American Express Corporate Purchasing Card
Manage Your Card Account (MYCA) Training Guide

Montgomery County Public Schools

Division of Procurement

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Manage Your Card Account (MYCA)

Purpose of this document to provide instruction on how to:

- Register MCPS employees with a Corporate Purchasing Card account into MYCA
- Enroll for on-line statements
- Understand security needs of accessing online statements
- Access and print a statement
- Reconcile statements in Excel
- Record keeping for the reconciliation process

Manage Your Card Account (MYCA)

What is MYCA?

The American Express online site for card account management.

How do I access MYCA?

- Google: www.americanexpress.com
- Click on American Express Online Services Login

When do I access MYCA?

The system should be accessed monthly when you receive the email notification.

Benefits of MYCA

- View and download recent card activity
- View and download your billing statement
- Reduces the amount of time it takes you to log transactions
- Set up account alerts

How to Register Online

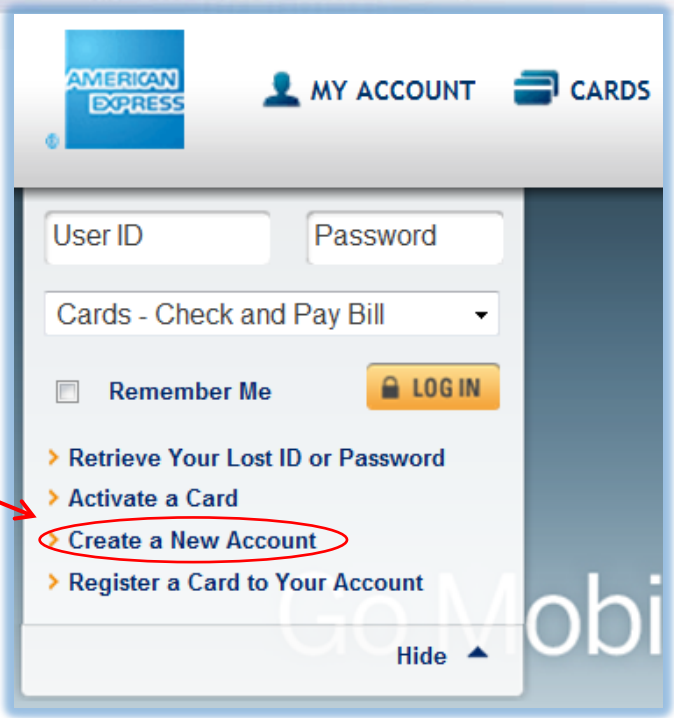
1. All employees with a Purchasing Card will need to register their card online at:

   www.americanexpress.com
   Click on Online Services Login

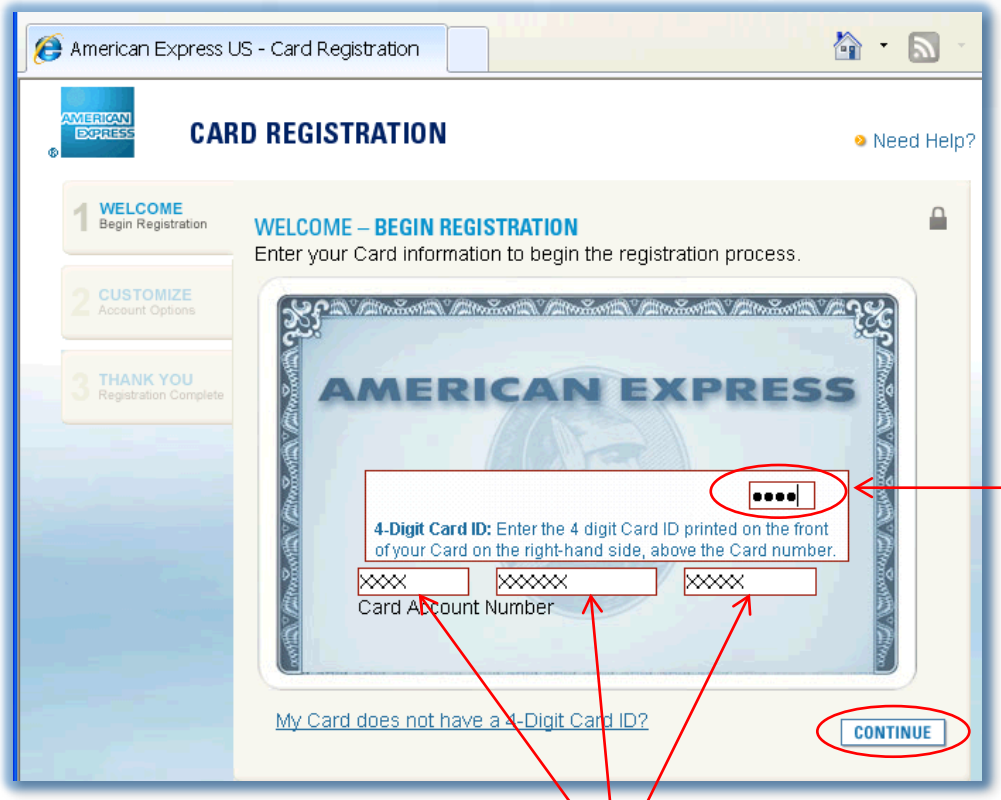
2. Select “Create a New Account” from the list of options.

3. If you forgot your UserID or Password, click the “Retrieve Your Lost ID or Password” link

4. Have your card ready and follow the prompts



Begin the Registration Process…

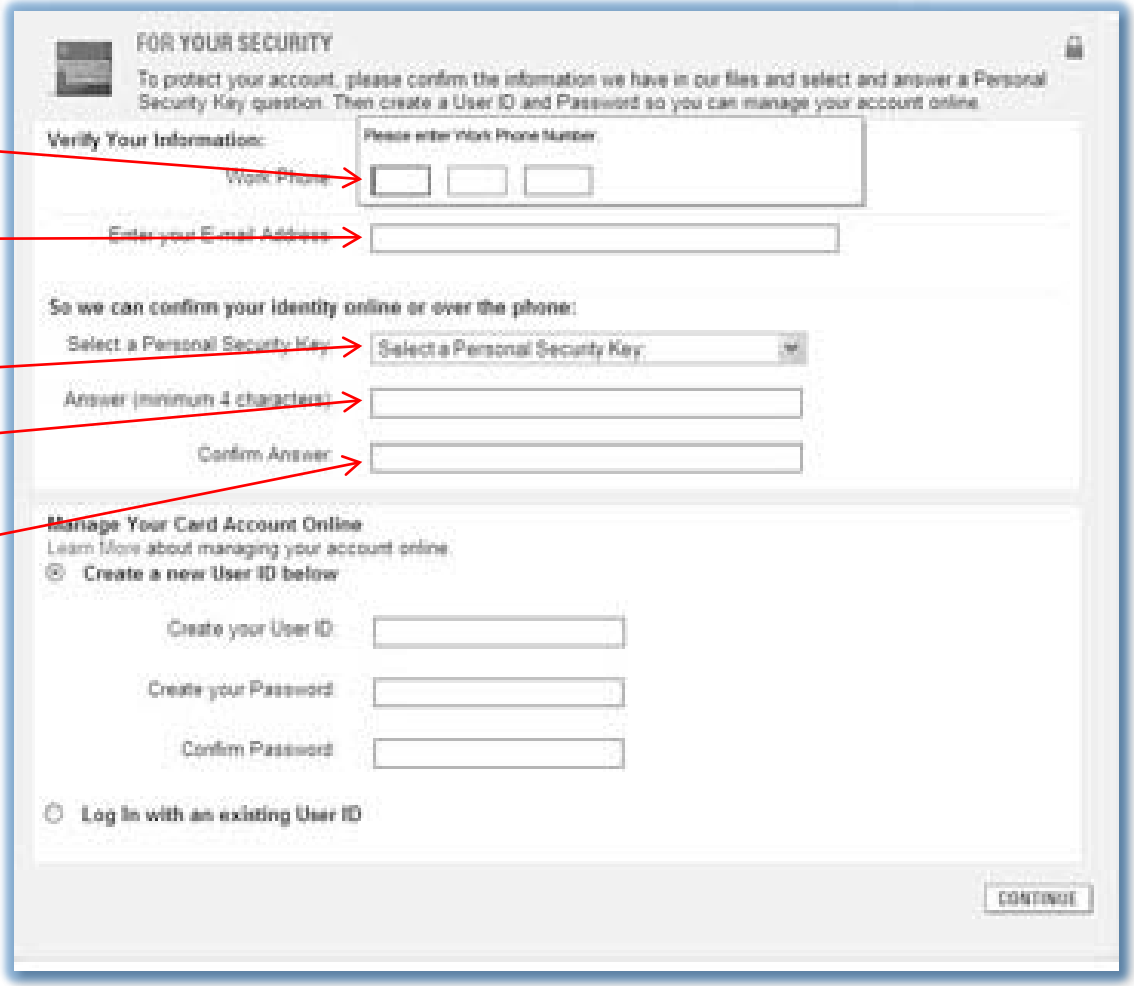


- Enter your card account number
- Enter the 4 digit card ID number printed on the front of the card
- Click continue

