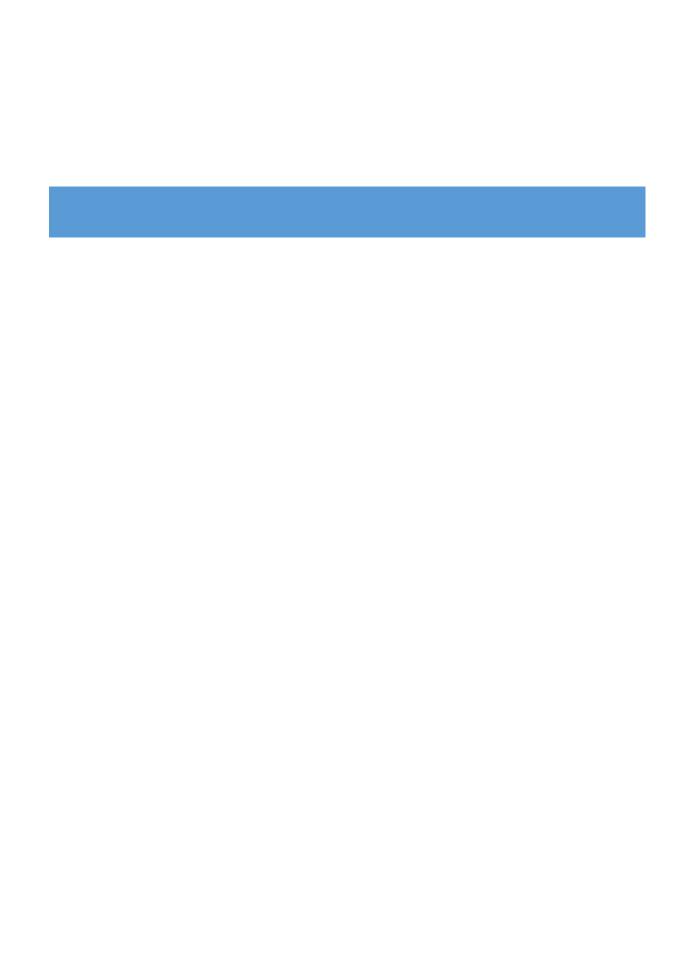




Wells Fargo P-cards	USBank P-cards



Using This Document

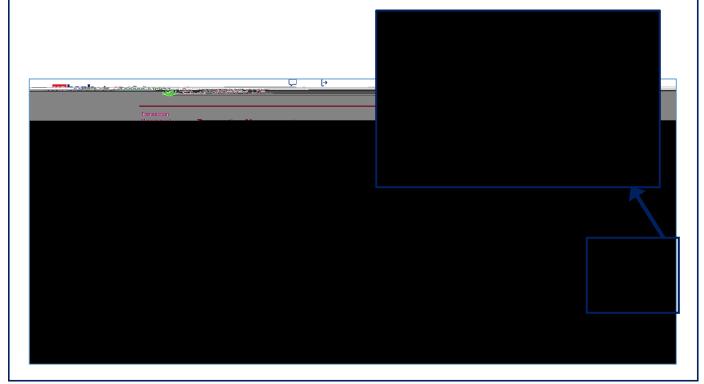
Throughout this document:

Scope:

The purpose of this document is to cover the basic steps of the processes most commonly used. Detailed information will be provided in separate documentation.

Screen shots:

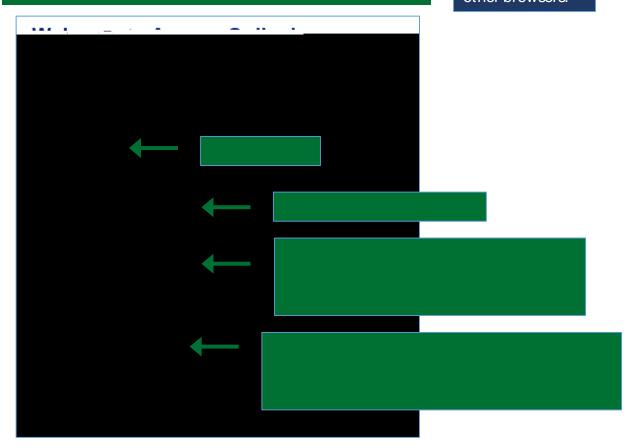
Due to the large amount on information on some of the screens, boxes are used to enlarge sections of the screen to call out certain details. See example below:

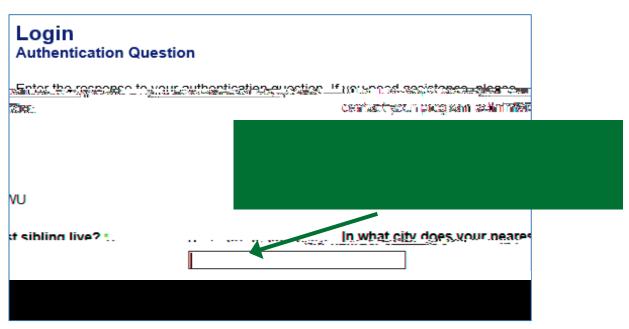


Logging in to Access Online

Using Internet Explorer go to: http://access.usbank.com
In the login screen, only your password is case sensitive:

