Activating a Card

- Dial 800-393-3526
- Enter your 16-digit account number (Credit Card Number).
- When asked, enter the zip code 56601.
- When asked, enter the account phone number (your work number).
- When asked to enter the last 4 digits of your social security number, enter 9999 (we do not use your SSN).
- Your card will be activated, remove the sticker from the card.
- Sign your name on the back of the card.
- Place the tax exempt number on the back of your card.

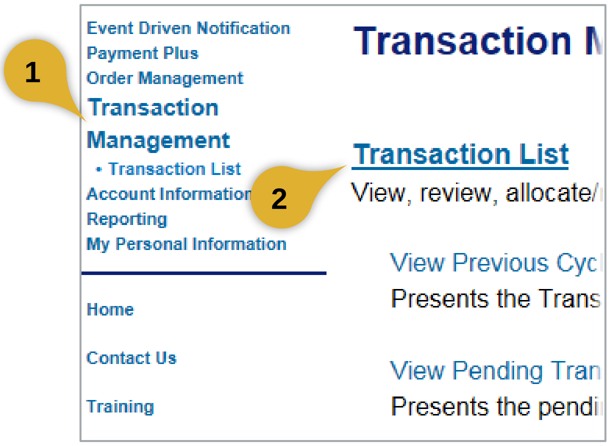
AccessOnline Self-registration

- With your procurement card in front of you go to: https://access.usbank.com_ click on the "Register Online" link.
- When asked to enter your company short name, use MNSCU.
- Zip/Postal Code 56601
- Click on "Register this account".
- Phone and Fax number format: No dashes, hyphens, parenthesis or spaces.
- User ID must be 7 to 12 characters in length and can be alpha and or/ numeric.
- Passwords must be 8 to 20 characters in length, with at least one alpha and numeric character.
- User Verification is used to authenticate your account if you forget your User ID or Password.
- Click "Continue".
- If you get locked out from self-registration, you will need to contract Gina 2050, Dana 2044 or U.S. Bank Customer Service at 1-877-887-9260 to unlock your account.

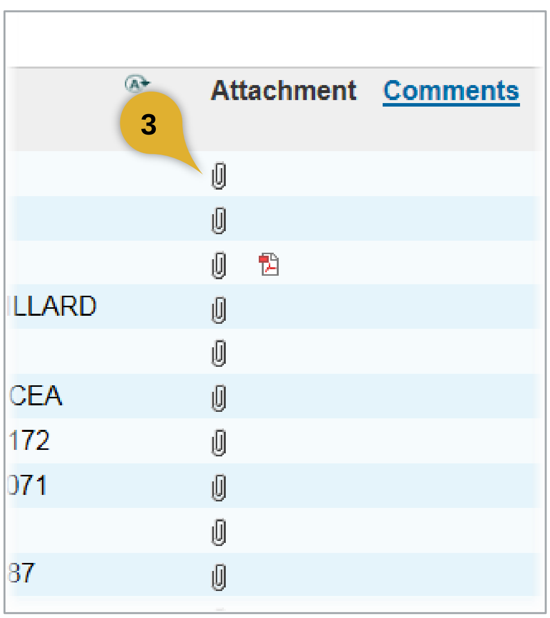
Congratulations, you are now registered to enter AccessOnline.

Attach a Receipt to a Transaction

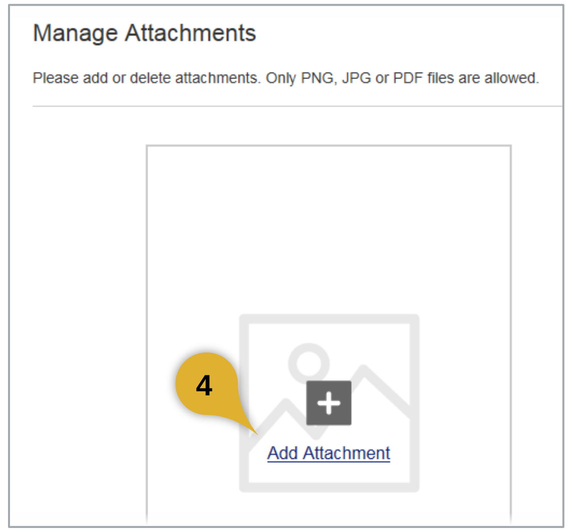
You can use this quick reference guide as a fast reminder of the basic steps for attaching a receipt to a transaction.



