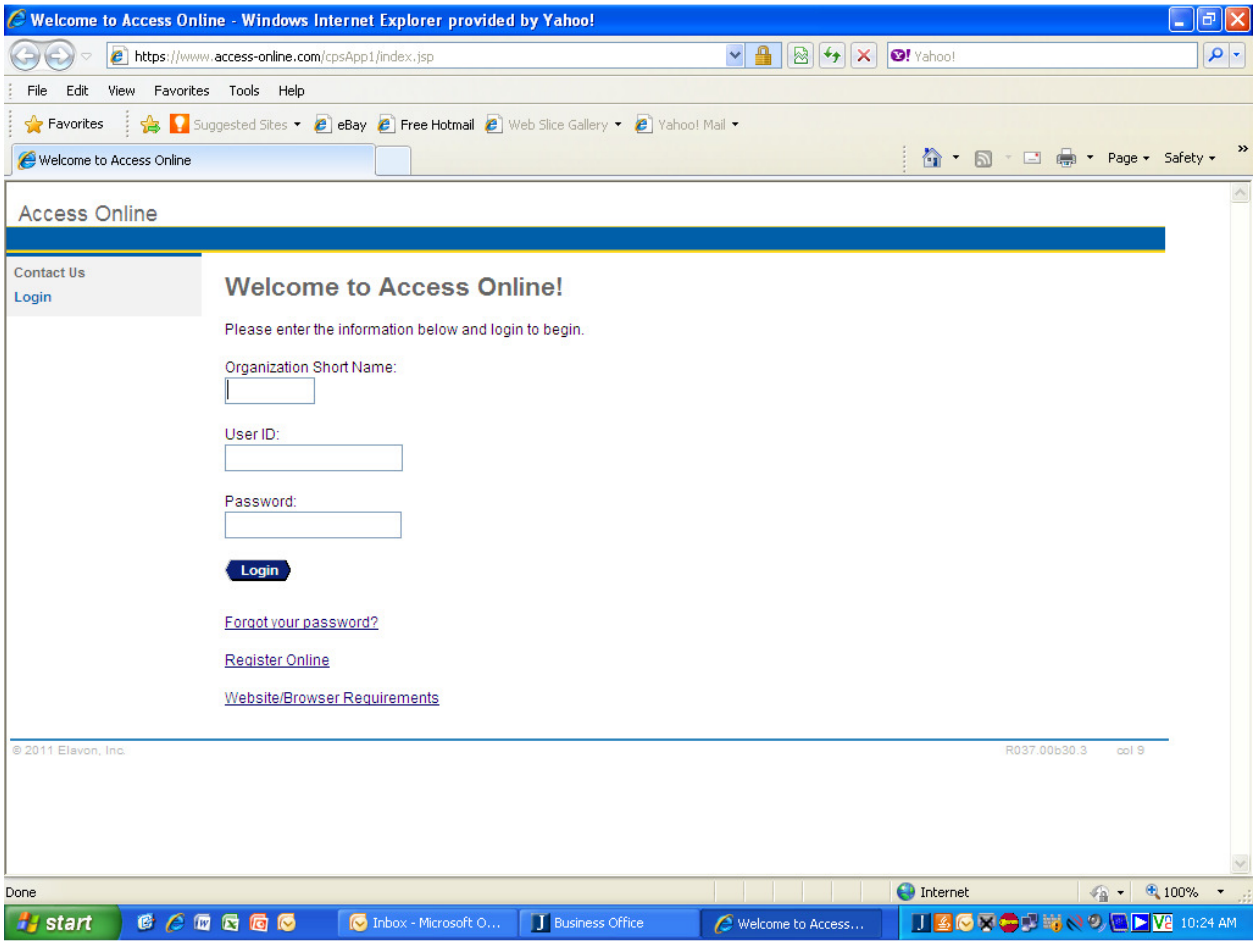
Please go to the link https://www.access-online.com



