
P-CARD USER MANUAL.....	1
ADD OR DELETE A PROXY VERIFIER OR A PROXY CARD	1
INTRODUCTION	1
USE MAINTAIN CC TO ADD OR DELETE A PROXY VERIFIER	1
ADD A PROXY CARD TO A NEW OR EXISTING USER PROFILE	3
ADD PROXY CARDS TO A NEW USER PROFILE	3
ADD A PROXY CARD TO AN EXISTING USER PROFILE	3
DELETE A PROXY CARD FROM A USER’S PROFILE	4

P-CARD USER MANUAL

ADD OR DELETE A PROXY VERIFIER OR A PROXY CARD

INTRODUCTION

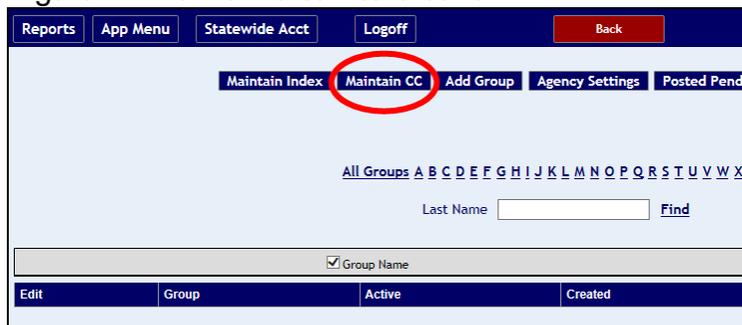
A proxy verifier is a Verifier who can verify transactions in place of the card holder. You can add a new user as a proxy verifier, add proxy verifiers to a P-Card, or add proxy card numbers to an existing P-Card user. If an agency is using approval by location, they should take care to assign proxy verifiers from the same location as the person for whom they are verifying.

USE MAINTAIN CC TO ADD OR DELETE A PROXY VERIFIER

Use **Maintain CC** to assign proxy verifiers to a card. **Maintain CC** must be used for group cards. Otherwise, when you add or update an existing user to be a proxy verifier, assign proxy cards to the user.

1. On the P-Card main menu, select **Admin**, and then click **Maintain CC**.

Figure 1 - Maintain credit card button

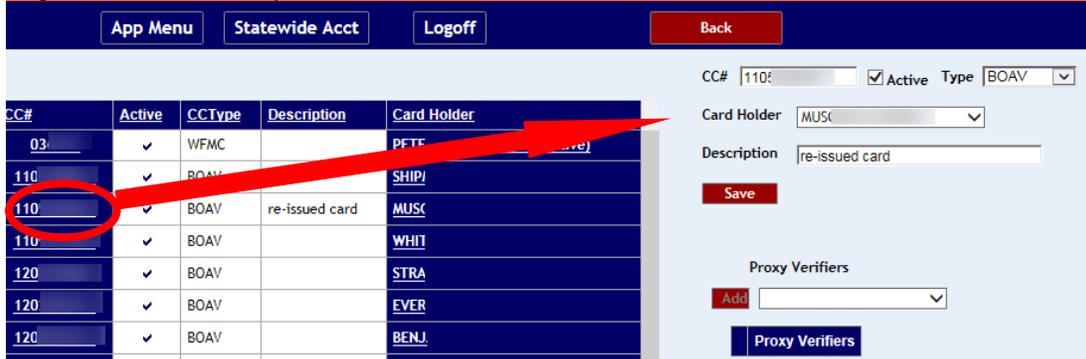


A list of your agency's credit cards and the associated card holder will be displayed. The list can be sorted ascending/descending by clicking the column headings (**CC#**, **Card Holder**, etc.) The column headings include:

- **CC#** – the last ten digits of the P-Card.
- **Active** – Indicates if the user is active in the P-Card application.
- **Description** – A description you entered when setting up a new user.

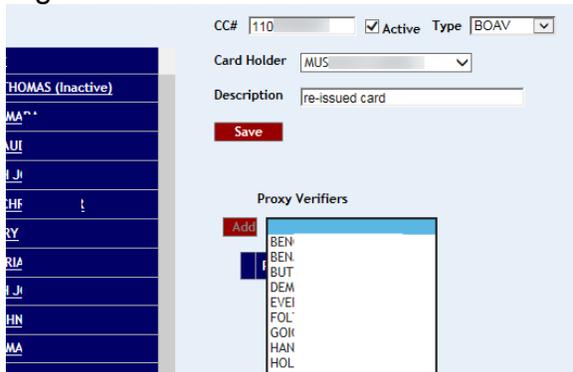
- **Card Holder** – The name of the card holder. A card holder that is inactive in the application is indicated in red. NOTE: If *both* the card and the card holder are inactive, the card holder name will not be in red.
2. Click the card number (CC #) to which you want to assign a proxy verifier.

Figure 2 - Add Proxy Verifier



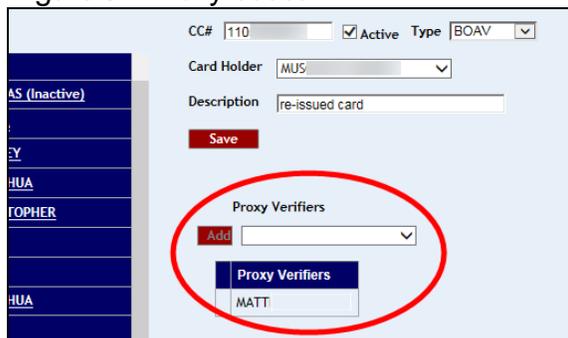
3. Click the down arrow of the **Proxy Verifier** menu.
4. Click the name to select it.

Figure 2 - Select name



5. Click **Add** to add the proxy verifier to the card.

Figure 3 - Proxy added



2. Enter the last ten digits of the card number in the **Proxy Cards** field, and select the card **Type** - WFMC for MasterCard or BOAV for VISA.
3. Click **Add**. NOTE: The proxy verifier would not be a card holder.

Figure 2 - Enter the proxy card number

Creation Date 4/2/2015

CC#	Type	Act	Description
12	BOAV	<input checked="" type="checkbox"/>	

BOAV Save

Proxy Cards

Add WFMC

	CC#	Type	Card Holder
Del	700	WFMC	FOL

The card number and card holder will be displayed for whom the user will be a proxy.

4. After the user profile is complete, click **Save** (on the top menu bar).

DELETE A PROXY CARD FROM A USER'S PROFILE

To delete a proxy card from a user's profile, click **Del** next to the proxy card number. (If proxy cards are not deleted, the user's name may still appear on the Verifier screens even if the user is inactive.)