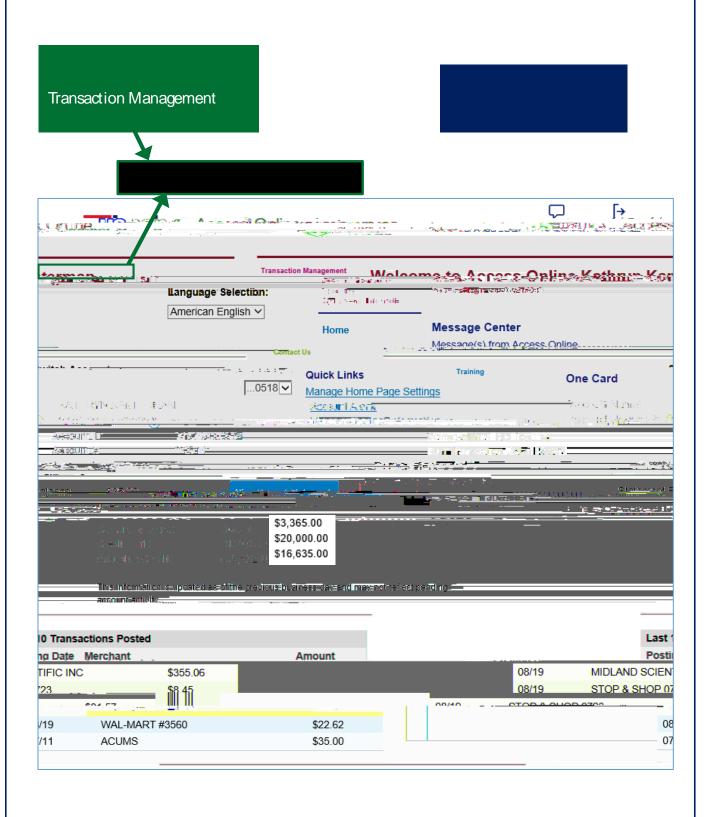
** Do not use Google Chrome or other browsers.

