

# Access<sup>®</sup> Online



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# Activate your card online

You can easily activate your card online without having to call us. If you have a card that uses a PIN, you can also specify and update your PIN online.

**Tip!** You need to have a valid email address in Access Online before you begin. If you do not, contact your Program Administrator.

Access Online link:

<https://www.access.usbank.com/cpsApp1/AxolPreAuthServlet?requestCmdId=login>

The screenshot shows the 'Access Online' login page. At the top, it says 'Access Online'. Below that, there are links for 'Contact Us' and 'Login'. The main heading is 'Welcome to Access Online!'. Below the heading, it says 'Please enter the information below and login to begin.' and '\* = required'. There are three input fields: 'Organization Short Name:\*', 'User ID:\*', and 'Password:\*'. A blue callout box with the text '1. Click Activate Your Card.' has an arrow pointing to the 'Password:\*' field. Below the input fields is a blue 'Login' button.

[Forgot your password?](#)

[Register Online](#)

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

### Activate Your Card – Information

**Enter Card Information**

Complete the fields below to activate your card.  
All fields required unless noted as *(optional)*.

2. Type your 16-digit account number.

Card Number

3. Specify the expiration date.

Expiration Date  
Month  Year

4. Specify the last four digits of your work telephone number.


Work Phone  
Last 4 digits

5. Click **Submit**.

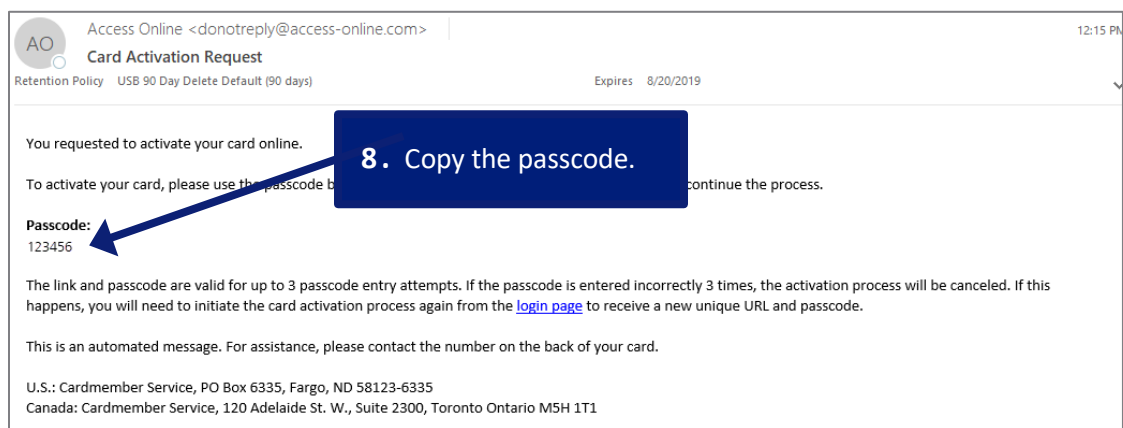
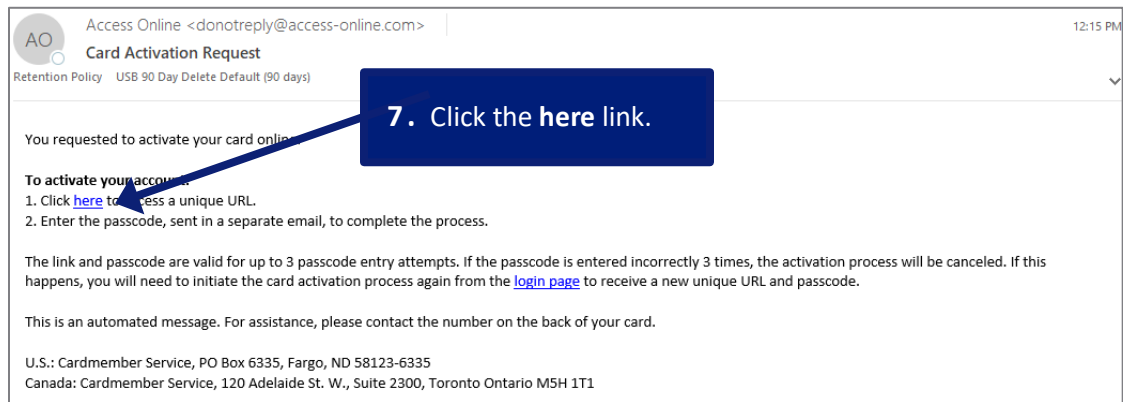
### Activate Your Card – Email Confirmation

Information Submitted. Check Your Email.

