



eView User's Guide

Version 1.0

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Introduction

As a participant in GPOExpress you have access to eView. eView provides a cardholder or agency designee access to GPOExpress invoice and account activity.

You have been set up with a username and password to access the GPOExpress eView site at <http://eview.fedexkinkos.com/eview>

Using This Guide

This guide provides instructions to help you navigate and perform actions on eView. The website will enable you to execute the following:

1. Built-in security module to accept the following organization levels and permission:

Type of User	Access Description
Super User	A user (FedEx Kinko's team members only) who is capable of creating new user view access including granting GPOExpress Admin and Agency Admin access and maintaining the eView application.
GPOExpress Admin User	A user (GPO team members) who is capable of creating new user view access including granting Agency Admin access.
GPOExpress User	A user (GPO team members) who is capable of viewing all agency information available on the eView application.
Agency Admin User	A user who is capable of creating new user view access within their agency.
Agency User	A user who is capable of viewing specific agency information available on the eView application.
BAC User	A user who is capable of viewing specific BAC information available on the eView application.
Account User	A user who is capable of viewing account information available on the eView application.
Card User	A user who is capable of viewing his/her card information only.

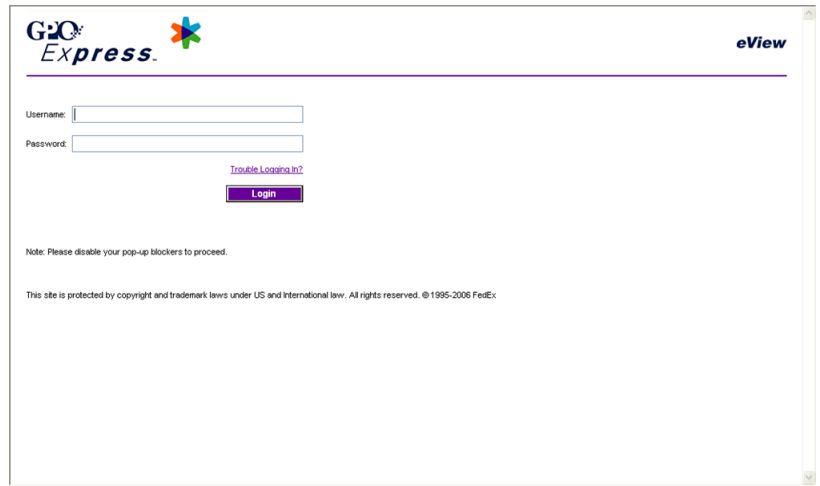
2. View current and past invoices and its details (up to the last 3 yrs of data)
3. View payment information and its status (up to the last 3 yrs of data)
4. View and download weekly/monthly reports created by FedEx Kinko's CAS
5. Advanced Invoice and Payment Search
6. Display whether a card is no longer in use (canceled or invalid)
7. Display list of all Agency Administrators
8. Make available a Hierarchy List, includes the complete GPO organization levels
9. Extend Admin privileges to authorized users
 - Create new levels or remove existing levels (Agency & BAC) in the organization structure
 - Create new users to access the website
 - Assign user view and/or admin access based on defined security levels with the ability to modify
 - Display user's current eView access and its inheritance
 - Edit existing users' information
 - Remove existing users
 - Reset & Change Password
 - Upload new weekly/monthly reports and eView User's Guide
11. Column Sort
12. Multi Page Sequencing
13. Export data to PDF or XLS files

Logging On to eView

Once your account is created by an administrator, an e-mail with your assigned username and password is sent to you directly. Both username and password are unique to each user where username is your e-mail address and the password is randomly generated by the system. Note that the password is case sensitive.

To login as a user

- 1) Open new browser window and type eView website (<http://eview.fedexkinkos.com>).
- 2) Enter the following required information:
 - a. **Username**, type your e-mail address
 - b. **Password**, type assigned password
- 3) Click the **Login** button
- 4) If valid username and password, return Account Listing or Invoices screen.
 - a. Account Listing if you have been granted access to view more than one account.
 - b. Invoices if you have been granted access to view only one account
 - c. Based on user access level, you are granted certain authorized interfaces



➔ Super User or GPOExpress Admin User

➔ Agency Admin User

➔ Agency View User

➔ BAC or Card View User

Logging Out of eView

When you complete viewing the information, exit eView by logging out to ensure that no one else can access your system.

To log out as a user

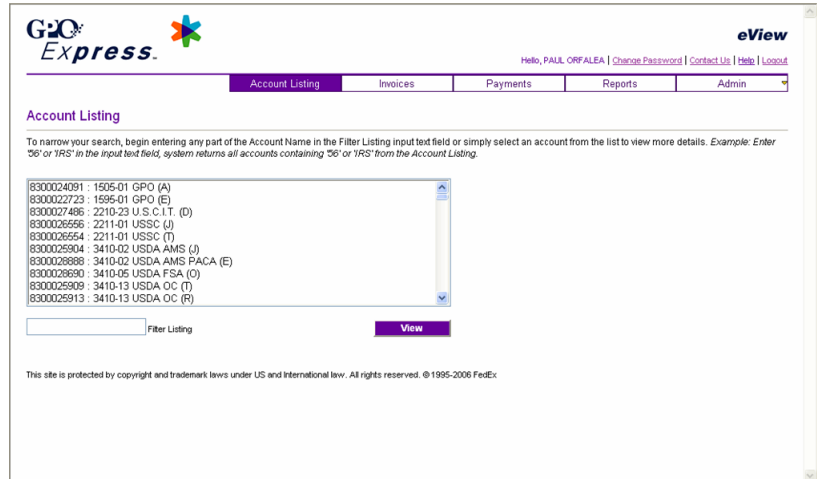
- 1) Click the **Log Out** link, located at the top right of every screen (except Login screen)
- 2) Return you to the Login screen

Viewing List of Accounts

Based on your predetermined access level, you are granted access to view certain accounts. You will be presented a listing of accounts as soon as you successfully log in, unless you are only granted to view one account. In which case, you can access this listing by simply clicking the Account Listing form the navigation menu.

To view accounts

- 1) Click **Account Listings** from the navigation menu.
- 2) Return Account Listings screen.
- 3) Display a list of accounts,
Account number : BAC Agency (Transaction Limit)



The screenshot shows the G2O Express eView interface. At the top, there is a navigation menu with tabs for Account Listing, Invoices, Payments, Reports, and Admin. The Account Listing tab is selected. Below the navigation menu, there is a header area with the G2O Express logo and user information: "Hello, PAUL ORFALEA | Change Password | Contact Us | Help | Logout".

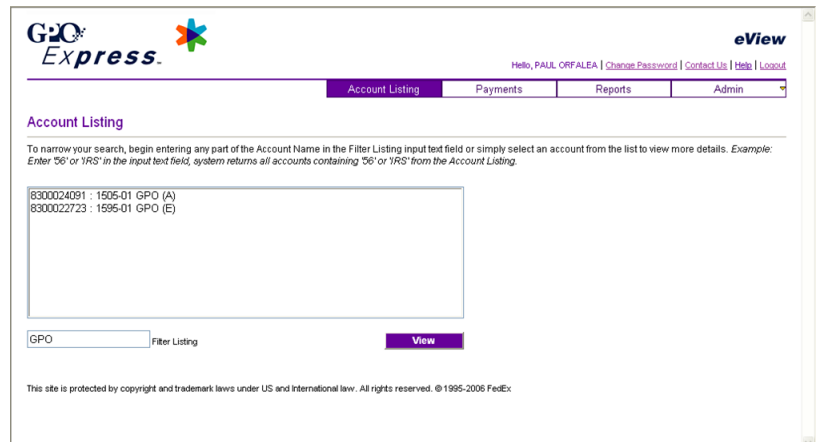
The main content area is titled "Account Listing". Below this title, there is a text box for filtering accounts and a "View" button. The text box contains a list of account numbers and names, such as "8300024091 : 1505-01 GPO (A)", "8300022723 : 1595-01 GPO (E)", "8300027486 : 2210-23 U.S.C.I.T. (D)", "8300026556 : 2211-01 USSC (J)", "8300026554 : 2211-01 USSC (T)", "8300025904 : 3410-02 USDA AMS (J)", "8300026886 : 3410-02 USDA AMS PACA (E)", "8300026690 : 3410-05 USDA FSA (C)", "8300025909 : 3410-13 USDA OC (T)", and "8300025913 : 3410-13 USDA OC (R)".

