

Dear Cardholder:

The Cal Poly Corporation in partnership with U.S. Bank, are excited to announce the deployment of Access Online. U.S. Bank Access Online is a web-based electronic program management tool that provides our company's cardholders with quick access to their complete account information enabling individuals to view their account activity and billing statements online.

When activating your card, you will be prompted to enter the last four digits of the Corporation's Social Security number, 8180.

In addition to making individual account management easier, AccessOnline also provides significant benefits to our entire organization. AccessOnline will aggregate all our purchasing information into one comprehensive database enabling our company to better manage purchasing activities and drive cost savings. When used in conjunction with our U.S. Bank **P-Card** solution, AccessOnline helps our company better manage expenditures and achieve our overall profitability goals.

By now I am sure that you are anxious to begin utilizing AccessOnline but first you need to get registered. AccessOnline self-registration empowers you to create your own User ID and Password and is easy to use. Just like the rest of the AccessOnline features, self-registration has been designed to be intuitive; however, to ensure a positive experience, some helpful hints follow. If you scroll to the next page you'll also find screenshots:

- Go to: <https://access.usbank.com> and click on the "Register Online" link
- When asked to enter your company short name, please use CPOLY.
- ZIP/Postal Code must exactly match the **FIVE DIGIT** zip code that is on your billing statement — or you will receive an error message
- If Foreign zip code, place 00002 in zip code area.
- Phone and Fax number format: No dashes, hyphens, parenthesis or spaces (i.e. 6121234567)
- User ID's must be 7 to 12 characters in length and can be alpha and/or numeric. User ID's must also be unique; try to think of a distinctive ID (i.e. if your name is John F Smith try the User ID jofsmith3)
- Passwords must be 8 to 20 characters in length, with at least one alpha and one numeric character
- User Verification is used to authenticate your account if you forget your User ID or Password
- When establishing your profile, you must click "Additional Account" to enter more than one card
- **DO NOT CLICK "CONTINUE"** until you are finished entering all cards you wish to register! If you need to register another card after clicking Continue, you must contact the Program Administrator at [cpc-pcardadm@calpoly.edu](mailto:cpc-pcardadm@calpoly.edu) for assistance.
- When entering information in self-registration, if any of the entered information is not valid the system returns an error message. You have three attempts to correct the information. If all three attempts fail, the account with incorrect information will be locked out from self-registration. You will need to contact U.S. Bank Customer Service at 1-877-887-9260 to unlock your account

Welcome to AccessOnline! If you have any questions, please contact me at [cpc-pcardadm@calpoly.edu](mailto:cpc-pcardadm@calpoly.edu) or call the U.S. Bank Customer Service Desk at 1-877-887-9260.

Sincerely,

**Ken Manning**

Program Administrator

**Cal Poly Corporation P-Card Program**

**P.S. Don't forget to scroll down for what I hope will be a useful series of screen shots to help you through the process.**

# AccessOnline Self- Registration for Pro-Card

Go to: <https://access.usbank.com> and click the “Register Online’ link and follow the instruction below.

U.S. Bank Access® Online Our Payment Products

**usbank.** Welcome to Access Online!

Contact Us  
Login

Please enter the information below and login to begin.

Organization Short Name:

User ID:

Password:

[Forgot your password?](#)

[Register Online](#) ← Click on link

[Website/Browser Requirements](#)

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U.S. Bank Access® Online Our Payment Products

**usbank.** Online Registration  
Add Accounts

Contact Us  
Login

To join Access Online, you will need a minimum of one valid account number. "Register This Account" will validate a single account. "Additional Account" will allow multiple accounts to be included in the registration process.

\* = required

Organization Short Name: \*  
 ← 1. Enter CPOLY

2. Enter 16 digit credit card number, month and year of expiration

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

↑ 3. Click Register This Account

[<<Back to Login Page](#)

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**On this page, scroll down until you see “I Accept”:  
Click on “I Accept”**

Customer is only permitted to use this Con  
reproduce, distribute, or create derivative w  
by Access Online or U.S. Bank.

