

Where can I find the GSA SmartPay Online Quiz?

The quiz can be accessed directly from the course lesson menu.

1. Login to your account
2. Select your course.
3. On the *Lesson* page, expand the Lesson menu (the white plus sign in a gray circle) to the right of the lesson title.

LESSON 1: GSA SmartPay Travel Training (Account Holders/ AOs) 

Lesson 1 of 12



GSA SmartPay Travel Training (Account Holders/ AOs)

4. A dropdown menu will appear. Click *Quiz* at the bottom of the list to get to the quiz page.

LESSON 1: GSA SmartPay Travel Training (Account Holders/ AOs) 

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Lesson 1 of 12

LESSON 2: Travel Program Overview

LESSON 3: Key Program Participants

LESSON 4: Signing up for a Travel Account

LESSON 5: Planning for the Trip

LESSON 6: Making Reservations **Training (Account Holders/ AOs)**

LESSON 7: The Week Before the Trip

LESSON 8: During Your Trip

LESSON 9: Returning from your Trip Training for Account Holders and Approving Officials. A

LESSON 10: Questionable Charges employee going on official government travel, you are expected to be familiar with the **Federa**

LESSON 11: Contractor Bank Customer Service This training course is intended to teach you the basics about your roles and responsibilities ;

LESSON 12: Approving Officials as required by your agency. We encourage you to also learn

QUIZ: GSA SmartPay Travel Account (Account Holders/AOs)

5. Click *Start Quiz* to begin the quiz.

QUIZ: GSA SmartPay Travel Account (Account Holders/AOs) 

GSA SmartPay Travel Account (Account Holders/AOs)

Now that you have completed the training portion of the GSA SmartPay Travel Account Online Training (Account Holders/AOs), you are ready to take your quiz. Once you have completed and successfully passed your quiz, you will receive your completion certificate. The certificate can be saved or printed from the training website.

Start Quiz 

6. Once you have completed and successfully passed the quiz (80% score or higher), you will receive your certificate of completion. The certificate can be saved or printed from the training website. You may take the quiz as many times as needed to obtain the 80% passing score.