Dispute a Transaction

You can use this quick reference guide as a fast reminder of the basic steps for disputing a transaction in Access® Online.

1. Click the date link for the transaction you want to dispute.

2. Click Dispute.

3. Select the appropriate dispute reason.

4. Click Select.
**Transaction Management**

Dispute Reason: Unauthorized

<table>
<thead>
<tr>
<th>Date</th>
<th>Statement Date</th>
<th>Merchant</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/13/2013</td>
<td></td>
<td>OMEGA ENGINEERING</td>
</tr>
</tbody>
</table>

Unauthorized

My account was charged for this transaction and I did not authorize it.

This dispute reason requires a physical signature of the Cardholder. "Continue" for a printable version of the form.

* = required

**Requestor Name**

**Requestor Phone Number**

NAMITA MARALDO
6121231234

**Comments**

I did not authorize this charge.

### Instructions

5. Specify required or optional information.

6. Click **Continue** and then follow the instructions to print, sign, and send information to the address listed.