



US Bank

Online Account Registration
through
Access[®] Online

Access[®] Online

Online registration

*Quick start guide
Version 3-6
Cardholder*

Online registration

You must activate the P-Card before you are able to register online.

- To register your account, visit www.access.usbank.com

When you register online, you specify your user ID, specify your password, specify your contact information, and register your account. After you complete this process, you are ready to begin using Access Online.

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 is a note '* = 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. Below the fields is a blue 'Login' button. At the bottom, there are links for 'Forgot your password?', 'Register Online', 'Activate Your Card', and 'Change Your PIN'. A dark blue callout box with the text '1. Click Register Online.' and an arrow points to the 'Register Online' link.

The **Organization Short Name** for the University of Wyoming is **UWYO**.

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

Online Registration

Account Information

Please enter the account information below and select Send a Code. We'll use your email address on file to send you a passcode. To register additional accounts, go to My Personal Information.

* = required

Organization Short Name: *

Account Number: *

Account Expiration Date:
Month * Year *

[<<Back to Login Page](#)

2. Type your organization short name.

3. Specify your account information.

The code will be sent to your UW email address.

Online Registration

Account Information

Please enter the account information below and select Send a Code. We'll use your email address on file to send you a passcode. To register additional accounts, go to My Personal Information.

* = required

Organization Short Name: *

Account Number: *

Account Expiration Date:
Month * Year *

[<<Back to Login Page](#)

4. Click the **Send a Code** button.

Tip! If you make a mistake in typing your information, then Access Online displays an error message. If you receive this error message, check your entries for formatting (e.g., that you do not have spaces in your account number), correct the information, and continue. If you cannot continue, then contact the Help Desk or your Program Administrator for assistance. If you become locked out of the registration, then your Program Administrator can unlock you.

If you do not complete a required field (designated with an asterisk on the screen), then Access Online displays the following error message: "A required field has been left blank, please complete." If you receive this error message, then check the required fields and complete the blank ones.

From: Access Online <donotreply@access-online.com>
Sent: Wednesday, August 7, 2019 9:50 AM
To: Smith, Carlos <cpsmith@acme.com>
Subject: Access® Online Passcode

Here's your passcode.

To register your account, please enter the following passcode on the Online Registration: Passcode page. The code will be active for 10 minutes.

Passcode:
123456

If you didn't request a passcode, please contact your organization's IT department.

We accept relay calls.

This is an automated message. For assistance, please contact your organization's IT department.

U.S.: Cardmember Service, PO Box 8335, Fargo, ND 58123-8335
Canada: Cardmember Service, 120 Adelaide St. W., Suite 2300, Toronto Ontario M5H 1T1



The code will be sent to your UW email address.

Online Registration

Passcode

A passcode was sent to your email address on file:

c****h@acme.com

The passcode will expire in 10 minutes. You may request another passcode after one minute. If this email address doesn't look correct, please contact your organization.

* = required

One-Time Passcode *

[Send me another code](#)

[<<Back to Login Page](#)



Online Registration

Passcode

A passcode was sent to your email address on file:
c****h@acme.com

The passcode will expire in 10 minutes. You may request another passcode after one minute. If this email address doesn't look correct, please contact your organization.

* = required

One-Time Passcode *

[Send me another code](#)

[Continue](#)

[<<Back to Login Page](#)

7. Click Continue.

Licensing Agreement

Please read and accept the Licensing Agreement to

8. Review the licensing agreement.

Access Online Terms of Service

1. ACKNOWLEDGMENT AND ACCEPTANCE OF TERMS OF ACCESS ONLINE

Access Online, owned and operated by Bank, is provided to the customer under the terms and conditions of this Access Online Terms of Service (ATS) which incorporates by reference any operating rules or policies that may be published by Bank. The ATS as it may hereafter be amended or modified without notice, comprises the entire agreement between Customer and Bank and supersedes all prior written and oral agreements. Any cause of action arising from this agreement shall be deemed to have commenced within one (1) year after the cause of action arose; otherwise, such cause of action is permanently barred.

The section titles in the ATS are solely used for the convenience of the parties and have no legal or contractual significance.

[I Decline](#) [I Accept](#)

9. Click the I Accept button.

The **User ID** is your choice as long as it meets the requirements in Step 10 on the next page.

Passwords

Passwords must be 12 – 99 alphanumeric characters. Passwords must contain *at least* one uppercase letter, one lowercase letter, one number, and one special character. You cannot use any part of the user ID, the first name, or the last name. You cannot reuse a password for 12 months. Passwords are case-sensitive.

Allowed special characters for passwords

| | | | | | | |
|---|---|---|---|----|---|---|
| ` | - | = | ' | ; | / | . |
| ' | ! | @ | # | \$ | % | * |
| (|) | _ | + | { | } | |
| : | ? | < | > | ^ | ~ | |

Password phrases

Password phrases are a phrase, instead of single words. You can include multiple words with or without spaces, but do not put a space at the beginning or end of the password phrase and do not put two spaces together. Your password phrase must be at least 14 characters long but longer is better. Your password phrase can include numbers and special characters, but they are not required. Your password phrase should be unique, so do not use lyrics, quotations, and aphorisms.

