Job Aid

How to Setup Employee OneCards in USBank Access Online

Division of Finance

System Security and Administration

Intentionally Left Blank

Contents

Introduction

This document is intended to provide step by step instructions (with screen shots) on how to order a new Employee OneCard within USBank AccessOnline.

If you are in need of setting up a Utility OneCard please refer to the document named USBank AccessOnline How to Setup Utility Card located on the Division of Finance (DOF) Webpage at: http://doa.alaska.gov/dof/charge_cards/state_agen.html.

If you're not one that cares about visual aids or understand the process within USBank AccessOnline you can utilize the Quick Reference Employee OneCard Account Setup located on the DOF Webpage at: http://doa.alaska.gov/dof/charge_cards/state_agen.html.

Verify Agent and Company Number (USBank Hierarchy)

Each Employee OneCard must to be associated with an Agent Number (i.e USBank Hierarchy) and to a Company Number (also referred to as Managing Accounts) which are Department specific. Employee OneCards are not and should not be linked to CTS accounts.

Refer to Account Hierarchy Explanation found on the DOF OneCard Website to learn more about Agent Numbers and Company Numbers. Before starting you will need this information.

What is my Agent Number?

Each department has at least two Agent Numbers assigned.

1. An Agent number which links ALL CTA accounts and
2. An Agent number which links ALL Managing Accounts (MA).

If you do not know your Department's Agent number refer to USBank Hierarchy Agent Numbers located on the Division of Finance (DOF) One Card Program website.

Once you identify the Managing Account Agent Number you will need to identify the proper Company Number (Managing Account). Remember Employee OneCards are not and should not be linked to CTS accounts.

What Company Number should the OneCard be assigned to?

Each Managing Account is assigned its own Company Number within USBank AccessOnline.

If you do not know which Managing Account the OneCard should be attached to, and therefore which Company Number you should run a USBank Account List report.

1. Log into USBank Access Online.
2. Navigate to *Reporting>>Program Administration>>Account List*
3. Account Information – select "Open"
4. Account Type
    a. Select Cardholder Account (to see existing OneCards for all managing accounts) OR
    b. Select Managing Account (to see only the Managing Account list for your department)
5. Additional Detail – check all boxes except Training Certificate
6. Report Output - select Excel
7. Group Report By – enter your departments Agent Number.

8. Click Run Report (it may take a moment)
9. Open Report
10. Enable file if needed

If you selected Cardholder account in Step 4 above, the easiest thing to do is find a OneCard for an employee within the same section/division as the employee you are ordering a new OneCard for – you can then identify the managing account/company number.

11. Search for the words/column named "Managing Account Name" and then find the managing account the new OneCard should be linked to.
12. Make a note of the Company Number (Column BJ).

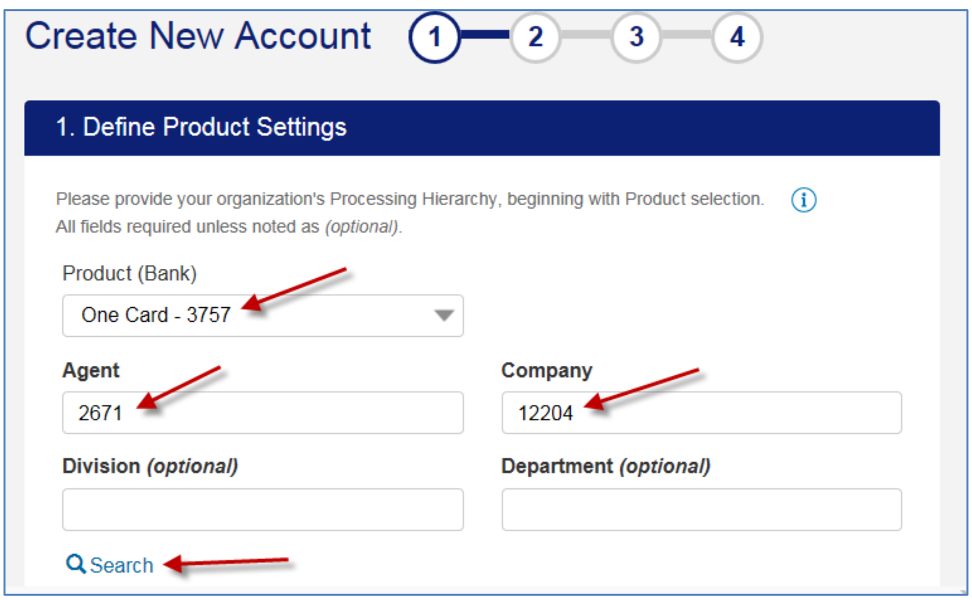
You should now have your Agent Number and Company Number and can create a new Employee OneCard Account.

