

AccessOnline User Training Account Administration

Division of Finance

July 2009

Comments

The screens and functions that are accessible to you are based on your assigned entitlement. You may not have access to all screens or functions listed in this document.

Within US Bank AccessOnline, click on the links in the **left column blue navigation bar** or on links displayed on screens to navigate between sections and screens. Do not use your browser's back/forward buttons to navigate.

US Bank recommends using the Internet Explorer browser to access US Bank's AccessOnline.



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Request Status Queue, Account Requests

Delete Request	Request Status (New Details)	Account Number	Request Type	Start Date	Account Name	Last Update	Update Method
<input type="checkbox"/>	Pending-Final Review		CARDHOLDER SETUP	03/17 17:31	██████████ Dean L	03/17 17:36	Online
	Data Entry-Demographics		CARDHOLDER SETUP	03/17 17:31		03/17 17:31	Online
	Data Entry-Demographics		CARDHOLDER SETUP	03/17 17:31		03/17 17:31	Online
	Main CH Account Complete	██████████	CARDHOLDER AUTHLIMITS MAINTENANCE	03/17 17:06	██████████ MARK D	03/17 17:06	Online
	Data Entry-Demographics		CARDHOLDER SETUP	03/17 16:59		03/17 16:59	Online
	Data Entry-Demographics		CARDHOLDER SETUP	03/17 16:41		03/17 16:41	Online
<input type="checkbox"/>	Pending-Final Review		CARDHOLDER SETUP	03/17 16:31	██████████ James	03/17 16:39	Online
	Data Entry-		CARDHOLDER	03/17 16:14		03/17 16:14	Online

	Main CH Account Complete	██████████	CARDHOLDER AUTHLIMITS MAINTENANCE	03/23 17:49	██████████ JACK E	03/23 17:49	Online
	Main CH Account Complete	██████████	CARDHOLDER AUTHLIMITS MAINTENANCE	03/23 17:46	██████████ GEORGE E	03/23 17:46	Online
<input type="checkbox"/>	Pending-Final Review		CARDHOLDER SETUP	03/23 14:43	██████████ Shirley A	03/23 14:50	Online
	Data Entry-Demographics		CARDHOLDER SETUP	03/23 14:40		03/23 14:40	Online
	Setup CH Acct Complete	██████████	CARDHOLDER SETUP	03/23 13:54	██████████ JORIK E	03/23 16:05	Online
	Data Entry-Demographics		CARDHOLDER SETUP	03/23 12:19		03/23 12:19	Online
	Data Entry-Demographics		CARDHOLDER SETUP	03/23 12:14		03/23 12:14	Online
	Main CH Account Complete	██████████	CARDHOLDER ACCOUNTINFO MAINTENANCE	03/23 11:57	██████████ KARA E	03/23 11:57	Online
	Main CH Account Complete	██████████	CARDHOLDER ACCOUNTINFO MAINTENANCE	03/23 11:55	██████████ WILLIAM W	03/23 11:55	Online
	Main CH Account Complete	██████████	CARDHOLDER ACCOUNTINFO MAINTENANCE	03/23 11:30	██████████ HARVEY M	03/23 11:30	Online
	Setup CH Acct Complete	██████████	CARDHOLDER SETUP	03/23 11:25	██████████ DAVIS L	03/23 11:31	Online

- **View complete card account numbers.** The complete card account number displays for completed cardholder setup requests (requests for new accounts).
- **View the account status.** You can view the type of action performed for a new or changed account, the date and time the action was started and the date and the account was last updated.
- **Delete pending account requests.** To delete a pending account request, check the box in the Delete Request column and click the Delete Request button at the bottom of the screen.
- **View Request Status details.** Click on the link in the **Request Status** column to view more details. When you click on the Request Status column link, the Account Request Details screen displays with additional information (Bank, Agent, Company, Division, Department numbers, the Request Status, and the Task Status).

Note 1: There may be multiple pages of requests. To move to another page, click on the page number link at the top or bottom of the screen.

Note 2: You can resort the information by clicking on one of the following title links: Request Type, Start Date, Account Name, Last Update, or Update Method.

Note 3: Account requests display on the Request Status Queue for 30 to 45 days.

Active Work Queue

U.S. Bank Access[®] Online

Request Status Queue
Active Work Queue
System Administration
Account Administration
Transaction Management
Data Exchange
Account Information
Reporting
My Personal Information

Home
Contact Us

Personal | Business | Institution / Government | About U.S. Bancorp

U.S. Bank Access[®] Online

Active Work Queue [Log Out](#)

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

Select a task to work.