Allowed special characters for password phrases

For password phrases, the system allows *all* special characters without restrictions.

Specifying your **contact information**:

- The contact information associated with your P-Card is the information [showing in the window of the envelope your card was delivered in](#).
- The [phone number will need to be a mobile/cell phone number](#) to receive dual verification codes and other notifications you choose to set up. An office/land line phone number will not work.

Authentication questions and answers

This requirement increases the security of system access and thus protects the account information in Access Online.

- You can update your questions and answers at any time using the My Personal Information function. Refer to the *Access Online: My Personal Information* quick start guide.
- You also answer one of your questions if you use the Forgot Your Password function.
- Program Administrators can view, but not edit, your questions. Program Administrators cannot view your answers.
- Help desk staff can also see your questions, but not your answers. Help desk staff can only validate as correct/incorrect the answers you give them on the telephone.

Online Registration
Password and Contact Information

Organization Short Name: BLAFS
Functional Entitlement Group: CHF001

User ID & Password

* = required

User ID: * (7 to 20 alpha-numeric characters)

Password: *

Confirm Password: *

Authentication

Please select three unique authentication questions and responses. This information will be used in the event that you forget your password.

Authentication Question 1:

Authentication Response 1: *

Authentication Question 2:

Authentication Response 2: *

Authentication Question 3:

Authentication Response 3: *

Contact Information

First Name: * Last Name: * MI:

Address 1: * Address 2:

City: * State/Province: * Zip/Postal Code: *

Country: *

Phone Number: * Fax Number:

Email Address: *

Continue Cancel Registration

Required fields have red asterisks.

10. Type a user ID between 7 – 20 alphanumeric characters.

Your organization may use passwords or password phrases. Click the **Information** icon to find out which option your organization uses and to get suggestions and requirements.

11. Specify your password/password phrase by typing your password/password phrase two times.

12. Specify your authentication questions and responses.

13. Specify your contact information.

Online Registration

Password and Contact Information

Organization Short Name: BLAFS
Functional Entitlement Group: CHF001

User ID & Password

* = required

User ID: * (7 to 20 alpha-numeric characters)

Password: *
 ⓘ

Confirm Password: *

Authentication

Please select three unique authentication questions and responses. This information will be used in the event that you forget your password.

Authentication Question 1:

Authentication Response 1: *

Authentication Question 2:

Authentication Response 2: *

Authentication Question 3:

Authentication Response 3: *

Contact Information

First Name: * **Last Name:** * **MI:**

Address 1: * **Address 2:**

City: * **State/Province:** * **Zip/Postal Code:** *

Country: *

Phone Number: * **Fax Number:**

Email Address: *

14. When you are done, click **Continue.**

Access Online Log Out

Event Driven Notification
Payment Plus
Order Management
Transaction Management
Account Information
Reporting
My Personal Information

Welcome to Access Online TONY PAULUS
Your last login was 08/25/2017

Language Selection:
American English

Message Center
[Message\(s\) from Access Online](#)

Home
[Contact Us](#)
[Training](#)

Pre-Auth Purchasing

Acct#/Name: ...7629 PURCHASING WEST
Account ID: 006976299071
Account Status: Open

Current Balance: \$0.00
Credit Limit: \$1.00
Available Credit: \$1.00

Switch Account
...7629

Quick Links
[Manage Home Page Settings](#)
[Account Alerts](#)
[Manage Contact Information](#)
[Manage Email Notifications](#)
[Run Transaction Detail Report](#)
[View A Statements](#)

Last 10 Transactions Posted

| Posting Date | Merchant | |
|--------------|-------------------|-------------|
| 07/25 | PAULSEN FOODS LLC | \$10,685.25 |
| 07/20 | PAULSEN FOODS LLC | \$13,333.32 |
| 07/15 | PAULSEN FOODS LLC | \$19,595.00 |
| 07/11 | PAULSEN FOODS LLC | \$16,802.60 |
| 07/06 | PAULSEN FOODS LLC | \$25,299.92 |
| 06/26 | PAULSEN FOODS LLC | \$10,016.82 |
| 06/22 | PAULSEN FOODS LLC | \$16,199.25 |
| 06/15 | PAULSEN FOODS LLC | \$6,183.45 |
| 06/11 | PAULSEN FOODS LLC | \$17,619.00 |
| 06/05 | PAULSEN FOODS LLC | \$13,234.30 |

[Information](#)

You are now registered and logged into Access Online.

Resources

Access Online has an extensive library of guides, videos, and trainings that can be accessed from the **Need help?** menu at the top right of the screen.