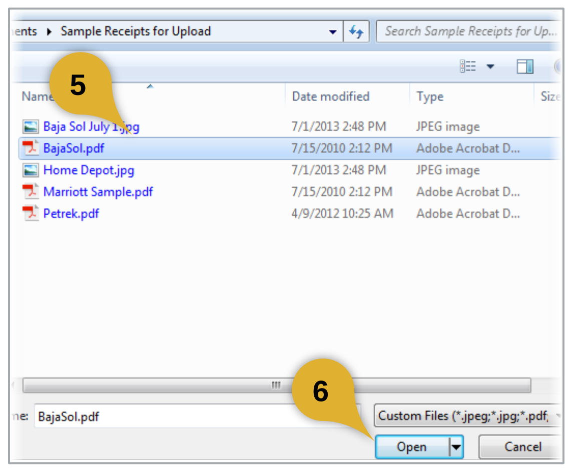
1. Select the **Transaction Management** high-level task.
2. Click the **Transaction List** link.



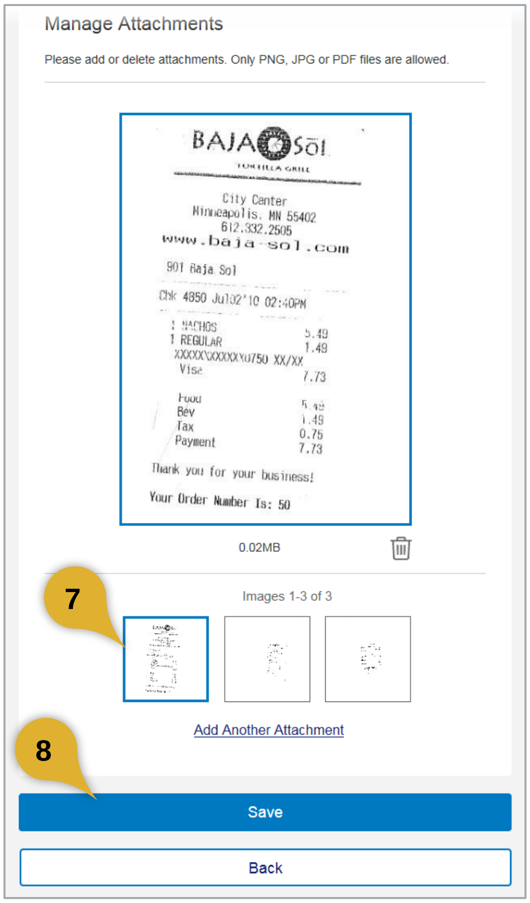
3. On the list of transactions, click the **Paperclip** icon.



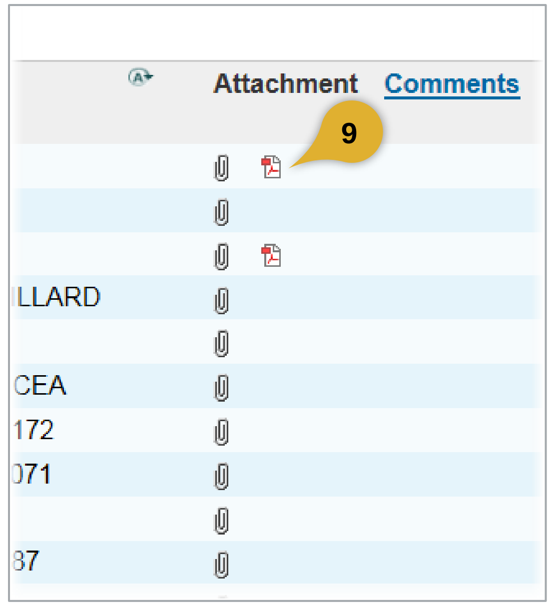
4. Click the **Add Attachment** link.