For Your Security – Step 1 Verify Your Information…

Step 1 -- Verify Your Information:

- Enter your school's 'official' main telephone number
- Enter your MCPS email address (No personal email addresses may be used)
- Select a Personal Security Key (Click on down arrow to see list)
- Type in your answer (Minimum of 4 characters)
- Retype your answer to confirm

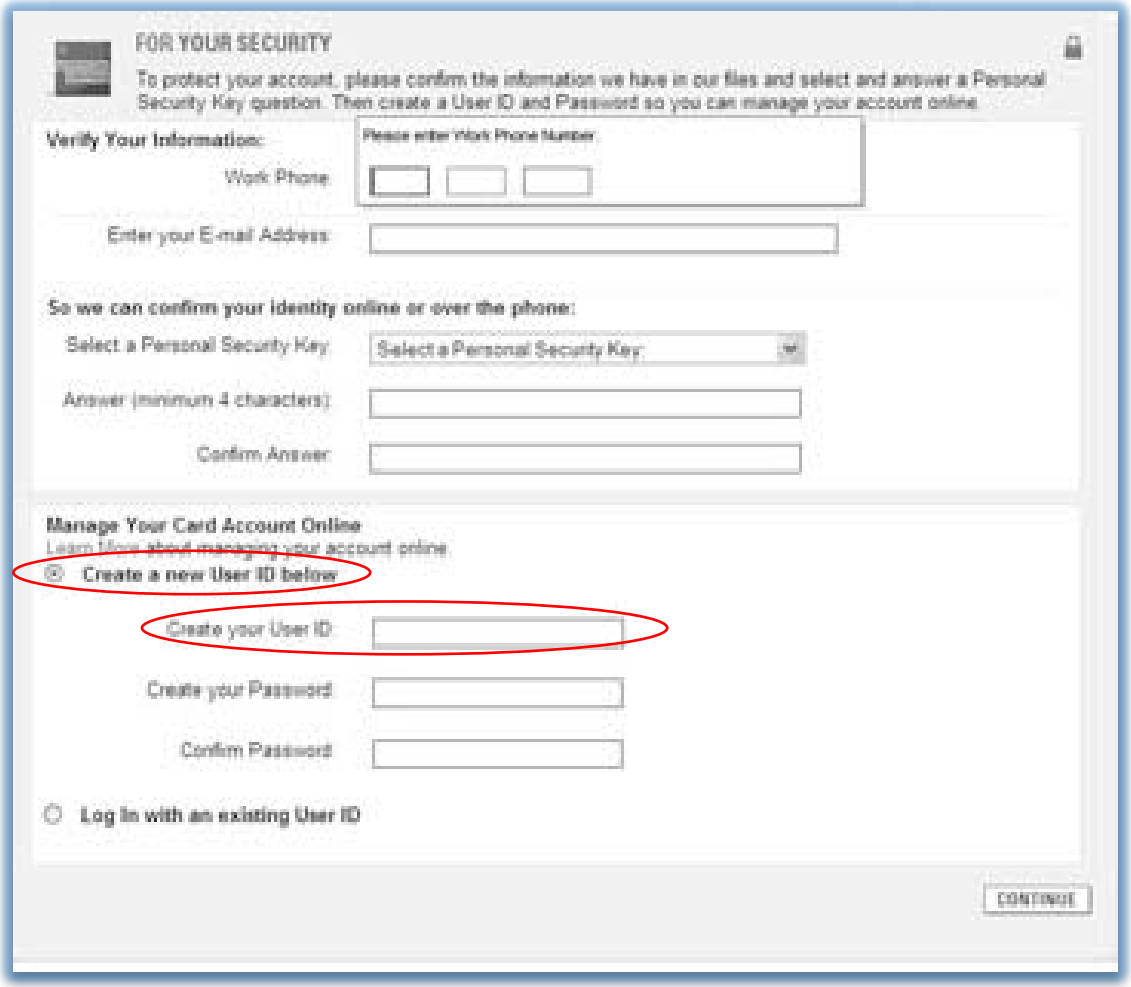


For Your Security – Step 2 Create a New User ID…

Step 2 – Create a new User ID:

- Select “Create a new User ID”
- Follow these tips:

a) Must be 5 to 20 characters
b) Must contain at least one letter & number
c) Must start with a letter and cannot have special characters or spaces
d) Will not be case sensitive
e) You may need to try several times if what you’ve typed is already taken by another customer!
f) When you’re successful, you’ll see this message “User ID is available”



For Your Security – Step 3 Create & Confirm a Password…

Step 3 – Create & Confirm Your Password

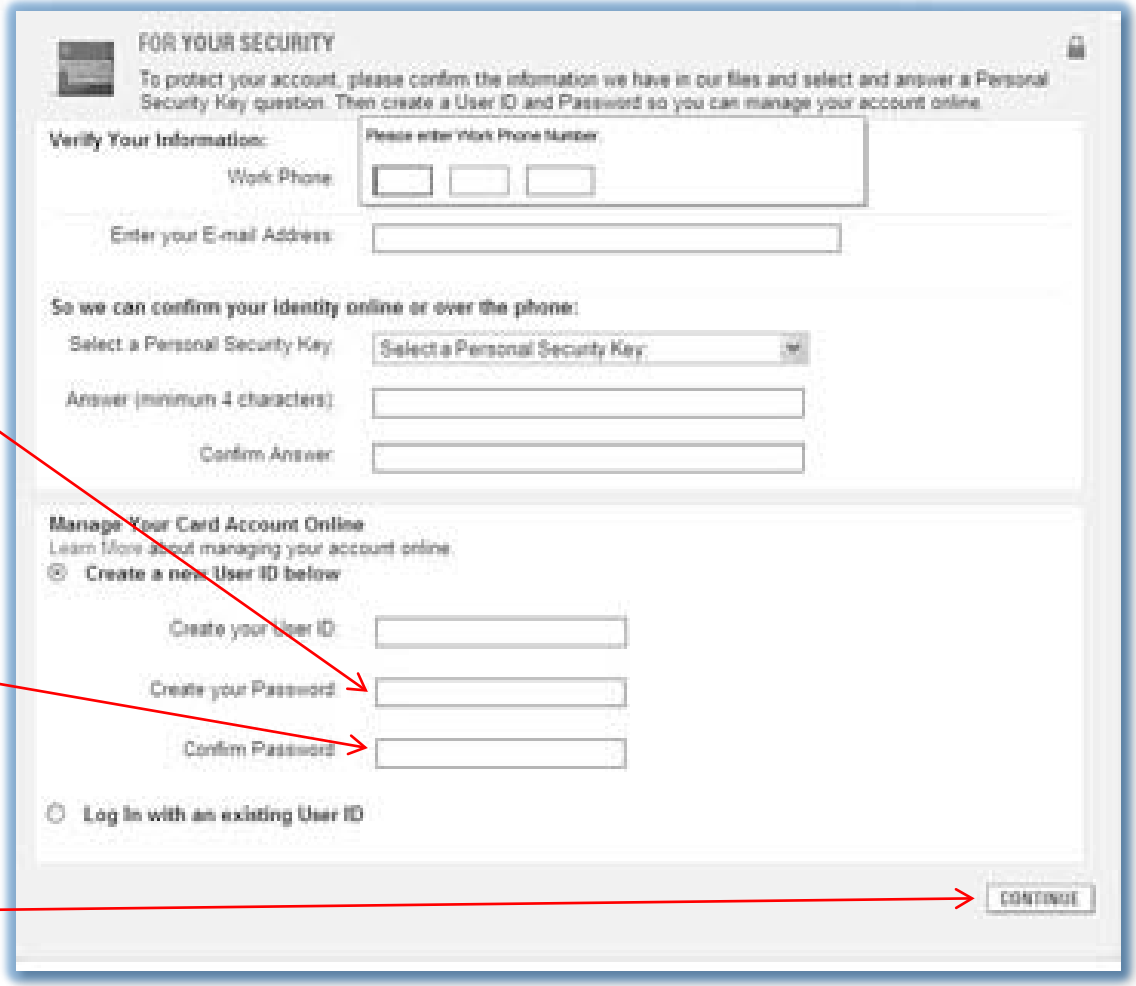
- Create Your Password:

a) Must be different from your User ID
b) Must contain 8 to 20 characters, including one letter and number
c) May include the following characters: %, &, _,?, #, =, -
d) Cannot include any spaces
e) Will not be case sensitive

