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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 NameSelect 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 AllBe sure to write a detailed explanation of your charge such as last name and date of travelIf necessary change the chart of accounts by typing over existing informationSave your changes |  |