

REVISION CHART

Version	Primary Author(s)	Description of Version	Date Completed
1.0	Sheila Dawson	Original	05/09/2019

The types of information that can be retrieved for the reports and the selection of reports provided by the USAccess system are based on the user's access authorization level (role). Role holders see only the reports for which their role has scope. The Reports Portal is available to anyone who holds the role of Sponsor, Adjudicator, Role Admin, Security Officer, or Report Viewer.

The Card Expiration Report is used to provide a list of cards that are due to expire within the selected time span of the report.

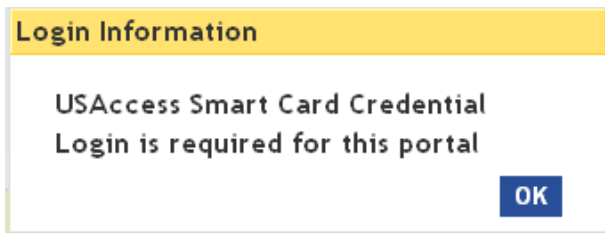
To access the Reports Portal, enter this URL in your Web browser:

<https://portal.usaccess.gsa.gov/aisso>

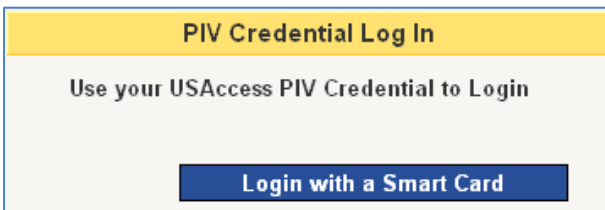
Insert your USAccess Credential into the Card Reader

Insert your USAccess Credential into one of the card readers. Wait for the lights on the card reader to stop flashing.

A dialog box is displayed on the CIT Portal, indicating that a USAccess Smart Card Credential Login is required. Click the **OK** button.



Next, click the **Login with a Smart Card** button.



Choose a Digital Certificate

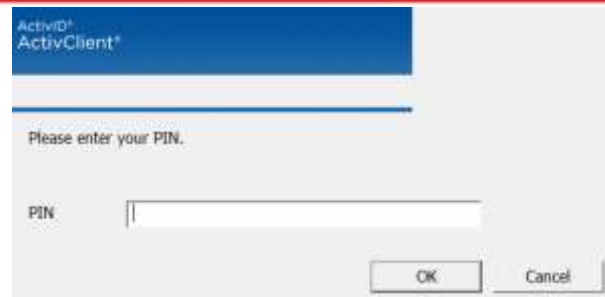
Locate your name in the certificate list and click on your name to select it.

Click the **OK** button.

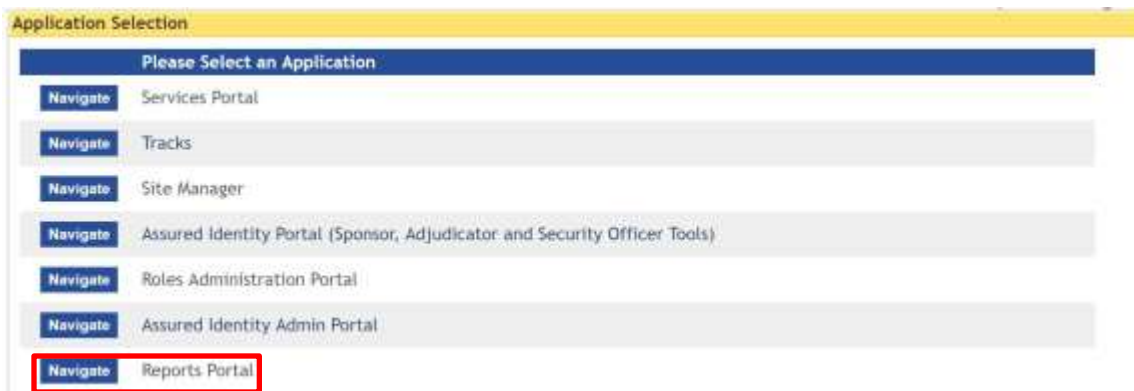


Enter Your Pin

Enter your PIN and then click the OK button.



Step 1: Navigate to the Reports Portal



Step 2: Navigate to the Reports Viewer or select the role for which you would like to pull the report. The options will depend on which roles you hold.



Step 3: Choose "Certificate Expiration Report" and click "Select Report".

Select A Report to View

- AdHoc
- Applicant Status
- Applicant Status Export Format
- Bulk Upload Information
- Card Action Wizard Activity
- Card Expiration Report**
- Card History Report
- Card Location Report
- Card Stock Orders
- Card Stock Sleeves
- Card Stock Transfers
- Certificate Expiration Report
- CMS Activity Report
- Destroyed Credentials
- EFTS Submission Report

Select Report

Step 4: Choose the expiration date range, the Agency and/or Sub agency if applicable and move to the right. Then click "Show Report".

Note: The date range can only be a year in length; but, the report can be run for five years. The report can only be viewed as a csv file.

Card Expiration Report.rpt

Card Expiration Date Range (1 year window up to 5 years from today)

From Date: 05/09/2019 *MM/DD/YYYY

To Date: 05/09/2020 *MM/DD/YYYY

Agency: GENERAL SERVICES ADMINISTRATION

Subagency: GSA - GENERAL SERVICES ADMINISTRATION

Show Report Reset

Advanced Search

THIS REPORT WILL BE DOWNLOADED AS A CSV FILE ONLY

The information contained in this document is proprietary and may not be transmitted or disclosed to anyone outside of the Government or authorized representatives without written permission.

Step 5: Ensure the "Comma" field delimiter is selected, agree to the PII terms and select "Download".

This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

Your file is being downloaded as a CSV (Character Separated Values) file. Please select a character to use for separating the values.

Field Delimiters Comma ',' Pipe '|' Semi-colon ';' Colon ':' Tab

I AGREE TO THE TERMS OF THE PII WARNING ABOVE

DOWNLOAD **BACK**

Step 6: Save or open the document.

Do you want to open or save **CARD_EXPIRATION_REPORT_Thursday_May 09_2019.csv** from portal.usaccess.gsa.gov? Open Save Cancel

The report will open as an excel file and can be filtered on row nine for your view. The columns that will appear are:

AGENCY	DOB
SUB-AGENCY	UPN
SUB-AGENCY ABBREVIATION	ZONE 4 - AGENCY SPECIFIC TEXT
ENROLLMENT ID	SHIP-TO ADDRESS ID
LAST NAME	SHIP-TO ADDRESS DESCRIPTION
SUFFIX	SHIP-TO ADDRESS LINE 1
FIRST NAME	SHIP-TO ADDRESS LINE 2
MIDDLE NAME	SHIP-TO ADDRESS CITY
ZONE 17 - AGENCY SPECIFIC DATA	SHIP-TO ADDRESS STATE
WORK EMAIL	SHIP-TO ADDRESS ZIP
HOME EMAIL	SHIP-TO ADDRESS END DATE
OTHER EMAIL	Require Dig Sig and Encr Certs
CREDENTIAL EXPIRATION DATE	PIV Card Type
PENDING CARD ACTION REQUEST	Sponsor ID
ISSUANCE STATUS	Credential Option
Renewal Status	Issuance ID
ORG ASSOCIATION CATEGORY	CSN

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