



UNIVERSITY OF MARYLAND

DEPARTMENT OF PROCUREMENT AND STRATEGIC SOURCING
Purchasing Card Program

Chesapeake Building Room 2113-T
4300 Terrapin Trail
College Park, Maryland 20742-3111
301.405.5834 TEL 301.314.1352 FAX

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.

The screenshot shows the US Bank Access Online login page. At the top left is the US Bank logo and the text "Access Online". Below this are links for "Contact Us" and "Login". The main heading is "Welcome to Access Online!". Below the heading is a prompt: "Please enter the information below and login to begin." There are three input fields: "Organization Short Name:" (with a red asterisk indicating it's required), "User ID:" (with a red asterisk), and "Password:" (with a red asterisk). Below these fields is a blue "Login" button. There are also links for "Forgot your password?", "Register Online", "Activate Your Card", and "Change Your PIN". A red arrow points from a box labeled "Select Register Online" to the "Register Online" link.

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

The screenshot shows the US Bank Online Registration page. At the top left are links for "Contact Us" and "Login". The main heading is "Online Registration" with a sub-heading "Account Information". Below this is a prompt: "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." There are three input fields: "Organization Short Name:" (with a red asterisk), "Account Number:" (with a red asterisk), and "Account Expiration Date:" (with a red asterisk). The "Account Expiration Date" field has two dropdown menus for "Month" (set to "Jan") and "Year" (set to "2020"). Below these fields is a blue "Send a Code" button. A red arrow points from a box labeled "Enter your 16 digit card number" to the "Account Number" field. At the bottom is a link for "<<Back to Login Page".

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 * ← Pass Code

[Send me another code](#)

[<<Back to Login Page](#)

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

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.

nk [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: * ⓘ

Confirm Password: *

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:
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.