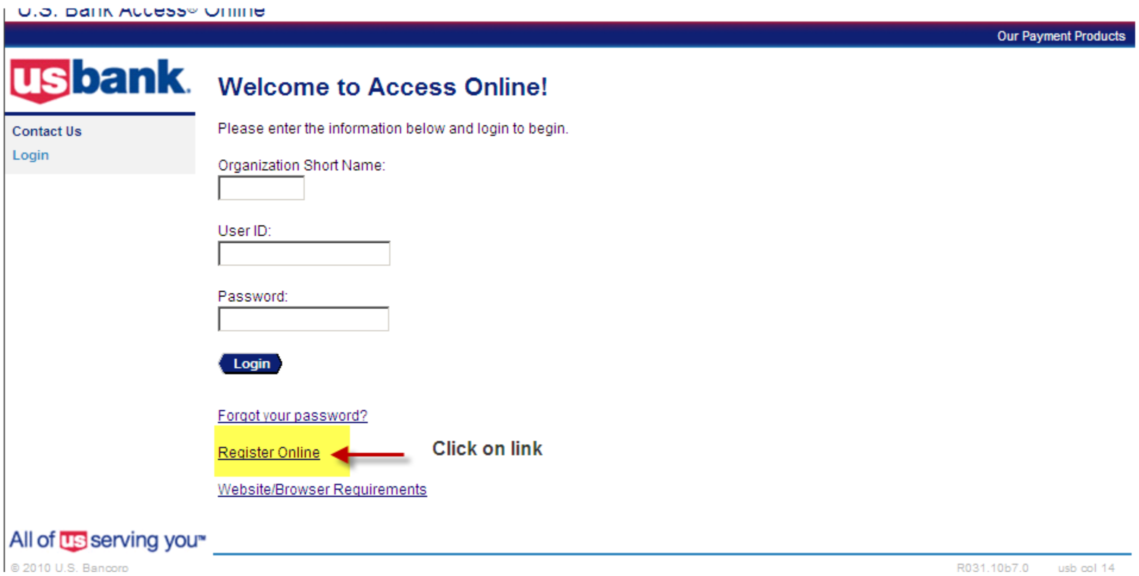
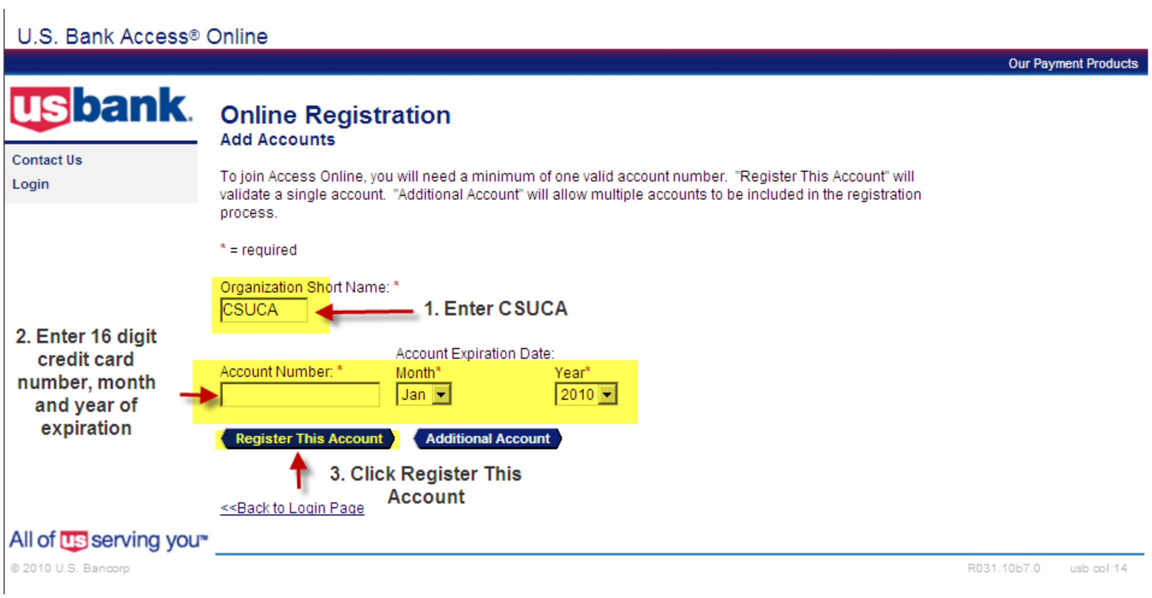
AccessOnline Self- Registration for Pro-Card

