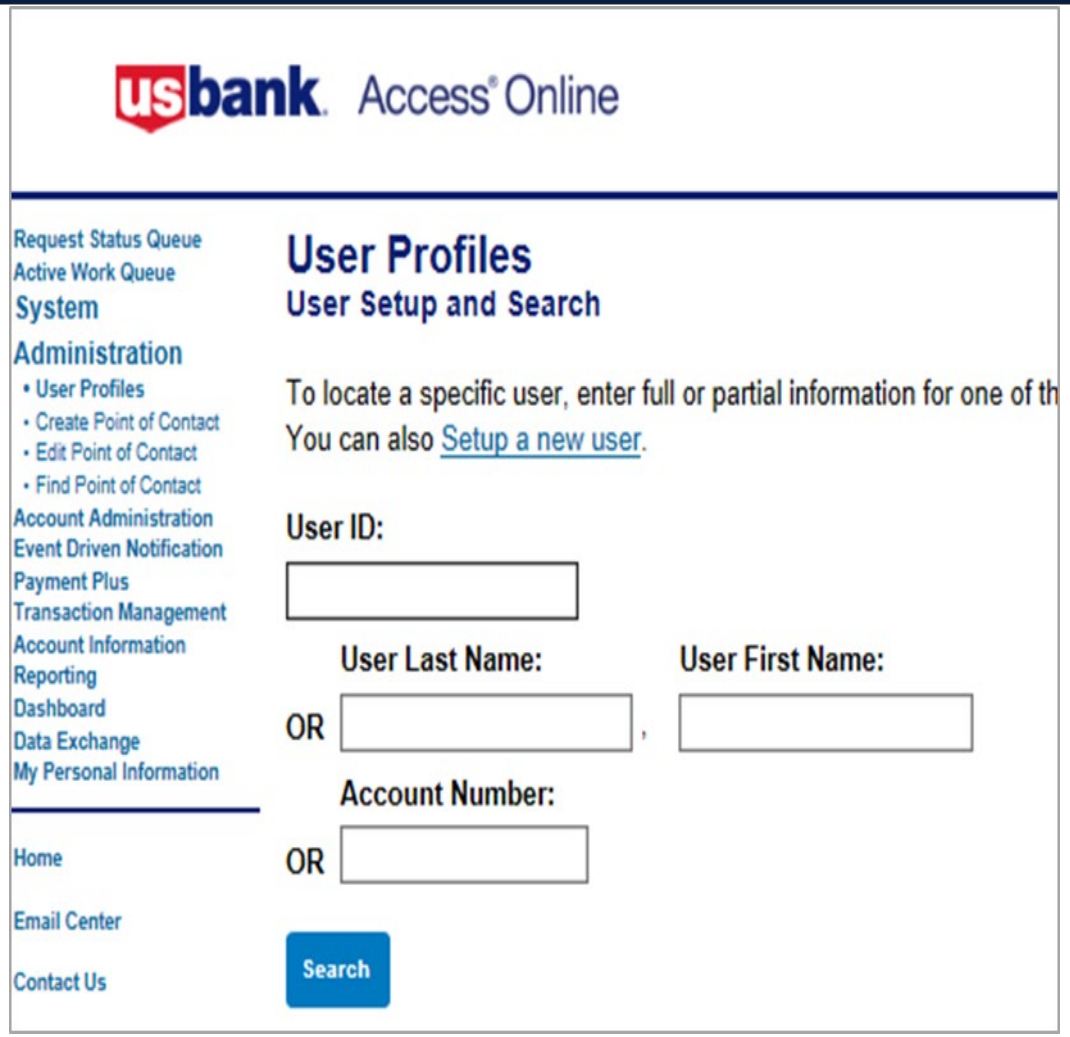
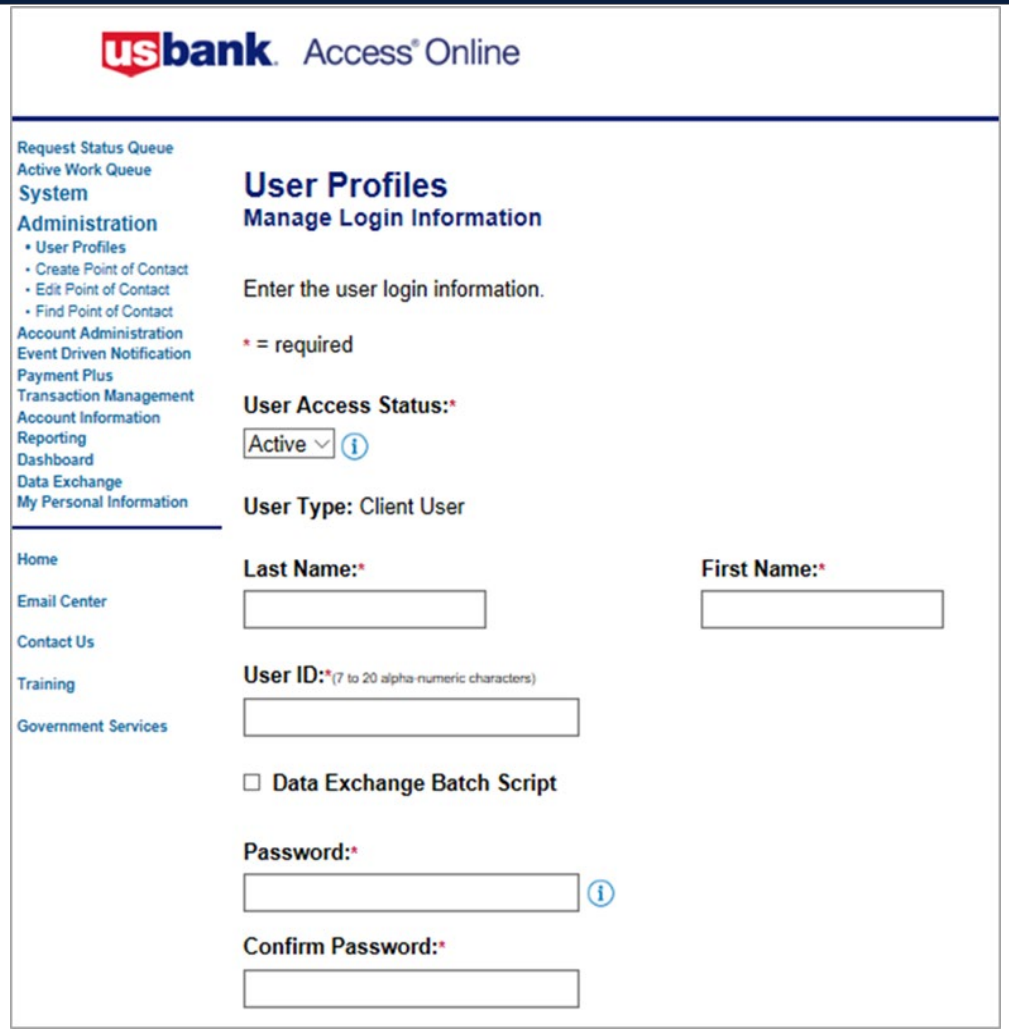
Veterans Benefits Administration
OFFICE OF FINANCIAL MANAGEMENT
"Delivering Excellence Daily"

