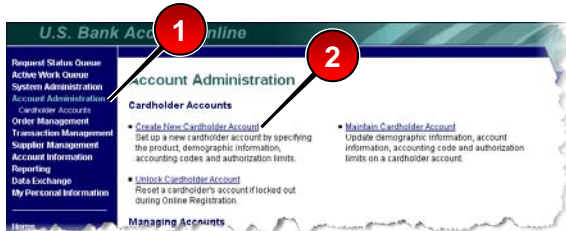


Cardholder Account Setup

You can use this quick reference guide as a fast reminder of the basic steps for completing the cardholder account setup process in Access Online.

When you set up a new cardholder account, Access Online leads you through a series of screens to ensure that you complete every stage of the process.



1. Select the **Account Administration** high-level task.
2. Click the **Create New Cardholder Account** link.

3. Specify information in each required and/or optional field. Required fields have a red asterisk.

4. Click the **Save & Continue** button.

Note: At any point in the setup process, you can click the **File For Later** button to save your work and access it later through the *Active Work Queue*.

5. Specify information in each required and/or optional field, including the processing hierarchy position, general account information, and reporting hierarchy position.

U.S. Bank Access® Online: Cardholder Account Setup Quick Reference

Plastic: Yes, without pin

Reporting Level

Lvl 1: 30015 Lvl 2: 22222 Lvl 3: 33333 Lvl 4: 44444 Lvl 5: Lvl 6: Lvl 7: Search for

Account Information Comments:
Temp dates to be set after end of first qu

Note: the maximum amount of characters allowed is 48.
Character count = 48

6. Click **File For Later** to save your work and access it later.

6. Click **Save & Continue**.

Cardholder Account
Setup Default Accounting Code

[Demographics](#) → [Account Information](#) → [Accounting Code](#) → [Authorization Limits](#)

Enter segment values, then save and continue.

Product: PURCHASING
Name: Lee P. Doe
Status:

Segment Name (Length)
APPR (20)

Search for valid value

Default Accounting Code Comments:

Note: the maximum amount of characters allowed is 255.
Character count = 0

7. Specify the default accounting code, if needed. You may be able to search and select from valid values if you have uploaded values.

8. Click **Save & Continue**.

7. Specify the default accounting code, if needed. You may be able to search and select from valid values if you have uploaded values.

8. Click **Save & Continue**.

Cardholder Account
Setup Authorization Limits

[Demographics](#) → [Account Information](#) → [Accounting Code](#) → [Authorization Limits](#)

Enter authorization limits, then Save & Continue.

Product: PURCHASING
Name: Lee P. Doe
Status:

* = required

Authorization Limits

Credit Limit * Single Purchase Limit *

Fiscal First Month: 01

Merchant Authorization Controls

[Add a Control](#)

Control	Authorization Action	Single Purchase Limit	Type	Action
No Merchant Authorization Controls currently exist for this account.				

9. Specify the authorization limits and velocity limits for the new account.

9. Specify the authorization limits and velocity limits for the new account.

10. To add a merchant authorization control, click the **Add a Control** link.

Cardholder Account
Add a Merchant Authorization Control

Step 1: Control Name

Select a group of Merchant Category Codes.

Product: PURCHASING Bank: 1425
Name: Lee P. Doe Agent: 1155
Status: Company: 30072

* = required

Merch Auth Control Name: * [Search for a Control](#)

[<< Back to Authorization Limits](#)

11. Click the **Search for a Control** link.

11. Click the **Search for a Control** link.

Control Name:

OR Description:

Records 1 - 3 of 3

Control	Description	Type	Action
J&JEX	AIRLINES, RENTAL CAR, HOTELS, RESTAURANTS, MONEY, RISK	Custom	View Details
4361590	HOUSEHOLD APPLIANCES	Custom	View Details
57221	HOUSEHOLD APPLIANCE STORES	Custom	View Details

Records 1 - 3 of 3

12. Search and select a control.

12. Search and select a control.

Cardholder Account
Search & Select a Merchant Control

Step 1: Control Name

Select a group of Merchant Category Codes.

