

What is required?

OMB Circular A-123 Appendix B requires each agency to provide training to all cardholders and charge-card managers (including A/OPCs and AOs). Training is important in helping cardholders and A/OPCs understand their roles and responsibilities, as well as reducing the risk of fraud, waste, and error.

In general, all program participants must:

- be trained prior to appointment and receive a training completion certificate
- take refresher training every 3 years (or more often if required)

- **What is required?**
- **What services are offered?**
- **How do we get started?**



What services are offered by GSA to help agencies meet this requirement?

GSA SmartPay offers free online purchase card and travel card training for cardholders and A/OPCs. The GSA SmartPay online training allows cardholders to register, set up a profile, and manage their online training courses and certificates. Agency Level 1 A/OPCs can manage the online training certificates by running reports on cardholders or searching for a specific cardholder within their agency. Level 1 A/OPCs can access information such as the type of training received, the date completed, and the score of each cardholder.

How do we get started?

To access the online trainings offered by GSA, please go to <https://training.smartpay.gsa.gov> to register.

- Cardholders will need to register as a "Cardholder", select the appropriate agency in the drop-down, and take the online training and quiz.
- Non Level 1 A/OPCs will need to register as "Other A/OPC" in order to access the A/OPC training and send reminder emails to cardholders.
- If you are a Level 1 A/OPC, you will need to register as a Level 1 A/OPC and be verified by GSA before you can access the reports. For security purposes, reports can only be run by verified Level 1 A/OPCs.

If while registering, you do not see your agency in the drop-down agency list and have more than 10 cardholders, please send an email to gsa_smartpay@gsa.gov and request that your agency be added. If you have less than 10 cardholders and do not see your agency listed, please select "other" in the agency drop-down list.

Once you have taken the online training, you will need to complete an online quiz with a score of 75% or greater in order to receive your completion certificate. You can either print your certificate or download and save it to your computer. In addition, your certificate will be available to you as well as to your Level 1 A/OPC through the online training system.

