

GPC Quick Reference

The old PCARD site is being phased out to make way for the latest technology. Our new site is more user friendly, and much simpler!
Please let us know if you have any questions.

*For best results, please use **Google Chrome or Firefox**.

URL: <https://gpcv5.netdigitalsolutions.com/>

Username: Government email address

Temporary password: will be sent to you upon request

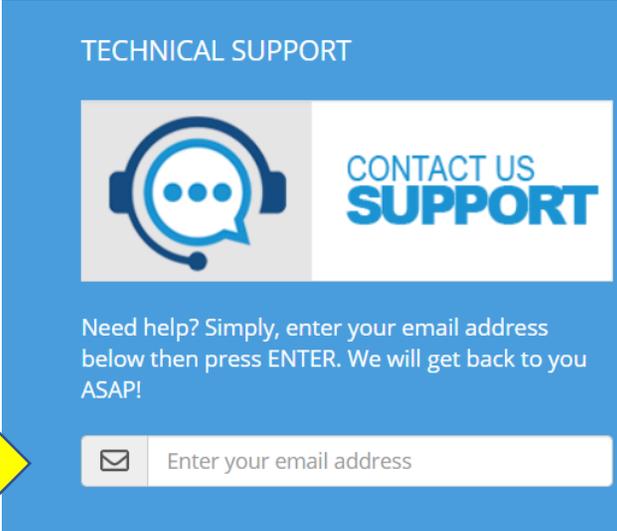
Technical support

You never have to leave the site for technical support. This is located in the bottom right-hand corner.

Instructions: **Type email address and hit enter.**

Our support team is available Monday through Friday 8am to 5pm eastern standard time. Your email will be answered in the order it was received. Turnaround time is typically 1 business day.

Support@netdigitalsolutions.com



TECHNICAL SUPPORT

 **CONTACT US
SUPPORT**

Need help? Simply, enter your email address below then press ENTER. We will get back to you ASAP!

A yellow arrow points to the email input field.

Logging in as an AOPC

AOPC's can manage (add, edit or delete cardholders), and can upload certificates with one click.

Click "pencil icon" to edit any cardholder information.

[Add a Cardholder](#)

Good Standing cardholders

You currently have **55 active cardholders**.

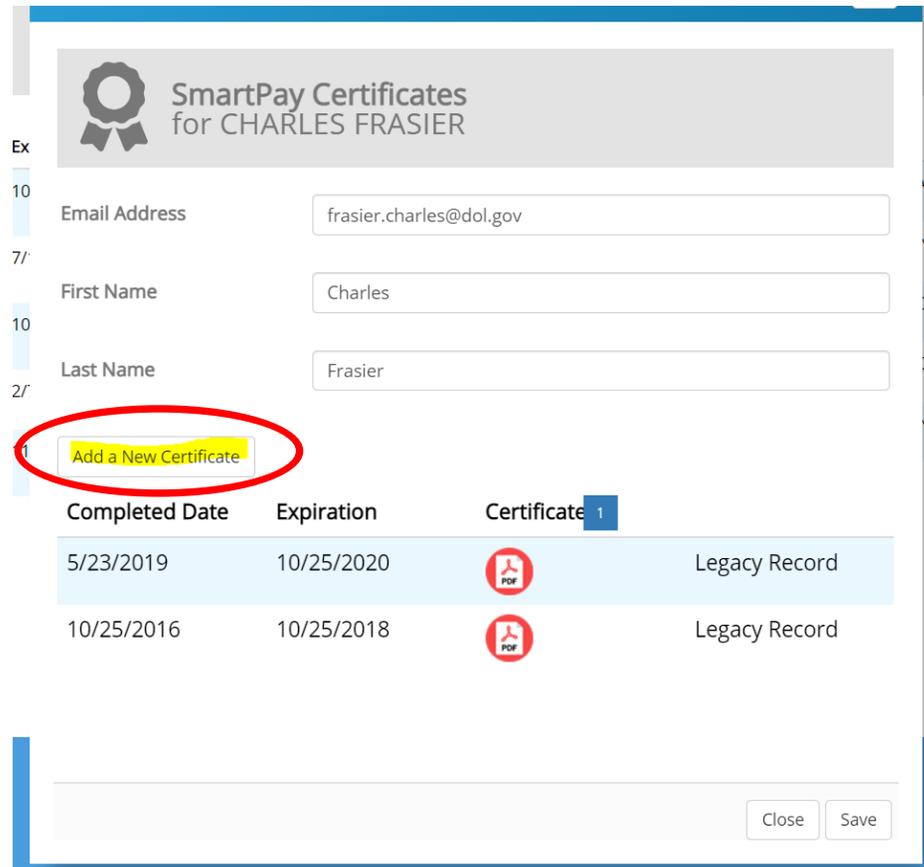
Name	Email	Expiration Date	
ALES, ELLEN	ALES.ELLEN@DOL.GOV	10/7/2021	 
ALVARADO JR., DIEGO	ALVARADO.DIEGO@DOL.GOV	11/5/2021	 
ARREY, DAVID	ARREY.DAVID@DOL.GOV	8/13/2021	 
BACA, DIANNE	BACA.DIANNE@DOL.GOV	10/20/2022	 
BARROW, NATHAN	BARROW.NATHAN@DOL.GOV	7/10/2021	 

