

AccessOnline Self- Registration for Pro-Card

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

U.S. Bank Access® Online Our Payment Products

usbank. **Welcome to Access Online!**

Contact Us
Login

Please enter the information below and login to begin.

Organization Short Name:

User ID:

Password:

Login

[Forgot your password?](#)

Register Online ← Click on link

[Website/Browser Requirements](#)

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U.S. Bank Access® Online Our Payment Products

usbank. **Online Registration**
Add Accounts

Contact Us
Login

To join Access Online, you will need a minimum of one valid account number. "Register This Account" will validate a single account. "Additional Account" will allow multiple accounts to be included in the registration process.

* = required

Organization Short Name: *
 ← 1. Enter CSUCA

2. Enter 16 digit credit card number, month and year of expiration →

Account Number: * Account Expiration Date:
Month* Year*
 Jan 2010

Register This Account **Additional Account**

3. Click Register This Account

[<<Back to Login Page](#)

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

Click on “I Accept”

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

14. LAWS

The ATS shall be governed by and construi
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 cc
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 cal
barred.

The section titles in the ATS are solely use
significance.



Complete all the fields with the asterisk *.

Pay special attention to the requirements for a User ID and Password.



Online Registration Password and Contact Information

Contact Us
Login

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: *
[Mothers 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

All of us serving you™

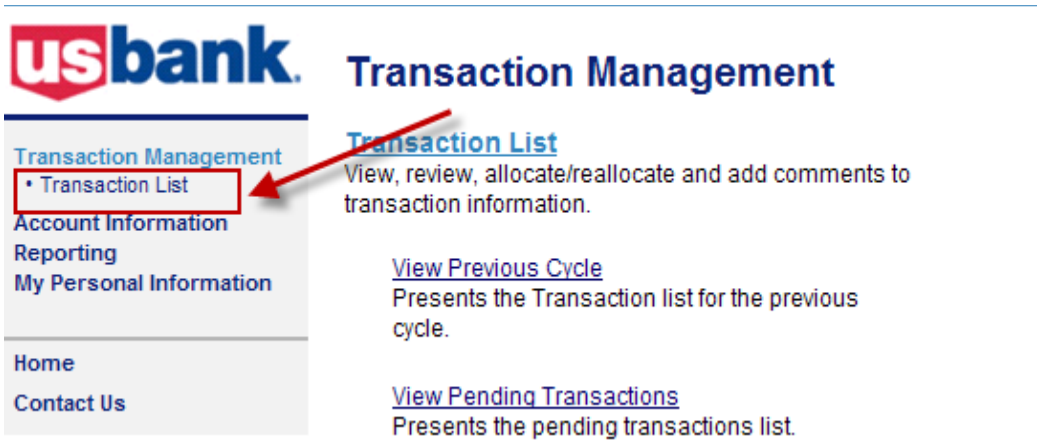
AccessOnline Quick Tips

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.

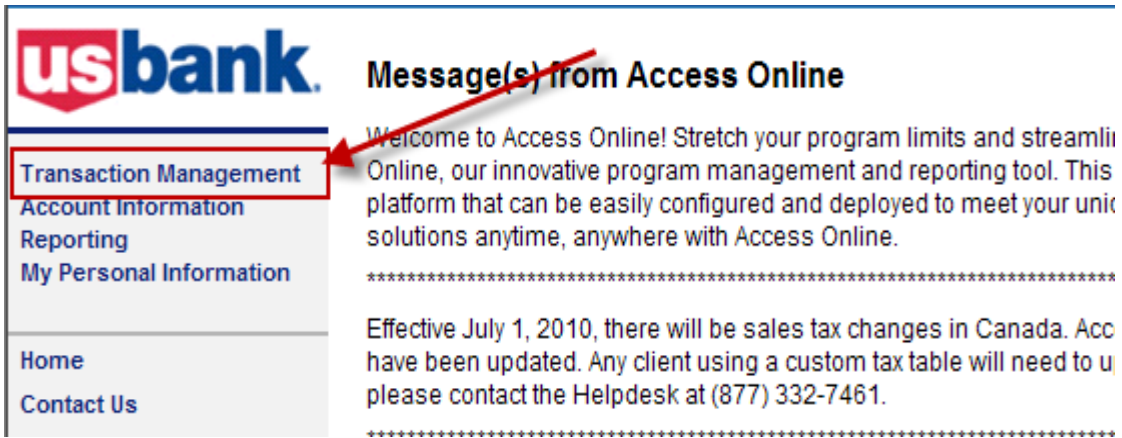
Review Transactions in “Real” Time.