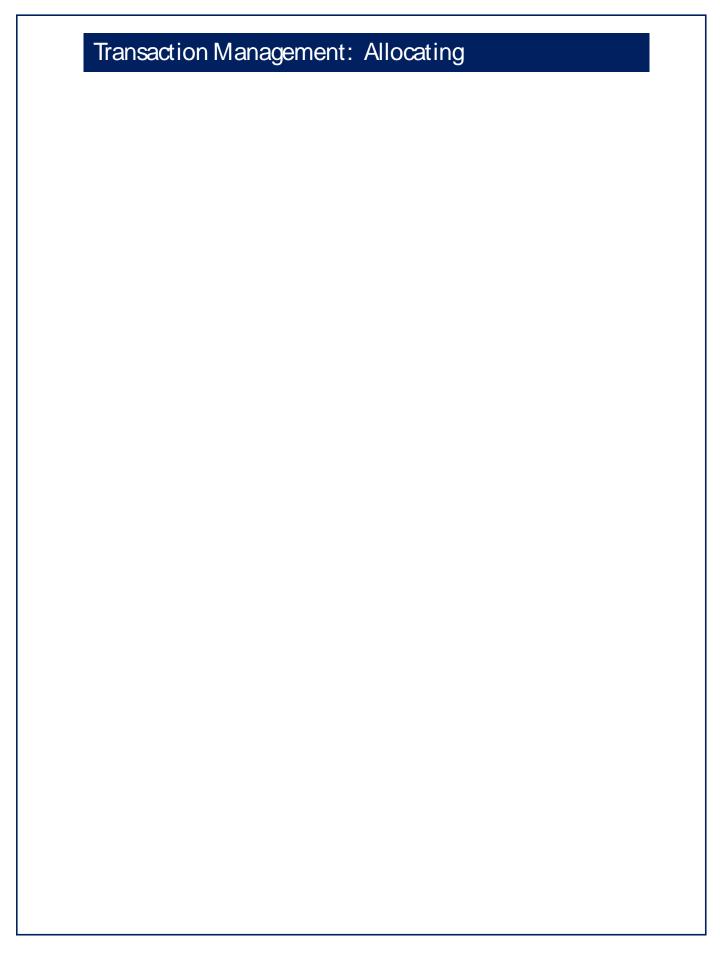


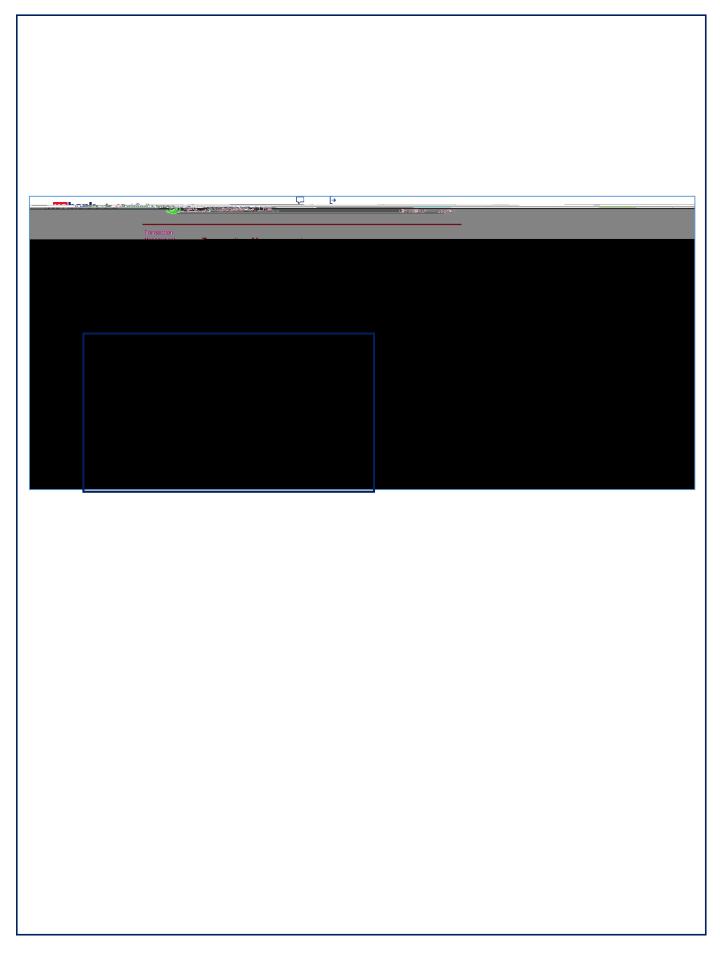


Landing Page: General Information

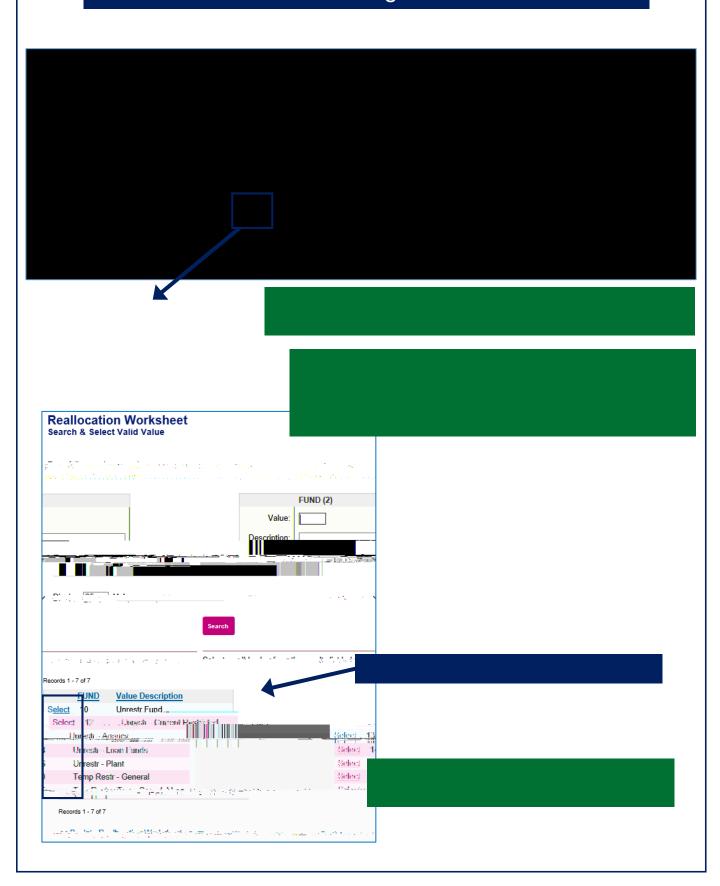
Transaction Management: Allocating Your Purchases



