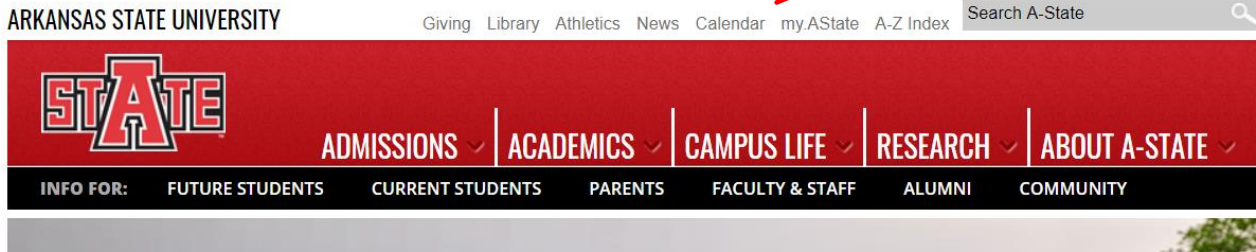
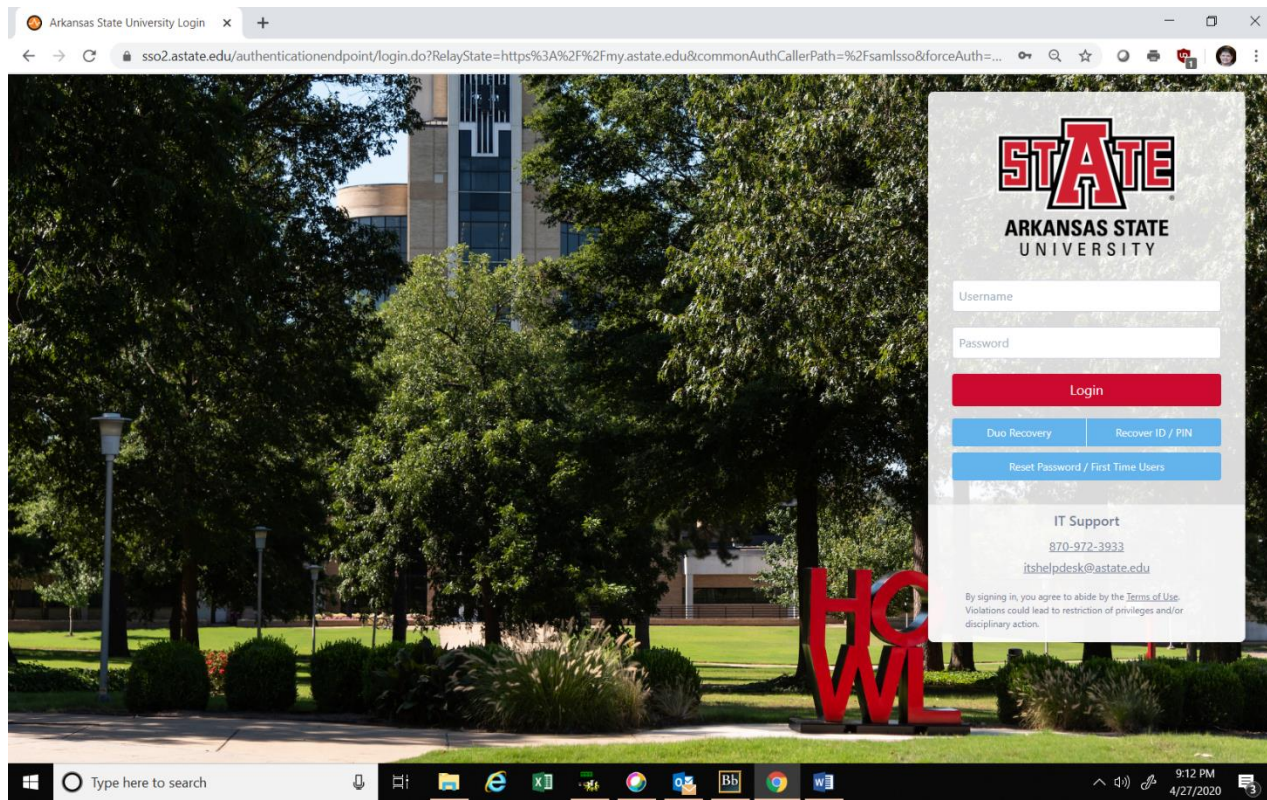