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To filter account listing

- 1) Type complete or partial account name in the Filter Listing input text field.
- 2) Automatically filter the Account Listing.

Display accounts that "contains" the search string. To return to original list, delete the search string or select the Account Listing tab from the navigation menu.



The screenshot shows the G2O Express eView interface with a search filter applied. The navigation menu is the same as in the previous screenshot. The "Account Listing" tab is selected. The header area shows the user information: "Hello, PAUL ORFALEA | Change Password | Contact Us | Help | Logout".

The main content area is titled "Account Listing". Below this title, there is a text box for filtering accounts and a "View" button. The text box contains the search string "GPO". The list of accounts is filtered to show only accounts containing "GPO": "8300024091 : 1505-01 GPO (A)" and "8300022723 : 1595-01 GPO (E)".

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Viewing Transaction Data

eView offers cardholders, managers and administrators the ability to access transactional data, available on the Invoices and Payments screens. On these screens, you can view up to three years of invoice or payment list of data, perform advance searches and export using either Excel or PDF formats.

To view invoices

- 1) Select an account from the Account Listing screen and click **View** button.
- 2) Returns the Invoices screen.
- 3) Display the last 6 months open and closed invoices for the selected account.

Invoice ID
124500000801

Invoice ID	Location	Card User	Card Number	Agency Job Ref	Invoice Date	Amount
124500000801	1245 / Washington DC K Street	CAROL CNI	0014	1505-01 GPO(A)	06-21-2006	\$266.29
051900001631	0519 / Chattanooga TN Brainerd St	CARRE GIBB	0002	PO# NPS Presentation	06-21-2006	\$5.74
052800001334	0528 / Mars PA Cranberry	NANCY BEDNAR-ESCHER	0005	200 copies letter folded	05-23-2006	\$65.40
181500004466	1815 / Washington DC 2020 K Street	KATHERINE D. CLARKE	0006		05-11-2006	\$91.26
150900001619	1509 / Atlanta GA Midtown	CARRE GIBB	0002	carrie gibb - note test	04-21-2006	\$99.99
124500000344	1245 / Washington DC K Street	CAROL CNI	0014	TEST PRCONG	04-18-2006	\$0.02
124500000126	1245 / Washington DC K Street	CAROL CNI	0014		03-29-2006	\$0.95
012300000394	0123 / Little Rock AR Downtown	CARRE GIBB	0002	ARPL conference	03-06-2006	\$55.80
012300000395	0123 / Little Rock AR Downtown	CARRE GIBB	0002	1505-01 GPO (A) GPO express	03-06-2006	\$188.06

To view details on a specific invoice

- 1) Select an **Invoice ID** from the Invoices screen.
- 2) Return the Invoice Details screen.
- 3) Display all purchases made to the selected Invoice ID along with the total balance calculated for the Customer Discount and Amount.

Invoice Line	Description	Quantity	Unit Of Measure	Unit Price	Unit Price Discount	Customer Discount	Amount	
1	FS OIG Color Heavy Weight Coat	36.00	EA	10.00	3.0000	\$108.00	\$252.00	
2	Document Creation Scan Graphic	1.00	EA	6.99	0.7000	\$0.70	\$6.29	
3	Document Creation CD Master Cr	1.00	EA	9.95	1.9500	\$1.95	\$8.00	
Total							\$110.65	\$266.29

To view payments

- 1) Click **Payments** from the navigation menu.
- 2) Return the Payments Screen.
- 3) Display the last 6 months open and closed payments.

The screenshot shows the 'Payments' screen in the eView system. At the top, there is a navigation menu with 'Account Listing', 'Invoices', 'Payments', 'Reports', and 'Admin'. Below the menu, there is a search bar and a table of payment records. The table has columns for 'Payment ID', 'Date Received', and 'Payment Amount'. The first row shows a payment ID of 1143101 received on 06-05-2006 for an amount of \$25,812.41. There are 13 total items listed.

Payment ID
1143101

To view details on a specific payment

- 1) Select a **Payment ID** from the Payments screen.
- 2) Return the Payment Details screen.
- 3) Display the last 6 months open and closed payments for the selected Payment ID.

The screenshot shows the 'Payment Details' screen for Payment ID 1143101. It features a table with columns for 'Account Name', 'Invoice ID', 'Activity', and 'Entry Amount'. The first row shows an account name of '8300022723:1595-01 GPO (E)' with an invoice ID of '05200000314' and an entry amount of \$539.73. There are 16 total items listed.

Account Name Invoice ID Activity Entry Amount
8300024091:1505-01 GPO (A) 012300000394 Detail \$53.01

To view invoice activity status

- 1) Click the **Detail** link from the Payment Details Screen.
- 2) Return Invoice Activity Details Screen.
- 3) Display current payment status

The screenshot shows the 'Invoice Activity Details' screen for Account 8300024091. It displays account information such as 'Card Holder: CARRIE OIBB' and 'Agency Job Reference: APPL conference'. Below this is a table with columns for 'Accounting Date', 'Description', and 'Amount'. The first row shows an accounting date of 03-06-2006 with a description of 'IN' and an amount of \$55.80. There are 3 total items listed.

Viewing Reports

Based on your predetermined access level, you are granted access to view certain reports. For example:

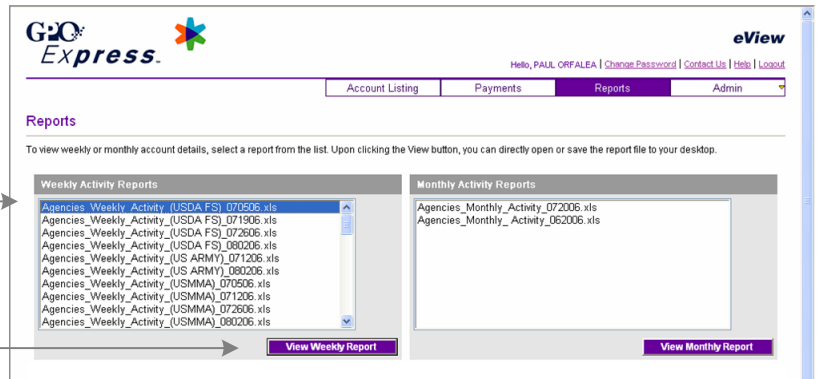
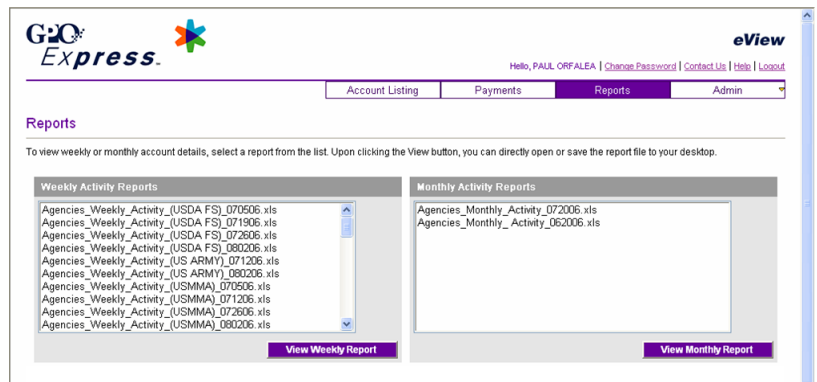
- a. For GPOExpress Admin and GPOExpress levels, you can view and save all reports including the master reports.
- b. For Agency Admin and Agency levels, you can view and save reports for your specific agency only

There are two types of reports, weekly and monthly reports. Reports include data such as account numbers, detailed spend reports per cost center, SKU reports per invoice and total weekly/monthly dollars per program and more.

