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**Introduction**

User Preferences is an option at the eVA Portal that allows eVA buyers to change important data affecting their eVA-wide login account.

From the Preferences link, you can:

- Change your email address
- Change your phone or fax number
- Change your password
- Manage your PCard information

This User Guide will show you how.
**Accessing User Preferences**

Follow the steps below to access User Preferences:

1. Navigate to [http://www.eva.state.va.us](http://www.eva.state.va.us).
2. Log in with your User name and Password.

The eVA Portal screen will display:

3. Select the **Preferences** link from the top menu of the eVA Portal. (Do not enter the eMail with **Shop Now**. The eMail has a different **Preferences** option.)

The Change Your User Preferences screen will show your options.
Change Your User Information

At the Change Your User Information screen, you can change the basic information that eVA uses to communicate with you.

- Email
- Phone Number
- ADVANTAGE Fax Number
- ADVANTAGE Room Number (not used in eVA)
- VBO Fax Number
- VBO Room Number (not used in eVA)

ADVANTAGE information is only available to you if you have the eProcurement applications assigned to you. Similarly, VBO information is displayed only for VBO users.

To change any field, enter the information you want to change and select the Submit button.

After the change is processed, you will see a confirmation page. Select OK to return to the eVA Portal.

Most information is updated immediately, but some application data (e.g., Ariba information) is updated overnight to be available the next business day.
Change Your Password

To change your password, follow these steps:

1. Select the Change Your Password link.

2. Enter your Current Password that you used to log in for this session. (To keep your password secure, all entries will display only as asterisks.)

3. Enter the New Password that you would like to replace your current password. It must be 4 to 8 characters, and should include a combination of numbers, symbols, and uppercase or lowercase letters. The new password cannot be the same as your current password.

4. Re-type the password into the New Password (confirm) field to make sure that you typed it correctly.

5. Select Submit.

You will return to the eVA Portal. The next time you log in to eVA, use your new password.

You are encouraged to use a password with a combination of numbers, symbols, and letters (both upper and lowercase).
Manage PCard Information
Select the Manage PCard Information link to do the following:

- Create a new PCard
- Extend an existing PCard
- Add users to an existing PCard
- Change your PCard Alias

PCard List
The PCard List will show all PCards associated with your User Name and that you are therefore authorized to use.

PCard numbers are never displayed onscreen; they display an owner-defined alias instead. (PCards added before August 2004 used the Username plus the last few digits of the PCard Number to make the PCard Alias. PCard Owners can change the PCard Alias at any time.)

Cards are sorted alphabetically by their alias.

Creating a New PCard
To add a new PCard to the list, select the Create New PCard button as shown below:

The PCard Details screen will open for you to enter a new PCard.
USER PREFERENCES
MANAGE PCard INFORMATION

PCard Details

Enter details for your PCard. Create a unique alias to identify your PCard so that it can be selected on the Purchase Request. If the expiration date on the PCard is only identified by month and year, use the last day of the month. Asterisk (*) indicates required field.

PCard Information

Field Comment
PCard Number Numeric. Cannot be more than 16 digits; no spaces or hyphens
PCard Number (confirm) Your PCard number again, to ensure a typing error was not made.
PCard Alias Enter a description for your PCard as you would like it to display on an eMall requisition (instead of the actual PCard number). Do not enter more than 50 characters. Enter only letters, numbers, hyphens (-), or underscores (_). Do not use spaces.
PCard Holder Name Enter the cardholder's name as it appears on the card
Personal Liability If the cardholder is personally liable for charges, select Yes.
PCard Type Select Purchase Card
Expiration Date Enter the expiration date as it appears on the card. Use the format mm/dd/yyyy. If the card only reflects the month and year, enter the last day of the month.

Select Submit. You will receive a confirmation that the PCard was created:

PCard Created

PCard ztest5623 has been created and will be available after the next scheduled data load.

Select OK to return to the PCard List. You are automatically associated with the new PCard, so it will now appear on the PCard List.

If you decide not to create a new PCard, select Cancel from the PCard Details screen to return to the PCard List.

When a PCard is added, it is available for use in the eMall on the following day.
**Updating an Existing PCard**

Only the buyer who created the PCard can edit the PCard information.

To update a PCard, select the card from the PCard List by selecting the PCard Alias of the card you want to update. (The original PCard number entered does not display.)

The PCard Details screen displays the information that has been previously entered for the PCard you have selected.

At the PCard Details screen, you can edit any of the displayed fields. All are required. (The PCard number is not displayed and cannot be edited.)
<table>
<thead>
<tr>
<th>Field</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCard Alias</td>
<td>The alias for your PCard that will display on the eMail requisition instead of the actual PCard number. Cannot be more than 50 characters. Can only contain letters, numbers, hyphens (-), or underscores (_). Cannot contain spaces.</td>
</tr>
<tr>
<td>PCard Holder Name</td>
<td>The cardholder’s name as it appears on the card</td>
</tr>
<tr>
<td>Personal Liability</td>
<td>If necessary, change the selected choice.</td>
</tr>
<tr>
<td>PCard Type</td>
<td>Do not edit; leave as Purchase Card</td>
</tr>
<tr>
<td>Expiration Date</td>
<td>Enter the expiration date as it appears on the card. Use the format mm/dd/yyyy. If the card only shows the month and year, enter the last day of the month.</td>
</tr>
</tbody>
</table>

When you are finished, select **Submit** to update the PCard. To exit this step without saving your changes, select **Cancel**, which returns you to the PCard List.

