

How to login to your Procurement Card account after conversion of the Pcard

All of the MasterCard Pcards were converted on March 2nd. With the conversion, there is a change on how you will login to the SAM 3.0 system to reconcile your pcard accounts for both the Travel & Entertainment card and the Purchasing card. Your user id will change from the last 8 digits of your card to a user id that you create. The following step by step process will walk you through the setup of your new user id that will link your MasterCard Pcard to your American Express Pcard with one user id.

1. Go to www.samaccess.com
2. Database is csuf (all lowercase)
3. User id is the last 8 digits of your card
4. Password is your current set password (this is not changed with conversion)
5. Click the login button
6. You will see the below window

Our records indicate that an American Express card ending in 921003 has been issued for your account.

Please update your User ID for future logins.

MasterCard Account #:

New User ID:

Confirm New User ID:

Email Address:

© Copyright 1994-2009 American Express Travel Related Services Company, Inc. SAM 3.1.0

7. Enter the full MasterCard account number
8. Enter the user id you would like to use (we suggest your campus login id with TE or P on the end, for example: ttitanTE or ttitanP)
9. Reenter your new user id to confirm it
10. Enter your email address (for example ttitan@fullerton.edu)
11. See sample below

Our records indicate that an American Express card ending in 921003 has been issued for your account.

Please update your User ID for future logins.

MasterCard Account #:

New User ID:

Confirm New User ID:

Email Address:

© Copyright 1994-2009 American Express Travel Related Services Company, Inc. SAM 3.1.0

- 12. Click the submit button
- 13. You will receive the following confirmation window



- 14. Click the OK button
- 15. You will then be taken to the SAM Welcome/Home page

You will also receive an email confirming your creation of the new user id. Please make a note of the new user id as you will need to use it when accessing the specific Pcard account in the future. If you have any questions or need any assistance with this process, please email pcard@fullerton.edu.