Managers with a Card – How to Switch Roles

As a Manager, @ Work Reconciliation allows you to view and approve transactions for Cardmembers you manage. You also can manage your own card, by switching Roles.

To Switch Roles between Card Manager and Cardmember

After you log in, the first screen will show your Accounts Summary. You can also reach this screen by clicking the “Back to Card Manager Accounts” link near the upper left side of the Transaction Details page.

1. To switch between Roles, use the Role dropdown. Your list of accounts shown will refresh, depending on the Role you selected.