5. Search and select one or more receipts to attach.
6. Click the **Open** button.



7. Page through multiple receipts, if needed.
8. Click the **Save** button.



9. Click the PDF icon to open and view the attached receipt.

Learn More: For more detailed information, refer to the *Transaction Management* web-based training lesson and user guide.

How to add accounting codes

After you attached your receipt.

Click on the word Pending of the transaction you are working on

Click on the Allocations tab in the dialogue box.

Fill in the cost center you want to use, Object Code and Fiscal Year.

Click on Comment and add a brief description of the purchase or why you need it.

When complete click on Save

An alternative way to add accounting codes.

At Card Account Summary with Transaction List

Click on the box under Select of the transaction you are working on. You can click on more than one transaction. This will allow you to enter cost centers to multiple purchases at one time.

Click on the Allocate box, this is near the bottom of the page.

Fill in the boxes for Cost Center, Object Code and Fiscal Year for each purchase.

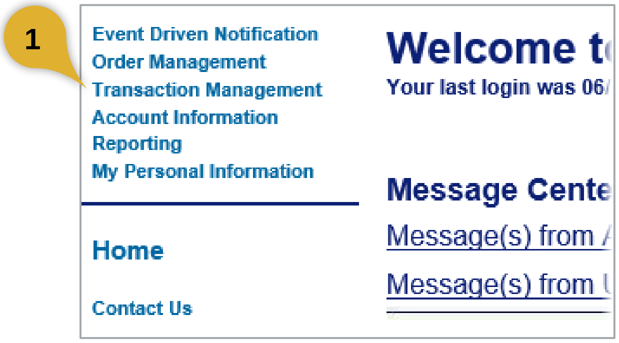
Click Save Allocations

You will still have to click on "pending" to add a description in the comment section.

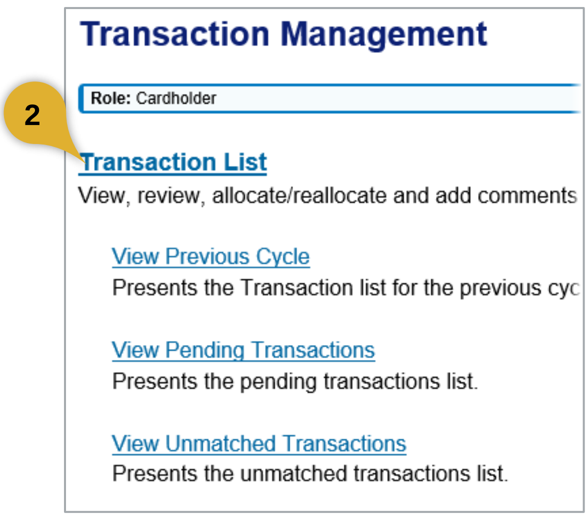
Once this is done you will have to approve the transaction. You will need to send it to your supervisor for approval. See the next page.

