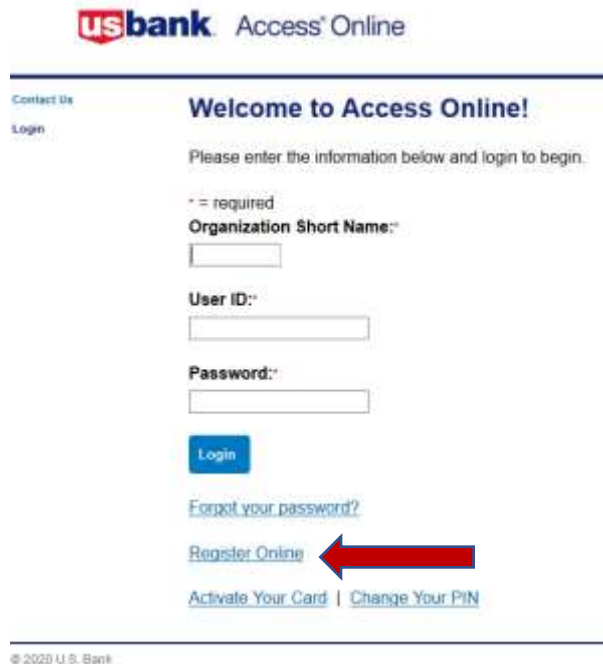


## TO SIGN UP FOR U.S. BANK'S ACCESS ONLINE:

1. Go to <https://access.usbank.com>
2. Select **Register Online**



**usbank** Access 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](#)

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3. Enter **cornel** (yes, just one L) as the **Organization Short Name**
4. Enter your card **Account Number** and **Account Expiration Date**
5. Select **Send a Code** and you will be emailed a one-time passcode. Note: Your Cornell email address is part of the information supplied to the bank as part of the card's profile.



### 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](#)

Continued...

6. Enter the **One-Time Passcode** that has been emailed to you and select **Continue**.

---

## Online Registration

### Passcode

A passcode was sent to your email address on file:

K\*\*\*\*3@CORNELL.EDU

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](#)

Continue

7. **Accept** the User License Agreement
8. The next screen will ask for the following:
  - Select a **User ID**
  - Create a **Password**
  - Answer three **Authentication Questions**
  - Provide **Contact Information** – the address you provide may be home or office and does NOT have to match the “bill to” address of the card(s).
9. Select **Continue**

After completing the steps above, you will be taken to an account summary and a confirmation message will appear:  User ID has been successfully added.

### Signing back in:

- Go to: <https://access.usbank.com>
- Enter your **Organization Short Name, User ID and Password**

---

## Welcome to Access Online!

Please enter the information below and login to begin.

\* = required

Organization Short Name:\*

cornel

User ID:\*

Password:\*

Login

[Forgot your password?](#)

[Register Online](#)

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

## OTHER FEATURES OF ACCESS ONLINE

### Viewing current and prior statements:

Under **Account Information**, select **Statement**. You will then be able to select and open any of your last several account statements.

### Add another card to your account:

If you have both a pcard and a travel and meal card, you may register them both under a single account.

Open **My Personal Information** and select **Add Accounts** under *Manage Account Access*

The screenshot shows the US Bank Access Online interface. At the top left is the 'usbank Access Online' logo. On the top right are 'Chat With Us' and 'Log Out' buttons. A navigation menu on the left includes 'Transaction Management', 'Account Information', 'Reporting', 'My Personal Information' (highlighted with a red arrow), 'Home', 'Contact Us', and 'Training'. The 'My Personal Information' section contains a 'User ID: Testert' field and several sub-sections: 'Login Information' (with a description about changing passwords), 'Contact Information' (with a description about updating user ID contact info and a sub-link for 'Email Notification'), 'Manage Account Access' (with a description about viewing access rights and a sub-link for 'Add Accounts' highlighted with a red arrow), 'Manage Accounting Code Favorites' (with a description about adding favorites), and 'Account Alerts' (with a description about enrolling in alerts).

