

Login and navigation

Login page links

Access Online link:
<https://access.usbank.com>

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](#)

Links provide access to functions.

Login page links:

- **Forgot your password?** Answer an authentication question and reset your password.
- **Register Online** for cardholders to set up their own User ID and Password with card information.
- **Activate Your Card** for cardholders to initiate the card for use. (This is a separate step from online registration for a User ID.)
- **Change your PIN** number if necessary for cardholders.

Forgot your password – all users

Access® Online

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[Login](#)

Login Forgot Password

Enter the response to your authentication question. If you need assistance, please contact your organization's administrator.

* = required

User ID: pa1allocate

Organization Short Name: ABC135

Authentication Question: In what city does your nearest sibling live?

Enter the response to your Authentication Question:*

[Continue](#)

[<<Back to Login](#)

Access Online will lock you out of the system after THREE unsuccessful login attempts.

To prevent this, after **2** unsuccessful attempts:

- **Click** the *Forgot your password?* link.
- **Answer** the authentication question.
- **Reset** your password.

Register online – cardholders create own user ID and password

Access[®] Online

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Account Information

[Login](#)

Please enter the account information below and select *Send a Code*. We will then 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](#)

- Enter Organization Short Name, account number and expiration date of card.
- Click the *Send a code* button. It goes to the email address on the card account.
- Enter the code and set up user profile with username, password, authentication questions and answers.

Activate a card – cardholder process

Activate Your Card - Information

Enter Card Information

Complete the fields below to activate your card.

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

Card Number

Expiration Date

Work Phone

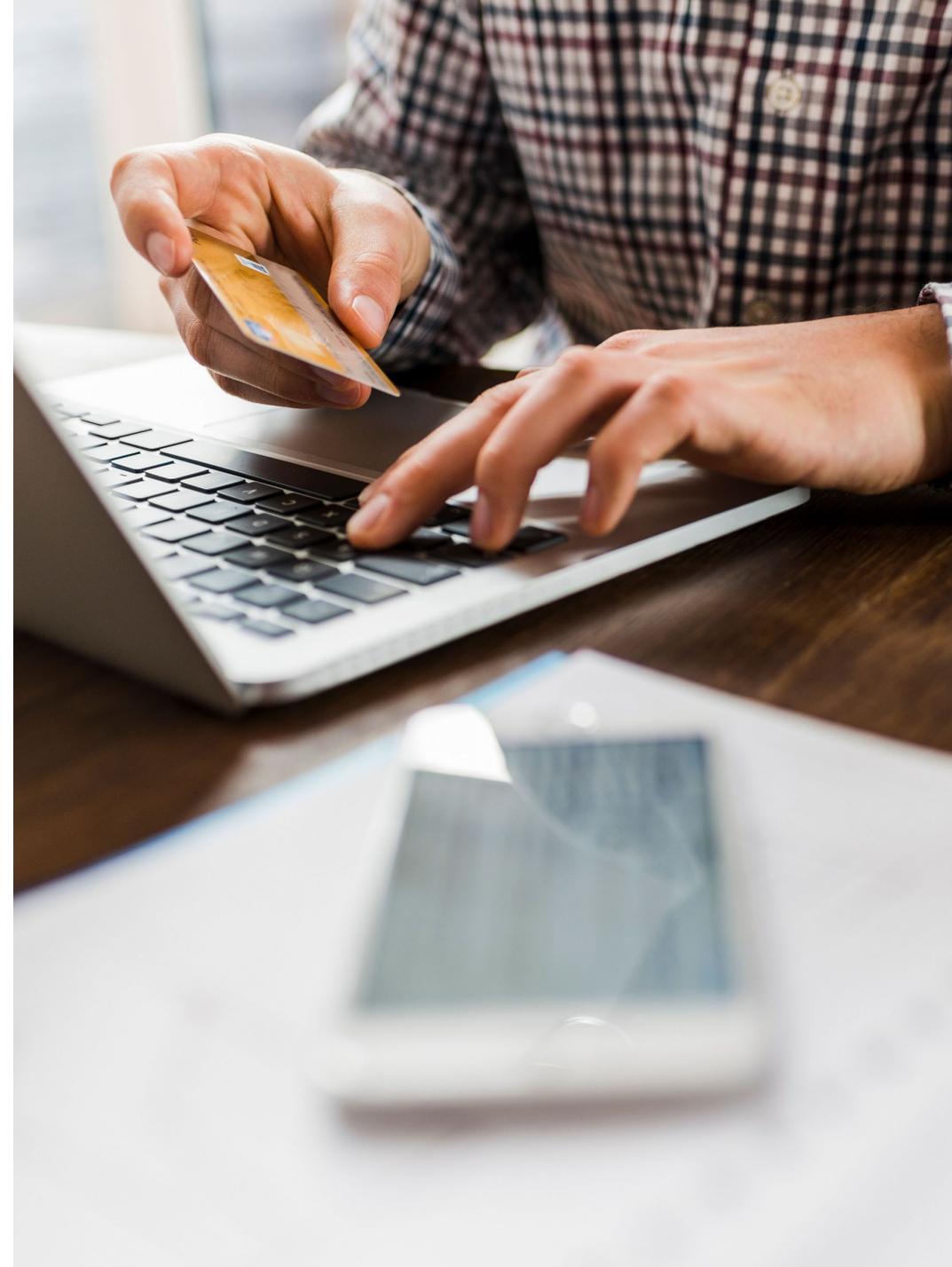
Cancel

Submit

- **Enter** account number, expiration date and the last 4 digits of work phone on the card account.
- **Click** the *Submit* button.

