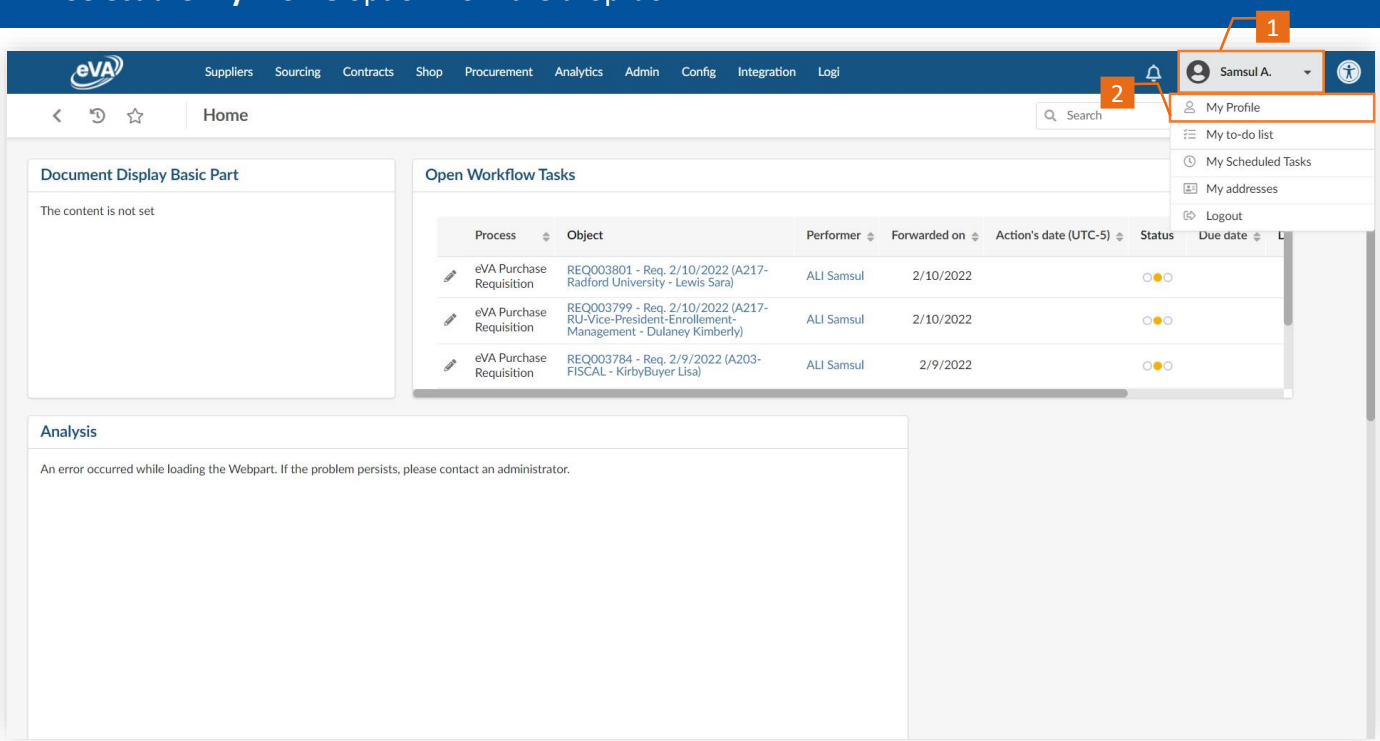
Pcard Management

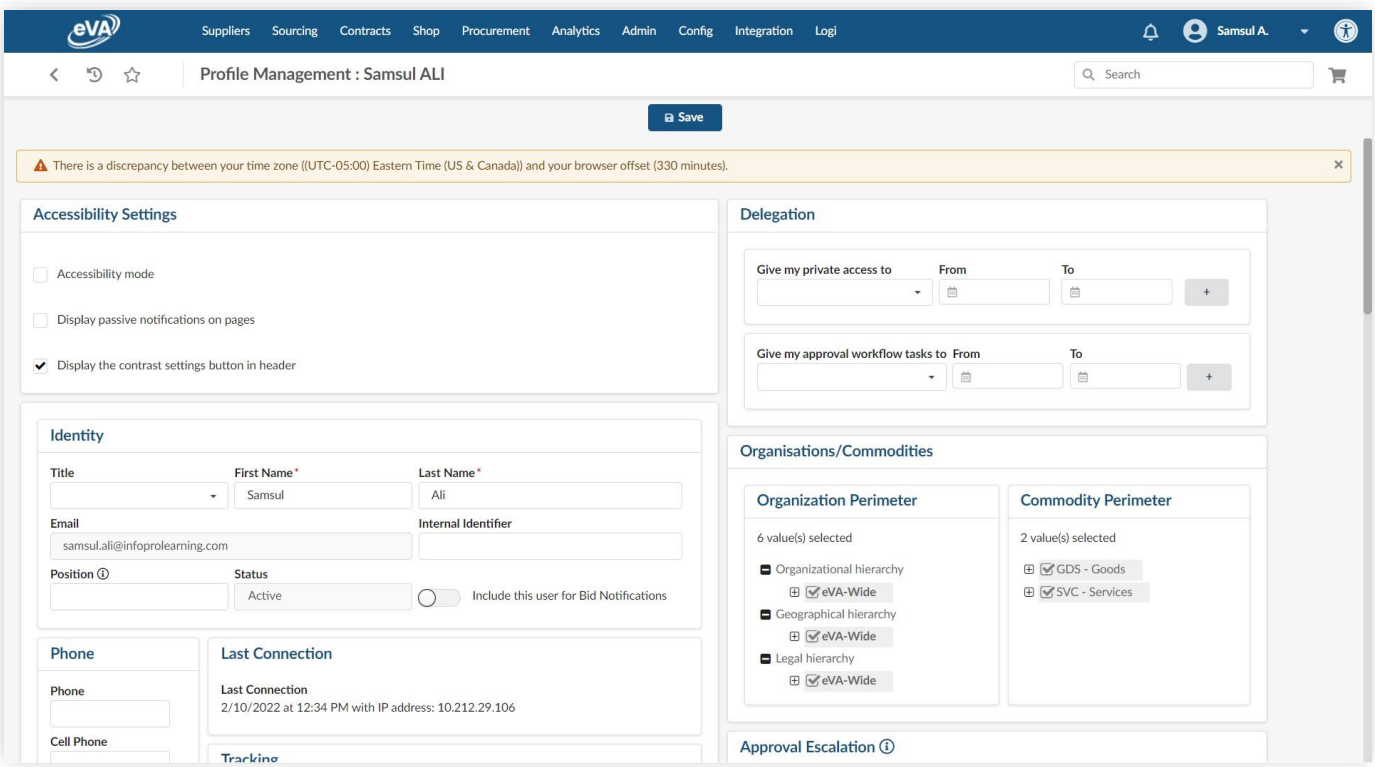
Let’s look at the steps to add, view, and use Pcard.

1. On the eVA home page, click the drop-down besides your user name.
2. Select the **My Profile** option from the drop-down.

