USDA Fleet Charge Card Program Access® Online

Web-Based Training Instructions

US Bank's Web-Based Training (WBT) is available for fleet program coordinators (agency, regional/are, and local), as well as driver/operators. Lessons, user guides and the certification process are available through the US Bank Access® Online website at https://wbt.access.usbank.com/.

The USDA Charge Card Service Center (CCSC) has also worked with US Bank to develop a WBT lesson on the Departmental Regulation (DR) 5400-006 Use of the Fleet Charge Card and Alternative Payment Methods to ensure that fleet coordinators are familiar with the regulations and policies associated with using the new fleet charge card. In addition, fleet coordinators may use the WBT for drivers/operators to train them on the USDA regulations and policies associated with this DR.

Accessing the WBT

First Time Users

To access the WBT, go to the address above and register as a new account. (See Figure 1 below.)

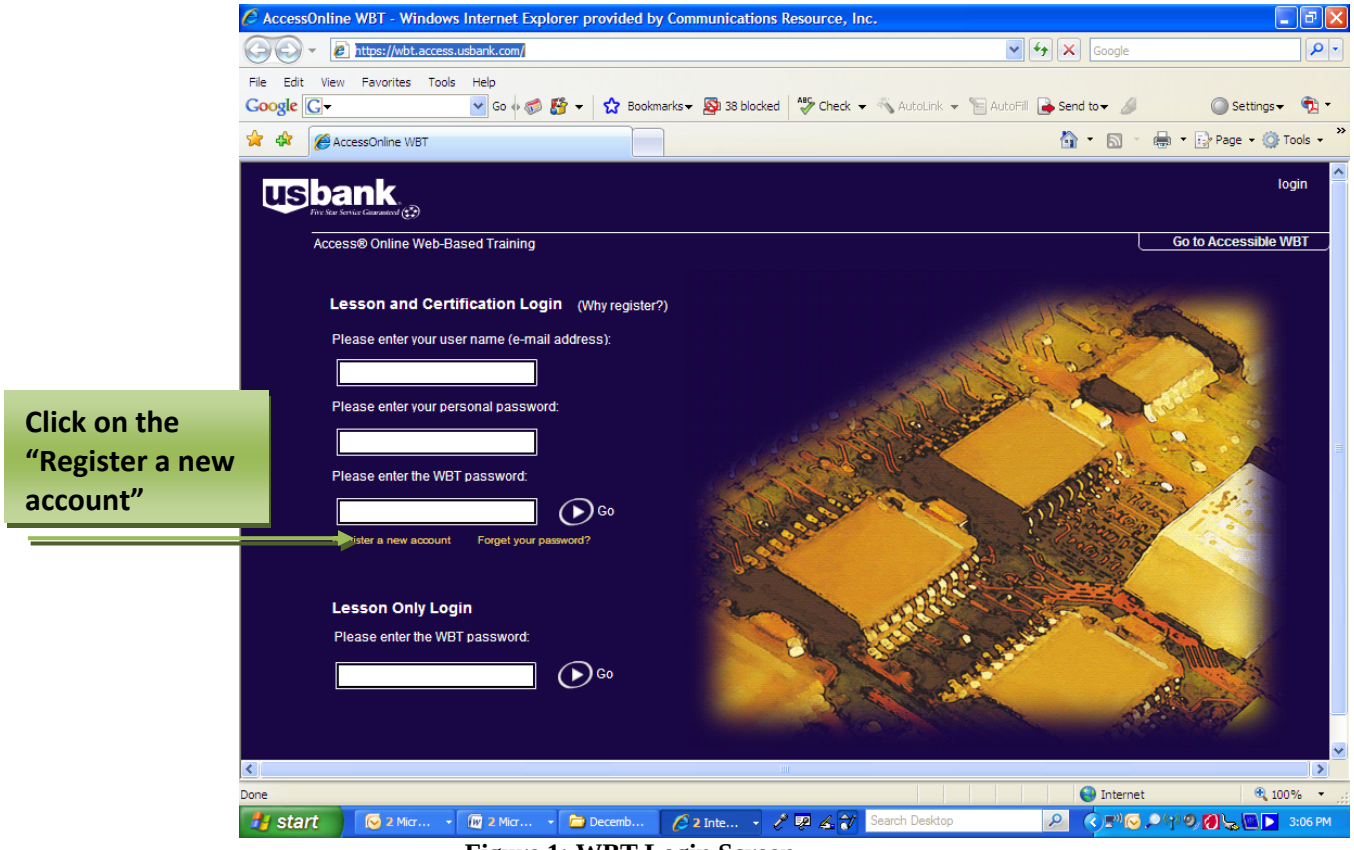

Figure 1: WBT Login Screen

On the Registration Screen, enter in your personal information. (See Figure 2 below.) Then enter in the following information according to your role:

- Organization Short Name: USDA *(Make sure there are no spaces or you will have a problem accessing the USDA modules.)*
- User Type depends on your role:
  - Fleet Coordinators: Government A/OPC
  - Driver/Operator: Government Cardholder

Note: US Bank uses the generic title of "cardholder" for all three business lines and all their customers to represent the person using the charge card.