Due to Expire cardholders

You currently have **2 cardholders due** to expire.

Name	Email	Expiration Date	Number of Days to Expire	
BARROW, NATHAN	BARROW.NATHAN@DOL.GOV	7/10/2021	89	 
GRUNAUER, HANZ	GRUNAUER.HANZ@DOL.GOV	7/10/2021	89	 

This new window will appear. Click on “add new certificate”.



The image shows a web form titled "SmartPay Certificates for CHARLES FRASIER". The form includes input fields for "Email Address" (frasier.charles@dol.gov), "First Name" (Charles), and "Last Name" (Frasier). A button labeled "Add a New Certificate" is highlighted with a red circle. Below the form is a table with columns "Completed Date", "Expiration", "Certificate", and "Legacy Record". The table contains two rows of data. At the bottom right, there are "Close" and "Save" buttons.

Completed Date	Expiration	Certificate	Legacy Record
5/23/2019	10/25/2020		Legacy Record
10/25/2016	10/25/2018		Legacy Record

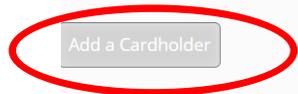
This window will appear. Click “Upload,” and select a file from your computer. Next, enter a “Completed Date” and “Save”.

The image shows a software window titled "Certificate" with a close button (X) in the top right corner. The window contains the following elements:

- Instructional text: "Use the form below to upload your certificate. Enter in a completed date. The expiration date will be automatically calculated."
- A "Completed Date" field with a calendar icon and a dropdown menu containing the text "Enter date". A yellow arrow points to this field.
- An "Upload your Certificate" section with a button labeled "Upload" featuring an upload icon. A yellow arrow points to this button.
- At the bottom right, there are two buttons: "Cancel" and "Save".

To add someone to your “team”. Click Add New Cardholder. They will be added to your “Missing Cardholders”.

Note: You can “take-over” another AOPC’s cardholder if necessary. The system will alert you and ask if you are sure before doing so.



 **Good Standing**
cardholders

You currently have **55 active cardholders**.