Once submitted, you will receive confirmation that the PCard was updated. The PCard will be available for selection in the eMail on the **following day**. Select **OK** from the confirmation to return to the PCard List.

You can also associate users with the PCard using the New PCard Users section of the PCard Details screen. See the next section **Associating Users with an Existing PCard**.
**Associating Users with an Existing PCard**

To allow another user to use a PCard that you created, select the PCard from the PCard List:

### PCard Details

Enter details for your PCard. Create a unique alias to identify your PCard so that it can be selected on the Purchase Request. If the Expiration Date on the PCard is only identified by month and year, use the last day of the month. You can allow other users access to your PCard on their Purchase Requests by adding them as PCard Users. Asterisk (*) indicates required field.

#### PCard Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>* PCard Alias</td>
<td>EBellamyAmoco</td>
</tr>
<tr>
<td>* PCard Holder Name</td>
<td>Bob Bellamy</td>
</tr>
<tr>
<td>* Personal Liability</td>
<td>No</td>
</tr>
<tr>
<td>* PCard Type</td>
<td>Purchase Card</td>
</tr>
<tr>
<td>* Expiration Date</td>
<td>12/31/2004 (MM/DD/YYYY)</td>
</tr>
</tbody>
</table>

#### Existing PCard Users

<table>
<thead>
<tr>
<th>Delete</th>
<th>Username</th>
<th>First Name</th>
<th>Last Name</th>
<th>Email</th>
<th>Organizational Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Timely</td>
<td>Tyler</td>
<td>Allbritton</td>
<td><a href="mailto:allbritton007@gmail.com">allbritton007@gmail.com</a></td>
<td>A555VDOT</td>
</tr>
</tbody>
</table>

#### New PCard Users

Enter the new card user’s User Name into the New PCard Users field. You can enter several user names, each separated by commas and no spaces. (E.g., asmith,tjones2,eroberts.)

If you are unsure of the user names, select **Search** to conduct a PCard User Search.

### PCard User Search

Enter search criteria. Use % for wildcards.

#### Search Criteria

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Username</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>Organization Unit</td>
<td></td>
</tr>
</tbody>
</table>

Enter the **Username**, **First Name**, **Last Name** and/or **Organization Unit** of the new card user. You can use any combination of the fields.

You can also use the % (percent) as a wildcard. For example, to find all users with a last name of *Smith* and a first name starting with *T*, type *T%* as First Name and *Smith* as Last Name.

Select **Search** to see a list of the matching users.
Select the new card users by checking the **Select** boxes next to their user names.

Use the **Select** button to return to the PCard Details with the selected user names, or select **Cancel** to return without any names.

At the PCard Details screen, select **Submit** to complete the update with the newly associated users, or select **Cancel** to abandon any changes and return to the PCard List.

You will receive a confirmation that your PCard was updated. Select **OK** at the PCard Updated screen to return to the PCard List.

**Viewing PCard Information**

If another user associated you with one of their PCards, you can still view the PCard information.

From the PCard List, select the PCard Alias of the card you want to view. You will see the PCard Details for the PCard, but you cannot edit any of the fields.

To return to the PCard List, select **Cancel**.
Removing a User from Your PCard

You can remove a user from a PCard that you entered to prevent them from using the PCard in eVA.

From the PCard List, select the PCard Alias of the card with the user to be removed.

Select the Delete checkbox next to the User Name to be removed from the PCard.

Select Submit to complete the deletion. You will receive a confirmation that the user has been removed from the PCard. Select OK from the confirmation to return to the PCard List.

If you decide not to remove the associated user, select Cancel to return to the PCard List.

You cannot disassociate yourself from a PCard you created. You can only delete the PCard.

Deleting an Existing PCard

The buyer that created a PCard can delete the PCard.

All users associated with a PCard must be removed before a PCard can be deleted. NOTIFY the users that the PCard is no longer available for use.

To delete an existing PCard:
1. View the PCard Details for the PCard. Verify that there are no other PCard Users.
2. From the PCard List, select the Delete checkbox for the PCard to be deleted.
3. Select Delete. You will receive a confirmation screen.
4. To confirm the deletion of the selected PCard, select Submit. A final confirmation tells you the PCard has been deleted.
5. Select **OK** from the confirmation to return to the PCard List.
If you decide not to delete the PCard, select **Cancel** to return to the PCard List.
If you incorrectly check a Delete box, you can deselect the box individually or select **Clear Selection** to uncheck all boxes.

**Deleting PCards When the Creator is Unavailable**
If the PCard creator is not available to delete a PCard, the System Administrator must act as the PCard Creator to carry out the deletion.
The System Administrator should use User Management to change the PCard creator’s password, then log in as the user to carry out the user’s tasks.
The System Administrator must be sure to remove any other users on the PCard to be deleted and to notify them that the PCard is no longer available for use.

**PCard Constraints and Encryption Logic**
**PCard Aliases Must Be Unique**
PCard Numbers must be unique, since each record represents an actual PCard. The PCard Alias must also be unique so that users can select the right card from a list.
If you attempt to create a PCard using a number or alias that is already active in eVA, you will receive an error.

**PCard Encryption and Security**
PCard numbers are not directly stored on eVA databases.
All numbers are encrypted internally, but vendors receive the correct number on an electronic order.

> **Certain vendors, such as Dell Computer, may require that you call in your CID number from the back of the PCard.**