AccessOnline User Training
Account Administration

Division of Finance

July 2009

Comments

The screens and functions that are accessible to you are based on your assigned entitlement. You may not have access to all screens or functions listed in this document.

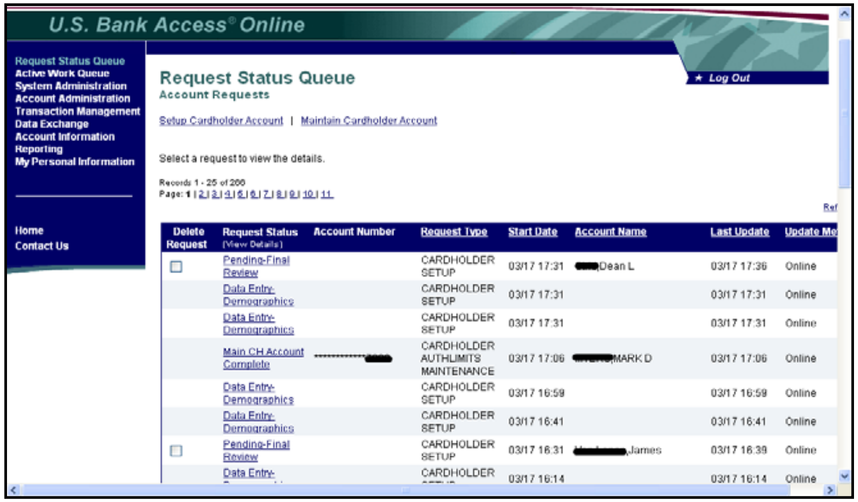
Within US Bank AccessOnline, click on the links in the **left column blue navigation bar** or on links displayed on screens to navigate between sections and screens. Do not use your browser's back/forward buttons to navigate.

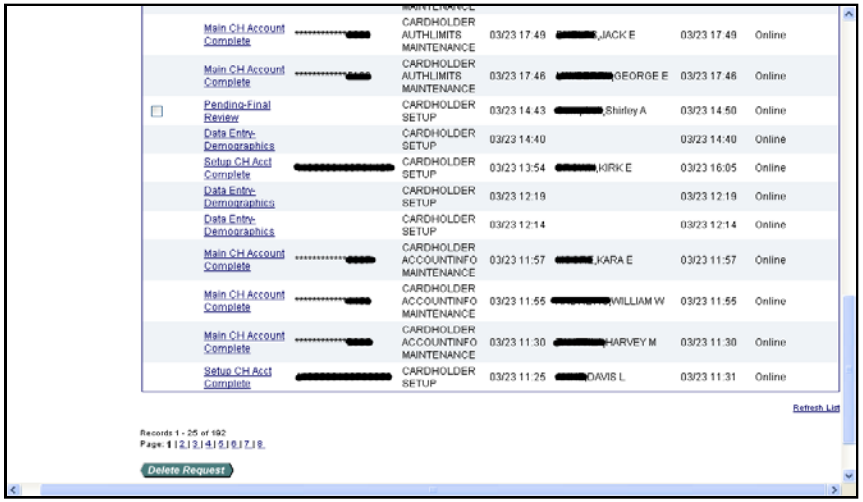
US Bank recommends using the Internet Explorer browser to access US Bank's AccessOnline.

Content

Content

Request Status Queue, Account Requests





- **View complete card account numbers.** The complete card account number displays for completed cardholder setup requests (requests for new accounts).
- **View the account status.** You can view the type of action performed for a new or changed account, the date and time the action was started and the date and the account was last updated.
- **Delete pending account requests.** To delete a pending account request, check the box in the Delete Request column and click the Delete Request button at the bottom of the screen.
- **View Request Status details**. Click on the link in the **Request Status** column to view more details. When you click on the Request Status column link, the Account Request Details screen displays with additional information (Bank, Agent, Company, Division, Department numbers, the Request Status, and the Task Status).

Note 1: There may be multiple pages of requests. To move to another page, click on the page number link at the top or bottom of the screen.

Note 2: You can resort the information by clicking on one of the following title links: Request Type, Start Date, Account Name, Last Update, or Update Method.

Note 3: Account requests display on the Request Status Queue for 30 to 45 days.

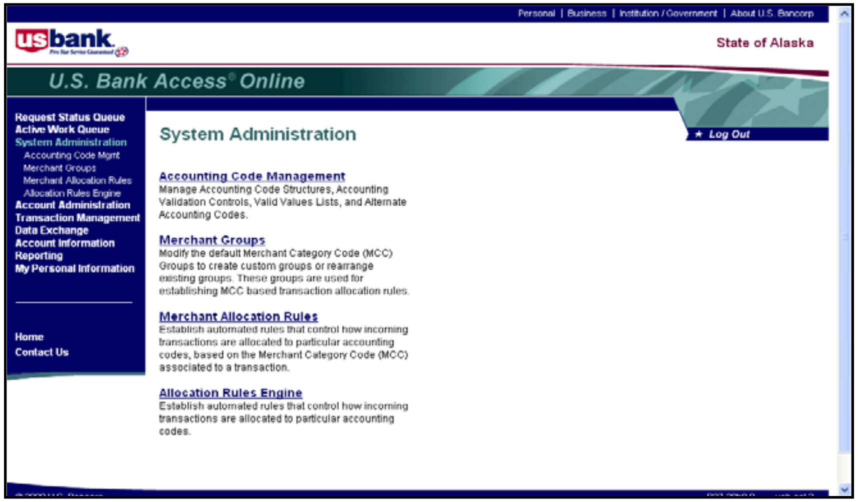
Active Work Queue

- **View the list of unfinished accounts**. The list includes account setups and maintenance.
- **Select unfinished tasks**. Click on the **Task** column link to select the unfinished account and to continue work.
- **Correct rejected accounts**. If the listed task is "Reject-Demographics" (or "reject" with another screen name), the reason the task was rejected displays on the Demographics screen (or other screen). Review the reject reason and make the appropriate changes.

Note: Before you begin any setup work, check your active work queue and take care of tasks that are waiting for you to complete.

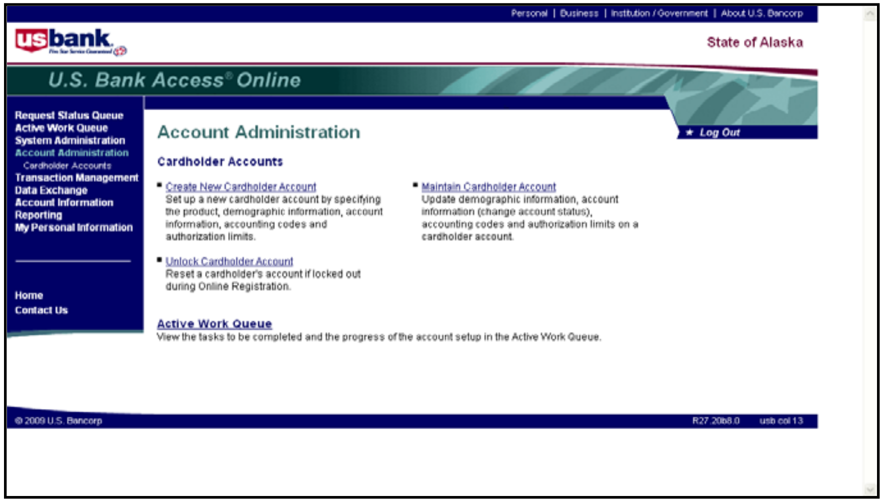
Note: You can resort the information by clicking on one of the following title links: Task, Request Type, Product, Account Name, or Start Date.

System Administration



The State of Alaska is not currently using the System Administration modules.

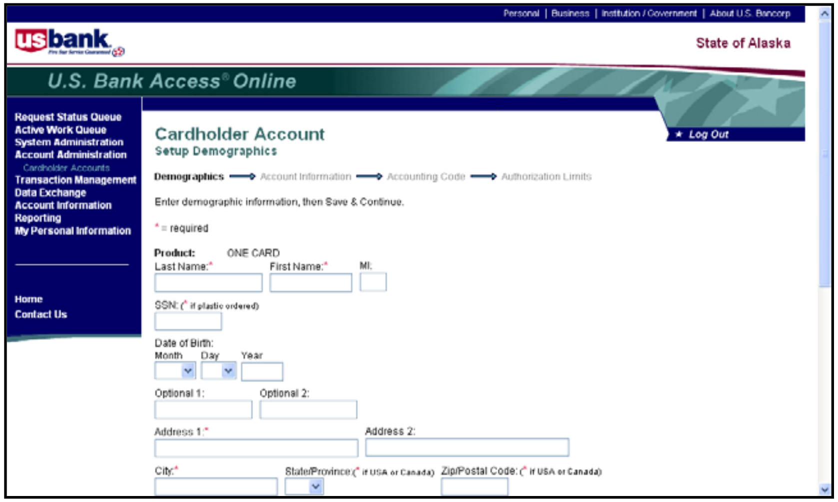
Account Administration



From the Account Administration screen you can click on links to:

- Create new cardholder accounts
- Maintain cardholder accounts
- Unlock cardholder accounts

Account Administration, **Create New Cardholder Account**, Setup Demographics, Part I



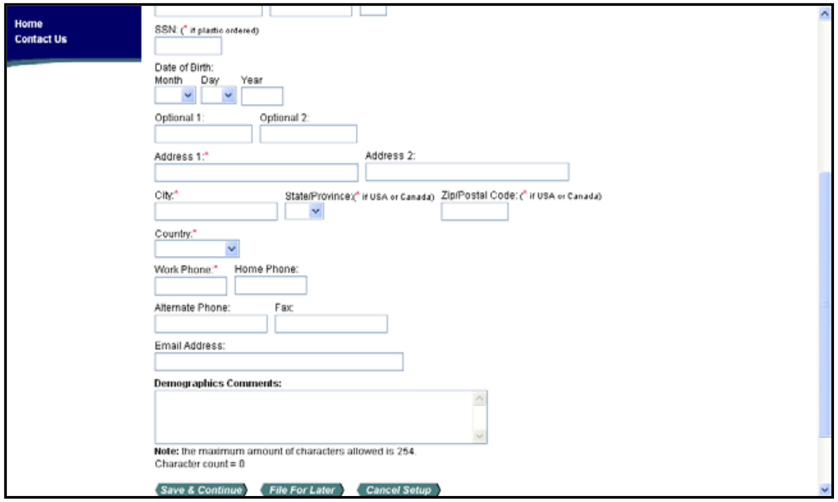
- **Last Name**: Enter the legal name from LDAP. This is a required field, field length = 17 characters.
- **First Name**: Enter the legal name from LDAP. This is a required field, field length = 12 characters.
- **MI**: This is not a required field, field length = 1 character.
- **SSN**: Enter the employee number from LDAP with 3 leading zeros. This is a required field, field length = 9 numbers. For example, 000123456. **Do not enter the employee's social security number.**

Note 1: To locate the LDAP ID record that contains the legal name and employee number, refer to *Legal Name / Employee # Lookup Procedure in LDAP* posted on the web at http://doa.alaska.gov/dof/help/resource/LDAP_Name_Lookup_procedures.pdf.

Note 2: For board members or other non-employees, enter 0008888XX where XX = the department number. For example, 000888802 for the Department of Administration. If your agency assigns each board/commission group a unique number, enter 88XXNN where XX = the department number and NN = the sequential number assigned to the board or commission.

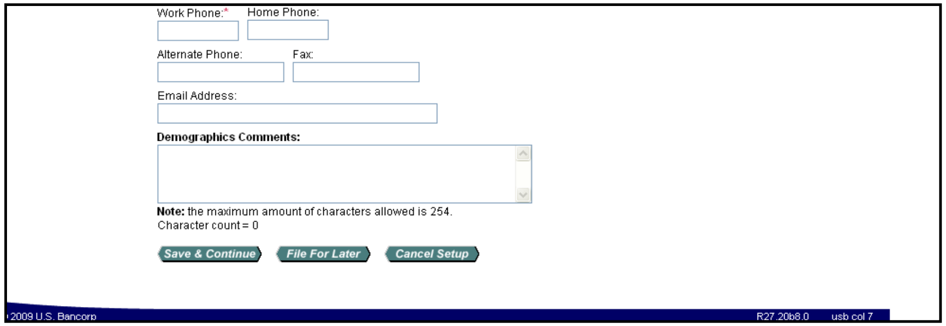
Note 3: For new employees who have not yet been issued an employee number, enter 0009999xx where XX = the department number. When the employee is assigned an actual employee number, change 0009999xx to the actual employee number.

Account Administration, **Create New Cardholder Account**, Setup Demographics, Part II



- **Date of Birth**: Leave blank.
- **Optional 1 and 2**: Leave blank.
- **Address 1**: Enter the first line of the address. This is a required field, field length = 36 characters. Do not enter the department name as the embossing line (department name) prints on the statements. Do not use punctuation. For example, Administrative Services Division or 900 W 5th Ave STE 525.
- **Address 2**: This field is not required, field length = 35 characters. Do not use punctuation. For example, 550 W 7th Ave STE 1.
- **City**: Enter the name of the city. This is a required field, field length = 25 characters.
- **State**: Select the state from the drop down box. This is a required field..
- **Zip**: Enter the 5-digit zip code. This is a required field, field length = 9 numbers. Can add +4 numbers.
- **Country**: Select **United States** from the drop down box. This is a required field.

