To Penn Purchasing Cardholders:

New PaymentNet® enhancements will be available Monday, March 21, 2016 providing streamlined account access within the application and extended card expiration date.

Streamlined Access to PaymentNet

With the new release, additional navigational links will be provided on PaymentNet screens to streamline the process of locating and displaying account data. Using the new “Take me to drop-down list”, users will be able to quickly jump from the Account List or Account Detail screen to one of the following screens to see information related to a specific account: Account List, Account Detail - General Information, Authorizations/Declines List, Transaction List - Last 30 Days, Payment List - Activity, Statement Detail, and Employee Detail.

For example, while viewing the Account List screen, the user could select Account Detail - General Information from the drop-down list to view details about a specific account. As the following figure illustrates, the drop-down list is available in the Take me to column on the Account List screen for each account.

![Figure 1: Navigation Options on the Account List Screen](image1)

When on the Account Detail – General Information Screen the drop down list appears again.

![Figure 2: Navigation Options on the Account Detail Screen](image2)
When the selected screen is displayed, the information shown pertains to the same account that the user was viewing. The following figure shows the transaction list for the current account. From the Transaction List screen, the user could make another selection from the Take me to list to view other information related to the account.

![Transaction List](image)

Expiration Date of Cards:

All new card accounts will expire 36 months after the request to create the account is submitted. Expiration dates for existing card accounts will not be changed; however, all existing accounts will be assigned a 36-month expiration when they reach their current expiration date. The biennial training requirement will remain the same at this time.