

Exhibit 24—Online Training Summary

A summary of our online web-based training options is presented below. These samples are divided into Transaction Management, Reporting and System Administration.

Transaction Management

Our Transaction Management training is split among e-Learning Lessons, User Guides, Simulations, Recorded Classes and Quick References. A list of lessons available and a sample of each training menu are presented below.

e-Learning Lessons

Work with transactions ⓘ

Lessons

User guidesSimulationsQuick referencesRecorded classes

☐ Transaction Management
☐ Transaction Approval Process
☐ Account Approval Process
☐ Make Electronic Payments with ePay
☐ Accounting Code Structures
☐ Accounting Validation Controls
☐ Allocation Rules Engines
☐ Enhanced Supplier Information
☐ Managing and Card Account Lists
☐ Extracts
☐ Merchant Groups and Allocation
☐ Tax Tables for Canada
☐ Payment Analytics

User Guides

Work with transactions ⓘ

Lessons

User guides

SimulationsQuick referencesRecorded classes

☐ Account Approval Process
☐ Accounting Code Structures
☐ Accounting Validation Controls
☐ Allocation Rules Engines
☐ Client System Validation
☐ Enhanced Supplier Management
☐ Glossary
☐ Make Electronic Payments with ePay
☐ Managing and Card Account Lists
☐ Marking Transactions for Extract
☐ Merchant Groups and Allocation
☐ Payment Analytics
☐ Tax Management for the United States
☐ Tax Tables for Canada
☐ Transaction Approval Process
☐ Transaction Management
☐ Access Online Training Tool (PowerPoint)

Simulations

Work with transactions ⓘ

Lessons User guides Simulations Quick references Recorded classes

- ☐ Dispute a Transaction - Guided
- ☐ Dispute a Transaction - Hands-on
- ☐ Reallocate a Transaction - Guided
- ☐ Reallocate a Transaction - Hands-on
- ☐ Reallocate a Transaction (Canada) - Guided
- ☐ Reallocate a Transaction (Canada) - Hands-on
- ☐ Mass Reallocate Transactions - Guided
- ☐ Mass Reallocate Transactions - Hands-on
- ☐ View Transactions - Guided
- ☐ View Transactions (Canada) - Hands-on
- ☐ View Transactions - Hands-on
- ☐ Use an Alternate Accounting Code - Guided
- ☐ Use an Alternate Accounting Code - Hands-on
- ☐ Match in Transaction Management - Guided
- ☐ Match in Transaction Management - Hands-on
- ☐ Approve Your Statement - Guided
- ☐ Approve Your Statement - Hands-on

Recorded Classes

Work with transactions ⓘ

Lessons User guides Simulations Quick references Recorded classes

- ☐ Accounting Code Management-Commercial
- ☐ Transaction Management

Quick References

Work with transactions ⓘ

[Lessons](#)[User guides](#)[Simulations](#)[Quick references](#)[Recorded classes](#)

- ☐ Accounting Code Favorites
- ☐ Accounting Code Structure Creation
- ☐ Approve a Transaction
- ☐ Approve a Statement
- ☐ Attach a PDF to a Transaction
- ☐ Declined Transactions
- ☐ Dispute a Transaction
- ☐ Icons
- ☐ Mass Reallocate Transactions
- ☐ Match Multiple Orders
- ☐ Match in Order Management
- ☐ Match Payment Instructions
- ☐ Match Payment Requests
- ☐ Match in Transaction Management
- ☐ Merchant Allocation Rule Set Modification
- ☐ Multiple Attachments Request
- ☐ Reallocate to an Alternate Accounting Code
- ☐ Reallocate to a Valid Value
- ☐ Run a Transaction Detail Report
- ☐ Split Purchases in Payment Analytics
- ☐ Switch Products
- ☐ Transaction Reallocation Tips
- ☐ Valid Values List
- ☐ View Transactions
- ☐ View Transactions Since Last Cycle

Example of Virtual Instructor Led Sessions



Access Online: How do I manage transactions? (07/10/2019)

Wednesday, July 10, 2019 10:00:00 AM CDT - 11:00:00 AM CDT

Audience: Access Online Users, including A/OPC, AO/BO, CH (Air Force, Army, Coast Guard, Marines, Navy, and other GSA agencies)

Tags: [Access Online](#) [Agency Organization Program Coordinators](#)

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Access Online: How do I manage accounting codes? (07/10/2019)

Wednesday, July 10, 2019 1:00:00 PM CDT - 2:00:00 PM CDT

Audience: Access Online Users, including A/OPC (Air Force, Army, Coast Guard, Marines, Navy, and other GSA agencies)

Tags: [Access Online](#)