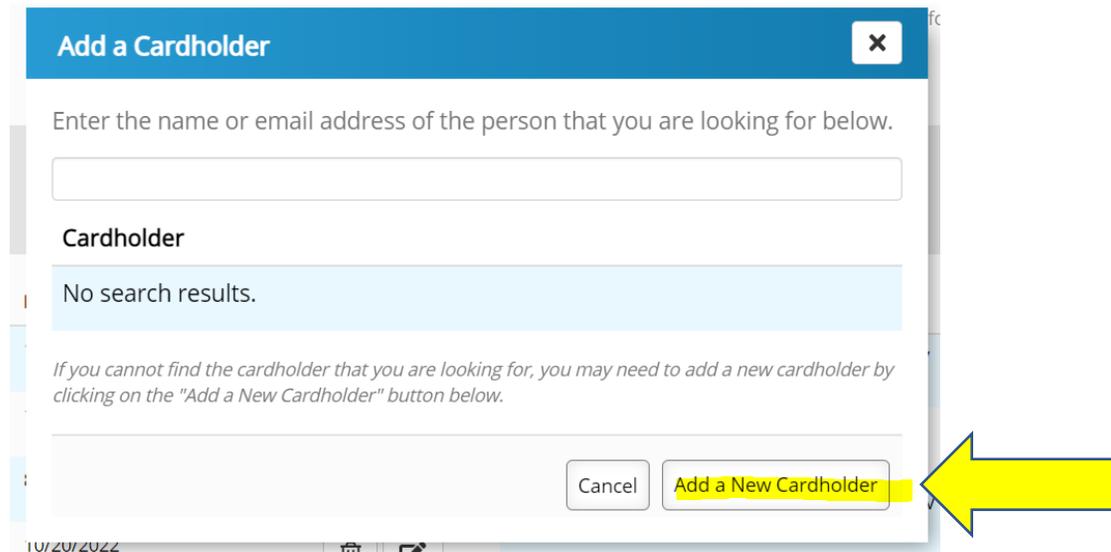
Name	Email	Expiration Date		
ALES, ELLEN	ALES.ELLEN@DOL.GOV	10/7/2021		
ALVARADO JR., DIEGO	ALVARADO.DIEGO@DOL.GOV	11/5/2021		
ARREY, DAVID	ARREY.DAVID@DOL.GOV	8/13/2021		
BACA, DIANNE	BACA.DIANNE@DOL.GOV	10/20/2022		
BARROW, NATHAN	BARROW.NATHAN@DOL.GOV	7/10/2021		

 **Due to Expire**
cardholders

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GRUNAUER, HANZ	GRUNAUER.HANZ@DOL.GOV	7/10/2021	89		

Type in the name of a cardholder or select "ADD NEW CARDHOLDER" if adding someone who has never been in the system before.



Add a Cardholder ✕

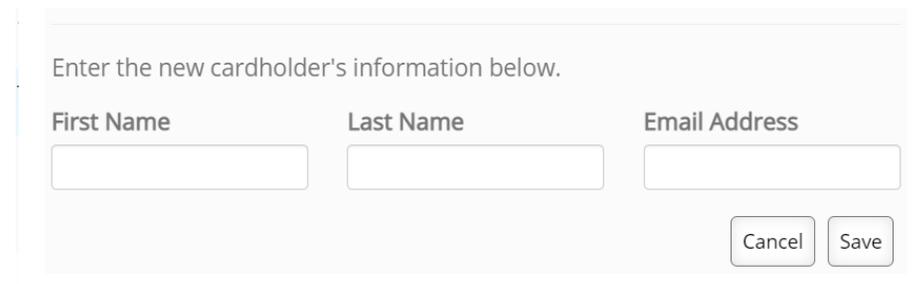
Enter the name or email address of the person that you are looking for below.

Cardholder

No search results.

If you cannot find the cardholder that you are looking for, you may need to add a new cardholder by clicking on the "Add a New Cardholder" button below.

Enter the required information.



Enter the new cardholder's information below.

First Name **Last Name** **Email Address**

You can add a New certificate from here.

Cardholder ✕

 **SmartPay Certificates**
for AUDREY GLADDEN

Email Address

First Name

Last Name

Completed Date	Expiration	Certificate
There are no records at this time.		

You can search by last name or email, the system will find a person that may be in any of the 4 categories.

Search for a cardholder by entering a name or email address below

Logging in as a Cardholder

If you have not used the old GPC system, you must REGISTER before logging in.

If you were using the old system, you do not need to register, you can SIGN IN.

WELCOME to GPC!

