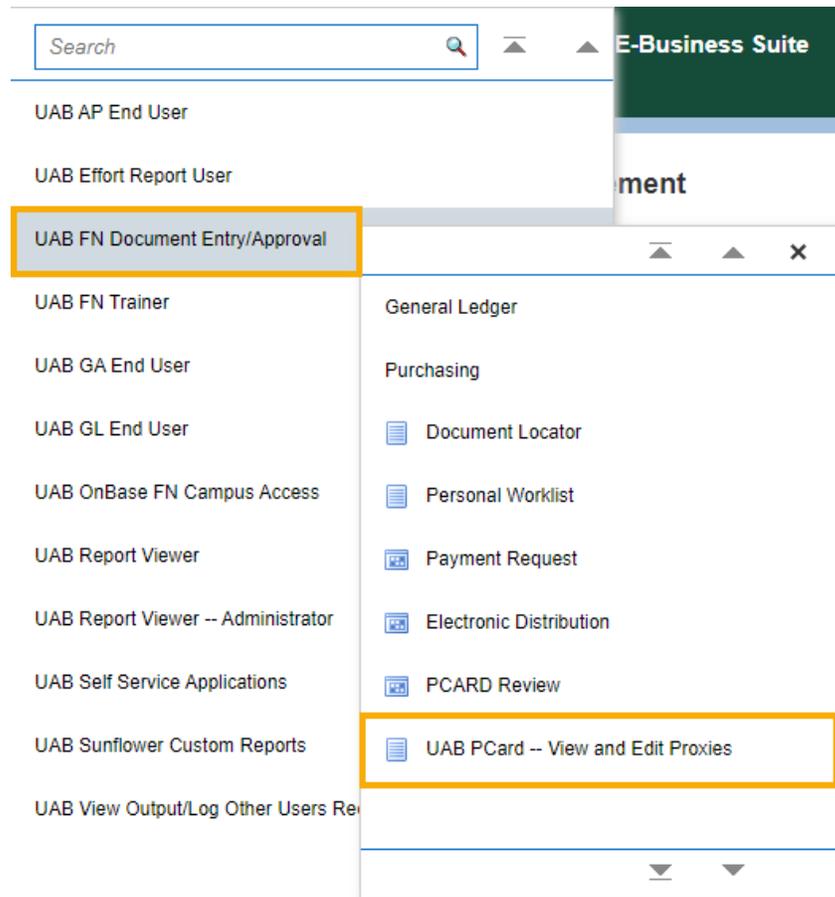


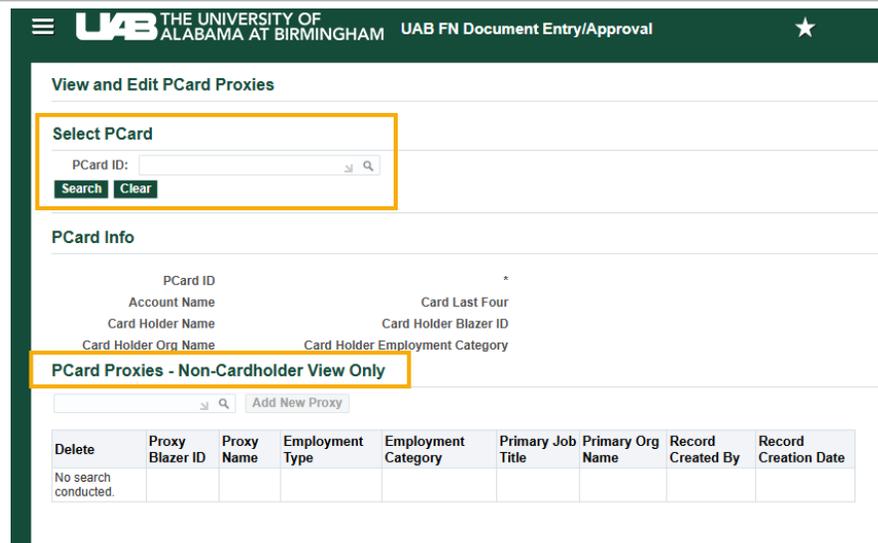
Navigate to **UAB PCard -- View and Edit Proxies**