Organization Short Name: NDNU

User ID: XXXXXXXX

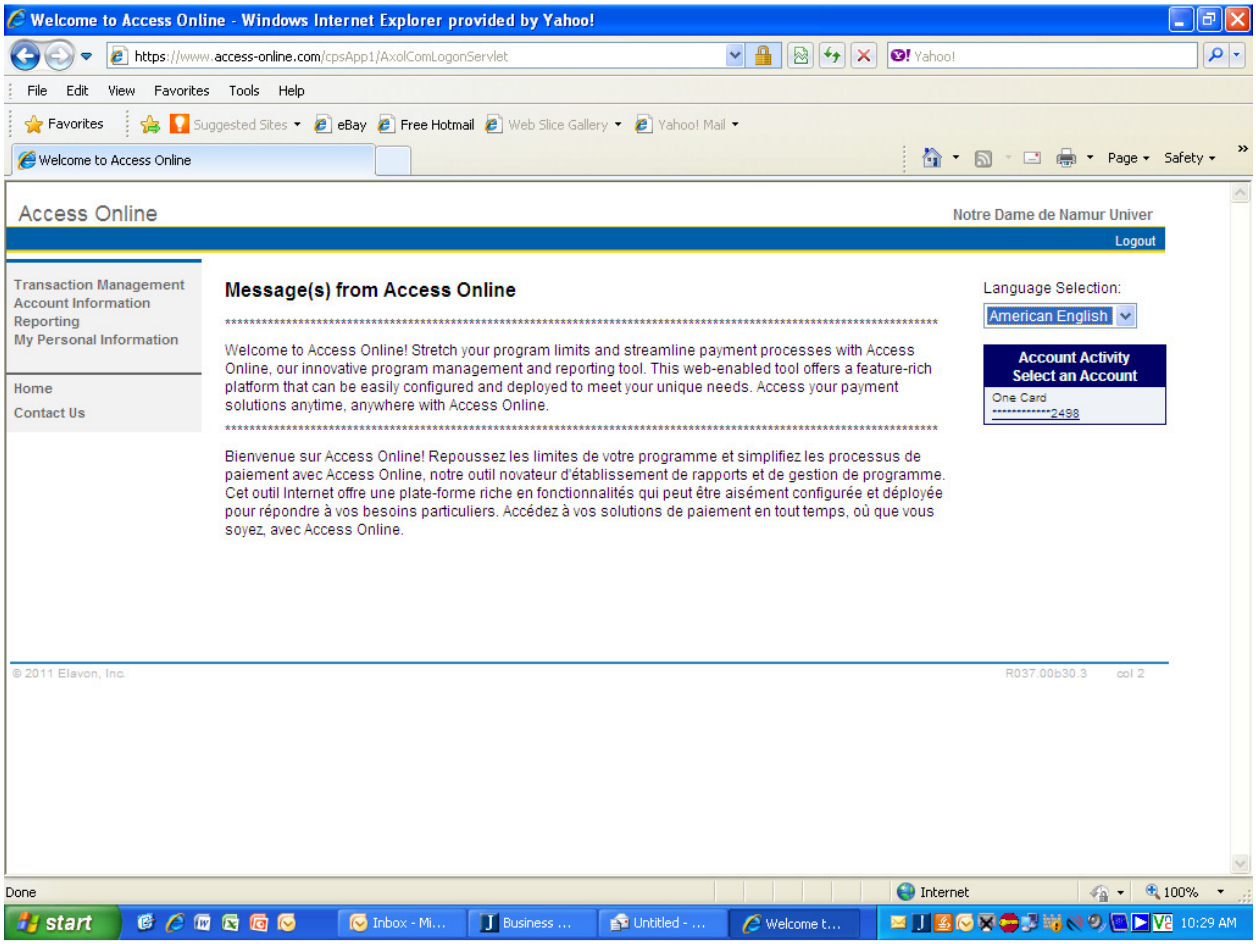
Password: ELAN1234

Note – This is a one- time use password. You will be asked to reset your password.