Account Administration, **Create New Cardholder Account**, Setup Demographics, Part III

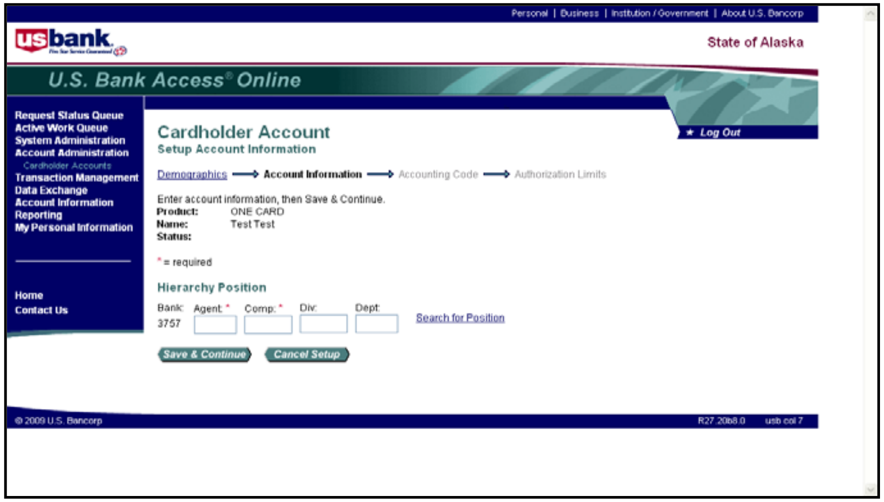


- **Work Phone**: Enter the cardholder's work phone number. This is a required field, field length = 10 numbers. Do not use dashes. For example, 9074652299.
- **Home Phone**: Leave blank.
- **Alternate Phone**: Leave blank.
- **Fax**: Leave blank.
- **Email Address**: Enter the cardholder's state email address.
- **Demographics Comments**: If desired, enter relevant information for this cardholder setup. This field is not required, field length = 254 characters. This field can be viewed by anyone accessing the account. Commonly entered comments include type of card (travel, purchasing, dual), name of person authorizing the card request with the request date, name of final reviewer and the date the card request was sent to the reviewer, date the account was changed with the type of change (address, phone number), reason for closure of account with date (resignation, transfer, retirement), and type of request with date (add card, change address).

When you have completed entering information, press one of the buttons at the bottom of the screen:

- **Save & Continue** – Allows you to continue setting up the account by moving you to the next setup screen. If you made errors entering information in fields, online edits direct you to correct or review the fields before you can move to the next screen.
- **File For Later** – Allows you to finish the account setup later. You can locate and select the account using the Active Work Queue.
- **Cancel Setup** – Allows you to not save the entered information if you decide that you don't want to set up the account.

Account Administration, **Create New Cardholder Account**, Setup Account Information, Part I

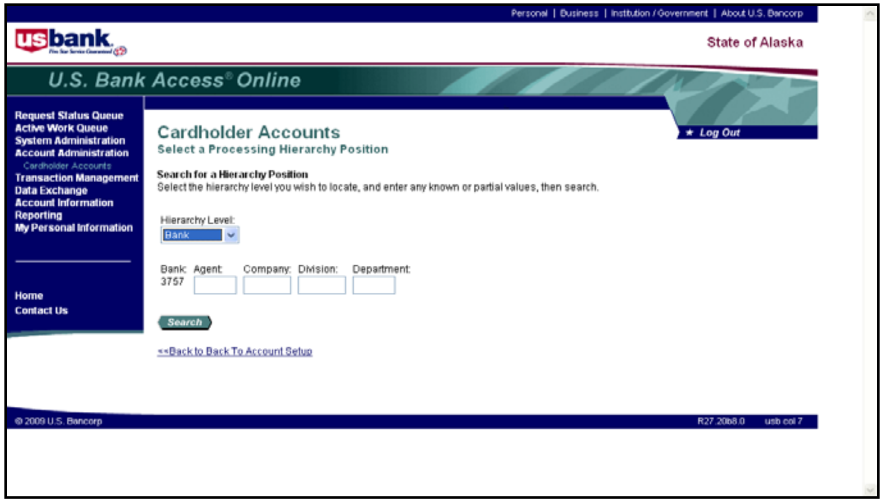


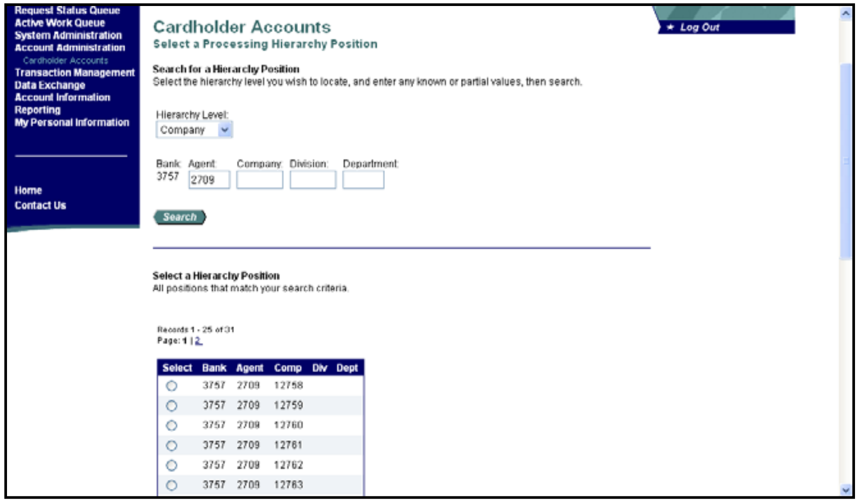
- **Agent**: Enter the agent number. This is a required field, field length = 4 numbers. Identifies the type of account. Each department has been assigned 2 or 3 agent numbers. One agent number is assigned to standard card accounts, one agent number is assigned to CTS accounts, and for the Departments of Public Safety and Revenue, one agent number is assigned to generic card accounts.
- **Comp**: Enter the company number. This is a required field, field length = 5 numbers. Identifies the managing account to which this card account points.
- **Div**: Leave blank. This field is not recommended, field length = 5 numbers. The field is used for additional reporting breakouts but there are no edits during data entry. If an incorrect number is entered, reporting information will be incorrect. The field is not imported into AutoPay.
- **Dept**: Leave blank. This field is not recommended, field length = 4 numbers. The field is used for additional reporting breakouts but there are are no edits during data entry. If an incorrect number is entered, reporting information will be incorrect. This field is not imported into AutoPay.

If you do not know the agent or company number, click on the **Search for Position** link to display agent and company numbers you are authorized to select. Refer to slide 13.

- When you have completed entering information, you must press **Save & Continue** or **Cancel Setup.**

Account Administration, **Create New Cardholder Account**, Setup Account Information, Search for Position

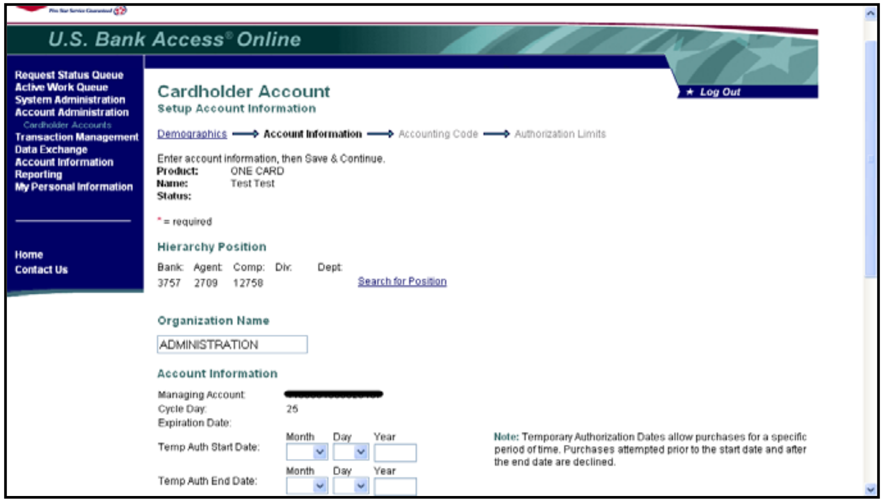




- **Hierarchy Level**: In the drop down box, select the hierarchy level you are searching for. The Hierarchy Level drop down box allows you to search by Agent, Company, Division or Department.
- **Bank/Agent/Company/Division/Department**:
  - **Agent**: If you are looking for an agent number, select **Agent** from the drop down Hierarchy Level box and leave the Agent/Company/Division/Department boxes blank.
  - **Company**: If you are looking for a company number, select **Company** from the drop down Hierarchy Level box, enter the Agent number in the **Agent** box and leave the Company/Division/Department boxes blank.
- Click on the **Search** button to display a list of numbers that match your search criteria.
- Review the list of displayed Bank/Agent or Bank/Agent/Company numbers.
- To select a Bank/Agent or Bank/Agent/Company number, click on the option button in front of the appropriate number.
- At the bottom of the page, click on the **Select Position** button to add the numbers and navigate to the next Setup Account Information screen.

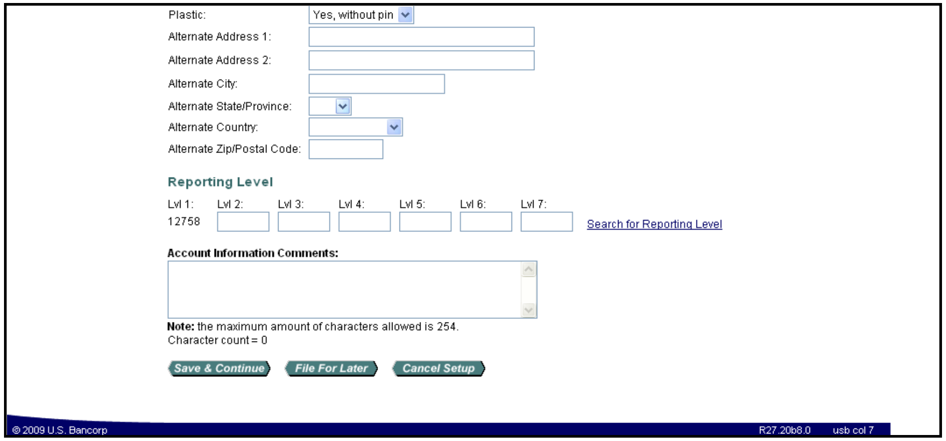
Note: The list may display on multiple pages. Select the page number at the top of the list to move to another page with more records.

Account Administration, **Create New Cardholder Account**, Setup Account Information, Part II



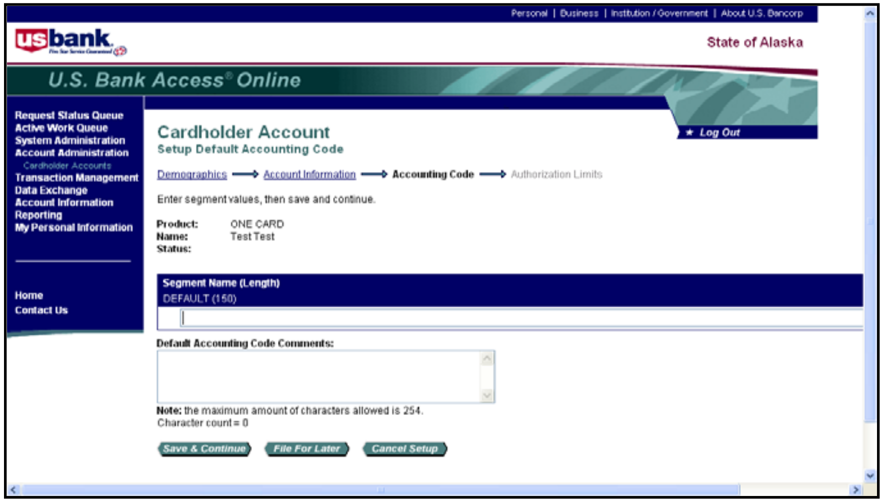
- **Organization Name**: This field is embossed on the card. The field is required by the State, defaults from the system, field length = 21 characters. The standard is the department name. Do not change the field default value.
- **Temp Auth Start Date** and **End Date**: These fields are not required. Can be used to set up seasonal or temporary cards. The account exists before and after the temporary authorization dates, but can only be used during the authorization period. The fields control the first and last date the card can be used for purchases. We recommend that you enter the end date at the same time you enter the start date.

Account Administration, **Create New Cardholder Account**, Setup Account Information, Part III



- **Plastic**: Determines if a plastic card is issued for the cardholder account. Always select either “Yes, with PIN” if the cardholder account has cash withdrawal privileges or “Yes, without PIN” if the cardholder account does not have cash withdrawal privileges.
- **Alternate Address 1, 2, City, State, Country, Zip/Postal Code**: Type in the address where the card and PIN needs to be delivered if different than the one entered on the Demographic screen where the statements are delivered.
- **Reporting Level 1-7**: Leave blank.
- **Account Information Comments**: If desired, enter relevant information for this cardholder setup. This field is not required, field length = 254 characters. This field can be viewed by anyone accessing the account. Commonly entered comments include type of card with MCC group (travel card AK953), account status with date (account closed, changed to dual card AK999) dual limits (AK 953 $5000 / AK954 $5000).
- When you have completed entering information, you must press **Save & Continue, File For Later,** or **Cancel Setup.**

Account Administration, **Create New Cardholder Account**, Setup Default Accounting Code



The State of Alaska is not currently using the Accounting Code modules. Leave all fields blank.