Product: PURCHASING Bank: 1425
Name: Lee P. Doe Agent: 1155
Status: Company: 30072

* = required

Merch Auth Control Name: * [Search for a Control](#)

[<< Back to Authorization Limits](#)

13. Click the **Continue** button.

13. Click the **Continue** button.

U.S. Bank Access® Online: Cardholder Account Setup *Quick Reference*

Cardholder Account
Add a Merchant Authorization Control

[Step 1: Control Name](#) → [Step 2: Authorization Action](#)

Product: PURCHASING **Bank:** 1425
Name: Lee P. Doe **Agent:** 1155
Status: **Company:** 30072

* = required

Control Name: 4361590
Description: HOUSEHOLD APPLIANCES
Type: CUSTOM
MCC Field 1: 5722
MCC Field 2:
MCC Field 3:
MCC Field 4:
MCC Field 5:

Authorization Action: Open
 Approve
 Decline

15

[<< Back to Authorization Limits](#)

14. Select the *Open*, *Approve*, or *Decline* radio button.

15. Click **Continue**.

Cardholder Account
Add a Merchant Authorization Control

[Step 1: Control Name](#) → [Step 2: Authorization Action](#) → [Step 3: Refer to MA MACs](#)

Product: PURCHASING **Bank:** 1425
Name: Lee P. Doe **Agent:** 1155
Status: **Company:** 30072

* = required

Control Name: 4361590
Description: HOUSEHOLD APPLIANCES
Type: Custom
MCC Field 1: 5722
MCC Field 2:
MCC Field 3:
MCC Field 4:
MCC Field 5:

Authorization Action: Open
 Approve
 Decline

Refer to Managing Account Merchant Authorization Controls:
 Yes

16 **17**

[<< Back to Authorization Limits](#)

16. Select whether or not to refer this cardholder account to the managing account.

17. Click **Continue**.

Fiscal First Month:
01

Merchant Authorization Controls

[Add a Control](#)

Control	Authorization Action	Single Purchase Limit	Type	Action
MCCG18	Decline		Standard	View Details Maintain

Note: 1 controls added out of a maximum of 9.

Authorization Limits Comments:

Note: the maximum amount of characters allowed is 255.
Character count = 0

[<< Back to Summary and Tasks](#)

18. Click **Send Request**.

Request Status Queue [Log Out](#)

Account Requests

[Cardholder Account](#) | [Maintain Cardholder Account](#)
[Managing Account](#) | [Maintain Managing Account](#)

Request to view the details.

Records: 1 - 8 of 8

Delete	Request	Status	Account Number	Request Type	Start Date	Cardholder	Last Update
Request	View Details						
	Parolina MS Webproc Investigation	MANAGING ACCOUNT SETUP	08/26 11:51	DOE,JANE Q	08/26 12:11		
	Data Entry MA Demographics	MANAGING ACCOUNT SETUP	08/26 11:36	DOE,JANE Q	08/26 11:43		
	Data Entry MA Demographics	MANAGING ACCOUNT SETUP	08/24 10:57		08/24 10:57		
	Data Entry Acct Info	CARDHOLDER SETUP	08/09 10:40	DOE,JANE Q	08/09 10:43		
	Data Entry Demographics	CARDHOLDER SETUP	08/08 17:11		08/08 17:11		
	Data Entry Cardroll Acct Code	CARDHOLDER SETUP	08/08 16:54	Jones,Tom Q	08/08 05:06		

Records: 1 - 8 of 8

19. Access the setup request in your *Request Status Queue*.

➤ *Learn More:* For more detailed information, refer to the *Cardholder Account Setup and Maintenance* web-based training lesson and user guide available at:

<https://wbt.access.usbank.com>

Contact your relationship manager for the most current passwords.

The training site also has a glossary available.

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