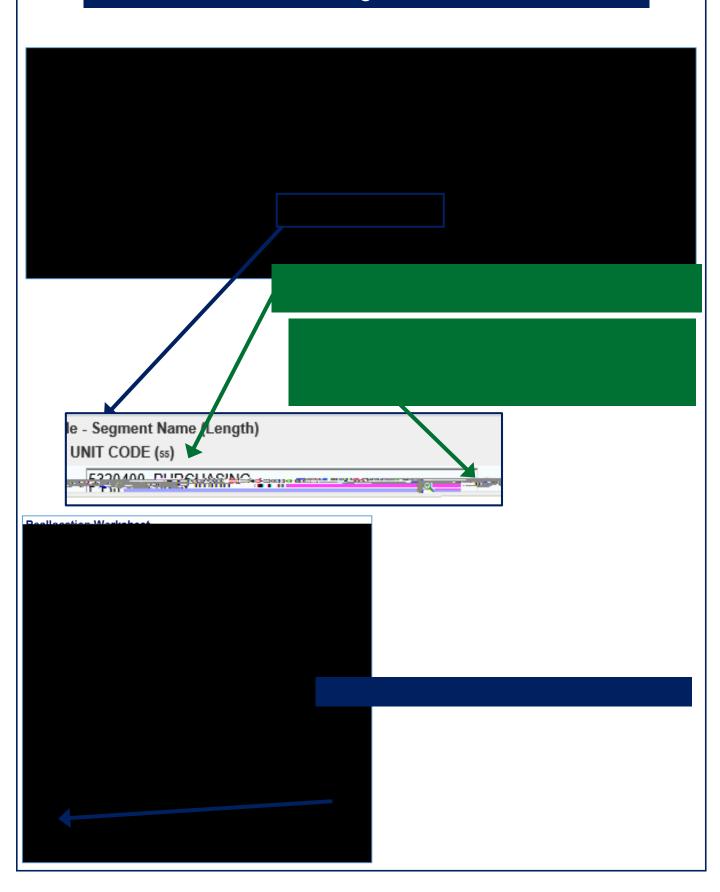


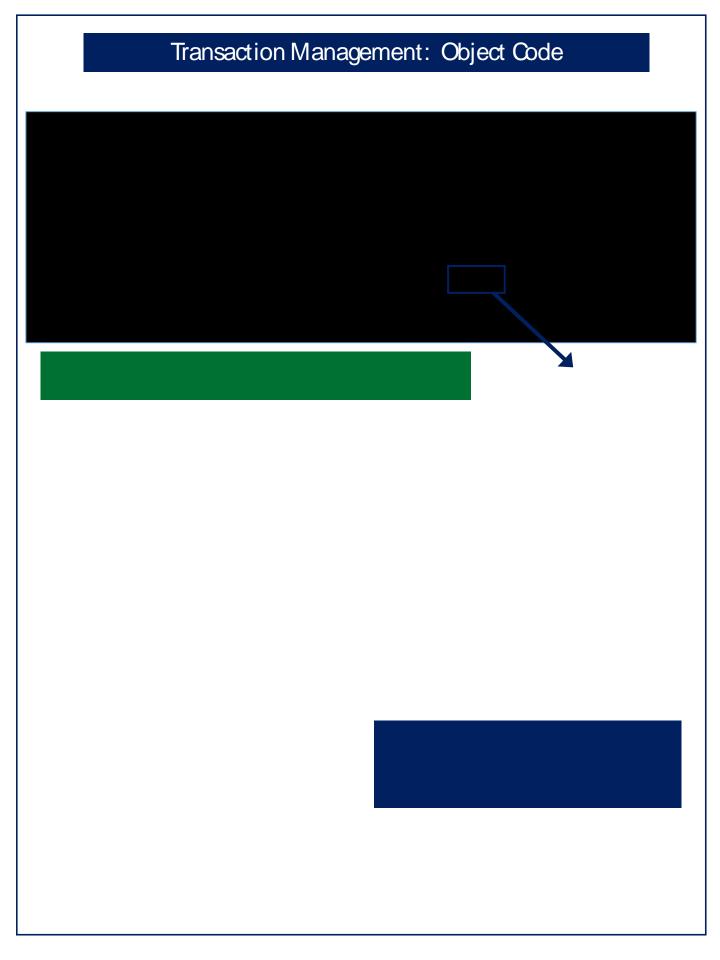


Transaction Management: Fund

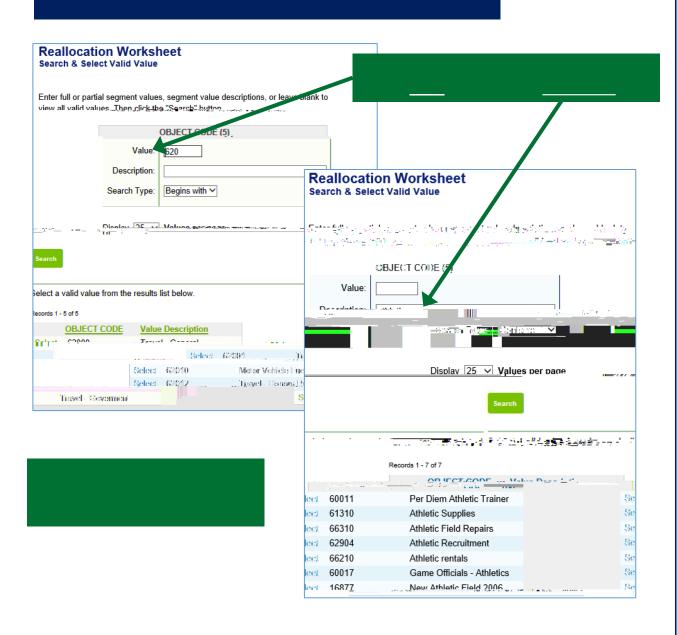


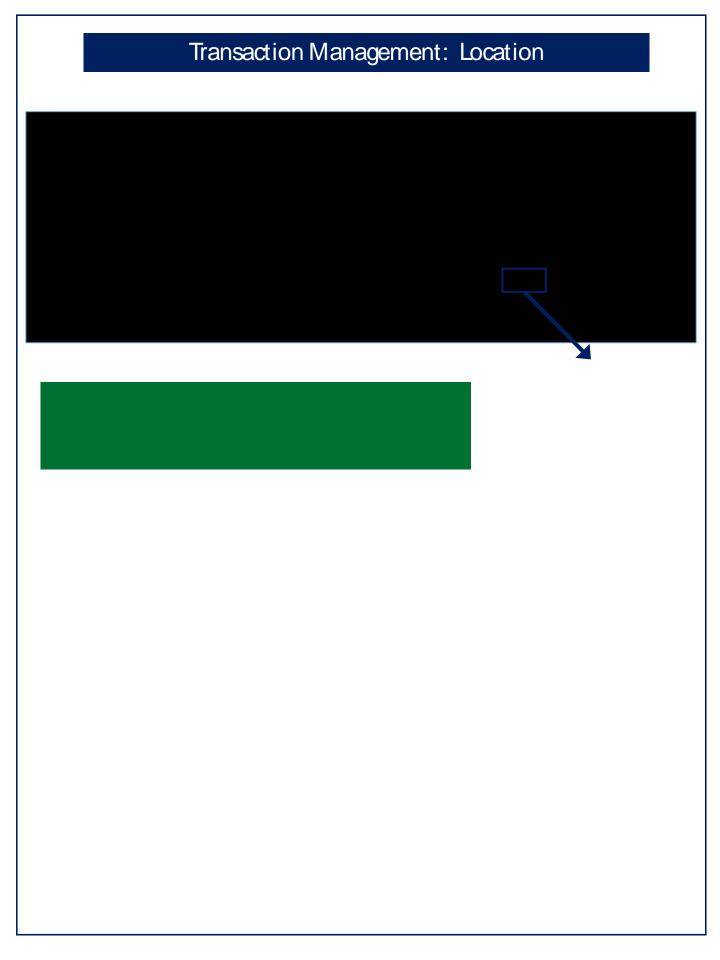
