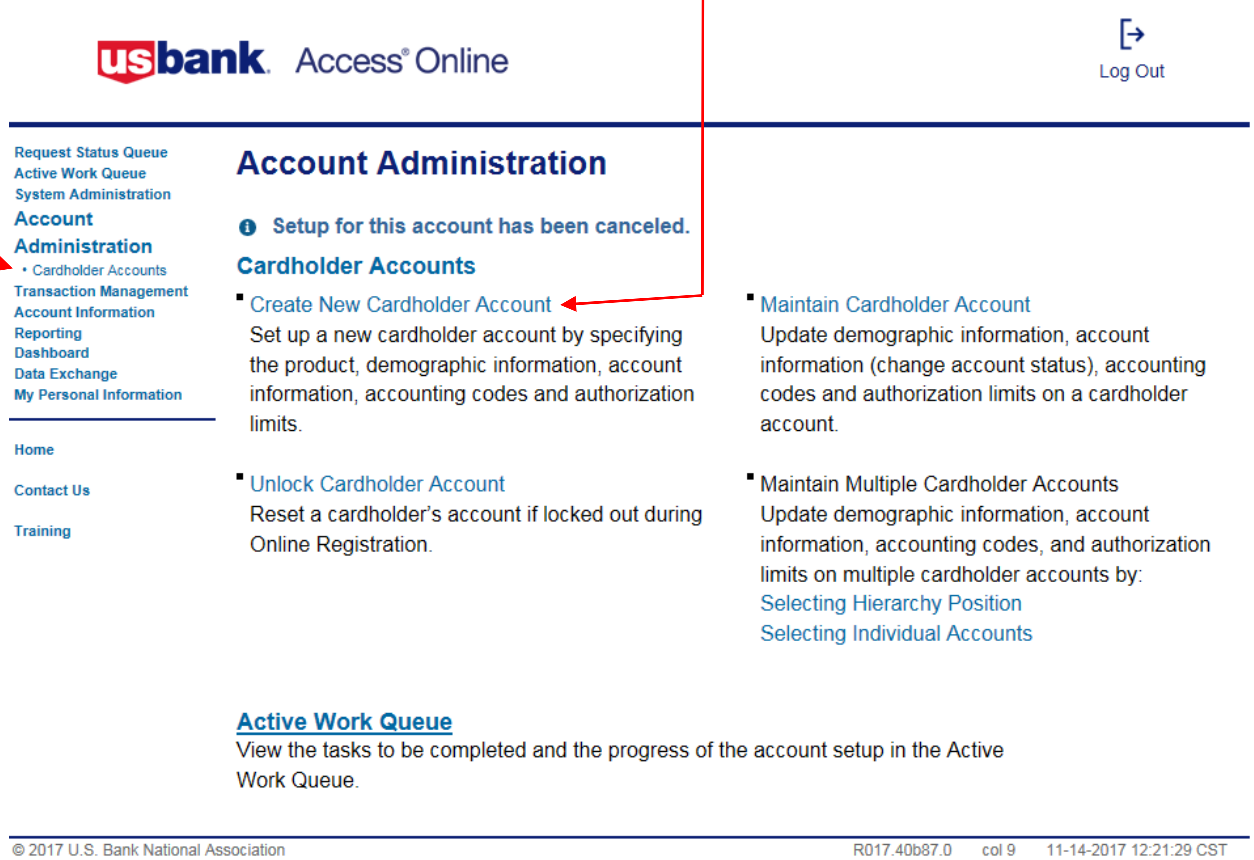
Setting Up a New Cardholder or Requesting an Additional Card

1. Go to https://access.usbank.com/cpsApp1/AxolPreAuthServlet?requestCmdId=login and log in.
2. Select Account Administration
3. Select Create New Cardholder Account