Creating New Users

Job Aid

- The Level 4 will input the account request into USBank Access Online: https://access.usbank.com
- US Bank Access Online “User Profiles” gives AOPCs the ability to:
  - setup new user IDs, for AOPCs, AOs and alternates and cardholders
- Log in to Access Online, select System Administration from your left-hand navigation bar, select “User Profiles,” “Setup a new user”
- Enter the user info and assign a hierarchy (station code assigned by US bank provided by A/OPC)


usbank Access® Online
Request Status Queue
Active Work Queue
System
Administration
• User Profiles
• Create Point of Contact
• Edit Point of Contact
• Find Point of Contact
Account Administration
Event Driven Notification
Payment Plus
Transaction Management
Account Information
Reporting
Dashboard
Data Exchange
My Personal Information
Home
Email Center
Contact Us
User Profiles
User Setup and Search
To locate a specific user, enter full or partial information for one of th
You can also Setup a new user.
User ID:
User Last Name:
User First Name:
OR
Account Number:
OR
Search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Reporting
Dashboard
Data Exchange
My Personal Information
Home
Email Center
Contact Us
Training
Government Services
User Profiles
Manage Login Information
Enter the user login information.
* = required
User Access Status:*
Active
User Type: Client User
Last Name:*
First Name:*
User ID:*(7 to 20 alpha-numeric characters)
Data Exchange Batch Script
Password:*
Confirm Password:*

All Groups

Select a group to view details.

