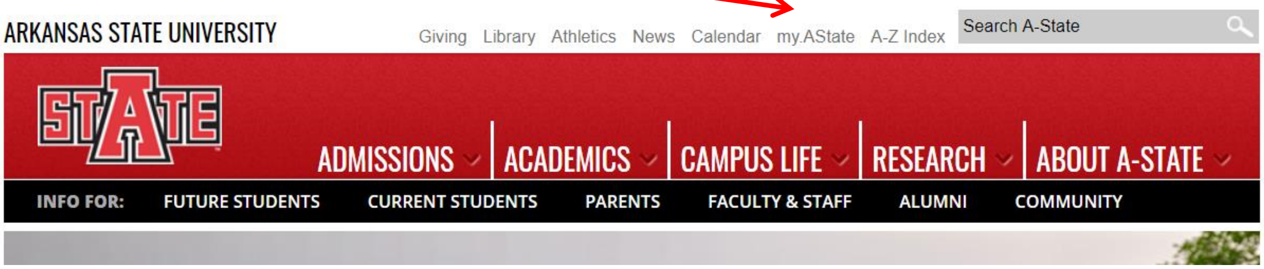
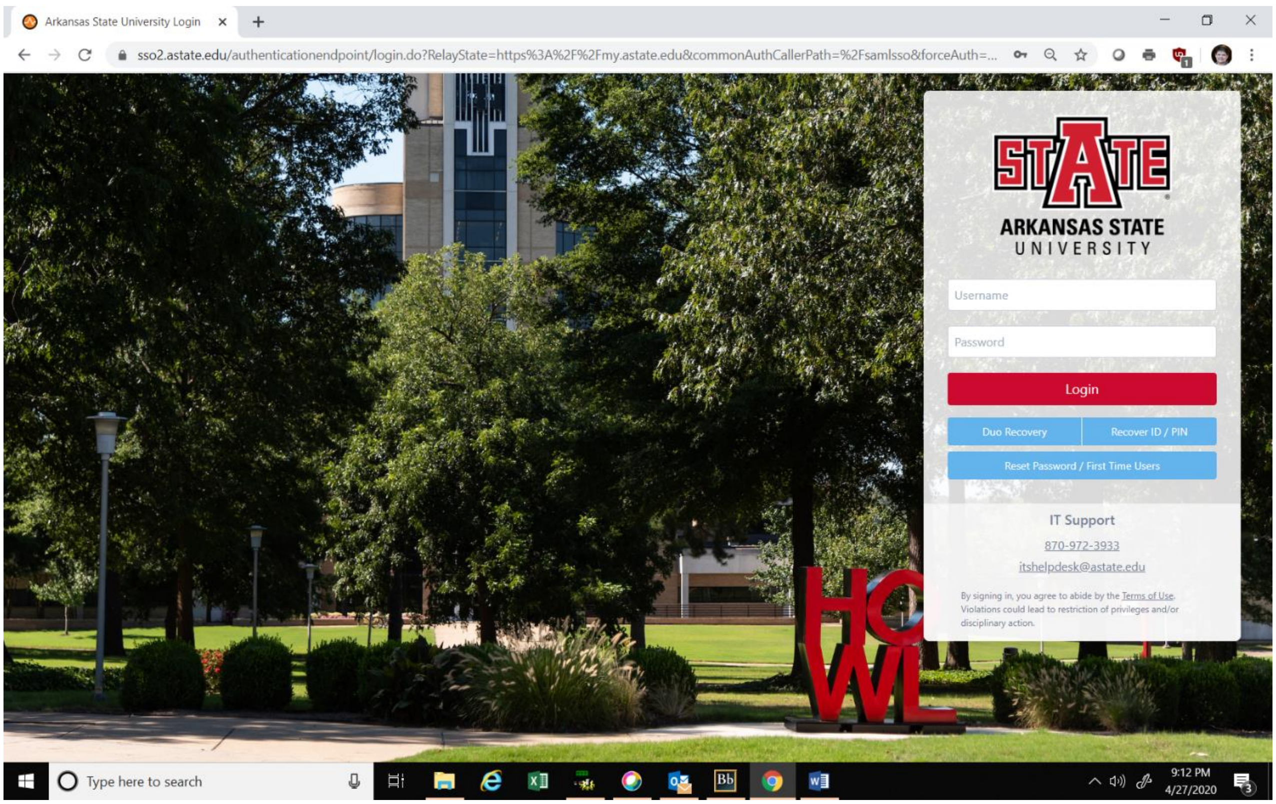
eAccounts Website Instructions

