GROUP MANAGER TUTORIALS

As a group manager you will be able to:

- View your cardholders transactions
- View declined transactions
- View your cardholder’s statements
View your cardholder’s transactions.

- Transaction Management
- Transaction List
- Enter Cardholder Name

To View one of your cardholders transactions

Transaction Management

Transaction List

Click on Transaction List

View Previous Cycle
- Presents the Transaction list for the previous cycle.

View Pending Transactions
- Presents the pending transactions list.
You will also be able select from the drop down box ALL transactions and CURRENT transactions

You will need to click on Switch Accounts to view other cardholder’s transactions within your group.
View declined transactions

- Go to your home page
- Account Information
- Cardholder Account Profile
- Enter Cardholder Name
- Account Authorizations

<table>
<thead>
<tr>
<th>Select</th>
<th>Status</th>
<th>Trans Date</th>
<th>Posting Date</th>
<th>Merchant</th>
<th>City/State</th>
<th>Amount</th>
<th>Detail</th>
<th>C</th>
<th>Purchase ID</th>
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</thead>
<tbody>
<tr>
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<td></td>
<td>DUHMORE DUNHAMING</td>
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This is your home page
Welcome to Access Online! Stretch your program limits and streamline payment processes with Access Online, our innovative program management and reporting tool. This web-enabled tool offers a feature-rich platform that can be easily configured and deployed to meet your unique needs. Access your payment solutions anytime, anywhere with Access Online.

Message(s) from Access Online

All of us serving you™

Account Information

Statement
- Account Profile
- Cardholder Account Statement
- Managing Account Statement
- Divisibility Account Statement

Account Profile
- View account demographics, limits, accounting code, and other related information.
  - Cardholder Account Profile
  - Indivisible Account Profile
  - Divisibility Account Profile

Cardholder Account Profile

Search & Select an Account
- Cardholder Account Search

Search for an account by Cardholder Account Number, Name, or Social Security Number. You can also find a cardholder account by first searching for a Managing Account.

Account number:

OR

Last Name: First Name:

OR

Social Security Number:

Enter in the Cardholder's Name
Click on Account Authorizations

To see more information about the transaction Click on the Auth Time

Under the Response heading you will be able to see if the transactions was approved or declined