**This guide provides step by step instructions for submitting Google forms, such as the Temporary Account Maintenance Request and Account Cancellation Request.**

1. Please make sure you are not signed into a personal Google account.
2. From the Procurement Services Pcard web page, click the link to desired form. For this example, the Pcard Temporary Account Maintenance Form is used.
3. Sign in using ODU email address. This will trigger sign on using MIDAS.



1. Log in with MIDAS ID and password.



1. Use the faculty/staff email if more than one option is available.



1. Google form opens as in the screenshot below.
2. Enter required information. Pcard Temporary Account Maintenance Form contains four section.
* Maintenance Request Form
* Temporary Protective Suspension Request
	+ Leave blank and click Next for temporary MCC adjustment request.
* Request to unblock merchant category code
	+ Leave blank and click Next for suspension requests.
* Include detailed description in Good/Service Being Purchased area.
* Finalize Submission
	+ Any documents that need to be uploaded can be uploaded in this section.