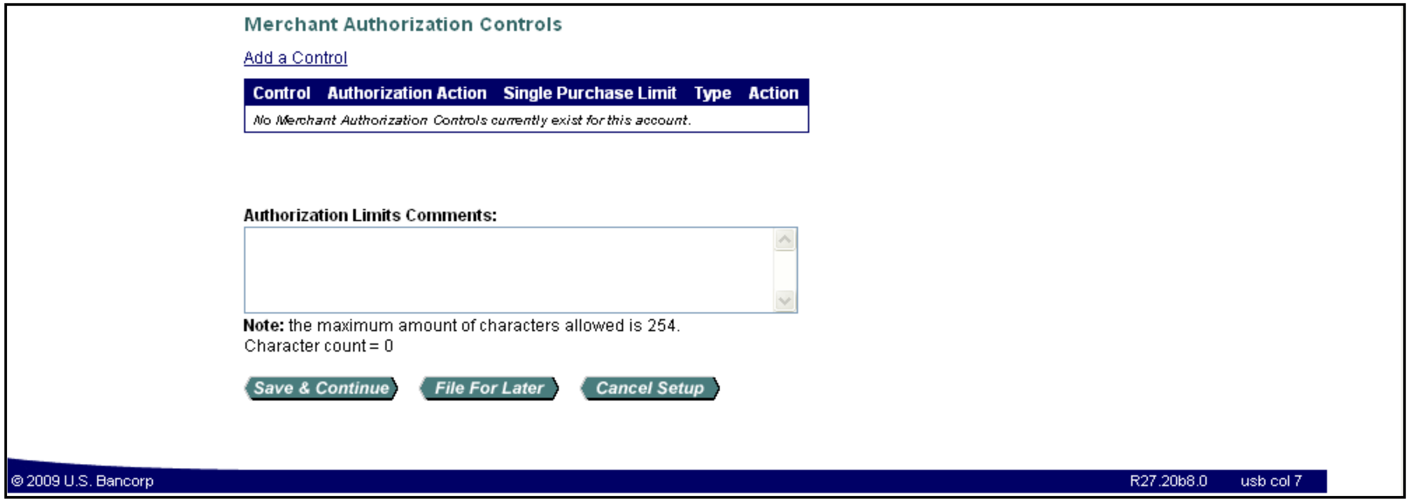
- Press **Save & Continue, File For Later,** or **Cancel Setup.**

Account Administration, **Create New Cardholder Account**, Setup Authorization Limits, Part I

- **Credit Limit**: Enter the monthly credit limit. This is a required field, field length = 6 numbers. Do not use punctuation or symbols. For example, $3,500 is entered as 3500.
- **Single Purchase Limit**: Enter the single purchase limit. This is not a required field, field length = 14 numbers. Do not use punctuation or symbols. For example, $1,000 is entered as 1000. If you do not enter a single purchase limit, you need to check the Refer to Managing Account, Single Purchase Limit check box.
- **% Cash**: If the cardholder account has access to cash withdrawal, enter a % of the Credit Limit field. This is a required field for cash option, field length = 3 numbers. Use leading zeros and do not use % sign. For example, 20% is entered as 020.
- **Merchant Authorization Controls**: Check the box if you want the cardholder account to inherit the MCC group from the associated managing account. (If you want to add MCC controls directly on this account, refer to slide 18, *Add a control*.)
- **Velocity Limits**: Do not check the box. The State does not use velocity limits.
- **Single Purchase Limit**: Check the box if you want the cardholder account to inherit the single purchase limit from the associated managing account. If you check this box, leave the Single Purchase Limit field listed above blank.

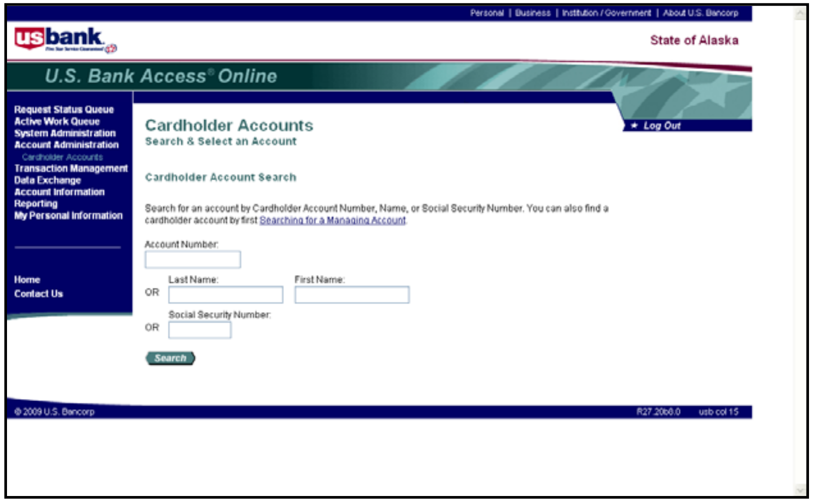
Note: By checking one or more of the boxes, you can allow the cardholder account to inherit the limits from the associated managing account. For example, if your managing account is set up with the MCC group 999, you can check the Merchant Authorization Controls box to have your cardholder account inherit MCC group 999. To view the managing account controls, refer to slide 36.

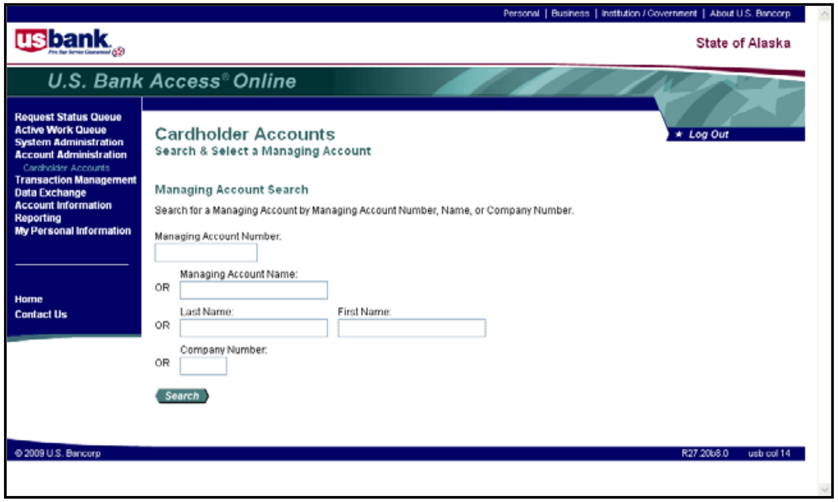
Account Administration, **Create New Cardholder Account**, Setup Authorization Limits, Part II



- **Add a control**:
  - (1) If your agency has MAC (Merchant Authorization Controls) authority and you did not check the Refer to Managing Account, Merchant Authorization controls box, enter the desired MCC group control(s). For information on how to add merchant authorization controls, refer to the *AccessOnline Merchants Authorization Controls* procedure at http://fin.admin.state.ak.us/dof/usbank_oca/usbank_prinfo.jsp.
  - (2) If your agency does not have MAC authority and you did not check the Refer to Managing Account, Merchant Authorization controls box, contact the US Bank Account Coordinator to add the desired MCC group control(s). To access US Bank contact information, go to http://fin.admin.state.ak.us/dof/usbank_oca/resource/pr_contact.pdf
- **Authorization Limits Comments**: If desired, enter relevant information for this cardholder setup. This field is not required, field length = 254 characters. This field can be viewed by anyone accessing the account. Commonly entered comments include temporary and permanent increases to limits or MCC groups (monthly limit increase per ABC 07/01/08), (travel card AK 953 upgrade to dual card SPL AK953 $5000 / AK954 $1000), (07/01/08 temp SPL increase to $5000 to meet hotel chrgs).
- Press **Save & Continue, File For Later,** or **Cancel Setup.**

Account Administration, **Maintain Cardholder Account**, Search & Select an Account

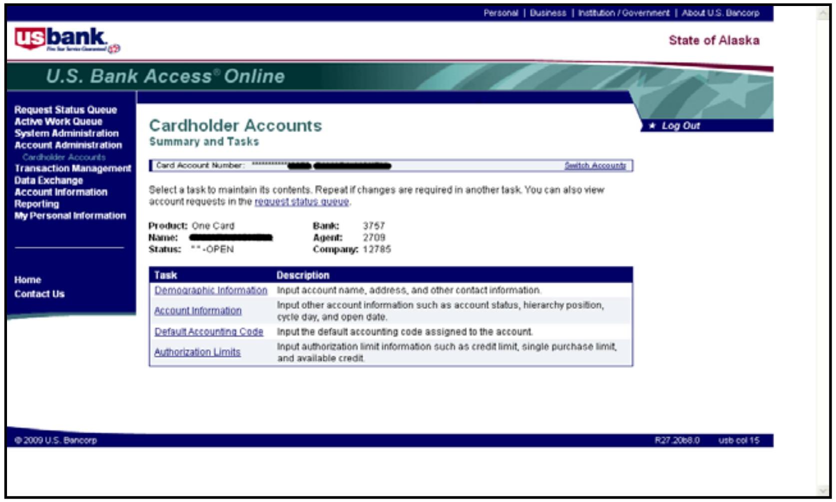




Enter information in one of the following fields for cardholder accounts or for managing accounts:

- **Account Number** or **Managing Account Number**: Enter the 16 digit account number.
- **Last Name/First Name** or **Managing Account Name**: Enter a full name to display the specified account or enter a full or partial last name/account name to display a list of accounts from which you can select the desired account. You can enter the "%" sign alone to display all accounts that you are authorized to view or use the % sign as a wildcard for a partial name search.
- **Social Security Number**: Enter the employee ID number with three leading zeros for the desired account.
- **Company Number**: Enter the Company number to view managing account numbers that you are authorized to view.
- Click on the **Search** button to display the accounts that match your search criteria.

Account Administration, **Maintain Cardholder Account**, Summary and Tasks



Select one of the task links to move to the screen you need to maintain.

- **Demographic Information**: Use to maintain the employee number, address, and contact information.
- **Account Information**: Use to change the account status (open, T9 - Terminated, V9 - Voluntarily Closed), change the hierarchy position (takes effect at the beginning of the new billing cycle), and to maintain the temporary authorization date fields and alternate address.
- **Default Accounting Code**: Do not select. The State does not use the accounting code modules.
- **Authorization Limits**: Use to maintain limits.

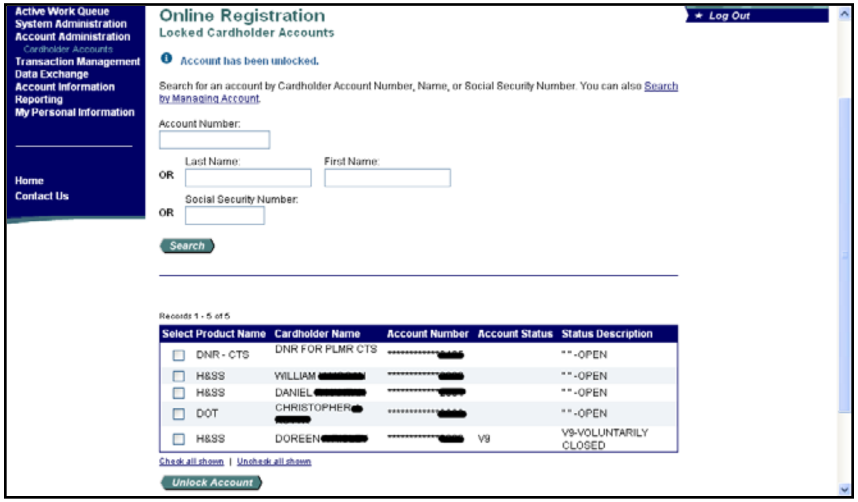
Note 1: Refer to the "Create New Cardholder Accounts" slides 9 through 18 to view the screens/fields and review information on data entry requirements.

Note 2: To change a Central Travel System (CTS) or Managing account, contact the US Bank Account Coordinator. To access US Bank contact information, go to http://doa.alaska.gov/dof/charge_cards/dof_contact.html .

Note 3: To change a cardholder's name on a card account, contact the US Bank Account Coordinator.

Note 4: Select **Switch Accounts** at any time to search for a new account.

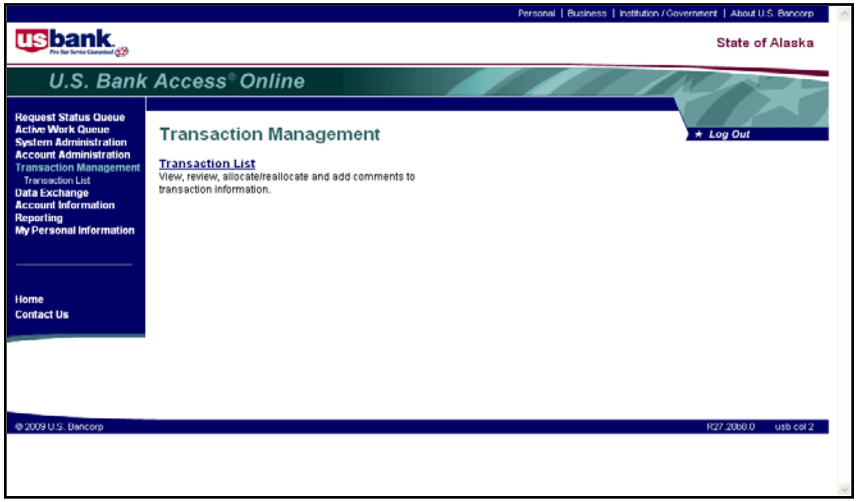
Account Administration, **Unlock Cardholder Account**



Use the unlock feature to reset a cardholder’s account if the cardholder is locked out during online registration.

