

Access Online Website Registration Process (for a Cardholder Only)

Once you have your new US Bank Government Purchase Card you will first call US Bank to activate your card at 1-701-461-2232; this is the number on the sticker on the front of your new card. Once your card is activated then you must go to the Access Online Website: <https://access.usbank.com> to register your card. Access Online is the website that you will do your transaction management when you use your card.

A. Click on the "[Register Online](#)" link to start the registration process (see below screen shot)

(Note: **DO NOT** try to login using the same login information you created when you registered on the Web Based Training website; that is a completely different website and was only for the training portion of obtaining a new card.)

Personal | Business | Institution | Government | About U.S. Bancorp

usbank
Five Star Service Guaranteed

U.S. Bank Access® Online

Contact Us
Login

Welcome to Access Online!

Please enter the information below and login to begin.

Organization Short Name:

User ID:

Password:

[Login](#)

[Forgot your password?](#)

[Register Online](#)

[Website/Browser Requirements](#)

Once you have activated your card click on "Register Online" to start the registration process.

© 2010 U.S. Bancorp R030.10b4.0 usb col 16

B. The next screen will be Online Registration – Add Accounts; follow the below:

1. Enter the Organization Short Name: army (can be lowercase and is always army)
2. Enter your credit card number
3. Enter the expiration month of your credit card
4. Enter the expiration year of your credit card
5. Enter your APO Zip Code
6. Then click on “Register This Account”

Personal | Business | Institution / Government | About U.S. Bancorp

usbank
Five Star Service Guaranteed

U.S. Bank Access® Online

Contact Us
Login

Online Registration

Add Accounts

To join Access Online, you will need a minimum of one valid account number. "Register This Account" will validate a single account. "Additional Account" will allow multiple accounts to be included in the registration process.

* = required

1. Organization Short Name: *

2. Account Number: *

3. Account Expiration Date: Mon [Jan] Year [2010]

4. Account Zip Code: *

5. Register This Account Additional Account

6. <<Back to Login Page

© 2010 U.S. Bancorp R030.10b4.0 usb col 6

C. The next screen will be a Licensing Agreement you will need to click “I Accept” to move to the final page in the registration process.

Personal | Business | Institution / Government | About

usbank
Five Star Service Guaranteed

U.S. Bank Access® Online

Contact Us
Login

Licensing Agreement

Please read and accept the Licensing Agreement to continue.

AccessOnline Terms of Service

1. ACKNOWLEDGMENT AND ACCEPTANCE OF TERMS OF ACCESSIONLINE

Customer and U.S. Bank agree that any cause of action arising out of or related to this AccessOnline must commence within one (1) year after the cause of action accrues. Otherwise, such cause of action is permanently barred.

The section titles in the ATS are solely for organizational purposes and have no legal or contractual significance.

I Decline I Accept

Click "I Accept" to move to the next page of the Card Registration Process

D. On this page you will need to:

- 1) Create a User ID and Password – this will be the Login information that you will use to login into Access Online and manage your procurement card transactions. (User ID needs to be: 7 – 20 characters and Password needs to be: 8 – 20 alphanumeric characters)
- 2) Then you will pick an Authentication Question and enter the response – this information will be asked of you if you need to reset your password.
- 3) Next you will need to fill in your Contact Information (anything with a Red * is required information)
- 4) Finally click on the Continue button to complete the Access Online Registration process.

The screenshot shows the 'Online Registration' page with the following sections and annotations:

- Organization Short Name:** CMEA
- User ID & Password:** A red circle highlights the text '* = required'. A yellow cloud annotation says: 'You will then need to create a UserID and Password that you will use to login to Access Online to Manage your PCard transactions.' A green arrow points to the 'User ID' field. A green note box on the right states: 'User ID should be: 7 - 20 characters. Password should be: 8 - 20 Alphanumeric Characters'.
- Authentication:** A yellow cloud annotation says: 'Next you must choose an Authentication Question and Response. This will be used if you forget your password and need to reset it.' A green arrow points to the 'Authentication Question' dropdown menu.
- Contact Information:** A yellow cloud annotation says: 'Then fill in your contact information; only those items with the red * are required.' A green arrow points to the 'City' field. Other fields with red asterisks include First Name, Last Name, Address 1, Address 2, State/Province, Zip/Postal Code, Country, Phone Number, and Fax Number.
- Buttons:** A yellow cloud annotation says: 'Click on the Continue Button'. A green arrow points to the 'Continue' button.

E. After you click on the Continue button you will then be on the page below. This is the screen that you will see each time you log in and the screen you will navigate from to manage your transactions.

U.S. Bank Access® Online State of Maine

[Our Payment Products](#) [Logout](#)

usbank **Message(s) from U.S. Bank**

Welcome to the new look and feel of Access Online! The innovative design will provide an enhanced user experience and will not change the way you operate in the system. Access your payment solutions anytime, anywhere with Access Online

Language Selection:

Transaction Management
Account Information
Reporting

My Personal Information

Home
Contact Us

Once you complete the registration you will be on this screen and logged in to Access Online.

All of **us** serving you™

© 2010 U.S. Bancorp R031.00b52.0 usb col 1