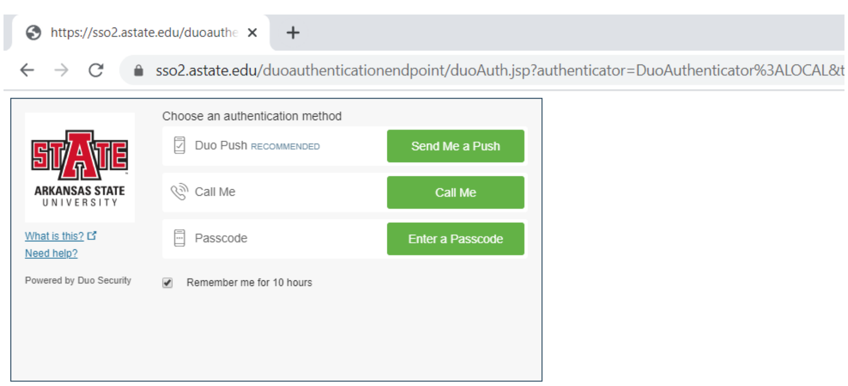
Go to www.astate.edu, click on my AState



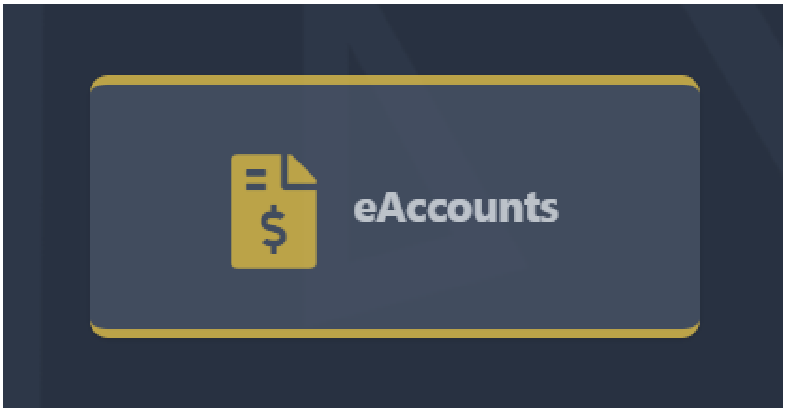
Login using your AState username and password (do not use your full email address, use only your username).



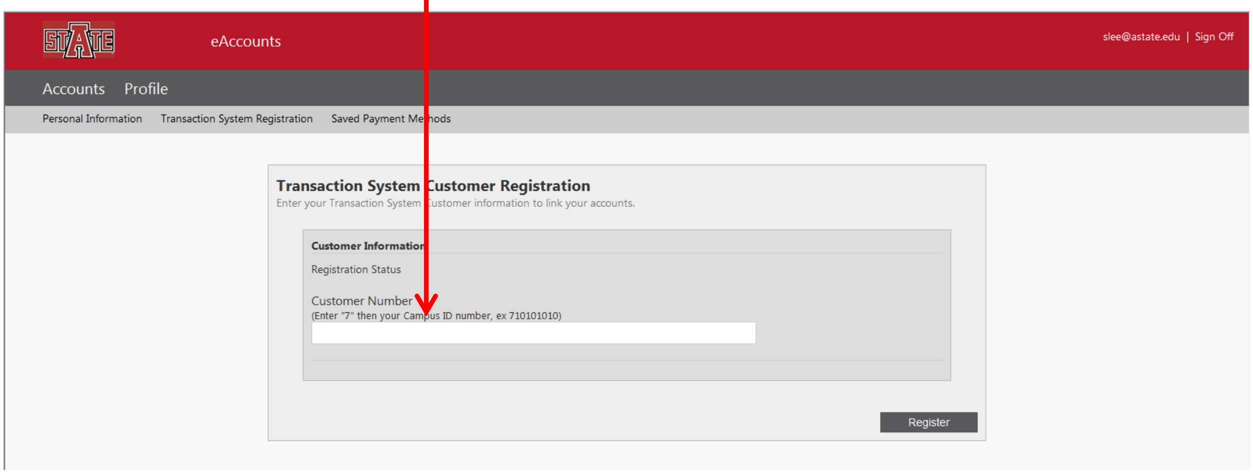
Choose how you would like to receive your push notification from DUO