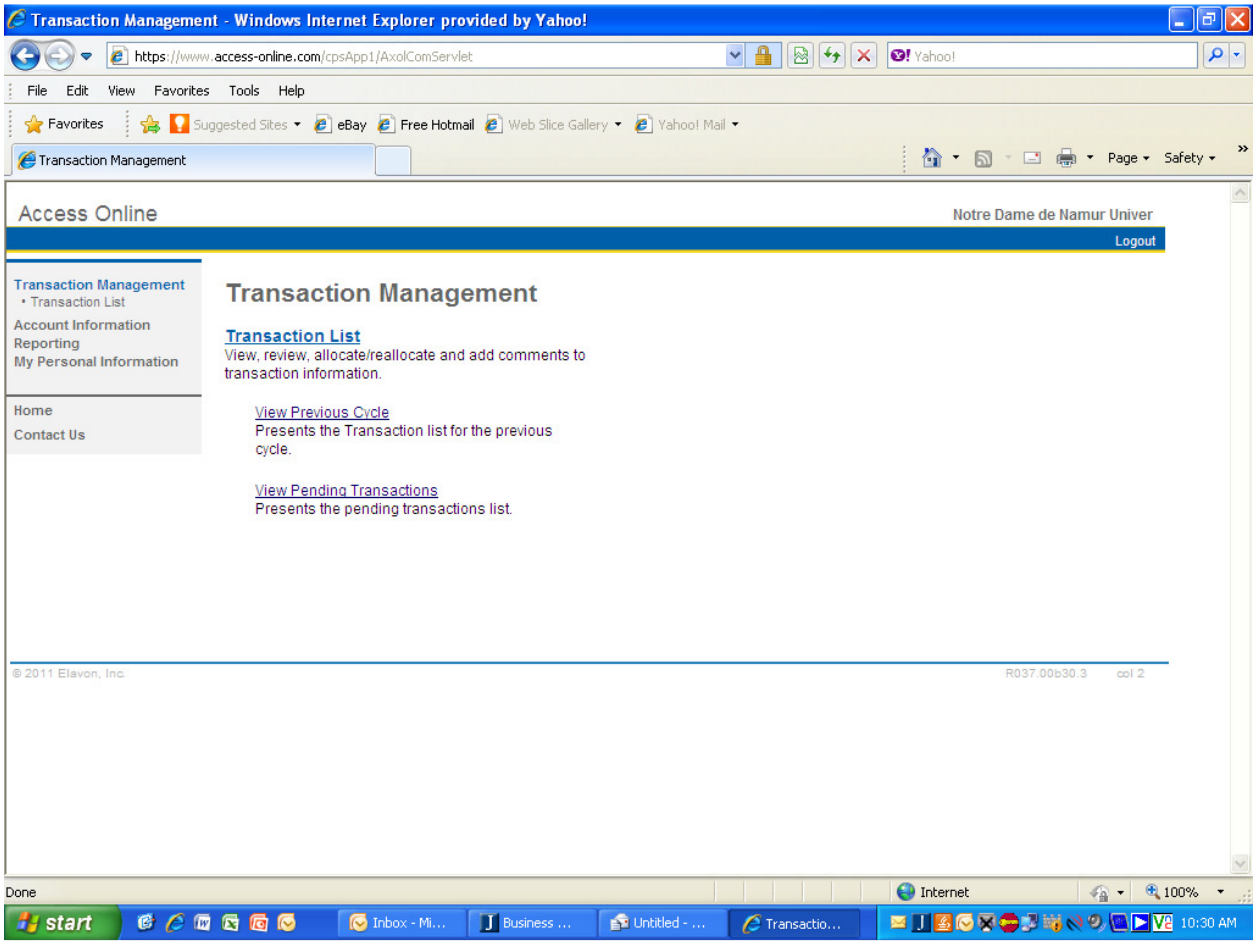
Note – The system may ask you an Authentication Question.

Question: Favorite Sports Team?

