



Introducing Access Online:

Access Online is a web-enabled program tool that gives you the ability to view cardholder statements, transaction information, and account profile information.

You can easily change your password, authentication question and email address. One of the more impressive features is the cardholder statement email notification. Once your statement is available in Access Online, you can receive an email notification of the statement's availability.

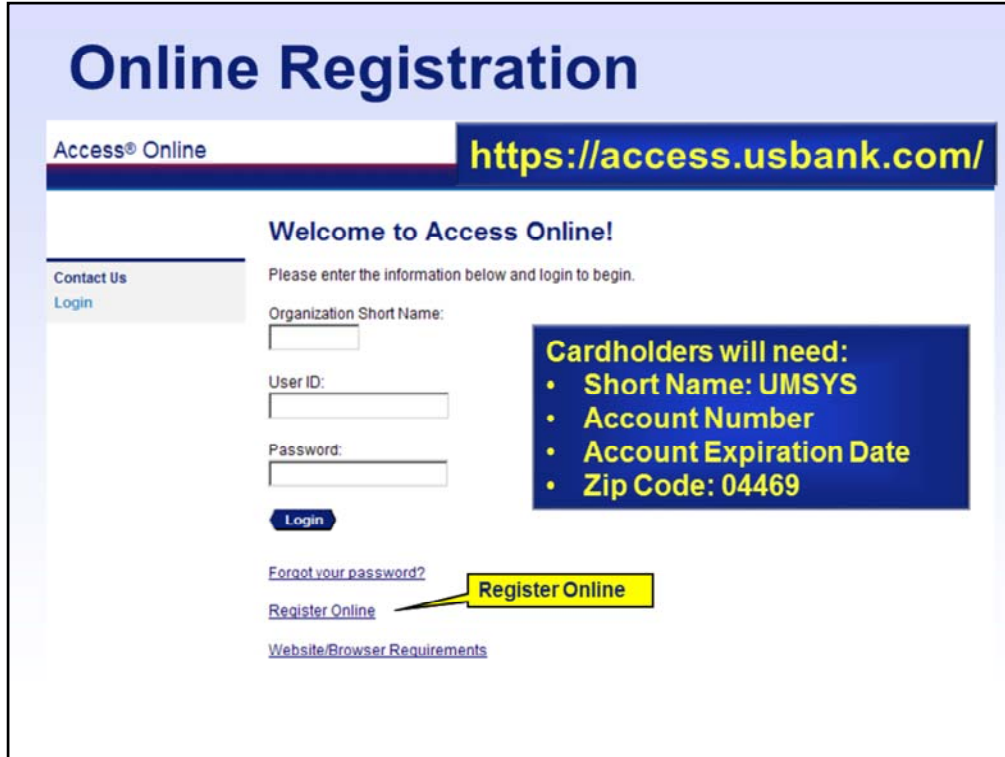
Access Online Lessons

Online Registration	Account Profile
Forgot Your Password	Viewing Statements
Logging In	Transaction Management
Navigation Basics	Dispute Transaction
My Personal Information	Web-based Training

- Agenda



- Online Registration for Cardholders



Online Registration for Cardholders Only:

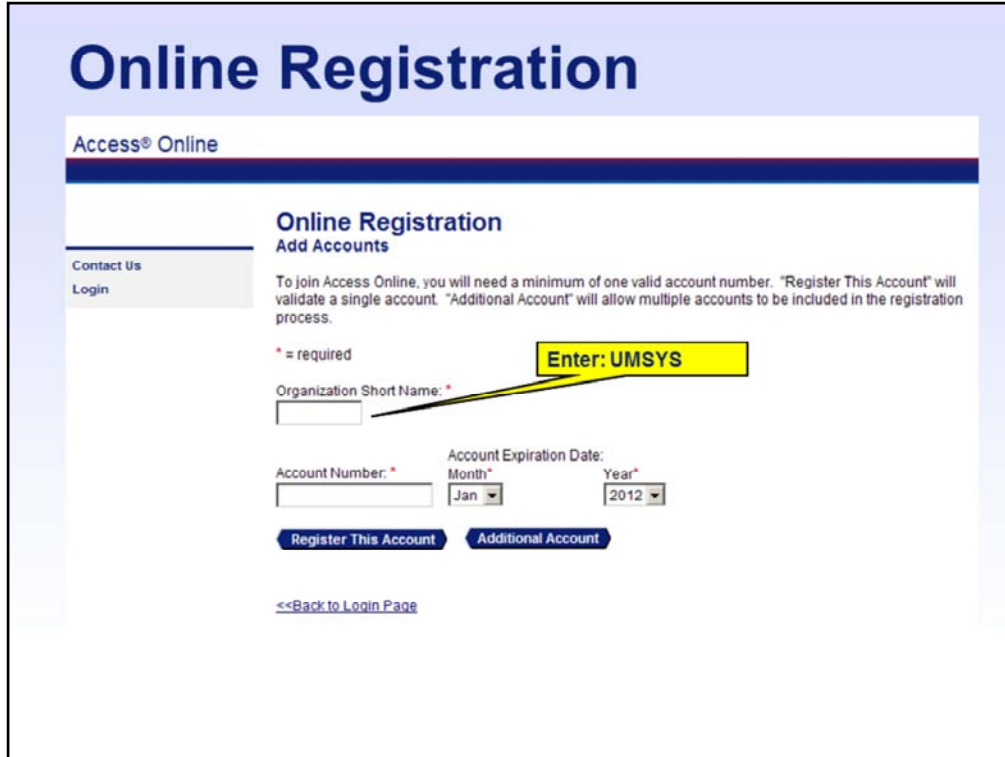
To register online, you need your organization short name, account number, account expiration date, and account ZIP code.

Record Keepers and Approvers with a PCard or without a PCard account will be sent his/her user id and a temporary password via email.

Please do not self-register if you are a Cardholder and also a Record Keeper and/or an Approval Manager. This will generate two user ids.

Instructions:

- Navigate to the Access Online web site.
- Click the **Register Online** link.



Online Registration

Access® Online

Online Registration
Add Accounts

Contact Us
Login

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: *

Account Expiration Date:

Month* Year*

Jan 2012

Register This Account **Additional Account**

[<<Back to Login Page](#)

Online Registration

Instructions:

- Fill in each field with your account information.
- Click the **Register This Account** button.

The *Licensing Agreement* screen displays.

Tip! You must complete each field with a red asterisk.

Online Registration

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 applicable to the use of the system.

Access Online 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 applicable to the use of the system.

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

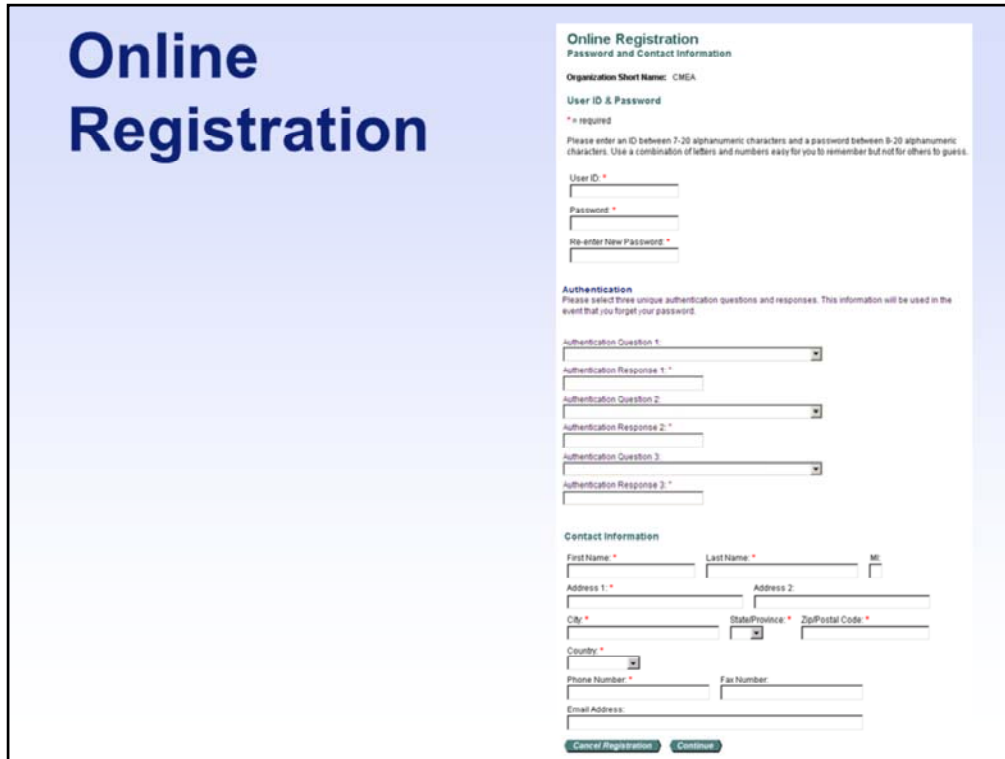
Online Registration

Instructions:

- Review the agreement, and then click the **I Accept** button to proceed with the online registration process.

The *Online Registration: Password and Contact Information* screen displays.

Tip! If you click the **I Decline** button, the system stops the online registration process.



The screenshot shows a web form titled "Online Registration" with a large blue header. The form is divided into three main sections: "Password and Contact Information", "Authentication", and "Contact Information".

Online Registration
Password and Contact Information

Organization Short Name: CMGA

User ID & Password

* is required

Please enter an ID between 7-20 alphanumeric characters and a password between 8-20 alphanumeric characters. Use a combination of letters and numbers easy for you to remember but not for others to guess.

User ID *

Password *

Re-enter new Password *

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 *

Authentication Response 1 *

Authentication Question 2 *

Authentication Response 2 *

Authentication Question 3 *

Authentication Response 3 *

Contact Information

First Name * Last Name * MI *

Address 1 * Address 2 *

City * State/Province * Zip/Postal Code *

Country *

Phone Number * Fax Number *

Email Address *

Cancel Registration Continue

Online Registration

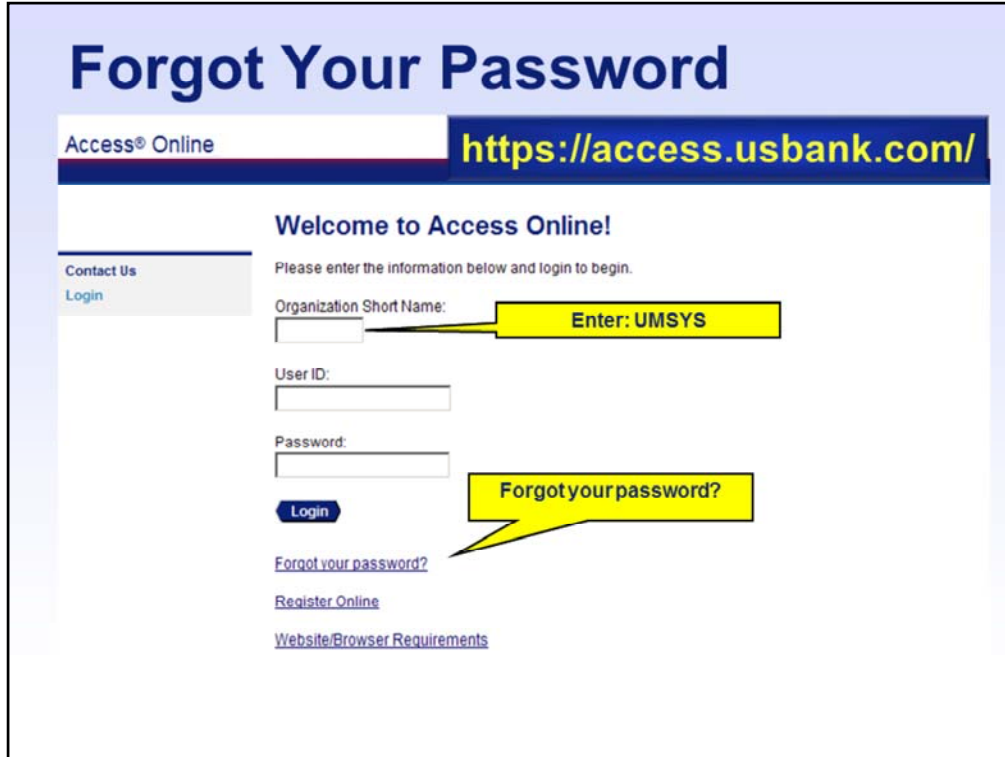
Instructions:

- Complete all required fields (with a red asterisk).
- Click the **Continue** button.

You are now logged in to Access Online and the *Home* page displays.



- Forgot Your Password



Forgot Your Password

Access® Online <https://access.usbank.com/>

Welcome to Access Online!

Please enter the information below and login to begin.

Organization Short Name: Enter: UMSYS

User ID:

Password:

[Login](#)

[Forgot your password?](#)

[Register Online](#)

[Website/Browser Requirements](#)

Forgot Your Password

If you have forgotten your password, you can reset your password via the **Forgot your password?** link to answer your authentication question and reset your password.

Instructions:

- Type your org short name.
- Type your user ID.
- Click the **Forgot your password?** link.

The *Login: Forgot Password* screen displays.

Tip! After your third failed login attempt, the system locks you out. So, after your second failed login attempt, remember to use the **Forgot your password?** link to reset your password. Otherwise, you must contact the U.S. Bank support desk to reset your password for you. You can find these numbers on the *Contact Us* screen.

Forgot Your Password

Login

Forgot Password

Enter the response to your authentication question. If you need assistance, please contact your program administrator.