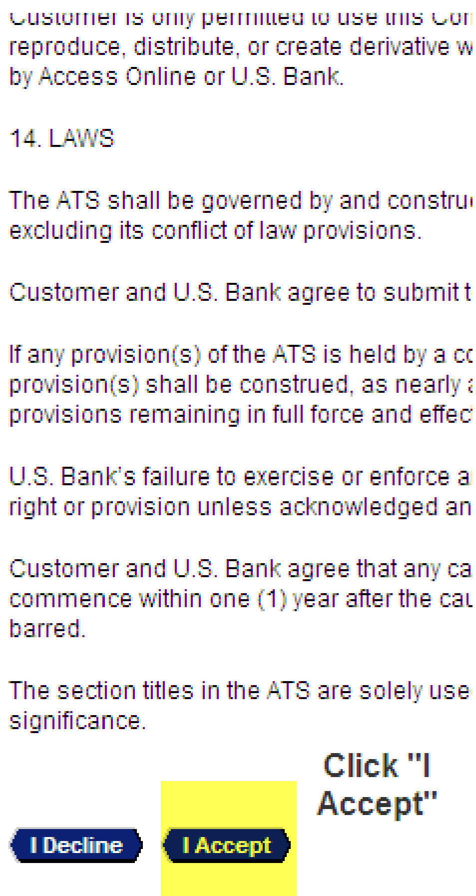
Go to: [US Bank Access Page]() and click the “Register Online’ link and follow the instruction below.





On this page, scroll down until you see “I Accept”:

Click on “I Accept”


Customer is only permitted to use this Co
reproduce, distribute, or create derivative w
by Access Online or U.S. Bank.

14. LAWS

The ATS shall be governed by and constru
excluding its conflict of law provisions.

Customer and U.S. Bank agree to submit t

If any provision(s) of the ATS is held by a c
provision(s) shall be construed, as nearly
provisions remaining in full force and effec

U.S. Bank's failure to exercise or enforce a
right or provision unless acknowledged an

Customer and U.S. Bank agree that any ca
commence within one (1) year after the ca
barred.

The section titles in the ATS are solely use
significance.

Complete all the fields with the asterisk symbol *.
Pay special attention to the requirements for a User ID and Password.

U.S. Bank Access® Online

Trustees California State Univ

Our Payment Products

usbank.

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Login

Online Registration

Password and Contact Information

Organization Short Name: CSUCA

User ID & Password

* = required

Please enter an ID between 7-20 alphanumeric characters and a password between 8-20 alphanumeric characters. Use a combination of letters and numbers easy for you to remember but not for others to guess.

User ID: *

Password: *

Re-enter New Password: *

Authentication

Please select an authentication question and enter a response that will be easy to remember. This information will be used in the event that you forget your password.

Authentication Question: *

Mother's Maiden Name

Authentication Response: *

Contact Information

First Name:* Last Name:* MI:

Address 1: * Address 2:

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

Country: *

Phone Number:* Fax Number:

Email Address: *

Click Continue

Continue | Cancel Registration

All of us serving you℠

R031.10b7.0 usb col 15

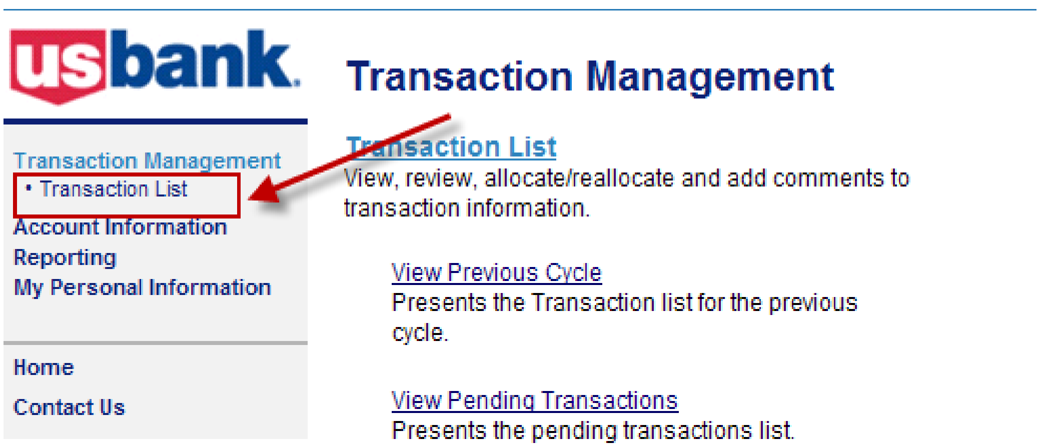
AccessOnline Quick Tips

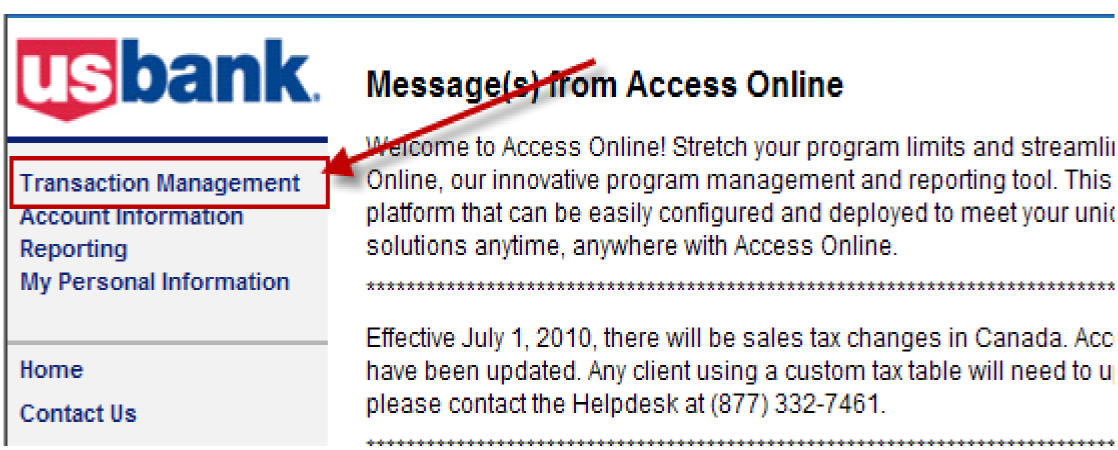
Hints: Do Not click the back button, if you want to return to the previous page click on <<Back to Cardholder Account Summary or, click on Home to return to the Home page.

Review Transactions in "Real" Time.

Go to US Bank Access Page. Sign in to your Access Online account. In this screen you will be able to:

- View your previous transactions.
- View pending transactions





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Transaction Management

Card Account Summary with Transaction List

Card Account Number: ************

» Trans List

[–] Card Account Summary

Account Number: ...0499
Account Name:

Billing Cycle Close Date: Open Search

You can search by All, Open or Statement Date

Open Account

[+] Search Criteria

Return to top

[–] Transaction List

Return to top

Records 1 - 2 of 2

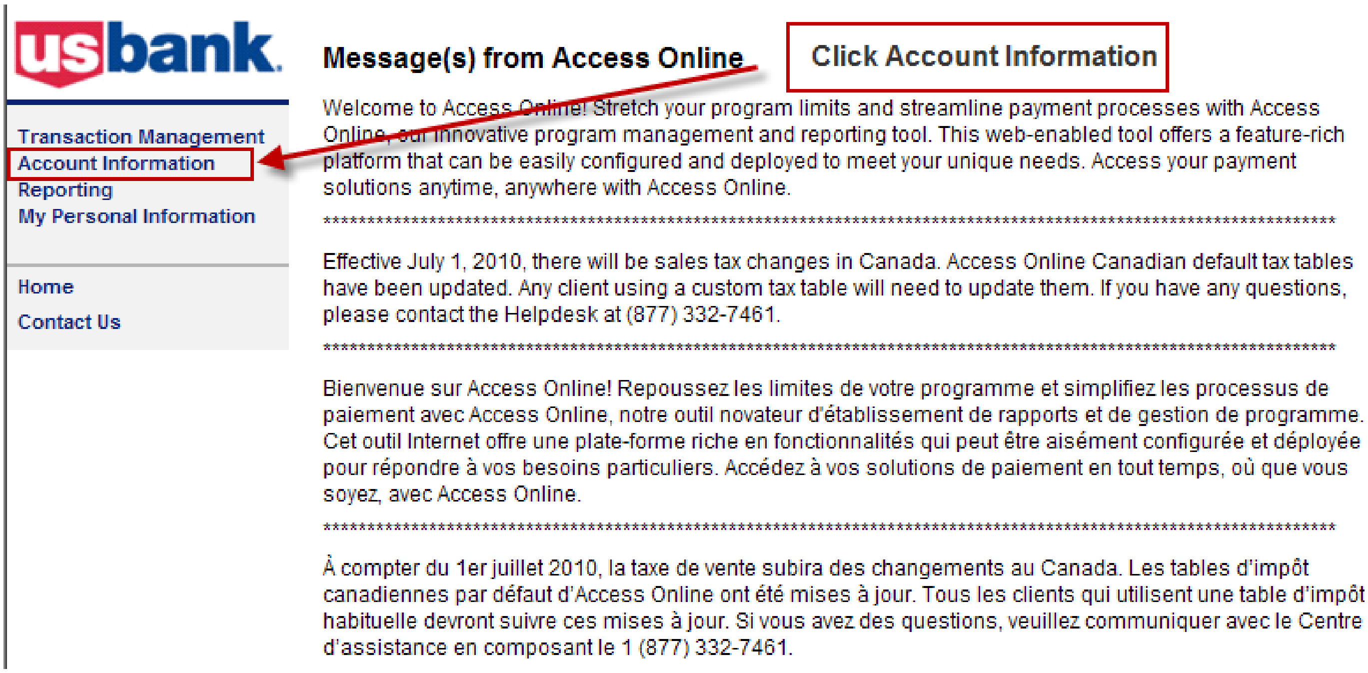
Check All Shown | Uncheck All Shown

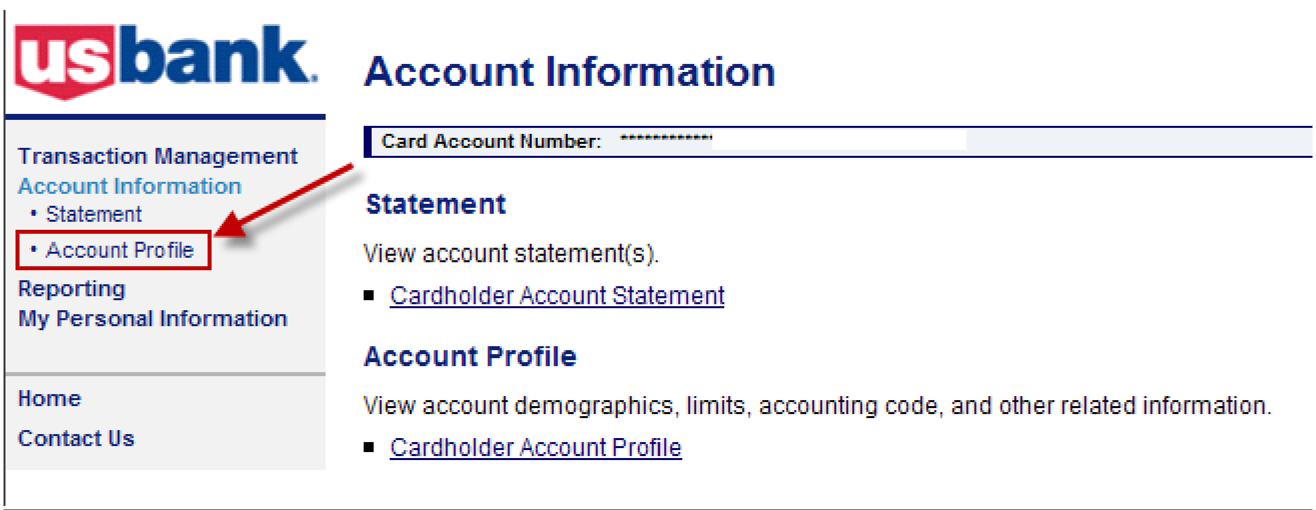
Select	Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail		Purchas
☐		06/29	06/30	ASSOCIATION OF UNIVERSITY	DENVER, CO	$100.00			
☐		06/15	06/17	STREATOR PIPE & SUPPLY	805-739-9255, CA	$12,261.66			S11521

Review your Credit Limit, Available Credit & Account Balance

Go to US Bank Access Page. Sign in to your Access Online account. In this screen you will be able to:

- View the Credit Limit on your Pro-Card
- View your Available Credit
- View your Account Balance





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Cardholder Account Profile

Account Summary

To view Credit Limit & Available Credit

Card Account Number: ************ Switch Account

Select an item below to view its contents.