- ☐ CH_VA PURCH CH TM(Global)
- ☐ PA_VA AUDIT(Global)
- ☐ PA_VA FLEET MGR(Global)
- ☐ PA_VA FLEET PRIM AOPC(Global)
- ☐ PA_VA FLEET PRIM AO TM(Global)
- ☐ PA_VA PURCH ALT AOPC(Global)
- ☐ PA_VA PURCH ALT AO TM(Global)
- ☐ PA_VA PURCH PRIM AOPC(Global)
- ☐ PA_VA PURCH PRIM AO TM(Global)
- ☐ PA_VA TRAV ALT AOPC(Global)
- ☐ PA_VA TRAV PRIM AOPC(Global)

VA FEG Matrix

VA FEGs	User Type	Description
VA PURCH CH TM	(Pcard/Travel)	CARDHOLDER PCARD/TRAVEL
VA PURCH PRIM AO TM	PCARD AO	APPROVING OFFICALS PCARD
VA PURCH ALT AO TM	ALTERNATE AO	ALTERNATE AO PCARD
VA PURCH PRIM AOPC	AOPC PCARD	PRIMARY AOPC PCARD
VA PURCH ALT AOPC	ALTERNATE AOPC	ALTERNATE AOPC PCARD
VA TRAVL PRIM AOPC	AOPC TRAVEL	PRIMARY AOPC TRAVEL CARD
VA TRAVL ALT AOPC	ALTERNATE AOPC	ALTERNATE AOPC TRAVEL

VA FLEET PRIM AOPC	AOPC FLEET	ALTERNATE AND PRIMARY AOPC
VA FLEET MANAGER	FLEET MANAGER	FLEET MANAGER
VA FLEET PRIM AO	AO FLEET	APPROVING/ALT APPROVING OFFICIAL FLEET

The Next step is to add Processing and Reporting Hierarchy to the User ID

Hierarchies:

Processing Hierarchy:

3059 0485 12345

(Bank) (Agent) (Company)

Bank # - Product Line (3059 for all purchase cards)

Agent # - Administration (Purchase Cards) VBA: 0485 VR&E: 0482

Company # - Managing Account (A/OPC) / Same as Level 6, issued by US Bank

Reporting Hierarchy:

Numerically coded levels that range from Level 1 to 6 identify accounts. These combined levels represent the reporting hierarchy. To keep the numbering system consistent throughout VA, the levels are defined as follows:

Level 1	03600	Department of Veterans Affairs
Level 2	00002 (GOE)	Veterans Benefits Administration
	00005 (Chapter 31)	Veteran Readiness and Employment (VR&E)
Level 3	00001 – Northeast District	VBA Districts, services and offices*
	00002 – Southeast District	
	00003 – Continental District	
	00004 – Pacific District	
	00005 – All VR&E Accts.	
	00006 – All VBACO	
Level 4	00XXX	RO Number
Level 5	XXXXX	Reporting Level for Approving Official (Issued by U.S. Bank)
Level 6	XXXXX	Company Number (Issued by U.S. Bank)

Adding the Processing Hierarchy to the User ID

- Select “Company” from the Hierarchy Level drop-down box
- Type the 5-digit Company number in the “Company” text box provide
- Click on the button, “Select position”
- It should then appear on the right-hand side of the screen under “Selected Hierarchy position(s)”
- Click on the button, “Accept Hierarchy”
- Once completed, the system will return you to the “User Profile Summary” page

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How to Create a New Card Holder account: Job Aid

- After the Profile is created, select “Account Administration”

- “Cardholder Account” and “Create New Cardholder Account”

1. Define Product Settings

Please provide your organization's Processing Hierarchy, beginning with Product selection.
All fields required unless noted as *(optional)*.

Product (Bank)

Purchasing - 3059

Agent

0485

Company

18250

Division *(optional)*

Department *(optional)*

Search

Assign this account to

An Individual

Enter Account information:

- Account Owner’s Info
- Legal Information
- Account Detail
- Default Accounting Code
- Authorization Limits

