US Bank Access Login Instructions

THIS ACCESS CANNOT BE USED TO REPLACE THE CHARTFIELD ASSIGNMENT AND RECONCILIATION THAT NEEDS TO BE DONE IN PEOPLESOFT.

Go to: https://access.usbank.com/

This will be your login screen. The first time you come to this page, you will need to register your account. Choose the Register Online hyperlink.

Enter **CSUCA** in the Organization Short Name field (that's the code for the CSU, you'll need that every time you login), and then your account number and expiration date. Choose Register this account and you should be prompted for a password. Make sure to keep a record of your user ID and password.

U.S. Bank Access® Online

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: *
CSUCA

Account Number: *   Account Expiration Date:
                                 Month*   Year*
                                 Jan   2012

[Register This Account]   [Additional Account]

<<Back to Login Page

All of us serving you™

© 2012 U.S. Bancorp   R39.20b7.0   col 6

The process should be self-explanatory after that. Once registration is complete, you'll be logged in and then have access to Transaction Management. Navigate: Transaction Management > Transaction List and you can see current and past charges.

U.S. Bank Access® Online   Trustees California State Univ
                                                Our Payment Products   Logout

Transaction Management

Transaction Management
• Transaction List

Account Information
Reporting
My Personal Information

Home
Contact Us
Training

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.

View Unmatched Transactions
Presents the unmatched transactions list.

All of us serving you™

© 2012 U.S. Bancorp   R39.20b7.0   col 6   07-16-2012 13:27:18 CDT

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 US Bank Access Page. Sign in to your Access Online account. In this screen you will be able to:

- View your previous transactions.
- View pending transactions

us bank.

Transaction Management
Card Account Summary with Transaction List

Card Account Number: ************
Card Account ID:

» Trans List

[−] **Card Account Summary**

Account Number: ⊙ ...
Account Name:

Billing Cycle Close Date: 02/15/2013 ▼   [Search]   [Print Account Activity]

You can search by All, Open or Statement Date

Total Transactions:	$39.99	1
Reallocated Transactions:	$0.00	0
% Reallocated Transactions:	0.0%	0.0%

⊙ Open Account

[+] **Search Criteria**   Return to top

[−] **Transaction List**   Return to top

Records 1 - 1 of 1

Check All Shown | Uncheck All Shown

Select	Status ⓓ	Trans Date	Posting Date	Merchant	City/State	Amount	Detail ⓔ	Purchase ID Ⓐ		Comments	Accounting Code
☐		01/28	01/29	DDH SOFTWARE INC	877-334-4608, FL	$39.99	ⓘⓘ	▓▓▓▓	🔒		Add Allocation

ⓓ Disputed Ⓐ Reallocated ⓘⓘ , ⓘⓘⓘ Trans Detail Level 🔒 Reallocation Locked

Check All Shown | Uncheck All Shown

Records 1 - 1 of 1

Review your Credit Limit, Available Credit & Account Balance

Go to US Bank Access Page. 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

us bank.

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.

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

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.

Default Accounting Code
View the default accounting code assigned to the
account.

Account History

---

us bank.

Cardholder Account Profile
Authorization Limits

Transaction Management
Account Information
- Statement
- Account Profile

Reporting
My Personal Information

Home
Contact Us
Training

Card Account Number: ***********
Card Account ID:

Authorization Limits

Product:	Purchasing	**Bank:**	1425
Name:		**Agent:**	8958
Status:	" "-OPEN	**Company:**	

Credit Limit:	5000
Single Purchase Limit:	5000
Available Credit:	4940
Fiscal First Month:	01

To view your Account Balance

us bank.

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

Transaction Management
Account Information
Reporting
My Personal Information

Home
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.

****

Effective July 1, 2010, there will be sales tax changes in Canada. Access Online Canadian default tax tables have been updated. Any client using a custom tax table will need to update them. If you have any questions, please contact the Helpdesk at (877) 332-7461.

****

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.

---

us bank.   **Account Information**

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

Home
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

---

us bank.   **Cardholder Account Profile**
Account Summary

Transaction Management
Account Information
• Statement
• Account Profile
Reporting
My Personal Information

Home
Contact Us

Card Account Number: 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

us bank

Cardholder Account Profile
Account Information

| Card Account Number: | ************ | |
| Card Account ID: | | |

Account Status: " "-OPEN

Product:	Purchasing	Bank:	1425
Name:		Agent:	8958
Status:	" "-OPEN	Company:	

Transaction Management
Account Information
• Statement
• Account Profile
Reporting
My Personal Information

Home
Contact Us
Training

Hierarchy Position

Bank	Agent	Company	Division	Department
1425	8958			

Organization Name
FOR OFFICIAL USE ONLY

Current Balance

Account Information

Managing Account:	
Cycle Day:	15
Expiration Date:	08/31/2013
Open Date:	08/18/2010
Temp Auth Start Date:	
Temp Auth End Date:	
Needs Activation?	N
Current Balance:	0.00
Past Due Balance:	0.00
Plastic:	Y
Checks:	N
Telecom:	N
Telecom Status:	N
Payment Method Code:	
Payment Method Description:	<None>

Reporting Level

Lvl 1	Lvl 2	Lvl 3	Lvl 4	Lvl 5	Lvl 6	Lvl 7
	00000	00000	00000	00000	00000	00000

Account Information Comments:

To Dispute A Charge on your Pro-Card

U.S. Bank Access® Online

California State University

Our Payment Products | Logout

Transaction Management
Transaction Detail

Transaction Management
• Transaction List
Account Information
Reporting
My Personal Information

Home
Contact Us
Training

Card Account Number: ••••••••••
Card Account ID:

Trans List

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail		Purchase ID		Accounting Code
	01/28	01/29	DDH SOFTWARE INC	877-334-4608, FL	39.99	Ⓟ		8379111091	🔒	

Ⓓ Disputed   Ⓟ, Ⓟ Trans Detail Level   🅐 Reallocated   🔒 Reallocation Locked

[Summary] [Allocations] [Comments]

The Summary tab shows high-level transaction information.

The review status cannot be changed because the review day limit has been reached.
To initiate a dispute, click the "Dispute" button.

Transaction
Date: 01/28/2013
Purchase ID:
Total Amount: 39.99
Memo Post: Yes

Sales Tax: 0.00
Freight:

Merchant
Name: DDH SOFTWARE INC
City, State/Province: 877-334-4608, FL
Transaction Type: SALES DRAFT
MCC Code: 5734
MCC Description: COMPUTER SOFTWARE STORES

Reference Information
Billing Cycle: 02/15/2013
Posting Date: 01/29/2013
Reference Number:
Authorization Number: 037507

Extract Date(s)
Most Recent Standard Financial Extract:
General Ledger Extract:
Payment Extract:

Currency
Billing Currency: U.S. Dollar
Source Currency: U.S. Dollar
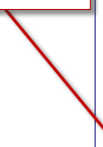Source Currency Amt: 39.99

Click on "Dispute"

[Print Transaction]

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**

<< Back to Transaction List

All of **us** serving you™

© 2013 U.S. Bancorp

R041.20b12.2   col 4   03-11-2013 18:21:26 CDT