6. Wait for two email messages to arrive.



If your information matches what we have on file, we'll send an email to your email address on file with instructions on how to finish the process. Contact the number on the back of your card if you don't receive an email.



**Tip!** The passcode is a temporary passcode that you use only one time during card activation. The passcode is not your PIN.

Access® Online

## Activate Your Card – Passcode

**Enter Passcode**

Enter the passcode sent to your email address.

All fields required unless noted as *(optional)*.

Card Number  
\*\*1234

Passcode

**9. Paste the passcode.**

**Additional Contact Information**

To keep our records updated, please enter your mobile phone number.

Mobile Phone *(optional)*

**10. Type your mobile telephone number if you want to get communications from us.**

By providing us with a telephone number for a cellular phone or other wireless device, including a number that you later convert to a cellular number, you are expressly consenting to receiving communications — including but not limited to prerecorded or artificial voice message calls, text messages, and calls made by an automatic telephone dialing system—from us and our affiliates and agents at that number. This express consent applies to each such telephone number that you provide to us now or in the future and permits such calls for non-marketing purposes. Calls and messages may incur access fees from your cellular provider.

**11. Click Submit.**

### Activate Your Card – Set PIN

**Set New PIN**

Enter a new 4-digit PIN number to complete the activation of your card.  
All fields required unless noted as *(optional)*.

New PIN

Confirm PIN


**12.** If your card requires a PIN (e.g., you are authorized to withdraw cash or your card is an EMV card), then specify your new PIN two times. Your PIN cannot be all zeros.

**13.** Click **Submit**.

**Tip!** You cannot skip this step and create a PIN later. You can update the PIN you create at this step after you activate your card.

### Activate Your Card – Confirmation

**Card Activation Confirmation**



Your card has been successfully activated, and it may now be used for purchases.

**14.** Click the **Go to Login** button to log in to Access Online.

# Change your PIN

If you use a PIN for your card (e.g., an EMV card), then you can easily change your PIN online.

The screenshot shows the 'Access Online' login page. At the top, it says 'Access Online'. Below that, there are links for 'Contact Us' and 'Login'. The main heading is 'Welcome to Access Online!'. Below the heading, it says 'Please enter the information below and login to begin.' and '\* = required'. There are three input fields: 'Organization Short Name:\*', 'User ID:\*', and 'Password:\*'. Below the password field is a blue 'Login' button. At the bottom, there are links for 'Forgot your password..', 'Register Online', and 'Activate Your Card | Change Your PIN'. A dark blue callout box with white text says '1. Click Change Your PIN.' with an arrow pointing to the 'Change Your PIN' link.



### Change Your PIN - Information

Enter Card Information

Complete the fields below to update your existing information.  
All fields required unless noted as *(optional)*.

