

# P-CARD WORKS

**INITIAL SET-UP**

**For**

Cardholders

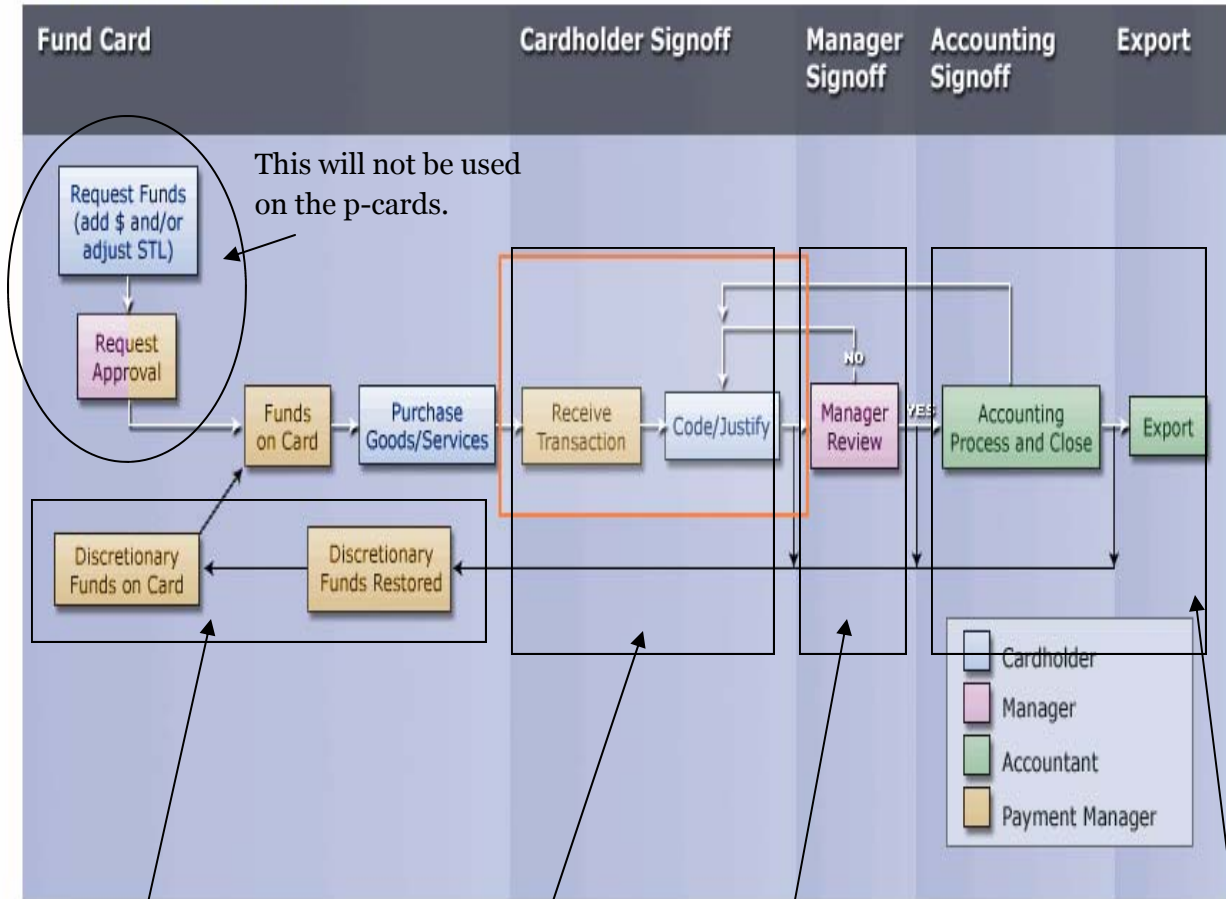
Proxy Reconcilers

Managers

WORKS  
Process Flow  
And  
Initial Setup



## Works Process Flow



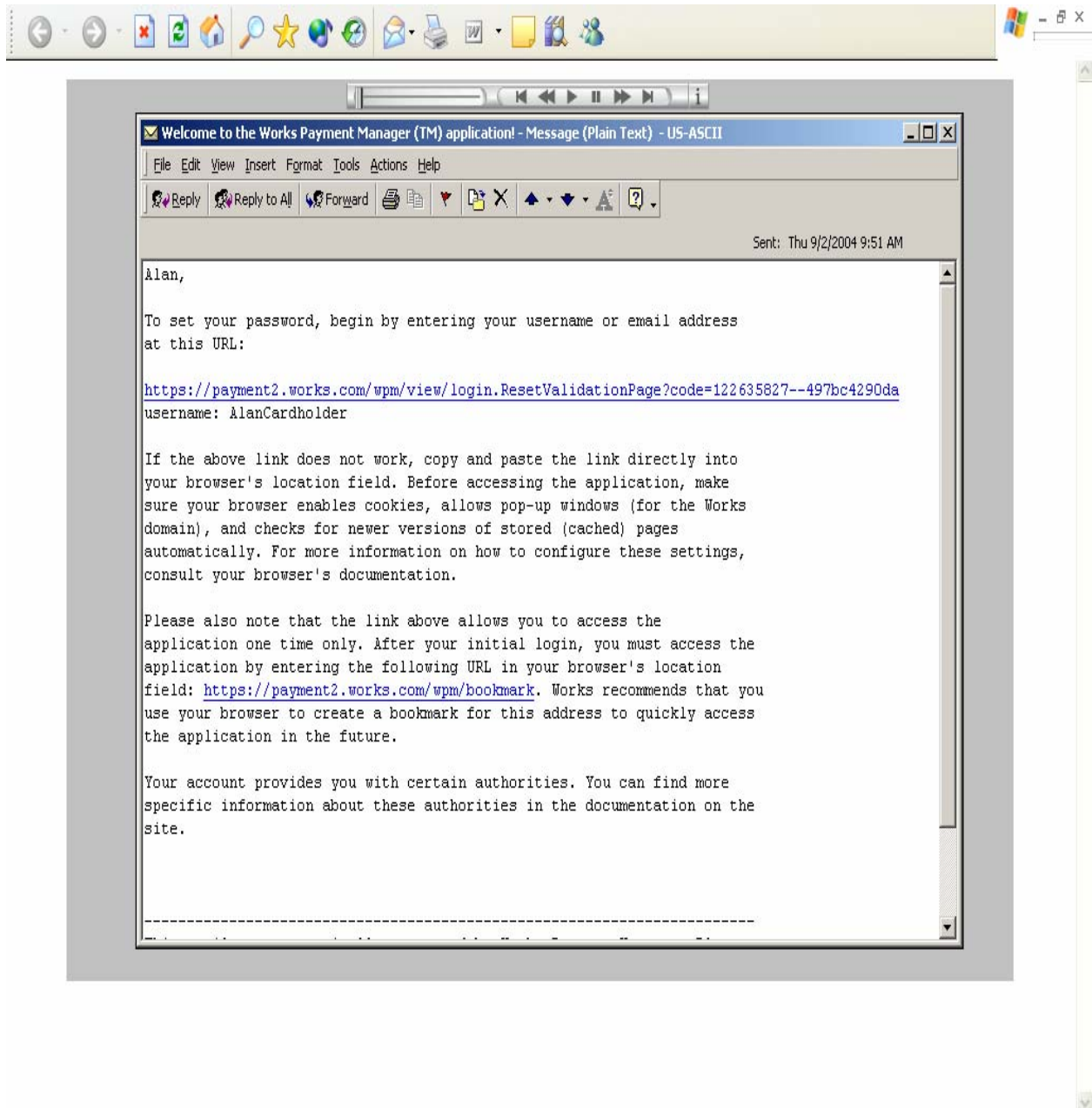
This is where the funds get restored on the card after the Cardholder/ Proxy Reconciler have signed off on the transaction.

This is where the Cardholder can set the account number to be charged, fill in the descriptions of items and reason for purchase. The Proxy Reconciler can also set the account number and sign off on the transaction.