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



The screenshot shows the US Bank Transaction Management interface. On the left is a navigation menu with the following items: Transaction Management (highlighted with a red box and containing a sub-item 'Transaction List'), Account Information, Reporting, My Personal Information, Home, and Contact Us. A red arrow points from the 'Transaction List' sub-item to the main content area. The main content area has the title 'Transaction Management' and a sub-section 'Transaction List' with the description: 'View, review, allocate/reallocate and add comments to transaction information.' Below this are two links: 'View Previous Cycle' (described as 'Presents the Transaction list for the previous cycle.') and 'View Pending Transactions' (described as 'Presents the pending transactions list.')



The screenshot shows the US Bank Message(s) from Access Online page. On the left is a navigation menu with the following items: Transaction Management (highlighted with a red box), Account Information, Reporting, My Personal Information, Home, and Contact Us. A red arrow points from the 'Transaction Management' item to the main content area. The main content area has the title 'Message(s) from Access Online' and a welcome message: 'Welcome to Access Online! Stretch your program limits and streamline Online, our innovative program management and reporting tool. This platform that can be easily configured and deployed to meet your unique solutions anytime, anywhere with Access Online.' This is followed by a line of asterisks and a notice: 'Effective July 1, 2010, there will be sales tax changes in Canada. Accounts have been updated. Any client using a custom tax table will need to update please contact the Helpdesk at (877) 332-7461.' The notice is followed by another line of asterisks.



Transaction Management

Card Account Summary with Transaction List

- Transaction Management
 - Transaction List
- Account Information
- Reporting
- My Personal Information

- Home
- Contact Us

Card Account Number: *****

» Trans List

[-] Card Account Summary

Account Number: ⓘ ...0499

Account Name:

Billing Cycle Close Date: Open

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

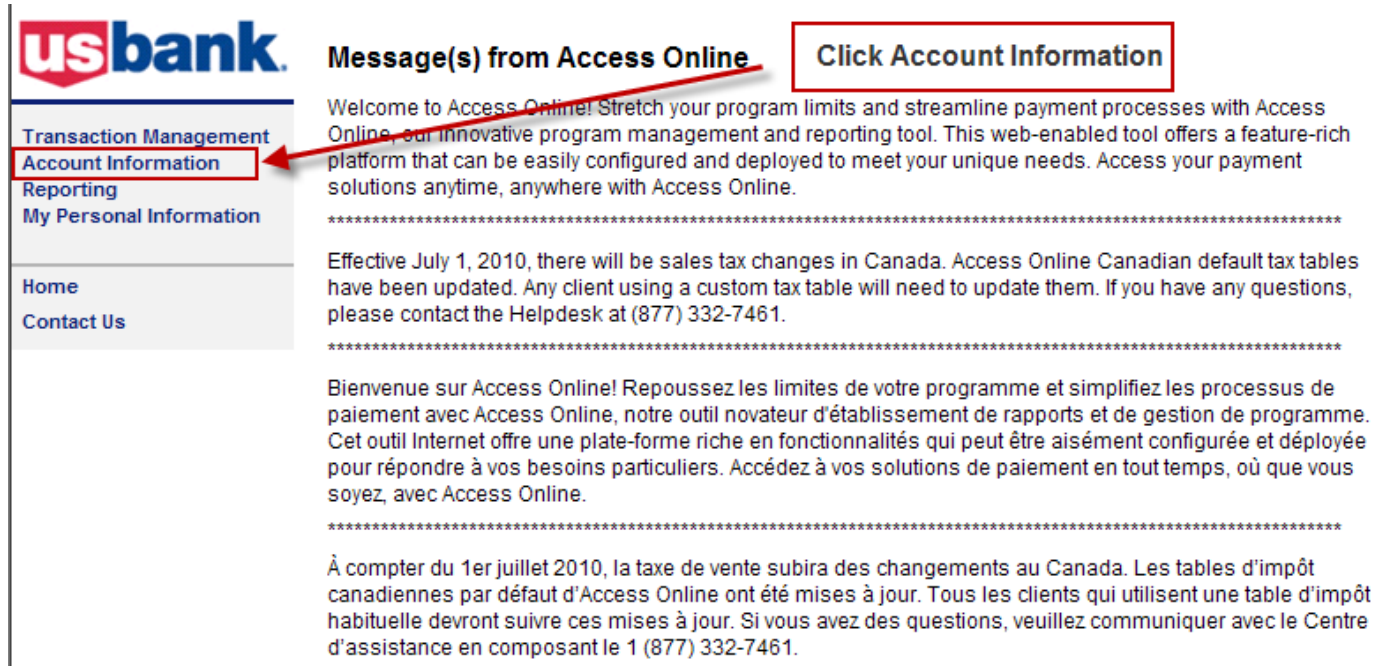
[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status Ⓢ	Trans Date	Posting Date	Merchant	City/State	Amount	Detail Ⓢ	€	Purchas
<input type="checkbox"/>		06/29	06/30	ASSOCIATION OF UNIVERSITY	DENVER, CO	\$100.00	Ⓢ		
<input type="checkbox"/>		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