Records 1 - 2 of 2 [Refresh List](#)

Task (Select Task)	Request Type	Product	Account Name	Start Date
Reject-Demographics	CARDHOLDER SETUP	One Card	██████ Coleen	02/02 17:33
Reject-Demographics	CARDHOLDER SETUP	One Card	██████ Laura	03/09 18:15

Records 1 - 2 of 2 [Refresh List](#)

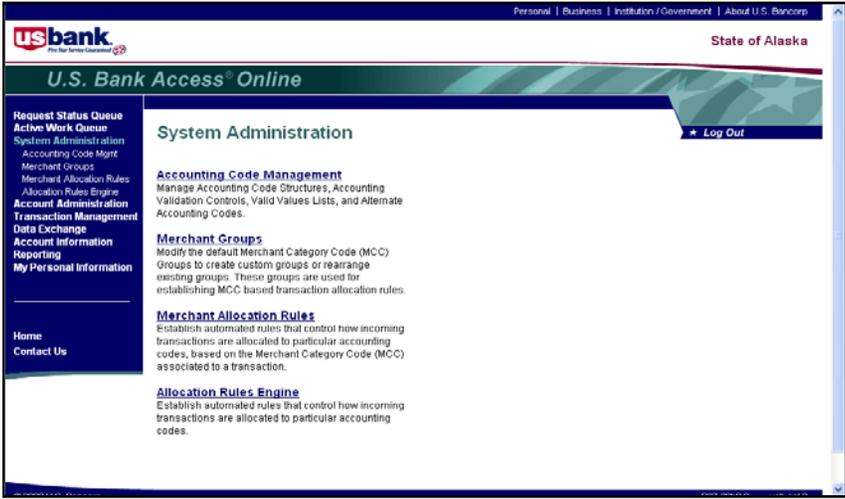
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- **View the list of unfinished accounts.** The list includes account setups and maintenance.
- **Select unfinished tasks.** Click on the **Task** column link to select the unfinished account and to continue work.
- **Correct rejected accounts.** If the listed task is “Reject-Demographics” (or “reject” with another screen name), the reason the task was rejected displays on the Demographics screen (or other screen). Review the reject reason and make the appropriate changes.

Note: Before you begin any setup work, check your active work queue and take care of tasks that are waiting for you to complete.

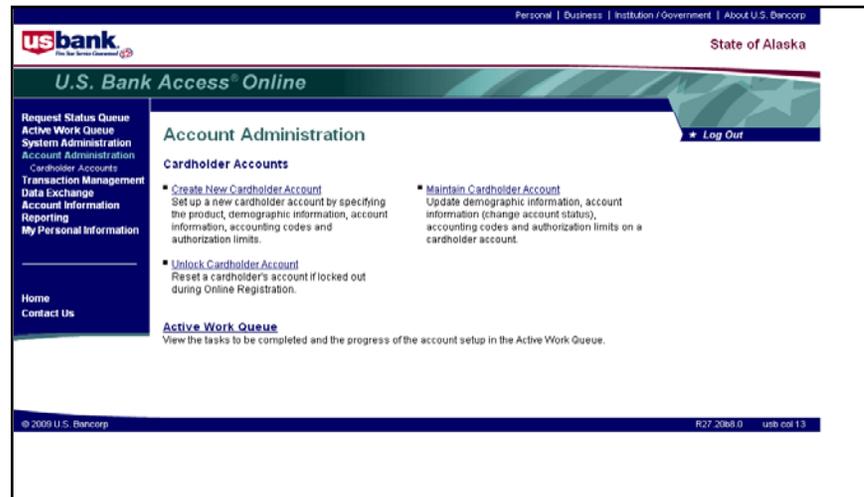
Note: You can resort the information by clicking on one of the following title links: Task, Request Type, Product, Account Name, or Start Date.

System Administration



The State of Alaska is not currently using the System Administration modules.

Account Administration



From the Account Administration screen you can click on links to:

- Create new cardholder accounts
- Maintain cardholder accounts
- Unlock cardholder accounts

Account Administration, **Create New Cardholder Account**, Setup Demographics, Part I

The screenshot displays the 'U.S. Bank Access Online' interface for 'Cardholder Account Setup Demographics'. The page includes a navigation menu on the left with categories such as 'Request Status Queue', 'Active Work Queue', 'System Administration', 'Account Administration', 'Cardholder Accounts', 'Transaction Management', 'Data Exchange', 'Account Information', 'Reporting', and 'My Personal Information'. The main content area shows a breadcrumb trail: 'Demographics' → 'Account Information' → 'Accounting Code' → 'Authorization Limits'. Below this, there is a form titled 'Setup Demographics' with the instruction 'Enter demographic information, then Save & Continue.' and a note '* = required'. The form fields include: 'Product' (ONE CARD), 'Last Name*', 'First Name*', 'MI', 'SSN: (if plastic ordered)', 'Date of Birth' (Month, Day, Year dropdowns), 'Optional 1:' and 'Optional 2:' (text boxes), 'Address 1*', 'Address 2:', 'City*', 'State/Province (if USA or Canada)', and 'Zip/Postal Code: (if USA or Canada)'. A 'Log Out' button is located in the top right corner.