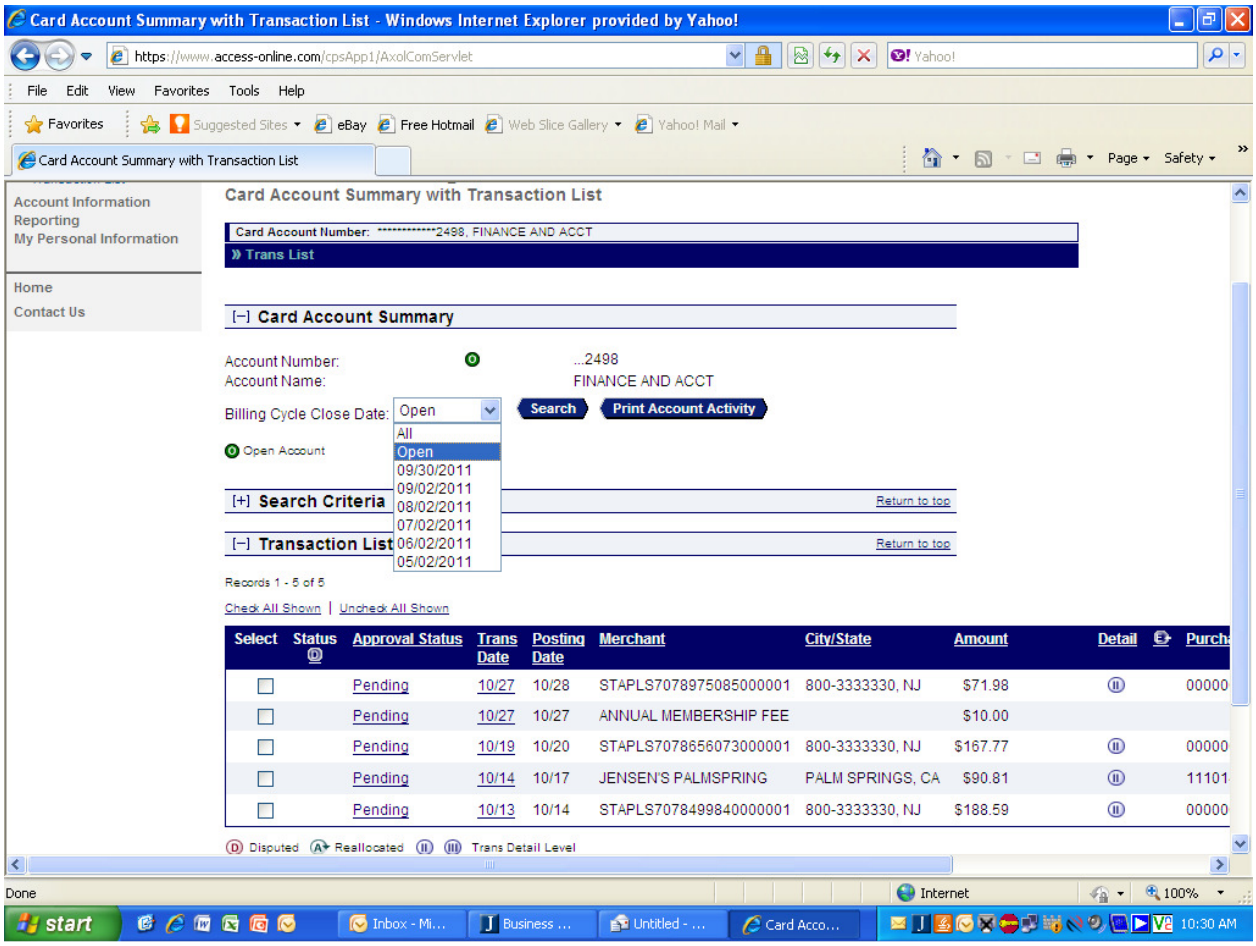
Answer: 49ers



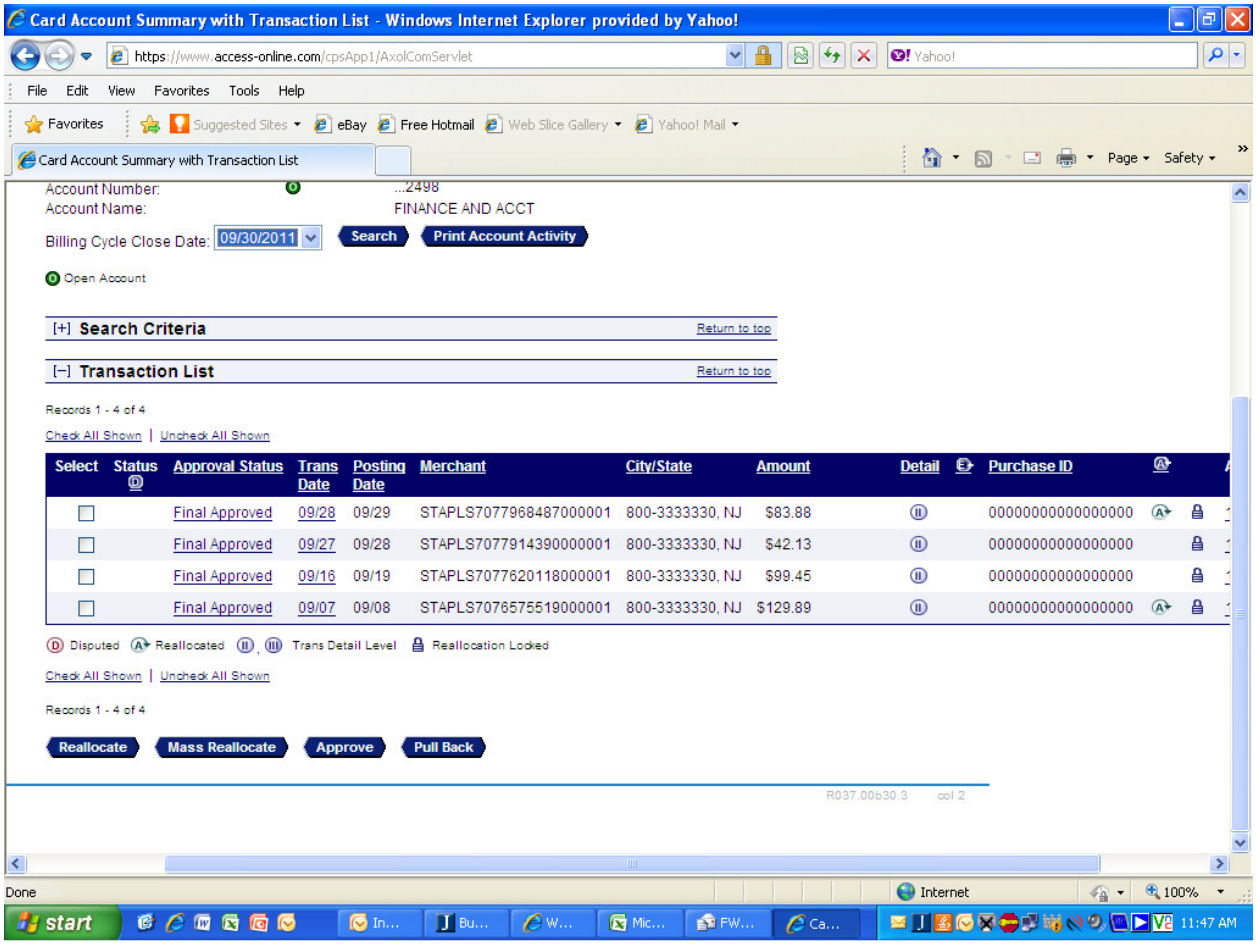
