

WASHINGTON HEADQUARTERS SERVICES
ACQUISITION AND PROCUREMENT OFFICE
OSD/WHS PURCHASE CARD PROGRAM

PURCHASE CARD ALERT NUMBER 34

(Issue date: 10 February 2006)

APPROVING OFFICIALS



(Except DFD Leased Facilities Dir)

CARDHOLDERS



(Except DFD Leased Facilities Dir)

SUBJECT: ACCESS ONLINE **CRITICAL** MILESTONES

The purpose of this Purchase Card Alert is to provide important reminders, milestones, and login instructions for the mandatory transition from C.A.R.E. to Access Online on 13 Mar 06. The C.A.R.E. System will no longer be available on 10 March 06.

INSTRUCTIONS FOR ACCESS ONLINE TRAINING

(Training to be completed NLT 1 Mar 06)

AO's and CH's must complete the Access Online training at <https://wbt.access.usbank.com> . **NOTE: This website is strictly for training purposes and is available immediately.** AO's and CH's must complete the training by 1 Mar 06 in preparation for the transfer to Access Online on 13 Mar 06. Since the system **will not** provide a training certificate, please e-mail Janette Ray at janette.ray@whs.mil to certify completion of training. As stated in Purchase Card Alert 32, 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 is a list of passwords for this training web site:

APPROVING OFFICIALS (AO): PASSWORD: maple

CARDHOLDERS (CH): PASSWORD: burlington

INSTRUCTIONS FOR FIRST-TIME LOGIN TO ACCESS ONLINE

(Logon 13 Mar 06)

The U.S. Bank will transfer all user profiles from the C.A.R.E. system to Access Online. Your username and password will transfer to Access Online.

NOTE: Cardholders will not have to self- register in Access Online.

All users entering Access Online for the first time must follow these instructions:

- 1) Log into the following website: <https://access.usbank.com/indexFromCARE.html>.
- 2) Enter:
 - Organizational Shortname: WHS
 - Enter your C.A.R.E. Userid and Password
 - The system will prompt you to change your password. Password must be 8-20 alpha/numeric characters, containing at least one alpha and one numeric character. A password **cannot be** reused for a period of 12 months.

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 after 10 Mar 06.

MAJOR MILESTONES	
13 Jan – 1 Mar 06	AO's and CH's complete web-based Access Online Training. Email Janette Ray 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 .
10 Mar 06	C.A.R.E. System no longer available.
13 Mar 06*	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 into Access Online..
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.**

** **If you have transactions in the C.A.R.E. Transaction Log after approval of the 19 Feb 06 statement, these items will not automatically transfer to Access Online. The Cardholder must make a record (NLT 09 Mar 06) of these transactions for manual input to Access Online when it becomes available on 13 Mar 06. Since you cannot print from the C.A.R.E. system, one option for creating a record is to “copy and paste” the transactions from the C.A.R.E. Transaction Log screen into a “Word” document. Another option is to simply enter the data into Access Online from the original receipts. Please call Janette Ray on 703-695-8666 for assistance with this process.**

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