IAMS Instructions

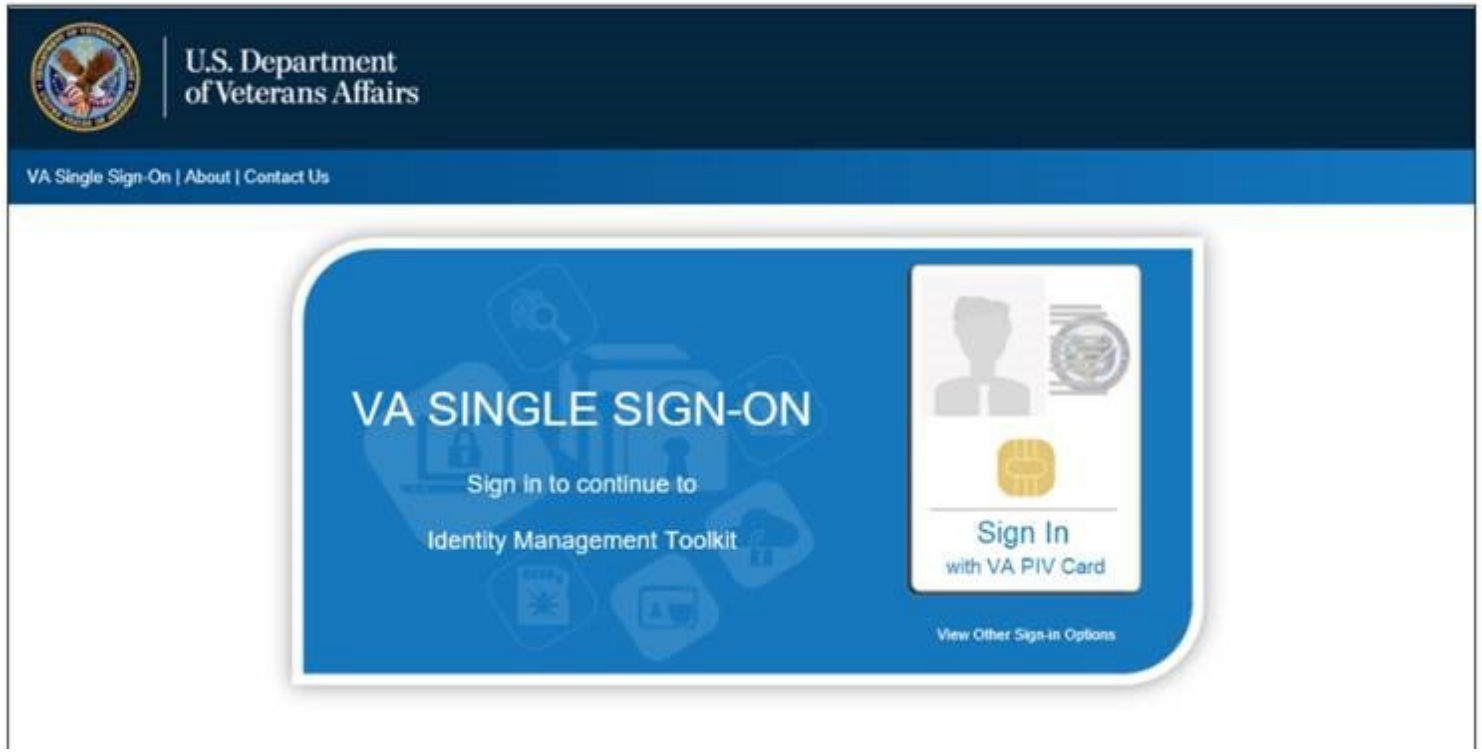
Register for an iFAMS account in IAMS

- Instructions are available: iFAMS User Guides and Resources - Charge Card - All Documents (sharepoint.com)

Accessing IAMS

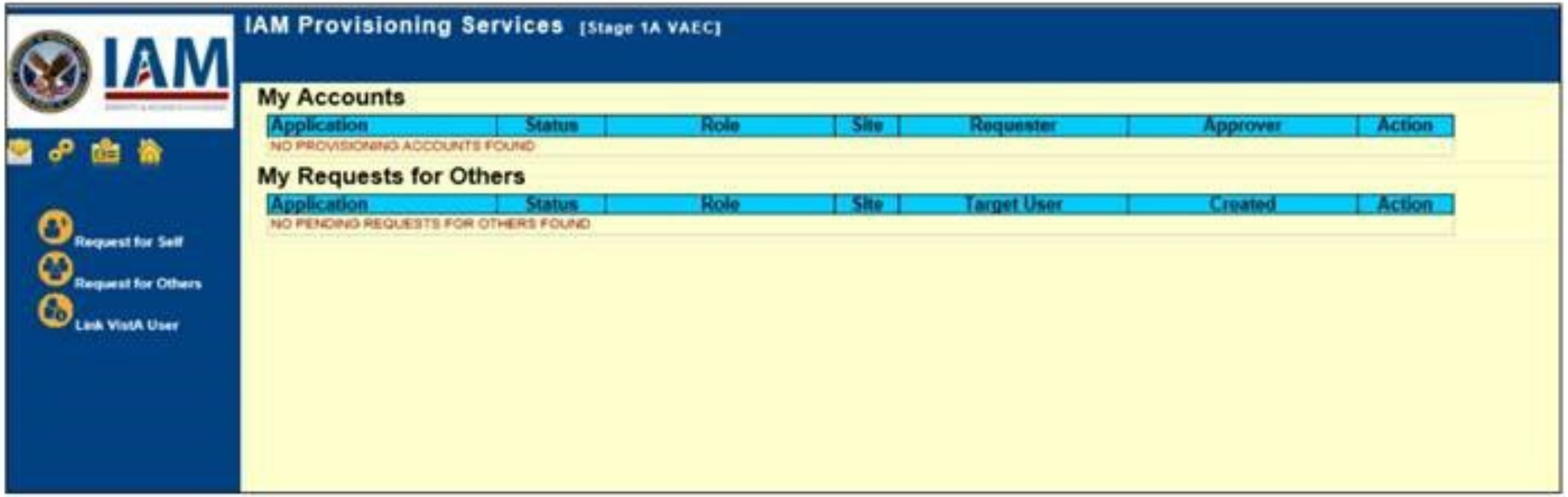
1. Request access through the IAMs application by clicking HERE.