GPC is your source for tracking your government purchase card. GPC gives you the power and ease to manage your SMART PAY certifications, transactions, and purchases. GPC is your one-stop management system for both cardholders and AOPCs.



Complete the Registration form

Cardholder Registration ✕

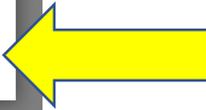
If you are a Government Purchase Card cardholder (GPC) and require access to this system, use the form below to register.

First Name	Last Name
<input type="text"/>	<input type="text"/>

Who is your AOPC?

Email (Login ID):

Phone Number	Password:
<input type="text"/>	<input type="text"/>



You will receive this message.

Thank you! ✕



THANK YOU!

You have successfully registered! You may now login and upload your GPC training certificates! Click on the Sign-On button to login.

If you are cardholder, you will log in and see the following page.

*Notice your status, if expired, click on “Add a New Certificate”.

ABOUT cardholder

Smart Pay Status	EXPIRED
Open Reviews	0
AOPC	
# Purchases FY	3
\$ Purchases FY	\$0.00
Avg Purchases FY	\$733.00

Transaction review

Month	Policy	Amount	Status
There are no records at this time.			

YOUR training certificates

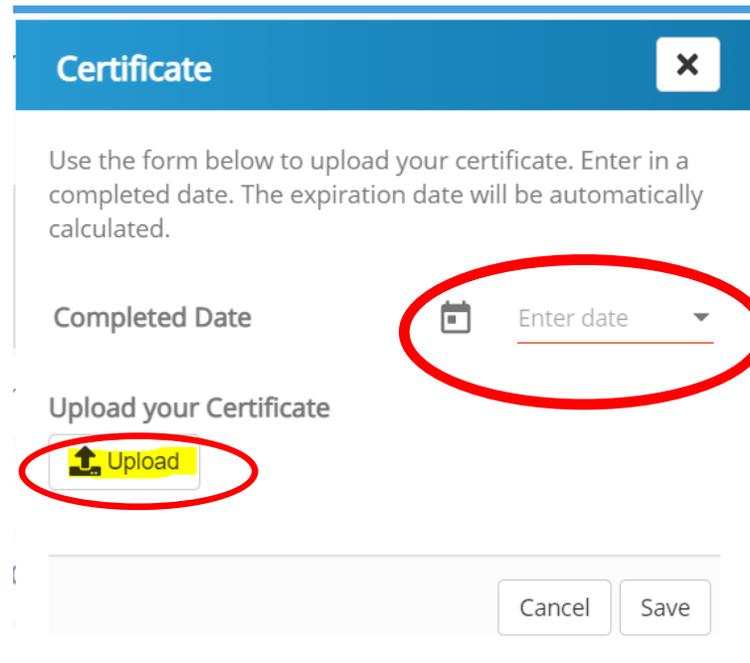
[Add a New Certificate](#)

Completed Date	Expiration	Certificate
5/7/2019	4/11/2021	Legacy Record
7/27/2017	7/11/2019	Legacy Record
7/25/2016	2/4/2017	Legacy Record

YOUR purchases

MCC	Merchant	Amount	Date	Calendar		
5734	IDU INSIGHT PUBLIC SEC	\$711.86	4/16/2020	April 2020		
5734	IDU INSIGHT PUBLIC SEC	\$336.14	5/14/2020	May 2020		

This window will appear. Click “upload,” and select the file from your computer. Next, enter a “completed date”. Hit “Save”.



The screenshot shows a window titled "Certificate" with a close button (X) in the top right corner. Below the title bar, there is a paragraph of instructions: "Use the form below to upload your certificate. Enter in a completed date. The expiration date will be automatically calculated." The form contains two main sections. The first section is labeled "Completed Date" and features a calendar icon followed by a text input field containing the placeholder text "Enter date". The second section is labeled "Upload your Certificate" and contains a yellow "Upload" button with an upward-pointing arrow icon. At the bottom right of the form, there are two buttons: "Cancel" and "Save". Two red circles are drawn on the image: one around the "Upload" button and another around the "Completed Date" field.

You're Done!

