

Instructions – Cardholder – Access Online – Initial Setup

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:

The screenshot shows the U.S. Bank Access Online login page. At the top left is the US Bank logo with the tagline "Five Star Service Guaranteed". Below the logo is a dark blue header with "U.S. Bank Access® Online" in white. On the left side, there is a vertical navigation menu with "Contact Us" and "Login" links. The main content area has a heading "Welcome to Access Online!" followed by the instruction "Please enter the information below and login to begin." Below this are three input fields: "Organization Short Name:", "User ID:", and "Password:". A green "Login" button is positioned below the password field. At the bottom of the main content area, there are two links: "Forgot your password?" and "Register Online".

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

The screenshot shows the U.S. Bank Access Online registration page. It features the same US Bank logo and header as the previous screen. The main content area has a heading "Licensing Agreement" followed by the instruction "Please read and accept the Licensing Agreement to continue." Below this are two links: "AccessOnline Terms of Service" and "Register This Account".

3. Enter Organization Short Name as WWU.
4. Type in the Account Number and Expiration Date from your corporate travel card.
5. Type in your Account Zip Code. This is 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.
6. Click "Register This Account".

You should see this now:

The screenshot shows the U.S. Bank Access Online registration page. It features the same US Bank logo and header as the previous screen. The main content area has a heading "Licensing Agreement" followed by the instruction "Please read and accept the Licensing Agreement to continue." Below this are two links: "AccessOnline Terms of Service" and "Register This Account".

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

Online Registration
Password and Contact Information

Organization Short Name: CMEA

User ID & Password

* = required

Please enter an ID between 7-20 alphanumeric characters. Use a combination of letters and numbers

User ID: *

Password: *

Re-enter New Password: *

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:

Authentication Question: *

Mother's Maiden Name

Authentication Response: *

11. Select an Authentication Question, then enter your response.
12. Scroll down to:

Contact Information

First Name: * Last Name: * MI:

Address 1: * Address 2:

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

Country: *

Phone Number: * Fax Number:

Email Address:

[Cancel Registration](#) [Continue](#)

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.