



State of Alaska Department of Administration

USBank AccessOnline Self Registration for the State One Card

AccessOnline is a web-based tool that provides cardholders with quick access to their complete account information, including account activity and online statements. Cardholders can self-register in AccessOnline by completing the following steps:

Go to: <https://access.usbank.com>.

Click on **Register Online** located near the bottom of the page.

1. In the Organization Short Name (OSN) field, enter **Alaska**.
2. In the Account Number field, type in your 16-digit account number.
3. In the Account Expiration Date fields, select the month and year your credit card expires.
4. Click on *Send a Code*
5. Check the email used when your card was set up
6. Enter the passcode received in to "One-Time Passcode" and click Continue
7. Read the licensing agreement.
8. If you agree, click on I Accept.

Online Registration - Password and Contact Information

1. In the User ID field, enter EE and then your 6-digit State of Alaska employee ID:
 - a. i.e. EE123456
2. In the Password field, enter a password at least 12 characters in length that includes:
 - a. uppercase letter, lowercase letter, number and special character. Passwords are case sensitive.
3. Re-enter your **password**.
4. Select three authentication questions and type in the answers for them.
 - a. The question will be used to authenticate your account if you forget your user ID or password.
5. In the Contact Information fields, enter your **business contact** information.
6. Click on **Continue** to complete the process. You are automatically logged into AccessOnline.

Users should be logging into their account every six months to keep it active.

When logging back into AccessOnline use, <https://access.usbank.com> and enter:

1. Organization Short Name (OSN): **Alaska**.
2. User ID: what was entered during registration process.
3. Password: what was entered during registration process. Passwords are case sensitive.

If you have any questions or issues registering please contact Department of Admin Finance, DOA.DOF.PCard.Support@alaska.gov.

If you have any questions regarding navigating contact your Department Program Administrator for help: http://doa.alaska.gov/dof/charge_cards/agency_contact.html.