To view a report

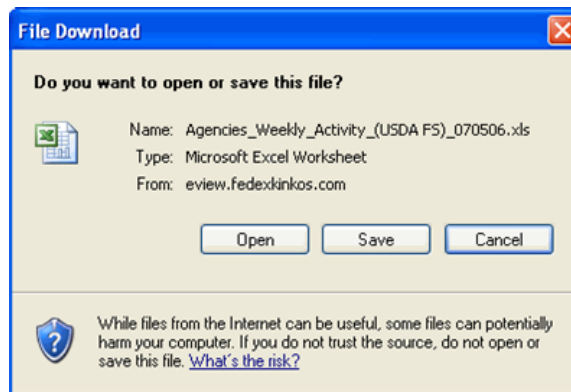
- 1) Click Reports from the navigation menu.
- 2) Return Reports Screen.
- 3) Select a report from the scrollable list box

Selected
Agency_Weekly_Activity_(USDA FS)_070506.xls



- 4) Click the appropriate **View** button

- 5) Display the **File Download** window and prompt to select Open or Save
 - a. If you select **Open**, system opens report in a new window.
 - b. If you select **Save**, system download or save file to your personal desktop.

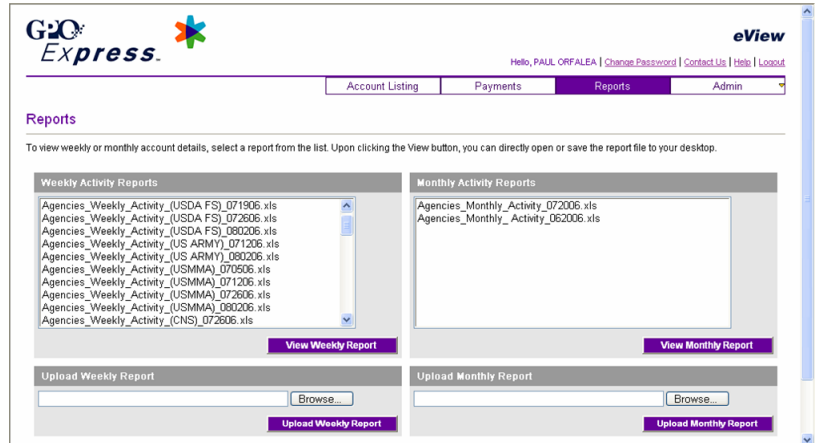


Uploading Reports

In addition to having view access to the reports, super users also are the only level that has the ability to upload them on eView.

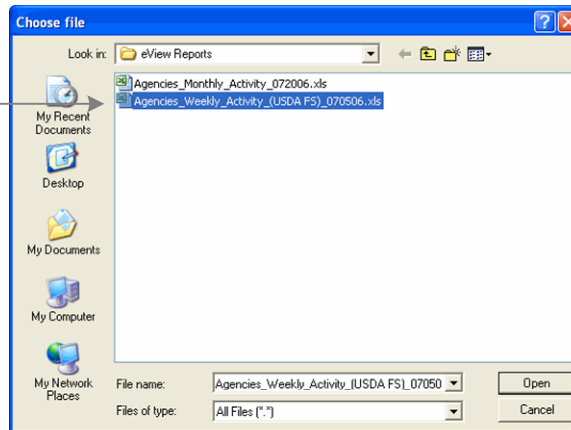
To upload a report

- 1) Click Reports from the navigation menu.
- 2) Return Reports Screen.
- 3) Click **Browse** button in the appropriate Upload feature.

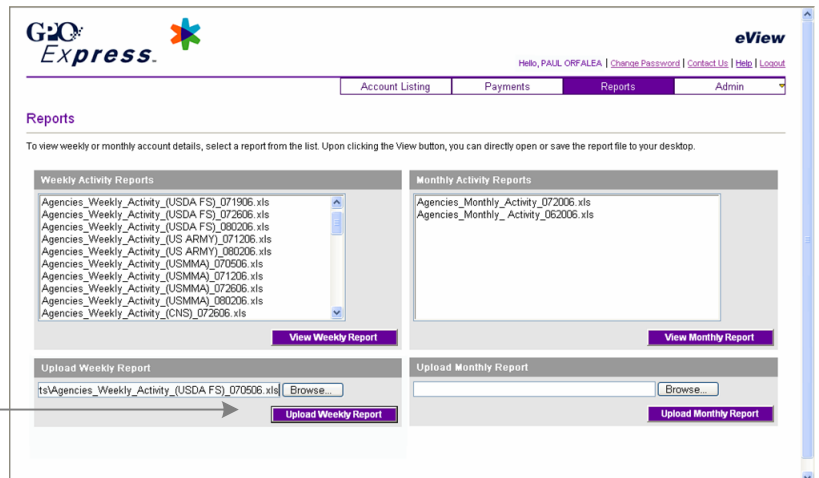


- 4) Open **Choose File** window.
- 5) Select a report file from your desktop.

Selected
Agency_Weekly_Activity_(USDA FS)_070506.xls



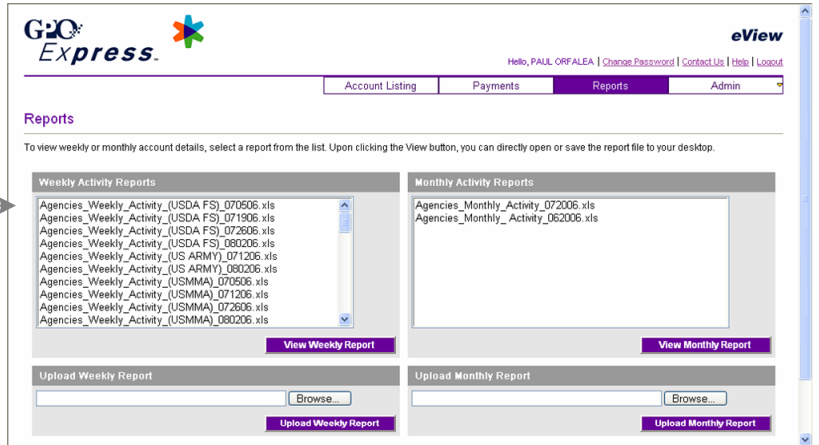
- 6) Click **Open** button, and populates the eView upload input text field.



- 7) Select the corresponding Upload button.

The Reports screen automatically refreshes and the new report is uploaded and accessible from the scrollable list box.

Agency_Weekly_Activity_(USDA FS)_070506.xls



Creating New Users

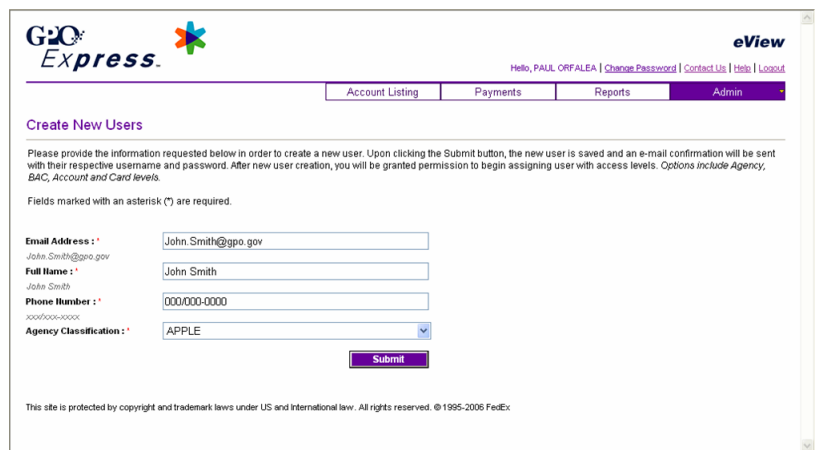
Super users and GPOExpress and Agency administrators have the ability to create new users from the Create New Users screen.