   The SSOi screen displays.



- Enter your PIV pin number and click **OK**.

  The IAMs home screen displays.

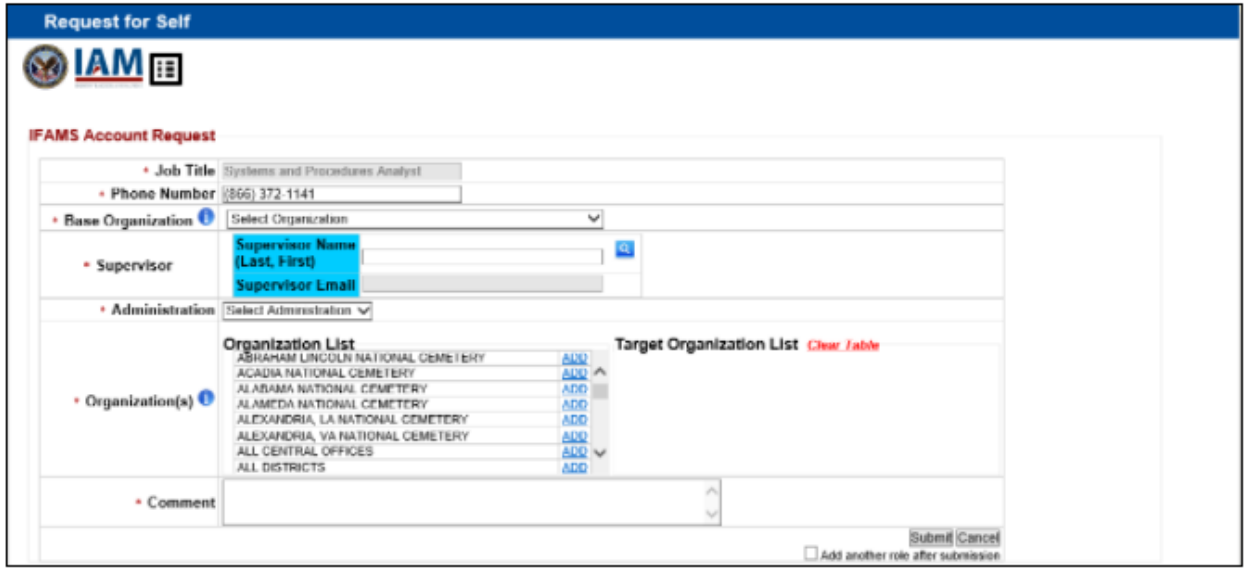


Click **Request for Self**.

A Request for Self screen displays.

Click **iFAMS Account Setup**.

An iFAMS Account Request form displays.



7. Enter all mandatory fields.

Note: Enter your Supervisor's name in the Supervisor Name field, then click the magnifying glass (search) icon. A directory search pulls up your supervisor's name from the Global Address List. Double-click your supervisor's name from the search results to auto fill the blanks for your supervisor.

8. Click **Submit**.

Note: If you have another role assigned to you that requires access, click the checkbox next to Add another role after submission. Fill the resulting form and Submit until all access requests are submitted.

Your access request is submitted. Once access is activated, continue to Logging into iFAMS.

Note: If you have difficulty with the IAMs application, go to the Customer Relationship Management (CRM portal). Enter the Self-Service portal (SSP) to create a case (you may have to change the application view to display SSP by selecting the dropdown next to your profile name in the upper right-hand corner of the screen). A customer support representative will contact you to solve your issue.