

**REVISION CHART**

<b>Version</b>	<b>Primary Author(s)</b>	<b>Description of Version</b>	<b>Date Completed</b>
1.0	Sheila Dawson	Original	05/07/2019

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*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.*

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 Certificate Expiration Report provides a list of certificates that are due to expire within the selected time span of the report.

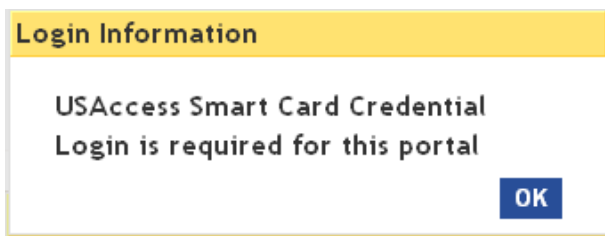
To access the Reports Portal, enter this URL in your Web browser:

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

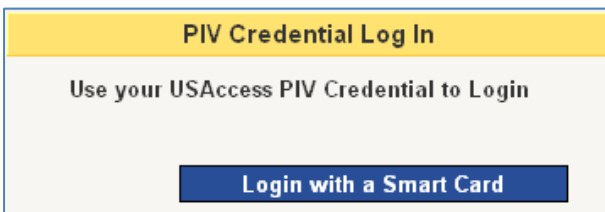
## Insert your USAccess Credential into the Card Reader

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

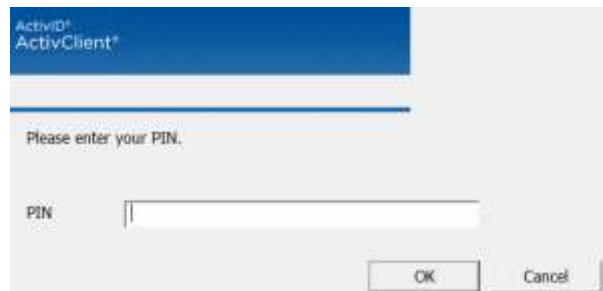
Locate your name in the certificate list and click on your name to select it.

Click the **OK** button.



## Enter your Pin

Enter your PIN and then click the OK button.



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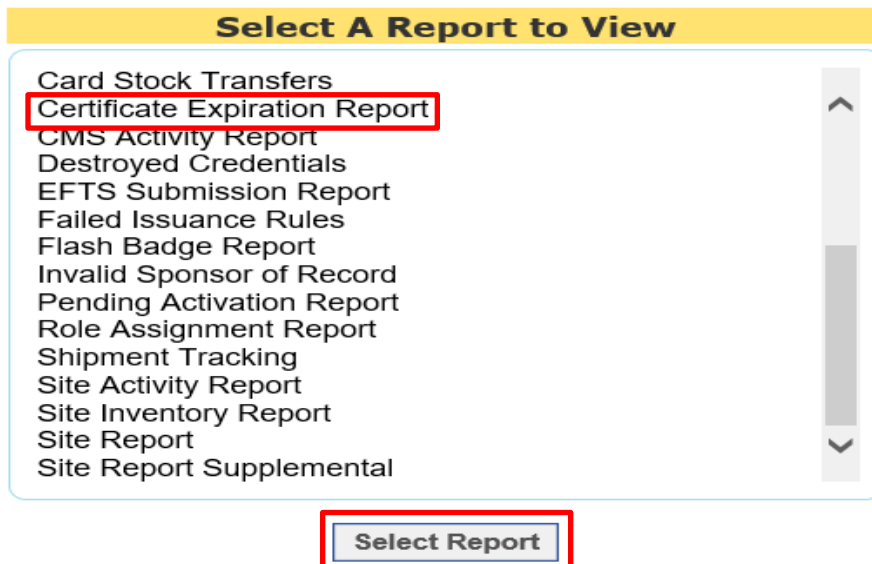
**Step 1:** Navigate to the Reports Portal



**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".



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

**Note:** This report can only be viewed as a csv file.

**Certificate Expiration Report.rpt**

Agency: GENERAL SERVICES ADMINISTRATION

Subagency: GSA - GENERAL SERVICES ADMINISTRATION

Certificate Expiration Date Range: 180 to 0 Days, 180 to 91 Days, 90 to 61 Days, 60 to 31 Days, 30 to 0 Days, Expired

Show Report Reset

THIS REPORT WILL BE DOWNLOADED AS A CSV FILE ONLY

**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

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**Step 6:** Save or open the document.



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
- Sub-agency
- Sub-agency Abbreviation
- Enrollment ID
- Last Name
- First Name
- Middle Name
- Name Suffix
- Work Email
- Certificate Expiration Date
- Rekey Request Generated
- Issuance Status
- Sponsor of Record
- Zone 17 - Agency Specific Data
- Credential Option
- Current Iss Sub-Status