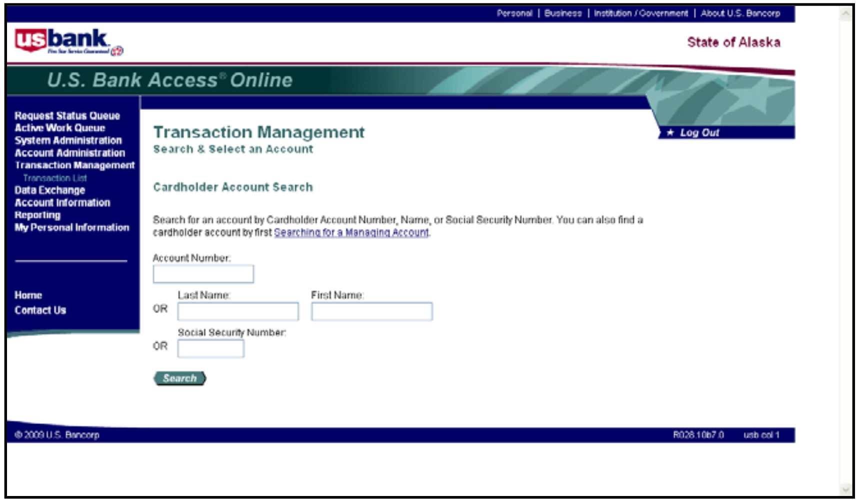
- Click in the box before the account you want to unlock.
- Press the **Unlock Account** button at the bottom of the screen.

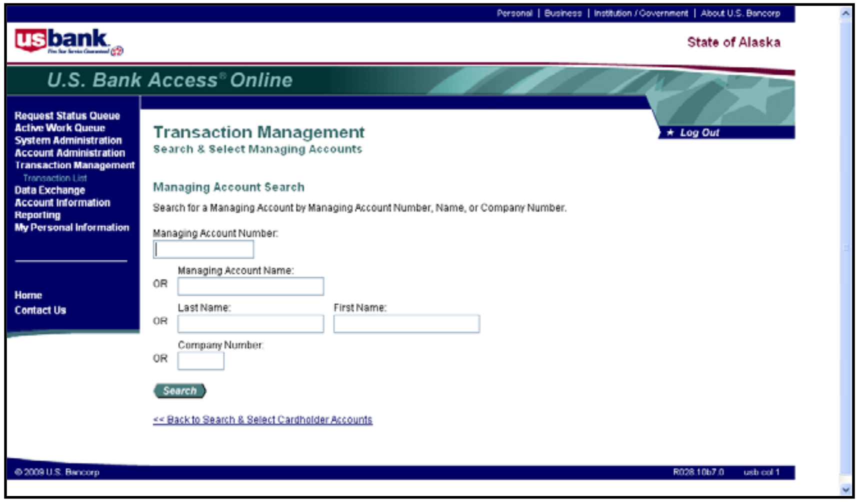
Transaction Management



From the Transaction Management screen you can click on the link to the Transaction List. The transaction list contains activity for the current (open) billing cycle and the previous seven billing cycles.

Transaction Management, **Transaction List**, Search & Select an Account

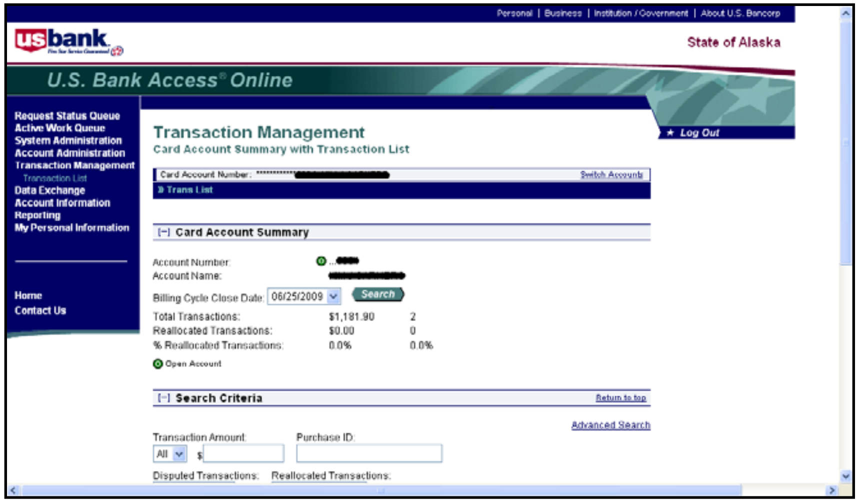




Enter information in <u>one</u> of the following fields for cardholder accounts or for managing accounts:

- **Account Number** or **Managing Account Number**: Enter the 16 digit account number.
- **Last Name/First Name** or **Managing Account Name**: Enter a full name to display the specified account or enter a full or partial last name/account name to display a list of accounts from which you can select the desired account. You can enter the "%" sign alone to display all accounts that you are authorized to view or use the % sign as a wildcard for a partial name search.
- **Social Security Number**: Enter the employee ID number with three leading zeros for the desired account.
- **Company Number**: Enter the Company number to view managing account numbers that you are authorized to view.
- Click on the **Search** button to display the accounts that match your search criteria.

Transaction Management, **Transaction List**, Card Account Summary with Transaction List, Part I



Card Account Summary

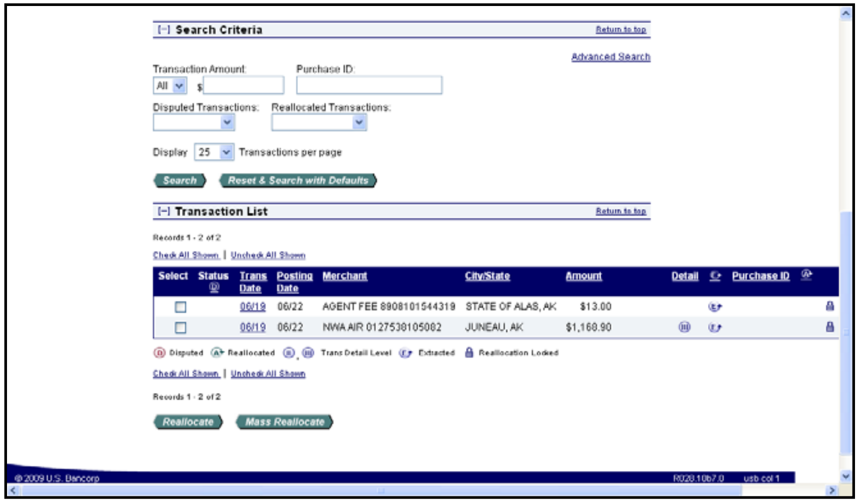
- Billing Cycle Close Date: From the drop down box, select **All**, **Open**, or one of <u>six</u> **billing cycle close dates**. The transactions for the selected category displays under the Transaction List section at the bottom of the page.

Search Criteria – Basic Search: Click on the Search Criteria **[+]** sign to display available search criteria.

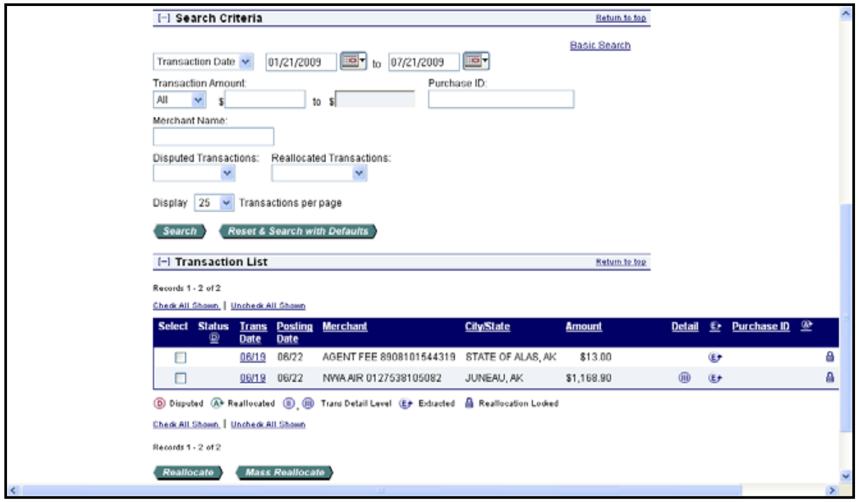
- Transaction Amount: From the drop down box, select **All**, **=** (equal to), **<=** (less than or equal to), or **>=** (greater than or equal to) and enter the desired transaction amount.
- Purchase ID: Enter the purchase ID.
- Disputed Transactions: Leave the field blank to search for all transactions, or from the drop down box select **Disputed** or **Not Disputed**.
- Reallocated Transactions: Leave the field blank as the State does not use the reallocation modules.
- Display: From the drop down box, select **25**, **50**, **100**, or **200** to change the number of transactions displayed per page.
- Click on the **Search** button to display the transactions that match your search criteria or click on the **Reset & Search with Defaults** button to reset the search criteria fields with the default values.

Transaction Management, **Transaction List**, Card Account Summary with Transaction List, Part II

Basic Search



Advanced Search



Search Criteria – Advanced Search

Click on the Advanced Search button to display additional search criteria fields. Note: From the Advanced Search screen, the Billing Cycle Close Date drop down box contains **All**, **Open**, and <u>seven</u> **billing cycle close dates.**

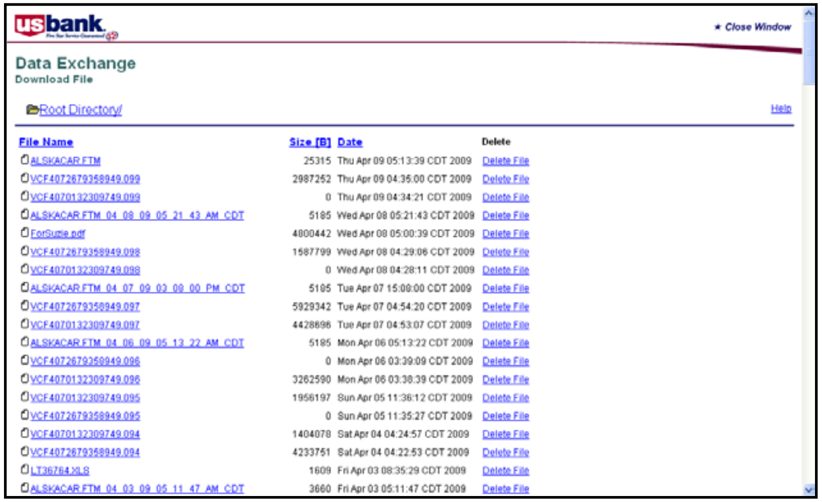
- Leave the default setting of **Transaction Date** or from the drop down box click on **Posting Date**.
- Dates: Click on the calendar icons to select a transaction or posting begin date and end date. You can only select dates that are <u>underlined</u>.
- Transaction Amount: From the drop down box, select **All**, **Exact**, **Range**, **<=** (less than or equal to), or **>=** (greater than or equal to). If you select Exact, <=, or >=, enter the desired transaction amount in the first $ field. If you select Range, enter a transaction amount in the first and second $ fields.
- Merchant Name: Enter a merchant name or partial merchant name for the merchant records you want to view.

Transaction List

- Do not check the Select boxes. The State does not use the reallocation functions.
- Do not click the Reallocate or Mass Reallocate buttons. The State does not use the reallocation functions.

Note: To move to another screen, click on a link in the left column blue navigation bar.

Data Exchange

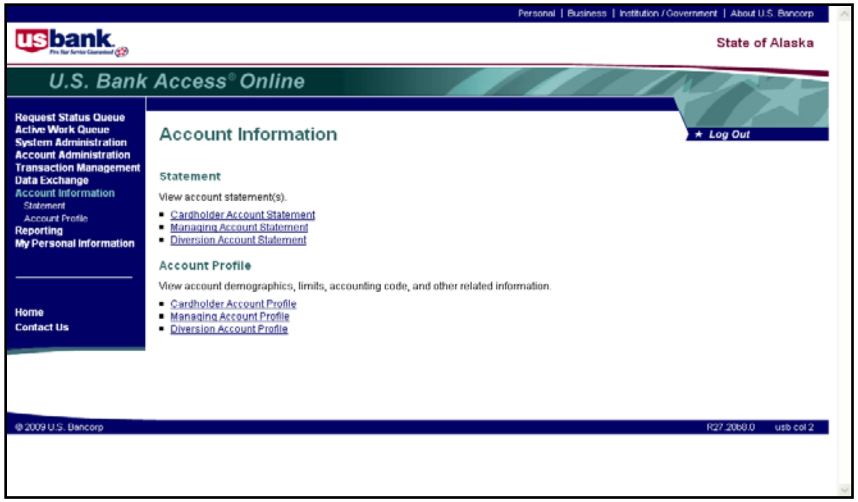


Data Exchange displays scheduled reports that you can download.

- **Download**: Right-click on the file name and select **Save Target As**… or **Save Link As**….
- **Open**: Click on the file name.
- **Delete**: Click on the **Delete File** link.
- **Sort**: Click on the appropriate column header - **File Name**, **Size**, or **Date**.

To return to other AccessOnline selections, click on the **Close Window** link at the top right corner of the screen.

