Online

Contact Us

Login

Welcome to Access Online!

Please enter the information below and login to begin.

* = required

Organization Short Name:*

User ID:*

Password:*

Login

Forgot your password?

Register Online

Activate Your Card | Change Your PIN

Type your organization short name, your user ID, and your password/password phrase.

Click Login.

If you don't remember your password/password phrase, click the Forgot your password link.

Cardholder dashboard

View Access Online in English or Canadian French based on your browser setting.

Access® Online

Partner sites ⌄   Need help? ⌄   Profile ⌄   **Log out**

Dashboard   Accounts ⌄   Transactions ⌄   Orders ⌄   Virtual payments ⌄   Reporting ⌄

Welcome to Access Online dash test Ch user 💬 Guide
Your last login was 06/02/2025

Message Center

One Card

Switch Account
...4210 ⌄

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

Account Name:	TMREDESIGN TST1
Account Unique ID: ⓘ	)008
Account ID:	)004
Account #:	**4210
Account Status:	Open

Current Balance:	$0.00
Credit Limit:	$1.00
Available Credit:	$1.00

Current Balance is updated as of previous business day. Available Credit includes pending account activity.

You may be able to use quick links to go to common tasks.

You may be able to view account summary information, including account information, current balance, and recent transactions.

Last 10 Transactions Posted

Posting Date	Merchant	Amount
10/06	SANDMAN INN BLAT	$5.00
10/06	OFFICE SUPPLIES BLAT	$2.00
10/06	SANDMAN INN BLAT	$5.00 CR
10/06	OFFICE SUPPLIES BLAT	$2.00 CR

Pay this account

Access® Online

Partner sites ⌄   Need help? ⌄   Profile ⌄   **Log out**

Dashboard   Accounts ⌄   Transactions ⌄   Orders ⌄   Virtual payments ⌄   Reporting ⌄

Welcome to Access Online dash test Ch user ⌨ Guide
Your last login was 06/02/2025

Message Center

One Card

Switch Account
...4210 ⌄

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

Account Name:	TMREDESIGN TST1
Account Unique ID: ⓘ	)008
Account ID:	)004
Account #:	**4210
Account Status:	Open

Statement Balance:	$49.00	**View Current Statement**
Billing Cycle Close Date:	06/27/2025	
Payment Due Date:	07/18/2025	

Pay This Account[1]

Current Balance:	$0.00
Credit Limit:	$7,500.00
Available Credit:	$7,500.00

f you have an individually billed cardholder account, a section displays your statement balance with a button to view the statement, the billing cycle close date, payment due date and a button to make a payment for the account.

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Switch accounts

Access® Online

Partner sites ⌄   Need help? ⌄   Profile ⌄   **Log out**

Dashboard   Accounts ⌄   Transactions ⌄   Orders ⌄   Virtual payments ⌄   Reporting ⌄

Welcome to Access Online dash test Ch user 💬 Guide
Your last login was 06/02/2025

Message Center

One Card

Account Name:	TMREDESIGN TST1
Account Unique ID: ⓘ	0008
Account ID:	0004
Account #:	**4210
Account Status:	Open

Current Balance:	$0.00
Credit Limit:	$1.00
Available Credit:	$1.00

Current Balance is updated as of previous business day. Available Credit includ
account activity.

Switch Account

...4210 ⌄

...4210
...6512
...5632
...5640
...0906
...8841
...8858
...9039

Quick Links

Manage Home P
Account Alerts
Manage Contact
Manage Email Notifications
Run Transaction Detail Report
View All Statements
View Last Cycle Transactions
View Open Transactions

If you have more than one account, use the **Switch Account** menu to select a different account to display on the dashboard.

Last 10 Transactions Posted

Posting Date	Merchant	Amount
10/06	SANDMAN INN BLAT	$5.00
10/06	OFFICE SUPPLIES BLAT	$2.00
10/06	SANDMAN INN BLAT	$5.00 CR

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Guides

Open the guide button for a link to the technical user guide for Access Online.

System timeout

Access® Online

Partner sites ∨   Need help? ∨   Profile ∨   **Log out**

Dashboard   Accounts ∨   Transactions ∨   Orders ∨   Virtual payments ∨   Reporting ∨

Welcome to Access Online dash test Ch user 🗨 Guide
Your last login was 06/02/2025

Message Center

One Card

Account Name:
Account Unique ID: ⓘ
Account ID:
Account #:
Account Status:

Current Balance:
Credit Limit:
Available Credit: $1.00

Current Balance is updated as of previous business day. Available Credit includes pending account activity.

Last 10 Transactions Posted		
Posting Date	Merchant	Amount
10/06	SANDMAN INN BLAT	$5.00
10/06	OFFICE SUPPLIES BLAT	$2.00
10/06	SANDMAN INN BLAT	$5.00 CR
10/06	OFFICE SUPPLIES BLAT	$2.00 CR

⊗

Are you still there?

For your security, we'll log you out in **01:49**.

Log out   **Stay logged in**

The system times out after 15 minutes of inactivity. Click Stay logged in to keep the system open.

Browser back and next – do not use

Avoid using the browser back and next buttons, or you might get kicked out of the system and need to log in again.

Access® Online

Partner sites ∨   Need help? ∨   Profile ∨   Log out

Dashboard   Accounts ∨   Transactions ∨   Orders ∨   Virtual payments ∨   Reporting ∨

Welcome to Access Online dash test Ch user 🗨 Guide
Your last login was 06/02/2025

Message Center

One Card

Account Name:	TMREDESIGN TST1
Account Unique ID: ⓘ	)008
Account ID:	)004
Account #:	**4210
Account Status:	Open
Current Balance:	$0.00
Credit Limit:	$1.00
Available Credit:	$1.00

Current Balance is updated as of previous business day. Available Credit includes pending account activity.

Switch Account
...4210 ▾

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
10/06	SANDMAN INN BLAT	$5.00
10/06	OFFICE SUPPLIES BLAT	$2.00
10/06	SANDMAN INN BLAT	$5.00 CR

Navigation menu

Access® Online

Partner sites ⌄   Need help? ⌄   Profile ⌄   **Log out**

Dashboard   Accounts ⌄   Transactions ⌄   Orders ⌄   Virtual payments ⌄   Reporting ⌄

The *Menu* has links to all tasks and functions.

Welcome to Access Online dash test Ch user 💬 Guide
Your last login was 06/02/2025

Message Center

One Card

Switch Account
[...4210 ⌄]

Account Name:	TMREDESIGN TST1
Account Unique ID: ⓘ	)008
Account ID:	)004
Account #:	**4210
Account Status:	Open
Current Balance:	$0.00
Credit Limit:	$1.00
Available Credit:	$1.00

Current Balance is updated as of previous business day. Available Credit includes pending account activity.

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
10/06	SANDMAN INN BLAT	$5.00
10/06	OFFICE SUPPLIES BLAT	$2.00
10/06	SANDMAN INN BLAT	$5.00 CR
10/06	OFFICE SUPPLIES BLAT	$2.00 CR

Navigation menu on reactive screen

The menu changes to a hamburger menu on a smaller screen.

Access Online

Log out

Welcome to Access Onli
Your last login was 07/18/2025

Message Center

Corporate Card

Account Name:
Account Unique ID: (i)
Account ID:
Account #:   **
Account Status: Open

Statement Balance: $49.0(
Billing Cycle Close Date: 06/27
Payment Due Date: 07/18

Pay This Account[1]

Current Balance: $0.00
Credit Limit: $7,500.00
Available Credit: $7,500.00

Access Online

Log out

Dashboard	>
Accounts	>
Transactions	>
Reporting	>
Partner sites	>
Need help?	>
Profile	>

nline Guide

Switch Account   Quick Lin

Manage F
Account A
Manage C
Manage E
Run Trans
View All S
View Last
View Ope

View Current Statement

Set preferences

- Manage passwords

- Review contact information

- Set up account alerts

- Set up email notifications

- Set up accounting code favorites

Manage your password and authentication questions

Partner sites ⌄ Need help? ⌄ Profile ⌃ Log out

s˙ Online

ts ⌄ Transactions ⌄ Orders ⌄ Virtu

User settings	>
Account	>
Notifications	>

Contact information

Login information

Enhanced security

Open the **Profile** menu, select **User settings** and then **Login information**.

ccess Online chhome01 Blatest

Switch Account
...3675 ⌄

U3047B2CCARD CH04

**3675
Open

$0.00
$1.00
$1.00

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

as of previous business day. Available Credit includes pending

und

Manage login information

Access® Online

Partner sites ⌄   Need help?

Dashboard   Accounts ⌄   Transactions ⌄   Reporting ⌄

My Personal Information
Manage Login Information

User ID:

Organization Short Name: usbank
Functional Entitlement Group:
CHV001

* = required

Change Password

Current Password: *

New Password: *
ⓘ

Confirm New Password: *

Enter your current password and a new
one and confirm it.

Change 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:

| What was the model of your first car? ⌄ |

Authentication Response 1: *

| |

Authentication Question 2:

| What was your dream job as a child? ⌄ |

← Change your authentication questions and answers.

Authentication Response 2: *

| |

Authentication Question 3:

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

Authentication Response 3: *

| |

Save   ← Click **Save**.

<< Back to Personal Information

Change where one-time passcodes go

Enhanced security – update preferences

Access® Online

Partner sites ⌄   Need help? ⌄   *Profile* ⌄

Dashboard   Accounts ⌄   Transactions ⌄   Reporting ⌄

My Personal Information
Enhanced Security Preferences

User ID:

Organization Short Name: usbank
Functional Entitlement Group: CHV001

Update your preferences below.

Device History Preference
☐ Prompt me for Enhanced Security during login instead of remembering my device history.
Recommended if you use shared devices.

Enhanced Security Methods
Text Passcode: Not Enrolled
Set Up Text Passcode

Change back and forth between email and text passcodes.

Email Passcode: Enrolled
☐ Unenroll in Email Passcode
Email Address: melody.amborn@usbank.com Edit Email Address

Save

<< Back to Personal Information

Update your contact information

Open the **Profile** menu, select **User settings** and then **Contact information**.

Partner sites ⌄   Need help? ⌄   Profile ⌃   Log out

User settings   ›   Contact information
Account   ›   Login information
Notifications   ›   Enhanced security

s Online

ts ⌄   Transactions ⌄   Orders ⌄   Vir

ccess Online chhome01 Blatest

U3047B2CCARD CH04

Switch Account
...3675 ⌄

**3675
Open

$0.00
$1.00
$1.00

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

as of previous business day. Available Credit includes pending

und

Contact information

Update your user profile information and save your changes.

Contact information – Cardholder Account Address

Cardholder Account Address

Enter the following information to update your account address.

Switch Accounts:

[dropdown]   ☐ Copy User ID Information

Address 1:* 　　　　　　　　　　　　　　**Address 2:**

City:* 　　　　　**State/Province:** (if USA or Canada)* **Zip/Postal Code:** (if USA or Canada)*

MINNEAPOLIS 　　　MN

Country:*

United States

Work Phone:* **Home Phone:*** **Alternate Phone:** 　　**Fax:**

　　　　　　　　　　　　　　　　　　　　　0000000000

Email Address:

Save Account Address

<< Back to Personal Information

Update your cardholder account contact information and save your changes. If you cannot edit these fields, contact your organization's program administrator to make changes.

This is the address and zip code you need to use as the billing address when making purchases.

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Set up email or text alerts

Access Online

Partner sites ∨   Need help? ∨   Profile ∧   Log out

Dashboard   Accounts ∨   Transactions ∨   Orders ∨   Virtual payments ∨   Reporting ∨   Program

User settings >

Account >

Notifications >

Account alerts

Email notifications

Welcome to Access Online chhome01 Blatest
Your last login was 11/22/2024

Message Center

Corporate Card

Open the **Profile** menu, select **Notifications** and then **Account alerts.**

Account Name:	U3047B2CCARD CH04
Account Unique ID: ⓘ	
Account ID:	
Account #:	
Account Status:	Open

Account Alerts
Manage Contact Information
Manage Email Notifications
Run Transaction Detail Report
View All Statements
View Last Cycle Transactions
View Open Transactions

Current Balance:	$0.00
Credit Limit:	$1.00
Available Credit:	$1.00

Current Balance is updated as of previous business day. Available Credit includes pending account activity.

No Account Activity Found

Enter email and mobile number

Access® Online

help? ∨   <u>Profile</u> ∨   **Log out**

Dashboard   Accounts ∨   Transactions ∨   Orders ∨   Virtual payments ∨   Reporting ∨

Account alerts

Alert destination for all accounts

Email address is required for email alerts. Mobile number is required for text alerts. When you provide a mobile number, we'll send you a text message that needs to be confirmed within 72 hours. Fraud text alerts are sent as triggered. Event and Purchase alerts are sent between 8 a.m. and 9 p.m. CT.

Email address
_____

Mobile number
_____
U.S. and Canada only

To find out if your carrier is supported, <u>contact us.</u>

Terms & Conditions

By providing your mobile phone number, you expressly consent to receiving text messages. Canadian phone numbers will automatically receive a monthly regulatory message via SMS text if they are enrolled into any text alerts. Message and data rates may apply and you are responsible for any such charges.

You must view and agree to the **Terms & Conditions** to submit alerts.

☐ I have read and agree to the Terms and Conditions agreement.

> Review the Terms and Conditions. Select the *I have read and agree* checkbox.

> Specify your email address and or mobile number.

Account

CH01 (Declining Balance) ∨

Language

American English ∨

> Select the account and or language.

Enrolling into an alert prevents others from enrolling into same alert for this account.

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Select the fraud alert

Me@ourorg.com

Mobile number

1010101010

U.S. and Canada only

☑ I have read and agree to the Terms and Conditions agreement.

To find out if your carrier is supported, **contact us.**

Account

| CH01 (Declining Balance) ⌄ |

Language

| American English ⌄ |

Specify if you want to get email/or text alerts.

Enrolling into an alert prevents others from enrolling into same alert for this account.

Alert type

Suspicious activity is detected on enrolled accounts

☐ Email   ☐ Text

Fraud

Select Fraud

Event

Purchase

Location

Click Save.

Save

Select event alert options

Alert type
Fraud
Event
Purchase
Location

Card is activated ☐ Email ☐ Text

Card is requested ☐ Email ☐ Text

On the *Event Alerts* tab, select which alerts you want to get.

Credit limit is changed ☐ Email ☐ Text

Daily account balance ☐ Email ☐ Text

Payment is made ☐ Email ☐ Text

Personal information is changed ☐ Email ☐ Text

PIN on my card is changed ☐ Email ☐ Text

Save

Purchase alerts

Alert type		
Fraud	Purchase is declined	☐ Email ☐ Text
Event	Purchase amount exceeds	☐ Email ☐ Text
Purchase	$0.00	
Location	Balance reaches or exceeds credit limit	☐ Email ☐ Text
	% % %	
	Payment is due in	☐ Email ☐ Text
	Days	
	Cash is withdrawn from my account	☐ Email ☐ Text
	Account balance is	☐ Email ☐ Text
	$0.00	

On the *Purchase Alerts* tab, select which purchase alerts you want to get and specify any parameters.

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Additional purchase alerts

Account balance is

☐ Email   ☐ Text

$0.00

On the *Purchase Alerts* tab, select which purchase alerts you want to get and specify any parameters.

Available credit is

☐ Email   ☐ Text

$0.00

Purchase is made via mail or telephone

☐ Email   ☐ Text

Purchase is made over the internet

☐ Email   ☐ Text

Purchase merchant type

☐ Email   ☐ Text

🔍 Search

Click **Save**.

Save   ?