## eAccounts Website Instructions

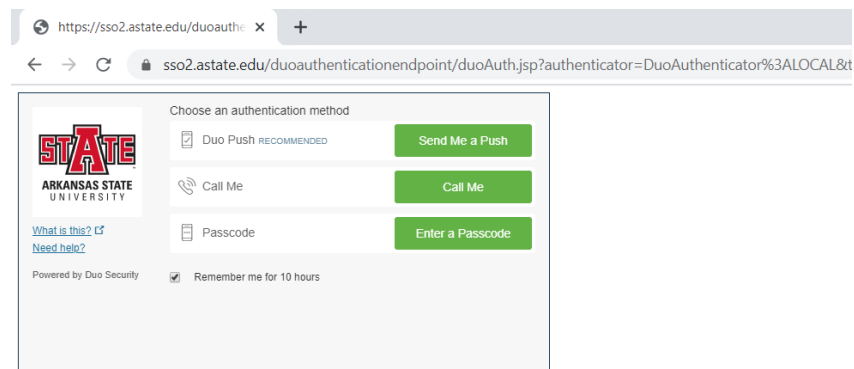
Go to [www.astate.edu](http://www.astate.edu), click on my AState



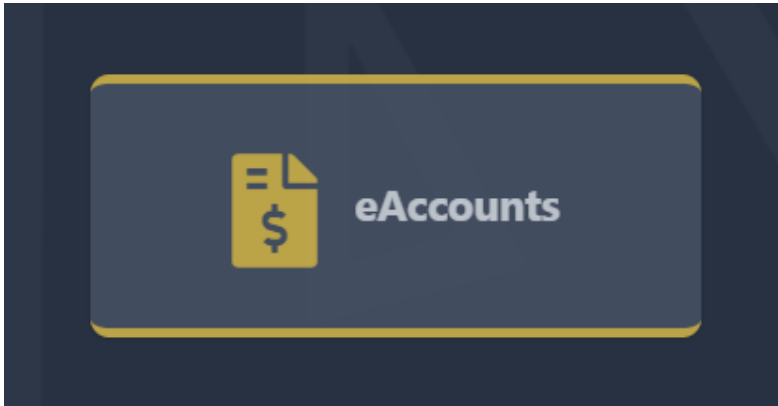
Login using your AState username and password (do not use your full email address, use only your username).



Choose how you would like to receive your push notification from DUO



Once logged into my AState, scroll down till you find the eAccounts Icon. Click on the icon.



The first time you go to eAccounts, you will need to register. You will only be required to register this one time. **Make sure to enter a 7 in front of your id number.**

A screenshot of the eAccounts website showing the registration form. The page has a red header with the "STATE" logo, "eAccounts", and "slee@astate.edu | Sign Off". Below the header is a navigation bar with "Accounts" and "Profile". Underneath, there are links for "Personal Information", "Transaction System Registration", and "Saved Payment Methods". The main content area is titled "Transaction System Customer Registration" with the instruction "Enter your Transaction System Customer information to link your accounts." Below this is a form with two fields: "Registration Status" and "Customer Number". The "Customer Number" field has a red arrow pointing to it with the text "(Enter '7' then your Campus ID number, ex 710101010)". A "Register" button is at the bottom right of the form.

After clicking on the Register button, you will see a confirmation that you are registered.

