Step 1: Log into Visa IntelliLink by going to intellilink.spendmanagement.visa.com.

There is a Two-factor Authentication process and your authentication code will be emailed to your @iit.edu email address or sent via the Visa Spend Management App if you signed up for it.
Step 2: Once you log in, you will see the Visa Spend Management’s Home Page.

If you are a P-Card holder or proxy/delegate of a P-Card holder, you should see the **Expenses** tab and if you are an Approver, you should see the **Approvals** tab.
Step 3: Click on the Approvals tab to review the list of P-Card transactions that are pending your review and approval to complete the reconciliation process.

The automatic setting is for a 12-month timeframe to date so you should be able to see all items pending your approval rather than what is only for the current billing cycle.
If you wish, you can also click on the Filter down arrow and select to view all the items that you have commented/asked follow-up questions about, those that you’ve already approved, change the date range, or transaction amount range for a more custom filter from the dropdown menu.
Step 4: You can click on the little arrow next to each P-Card transaction to review the details. Please make sure to review for business purpose description, FOAP, and receipt attachment (receipt required for every transaction on grant/3xxxxx funds and also required for transactions $75 or more for non-grant funds). Then scroll down to the bottom of the side window where you can either ask a question or leave a comment, or if everything looks good, you can click on the Approve button.

Once you click Approve, you have completed the card holder’s P-Card reconciliation cycle.