#### 14. LAWS

The ATS shall be governed by and construi  
excluding its conflict of law provisions.

Customer and U.S. Bank agree to submit t

If any provision(s) of the ATS is held by a cc  
provision(s) shall be construed, as nearly :  
provisions remaining in full force and effec

U.S. Bank's failure to exercise or enforce a  
right or provision unless acknowledged an

Customer and U.S. Bank agree that any ca  
commence within one (1) year after the cal  
barred.

The section titles in the ATS are solely use  
significance.



**Click "I  
Accept"**



**Complete all the fields with the asterisk \*. Pay special attention to the requirements for a User ID and Password.**



### Online Registration Password and Contact Information

Contact Us  
Login

Organization Short Name: CSUCA

#### User ID & Password

\* = required

Please enter an ID between 7-20 alphanumeric characters and a password between 8-20 alphanumeric characters. Use a combination of letters and numbers easy for you to remember but not for others to guess.

User ID: \*

Password: \*

Re-enter New Password: \*

#### Authentication

Please select an authentication question and enter a response that will be easy to remember. This information will be used in the event that you forget your password.

Authentication Question: \*  
[Mother's Maiden Name]

Authentication Response: \*

#### Contact Information

First Name: \*      Last Name: \*      MI:

Address 1: \*      Address 2: \*

City: \*      State/Province: \*      Zip/Postal Code: \*

Country: \*  
[USA]

Phone Number: \*      Fax Number:

Email Address: \*

Click  
Continue

All of us serving you™

## AccessOnline Quick Tips

**Hints:** Do Not click the back button, if you want to return to the previous page click on <<Back to Cardholder Account Summary or, click on Home to return to the Home page.

### Review Transactions in “Real” Time.

Go to <https://access.usbank.com>. Sign in to your Access Online account. In this screen you will be able to:

- View your previous transactions.
- View pending transactions



**usbank** **Message(s) from Access Online**

Welcome to Access Online! Stretch your program limits and streamline your business with Access Online, our innovative program management and reporting tool. This platform that can be easily configured and deployed to meet your unique solutions anytime, anywhere with Access Online.

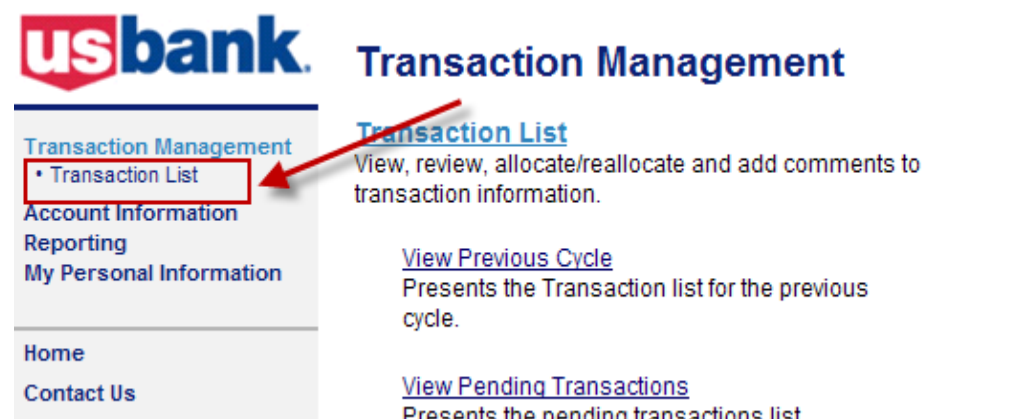
\*\*\*\*\*

Effective July 1, 2010, there will be sales tax changes in Canada. Accounts have been updated. Any client using a custom tax table will need to update their table, please contact the Helpdesk at (877) 332-7461.

\*\*\*\*\*

Transaction Management  
Account Information  
Reporting  
My Personal Information

Home  
Contact Us



**usbank** **Transaction Management**

**Transaction List**  
View, review, allocate/reallocate and add comments to transaction information.

[View Previous Cycle](#)  
Presents the Transaction list for the previous cycle.