Location alerts

Alert type

Fraud

Event

Purchase

Location

Purchase is made outside the selected states
☐ Email ☐ Text

This includes Canadian provinces, U.S. territories and military states

🔍 Search

Maximum of 25 states allowed.

On the *Location* tab, select which alerts you want to get and specify any parameters.

Purchase is made outside the selected countries
☐ Email ☐ Text

🔍 Search

Maximum of 25 countries allowed.

Purchase is made in
☐ Email ☐ Text

◉ U.S.

○ Canada

Miles _____ from ZIP code _____

Click Save. When you first sign up, you get a text or email that you need to confirm within 72 hours.

Save

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Set up email notifications

Open the **Profile** menu, select **Notifications** and then **Email notifications.**

Email notifications

Make sure your email address is correct.
Select the language for the emails.

Select which email notifications you want to get, and specify any parameters, such as day of the week.

My Personal Information
Email Notification 🖥 Guide

| User ID: |

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

* = required

Email Address: ⓘ

Preferred Output Language: * [American English ▾] ⓘ

Status Notifications

☑ **Dispute Status Email Notification**

Send notification when the status of my dispute changes.

☑ **Password Expiration Email Notification**

Send notification 10 days and 3 days prior to password expiration.

☐ **Pending Cardholder's Transaction Approval**

◉ Daily

○ Weekly: [▾]

Rejected Transaction Email Notification ⓘ
☐ Send rejected transaction notifications.

Statement notifications

Account Notifications

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

User ID Accounts

Account Number	Account Name	Account Type	Statement
**		Cardholder	☑
**		Cardholder	☑

Viewed Accounts (Through Assigned Hierarchies)

Add Managing Accounts | Add Cardholder Account

Account Number	Account Name	Account Type	Statement	Action

Save

Click **Save**.

Select the button in the Statement column to receive an email when your statement is available for viewing.

Cardholders are automatically signed up to get statement notifications. Statements generate the evening of your cycle date and are available the next day for you to view in Access Online.

<< Back to Personal Information

Manage account access

Open the **Profile** menu, select **Account** and then **Manage account access.**

Account access information

My Personal Information
Manage Account Access

User ID: CH1BASIC

Organization Short Name: ABC044
Functional Entitlement Group: CH ABC

Click Add Accounts.

These are the accounts and hierarchy entitlements to which you have access.

Add Accounts

Product Description	Account Number	Restrict Personal ⓘ Account	Designated User ⓘ	User ID
One Card	***********3177	✔		CH1BASIC

<< Back to My Personal Information

Review the current accounts tied to your user ID.

Hierarchies

Most of the time cardholders do NOT have hierarchies on their user profile. It is mostly used for program administrators and approvers.

If you do have hierarchies, you can select a favorite here. The system then default displays your favorite in some screens such as reporting.

My Personal Information
Manage Account Access

User ID: PA1AGENCY

Organization Short Name: ACAG44
Functional Entitlement Group: PA APC

These are the accounts and hierarchy entitlements to which you have access.

Add Accounts

Product Description	Account Number	Restrict Personal Account ⓘ	User ID
ACME Agency	************1543	☐	PA1AGENCY

Hierarchy

Processing Hierarchy Entitlements

Bank.Agent.Company.Div.Dept	Hierarchy Level
3059	Bank

Reporting Hierarchy Entitlements

Favorite	Bank.Lvl1.Lvl2.Lvl3.Lvl4.Lvl5.Lvl6.Lvl7	Hierarchy Level
○	3059.64913	Level 1
○	3059.64990	Level 1
Remove Favorite Hierarchy Position ⓘ		

Save

Set up accounting code favorites

Open the **Profile** menu, select **Account** and then **Accounting code favorites.**

Add accounting code favorites

Manage Accounting Code Favorites
Manage Accounting Code Favorites
s

Card Account Number: ***********3177, MAE DOWD
Card Account ID: 017731777044

To create up to 25 Favorites, enter the number of Favorites to be created and click the "Add" Button. After adding, modifying or deleting Favorites, click the "Save" Button to save changes.

			Accounting Code - Segment Name (Length) ⓘ		
Delete	Favorite Name	Status ⓘ	GL CODE (6)	COST CENTER (4)	JOB/PROJECT NUMBER (20)
No Accounting Code Allocation Favorites currently exist. Enter the number of favorites to add and click the "Add" button to add favorites.					

🔍 Search for Valid Value

Add [ ] Additional Favorites

<< Back to My Personal Information

Type the number of accounting code favorites you want to set up and click Add. You can save up to 25 favorites.

Enter and save accounting code favorites

Manage Accounting Code Favorites
Manage Accounting Code Favorites
s

Card Account Number: ***********3177, MAE DOWD
Card Account ID: 017731777046

To create up to 25 Favorites, enter the number of Favorites to be created and click the "Add" Button. After adding, modifying or deleting Favorites, click the "Save" Button to save changes.

			Accounting Code - Segment Name (Length) ⓘ		
Delete	Favorite Name	Status ⓘ	GL CODE (5)	COST CENTER (4)	JOB/PROJECT NUMBER (20)
☐	_____ *	Active ⌄	_____ 🔍	_____ 🔍	_____
☐	_____ *	Active ⌄	_____ 🔍	_____ 🔍	_____
☐	_____ *	Active ⌄	_____ 🔍	_____ 🔍	_____

🔍 Search for Valid Value

Add [____] **Additional Favorites**

Save

Specify the name, status and codes.

Click a Magnifying Glass icon to search and select a code (if available).

Click **Save**.

al Information

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Manage transactions

- View transactions

- Submit disputes or fraud

- Allocate, reallocate

- Attach documents

- Approve transactions

- Run a Transaction Detail report

View transactions

Cardholder dashboard transaction options

Access Online

Partner sites ⌄   Need help? ⌄   Profile ⌄   Log out

Dashboard   Accounts ⌄   Transactions ⌄   Orders ⌄   Virtual payments ⌄   Reporting ⌄

Welcome to Access Online TONY PAULUS
Your last login was 07/18/2024

Purchasing

Switch Account
...4603 ⌄

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

Account Name:	ANTONIO T PAULUS
Account Unique ID: ⓘ	0142-5162-8003-2142
Account ID:	172246039088
Account #:	**4603
Account Status:	Open
Current Balance:	$0.00
Credit Limit:	$1.00
Available Credit:	$1.00

Current Balance is updated as of previous business day. Available Credit includes pending account activity.

Navigate quickly to your transactions.

View last 10 transactions that posted.

Last 10 Transactions Posted

Posting Date	Merchant	Amount
11/04	U.S. WIPING MATERIALS	$259.08
11/04	WW GRAINGER	$138.39
11/04	WW GRAINGER	$559.83
11/04	WW GRAINGER	$800.81

Navigate to Transaction Management

Select the product.

Access® Online

Partner sites ⌄ Need help? ⌄ Profile ⌄ Log out

Dashboard   Accounts ⌄   Transactions ⌃   Orders ⌄   Reporting ⌄   Program ⌄

Welcome to Acces
Your last login was 09/03/2024

Corporate Card, One Card, others

Transaction list ❯

All transactions

Previous cycle

Pending

Unmatched

Transactions ⌃   Orders ⌄   Reporting ⌄   Program ⌄

Purchasing Card

Managing account list ❯

Card account list ❯

Transaction list ❯

Corporate Card, One Card, others

Transaction list ❯

Manage approvals and extract

Manager approval queue

Manager approval history

Extract administrator queue

All transactions

Previous cycle

Pending

Unmatched

If you have more than one type of card, the product name will appear in the drop-down list.

Search for the cardholder account

Transaction Management
Search & 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 digits):

Account Unique ID: ⓘ

OR

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

OR   %

Social Security Number:

OR

Search

If you have access to more than one account, you need to search

for and select the account you want to view.

Type % in the Last Name field to pull up all accounts you can

access.

Select the account

Account Unique ID: (i)

OR [   ]

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

OR [%   ]   [   ]

Social Security Number:

OR [   ]

[Search]

Records 1 - 25 of 27
Page: **1** | 2

Click to select the account.

Product Name	Cardholder Name	Account Number	Account Unique ID	Account Status	Status Description
Purchasing	MEGAN A ACKERMAN	*************4561	0142-5162-8064-8273		-Open
Purchasing	LISA ALFORD	*************4579	0142-5162-8022-7126		-Open
Pre-Auth Purchasing	PURCHASING WEST	*************7629	0459-6161-3620-9332		-Open
Purchasing	JAMES M ARENA	*************4587	0142-5162-8017-4905		-Open
Purchasing	JASON P BAINES	*************4686	0142-5162-8062-6225		-Open
Purchasing	GARY L BARHORST	*************4694	0142-5162-8083-3592		-Open

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Transaction list

Three main sections:

- Card account summary
- Search criteria
- Transaction list

Select the billing cycle close date

[−] **Card Account Summary**

Account Number: Outstanding Orders:
Account Name: Unmatched Transactions:

Billing Cycle Close Date: [Open ▾]   [Search]   [Print Account Activity]

| All |
| **Open** |
| 03/19/2024 |
| 02/19/2024 |
| 01/19/2024 |
| 12/19/2023 |
| 11/17/2023 |
| 10/19/2023 |
| 09/19/2023 |
| 08/18/2023 |
| 07/19/2023 |
| 06/19/2023 |
| 05/19/2023 |
| 04/19/2023 |

Total Transactions: Final Approved Transactions:
Reallocated Transactions: % Final Approved Transactions:
% Reallocated Transactions

⊙ Open Account

The billing cycle close date defaults to OPEN, use the drop-down menu to select a closed cycle and click Search.

Statement Approval Hist

Approval Status	Appr	roved by
No statement approval hi	is account.	

Filter the list using search

Search Criteria

Advanced Search

Transaction Amount:

All $ [ ]

Purchase ID:

[ ]

Approval Status:

| All |
| Approved |
| Final Approved |
| Rejected |
| Pending |

Click Advanced Search for more fields to use as search criteria.

Pull Back Eligibility:

[ ]

Order Match Status:

All

If you choose Pending, transactions will "fall off" your list as they're approved.

Disputed Transactions:

[ ]

Reallocated Transactions:

[ ]

Display 25 Transactions per page

Use the Display drop-down to expand your transaction list to more than 25 results.

Search

Reset & Search with Defaults

Transaction list section

Use the checkboxes to select one, or more, transactions.

Click a column header link to sort the transaction list.

Click a link to view additional detail.

Transaction list notes:

- **Look for page indicators** on the top and bottom left of the list
- **Column header** links will sort the list, transaction row links display transaction detail
- **A symbols legend and action buttons** for multi-transaction tasks display below the list
- **Transactions are retained in Access Online** for 12 months plus the current billing cycle

Note the buttons for completing different transaction management tasks, such as reviewing, approving, and reallocating.

View the transaction details

Transaction Management
Transaction Detail

Card Account Number:
Card Account ID:

Create | Manage | Trans List

Transaction Summary

Status	Match	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	⒠	Purch
		09/15	09/16	UNION CONSULTING	7039877426, VA	80.00	⑪		2019(

ⓓ Disputed ⬭ Matched ▲ Exception ⑪, ⑫ Trans Detail Level Ⓐ Reallocated 📎 Upload Attachments

Summary | Match | Allocations | Comments | Approval History | Custom Fields

These tabs give additional information about the transaction.

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Transaction detail tabs

Transaction Summary

Status	Match	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail
		03/21	03/24	EL NOPALITO MEXICA	NEW BRAUNFELS, TX	10.65	⑪

ⓓ Disputed ⌒ Matched ▲ Exception ⑪, ⑪ Trans Detail Level Ⓐ⁺ Reallocated 🔒 Reallocation Locked

[Summary] [Match] [Allocations] [User Line Items] [Comments] [Approval History] [Custom Fields]

The Summary tab shows high-level transaction information.

To change the review status, click the "Mark as Reviewed" button.

To pull this transaction back from its pending approver, click "Pull Back."

To initiate a dispute, click the "Dispute" button.

Transaction
Date: 03/21/2024
Purchase ID:
Total Amount: 10.65
Memo Post: ⓘ No

Sales Tax: 0.00
Freight:

Merchant
Name: EL NOPALITO MEXICA
City, State/Province: NEW BRAUNFELS, TX
Transaction Type: SALES DRAFT
Merchant Category Code
(MCC): 5812
MCC Description: EATING PLACES AND

Reference Information ⓘ
Billing Cycle: 03/25/2024
Posting Date: 03/24/2024
Reference Number: 24224431295101056560334
Authorization Number: 030161

Most Recent Extract Dates
Financial Extract:
General Ledger Extract:
Payment Extract:

Currency
Billing Currency: U.S. Dollar
Source Currency: U.S. Dollar
Source Currency Amt: 10.65

- **Summary tab** provides details and merchant information.

- **Match tab** for orders matched to transactions (if using Order Management) or for payment instructions or requests (if using Virtual Pay)

- **Allocations tab** lets you add accounting codes.

- **User Line Items tab or Transaction Line Items tab** may display item detail if transmitted by the merchant as Level 3 data

- **Comments tab** will also display any comment history

- **Approval History tab** displays approvals and rejections with reason codes and user ids

- **Custom Fields or Client Data tabs** may display if used by your organization

Submit disputes or fraud

Dispute a transaction

As a best practice, cardholders should contact the vendor for resolution **BEFORE** using Access Online to dispute the transaction.

[−] Transaction List

Return to top

Records 1 - 6

Check All Shown | Uncheck All Shown

Select	Status ⓓ	Approval Status	Match ∞ ⚠	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID	Attachment ⓘ	Comments	Accounting Code ⓘ
☐	Pending		04/21	04/24	OMEGA ENGINEERING	203-3597719, CT	$508.40	⑪	03058163261549102024-04-2400004	05691	📎		233400000000000000000	52
☐	Pending		04/21	04/24	COMMUNICATIONS APPLIED TE	703-4810068, VA	$1,159.00 CR	⑪	03058163261549102024-04-2400003	05691	📎		233400000000000000000	52
☐	Pending		04/20	04/24	DOD EMALL	BATLE CREEK, MI	$1,195.56	⑪	03058163261549102024-04-2400002	05691	📎		233400000000000000000	52
☐	Pending		04/21	04/24	PACE CUSTOM CASES & BAGS	000-000-0000, UT	$269.40		03058163261549102024-04-2400001	05691	📎		233400000000000000000	52
☐	Pending		04/20	04/21	PLATT ELEC SPPLY 0057	5036416121, UT	$311.06	⑪	03058163261549102024-04-2100003	05691	📎		233400000000000000000	23
☐	Pending		04/20	04/21	PLATT ELEC SPPLY 0057	5036416121, UT	$38.20		03058163261549102024-04-2100002	05691	📎		233400000000000000000	52

ⓓ Disputed ⬭ Matched ⚠ Exception Ⓐ Reallocated ⑪,⑪ Trans Detail Level 📎 Upload Attachments 📎 Attachment

Check All Shown | Uncheck All Shown

Records 1 - 6

[Reallocate] [Mass Reallocate] [Match to Order]

To dispute a transaction, click on the Transaction Date hyperlink.

Click the Dispute button

- You'll be taken to Transaction Details.

- In the Summary tab of the transaction that needs to be disputed, scroll to the bottom.

Click the Dispute button.

Summary | Match | Allocations | Approval History | Custom Fields

The Summary tab shows high-level transaction information.

The review status cannot be changed because the review day limit has been reached.
To approve the transaction, click "Approve."
To initiate a dispute, click the "Dispute" button.

