

**WASHINGTON HEADQUARTERS SERVICES
FINANCIAL MANAGEMENT DIRECTORATE**

PURCHASE CARD ALERT NUMBER 32

(Issue date: 12 January 2006)

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS **X** (Except DFD Leased Facilities Dir)

CARDHOLDERS **X** (Except DFD Leased Facilities Dir)

SUBJECT: ACCESS ONLINE IS HERE!!

The purpose of this Purchase Card Alert is to inform OSD/WHS Approving Officials (AO's) and Cardholders (CH's) that Access Online (an enhanced version of the current U.S. Bank C.A.R.E. system) is ready for implementation.

As announced during C.A.R.E. training, Access Online is mandatory and the next step towards implementing the electronic payment process. Access Online is user friendly and accountholders will enjoy numerous benefits in managing their Purchase Card accounts under this new system.

The OSD/WHS purchase card program is proud to announce that we were selected as one of the agencies to participate as a test pilot for Access Online. The test becomes effective immediately and will require AO's and CH's to strictly adhere to the following milestones in order to accomplish the transition to Access Online.

MAJOR MILESTONES	
13 Jan – 1 Mar 06	AO's and CH's complete web-based Access Online Training. Email APC when complete (NLT: 1 Mar 06)
20 Feb* – 23 Feb 06	CH's approval process for 19 Feb 06 Statement in C.A.R.E. System.
20 Feb* -12 Mar 06	Postpone electronic record keeping for Mar 06 billing cycle until Access Online is available to users on 13 Mar 06.
24 Feb 06*	Last day for AO's to certify 19 Feb 06 invoice in C.A.R.E. System and forward completed invoice to APC .
13 Mar 06*	C.A.R.E. System no longer available. US Bank grants entry to Access Online to AO's and CH's.
13 Mar* – 19 Mar 06	AO's and CH's perform electronic record keeping by entering data for processing 19 Mar 06 statement.
20 Mar – 24 Mar 06	AO's and CH's approval process for 19 Mar 06 Statement in Access Online System.

***Note overlapping dates in milestones**

INSTRUCTIONS FOR ACCESS ONLINE CONVERSION

AO's and CH's must log into the Access Online website for training <https://wbt.access.usbank.com> . **NOTE: This website is strictly for training purposes and is available immediately.** AO's and CH's will need to complete the training modules by 1 Mar 06 in order to start using Access Online by 13 Mar 06. After you have completed the training module, please e-mail Janette Ray at janette.ray@whs.mil to certify completion of training. This training is a mandatory requirement under the OSD/WHS Purchase Card Program and must be documented in your official training folder in the Purchase Card Program Office. The following are a list of passwords for this training web site:

CARDHOLDERS (CH):

Current Login <i>(Until February 3)</i>	New Login <i>(Effective February 3)</i>
Password: denver	Password: burlington

APPROVING OFFICIALS (AO):

Current Login <i>(Until February 3)</i>	New Login <i>(Effective February 3)</i>
Password: rocky	Password: maple

The U.S. Bank will transfer all user profiles in the C.A.R.E. system to Access Online. Your username and password will transfer to Access Online. You will not have to change your username and password to enter Access Online.

NOTES: (1) Cardholders will not have to self- register in Access Online.
(2) When prompted by Access Online to enter an “Organizational Shortcut Name”, enter “WHS”.

AO's and CH's will complete the 19 February 2006 billing cycle in the C.A.R.E. system by 24 February 2006. The February 2006 statement **will be the last statement processed in the C.A.R.E. system.** Effective 13 March 2006, AO's and CH's will use Access Online. C.A.R.E. will no longer exist.

Implementing Access Online is a major milestone for our program and we ask for your patience and assistance as we complete this process. If you are having any problems/questions with Access Online, please contact Ms. Janette Ray at (703) 614-6522.

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 to the Agency Program Coordinators at purchasecard@bfd.whs.mil or directly to the Program Manager at Claudia.colvin@whs.mil.