Create Employee OneCard Account in USBank AccessOnline

1. Log into USBank AccessOnline

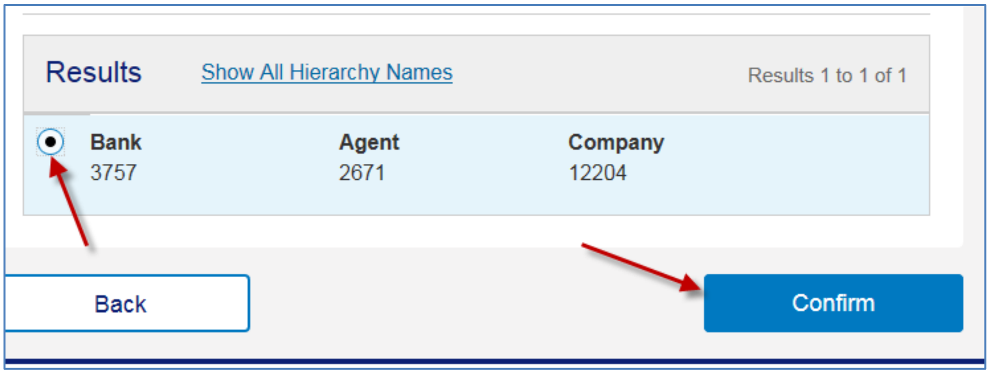
Product Settings

You will start at the Define Product Settings with a screen that looks like this:

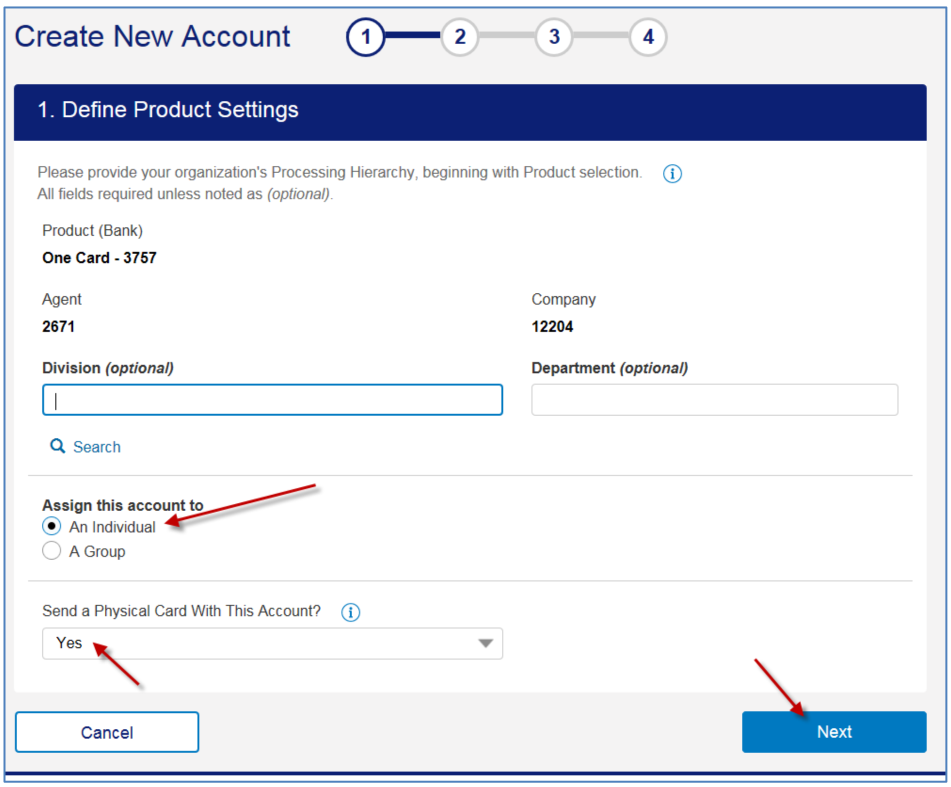


1. Select Account Administration from secondary navigation
2. Select Create New Cardholder Account
3. Product (Bank) – defaults to SOA's bank 3757 do not change.
4. Agent – enter your Managing Account Agent Number.