The screenshot shows the US Bank Access Online interface. On the left is a navigation menu with 'Account Information' highlighted. The main content area features a 'Message(s) from Access Online' section with a 'Click Account Information' button. The message contains two paragraphs of text in English and French, separated by asterisks, regarding tax table updates for July 1, 2010. A red arrow points from the 'Account Information' menu item to the 'Click Account Information' button.

usbank. **Message(s) from Access Online** **Click Account Information**

Transaction Management
Account Information
Reporting
My Personal Information

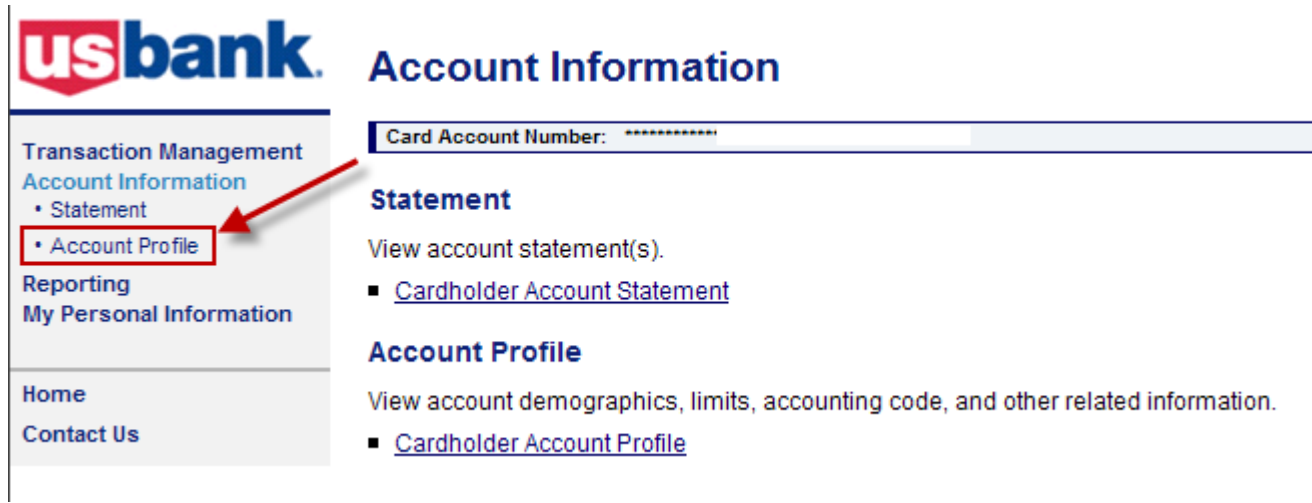
Home
Contact Us

Welcome to Access Online! Stretch your program limits and streamline payment processes with Access Online, our innovative program management and reporting tool. This web-enabled tool offers a feature-rich platform that can be easily configured and deployed to meet your unique needs. Access your payment solutions anytime, anywhere with Access Online.

