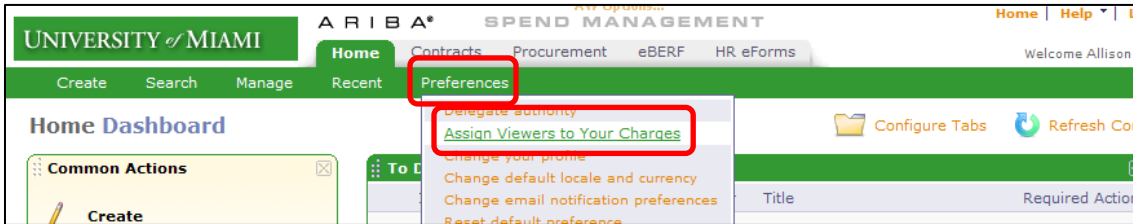


How to Assign a Travel Card Charge Viewer

1. Log into UMeNET with your caneID and myUM password.

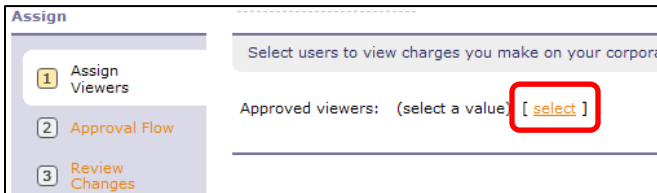


2. Select Preferences, and then select Assign Viewers to Your Charges.



Note: If this link doesn't appear, then your first Travel Card charge has not loaded into UMeNET yet.

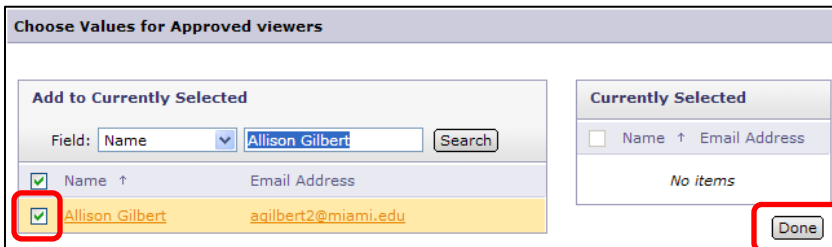
3. Click the Select link.



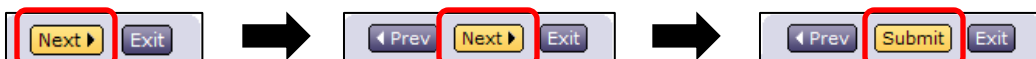
4. Enter the name of the person who will complete eBERFs for you. Then select the Search button.



5. Check the box to the left of the name of the correct person. Then click Done.



6. Select Next, Next, and finally Submit.



No Approval is needed for the assignment of a charge viewer. The viewer now has access to your current and future charges.