For every new user added in eView, an e-mail confirmation is sent to the new user along with his/her unique username and password which immediately grants the user access to the application. The user information is also saved to the database and populated in the User dropdown list on the Assign Access Views screen.

Cardholders are automatically added as an eView user and can bypass this action which is process within 24 hours after a card account has been assigned in PeopleSoft.

To create a new user

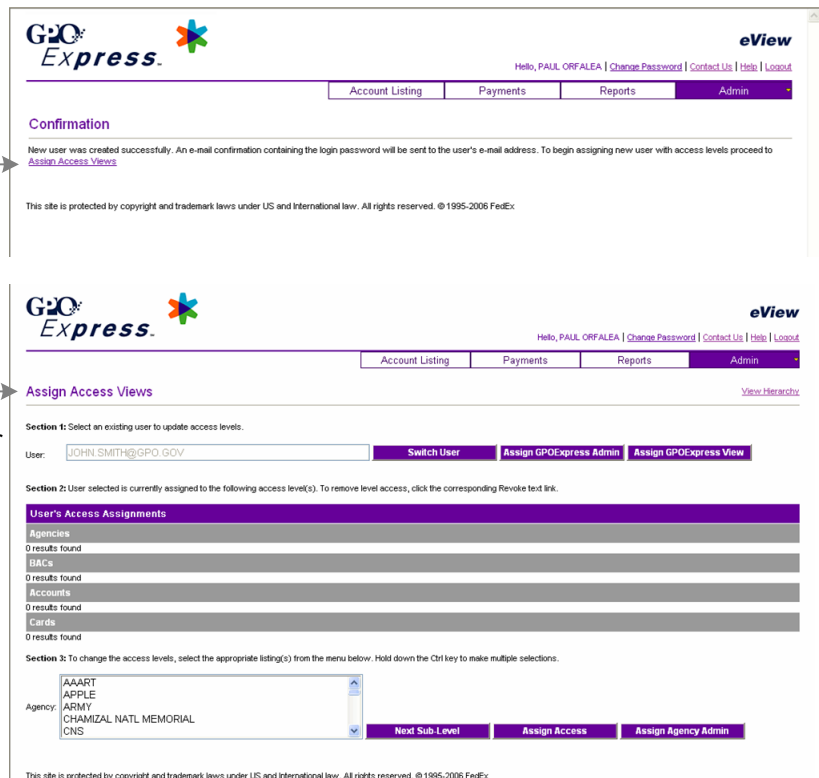
- 1) Click Create New Users from the Admin navigation menu.
- 2) Return Create New Users screen.
- 3) Enter the following required user information:
 - a. **E-mail Address**, also referred to as username
 - b. **Full Name**, type first and last name
 - c. **Phone Number**, type xxx/xxx-xxxx
 - d. Select **Agency Classification**
- 4) Click the **Submit** button.
- 5) Return Confirmation screen with the option to begin assigning user view access.
- 6) Click the **Assign Access Views** text link.



- 7) Return Assign Access View screen with the user populated in Section 1.

Also displays the Section 2: Display user's current access level and Section 3: Grant user access level permission.

Go to Assigning Access Views for more instructions.



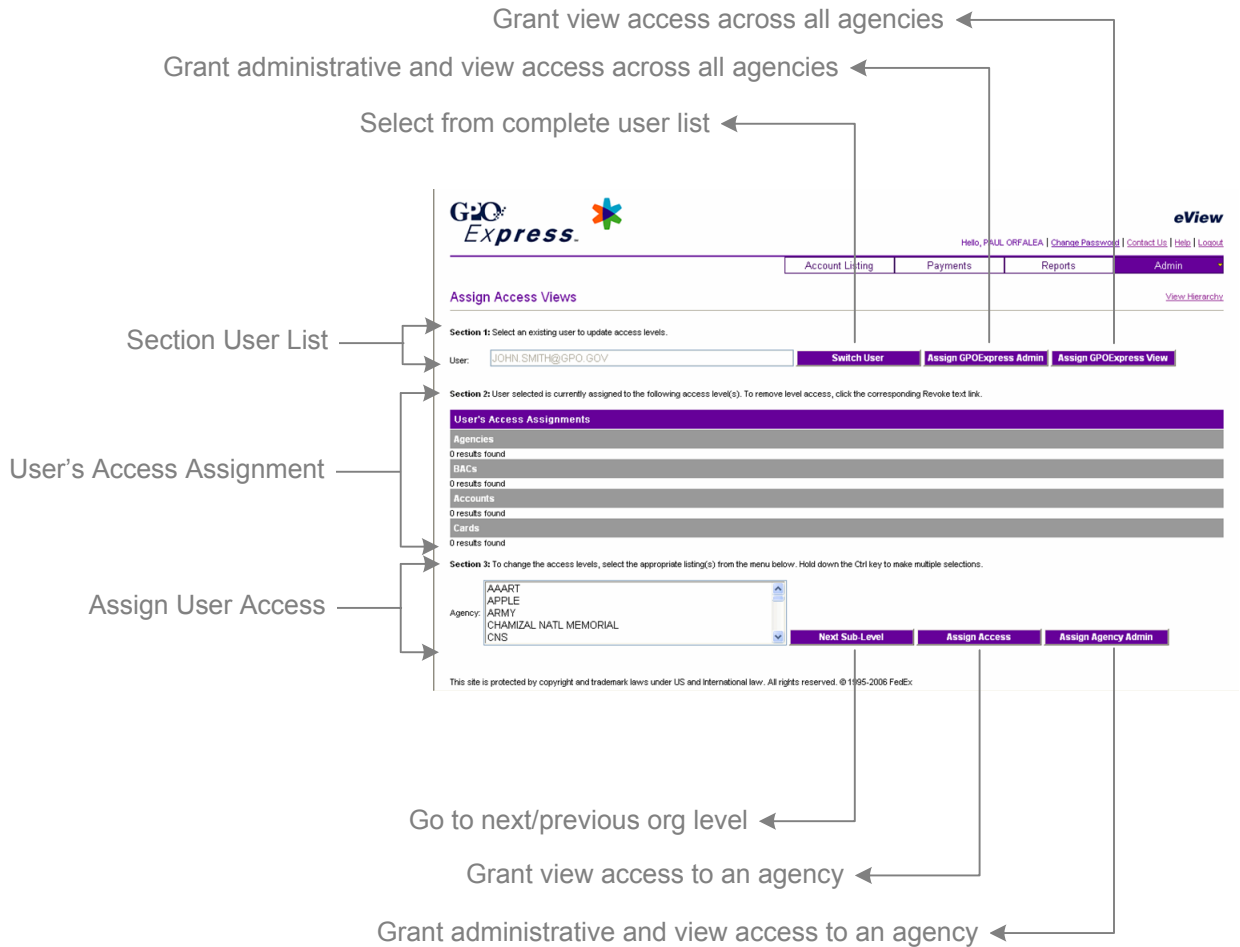
Assigning Access Views

Super users, GPOExpress and Agency administrators have the ability to grant user admin and/or view access from the Assign Access Views screen.