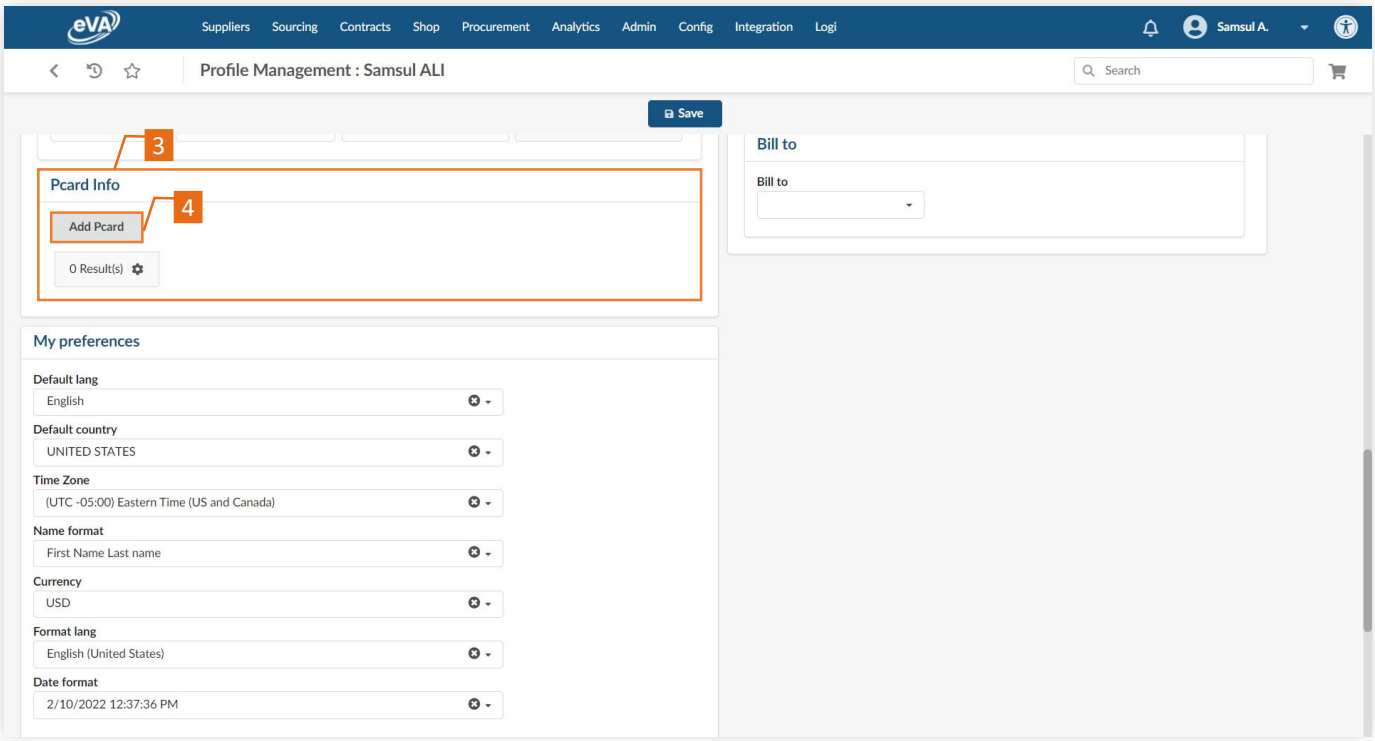


As a result, the **Profile Management** screen is displayed.

Scroll down to view the **Pcard Info** section.