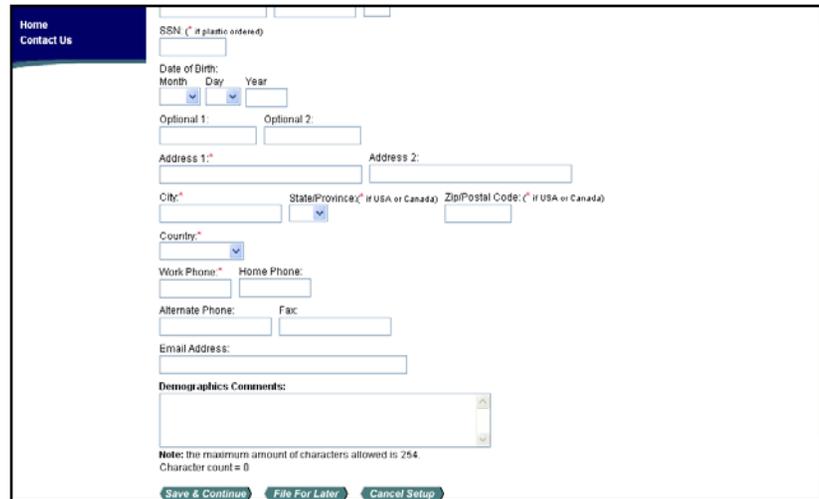
- **Last Name:** Enter the legal name from LDAP. This is a required field, field length = 17 characters.
- **First Name:** Enter the legal name from LDAP. This is a required field, field length = 12 characters.
- **MI:** This is not a required field, field length = 1 character.
- **SSN:** Enter the employee number from LDAP with 3 leading zeros. This is a required field, field length = 9 numbers. For example, 000123456. **Do not enter the employee's social security number.**

Note 1: To locate the LDAP ID record that contains the legal name and employee number, refer to *Legal Name / Employee # Lookup Procedure in LDAP* posted on the web at http://doa.alaska.gov/dof/help/resource/LDAP_Name_Lookup_procedures.pdf.

Note 2: For board members or other non-employees, enter 0008888XX where XX = the department number. For example, 000888802 for the Department of Administration. If your agency assigns each board/commission group a unique number, enter 88XXNN where XX = the department number and NN = the sequential number assigned to the board or commission.

Note 3: For new employees who have not yet been issued an employee number, enter 0009999xx where XX = the department number. When the employee is assigned an actual employee number, change 0009999xx to the actual employee number.

Account Administration, **Create New Cardholder Account**, Setup Demographics, Part II



The screenshot shows a web form for setting up demographics. The form includes the following fields and options:

- Home** (link) and **Contact Us** (link) in a blue header.
- SSN** (if plastic ordered): Text input field.
- Date of Birth**: Month, Day, and Year dropdown menus.
- Optional 1** and **Optional 2**: Text input fields.
- Address 1*** and **Address 2**: Text input fields.
- City***: Text input field.
- State/Province** (if USA or Canada): Dropdown menu.
- Zip/Postal Code** (if USA or Canada): Text input field.
- Country***: Dropdown menu.
- Work Phone*** and **Home Phone**: Text input fields.
- Alternate Phone** and **Fax**: Text input fields.
- Email Address**: Text input field.
- Demographics Comments**: Text area with a character count of 0 and a note: "Note: the maximum amount of characters allowed is 254".
- Buttons at the bottom: **Save & Continue**, **File For Later**, and **Cancel Setup**.

- **Date of Birth**: Leave blank.
- **Optional 1 and 2**: Leave blank.
- **Address 1**: Enter the first line of the address. This is a required field, field length = 36 characters. Do not enter the department name as the embossing line (department name) prints on the statements. Do not use punctuation. For example, Administrative Services Division or 900 W 5th Ave STE 525.
- **Address 2**: This field is not required, field length = 35 characters. Do not use punctuation. For example, 550 W 7th Ave STE 1.
- **City**: Enter the name of the city. This is a required field, field length = 25 characters.
- **State**: Select the state from the drop down box. This is a required field..
- **Zip**: Enter the 5-digit zip code. This is a required field, field length = 9 numbers. Can add +4 numbers.
- **Country**: Select **United States** from the drop down box. This is a required field.

Account Administration, **Create New Cardholder Account**, Setup Demographics, Part III

Work Phone: Home Phone:

Alternate Phone: Fax:

Email Address:

Demographics Comments:

Note: the maximum amount of characters allowed is 254.
Character count = 0

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- **Work Phone:** Enter the cardholder's work phone number. This is a required field, field length = 10 numbers. Do not use dashes. For example, 9074652299.
- **Home Phone:** Leave blank.
- **Alternate Phone:** Leave blank.
- **Fax:** Leave blank.
- **Email Address:** Enter the cardholder's state email address.
- **Demographics Comments:** If desired, enter relevant information for this cardholder setup. This field is not required, field length = 254 characters. This field can be viewed by anyone accessing the account. Commonly entered comments include type of card (travel, purchasing, dual), name of person authorizing the card request with the request date, name of final reviewer and the date the card request was sent to the reviewer, date the account was changed with the type of change (address, phone number), reason for closure of account with date (resignation, transfer, retirement), and type of request with date (add card, change address).