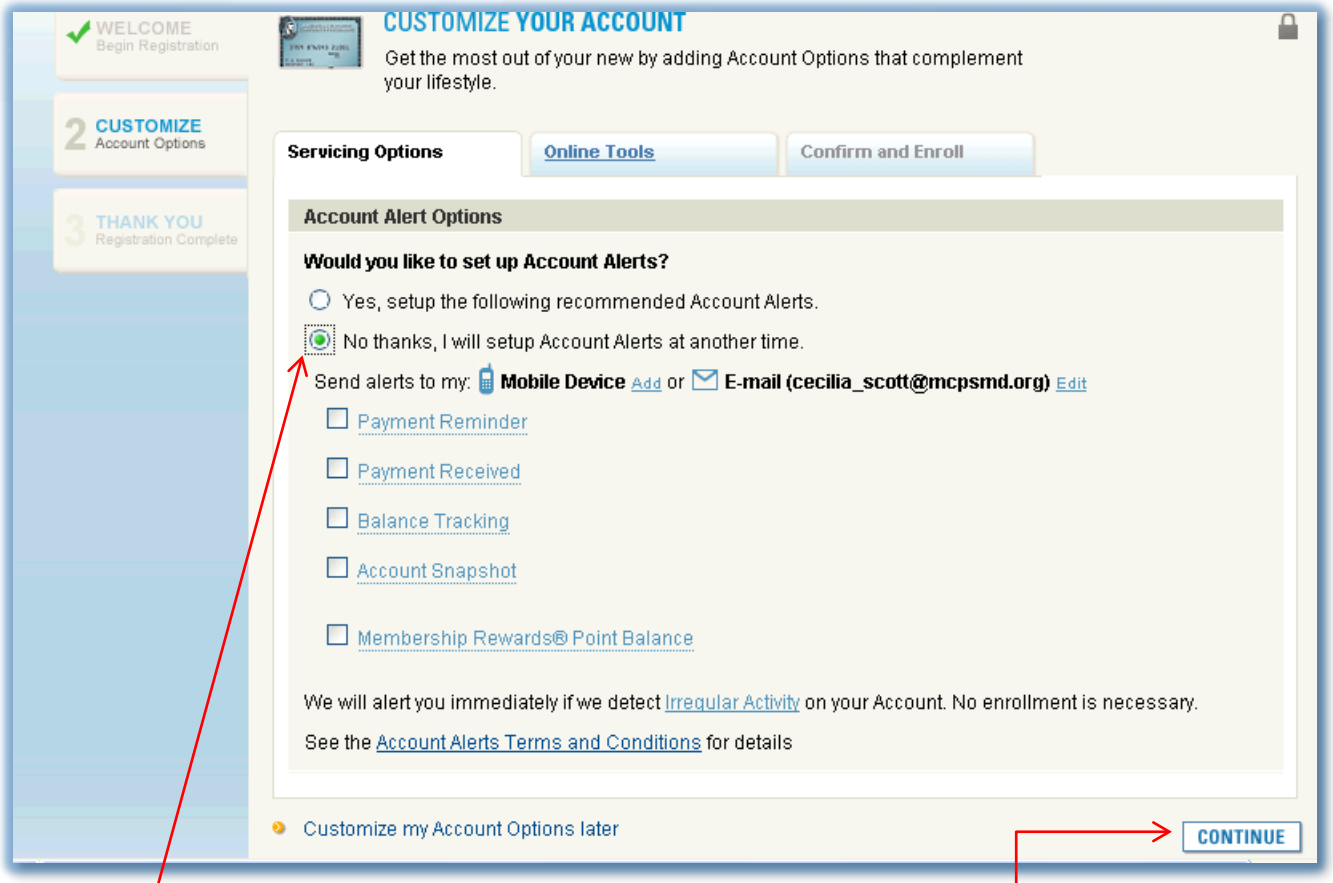
- Confirm Your Password:

a) Confirm your password by retyping it in the Confirm Password field
b) Must match the password in the create password field