Transaction Management: Unit Code



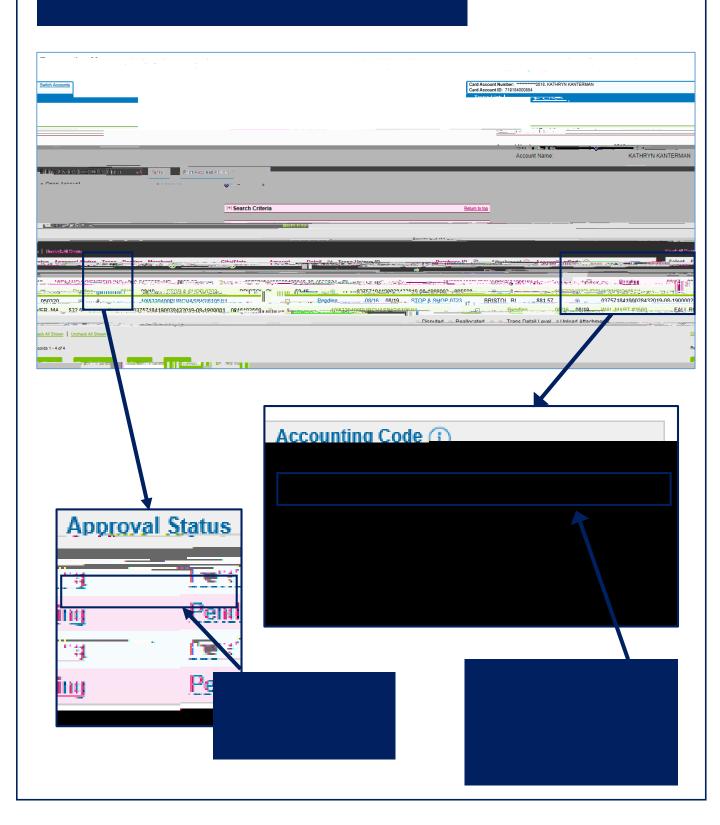


Transaction Management: Object Code - continued

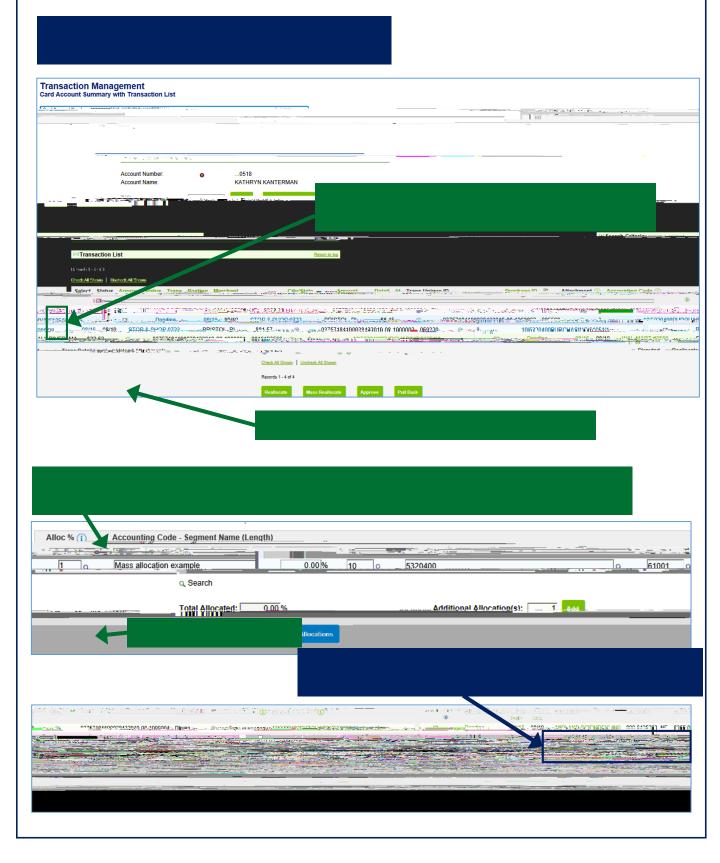