[View Pending Transactions](#)  
Presents the pending transactions list.

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• Transaction List  
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## Transaction Management

### Card Account Summary with Transaction List

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  - Transaction List
- Account Information
- Reporting
- My Personal Information

- Home
- Contact Us

Card Account Number: \*\*\*\*\*

» Trans List

[-] Card Account Summary

Account Number: ● ...0499

Account Name:

Billing Cycle Close Date: Open Search

You can search by All, Open or Statement Date

● Open Account

[+] Search Criteria [Return to top](#)

[-] Transaction List [Return to top](#)

Records 1 - 2 of 2

[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status @	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	€	Purchas
<input type="checkbox"/>		<a href="#">06/29</a>	06/30	ASSOCIATION OF UNIVERSITY	DENVER, CO	\$100.00	Ⓜ		
<input type="checkbox"/>		<a href="#">06/15</a>	06/17	STREATOR PIPE & SUPPLY	805-739-9255, CA	\$12,261.66	Ⓜ		S11521

## Review your Credit Limit, Available Credit & Account Balance

Go to <https://access.usbank.com>. Sign in to your Access Online account. In this screen you will be able to:

- View the Credit Limit on your Pro-Card
- View your Available Credit
- View your Account Balance

**usbank** **Message(s) from Access Online** **Click Account Information**

Transaction Management  
**Account Information**  
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Contact Us

Welcome to Access Online! Stretch your program limits and streamline payment processes with Access Online, our innovative program management and reporting tool. This web-enabled tool offers a feature-rich platform that can be easily configured and deployed to meet your unique needs. Access your payment solutions anytime, anywhere with Access Online.

\*\*\*\*\*

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\*\*\*\*\*

Bienvenue sur Access Online! Repoussez les limites de votre programme et simplifiez les processus de paiement avec Access Online, notre outil novateur d'établissement de rapports et de gestion de programme. Cet outil Internet offre une plate-forme riche en fonctionnalités qui peut être aisément configurée et déployée pour répondre à vos besoins particuliers. Accédez à vos solutions de paiement en tout temps, où que vous soyez, avec Access Online.

\*\*\*\*\*

À compter du 1er juillet 2010, la taxe de vente subira des changements au Canada. Les tables d'impôt canadiennes par défaut d'Access Online ont été mises à jour. Tous les clients qui utilisent une table d'impôt habituelle devront suivre ces mises à jour. Si vous avez des questions, veuillez communiquer avec le Centre d'assistance en composant le 1 (877) 332-7461.

**usbank** **Account Information**

Transaction Management  
**Account Information**  
• Statement  
**• Account Profile**  
Reporting  
My Personal Information  
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Contact Us

Card Account Number: \*\*\*\*\*

**Statement**  
View account statement(s).  
▪ [Cardholder Account Statement](#)

**Account Profile**  
View account demographics, limits, accounting code, and other related information.  
▪ [Cardholder Account Profile](#)





## Cardholder Account Profile Account Summary

To view Credit Limit & Available Credit

- Transaction Management
  - Account Information
    - Statement
    - Account Profile
  - Reporting
  - My Personal Information
- 
- Home
  - Contact Us

Card Account Number: \*\*\*\*\* [Switch Account](#)

Select an item below to view its contents.

[Demographic Information](#)  
View account name, address, and contact information.

[Authorization Limits](#)  
View authorization limit information such as Credit Limit, Single Purchase Limit, and Available Credit.

[Account Information](#)  
View other account information such as Account Status, Hierarchy Position, Cycle Day, and Open Date.

[Financial History](#)  
View the account 12-month history, 7-year history analysis, and 7-year history.

[Default Accounting Code](#)  
View the default accounting code assigned to the account.

