# Transaction on the Access Online Mobile App

# Download the app

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1. Download the app to your supported Apple or Android mobile device

- 2. Have your Organization Short Name (OSN) available
- 3. Login using your existing User ID and password or click the Register Online link from the launch page in the app and use your card information to selfregister for a User ID

You **MAY** have access to a Mobile App: not all organizations have access or use the app.





#### Access<sup>®</sup> Online

Organization short name		
acme Edit		
User ID		
Deserverd		
Password		
Remember me Enable Face ID		
Login in		
Forgot password		

# View your transaction list

Jane Smith Last login: June 30. 11:57 a.m.
MYACCOUNTS
View account summary
View statements
View transaction list
Manage cards
Contact information
SETTINGS
Account alerts
User settings
Help
Terms of use
Log out

My accounts	i	8
SELECT AN ACCOUNT		
Connie Williams - 5384 Corporate travel • Open	\$301.48	>
Connie Williams - 6186 Supply Expenses • Open	\$88.00	>
Connie Williams - 3939 Misc Expenses • Open	\$44.00	>
Connie Williams - 4648 Additional Expenses • Open	\$0.00	>

Transactions list	8
My accounts Connie Williams - 5384 Corporate travel	$\sim$
Q Search merchant or transaction	ħ.
JUNE 28	
AMAZON MARKETPLACE 06/28/2024	\$20.00
JUNE 27	
AMAZON MARKETPLACE 06/27/2024	\$5.00
AMAZON RETURNS 06/27/2024	+\$20.00
JUNE 20	
AMAZON MARKETPLACE	\$10.00
AMAZON MARKETPLACE	\$10.00

#### Search or sort the transaction list

Transactions list	8
My accounts Connie Williams - 5384 Corporate travel	$\sim$
Q Search merchant or transaction	ţ.
JUNE 28	
AMAZON MARKETPLACE	\$20.00
JUNE 27	
AMAZON MARKETPLACE 06/27/2024	\$5.00
AMAZON RETURNS 06/27/2024	+\$20.00
JUNE 20	
AMAZON MARKETPLACE 06/20/2024	\$10.00
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Q Ama		t
Filtered: 6 result	s 😣	
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Transactions lis	t ®
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JUNE 28	
AMAZON MARKETPLACE 06/28/2024	\$20.00
JUNE 27	
AMAZON MARKETPLACE	\$5.00
AMAZON RETURNS 06/27/2024	+\$20.00
JUNE 20	
AMAZON MARKETPLACE	\$10.00
AMAZON MARKETPLACE	\$10.00

### Attach a file

Click the **attachment** 

icon (paper clip).



#### Choose a method.



Take a photo or locate the photo from your phone's gallery.



View the attachment, add another if needed.



## Dispute a transaction in the mobile app

#### Click the **Dispute**

#### button.

<	2 of 4	>
	XOL-TEST-TSYS TR	ANS
	\$1.00	
Post Date:	and the second sec	
06/16/2	023	
Transaction	h Date:	
06/18/2	023	
City/State: RICHFIELD	), MN	
Dispute		P
Unrecognize fraudulent tri charge, pleas	d transactions should be ansactions. If you don't n se call (800)523-9078.	treated as ecognize a

#### Select a dispute

reason.

~	Select a Dispute Reason		
_	Merchandise Returned	$\bigcirc$	_
	Merchandise Not Received	$\bigcirc$	
P	Services Not Received	$\bigcirc$	
0 	Credit Not Received	$\bigcirc$	
0	Cash Not Received	$\bigcirc$	
C R	Alteration of Amount	$\bigcirc$	
	Inadequate Description	$\bigcirc$	
Un	Not As Described	$\bigcirc$	
frat cha	Quality of Service	$\bigcirc$	
	Duplicate Processing	$\bigcirc$	
	Paid by Other Means	0	

Complete the form and click **Submit.** 

ADMINF006 CORPTES	T-0076
Merchant:	AXOL-TEST-TSYS TRANS
Transaction Date:	06/18/2023
Statement Date:	06/28/2023
Amount:	+\$1.00
All fields required unles Requestor Name: gytest Yang	s noted as (optional).
All fields required unles Requestor Name: gylest Yang Requestor Phone Numb	s noted as (optional). per:
All fields required unles Requestor Name: gylest Yang Requestor Phone Numb (###)#################################	s noted as (optional). per:
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All fields required unles Requestor Name: gylest Yang Requestor Phone Numt (###)######## Comments: Submit)	s noted as (optional). ber:

View the dispute information. Cancel by clicking **Cancel Dispute.** 

<	2 of 4	>
A	OL-TEST-TSYS TRA	INS
	+\$1.00	
Post Date: 06/16/202	23	
Transaction 06/18/202	Date: 23	
City/State: RICHFIELD,	MN	
Dispute: Dispute Reas Dispute Date Dispute Stat	son: Quality of Service :: us: Unresolved	
Cancel Disp	pute	P