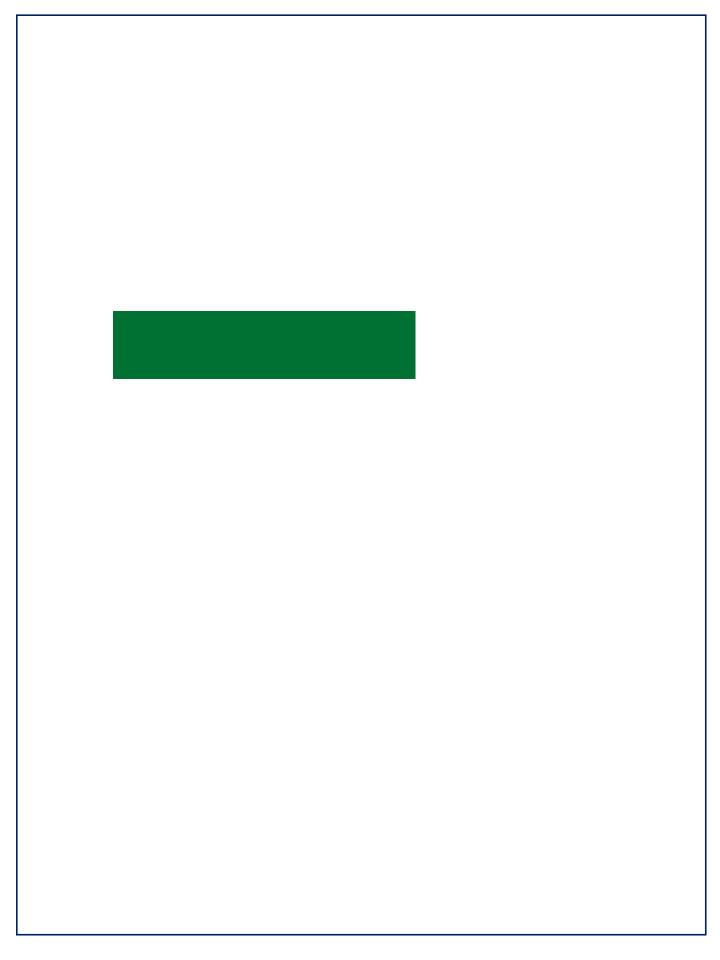


Transaction Management: Saved Allocations

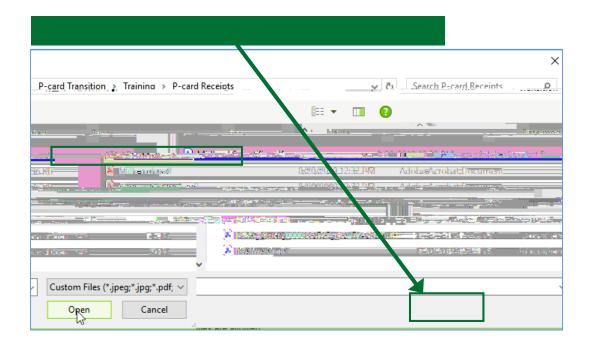


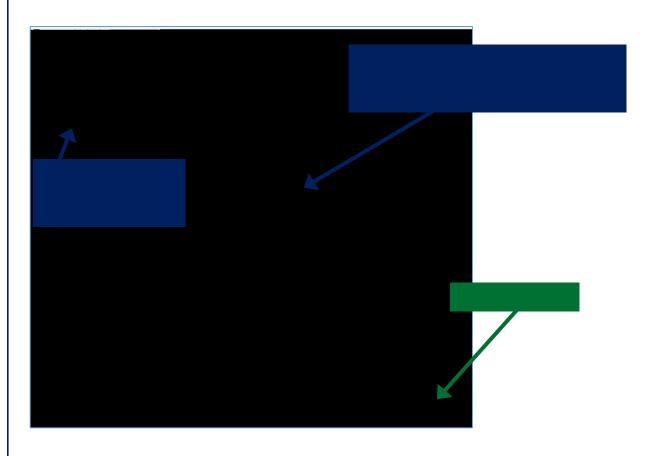
Transaction Management: Mass Allocations