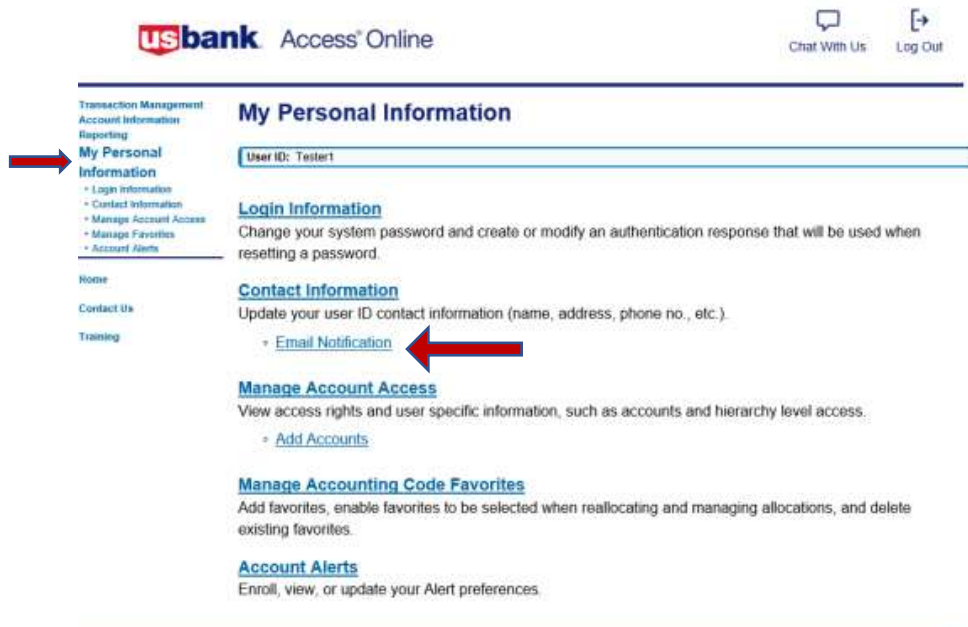
### Viewing your card's profile:

When contacting US Bank for any reason, the bank representative will want to verify that they are speaking to the cardholder. The Account Profile section in Access Online contains all the data you may be asked to verify. For example, you may be asked for your address, phone number, or credit limit. You may even be asked for the last 4 digits of your social security number. Remember, we do NOT supply the bank with your SSN, instead we use your employee ID number.

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

## Signing up for email notifications (Statement is ready/Dispute status/Password expiring):

1. Under **My Personal Information**, go to **Contact Information** and select **Email Notification**



usbank Access<sup>®</sup> Online

Chat With Us Log Out

Transaction Management  
Account Information  
Reporting  
**My Personal Information**  
• Login Information  
• Contact Information  
• Manage Account Access  
• Manage Favorites  
• Account Alerts

Home  
Contact Us  
Training

### My Personal Information

User ID: Testert

**Login Information**  
Change your system password and create or modify an authentication response that will be used when resetting a password.

**Contact Information**  
Update your user ID contact information (name, address, phone no., etc.).

- Email Notification**

**Manage Account Access**  
View access rights and user specific information, such as accounts and hierarchy level access.

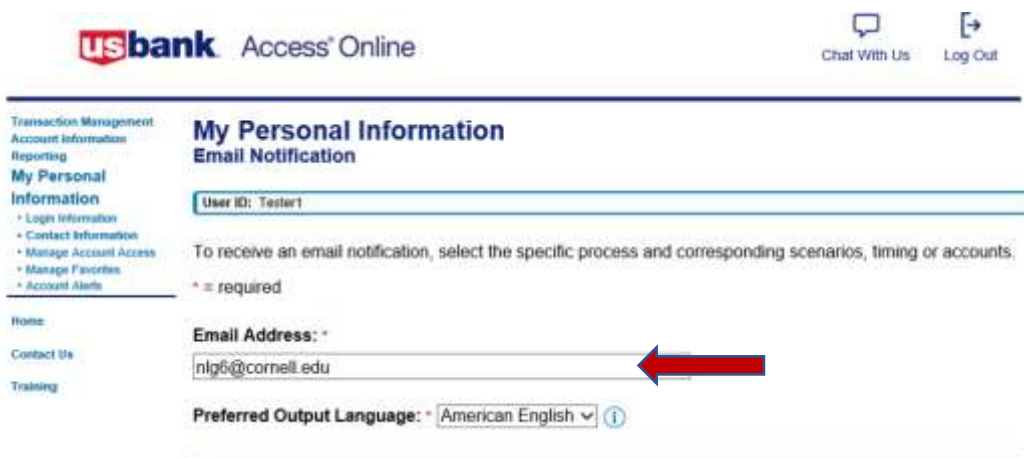
- [Add Accounts](#)

**Manage Accounting Code Favorites**  
Add favorites, enable favorites to be selected when reallocating and managing allocations, and delete existing favorites.

**Account Alerts**  
Enroll, view, or update your Alert preferences.

2. Complete the **Email Address** field below. Once the remainder of the page is complete and you select **save**, the email address you just entered is where you will receive a monthly alert that your statement is available in Access Online.

