



# U.S. Bank Access® Online

### **Online Registration**

Quick Start Guide Version 2-9 Cardholders

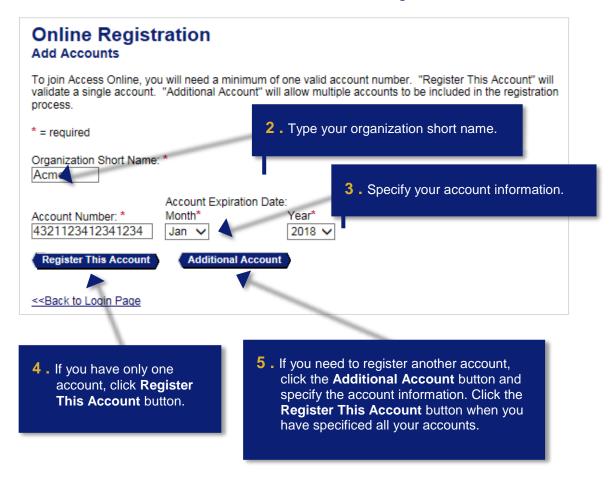
## **Online Registration**

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.

	Welcome to Access Online!				
Contact Us Login	Please enter the information below and login to begin. Organization Short Name:				
	User ID: Password:				
	Login           Forgot your password?         1. Click the Register Online link.				
	Register Online				



*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.

#### Access Online Online Registration: Version 2-9

Access <sup>®</sup> Online	[-→ Log Out
Licensing Agreement Please read and accept the Licensing Agreement to continue. Access Online Terms of Service	<b>6</b> . Review the licensing agreement.
	INE r under the terms and conditions of this Access Onli a Terms of Service (ATS) which incorporates by reference any may hereafter be amended or modified without note , comprises the entire agreement between Customer and
Customer's agreement to be bound by all of the terms and conditions of the A	subject matter contained herein. By logging on to Ac ess Online and clicking the "I Accept" button, you are indicating TS and that you have the authority to so agree on build of Customer. contrary to law, then such provision(s) shall be construed, as nearly as possible, to reliect the intentions of the parties -
with the other provisions remaining in full force and effect.	In ot constitute a waiver of such right or provision unless acknowledged and agreed to by Bank in writing.
Customer and Bank agree that any cause of action arising out of or relate action is permanently barred.	ed to this Access Online must commence within one (1) year after the cause of action arose; otherwise, such cause of
The section titles in the ATS are set <b>7</b> . Click the <b>I Acce</b>	cept button.

Online Registration Password and Contact Information	
Organization Short Name: CMEA	
User ID & Password	Required fields have red asterisks.
*= required	
	naracters and a password between 8-20 alphanumeric bers eas for you to remember but not for others to guess.
User ID: *	<ul> <li>Type a user ID between 7 –</li> <li>20 alphanumeric characters.</li> </ul>
Re-enter New Password: *	<ol> <li>Specify your password by typing your password two times.</li> </ol>
Authentication Please select three unique authentication questions event that you forget your password.	s and responses. This information will be used in the
Authentication Question 1:	
Authentication Response 1: *	
Authentication Question 2:	<ul> <li>10 . Specify your authentication questions and responses.</li> </ul>
Authentication Response 2:*	
Authentication Question 3:	<b>T</b>
Authentication Response 3: *	
	<b>11</b> . Specify your contact information.
Contact Information	
First Name: * Last Name: *	* <u>MI:</u>
Address 1: *	Address 2:
	Province: * Zip/Postal Code: *
Country: *	▼
	hav.
Phone Number: * Fax Num	
Email Address:	12 . When you are done, click the Continue button to log in.
Cancel Registration Continue	

**Cardholder** Proprietary and Confidential

#### Access Online Online Registration: Version 2-9

*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.