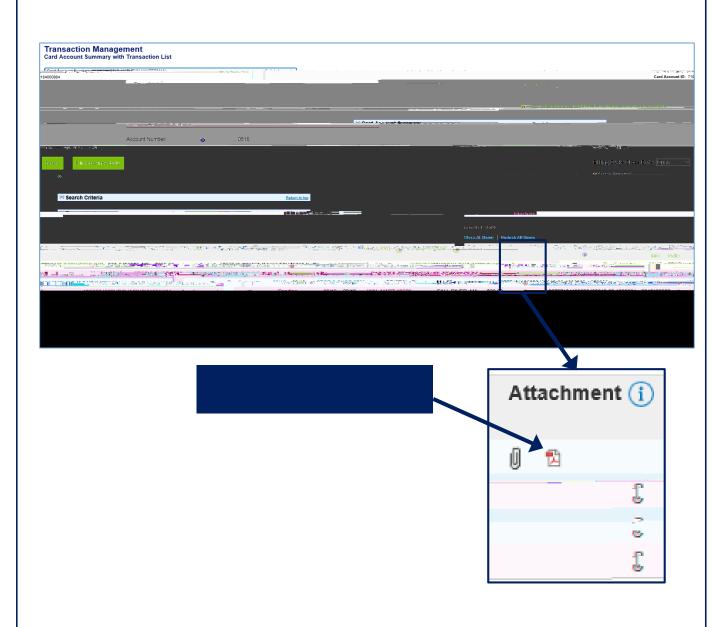


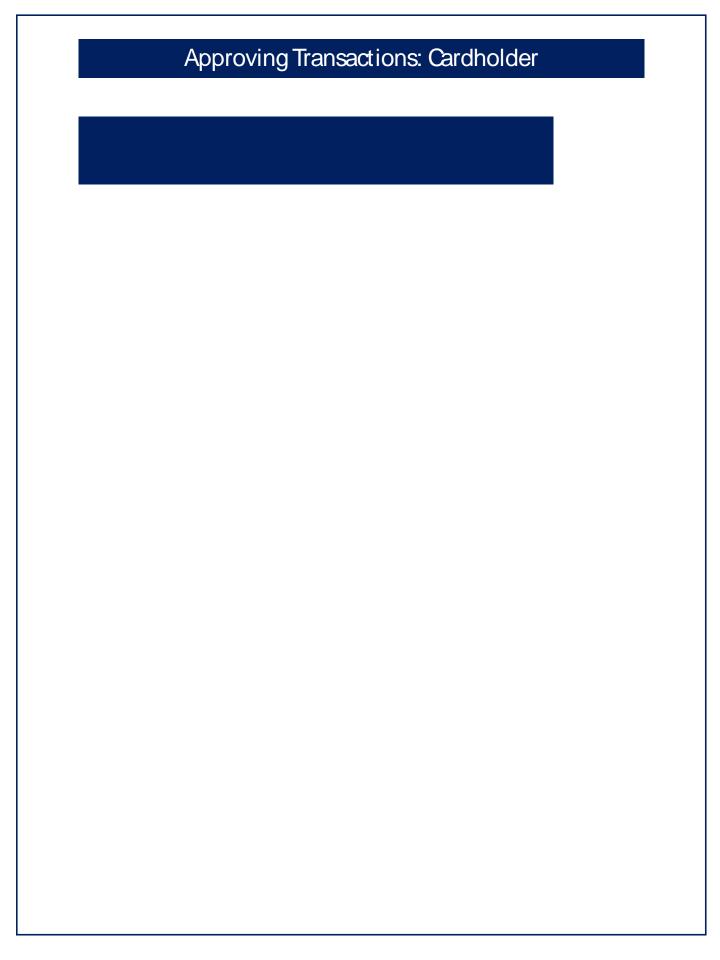
Transaction Management: Attaching Receipts - continued



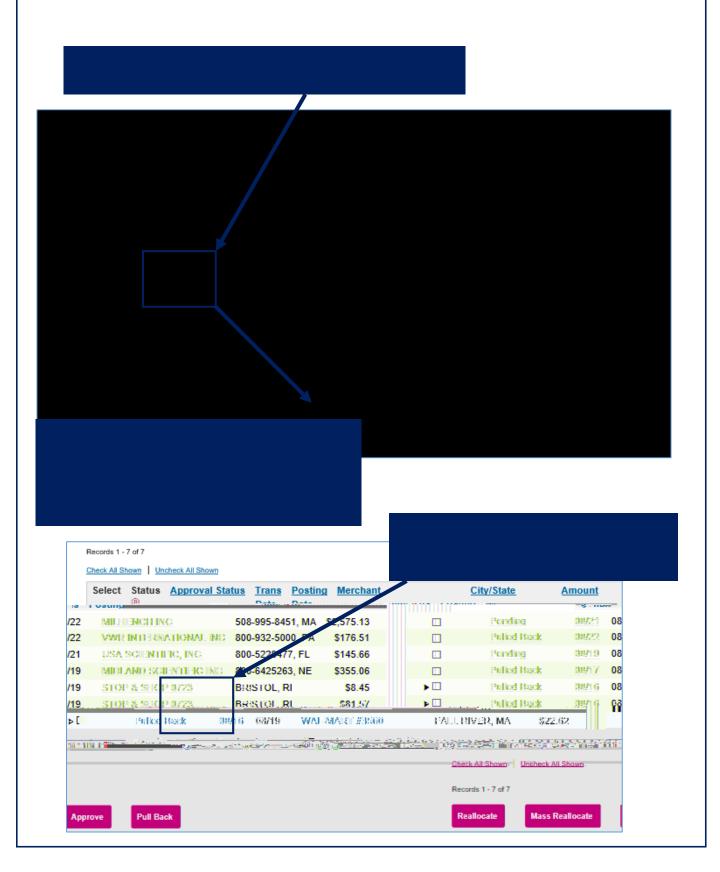


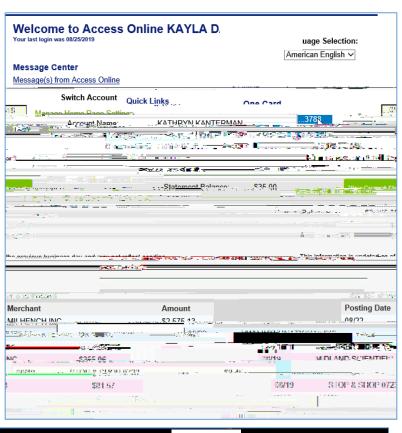
Transaction Management: Attaching Receipts - continued

