

Transaction on the Access Online Mobile App



Download the app

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 self-register for a User ID

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



Access[®] Online

Organization short name Edit

acme

User ID

Password

Remember me Enable Face ID

[Login in](#)

[Forgot password](#)

View your transaction list

Jane Smith
Last login: June 30, 11:57 a.m.

MY ACCOUNTS

- [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

SELECT AN ACCOUNT

- Connie Williams - 5384 **\$301.48** >
Corporate travel
● Open
- Connie Williams - 6186 **\$88.00** >
Supply Expenses
● Open
- Connie Williams - 3939 **\$44.00** >
Misc Expenses
● Open
- Connie Williams - 4648 **\$0.00** >
Additional Expenses
● Open

Transactions list

My accounts
Connie Williams - 5384 Corporate travel

Search merchant or transaction

JUNE 28

- AMAZON MARKETPLACE **\$20.00**
06/28/2024

JUNE 27

- AMAZON MARKETPLACE **\$5.00**
06/27/2024
- AMAZON RETURNS **+\$20.00**
06/27/2024

JUNE 20

- AMAZON MARKETPLACE **\$10.00**
06/20/2024
- AMAZON MARKETPLACE **\$10.00**
06/20/2024

Search or sort the transaction list

Transactions list

My accounts
Connie Williams - 5384 Corporate travel

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AMAZON MARKETPLACE	\$20.00
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JUNE 20

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06/20/2024	

AMAZON MARKETPLACE	\$10.00
06/20/2024	

Transactions list

My accounts
Connie Williams - 5384 Corporate travel

Ama

Filtered: 6 results

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06/27/2024	

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Transactions list

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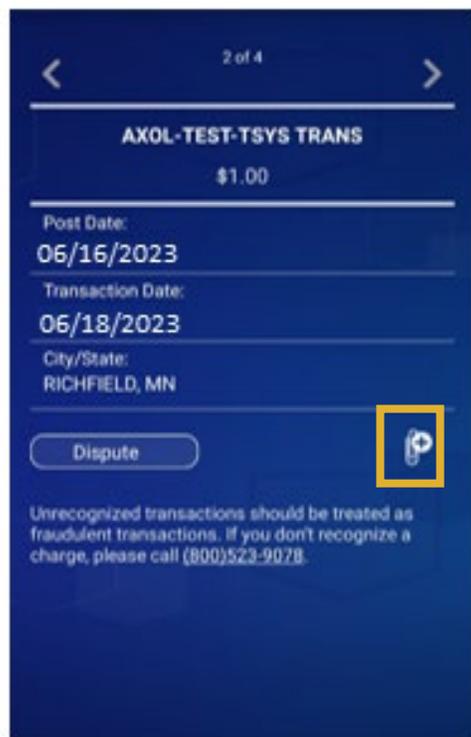
JUNE 20

AMAZON MARKETPLACE	\$10.00
06/20/2024	

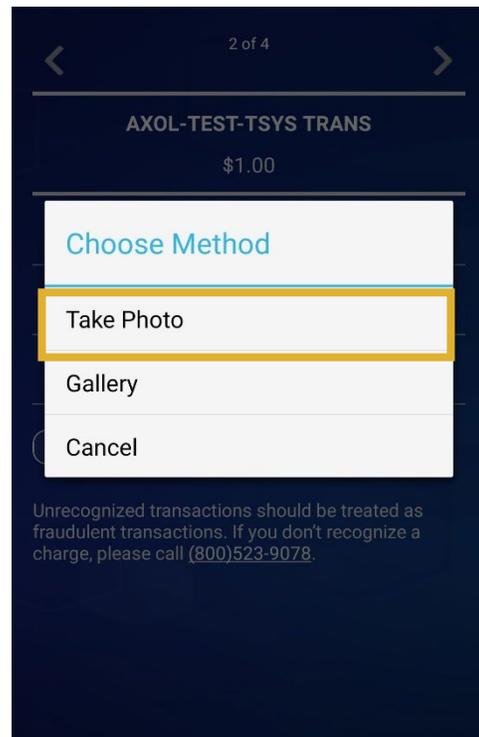
AMAZON MARKETPLACE	\$10.00
06/20/2024	

Attach a file

Click the **attachment icon** (paper clip).