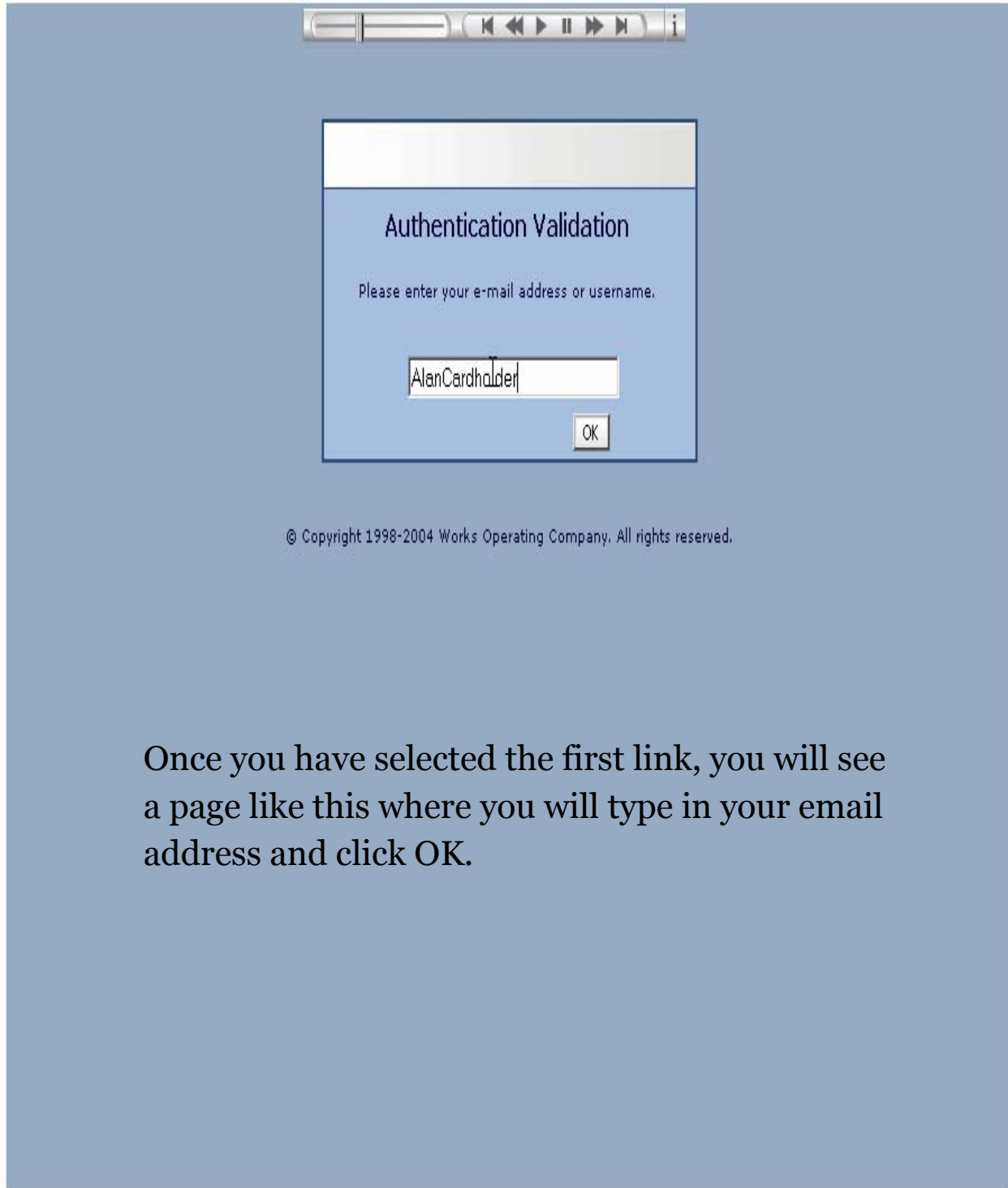
This is where the Manager will verify that the account number is set correctly, verify that the Cardholder and Proxy Reconciler have completed their sign off.

This is where Accounting will send the charges to the General Ledger.

The purpose of this page is to show the work flow within the program.



Once you are going to be a part of WORKS, you will receive this welcome message. At the top of the email you will see your username. Click on the first link to set up your password. To set your bookmark, please select the second link.



Once you have selected the first link, you will see a page like this where you will type in your email address and click OK.



**Reset Password**

Please enter a new password. Note that passwords are case sensitive.

**Password:**

**Confirm:**

Please select a Security Validation Question and enter your answer. This information can be used to verify your identity.

