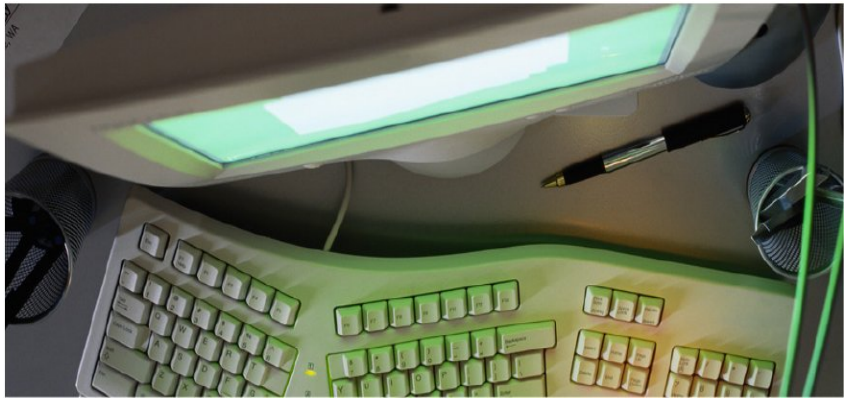
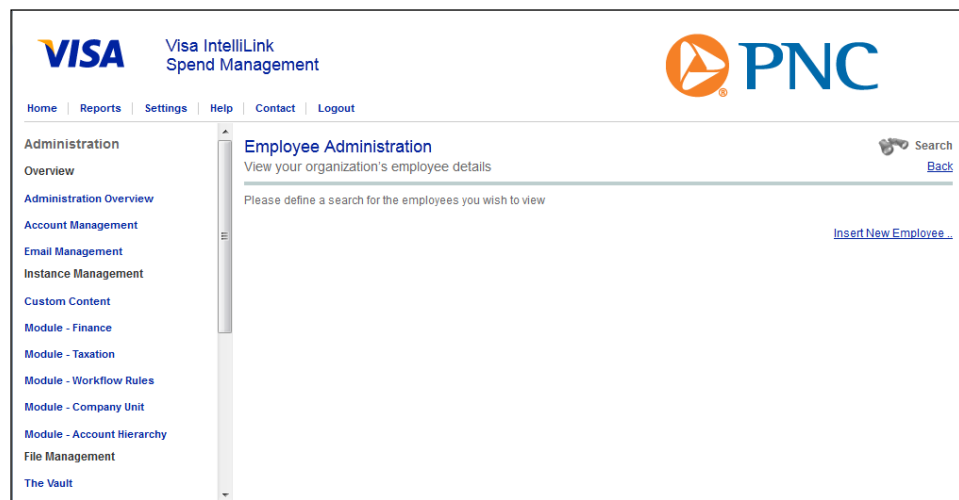


Visa IntelliLink Spend Management


Setting Up a New User [Reporting Cardholder]



- 1 Click Administration located in the left menu. The Administration Overview screen is shown.
- 2 Click the Employees button located in the Administration Overview screen. The Employee Search screen appears.
- 3 Close the Employee Search screen. The Employee Administration screen is shown.



- 4 Click the Insert New Employee link located to the right of the Employee Administration screen. The Insert Personal Details screen opens.
- 5 Enter the Employee ID, First Name, Last Name, and Email Address in the appropriate fields.
- 6 Click the Group and Role Membership drop-down shown on the right. The Group and Role Membership section opens.
- 7 Click the Report Group drop-down menu. The Report Group menu is shown.
- 8 Select the appropriate Report Group, typically "Individual Reports".
- 9 Click the User Details drop-down section shown on the bottom right. The User Details section is shown.

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- 10 Create a unique Username for the employee. Typically, the email address for the employee is used as a unique Username.
 - 11 Click Save. The employee record is saved.
 - 12 Click Account Management located in the left menu. The Account Search screen appears.
 - 13 Search for the card account that you would like to assign to the employee user you just created. Be sure to select "Account Listing" at the bottom left.
 - 14 Click the stick figure icon located next to the card account you would like to map. The Employee Search screen opens.
 - 15 Search for the employee that was created.
 - 16 Click the stick figure icon next to the employee record to map the card account to the employee user.
 - 17 The new user will receive two emails, shown below, within a few hours. The first email provides the user ID:

Welcome to Visa IntelliLink Spend Management

You have been successfully setup as a new user on Visa IntelliLink Spend Management.

Please find below the username you can use to access this service.

Username: **newuserpnc**

Please click [here](#) to sign into Visa IntelliLink Spend Management

The second email provides the password which is randomly generated by IntelliLink:

Welcome to Visa IntelliLink Spend Management

You have been successfully setup as a new user on Visa IntelliLink Spend Management.

Please find below the password you can use to access this service.

Password: **3LHS12#jl**

Please click [here](#) to sign into Visa IntelliLink Spend Management



For further assistance, refer to your Contact Matrix.