



**State of Alaska  
Department of Administration**

**USBank AccessOnline  
Functional Entitlement Group (FEG)  
Security Access**

When employees are set up with User IDs in USBank AccessOnline, they are given specific security rights which allow them certain view/update access for accounts within USBank AccessOnline. Security is dependent on the Functional Entitlement Group (FEG) assigned to the User ID.

Below are descriptions of the entitlement groups that can be assigned, however the **most common** entitlement groups the State of Alaska assigns to departmental User IDs are: CHV001, PAV001, PAF001, and MAC.

1. **CHV001**
  - a. Assigned to cardholders automatically.
  - b. This allows the user/cardholder to access/view their OneCard statement/transactions.
  - c. Self-Registration procedures can be found [here](#).
2. **PAV001** – View only delegate authority.
  - a. This is the main FEG assigned to Departmental Delegates.
  - b. This will give someone access to the same areas as a person with PAF001, but it is **VIEW** only. Therefore, they can see it all, but they cannot change anything or create new accounts.
3. **PAF001** – Authority to view, set up, change, or delete charge cards.
  - a. This is the main FEG that should be assigned to Departmental Program Administrators (DPAs).
  - b. Delegates may also be assigned this FEG.
4. **MAC** – Merchant Authorization Controls to maintain Merchant Category Codes (MCC) for One Cards.
  - a. Assigned to Departmental Program Administrators (DPAs) only.
  - b. This gives the user the right to add and remove Merchant Authorization Controls (individual MCCs as well as templates) to One Cards.
  - c. To update a MCC on a Managing Account, you will need to contact our USBank Representative - contact information found [here](#).
  - d. To update CTS accounts, you must contact [DOF PCard Team](#) and they will request the change on the CTS.
5. **PAS004\_WF** – Authority to final approve charge card account set ups. This is an overnight process.
  - a. Assigned to Departmental Program Administrators (DPAs) only and only if the department has requested to have approver IDs.
  - b. If the department is set up to enable final approval for new cardholder set ups, this Functional Entitlement Group (FEG) is necessary to complete the application process. This means that one person enters in all the information into the application for the new

cardholder account, and then someone else with this FEG must go in and approve it before the request can be fully submitted.

- c. The majority of our departments do **NOT** use this, but here are the ones that do:

DEPT	DESCRIPTION	AGENT
02	AK - DEPT OF ADMINISTRATION - CTS	2708
02	AK - DEPT OF ADMINISTRATION	2709
04	AK DEPT OF REVENUE - CTS	2704
04	AK DEPT OF REVENUE	2705
05	AK EDUCATION & EARLY DEV ACPE	2618
05	AK EDUCATION & EARLY DEV - CTS ACPE	2619
06	AK HEALTH & SOCIAL SERVICES - CTS	2698
06	AK HEALTH & SOCIAL SERVICES	2699
07	AK LABOR & WORKFORCE DEV - CTS	2696
07	AK LABOR & WORKFORCE DEV	2697
10	AK DEPT OF NATURAL RESOURCES - CTS	2688
10	AK DEPT OF NATURAL RESOURCES	2689
11	AK FISH AND GAME - CTS	2686
11	AK FISH AND GAME	2687
25	AK DEPT OF TRANSPORTATION - CTS	2678
25	AK DEPT OF TRANSPORTATION	2679

**6. CH MAINT WF\_FULL**

- a. Currently, only DOR is using this group.
- b. Only assigned to Departmental Program Administrators (DPAs).
- c. This provides Authority to final approve maintenance changes to cards.
- d. It can only be assigned if the Department also has PAS004\_WF authority (explained above).
- e. If the department is set up to enable final approval for maintenance, this Functional Entitlement Group (FEG) is necessary to perform that approval. This means that one person submits a maintenance request (like changing a credit limit), someone else with this FEG must go in and approve it before the request can be completed.

DEPT	DESCRIPTION	AGENT
04	AK DOR APFC – CTS	2702
04	AK DEPT OF REVENUE – CTS	2704
04	AK DEPT OF REVENUE	2705

**7. USER\_SM – For use by Department of Administration (DOA), Division of Finance (DOF) ONLY.**

- a. This allows the User ID to create and maintain User Profiles.
- b. Only the DOF may request a user to have this authority.
  - i. DOF will submit USBank’s spreadsheet located at:  
G:\SYSADMIN\One Card Alaska\USBank\Security\Access Online Form Setup User ID Request to US Bank.