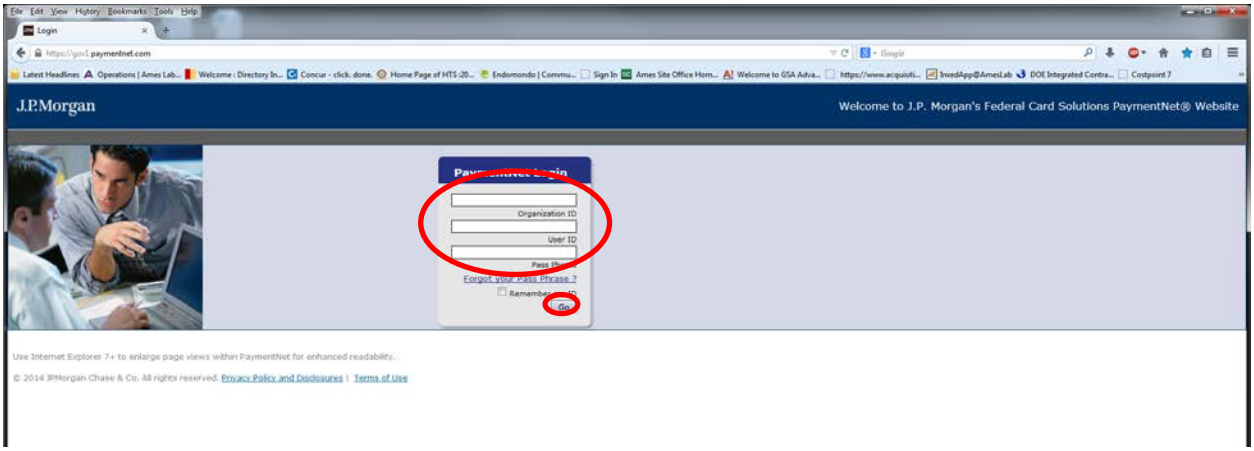
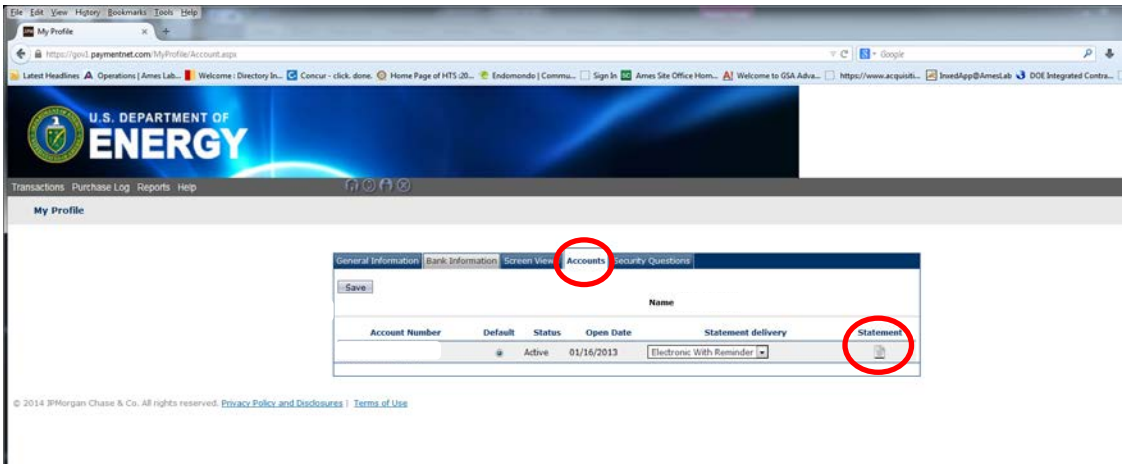
Instructions to Print Monthly P-card Statement

