Online Account Access – Initial Setup

Online access to your account will allow you to review the transactions on your account, update your contact information (including mailing address), as well as view your statements, and run reports.

You can set up your account for online access by following these steps:

1. Go to https://access.usbank.com
   This screen should open:

   ![Screen capture of the U.S. Bank Access® Online login page](https://access.usbank.com)

   - **Organization Short Name:** WWU
   - **Account Number:** Enter the Account Number from your corporate travel card.
   - **Expiration Date:** Enter the Expiration Date from your corporate travel card.
   - **Account Zip Code:** Enter the zip code for the address tied to your original travel card (the address where you receive your statements). You can find this on the envelope your card came in.

2. At the bottom of the screen, click “Register Online”. The screen should change to now contain:

   - **Organization Short Name:** WWU
   - **Account Number:** Enter the Account Number from your corporate travel card.
   - **Expiration Date:** Enter the Expiration Date from your corporate travel card.
   - **Account Zip Code:** Enter the zip code for the address tied to your original travel card (the address where you receive your statements). You can find this on the envelope your card came in.

3. Click “Register This Account”.
   You should see this now:
Instructions – Cardholder – Access Online – Initial Setup

7. On the resulting “Licensing Agreement” screen, scroll down, and click “I Accept”. You should now see an online registration screen:

8. Enter your desired User ID. It should be 7 to 20 characters and may contain letters and numbers. We recommend your Novell Username.

9. Enter and Re-enter your desired Password. It should be 8 to 20 characters and must contain letters and numbers.

10. Scroll down to:

11. Select an Authentication Question, then enter your response.

12. Scroll down to:

13. Type in your Contact Information, then click “Continue”. You will be directed to the Access Online home screen.

Congratulations! You have now successfully registered your account for online access.

See the WWU Travel Website for instructions on using Access Online.