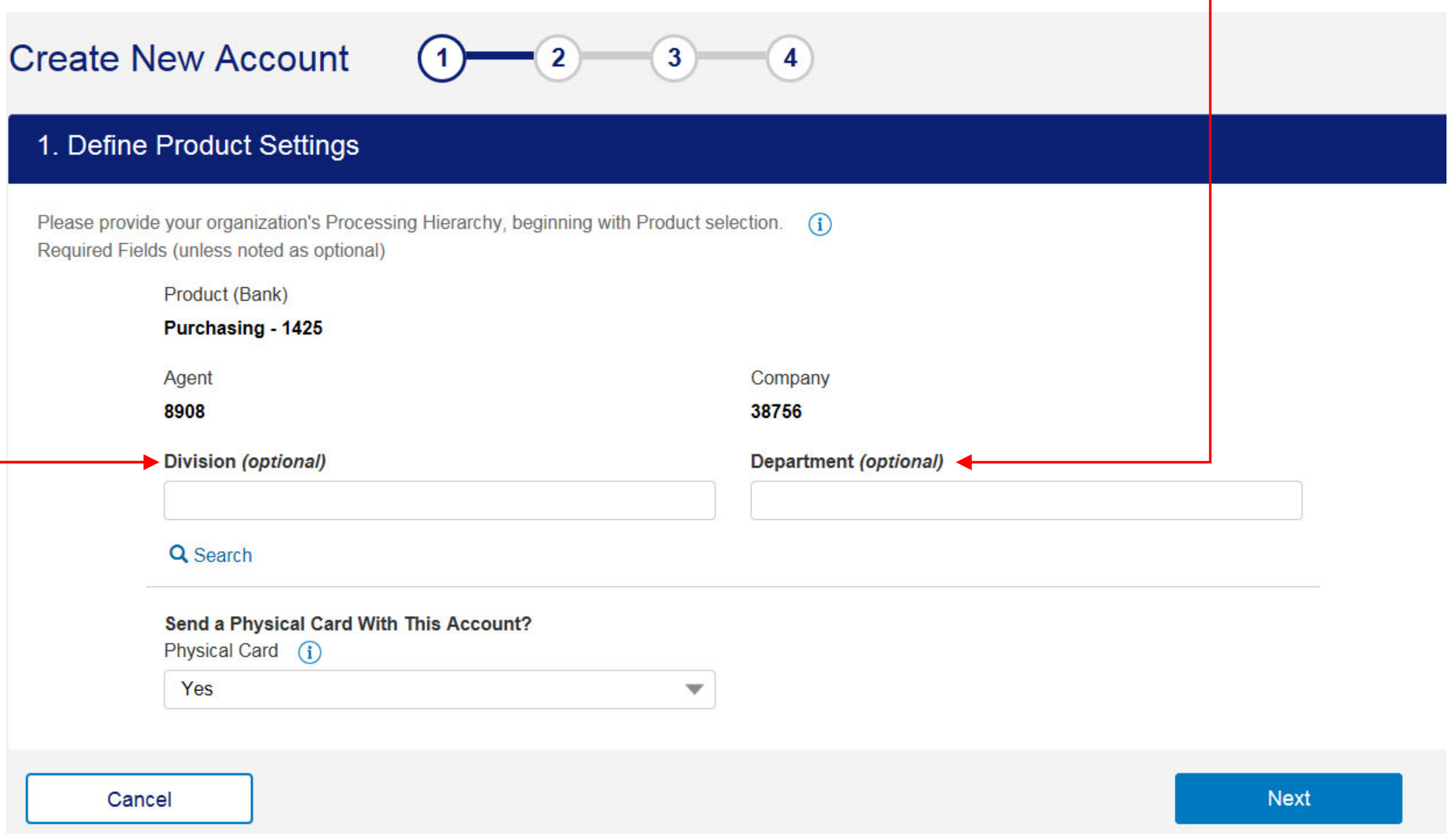
4. Fill in the Division with the college, this is **not** optional

    a. District = 01000
    b. Skyline = 02000
    c. Cañada = 02300
    d. CSM = 04000
    e. Bookstore = 05000

