

How Do I Take the GSA SmartPay Online Training?

You can choose to take training online or offline. Either way, you will need to login to the GSA SmartPay Training site to complete the quiz at the end of the course and receive your certificate of completion. Follow the directions below to complete.

- In the middle of the screen you will see training headings for each of the card programs. The courses offered for that program are listed directly below each heading. You may need to scroll down to see this section. Click the course that is right for you to begin the course. (If you are uncertain which course, see *Which Training Do I Need to Take?*).

Select Training Course

GSA SmartPay offers a variety of training courses for Account Holders and Program Coordinators based on business line. You can browse any training course content listed below. To complete the course and receive your certificate, you must login and pass your quiz.

TRAVEL TRAINING For Account Holders/AOs For Program Coordinators	PURCHASE TRAINING For Account Holders/AOs For Program Coordinators	FLEET TRAINING For Program Coordinators	ADDITIONAL TRAINING All Purchase Card Videos
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- You will be taken to the first lesson in the course.

To complete the course by viewing the training online:

1. Read all the lesson information on the current screen. Then click the *Lesson* button at the lower right side of each screen to proceed to the next lesson.

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

Lesson 1 of 12



GSA SmartPay Travel Training (Account Holders/ AOs)

[Printer-friendly version](#)

Welcome to the GSA SmartPay Travel Training for Account Holders and Approving Officials. As a federal government employee going on official government travel, you are expected to be familiar with the **Federal Travel Regulations (FTR)** and other government travel policies.

This training course is intended to teach you the basics about your roles and responsibilities as an Account Holder/ AO and can be used as refresher training as required by your agency. We encourage you to also learn about your agency's specific travel program requirements and policies.

To print or save the training, please follow the following steps:

1. Click below on the "Download Travel Training for Account Holders/ AOs PDF" link.
2. Select "Ctrl P" or Print from the menu on your web browser.
3. Select a printer name to print OR select "Adobe PDF" from the dropdown menu to save a copy to your computer.

[Download Travel Training for Account Holders/ AOs PDF](#)

[Bookmark my place and return later](#)

[Lesson 2: Travel Program Overview >](#)

2. Once you have completed the final lesson, you will need to take the quiz.

Additional Resources

Additional resources including tools, logs, and templates for the AO can be found on the GSA SmartPay website at: <https://smartpay.gsa.gov/content/resources#sa864>

[Bookmark my place and return later](#)

[< Lesson 11: Contractor Bank Customer Service](#)

[Quiz >](#)

- If you are already logged into your account you will see a *Start Quiz* button on the lower left side of the screen. Click this to take 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 >](#)

- If you are not logged into your account you will see message asking if you are ready to take the quiz with a button *Login and take it now* button.
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Ready for the Account Holders Travel Card Quiz?
Log in and take it now

- Login in and you will be taken to the *Start Quiz* screen.
3. After you have completed the course and successfully passed the quiz (80% score of 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 need to obtain the 80% passing score.

To complete the course by viewing the training offline:

1. Click the *Download* training button at the lower left side of the screen.

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Download Travel Training for Account Holders/ AOs PDF

[Bookmark my place and return later](#)

[Lesson 2: Travel Program Overview >](#)

2. After you have completed reading each lesson offline, you will need to come back to the training site to complete the quiz and finish the course.
 - a. Login to your account

- b. Select your course.
- c. On the *Lesson* page, expand on the menu button (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)

- d. A drop down 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 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

employee going on official government travel, you are expected to be familiar with the **Federa**

LESSON 10: Questionable Charges

LESSON 11: Contractor Bank Customer Service 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)

- e. Click *Start Quiz* button on the lower left of the screen to begin the quiz.

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