A screenshot of the eAccounts website showing the confirmation page. The page has the same red header and navigation bar as the previous screenshot. A green banner at the top of the main content area says "You have successfully linked your transaction system customer information to your account." Below this is the "Transaction System Customer Registration" form. The "Registration Status" field now shows "Registered". The "Customer Number" field is still present with the same instruction. A "Register" button is at the bottom right of the form.

Once registered, everytime you login thereafter, you will see the following screen. The accounts that you see on the left side will be the accounts that you have activated.

## Accounts Tab

Under the Accounts Tab, the following features are available:

- Account Summary of A State Express \$, Express Dollars – Book Money, Flex Dollars and Meal Plans.
- Account Transactions
- Board Transactions
- Account Statements

## Account Summary

The balance of A State Express \$, Express Dollars – Book Money, Flex Dollars and Meal Plans can be seen on the left side of the screen.

By clicking on the name of the account, a new window will appear showing the most recent transactions.

Date/Time	Location	Transaction Type	Amount
12/18/2012 12:42 PM	Card Office FINANC074248-W7	Credit	5.00 USD
12/17/2012 10:08 AM	Follett Follett 1	Debit	(1.76) USD
12/14/2012 2:41 PM	Card Office FINANC074248-W7	Credit	5.00 USD

Week	Month	SemQtr	Year	Guest	Extra
00	00	00	2	00	0

Date/Time	Location	Tran Type	Meal Type	Use Type	Cash Equiv Used	Count Used
No records found						

# Account Transactions

To obtain a report of transactions on your card, click on the Account Transactions link and the following window will appear.

The screenshot shows the 'Account Transaction Report' search form in the eAccounts system. The form is titled 'Account Transaction Report' and includes the instruction 'Search transactions by account, type, period, amount and/or location.' The form contains several input fields: 'Account' (dropdown menu with '<All>' selected), 'Card Number' (dropdown menu with '<All>' selected), 'Transaction Type' (dropdown menu with '<All>' selected), 'Transaction Period' (date range from 12/3/2012 12:00 AM to 1/4/2013 12:00 AM), 'Amount Range' (two empty input fields separated by 'to'), and 'Location' (empty text input field). A 'Search' button is located at the bottom right of the form.

Enter the appropriate information for your search and click on the Search button.

The screenshot shows the 'Account Transaction Report' search form with sample data entered. The 'Account' dropdown is set to 'A State Express \$', 'Card Number' is '<All>', 'Transaction Type' is '<All>', 'Transaction Period' is from 10/1/2012 12:00 AM to 1/4/2013 12:00 AM, 'Amount Range' is empty, and 'Location' is empty. A 'Search' button is located at the bottom right of the form.

The results will be shown in a new window as shown below.

**Account Transaction Report**

[Back to search filters](#)

**Account Transactions Found**

Date/Time	Account Name	Location	Transaction Type	Amount
12/18/2012 12:42 PM	A State Express \$	Card Office FINANC074248-W7	Credit	5.00 USD
12/17/2012 10:08 AM	A State Express \$	Follett Follett1	Debit	(1.76) USD
12/14/2012 2:41 PM	A State Express \$	Card Office FINANC074248-W7	Credit	5.00 USD
12/1/2012 4:11 PM	A State Express \$	Stand 4 - Football Stand 4 - Football 3078	Debit	(3.25) USD
11/29/2012 2:22 PM	A State Express \$	Card Office FINANC074248-W7	Credit	5.00 USD
11/19/2012 3:13 PM	A State Express \$	Follett Follett13	Debit	(2.27) USD
11/14/2012 1:11 PM	A State Express \$	Zaxby's Zaxby's	Debit	(8.01) USD
11/14/2012 12:42 PM	A State Express \$	Card Office FINANC074248-W7	Credit	5.00 USD
11/6/2012 9:06 AM	A State Express \$	Follett Follett1	Debit	(0.82) USD
10/31/2012 9:11 AM	A State Express \$	Card Office FINANC074248-W7	Credit	5.00 USD
10/30/2012 4:12 PM	A State Express \$	IT Store IT Store	Credit	0.01 USD
10/30/2012 4:11 PM	A State Express \$	IT Store IT Store	Debit	(0.01) USD
10/30/2012 3:32 PM	A State Express \$	Off Campus Merchant IT Store	Credit	0.04 USD
10/30/2012 3:27 PM	A State Express \$	IT Store IT Store	Debit	(0.04) USD
10/30/2012 3:25 PM	A State Express \$	IT Store IT Store	Credit	0.04 USD