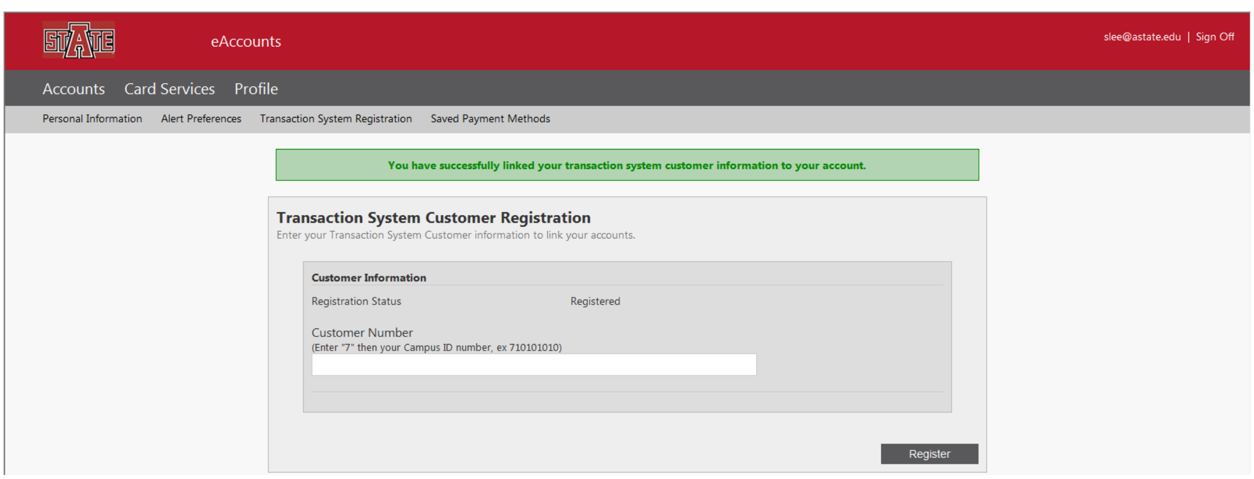
Once logged into my AState, scroll down till you find the eAccounts Icon. Click on the icon.



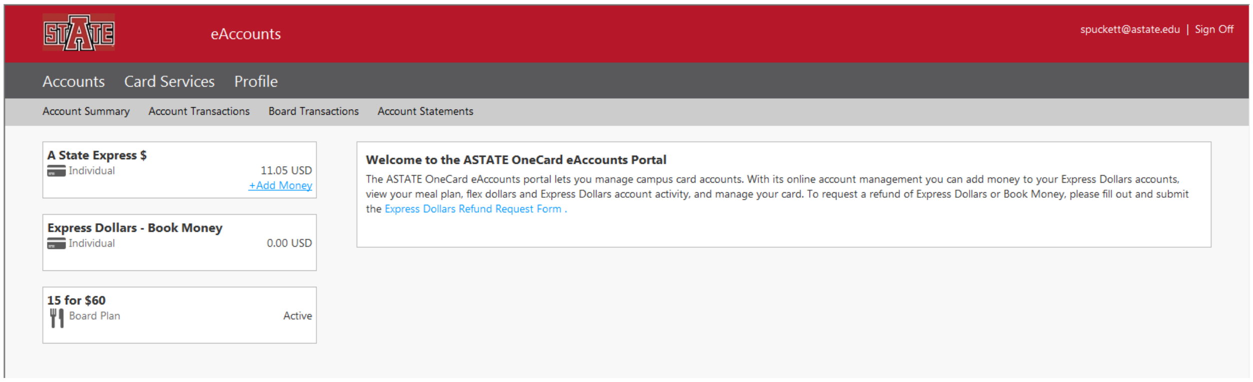
The first time you go to eAccounts, you will need to register. You will only be required to register this one time. **Make sure to enter a 7 in front of your id number**.



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



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

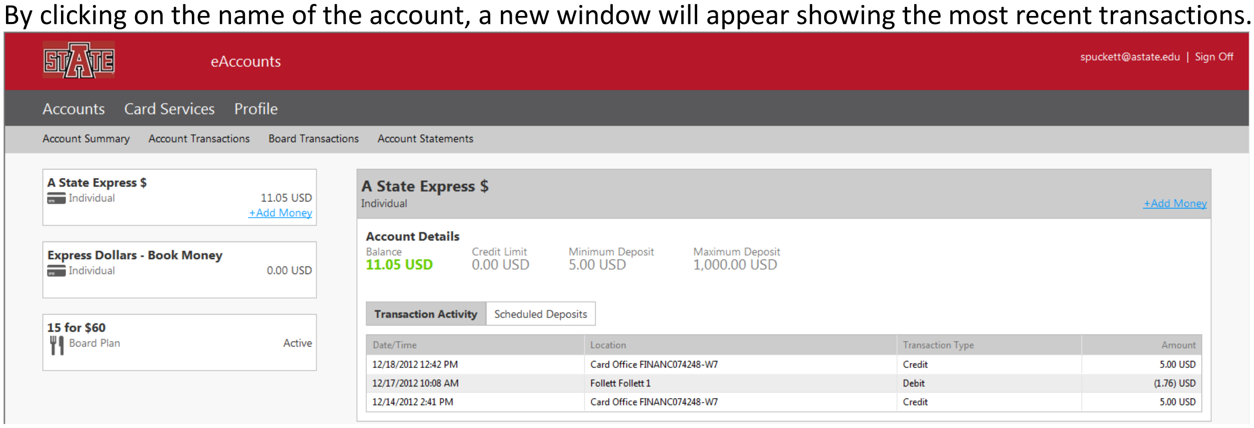
Under the Accounts Tab, the following features are available:

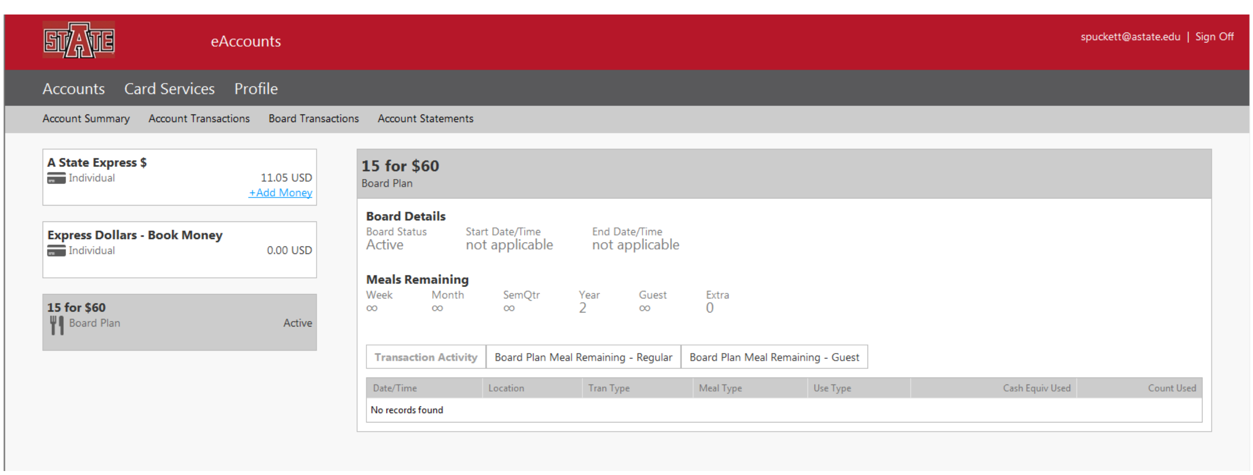
- Account Summary of A State Express $, Express Dollars – Book Money, Flex Dollars and Meal Plans.
- Account Transactions
- Board Transactions
- Account Statements

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.

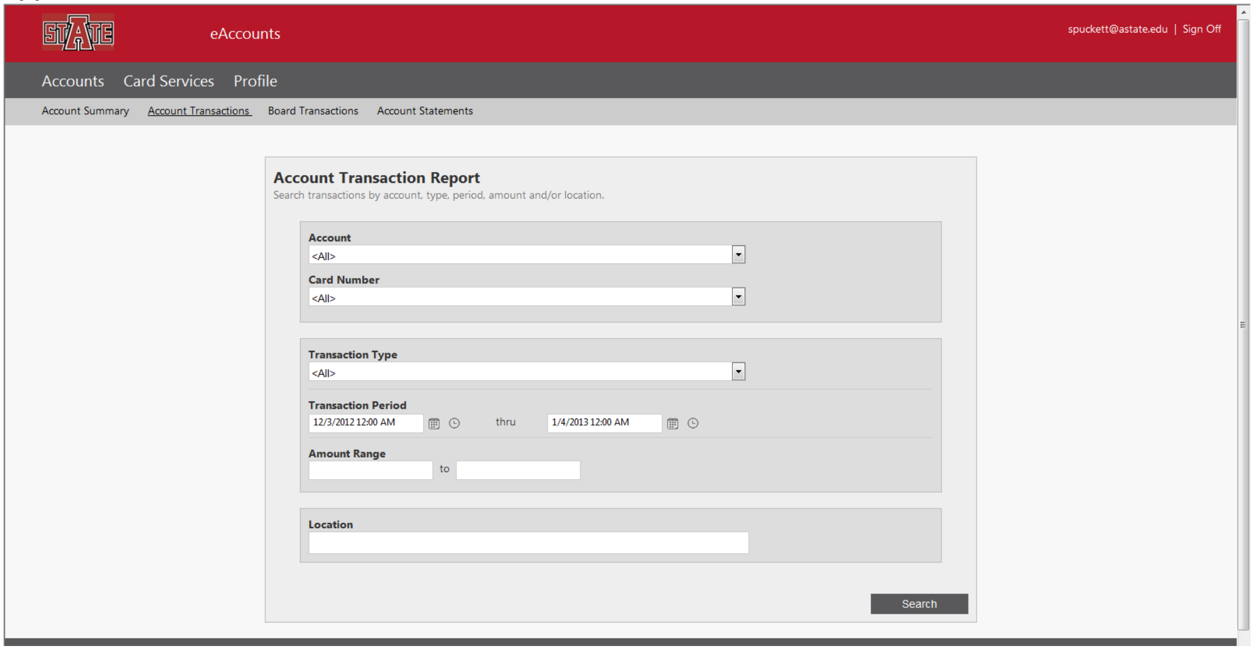
By clicking on the name of the account, a new window will appear showing the most recent transactions.