User ID: cpsmith25
Organization Short Name: **UMSYS**
Authentication Question: Pet's Name

Enter the response to your Authentication Question:

Continue

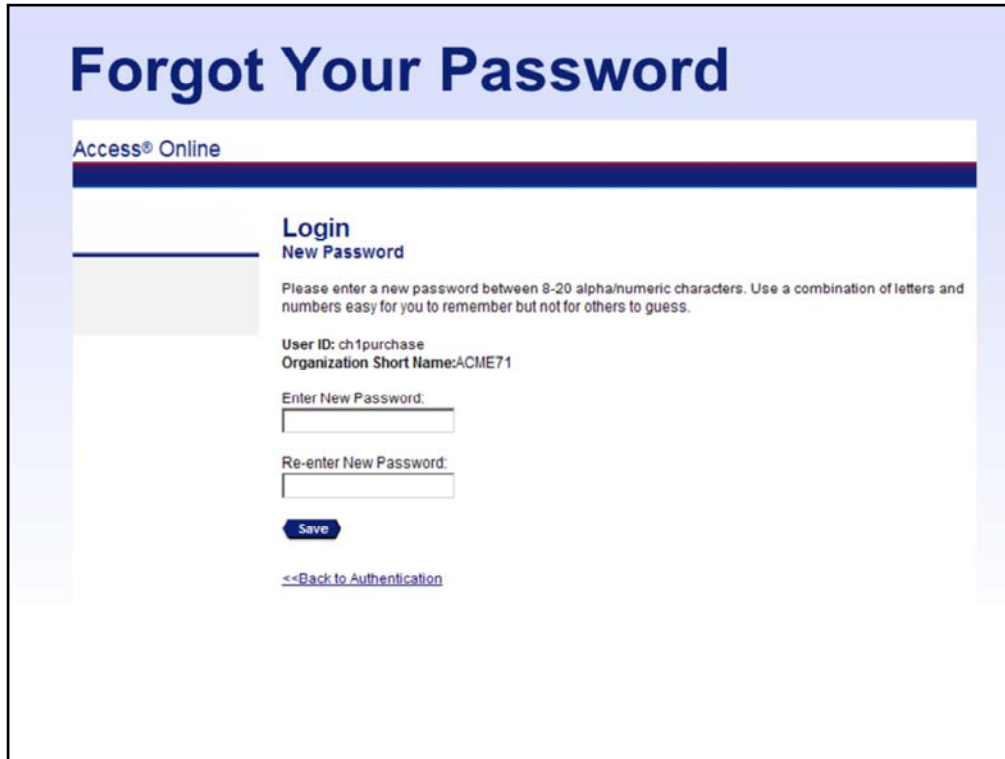
[<<Back to Login Page](#)

Forgot Your Password

Instructions:

- Type your answer to the question.
- Click the **Continue** button.

The *Login: New Password* screen displays.



Forgot Your Password

Instructions:

- Type your new password in each field. Your password must be 8 – 20 alphanumeric characters. Your password must contain at least one alpha character, one numeric character, and one special character. You cannot use more than eight consecutive numbers. You cannot reuse a password for 12 months. Passwords are case-sensitive.
- Click the **Save** button.

Forgot Your Password

Our Payment Products Log

Welcome to Access Online Chris Smith

Your last login was 08/26/2013

Language Selection
American English

Message Center
[Message\(s\) from Access Online](#)

Switch Account
1234

Quick Links
[Manage Home Page Settings](#)
[Manage Contact Information](#)
[Manage Email Notifications](#)
[Run Transaction Detail Report](#)
[View All Statements](#)
[View Last Cycle Transactions](#)
[View Open Transactions](#)

Event Driven Notification
Payment Plus
Order Management
Transaction Management
Enhanced Supplier Management
Account Information
Reporting
Data Exchange
My Personal Information

Home
Contact Us
Training

One Card

Acct#/Name: 1234 CHRIS SMITH
Account ID: 123456789012

Current Balance: \$0.00
Credit Limit: \$1,000.00
Available Credit: \$1,000.00

Last 10 Transactions Posted

Posting Date	Merchant	Amount
08/06	HOTWIRE-SALES FINAL	\$360.33
08/05	TRAVEL INSURANCE POLICY	\$14.41
05/27	VINNY VANUCCIS	\$52.95
05/24	HY VEE 1162	\$50.00
05/13	STAPLES 00104018	\$21.48
04/18	STAPLES 00104018	\$21.99
04/11	STAPLES 00104018	\$47.78
04/11	STAPLES 00104018	\$51.12
04/11	STAPLES 00104018	\$51.12 CR
04/09	COPY WORKS - DUBUQUE	\$31.50

Information

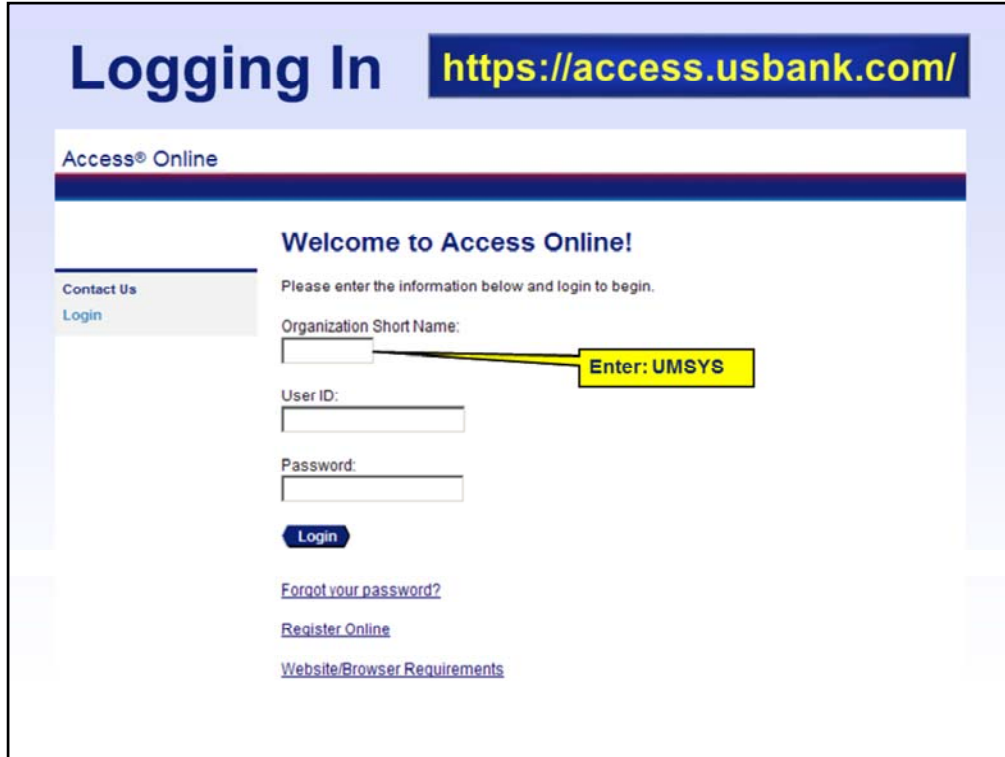
Forgot Your Password

The *Client Home* page displays. You are now in Access Online and your password is reset.

Tip! The *Contact Us* screen displays telephone numbers for the U.S. Bank support desk for different users and issues. Print out or write down the numbers in case you cannot access the *Contact Us* screen.



- Logging In



Logging In

The first time you log in to Access Online, and every **60 days after that, you must change your password**. The first time you log in, you must also view and respond to the licensing agreement. Simply click the **I Agree** button to continue.

Instructions:

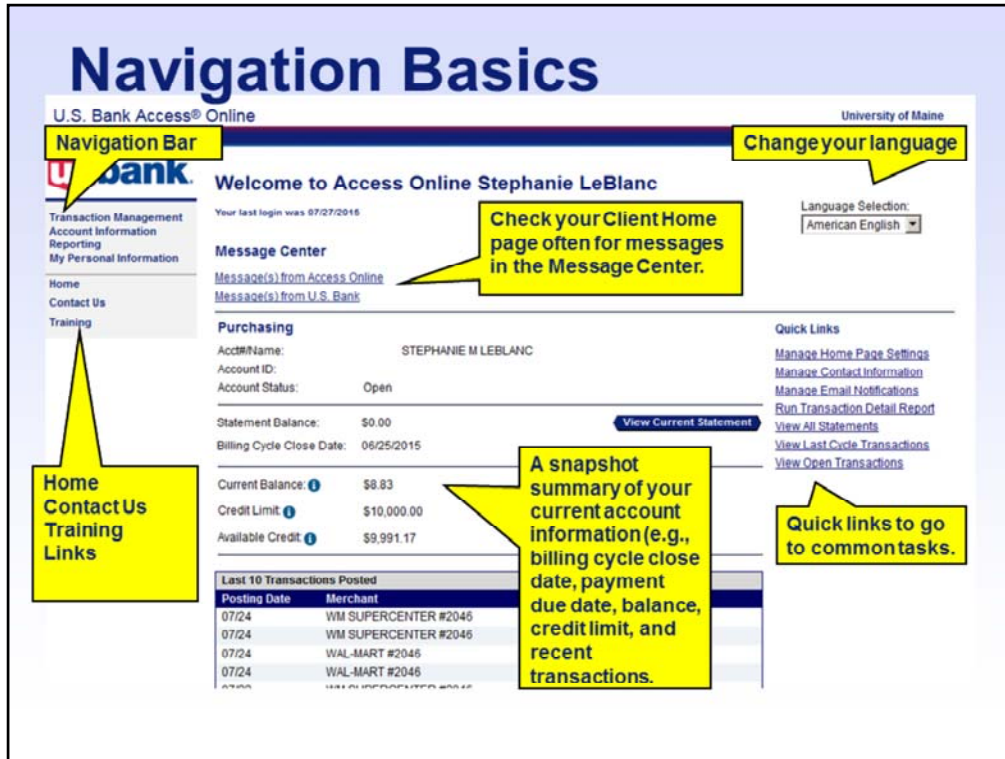
- Type your organization short name, your user ID, and your password in the corresponding fields. Your organization short name is a code that identifies your company in Access Online.
- Click the **Login** button.

Tip! Remember to use the **Forgot your password?** link to reset your password after your second failed login attempt to avoid being locked out. Also, if you do not know your organization short name, contact the Procurement Card Administrator Stephanie LeBlanc via email at Stephanie.m.leblanc@maine.edu.

Access Online Lessons

Online Registration	Account Profile
Forgot Your Password	Viewing Statements
Logging In	Transaction Management
Navigation Basics	Dispute Transaction
My Personal Information	Web-based Training

- Navigation Basics



Navigation Basics

U.S. Bank Access® Online

University of Maine

Navigation Bar

Change your language

Welcome to Access Online Stephanie LeBlanc

Your last login was 07/27/2015

Message Center

Message(s) from Access Online

Message(s) from U.S. Bank

Check your Client Home page often for messages in the Message Center.

Home Contact Us Training Links

Purchasing

Acct#Name: STEPHANIE M LEBLANC

Account ID:

Account Status: Open

Statement Balance: \$0.00

Billing Cycle Close Date: 06/25/2015

Current Balance: \$8.83

Credit Limit: \$10,000.00

Available Credit: \$9,991.17

A snapshot summary of your current account information (e.g., billing cycle close date, payment due date, balance, credit limit, and recent transactions).

Quick Links

Manage Home Page Settings

Manage Contact Information

Manage Email Notifications

Run Transaction Detail Report

View All Statements

View Last Cycle Transactions

View Open Transactions

Quick links to go to common tasks.

Last 10 Transactions Posted

Posting Date	Merchant
07/24	WM SUPERCENTER #2046
07/24	WM SUPERCENTER #2046
07/24	WAL-MART #2046
07/24	WAL-MART #2046

Navigation Basics

The following screen elements are important navigational features.

Disabled browser Back button—The browser **Back** button is disabled for security reasons. If you use the **Back** button, the browser stores the web pages in a temporary internet folder on your hard drive. To protect your information, you do not want pages stored in this folder.

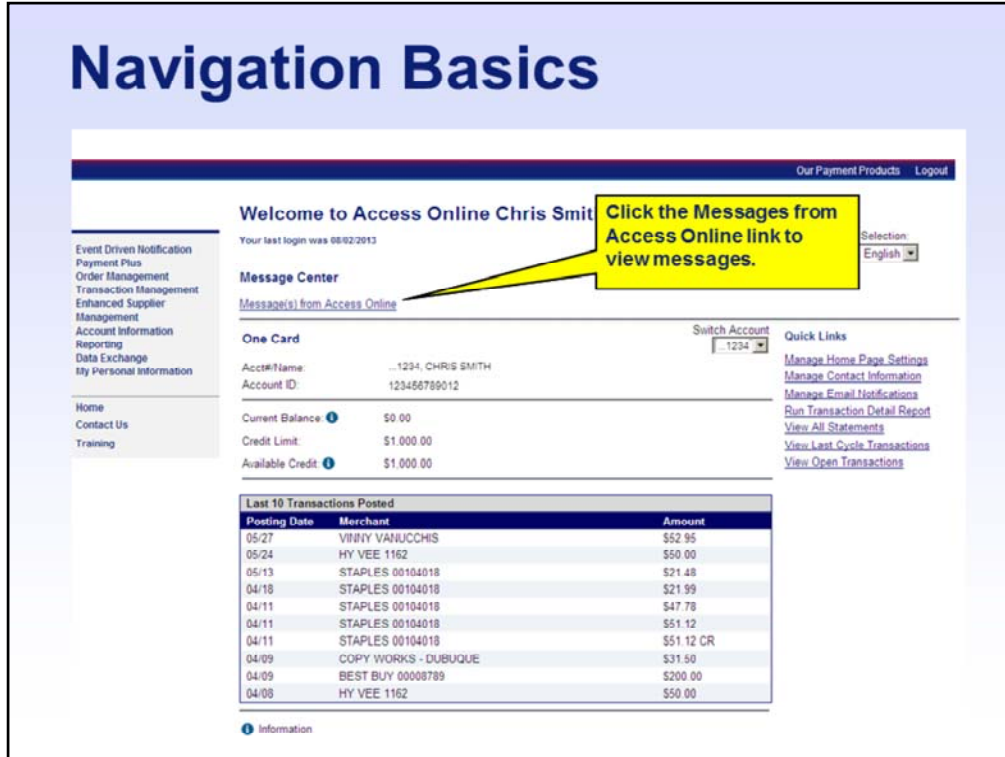
Message area—The *Home* page displays bulletin-board-type messages, such as new functions available.