Account Information



Statement

- Click on the **Cardholder Account Statement** link to view online statements for cardholder and CTS accounts.
- Click on the **Managing Account Statement** link to view online statements for managing accounts.

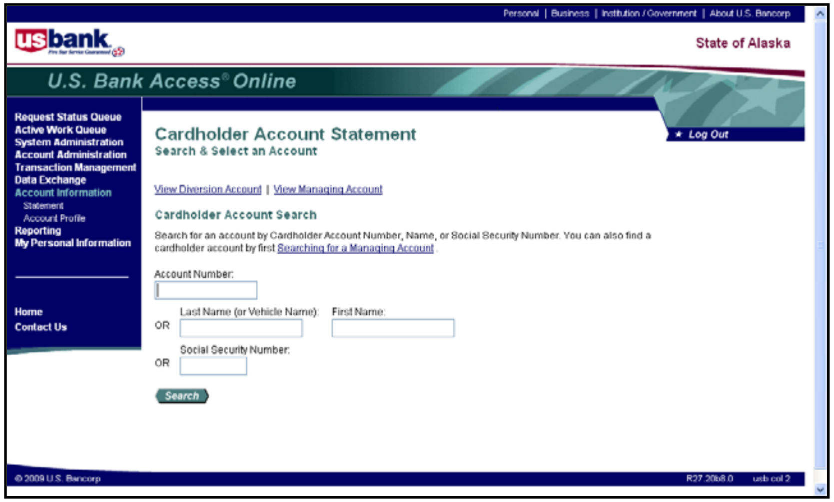
Note: Online statements display for the previous three billing cycles.

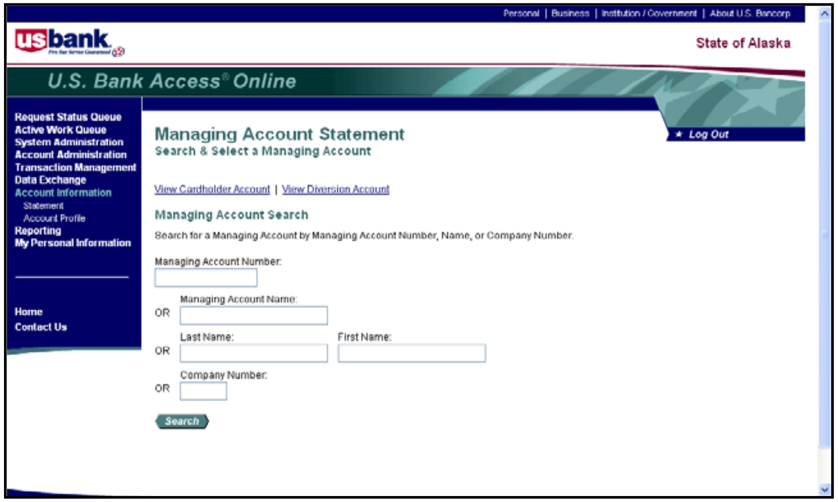
Account Profile

- Click on the **Cardholder Account Profile** link to view cardholder account information including demographics, status, hierarchy, limits, MCC group, and financial history.
- Click on the **Managing Account Profile** link to view managing account information including demographics, status, hierarchy, limits, MCC group, and financial history.

Note: The State of Alaska is not currently using diversion accounts.

Account Information, **Search & Select an Account**, Part I

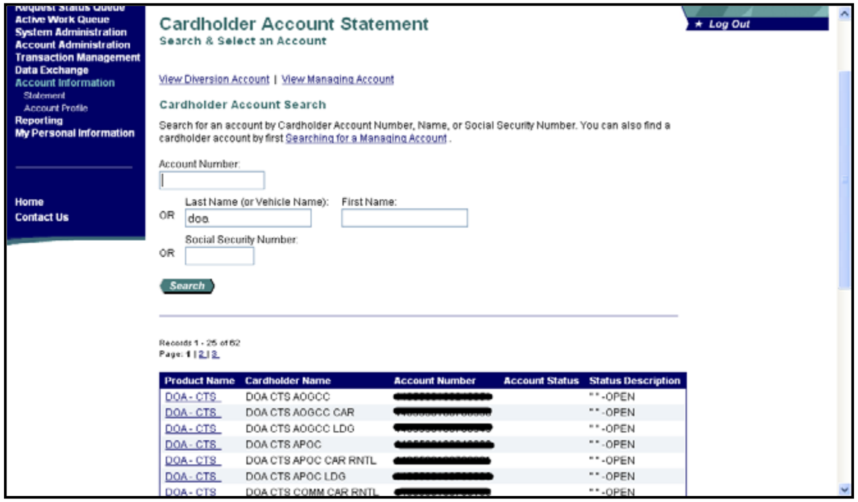




Enter information in one of the following fields:

- **Account Number** or **Managing Account Number**: Enter the 16 digit account number.
- **Last Name/First Name** or **Managing Account Name**: Enter a full name to display the specified account or enter a full or partial last name/managing account name to display a list of accounts from which you can select the desired account. You can enter the "%" sign alone to display all accounts that you are authorized to view or use the % sign as a wildcard for a partial name search.
- **Social Security Number**: Enter the employee ID number with three leading zeros for the desired account.
- **Company Number**: Enter the Company Number to view all account numbers that you are authorized to view.
- Click on the **Search** button to display the accounts that match your search criteria.

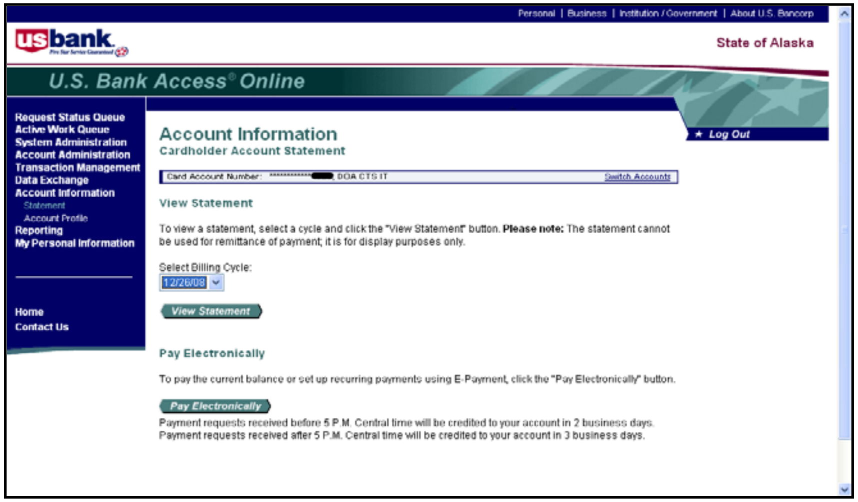
Account Information, **Search & Select an Account**, Part II



- If multiple accounts display, click on the link in the Product Name field for the desired account to display the Account Statement or the Account Summary screen.

Note: If your search criteria produced a list of accounts longer than one page, links to other pages display at the top and bottom of the displayed accounts. Click a page number to display that page with the list of accounts.

Account Information, **Account Statement**



- Click on the Select Billing Cycle drop down box to display and select up to three billing cycle end dates.
- Click on the **View Statement** button to display the statement in PDF format.

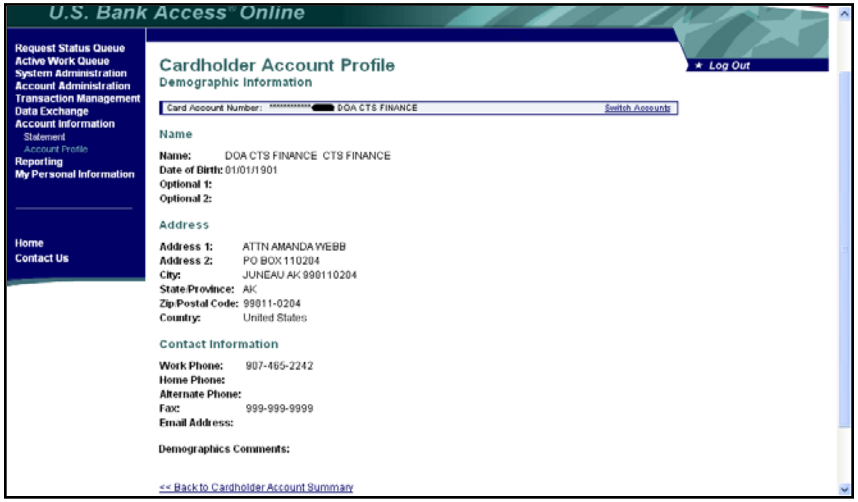
Note 1: If an account did not have activity in the billing statement period, a billing statement was not generated and the billing cycle end date for that statement does not display.

Note 2: Do not click on the Pay Electronically button. All charges are paid when the transactions are imported into AutoPay.

Account Information, **Account Profile**, Account Summary

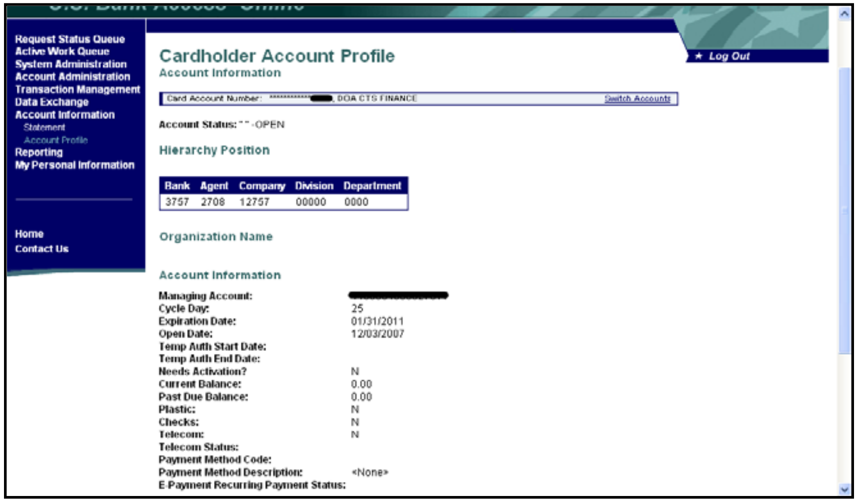
- **Demographic Information**: Select to view account name, address and contact information.
- **Account Information**: Select to view account status, hierarchy and open date.
- **Default Accounting Code**: Not used by the State.
- **Extract Information**: Not used by the State.
- **Authorization Limits**: Select to view authorization limits and merchant authorization controls (MCC Groups).
- **Account Authorizations**: Select to view transaction amount, MCC and authorization time/response for recent transactions.
- **Financial History**: Select to view the account history and analysis.

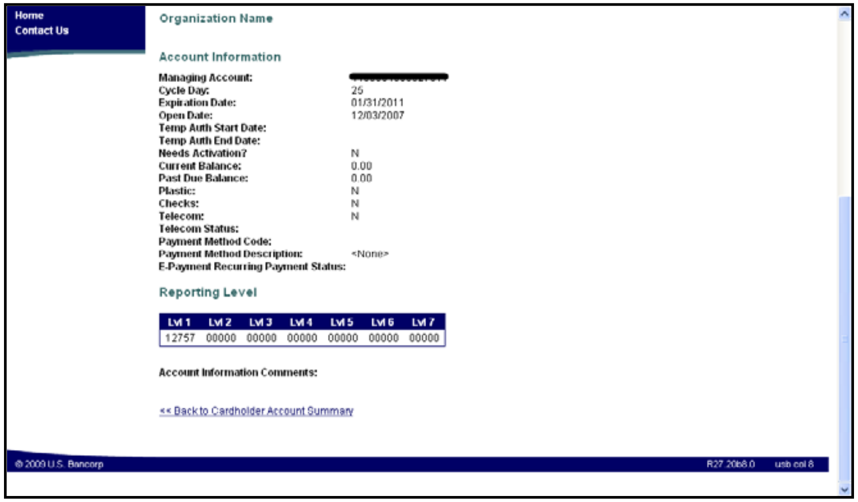
Account Information, **Account Profile**, Demographic Information



- View name, address and contact information.
- Click on the **Back to Cardholder Account Summary** link to return to the Account Summary screen.

Account Information, **Account Profile**, Account Information





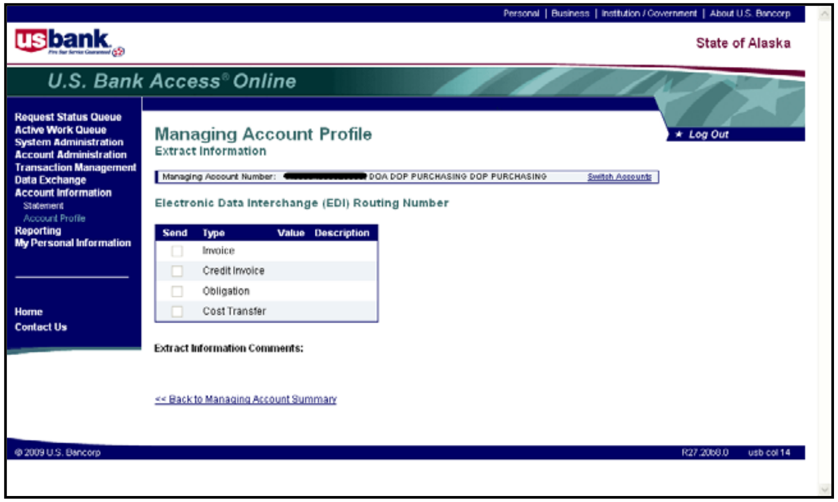
- View agent/company numbers, expiration date, open date, activation status, current balance etc.
- Click on the **Back to Cardholder Account Summary** link to return to the Account Summary screen.