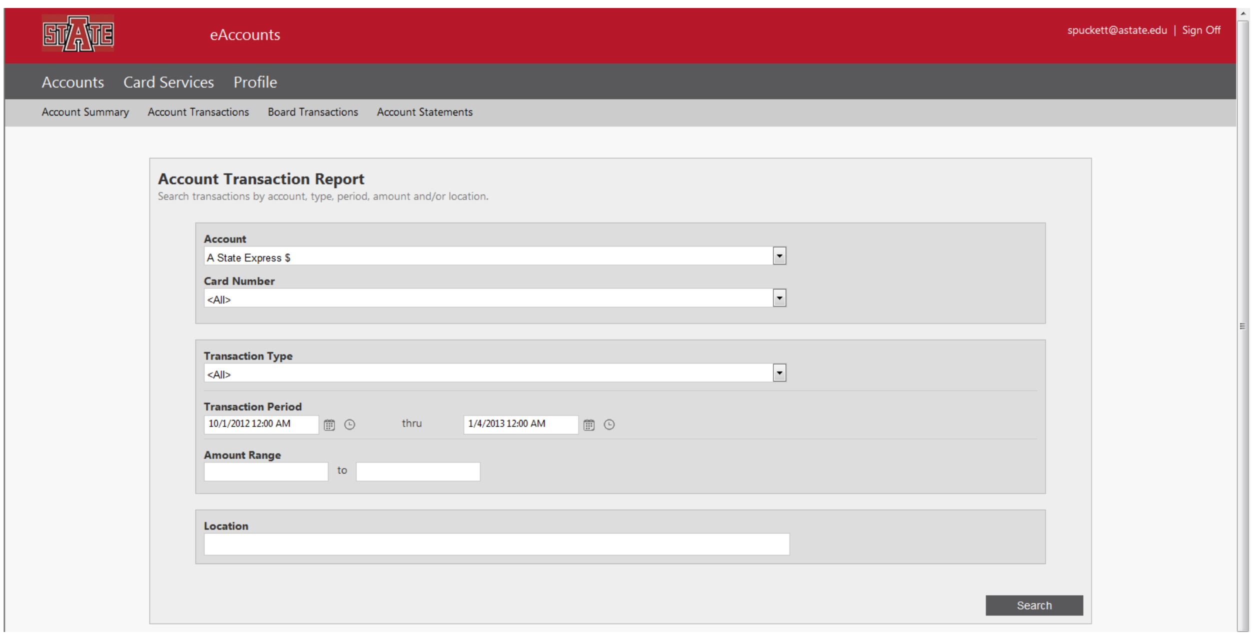


Account Transactions

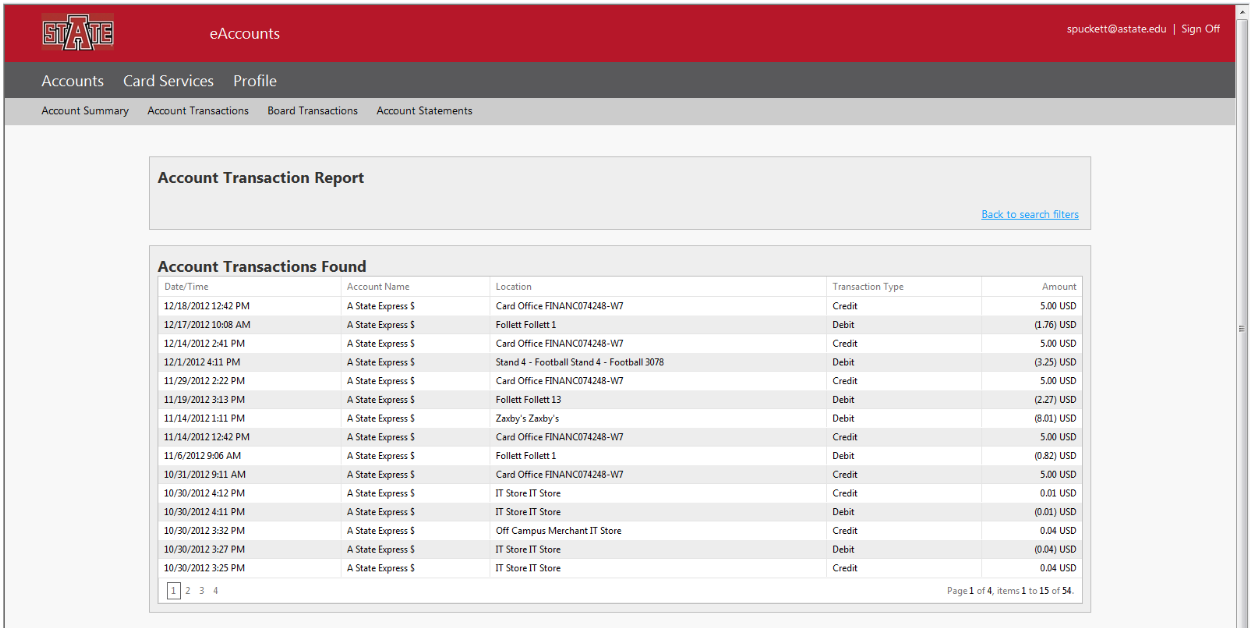
To obtain a report of transactions on your card, click on the Account Transactions link and the following window will appear.



