

U.S. Bank Access Online Setup

U.S. Bank Access Online is a web-based electronic program management tool that provides cardholders with quick access to their complete account information, enabling individuals to view their account activity and billing statements online.

To utilize Access Online, you must first register. Access Online self-registration empowers you to create your own User ID and Password and is easy to use.

- 1) Go to: <https://access.usbank.com> and click "Register Online."
- 2) When asked to enter your company short name, please use **STWISC**.
- 3) Type your 16-digit account number (credit card number) in the "Account Number" field, without spaces or dashes (e.g., 1234567891234567).
- 4) Select the month your account expires from the "Account Expiration Date Month" drop-down list.
- 5) Select the year your account expires from the "Account Expiration Date Year" drop-down list.
- 6) Click "Send Code"
- 7) Do not close the webpage.
- 8) Check your UWL email for the one-time passcode. Check junk/clutter/spam folder if not received within 5 minutes. The email will come from donotreply@access-online.com with the subject line of U.S. Bank Access Online Passcode.
- 9) Enter the one-time code on the Access Online Registration webpage.
- 10) The Licensing Agreement page displays for your review. If you agree, click "I Accept" to continue.
- 11) User IDs must be 7 to 12 characters in length and can be alpha and/or numeric. User IDs must also be unique; try to think of a distinctive ID (i.e. if your name is John F Smith try the User ID jofsmith3).
- 12) Passwords must be 8 to 20 characters in length, with at least one alpha and one numeric character, and are case sensitive.
- 13) User verification authenticates your account if you forget your User ID or Password. Three Authentication question fields must be completed. Select a question from each question drop-down list and enter the response for each.
- 14) Complete the contact information fields with your UWL contact information; Fields with a red asterisk are required.
 - a. Phone and Fax Number fields should not include dashes, hyphens, parenthesis or spaces in (i.e. 6121234567).
 - b. When you have entered your card information, click "Continue."
 - i. If any of your entered information is not valid, the system will return an error message. You have three attempts to correct the information. If all three attempts fail, the account with incorrect information will be locked out from self-registration. You will need to contact U.S. Bank Customer Service at 1-877-887-9260 to unlock your account.
- 15) You are now registered for AccessOnline.
- 16) If you have more than one account to register, email purchasing@uwlax.edu once you set up your account and add the first card.