



U.S. Bank Access[®] Online

Online Registration

The first step in using Access Online to review your account information and statements is to register online. When you register online, you select your user ID, select your password, specify your contact information, and register your accounts. After you complete this process, you are ready to begin using Access Online.

If your program is not set up with online registration, then your Program Administrator has already registered you, and you can log in to Access Online right away. (Refer to the *Access Online: Navigation Basics* user guide for procedures on logging in.)

Learn More: Refer to the *Access Online: Glossary* for definitions of terms in Access Online.

The screenshot shows the 'Welcome to Access Online!' page. On the left, there is a navigation menu with 'Contact Us' and 'Login'. The main content area contains a login form with the following elements:

- Header: **Welcome to Access Online!**
- Instruction: Please enter the information below and login to begin.
- Organization Short Name:
- User ID:
- Password:
- Login button: **Login**
- Forgot your password? [Forgot your password?](#)
- Register Online [Register Online](#) (highlighted with a blue callout box containing the text '1. Click the Register Online link.') and an arrow pointing to the link.
- Website/Browser Requirements [Website/Browser Requirements](#)

Online Registration
Add Accounts

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

2. Type your organization short name.

Organization Short Name: *

3. Specify your account information.

Account Number: *

Account Expiration Date:
Month* Year*

Register This Account **Additional Account**

[<<Back to Login Page](#)

4. If you have only one account, click **Register This Account** button.

5. If you need to register another account, click the **Additional Account** button and specify the account information. Click the **Register This Account** button when you have specified all your accounts.

Tip! If you make a mistake in typing your information, then Access Online displays an error message. If you receive this error message, then check your entries for formatting (e.g., that you do not have spaces in your account number), correct the information, and continue. If you are not able to continue, then contact the Help Desk or your Program Administrator for assistance. If you become locked out of the registration, your Program Administrator can unlock you.

If you do not complete a required field (designated with an asterisk on the screen), then Access Online displays the following error message: "A required field has been left blank, please complete." If you receive this error message, then check the required fields and complete the blank ones.

The screenshot shows the 'Access Online' interface. At the top left is the text 'Access Online' and at the top right is a 'Log Out' button with an external link icon. The main content area is titled 'Licensing Agreement' and includes the instruction 'Please read and accept the Licensing Agreement to continue.' Below this is the section 'Access Online Terms of Service' with a sub-heading '1. ACKNOWLEDGMENT AND ACCEPTANCE OF TERMS OF ACCESS ONLINE'. The text describes the terms of service provided by the Bank to the customer. At the bottom left, there are two buttons: 'I Decline' and 'I Accept'. Two blue callout boxes with arrows point to specific elements: one points to the 'Licensing Agreement' section with the text '6. Review the licensing agreement.', and the other points to the 'I Accept' button with the text '7. Click the I Accept button.'

Online Registration

Password and Contact Information

Organization Short Name: CMEA

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 three unique authentication questions and responses. This information will be used in the event that you forget your password.

Authentication Question 1:

Authentication Response 1: *

Authentication Question 2:

Authentication Response 2: *

Authentication Question 3:

Authentication Response 3: *

Contact Information

First Name: * Last Name: * MI:

Address 1: * Address 2:

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

Country: *

Phone Number: * Fax Number:

Email Address:

Required fields have red asterisks.

8. Type a user ID between 7 – 20 alphanumeric characters.

9. Specify your password by typing your password two times.

10. Specify your authentication questions and responses.

11. Specify your contact information.

12. When you are done, click the **Continue** button to log in.

Tip! Your password must be 12 – 99 alphanumeric characters. Your password must contain *at least* one uppercase letter, one lowercase letter, one number, and one special character. You cannot use any part of your user ID, your first name, or your last name. You cannot reuse a password for 12 months. Passwords are case-sensitive.

Allowed Special Characters

!	#	\$	%	~		`
'	()	=	+	/	@
,	-	.	:	;	?	*
_	<	>	{	}		

Learn More: Access Online requires all users to set three authentication questions and answers. This practice increases the security of system access and thus protects the account information in Access Online. If you registered online, then you set your authentication questions answers then. You can update your questions and answers at any time using the My Personal Information function. Refer to the *Access Online: My Personal Information* user guide. You also answer one of your questions if you use the Forgot Your Password function. Program Administrators can view, but not edit, your questions. Program Administrators cannot view your answers. Help desk staff can also see your questions, but not your answers. Help desk staff can only validate as correct/incorrect the answers you give them on the telephone.

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Survey

Please take a few minutes to respond to a short [survey](#) on our training.