Left-Column Navigation Bar—This main menu bar contains links to all functions and tasks available. Below the high-level tasks are the **Home** page link (available from any screen to return to the screen displayed on this slide) and the **Contact Us** link.

Quick links and transaction

Tip! For security reasons, if you are not active in Access Online for 15 minutes, the system logs you out of your session automatically.

Navigation Basics



Welcome to Access Online Chris Smith
Your last login was 05/02/2013

Message Center
[Message\(s\) from Access Online](#)

One Card
 Acct#Name: ...1234, CHRIS SMITH
 Account ID: 123456789012
 Current Balance: \$0.00
 Credit Limit: \$1,000.00
 Available Credit: \$1,000.00

Quick Links
[Manage Home Page Settings](#)
[Manage Contact Information](#)
[Manage Email Notifications](#)
[Run Transaction Detail Report](#)
[View All Statements](#)
[View Last Cycle Transactions](#)
[View Open Transactions](#)

Last 10 Transactions Posted

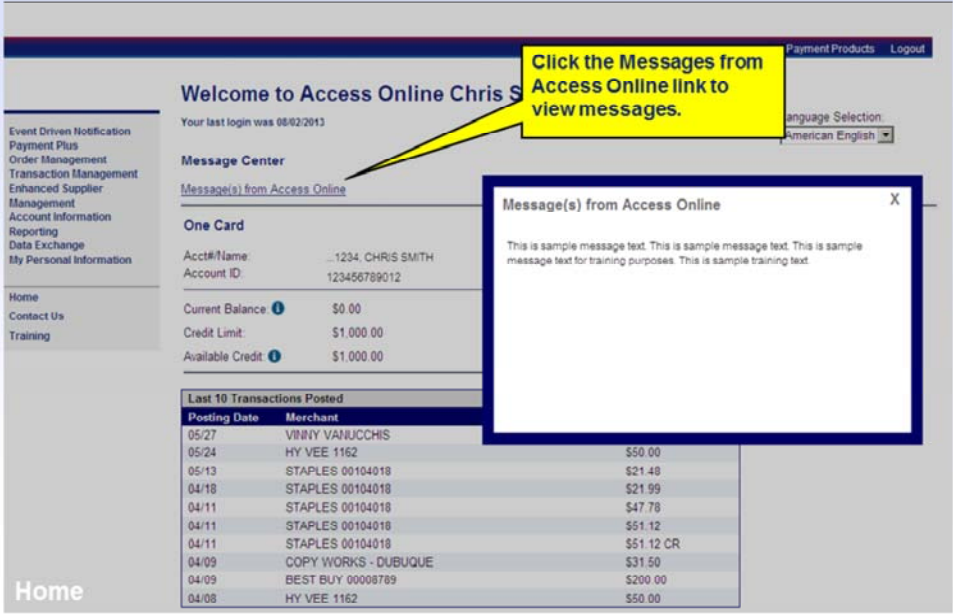
Posting Date	Merchant	Amount
05/27	VIRRY VANUCCIS	\$52.95
05/24	HY VEE 1162	\$50.00
05/13	STAPLES 00104018	\$21.48
04/18	STAPLES 00104018	\$21.99
04/11	STAPLES 00104018	\$47.78
04/11	STAPLES 00104018	\$51.12
04/11	STAPLES 00104018	\$51.12 CR
04/09	COPY WORKS - DUBUQUE	\$31.50
04/09	BEST BUY 00008789	\$200.00
04/08	HY VEE 1162	\$50.00

Information

Navigation Basics

To access messages, you simply click the messages link.

Navigation Basics



The screenshot displays the 'Access Online' user interface. A yellow callout box points to the 'Message(s) from Access Online' link in the 'Message Center' section, with the text: 'Click the Messages from Access Online link to view messages.' A modal window titled 'Message(s) from Access Online' is open, showing sample message text. The background interface includes a navigation menu on the left, a 'Welcome to Access Online' message, account details, and a table of recent transactions.

Message Center

[Message\(s\) from Access Online](#)

One Card

Acct#/Name: ...1234 CHRIS SMITH
Account ID: 123456789012

Current Balance: ⓘ \$0.00
Credit Limit: \$1,000.00
Available Credit: ⓘ \$1,000.00

Last 10 Transactions Posted

Posting Date	Merchant	Amount
05/27	VINNY VANUCCCHIS	
05/24	HY VEE 1162	\$50.00
05/13	STAPLES 00104018	\$21.48
04/18	STAPLES 00104018	\$21.99
04/11	STAPLES 00104018	\$47.78
04/11	STAPLES 00104018	\$51.12
04/11	STAPLES 00104018	\$51.12 CR
04/09	COPY WORKS - DUBUQUE	\$31.50
04/09	BEST BUY 00008789	\$200.00
04/08	HY VEE 1162	\$50.00

Home

Navigation Basics

The messages display. Simply close the window to continue.

Navigation Basics



Welcome to Access Online Chris Smith
Your last login was 05/02/2013

Message Center
[Message\(s\) from Access Online](#)

One Card

Switch Account:

Acct#/Name: ...1234, CHRIS SMITH
Account ID: 123456789012

Current Balance: \$0.00
Credit Limit: \$1,000.00
Available Credit: \$1,000.00

Quick Links

- [Manage Home Page Settings](#)
- [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
05/27	VINNY VANUCCIS	\$52.95
05/24	HY VEE 1162	\$50.00
05/13	STAPLES 00104018	\$21.48
04/18	STAPLES 00104018	\$21.99
04/11	STAPLES 00104018	\$47.78
04/11	STAPLES 00104018	\$51.12
04/11	STAPLES 00104018	\$51.12 CR
04/09	COPY WORKS - DUBUQUE	\$31.50
04/09	BEST BUY 00008789	\$200.00
04/08	HY VEE 1162	\$50.00

[Information](#)

Navigation Basics

To manage your home page settings, click the Manage Home Page Settings link. Select and deselect the options that you want to display as quick links on your home page. Click **Save** when you are done.

To use the quick links on your home page:

Manage Contact Information—To manage contact information.

Manage Email Notifications—To set up email messages when key events occur.

Run Transaction Detail Report—To run a report that contains detailed information about your transactions.

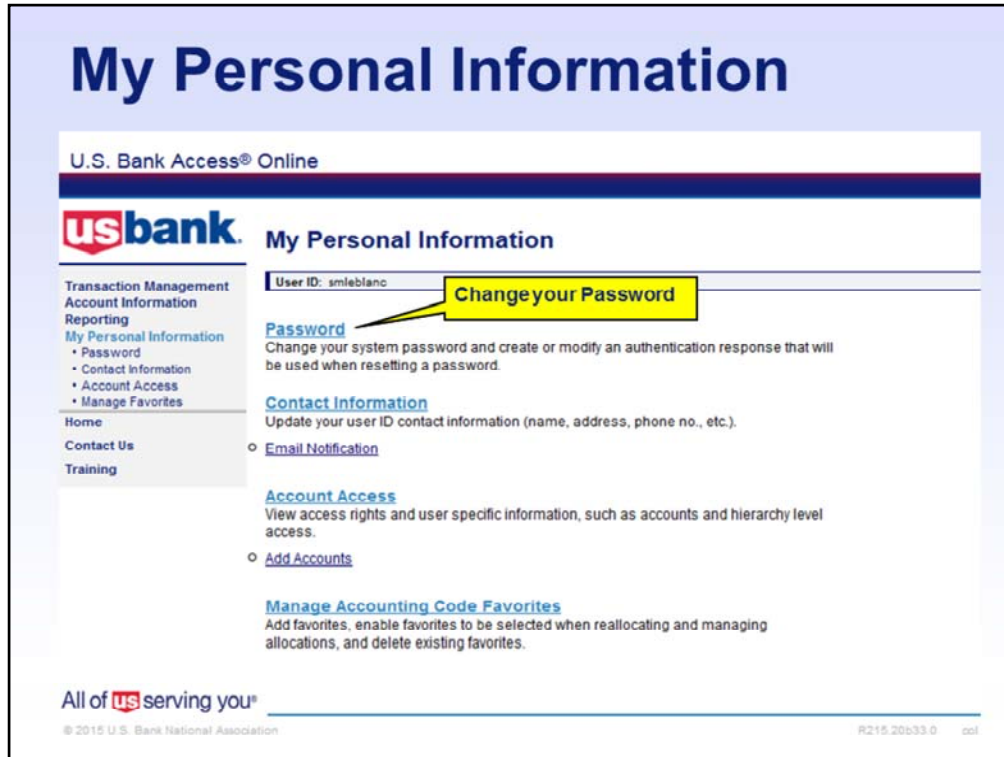
View All Statements—To view statements.

View Last Cycle Transactions—To view transactions from your last cycle.

View Open Transactions—To view open transactions.



- My Personal Information

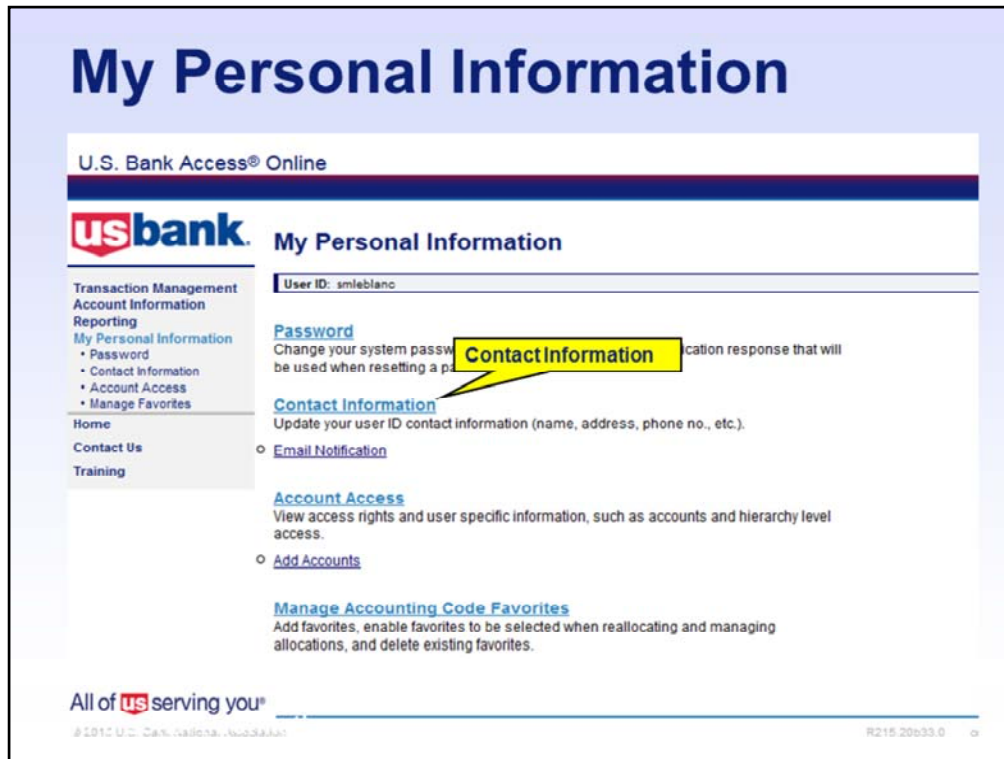


My Personal Information

Managing your personal information in Access Online is quick and easy. Keep in mind that you need to change your password every 60 days.

Instructions:

- Click the **My Personal Information** link in the *Left-Column Navigation Bar*.
- To change any of your personal information, click the appropriate link. For example, to change your password, click the **Password** link.



My Personal Information

The contact information you provide is for your manager to contact you or for the bank to email updates regarding Access Online. Because your organization relies on this information, you should keep the information current. **This contact information is different from the billing information the bank assigned to your account.**

Instructions:

- Click the **Contact Information** link. A screen displays that lets you update your contact information.

Contact Information



My Personal Information
 Change Your Contact Information

Transaction Management

Account Information

Reporting

My Personal Information

- Password
- Contact Information
- Account Access
- Manage Favorites

Home

Contact Us

Training

User ID: smieblanc

Organization Short Name: UMSYS
Functional Entitlement Group: CHF001

User ID Address

Enter the following information to update your User ID address.
Note: To change your account address, please contact your Program Administrator.

* = required

First Name*
Stephanie

Address 1: *
46 University Drive

City: *
Augusta

Country: *
United States

Phone Number*
2076213099

Email Address: *
stephanie.m.leblanc@maine.edu

Other:

Last Name*
LeBlanc

Address 2:

State/Province: *
ME

Fax Number:

Secure Email Address (for sending the Card Security Code):

MI:
M

Zip/Postal Code: *
04330

Save User Address

My Personal Information: Change Your Contact Information

Fields with a red asterisk are required by Access Online

Instructions:

- Review and update any fields that are not correct.
- If you make a mistake while making your changes, you can click the **Reset** button to set the fields back to the values that displayed when you first accessed the screen. (You will lose all your changes.)
- Click the **Save** button to save your changes.