When you have completed entering information, press one of the buttons at the bottom of the screen:

- **Save & Continue** – Allows you to continue setting up the account by moving you to the next setup screen. If you made errors entering information in fields, online edits direct you to correct or review the fields before you can move to the next screen.
- **File For Later** – Allows you to finish the account setup later. You can locate and select the account using the Active Work Queue.
- **Cancel Setup** – Allows you to not save the entered information if you decide that you don't want to set up the account.

Account Administration, **Create New Cardholder Account**, Setup Account Information, Part I

Personal | Business | Institution / Government | About U.S. Bancorp

usbank
The New Service Standard

State of Alaska

U.S. Bank Access[®] Online

Request Status Queue
Active Work Queue
System Administration
Account Administration
Cardholder Accounts
Transaction Management
Data Exchange
Account Information
Reporting
My Personal Information

Home
Contact Us

Cardholder Account
Setup Account Information

Log Out

Demographics -> Account Information -> Accounting Code -> Authorization Limits

Enter account information, then Save & Continue.

Product: ONE CARD
Name: Test Test
Status:

* = required

Hierarchy Position

Bank: 3757 Agent * Comp * Div: Dept: Search for Position

Save & Continue Cancel Setup

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- **Agent:** Enter the agent number. This is a required field, field length = 4 numbers. Identifies the type of account. Each department has been assigned 2 or 3 agent numbers. One agent number is assigned to standard card accounts, one agent number is assigned to CTS accounts, and for the Departments of Public Safety and Revenue, one agent number is assigned to generic card accounts.
- **Comp:** Enter the company number. This is a required field, field length = 5 numbers. Identifies the managing account to which this card account points.
- **Div:** Leave blank. This field is not recommended, field length = 5 numbers. The field is used for additional reporting breakouts but there are no edits during data entry. If an incorrect number is entered, reporting information will be incorrect. The field is not imported into AutoPay.
- **Dept:** Leave blank. This field is not recommended, field length = 4 numbers. The field is used for additional reporting breakouts but there are no edits during data entry. If an incorrect number is entered, reporting information will be incorrect. This field is not imported into AutoPay.

If you do not know the agent or company number, click on the **Search for Position** link to display agent and company numbers you are authorized to select. Refer to slide 13.

- When you have completed entering information, you must press **Save & Continue** or **Cancel Setup**.

Account Administration, **Create New Cardholder Account**, Setup Account Information, Search for Position

U.S. Bank Access Online

Cardholder Accounts
Select a Processing Hierarchy Position

Search for a Hierarchy Position
Select the hierarchy level you wish to locate, and enter any known or partial values, then search.

Hierarchy Level:
Blank

Bank: 3757 Agent: Company: Division: Department:

Search

[Back to Back To Account Setup](#)

Cardholder Accounts
Select a Processing Hierarchy Position

Search for a Hierarchy Position
Select the hierarchy level you wish to locate, and enter any known or partial values, then search.

Hierarchy Level:
Company

Bank: 3757 Agent: 2709 Company: Division: Department:

Search

Select a Hierarchy Position
All positions that match your search criteria.

Records 1 - 25 of 31
Page: 1 | 2

Select	Bank	Agent	Comp	Div	Dept
<input type="radio"/>	3757	2709			12758
<input type="radio"/>	3757	2709			12759
<input type="radio"/>	3757	2709			12760
<input type="radio"/>	3757	2709			12761
<input type="radio"/>	3757	2709			12762
<input type="radio"/>	3757	2709			12763

- **Hierarchy Level:** In the drop down box, select the hierarchy level you are searching for. The Hierarchy Level drop down box allows you to search by Agent, Company, Division or Department.
- **Bank/Agent/Company/Division/Department:**
 - **Agent:** If you are looking for an agent number, select **Agent** from the drop down Hierarchy Level box and leave the Agent/Company/Division/Department boxes blank.
 - **Company:** If you are looking for a company number, select **Company** from the drop down Hierarchy Level box, enter the Agent number in the **Agent** box and leave the Company/Division/Department boxes blank.
- Click on the **Search** button to display a list of numbers that match your search criteria.
- Review the list of displayed Bank/Agent or Bank/Agent/Company numbers.
- To select a Bank/Agent or Bank/Agent/Company number, click on the option button in front of the appropriate number.
- At the bottom of the page, click on the **Select Position** button to add the numbers and navigate to the next Setup Account Information screen.

Note: The list may display on multiple pages. Select the page number at the top of the list to move to another page with more records.

