**Logging In**

1> Open your Internet Browser.
2> Enter the following in your address bar: 
   https://payment2.works.com
3> Login to the system with:
   - E-mail: 
   - Username: 
   - Password: 
   
   **Note:** Call the P-Card Coordinator to reset your password.
4> Click **Login**.

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**Submitting Transactions**

To start, **either** click the “Sign Off” task link on your home page, or click “Transactions Requiring Sign Off” in the Left Navigation Bar.

1> Click a transaction in the upper section to view its details in the lower section.
2> On the General tab, use the Sales Tax drop-down to indicate whether your transaction was non-taxable or whether sales tax was incurred.
3> If sales tax was charged on your receipt, check the amount and make any changes. Click **Save**.
4> To add a comment, click **Add Comment**.
5> Click the allocation tab, review the GL accounting codes (defaulted codes may appear). To edit the allocation, check the box on the line you wish to change and click **Add/Remove**. Add lines, if needed, and choose to allocate by percentage or amount. Click on **GL Assistant** to change the codes from a list. After any changes, click **Save**.
6> Click the Purchase Detail tab to review any line-item detail submitted by the merchant.
7> To submit the transaction to your Manager for review, click **Sign Off**.

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**Printing Your Statement**

1> Using the Left Navigation Bar, click **Reports**, choose **Personal Reports**, and click **Spend Reports**.
2> Choose “My Memo Statement” from the list.
3> Use the drop-down to choose a weekly statement period.
4> To generate your report, click either **PDF** or **Excel File**.
Reviewing Transactions

To start either click the “Sign Off” task link on your home page, or choose “Transactions Requiring Sign Off” in the Manager section of the Left Navigation bar.

1> Transactions awaiting approval display in the upper section.
2> The sign off status will show:

<table>
<thead>
<tr>
<th>CH</th>
<th>M</th>
<th>A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardholder has signed off</td>
<td>Manager has signed off</td>
<td>Accountant has signed off</td>
</tr>
</tbody>
</table>

If parentheses are present, the transaction was automatically signed off.

3> Click a transaction in the upper section to view its details in the lower section.
4> On the General tab, click Add Comment to add a comment.
5> Click the Allocation tab and review the GL accounting codes. To edit the allocation, check the line you wish to change and click Add / Edit. When finished, click Save.
6> Click the Purchase Detail tab to review any line-item detail submitted by the merchant.
7> To send a transaction back to a cardholder for additional changes, click Flag on the General Tab and enter comments.
8> To approve the transaction, click Sign Off.

Additional Resources

If you have additional questions, please contact the program administrator, Lillian Samundsen, 1-9441 or lsamundsen@mail.mcg.edu. Please remember that you have access to resources under TOOLS on your Left Navigational bar on your home page.