Page 1 of 4, items 1 to 15 of 54.

## Board Transactions

A list of transactions for a board plan may be obtained by clicking on the Board Transactions link. Enter the appropriate information for your search and click on the Search button.

**Board Transaction Report**

Search transactions by plan, use, meal type, transaction type, period and/or location.

**Board Plan**  
15 for \$60

**Board Use Type**  
<All>

**Board Meal Type**  
<All>

**Transaction Type**  
<All>

**Transaction Period**  
7/1/2012 12:00 AM thru 1/4/2013 12:00 AM

**Location**

Search

The results will be shown in a new window as shown below.

**Board Transaction Report**

[Back to search filters](#)

**Board Transactions Found**

Date/Time	Board Plan	Location	Tran Type	Meal Type	Use Type	Cash Equiv Used	Count Used
10/16/2012 9:29 AM	15 for \$60	Acansa Sodexo Sequoia 2	Regular	Standard	Board	-	1
10/15/2012 8:37 AM	15 for \$60	Acansa Sodexo Sequoia 1	Regular	Standard	Board	-	1
9/24/2012 11:51 AM	15 for \$60	Acansa Sodexo Sequoia 1	Regular	Standard	Board	-	1
9/24/2012 8:37 AM	15 for \$60	Acansa Sodexo Sequoia 1	Regular	Standard	Board	-	1
9/11/2012 11:13 AM	15 for \$60	Acansa Sodexo Sequoia 1	Regular	Standard	Board	-	1
9/10/2012 3:50 PM	15 for \$60	Acansa Sodexo Sequoia 2	Regular	Standard	Board	-	1
9/10/2012 3:47 PM	15 for \$60	Acansa Sodexo Sequoia 1	Regular	Standard	Board	-	1
9/7/2012 4:39 PM	15 for \$60	Acansa Sodexo Sequoia 1	Regular	Standard	Board	-	1
8/19/2012 2:20 PM	15 for \$60	Acansa Sodexo Sequoia 1	Regular	Standard	Board	-	1
8/19/2012 2:11 PM	15 for \$60	Acansa Sodexo Sequoia 2	Regular	Standard	Board	-	1
8/19/2012 1:53 PM	15 for \$60	Acansa Sodexo Sequoia 2	Regular	Standard	Board	-	1
8/15/2012 7:57 AM	15 for \$60	Acansa Acansa 2	Regular	Standard	Board	-	1
8/15/2012 7:56 AM	15 for \$60	Acansa Acansa 2	Regular	Standard	Board	-	1

## Account Statements

Monthly statements for the past 24 months can be obtained through the Account Statements link.

**Account Statements**

View transaction statements for your configured accounts. Statements are available for download in PDF.