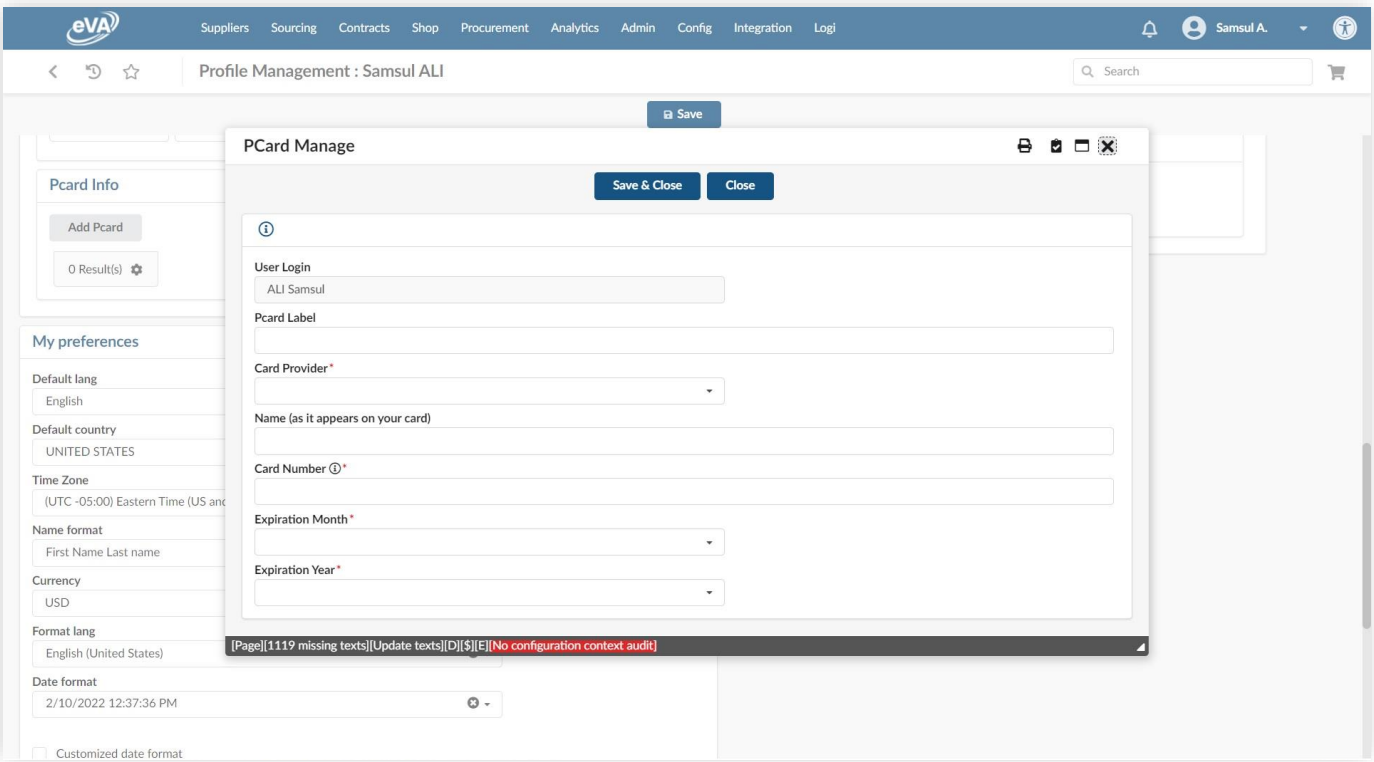


3. Go to the **Pcard Info** section under **My Profile**.
4. Click **Add Pcard**.

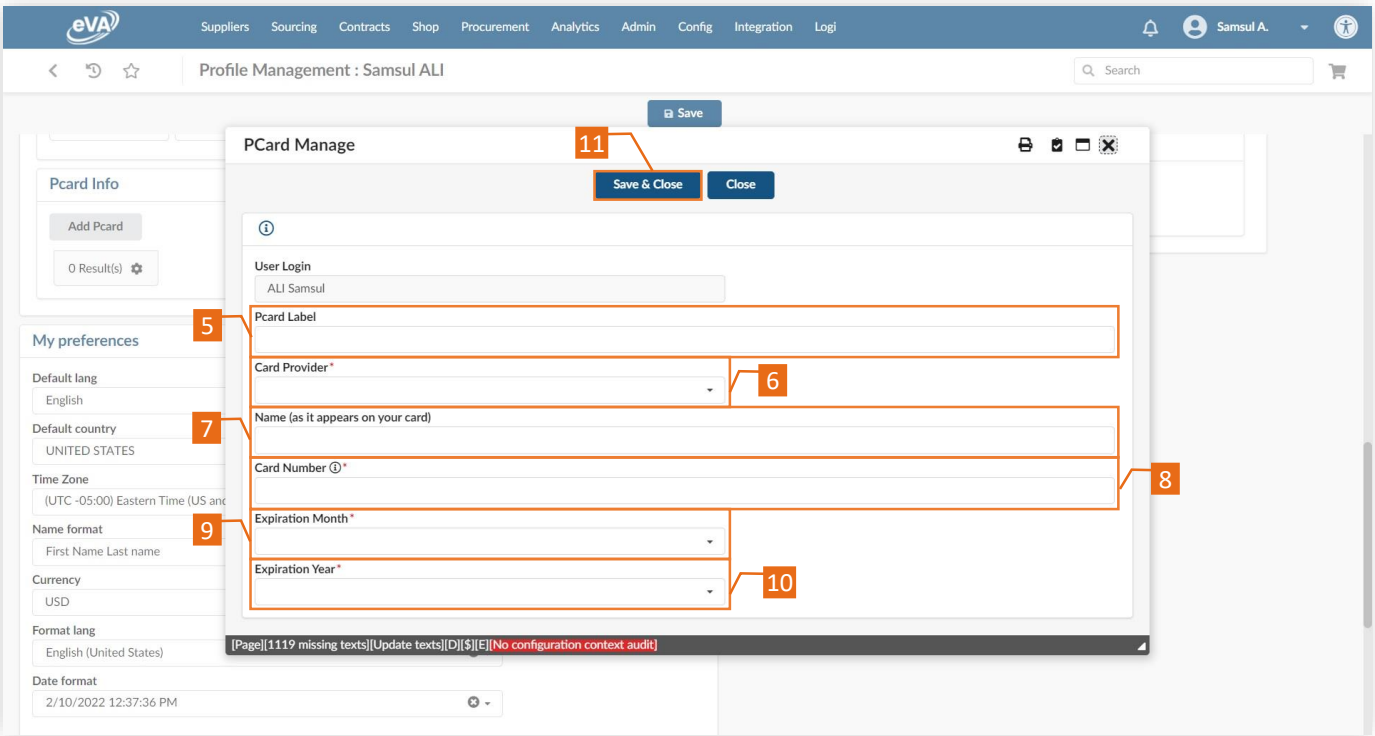


The **PCard Manage** page displays.

