Logging In

**Compatible with Microsoft Internet Explorer or Mozilla Firefox only. Disable all pop-up blockers.**

1. Go to https://payment2.works.com/works
   (Hint: Bookmark this site)

2. Enter username & password (case sensitive)
   Username: your network username
   Password: Initially password is union1795 which is good for three days

Navigation to Transactions

Assigned Cards

Summary of Tasks to Perform

User Profile:
Make changes to your username, password, and email settings.

Home Page:
Refreshes screen, brings you back to main page.

Online Help

BOA Contact Numbers

Training Guides and Videos
Select Transactions and Reimbursements requiring sign off

Create an Expense Report (Folder)

Upload Receipts for future use
Select
Plus or Minus to see more or less detail.

DRILL DOWN FOR MORE INFORMATION OR ACTIONS

CHANGE ALLOCATION

VIEW FULL DETAILS

ADD TO EXPENSE REPORT

ADD COMMENT

ATTACH SCANNED RECEIPTS HERE

VIEW VENDOR INFORMATION

VIEW FULL DETAILS

ADD COMMENT
Columns can be sorted by left clicking the column title...ascending or descending.

Columns can be dragged and dropped to be placed where you prefer to see them.

Column content can be changed by selecting Columns drop down and checking or unchecking columns of your choice.

**IMPORTANT:** IF UPLOADING RECEIPT IMAGES, ALWAYS ADD THE COLUMN "UPLOAD RECEIPTS" TO SEE IF YOU HAVE AN IMAGE ATTACHED. If an image is uploaded, a Yes appears in the column.
Select one or all......

Change codes, add to expense report, make a receipt note, or sign off.
Create Reimbursements OR EXPENSE FOLDERS

****Fill in Reimbursement Information-Select SAVE when finished-Then go to Reimbursements requiring sign off-Attach Receipt- then Submit