Account Administration, **Create New Cardholder Account**, Setup Account Information, Part II

The screenshot shows the 'U.S. Bank Access Online' interface for setting up a new cardholder account. The page title is 'Cardholder Account Setup Account Information'. A navigation breadcrumb shows: Demographics → Account Information → Accounting Code → Authorization Limits. The current page is 'Account Information'. Below the breadcrumb, there is a 'Log Out' link. The main content area includes: 'Enter account information, then Save & Continue.'; 'Product: ONE CARD'; 'Name: Test Test'; 'Status: * = required'; 'Hierarchy Position' section with fields for Bank (3757), Agent (2709), Comp (12758), and Dept, with a 'Search for Position' link; 'Organization Name' field containing 'ADMINISTRATION'; 'Account Information' section with 'Managing Account' (redacted), 'Cycle Day' (25), and 'Expiration Date' fields; and 'Temp Auth Start Date' and 'Temp Auth End Date' fields, each with Month, Day, and Year dropdown menus. A note at the bottom right states: 'Note: Temporary Authorization Dates allow purchases for a specific period of time. Purchases attempted prior to the start date and after the end date are declined.'

- **Organization Name:** This field is embossed on the card. The field is required by the State, defaults from the system, field length = 21 characters. The standard is the department name. Do not change the field default value.
- **Temp Auth Start Date and End Date:** These fields are not required. Can be used to set up seasonal or temporary cards. The account exists before and after the temporary authorization dates, but can only be used during the authorization period. The fields control the first and last date the card can be used for purchases. We recommend that you enter the end date at the same time you enter the start date.

Account Administration, **Create New Cardholder Account**, Setup Account Information, Part III

Plastic: Yes, without pin

Alternate Address 1:

Alternate Address 2:

Alternate City:

Alternate State/Province:

Alternate Country:

Alternate Zip/Postal Code:

Reporting Level

Lvl 1: 12758 Lvl 2: Lvl 3: Lvl 4: Lvl 5: Lvl 6: Lvl 7: [Search for Reporting Level](#)

Account Information Comments:

Note: the maximum amount of characters allowed is 254.
Character count = 0

[Save & Continue](#) [File For Later](#) [Cancel Setup](#)

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- **Plastic:** Determines if a plastic card is issued for the cardholder account. Always select either “Yes, with PIN” if the cardholder account has cash withdrawal privileges or “Yes, without PIN” if the cardholder account does not have cash withdrawal privileges.
- **Alternate Address 1, 2, City, State, Country, Zip/Postal Code:** Type in the address where the card and PIN needs to be delivered if different than the one entered on the Demographic screen where the statements are delivered.
- **Reporting Level 1-7:** Leave blank.
- **Account Information Comments:** If desired, enter relevant information for this cardholder setup. This field is not required, field length = 254 characters. This field can be viewed by anyone accessing the account. Commonly entered comments include type of card with MCC group (travel card AK953), account status with date (account closed, changed to dual card AK999) dual limits (AK 953 \$5000 / AK954 \$5000).
- When you have completed entering information, you must press **Save & Continue**, **File For Later**, or **Cancel Setup**.

Account Administration, **Create New Cardholder Account**, Setup Default Accounting Code

The screenshot shows the U.S. Bank Access Online interface. At the top, there is a navigation bar with links for Personal, Business, Institution/Government, and About U.S. Bancorp. The user is logged in as 'State of Alaska'. The main header reads 'U.S. Bank Access Online'. On the left, a vertical menu lists various account administration options. The main content area is titled 'Cardholder Account' and 'Setup Default Accounting Code'. It includes a breadcrumb trail: Demographics -> Account Information -> Accounting Code -> Authorization Limits. Below this, there is a prompt to 'Enter segment values, then save and continue.' and a form with the following fields: Product (ONE CARD), Name (Test Test), and Status. A 'Segment Name (Length)' field is set to 'DEFAULT (150)'. A 'Default Accounting Code Comments' text area is present, with a note below it stating 'Note: the maximum amount of characters allowed is 254. Character count = 0'. At the bottom, there are three buttons: 'Save & Continue', 'File For Later', and 'Cancel Setup'.

The State of Alaska is not currently using the Accounting Code modules. Leave all fields blank.

- Press **Save & Continue**, **File For Later**, or **Cancel Setup**.

Account Administration, **Create New Cardholder Account**, Setup Authorization Limits, Part I

The screenshot shows the U.S. Bank Access Online interface. The main heading is "U.S. Bank Access Online" with the U.S. Bank logo on the left and "State of Alaska" on the right. A navigation menu on the left includes: Request Status Queue, Active Work Queue, System Administration, Account Administration, Cardholder Accounts, Transaction Management, Data Exchange, Account Information, Reporting, My Personal Information, Home, and Contact Us. The main content area is titled "Cardholder Account Setup Authorization Limits" and includes a "Log Out" link. Below the title are navigation tabs: Demographics, Account Information, Accounting Code, and Authorization Limits. The "Authorization Limits" tab is active. The form contains the following fields and options:

