

## Job Aid: Instructions for US Bank User Profile

# Instructions for US Bank User Profile

To gain online bank access to your UMD purchasing card you will need to have your card information accessible.

1. Sign-on to [Access Online](https://www.access.usbank.com) (<https://www.access.usbank.com>). The following screen will appear.

**usbank** Access<sup>®</sup> Online

Contact Us  
Login

### Welcome to Access Online!

Please enter the information below and login to begin.

\* = required

**Organization Short Name:\***

**User ID:\***

**Password:\***

Login

[Forgot your password?](#)

[Register Online](#)

[Activate Your Card](#) | [Change Your PIN](#)

Select: Register Online

2. Type **MD** as the Organization Short Name and enter your sixteen digit card number & expiration date. Click **Send a Code**.

Contact Us  
Login

### 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:

Send a Code

[<<Back to Login Page](#)

Enter your 16 digit card number

3. After clicking **Send a Code**, an automated email containing a one-time passcode will be delivered to your UMD email address. Please enter the passcode as required on the automatically populated page, and click

Continue.

Contact Us  
Login

## Online Registration Passcode

A passcode was sent to your email address on file:  
[REDACTED]

The passcode will expire in 15 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](#)

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4. The next screen will be the Terms of Service. Click on **I Accept**.

The ATS shall be governed by and construed in accordance with the laws of the state of North Dakota, excluding its conflict of law provisions.

Customer and U.S. Bank agree to submit to the exclusive jurisdiction of the courts of the state of North Dakota.

If any provision(s) of the ATS is held by a court of competent jurisdiction to be contrary to law, then such provision(s) shall be construed, as nearly as possible, to reflect the intentions of the parties with the other provisions remaining in full force and effect.

U.S. Bank's failure to exercise or enforce any right or provision of the ATS shall not constitute a waiver of such right or provision unless acknowledged and agreed to by U.S. Bank in writing.

Customer and U.S. Bank agree that any cause of action arising out of or related to this Access Online must commence 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.

0K [Accessibility Policy](#)

5. The next page is where you will create a User ID and enter a Password.

Contact Us  
Login

## Online Registration Password and Contact Information

Organization Short Name: MD  
Functional Entitlement Group: CHF001

User ID & Password

\* = required

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

Password: \*

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Confirm Password: \*

2020 U.S. Bank [Accessibility Policy](#)

6. Next you will be asked to select Authentication Questions and Responses.

**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: \***

7. The next page you will be required to complete your Name, Address, City, State, Zip Code, Country, Phone Number and Email address.

The address should mirror your bank statement address. The phone number and email address must be your UMD information.

**Contact Information**

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

**Address 1: \***  **Address 2:**

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

**Country: \***

**Phone Number:\***  **Fax Number:**

**Email Address: \***

Address should mirror your statement address

Must be your UMD phone # & email address

8. After clicking Continue, your registration is complete. To access your Bank Statement, please login, and click the **View Current Statement** on the home screen.

Transaction Management  
Account Information  
Reporting  
My Personal Information

**Welcome to Access Online Jennifer Streb**  
Your last login was 03/31/2020

Language Selection:  
American English

Home  
Contact Us  
Training

**Message Center**  
Message(s) from Access Online  
Section Divider

**One Card**  
Account Name: JENNIFER STREB  
Account Unique ID: ①  
Account ID:  
Account #:  
Account Status: Open

Statement Balance:   
Billing Cycle Close Date: 03/25/2020

Current Balance:   
Credit Limit:   
Available Credit:

Quick Links  
[Manage Home Page Settings](#)  
[Account Alerts](#)  
[Manage Contact Information](#)  
[Manage Email Notifications](#)  
[Run Transaction Detail Report](#)  
[View All Statements](#)  
[View Last Cycle Transactions](#)  
[View Open Transactions](#)

This information is updated as of the previous business day and may not reflect pending account activity.