Effective July 1, 2010, there will be sales tax changes in Canada. Access Online Canadian default tax tables have been updated. Any client using a custom tax table will need to update them. If you have any questions, please contact the Helpdesk at (877) 332-7461.

Bienvenue sur Access Online! Repoussez les limites de votre programme et simplifiez les processus de paiement avec Access Online, notre outil novateur d'établissement de rapports et de gestion de programme. Cet outil Internet offre une plate-forme riche en fonctionnalités qui peut être aisément configurée et déployée pour répondre à vos besoins particuliers. Accédez à vos solutions de paiement en tout temps, où que vous soyez, avec Access Online.

À compter du 1er juillet 2010, la taxe de vente subira des changements au Canada. Les tables d'impôt canadiennes par défaut d'Access Online ont été mises à jour. Tous les clients qui utilisent une table d'impôt habituelle devront suivre ces mises à jour. Si vous avez des questions, veuillez communiquer avec le Centre d'assistance en composant le 1 (877) 332-7461.



The screenshot shows the 'Account Information' page in US Bank Access Online. The left navigation menu has 'Account Information' selected, with 'Account Profile' highlighted. The main content area shows a 'Card Account Number' field, a 'Statement' section with a link to 'Cardholder Account Statement', and an 'Account Profile' section with a link to 'Cardholder Account Profile'. A red arrow points from the 'Account Profile' menu item to the 'Cardholder Account Profile' link.

usbank. **Account Information**

Transaction Management
Account Information
• Statement
• Account Profile
Reporting
My Personal Information

Home
Contact Us

Card Account Number: *****

Statement
View account statement(s).
▪ [Cardholder Account Statement](#)

Account Profile
View account demographics, limits, accounting code, and other related information.
▪ [Cardholder Account Profile](#)



Cardholder Account Profile Account Summary

To view Credit Limit
& Available Credit

Transaction Management

Account Information

- Statement
- Account Profile

Reporting

My Personal Information

Home

Contact Us

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



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

Transaction Management

Account Information

- Statement
- Account Profile

Reporting

My Personal Information

Home

Contact Us

To view your Account Balance

usbank.

Message(s) from Access Online Click Account Information

Welcome to Access Online! Stretch your program limits and streamline payment processes with Access Online, our innovative program management and reporting tool. This web-enabled tool offers a feature-rich platform that can be easily configured and deployed to meet your unique needs. Access your payment solutions anytime, anywhere with Access Online.

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Transaction Management
Account Information
Reporting
My Personal Information

Home
Contact Us

usbank.

Account Information

Card Account Number: *****

Statement

View account statement(s).

- [Cardholder Account Statement](#)

Account Profile

View account demographics, limits, accounting code, and other related information.

- [Cardholder Account Profile](#)

Transaction Management
Account Information
• Statement
• Account Profile
Reporting
My Personal Information

Home
Contact Us



Cardholder Account Profile Account Summary

- Transaction Management
 - Account Information
 - Statement
 - Account Profile
 - Reporting
 - My Personal Information
-
- Home
 - Contact Us

Card Account Number: *****0499, [Switch Accounts](#)

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.

To view your account balance

[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 Account Information

- Transaction Management
 - Account Information
 - Statement
 - Account Profile
 - Reporting
 - My Personal Information
-
- Home
 - Contact Us

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

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>

Current Balance

To Dispute A Charge on your Pro-Card



Message(s) from Access Online


Welcome to Access Online! Stretch your program limits and streamli
Online, our innovative program management and reporting tool. This
platform that can be easily configured and deployed to meet your unik
solutions anytime, anywhere with Access Online.

Effective July 1, 2010, there will be sales tax changes in Canada. Acc
have been updated. Any client using a custom tax table will need to u
please contact the Helpdesk at (877) 332-7461.