5. Enter the Department (this is the ORG) second set of four numbers in the FOAP.

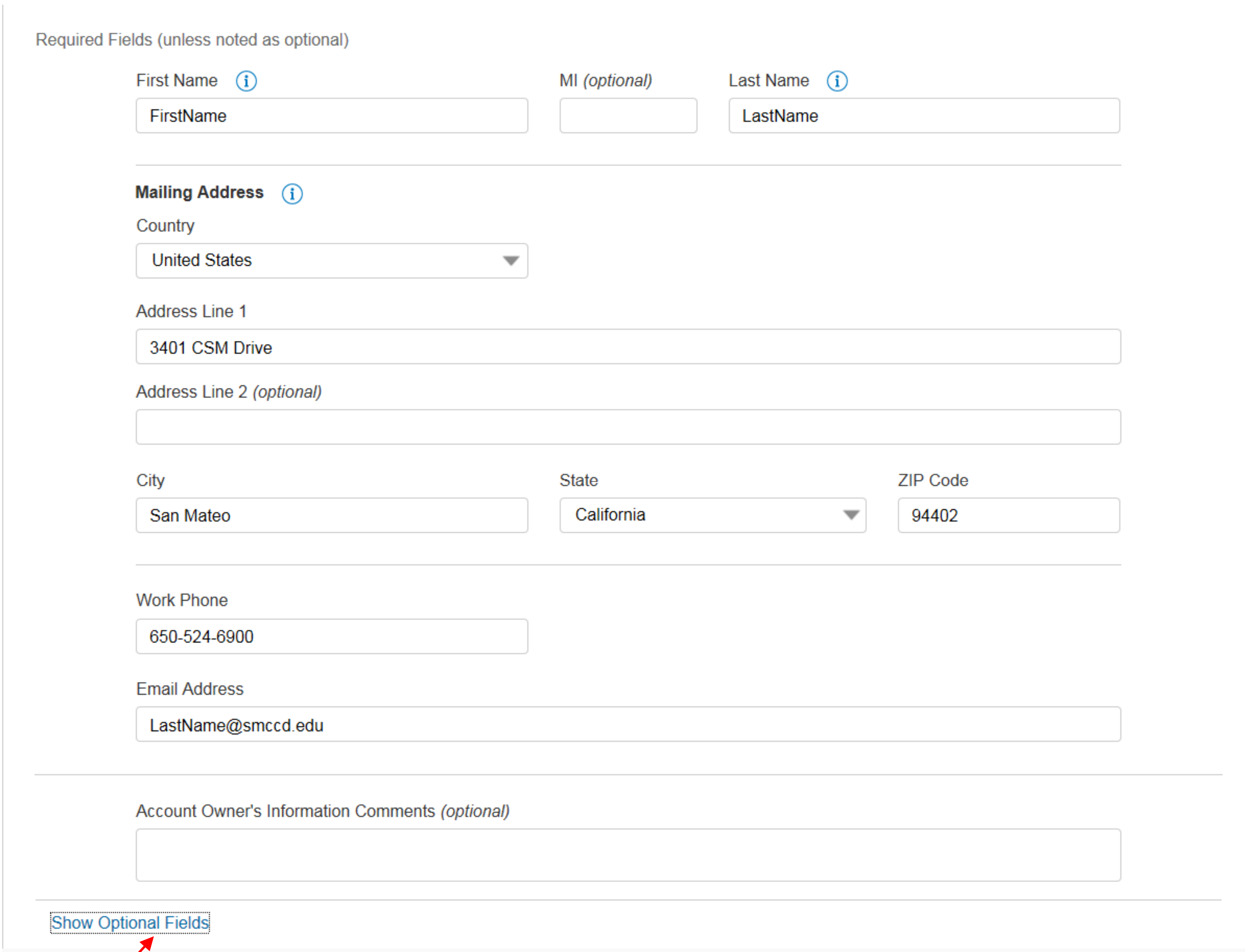
6. Send a Physical Card With This Account – **YES**

7. Select Next



8. Enter First Name, MI (optional) Last Name

9. Enter College address, city, state, zip code, work number (no spaces as they will fill out automatically) and email address


Required Fields (unless noted as optional)