### Account History



## Cardholder Account Profile Authorization Limits

- Transaction Management
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- 
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  - Contact Us

Card Account Number: \*\*\*\*\*

### Authorization Limits

Credit Limit:	50,000.00
Single Purchase Limit:	50,000.00
Available Credit:	30,346.30
Fiscal First Month:	1

## To view your Account Balance



### Message(s) from Access Online

Click Account Information

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## Account Information

### Transaction Management

#### Account Information

• Statement

• **Account Profile**

#### Reporting

#### My Personal Information

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Card Account Number: \*\*\*\*\*

### Statement

View account statement(s).

- [Cardholder Account Statement](#)

### Account Profile

View account demographics, limits, accounting code, and other related information.

- [Cardholder Account Profile](#)



## Cardholder Account Profile

### Account Summary

Card Account Number: \*\*\*\*\*0499 [Switch Accounts](#)

Select an item below to view its contents.

#### [Demographic Information](#)

View account name, address, and contact information.

#### [Account Information](#)

View other account information such as Account Status, Hierarchy Position, Cycle Day, and Open Date.

#### [Default Accounting Code](#)

View the default accounting code assigned to the account.

To view your account balance

#### [Authorization Limits](#)

View authorization limit information such as Credit Limit, Single Purchase Limit, and Available Credit.

#### [Financial History](#)

View the account 12-month history, 7-year history analysis, and 7-year history.

### Account History

Request Type	Update Method	Last Updated
Setup	Manual	05/21/2010 22:28:49
Maintenance	Online	06/28/2010 21:34:05



## Cardholder Account Profile

### Account Information

Card Account Number: \*\*\*\*\*0499,

Account Status: "" -OPEN

### Hierarchy Position

Bank	Agent	Company	Division	Department
1425	7590	37879	00000	0000

### Organization Name

FOR OFFICIAL USE ONLY

### Account Information

Managing Account: 4246044555692619  
 Cycle Day: 15  
 Expiration Date: 05/31/2013  
 Open Date: 05/21/2010  
 Temp Auth Start Date:  
 Temp Auth End Date:  
 Needs Activation? N  
**Current Balance: 12,361.66**  
 Past Due Balance: 0.00  
 Plastic: Y  
 Checks: N  
 Telecom: N  
 Telecom Status:  
 Payment Method Code:  
 Payment Method Description: <None>

Current Balance



## To Dispute A Charge on your Pro-Card



### Message(s) from Access Online

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Welcome to Access Online! Stretch your program limits and streamline your program management and reporting tool. This platform that can be easily configured and deployed to meet your unique solutions anytime, anywhere with Access Online.

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\*\*\*\*\*

[Home](#)  
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## Transaction Management

### Transaction Management

• Transaction List

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### Transaction List

View, review, allocate/reallocate and add comments to transaction information.

[View Previous Cycle](#)

Presents the Transaction list for the previous cycle.

[View Pending Transactions](#)

Presents the pending transactions list.



## Transaction Management

### Card Account Summary with Transaction List

### Transaction Management

• Transaction List

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Card Account Number: \*\*\*\*\*

[» Trans List](#)

### [-] Card Account Summary

Account Number: ...0499

Account Name:

Billing Cycle Close Date:

Open Account

### [+] Search Criteria

[Return to top](#)

### [-] Transaction List

[Return to top](#)

Records 1 - 2 of 2

[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Trans Date	Posting Date	Merchant	City/State	Amount
<input type="checkbox"/>		06/29	06/30	ASSOCIATION OF UNIVERSITY	DENVER, CO	\$100.00
<input type="checkbox"/>		06/15	06/17	STREATOR PIPE & SUPPLY	805-739-9255, CA	\$12,261.66

Click on Trans Date



# Transaction Management

## Transaction Detail

- Transaction Management
  - Transaction List
- Account Information
- Reporting
- My Personal Information

- Home
- Contact Us

Card Account Number: \*\*\*\*\*  
[Trans List](#)

### Transaction Summary

Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	↔	Purchase
	06/29	06/30	ASSOCIATION OF UNIVERSITY	DENVER, CO	\$100.00	II		

Ⓧ Disputed II, III Trans Detail Level ↻ Reallocated

- Summary
- Allocations
- Comments

The Summary tab shows high-level transaction information.