- Click the **3-lined navigator button** in the top left corner of the Oracle home page
- Select **UAB FN Document Entry/Approval**
- Locate and select **UAB PCard -- View and Edit Proxies**



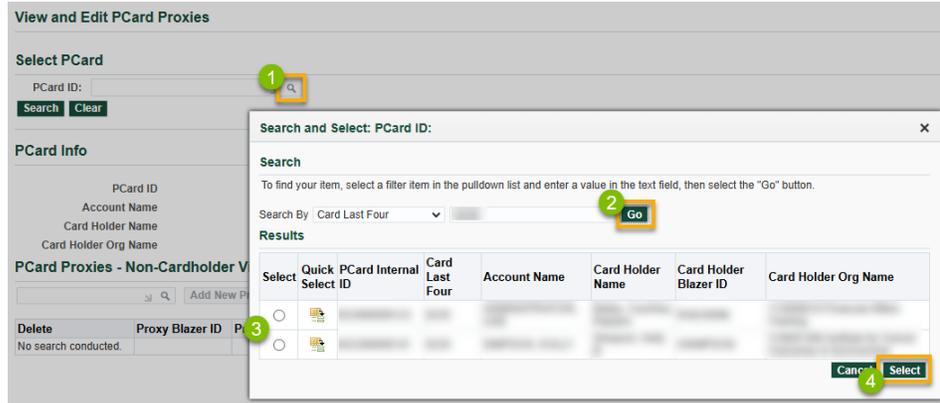
The **View and Edit PCard Proxies** form will open in your Oracle browser instance

- The Default view will display **PCard Proxies – Non-Cardholder View Only** until a Search is completed



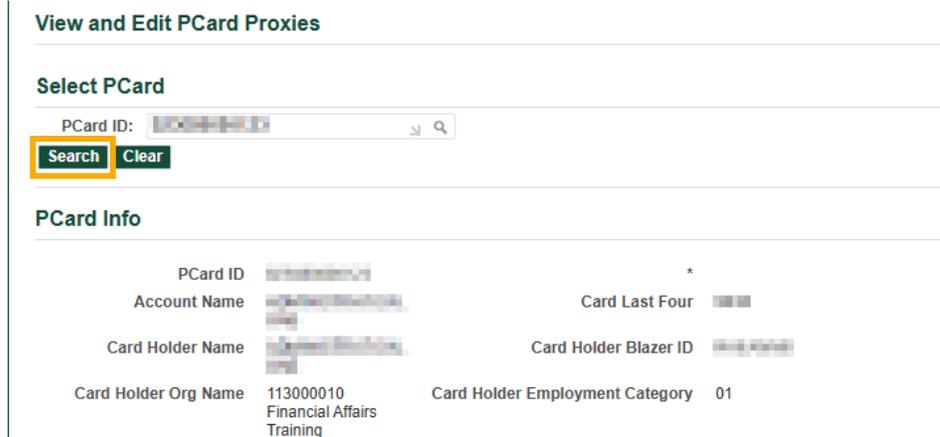
Select the appropriate P-Card

1. Click the **magnifying glass** in the PCard ID field
2. Search by *PCard Internal ID, Card Last 4, Account Name, Cardholder Name, Cardholder BlazerID, or Cardholder Org Name* from the **Search By** dropdown, and click the **Go** button
3. **Select a card** if more than one exists
4. Click **Select**



Back on the **Select PCard** screen,

- Click **Search**
  - The **PCard Info** section will populate with the selected card's details



- **Non-Cardholders** will have *view-only privileges* for all cards and no edit privileges for any card
- **Cardholders** will have *view privileges* for all cards and *edit privileges* for their card(s) only

**Non-Cardholder View**

View and Edit PCard Proxies

Select PCard

PCard ID: [REDACTED]

Search Clear

PCard Info

PCard ID [REDACTED] \*  
 Account Name [REDACTED] Card Last Four [REDACTED]  
 Card Holder Name [REDACTED] Card Holder Blazer ID [REDACTED]  
 Card Holder Org Name [REDACTED] Card Holder Employment Category 01