Click continue

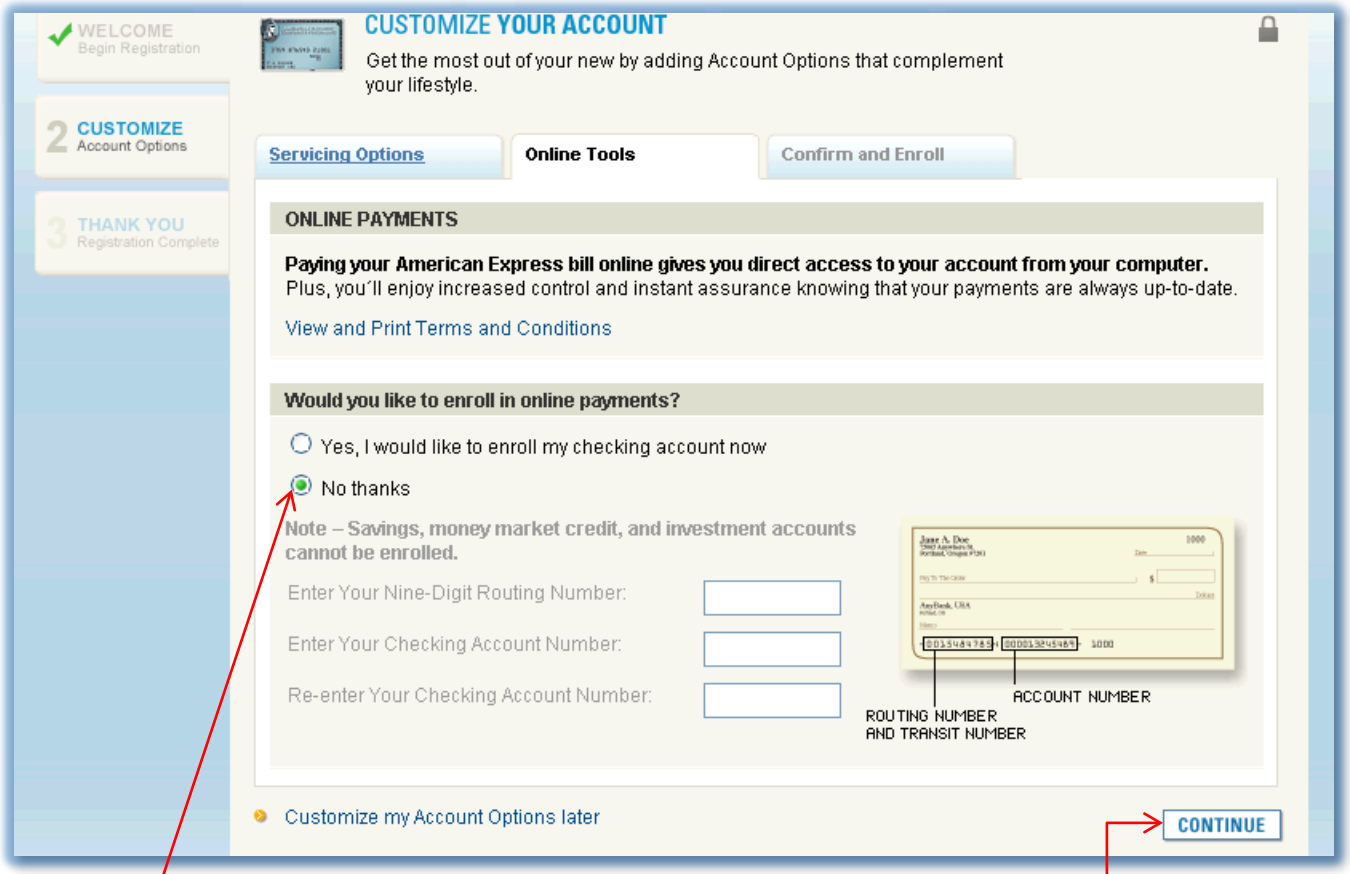


Account Alert Options…



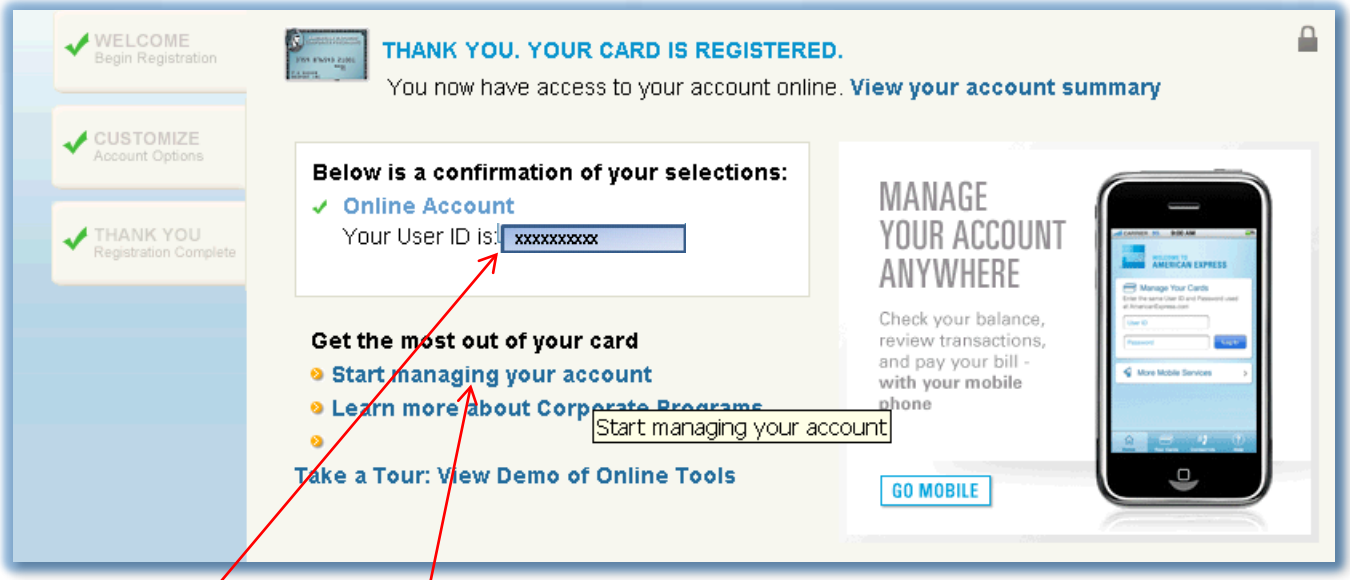
- Select “No thanks, I will setup Account Alerts at another time”
- Click continue

Online Tools…



- Select No thanks
  (The Controller's Office will send payments to American Express)
- Click continue

Thank You. Your Card is Registered…

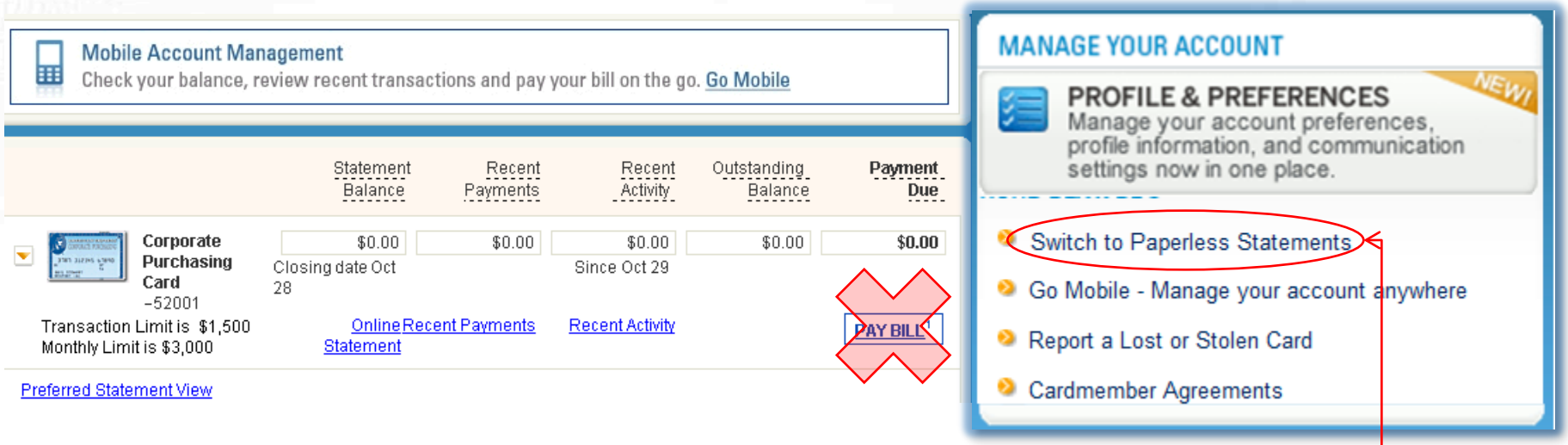


- Verify your user ID
- Click “Start managing your account”

Verify your email address…

- Verify your email address is correct
- Click “Keep Current E-Mail Address

How to Enroll for On-line Statements…



Do Not Pay Bill! (The MCPS Accounting Office will send the payment)

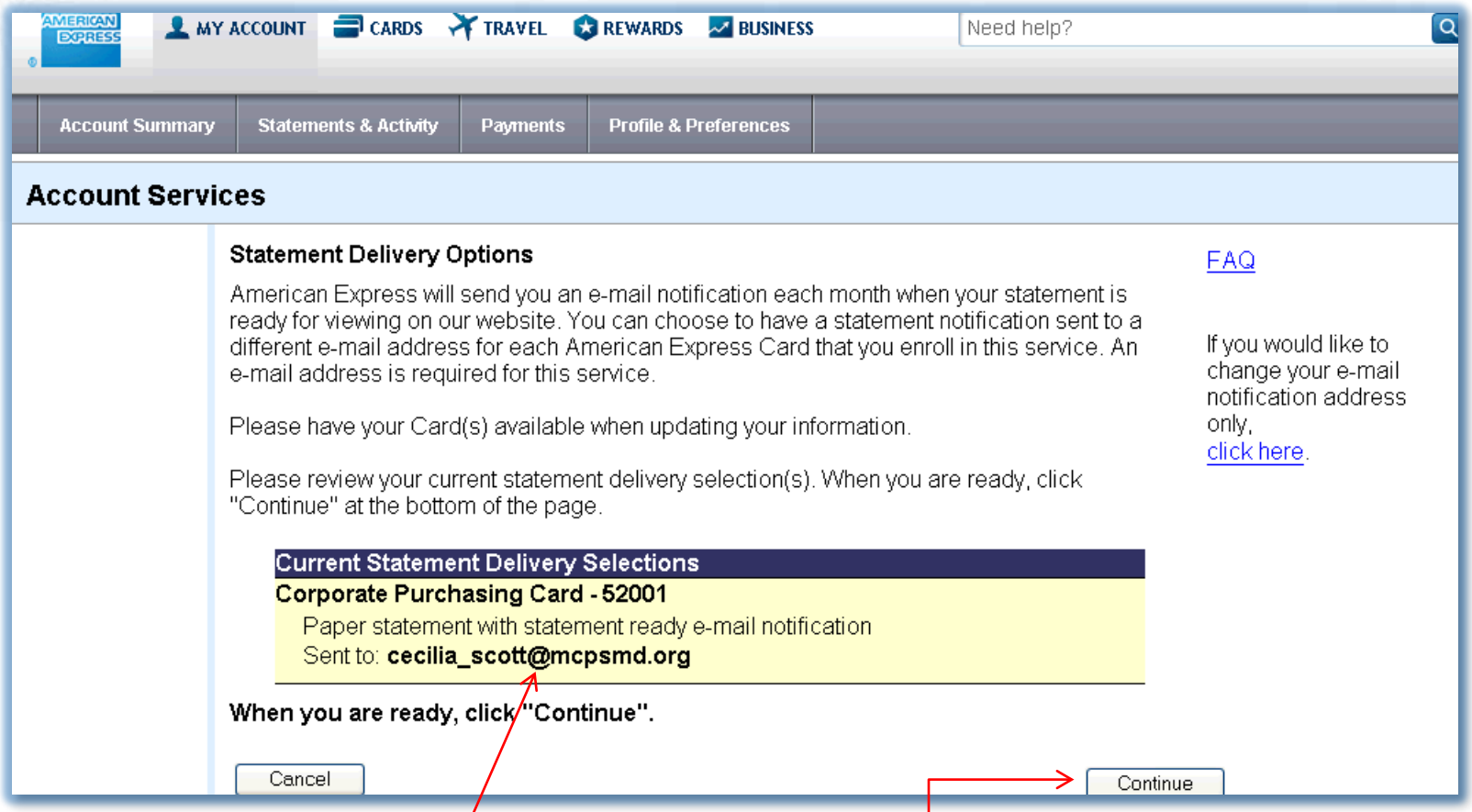
Once logged in to www.americanexpress.com