- Product: ONE CARD
- Name: Test Test
- Status: *
- * = required
- Authorization Limits section:
 - Credit Limit: * (input field contains 5000)
 - Single Purchase Limit (input field is blank)
 - % Cash: (input field contains 20, range 0-100)
 - Fiscal First Month: (input field contains 1)
- Refer to Managing Account section:
 - Merchant Authorization Controls
 - Velocity Limits
 - Single Purchase Limit

- **Credit Limit:** Enter the monthly credit limit. This is a required field, field length = 6 numbers. Do not use punctuation or symbols. For example, \$3,500 is entered as 3500.
- **Single Purchase Limit:** Enter the single purchase limit. This is not a required field, field length = 14 numbers. Do not use punctuation or symbols. For example, \$1,000 is entered as 1000. If you do not enter a single purchase limit, you need to check the Refer to Managing Account, Single Purchase Limit check box.
- **% Cash:** If the cardholder account has access to cash withdrawal, enter a % of the Credit Limit field. This is a required field for cash option, field length = 3 numbers. Use leading zeros and do not use % sign. For example, 20% is entered as 020.
- **Merchant Authorization Controls:** Check the box if you want the cardholder account to inherit the MCC group from the associated managing account. (If you want to add MCC controls directly on this account, refer to slide 18, *Add a control*.)
- **Velocity Limits:** Do not check the box. The State does not use velocity limits.
- **Single Purchase Limit:** Check the box if you want the cardholder account to inherit the single purchase limit from the associated managing account. If you check this box, leave the Single Purchase Limit field listed above blank.

Note: By checking one or more of the boxes, you can allow the cardholder account to inherit the limits from the associated managing account. For example, if your managing account is set up with the MCC group 999, you can check the Merchant Authorization Controls box to have your cardholder account inherit MCC group 999. To view the managing account controls, refer to slide 36.

Account Administration, **Create New Cardholder Account**, Setup Authorization Limits, Part II

The screenshot shows a web form titled "Merchant Authorization Controls". At the top, there is a link "Add a Control". Below it is a table with the following headers: "Control", "Authorization Action", "Single Purchase Limit", "Type", and "Action". The table body contains the text "No Merchant Authorization Controls currently exist for this account." Below the table is a text area labeled "Authorization Limits Comments:". A note below the text area states: "Note: the maximum amount of characters allowed is 254. Character count = 0". At the bottom of the form are three buttons: "Save & Continue", "File For Later", and "Cancel Setup". The footer of the page contains the text "@ 2009 U.S. Bancorp" on the left, "R27.20b8.0" in the center, and "usb_col 7" on the right.

- **Add a control:**
 - (1) If your agency has MAC (Merchant Authorization Controls) authority and you did not check the Refer to Managing Account, Merchant Authorization controls box, enter the desired MCC group control(s). For information on how to add merchant authorization controls, refer to the *AccessOnline Merchants Authorization Controls* procedure at http://fin.admin.state.ak.us/dof/usbank_oca/usbank_prinfo.jsp.
 - (2) If your agency does not have MAC authority and you did not check the Refer to Managing Account, Merchant Authorization controls box, contact the US Bank Account Coordinator to add the desired MCC group control(s). To access US Bank contact information, go to http://fin.admin.state.ak.us/dof/usbank_oca/resource/pr_contact.pdf
- **Authorization Limits Comments:** If desired, enter relevant information for this cardholder setup. This field is not required, field length = 254 characters. This field can be viewed by anyone accessing the account. Commonly entered comments include temporary and permanent increases to limits or MCC groups (monthly limit increase per ABC 07/01/08), (travel card AK 953 upgrade to dual card SPL AK953 \$5000 / AK954 \$1000), (07/01/08 temp SPL increase to \$5000 to meet hotel chrgs).
- Press **Save & Continue**, **File For Later**, or **Cancel Setup**.

Account Administration, **Maintain Cardholder Account**, Search & Select an Account

