Entry Point: My Credit Card Transactions

To view the return reason: Click on or hover over "**Returned**" under the status column.

Pop up: *(Returned Reason(s))* Will list why the transaction has been returned.

Make the necessary corrections

Click **Submit for Approval**

> **NOTE: If you receive the error message "zero lines submitted for approval" when trying to resubmit a transaction for approval, follow these steps.**

Step 1: Type over the Account Number
Click **OK**

> **NOTE: If you need to change the account number, you will have to re-enter the entire account as the system does not allow changing parts of the account number.**

Step 2: Delete the attachment, then re-attach the documentation

Step 3: Click **Resubmit for Approval**