Transaction
Date: 08/21/2024
Purchase ID: 05691
Total Amount: 508.40
Memo Post: (i) Yes

Sales Tax: 0.00
Freight: 0.00

Merchant
Name: OMEGA ENGINEERING
City, State/Province: 203-3597719, CT
Transaction Type: SALES DRAFT
Merchant Category Code (MCC): 5085
MCC Description: WHOLSALE INDUST SUPP

Reference Information (i)
Billing Cycle: Open
Posting Date: 08/24/2024
Reference Number: 4716300005905667
Authorization Number: 040636

Most Recent Extract Dates
Financial Extract:
General Ledger Extract:
Payment Extract:

Currency
Billing Currency: U.S. Dollar
Source Currency: U.S. Dollar
Source Currency Amt: 508.40

[Approve] [Print Transaction]

Dispute

Dispute information only reflects the last dispute filed for this transaction. More information available in Dispute History.

Sales Draft Requests (i)
- none

[Dispute]

Dispute History

Select a dispute reason

Depending on your agency, you may have your own internal process for approving disputed transaction. Check internally if there is a special process for your disputed transaction.

Transaction Management
Select a Dispute Reason

The definition of a **fraud** transaction is defined as third party unauthorized use of a card. If the transaction in question is fraud, please go to Contact Us for the customer support contact information.

The definition of a **dispute** transaction is defined as a disagreement between the merchant and the cardholder where the cardholder is asking for their Issuer's assistance.

Dispute reason

Trans Date	Statement Date	Merchant	Amount	Reference Number
08/21/2024		OMEGA ENGINEERING	508.40	4716300005905667

Select a dispute reason from the list below.

ℹ **Unrecognized transactions** should be treated as **fraudulent transactions**. If you don't recognize a charge, please call 1.800.523.9078.

Look to see if the dispute requires additional information.

My account was charged for this transaction and...

Reason	Additional Items Required
○ **Merchandise Returned**	
...I have not received credit for the returned merchandise.	
○ **Merchandise Not Received**	
...I have not received the merchandise.	
○ **Services Not Received**	
...I have not received the services.	
○ **Credit Not Received**	

Choose a reason from the menu.

○ **Transaction Posted to Closed Account - Recurring Transaction**	
...this account has been closed. This is a recurring transaction such as a monthly service.	
○ **Transaction Posted to Closed Account**	
...this account has been closed.	
○ **Defective - Shipped/Returned**	
...the shipped merchandise I received was defective. The merchandise has been returned to the merchant.	Print, Copy of Shipping Invoice
○ **Defective - Shipped**	
...the shipped merchandise I received was defective.	Print, Copy of Shipping Invoice
○ **Defective**	
...the merchandise I received was defective.	
○ **Other**	
...none of the above reasons fit my need to dispute this transaction.	

Click Select.

Select

Complete the dispute form

Each dispute reason will instruct you on what is required to fill out and/or attach.

Role: Cardholder
Card Account Number: ************5691, DAMITA MARALDO
Card Account ID: 059056913042

Switch Role

Trans Date	Statement Date	Merchant	Amount	Reference Number
08/21/2024		OMEGA ENGINEERING	508.40	4716300005905667

Credit Not Received

My account was charged for this transaction and I have not received credit toward my account.

This dispute reason requires a copy of the receipt. After completing this form, click "Continue" for a printable version of the form.

* = required

Requestor Name:*   **Requestor Phone Number:***

DAMITA MARALDO

Complete ALL required fields, add any supporting information in the comments.

Comments:*

Continue

Click the Continue button.

<< Back to Select a Dispute Reason

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View the dispute icon in the Status column

[−] **Transaction List**   Return to top

Records 1 - 18 of 18

Check All Shown | Uncheck All Shown

Select	Status ⒟	Approval Status	Match Ⓐ1 ⚠	Trans Date	Posting Date	Merchant	City/S:
☐		Approved	MM	08/27	08/28	UTAH COMMERCIAL SUPPLY IN	435-88
☐		Pending		08/23	08/26	DOD EMALL	BATLE
☐		Pending		08/22	08/23	WALMART.COM *INTERNET O	800-96
☐		Pending		08/19	08/20	BLK*BOX CORP	724-74
☐	Ⓓ	Pending		08/14	08/16	HAGEMEYERNA CBG2	843-74
☐		Pending		08/14	08/15	AES SYSTEMS, INC.	801-49
☐		Pending		08/14	08/15	NOT JUST PRINTERS,INC	718-43
☐		Pending		08/14	08/15	WALMART.COM *INTERNET O	800-96
☐		Pending		08/14	08/15	NEWEGG COMPUTERS	800-39
☐		Pending		08/13	08/14	USA IMPACT 01 OF 01	469-57
☐		Pending		08/13	08/14	PLATT ELEC SPPLY 0057	50364
▶ ☐		Pending		08/12	08/13	DOD EMALL	BATLE
☐		Pending		08/08	08/12	NAT'L BUSINESS FURNITURE	800-63

A Dispute icon (Circled D) will appear next to the transaction in the Transaction List.

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Defining card fraud

What is fraud?

- Unauthorized transaction by an unknown third party who obtains services, credits, or funds by misrepresenting identify or information.

What is not fraud

- Used by a friend or family member
  - "My 16-year-old took the card from my wallet and spend $200 at the mall"
- Employee abuse
  - "A cardholder in my program used his corporate card to pay his utility bill"
- Merchant error/disputed transactions
  - "My purchase was for $42, but the merchant billed me for $420"
- Inability to pay

Situation: Card is missing. Possibly stolen. Fraud.

Call Cardmember Services
- **United States 1-800-344-5696**
- **Canada 1-800-588-8067**
- **International 701-461-2010 (other than Canada)**

Log into Access Online and navigate to Contact Us

Access Online

Need help? ⌄   Profile ⌄   Log out

User guides and training

Contact us

Chat with us

Message client services

Select Contact us

Open the Need help menu.

Dashboard   Accounts ⌄   Transactions ⌄

Welcome to Access Online Jason Stutzka
Your last login was 07/30/2024

jpstutzSSO | ykrl Switch User ID

Message Center

Corporate Card

Switch Account
...5491 ⌄

Account Name: YK3 UAT2020200CORP
Account Unique ID: ⓘ
Account ID:
Account #:   **5491
Account Status: Open

Statement Balance:
Billing Cycle Close Date:
Payment Due Date:

Pay This Account¹

Current Balance: $0.00
Credit Limit: $2.00
Available Credit: $2.00

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

Identifying fraudulent transactions

- When you call to notify the bank that your card has been lost or stolen, the representative reviews your transactions with you to determine if any are fraudulent.

- If one or more transactions are identified as fraudulent, a Case Processor is assigned for processing.

- Notify the bank of fraud within 90 days of the statement date on which the transaction appeared.

Processing fraud

The bank case processer sends a **statement of fraud:**

1. Via U.S. Postal Service to the address that appears in the *Account Owners* area of your card account profile.

2. If requested during the initial contact, we can use the email address on file.

3. The statement of fraud **must** be *signed and returned* to the bank

   by the cardholder within **21 days** from the date it was generated.

   - You can complete the form and send it back by email. If you

     received it by email, just reply to the original email and attach the completed form.

   - If it is not returned within 21 days, the fraud case will not get processed and paid.

   - An investigator may be assigned to a case to work with Law Enforcement if needed.

Important!

Getting an update

If you need an update on a fraud claim, call the bank Fraud Department at **1-800-523-9078 for fraud detection or 1-800-815-1405 for claims support.**

Optionally, you can call the case processor directly using the contact information provided to you in a letter or email.
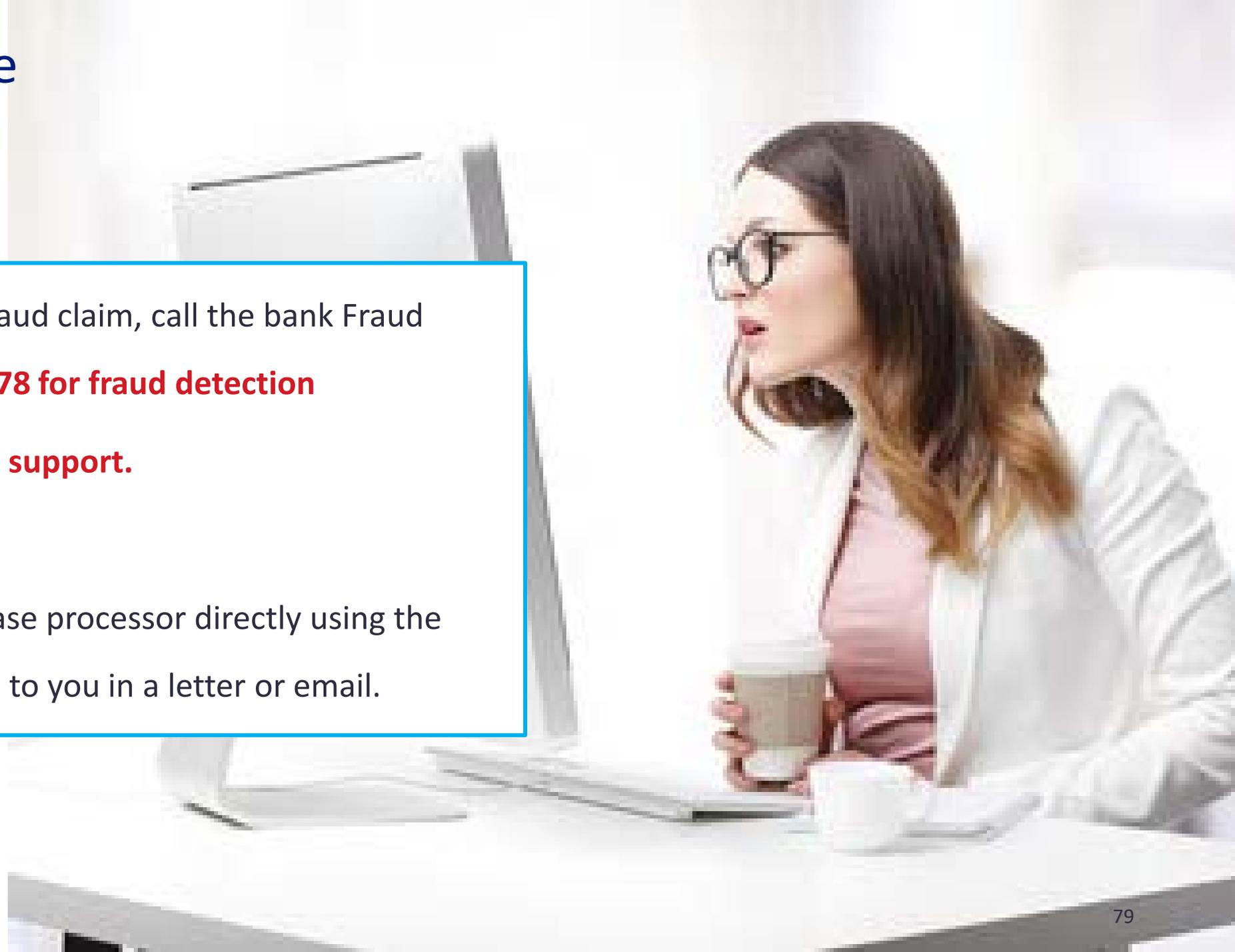
Card replacement

- **Lost or stolen cards** are replaced with a new account number and CVV (security code on the back of the card).

- **Damaged cards** are replaced with the same account number and the same CVV.

Allocate or reallocate transactions

Reallocate a single transaction

Return to top

Records 1 - 15 of 15

Check All Shown | Uncheck All Shown

Select	Status ℝ ⅅ	Approval Status	Match ∞ ▲	Trans Date	Posting Date	Merchant	City/State	Amount	Detail ⸾	Trans Unique ID	Purchase ID	Aᵗ	Attachment ⓘ	Comments	Accounting Code ⓘ
☐		Pending		11/14	11/15	VISHAY MEASUREMENTSGRP	919-365-3800, NC	$1,035.02	⑪ ⸾	01425162807475732019-11-1500003	C018846		📎		4444|333|888|10230
☐		Pending		11/07	11/11	W W GRAINGER 916	877-2022594, IL	$1,262.04	⑪ ⸾	01425162807475732019-11-1100011	8906215390		📎		4444|333|888|10230
☐		Pending		11/08	11/11	WESCO AIRCRAFT HARDWARE	661-7757200, CA	$1,652.57	⑪ ⸾	01425162807475732019-11-1100009	P2144269057		📎		4444|333|888|10230
☐		Pending		11/08	11/11	ACOUSTICOM CORP	574-293-0534, IN	$1,419.52	⑪ ⸾	01425162807475732019-11-1100004	8449074633		📎		4444|333|888|10230
☐		Pending		11/07	11/08	BEST BUY 00010033	CALIFORNIA, MD	$1,468.06	⑪ ⸾	01425162807475732019-11-0800002			📎		4444|333|888|10230
☐		Pending		11/06	11/07	PLAVAN FLEET	888-6266672, CA	$1,182.72	⑪ ⸾	01425162807475732019-11-0700009	218755		📎		4444|333|888|10230
☐		Pending		11/06	11/07	SUPERWAREHOUSE BUSINESS P	786-4061737, FL	$1,594.98	⑪ ⸾	01425162807475732019-11-0700008	408272535		📎		4444|333|888|10230
☐		Pending		11/07	11/07	SOURCEHUB LLC	248-331-6336, MI	$2,902.50	⑪ ⸾	01425162807475732019-11-0700006	PGieser122		📎		4444|333|888|10230
☐		Pending		11/05	11/06	CASCADE TOOL AND FOAM SUP	503-640-5216, OR	$1,149.63	⑪ ⸾	01425162807475732019-11-0600007	1424058700		📎		4444|333|888|10230
☐		Pending		11/05	11/05	SOURCEHUB LLC	248-331-6336, MI	$1,451.25	⑪ ⸾	01425162807475732...					4444|333|888|10230
☐		Pending		11/05	11/05	SOURCEHUB LLC	248-331-6336, MI	$2,902.50	⑪ ⸾	01425162807475732...					4444|333|888|10230
☐		Pending		10/28	10/28	ACOUSTICOM CORP	574-293-0534, IN	$2,019.86	⑪ ⸾	01425162807475732...					4444|333|888|10230
☐		Pending		10/28	10/28	PRC ASC PHILADELPHIA 372	817-640-1067, NJ	$1,434.79	⑪ ⸾	01425162807475732019-10-2800011	PETER GIESER		📎		4444|333|888|10230
☐		Pending		10/17	10/18	W W GRAINGER 916	877-2022594, IL	$1,771.54	⑪ ⸾	01425162807475732019-10-1800005	6217660862		📎		4444|333|888|10230
☐		Pending		10/17	10/18	CASCADE TOOL AND FOAM SUP	503-640-5216, OR	$2,904.93	⑪ ⸾	01425162807475732019-10-1800004	1424058700		📎		4444|333|888|10230

Click the accounting code link.

ℝ Reviewed ⅅ Disputed ∞ Matched ▲ Exception ⸾ᵗ Reallocated ⑪, ⑪ Trans Detail Level ⸾ Included in Extract 📎 Upload Attachments

Check All Shown | Uncheck All Shown

Records 1 - 15 of 15

[Reallocate] [Mass Reallocate] [Change Review Status] [Approve] [Pull Back]

Specify accounting code values

| Summary | Allocations | Transaction Line Items | User Line Items | Tax Data | Comments |

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes.

You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button.

After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

* = required   Allocation Source: Default Acct Code Last Changed By: System

Remove	Amount	Percent	Accounting Code - Segment Name (Length)					Favorite
			PROJECT (4)	BUSINESS UNIT (5)	INDEX (3)	COST CENTER (5)	GENERAL LEDGER (8)	
☐	$ 74.91	OR 100 %	4444	33355	555 *	91614		🔍 Add as Favorite

Note the number of characters for each segment (e.g., four characters for the Project segment).