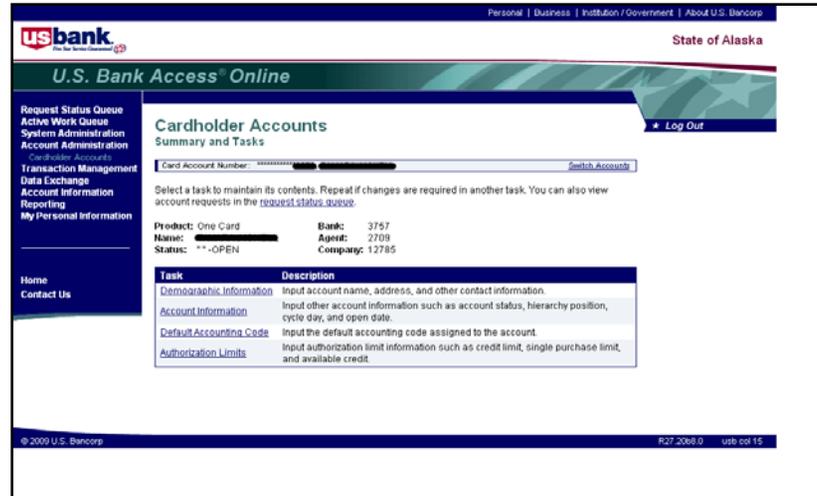
The screenshot shows the 'U.S. Bank Access Online' interface for the 'State of Alaska'. The main heading is 'Cardholder Accounts' with a sub-heading 'Search & Select an Account'. A 'Log Out' link is visible in the top right. The left sidebar contains a navigation menu with items like 'Request Status Queue', 'Active Work Queue', 'System Administration', 'Account Administration', 'Cardholder Accounts', 'Transaction Management', 'Data Exchange', 'Account Information', 'Reporting', and 'My Personal Information'. The main content area is titled 'Cardholder Account Search' and includes a search instruction: 'Search for an account by Cardholder Account Number, Name, or Social Security Number. You can also find a cardholder account by first [searching for a Managing Account](#).' Below this are three search criteria: 'Account Number' with a text input field, 'Last Name' and 'First Name' with text input fields, and 'Social Security Number' with a text input field. There are 'OR' labels between the first and second criteria, and between the second and third. A 'Search' button is located at the bottom of the search section. The footer contains copyright information: '© 2009 U.S. Bancorp R27.2009.0 usb col 15'.

The screenshot shows the 'U.S. Bank Access Online' interface for the 'State of Alaska'. The main heading is 'Managing Account Search' with a sub-heading 'Search & Select a Managing Account'. A 'Log Out' link is visible in the top right. The left sidebar contains a navigation menu with items like 'Request Status Queue', 'Active Work Queue', 'System Administration', 'Account Administration', 'Cardholder Accounts', 'Transaction Management', 'Data Exchange', 'Account Information', 'Reporting', and 'My Personal Information'. The main content area is titled 'Managing Account Search' and includes a search instruction: 'Search for a Managing Account by Managing Account Number, Name, or Company Number.' Below this are three search criteria: 'Managing Account Number' with a text input field, 'Managing Account Name' with a text input field, and 'Company Number' with a text input field. There are 'OR' labels between the first and second criteria, and between the second and third. A 'Search' button is located at the bottom of the search section. The footer contains copyright information: '© 2009 U.S. Bancorp R27.2009.0 usb col 14'.

Enter information in one of the following fields for cardholder accounts or for managing accounts:

- **Account Number** or **Managing Account Number**: Enter the 16 digit account number.
- **Last Name/First Name** or **Managing Account Name**: Enter a full name to display the specified account or enter a full or partial last name/account name to display a list of accounts from which you can select the desired account. You can enter the “%” sign alone to display all accounts that you are authorized to view or use the % sign as a wildcard for a partial name search.
- **Social Security Number**: Enter the employee ID number with three leading zeros for the desired account.
- **Company Number**: Enter the Company number to view managing account numbers that you are authorized to view.
- Click on the **Search** button to display the accounts that match your search criteria.

Account Administration, **Maintain Cardholder Account**, Summary and Tasks



Select one of the task links to move to the screen you need to maintain.

- **Demographic Information:** Use to maintain the employee number, address, and contact information.
- **Account Information:** Use to change the account status (open, T9 - Terminated, V9 - Voluntarily Closed), change the hierarchy position (takes effect at the beginning of the new billing cycle), and to maintain the temporary authorization date fields and alternate address.
- **Default Accounting Code:** Do not select. The State does not use the accounting code modules.
- **Authorization Limits:** Use to maintain limits.

Note 1: Refer to the “Create New Cardholder Accounts” slides 9 through 18 to view the screens/fields and review information on data entry requirements.

Note 2: To change a Central Travel System (CTS) or Managing account, contact the US Bank Account Coordinator. To access US Bank contact information, go to http://doa.alaska.gov/dof/charge_cards/dof_contact.html.

Note 3: To change a cardholder’s name on a card account, contact the US Bank Account Coordinator.

Note 4: Select **Switch Accounts** at any time to search for a new account.

Account Administration, **Unlock Cardholder Account**

Active Work Queue
System Administration
Account Administration
Cardholder Accounts
Transaction Management
Data Exchange
Account Information
Reporting
My Personal Information

Home
Contact Us

Online Registration
Locked Cardholder Accounts

Account has been unlocked.

Search for an account by Cardholder Account Number, Name, or Social Security Number. You can also [Search by Managing Account](#).