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



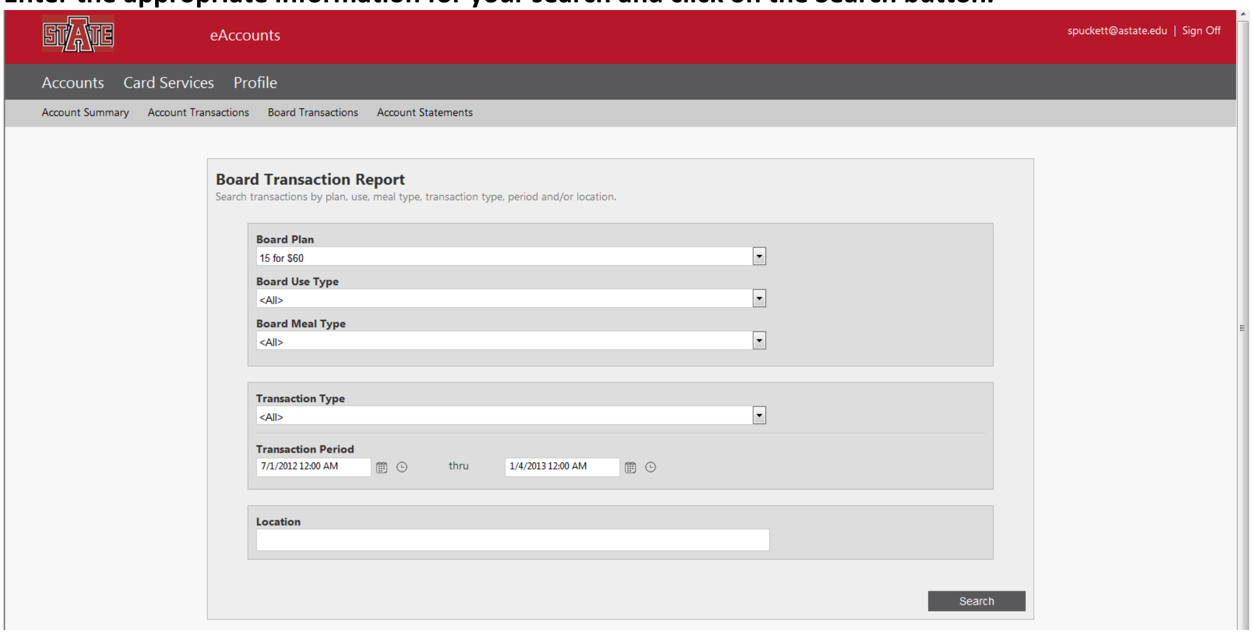
The results will be shown in a new window as shown below.