Select an account  
A State Express \$

**Account Statements**

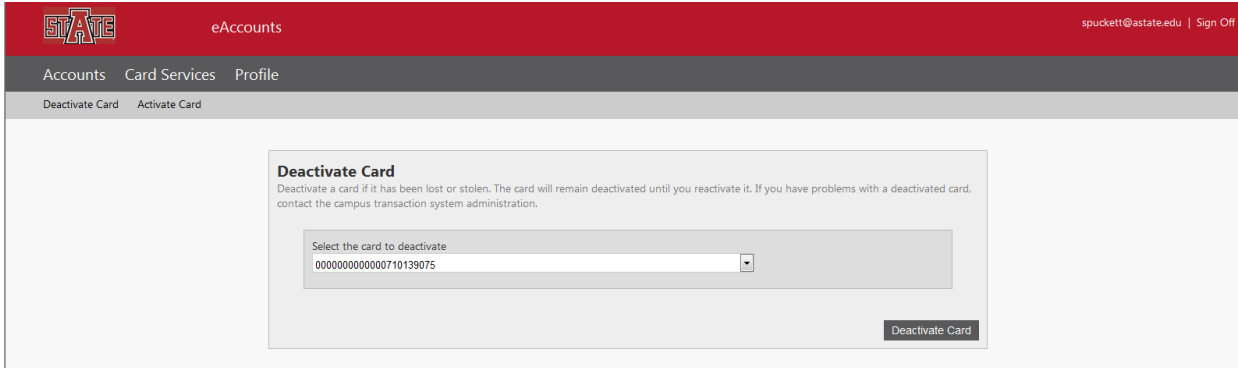
Start Date	Description	Download PDF
Saturday, December 01, 2012	<a href="#">Statement December, 2012</a>	<a href="#">Download December, 2012</a>
Thursday, November 01, 2012	<a href="#">Statement November, 2012</a>	<a href="#">Download November, 2012</a>
Monday, October 01, 2012	<a href="#">Statement October, 2012</a>	<a href="#">Download October, 2012</a>
Saturday, September 01, 2012	<a href="#">Statement September, 2012</a>	<a href="#">Download September, 2012</a>
Wednesday, August 01, 2012	<a href="#">Statement August, 2012</a>	<a href="#">Download August, 2012</a>
Sunday, July 01, 2012	<a href="#">Statement July, 2012</a>	<a href="#">Download July, 2012</a>
Friday, June 01, 2012	<a href="#">Statement June, 2012</a>	<a href="#">Download June, 2012</a>
Tuesday, May 01, 2012	<a href="#">Statement May, 2012</a>	<a href="#">Download May, 2012</a>
Sunday, April 01, 2012	<a href="#">Statement April, 2012</a>	<a href="#">Download April, 2012</a>
Thursday, March 01, 2012	<a href="#">Statement March, 2012</a>	<a href="#">Download March, 2012</a>
Wednesday, February 01, 2012	<a href="#">Statement February, 2012</a>	<a href="#">Download February, 2012</a>
Sunday, January 01, 2012	<a href="#">Statement January, 2012</a>	<a href="#">Download January, 2012</a>
Thursday, December 01, 2011	<a href="#">Statement December, 2011</a>	<a href="#">Download December, 2011</a>
Tuesday, November 01, 2011	<a href="#">Statement November, 2011</a>	<a href="#">Download November, 2011</a>
Saturday, October 01, 2011	<a href="#">Statement October, 2011</a>	<a href="#">Download October, 2011</a>
Thursday, September 01, 2011	<a href="#">Statement September, 2011</a>	<a href="#">Download September, 2011</a>
Monday, August 01, 2011	<a href="#">Statement August, 2011</a>	<a href="#">Download August, 2011</a>
Friday, July 01, 2011	<a href="#">Statement July, 2011</a>	<a href="#">Download July, 2011</a>
Wednesday, June 01, 2011	<a href="#">Statement June, 2011</a>	<a href="#">Download June, 2011</a>
Sunday, May 01, 2011	<a href="#">Statement May, 2011</a>	<a href="#">Download May, 2011</a>
Friday, April 01, 2011	<a href="#">Statement April, 2011</a>	<a href="#">Download April, 2011</a>

## Card Services

Under the Card Services tab, you can deactivate and activate a card if it is lost or stolen.

### Deactivate Card

Choose the card that you would like to deactivate and click on the Deactivate Card button.  
An email will be sent to you upon deactivating a card.