- Click "Switch to Paperless Statements" (Within 24 hours the change will be made)

How to Enroll for On-line Statements Continued…

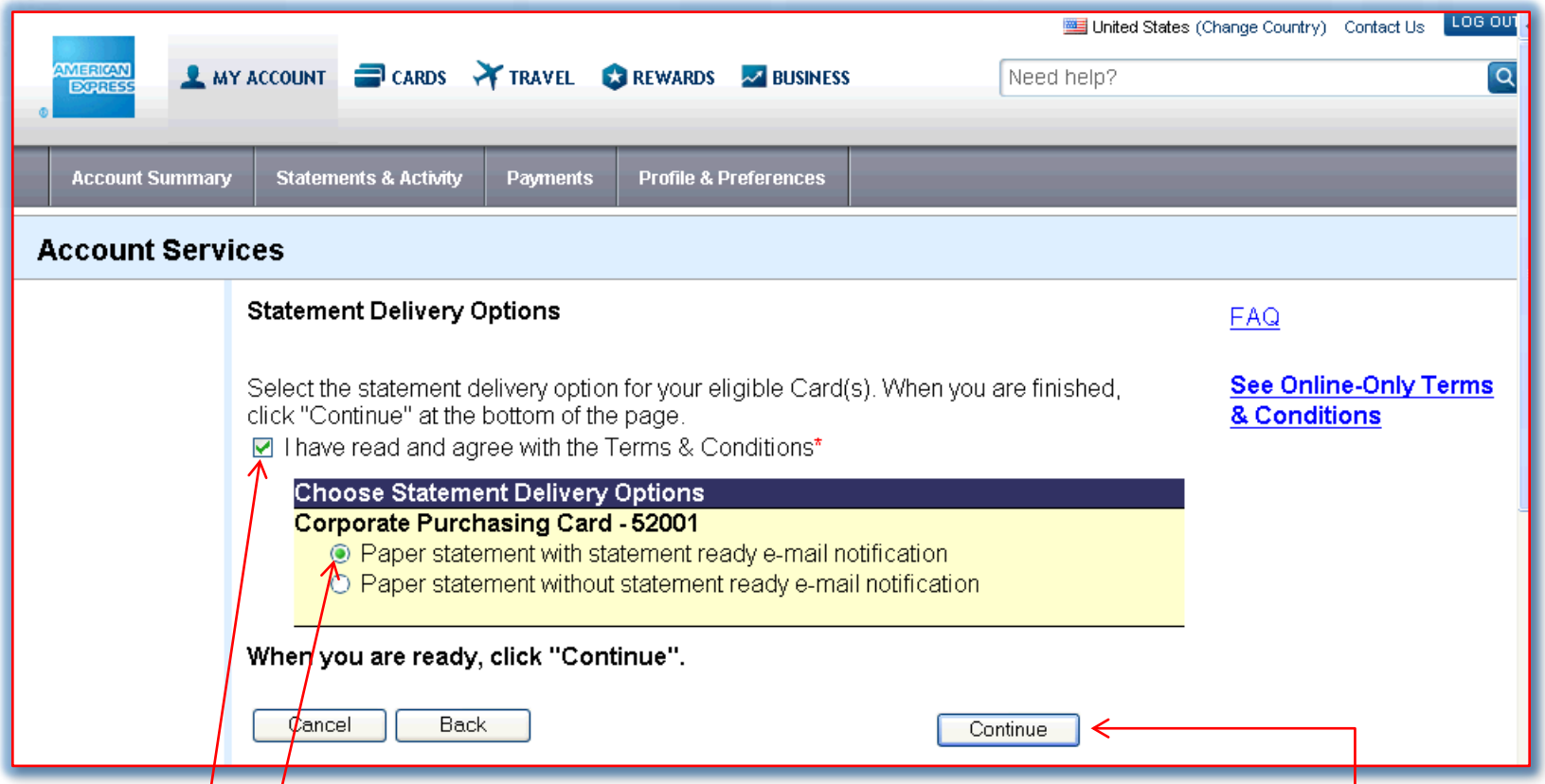
- Follow the prompts to sign up for paperless statements.

Statement Delivery Options…



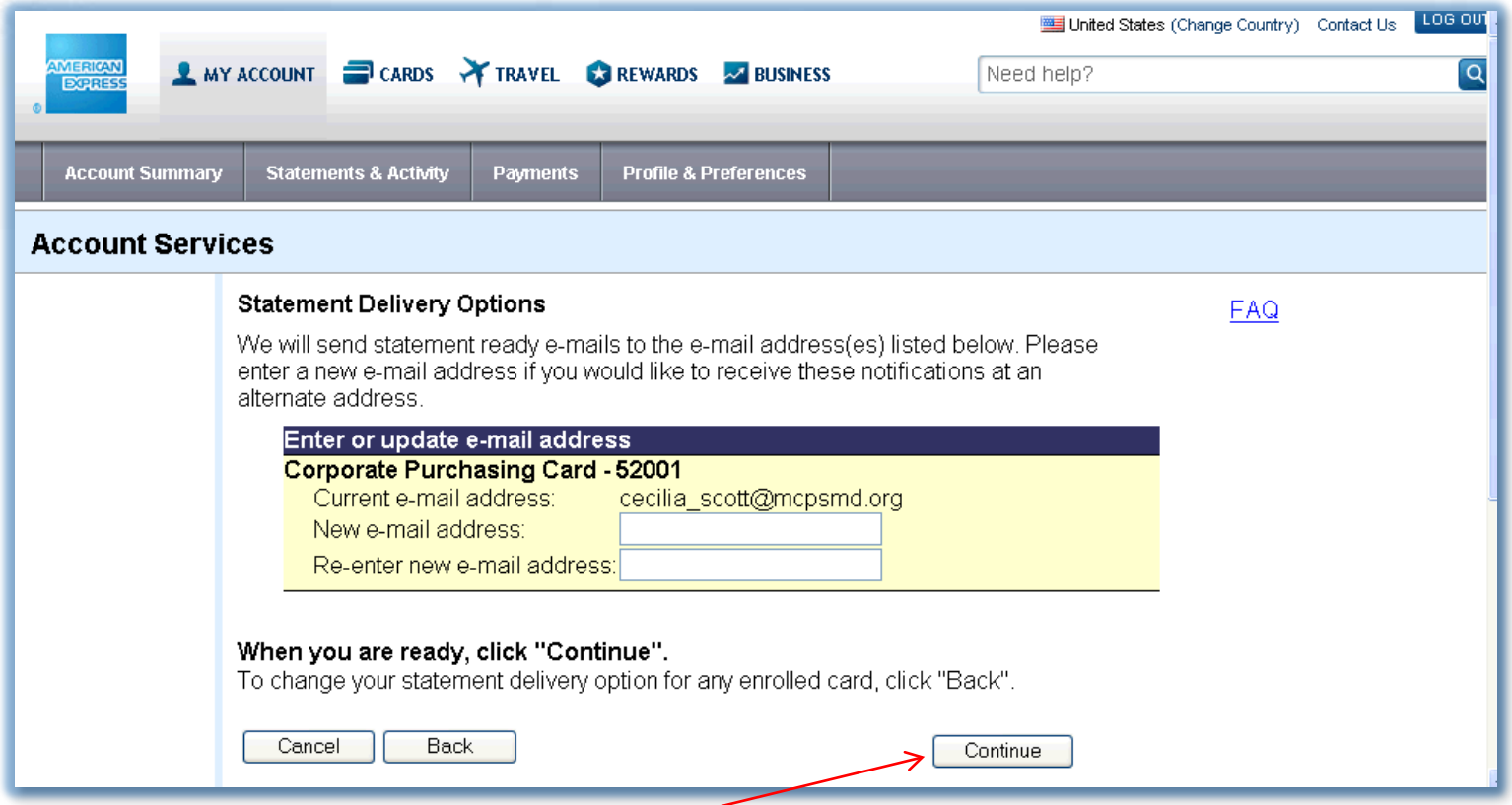
- Verify current e-mail delivery address
- Click continue