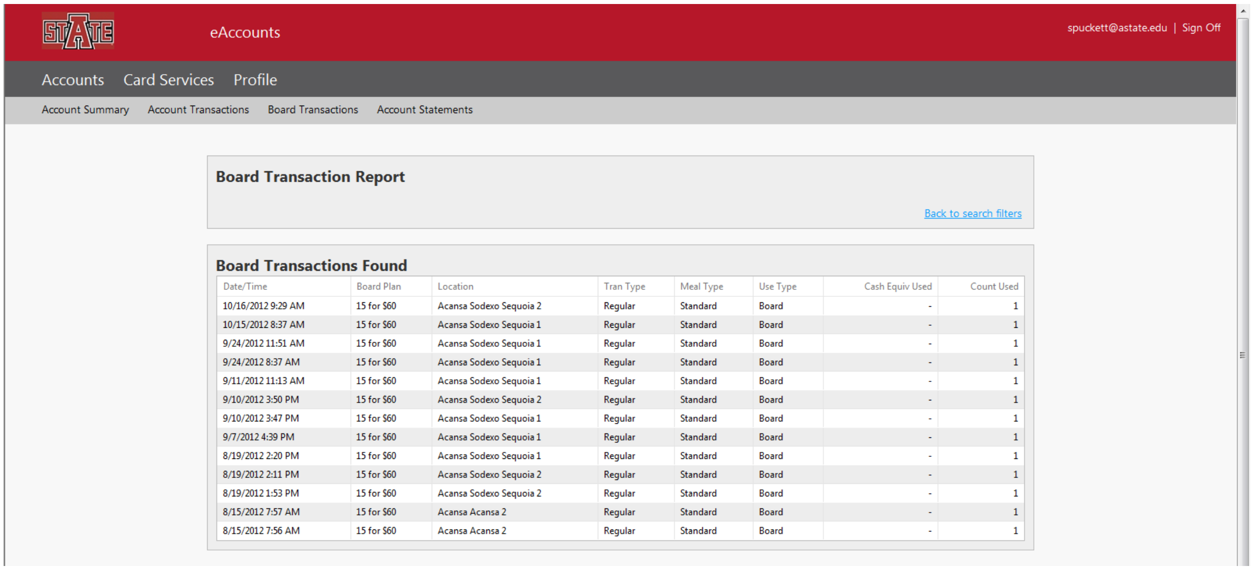
Date/Time	Account Name	Location	Transaction Type	Amount
12/18/2012 12:42 PM	A State Express $	Card Office FINANC074248-W7	Credit	5.00 USD
12/17/2012 10:08 AM	A State Express $	Follett Follett 1	Debit	(1.76) USD
12/14/2012 2:41 PM	A State Express $	Card Office FINANC074248-W7	Credit	5.00 USD
12/1/2012 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 Follett 13	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 Follett 1	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

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.



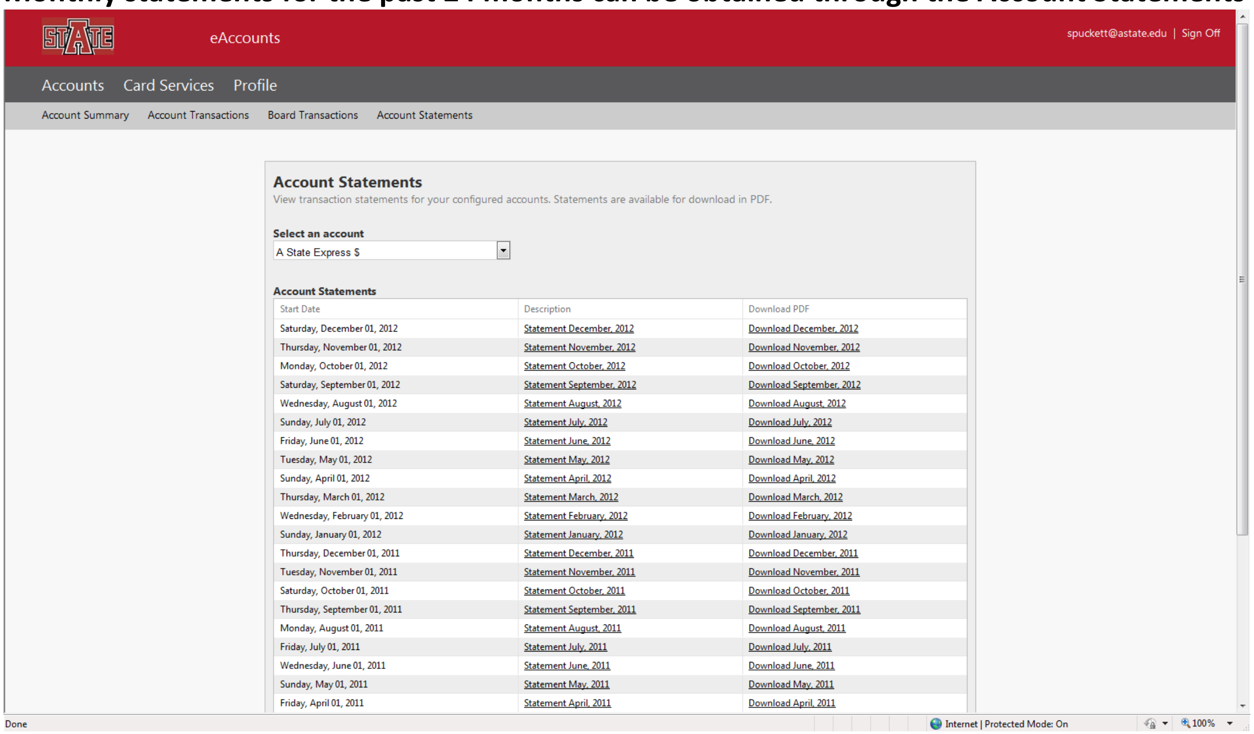
The results will be shown in a new window as shown below.



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.