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Reporting Online and Virtual Resources

The Reporting Online and Virtual Resource too is broken out into e-Learning Lessons, User Guides, Simulations, Recorded Classes and Quick References. A list of lessons available and a sample of each training menu are presented below.

e-Learning Lessons

Create and run reports and statements ⓘ

Lessons

User guides

Simulations

Quick references

Recorded classes

☐ Standard Reports

☐ Scheduled Reports

☐ Flex Data Reports

☐ View Statements

☐ Data Exchange

☐ Extracts

☐ Reporting Dashboard

User Guides

Create and run reports and statements ⓘ

Lessons

User guides

Simulations

Quick references

Recorded classes

☐ Data Dictionary for Flex Data Reports

☐ Data Exchange

☐ Flex Data Reports

☐ Flex Data for Billing and Scheduled Reports

☐ Glossary

☐ Marking Transactions for Extract

☐ SecureClient

☐ Report Scheduler

☐ Standard Reports

☐ Standard Report Samples

☐ Reporting Dashboard

☐ Tracking Recovery Act Funds

☐ Access Online Training Tool (PowerPoint)

Simulations

Create and run reports and statements ⓘ

Lessons

User guides

Simulations

Quick references

Recorded classes

☐ Run a Report - Guided

☐ Run a Report - Hands-on

Recorded Classes

Create and run reports and statements ⓘ

Lessons User guides Simulations Quick references Recorded classes

- ☐ Data Exchange
- ☐ Flex Data Reporting
- ☐ Fraud Awareness
- ☐ Report Scheduler
- ☐ Standard Reports

Quick References

Create and run reports and statements ⓘ

Lessons User guides Simulations Quick references Recorded classes

- ☐ Add Multiple Hierarchy Positions
- ☐ Approve a Statement
- ☐ Filter a Report by Merchant
- ☐ Icons
- ☐ Protect Account Numbers
- ☐ Run a Flex Data Report
- ☐ Run a Report
- ☐ Run an Account List Report
- ☐ Run a 1099 Report
- ☐ Run a Managing Account Approval Status Report
- ☐ Run a Past Due Report
- ☐ Run a System User List Report
- ☐ Statements
- ☐ Run a Transaction Detail Report
- ☐ Schedule a Fraud Account Report

Example of Virtual Instructor Led Sessions



Access Online: How Do I Run and Schedule Reports? (07/11/2019)

Thursday, July 11, 2019 10:00:00 AM CDT - 11:00:00 AM CDT

Audience: Access Online Users, including A/OPC, AO/BO (Air Force, Army, Coast Guard, Marines, Navy, and other GSA agencies)

Tags: [Access Online](#) [Agency Organization Program Coordinators](#)

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System Administration

Our System Administration training offers e-Learning Lessons, User Guides, Simulations, Recorded Classes and Quick References. These trainings assist with both managing accounts and users, as well as configuring the system. A list of lessons available and a sample of each training menu are presented below.

e-Learning Lessons

Manage accounts and users ⓘ

- Lessons
- User guides
- Simulations
- Quick references
- Recorded classes

- ☐ Cardholder Account Setup
- ☐ Cardholder Account Maintenance
- ☐ Cardholder-initiated Account Setup
- ☐ User Profiles
- ☐ Account Approval Process
- ☐ Fleet Management
- ☐ Managing Account Setup
- ☐ Managing and Card Account Lists
- ☐ Online Registration
- ☐ Payment Analytics

Configure the system ⓘ

- Lessons
- User guides
- Simulations
- Quick references
- Recorded classes

- ☐ Accounting Code Structures
- ☐ Accounting Validation Controls
- ☐ Alerts and Notifications
- ☐ Allocation Rules Engines
- ☐ Data Exchange
- ☐ Enhanced Supplier Information
- ☐ Merchant Groups and Allocation
- ☐ Order Management Setup
- ☐ Payment Plus Setup
- ☐ Tax Tables for Canada
- ☐ Fleet Management
- ☐ Payment Analytics

User Guides

Manage accounts and users

Lessons

User guides

Simulations

Quick references

Recorded classes

- ☐ Account Approval Process
- ☐ Cardholder Account Setup and Maintenance
- ☐ Fleet Management
- ☐ Glossary
- ☐ Managing Account Setup and Maintenance
- ☐ Managing and Card Account Lists
- ☐ Online Registration
- ☐ Payment Analytics
- ☐ User Profiles
- ☐ Access Online Training Tool (PowerPoint)