Type a value in each segment.

Click the search icon to search for a valid value for that segment.

🔍 Search

Remove

Total Allocated: $ 74.91   100.00 %   **Apply Accounting Code:** [▾]   **Apply**

Amount Remaining: $ 0.00   0.00 %   **Additional Allocation(s):** [1]   **Add**

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

Save Allocations

Click Save Allocations when you are done.

Search for a valid value

Transaction Management
Search & Select Valid Value

Enter full or partial segment values, segment value descriptions, or leave blank to view all valid values. Then click the "Search" button.

GENERAL LEDGER (8)	
Value:	[ ]
Description:	Office
Search Type:	Begins with ▾

Specify search criteria and click Search.

Display [25 ▾] **Values per page**

Search

Select a valid value from the results list below.

Records 1 - 1 of 1

	GENERAL LEDGER	Value Description
Select	BUSE4572	Office Supplies

Records 1 - 1 of 1

Click Select for the value you want.

Reallocate to multiple accounting codes

| Summary | Allocations | Transaction Line Items | User Line Items | Tax Data | Comments |

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes.

You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button.

After adding, modifying   button to save changes.

Type the amount or percentage.

You may need to reallocate a transaction to assign to one or more accounting codes. For example, you bought office supplies that you will share with another department.

* = required   Allocation Source: Default Acct Code Last Changed By: System

Remove	Amount		Percent	Accounting Code - Segment Name (Length)					Favorite
				PROJECT (4)	BUSINESS UNIT (5)	INDEX (3)	COST CENTER (5)	GENERAL LEDGER (8)	
☐	$ 56.18	OR	75.00 %	4444	33355	555 *	91614	🔍	Add as Favorite
☐	$ 18.73	OR	25.00 %	4444	33355	555 *	91614	🔍	Add as Favorite

🔍 Search

Remove

| **Total Allocated:** | $ 74.91 | 100.00 % | **Apply Accounting Code:** | ▼ | Add |

| **Amount Remaining:** | $ 0.00 | 0.00 % | **Additional Allocation(s):** | 1 | Add |

Specify the number of allocations to add and click Add.

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

Save Allocations

Reallocate to multiple accounting codes

Tabs: Summary | Allocations | Transaction Line Items | User Line Items | Tax Data | Comments

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes.

You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button.

After adding, modifying or deleting allocations, click the "Save Allocations" button to save c[...]

Type a value in each segment.

* = required   Allocation Source: Default Acct Code La[...]

Remove	Amount	Percent	Accounting Code - Segment Name (Length)					Favorite
			PROJECT (4)	BUSINESS UNIT (5)	INDEX (3)	COST CENTER (5)	GENERAL LEDGER (8)	
☐	$ 56.18	OR 75.00 %	4444	33355	555 *	91614		Q Add as Favorite
☐	$ 18.73	OR 25.00 %	4444	33355	555 *	91614		Q Add as Favorite

Q Search

Remove

Click the search icon to search for a valid value for that segment.

Total Allocated: $ 74.91   100.00 %   **Apply Accounting Code:** [▼] **Apply**

Amount Remaining: $ 0.00   0.00 %   **Additional Allocation(s):** [1] **Add**

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

Save Allocations

Click Save Allocations when you're done.

Reallocate by accounting code name

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes.

You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button.

After adding, modifying or deleting allocations, click the "Save Allocations"

You may have complete accounting codes available by name.

Simply select the code name from the *Change to* list.

* = required — Allocation Source: Defau

Remove	Amount		Percent	Prepopulated Ac Current Name		unting Code - Segme
					GA (2)	BFYEFY (8)
☐	$	129.99	OR 100.00 %	--Change Current Value--	17	20192019

Q Search

Remove

Dropdown list:
--Change Current Value--
Card Account Default Accounting Code
Tax Default Accounting Code
Freight Default Accounting Code
FY2019 - DCAP Equipment
FY2019 - DCAP IT Consumable
FY2019 - DCAP IT Equipment
FY2019 - DCAP Supplies
FY2019 - DES Equipment
FY2019 - DES IT Consumable
FY2019 - DES IT Equipment
FY2019 - DES Service Calls
FY2019 - DES Supplies
FY2019 - DLSS IT Equipment
FY2019 - DLSS Equipment

Total Allocated: $ 3447.00 | 100.00 %   Apply Accounting Code: [   ]

Amount Remaining: $ 0.00 | 0.00 %   Additional Allocation(s): [1] Add

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

Save Allocations

Reallocate by accounting code name continued

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes.

You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button.

After adding, modifying or deleting allocations, click the "Save Alloc...

* = required   Allocation Source: ...ystem

Note your selected code.

The values populate as soon as you select the name.

Remove	Amount		Percent	Prepopulated Accounting Code Selection Current Name	Change To:	Accounting Code - ... GA (2)	BFYEFY
☐	$ 129.99	OR	100.00 %	FY2019 - DCAP Equipment	--Change Current Value--	17	2019

🔍 Search

Remove

| Total Allocated: | $ 129.99 | 3.77 % | Apply Accounting Code: [   ] | Apply |
| Amount Remaining: | $ 3317.01 | 96.23 % | Additional Allocation(s): [1] | Add |

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

Save Allocations   Click Save Allocations.

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Add accounting code favorites

Transaction Summary

Status	Match	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail ☞	Purchase ID
		05/13	05/15	CTI TRUCK SERVICE INC.	OKLAHOMA CITY, OK	7463.15		55132

Ⓓ Disputed   👓 Matched   ⚠ Exception   ⓐ Reallocated   📎 Upload Attachments

| Summary | Match | Allocations | User Line Items | Comments | Approval History | Client Data | Custom Fields |

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes.

You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button.

After adding, modifying or deleting allocatio

Specify the accounting code values.

Click Add as Favorite.

Allocation Source: Last Changed By:

Remove	Amount		Percent	Accounting Code - Segment Name (Length)			Favorite
				SEGMENT 1 (9)	SEGMENT 2 (7)	SEGMENT 3 (5)	
☐	$ 5597.36	OR	75.00 %	999999999	7777777	55555	Add as Favorite
☐	$ 1865.79	OR	25.00 %	999999999	7777777	55555	Add as Favorite

Remove

Total Allocated: $ 7463.15   100.00 %   **Apply Accounting Code:** [▾]   **Apply**

Amount Remaining: $ 0.00   0.00 %   **Additional Allocation(s):** [1]   **Add**

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

Save Allocations

Specify accounting code favorites

Manage Accounting Code Favorites
Manage Accounting Code Favorites

Card Account Number: ************5132, PAULINE WILLIAMS PRUITT
Card Account ID: 002551324009

To create up to 25 Favorites, enter the number of Favorites to be created and click the "Add" Button. After adding, modifying or deleting Favorites, click the "Save" Button to save changes.

			Accounting Code - Segment Name (Length) ⓘ		
Delete	Favorite Name	Status ⓘ	SEGMENT 1 (9)	SEGMENT 2 (7)	SEGMENT 3 (5)
☐	Supplies *	Active ▾	999999999	7777777	55555

🔍 Search for Valid Value

Add [____] **Additional Favorites**

Save

Type a name for your favorite and select a status.

You can also add more favorites.

Click Save.

<< Back to Transaction Detail

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Use your favorites

You can easily select your favorite (marked with a # symbol) from the *Change to* list.

Reallocation icons

Icons display for transactions that you have reallocated.

Mass reallocation explanation

Mass reallocation lets you select a group of accounts and then assign the same codes to the group.

Transaction 1

Transaction 2

Transaction 3

Shared accounting code for all three transactions
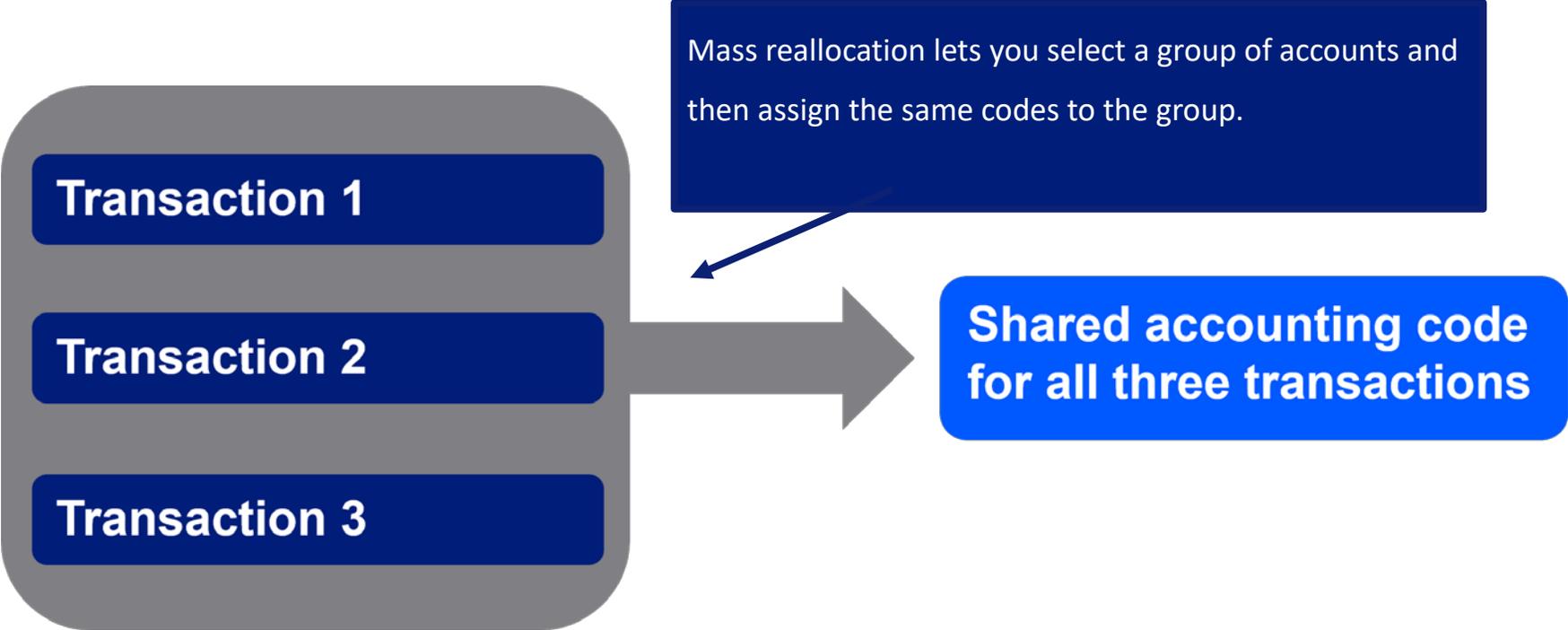
Click the Mass Reallocate button

☐	Pending	02/22	02/26	CDW GOVERNMENT	TEL8008004239, IL	$40.00	71543
☐	Pending	02/22	02/26	CDW GOVERNMENT	TEL8008004239, IL	$40.00	71543
☐	Pending	02/22	02/26	CDW GOVERNMENT	TEL8008004239, IL	$40.00	71543
☐	Pending	02/22	02/26	CDW GOVERNMENT	TEL8008004239, IL	$40.00	71543
☐	Pending	02/22	02/26	CDW GOVERNMENT	TEL8008004239, IL	$40.00	71543
☐	Pending	02/22	02/23	E-FILLIATE	800-327-6703, CA	$309.30	71543
☑	Pending	02/22	02/23	FORCE 3 INC	CROFTON, MD	$196.67	71543
☑	Pending	02/22	02/23	CITRIX SYSTEMS	FT LAUDERDALE, FL	$8,090.99	71543
☐	Pending	02/21	02/23	CDW GOVERNMENT	TEL8008004239, IL	$40.00	71543
☐	Pending	02/20	02/22	CDW GOVERNMENT	TEL8008004239, IL	$700.00	71543
☐	Pending	02/19	02/21	DELL MARKETING L.P.	800-727-1100, TX	$3,021.29	71543
☑	Pending	02/19	02/21	CDW GOVERNMENT	TEL8008004239, IL	$615.00	71543
☑	Pending			MENT	TEL8008004239, IL	$615.00	71543
☑	Pending			MENT	TEL8008004239, IL	$615.00	71543
☑	Pending	02/19	02/21	BORDERS BOOKS 01001510	OKLAHOMA CITY, OK	$49.95	71543
☑	Pending	02/15	02/19	GTSI	CHANTILLY, VA	$67.12 CR	71543
☑	Pending	02/14	02/16	CDW GOVERNMENT	TEL8474196132, IL	$285.00	71543
☐	Pending	02/14	02/16	SAL TNKFAA	SAN ANTONIO, TX	$29.40 CR	71543
☐	Pending	02/13	02/15	SYNERGY DATACOM SUPPLY	OKLAHOMA CITY, OK	$299.32	71543

Select two or more transactions.

◎ Disputed   ◯ Matched   ⚠ Exception   ⒶReallocated   ⑪, ⑫ Trans Detail Level   📎 Upload

Check All Shown | Uncheck All Shown

Records 1 - 25 of 27
Page: **1** | 2

Click Mass Reallocate.

[Reallocate] [Mass Reallocate] [Match to Order] [Approve] [Pull Back]

Reallocate

* = required

Mass Reallocation Action:
- ◉ **Replace Existing Allocations**
- ○ **Add Common Allocations**

Select the percentage. You can allocate 100 percent of the group to a single accounting code.

Alloc %	Accounting Code - Segment Name (Length)				Favorite
	DIVISION(4)	SEGMENT 1(9)	SEGMENT 2(7)	SEGMENT 3(5)	
0.00 %	9999 *🔍	999997777 *	7775555 *	5 *	Add as Favorite

🔍 Search

Enter codes and click Save Allocations.

Total Allocated: 0.00 %   **Additional Allocation(s):** 1 [Add]

[Save Allocations]

Selected Transaction List

Transactions that will be affected by the action taken above.

You can also allocate the group to multiple accounting codes by percentage. Specify the number of allocations to add, click Add, and then specify the codes and percentages for the group.

Summary
Total Number of Transactions: 8
Total Dollar Amount: 10400.49
Detail of Selected Transactions

Remove	Trans Date	Merchant	Amount		Accounting Code	Allocation Source	Last Changed by
☐	02/22/2017	FORCE 3 INC	$196.67		9999|999997777|7775555|5|		
☐	02/22/2017	CITRIX SYSTEMS	$8,090.99		9999|999997777|7775555|5|		
☐	02/19/2017	CDW GOVERNMENT	$615.00		9999|999997777|7775555|5|		
☐	02/19/2017	CDW GOVERNMENT	$615.00		9999|999997777|7775555|5|		
☐	02/19/2017	CDW GOVERNMENT	$615.00		9999|999997777|7775555|5|		
☐	02/19/2017	BORDERS BOOKS 01001510	$49.95		9999|999997777|7775555|5|		
☐	02/15/2017	GTSI	$67.12	CR	9999|999997777|7775555|5|		
☐	02/14/2017	CDW GOVERNMENT	$285.00		9999|999997777|7775555|5|		

[Remove Trans]

Save allocations

Are You Sure?

You have chosen to Replace all selected transaction allocations with the same common allocation(s).

This will affect 8 transactions totaling $10,400.49. The following will replace each selected transaction allocation:

Alloc %	Prepopulated Accounting Code Selection Current Name	Accounting Code
100.00%		1234|999997777|7775555|5|

Scroll down to review what the selected transactions would look like with the change applied.

Are you sure you want to change these allocations?

Yes, Save Allocations   **No**

Detail of Changed Transactions

Click Yes, Save Allocations.

