

# GPC Cardholder User Guide

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

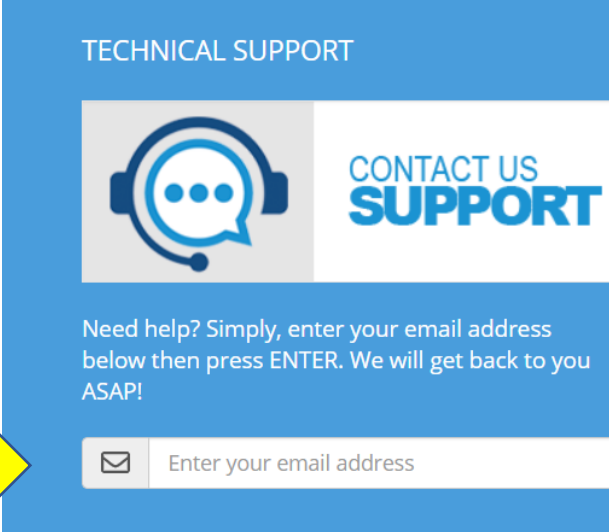
## Technical support

You can reach our technical support through your email or the bottom right-hand side of the website.


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](mailto: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!



## 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.



Sign-On



Register

Complete the Registration form

### Cardholder Registration ✕

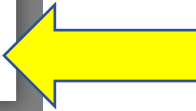
If you are a Government Purchase Card cardholder (GPC) and require access to this system, use the form below to register.

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

### 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

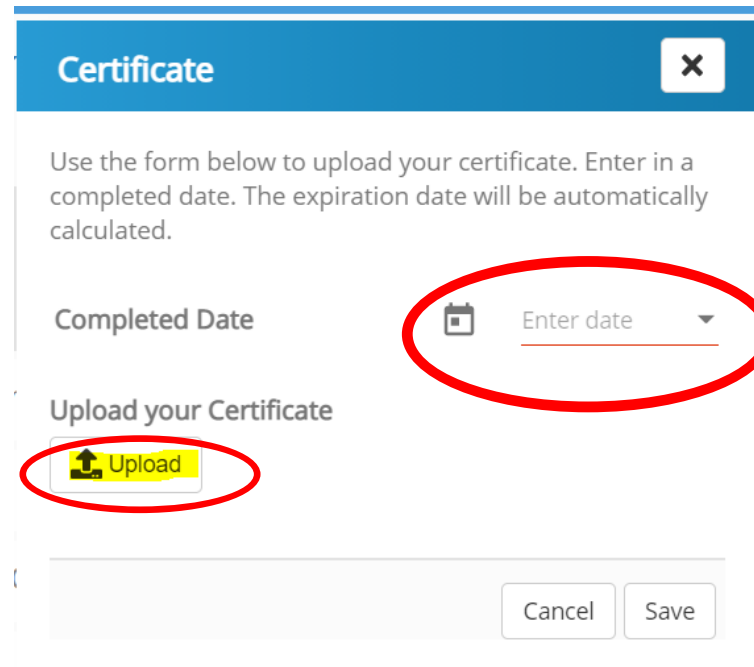
### Transaction review

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

### 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 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!**