Figure 2: Registration Screen

Returning Users

If you have already registered, you have to enter your password and the WBT password. (See Figure 3 below.) The WBT password is dependent on your role. Please request the latest password from your Agency Fleet Program Coordinator (AFPC) AFPC or Local Fleet Program Coordinator (LFPC).

Figure 3: Registered Users Login Page

Once you have entered into the site, select the option you want to use. (See Figure 4 below.)

1. Go to the lesson modules – takes you to the various lessons.
2. Go to the certification exam – takes you to the policy certification section.
3. Update personal information – allows you to update your information.

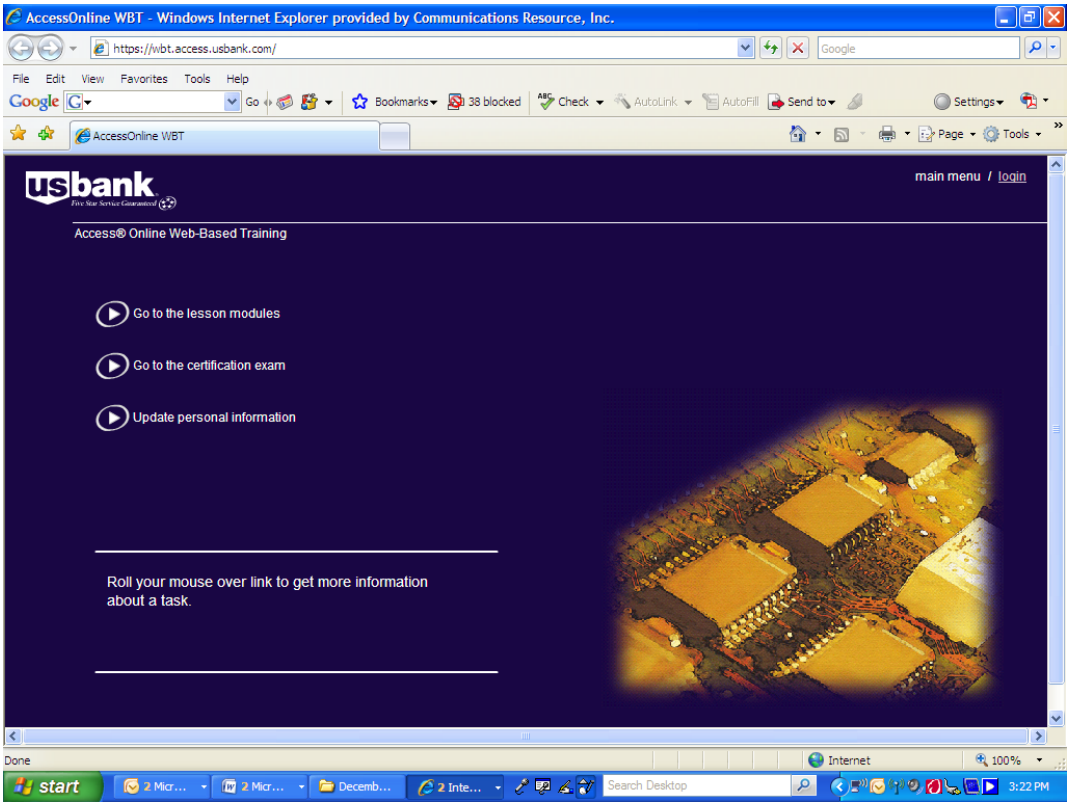

Figure 4: Options Menu

Fleet Modules

When you enter into the lessons section of the WBT, there are default boxes checked that apply to all three business lines and all US Bank customers. Remove all the checks and select the following depending on your role:

- *Fleet Coordinators (See Figure 5 below for all the modules that apply to fleet.)
  - Navigation Basics
  - Reporting
  - Managing and Card Account Lists
  - Transaction Management
  - My Personal Information'
  - Data Exchange
  - Scheduled Reports
  - Fleet Management
  - Fleet Charge Card Policy *(explicit to Fleet Coordinators)*
- Drivers/Operators
  - Fleet Charge Card Policy*(explicit to drivers/operators)*

**These lessons apply to all coordinator levels across the Department. You should check with your AFPC to see if all the lessons apply to your role.*