Based on your access level, you are granted certain authorized actions:

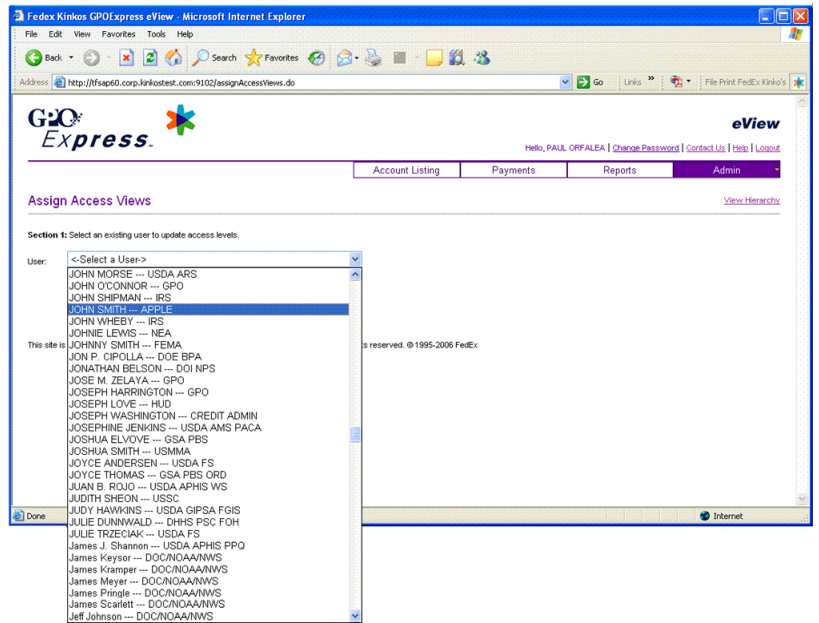
Assign GPOExpress Admin	Assign GPOExpress View	Assign Agency Admin	Assign Access	→ Super User
Assign GPOExpress View	Assign Agency Admin	Assign Access	Assign Access	→ GPOExpress Admin User
		Assign Access	Assign Access	→ Agency Admin User

The Assign Access Views screen includes the following sections and features. Access are instantly granted and displayed in the appropriate User's Access Assignment table.



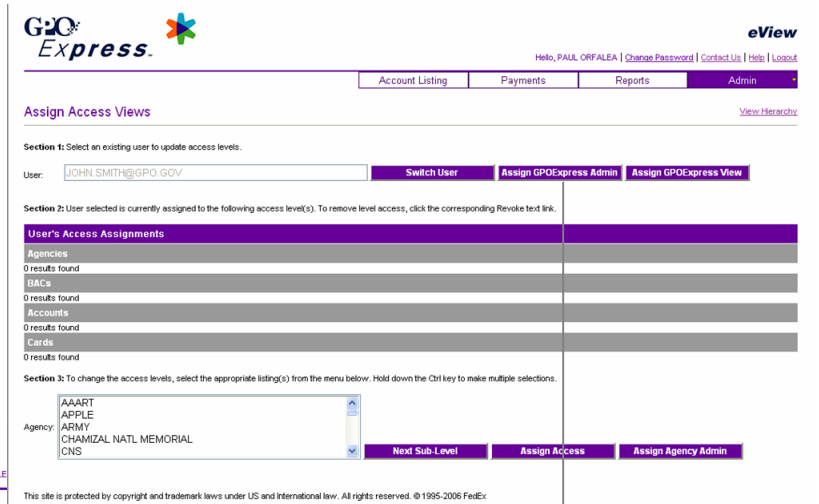
To assign administrator or view access

- 1) Click Assign Access Views from the Admin navigation menu.
- 2) Return Assign Access Views screen.
- 3) Select username from User dropdown menu.

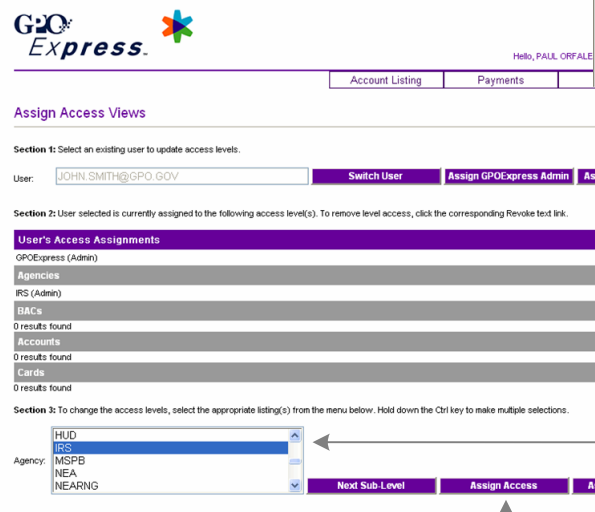


To assign administrative access

- 4) GPOExpress Admin
 - a. Click **Assign GPOExpress Admin** button.
 - b. Display assigned level under User's Access Assignment table.



- 5) Agency Admin
 - a. Select an agency from the Agency List.
 - b. Click **Assign Agency Admin** button.
 - c. Display assigned level under User's Access Assignment (Agency) table.



4

5c

5a

5b

To assign org level view access

6) GPOExpress View

- a. Click **Assign GPOExpress View** button.
- b. Display assigned level under User's Access Assignment table.

7) Agency View

- a. Select agency(s) from the Agency List.
- b. Click **Assign Access** button.
- c. Display assigned level under User's Access Assignment (Agency) table.

6b

7c

8) BAC View

- a. Select the appropriate agency from the Agency List.
- b. Click **Next Sub-Level** button; collapse with the agency selection.
- c. Select BAC(s) from the BAC List
- d. Click **Assign Access** button.
- e. Display assigned level under User's Access Assignment (BAC) table.

9) Account View

- Select the appropriate agency from the Agency List.
- Click **Next Sub-Level** button; collapse with the agency selection.
- Select the appropriate BAC from the BAC List.
- Click **Next Sub-Level** button; collapse with the BAC selection.
- Select account(s) from the Account List.
- Click **Assign Access** button.
- Display assigned level under User's Access Assignment (Account) table.

9g

10) Card View

- Select the appropriate agency from the Agency List.
- Click **Next Sub-Level** button; collapse with the agency selection.
- Select the appropriate BAC from the BAC List.
- Click **Next Sub-Level** button collapse with the BAC selection.
- Select the appropriate account from the Account List.
- Select **Next Sub-Level** button; collapse with the account selection.
- Select card(s) from the Account List.
- Click **Assign Access** button.
- Display assigned level under User's Access Assignment (Card) table.

10i

At the assignment stage, the following additional actions can occur:

- To make multiple selections, hold down the Ctrl key.
- To return to the previous org level listing, click the **Previous** button.
- To remove an assignment, click the corresponding **Remove** text link.

Creating New Organization Levels

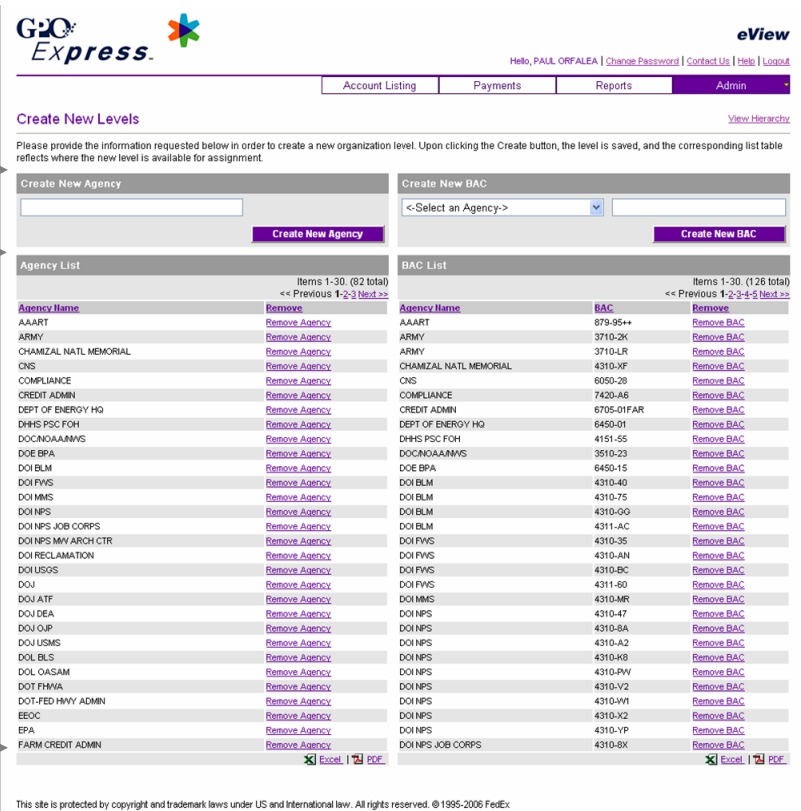
Super users and GPOExpress administrators have the ability to view, add or remove an Agency and Billing Access Code (BAC) from the Create New Levels screen.