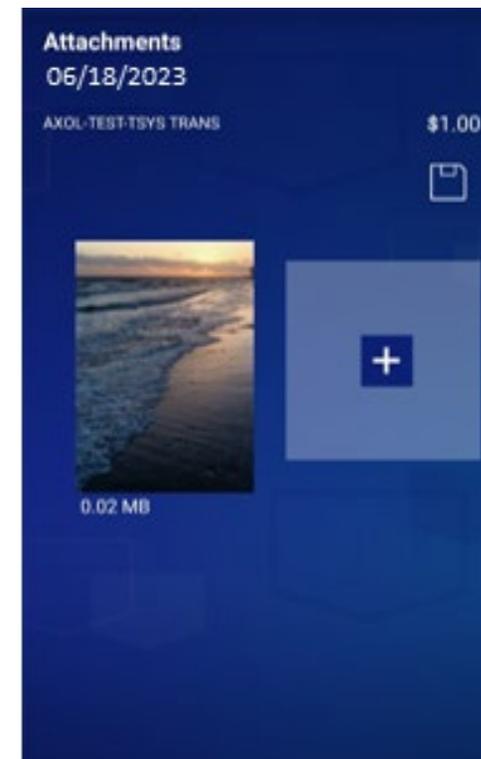
Choose a method.



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

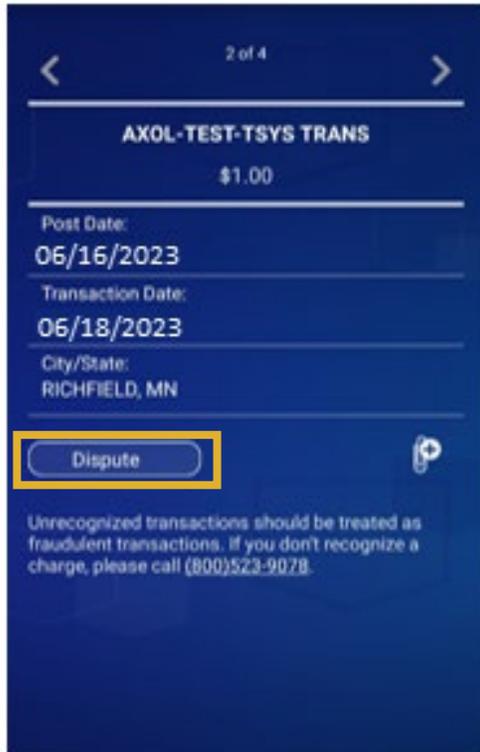


View the attachment, add another if needed.

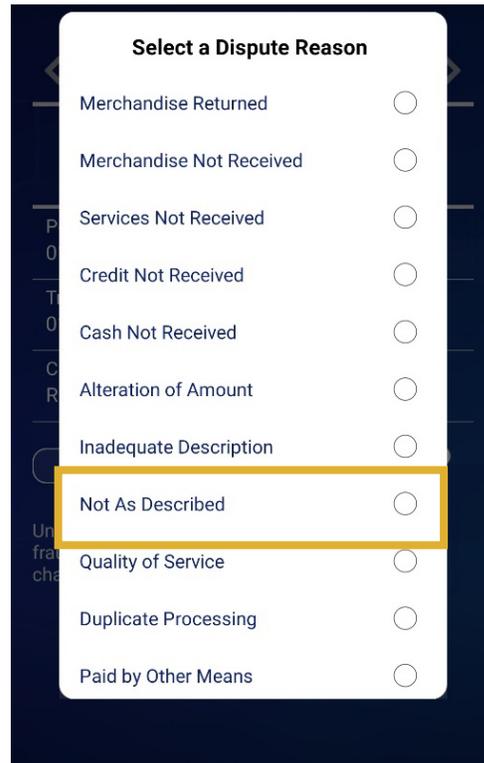


Dispute a transaction in the mobile app

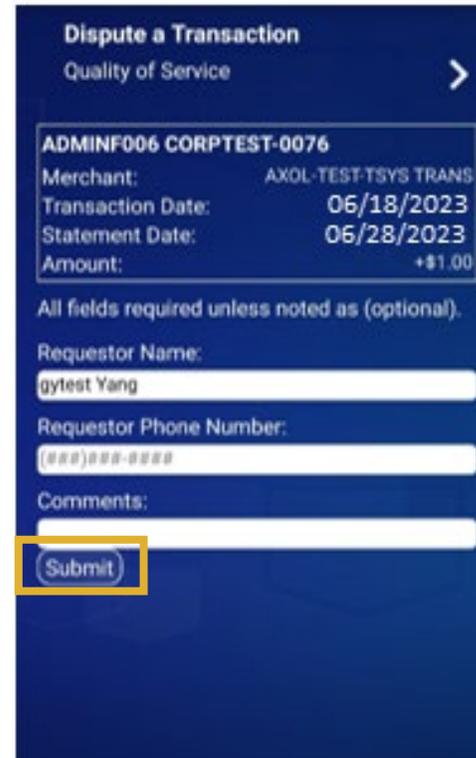
Click the **Dispute** button.



Select a dispute reason.



Complete the form and click **Submit**.



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