5. Company – enter the 5-digit company number for your managing account.
6. Select Search

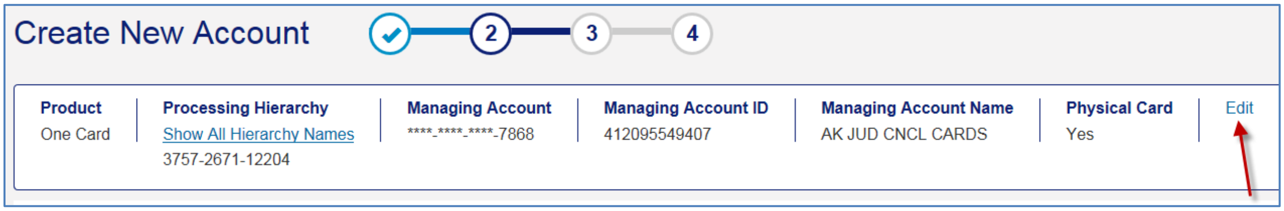


7. Select the Hierarchy from the list
8. Click Confirm



9. Division – do not enter anything here.
10. Assign this account to:
    a. defaults to “An Individual”.
    b. Do not change
11. Send a Physical Card with This Account – Defaults to Yes.
    a. The Card will get mailed when you are done with the process.

12. Click Next

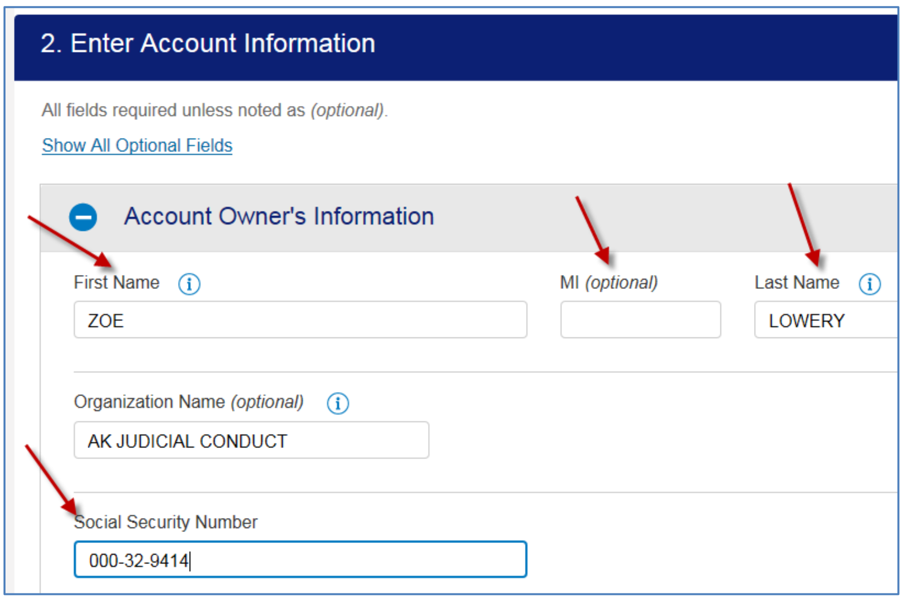


13. Verify the Hierarchy setup for the OneCard
14. Edit if there are changes.

Account Information

The next step is to add the Cardholder account information.

Enter everything in ALL CAPS



1. First Name
2. MI
3. Last Name

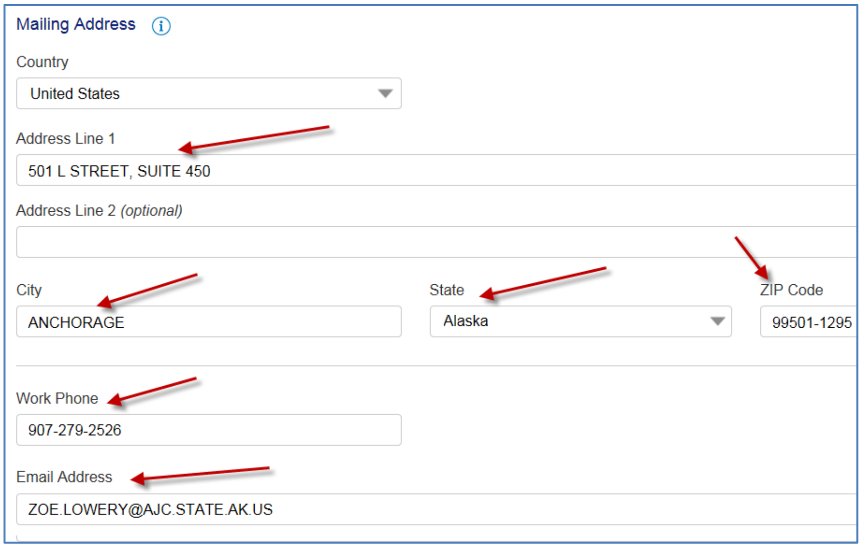
- This is the name that will be printed on Card. Whenever possible use the LEGAL name of the employee to comply with [OFAC Requirements](). Search [IRIS HRM](), EINQ screen or use the [Employee Legal Name Information]() spreadsheet (located on the [DOF One Card Program Website]()).

