



US Bank

P-Card Activation
through
Access[®] Online

Access[®] Online

Card activation online

*Quick start guide
Version 1-1
All users*

Activate your card online

You can easily activate your card online without having to call us to activate your card.

- To activate your card, visit www.access.usbank.com
- Click **Activate Your Card** as indicated below.
- The Organization Short Name for the University of Wyoming is UWYO. You don't need this to activate the card.

If you have a card that uses a PIN, you can also specify and update your PIN online.

- We recommend that a PIN is created. UW P-Cards are not authorized to withdraw cash however some merchants, particularly when traveling internationally may require a PIN for a transaction to process.

Begin the process with Step 1 as indicated below.

The screenshot shows the 'Access Online' login page. At the top, it says 'Access® Online'. Below that, there are links for 'Contact Us' and 'Login'. The main heading is 'Welcome to Access Online!'. Below the heading, it says 'Please enter the information below and login to begin.' There are three required fields: 'Organization Short Name:*', 'User ID:*', and 'Password:*'. Below these fields is a 'Login' button. There are also links for 'Forgot your password?', 'Register Online', and 'Activate Your Card | Change Your PIN'. A blue callout box with the number '1' and the text 'Click the Activate Your Card link.' has an arrow pointing to the 'Activate Your Card' link.

The **16-digit credit card account number** and expiration date are on the back of the card.

The **work phone number** is the Campus phone number found in WyoCloud.

- Instructions for [Finding your Phone Number](#).

Activate Your Card – Information

Enter Card Information

Complete the fields below to activate your card.
All fields required unless noted as *(optional)*.

Card Number

Expiration Date
Month Year

Work Phone
Last 4 digits

2. Type your 16-digit account number.

3. Specify the expiration date.

4. Specify the last four digits of your work telephone number.

5. Click **Submit**.

Activate Your Card – Email Confirmation

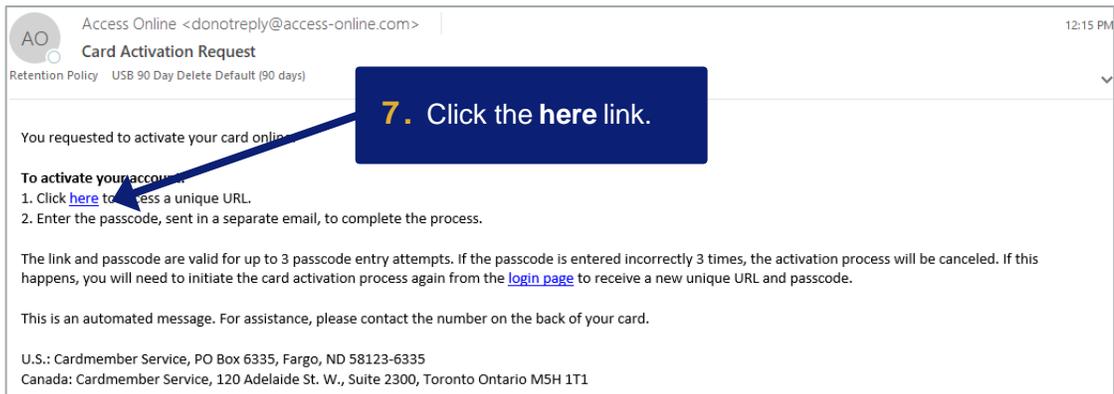
Information Submitted. Check Your Email.



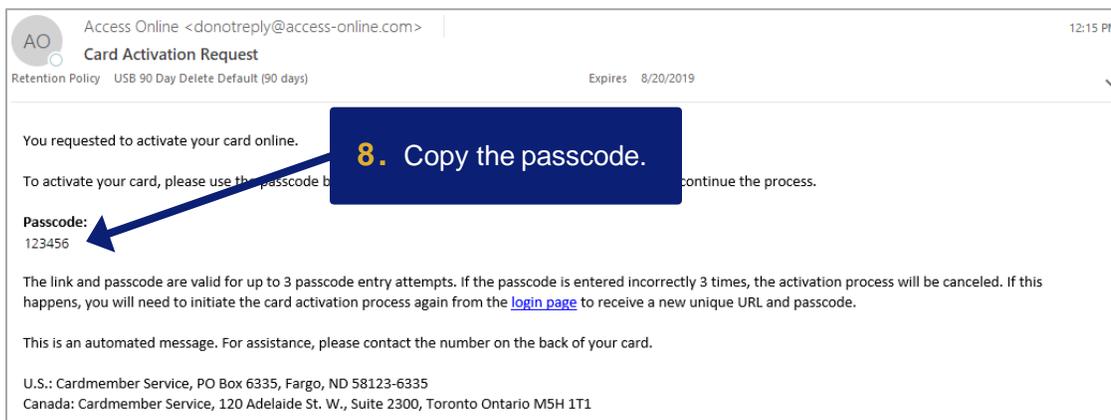
If your information matches what we have on file, we'll send an email to your email address on file with instructions on how to finish the process. Contact the number on the back of your card if you don't receive an email.

