

HELPFUL HINTS TUTORIAL **WEB-BASED C.A.R.E TRAINING SITE**

BILLING OFFICIALS

- ?? Go to website: <https://wbt.care.usbank.com>
- ?? You will need to type in the USERID and PASSWORD at the prompt. Contact your account manager for this information.
- ?? Click on the Government Program Manager link (button).
- ?? On the page that pops up, click on: Government Program Manager link (button).
- ?? On the page that pops up, click on: Government CPP link (button).
- ?? On the page that pops up, click on: Lessons link (button).
- ?? On the page that pops up, click on the T.M.(Transactions Management) link (button).
- ?? At the bottom left of the next page that pops up, under the title: The Manual, click on the box: View Manual. This will take some time to load. Go to page 64. Pages 65 through 86 provide the instructions.
- ?? TRANSACTION MANAGEMENT. (You may find it helpful to print these pages for future reference.) The following sections are very important, but the entire section should be read:
1. Certifying a consolidated invoice
 2. Viewing Transactions
 3. Approving a Billing Statement
 4. Certifying an Invoice
 5. Acting on Behalf of a Cardholder