Online card activation process

- Select the **Activate Your Card** link found at bottom of the Access Online login page. Google Access Online to locate the page.
- Enter card number, expiration date and last 4 of work phone.
- You will receive two emails; the first includes the link to activate your account, and the second includes a passcode.
- Select the emailed link to activate your account and then enter the passcode from the second email.
- You will be given the option to update your mobile phone number. Select Submit.
- Set a new PIN. Select Submit.



Phone card activation process

Information needed

- 16-digit account number
- 5-digit zip code from the card account
- 4-digit activation code. This is the last 4 digits of whatever is in the Social Security Number field of the card account. It could be the last four of your SSN, last four of your employee ID or four numbers your organization uses as a code.



Process

1. Enter 16-digit account number
2. Enter 5-digit zip
3. Press 1 to activate account
4. Enter 4-digit activation code, or last four of SSN, or last four of employee id
5. Enter phone with area code to update records
6. Press 1 or 2 to accept or decline terms to be sent messages on your phone.
7. Enter and confirm 4-digit PIN. This is not the same thing as the 4-digit activation code. It's a 4 digit number that can be used for some transaction types such as cash or for some terminal types such as those outside the US.

Change your PIN – cardholder process

Change Your PIN - Information

Enter Card Information

Complete the fields below to update your existing PIN.

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

Card Number

Expiration Date

Work Phone

Cancel

Submit

- **Enter** account number, expiration date and the last 4 digits of work phone that is on the card account.
- **Click** the *Submit* button.

Personal Identification Number – cardholder process

What is a PIN?

- When you activate your card, select a 4-digit PIN
- A PIN may be required by some merchant terminals or for some transaction types, such as cash advances
- Many transactions outside of the United States require a 4-digit PIN
- Change your PIN on the Access Online Home page or through the IVR
- To set up a PIN if you don't set it up upon activation, you will need to call customer service for a PIN Mailer to get it set up.
- A Program Administrator may go to Account Administration, Cardholder Account Maintenance, Account Details and click a link to Request PIN to have a PIN Mailer sent for a card. This link only displays if there is no PIN on the card.



Logging in

[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](#)

Enter your Organization Shortname MDEEEF, user ID and password.

Tips for using Access Online:

- Use internal navigation links instead of browser buttons
- Always allow pop-ups for statements, reports and more
- Logout will occur after 15 minutes of inactivity (with option to resume)

Two navigation methods for administrators only

Ending
late
August
2024

Top navigation

The screenshot shows the top navigation bar with the following elements:

- Access Online
- Partner sites
- Need help?
- Profile
- Log out

Below the navigation bar is a secondary menu with the following items:

- Dashboard
- Accounts
- Transactions
- Orders
- Virtual payments
- Reporting
- Program

The main content area displays a welcome message: "Welcome, Jordan." Below this is a message box that says "No managing account found."

Left navigation pane

The screenshot shows the left navigation pane with the following items:

- Request Status Queue
- Active Work Queue
- System
- Administration
 - User Profiles
 - Create Point of Contact
 - Edit Point of Contact
 - Find Point of Contact
 - Financial Extract Controls
 - Client Controls
 - Accounting Code Mgmt
 - Merchant Groups
 - Merchant Allocation Rules
 - Allocation Rules Engine
- Account Administration
- Event Driven Notification
- Payment Plus
- Order Management
- Transaction Management
- Enhanced Supplier Management
- Account Information
- Reporting
- Data Exchange
- My Personal Information

The main content area is titled "System Administration" and contains the following sections:

- User Profiles**: Create or modify existing user ID/login information and establish account and hierarchy access.
- Point of Contact**:
 - [Create Point of Contact](#)
 - [Edit Point of Contact](#)
 - [Find Point of Contact](#)
- Financial Extract Controls**: Create, view, or modify the controls for an extract file.
- Client Controls**: View and modify settings applied to your entire program.
- Accounting Code Management**: Manage Accounting Code Structures, Accounting Validation Controls, Valid Values Lists, and Alternate Accounting Codes.
- Merchant Groups**: Modify the default Merchant Category Code (MCC) Groups to create custom groups or rearrange existing groups. These groups are used for establishing MCC based transaction allocation rules.
- Merchant Allocation Rules**: Establish automated rules that control how incoming transactions are allocated to particular accounting codes, based on the Merchant Category Code (MCC) associated to a transaction.
- Allocation Rules Engine**: Establish automated rules that control how incoming transactions are allocated.

