

Cardholder Refresher Training Reminder Template

The purpose of this email message is to remind all (*insert your Bureau*) Travel Cardholders, to complete the GSA SmartPay Travel Card Refresher Training as required by the Office of Management and Budget (OMB), Circular Number A-123, Appendix B. In order to avoid suspension, the training must be completed by (date) and a copy of the training certificate received by (date).

For employees who have not met this requirement, please visit the GSA SmartPay Travel Card Training for Cardholders at <https://training.smartpay.gsa.gov/> and follow the instructions below:

- Login with your credentials
- Select the link to the GSA SmartPay Travel Card Training for Cardholders
- Request a new password, if you cannot remember
- Complete the on-line training
- Print out a copy of your training certificate
- Send a copy to your supervisor and the APC

This training takes approximately 35 minutes to complete. You are not required to retake this training if you completed the training on or after (*insert a date*), however; you must submit a copy of your of your most recent training certificate. Submit all training certificates to the (*APC/OPC information*) in room (*insert room number*), fax to (*insert fax number*), or e-mail to (*insert email*). The travel card will be suspended if training certificates are not received by (*insert date*).

For further information, please contact (*APC/OPC contact information*).