

Dear Current and Future P-Card holders and account managers:

The University of Arkansas-Cooperative Extension Service, in partnership with U.S. Bank, is excited to announce the deployment of AccessOnline throughout our organization. U.S. Bank AccessOnline is a new, exclusive web-based electronic program management tool that provides our company's cardholders with quick access to their complete account information, enabling individuals to view their account activity and billing statements online! In addition, AccessOnline will aggregate all our purchasing information into one comprehensive database enabling our company to better manage purchasing activities and reflect transactions in e-print more timely.


To begin utilizing AccessOnline, you need to get registered. AccessOnline self-registration empowers you to create your own User ID and Password, and is easy to use. Just like the rest of the AccessOnline features, self-registration has been designed to be intuitive; however, to ensure a positive experience, here are a few helpful hints:

- Go to: <https://access.usbank.com> and click on the "Register Online" link
- When asked to enter your company short name, please enter: **star**
- ZIP/Postal Code must exactly match what is on your billing statement (**72204** – or you will receive an error message (The complete address is 2301 S. University Ave., Little Rock, AR 72204.)
- Phone number format: No dashes, hyphens, parenthesis or spaces (i.e. 5016712047)
- User ID's must be 7 to 12 characters in length and can be alpha and/or numeric. User ID's 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)
- Passwords must be 8 to 20 characters in length, with at least one alpha and one numeric character
- User Verification is used to authenticate your account if you forget your User ID or Password
- When establishing your profile, you must click "Additional Account" to enter more than one card
- **DO NOT CLICK "CONTINUE"** until you are finished entering all cards you wish to register! If you need to register another card after clicking Continue, you must contact me, **Burl Scifres**, at **501-671-2328** or bscifres@uaex.edu for assistance.
- When entering information in self-registration, if any of the entered information is not valid, the system returns 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.

Once you go through this, you will be registered to enter AccessOnline. To maximize your online experience, I would like to encourage you to check out the system's web-based training materials prior to utilizing AccessOnline. This highly intuitive web-based training experience will help you get the most out of this new tool. To access the U.S. Bank online training tools, go to <https://wbt.access.usbank.com> and enter the following password: **seattle**

Welcome to AccessOnline! If you have any questions, please call me at **(501)671-2328**, or the U.S. Bank Customer Service Desk at 1-877-887-9260.

Sincerely,



Burl Scifres
Purchasing Manager

University of Arkansas-Cooperative Extension Service