2. Type your 16-digit account number.

3. Specify the expiration date.

4. Specify the last four digits of your work telephone number.

5. Click **Submit**.

Card Number

Expiration Date

Month Year

Work Phone

Last 4 digits

Cancel Submit

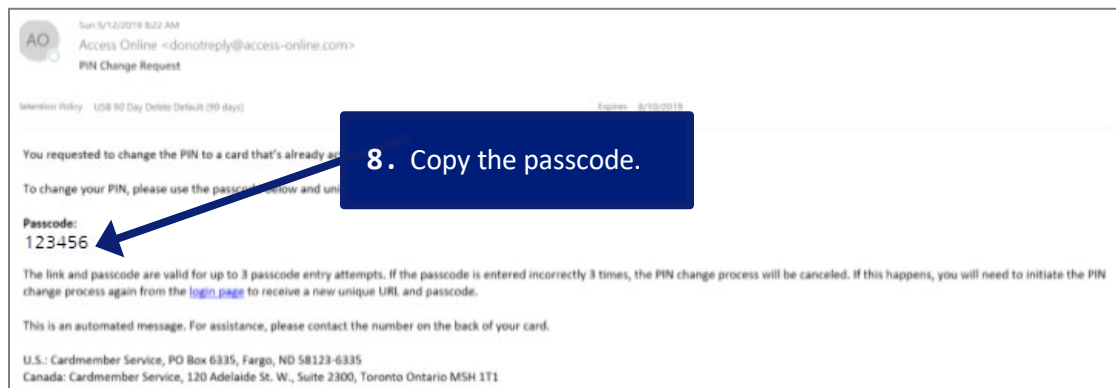
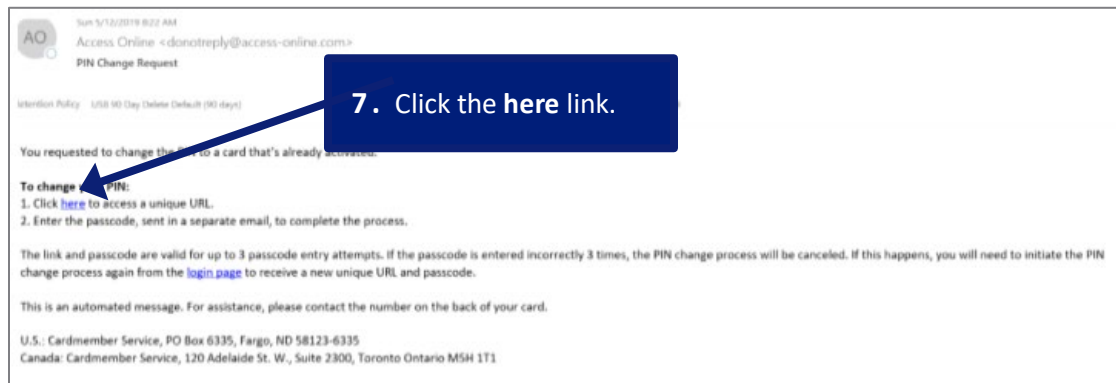
### Change Your PIN - Email Confirmation

Information Submitted. Check Your Email.

6. Wait for two email messages to arrive.

If your information matches what we have on file, we'll send an email to your email address on file with instructions on how to finish the process. Contact the number on the back of your card if you don't receive an email.

Go to Login



**Tip!** The passcode is a temporary passcode you use only one time while you update your PIN. The passcode is not your new PIN.

## Change Your PIN - Passcode

**Enter Passcode**

Enter the passcode sent to your email address.

All fields required unless noted as *(optional)*.

Card Number  
\*\*1234

Passcode

**9. Paste the passcode.**

**Additional Contact Information**

To keep our records updated, please enter your mobile phone number.

Mobile Phone *(optional)*

**10. Type your mobile telephone number if you want to get communications from us.**

By providing us with a telephone number for a cellular phone or other wireless device, including a number that you later convert to a cellular number, you are expressly consenting to receiving communications — including but not limited to prerecorded or artificial voice message calls, text messages, and calls made by an automatic telephone dialing system—from us and our affiliates and agents at that number. This express consent applies to each such telephone number that you provide to us now or in the future and permits such calls for non-marketing purposes. Calls and messages may incur access fees from your cellular provider.

**11. Click Submit.**

### Change Your PIN - Change PIN

**Set New PIN**

Enter a new 4-digit PIN number to complete the activation of your card.

All fields required unless noted as *(optional)*.

New PIN


Confirm PIN

**12 . Specify your new PIN two times.**

**13 . Click Submit.**

### Change Your PIN - Confirmation

**PIN Changed Confirmation**



Your PIN has been successfully changed, and your card may now be used for purchases.

**Learn more:** If you are in Canada, then you also need to review and agree to our privacy policy. Click the **Canada Data Privacy Policy** link and review the policy. Click the **Agree** button.

### Activate Your Card – Privacy Policy

**Privacy Policy Agreement**

Please acknowledge that you have read the U.S. Bank Canada Data Privacy Policy and agree to the terms and conditions. If you don't agree to the terms, please call the number on the back of your card for assistance.

For the complete policy, view this page: [Canada Data Privacy Policy](#)

**Learn more:** Program Administrators can track the status of card activation by running an *Account List* report.

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## Survey

Please take a few minutes to respond to a short [survey](#) on our training.