Statement Delivery Options Continued…



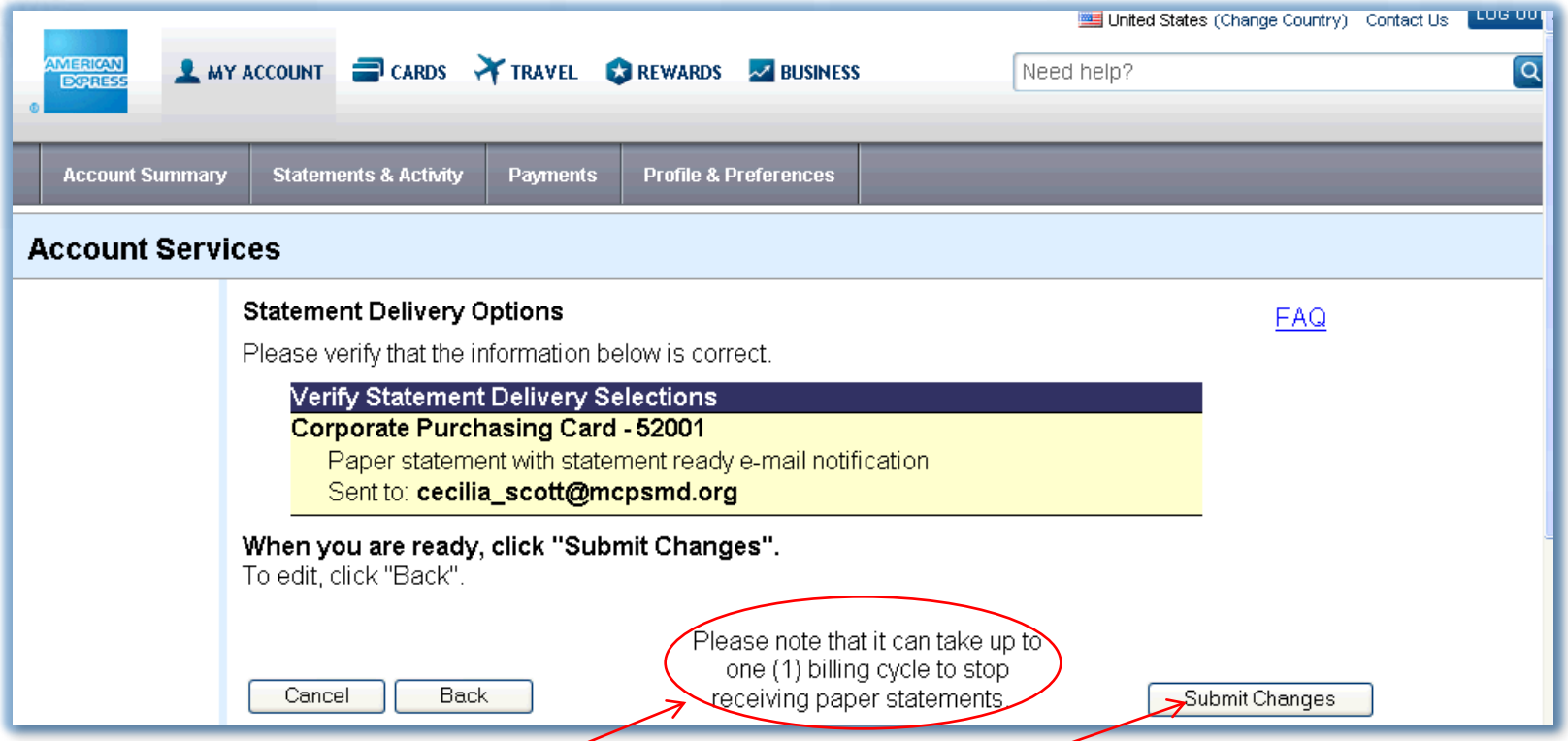
- Check “I have read and agree with the Terms & Conditions”
- Select “Paper statement with statement ready e-mail notification
- Click continue