- Combined First, MI, Last name allow total of 23 Characters. If necessary do not enter Middle Initial or shorten first name.

4. Organization Name – defaults to the Managing Account the OneCard is linked to.
    a. You shouldn't need to update this information.

5. Social Security Number - **DO NOT enter employee's Social Security Number.**
    a. Employee (including board members that have LDAP records/Employee IDs): Enter three leading zeroes then six-digit employee number (000-12-3456).
    b. Non-Employee: Enter 000-88-88xx); where XX = Department Number.

The next step is to add the mailing address, phone number and email address



6. Country – select/ensure United States
7. Address Line 1 – Enter the work address. This is where the card will be mailed.
8. City, State, Zip – Enter the work address
9. Work Phone – Enter work phone
10. Email Address – Enter work email. This is the email address in which notifications can be sent if the employee signs up for electronic statement notification.

Legal Information

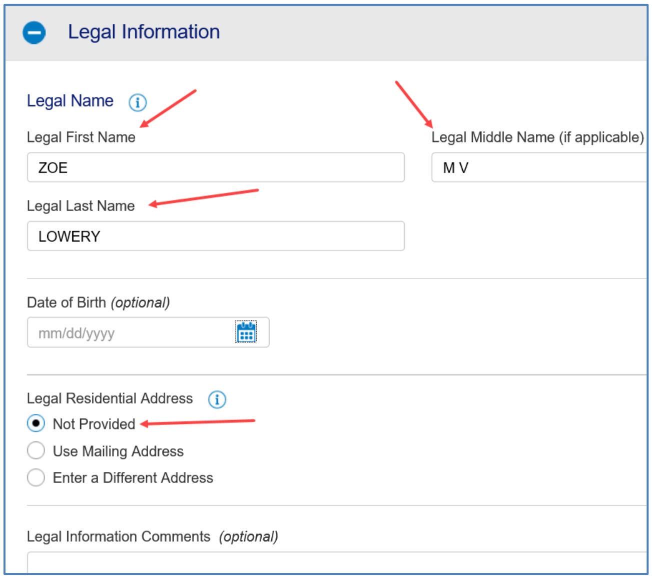
1. First Name
2. MI
3. Last Name

Enter the Legal Name of the Cardholder. This MUST be the LEGAL name of the employee to comply with [OFAC Requirements](). Search [IRIS HRM](), EINQ screen or use the [Employee Legal Name Information]() spreadsheet (located on the [DOF One Card Program Website]()).

The legal name is up to 50 characters per field for a combined total of 150 characters. After you create the account, the legal name is not editable. All corrections will need to be completed by USBank Account Coordinator.

4. Date of Birth – Leave Blank.

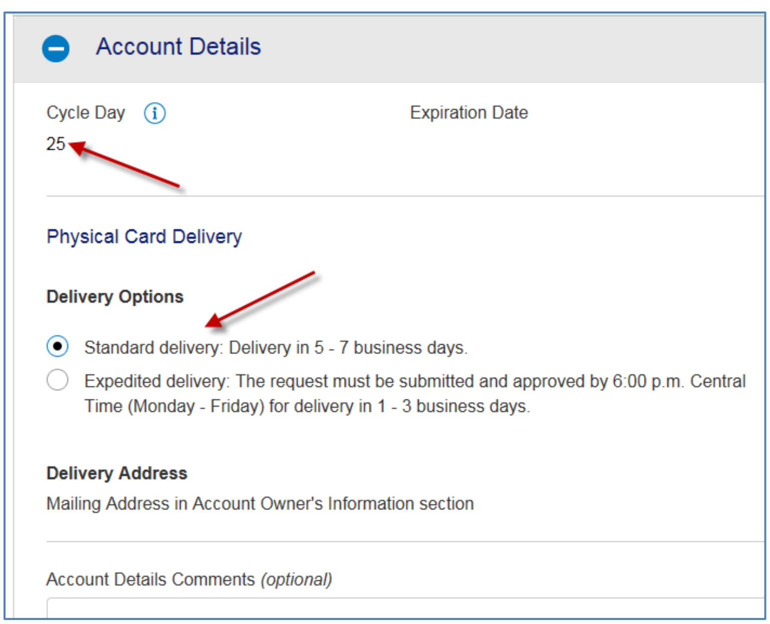
5. Legal Residential Address – select Not Provided