All the transaction now have the same accounting code.

Trans Date	Merchant		...ated Accounting Code Selection ...ame	Accounting Code
02/22/2017	FORCE 3 ...			1234|999997777|7775555|5|
02/22/2017	CITRIX SYSTEMS	$8090.99		1234|999997777|7775555|5|
02/19/2017	CDW GOVERNMENT	$615.00		1234|999997777|7775555|5|
02/19/2017	CDW GOVERNMENT	$615.00		1234|999997777|7775555|5|
02/19/2017	CDW GOVERNMENT	$615.00		1234|999997777|7775555|5|
02/19/2017	BORDERS BOOKS 01001510	$49.95		1234|999997777|7775555|5|
02/15/2017	GTSI	$67.12 CR		1234|999997777|7775555|5|
02/14/2017	CDW GOVERNMENT	$285.00		1234|999997777|7775555|5|

Reallocation worksheet explanation

The reallocation worksheet lets you reallocate each transaction in a group to a different accounting code.

Transaction 1 → **Accounting Code 1**

Transaction 2 → **Accounting Code 2**

Transaction 3 → **Accounting Code 3**
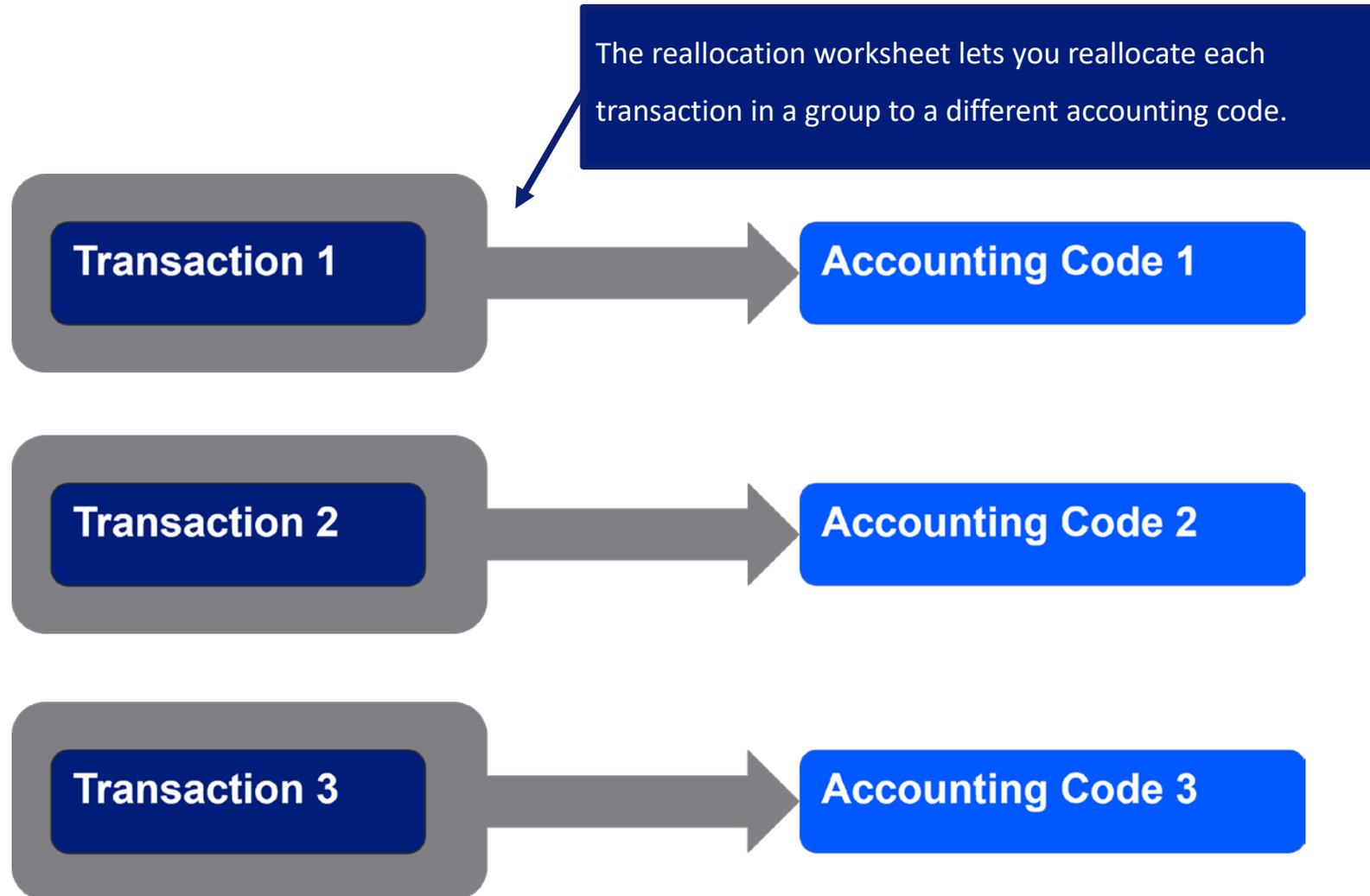
Click the Reallocate button

Transaction List

[–] **Transaction List**   Return to top

Records 1 - 7 of 7

Check All Shown | Uncheck All Shown

Select	Status ⓡ_ⓓ	Approval Status	Match 🅐1 ⚠	Trans Date	Posting Date	Merchant	City/State	Amount	Detail ↪	Trans Unique ID
☐		Pending		04/02	04/04	PUMP N PAK	SIOUX FALLS, SD	$53.74	⑪	03757162808694522022-04-040000
☐				3/28	04/01	GNG CARWASH #12	SIOUX FALLS, SD	$8.00	⑪	03757162808694522022-04-010000
☐				3/28	04/01	CULVER'S #121	MITCHELL, SD	$18.17	⑪	03757162808694522022-04-010000
☐		Pending		03/27	03/28	CASEYS GEN STORE 2351	SIOUX FALLS, SD	$38.49	⑪	03757162808694522022-03-280000
☐		Pending		03/25	03/27	PUMP N PAK	SIOUX FALLS, SD	$52.15	⑪	03757162808694522022-03-270000
☐		Approved		03/21	03/25	MARLINS FAMILY CHEAP SHOT	TEA, SD	$24.12		03757162808694522022-03-250000
☐		Approved		03/20	03/22	BROOKINGS PIZZA RANCH INC	605-6923663, SD	$30.75	⑪	03757162808694522022-03-220000

Select each transaction.

ⓡ Reviewed ⓓ Disputed ◯ Matched ⚠ Exception 🅐→ Reallocated ⑪, ⑫ Trans Detail Level 🔒 Reallocation Locked 📎 Upload Attachments

Check All Shown | Uncheck All Shown

Records 1 - 7 of 7

Reallocate | **Mass Reallocate** | **Change Review Status** | **Approve** | **Pull Back**

Click Reallocate.

Complete the reallocation worksheet

Transaction Management
Reallocation Worksheet

Card Account Number: *************4840, BRIAN G BRASWELL   Switch Accounts
Card Account ID: 010148409088

Reallocate transactions by changing the accounting information to allocate the
amount to a different cost center. To allocate to additional accounting codes, click the
"Add Alloc" link.

After modifying the allocations, click the "Save Allocations" button to save changes.
Exclude transactions from the save by selecting "Remove Transaction(s)"
checkboxes and optionally clicking the
"Remove Transaction(s)" button.

Specify or select a value for each
segment for each transaction.

* = required

Remove Trans	Trans Date	Merchant	Amount	Alloc %	COST CENTER (5)	LOCATION (5)	FUEL TYPE (5)	GENERAL LEDGER (6)	Favorite	Allocation Source	Last Changed by
☐	04/02/2022	PUMP N PAK	$53.74	Add Alloc	528A5	0162A	10100	C1AX48	Add as Favorite	Default Acct Code	System
☐	03/28/2022	GNG CARWASH #12	$8.00	Add Alloc	528A5	0162A	10100	C1AX48	Add as Favorite	Default Acct Code	System
☐	03/28/2022	CULVER'S #121	$18.17	Add Alloc	528A5	0162A	10100	C1AX48	Add as Favorite	Default Acct Code	System
☐	03/27/2022	CASEYS GEN STORE 2351	$38.49	Add Alloc	528A5	0162A	10100	C1AX48	Add as Favorite	Default Acct Code	System
☐	03/25/2022	PUMP N PAK	$52.15	Add Alloc	528A5	0162A	10100	C1AX48	Add as Favorite	Default Acct Code	System

"Accounting Code - Segment Name (Length)"

🔍 Search

Remove Trans   **Save Allocations**

<< Back to Transaction List

Click Add Alloc to assign more than one
accounting code to s single transaction.

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Attach a document such as a receipt or invoice

to a transaction

Click the paperclip icon

Transaction List

Return to top

Records 1 - 13 of 13

Check All Shown | Uncheck All Shown

Select	Status ®_©	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID	Attachment ⓘ
☐		12/01	12/04	PARK AND SHOP	612-6720148, MN	$199.00	ⓤ	01423162801496972022-12-0400005	2RRPM	📎
☐		11/28	12/04	HILTON HOTELS COSTA MESA	COSTA MESA, CA	$380.55	ⓤ	01423162801496972022-12-0400004	0010409902280	📎
☐		12/01	12/04	AT&T*877788053 NBI	800-331-0500, GA	$74.91	ⓤ	01423162801496972022-12-0400003	877788053	📎
☐		11/28	12/04	MSP AIRPORT PARKING	SAINT PAUL, MN	$40.00	ⓤ	01423162801496		📎
☐		12/01	12/04	CHIANTI GRILL	FALCON HEIGHT, MN	$87.94	ⓤ	01423162801496		📎
☐		11/28	12/01	HILTON HOTEL CSTAMESA F&B	COSTA MESA, CA	$11.00	ⓤ	01423162801496972022-12-0100003	0036759002280	📎
☐		11/28	12/01	HILTON HOTEL CSTAMESA F&B	COSTA MESA, CA	$30.00	ⓤ	01423162801496972022-12-0100002	0036758902280	📎
☐		11/26	12/01	MASTRO'S COSTA MESA	COSTA MESA, CA	$229.00		01423162801496972022-12-0100001		📎
☐		11/26	11/28	DELTA AIR 0067209165789	PHOENIX, AZ	$489.80	ⓤ	01423162801496972022-11-2800005		📎
☐		11/26	11/28	CARLSON WAG 0067209165789	PHOENIX, AZ	$27.50	ⓤ	01423162801496972022-11-2800004		📎

Click the paperclip icon.

101

Click Add Attachment

Access® Online

Transaction Management

Trans Date	Posting Date	Merchant	City, State/Province	Amount
12/01	12/04	Park And Shop	612-6720148, MN	$199.00

Manage Attachments

Please add or delete attachments. Only PNG, JPG or PDF files are allowed.

You can attach an unlimited number of PNG, JPG, and PDF files, but the system converts all files to PDF. You can attach up 5 MB per transaction.

+

Add Attachment

Click Add Attachment.

Back

Save

Select your files
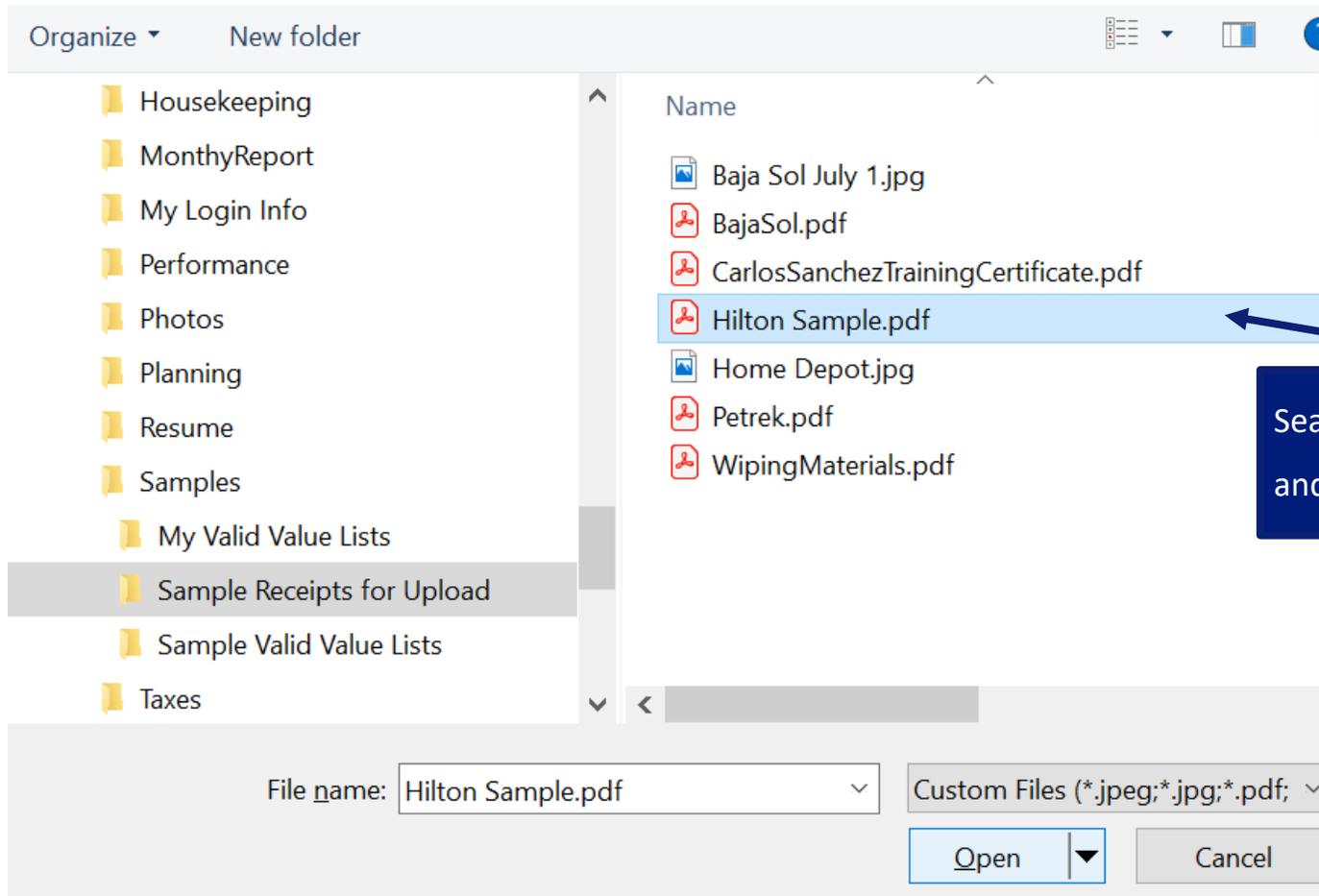
Search and select the attachment and then click Open.

Save your transaction attachments

BILLY _MARTYS # 2
220 S. 6TH ST
MINNEAPOLIS, MN 55446

04/05/2012   08:42:08
Merchant ID: 000000001589147
Terminal ID: 02381019
846168361885

CREDIT CARD

VISA SALE

CARD # TOKEN   XXXXXXXXXXXX0896
INVOICE   0066
Batch #:   000499
Approval Code: 006712
Entry Method: Swiped
Mode: Online

SALE AMOUNT $2.48

I agree to pay above total amount
according to card issuer agreement.
(Merchant agreement if Credit Voucher)

Total file size: 🗑

Images of 2

Click Add Another Attachment, if needed.

Add Another Attachment

Click Save.

