

AccessOnline Cardholder Account Setup and Maintenance Quick Reference

Field Name	Required?	Field Length	Format	Additional Information
DEMOGRAPHICS				
Last Name	Required	17		Enter legal name from LDAP.
First Name	Required	12		
MI	Not required	1		
SSN (Employee ID Number)	Required	9	Numeric Employee: Enter the Emp ID # with 3 leading zeros. For example, 000123456 Non-employee: Enter 0008888xx where xx= department number. For example, 000888802 Temporary Emp ID #: Enter 0009999xx where xx=department number. For example, 000999902	Employee: Enter employee ID number from LDAP. Temporary Emp ID #: Once employee receives an employee number update the SSN field with the correct Emp ID #. DO NOT ENTER SSN.
Date of Birth	Leave blank			
Optional 1 and 2	Leave blank			
Address 1	Required	36	Alpha/numeric. No punctuation. For example, ADMINISTRATIVE SERVICES DIVISION or 900 W 5TH AVE STE 525	Enter first line of address. Do not enter the department name as the embossing line (department name) prints on the statements.
Address 2	Not required	35	Alpha/numeric. No punctuation. For example, 550 W 7TH AVE STE 1	
City	Required	25	Alpha. No punctuation. For example, JUNEAU	
State	Required	2	For example, AK	
Zip	Required	5	No hyphens. For example, 99501	
Country	Required			
Work Phone	Required	10	Do not use dashes. For example, 9074652299	
Home Phone	Not required	10		
Alternate Phone	Not required	10		
Fax	Not required	10		
Email Address	Not required			
Demographics Comments:	Not required	255		
ACCOUNT INFORMATION				
Agent	Required	4	Numeric	Identifies the type of account. Each department has been assigned 2 or 3 agent numbers. 1 - Cards (standard) 2 - CTS 3 - Cards (generic) – Limited to Public Safety and Revenue
Comp	Required	5	Numeric	Identifies the managing account to which this card account points.
Div	Not recommended at this time	5	Numeric. Right justify, lead zeros. For example, 05000	Used for additional reporting breakouts. There are no edits on these fields. If an incorrect number is entered, reporting information will be incorrect. These fields are not exported into AutoPay.
Dept	Not recommended at this time	4	Numeric. Right justify, lead zeros. For example, 0500	
Organization Name	Required (by state) Defaults from system	21		Embossing line on card. Standard is department name. Do not change the field default value.
Temp Auth Start Date	Not required			Can be used to set up seasonal or temporary cards. Controls the first and last date the card can be used for purchases. Recommend entering TEMP AUTH END DATE at the time you enter TEMP AUTH START DATE.
Temp Auth End Date	Not required			
Plastic	Required	1	Y or N.	Enter Y. Determines if plastic is issued for card account.
Reporting Levels	Leave blank			The state is not using these fields.
Account Information Comments	Not required	255		
AUTHORIZATION LIMITS				
Credit Limit	Required	6	Numeric. No punctuation or symbols. For example, 3500 = \$3,500.	Monthly credit limit.
Single Purchase Limit	Required	14	Numeric. No punctuation or symbols. For example, 1000	
Authorization Limits Comments	Not required	255		
% Cash	Required for cash option	3	Use lead zeros. For example 020 = 20%. Enter 000 if no cash is requested.	Cash limit for cardholder. Calculated as a % of Credit Limit field.

BOLD = Required field