



Introducing Access[®] Online

Cardholder, Billing Official and
Approving Official Training

E-Mail Address Update

- DoD PMO Directive – **Required Field in Access Online:**
 - All accounts must have an **accurate e-mail address** on file after conversion to Access Online
 - Applies to A/OPCs, Financial Managers, Billing/Approving Officials and Cardholders
- Update email in “My Personal Information”

On 8/11/08

First Time Log In Instructions

- **One Time Only** – Log Into Following URL:

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

- Enter:
 - Organization Shortname: **Army**
 - C.A.R.E. User ID and Password
 - Select New Password

- Log Into Access Online **EVERY** Time Thereafter:
<https://access.usbank.com>
 - Change Your Password Every 60 Days

New Access Online Concepts

- Change your password every 60 days
- View statements online
- Receive email notification of statement availability
- Have transactions final-approved by a billing/approving official
- Combine reallocation and order and transaction matching

C.A.R.E COMPARED TO ACCESS ONLINE

C.A.R.E

Transaction Log
Transaction Management
Reports
Cardholder Full Transaction
Detail Report

ACCESS ONLINE

Order Management
Transaction Management
Reporting
Full Transaction and
Order Detail Report

ACCESS ONLINE WEB-BASED TRAINING

- **Friday, August 8, 2008.** These passwords will be good for 60 days.
- **Access Online Web Based Training Site**
 - <https://wbt.access.usbank.com>
- **U.S. Bank Access Online Passwords:**
- Government cardholder: portland
- Government A/OPC: oregon
- Government AO/CH: cascade
- Government financial manager: columbia

ACCESS ONLINE RECORDED SESSIONS

- SESSIONS
 - Class #6 – Transaction Management Basics
 - Class #7 – Create & Maintain Orders
 - Class #8 – Matching Orders & Transactions
 - Class #9 – Account Approval Process –
Confirm & Pay
 - Class #15 – Standard Reports

ACCESS ONLINE SIMULATIONS

- SIMULATIONS - Guided
 - #2 - Logging In
 - #4 - Navigation Basics
 - #6 - Passwords
 - # 8 - Contact Info
 - #10 - View a Cardholder Statement
 - #14 - Run a Standard Report
 - # 16 - View a Transaction List

ACCESS ONLINE SIMULATIONS

- SIMULATIONS – Guided (cont)
 - #18 – Reallocate to an Alt Accounting Code
 - #20 – Reallocate a Transaction
 - #24 – Dispute a Transaction
 - #26 – Approve Your Statement
 - #28 – Create a Manual Order
 - #34 – Match in Transaction Management

Questions?

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