Approve a Transaction

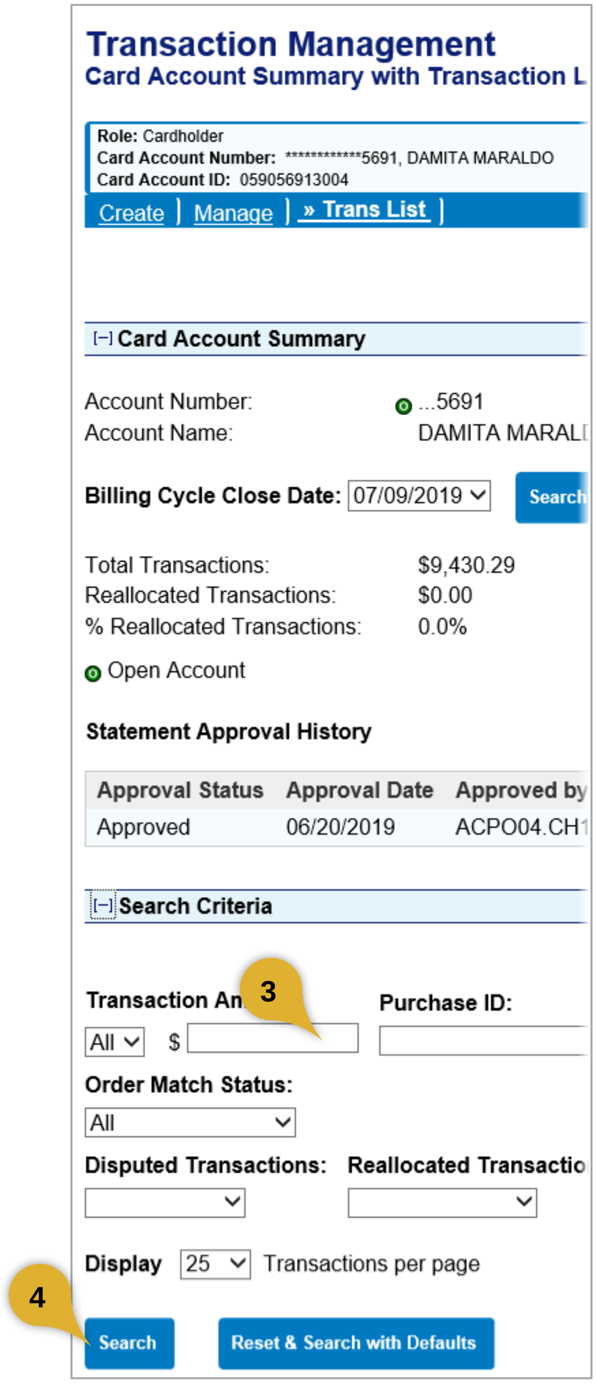
You can use this quick reference guide as a fast reminder of the basic steps for approving a transaction.



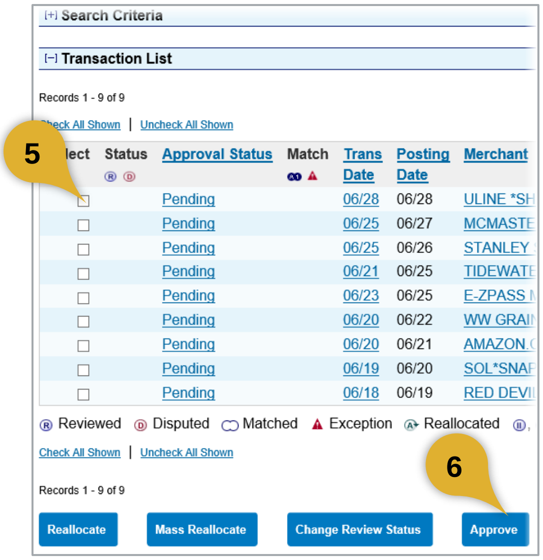
1. Select the **Transaction Management** high-level task.



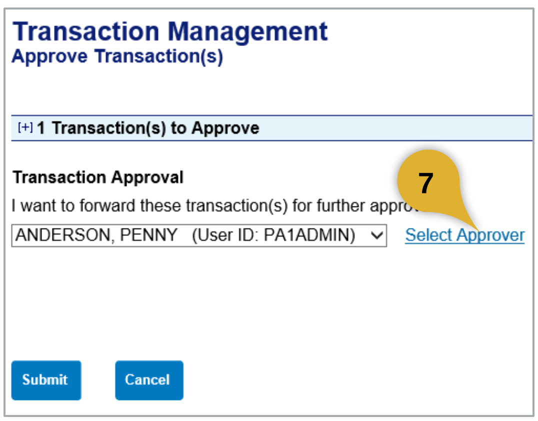
2. Click the **Transaction List** link.