Contact Information

Save User Address

[+] Cardholder Account Address

Switch Accounts:

Address 1:

Address 2:
5761 KEYO BUILDING

City:

State/Province: (if USA or Canada) Zip/Postal Code: (if USA or Canada)
ORONO ME 04469-0001

Country:

USA

Work Phone:

Home Phone: Alternate Phone: Fax:
207-621-3099 000-000-0000 9999999999

Email Address:

STEPHANIE.M.LEBLANC@MAINE.EDU

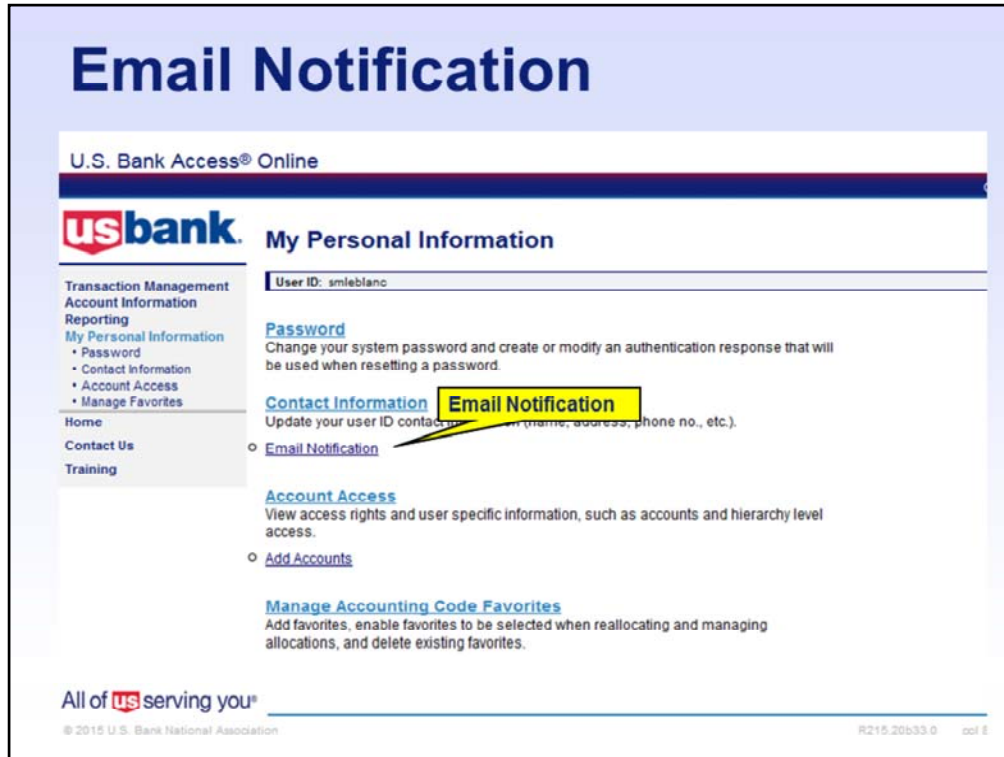
[<< Back to Personal Information](#)

All of  serving you®

My Personal Information: Change Your Contact Information

At the bottom of the Contact Information screen is the Cardholder Account Address.

Cardholder Account Address. This address is the address used when creating your card account in Access Online. This is the billing address for your account.

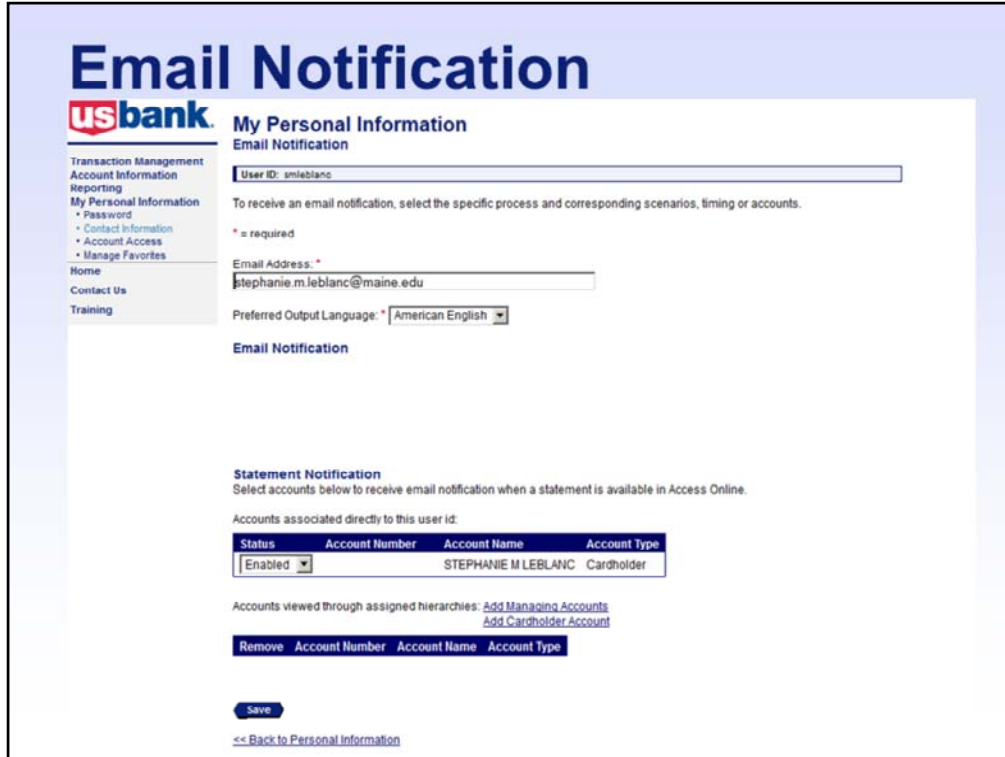


My Personal Information: Email Notification

The email notification function sends you an email when your statement is available in Access Online. The notification is **NOT** automatically enabled for you. If you want to be notified, you must enable the function in Access Online.

Instructions:

- Click the **Email Notification** link. The *My Personal Information: Email Notification* screen displays.



Email Notification

usbank

My Personal Information
Email Notification

User ID: smieblanc

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

* = required

Email Address: *
stephanie.m.leblanc@maine.edu

Preferred Output Language: * American English

Email Notification

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

Accounts associated directly to this user id:

Status	Account Number	Account Name	Account Type
Enabled		STEPHANIE M LEBLANC	Cardholder

Accounts viewed through assigned hierarchies: [Add Managing Accounts](#)
[Add Cardholder Account](#)

[Remove](#) [Account Number](#) [Account Name](#) [Account Type](#)

[Save](#)

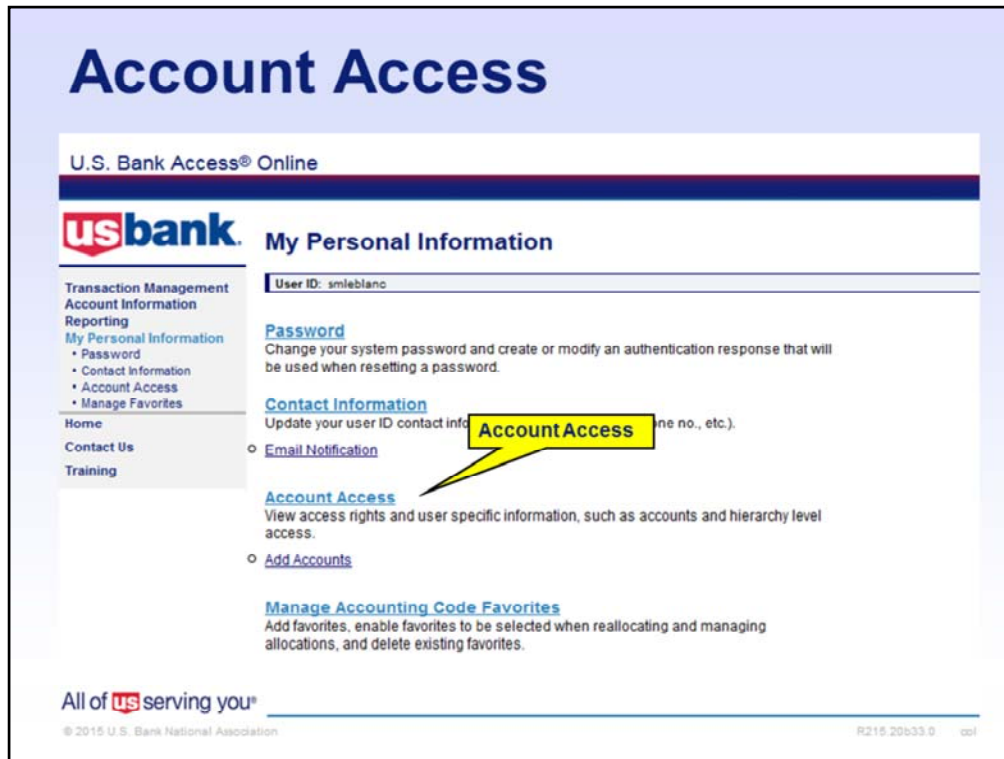
[Back to Personal Information](#)

My Personal Information: Email Notification

Instructions:

- Verify or type your email address.
- Select **Enable** or **Disable** from the *Status* drop-down list.
- Click the **Save** button.

Tip! You can only enable email notification for accounts you are entitled to access.



My Personal Information: Account Access

The account access function lets you know which accounts you currently have access to in Access Online.

Click the **Account Access** link to see which accounts you currently have access to.

For record keepers, if are accounts which you need access or removal of access, please contact the Procurement Card Administrator Stephanie LeBlanc 207-621-3099 or send detailed information via email to Stephanie.m.leblanc@maine.edu.

Since the systems were quite different between U.S. Bank and JP Morgan Chase, we are anticipating that changes will be necessary. We appreciate your patience with this process.

Account Access

U.S. Bank Access® Online



Transaction Management

Account Information

Reporting

My Personal Information

• Password
 • Contact Information
 • Account Access
 • Manage Favorites

Home

Contact Us

Training

My Personal Information

View Account Access

User ID: smleblanc

Organization Short Name: UMSYS
 Functional Entitlement Group: CHF001

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

Add Accounts

Product Description	Account Number	Designated User	User ID
Purchasing Card			smleblanc

<< Back to Personal Information

All of  serving you®

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Account Access

Account access information includes:

Organization Short Name—Identifies your organization in Access Online using a unique code.

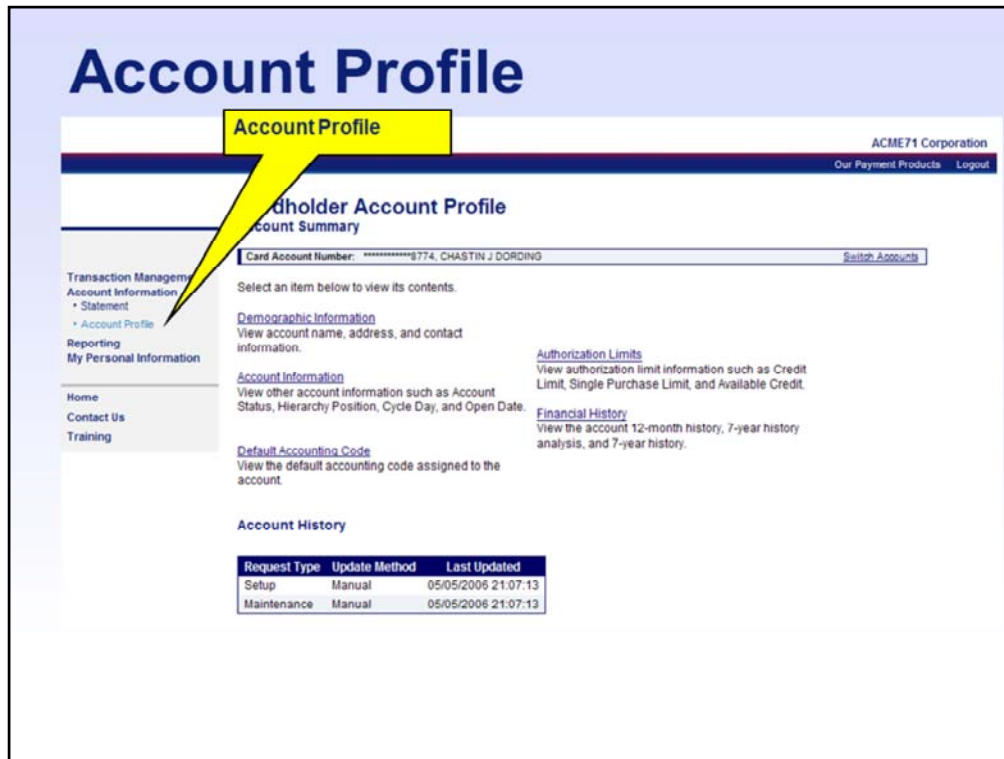
Functional Entitlement Group—Determines the Access Online functions that assigned to your user ID.

Accounts—Lists the accounts assigned to you.

Tip! The account information on this screen is view-only. To change this information, you must contact the Procurement Card Administrator Stephanie LeBlanc 207-621-3099 or send detailed information via email to Stephanie.m.leblanc@maine.edu.



- Account Profile



Cardholder Account Profile: Account Summary

The cardholder account profile gives you access to information about your account. All account profile information is view-only.

Instructions:

- Click the **Account Information** link in the *Left-Column Navigation Bar*.
- Click the **Account Profile** link to display the *Account Summary* screen and the five profile links.