Demographic Information
View account name, address, and contact information.

Account Information
View other account information such as Account Status, Hierarchy Position, Cycle Day, and Open Date.

Default Accounting Code
View the default accounting code assigned to the account.

Authorization Limits
View authorization limit information such as Credit Limit, Single Purchase Limit, and Available Credit.

Financial History
View the account 12-month history, 7-year history analysis, and 7-year history.

Account History

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Cardholder Account Profile

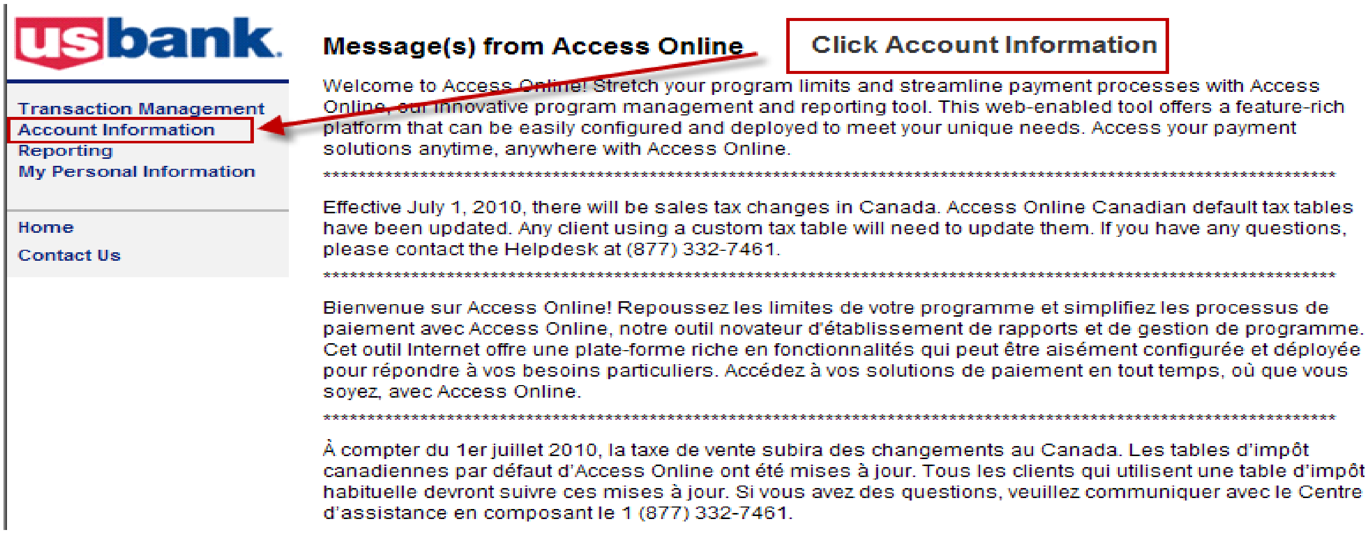
Authorization Limits

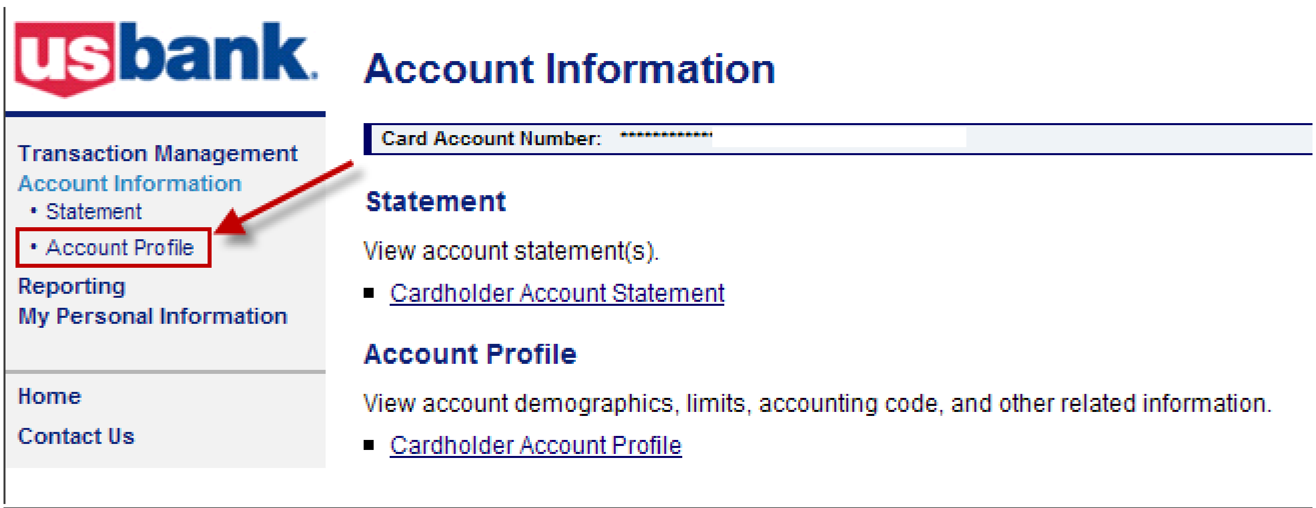
Card Account Number: ************

Authorization Limits

Credit Limit:	50,000.00
Single Purchase Limit:	50,000.00
Available Credit:	30,346.30
Fiscal First Month:	1

To view your Account Balance





Cardholder Account Profile

Account Summary

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Card Account Number: *************0499, Switch Accounts

Select an item below to view its contents.

To view your account balance

Demographic Information
View account name, address, and contact information.

Account Information
View other account information such as Account Status, Hierarchy Position, Cycle Day, and Open Date.

Default Accounting Code
View the default accounting code assigned to the account.

Authorization Limits
View authorization limit information such as Credit Limit, Single Purchase Limit, and Available Credit.

Financial History
View the account 12-month history, 7-year history analysis, and 7-year history.

Account History

Request Type	Update Method	Last Updated
Setup	Manual	05/21/2010 22:28:49
Maintenance	Online	06/28/2010 21:34:05

Cardholder Account Profile

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Card Account Number: *************0499,