For every new agency or BAC added or removed in eView, an e-mail confirmation is sent to notify the administrators at the GPOExpress and Tech – eView Support mailboxes.

To access the Create New Levels

- 1) Click Create New Levels from the Admin navigation menu.
- 2) Return Create New Levels screen.
- 3) Display two options:
 - a. Create New Agency
 - b. Create New BAC
- 4) Display two tables:
 - a. List of all active agencies
 - b. List of all active BACs with its associated agency

Displays all active agencies and corresponding BACs for GPO.



To remove an agency or BAC:

- 1) Identify incorrect agency or BAC name from the appropriate Listing table
- 2) Click the **Remove** text link.
- 3) Remove the incorrect Agency or BAC from the table.

If there are no data or child relationship associated, you will have the ability to remove an Agency or BAC; otherwise, it is prohibited.

To add a new agency

- 1) Type the new agency name in the input text field for Create New Agency.
- 2) Click the **Create New Agency** button.

- 3) Confirm new agency addition and click **Continue** button.
- 4) Display the new agency in the Agency List table.

To add a new BAC

- 1) Select the assigned agency from the dropdown menu.
- 2) Enter the new BAC in the input text field for Create New BAC.
- 3) Click the **Create New BAC** button.

- 4) Confirm new BAC addition and click **Continue** button.
- 5) Display the new BAC in the BAC List table.

Agency List		BAC List	
Items 1-30. (83 total)		Items 1-30. (127 total)	
<< Previous 1-2-3 Next >>		<< Previous 1-2-3-4-5 Next >>	
Agency Name	Remove	Agency Name	Remove
AAART	Remove Agency	AAART	Remove BAC
APPLE	Remove Agency	APPLE	Remove BAC
ARMY	Remove Agency	ARMY	Remove BAC
CHAMIZAL NATL MEMORIAL	Remove Agency	ARMY	Remove BAC

It is required to add a new agency or BAC in eView before any cards can be assigned to them.

Editing New Users

Administrators have the ability to modify users information from the Edit Users screen.

Based on your access level, you are granted certain authorized actions:

- Super Users – ability to edit, remove and reset password
- GPOExpress Admin – ability to edit and reset password for all agency users
- Agency Admin – ability to edit and reset password for assigned agency users only

To edit a new user

- 1) Click Edit Users from the Admin navigation menu.
- 2) Return Edit Users screen.
- 3) Display list of users and capability to edit their information.
 - a. Edit eView users
 - b. Edit non-eView users
 - c. Remove users
 - d. Reset users' password

GPO Express Hello, PAUL ORFALEA | [Change Password](#) | [Contact Us](#) | [Logout](#)

Account Listing | **Payments** | Reports | Admin

To modify a user's information, click the Edit text link. To reset a user's password, click the Reset text link and a new password will automatically be generated and sent to the user's e-mail address.

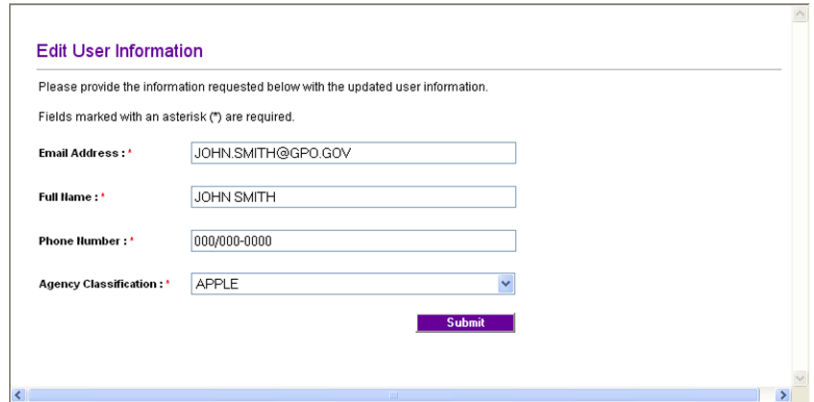
Name	Email Address	Phone	Agency Classification	Edit	Remove	Reset Password
ZLT CORY N. HUSKEY	CORY.HUSKEY@NE.NOB.ARMY.MIL	402309-7217	NEARNG	Not Editable	Remove	Reset
ADRIENNE GANTT	GANTT.ADRIENNE@EPA.GOV	202664-1847	EPA	Not Editable	Remove	Reset
AIXA NEVES	EDDA_A_NEVES@HUD.GOV	404331-5001	HUD	Not Editable	Remove	Reset
AKKO WIARD	AKWARD@GPO.GOV	202-512-1197	GPO	Edit	Remove	Reset
ALANA MAYE	MAYE.ALANA@EPA.GOV	202664-3677	EPA	Not Editable	Remove	Reset
ALAN DORHOFFER	ADORHOFFER@USSC.GOV		USSC	Not Editable	Remove	Reset
ALBERT TRIPP JR.	ALBERT_TRIPP@CIT.USCOURTS.GOV	212264-2812	U.S.C.I.T.	Not Editable	Remove	Reset
ALECA CRICKLOW	CRICKLOW.ALECA@EPA.GOV	202664-3677	EPA	Not Editable	Remove	Reset
ALEXIS RAMOS	RAMOS@USMMA.EDU	516773-5472	USMMA	Not Editable	Remove	Reset
ALIA BLACKFORD	BLACKFORD@NEH.GOV	202806-8247	NEH	Not Editable	Remove	Reset
ALICE MERRICK	ALICE.MERRICK@FEDEXKINKOS.COM	(703) 963-4526	GPO	Edit	Remove	Reset
ALLAN ARNOLD	ARNOLD@USMMA.EDU	516773-5437	USMMA	Not Editable	Remove	Reset
ALLEN CROTTIS	ALLEN.CROTTIS@DOE.GOV	202666-4326	DEPT OF ENERGY HQ	Not Editable	Remove	Reset
ALLEN PATCH	ALLEN.PATCH@MAIL.DOC.GOV	515288-8614	DOC	Not Editable	Remove	Reset
ALMA CANDELARIA	ALCABL@OC.GOV	202724-9226	COMPLIANCE	Not Editable	Remove	Reset
ALYSON COYLE	ALYSON.COYLE@TSJ.CCRI.GOV	405954-8264	DOT RSPA TSI	Not Editable	Remove	Reset
AMANDA MING	AMANDA.MING@NOAA.GOV		DOCNOAANMWS	Not Editable	Remove	Reset
AMY BENSON	AMY.BENSON@MAIL.DOC.GOV	208964-7791	DOC	Not Editable	Remove	Reset
AMY DONALDSON	AMY.L.DONALDSON@IRS.GOV	859869-3124	IRS	Not Editable	Remove	Reset
AMMAMARATE	AMMAMARATE@MAIL.DOC.GOV	203694-4291	DOC	Not Editable	Remove	Reset
AMY MUND	AMY.MUND@USDA.GOV	720544-2906	USDAIRD	Not Editable	Remove	Reset
ANDREA RICCI	ANDREA.RICCI@USDA.GOV	620670-4793	USDA AMS PACA	Not Editable	Remove	Reset
ANDREW ANDERSON	ANDREW.ANDERSON@MAIL.DOC.GOV	316263-4067	DOC	Not Editable	Remove	Reset
ANDREW BELL	ANDREW.BELL@TRICITY.WSU.EDU		USDA ARS	Not Editable	Remove	Reset
ANDREW CLAPPER	ANDREW.T.CLAPPER@APHIS.USDA.GOV	217241-6700	USDA APHS VMS	Not Editable	Remove	Reset
ANDY GITZINGER	ANDY.GITZINGER@FEDEXKINKOS.COM	(214) 703-4438	GPO	Edit	Remove	Reset
ANGELA HAYTHE	AHAYTHE@GPO.GOV	202651-0559	GPO	Edit	Remove	Reset
ANGELA MARTIN	AMARTIN@CHS.GOV	202606-6711	CHS	Not Editable	Remove	Reset
ANGELA SIMMONS	ANGELA.SIMMONS@CSOSA.GOV	202220-5644	DC PSA	Not Editable	Remove	Reset
ANGELONE KLONIS	KLONIS@USMMA.EDU	516773-5218	USMMA	Not Editable	Remove	Reset
ANITA H. CLARK	ANITA.CLARK@IRS.GOV		DOT IRS	Not Editable	Remove	Reset
ANITA SANTIAGO	ANITA.SANTIAGO@MAIL.DOC.GOV	314425-3300	DOC	Not Editable	Remove	Reset
ANITA WALKER	ANITA.WALKER@MAIL.DOC.GOV	249875-9600	DOC	Not Editable	Remove	Reset
ANNA ADAMS	ANNA.ADAMS@FHWA.DOT.GOV	720963-3004	DOT FHWA	Not Editable	Remove	Reset
ANNA DRAISEY	ANNA.DRAISEY@APHIS.USDA.GOV	518669-6135	USDA APHS VS	Not Editable	Remove	Reset
ANNA-MARE GERMAN	ANNA.MARE.GERMAN@APHIS.USDA.GOV	912554-4900	USDA APHS PPO	Not Editable	Remove	Reset
ANNE M. HELLRUNG	ANNE.HELLRUNG@FHWA.DOT.GOV	217492-4611	DOT-FED HWY ADMIN	Not Editable	Remove	Reset
ANNE M. MCALOON	AMCALOON@FPM.GOV		FMC	Not Editable	Remove	Reset
ANNE WILLIAMS	WALSH.ANNE@IRS.GOV	312053-7200	DOJ DLS	Not Editable	Remove	Reset
ANNI MARE GALLATY	AGUSS@DOC.GOV		HHSKDC	Not Editable	Remove	Reset
ANNI MARE GIRANI	GIRANI@USMMA.EDU	516773-5302	USMMA	Not Editable	Remove	Reset
ANNI SANBORN	SANBORN@USMMA.EDU	516773-5066	USMMA	Not Editable	Remove	Reset
ANNI SHARPE	ANNI_L.SHARPE@NSA.GOV	228813-6022	NSSC	Not Editable	Remove	Reset
ANNI WICKHAM	WICKHAM@USMMA.EDU	516773-5111	USMMA	Not Editable	Remove	Reset
ANTHONY M. CIPPO	ANTHONY_CIPPO@CIT.USCOURTS.GOV	212264-2812	U.S.C.I.T.	Not Editable	Remove	Reset
ANTHONY MICHALSKI	TONY.MICHALSKI@MAIL.DOC.GOV	702388-8694	DOC	Not Editable	Remove	Reset
ANTHONY MICHELS	ANTHONY.MICHELS@MED.VA.GOV	509434-7226	VIA MEDICAL CENTER	Not Editable	Remove	Reset
ANTONETTE PALMER	TONI.PALMER@FHWA.DOT.GOV	360619-7726	DOT FHWA	Not Editable	Remove	Reset
ANTONIO STRONZA	ANTONIO_STRONZA@HUD.GOV	787766-5400	HUD	Not Editable	Remove	Reset
APRIL D. TOLL	ADTOLL@EPA.GOV	503230-7593	DOE EPA	Not Editable	Remove	Reset