The account profile links include:

Demographic Information—Cardholder name, address and contact information

Authorizations Limits—Account status and authorization limit information (e.g. credit limit, single purchase limit, available credit)

Account Information—Additional information about the account (e.g. cycle day, open date, and hierarchy information)

Default Accounting Code—Default accounting code assigned to the account

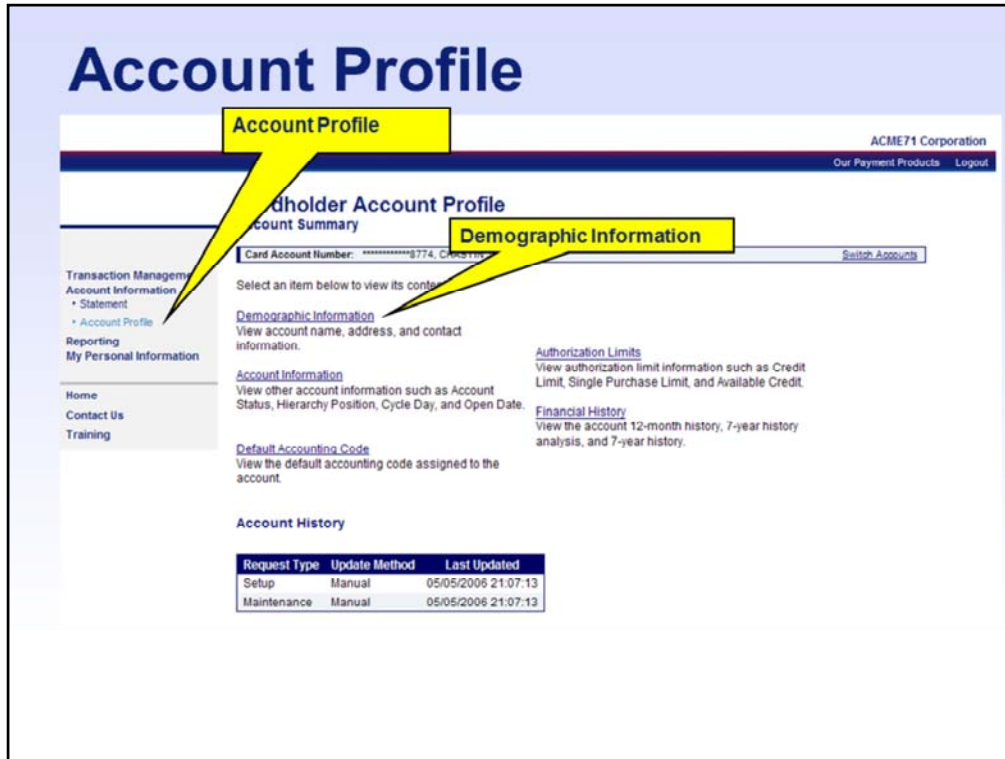
Financial History—Detailed history on the account's financial events (e.g., number of payments, times past due)

Account Profile

- **With the new U.S. Bank, it is no longer required to issue a new PCard when a cardholder changes departments and/or business units. Cardholders and record keepers have the ability to charge expense across all eight business units.**
- **However, it is required that a Change of Account form is completed and returned to the Procurement Card Administrator so that the cardholder's account can be moved, if necessary, to another business unit, and default chartfield information can be updated.**

Access Online Lessons

Account Profile



The screenshot shows the 'Account Profile' page for 'ACME71 Corporation'. The page title is 'Account Profile'. Below the title, there is a navigation bar with 'Our Payment Products' and 'Logout'. The main content area is titled 'Cardholder Account Profile' and 'Account Summary'. A yellow callout box labeled 'Account Profile' points to the main title. Another yellow callout box labeled 'Demographic Information' points to the 'Demographic Information' link in the 'Select an item below to view its content' section. The page includes a sidebar with links like 'Transaction Management', 'Account Information', 'Reporting', and 'My Personal Information'. The main content area has links for 'Demographic Information', 'Account Information', 'Authorization Limits', 'Financial History', and 'Default Accounting Code'. At the bottom, there is an 'Account History' table.

Request Type	Update Method	Last Updated
Setup	Manual	05/05/2006 21:07:13
Maintenance	Manual	05/05/2006 21:07:13

Cardholder Account Profile: Account Summary

Instructions:

- Click the **Demographic Information** link.

Demographic Information

ACME71 Corp

Our Payment Products

Payment Plus
Order Management
Transaction Management
Account Information
• Statement
• Account Profile
Reporting
My Personal Information

Home
Contact Us
Training

Cardholder Account Profile
Demographic Information

Card Account Number: *****8774, CHASTIN J DORDING [Switch Accounts](#)

Name
Name: CHASTIN J DORDING
SSN:
Date of Birth: 12/31/1900
Optional 1:
Optional 2:

Address
Address 1: 200 S 6TH ST
Address 2: EP-MIN-L26C ATTN J JOHNSONHILLE
City: MINNEAPOLIS
State/Province: MN
Zip/Postal Code: 55402-1403
Country: United States

Contact Information
Work Phone: 612-973-0000
Home Phone:
Alternate Phone: 651-205-0000
Fax: 612-973-4444
Email Address: CDORDING@ACME.COM

Demographics Comments:

[Back to Cardholder Account Summary](#)

Cardholder Account Profile: Demographic Information

The *Demographic Information* screen lists:

- Cardholder name
- Date of birth
- Address
- Contact information, including phone, fax and email address

The demographic information, like all account profile information, is view-only.



Authorization Limits

Our Pay

Cardholder Account Profile

Account Summary

Card Account Number: *****8774, CHASTIN J DORDING [Setup](#)

Select an item below to view its contents.

- [Demographic Information](#)
View account name, address, and contact information.
- [Account Information](#)
View other account information such as Account Status, Hierarchy Position, Cycle Day, and Open Date.
- [Default Accounting Code](#)
View the default accounting code assigned to the account.
- [Authorization Limits](#)
View authorization limit information such as Credit Limit, Single Purchase Limit, and Available Credit.
- [Financial History](#)
View the account 12-month history, 7-year history analysis, and 7-year history.

Account History

Request Type	Update Method	Last Updated
Setup	Manual	05/05/2006 21:07:13
Maintenance	Manual	05/05/2006 21:07:13

Cardholder Account Profile: Authorization Limits

Authorization limits are also referred to as *velocity limits*.

Instructions:

- Click the **Authorization Limits** link.

Authorization Limits

ACME/1 Corporation
Our Payment Products Logout

Cardholder Account Profile

Authorization Limits

Card Account Number: *****577A CHASTIN J DORDING
[Edit Account](#)

Authorization Limits

Credit Limit:	1
Single Purchase Limit:	1
Available Credit:	1
Fiscal First Month:	1

Standard Velocity Limits

	Limit	Total
Daily Dollar:	200	0
Daily Transaction:	1	0
Cycle Dollar:	2,400	0
Cycle Transaction:	1	0
Monthly Dollar:	0	0
Monthly Transaction:	0	0
Quarterly Dollar:	0	0
Quarterly Transaction:	0	0
Yearly Dollar:	50,000	0
Yearly Transaction:	2,000	0

Custom Velocity Limits

	Limit	Total
Other Dollar:	0	0
Other Transaction:	1	0

Refresh From Date:

Refresh To Date:

Days in Refresh Cycle:

Refer to Managing Account

Merchant Authorization Controls: Y

Cardholder Account Profile: Authorization Limits

Your authorization limits depend are the limits which were approved on your application.

Typically, authorization limit information includes:

- Account status (e.g., open, closed)
- Limits (e.g., credit limit, cycle limit, single purchase limit)
- Any assigned merchant authorization controls (e.g., office supplies are enabled for purchases)

The authorization limits information, like all account profile information, is view-only.

If you need to request a temporary or permanent increase to your limits, please contact the Procurement Card Administrator Stephanie LeBlanc 207-621-3099 or send detailed information via email to Stephanie.m.leblanc@maine.edu for the appropriate form.

Account Information

Transaction Management

Account Information

- Statement
- **Account Profile**

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Cardholder Account Profile

Account Summary

Card Account Number: *****8774, CHASTIN J DORDING

Select an item below to view its contents.

[Demographic Information](#)
View account name information.

[Account Information](#)
View other account information such as Account Status, Hierarchy Position, Cycle Day, and Open Date.

[Default Accounting Code](#)
View the default accounting code assigned to the account.

[Authorization Limits](#)
View authorization limit information such as Credit Limit, Single Purchase Limit, and Available Credit.

[Financial History](#)
View the account 12-month history, 7-year history analysis, and 7-year history.

Account History

Request Type	Update Method	Last Updated
Setup	Manual	05/05/2006 21:07:13
Maintenance	Manual	05/05/2006 21:07:13

Cardholder Account Profile: Account Information

Instructions:

- Click the **Account Information** link.

Account Information

ACME71 Corporation
[Our Payment Products](#) [Logout](#)

Cardholder Account Profile

Account Information

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Card Account Number: *****9774 CHASTIN J DORING [Edit this Account](#)

Account Status: **OPEN

Hierarchy Position

Bank	Agent	Company	Division	Department
1425	7548	39550	30008	0000

Organization Name
ACME DEMO TEST

Account Information

Managing Account: 4245044555587793

Cycle Day: 25

Expiration Date: 01/31/2015

Open Date: 01/24/2003

Temp Auth Start Date:

Temp Auth End Date:

Needs Activation? Y

Current Balance: 0.00

Past Due Balance: 0.00

Plastic: Y

Checks: N

Telecom: N

Telecom Status:

Payment Method Code:

Payment Method Description: <None>

Reporting Level

Lvl 1	Lvl 2	Lvl 3	Lvl 4	Lvl 5	Lvl 6	Lvl 7
39550	00000	00000	00000	00000	00000	00000

Account Information Comments:

[-- Back to Cardholder Account Summary](#)

Cardholder Account Profile: Account Information

- The account information screen displays general account information, such as cycle day and open date. The screen also displays the processing hierarchy position for the account.
- The managing account number is the centralized account number for the business unit. This is not the cardholder account number.
- The open date is not the date that you activate your card, but the date which the card account was generated.
- The account information data, like all account profile information, is view-only.
- The hierarchy position is used to determine a user's access to accounts and the company aka business unit the cardholder is assigned to. With transition from JP Morgan Chase to U.S. Bank there may be a need to add, remove or modify the hierarchy for account access. Please contact the Procurement Card Administrator Stephanie LeBlanc 207-621-3099 or send detailed information via email to Stephanie.m.leblanc@maine.edu.
- Once again, we appreciate your patience with this process.

Financial History

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Cardholder Account Profile

Account Summary

Card Account Number: *****8774, CHASTIN J DORDING

Select an item below to view its contents.

[Demographic Information](#)
View account name, address, and contact information.

[Account Information](#)
View other account information such as Account Status, Hierarchy Position, Cycle Day, and Open Date.

[Default Accounting Code](#)
View the default accounting code assigned to the account.

[Financial History](#)
View the account 12-month history, 7-year history analysis, and 7-year history.

[Authorization](#)
View authorization such as Credit Limit, Single Purchase Limit, and Available Credit.

Account History

Request Type	Update Method	Last Updated
Setup	Manual	05/05/2006 21:07:13
Maintenance	Manual	05/05/2006 21:07:13

Cardholder Account Profile: Financial History

Instructions:

- Click the **Financial History** link.

Financial History

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Our Payment Products Logout

Cardholder Account Profile

Financial History

Card Account Number: *****8774, CHASTIN J DORDING [Switch Accounts](#)

12 Month History 7 Year History Analysis 7 Year History

The 12 Month History includes accumulated account information for 12 previous billing cycles. Each page includes four billing cycles of history.

Page: 1 | 2 | 3

	Current	05/28/2012	04/26/2012	03/26/2012	02/27/2012
Number of Payments	0	0	0	0	0
Total Payments (Last Payment: 00/00/00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Minimum Payment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Number of Purchases	0	2	2	2	2
Total Purchases (Last Purchase: 06/01/12)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Number of Cash Advances	0	0	0	0	0
Total Cash Advances (Last Cash Advance: 00/00/00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Number of Credits	0	0	0	0	0
Total Credits (Last Credit: 06/01/12)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Number of Misc Charges	0	0	0	0	0
Total Misc Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Late Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Overlimit Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Purchase Finance Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cash Advance Finance Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Cardholder Account Profile: Financial History

The Financial History tabs provide information about the history of the account, including 12-month history, seven-year historical analysis, and seven-year history.

- The *12 Month History* tab contains financial history data for the past 12 months.
- The *7 Year History Analysis* tab lists the number of times listed events occurred during each year (grouped by billing cycle).
- The *7 Year History* tab provides a yes/no indication of the listed events by month/year.

Default Accounting Code

Payment Plus

Order Management

Transaction Management

Account Information

- Statement
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Cardholder Account Profile

Account Summary

Card Account Number: *****8774, CHASTIN J DORDING

Select an item below to view its contents.

[Demographic Information](#)
View account name, address, and contact information.

[Account Information](#)
View other account Status, Hierarchy P

[Default Accounting Code](#)
View the default accounting code assigned to the account.

[Authorization Limits](#)
View authorization limit information such as Credit Limit, Single Purchase Limit, and Available Credit.

[Social History](#)
View the account 12-month history, 7-year history analysis, and 7-year history.

Account History

Request Type	Update Method	Last Updated
Setup	Manual	05/05/2006 21:07:13
Maintenance	Manual	05/05/2006 21:07:13

Cardholder Account Profile: Default Accounting Code

Instructions:

- Click the **Default Accounting Code** link.

Default Accounting Code

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Cardholder Account Profile

Default Accounting Code

Card Account Number: [REDACTED] STEPHANIE M LEBLANC
 Card Account ID: [REDACTED]

Product:	Purchasing	Bank:	7129
Name:	STEPHANIE M LEBLANC	Agent:	1242
Status:	**OPEN	Company:	10272

Default Accounting Code

Segment Name (Length)									
BUSINESS UNIT (5)	DEPARTMENT (10)	ACCOUNT (10)	CLASS (5)	FUND (5)	PROGRAM (5)	PROJECT (15)	OPERATING UNIT (8)	WORK ORDER - PHASE (36)	
UMS08	8850004	61000		00			820		

Default Accounting Code Comments:

[<< Back to Cardholder Account Summary](#)

son
R215.20a33.0
url R
07-27-2015 11:12:41 CDT

Cardholder Account Profile: Default Accounting Code

Your default accounting code is the accounting code a/k/a chartfield combination that your transactions will be assigned when the transactions enter Access Online.

The default accounting code information, like all account profile information, is view-only.

If a default accounting code does not display, then you do not have an assigned default accounting code. If this information needs to be updated please contact the Procurement Card Administrator Stephanie LeBlanc and provide the necessary chartfield combination via e-mail to Stephanie.m.leblanc@maine.edu.

