The following information can help a cardholder assess and analyze the reasons for authorizations and declines on their UAB P-Card account.

Navigate to Access Online:
- From the P-Card website, click the Access Online (US Bank) button
- Sign-in to the US Bank Access Online portal using your BlazerID and password

From the Access Online home screen,
- Click Account Information from the side menu

From the Account Information screen,
- Under Account Profile, choose Cardholder Account Profile

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Access Online

Welcome to Access Online Chris Smith
Your last login was 06/09/2016

Message Center
Message(s) from Access Online

Account Information

Card Account Number: **********1234, BLMPCARD10 BLATEST
Card Account ID: 21325300324

Statement
View account statement(s).
- Cardholder Account Statement
- Managing Account Statement
- Diversion Account Statement

Account Profile
View account demographics, limits, accounting code, and other related information.
- Cardholder Account Profile
- Managing Account Profile
- Diversion Account Profile
From the Cardholder Account Profile,
• Click Account Authorizations

**Cardholder Account Profile**
Cardholder Account Summary

| Card Account Number: | **********8485, PCARDREV1 ADMINTEST |
| Card Account ID: | 212340000107 |

Select an item below to view its contents. You can also View a Managing Account

**Account Authorizations**
View Account Authorization information such as Request Type, Request Source, MCC Amount.

If the account has any authorizations,
• Authorizations will display on the resulting page
• If there are no authorizations, the system will return a message

Each authorization will contain descriptive information of the transaction and the authorization response.
• See the Account Authorization Summary Screen Elements table for details

**Account Authorization Summary Screen Elements Table**

<table>
<thead>
<tr>
<th>Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auth Date</td>
<td>Date that the authorization took place</td>
</tr>
<tr>
<td>Auth Time</td>
<td>Time that the authorization was called in to Visa or MasterCard (EST time zone)</td>
</tr>
<tr>
<td>Response</td>
<td>Response from the transaction authorization: Approved, Referred, or Declined</td>
</tr>
<tr>
<td>Auth Number</td>
<td>Unique identifier for the transaction from Visa or MasterCard</td>
</tr>
<tr>
<td>Type of Request</td>
<td>Type of authorization request (purchase or credit)</td>
</tr>
<tr>
<td>Transaction Amount</td>
<td>Amount of the transaction</td>
</tr>
<tr>
<td>MCC</td>
<td>Merchant category code (MCC) for the transaction</td>
</tr>
<tr>
<td>MCC Description</td>
<td>Description of the merchant</td>
</tr>
</tbody>
</table>