


Viewing card document attachments and digital approval

PURPOSE


This process explain how to view attachments in **myEMS SAP Portal** related to a VISA transaction and how to digitally approve the monthly acquisition card activity report using **Adobe Reader**.

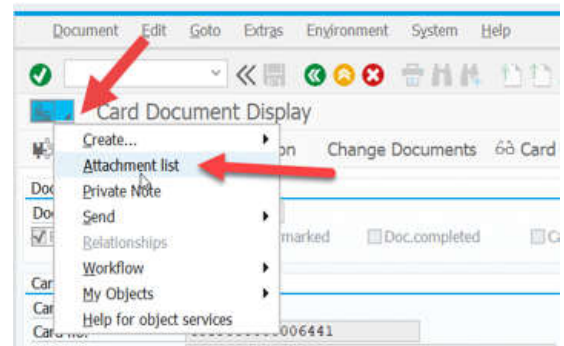
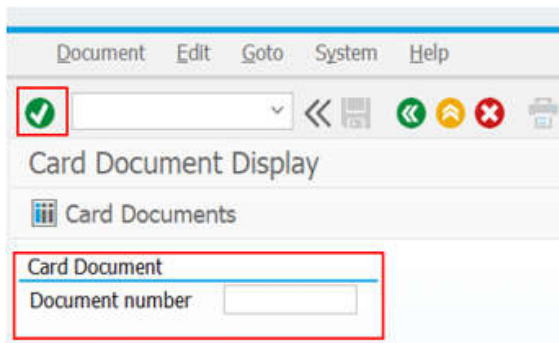
**A detailed process is also available on [myEMS help](#).*


PROCEDURE

1. Access the myEMS portal : <https://sapk5pci.service.gc.ca/irj/portal>
2. Click on the tab « **Manager Self-Service** »
3. Click on the option « **Cardholder Reporting** »
4. There might be a page requiring your user name and password, your can simply click on the **Enter** button  in the « **Copyright** » screen.
5. On the activity report (PDF), make sure all transactions have been accepted, and there is no more « **X** » in the unaccepted column, otherwise **do not** sign the report and return it to the cardholder for correction.

ire	GL Account	GL Account Description	Matched Voucher	Unaccepted	Card Voucher Text
	533599	Other Health Svcs	9900291540		Ergonomic Assessment (MD)
	133251	GST/HST Refundable	9900291540		Ergonomic Assessment (MD)
	133251	GST/HST Refundable	9900291540		Ergonomic Assessment (MD)

6. To view the attachment in a transaction, enter in the field below the card document number (99*****) that can be found in the column « **Matched Voucher** » and  on **Enter**



7. Click on the black arrow next to the attachment icon and click on « **Attachment list** »
8. Click on the **Return** button  and repeat step 6 and 7 for the other transactions to verify.
9. When your verifications will be completed, sign the PDF report using **Adobe Reader**.
10. In Adobe Reader, click on "**Tools**" in the top menu and select "**Certificates**".
11. Select "**Digitally Sign**" on the "Certificates" menu.
12. Click **OK** on the dialog box then following its instructions, click and drag to draw the area where you would like the signature to appear
13. In the "Signed Document" box, select the identification under your name (**Delivered by: GC**) and click "**Continue**".
14. Only check the box **Lock document after signing** if you are the last person required to sign the document
15. Click "**Sign**".
16. Log into your **Entrust account** to confirm and select "**Save As**".
17. Send the signed activity report back to the cardholder for attachment in SAP