Account Status: " " -OPEN

Hierarchy Position

Bank	Agent	Company	Division	Department
1425	7590	37879	00000	0000

Organization Name

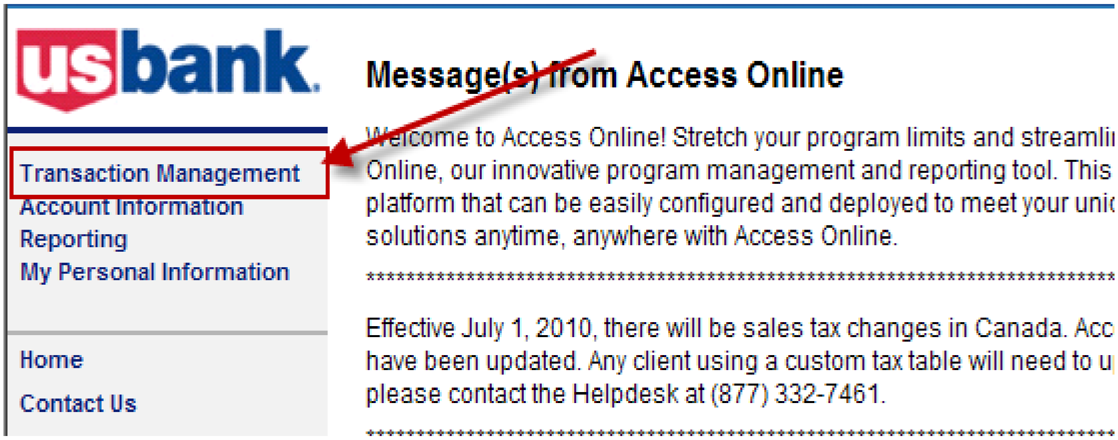
FOR OFFICIAL USE ONLY

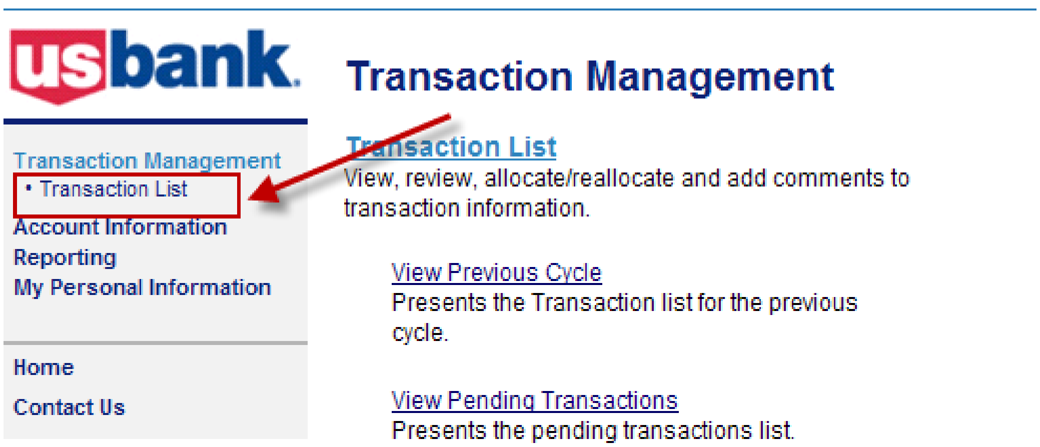
Account Information

Current Balance

Managing Account:	4246044555692619
Cycle Day:	15
Expiration Date:	05/31/2013
Open Date:	05/21/2010
Temp Auth Start Date:	
Temp Auth End Date:	
Needs Activation?	N
Current Balance:	12,361.66
Past Due Balance:	0.00
Plastic:	Y
Checks:	N
Telecom:	N
Telecom Status:	
Payment Method Code:	
Payment Method Description:	<None>

To Dispute A Charge on your Pro-Card





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Click on Trans Date

Transaction Management

Card Account Summary with Transaction List

Card Account Number: ************

» Trans List

[–] Card Account Summary

Account Number: ...0499
Account Name:

Billing Cycle Close Date: Open Search

Open Account

[+] Search Criteria

Return to top

[–] Transaction List

Return to top

Records 1 - 2 of 2

Check All Shown | Uncheck All Shown

Select	Status	Trans Date	Posting Date	Merchant	City/State	Amount
☐		06/29	06/30	ASSOCIATION OF UNIVERSITY	DENVER, CO	$100.00
☐		06/15	06/17	STREATOR PIPE & SUPPLY	805-739-9255, CA	$12,261.66

Transaction Management

Transaction Detail

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Card Account Number: ************

Trans List

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail		Purchas
	06/29	06/30	ASSOCIATION OF UNIVERSITY	DENVER, CO	$100.00	II		

D Disputed II, III Trans Detail Level A Reallocated

Summary | Allocations | Comments

The Summary tab shows high-level transaction information.

To initiate a dispute, click the "Dispute" button.

Transaction

Date:	06/29/2010
Purchase ID:	
Total Amount:	100.00
Memo Post:	Yes
Sales Tax:	0.00
Freight:	

Merchant

Name:	ASSOCIATION OF UNIVERSITY
City/State:	DENVER, CO
Transaction Type:	SALES DRAFT
MCC Code:	8299
MCC Description:	SCHOOLS/EDUCATIONAL SCHL

Reference Information

Billing Cycle:	Open
Posting Date:	06/30/2010
Reference Number:	24731200180980001303541
Authorization Number:	060494

Extract Date(s)

Most Recent Standard Financial Extract:	
General Ledger Extract:	
Payment Extract:	

Currency

Billing Currency:	U.S. Dollar
Source Currency:	U.S. Dollar
Source Currency Amt:	100.00

Click on Dispute

Dispute

Dispute information only reflects the last dispute filed for this transaction. More information available in Dispute History.