Statement Delivery Options Continued…



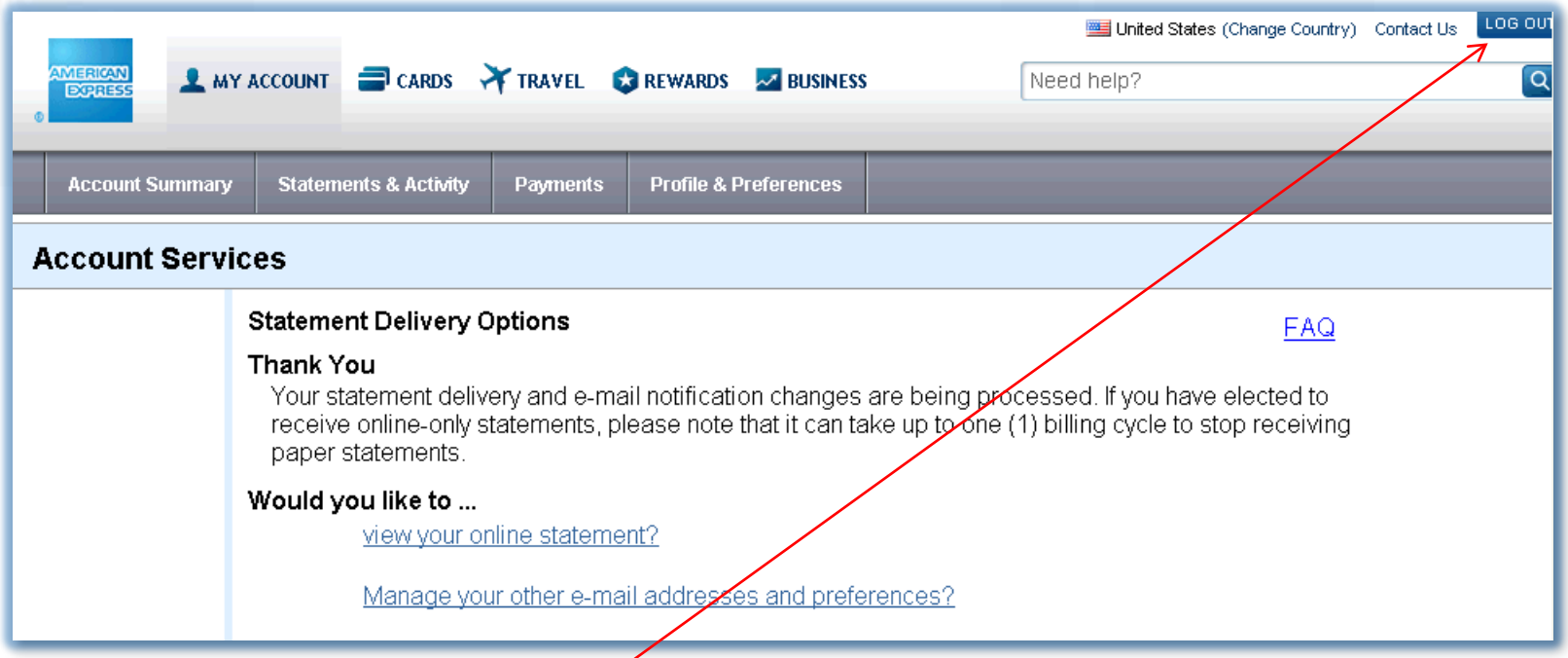
- Click continue

Statement Delivery Options Continued…



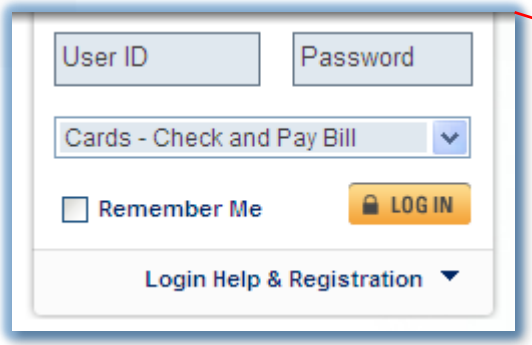
- See note
- Click “Submit Changes”

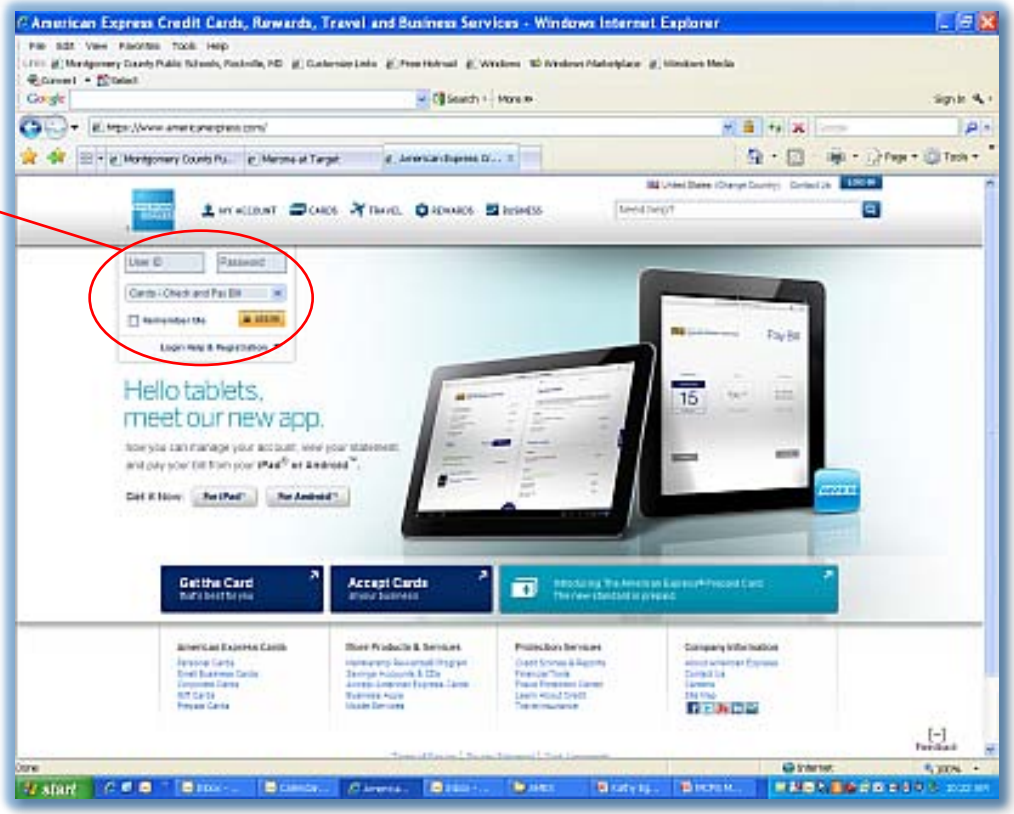
Statement Delivery Options Setup is Complete!



- Setup complete
- Log Out

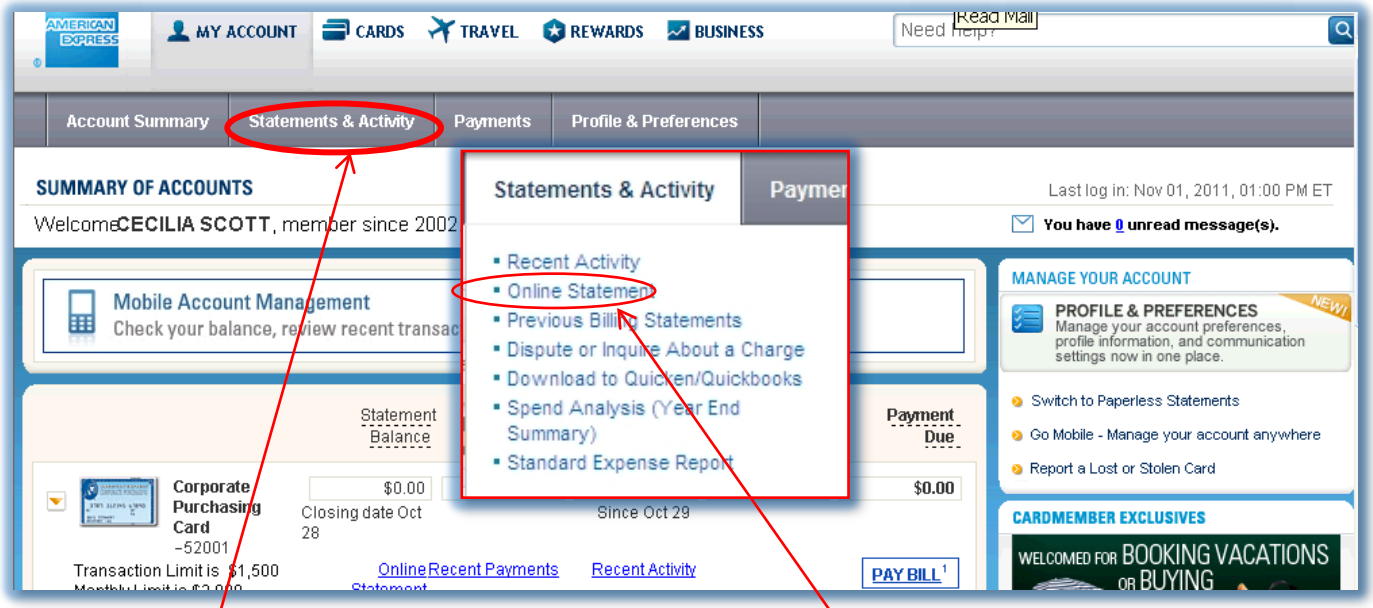
How to Access Your Statement…





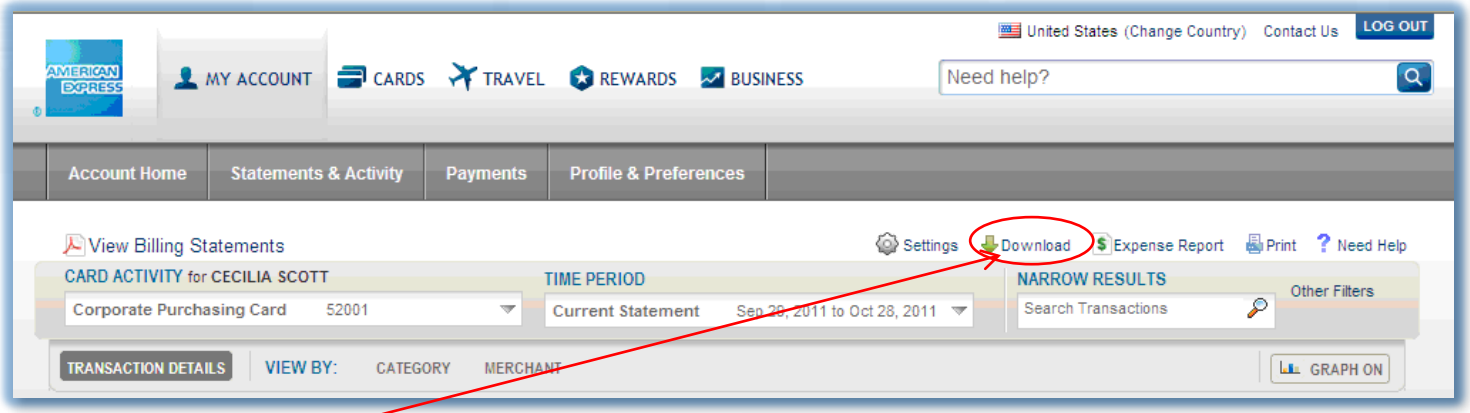
- Google AMEX
- Enter your User ID
- Enter your Password
- Click Log In

