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 Content, reproduce, distribute, or create derivative works in any manner prohibited by Access Online or U.S. Bank.

14. LAWS

The ATS shall be governed by and construed in accordance with the laws of the State of New York, excluding its conflict of law provisions.

Customer and U.S. Bank agree to submit to the exclusive jurisdiction of the state and federal courts located in the Southern District of New York.

If any provision(s) of the ATS is held by a court of competent jurisdiction to be invalid or unenforceable, the validity and enforceability of any remaining provision shall not be affected.

U.S. Bank’s failure to exercise or enforce a right or provision of the ATS shall not constitute a waiver of such right or provision.

Customer and U.S. Bank agree that any claim or cause of action arising out of or related to the ATS shall be commenced within one (1) year after the cause of action arose.

The section titles in the ATS are solely used for convenience and shall not affect the construction or interpretation of any provision thereof.

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

Organization: First Name: **
User ID:*
Password:*
Retype 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:*
Address 1:* Address 2:*
City:* State:* Zip:* Phone:* Fax:*
Email:*

Click Continue

All of serving you
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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

- **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.

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Message(s) from Access Online

Welcome to Access Online! Stretch your program limits and streamlined 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.

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Effective July 1, 2010, there will be sales tax changes in Canada. Accurate tax tables have been updated. Any client using a custom taxtable will need to update them. Please contact the Helpdesk at (877) 332-7461.

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### Card Account Summary

- **Account Number:** 0499
- **Billing Cycle Close Date:** Open

**Search Criteria**

**Transaction List**

<table>
<thead>
<tr>
<th>Select</th>
<th>Status</th>
<th>Trans Date</th>
<th>Posting Date</th>
<th>Merchant</th>
<th>City/State</th>
<th>Amount</th>
<th>Detail</th>
<th>Purchased</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td></td>
<td>09/29</td>
<td>06/30</td>
<td>ASSOCIATION OF UNIVERSITY</td>
<td>DENVER, CO</td>
<td>$100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td></td>
<td>09/15</td>
<td>06/17</td>
<td>STREATOR PIPE &amp; SUPPLY</td>
<td>805-739-9255, CA</td>
<td>$12,251.66</td>
<td></td>
<td>911521</td>
</tr>
</tbody>
</table>
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

Message(s) from Access Online

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 taxable will need to update them. If you have any questions, please contact the Helpdesk at (877) 332-7401.

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) 332-7401.

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.
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.

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**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

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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
Cardholder Account Profile

Account Summary

To view your account balance

Account Information

Current Balance: 12,361.66
To Dispute A Charge on your Pro-Card
# Transaction Management
## Card Account Summary

### Account Number:

### Account Name:

### Billing Cycle Close Date:

- Open

- Search

- Open Account

## Search Criteria

## Transaction List

<table>
<thead>
<tr>
<th>Select</th>
<th>Status</th>
<th>Trans Date</th>
<th>Posting Date</th>
<th>Merchant</th>
<th>City/State</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>06/25</td>
<td>06/30</td>
<td>ASSOCIATION OF UNIVERSITY</td>
<td>DENVER, CO</td>
<td>$100.00</td>
</tr>
<tr>
<td></td>
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<td>06/15</td>
<td>06/17</td>
<td>STREATOR PIPE &amp; SUPPLY</td>
<td>805-739-9255, CA</td>
<td>$12,251.00</td>
</tr>
</tbody>
</table>

Records 1 - 2 of 2

Check All Shown | Uncheck All Shown
Transaction Summary

<table>
<thead>
<tr>
<th>Status</th>
<th>Trans Date</th>
<th>Posting Date</th>
<th>Merchant</th>
<th>City/State</th>
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<td>$100.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Disputed \(\checkmark\), Dispute Detail Level \(\checkmark\), Reallocated

Summary tab shows high-level transaction information.

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

### Transaction
- Date: 05/29/2010
- Purchase ID:
- Total Amount: 100.00
- Memo Post: Yes
- Sales Tax: 0.00
- Freight: 0.00

### Merchant
- Name: ASSOCIATION OF UNIVERSITY
- City/State: DENVER, CO
- Transaction Type: SALES DRAFT
- MCC Code: 029
- MCC Description: SCHOOLS/EDUCATIONAL SCHL

### Reference Information
- Billing Cycle: Open
- Posting Date: 06/30/2010
- Reference Number: 24731200180680001303541
- Authorization Number: 060434

### 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

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**Click on Dispute**

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

**Dispute History**

- Sales Draft Requests none

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[Link to 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 3.

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.