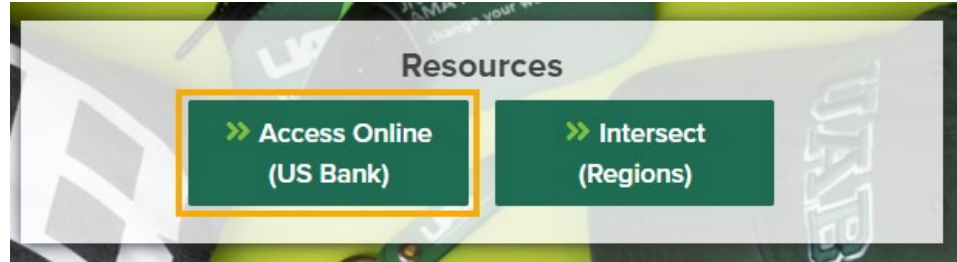


The following information can help a cardholder assess and analyze the reasons for authorizations and declines on their UAB P-Card account.

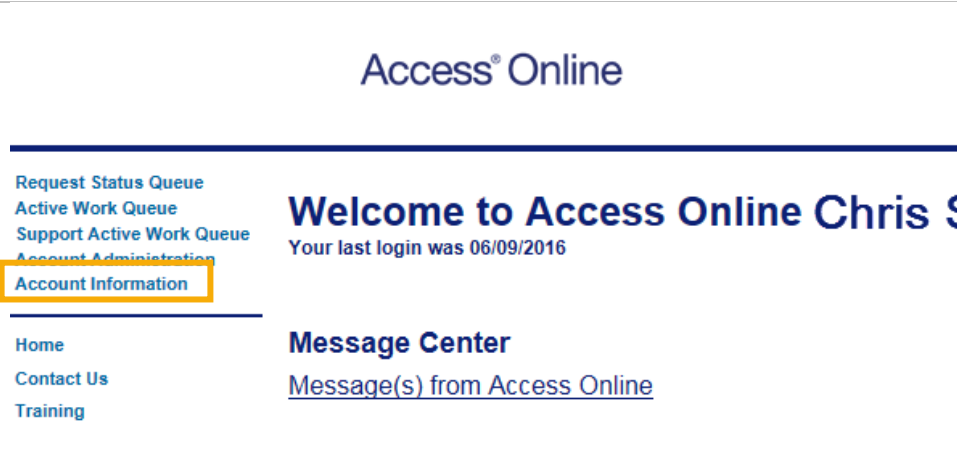
Navigate to **Access Online**:

- 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



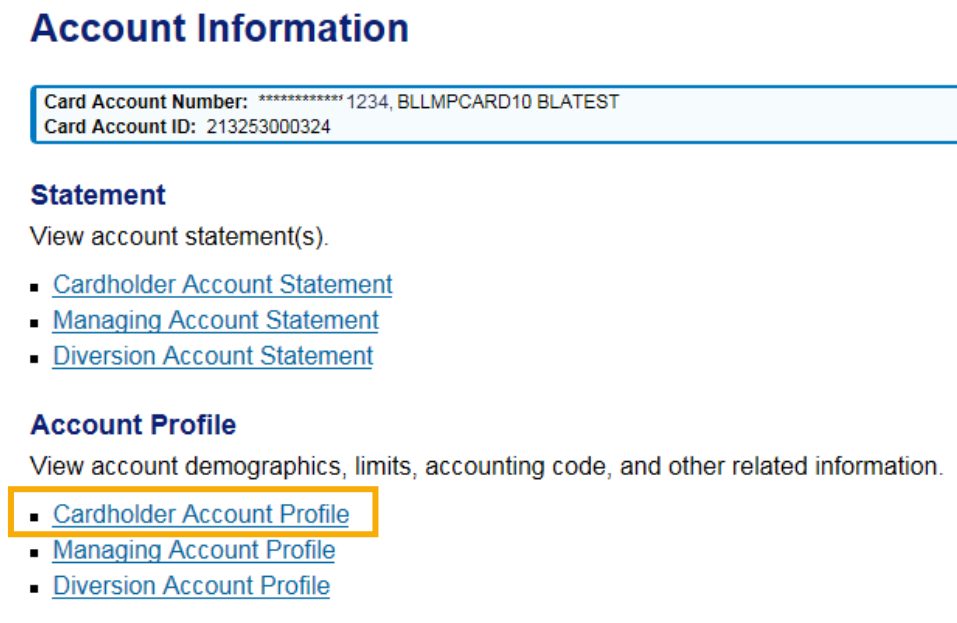
From the **Access Online** home screen,

- Click **Account Information** from the side menu



From the **Account Information** screen,

- Under Account Profile, choose **Cardholder Account Profile**



From the **Cardholder Account Profile**,

- Click **Account Authorizations**

Cardholder Account Profile Cardholder Account Summary

Card Account Number: *****8485, PCARDR41 ADMINCTEST
Card Account ID: 212340000107

Select an item below to view its contents. You can also [View a Managing Account](#)

[View Account Profile](#)

View account information such as Account Owner Details, Account Details, Default Ac Authorization Limits.

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

Cardholder Account Profile Cardholder Account Summary

Card Account Number: *****8485, PCARDR41 ADMINCTEST
Card Account ID: 212340000107

There are no authorizations for this account.

Select an item below to view its contents. You can also [View a Managing Account](#)

[View Account Profile](#)

View account information such as Account Owner Details, Account Details, Default Ac Authorization Limits.

[Account Authorizations](#)

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

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

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