*** The Division of Finance (DOF) PCard Team periodically audits the Legal Name on OneCards. If the Legal Name is incorrect agencies will be notified ***

Account Details

1. Cycle Day – SOA has a cycle day of 25
2. Delivery Options – defaults to Standard Delivery
    a. Choose Expedited if necessary

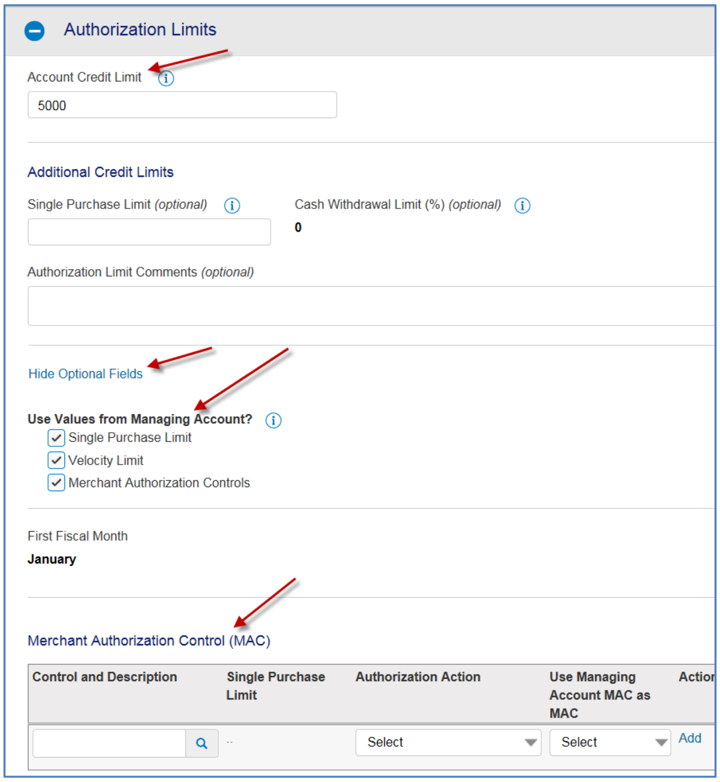


Default Account Code

The State of Alaska does not use Default Account Codes. You can skip his section.

Authorization Limits

The Authorization Limits will default to the “default” of the managing account.



1. Account Credit Limit: This amount will default to the managing account.
    a. If the OneCard should have a different Credit Limit, enter that amount. The amount can not be greater than the managing account.
2. Single Purchase Limit: This amount will default to the managing account. This is the maximum value of a single transaction that the cardholder can charge to the account.
    a. If the amount is zero, it means the Managing Account does not have a single purchase limit.
    b. Update as necessary; but make sure you uncheck the Single Purchase Limit check box under “Use Values from Managing Account”
3. Cash Withdrawal Limit (%): If Cash Withdrawals is allowed at the managing account level, this field will be editable.
    a. The percentage entered is the percentage of the amount in the Account Credit Limit.
    b. The withdrawal limit is per billing cycle.

Show Optional Field links. **Use Values from Managing Account?** These checkboxes will default checked. If left checked, all values on the Managing Account will be used. Meaning even if you changed the Single Purchase Limit Value and/or add additional Merchant Authorization Controls, if these boxes are checked, the Managing Account values will be used.

NOTE: The State of Alaska does not use Velocity Limits, so it doesn’t matter if this check box is checked or not.

4. Merchant Authorization Control (MCC) – you may, if you need – add additional MACs however it is typical to default to the Managing Accounts MCC setup.

You will be given the opportunity to review your setup before you Submit. After you click SUBMIT. You will get a notice that the OneCard has been submitted.