Note: Your monthly email will come from [accessonline.statement@access.usbank.com](mailto:accessonline.statement@access.usbank.com) and is sent within a few days of the cycle close date. Our pcard cycle closes on the 15<sup>th</sup> of the month and the travel and meal card cycle closes on the 20<sup>th</sup> of the month. (If these dates fall on a weekend or bank holiday, the cycle closure will occur on the next business day.) When you log into Access Online, the home page will have a link to your most recent statement in the middle of the page: [View Current Statement](#)



usbank Access<sup>®</sup> Online

Chat With Us Log Out

Transaction Management  
Account Information  
Reporting  
**My Personal Information**  
• Login Information  
• Contact Information  
• Manage Account Access  
• Manage Favorites  
• Account Alerts

Home  
Contact Us  
Training

### My Personal Information

#### Email Notification

User ID: Testert

To receive an email notification, select the specific process and corresponding scenarios, timing or accounts.

\* = required

**Email Address:** \*

nlg6@cornell.edu

**Preferred Output Language:** \* American English ⓘ

Note: Signing up to receive an email notification when your online statement is available will NOT discontinue your paper statement. To discontinue your monthly paper statement, send an email request to [creditcards@cornell.edu](mailto:creditcards@cornell.edu).

Continued...

3. You may also choose to receive the additional email notices below. Check any box you wish, or none:

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**Status Notifications**

  **Dispute Status Email Notification**  
Send notification when the status of my dispute changes.

  **Password Expiration Email Notification**  
Send notification 10 days and 3 days prior to password expiration.

4. Now you need to click within the **Statement** box for each account that you wish to receive a monthly email alert that your statement is available in Access Online, as well as any other notices you may have chosen above. Remember, if you have both a pcard and a travel & meal card, you must register both cards in order to request email notifications for both accounts. (See *Add Another Card to Your Account* earlier in these instructions.)

5. Select **Save**

---


**Account Notifications**  
Select accounts below to receive email notification when a statement is available in Access Online.

**User ID Accounts**

Account Number	Account Name	Account Type	Statement
**7414	NATASHA L AUMICK	Cardholder	<input checked="" type="checkbox"/>

**Viewed Accounts (Through Assigned Hierarchies)**  
[Add Managing Accounts](#) | [Add Cardholder Account](#)

Account Number	Account Name	Account Type	Statement	Action
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## **Additional Types of Alert Options you may sign up for:**

Under ***My Personal Information***, select ***Account Alerts***

There are 3 categories of alerts (Fraud, Event and Purchase) and for each selection within a category you may choose an email or a text alert. First, you will need to provide an email and/or cell number where you wish to receive these alerts. (You may choose to send the alerts to a different email or cell number than what was already provided when you registered your account.)

### Alert Destination for All Accounts

Email Address is required for email alerts. Mobile number is required for text alerts. When you provide a mobile number, we'll send you a text message that needs to be confirmed within 72 hours.

Email Address

Mobile Number (U.S. and Canada only)

To find out if your carrier is supported, [Contact Us](#).

Choose when to receive Event and Purchase text alerts.  
Fraud text alerts will still be sent as triggered.

- Receive alerts any time  
 Specify a time frame for Event and Purchase text alerts

Start Time

8:00 a.m. ▼

End Time

4:30 p.m. ▼

Central Standard Time

After reviewing each category and selecting the types of alerts you wish to receive, you will be required to view the Terms and Conditions and select Submit.

### Alert Types

<b>Fraud Alerts</b>	Event Alerts	Purchase Alerts
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Continued...

## Fraud Alert

- Receive an email or text when suspicious activity is detected on the enrolled account. We strongly encourage you to request a text alert. When receiving a text alert, you may respond immediately via text. If this was a charge that you did indeed authorize, responding to the text will allow you to attempt the charge again and have it approved. (If you instead receive an email alert, you will have to call the bank rather than respond via email.)

### Alert Types

Fraud Alerts	Event Alerts	Purchase Alerts
Enrolling into an alert prevents others from enrolling into same alert for this account.		
Alert Type	Email	Text
Suspicious activity is detected on enrolled accounts	<input type="checkbox"/>	<input type="checkbox"/>

By providing your mobile phone number, you expressly consent to receiving text messages. Canadian phone numbers will automatically receive a monthly regulatory message via SMS text if they are enrolled into any text alerts. Message and data rates may apply and you are responsible for any such charges. Please review our [Privacy Policy](#)

You must view and agree to the [Terms and Conditions](#) to submit alerts.

I have read and agree to the Terms and Conditions agreement.