6. Wait for two email messages to arrive.

Access Online
Activate Card Online: Version 1-1



Email #2



Step 10 is OPTIONAL for card activation.

- Any communication from US Bank would be about the specific p-card account assigned to you.
- It is not for notifications regarding fraud or declining transactions, this is set-up when the account is registered in Access Online.

The screenshot shows the 'Activate Your Card – Passcode' page. At the top, it says 'Access® Online'. Below that is the title 'Activate Your Card – Passcode'. The main content area is titled 'Enter Passcode' and includes the instruction 'Enter the passcode sent to your email address.' and 'All fields required unless noted as (optional)'. There are three input fields: 'Card Number' with the value '**1234', 'Passcode' (empty), and 'Mobile Phone (optional)' (empty). A blue box with the text '9. Paste the passcode.' has an arrow pointing to the Passcode field. Another blue box with the text '10. Type your mobile telephone number if you want to get communications from us.' has an arrow pointing to the Mobile Phone field. A third blue box with the text '11. Click Submit.' has an arrow pointing to the 'Submit' button at the bottom right. Below the Mobile Phone field is a long paragraph of legal text regarding consent to receive communications.

We recommend that a PIN is created.

- UW P-Cards are not authorized to withdraw cash however some merchants, particularly when traveling internationally, may require a PIN for a transaction to process.

12 If your card requires a PIN (e.g., you are authorized to withdraw cash, your card is an EMV card), then specify your new PIN two times. Your PIN cannot be all zeros.

13 Click **Submit**.

14 Click the **Go to Login** button to log in to Access

The card activation process is now completed.

Step 14 will go to the Access Online Login web page where you can register online which will allow you to access account information:

- Credit limit, single purchase limit, available credit balance, transactions, statements, etc.
- Registering allows for notifications to be set up for fraud, declines, and monthly statements.

The card activation process is complete. If you would like to change your PIN at any time, please follow these instructions.

Change your PIN

If you use a PIN for your card (e.g., an EMV card), then you can easily change your PIN online.

The screenshot shows the 'Access Online' login page. At the top, it says 'Access Online'. Below that, there are links for 'Contact Us' and 'Login'. The main heading is 'Welcome to Access Online!'. Below the heading, it says 'Please enter the information below and login to begin.' followed by '* = required'. The form fields are: 'Organization Short Name:*' with an empty text box, 'User ID:*' with an empty text box, and 'Password:*' with an empty text box. There is a blue 'Login' button. Below the button are links for 'Forgot your password.', 'Register Online', and 'Activate Your Card | Change Your PIN'. A dark blue callout box with white text says '1. Click the Change Your PIN link.' with an arrow pointing to the 'Change Your PIN' link.

The **16-digit credit card account number** and expiration date are on the back of the card.

The **work phone number** is the Campus phone number found in WyoCloud.

- Instructions for [Finding your Phone Number](#).

Change Your PIN - Information

Enter Card Information

Complete the fields below to update your existing information.
All fields required unless noted as *(optional)*.