Access Online Lessons

Online Registration	Account Profile
Forgot Your Password	Viewing Statements
Logging In	Transaction Management
Navigation Basics	Dispute Transaction
My Personal Information	Web-based Training

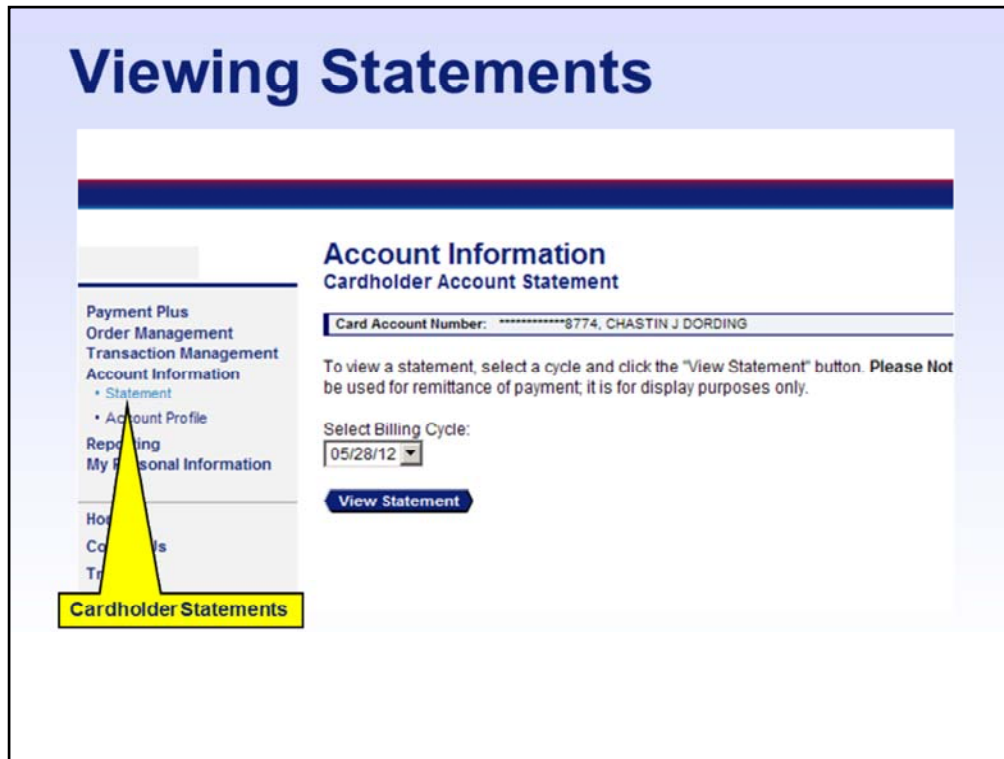
- Viewing Statements

Viewing Statements

- **U.S. Bank Statements are available online.**
- **Policy requires that cardholders and/or record keepers review card account statement(s) on a monthly basis to verify the integrity of the statement and transactions.**
- **NEW: With approval of expenses at the transaction level and the inability of cardholders to self-approve, it is no longer required that cardholders and managers physically sign monthly statements.**

Access Online Lessons

Viewing Statements



Viewing Statements

Statements for the past three cycles are available. Your statement is available the day after the cycle end day. Thus, statements will be available on the 26th, since the cycle end day is the 25th of every month.

Instructions:

- Click the **Account Information** link on the *Left-Column Navigation Bar*.
- Click the **Statement** link.
- Select the cycle date from the drop-down list.
- Click the **View Statement** button.

The statement displays in a new browser window as a portable document format (PDF) file.

Viewing Statements

[illegible]

Viewing Statements

You can save, print, and email a PDF file.

Print or save the statement by clicking on the **Print** or **Save** button in the Adobe® Acrobat Reader tool bar.

Access Online Lessons

Online Registration	Account Profile
Forgot Your Password	Viewing Statements
Logging In	Transaction Management
Navigation Basics	Dispute Transaction
My Personal Information	Web-based Training

- Transaction Management

Transaction Management

- **Per the Purchasing Card Administrative Practice Letter (APL), it is required that transactions be final approved within 14 days of the transaction posting date.**

As a reminder: All expenses over \$125 require written knowledge and approval before the transaction.

Please note a listing of University APLs can be found at: <http://www.maine.edu/about-the-system/system-office/finances/administrative-practice-letters/>

Access Online Lessons

Transaction Management

- Transactions over \$125 require written knowledge and approval before the transactions by the approver manager/HR supervisor.
- Transaction \$500 and above require written knowledge and approval before the transaction by the approver manager/HR supervisor, campus business officer (CBO)/CFO, and Procurement Card Administrator.
- Blanket approval for cardholders to purchase items below \$500 can be granted by the approver manager/HR supervisor. The authorization must be in writing by the HR supervisor, contain the cardholder, the amount authorized, dated, retained on file, and provided to the Procurement Card Administrator. The authorization can only be issued and effective for the current fiscal year.

Transaction Management

- **Transactions which have not been final approved within 28 days will be reviewed for extraction into the general ledger using the chartfield combination assigned to the transaction at that time. Following extraction into PeopleSoft, it will then be the department's responsibility to journal expenses, if necessary, to the proper chartfield combination(s).**
 - **Why?**
 - **Transactions are only available for extract up to a limited number of days. After that period, they are not extractable and would require a manual journal into PeopleSoft.**

Access Online Lessons

Transaction Management

Transaction Management

- Please note that transactions which require manual extraction following 28 days from the posting date will be audited and may result in the suspension and/or termination of a cardholder's account.
- Receipt upload functionality will be coming. In the meantime, receipts signed by cardholders must be retained on file for each and every transaction. Once the receipt upload functionality is available more information will be provided.

Access Online Lessons

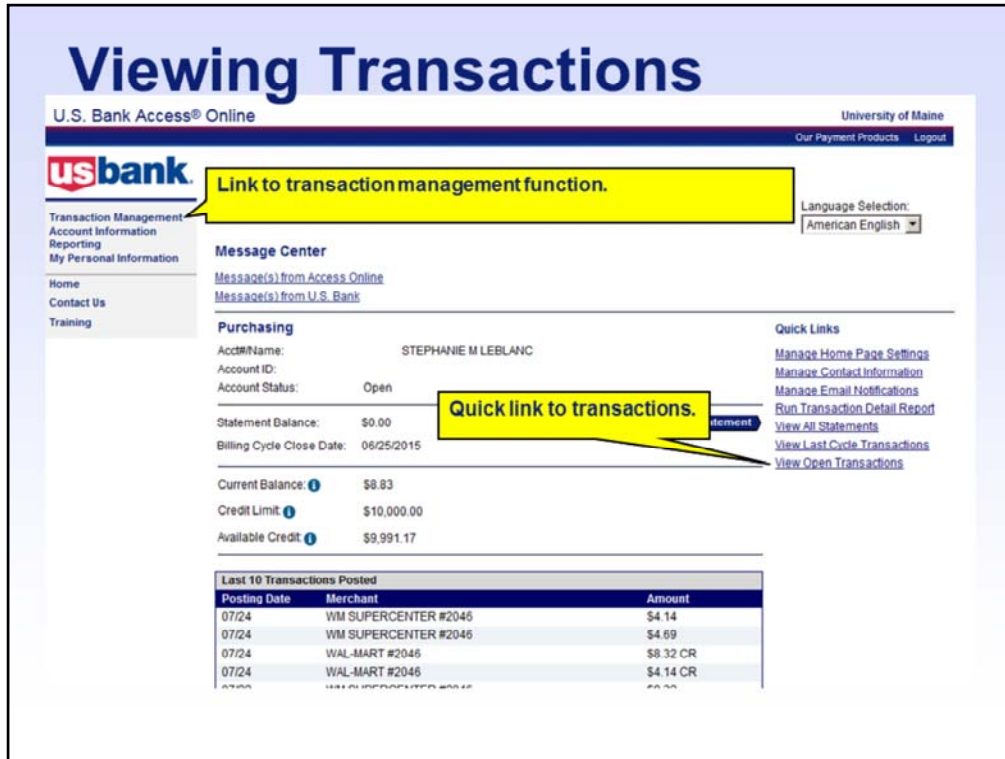
Transaction Management

Transaction Management

- **New! Transactions can now be allocated across all eight business units.**
- **As reminder, all pending transactions within JP Morgan Chase PaymentNet must be reviewed and approved by August 17th. At which time, transactions will be extracted using the default chartfield combination. It will be the department's responsibility to journal exported transactions to the appropriate expense accounts.**

Access Online Lessons

Transaction Management



Viewing Transactions

U.S. Bank Access® Online

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Our Payment Products Logout

usbank

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Language Selection:
American English

Message Center
[Message\(s\) from Access Online](#)
[Message\(s\) from U.S. Bank](#)

Purchasing
 Acct#Name: STEPHANIE M LEBLANC
 Account ID:
 Account Status: Open
 Statement Balance: \$0.00
 Billing Cycle Close Date: 06/25/2015
 Current Balance: \$8.83
 Credit Limit: \$10,000.00
 Available Credit: \$9,991.17

Quick Links
[Manage Home Page Settings](#)
[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
07/24	WM SUPERCENTER #2046	\$4.14
07/24	WM SUPERCENTER #2046	\$4.69
07/24	WAL-MART #2046	\$8.32 CR
07/24	WAL-MART #2046	\$4.14 CR

Viewing Transactions

You can access a list of transactions in two ways:

One—Using the quick links on your home page (if available) to go directly to a list of transactions.

Two—Using the *Transaction Management* high-level task.

Instructions:

- Select the **Transaction Management** high-level task on the *Left-Column Navigation Bar*.
- Click the **Transaction List** link on the screen that displays.

You can view a list of your transactions for the current (open) cycle and the past six closed cycles, as well as available details for each transaction. (The amount of detail information depends on the level of information the merchant passes with the transaction.)

Transaction Management

- Transaction list
- Transaction chartfield reallocation
- Transaction approval process
- Disputes

Transaction Management

Key tasks in transaction management include:

- Viewing the list of transactions
- Reallocating a transaction to a chartfield combination different from the assigned default chartfield
- Transaction approval process: transaction approval by cardholder or record keeper and final approval by the supervisor
- Disputing a transaction

Tip! Final approval of transactions is not permitted by a subordinate of the account cardholder. Also, cardholders can not final approve his/her own transactions.

Transaction Management

- Jump into Live Environment
- Requirements:
 - Validate the purchase
 - Input within Comments tab the purpose of the purchase
 - Verify and/or input the valid chartfield combination(s)
 - Approve and forward to HR Supervisor/Approver Manager for Final Approval

Transaction List: The transaction list has three sections that you can navigate using the + icon (to open a section) and the – icon (to close a section). This feature lets you view only the section you want to.

The three sections are:

Card Account Summary—Includes account number, account name, billing cycle selection and account status. You can select a specific cycle or all cycles.

Search Criteria—Includes search fields that you can use to filter and view-only the transactions you want to see (e.g., only transactions over \$1,000).

Transaction List—Includes a list of transactions that meet the cycle selection and search criteria. The next slide shows your transaction list.

The transaction list displays a list of transactions, including approval status, transaction date, posting date, merchant name, transaction amount, and accounting code. You can click the date link (in the *Trans Date* column) to access additional detail.

Instructions: Click the date link (e.g., **05/20**) in the *Trans Date* column.

Approval History Tab: Displays approval actions taken on a transaction.

Comments Tab: It is **required** that you enter in the Purpose of Purchase. If necessary, enter in the Emergency Justification. Click Save Comments.

Allocation Tab: This provides the ability to reallocate a transaction to a chartfield combination other than the default.

Summary Tab: Provides the ability to print, dispute and approve a transaction.



- Dispute Transaction

Dispute a Transaction

Transaction Management
Select a Dispute Reason

Card Account Number: 6011 0000000000000000

Trans Date	Statement Date	Merchant	Amount	Reference Number
05/26/2012		FASTENAL COMPANY MA8TC	\$78.00	4705437303133371

Select a dispute reason from the list below. If you need more information about this transaction, you may [request a copy of the sales draft](#).

My account was charged for this transaction and...

Reason	Additional Items Required
☐ Unauthorized ...I did not authorize the charge.	Print, Signature
☐ Unrecognized ...I do not recognize the charge.	Print, Signature
☐ 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.	
...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.	

Select

[-- Back to Transaction Detail](#)

Dispute a Transaction

Instructions:

- Select the dispute reason radio button.
- Review the additional instructions (e.g., *Print, Signature*)
- Click the **Select** button.
- Follow the on-screen instructions for adding comments, signing and forwarding the dispute form to the bank.

Tip! The more detailed your comments, the better your chances of resolving the dispute quickly.

[Our Payment Products](#)
[Logout](#)

Welcome to Access Online Chris Smith

Your last login was 08/02/2013

Language Selection:
American English

Message Center

[Message\(s\) from Access Online](#)

One Card

Switch Account
1234

Acct#Name: ...1234, CHRIS SMITH
Account ID: 123456789012

Current Balance: \$0.00
Credit Limit: \$1,000.00
Available Credit: \$1,000.00

Quick Links

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[Manage Contact Information](#)
[Manage Email Notifications](#)
[Run Transaction Detail Report](#)
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[View Last Cycle Transactions](#)
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Last 10 Transactions Posted

Posting Date	Merchant	Amount
05/27	VINNY VANUCCIS	\$52.95
05/24	HY VEE 1162	\$50.00
05/13	STAPLES 00104018	\$21.48
04/18	STAPLES 00104018	\$21.99
04/11	STAPLES 00104018	\$47.78
04/11	STAPLES 00104018	\$51.12
04/11	STAPLES 00104018	\$51.12 CR
04/09	COPY WORKS - DUBUQUE	\$31.50
04/09	BEST BUY 00008789	\$200.00
04/08	HY VEE 1162	\$50.00

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[Event Driven Notification](#)
[Payment Plus](#)
[Order Management](#)
[Transaction Management](#)
[Enhanced Supplier Management](#)
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Disputes Demo

Click the **Transaction Management** high-level task.

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Transaction Management

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Card Account List

View summary information for all Cardholder Accounts.

[Search Card Account List](#)
Allows you to provide your own search criteria first before any results are presented.

[View Previous Cycle](#)
Presents the Cardholder Account list for the previous cycle.

[Transaction List](#)
View, review, allocate/reallocate and add comments to transaction information.

