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: *
cornel

Account Number: *

Account Expiration Date:
Month * Jan ∨   Year * 2021 ∨

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.

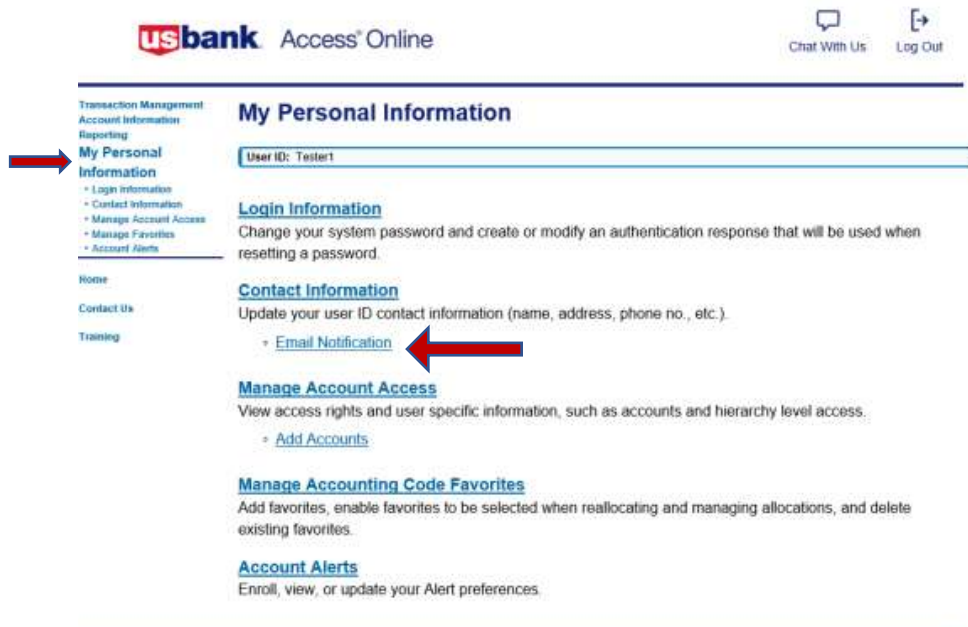Open *My Personal Information* and select *Add Accounts* under *Manage Account Access*

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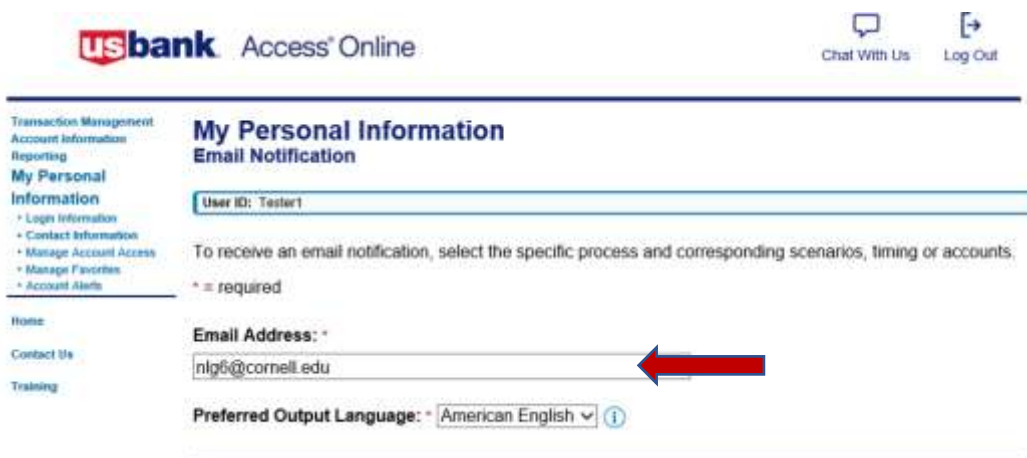
2. Complete the *Email Address* field below. Once the remainder of the page is complete and you select *save*, the email address you just entered is where you will receive a monthly alert that your statement is available in Access Online.

Note: Your monthly email will come from accessonline.statement@access.usbank.com and is sent within a few days of the cycle close date. Our pcard cycle closes on the 15th of the month and the travel and meal card cycle closes on the 20th 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

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.

Continued…

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

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	☑

Viewed Accounts (Through Assigned Hierarchies)

Add Managing Accounts | Add Cardholder Account

Account Number	Account Name	Account Type	Statement	Action

Save

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 <u>email</u> or a <u>text</u> 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   End Time

8:00 a.m.   ▼   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

| Fraud Alerts | Event Alerts | Purchase Alerts |

Continued…

Fraud Alert

- Receive an email or text when suspicious activity is detected on the enrolled account. <u>We strongly encourage you to request a text alert.</u> 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	☐	☐

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	☐	☐
Card is requested	☐	☐
Credit limit is changed	☐	☐
Daily account balance	☐	☐
Payment is made Note: The university pays the entire bill the day after our cycle closes.	☐	☐
Personal information is changed	☐	☐
PIN on my card is changed	☐	☐

Continued…

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

Fraud Alerts	Event Alerts	**Purchase Alerts**		

Enrolling into an alert prevents others from enrolling into same alert for this account.

Alert Type		Email	Text
Purchase is declined		☐	☐
Purchase amount exceeds		☐	☐
$			
Balance reaches or exceeds		☐	☐
Up to three thresholds may be entered			
[ ] [ ] [ ] of my credit limit			
Payment is due in	Note: The university pays the entire bill the day after our cycle closes.	☐	☐
Maximum is 14 days before payment is due			
[ ] days			
Cash is withdrawn from my account	Note: Cash access not available on cards.	☐	☐
Account balance is		☐	☐
$ [ ] or more			
Available credit is		☐	☐
$ [ ] or less			
Purchase is made via mail or telephone		☐	☑
Purchase is made over the internet		☐	☑
Purchase merchant type		☐	☐
0 Selected ▾			
Purchase is made inside/outside the selected states		☐	☐
◉ Inside ○ Outside			
Select States (Maximum of 25 states allowed)			
0 Selected ▾			
Purchase is made inside/outside the selected countries		☐	☐
◉ Inside ○ Outside			
Select Countries (Maximum of 25 countries allowed)			
0 Selected ▾			
Purchase is made		☐	☐
Miles [ ] from ZIP/Postal Code [ ]			

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:

From: U.S. Bank Access Online <accessonline.statement@access.usbank.com>
Sent: Tuesday, September 17, 2019 6:13 AM
To: John P. Doe <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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