UNIVERSITY OF CALIFORNIA MERCED

Campus Travel Management

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	A T&E Cardholder can access the USBank Access Online system to better manage expenditures and speed up getting a reimbursement. Follow these steps to register to use Access Online: 1. Go to: https://access.usbank.com 2. Click on the "Register Online" link 3. Enter "**UOFCA**" for the company short name 4. Enter the first five digits of the zip or postal code that appears on your monthly billing statement. 5. Enter your telephone and fax number (e.g. 8311234567). Do not use dashes, hyphens, parenthesis or spaces. 6. Enter a User ID. A user ID is 7 to 12 characters long, alpha and/or numeric. 7. Enter a Password. A password is 8 to 20 characters in length, with at least one alpha and one numeric character **Registration Lock Out:** 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. **Forgot Your User ID or Password?** Click on the "Forgot your Password?" link and enter the requested information on the form that will appear.

Please contact **travel@ucmerced.edu** for additional question.