First Name
FirstName

MI *(optional)*

Last Name
LastName

Mailing Address

Country
United States

Address Line 1
3401 CSM Drive

Address Line 2 *(optional)*

City
San Mateo

State
California

ZIP Code
94402

Work Phone
650-524-6900

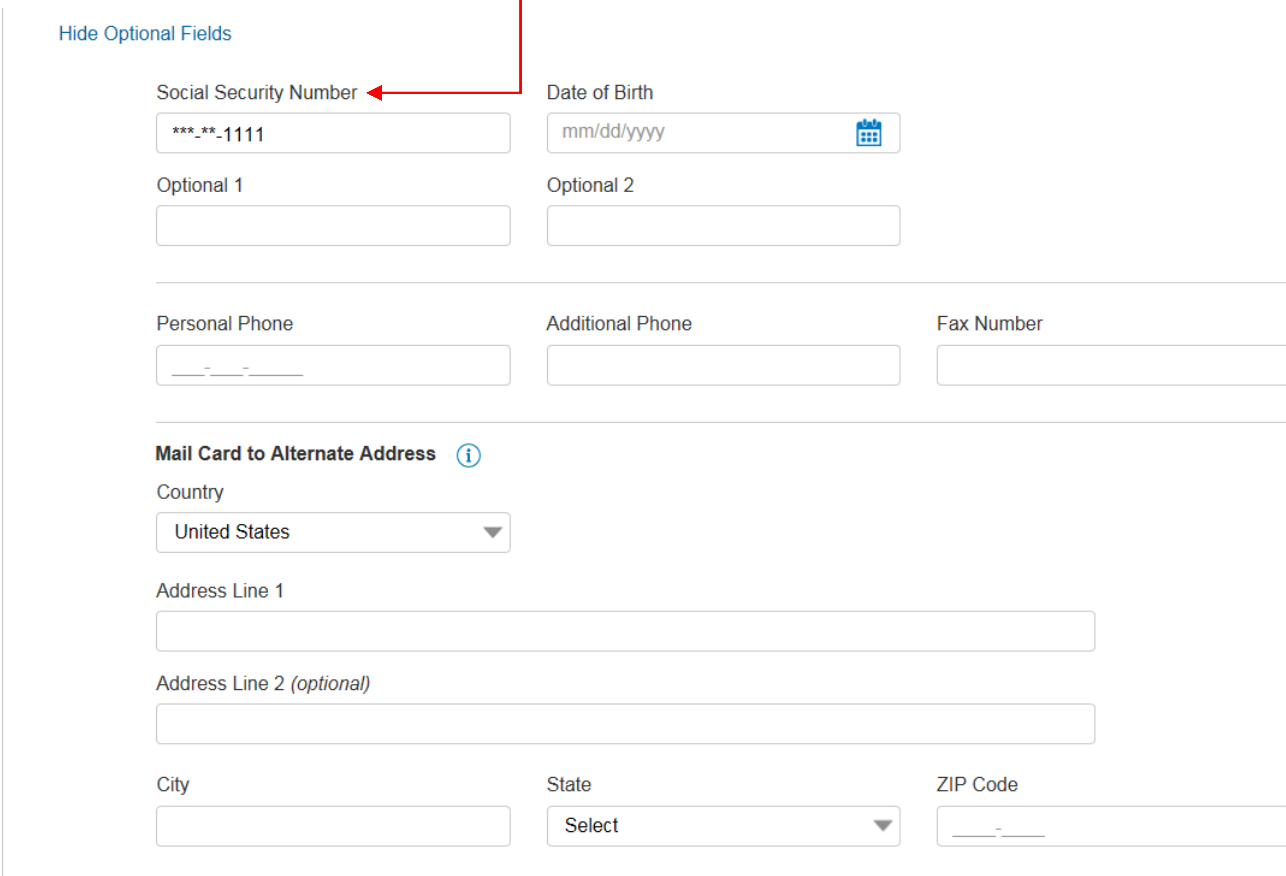
Email Address
LastName@smccd.edu

Account Owner's Information Comments *(optional)*

