



**December 2014**

**To: Procurement Card Holders at SMSU**

Dear **SMSU Cardholder**

SMSU, in partnership with U.S. Bank, is excited to announce the deployment of AccessOnline throughout SMSU. U.S. Bank AccessOnline is a new, exclusive web-based electronic program management tool that provides SMSU's cardholders with quick access to their complete account information enabling individuals to view their account activity and billing statements online!

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 SMSU to better manage purchasing activities and drive cost savings

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, here are a few helpful hints:

- Go to: <https://access.usbank.com> and click on the "Register Online" link
- When asked to enter your company short name, please use mnsu
- Enter your credit card # and the expiration date.
- Click on "Register this account"
- Licensing Agreement – Click on "I ACCEPT".
- User ID and Password - Please enter an ID between 7-20 alphanumeric characters and a case sensitive password between 8-20 alphanumeric characters. Use a combination of case sensitive letters and numbers easy for you to remember but not for others to guess.
- User Authentication is used to verify your account if you forget your User ID or Password
- Contact Information – Use your SMSU mailing address. For phone and fax, enter without any hyphens, dashes, parenthesis or spaces (i.e. 5075376215)
- **DO NOT CLICK "CONTINUE"** until you are finished entering all information. For any questions or assistance, contact Christy Johnson at 537-6215 or [christy.johnson@smsu.edu](mailto:christy.johnson@smsu.edu).
- 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

Congratulations, you are now registered to enter AccessOnline.

Welcome to AccessOnline! If you have any questions, please call me at 6215 or the U.S. Bank Customer Service Desk at 1-877-887-9260.

Sincerely,

**Christy Johnson**  
**Southwest Minnesota State University**  
**507-537-6215**