Account Information, **Account Profile**, Default Accounting Code

The State of Alaska is not currently using the Accounting Code modules.

- Click on the **Back to Cardholder Account Summary** link to return to the Account Summary screen.

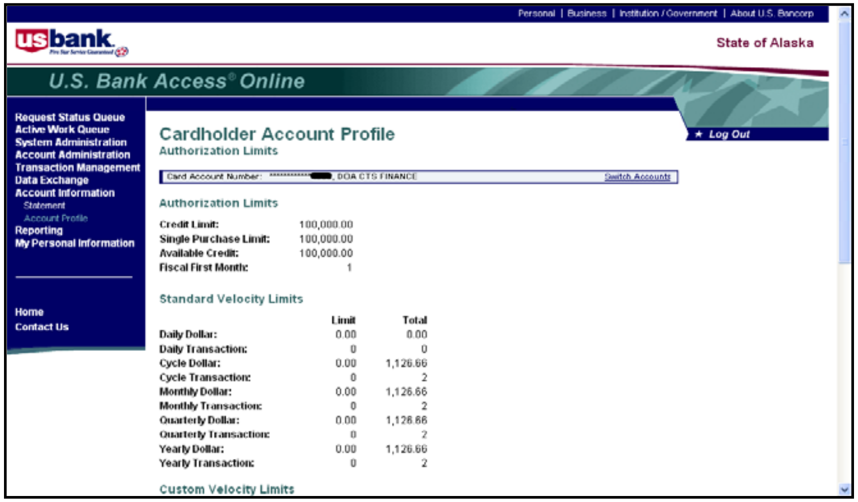
Account Information, **Account Profile**, Extract Information

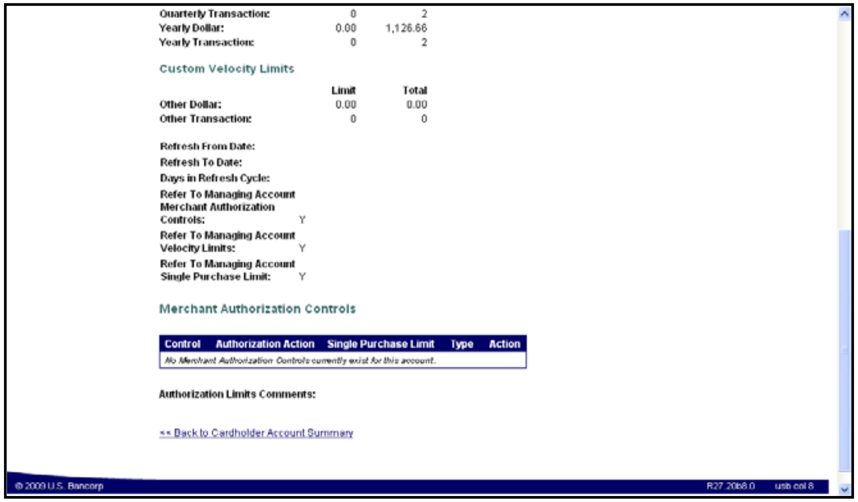


The State of Alaska is not currently using the Extract Information modules.

- Click on the **Back to Cardholder Account Summary** link to return to the Account Summary screen.

Account Information, **Account Profile**, Authorization Limits

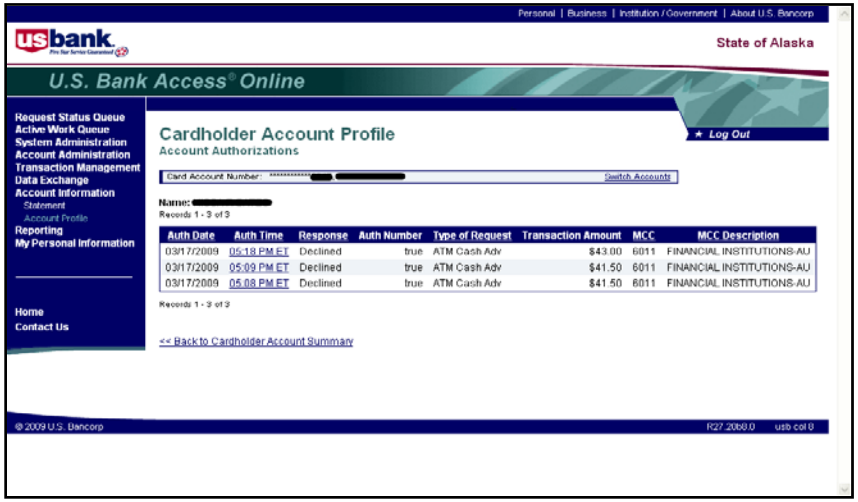




- View authorization limits.
- The State does not use Standard Velocity Limits.
- View “Refer to Managing Account” controls and limits indicators.
- View Merchant Authorization Controls if the account does not refer to managing account controls.
- Click on the **Back to Cardholder Account Summary** link to return to the Account Summary screen.

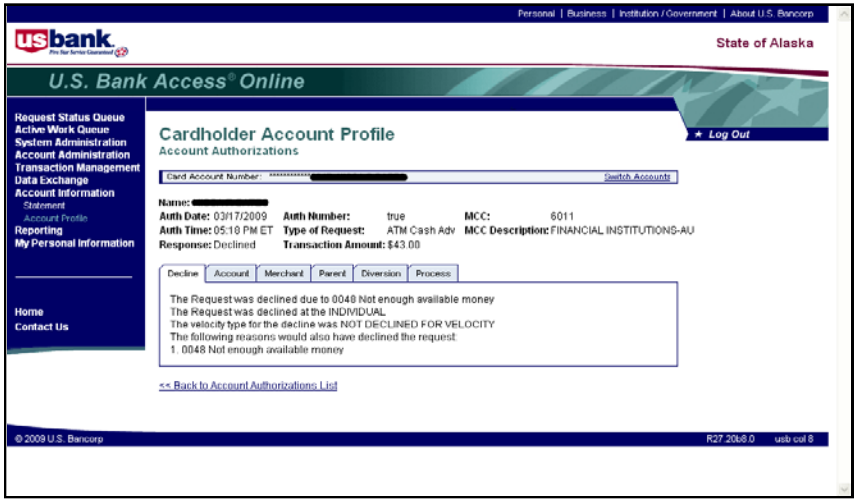
Note: When you access the Account Profile screen for a managing account, you can view the Merchant Authorization Controls (MCC Groups) for the managing account that can be inherited by the cardholder account. Refer to slide 17.

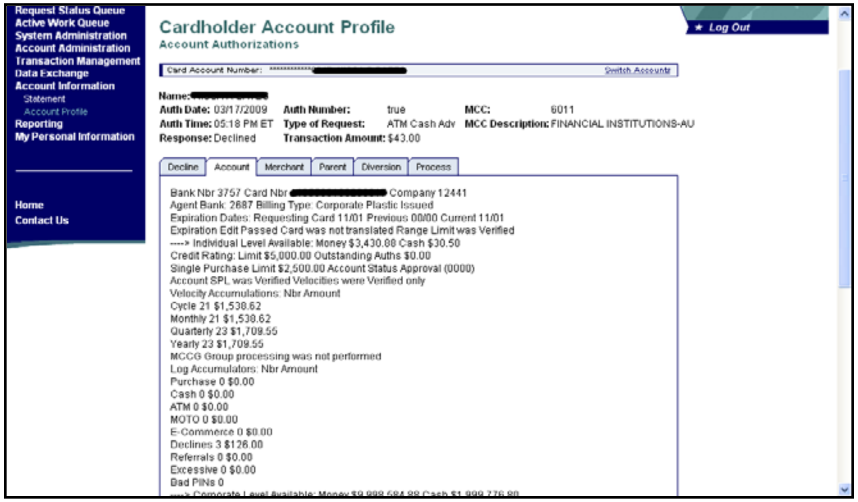
Account Information, **Account Profile**, Account Authorizations, Part I



- View recent transaction authorization data.
- Click on the Auth Time link for a declined transaction to display decline information. Refer to slide 38.
- Click on the column header link to resort transactions by Auth Date, Auth Time, Response, Type of Request, MCC, or MCC Description.
- Click on the **Back to Cardholder Account Summary** link to return to the Account Summary screen.

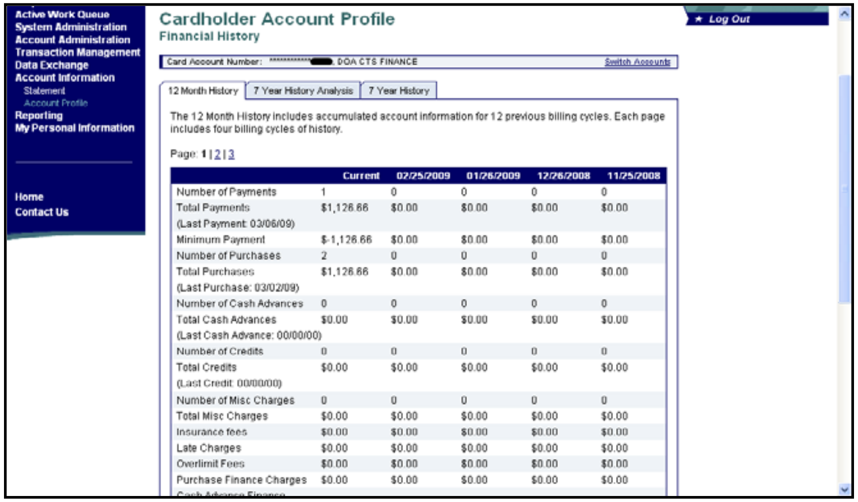
Account Information, **Account Profile**, Account Authorizations, Part II





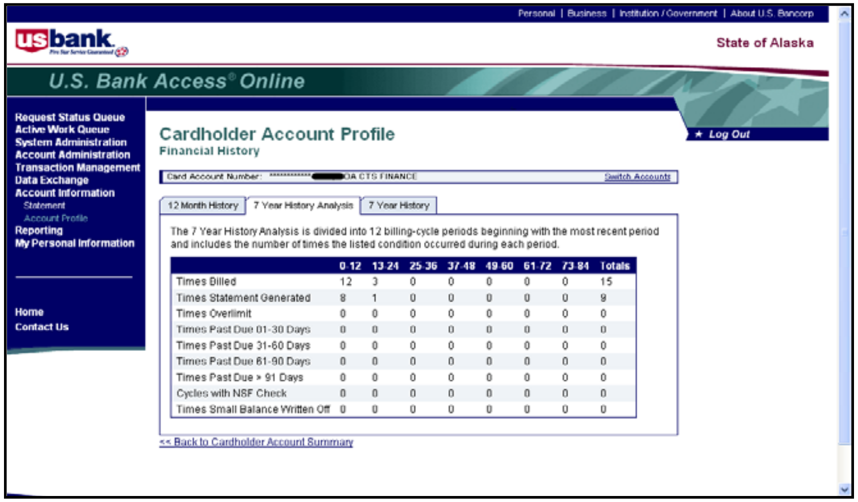
- On the Decline tab, view the reason the transaction was declined.
- On the Account tab, view the account limits and available balance.
- The Merchant, Parent, and Process tabs are available for viewing, but do not contain helpful information for most users.
- The Diversion tab does not contain information as the State does not use diversion accounts.
- Click on the **Back to Account Authorizations List** link to return to the Account Authorizations screen.

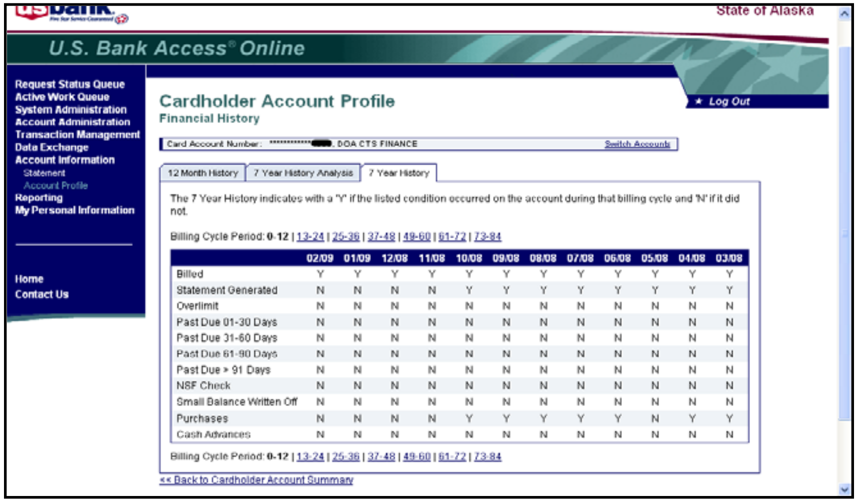
Account Information, **Account Profile**, Financial History, Part I



- From the 12 Month History tab, view transaction summary information by billing cycle for the last 12 cycles.
- Click on the Page number link above the chart to view other billing cycles.
- Click on the **Back to Cardholder Account Summary** link to return to the Account Summary screen.

