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| To start, log on to the portal using either **Internet Explorer** or **Safari**. Does not work well with Chrome or FireFox. |  |
| Select the CSU Procard link from either your Favorites or the Main Menu |  |
| * CSU ProCard * Use & Inquiry * ProCard Adjustment |  |
| Enter in your Last Name  Select Search  **NOTE:**  **If you have a ProCard and a Travel Card the Travel Card can be identified by the “T” in PeopleSoft Financials** |  |
| If you had more than one charge select View All  Be sure to write a detailed explanation of your charge such as last name and date of travel  If necessary change the chart of accounts by typing over existing information  Save your changes |  |