Show Optional Fields

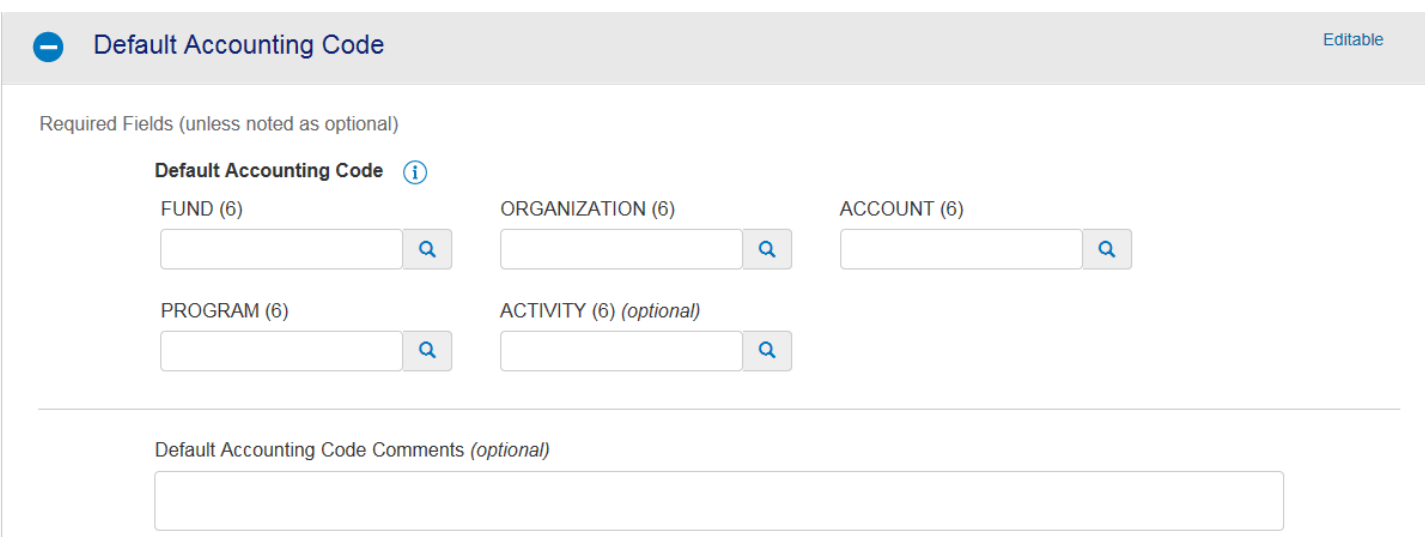
10. Select; Show Optional Fields **(DO NOT BY PASS THIS)**

11. For the Social Security Number add five (0) 00000, followed by the last four of the G #, this is the only field you will fill out in this section.



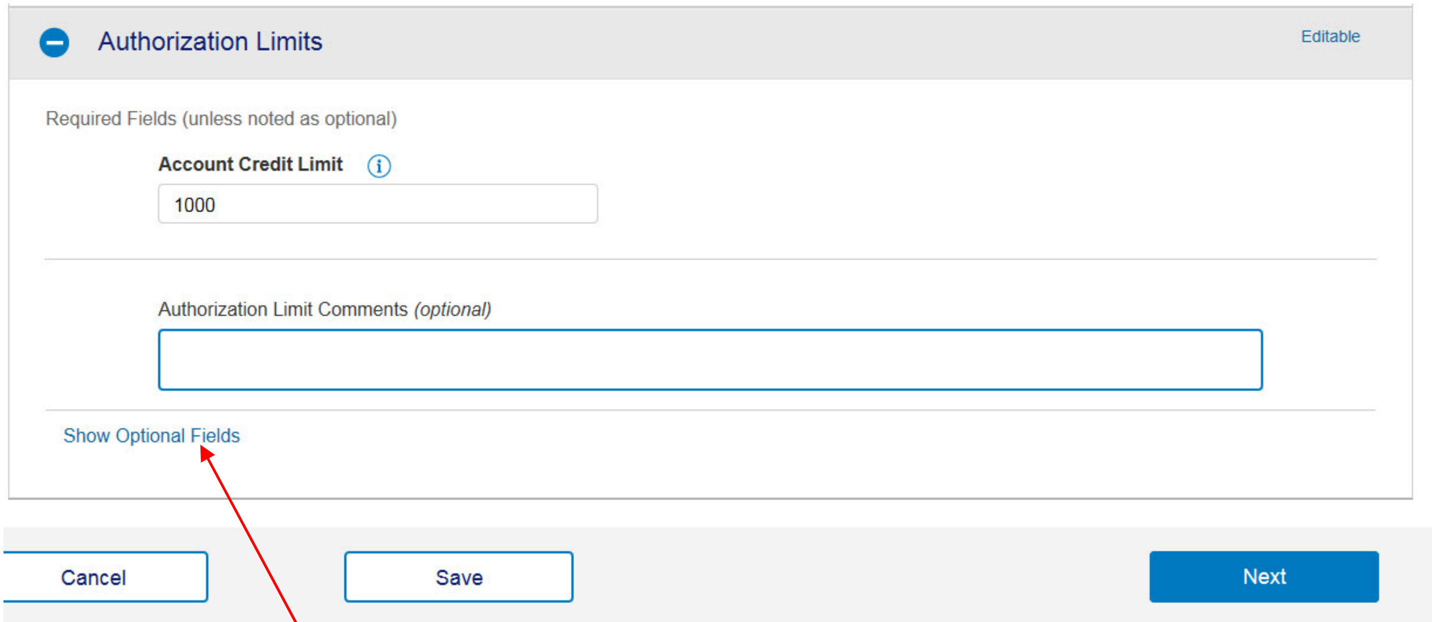
12. You do not need to fill out anything in Account Details

