

**WASHINGTON HEADQUARTERS SERVICES (WHS)
ACQUISITION AND PROCUREMENT OFFICE (A&PO)
OSD/WHS PURCHASE CARD PROGRAM**

PURCHASE CARD ALERT NUMBER 49

(Issue date: 26 August 2008)

SUSPENSE DATE: 15 September 2008

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS



CARDHOLDERS



SUBJECT: Updated Email Address for SmartPay 2 Transition

The purpose of this Purchase Card Alert is to announce the requirement for each OSD/WHS Purchase Card accountholder to review/add/update their e-mail address in the US Bank Access Online System in preparation for the transition to the SmartPay2 contract. This e-mail review process must be completed by close of business 15 September 2008 and will take a maximum of 10 to 15 minutes to complete.

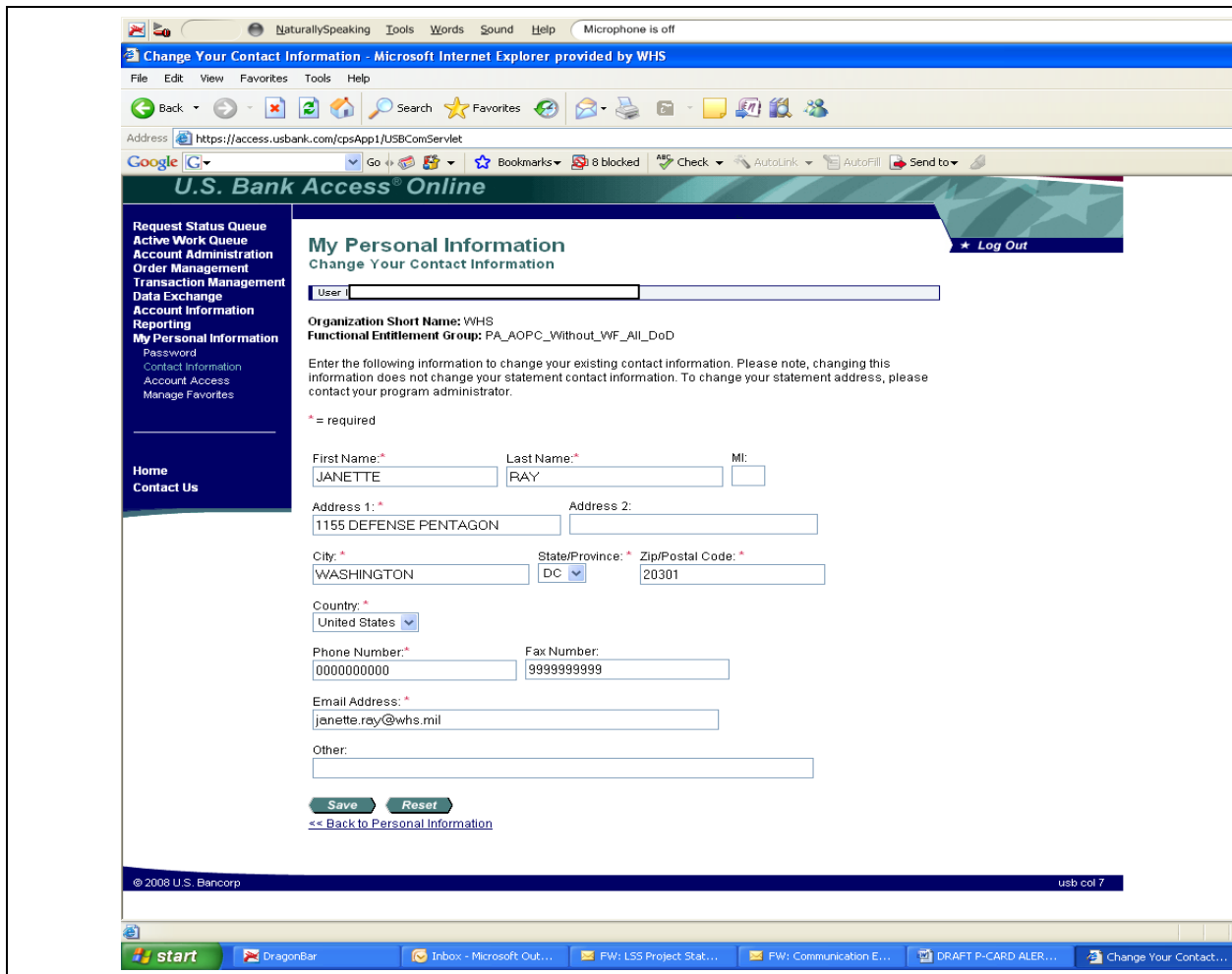
Listed below are step-by-step instructions that will guide the accountholder to “My Personnel Information” and continue on through to “Contact Information” where the accountholder can verify accuracy/add/update their e-mail address. After ensuring your e-mail address in Access Online is current (adding or updating it as necessary), please send an e-mail to Janette.Ray@whs.mil that states your e-mail address in Access Online is current, even if you don't have to update it.

Instructions to Review/Update Your Email Address

Below is a quick guide that will walk you through the steps to review/update/add your email address in the Access Online System. **Please be advised that the address must be your official work email address.**



- 1) Go to my "My Personnel Information"
- 2) Then select "Contact Information"



- 3) Scroll to “Email Address”
- 4) Review to ensure it is current
- 5) If it is not current, or if it is missing, add/update it with your current e-mail address
- 6) Select “Save”
- 7) If your Email Address is currently correct in the Access Online System, you do not have to make any changes, but you’ll still need to send the e-mail to Janette Ray as explained in the next paragraph 8).
- 8) Send an e-mail to Janette.Ray@whs.mil stating that the e-mail address in Access Online is current, not later than close of business, 15 September 2008.

If you need assistance changing your information in the Access Online System, please contact Janette Ray at (703) 695-8666.

We hope you will continue to tell us when we are doing a good job of satisfying your needs as well as when we need to improve our efforts. You may submit your comments through the ICE Program at [ICE Purchase Card Program](#) or send them directly to the Program Manager at Claudia.colvin@whs.mil.