



## Setting up Your U.S. Bank Access Online Account

U.S. Bank Access Online is a web-based electronic program management tool that provides our cardholders with quick access to their complete account information, enabling individuals to view their account activity and billing statements online! Access Online self-registration allows you to create your own User ID and Password, and it is easy to use. Please follow the simple steps below to set up your Access Online account:

1. Go to: <https://access.usbank.com> and click "Register Online".
2. Enter **CALTEC** for the organization short name.
3. Type your 16-digit card number in the "Account Number" field, without spaces or dashes.
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. Type your account's billing address ZIP (91125) in the "Account ZIP" field.
7. Click "Register This Account" if you have only one account to register. If you have more than one account to register, click "Additional Account".
8. The Licensing Agreement page displays for your review. If you agree, click "I Accept" to continue.
9. User IDs must be unique and 7 to 12 characters in length, alpha and/or numeric.
10. Passwords must be minimum 12 characters in length, with at least one alpha, one uppercase, one lowercase, one numeric character, and one special character.
11. Complete User Verification to authenticate your account if you forget your User ID or Password.
12. Complete the contact information fields. Fields with a red asterisk are required.
13. Phone and Fax Number fields should not include dashes, hyphens, parenthesis or spaces (e.g., 6121234567).
14. When you are finished entering all cards you wish to register, click "Continue".

*If any of your entered information is not valid, the system will return an error message. You have three attempts to correct the information. After three failed attempts, the account with incorrect information will be locked out of self-registration. You will need to contact Customer Service at 1-877-887-9260 to unlock your account.*

**Please see reverse side for instructions on how to set up Fraud Alerts in the event of suspected fraud.**

### Web Based Training

To get the most out of your online experience, we encourage you to check out the system's web-based training materials. To access the U.S. Bank web-based training tools click on the "Training" link when logged into the Access Online home screen. You should always use the *Commercial Cardholder* password when using web-based training (WBT).

**If you have any questions, please call P-Card Services or the U.S. Bank Customer Service at 1-800.344.5696**



**To set up your account(s) for fraud alerts:**

1. Select the My Personal Information high-level task. The My Personal Information screen displays.
2. Click the Account Alerts link. The Account Alerts screen displays.
3. Type or update your mobile telephone number (for text alerts) in the Mobile (U.S. Only) field.
4. Type or update your email address in the Email field.
5. Review the list of accounts tied to your user profile.
6. Select to receive text and/or email alerts for an account.
7. Scroll down and read the full terms and conditions.
8. Select the "I accept " the Terms and Conditions check box. The Submit button activates.
9. Click the Submit button.
10. If you are using text message enrollment only, you can wait for a text message to arrive. Respond to the text message within 15 minutes to confirm the alert setup.

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