13. Scroll down and click on **Default Accounting Code**, and fill out as stated on the Procurement Card Application

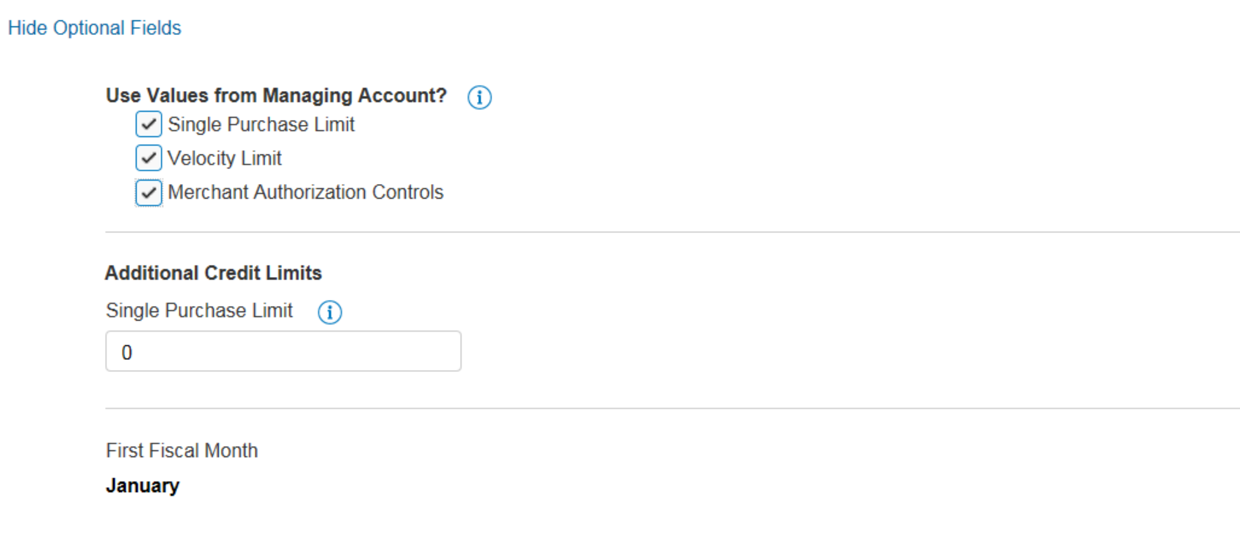


14. Click on Authorization Limits and fill out as stated on the Procurement Card Application

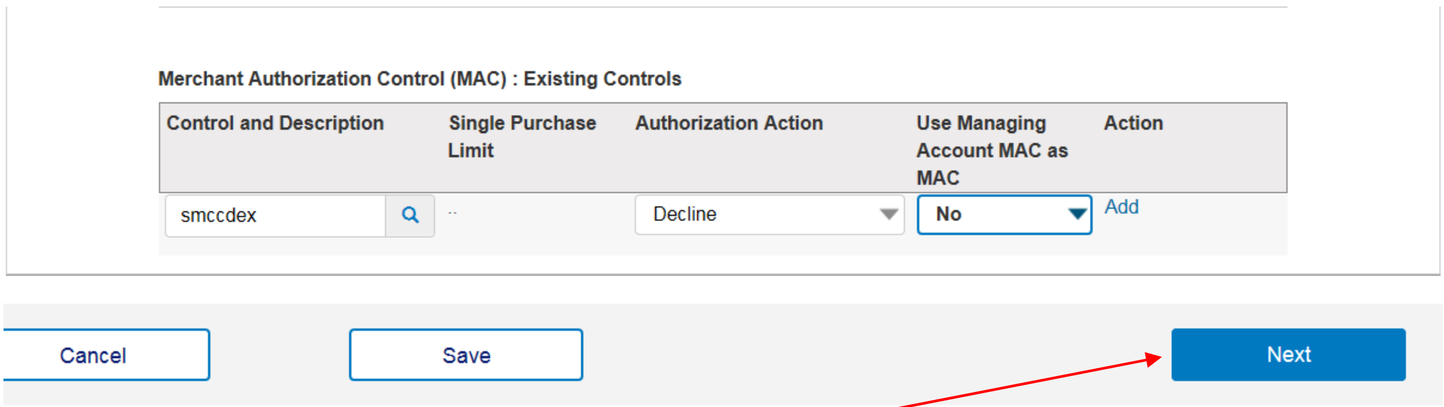
15. Fill out Authorization Limits as stated on Procurement Card Application.



16. Click on **Show Optional Fields**, and check the box for Single Purchase Limit, ***UNLESS***, *you are