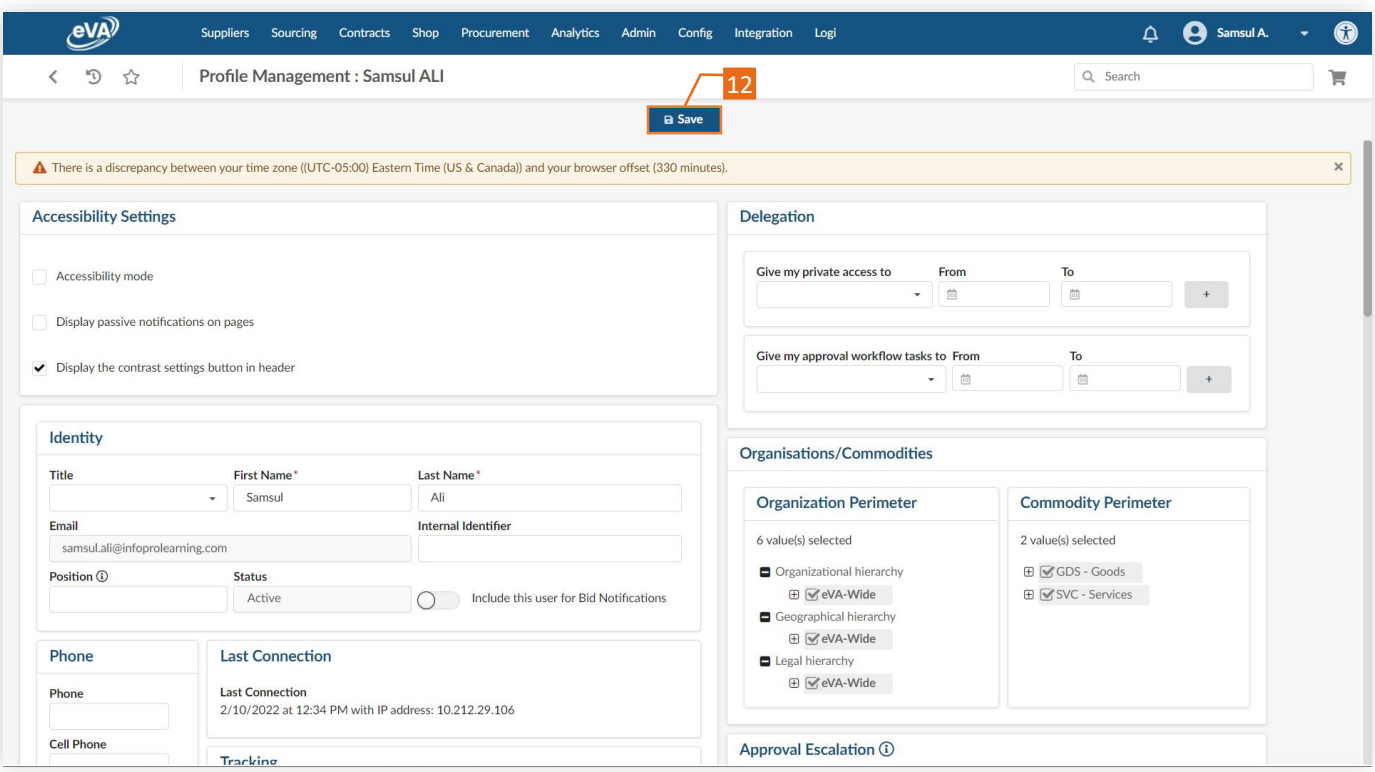
*Please note that your name appears by default in the **User Login** field.*



5. Enter a **Pcard Label**.
6. Select the **Card Provider** of the credit card associated with the Pcard from the drop-down list.
7. Enter your **Name (as it appears on your card)**.
8. Enter **Card Number**.
9. Select the credit card **Expiration Month** from the drop-down list.
10. Select the credit card **Expiration Year** from the drop-down list.
11. Click **Save & Close**.