**Question:**

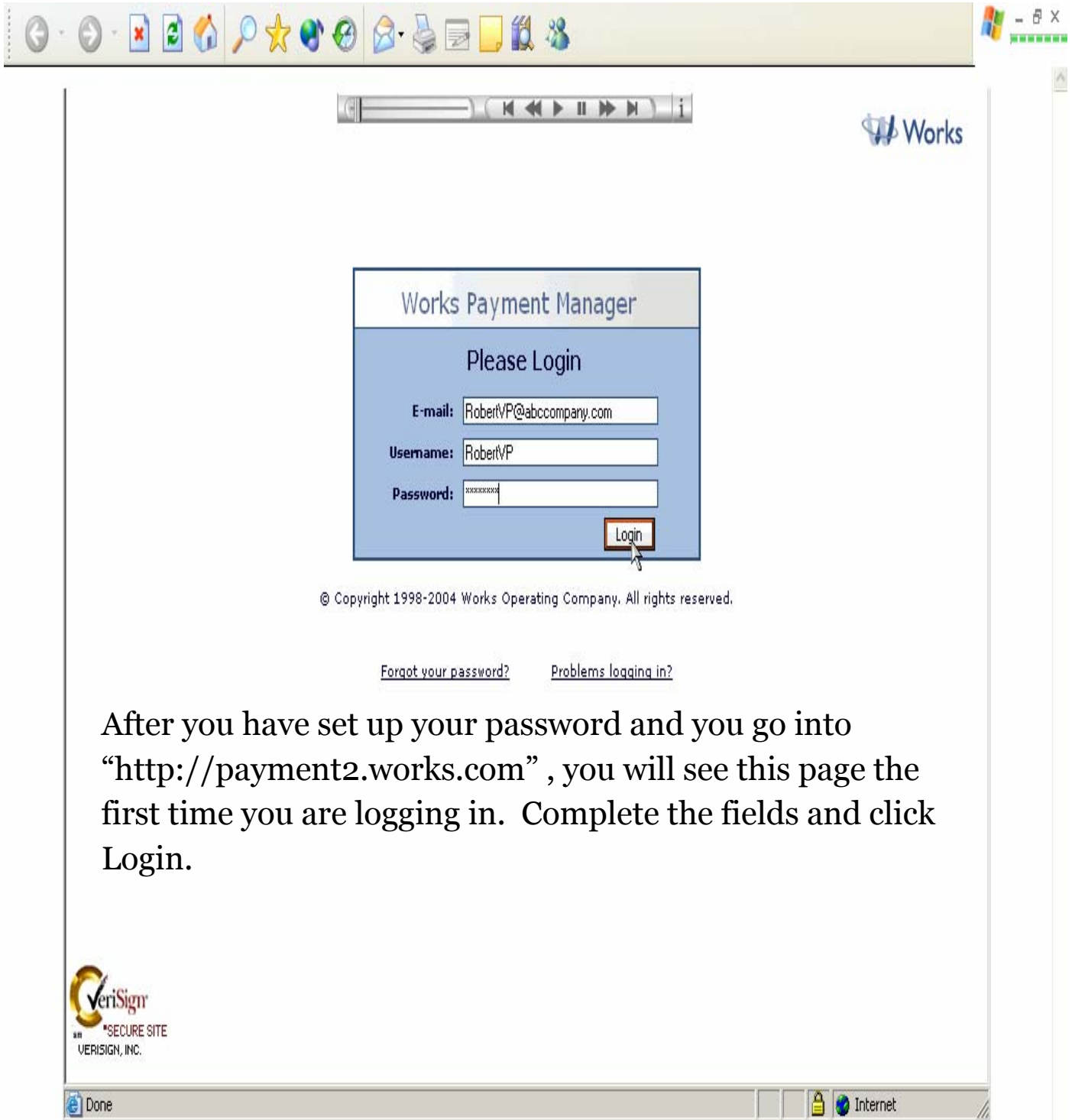
**Answer:**

**Confirm:**

Click here to submit

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This is where you will set your password and click OK



After you have set up your password and you go into “http://payment2.works.com”, you will see this page the first time you are logging in. Complete the fields and click Login.