



To sign up for online utilization reports:

1. Go to <http://online.cfcaccra.org/Default.aspx>
2. Click on New User Registration (below the picture)
3. Fill in the required information
4. Click Create Account
5. Accra's IT staff will activate the account and email you to complete the process.

Once you sign up for online reports, we will no longer mail you copies each month.

You will be emailed monthly that a utilization report is ready to be viewed as a reminder.

Your customized expense reimbursement request form is available online as well.