



## US BANK ACCESS ONLINE-

REGISTERING YOUR P-CARD FOR ACCESS, REQUESTING EMAIL ALERTS

### Registering for Access Online-

1. Go to [US Bank Access Online](#)

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## 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](#)

2. Click on 'REGISTER ONLINE'

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[Contact Us](#)

[Login](#)

## Online Registration

### Account Information

Please enter the account information below and select Send a Code. We'll use your email address on file to send you a passcode. To register additional accounts, go to My Personal Information.

\* = required

**Organization Short Name: \***

**Account Number: \***

**Account Expiration Date:**  
**Month \***  **Year \***

3. Use the Organization Short Name **STWISC**
4. Enter the account number and Expiration date on your physical card.
5. Click on 'send a code'
6. You will receive emails with next steps.
7. If you do not receive an email, reach out to US BANK for assistance by calling the customer service number on the back of your card (verification information from your application may be requested.
8. You will be asked to create a user ID (best practice is using your STAR IAM)
9. You will be asked to create user verification questions. Keep a record of your chosen questions and answers in a secure location.

## SETTING UP ALERTS

1. Once registered for Access Online, log in. [US Bank Access Online](#) using the Organization Short Name **STWISC** and the user ID and password you set up.
2. Navigate to 'Manage Email Notifications'

## Welcome to Access Online

### Message Center

#### Purchasing

Account Name:

Account Unique ID: ⓘ

Account ID:

Account #:

Account Status:

Statement Balance:

Billing Cycle Close Date:

Current Balance:

Credit Limit:

Available Credit:

Click here to manage other alerts, such as fraud or purchase alerts:

Click here to confirm new statement alerts are being sent to your state email address:

[View Current Statement](#)

#### Quick Links

[Manage Home Page Settings](#)

[Account Alerts](#)

[Manage Contact Information](#)

[Manage Email Notifications](#)

[Run Transaction Detail Report](#)

[View All Statements](#)

[View Last Cycle Transactions](#)

[View Open Transactions](#)

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

(NEXT PAGE →)

3. Confirm that the box is checked:

**usbank** Access Online


Dashboard Accounts ▾ Transactions ▾ Reporting ▾


### My Personal Information

#### Email Notification

User ID: YOUR USER ID HERE

To receive an email notification, select the specific process and corresponding scenarios, timing or accounts.  
\* = required

Email Address:   
YOUR EMAIL HERE

Preferred Output Language: \* American English ▾ 


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#### Status Notifications

**Dispute Status Email Notification**  
Send notification when the status of my dispute changes.

**Password Expiration Email Notification**  
Send notification 10 days and 3 days prior to password expiration.

**Pending Cardholder's Transaction Approval**  
 Daily  
 Weekly:

**Rejected Transaction Email Notification**   
 Send rejected transaction notifications.


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#### Account Notifications

Select accounts below to receive email notification when a statement is available in Access Online.

User ID Accounts

Account Number	Account Name	Account Type	Statement
YOUR ACCOUNT INFO HERE		Cardholder	<input checked="" type="checkbox"/>

 Confirm this box is checked