

# Travel & Entertainment Card USBANK Access Online How-To

The online payment is in Access Online. Below is the registration instructions and the link for Access Online.

The payment link is under the statements.

Card account management tools	<p>A T&amp;E Cardholder can access the <a href="#">USBANK Access Online</a> system to better manage expenditures and speed up getting a reimbursement. Follow these steps to register to use Access Online:</p> <ol style="list-style-type: none"><li>1. Go to: <a href="https://access.usbank.com">https://access.usbank.com</a></li><li>2. Click on the "Register Online" link</li><li>3. Enter "<b>UOFCA</b>" for the company short name</li><li>4. Enter the first five digits of the zip or postal code that appears on your monthly billing statement.</li><li>5. Enter your telephone and fax number (e.g. 8311234567). Do not use dashes, hyphens, parenthesis or spaces.</li><li>6. Enter a User ID. A user ID is 7 to 12 characters long, alpha and/or numeric.</li><li>7. Enter a Password. A password is 8 to 20 characters in length, with at least one alpha and one numeric character</li></ol> <p><b>Registration Lock Out:</b> You will receive an error message if you enter invalid information. After three unsuccessful attempts, you will be locked out from self-registering. If this happens, contact U.S. Bank Customer Service at 1-877-887-9260 to get your account unlocked.</p> <p><b>Forgot Your User ID or Password?</b> Click on the "Forgot your Password?" link and enter the requested information on the form that will appear.</p>
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