

**Department of Accounts**

**Small Purchase  
Charge Card Administration (CCA)**

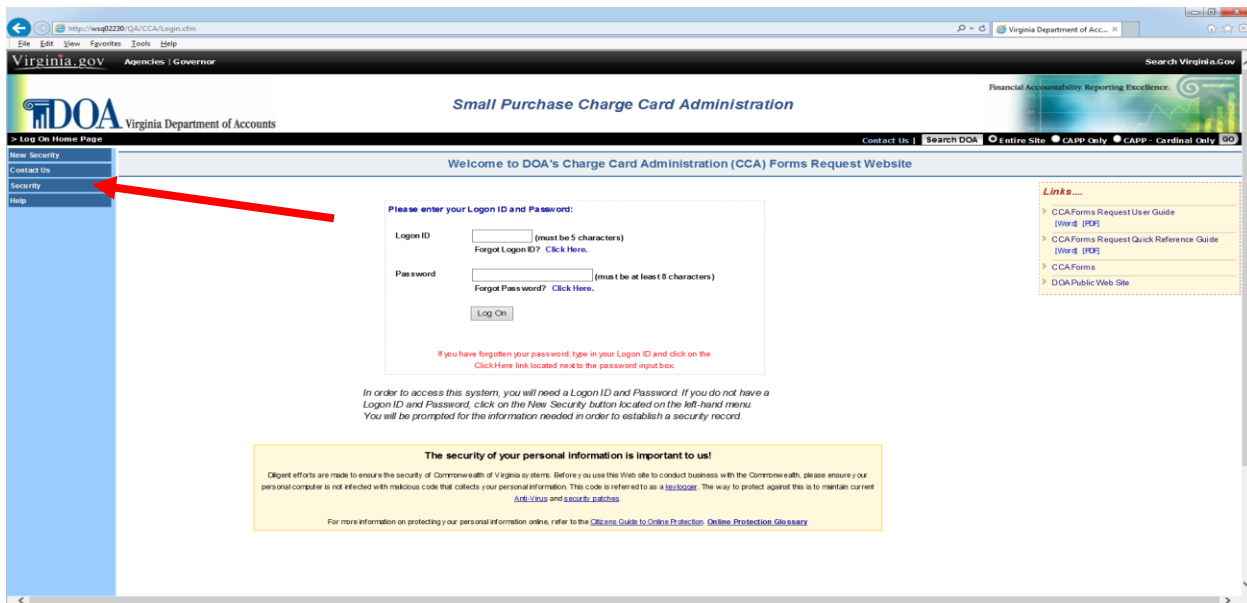


**CCA Forms Request Application  
Quick Reference Guide**

**March 2017**

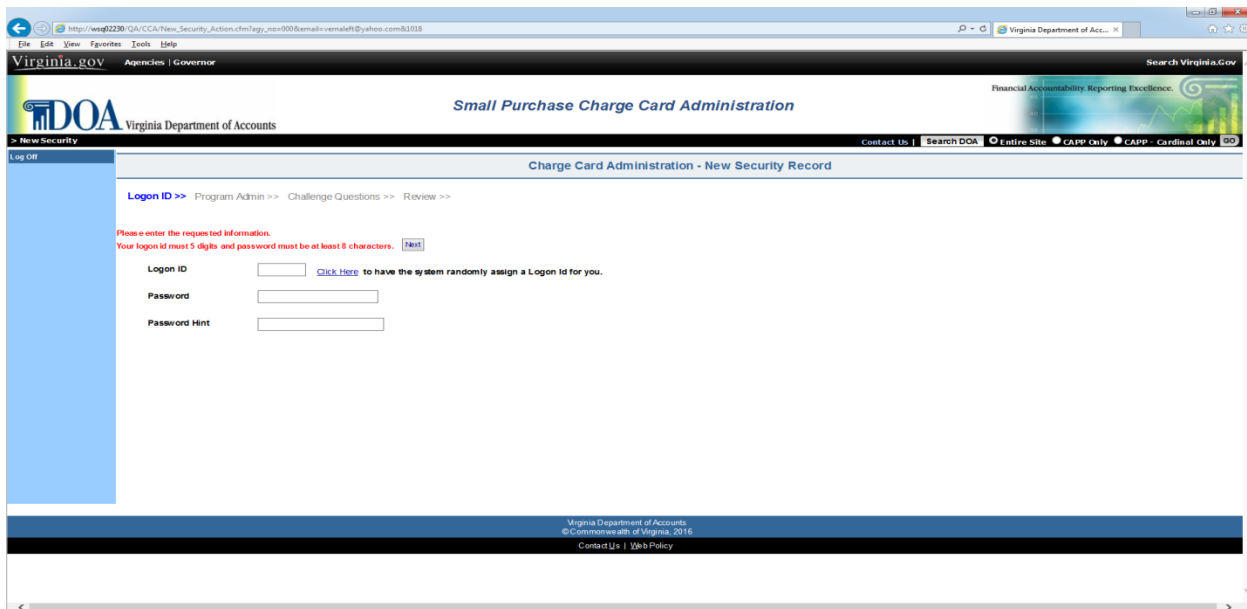
## Initial Logon Record Setup

To set up an initial security record, access the website at <https://cca.doa.virginia.gov/Login.cfm> and then select “New Security” located on the left-hand menu.