How to Access Your Statement Continued…

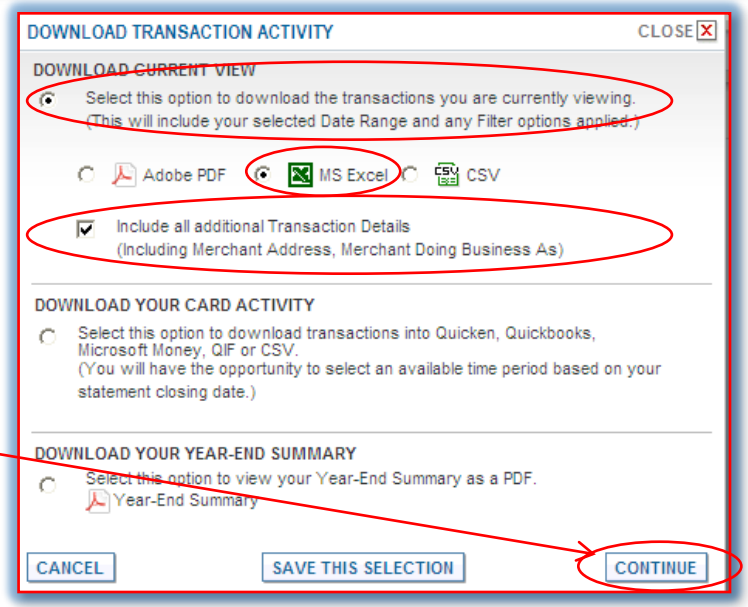


- Click Statements & Activity and then click Online Statement

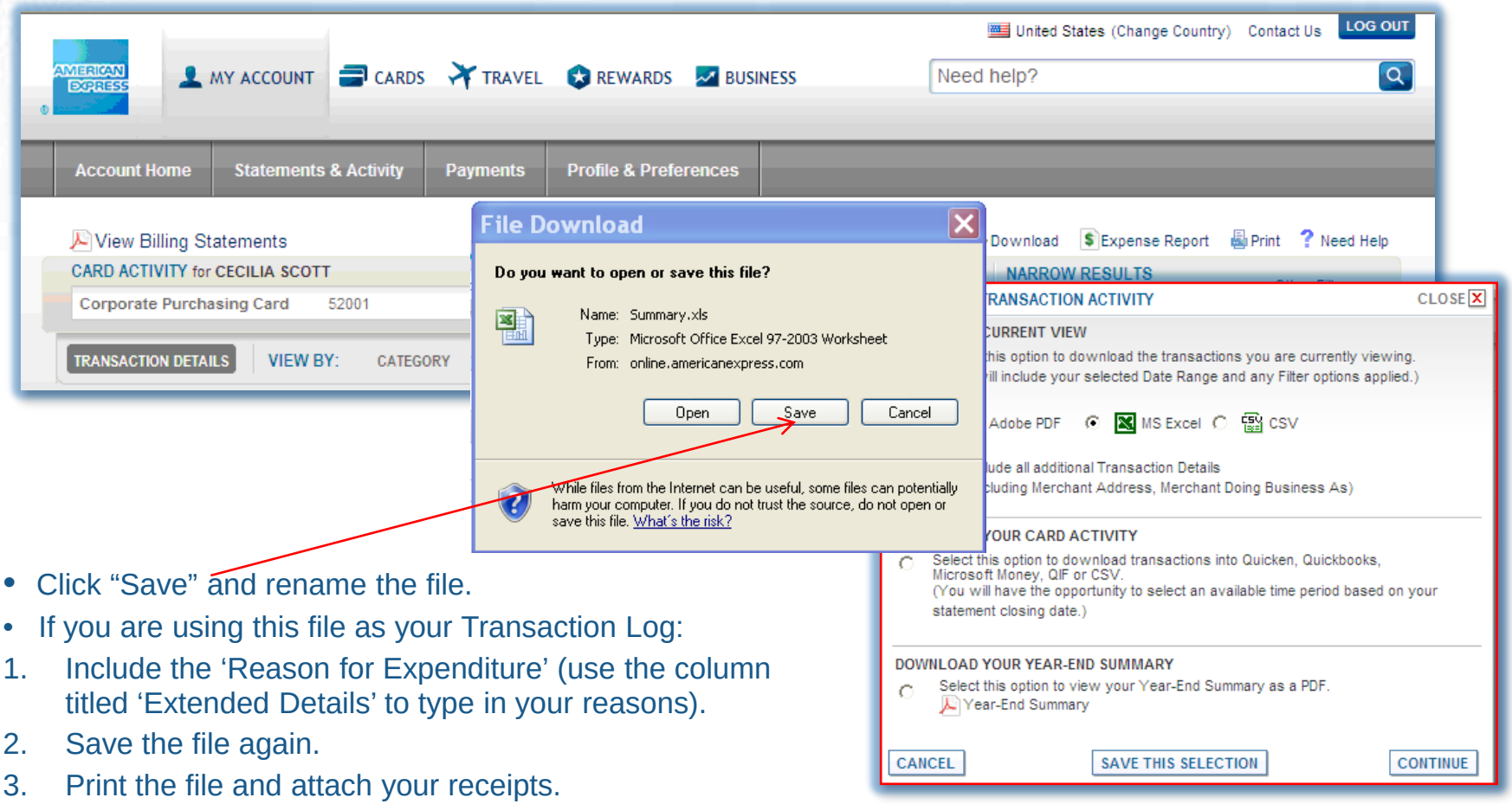
How to Download Your Statement into Excel…



- Click Download (dialog box opens)
- Select / Check these options:
  1. Select Download Current View
  2. Select MS Excel
  3. Check “Include all additional Transaction Details”
- Click Continue



Save Your Excel File…



- Click "Save" and rename the file.
- If you are using this file as your Transaction Log:

1. Include the 'Reason for Expenditure' (use the column titled 'Extended Details' to type in your reasons).
2. Save the file again.
3. Print the file and attach your receipts.
4. Sign the spreadsheet.
5. Send to your approving official for signature.

FAQs…

1. **I have registered my AMEX card previously. Do I need to re-register again?**
   No, you do not need to register the card again!
2. **I have multiple AMEX cards. Do I need to register each card?**
   Yes, you must follow the registration process for each card assigned to you.
3. **I have not used my card this month. Will I still receive an automatic Email notification from AMEX?**
   No, you will not receive a notification.
4. **I am the account approver. Can I print cardholder's monthly statements?**
   No, you only have access to the cardholder's activity but not to their statements.
5. **I am the account approver. How do I receive the monthly activity sheets for all cards under my approval?**
   Account approvers must complete an additional registration with American Express to view card activity of subordinate card members. For assistance with this additional registration process, please email Mrs. Barbara E. Regalia, senior buyer, Division of Procurement, at Barbara_Regalia@mcpsmd.org.
6. **Do I have to use the Excel spreadsheet as my transaction log?**
   No, you can just print your monthly statement and continue to use MCPS form 234-21 Card Member Transaction Log.
7. **What information needs to be included in the Excel spreadsheet to satisfy the audit requirements?**
   In the column headed 'Extended Details' add the reason for the purchase.
   In the column headed 'Comments' add Supplies/Services & identify Student or Other.
   For IAF purchases, add a new column and name it 'Account'. Type in the account used (O3, 05, etc.).
   Print your statement and attach the signed spreadsheet/log with receipts attached and send to the approving official.

Questions or Concerns…

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