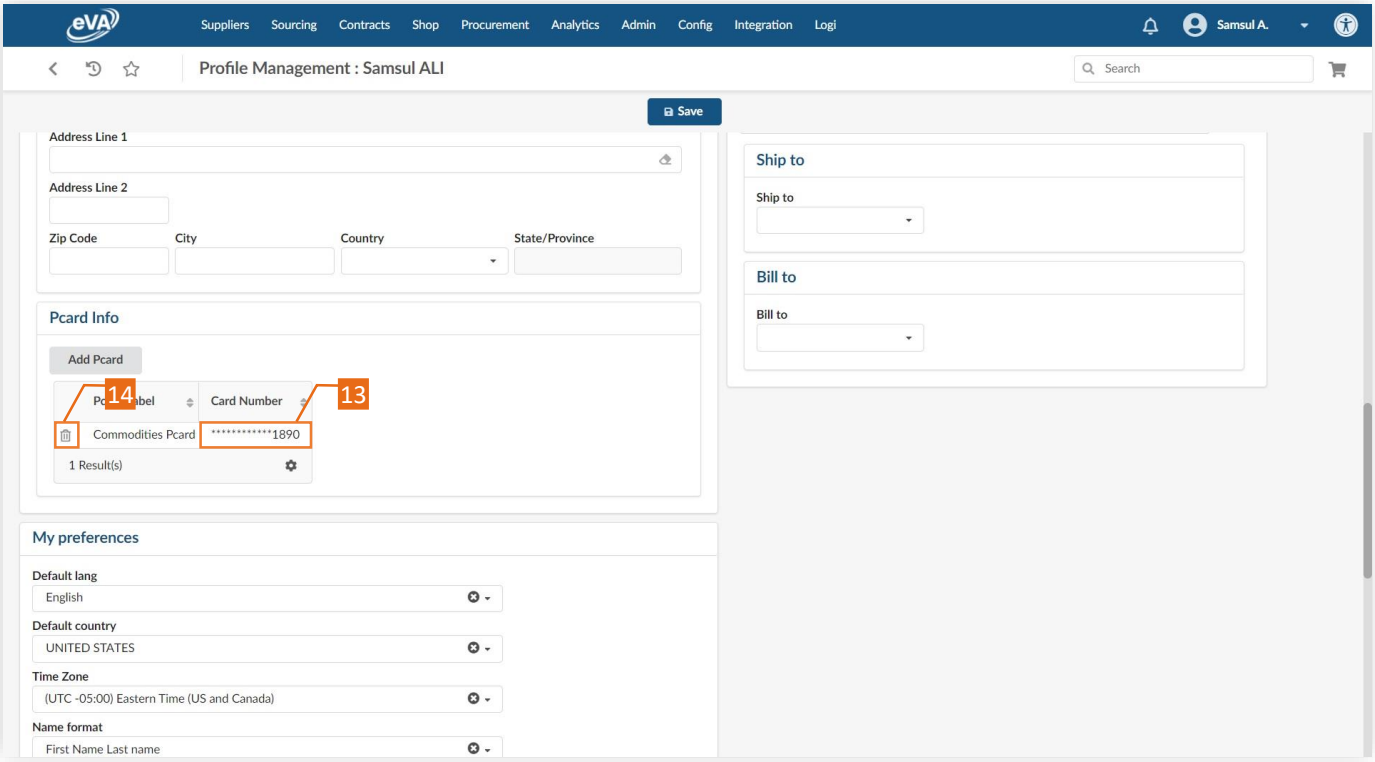
12. To reflect the card on **Profile Management** page, select **Save**.



To view this Pcard:

13. Go back to the **Pcard Info** section. The card number here will always be masked, displaying only the last four digits.
14. Click the **Delete** (trash can) icons, if required.

Once saved to your user profile, the Pcard will be instantly available for a transaction.



To use the new Pcard for a transaction:

15. Select the **Pcard** tab, on the requisition page.
16. Select the required Pcard from the **Select Applicable Pcard** drop-down list.

*Please note, the list excludes cards in **'Delete'** status.*

17. Click Save.