Configure the system

Lessons

User guides

Simulations

Quick references

Recorded classes

- ☐ Accounting Code Structures
- ☐ Accounting Validation Controls
- ☐ Allocation Rules Engines
- ☐ Client System Validation
- ☐ Data Exchange
- ☐ Email Address Restrictions
- ☐ Alerts and Notifications
- ☐ Enhanced Supplier Management
- ☐ Fleet Management
- ☐ Glossary
- ☐ Merchant Groups and Allocation
- ☐ My Personal Information
- ☐ Order Management Setup
- ☐ Payment Analytics
- ☐ Payment Plus Setup
- ☐ Point of Contact
- ☐ SecureClient
- ☐ Tax Management for the United States
- ☐ Tax Tables for Canada
- ☐ Tracking Recovery Act Funds

Simulations

Manage accounts and users ⓘ

Lessons

User guides

Simulations

Quick references

Recorded classes

- ☐ Online Registration - Guided
- ☐ Online Registration - Hands-on
- ☐ Passwords - Guided
- ☐ Passwords - Hands-on
- ☐ Contact Information - Guided
- ☐ Contact Information - Hands-on
- ☐ Approve Your Statement - Guided
- ☐ Approve Your Statement - Hands-on
- ☐ View a Cardholder Account Profile - Guided
- ☐ View a Cardholder Account Profile - Hands-on

Quick References

Manage accounts and users ⓘ

Lessons

User guides

Simulations

Quick references

Recorded classes

- ☐ Add a Driver to a List
- ☐ Add an Account
- ☐ Add a Merchant Authorization Control
- ☐ Approve a Statement
- ☐ Cardholder-initiated Account Setup-CH
- ☐ Cardholder-initiated Account Setup-PA
- ☐ Cardholder-initiated Account Setup-MGR
- ☐ Change a Cardholder's Address
- ☐ Change Cardholder Hierarchy
- ☐ Change Credit Limit
- ☐ Change a Default Accounting Code
- ☐ Change a User's Processing Hierarchy Position
- ☐ Check the Current Balance
- ☐ Check the Expiration Date
- ☐ Check Submitted Requests
- ☐ Close and Reopen Accounts
- ☐ Create a Driver
- ☐ Email Alerts
- ☐ Email Center Export
- ☐ Icons
- ☐ Managing Account Setup
- ☐ Managing Account Statement Notification
- ☐ Merchant Authorization Control Scheduling
- ☐ Protect Account Numbers

- ☐ Run an Account List Report
- ☐ Run a System User List Report
- ☐ Schedule a Fraud Account Report
- ☐ Set Up a User Profile
- ☐ Split Purchases in Payment Analytics
- ☐ Switch Products
- ☐ Unlock a Cardholder Account
- ☐ Unlock a User ID
- ☐ View Blocked or Authorized MCCs

Configure the system ⓘ

Lessons User guides Simulations Quick references Recorded classes

- ☐ Accounting Code Structure Creation
- ☐ Hierarchy Name Setup
- ☐ Icons
- ☐ Merchant Allocation Rule Set Modification
- ☐ Split Purchases in Payment Analytics
- ☐ Valid Values Lists

Recorded Classes

Manage accounts and users ⓘ

Lessons User guides Simulations Quick references Recorded classes

- ☐ User Profiles

Configure the system ⓘ

Lessons User guides Simulations Quick references Recorded classes

- ☐ Accounting Code Management-Commercial
- ☐ Data Exchange

Example of Virtual Instructor Led Sessions



Access Online: What does the system offer and how do I get started? (07/08/2019)

Monday, July 8, 2019 10:00:00 AM CDT - 11:00:00 AM CDT

Audience: Access Online Users, including A/OPC, AO/BO, CH (Air Force, Army, Coast Guard, Marines, Navy, and other GSA agencies)

Tags: [Access Online](#)

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Access Online: What training is available and how do I and cardholders get certified? (07/08/2019)

Monday, July 8, 2019 1:00:00 PM CDT - 2:00:00 PM CDT

Audience: Access Online Users, including A/OPC, AO/BO, CH (Air Force, Army, Coast Guard, Marines, Navy, and other GSA agencies)

Tags: [Access Online](#)

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Access Online: How do I set up and maintain a user profile? (07/09/19)

Tuesday, July 9, 2019 10:00:00 AM CDT - 11:00:00 AM CDT

Audience: Access Online Users, including A/OPC (Air Force, Army, Coast Guard, Marines, Navy, and other GSA agencies)

Tags: [Access Online](#) [Agency Organization Program Coordinators](#)

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Access Online: How do I set up and maintain a card account? (07/09/2019)

Tuesday, July 9, 2019 1:00:00 PM CDT - 2:00:00 PM CDT

Audience: Access Online users

Tags: [Access Online](#) [Agency Organization Program Coordinators](#)

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