

### Activating a Card

- ✘ Dial 800-393-3526
- ✘ Enter your 16 digit account number
- ✘ Enter the zip code 56701
- ✘ When/if it asks for the last 4 digits of your social security number, enter 0000 (four zeros)
- ✘ When/if it asks for a telephone number-enter the business office number, 218-683-8572
- ✘ Your card will be activated

### AccessOnline self-registration

- ✘ With your procurement card in front of you Go to: <https://access.usbank.com> and click on the “Register Online” link
- ✘ When asked to enter your company short name, use MNSCU
- ✘ Use ZIP/Postal Code 56701
- ✘ Click on “Register this account”
- ✘ Phone and Fax number
- ✘ User ID’s 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 one numeric character
- ✘ User Verification is used to authenticate your account if you forget your User ID or Password
- ✘ When establishing your profile, you must click “Additional Account” to enter more than one card
- ✘ Click “Continue”
- ✘ If you are locked out from self-registration, you will need to contact Michelle Bakken.

Congratulations, you are now registered to enter AccessOnline.