[View Previous Cycle](#)
Presents the Transaction list for the previous cycle.

[View Pending Transactions](#)
Presents the pending transactions list.

[View Unmatched Transactions](#)
Presents the unmatched transactions list.

Disputes Demo

Click the **Transaction List** link.

ACME71 Corporation
 Our Payment Products Logout

Transaction Management

Card Account Summary with Transaction List

Card Account Number: *****8774, CHASTIN J DORDING [Switch Accounts](#)

[Create](#) [Manage](#) [Card Acct List](#) [Trans List](#)

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[-] Card Account Summary

Account Number: ● 8774 Outstanding Orders: \$1,890.45 3
 Account Name: CHASTIN J DORDING Unmatched Transactions: \$29,332.89 99
 Billing Cycle Close Date: Open [Search](#) [Print Account Activity](#)

Total Transactions: \$6,385.66 26 Final Approved Transactions: \$373.20 1
 Reallocated Transactions: \$4,980.36 7 % Final Approved Transactions: 5.8% 3.8%
 % Reallocated Transactions: 77.9% 26.9%
● Open Account

[+] Search Criteria

[Return to top](#)

[-] Transaction List

[Return to top](#)

Records 1 - 25 of 26
 Page: 1 | 2
[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount
☐	●	Pending	●	06/06	06/07	UNITED ELECTRIC #7649	651-582-3900, MN	\$170.04
☐	●	Approved	●	06/06	06/07	WERNER ELECTRIC ST CLOUD	320-2535440, MN	\$76.87
☐	●	Approved	●	06/06	06/07	MUSKA LIGHTING CENTER	ST PAUL, MN	\$917.46

Disputes Demo

Click the top-most transaction's date link.

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[Our Payment Products](#) [Logout](#)

Transaction Management

Transaction Detail

Card Account Number: *****3774, CHASTIN J DORDING [Switch Accounts](#)

[Create](#) [Manage](#) [Card Acct List](#) [Trans List](#)

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[Order Management](#)
[Transaction Management](#)
 • [Card Account List](#)
 • [Transaction List](#)
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Transaction Summary

Status	Match	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID
		06/06	06/07	UNITED ELECTRIC #7649	651-582-3900, MN	170.04		03-0218

Ⓢ Disputed ☁ Matched ⚠ Exception ↻ Reallocated

[Summary](#) [Match](#) [Allocations](#) [User Line Items](#) [Tax Data](#) [Comments](#) [Approval History](#)

The Summary tab shows high-level transaction information.

To change the review status, click the "Mark as Reviewed" button.
 To approve and forward the transaction, click "Approve."
 To initiate a dispute, click the "Dispute" button.

Transaction

Date: 06/06/2012
 Purchase ID: 03-0218
 Total Amount: 170.04
 Memo Post: Yes

Sales Tax: 10.38
 Freight: 0.00

Merchant

Name: UNITED ELECTRIC #7649
 City, State/Province: 651-582-3900, MN
 Transaction Type: SALES DRAFT
 MCC Code: 5969
 MCC Description: OTHER DIRECT MARKETER

Reference Information

Billing Cycle: Open
 Posting Date: 06/07/2012
 Reference Number: 4765435303800391
 Authorization Number: 055679

Extract Date(s)

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

Currency

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

Disputes Demo

Click anywhere on the screen to advance.

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

Transaction		Reference Information	
Date:	06/06/2012	Billing Cycle:	Open
Purchase ID:	03-0218	Posting Date:	06/07/2012
Total Amount:	170.04	Reference Number:	4765435303800391
Memo Post:	Yes	Authorization Number:	055679
Sales Tax:	10.38	Extract Date(s)	
Freight:	0.00	Most Recent Standard	
Merchant		Financial Extract:	
Name:	UNITED ELECTRIC #7649	General Ledger Extract:	
City, State/Province:	651-582-3900, MN	Payment Extract:	
Transaction Type:	SALES DRAFT	Currency	
MCC Code:	5969	Billing Currency:	U.S. Dollar
MCC Description:	OTHER DIRECT MARKETER	Source Currency:	U.S. Dollar
		Source Currency Amt:	170.04

[Mark as Reviewed](#)
[Approve](#)
[Print Transaction](#)

Dispute	Sales Draft Requests
Dispute information only reflects the last dispute filed for this transaction. More information available in Dispute History.	none

[Dispute](#)

[+] **Dispute History**

[<< Back to Transaction List](#)

Disputes Demo

Click the **Dispute** button.

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Transaction Management

Select a Dispute Reason

Card Account Number: *****8774, CHASTIN J DORDING

Trans Date	Statement Date	Merchant	Amount	Reference Number
05/06/2012		UNITED ELECTRIC #7649	170.04	4765435303800391

Select a dispute reason from the list below. If you need more information about this transaction, you may [request a copy of the sales draft](#).

My account was charged for this transaction and...

Reason	Additional Items Required
☐ Unauthorized ...I did not authorize the charge.	Print, Signature
☐ Unrecognized ...I do not recognize the charge.	Print, Signature
☐ 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 ...I have not received credit toward my account.	Print, Copy of Receipt
☐ Cash Not Received ...I did not receive cash from the ATM.	Print, Copy of Receipt
☐ Alteration of Amount ...the receipt does not match the amount posted.	Print, Copy of Receipt
☐ Inadequate Description ...the description does not give enough information.	
☐ Not As Described ...the merchandise I received does not match the description from the merchant.	Print, Copy of Document

Disputes Demo

Click the radio button for *Unauthorized*.

ACME71 Corporation
[Our Payment Products](#) [Logout](#)

Transaction Management

Select a Dispute Reason

Card Account Number: *****8774, CHASTIN J DORDING

Trans Date	Statement Date	Merchant	Amount	Reference Number
05/06/2012		UNITED ELECTRIC #7049	170.04	4705435303800391

Select a dispute reason from the list below. If you need more information about this transaction, you may [request a copy of the sales draft](#).

My account was charged for this transaction and...

Reason	Additional Items Required
☒ Unauthorized ...I did not authorize the charge.	Print, Signature
☐ Unrecognized ...I do not recognize the charge.	Print, Signature
☐ 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 ...I have not received credit toward my account.	Print, Copy of Receipt
☐ Cash Not Received ...I did not receive cash from the ATM.	Print, Copy of Receipt
☐ Alteration of Amount ...the receipt does not match the amount posted.	Print, Copy of Receipt
☐ Inadequate Description ...the description does not give enough information.	
☐ Not As Described ...the merchandise I received does not match the description from the merchant.	Print, Copy of Documentation

Disputes Demo

Click anywhere on the screen to advance.

☐	...the description does not give enough information.	
☐	Not As Described ...the merchandise I received does not match the description from the merchant.	Print, Copy of Documentation
☐	Quality of Service ...the service I received does not match the description from the merchant.	
☐	Duplicate Processing ...it has been charged for this transaction more than once.	
☐	Paid by Other Means ...I had paid by other means such as a cash or check.	Print, Copy of Receipt
☐	Credit Posted as a Purchase ...it should have been a credit to my account.	Print, Copy of Receipt
☐	Cancelled - Merchandise Returned ...I had cancelled the purchase. The merchandise has been returned to the merchant.	
☐	Cancelled - Recurring Transaction ...I had cancelled the purchase. This is a recurring transaction such as a monthly service.	
☐	Cancelled ...I had cancelled the purchase.	
☐	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.	

[Select](#)

[<< Back to Transaction Detail](#)

Disputes Demo

Click the **Select** button.

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Our Payment Products Logout

Transaction Management
Dispute Reason: Unauthorized

Card Account Number: *****8774, CHASTIN J DORDING

Trans Date	Statement Date	Merchant	Amount	Reference Number
06/06/2012		UNITED ELECTRIC #7649	170.04	4765435303800391

Unauthorized
My account was charged for this transaction and I did not authorize the charge.

This dispute reason requires a physical signature of the Cardholder. After completing this form, click "Continue" for a printable version of the form.

* = required

Requestor Name:* Requestor Phone Number:*
Chastin Smith

Comments:*

Continue

[<< Back to Select a Dispute Reason](#)

Disputes Demo

Click in the **Requester Phone Number** field.

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Dispute Reason: Unauthorized

Card Account Number: *****8774, CHASTIN J DORDING

Trans Date	Statement Date	Merchant	Amount	Reference Number
05/05/2012		UNITED ELECTRIC #7649	170.04	4765435303800391

Unauthorized

My account was charged for this transaction and I did not authorize the charge.

This dispute reason requires a physical signature of the Cardholder. After completing this form, click "Continue" for a printable version of the form.

* = required

Requestor Name:*

Requestor Phone Number:*

Chastin Smith

6121231234

Comments:*

Continue

<< Back to Select a Dispute Reason

Disputes Demo

Click in the **Comments** field.

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Dispute Reason: Unauthorized

Card Account Number: *****8774, CHASTIN J DORDING

Trans Date	Statement Date	Merchant	Amount	Reference Number
05/05/2012		UNITED ELECTRIC #7649	170.04	4765435303800391

Unauthorized
My account was charged for this transaction and I did not authorize the charge.

This dispute reason requires a physical signature of the Cardholder. After completing this form, click "Continue" for a printable version of the form.

* = required

Requestor Name:* Requestor Phone Number:*

Comments:*

[Continue](#)

[<< Back to Select a Dispute Reason](#)

Disputes Demo

Click the **Continue** button.

Transaction Management

Dispute Reason: Unauthorized

Request has been successfully completed.

Print, sign and fax or mail this form to the following address. This dispute will not be processed if this form is not received within 21 days of the dispute date.

Fax Number:

701-461-3463

Mailing Address:

Customer Services
P.O. Box 6344
Fargo, ND 58125-6344

When finished printing, you can go to the [transaction detail](#).

Account Number: 4246040011253475

Dispute Date	Tran Date	Statement Date	Merchant	Amount	Reference Number
04/23/2007	04/18/2007	04/20/2007	UNITED ELECTRIC #7649	170.04	24692167108000612793118

Unauthorized

My account was charged for this transaction and I did not authorize the charge.

Requestor Name:

Chris Doe

Requestor Phone Number:

6121231234

Comments:

I cancelled this service in May.

Cardholder Signature (required to process this dispute)

Disputes Demo

Click the **transaction detail** link.

Version 2-4

Proprietary and Confidential

67

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Transaction Management

Transaction Detail

Card Account Number: *****8774, CHASTIN J DORDING [Switch Accounts](#)
[Create](#) [Manage](#) [Card Acct List](#) [Trans List](#)

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Transaction Summary

Status	Match	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase I
Ⓢ		06/05	06/07	FASTENAL COMPANY MNSTC	320-252-3655, MN	805.43		342

Ⓢ Disputed Ⓜ Matched ⚠ Exception Ⓜ Reallocated

Summary

Match

Allocations

User Line Items

Tax Data

Comments

Approval History

The Summary tab shows high-level transaction information.

To change the review status, click the "Mark as Reviewed" button.
 To approve and forward the transaction, click "Approve."
 To view the dispute's details, click the Dispute History link.

Transaction

Date: 06/05/2012

Purchase ID: 342

Total Amount: 805.43

Memo Post: Yes

Sales Tax: 49.16

Freight: 0.00

Merchant

Name: FASTENAL COMPANY MNSTC

City, State/Province: 320-252-3655, MN

Transaction Type: SALES DRAFT

MCC Code: 5999

Reference Information

Billing Cycle: Open

Posting Date: 06/07/2012

Reference Number: 4765437303733388

Authorization Number: 095066

Extract Date(s)

Most Recent Standard

Financial Extract:

General Ledger Extract:

Payment Extract:

Currency

Billing Currency: U.S. Dollar

Source Currency: U.S. Dollar

Disputes Demo

Memo Post:	Yes	Authorization Number:	095006
Sales Tax:	49.16	Extract Date(s)	
Freight:	0.00	Most Recent Standard	
Merchant		Financial Extract:	
Name:	FASTENAL COMPANY	General Ledger Extract:	
City, State/Province:	MNSTC	Payment Extract:	
Transaction Type:	320-252-3655, MN	Currency	
MCC Code:	SALES DRAFT	Billing Currency:	U.S. Dollar
MCC Description:	5999	Source Currency:	U.S. Dollar
	MISCELLANEOUS AND SPECIAL	Source Currency Amt:	805.43

[Mark as Reviewed](#)
[Approve](#)
[Print Transaction](#)

Dispute

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

Dispute Reason: Unrecognized Charge
Dispute Date: 05/17/2012
Dispute Post Date:
Resolution Date:
Requestor Name: Shared Support
Dispute Status: Unresolved

[Cancel Dispute](#)

Sales Draft Requests

none

[+] **Dispute History**

[<< Back to Transaction List](#)

Disputes Demo

Click the **Cancel Dispute** button.

ACME71 Corporation

Our Payment Products Logout

Are You Sure?

You have chosen to cancel the dispute filed for the following transaction:

Dispute Date	Trans Date	Posting Date	Merchant	Amount	Reference Number
05/17/2012	06/05/2012	06/07/2012		805.43	

Unrecognized Charge
Client does not recognize this charge.

Cancellation Comments:

Payment Plus

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Disputes Demo

Click in the **Cancellation Comments** field.

Tip! The *Cancellation Comments* field lets the user add comments about why the user is cancelling the dispute.

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Are You Sure?

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You have chosen to cancel the dispute filed for the following transaction:

Dispute Date	Trans Date	Posting Date	Merchant	Amount	Reference Number
05/17/2012	06/05/2012	06/07/2012		805.43	

Unrecognized Charge

Client does not recognize this charge.

Cancellation Comments:

Service reauthorized

Yes, Cancel Dispute

No

Disputes Demo

Click the **Yes, Cancel Dispute** button.

ACME71 Corporation
 Our Payment Products Logout

Transaction Management

Transaction Detail

Card Account Number: *****8774, CHASTIN J DORDING [Switch Account](#)

[Create](#) [Manage](#) [Card Acct List](#) [Trans List](#)

Request has been successfully completed.