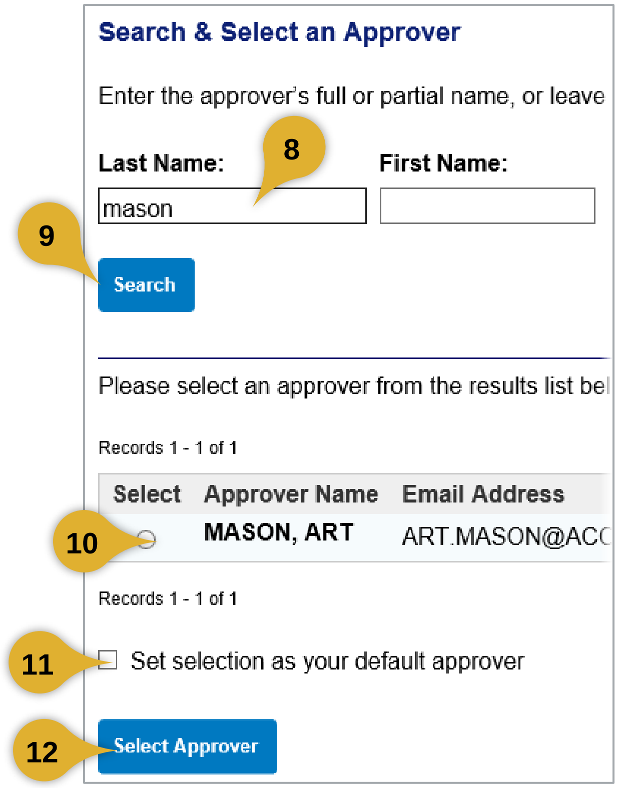
3. Specify search criteria.
4. Click the **Search** button.



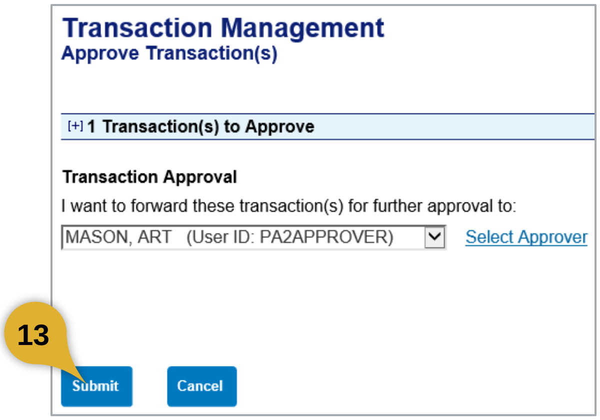
5. Select the transaction's check box.
6. Click the **Approve** button.



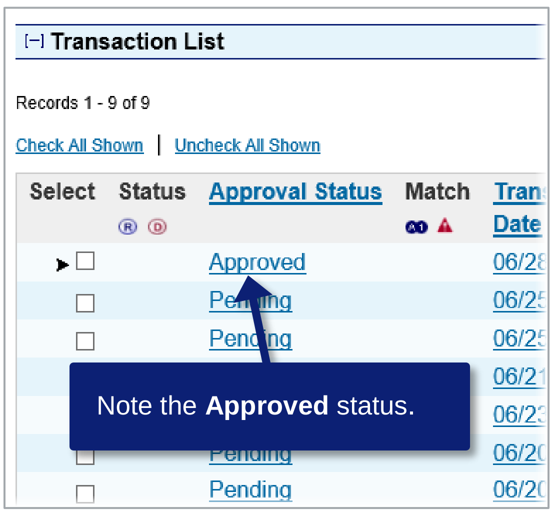
7. Click the **Select Approver** link, if needed.



8. Type a last name and/or a first name.
9. Click the **Search** button.
10. Select the radio button for the correct approver.
11. Select to make this person your default approver, if desired.
12. Click the **Select Approver** button.



13. Click the **Submit** button.



Learn More: For more detailed information, refer to the *Transaction Approval Process* web-based training lesson and user guide.