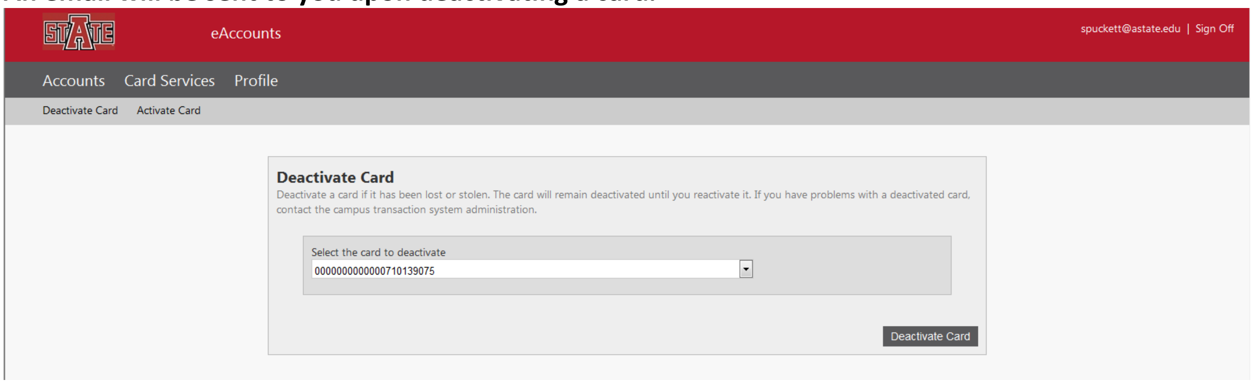
Start Date	Description	Download PDF
Saturday, December 01, 2012	Statement December, 2012	Download December, 2012
Thursday, November 01, 2012	Statement November, 2012	Download November, 2012
Monday, October 01, 2012	Statement October, 2012	Download October, 2012
Saturday, September 01, 2012	Statement September, 2012	Download September, 2012
Wednesday, August 01, 2012	Statement August, 2012	Download August, 2012
Sunday, July 01, 2012	Statement July, 2012	Download July, 2012
Friday, June 01, 2012	Statement June, 2012	Download June, 2012
Tuesday, May 01, 2012	Statement May, 2012	Download May, 2012
Sunday, April 01, 2012	Statement April, 2012	Download April, 2012
Thursday, March 01, 2012	Statement March, 2012	Download March, 2012
Wednesday, February 01, 2012	Statement February, 2012	Download February, 2012
Sunday, January 01, 2012	Statement January, 2012	Download January, 2012
Thursday, December 01, 2011	Statement December, 2011	Download December, 2011
Tuesday, November 01, 2011	Statement November, 2011	Download November, 2011
Saturday, October 01, 2011	Statement October, 2011	Download October, 2011
Thursday, September 01, 2011	Statement September, 2011	Download September, 2011
Monday, August 01, 2011	Statement August, 2011	Download August, 2011
Friday, July 01, 2011	Statement July, 2011	Download July, 2011
Wednesday, June 01, 2011	Statement June, 2011	Download June, 2011
Sunday, May 01, 2011	Statement May, 2011	Download May, 2011
Friday, April 01, 2011	Statement April, 2011	Download April, 2011

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.

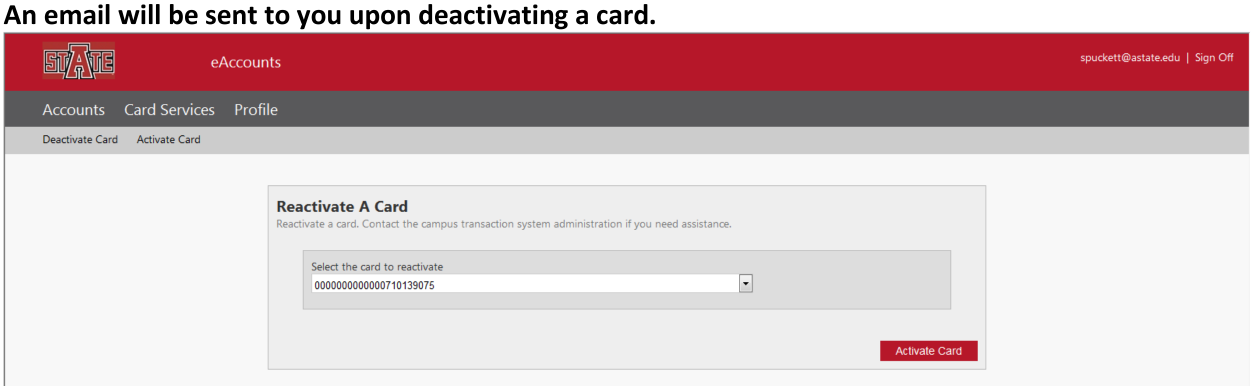


Reactivate Card

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.



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.