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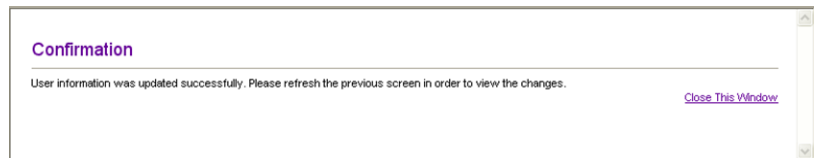
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To edit an eView user

- 1) Identify user from the listing table.
- 2) Click the appropriate **Edit** text link.
- 3) Return the Edit User Information screen.
- 4) Re-enter the correct user information:
 - a. E-mail Address
 - b. Full Name
 - c. Phone Number
 - d. Agency Classification
- 5) Click the **Submit** button.



- 6) Return Confirmation screen.
- 7) Click **Close The Window** text link
- 8) Click Refresh button from the browser, updates the user's information with the correction.



For example: Correct agency classification from Apple to GPO.

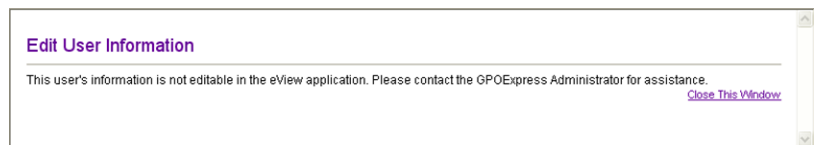
Agency Classification : *



<u>Name</u>	<u>E-mail Address</u>	<u>Phone</u>	<u>Agency Classification</u>
JOHN SMITH	JOHN.SMITH@GPO.GOV	000/000-0000	GPO

To edit a non-eView user

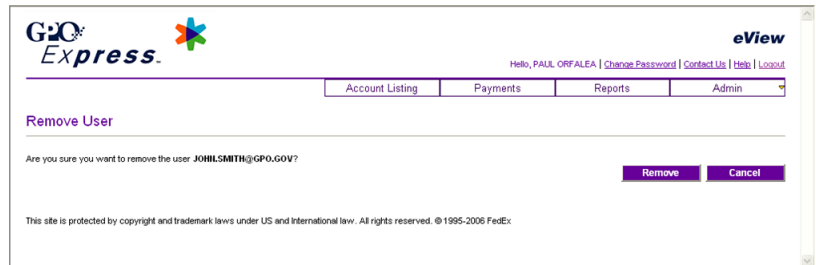
- 1) Identify user from the listing table.
- 2) Click the appropriate **Not Editable** text link.
- 3) Return the Edit User Information screen, notifying that this user can not be edited and requires to contact your GPOExpress Administrator for assistance.



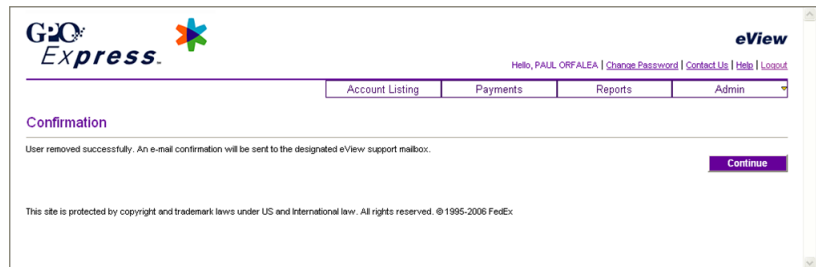
These users require to be corrected in PeopleSoft and the changes will be reflected in eView the next day.

To remove an existing eView user

- 1) Identify user from the listing table.
- 2) Click the appropriate Remove text link.
- 3) Return the Remove User screen
- 4) Click the **Remove** button.