1. Go to Website https://gov1.paymentnet.com and login with your Organization ID, User ID and Pass Phrase. Organization ID is doe0001. User ID and Pass Phrase are unique for each cardholder. Click Go. *If you've forgotten your pass phrase, click on "Forgot your Pass Phrase?" to reset your password.*

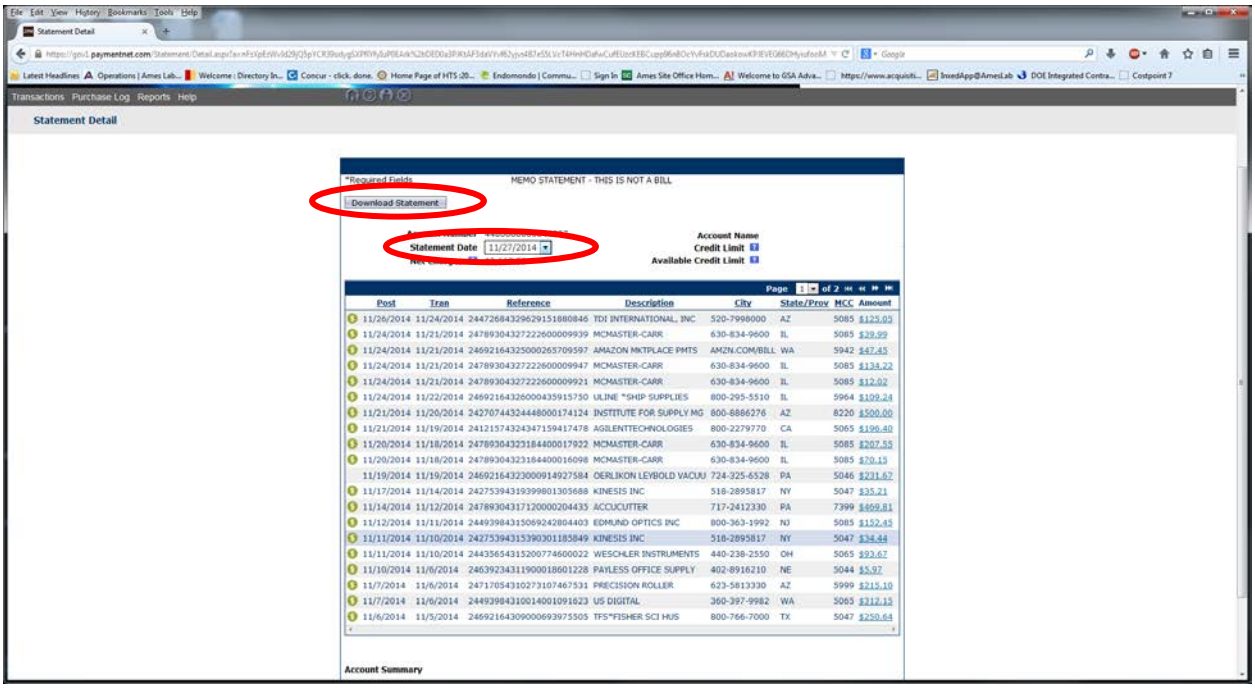


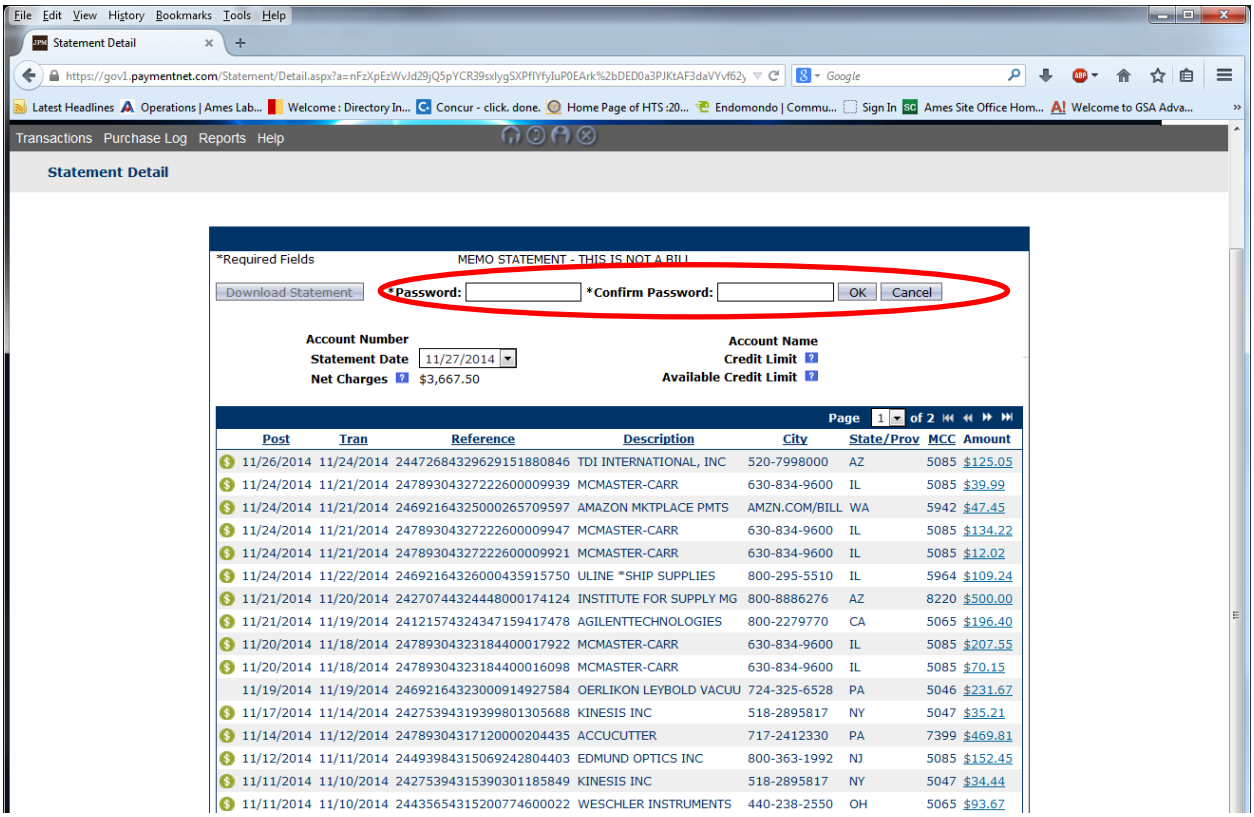
2. When you login, you will see a similar screen to the one below. You will click on the "My Profile" icon, which is the 3rd button that looks like a person.