**Event Alerts** – you may choose an email or text alert for any (or none) of these items...

### Alert Types

Fraud Alerts	Event Alerts	Purchase Alerts
Enrolling into an alert prevents others from enrolling into same alert for this account.		
Alert Type	Email	Text
Card is activated	<input type="checkbox"/>	<input type="checkbox"/>
Card is requested	<input type="checkbox"/>	<input type="checkbox"/>
Credit limit is changed	<input type="checkbox"/>	<input type="checkbox"/>
Daily account balance	<input type="checkbox"/>	<input type="checkbox"/>
Payment is made	<input type="checkbox"/>	<input type="checkbox"/>
Personal information is changed	<input type="checkbox"/>	<input type="checkbox"/>
PIN on my card is changed	<input type="checkbox"/>	<input type="checkbox"/>

Note: The university pays the entire bill the day after our cycle closes.

Continued...

**Purchase Alerts** – you may choose an email or text alert for any (or none) of these items...

Alert Type	Email	Text
Purchase is declined	<input type="checkbox"/>	<input type="checkbox"/>
Purchase amount exceeds \$ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Balance reaches or exceeds Up to three thresholds may be entered <input type="text"/> <input type="text"/> <input type="text"/> of my credit limit	<input type="checkbox"/>	<input type="checkbox"/>
Payment is due in Maximum is 14 days before payment is due <input type="text"/> days	<input type="checkbox"/>	<input type="checkbox"/>
Cash is withdrawn from my account	<input type="checkbox"/>	<input type="checkbox"/>
Account balance is \$ <input type="text"/> or more	<input type="checkbox"/>	<input type="checkbox"/>
Available credit is \$ <input type="text"/> or less	<input type="checkbox"/>	<input type="checkbox"/>
Purchase is made via mail or telephone	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Purchase is made over the internet	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Purchase merchant type Selected	<input type="checkbox"/>	<input type="checkbox"/>
Purchase is made inside/outside the selected states <input checked="" type="radio"/> Inside <input type="radio"/> Outside Select States (Maximum of 25 states allowed) Selected	<input type="checkbox"/>	<input type="checkbox"/>
Purchase is made inside/outside the selected countries <input checked="" type="radio"/> Inside <input type="radio"/> Outside Select Countries (Maximum of 25 countries allowed) Selected	<input type="checkbox"/>	<input type="checkbox"/>
Purchase is made Miles <input type="text"/> from ZIP/Postal Code <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: The university pays the entire bill the day after our cycle closes.

Note: Cash access not available on cards.

By providing your mobile phone number, you expressly consent to receiving text messages. Canadian phone numbers will automatically receive a monthly regulatory message via SMS text if they are enrolled into any text alerts. Message and data rates may apply and you are responsible for any such charges. Please review our [Privacy Policy](#).

You must view and agree to the [Terms and Conditions](#) to submit alerts.

I have read and agree to the Terms and Conditions agreement.

Cancel

Submit



**Email reminder that statement is ready - Sample:**

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**From:** U.S. Bank Access Online <[accessonline.statement@access.usbank.com](mailto:accessonline.statement@access.usbank.com)>  
**Sent:** Tuesday, September 17, 2019 6:13 AM  
**To:** John P. Doe <[jpd934782@cornell.edu](mailto:jpd934782@cornell.edu)>  
**Subject:** U.S. Bank Access Online - Statement Available

Your U.S. Bank statement is ready for review.

Your electronic statement provides details of all purchases, credits and payments on your account for the last billing cycle and is available anytime in [Access® Online](#) under Account Information.

**Account Number:** \*\* ~~XXXX~~

**Account Type:** Purchasing Card

Thanks for using electronic statements - it's a green way to reduce clutter and simplify recordkeeping.

If you don't wish to receive this message in the future, please go to My Personal Information within Access Online and modify your notification settings.

This is an automated message. For assistance, please visit the [Contact Us](#) page in Access Online.

U.S.: Cardmember Service, PO Box 6335, Fargo, ND 58123-6335  
Canada: Cardmember Service, 120 Adelaide St. W., Suite 2300, Toronto Ontario M5H 1T1

U.S. BANCORP made the following annotations

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Electronic Privacy Notice. This e-mail, and any attachments, contains information that is, or may be, covered by electronic communications privacy laws, and is also confidential and proprietary in nature. If you are not the intended recipient, please be advised that you are legally prohibited from retaining, using, copying, distributing, or otherwise disclosing this information in any manner. Instead, please reply to the sender that you have received this communication in error, and then immediately delete it. Thank you in advance for your cooperation.

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