PCard Proxies - Non-Cardholder View Only

[REDACTED] Add New Proxy

Delete	Proxy Blazer ID	Proxy Name	Employment Type	Employment Category	Primary Job Title	Primary Org Name	Record Created By	Record Creation Date
	LDARDEN	JANEL LANE	IS-employee	01	AG212E2.Program Administrator II	1130000-Non-Cust Program	PRACEDR	13-OCT-2023
	RDWISER	WILSON, RANDI D	Employee	01	FF217E1.Financial Officer I	1130000-Non-Cust Program	PRACEDR	13-OCT-2023

**Cardholder View**

View and Edit PCard Proxies

Select PCard

PCard ID: [REDACTED]

Search Clear

PCard Info

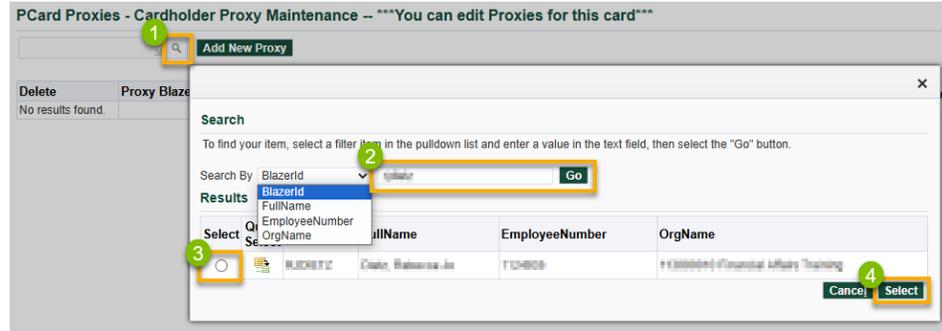
PCard ID [REDACTED] \*  
 Account Name [REDACTED] Card Last Four [REDACTED]  
 Card Holder Name [REDACTED] Card Holder Blazer ID [REDACTED]  
 Card Holder Org Name 113000010 Financial Affairs Training Card Holder Employment Category 01

PCard Proxies - Cardholder Proxy Maintenance -- \*\*\*You can edit Proxies for this card\*\*\*

[REDACTED] Add New Proxy

As a **Cardholder**, to add a Proxy to your card, in the **PCard Proxies** section:

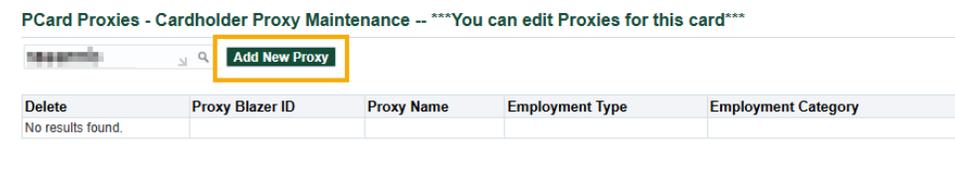
1. Click the **magnifying glass** in the user search field
2. Use the **Search By** dropdown and field to locate an employee – click **Go** to search
3. Select the **desired employee**
4. Click the **Select** button



**Note:** You can search using the BlazerID, Full Name [Last, First], Employee Number, or Org Name from the **Search By** dropdown

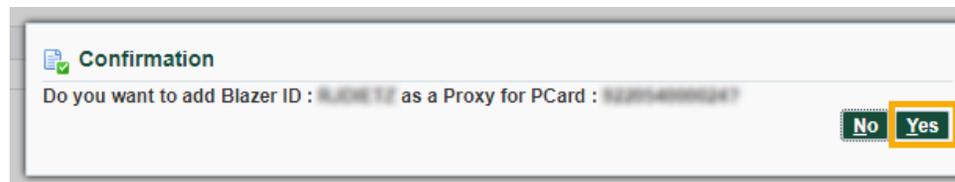
Once the field has populated with their information,

- Click the **Add New Proxy** button



You will receive a **Confirmation** asking if you would like to proceed

- Click **Yes**



A **Confirmation** will appear at the top of the page

- Added proxies will appear under the **PCard Proxies** header in a table
- To delete any proxy from a card, click the **trash can** in the Delete column