Back

Save

Transaction attachments PDF icon

Merchant	City/State	Amount	Detail	Purchase ID	Attachment
PARK AND SHOP	612-6720148, MN	$199.00	⊞	2RRPM	📎
HILTON HOTELS COSTA MESA	COSTA MESA, CA	$380.55	⊞	0010409902280	📎 📄
AT&T*877788053 NBI	800-331-0500, GA	$74.91			📎
MSP AIRPORT PARKING	SAINT PAUL, MN	$40.00	⊞		📎
CHIANTI GRILL	FALCON HEIGHT, MN	$87.94	⊞		📎 📄
HILTON HOTEL CSTAMESA F&B	COSTA MESA, CA	$11.00	⊞	0036759002280	📎
HILTON HOTEL CSTAMESA F&B	COSTA MESA, CA	$30.00	⊞	0036758902280	📎
MASTRO'S COSTA MESA	COSTA MESA, CA	$229.00			📎
DELTA AIR 0067209165789	PHOENIX, AZ	$489.80	⊞		📎
CARLSON WAG 0067209165789	PHOENIX, AZ	$27.50	⊞		📎

Click the PDF icon to view the attachment.

Approve transactions

Note to trainer

Delete this section if your organization does not use Transaction

Approvals

Locate the transaction to approve

Transaction List

Return to top

Records 1 - 25 of 55
Page: **1** | 2 | 3

Check All Shown | Uncheck All Shown

Select	Status ® _®	Approval Status	Match 🅰️1 ⚠️	Trans Date	Po... Da...		City/State	Amount	Det...
☐		Pending		11/28	12...		111-111-1111, MO	$259.08	⑪
☐		Pending		12/01	12/04	WW GRAINGER	877-2022594, PA	$138.39	⑪
☐		Pending		11/28	12/04	WW GRAINGER	877-2022594, PA	$559.83	⑪
☐		Pending		11/28	12/04	WW GRAINGER	877-2022594, PA	$800.81	⑪
☐		Pending		12/01	12/04	AMAZON MKTPLACE PMTS	AMZN.COM/BILL, WA	$247.35	⑪
☐		Pending		12/01	12/04	SYX*GLOBALINDUSTRIALEQ	800-645-2986, FL	$817.29	⑪
☐		Pending		12/01	12/04	SPECIALIZED PRODUCTS CO.	817-329-6647, TX	$2,986.98	⑪
☐		Pending		11/22	12/04	SHRED IT WASHINGTON	9058292794, MD	$198.00	⑪
☐		Pending		11/28	12/04	WINEGARDNER MOTOR COMPANY	LEONARDTOWN, MD	$109.13	
☐		Pending		12/01	12/01	ULINE *SHIP SUPPLIES	800-295-5510, IL	$168.90	⑪
☐		Pending		12/01	12/01	ULINE *SHIP SUPPLIES	800-295-5510, IL	$417.20	⑪
☐		Pending		12/01	12/01	ULINE *SHIP SUPPLIES	800-295-5510, IL	$157.50	

> Click the transaction date link to view transaction detail.

Approve from Transaction Detail

Select the **Approve** button located on the Summary tab.

Transaction Management
Transaction Detail

Product: Corporate Card/One Card/Other
Card Account Number: ***********3177, MAE DOWD
Card Account ID: 017731777135

Switch Products
Switch Accounts

Trans List | Manager's Queue |

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	✏	Purchase ID	
	03/22	03/24	VALERO 1058	BEORNE, TX	75.50	⊘		02011811058VPRYF000006024	⊘

Ⓓ Disputed   ⊘, ⊘ Trans Detail Level   ⊘ Reallocated   📎 Upload Attachments   📄 Attachment

Summary | Allocations | User Line Items | Comments | Approval History | Custom Fields

The Summary tab shows high-level transaction information.

Merchant
Name: VALERO 1058
City, State/Province: BEORNE, TX
Transaction Type: SALES DRAFT
Merchant Category Code (MCC): 5542
MCC Description: AUTOMATED FUEL DISPENSERS

Payment Extract:

Currency
Billing Currency: U.S. Dollar
Source Currency: U.S. Dollar
Source Currency Amt: 75.50

Mark as Reviewed   Approve   Print Transaction

Approve from Transaction List

Choose the transactions to approve using the checkboxes in the *Select* column, then click the **Approve** button below the list.

Some organizations do not allow cardholders to approve multiple transactions at a time.

Select the approver

If you have a default approver, the name will appear here. You may also see an option to select an approver as you see in this example.

If your organization has only cardholders approve without additional approval levels, you won't have to select an additional approver here.

Transaction Management
Approve Transaction(s)

[+] 1 Transaction(s) to Approve

Transaction Approval

I want to forward these transaction(s) for further approval to:

Select Approver

Approve   Cancel

Search for an approver

If you do not have a default approver, enter a last name and click the **Search** button, or leave the Last Name field blank to see a list of all available approvers.

Approve Transaction(s)
Search & Select an Approver

Enter the approver's full or partial name, or leave blank to view all users. Then click the "Search" button.

Last Name: **First Name:**

Search

<< Back to Approve Transaction(s)

Select an approver

Select your approver from the list. You also have the option to check the box to make this approver your default approver.

After you select your default, the name will populate automatically each time you approve.

Click the **Select Approver** button.

Search & Select an Approver

Enter the approver's full or partial name, or leave blank to view all users. Then click the "Search" button.

Last Name: **First Name:**

[Search]

Please select an approver from the results list below.

Records 1 - 2 of 2

Select	Approver Name	Email Address
○	ADAMS, AMANDA	amanda.adams@acme-corp.com
◉	MASON, OLIVER	OLIVER.MASON@ABC000.COM

Records 1 - 2 of 2

☑ Set selection as your default approver

[Select Approver]

<< Back to Approve Transaction(s)

Submit the transaction for approval

If another approver besides your default is needed later, you have the **Select Approver** link to change approvers at any time.

The last step is to click the **Approve** button.

Approve all transactions in the billing cycle in the same manner, or as your organization's process requires.

Transaction Management
Approve Transaction(s)

[+] **1 Transaction(s) to Approve**

Transaction Approval

I want to forward these transaction(s) for further approval to:

MASON, OLIVER (User ID: PA1BASIC) ▾   Select Approver

[Approve]   [Cancel]

Check the approval status

The transactions now display as Approved. Key Approval Status descriptions:

- **Approved:** Cardholder and/or approval manager have approved.

- **Final Approved:** Last approval manager in the workflow has approved.

Also, note the *Locked* icon that now displays before the Attachment column. When you approve a transaction, it moves to the Approver's queue, and you are locked from making changes.

Pull back a transaction from your Approver

If you need to make changes to a locked transaction, we have a **Pull Back** button that allows you to pull the transaction back from the Approver's queue so that you can edit the information.

Steps to follow:

- Click the **Pull Back** button to unlock the transaction.
- Make any changes to attachments, allocations, comments, etc.
- Reapprove the transaction to send it back to your Approver once changes are made.

Work with rejected transactions

An approver may reject a transaction if it needs a corrections or additional information.

Click the **Rejected** status link to view the **Approval History** tab.

Transaction Detail: Approval History

The **Approval History** tab displays all approval workflow steps. The rejected transaction reason code in this example is (1) and an explanation is show in the *Key for Rejection Reasons.*

Make the necessary corrections and re-approve the transaction.

Transaction Management
Transaction Detail

Product: Corporate Card/One Card/Other
Card Account Number: ***********3177, MAE DOWD
Card Account ID: 017731777135

Trans List | Manager's Queue

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	De
	03/22	03/24	VALERO 1058	BEORNE, TX	75.50	

Ⓓ Disputed Ⓘ, Ⓘ Trans Detail Level A▸ Reallocated 📎 Upload Attachments 📄 Attachmen

Summary | Match | Allocations | User Line Items | Comments | Approval History | Custom Fields

The Approval History tab displays approval actions taken on a transaction.

Cardholder Approver: DOWD, MAE
Current Pending Approver: Cardholder

Approval Actions

Approver	Date/Time	Approval Action	Approver Modifications
MASON, OLIVER	04/09 05:13	Rejected (1)	
DOWD, MAE	04/08 04:26	Approved	

Key for Rejection Reasons:
1 Incorrect accounting code allocation (Request for user to change allocation)
2 Incorrect approver sequence / additional approval needed (Request for user to forward the tra
3 Incorrect or insufficient transaction comment information
4 Incorrect or not enough user line item data
5 Unauthorized / non-preferred vendor
6 Incorrect match
7 Other

Key for Approver Modifications:
C Changed Transaction Comments
U Changed User Line Items

Rejected transaction notification email example

Run a Transaction Detail report

Click Run Transaction Detail Report

g out

Dashboard | Accounts ⌄ | Transactions ⌄ | Orders ⌄ | Virtual payments ⌄ | Reporting ⌄

Welcome to Access Online dash test Ch user 💬 Guide
Your last login was 06/02/2025

Message Center

One Card

Switch Account
...4210 ⌄

Account Name:	TMREDESIGN TST1
Account Unique ID: ⓘ	)008
Account ID:	)004
Account #:	**4210
Account Status:	Open

Current Balance:	$0.00
Credit Limit:	$1.00
Available Credit:	$1.00

Current Balance is updated as of previous business day. Available Credit includes pending account activity.

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

Click Run Transaction Detail Report AFTER your cycle date.

Last 10 Transactions Posted

Posting Date	Merchant	Amount
10/06	SANDMAN INN BLAT	$5.00
10/06	OFFICE SUPPLIES BLAT	$2.00
10/06	SANDMAN INN BLAT	$5.00 CR
10/06	OFFICE SUPPLIES BLAT	$2.00 CR

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Enter parameters

Access® Online

Partner sites ∨

Dashboard   Accounts ∨   Transactions ∨   **Reporting** ∨

Financial Management
Transaction Detail

By default this report will return all results associated with blank fields, unless otherwise noted. To limit results
enter specific criteria in blank fields.

Select Cycle Close Date Range.

* = required

Date

◉ Cycle Close Date Range: ○ Calendar Month Range: ○ Posting Date Range: ○ Transaction Date Range:

☐ Enable Cycle Day

Start Date: (MM/DD/YYYY)   End Date: (MM/DD/YYYY)

09/01/2025   ▦▾   to   09/01/2025   ▦▾

Enter the same date in both fields that is a
date within the cycle.

Transactions Included

Transaction Status:
◉ Reviewed Status:
All ▼

○ Approval Status:

Leave these settings at the defaults.

Hold down the Ctrl key to make multiple selections.
All
Pending Cardholder Approval
Pending Manager Approval
Final Approved

Disputed Status:
All ▼

Transaction Amount:
< or = ▼ $ _____

Enter more parameters

Posting Type:
[All ▼]

Payments:
◉ Exclude ○ Include

Select Include for Payments and Fees.

Fees:
◉ Exclude ○ Include

Additional Detail

☐ Display Transaction Custom Fields   ☐ Display Allocation Detail

☐ Display Transaction Comments   ☐ Display Merchant Data (Excel Only) ⓘ

[Most Recent Comments ▼]   ☐ Split accounting code segments ⓘ

*Note: Selecting all comments will add
additional content to the report and
alter its existing format.*

Merchants

◉ Merchant Category Code Group:

Note: Hold down the Ctrl key to make multiple selections.

| All |
| ACCOUNTANT EXP |
| ADVERTISING EXP |
| AIRLINE |

Leave at the default selections.

○ Merchant Category Codes:

To limit the results from the default of "all," enter a MCC or search. Separate multiple MCCs by a comma
and no spaces.

[   ] <u>Search for Codes</u>

○ Merchant Names:

To limit the results from the default of "all," enter a full or partial "begins with" merchant name and add it to the list.

[   ]   [Add >>]   [   ]

[<< Remove]

Choose the account

Select By

To limit the results from the default of "all," select one of the following and enter a full or partial "begins with" accounting code or alternate accounting code name (at least 3 characters).

○ Accounting Code

[ ]

○ Alternate Accounting Code Name *

[ ]

Sort Report By

Account Name ▼	Trans Date ▼	No Sort ▼	No Sort ▼
● Ascending Order	● Ascending Order	● Ascending Order	● Ascending Order
○ Descending Order	○ Descending Order	○ Descending Order	○ Descending Order

Report Output

Output Type:

[Excel ▼] ← Leave at the default of Excel.

Output Parameter Page Placement:

Selection defines the location of the Parameter Page details on the report output.

[End ▼]

Group Report By

Account Number(s):*

If selected, at least one account is required. Separate multiple accounts by a comma and no spaces.

[************ ####]   Search for Accounts ← Your account number displays here. If you have more than one account, you can click Search for Accounts to include a different one or additional ones to the report.

Break/Subtotal Level

[- No Break/Subtotal - ▼]

Page Break:

○ Yes ● No

Note: Page Break is applicable only if a Break/Subtotal Level is chosen.

[**Run Report**] [Reset] ← Click Run Report.

<< Back to Financial Management

View report

	M	N	O	P	Q	R	S	T	U	
1	Transaction Date	Posting Date	Cycle Close Date	Transaction Amount	Source Currency Amount	Source Currency	Sales Tax	Posting Type	Purchase ID	Tr
2	2025/06/19	2025/06/22	2025/07/18	($5,945.58)	(5,945.58)	USD	$0.00	Memo	163036356Y24ZOBS8G04I	No
3	2025/06/21	2025/06/22	2025/07/18	$3,848.00	3,848.00	USD	$0.00	Memo	qb249dc4	No
4	2025/06/21	2025/06/22	2025/07/18	$847.00	847.00	USD	$0.00	Memo	qb2498d3	No
5	2025/06/23	2025/06/24	2025/07/18	$12,500.00	12,500.00	USD	$0.00	Memo		No
6	2025/06/23	2025/06/24	2025/07/18	$745.00	745.00	USD	$0.00	Memo	0	No
7	2025/06/25	2025/06/25	2025/07/18	$1,555.00	1,555.00	USD	$0.00	Memo	0124132	No
8	2025/06/25	2025/06/25	2025/07/18	$9,900.00	9,900.00	USD	$0.00	Memo	FSRF76239	No
9	2025/07/05	2025/07/06	2025/07/18	$504.10	504.10	USD	$0.00	Memo	qb589a11	No
10	2025/07/06	2025/07/07	2025/07/18	$2,139.28	2,139.28	USD	$0.00	Memo	67547	No
11	2025/07/11	2025/07/12	2025/07/18	$1,113.00	1,113.00	USD	$84.82	Memo	5361	No
12	2025/07/13	2025/07/13	2025/07/18	$51.70	51.70	USD	$0.00	Memo	GA021213OB	No
13	2025/07/14	2025/07/14	2025/07/18	$103.40	103.40	USD	$0.00	Memo	GA021313OB	No
14										
15										

The Excel spreadsheet lists the transactions matching your statement for the cycle date selected.

Manage account

- View account info

- View a statement

- Make a payment

- Use the mobile app

- Locate resources

View account information

Accounts menu

Access® Online

Partner sites ⌄   Need help? ⌄   Profile ⌄   Log out

Dashboard   Accounts ⌃   Transactions ⌄   Orders ⌄   Virtual payments ⌄   Reporting ⌄

Cardholder >   Cardholder account statement

Welcom[...]
Your last login wa[...]   Open **Accounts**, select **Cardholder** and then **Cardholder account profile**.

**Message Ce[...]   Cardholder account profile

One Card   Quick Links

...4210 ⌄

| | | Manage Home Page Settings |
Account Name: TMREDESIGN TST1   Account Alerts
Account Unique ID: ⓘ   )008   Manage Contact Information
Account ID:)004   Manage Email Notifications
Account #:   **4210   Run Transaction Detail Report
Account Status: Open   View All Statements
                                               View Last Cycle Transactions
Current Balance: $0.00   View Open Transactions
Credit Limit: $1.00
Available Credit: $1.00

Current Balance is updated as of previous business day. Available Credit includes pending account activity.