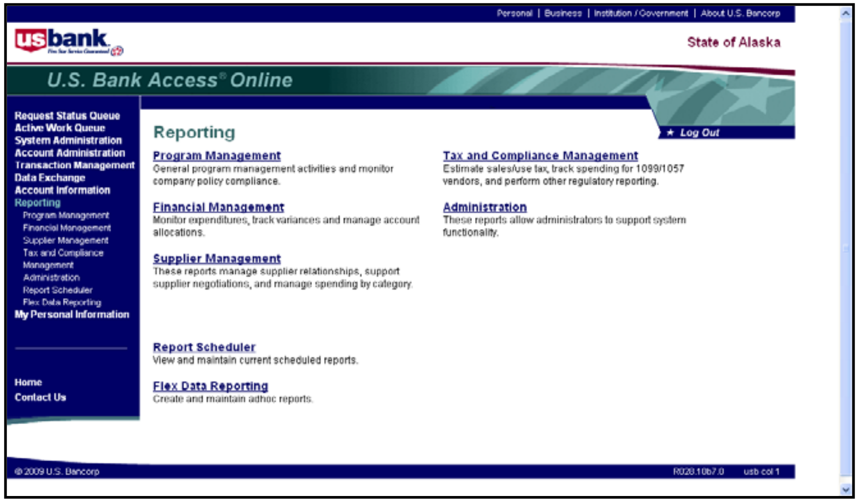
Account Information, **Account Profile**, Financial History Part II





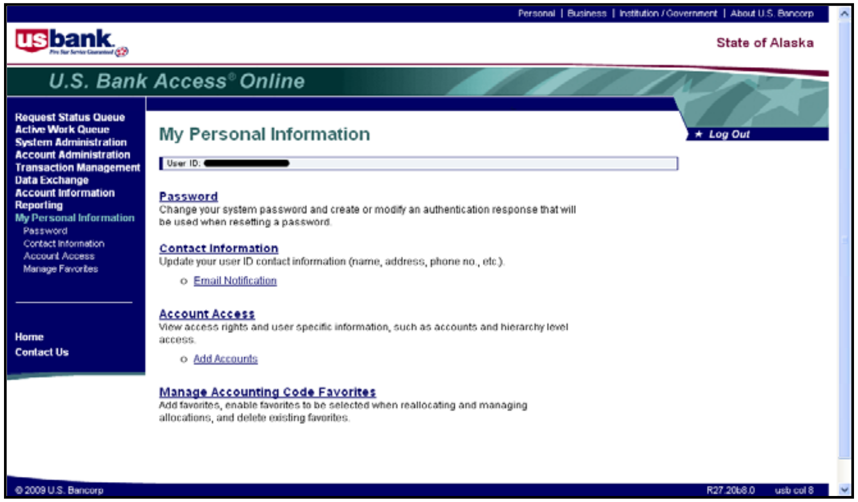
- From the 7 Year History Analysis tab, view account activity statistics.
- From the 7 Year History tab, view account activity indicators.
- Click on the **Back to Cardholder Account Summary** link to return to the Account Summary screen.

Reporting



To learn how to create reports, refer to the *AccessOnline User Training – Reporting* PowerPoint presentation located on the Division of Finance website at http://doa.alaska.gov/dof/charge_cards/state_agen.html.

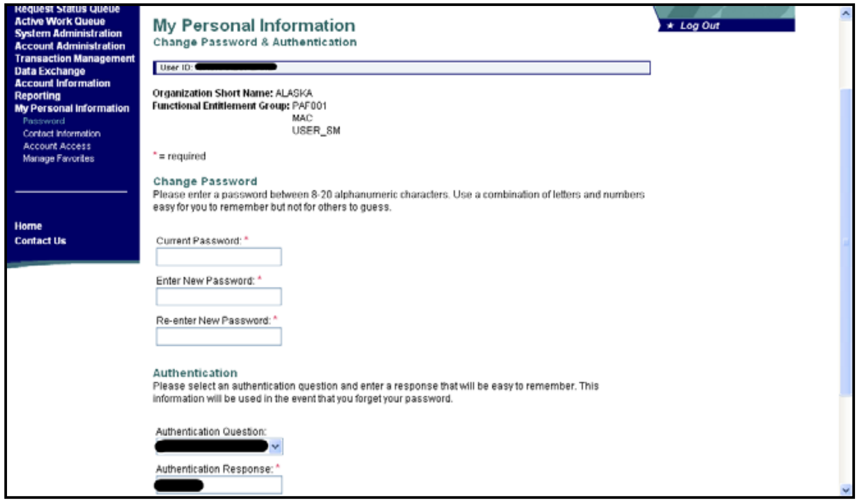
My Personal Information

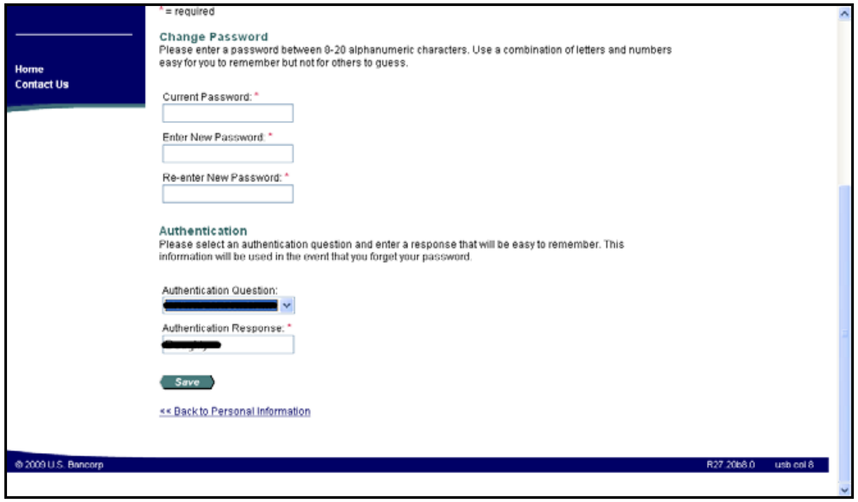


From the My Personal Information screen you can access screens to:

- Change your system password and modify an authentication response
- Update your User ID contact information
- Set up email notification when statements can be viewed online
- View your access rights
- Add accounts to view online

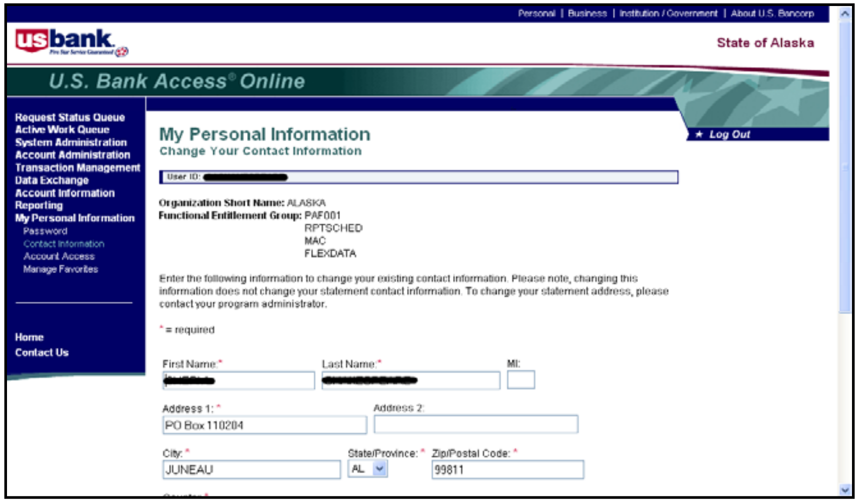
My Personal Information, **Password**

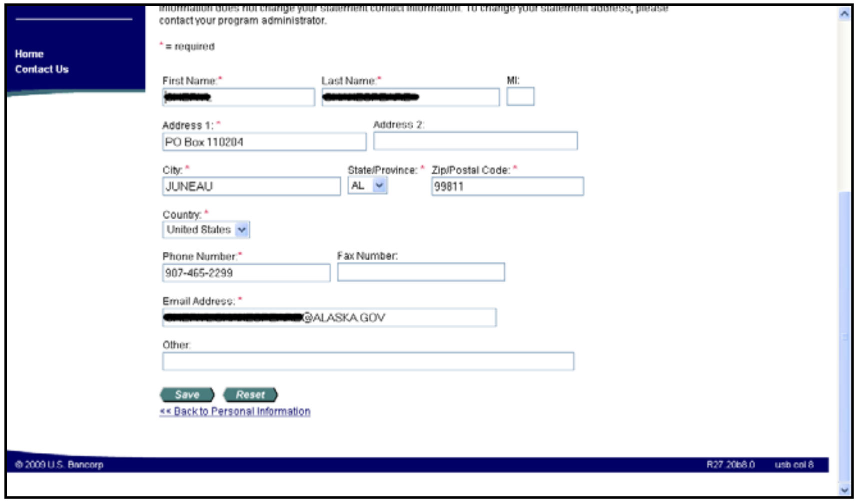




- **Functional Entitlement Group**: View your functional entitlements. Common groups are:
  - PAF001 (PA Full) – Allows the user to set up and maintain accounts, view statements and account information, and create reports.
  - PAV001 (PA View Only) – Allows the user to view statements, view account information and create reports.
  - PAS004_WF (PA w/o Setup, Maintenance, MCC Maintenance) – Allows the user to approve account setup requests before the requests are routed to the bank.
  - MAC (Merchant Authorization Control) – Allows the user to add and maintain Merchant Category Groups on cardholder accounts.
- **Change Password**: The password field length = 8 to 20 alphanumeric characters. The password must contain at least one alpha and one numeric character. You cannot reuse the password for 12 months.
- **Authentication**: Use to change your question and response. This information is used when you forget your password to validate your identity.
- Click **Save** to save any changes made on the screen.
- Click on the **Back to Personal Information** link to return to the My Personal Information screen.

My Personal Information, **Contact Information**



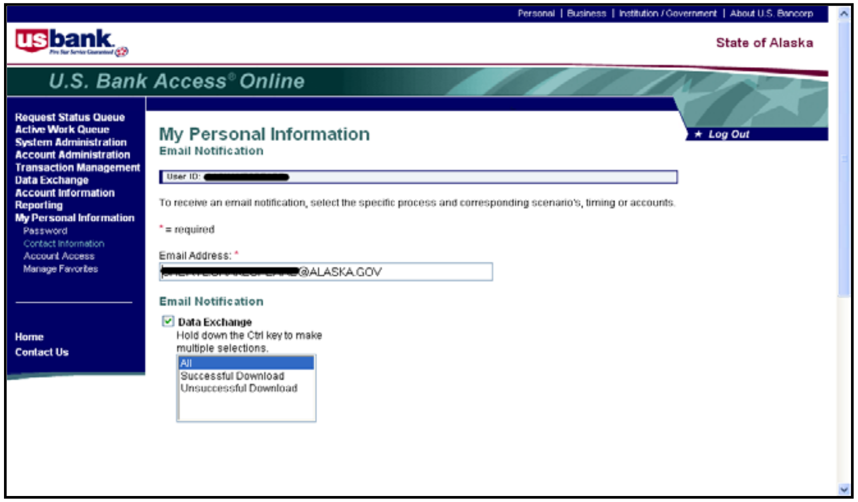


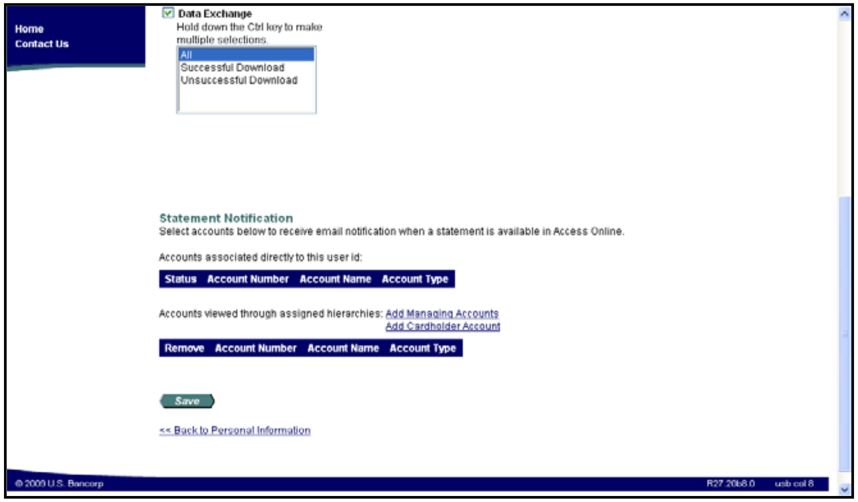
Complete this screen if you want to receive email notification when statements are available online.

Note: Information entered on this screen does not affect your hardcopy statement address or contact information that US Bank uses for fraud notification. To change your hardcopy statement address and contact information, contact your program administrator.

- **First Name**: a required field, field length = 15 characters.
- **Last Name**: a required field, field length = 20 characters.
- **MI**: not required, field length = 1 character.
- **Address 1**: a required field, field length = 25 characters.
- **Address 2**: a required field, field length = 25 characters.
- **City**: a required field, field length = 20 characters.
- **State/Province**: a required field, field length = 2 characters. Select from the drop down box.
- **Zip/Postal Code**: a required field, field length = 10 numbers.
- **Country**: a required field. Select from the drown down box.
- **Phone Number**: a required field, field length = 18 numbers.
- **Fax Number**: not a required field, field length = 18 numbers.
- **Email Address**: a required field, field length = 60 characters. Enter your state email address.
- Click on **Save** to save the entered information or **Reset** to change the information back to the original values.
- Click on the **Back to Personal Information** link to return to the My Personal Information screen.