Transaction Summary

Status	Match	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase
		06/05	06/07	FASTENAL COMPANY MNSTC	320-252-3655, MN	805.43		342

Disputed
 Matched
 Exception
 Reallocated

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 [Match](#)
 [Allocations](#)
 [User Line Items](#)
 [Tax Data](#)
 [Comments](#)
 [Approval History](#)

The Summary tab shows high-level transaction information.

To change the review status, click the "Mark as Reviewed" button.
 To approve and forward the transaction, click "Approve."
 To view the dispute's details, click the Dispute History link.

Transaction

Date: 06/05/2012
 Purchase ID: 342
 Total Amount: 805.43
 Memo Post: Yes

Sales Tax: 49.16
 Freight: 0.00

Merchant

Name: FASTENAL COMPANY MNSTC
 City, State/Province: 320-252-3655, MN

Reference Information

Billing Cycle: Open
 Posting Date: 06/07/2012
 Reference Number: 4765437303733388
 Authorization Number: 095066

Extract Date(s)

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

Disputes Demo

Memo Post:	Yes	Authorization Number:	095066
Sales Tax:	49.16	Extract Date(s)	
Freight:	0.00	Most Recent Standard	
Merchant		Financial Extract:	
Name:	FASTENAL COMPANY	General Ledger Extract:	
	MNSTC	Payment Extract:	
City, State/Province:	320-252-3655, MN	Currency	
Transaction Type:	SALES DRAFT	Billing Currency:	U.S. Dollar
MCC Code:	5999	Source Currency:	U.S. Dollar
MCC Description:	MISCELLANEOUS AND SPECIAL	Source Currency Amt:	805.43

[Mark as Reviewed](#)
[Approve](#)
[Print Transaction](#)

Dispute Dispute information only reflects the last dispute filed for this transaction. More information available in Dispute History. Dispute Reason: Unrecognized Charge Dispute Date: 05/17/2012 Dispute Post Date: Resolution Date: Requestor Name: Shared Support Dispute Status: Unresolved Dispute	Sales Draft Requests none
---	-------------------------------------

[+] **Dispute History**

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Disputes Demo

Click the **Plus Sign** icon for *Dispute History*.

Name:	FASTENAL COMPANY	Payment Extract:	
City, State/Province:	320-252-3655, MN	Currency	
Transaction Type:	SALES DRAFT	Billing Currency:	U.S. Dollar
MCC Code:	5999	Source Currency:	U.S. Dollar
MCC Description:	MISCELLANEOUS AND SPECIAL	Source Currency Amt:	805.43

[Mark as Reviewed](#)
[Approve](#)
[Print Transaction](#)

Dispute

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

Dispute Reason: Unrecognized Charge
Dispute Date: 05/17/2012
Dispute Post Date:
Resolution Date:
Requestor Name: Shared Support
Dispute Status: Unresolved

[Dispute](#)

Sales Draft Requests

none

[\[-\] Dispute History](#)

Dispute Date	Dispute Post Date	Resolution Date	Requestor Name	Dispute Status	Dispute Reason	Dispute Cancelled	Cancelled By	Cancelled Comment
05/17/2012			Shared Support	Unresolved	Unrecognized Charge	Yes	Chastin Smith	Service reauthoriz

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Disputes Demo

Click the **Back to Transaction List** link.

ACME71 Corporation
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Transaction Management

Card Account Summary with Transaction List

Card Account Number: *****8774, CHASTIN J DORDING [Switch Account](#)

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[-] Card Account Summary

Account Number: 8774
 Account Name: CHASTIN J DORDING
 Billing Cycle Close Date: Open [Search](#) [Print Account Activity](#)
 Outstanding Orders: \$1,890.45 3
 Unmatched Transactions: \$29,332.89 99
 Total Transactions: \$6,385.66 26 Final Approved Transactions: \$373.20 1
 Reallocated Transactions: \$4,980.36 7 % Final Approved Transactions: 5.8% 3.8%
 % Reallocated Transactions: 77.9% 26.9%
[Open Account](#)

[+] Search Criteria

[Return to top](#)

[-] Transaction List

[Return to top](#)

Records 1 - 1 of 1
[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	
☐	Pending			06/06	06/07	FASTENAL COMPANY MNSTC	320-252-3655, MN	\$805.43	

(R) Reviewed (D) Disputed (M) Matched (A) Exception (R) Reallocated (R) Trans Detail Level

[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 1 of 1

Disputes Demo

The status now indicates that the transaction is in dispute.

Access Online Lessons

Online Registration	Account Profile
Forgot Your Password	Viewing Statements
Logging In	Transaction Management
Navigation Basics	Dispute Transaction
My Personal Information	Web-based Training

- Web-based Training



The Access Online Web-Based Training

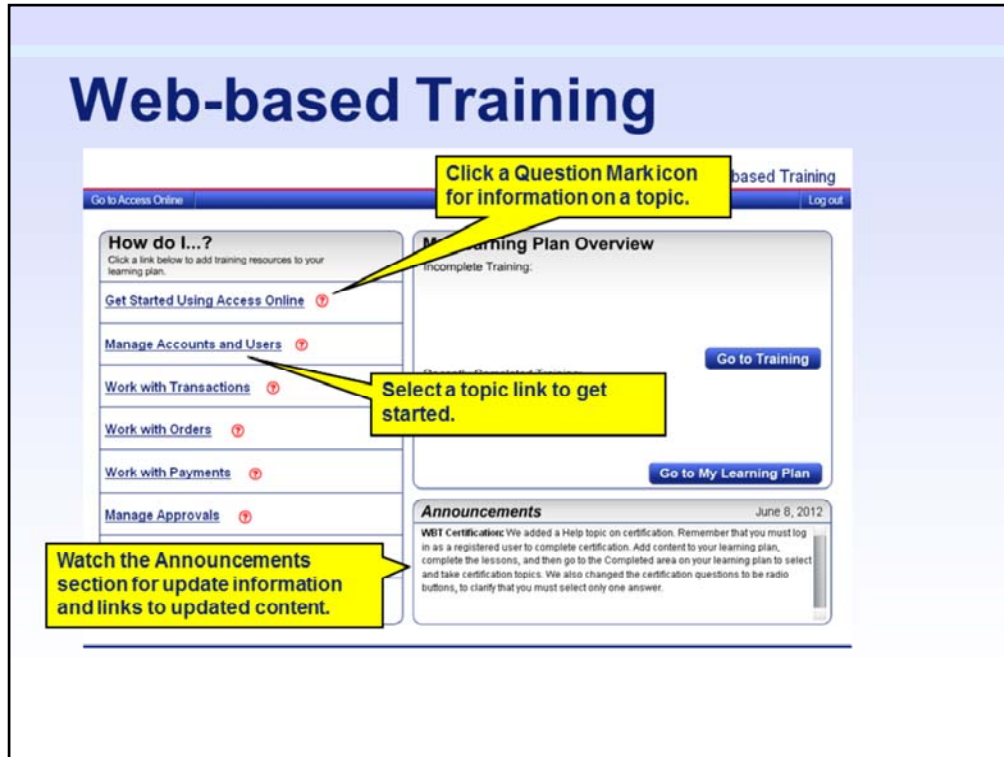
The web-based training (WBT) is a detailed training resource on Access Online functions. The WBT includes:

- Interactive lessons
- Detailed user guides
- Quick references
- Recorded instructor-led classes
- Interactive simulations
- Final exam and certification

Use the WBT to train yourself on the system and print user guides and quick references to use as your work. You can also bookmark the WBT to access when you need help. Passwords change every two months.

Instructions:

- New users need to register in order to participate in the certification process. To register, click the **Register Now!** link.
- Registered users log in by typing their e-mail address, personal password and current WBT password and clicking **Go**. Registered users can click the *Forgot your password?* link to use the WBT authentication to reset their personal WBT passwords.
- You can use the *Lesson Only Logon* field to access the lesson content only.

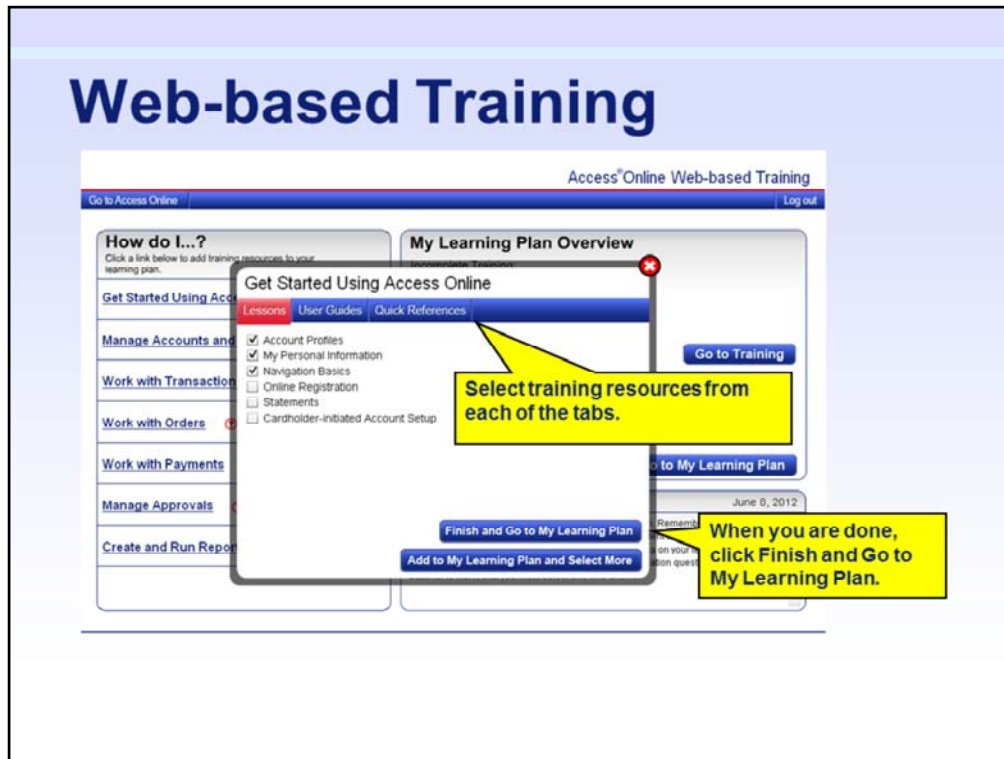


The Access Online Web-Based Training

You can build a learning plan by logging in as a registered user, selecting resources (e.g., lessons, guides). A learning plan lets you keep track of your progress. You can also click a topic link and the immediately open a resource (e.g., a quick reference) to get a quick answer.

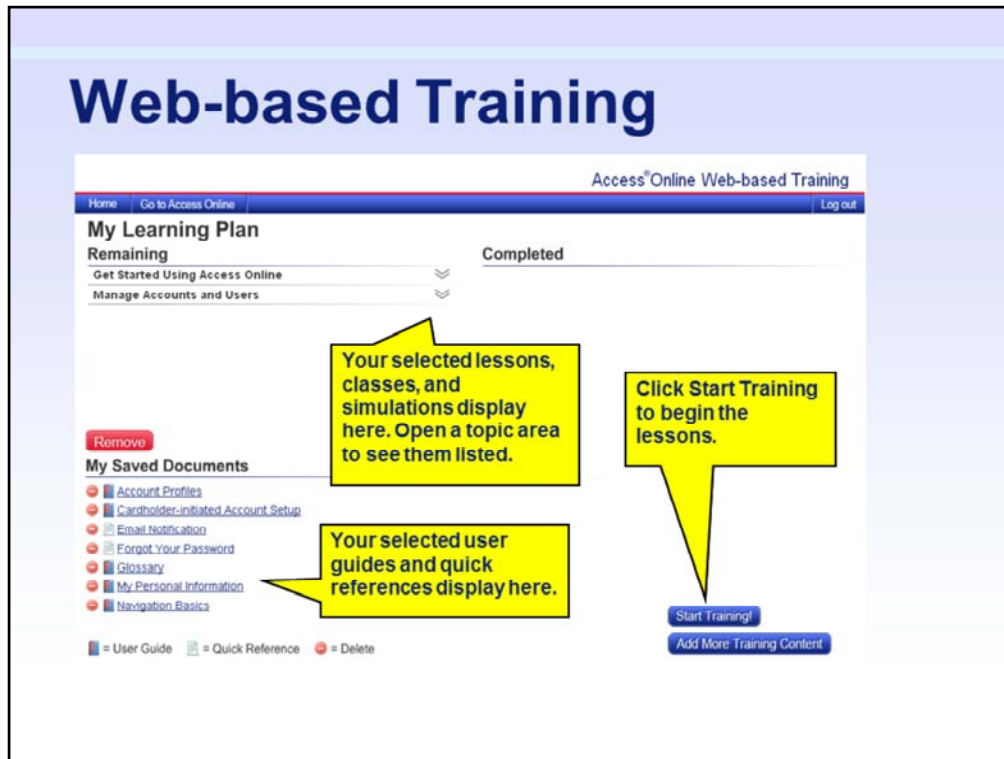
Instructions:

- Click a **Question Mark** icon to learn more about a topic.
- Open a topic link to select training resources from each tab.



Access Online Web-Based Training

Review the *Announcements* section for information in content updates. Click a link to go directly to the updated content.



Access Online Web-Based Training

Your learning plan lists your selected resources, saved documents, and completed resources. From this screen, you start training and complete certification of completed topics.

You can also access user guides, quick references, and simulations.

Access Online Questions?

Contact:

Stephanie M. LeBlanc

207-621-3099 / Stephanie.m.leblanc@maine.edu

Administrative Practice Letters:

<http://www.maine.edu/about-the-system/system-office/finances/administrative-practice-letters/>

Access Online:

<https://access.usbank.com/>

Access Online Web-based Training (WBT):

<https://wbt.access.usbank.com/>

Procurement Card Information Page:

<http://www.maine.edu/about-the-system/system-office/strategic-procurement/procurement-card-information/>