Please select : Transaction Management



Then select : Transaction List



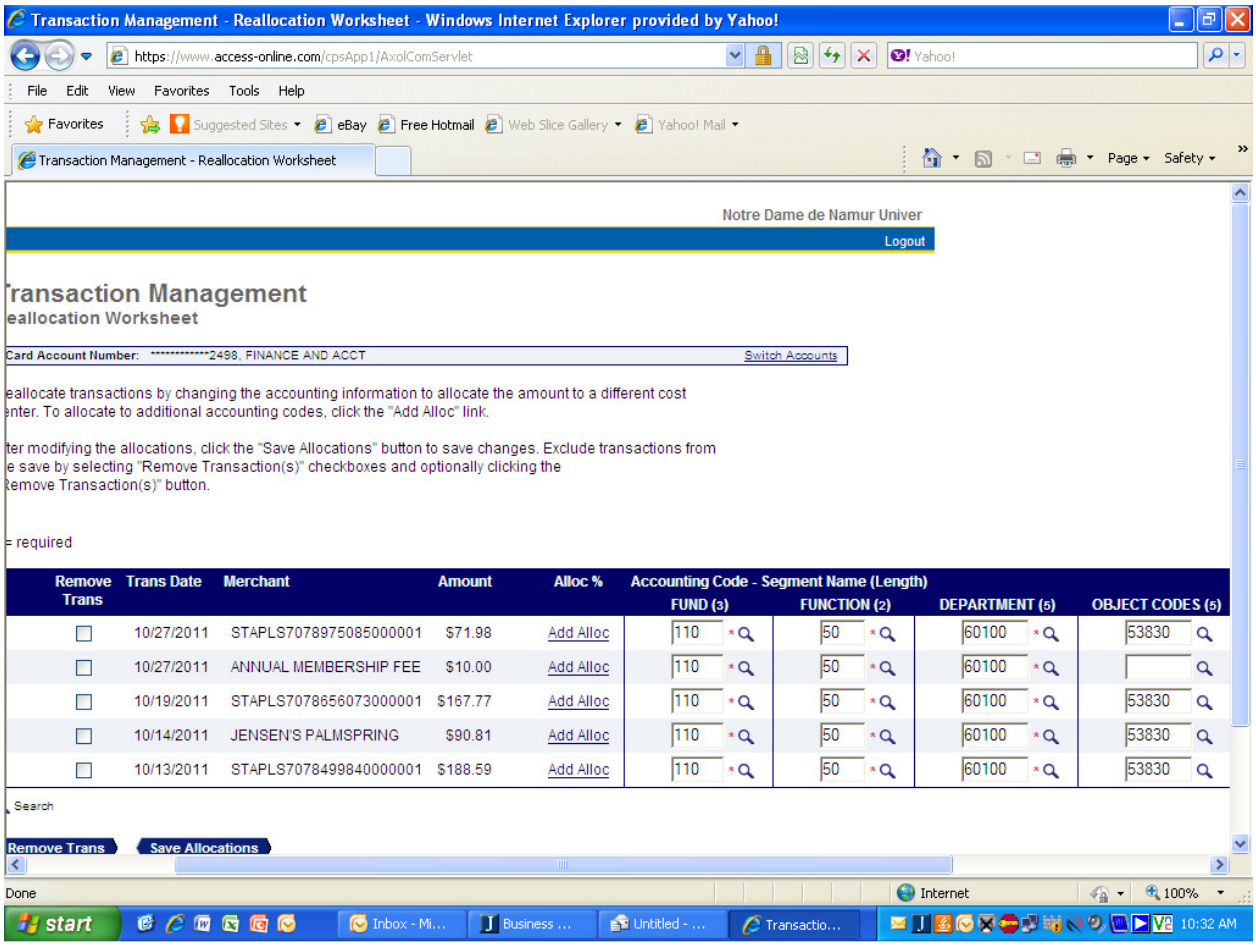
Select the date from the Billing Cycle Close Date : 09/30/11
Then click **Search**.