My Personal Information, **Email Notification**

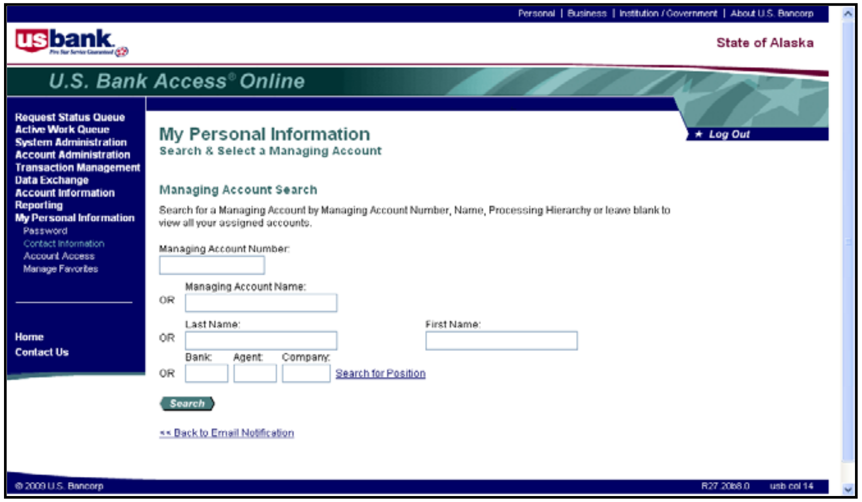


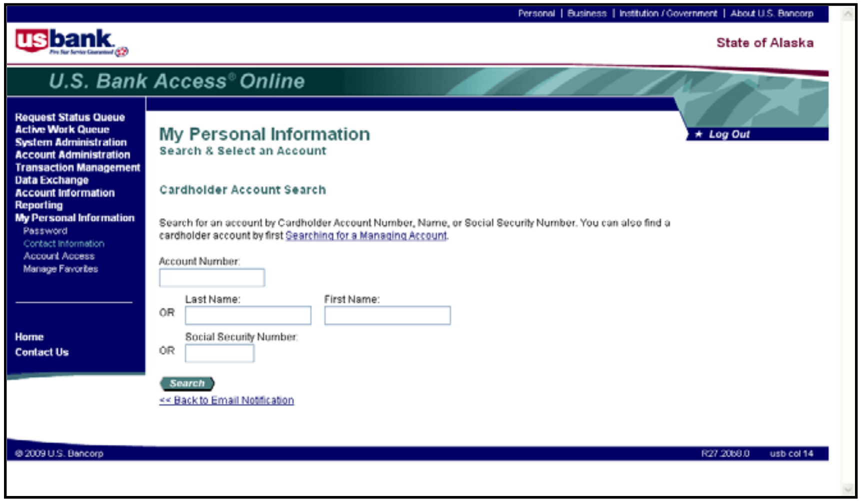


- **Email Address**: Enter your state email address.
- **Data Exchange**: Do not change the default value.
- By clicking on the **Add Managing Accounts** or **Add Cardholder Account** links, you can add or remove accounts associated with your hierarchy to the list of accounts that receive notification when statements become available. You can add either managing accounts or cardholder accounts, as long as they are within your hierarchy. In addition, you can enable or disable your direct account from receiving e-mail notification. Refer to slides 46 and 47.
- Click on the **Save** button to save your changes.
- Click on the **Back to Personal Information** link to return to the My Personal Information screen.

Note: All State accounts cycle on the 25th day of the month. You should only list one account for statement notification to prevent multiple email notifications to your email account on one day.

My Personal Information, **Email Notification**, Search & Select an Account

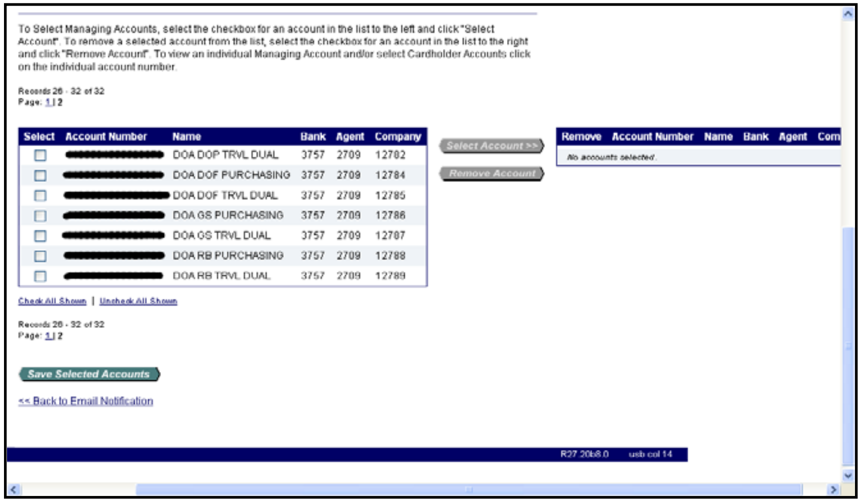


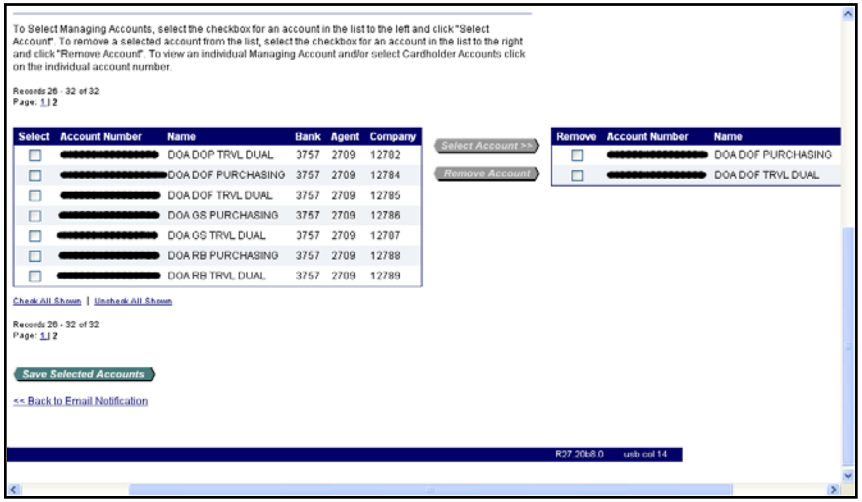


Enter information in one of the following fields for managing accounts or cardholder/CTS accounts:

- **Managing Account Number** or **Account Number**: Enter the 16 digit account number.
- **Managing Account Name** or **Last Name/First Name**: Enter a full name to display the specified account or enter a full or partial account name/last name to display a list of accounts from which you can select the desired account. You can enter the "%" sign alone to display all accounts that you are authorized to view or use the % sign as a wildcard for a partial name search.
- **Bank/Agent/Company:** Enter the Bank number or Bank and Agent numbers or Bank, Agent and Company numbers and click on **Search for Position** to view all account numbers that you are authorized to view.
- **Social Security Number**: Enter the employee ID number with three leading zeros for the desired account.
- Click on the **Search** button to display an account or a list of accounts to select.
- Click on the **Back to Email Notification** link to return to the Email Notification screen.

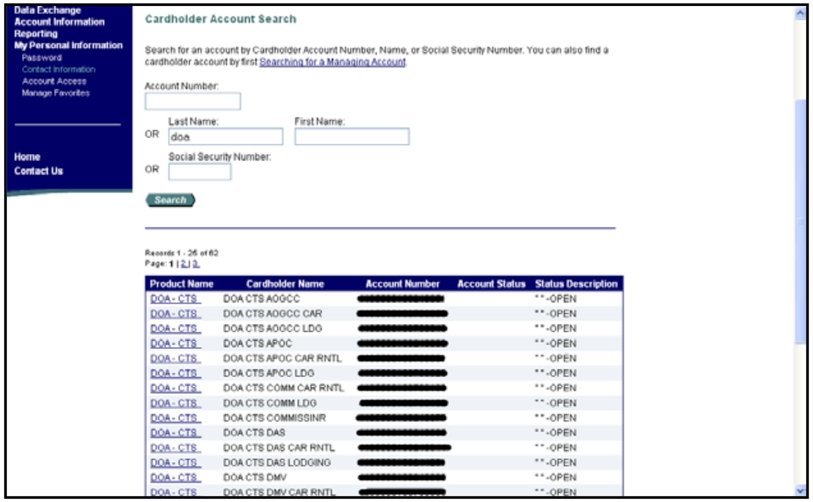
My Personal Information, **Email Notification**, Search & Select an Account
Managing Account





- Click in the box in front of the accounts you want to receive email notification for.
- After you select the accounts, click the **Select Account** button to display the accounts in the box on the right side of the screen.
- Click on the **Save Selected Accounts** button to return to the Email Notification screen.

My Personal Information, **Email Notification**, Search & Select an Account Cardholder/CTS Account

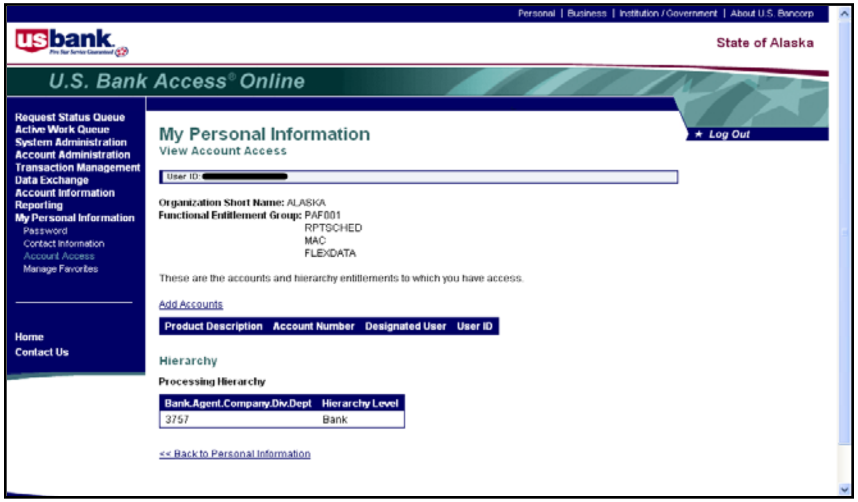


- To select an account from the list, click on the link in the Product Name column. The Email Notification screen will display with the selected cardholder or CTS account listed in the box at the bottom of the screen.

My Personal Information, **Email Notification**

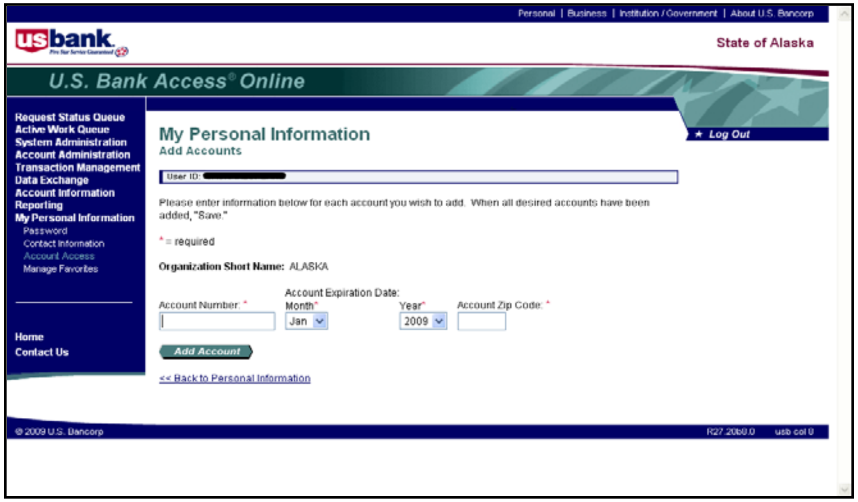
- You can remove the accounts selected to receive email notification at any time by clicking in the box in front of the account number and click on the **Remove** button.
- To save your selections, click on the **Save** button. The My Personal Information page displays with a message that the contact information has been saved.

My Personal Information, **Account Access**



- **Functional Entitlement Group**: View your functional entitlements. Common groups are:
  - PAF001 (PA Full) – Allows the user to set up and maintain accounts, view statements and account information and create reports.
  - PAV001 (PA View Only) – Allows the user to view statements, view account information and create reports.
  - PAS004_WF (PA w/o Setup, Maintenance, MCC Maintenance) – Allows the user to approve account setup requests before the requests are routed to the bank.
  - RPTSCHED – Allows the user to schedule reports.
- Click on the **Add Accounts** link to add accounts to view. Refer to slide 51.
- **Hierarchy**: View your processing hierarchy.
- Click on the **Back to Personal Information** link to return to the My Personal Information screen.

My Personal Information, **Add Accounts**



You can add an account to view if the account has not been added to another person’s account. For example, if the cardholder has not self-registered, and the individual account number has not been assigned to another program administrator or delegate, you can add the account for your own viewing. If the cardholder has self-registered, no other person can add the account for viewing. (A program administrator or delegate can still view the account if the account is within their assigned hierarchy range.)

- **Account Number**: Enter the full 16-digit account number.
- **Account Expiration Date**: Select the account expiration date month and year.
- **Account Zip Code**: Enter the 5-digit account zip code.
- Click on **Add Account** to add the account for your viewing.
- Click on the **Back to Personal Information** link to return to the My Personal Information screen.

My Personal Information, **Manage Accounting Code Favorites**

The State of Alaska is not currently using the Accounting Code Favorites modules.

- Click on the **Back to My Personal Information** link to return to the My Personal Information screen.