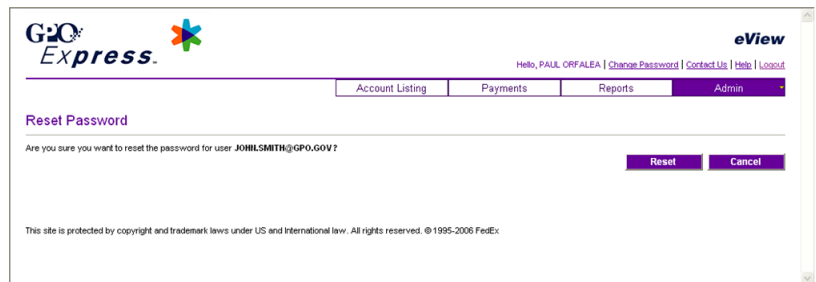


- 5) Return Confirmation screen, notifying that user has been removed from the eView.
- 6) Click **Continue** button.
- 7) Return to the Edit Users Screen.

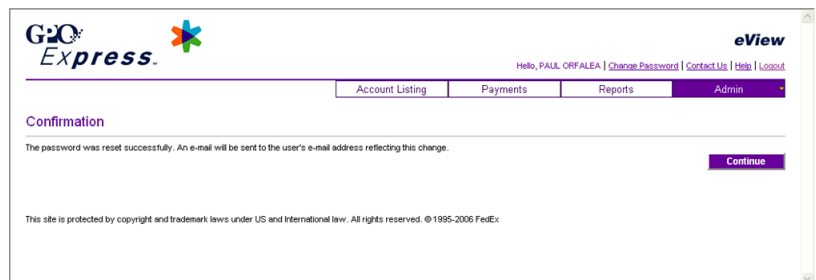


To reset a user's password

- 1) Identify user from the listing table.
- 2) Click the appropriate **Reset** text link.
- 3) Return the Reset Password screen
- 4) Click the **Reset** button.



- 5) Return Confirmation screen, notifying that new password will be sent to the user.
- 6) Click **Continue** button.
- 7) Return to the Edit Users Screen.



Changing Your Password

Before you can change the password for a user account, you first log on as that user with the assigned username and password. Both username and password are unique to each user and sent to you via e-mail. The username is your e-mail address and the password is randomly generated by the system. Note that the password is case sensitive.

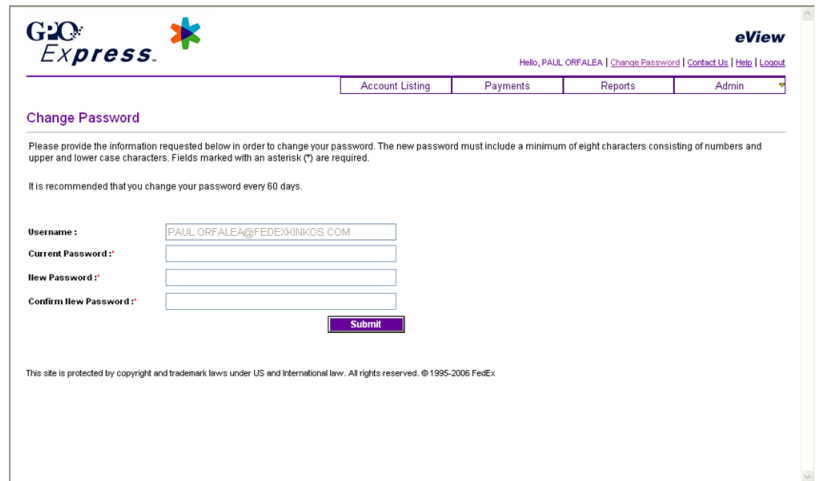
To change your password

- 1) Click Change Password link, located at the top right of every screen (except Login screen).
- 2) Display Change Password screen.
- 3) Enter the following required information:
 - a. **Username**, default to your e-mail address
 - b. **Current Password**, type assigned password
 - c. **Change Password**, type new password
 - d. **Confirm Password**, re-type new password

Password requires to contain minimum of eight characters and include at least one number, upper and lower case character.

- 3) Click the **Submit** button
- 4) Return confirmation screen and automatically send an e-mail, confirming password change.

Remember this password because you'll need it every time you log in. It is recommended that you change your password every 60 days for security purposes.



G2O Express eView

Hello, PAUL ORFALEA | [Change Password](#) | [Contact Us](#) | [Help](#) | [Logout](#)

Account Listing | Payments | Reports | Admin

Change Password

Please provide the information requested below in order to change your password. The new password must include a minimum of eight characters consisting of numbers and upper and lower case characters. Fields marked with an asterisk (*) are required.

It is recommended that you change your password every 60 days.

Username :

Current Password* :

New Password* :

Confirm New Password* :

Submit

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Needing Assistance

Trouble Logging On?, Contact Us and Help screens can assist you with the following:

- forget your login information
- identify your administrator
- questions about eView information
- how to use eView application

To find help logging on

- 1) Click **Trouble Logging In?** link from the Login screen.
- 2) Display Trouble Logging In? screen.

Provide different ways to contact.

- a. by e-mail
- b. Administrator Contact List

Trouble Logging In ?

Please refer to the Administrator List to locate and contact your assigned administrator for assistance.
To e-mail GPOExpress: GPOExpressview@gpo.gov

Administrator	Agency	Phone #	E-mail Address
BERT SIMON	DOI BLM	703/648-7283	BSIMON@USGS.GOV
MARK NEWCASTLE	DOI FWS	703/658-2196	MARK_NEWCASTLE@FWS.GOV
BERT SIMON	DOI FWS	703/648-7283	BSIMON@USGS.GOV
BERT SIMON	DOI MMS	703/648-7283	BSIMON@USGS.GOV
BERT SIMON	DOI RECLAMATION	703/648-7283	BSIMON@USGS.GOV
BERT SIMON	DOI USGS	703/648-7283	BSIMON@USGS.GOV
RANDALL BACON	EPA	202/564-9646	BACON.RANDY@EPA.GOV
SCOTT NEWTON	IRS	202/627-7519	SCOTT.H.NEWTON@IRS.GOV
SHERRY JOHNSON	TSA	571-227-1086	SHERRY.JOHNSON@DHS.GOV

To locate your administrator

- 1) Click **Contact Us** link, located at the top right of every screen (except Login screen).
- 2) Display Contact Us screen.

Provide different ways to contact.

- a. by GPO National Account Manager
- b. by e-mail
- c. by website
- d. Administrator Contact List

Contact Us

For more information on your account contact your [GPO National Account Manager](#).
To e-mail GPOExpress: GPOExpressview@gpo.gov
For more information: <http://www.gpo.gov/baoexpress>

Administrator	Agency	Phone #	E-mail Address
BERT SIMON	DOI BLM	703/648-7283	BSIMON@USGS.GOV
MARK NEWCASTLE	DOI FWS	703/658-2196	MARK_NEWCASTLE@FWS.GOV
BERT SIMON	DOI FWS	703/648-7283	BSIMON@USGS.GOV
BERT SIMON	DOI MMS	703/648-7283	BSIMON@USGS.GOV
BERT SIMON	DOI RECLAMATION	703/648-7283	BSIMON@USGS.GOV
BERT SIMON	DOI USGS	703/648-7283	BSIMON@USGS.GOV
RANDALL BACON	EPA	202/564-9646	BACON.RANDY@EPA.GOV
SCOTT NEWTON	IRS	202/627-7519	SCOTT.H.NEWTON@IRS.GOV
SHERRY JOHNSON	TSA	571-227-1086	SHERRY.JOHNSON@DHS.GOV

To learn how to use eView

- 1) Click **Help** link, located at the top right of every screen (except Login screen).
- 2) Display Help screen.

Provide you with the eView User's Guide, step by step on how to use the eView application.

Help

If you have questions or need assistance on how to use the eView application, review the attached [eView User's Guide](#).