Last 10 Transactions Posted		
Posting Date	**Merchant**	**Amount**
10/06	SANDMAN INN BLAT	$5.00
10/06	OFFICE SUPPLIES BLAT	$2.00
10/06	SANDMAN INN BLAT	$5.00 CR

Cardholder account summary

Access Online

Dashboard | Accounts ∨ | Transactions ∨ | Orders ∨ | Virtual payments ∨ | Reporting ∨

Cardholder Account Profile
Cardholder Account Summary

Card Account Number: ************4210, TMREDESIGN TST1	Switch Accounts
Card Account ID:)0004	

Select an item below to view its contents.

Click **View Account Profile**.

View Account Profile

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

Account Profile

Account Profile

Switch Accounts

⊖ TMREDESIGN TST1

Product	Account	Processing Hierarchy	Managing Account
One Card	Unique ID:	Show All Hierarchy Names	Name: UAT1425LMOCPYMTCH-FPB
	ID: ▮▮▮▮ 0004	1425-0030-00035-00000-0000	Unique ID: 0142-5037-2300-0196
	Number: **4210		ID: 1230-3700-0036
			Number: **0458

Organization Name *(optional)*
QPBLATEST

Optional 1 *(optional)*
--

Optional 2 *(optional)*
--

⊖ Account Overview

Summary ⓘ

		Payment Information ⓘ	
Account Status	Open	Statement Balance	$0.00
Credit Limit	$1	Current Balance	$0.00
Available Credit	$1	Statement Close Date	10/19/2023
Single Purchase Limit	$0	View Statements	
Cash Withdrawal Limit	0%		
Expiration Date	10/2025		

View Financial History

⊕ Account Owner's Information

⊕ Training Certificate

⊕ Account Details

⊕ Default Accounting Code

⊕ Authorization Limits

Cancel

Submit

The *Summary* shows the product, account ID, processing hierarchy position, last four digits of the account number, managing account number, and managing account name.

Open a section to view the information. Account profile information is view-only for cardholders.

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Account overview

The *Account Overview* shows the account status, credit limits, expiration date, available credit, current balance, payment information, and statements.

Account Overview

Summary ⓘ

Account Status	Open
Credit Limit	$7500
Available Credit	$7500
Single Purchase Limit	$0
Cash Withdrawal Limit	0 %
Expiration Date	12/2027

View Financial History

Payment Information ⓘ

Statement Balance	$49.00 due on 07/18/2025
Current Balance	$0.00
Statement Close Date	06/27/2025

Pay This Account[1]

You may have this button to start making a payment.

View Statements

Send Card Security Code

The Send Card Security Code button displays only if your account is virtual and does not have a plastic card. Click the button to send the card security code to your secure email address.

Account Owner's information

Account Owner's Information

Social Security Number

--

Mailing Address

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

The *Account Owner's Information* shows the demographic information for the account, including street address, email address, and telephone.

Email Address

CAZEKED10@yourorg.com

Work Phone

612-973-1490

Personal Phone

612-973-1466

Additional Phone *(optional)*

0000000000

Fax Number *(optional)*

99999999999999999

BLA Num35 *(optional)*

--

BLA List *(optional)*

--

Test AlphaNum35 *(optional)*

--

BLA AlphaNum35 *(optional)*

--

BLA Numeric 10 *(optional)*

--

Account Owner's Information Comments *(optional)*

Account details

Account Details

Cycle Day (i)
10

Activated
No

Maintenance Date
05/05/2006 21:07:13
Update method: Manual

> The *Account Details* section shows the cycle day, organization name, and reporting hierarchy position.

Physical Card & PIN

Physical Card
No

Checks

Order Checks (i)
No

Checks
No

> Click Show All Hierarchy Names to show the name of the hierarchy values.

Maximum Dollar Per Check (i)
$0

Reporting Level (i)
Show All Hierarchy Names

Level 1	Level 2	Level 3	Level 4	Level 5
11791	00000	00000	00000	00000

Level 6	Level 7
00000	00000

Account Active Dates (i)

Start Date *(optional)* (i)
--

End Date *(optional)* (i)
--

Account Details Comments *(optional)*

Show Comments History

Default accounting code

The *Default Accounting Code* section shows the accounting code values assigned to your account.

The system assigns these codes to your transactions when your transactions post in Access Online.

The segment name, length, and values are entirely unique to your organization.

Authorization limits

The *Authorizations Limits* section shows the limits assigned to your account.

Authorization Limits

First Fiscal Month

January

Merchant Authorization Control (MAC): 1 of 9 MACs used

Control and Description	Single Purchase Limit	Authorization Action	Use Managing Account MAC Values
USBKCORP1 STANDARD TRAVEL AND ENTERTAINMENT (Custom)	$0	Corp Override	No

This section also shows any assigned merchant authorization controls (e.g., office supply merchants are enabled, pawn shops are declined).

Authorization Limit Comments *(optional)*

Account profile training certificate

Account Owner's Information

Training Certificate

Add a training certificate attachment. Five or fewer PNG, JPG and PDF files 5MB or smaller are allowed. Remove expiring certificates when uploading a renewed certificate to avoid receiving email reminders.

Add Attachment

Your organization may have you upload a training certificate (a PDF, JPG or PNG file) to your account profile.

Click Add Attachment and follow the prompts.

Training Certificate Comments *(optional)*

Account Details

Leave account profile

Access® Online

Account Profile

Switch Accounts

⊖ TMREDESIGN TST1

Product	Account		Processing Hierarchy ⓘ	Managing Account
One Card	**Unique ID:**	ⓘ	Show All Hierarchy Names	**Name:** UAT1425LMOCPYMTCH-FPB
	ID: ▭ 0004		1425-0030-00035-00000-0000	**Unique ID:** ⓘ
	Number: **4210			**ID:** 1230-3
				Number: *'

Organization Name *(optional)* ⓘ

QPBLATEST

Optional 1 *(optional)*

--

⊖ Account Overview

View a statement

Accounts menu – Cardholder account statement

Cardholder statements

Access Online

Partner sites ⌄   Need help? ⌄   Profile ⌄   Log out

Dashboard   Accounts ⌄   Transactions ⌄   Orders ⌄   Virtual payments ⌄   Reporting ⌄

Cardholder statements

Statements can't be used for remittance of payment. Statements are for display purposes only.

Account   Sitha Test Chaccount7 ...5640 ⌄

Show less ∧

Card type	Account ID	Account status
--	0304 6264 2300 0019	R9-Closed

Up to 24 months of statements display. If no statement was issued for the account, a message will indicate so.

2025

📄 May 4	⬇ Download	📄 April 6	⬇ Download
📄 March 4	⬇ Download	📄 February 4	⬇ Download
📄 January 5	⬇ Download		

Select an account

Access® Online

Partner sites ∨   Need help? ∨   Profile ∨   **Log out**

Dashboard   Accounts ∨   Transactions ∨   Orders ∨   Virtual payments ∨   Reporting ∨

Cardholder statements

Statements can't be used for remittance of payment. Statements are for display purposes only.

Account   Sitha Test Chaccount7 …5640   ∨

Show less ∧

Card type	Account ID
--	0304 6264 2300 0019

If you have access to 2 to 9 accounts, select the account.

2025

📄 May 4   ⬇ Download   📄 April 6   ⬇ Download
📄 March 4   ⬇ Download   📄 February 4   ⬇ Download
📄 January 5   ⬇ Download

Switch account

Access® Online

Partner sites ⌄   Need help? ⌄   Profile ⌄   **Log out**

Dashboard   Accounts ⌄   Transactions ⌄   Orders ⌄   Virtual payments ⌄   Reporting ⌄

Cardholder statements

Taylor Thompson ...1234 (Purchasing), Open   ⇄ Switch account

If you have access to more than 10 accounts, click the Switch account link to select a different one..

Show less ⌃

Account ID	Account unique ID	Managing account name
1234 1234 1234	1234 1234 1234 1234	Jewelliana Marquesaeziz...9998

2025

📄 May 4   ⬇ Download   📄 April 6   ⬇ Download

📄 March 4   ⬇ Download   📄 February 4   ⬇ Download

Search and select account

Cardholder statements

SEARCH AND SELECT ACCOUNT

Enter search criteria and click Search.

Account name

Partial or full account name

Account number

4777

Last 4 digits

Purged status   No filter selected

Account status   No filter selected

Reset   Search

SHOWING 1 OF 1 ITEMS

Select the account.

Account		Product (Bank)		Status		Email	
lt3046t3ccard Ch01 ...4777		3046		Open		shawna.r	

Statement sample

Partner sites ⌄   Need help? ⌄   Profile ⌄   Log out

Cardholder statements

Statements can't be used for remittance of pa[...]t. Statements are for

Account   Sitha Test Chaccount7 ...5640   ⌄

Show less

The statement is in PDF format.

Click the date to view, click Download to download the file.

Card type

--   0019   R9-Closed

Account sta[...]

2025

📄 **May 4**   ⬇ **Download**   📄 **April 6**   ⬇ **Download**

📄 **March 4**   ⬇ **Download**   📄 **February 4**   ⬇ **Download**

📄 **January 5**   ⬇ **Download**

Account Number:
Unique ID: XXXX-XXXX-XXXX-0000

Statement Date: 08-21-2025   Page 1 of 2

Account Summary	
Previous Balance	$0.00
Purchases and Other Charges	$12.44
Cash Advances	$0.00
Cash Advance Fees	$0.00
Late Payment Charges	$0.00
Credits	$0.00 CR
Payments	$0.00 PY
Total Activity	**$12.44**
Disputed Amount	$0.00

General Information	
Total Activity	$12.44

QUESTIONS OR TO REPORT A LOST OR STOLEN CARD,
CALL CUSTOMER SERVICE: **1-800-393-3526**

New Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-05	07-25	7552945521721/000000033	SHOPPING MALL GADGETS	12.44

144

Make a payment

Make a payment for an individually billed account

Dashboard   Accounts ⌄   Transactions ⌄   Reporting ⌄

Welcome to Access Online Carlos Sanchez
Your last login was 12/26/2024

Message Center

One Card

Account Name:	UAT298TBAPI5 GD1	
Account Unique ID: ⓘ	0635-5298-2300-0350	
Account ID:	123298000044	
Account #:	**5329	
Account Status:	Closed	

The account has a past due balance of $9,606.21.

Statement Balance: $9,971.89
Billing Cycle Close Date: 12/05/2024
Payment Due Date:

Pay This Account[1]

← Access Account Pay by selecting **the Pay This Account** button

Current Balance: $9,971.89
Credit Limit: $1.00
Available Credit: $-9,970.89

Current Balance is updated as of previous business day. Available Credit includes pending account activity.

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

Tip! You can also access Account Pay from your account profile in the *Account Overview* section.

Last 10 Transactions Posted

Posting Date	Merchant	Amount
12/05	LATE PAYMENT CHARGE	$182.86

146

Review and accept terms and conditions

The first time you use Account Pay, you must accept the terms and conditions before you can proceed.

Set up the account to pay FROM

Home / Account pay

Account pay

Account: UAT298TBAPI5 GD1 ...5329

AMOUNT DUE

Due on December 26

$9,789.03
Amount due (includes past due amount)

MAKE A PAYMENT

Amount

○ Amount due (includes past due amount) [1]
$9,789.03

○ Past due amount [2]
$9,606.21

○ Total current balance [3]
$9,971.89

○ Custom amount

PAYMENT MANAGEMENT

Set up autopay >

Manage payment accounts >

Manage payment alerts >

View payment history >

SCHEDULED PAYMENTS

View all >

There are no scheduled payments.

Select Manage payment accounts to set up the account you want to make a payment FROM.

You can also set up automatic payment if you want.

148

Make a payment

Home / Account pay

Account pay

Account: UAT298TBAPI5 GD1 ...5329

Select **the account you want to pay.** A drop down will appear if you have multiple accounts to allow you to choose.

AMOUNT DUE

Due on December 26

$9,789.03

Amount due (includes past due amount)

Due date and amount.

MAKE A PAYMENT

Amount

○ Amount due (includes past due amount) [1]
$9,789.03

○ Past due amount [2]
$9,606.21

○ Total current balance [3]
$9,971.89

○ Custom amount

Statement balance $9,971.89 on 12/05/2024 [4]

Payment amount options.

PAYMENT MANAGEMENT

Set up autopay >

Manage payment accounts >

Manage payment alerts >

View payment history >

SCHEDULED PAYMENTS

View all >

There are no scheduled payments.

Make a payment continued

Pay from

Choose account

Choose account ⌄

Choose the account you want to make the payment from.

Choose date

12/19/2024 🗓

mm/dd/yyyy

Choose the date to make the payment.

Submit payment

Click **Submit payment**.

Payment definitions

1. Amount due: Total amount owed as of the last statement date.
2. Past due amount: Outstanding amount since your last payment due date.
3. Total current balance: Account balance as of the previous business day.
4. Statement balance: Account balance as of the last statement date.

Information is updated as of the previous business day and may not reflect pending account activity.

Payments are posted to your account same business day if received by 4 p.m. CT. Payments are processed the next business day if made after 4 p.m. CT or on weekends or holidays.

View all Terms & Conditions >

Confirm your payment

Payment confirmation

Home / Account pay

Account pay

✓ Payment of $1.00 for 12/30/2024 has been submitted. Dashboard takes one business day to update and doesn't reflect pending activity.   ⊗

Account: UAT298TBAPI5 GD1 ...5329

AMOUNT DUE

$9,789.03
Amount due (includes past due amount)

MAKE A PAYMENT

PAYMENT MANAGEMENT

Set up autopay >

Manage payment accounts >

See your scheduled payments

AMOUNT DUE

$9,789.03
Amount due (includes past due amount)

MAKE A PAYMENT

Amount

○ Amount due (includes past due amount) [1]
$9,789.03

○ Past due amount [2]
$9,606.21

○ Total current balance [3]
$9,971.89

○ Custom amount

Statement balance $9,971.89 on 12/05/2024 [4]

Pay from

Choose account
Business Checking ...6789 ⌄

Choose date
12/30/2024 📅

mm/dd/yyyy

Submit payment

PAYMENT MANAGEMENT

Set up autopay >

Manage payment accounts >

Manage payment alerts >

View payment history.

View payment history >

SCHEDULED PAYMENTS   View all >

12/30/2024	$1.00	🗑
ACCTPAYTRAINING	Business Checking ...6789	

Under the Scheduled Payments section, up to five payments scheduled in the list display in descending order by payment date. This is the order in which the payments will process. Click View all for a complete list.

See your payment history – scheduled payments

See your payment history – past payments

Home / Account pay / Payments

Payments

Account: UAT298TBAPI5 GD1 ...5329

Scheduled (2)   History (62)

View past payments.

Showing 25 of 62

Payment date ↓	Amount ↑↓	Type ↑↓	Status ↑↓	Confirmation #	
05/22/2024	$1.00	One-time payment	Canceled	542-14277-24	>
05/22/2024	$1.00	One-time payment	Canceled	542-14263-24	>
05/22/2024	$1.00	One-time payment	Canceled	542-14255-24	>
05/22/2024	$1.00	One-time payment	Canceled	542-14219-24	>
05/22/2024	$1.00	One-time payment	Canceled	542-14205-24	>

Manage payment alerts

PAYMENT MANAGEMENT

Set up autopay >

Manage payment accounts >

Manage payment alerts >

View payment history >

Set up payment alerts.