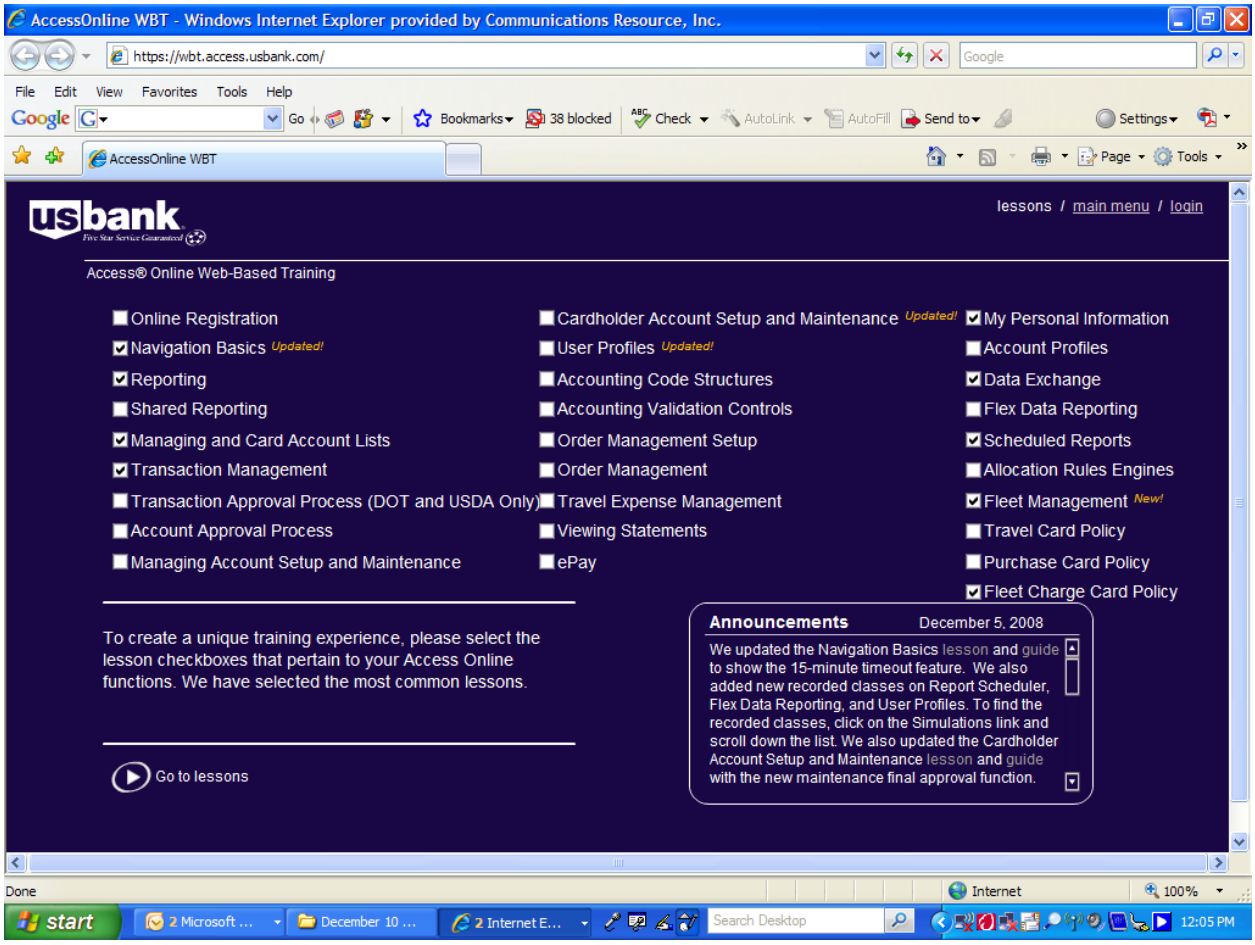

Figure 5: Lesson Modules for Fleet

Once you have selected the modules you wish to take, click on the "Go to lessons" link.

Once you are in the lesson modules, you can begin taking the lesson or you may access User Guides and Simulations. The Fleet Management Guide is specific to the fleet community; whereas, the other guides and simulations are generic across all three business lines: purchase, travel, and fleet. Figure 6 below illustrates the links for the user guides, simulations, and instructions on using the WBT.

Figure 6: Main WBT Page

Certification Process

To access the certification exam on the DR 5400-006 Use of the Fleet Charge Card and Alternative Payment Methods, select the "Go to certification exam" option from the main menu once you login. (See Figure 4 above.) Go through the exam questions and once you pass the certification exam, print/save your certificate and send it to your fleet coordinator. (Please follow your agency's procedures for sending your certificate to your fleet coordinator.)