Dashboard/legacy views are driven by account or hierarchy assignments on the user profile.

Cardholder welcome page features

Request Status Queue
Active Work Queue
System Administration
Account Administration
Payment Plus
Transaction Management
Account Information
Reporting
Data Exchange
My Personal Information

Home
Contact Us
Training

Welcome to Access Online MAE DOWD

Your last login was 04/09/2024

Message Center

[Message\(s\) from Access Online](#)

One Card

Account Name: MAE DOWD
Account Unique ID: ⓘ 0441-9182-4708-3740
Account ID: 017731777135
Account #: **3177
Account Status: Open

Current Balance: \$1,718.11
Credit Limit: \$1.00
Available Credit: \$1.00

Current Balance is updated as of previous business day. Available Credit includes pending account activity.

Last 10 Transactions Posted		
Posting Date	Merchant	Amount
03/27	MURPHY6822ATWALMRT	\$73.01
03/24	VALERO 1058	\$75.50
03/24	CHICKEN EXPRESS ROCKDALE	\$7.48

Quick Links

[Manage Home Page Settings](#)
[Manage Contact Information](#)
[Manage Email Notifications](#)
[Run Transaction Detail Report](#)
[View All Statements](#)
[View Last Cycle Transactions](#)
[View Open Transactions](#)

The welcome screen

includes:

- Left navigation menu
- Message Center
- Card account summary and last ten transactions
- Quick Links

Dashboard display depends on user profile assignments

Administrator with processing hierarchy assignments at bank, agent and/or company levels

Access Online

Partner sites | Need help? | Profile | Log out

Dashboard | Accounts | Transactions | Orders | Virtual payments | Reporting | Program

Welcome, Jordan.

Account: ACME MA 1 ... 1234

ACME MA 1

Available	\$25,000.00	63%
Used	\$10,000.00	25%
Pending	\$5,000.00	13%

CREDIT LIMIT \$40,000.00

[Pay this account](#)

QUICK LINKS

- [Quick links #1](#)
- [Quick links #2](#)
- [Quick links #3](#)
- [Quick links #4](#)
- [Quick links #5](#)
- [Quick links #6](#)

Privacy | Accessibility | Terms of use

Administrator with hierarchy assignments at division and/or department levels

Access Online

Partner sites | Need help? | Profile | Log out

Dashboard | Accounts | Transactions | Orders | Virtual payments | Reporting | Program

Welcome, Jordan.

No managing account found.

QUICK LINKS

- [Quick links #1](#)
- [Quick links #2](#)
- [Quick links #3](#)
- [Quick links #4](#)
- [Quick links #5](#)
- [Quick links #6](#)

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Administrator with only card account assignments or with hierarchy *and* card account assignments

Access Online

Chat With Us | Log Out

Welcome to Access Online JOEL APPLEBAUM

Your last login was 10/11/2023

Message Center

[Message\(s\) from Access Online](#)

Purchasing | **Switch Account** | **Quick Links**

Account Name: MEGAN A ACKERMAN
Account Unique ID: 0142-5162-8064-8273
Account ID: 172245619088
Account #: **4561
Account Status: Open

Current Balance: \$0.00
Credit Limit: \$1.00
Available Credit: \$1.00

Current Balance is updated as of previous business day. Available Credit includes pending account activity.

Last 10 Transactions Posted

Posting Date	Merchant	Amount
11/22	THE JRS. GROUP, INC.	\$14,300.00
11/21	PETREK MECHANICAL CONTRAC	\$1,068.00
11/21	PETREK MECHANICAL CONTRAC	\$800.00
11/21	PETREK MECHANICAL CONTRAC	\$3,750.00
11/14	MSC	\$103.40
11/13	MSC	\$51.70
11/12	DELTA RIGGING & TOOL, I	\$1,113.00
11/07	MAGNA LIGHT	\$2,139.28
11/06	E.H. TEASLEY & COMPANY, I	\$504.10
10/25	THE JRS. GROUP, INC.	\$9,900.00

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Using the navigation menus

Left navigation

- Request Status Queue
- Active Work Queue
- PIEE Task Queue
- System Administration
- Account Administration
- Event Driven Notification
- Order Management
- Transaction Management
- Account Information
- Reporting
- Data Exchange
- My Personal Information

- Home
- Email Center
- Contact Us
- Training
- Government Services

Dashboard

Access* Online

Dashboard ▾ Accounts ▲ Transactions ▾ Orders ▾

Welcome

Account ACM

ACME MA 1

Account administration

Account information

Request status queue

Active work queue

PIEE task queue

CREDIT LIMIT
\$40,000.00

Available	\$25,000.00	63%
Used	\$10,000.00	25%
Pending	\$5,000.00	13%

Pay this account