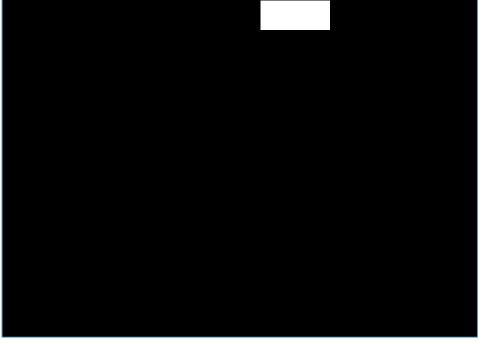




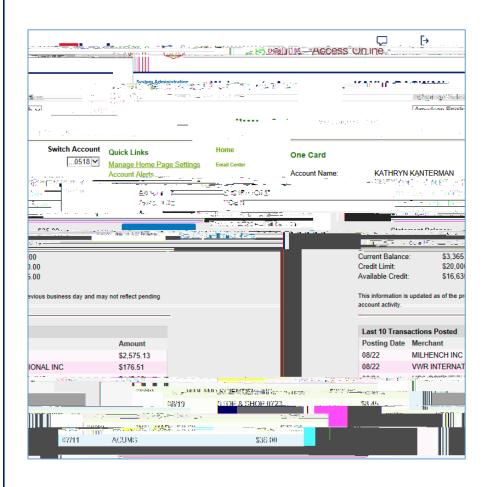
Approving Transactions: Cardholder

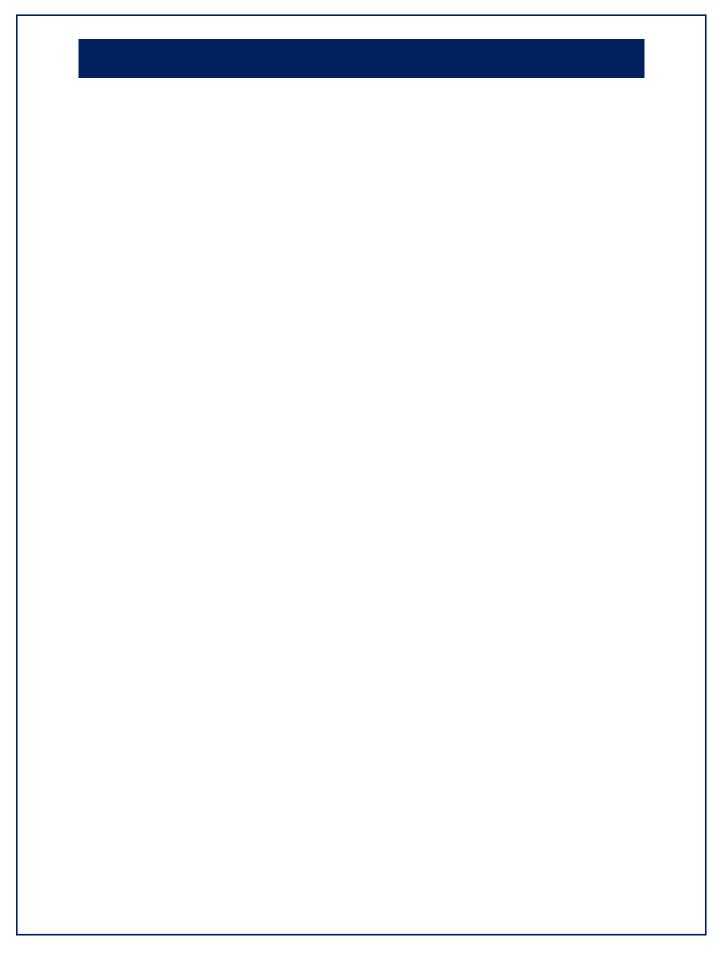




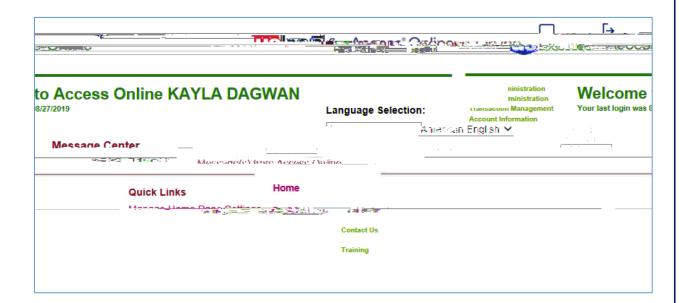


Allocating for a Different Cardholder

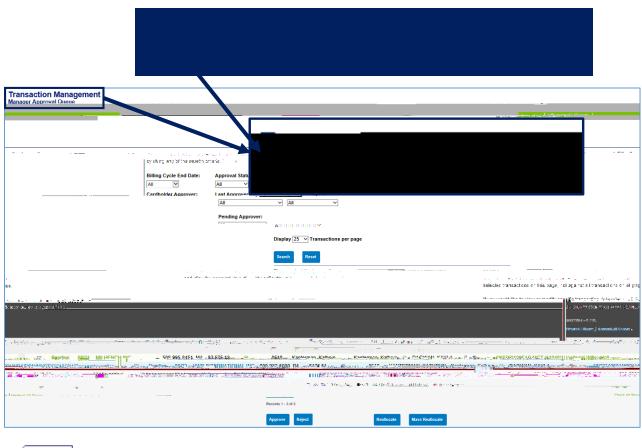


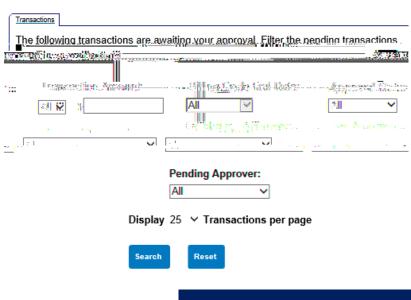


Approving Transactions: Final Approver



Approving Transactions: Final Approver





Approving Transactions: Final Approver