requesting a procurement card for Cañada. For Cañada you must have the Single Purchase Limit box checked, and insert the Single Purchase Limit in the Additional Credit Limits box. It will be $500.00 unless stated otherwise.*

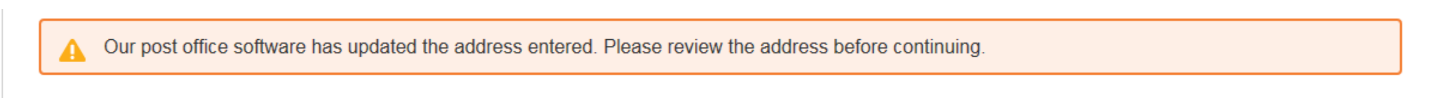


17. Fill out the Merchant Authorization Control exactly as filled in below;



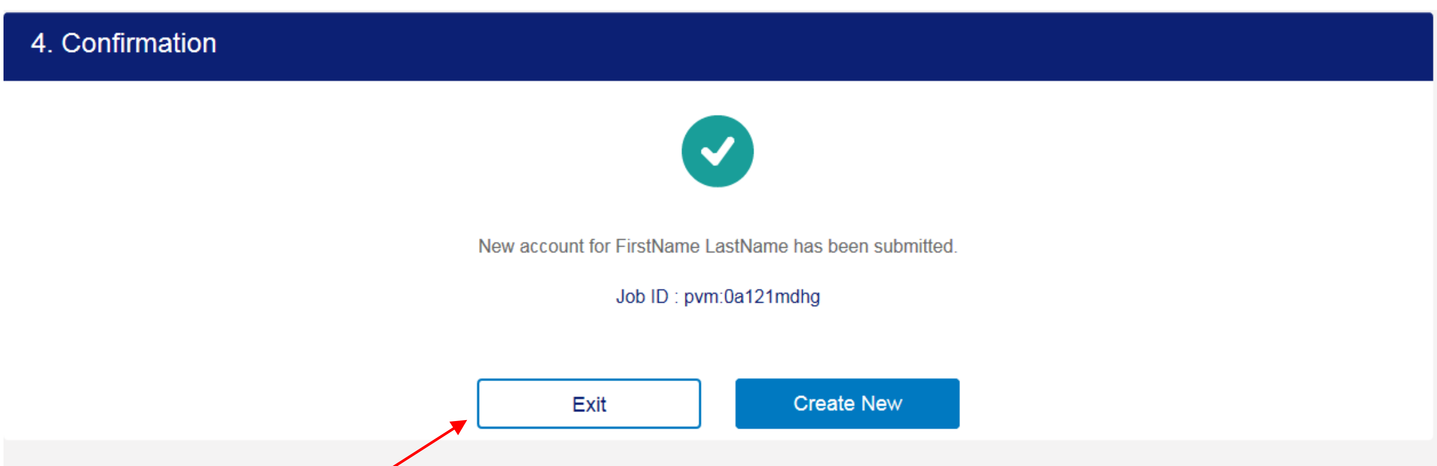
18. Select “**Next”** and Review to make sure everything entered is correct. **DO NOT HIT SAVE!**