2. Type your 16-digit account number.

Card Number

3. Specify the expiration date.

Expiration Date
Month Year

4. Specify the last four digits of your work telephone number.

Work Phone
Last 4 digits

5. Click **Submit**.

Change Your PIN - Email Confirmation

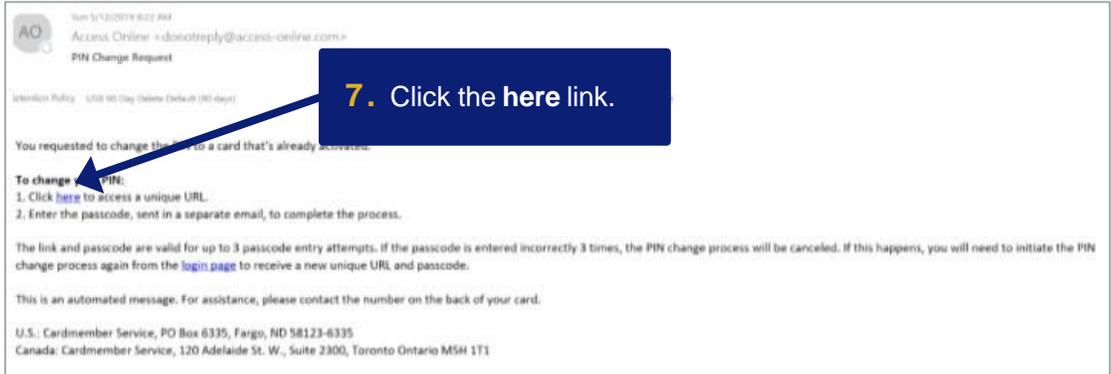
Information Submitted. Check Your Email.

6. Wait for two email messages to arrive.

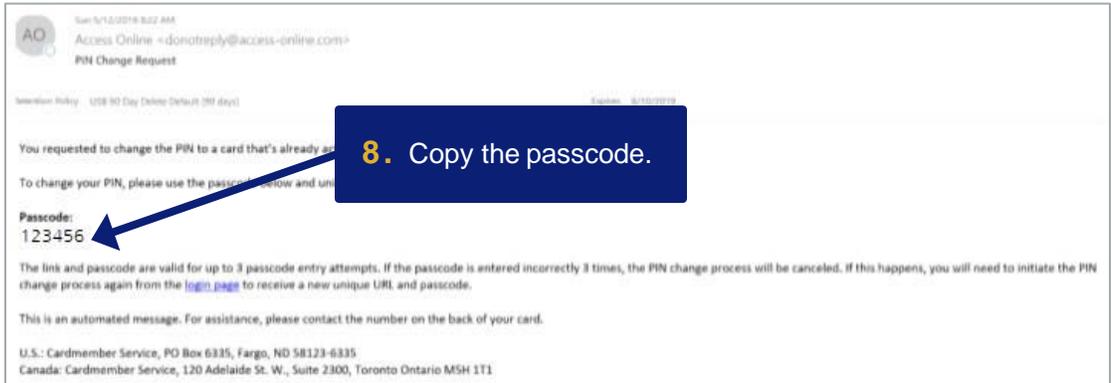


If your information matches what we have on file, we'll send an email to your email address on file with instructions on how to finish the process. Contact the number on the back of your card if you don't receive an email.

Email #1



Email #2



Step 10 is OPTIONAL for changing your PIN.

- Any communication from US Bank would be about the specific p-card account assigned to you.
- It is not for notifications regarding fraud or declining transactions, this is set-up when the account is registered in Access Online.

Change Your PIN - Passcode

Enter Passcode

Enter the passcode sent to your email address.

All fields required unless noted as *(optional)*.

Card Number
**1234

Passcode

9. Paste the passcode.

Additional Contact Information

To keep our records updated, please enter your mobile phone number.

Mobile Phone *(optional)*

10. Type your mobile telephone number if you want to get communications from us.

By providing us with a telephone number for a cellular phone or other wireless device, including a number that you later convert to a cellular number, you are expressly consenting to receiving communications — including but not limited to prerecorded or artificial voice message calls, text messages, and calls made by an automatic telephone dialing system—from us and our affiliates and agents at that number. This express consent applies to each such telephone number that you provide to us now or in the future and permits such calls for non-marketing purposes. Calls and messages may incur access fees from your cellular provider.

11. Click **Submit.**

Change Your PIN - Change PIN

Set New PIN

Enter a new 4-digit PIN number to complete the activation of your card.

All fields required unless noted as *(optional)*.

New PIN

12 Specify your new PIN two times.

Confirm PIN

13 Click **Submit**.

Submit

Change Your PIN - Confirmation

PIN Changed Confirmation



Your PIN has been successfully changed, and your card may now be used for purchases.

[Go to Login](#)