

HELPFUL HINTS TUTORIAL **WEB-BASED C.A.R.E TRAINING SITE**

CARDHOLDERS

Go to website: <https://wbt.care.usbank.com>

You will need to type in the USERID and PASSWORD at the prompt. Contact GPC Team Member for this information.

Click on the CARDHOLDER link (button).

On the next screen, click on: CARDHOLDER GOVERNMENT link (button).

On the next screen, click on the Lessons link (button). Then on the next screen click on the T.M. (Transaction Management) link (button).

At the bottom left of the next screen, under the title: The Manual, click on the box: View Section. This will take some time to load.

Chapter 2- TRANSACTION MANAGEMENT. (You may find it helpful to print these pages for future reference.) The following sections are very important:

1. Selecting a Cardholder Account and Transaction
2. Approving a Cardholder Transaction
3. Approving a Cardholder Cycle Activity

After review and completion of the above section, exit out of this section. Then click on the “BACK” button at the top left corner of your screen.

Click on the CARDHOLDER link (button).

On the next screen, click on: CARDHOLDER GOVERNMENT link (button).

On the next screen, click on the Lessons link (button). Then on the next screen click on the ADMIN. Link (button).

This link provides information on **passwords, changing passwords**, etc. It is suggested that this section be printed and kept for future reference.

