

# Get Ready...

# Get Set...

# Go Transition!

The final step in the transition process is here! Agencies/ Organizations will begin processing transactions under GSA SmartPay 3 on November 30, 2018. This means that your current GSA SmartPay Purchase Account may no longer be used after November 29, 2018.

Prior to November 29, 2018, all account holders will need to:

- Follow agency policy for disposal of the GSA SmartPay 2 purchase card
- Cancel all recurring charges
- Adhere to the agencies'/ organizations' record retention policies
- Apply for a new GSA SmartPay 3 purchase account
- Activate your new account
- Complete all required training
- Reconcile all transactions

**Take hold of new payment opportunities:**

- e-Payables
- Mobile Payments
- Innovative Apps

**New! ePayables Solutions** replace the accounts payables process and used with merchants who are traditionally paid by check, EFT or merchants who do not accept charge card payments.



For more information about the GSA SmartPay 3 program,  
visit our website at <https://smartpay.gsa.gov>