

Entering PCard in eVA

Creating a New Card:

- 1) The person whose name is on the card must enter the card into their own eVA account. If you need to let someone else use your card in the system you will "associate" them with your account through eVA. Do not allow others to enter your card into their account.
- 2) Log into eVA.
- 3) Click on the "Preferences" link on the Knowledge Center page. You must be on the Knowledge Center page. If you click on the "Preferences" link from any other page it will not take you to the correct location to change your charge card.
- 4) Click on the Manage Pcard Information link.
- 5) Click on Create New Pcard.
- 6) Enter correct information into the fields shown. Make sure that the expiration date is entered in the format shown. (Tip: The alias is an identifier for your card for example mine is "jennyspcard" – you don't want spaces or special characters in the alias.)
- 7) Click on the Submit button.

Associate a User with Your Card:

- 1) Follow steps 1-4 above.
- 2) Click on the "alias" link.
- 3) Towards the bottom of the page under the field "New Pcard Users" click on the "Search" button.
- 4) In the "Last Name" field type in the last name of the person you wish to associate with your card and click on "Search." (Tip: The person you are associating must be an eVA user)
- 5) From the list that appears, click in the check box next to the name of the person you wish to associate with your card and then click on "Select." (Tip: If multiple names in the list look familiar use the e-mail address field to determine the person.)
- 6) Click on "Submit".

Change the Expiration Date of Your Card:

- 1) Follow steps 1-4 above.
- 2) Click on the "alias" link.
- 3) Change the expiration date to the correct new date. (Tip: Since our cards list no day, but the system requires one, just use the last day of the month that your card expires.)
- 4) Click on "Submit"

Delete a Card:

- 1) Follow steps 1-4 above.
- 2) Click in the check box next to the "alias" link.
- 3) Click on the Delete button.
- 4) Follow any other system instructions to complete the deletion of the card.

Note: If your card has been cancelled due to fraudulent charges you would delete that card from the eVA system and then create a new card in the system when you receive your new Pcard from Cash and Investments. If you had other users associated with your old card you would need to re-associate them with the new card.

Questions: Call the eVA Help Line at 8-4382.