3. Next, click on the Accounts tab and then click on the statement icon.

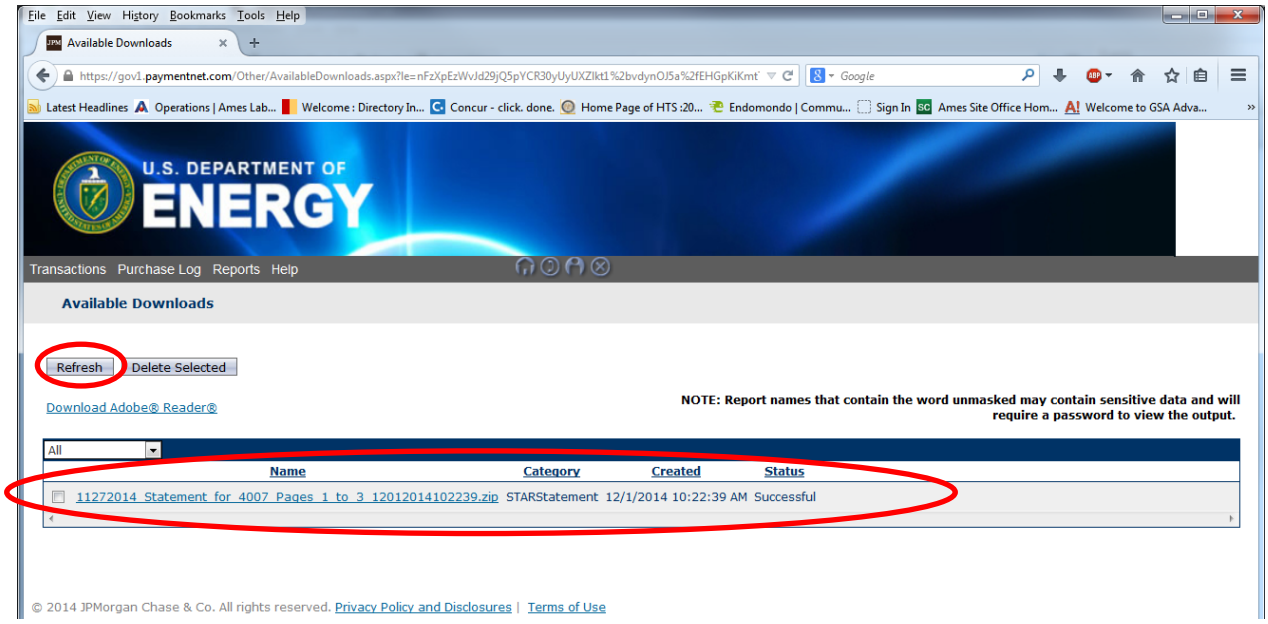


4. Your recent statement should appear. You can also go to past statements by clicking the drop down list by Statement Date.
5. Click on Download Statement. The system will prompt you for a password. This is any password you want to type in. It's only temporarily used for this one time download. It has to be at least 6 characters to work. Type in both places, Password, and Confirm Password, the click OK.

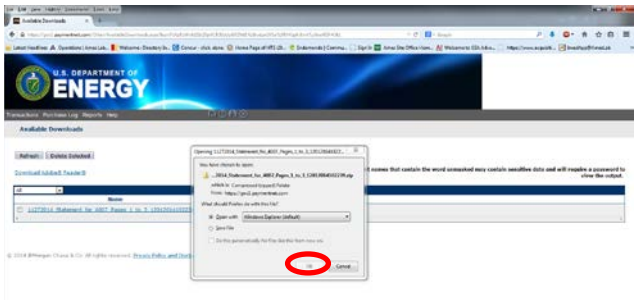




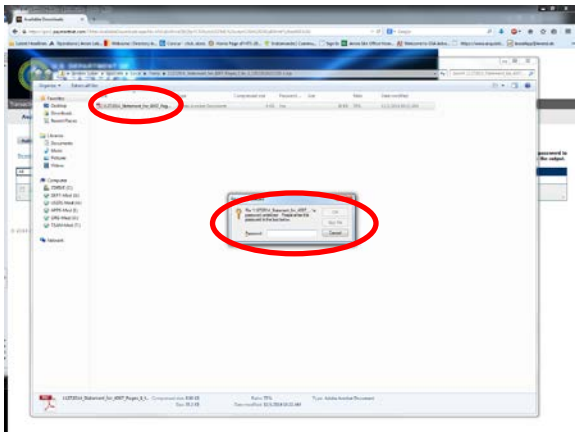
6. The next screen will give you your statement. Click on the link. If it doesn't work right away, you may have to click on the Refresh button.



7. A pop-up window will appear, you can open the file and click OK.



8. Your statement will appear as a .pdf file. Type in your temporary password (created in step 6) to access your statement and click OK.



9. Your statement will appear as .pdf file. Print the statement, sign and route to your approving official for signature. The original signed copy should be routed to Accounting for further processing.
10. If you will be out of the office, or if you are an approving official who requires access to a statement, please contact the Purchasing Office. The p-card A/OPC has the ability to access, download and print all cardholder statements as needed.