- Transaction Management
- Account Information
- Reporting
- My Personal Information

Home

Contact Us



Transaction Management

[Transaction List](#)
View, review, allocate/reallocate and add comments to
transaction information.

[View Previous Cycle](#)
Presents the Transaction list for the previous
cycle.

[View Pending Transactions](#)
Presents the pending transactions list.

- Transaction Management
 - Transaction List
- Account Information
- Reporting
- My Personal Information

Home

Contact Us



Transaction Management

Card Account Summary with Transaction List

- Transaction Management
 - Transaction List
- Account Information
- Reporting
- My Personal Information

- Home
- Contact Us

Click on Trans Date

Card Account Number: *****

» Trans List

[-] Card Account Summary

Account Number: ...0499

Account Name:

Billing Cycle Close 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
<input type="checkbox"/>		06/29	06/30	ASSOCIATION OF UNIVERSITY	DENVER, CO	\$100.00
<input type="checkbox"/>		06/15	06/17	STREATOR PIPE & SUPPLY	805-739-9255, CA	\$12,261.66



Transaction Management

Transaction Detail

- Transaction Management
 - Transaction List
- Account Information
- Reporting
- My Personal Information

- Home
- Contact Us

Card Account Number: *****
[Trans List](#)

Transaction Summary

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

Ⓧ Disputed II, III Trans Detail Level ↻ 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](#)

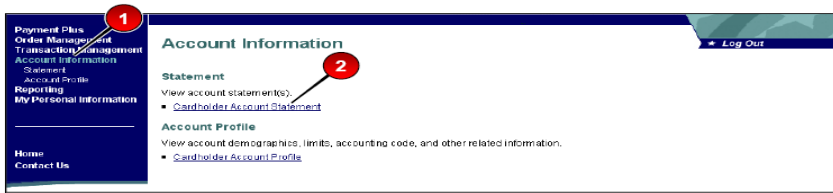
Sales Draft Requests

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.

The screenshot shows the 'Cardholder Statement Search & Select an Account' screen. It has a title 'Cardholder Statement Search & Select an Account' and a sub-section 'Cardholder Account Search'. Below this is a search instruction: 'Search for an account by Cardholder Account Number, Name, or Social Security Number. You can also find a cardholder account by first [Searching for a Managing Account](#).' There are three search fields: 'Account Number', 'Last Name', and 'First Name'. The 'Last Name' field contains 'manon'. Below these is an 'OR' section with a 'Social Security Number' field. A 'Search' button is located below the search fields. A red circle with the number 3 points to the 'Last Name' field, a red circle with the number 4 points to the 'Social Security Number' field, and a red circle with the number 5 points to the 'Search' button. Below the search fields is a table with 5 records. The table has columns: Product Name, Cardholder Name, Account Number, Account Status, and Status Description. The records are: Purchasing Card, CHRISTINE C MANON, 8765439994768736, ""-OPEN; Purchasing Card, CHRISTINE C MANON, 8765435899606609, ""-OPEN; Corporate Card, CHRISTINE C MANON, 8765435969483982, ""-OPEN; and Purchasing Card, CHRISTINE C MANON, 8765435899737040, ""-OPEN. A red circle with the number 5 points to the first row of the table.

Product Name	Cardholder Name	Account Number	Account Status	Status Description
Purchasing Card	CHRISTINE C MANON	8765439994768736	""-OPEN	""-OPEN
Purchasing Card	CHRISTINE C MANON	8765435899606609	""-OPEN	""-OPEN
Corporate Card	CHRISTINE C MANON	8765435969483982	""-OPEN	""-OPEN
Purchasing Card	CHRISTINE C MANON	8765435899737040	""-OPEN	""-OPEN

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.

Cardholder Statement

Select Cycle

Account Number: 4798264031684756, CHRISTINE MANON

[Switch Accounts](#)

Please select a cycle to view for the account selected. **Please note:** The statement display cannot be used for remittance document; it is for display purposes only.

Select Billing Cycle:

01/22/2004

[View Statement](#)

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.