To initiate a dispute, click the "Dispute" button.

#### Transaction

Date: 06/29/2010  
 Purchase ID:  
 Total Amount: 100.00  
 Memo Post: Yes

Sales Tax: 0.00  
 Freight:

#### Merchant

Name: ASSOCIATION OF UNIVERSITY  
 City/State: DENVER, CO  
 Transaction Type: SALES DRAFT  
 MCC Code: 8299  
 MCC Description: SCHOOLS/EDUCATIONAL SCHL

#### Reference Information

Billing Cycle: Open  
 Posting Date: 06/30/2010  
 Reference Number: 24731200180980001303541  
 Authorization Number: 060494

#### Extract Date(s)

Most Recent Standard  
 Financial Extract:  
 General Ledger Extract:  
 Payment Extract:

#### Currency

Billing Currency: U.S. Dollar  
 Source Currency: U.S. Dollar  
 Source Currency Amt: 100.00

Click on Dispute



#### Dispute

Dispute information only reflects the last dispute filed for this transaction. More information available in Dispute History.

[Dispute](#)

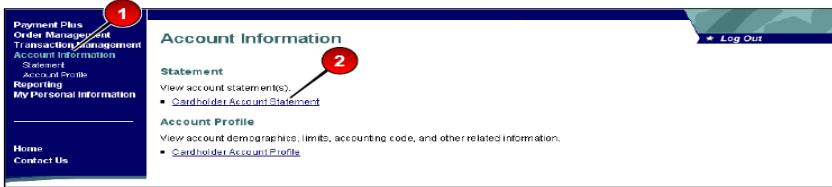
#### Sales Draft Requests

none

[+] [Dispute History](#)

# Viewing your ProCard Statement in AccessOnline

Sign in to Access Online at: <https://access.usbank.com>  
And follow the instructions below.



To view your statement:

1. On the *Left-Column Navigation Bar* on any screen, click the **Account Information** high-level task. The *Account Information* screen displays.
2. Click the **Statement** link on the *Left-Column Navigation Bar* or the **Cardholder Statement** link on the screen. If you have access to more than one account, the *Cardholder Statement: Search and Select an Account* screen displays.

**Tip!** If you have only one account, the *View Statement: Select Cycle* screen displays. Skip to step 5.

The screenshot shows the 'Cardholder Statement Search & Select an Account' screen. It has a search form with the following fields: 'Account Number', 'Last Name' (with 'manon' entered), 'First Name', and 'Social Security Number'. There are 'OR' labels between the fields. A 'Search' button is at the bottom left. Below the form, it says 'Records 1 - 5 of 5' and shows a table of results. A red circle '5' points to the table.

Product Name	Cardholder Name	Account Number	Account Status	Status Description
<a href="#">Purchasing Card</a>	CHRISTINE C MANON	8765439994768736		""-OPEN
<a href="#">Purchasing Card</a>	CHRISTINE C MANON	8765435899606609		""-OPEN
<a href="#">Corporate Card</a>	CHRISTINE C MANON	8765435969483982		""-OPEN
<a href="#">Purchasing Card</a>	CHRISTINE C MANON	8765435899737040		""-OPEN

3. Enter search criteria in any of the search fields.
4. Click the **Search** button.
5. Click the link (e.g., **Corporate Card**, **Purchasing Card**) in the *Product Name* column next to the account you wish to select. The *Cardholder Statement: Select Cycle* screen displays.

## Cardholder Statement

### Select Cycle

Account Number: 4798264031684756, CHRISTINE MANON

[Switch Accounts](#)

Please select a cycle to view for the account selected. **Please note:** The statement display cannot be used for remittance document; it is for display purposes only.

Select Billing Cycle:

01/22/2004

[View Statement](#)

6. Select the billing cycle for the statement you wish to view from the *Select Billing Cycle* drop-down list.

**Tip!** You can view 18 months of data. Your statement is available the day after the cycle end.

7. Click the **View Statement** button. Your statement displays in a new Adobe® Acrobat® window.