Dispute

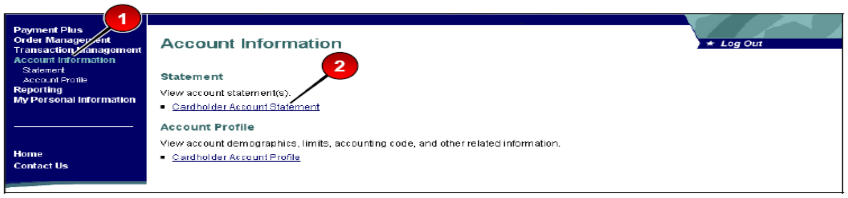
Sales Draft Requests

none

[+] **Dispute History**

Viewing your ProCard Statement in AccessOnline

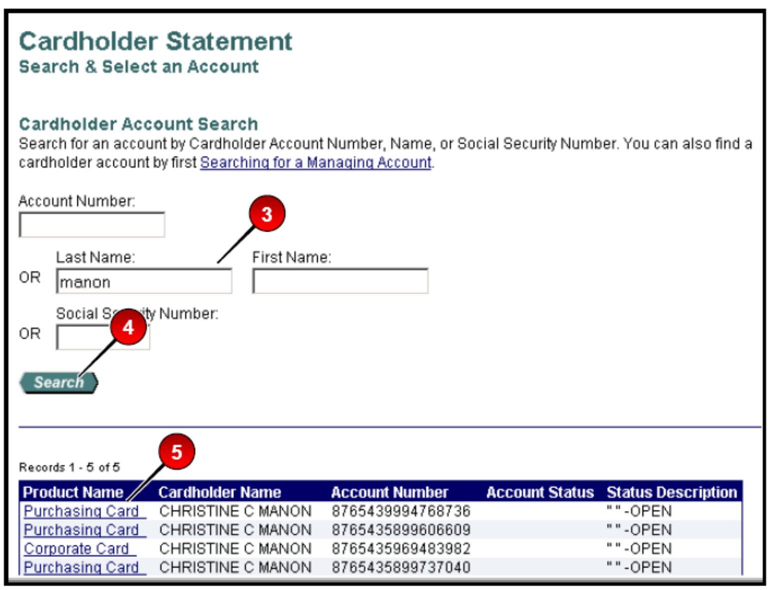
Sign in to Access Online and follow the instructions below.



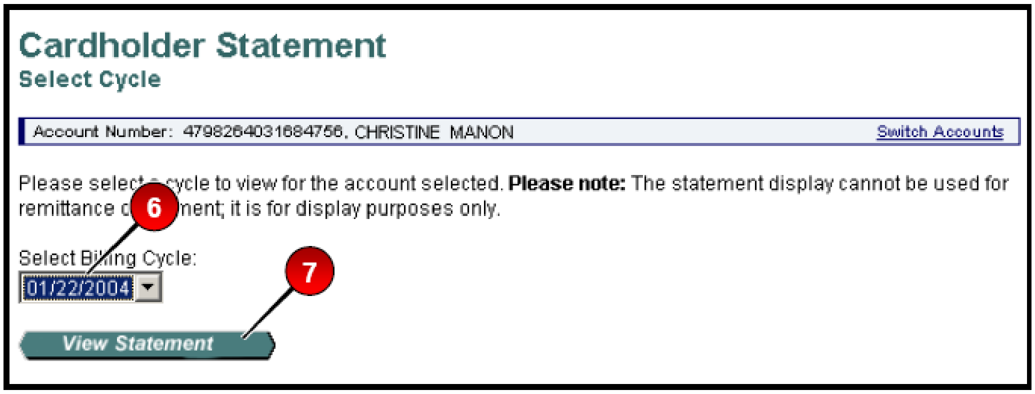
To view your statement:

1. On the *Left-Column Navigation Bar* on any screen, click the **Account Information** high-level task. The *Account Information* screen displays.
2. Click the **Statement** link on the *Left-Column Navigation Bar* or the **Cardholder Statement** link on the screen. If you have access to more than one account, the *Cardholder Statement: Search and Select an Account* screen displays.

Tip! If you have only one account, the *View Statement: Select Cycle* screen displays. Skip to step 5.



3. Enter search criteria in any of the search fields.
4. Click the **Search** button.
5. Click the link (e.g., **Corporate Card**, **Purchasing Card**) in the *Product Name* column next to the account you wish to select. The *Cardholder Statement: Select Cycle* screen displays.



6. Select the billing cycle for the statement you wish to view from the *Select Billing Cycle* drop-down list.

Tip! You can view 18 months of data. Your statement is available the day after the cycle end.

7. Click the **View Statement** button. Your statement displays in a new Adobe® Acrobat® window.