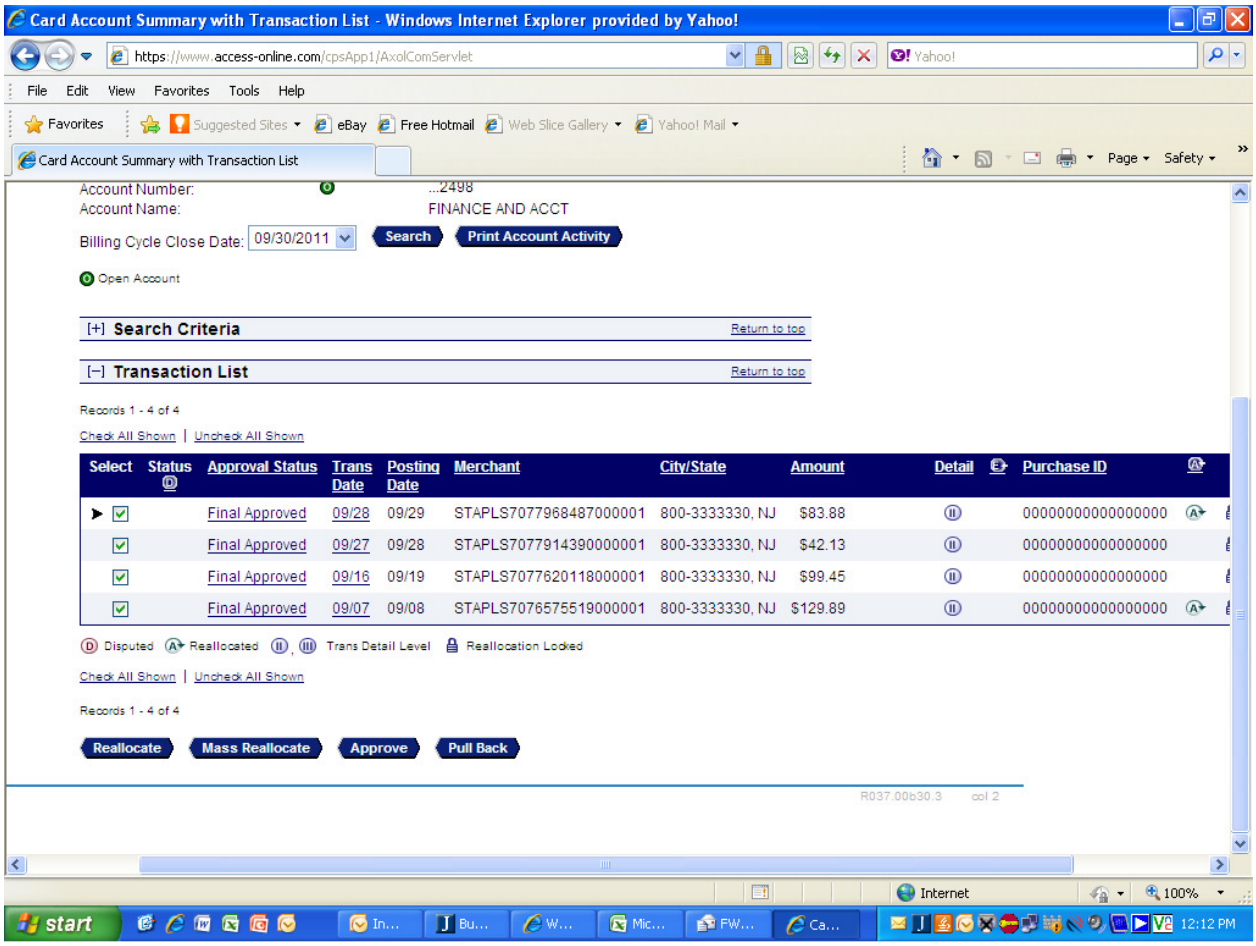
In order to reconcile or reallocate your transactions, you have to select the box next to the transaction.

To select all the boxes please click on Check All Shown.

Then click on Reallocate



Then change the GL Account Number as needed and click Save Allocations



After you have saved your allocations, you will have to send it to your approval to approve the transactions.

Please click on Approve. (This action will send your transactions to your approval)

Please click on Print Account Activity to have your Cardholder Activity sheet.

Then attach all the original receipts to your CA sheet, sign and forward it to your approval.