SCHEDULED PAYMENTS

| 12/30/2024 | $1.00 | 🗑 |
| ACCTPAYTRAINING | Business Checking ...6789 | |

(ue amount)

ides past due amou

nce ³

9 on 12/05/2024 ⁴

789

Manage payment alerts

Email alerts are sent when a payment is created, managed, canceled, initiated, about to expire, expired, returned or a due date has changed.

Send payment alerts

⦿ Yes

Email
JessicaM@acme.com

Select yes, enter your email and Save.

○ No

Back

Save

Use the mobile app

Access® Online Mobile App is available for download from the Apple App Store or for Android via Google Play.

Requirements are iOS 11 and higher for Apple and 10 SDK and higher for Android.

Recommended Apple support model for any mobile device operating system is the current version plus no more than two older versions. iOS 11, 12 and 13 are supported. Recommended Android support model is similar. Android 10 and higher are supported.

Log into app with existing credentials

Access® Online

Log in for secure, anytime access to your U.S. Corporate Travel, Purchasing, and One Card accounts.

Organization short name

Continue

Need help? Contact Cardmember Service.

U.S.: 800-344-5696 | Canada: 800-588-8065

We accept relay calls.

Register online | Help | Online privacy & security

Open source licenses | Accessibility policy

Enter your **Organization short name** and tap **Continue.**

Enter your User ID and password.

Access® Online

short name

Edit

acme

User ID

Password

☐ Remember me   ☐ Enable Face ID

Log in

Forgot password

159

Main menu

Jane Smith
Last login: June 30. 11:57 a.m.

MY ACCOUNTS

View account summary

View statements

View transaction list

Manage cards

Contact information

SETTINGS

Account alerts

User settings

Help

Terms of use

Log out

View account summary

Panel 1 — Navigation menu

Jane Smith
Last login: June 30. 11:57 a.m.

MY ACCOUNTS

View account summary

View statements

View transaction list

Manage cards

Contact information

SETTINGS

Account alerts

User settings

Help

Terms of use

Log out

Panel 2 — My accounts

My accounts

SELECT AN ACCOUNT

Connie Williams - 5384   **$301.48** >
Corporate travel
● Open

Connie Williams - 6186   **$88.00** >
Supply Expenses
● Open

Connie Williams - 3939   **$44.00** >
Misc Expenses
● Open

Connie Williams - 4648   **$0.00** >
Additional Expenses
● Open

Panel 3 — Account summary

Account summary

My accounts
Connie Williams - 5384 Corporate travel

Statement balance

$301.48 ⓘ

Current balance as of March 21

Statement balance   301.48

Available credit   698.52

Total Amount due   104.78

Pay this account

BASIC INFORMATION

Account name
Connie Williams - 5384

Card type
Corporate travel

Account status   ● Open

Credit limit $1,000

Set up Pay

View a statement

View transactions

163

Attach a file

Click the **attachment icon** (paper clip).
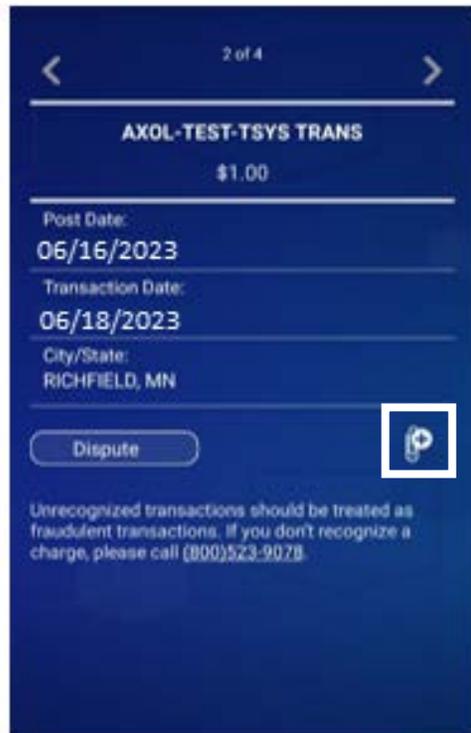
Choose a method.
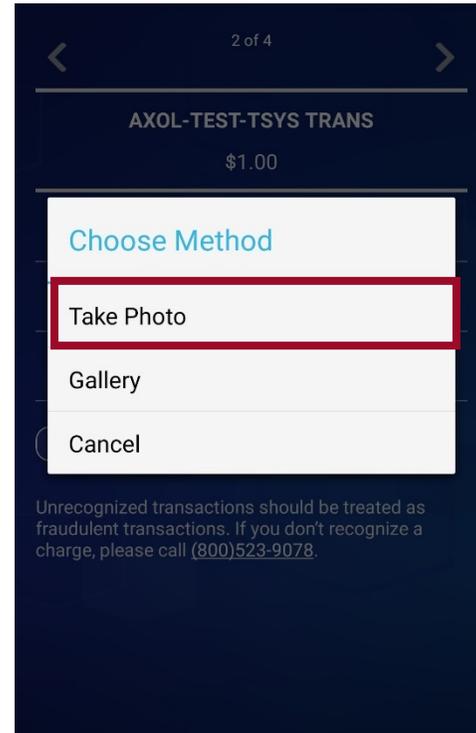
Take a photo or locate the photo from your phone's gallery.
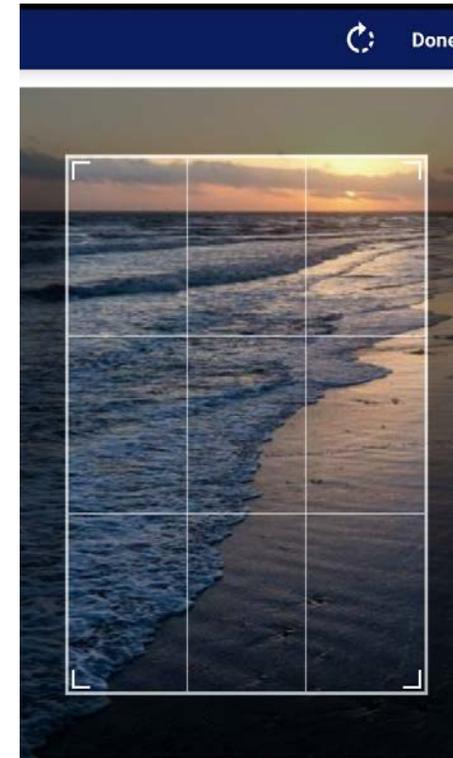
View the attachment, add another if needed.
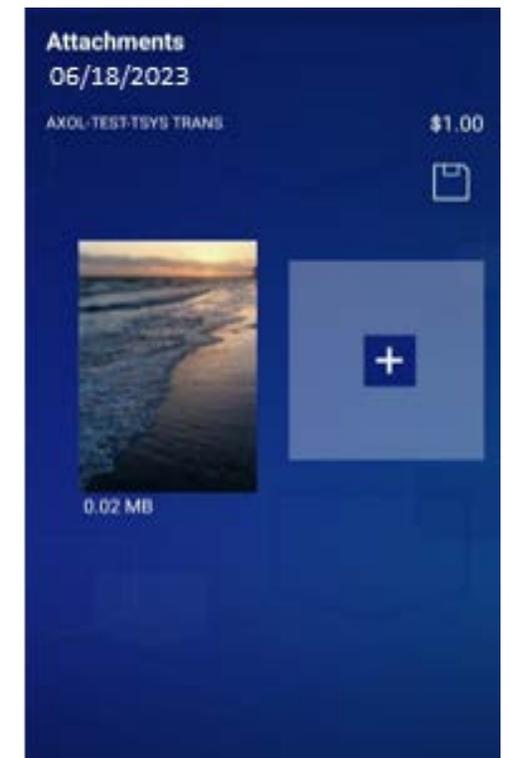
Dispute a transaction in the mobile app

Click the **Dispute** button.
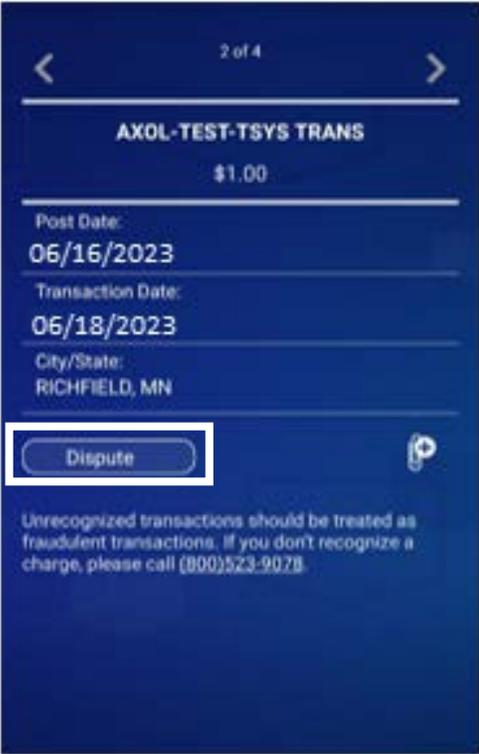
Select a dispute reason.
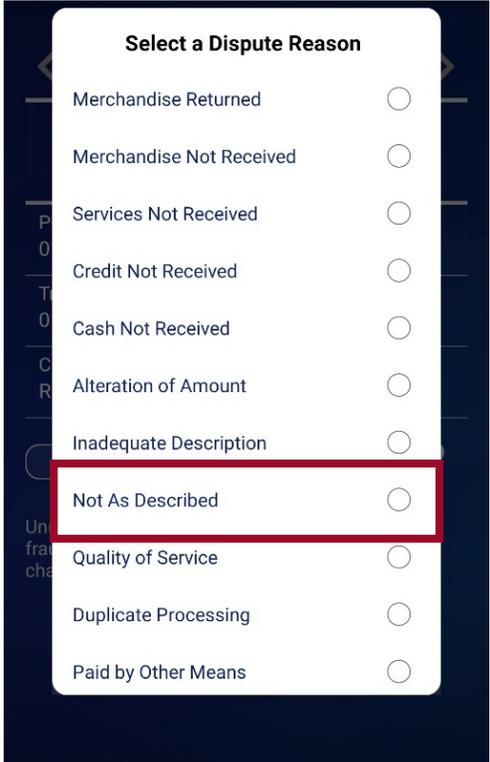
Complete the form and click **Submit.**

View the dispute information. Cancel by clicking **Cancel Dispute.**
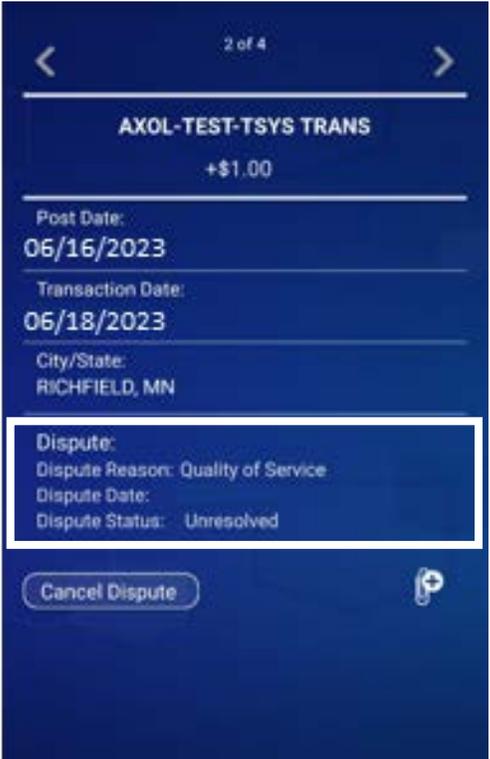
Manage account alerts

Jane Smith
Last login: June 30. 11:57 a.m.

MY ACCOUNTS

View account summary

View statements

View transaction list

Manage cards

Contact information

SETTINGS

Account alerts

User settings

Help ✓

Terms of use

Log out

Set up your alert contact information. This will apply to all alerts selected of any type.

Examples:

- Email

- Mobile number

- Preferred output language

← **Alert contact details**

MOBILE ⓘ

Mobile number

555-888-1144

Enter a 10-digit phone number

To find out if your carrier is supported, please call
888-994-6722.

EMAIL

Email

jane.smith@gmail.com

LANGUAGE

American English ✓

Canadian French

Locate resources

Resource center

Resource center open

Announcements

How to guides

Access® Online

Dashboard   Accounts ∨   Transactions ∨   Orders ∨   Virtual payments ∨   Reporting ∨

Welcome to Access Online dash test Ch user 🖵 Guide
Your last login was 06/02/2025

Message Center

One Card

Account Name:	TMREDESIGN TST1
Account Unique ID: ⓘ	)008
Account ID:	)004
Account #:	**4210
Account Status:	Open

Current Balance:	$0.00
Credit Limit:	$1.00
Available Credit:	$1.00

Current Balance is updated as of previous business day. Available Credit includes pending account activity.

Switch Account
...4210 ∨

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
10/06	SANDMAN INN BLAT	$5.00
10/06	OFFICE SUPPLIES BLAT	$2.00
10/06	SANDMAN INN BLAT	$5.00 CR
10/06	OFFICE SUPPLIES BLAT	$2.00 CR

Cardholder account statement

To view a cardholder account statement:

1. From the navigation menu, open **Accounts**, and select **Cardholder**.
2. Select **Cardholder account statement**.
3. If you have access to more than one account, search for and select the account. Type % in the *Last Name* field to find all. Then select the account you want to view. If an account you have been viewing displays, skip this step or select Switch accounts and then search and select a different account.
4. Select the date link for the statement you want to view.
5. The statement pdf downloads. Locate the pdf from your computer *Downloads* folder.
6. At the top of the screen, select **Leave Account Statements** to exit.

Close

Onboarding guides

Locate user guides

Create Schedule Parameters 📋 Guide

Create Schedule Parameters

Click the Guide icon to view the user guide for this functionality.

Enter the report scheduler criteria below, then click the Submit button to schedule the report.

* = required

Report Name: Transaction Detail

Output Filename: *

Report Description: *

Transaction Detail

Schedule

Locate training, user guides and contact information

Access Online

Need help? ⌄   Profile ⌄   Log out

User guides and training

Contact us

Chat with us

Message client services

Open the Need help menu.

Select from the options

Dashboard   Accounts ⌄   Transactions   Reporting

Welcome to Access Online Jason Stutzka
Your last login was 07/30/2024

jpstutzSSO | ykrl Switch User ID

Message Center

Corporate Card

Switch Account
...5491 ⌄

Account Name: YK3 UAT2020200CORP
Account Unique ID: ⓘ
Account ID:
Account #:   **5491
Account Status: Open

Statement Balance:
Billing Cycle Close Date:
Payment Due Date:

Pay This Account¹

Current Balance: $0.00
Credit Limit: $2.00
Available Credit: $2.00

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

Caller verification - Cardholders

- Call Card Member Services at 1-800-344-5696
- The Customer Service Representative will ask for first and last name and 16-digit account number as well as three of the below pieces of information to verify identity.
  - Full address, as it appears on the account.
  - Home or business phone number.
  - Employee ID
  - Last four digits of SSN (or 4-digit Activation Code).
  - Date of Birth
  - Credit Limit
  - Single Purchase Limit
- If the cardholder is unable to verify three pieces of information from this list, they will be referred to their Program Administrator to ensure their personal data is reviewed and updated within their organization.

Common cardholder tasks in Access Online – wrap up

Getting started tasks

Get started
- Activate card
- Register online

Set preferences
- Manage passwords
- Review contact information
- Set up account alerts
- Set up email notifications

On-going tasks

Manage transactions
- View transactions
- Submit disputes or fraud
- Allocate, reallocate
- Attach documents
- Approve transactions
- Run a transaction detail report

Manage account
- View account info
- View a statement
- Make a payment
- Use the mobile app
- Locate resources