Completing the Transaction Log information in CARE.

After you have made a purchase or received a service you will need to go into your CARE account and enter the information into the ***LOG DETAIL TAB*** from the ***TRANSACTIONS LOG TAB***.

Follow the instructions below:

1. Enter **CARE** web site and log on into your account. https://care.usbank.com
2. Go to Transactions Management
3. Highlight cardholder, then highlight the billing cycle date that corresponds to the purchase or service date.
4. Click on ***TRANSACTIONS LOG TAB*** @ the top
5. Scroll down to new entry, highlight new entry
6. Click on ***LOG DETAIL TAB*** @ the bottom
7. Enter information in the following fields:
    a. Date the item was ordered
    b. Merchant name
    c. Dollar amount transacted
    d. Description of the item
    e. Whether or not the item was received
8. Click ***ADD*** when complete

When certifying your statement you will need to fill out the asterisks item under the ***LOG DETAIL***
Follow the steps 1-3.

4. Click on ***TRANSACTIONS TAB*** @ top
5. Highlight the item
6. Click on ***LOG DETAIL TAB*** @ bottom
7. Verify transaction date using the calendar
8. Click on ***SAVE LOG***
9. Repeat for each item.

AS OF: JANUARY 2004