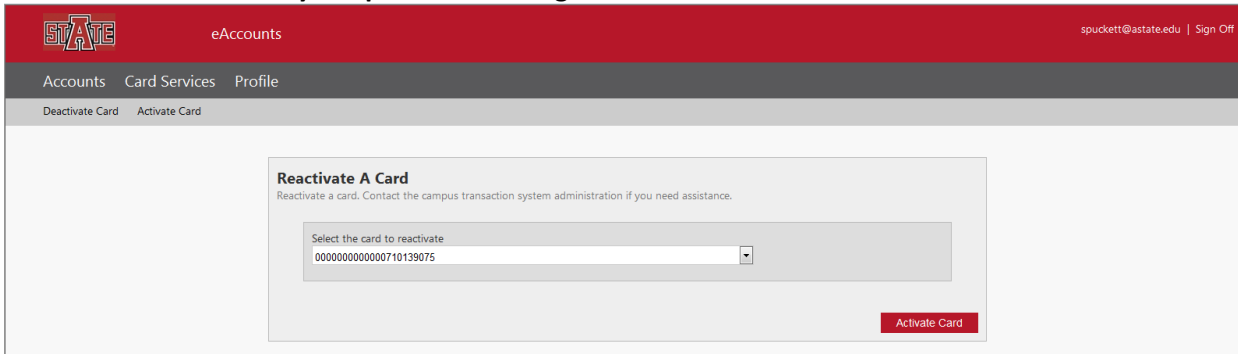
The screenshot shows the 'Deactivate Card' page in the eAccounts system. The header includes the STATE logo, 'eAccounts', and the user email 'spuckett@astate.edu | Sign Off'. The navigation menu has 'Accounts', 'Card Services', and 'Profile'. Below the menu, there are links for 'Deactivate Card' and 'Activate Card'. The main content area is titled 'Deactivate Card' and contains the following text: 'Deactivate a card if it has been lost or stolen. The card will remain deactivated until you reactivate it. If you have problems with a deactivated card, contact the campus transaction system administration.' Below this text is a dropdown menu labeled 'Select the card to deactivate' with the card number '000000000000710139075' selected. A 'Deactivate Card' button is located at the bottom right of the form.

### Reactivate Card

Choose the card that you would like to reactivate and click on the Activate Card button.  
An email will be sent to you upon reactivating a card.

### Deactivate Card

Choose the card that you would like to deactivate and click on the Deactivate Card button.  
An email will be sent to you upon deactivating a card.



The screenshot shows the 'Reactivate A Card' page in the eAccounts system. The header includes the STATE logo, 'eAccounts', and the user email 'spuckett@astate.edu | Sign Off'. The navigation menu has 'Accounts', 'Card Services', and 'Profile'. Below the menu, there are links for 'Deactivate Card' and 'Activate Card'. The main content area is titled 'Reactivate A Card' and contains the following text: 'Reactivate a card. Contact the campus transaction system administration if you need assistance.' Below this text is a dropdown menu labeled 'Select the card to reactivate' with the card number '000000000000710139075' selected. An 'Activate Card' button is located at the bottom right of the form.

## ***Profile***

Under the Profile tab, the following features are available.

- Personal Information
- Alert Preferences
- Transaction System Registration
- Saved Payment Methods

### **Personal Information**

Any personal information can be updated within this area.  
Photos may be submitted here through Online Photo Submission

### **Alert Preferences**

Edit your email alert preferences for your account within this area.

### **Transaction System Registration**

Once registered, you will not need to make any changes to this area.

### **Saved Payment Methods**

When making deposits to your Astate Express \$, you can save the payment method so to not be required to reenter the information for future payments. These methods can be reviewed and deleted within this area.

**If you have any questions, feel free to contact the Campus Card Center at 870-972-2900 or email us at [access@astate.edu](mailto:access@astate.edu).**