

Getting a USPS Purchase Card. (Purchase Card = Credit Card)

[USPS Purchase Card Homepage](#)

Cardholder and Credit Card Approving Official Accounts

To **Set-up, Update, or Terminate** a Cardholder (**CH**) or Credit Card Approving Official (**CCAO**) Account, users must log into USPS **eAccess** to submit their request.

Log into eAccess and Select PCeRS:

1. Log into **eAccess**
2. Select **Enter Application**
3. Enter your **Ace Login and Password**
4. Click on the **Request Access** tab
5. Type **PCeRS** for the application name
6. Select **Search**
7. Select **PCeRS**
8. Click on **Request Access**

Note: Purchase Cardholders and CCAOs are required to complete **LMS Purchase Card Training Course #10022331**, if they have not already done so.

For additional assistance, review the **New CH/CCAO eAccess PCeRS Request User Guide** below or contact the PSSC Help Desk at **PSSC Helpdesk Eastern** or **PSSC Helpdesk Western**

[CH/CCAO eAccess PCeRS Request User Guide](#)

Training and Information

Required Training

- [LMS Purchase Card Training, Course #10022331](#)
- [LMS Standards of Ethical Conduct Course #2520105](#)
- Review: [Handbook AS-709 Local Buying and Purchase Card Policies & Procedures](#)
- Review: [eBuy2 training topics consistent with your eBuy2 Role\(s\)](#)