19. This warning will come up, please continue



20. Scroll back to “**Next”** and review

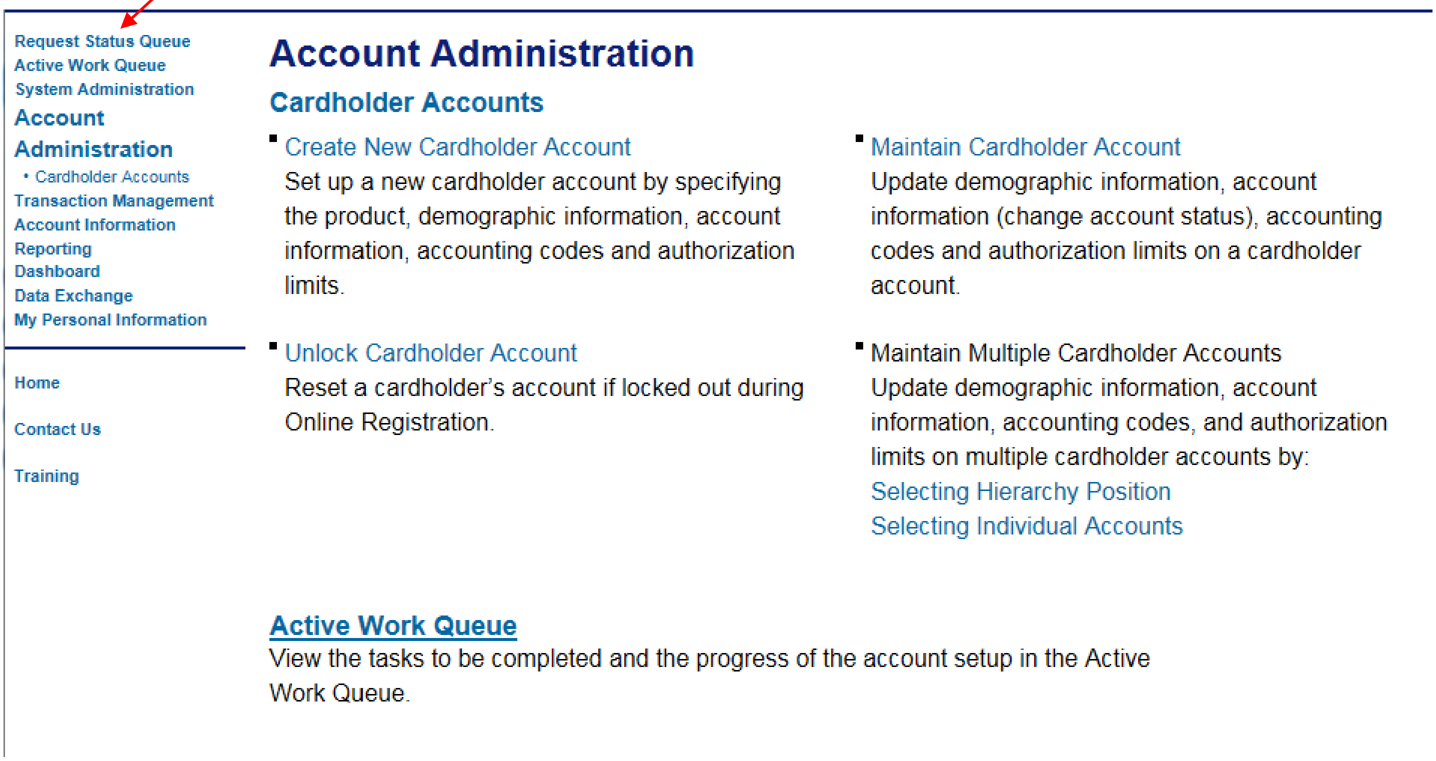
21. Scroll to bottom and select “**Submit**”, and you will get this screen;



22. Click on **“Exit”**

23. Email Bob Domenici to let him know that an application was submitted and attach the signed application.

24. Go to **Request Status Queue** and make sure the procurement card you processed is there.



25. All cards will be sent to the District Office and delivered to the Colleges.