On the following screen enter your agency number and email address to continue. If your agency number and email address match DOA’s registered Program Administrator Information, the Security Logon Form will be displayed. Follow the instructions on the screen to complete the Security Record Logon.

**NOTE: “If you are not a registered Program Administrator for your agency, or are unable to set up an initial security record, email [cca@doa.virginia.gov](mailto:cca@doa.virginia.gov) for further instructions.”**



If the Security Record Logon Form is correctly filled out, the following screen will display the message “Your Logon Security has been successfully created”. Select the “Continue” button to access the system.

**Form Number Selection** By selecting the Agency Request Forms option from the Main Menu, the user will be linked to the **Charge Card Administration System’s** forms request page. This page displays the six (6) forms that DOA provides; descriptions of each form are described below.

| <b>FORM #</b> | <b>DESCRIPTION</b>                                                                                                                                                                                                                                                                                                                                   |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CCA001        | Selecting this link will display the DOA <b>Request for Permanent Credit Limit Increase</b> form. This form should be used to request a permanent increase to an agency’s charge card.                                                                                                                                                               |
| CCA002        | Selecting this link will display the DOA <b>Request for Temporary Credit Limit Increase</b> form. This form should be used to request a temporary increase to an agency’s charge card.                                                                                                                                                               |
| CCA003        | Selecting this link will display the DOA <b>Request to Pay Past Due Invoice(s)</b> form. This form should be used to request a past due invoice payment approval from DOA.                                                                                                                                                                           |
| CCA004        | Selecting this link will display the DOA <b>Request for Temporary Restriction(s) Removal</b> form. This form should be used to request restrictions be removed from an agency’s charge card.                                                                                                                                                         |
| CCA005        | Selecting this link will display the DOA <b>Annual Cardholder Review Certification</b> form. This form should be used to certify that the agency Program Administrator(s) have confirmed all transaction limits, monthly limits, restrictions tables, and transaction volumes were appropriate and coincide with Annual Exceptions submitted to DOA. |
| CCA006        | Selecting this link will display the <b>DOA Annual Cardholder Training Certification</b> form. This form should be used to certify that all Cardholders, Supervisors/Reviewers, and Program Administrators under your agency purview have completed the necessary annual training for the Purchase/Travel Card Programs.                             |
| Print Forms   | Selecting the Printer Friendly link will allow you to print the selected form.                                                                                                                                                                                                                                                                       |

**Form Revision Needed** If a request form has been submitted incorrectly and needs revision, the Program Administrator must email the CCA team directly ([cca@doa.virginia.gov](mailto:cca@doa.virginia.gov)).

For a full user guide to the CCA Forms request application, please access it on the Charge Card Administration Forms Request Website (<https://cca.doa.virginia.gov/>) in the “Links” section.

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Small Purchase Charge Card Administration

Virginia Department of Accounts

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Welcome to DOA's Charge Card Administration (CCA) Forms Request Website

Please enter your Logon ID and Password:

Logon ID  (must be 5 characters)  
Forgot Logon ID? [Click Here.](#)

Password  (must be at least 8 characters)  
Forgot Password? [Click Here.](#)

If you have forgotten your password, type in your Logon ID and click on the [Click Here](#) link located next to the password input box.

In order to access this system, you will need a Logon ID and Password. If you do not have a Logon ID and Password, click on the [New Security](#) button located on the left-hand menu. You will be prompted for the information needed in order to establish a security record.

**The security of your personal information is important to us!**

Diligent efforts are made to ensure the security of Commonwealth of Virginia systems. Before you use the Web site to conduct business with the Commonwealth, please ensure your personal computer is not infected with malicious code that collects your personal information. This code is referred to as a [Trojan](#). The way to protect against this is to maintain current [Anti-Virus](#) and [security patches](#).

For more information on protecting your personal information online, refer to the [Citizens Guide to Online Protection](#), [Online Protection Glossary](#)

**Links...**

- CCAForms Request User Guide [Word (.RF)]
- CCAForms Request Quick Reference Guide [Word (.RF)]
- CCAForms
- DOA Public Web Site