# Access<sup>®</sup> Online



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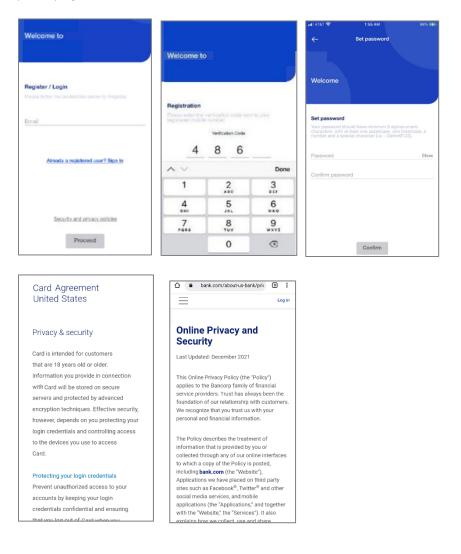
## Introduction

Your organization can use a mobile app to create and send you a virtual card that you can use immediately. You do not need to wait for a plastic card to arrive or use your personal card and wait for reimbursement.

*Learn more:* The mobile app is available for Visa cards for both Apple and Android users. You should also make sure that your email app resides on your mobile phone.

### Download, install and register

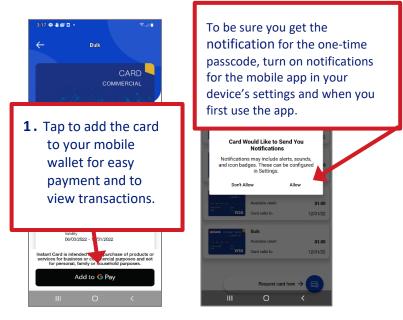
When a virtual card is ready for you to use, you get an email asking you to download and install the mobile app. You also need to register on the mobile app one time to get started. After you download the app, follow the prompts to specify your email address, enter your one-time passcode, specify your password, review the terms and conditions, and review the privacy agreement.



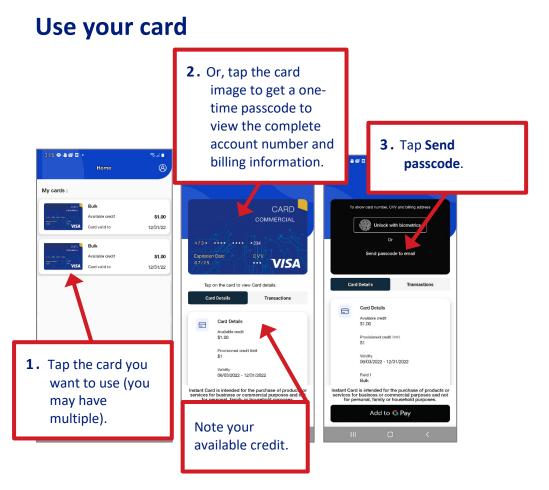
Cardholder

### Access Online Virtual Card: Version 1-7

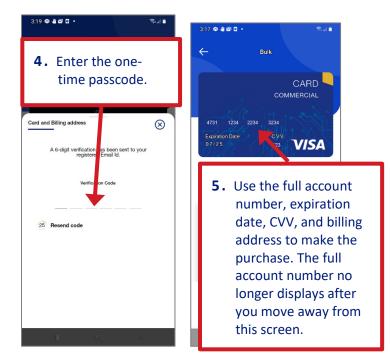
## Add a card to your mobile wallet



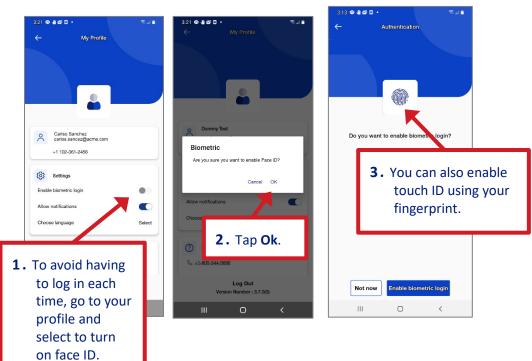
*Tip!* You should remove cards from your mobile wallet that you no longer need.



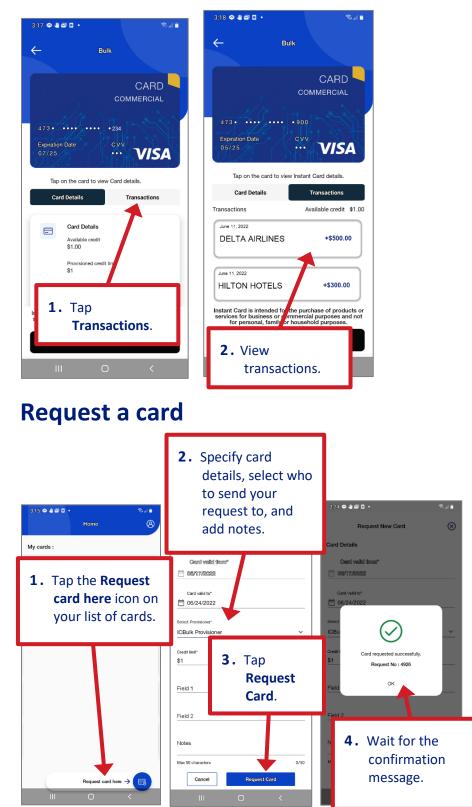
*Tip!* To be sure you get the notification for the one-time passcode, turn on notifications for the mobile app in your device's settings.



### **Enable face ID or touch ID**



## **View transactions**



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#### Survey

Please take a few minutes to respond to a short <u>survey</u> on our training.