Account Number:

Last Name: First Name:

OR

Social Security Number:

OR

Records 1 - 5 of 5

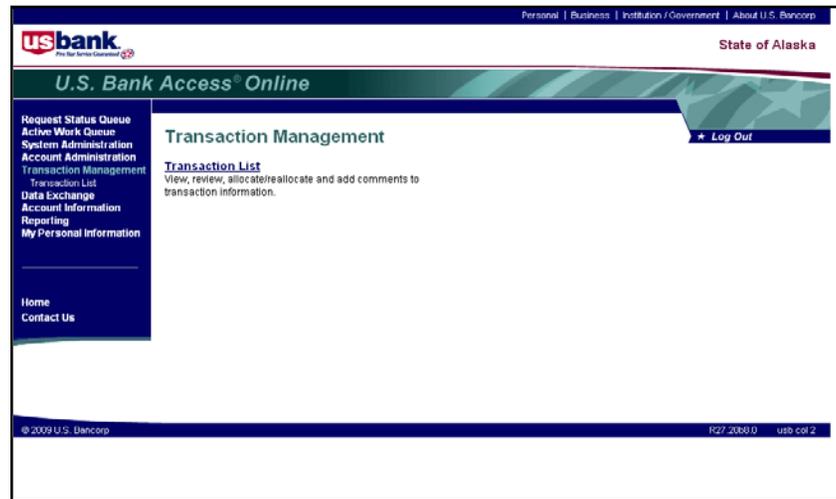
Select Product Name	Cardholder Name	Account Number	Account Status	Status Description
<input type="checkbox"/> DNR - CTS	DNR FOR PLMR CTS	*****	**	-OPEN
<input type="checkbox"/> H8SS	WILLIAM *****	*****	**	-OPEN
<input type="checkbox"/> H8SS	DANIEL *****	*****	**	-OPEN
<input type="checkbox"/> DOT	CHRISTOPHER *****	*****	**	-OPEN
<input type="checkbox"/> H8SS	DOREEN *****	***** V8	V8	V8-VOLUNTARILY CLOSED

[Check all shown](#) | [Uncheck all shown](#)

Use the unlock feature to reset a cardholder's account if the cardholder is locked out during online registration.

- Click in the box before the account you want to unlock.
- Press the **Unlock Account** button at the bottom of the screen.

Transaction Management



From the Transaction Management screen you can click on the link to the Transaction List. The transaction list contains activity for the current (open) billing cycle and the previous seven billing cycles.

Transaction Management, Transaction List, Search & Select an Account

The screenshot shows the 'Transaction Management' page for 'Search & Select an Account'. The page header includes the U.S. Bank logo, 'State of Alaska', and a 'Log Out' link. A left sidebar contains navigation links such as 'Request Status Queue', 'Active Work Queue', 'System Administration', 'Account Administration', 'Transaction Management', 'Transaction List', 'Data Exchange', 'Account Information', 'Reporting', and 'My Personal Information'. Below the sidebar, there are links for 'Home' and 'Contact Us'. The main content area is titled 'Cardholder Account Search' and contains the following text: 'Search for an account by Cardholder Account Number, Name, or Social Security Number. You can also find a cardholder account by first [Searching for a Managing Account](#).' Below this text are three search criteria: 'Account Number:' with a text input field, 'OR' followed by 'Last Name:' and 'First Name:' with text input fields, and 'OR' followed by 'Social Security Number:' with a text input field. A green 'Search' button is located at the bottom of the search criteria. The footer contains copyright information: '© 2009 U.S. Bancorp R028 10b7.0 usb.cof.1'.

The screenshot shows the 'Transaction Management' page for 'Search & Select Managing Accounts'. The page header includes the U.S. Bank logo, 'State of Alaska', and a 'Log Out' link. A left sidebar contains navigation links such as 'Request Status Queue', 'Active Work Queue', 'System Administration', 'Account Administration', 'Transaction Management', 'Transaction List', 'Data Exchange', 'Account Information', 'Reporting', and 'My Personal Information'. Below the sidebar, there are links for 'Home' and 'Contact Us'. The main content area is titled 'Managing Account Search' and contains the following text: 'Search for a Managing Account by Managing Account Number, Name, or Company Number.' Below this text are three search criteria: 'Managing Account Number:' with a text input field, 'OR' followed by 'Managing Account Name:' with a text input field, and 'OR' followed by 'Last Name:' and 'First Name:' with text input fields, and 'OR' followed by 'Company Number:' with a text input field. A green 'Search' button is located at the bottom of the search criteria. Below the search button is a link: '<< [Back to Search & Select Cardholder Accounts](#)'. The footer contains copyright information: '© 2009 U.S. Bancorp R028 10b7.0 usb.cof.1'.

Enter information in one of the following fields for cardholder accounts or for managing accounts:

- **Account Number or Managing Account Number:** Enter the 16 digit account number.
- **Last Name/First Name or Managing Account Name:** Enter a full name to display the specified account or enter a full or partial last name/account name to display a list of accounts from which you can select the desired account. You can enter the “%” sign alone to display all accounts that you are authorized to view or use the % sign as a wildcard for a partial name search.
- **Social Security Number:** Enter the employee ID number with three leading zeros for the desired account.
- **Company Number:** Enter the Company number to view managing account numbers that you are authorized to view.
- Click on the **Search** button to display the accounts that match your search criteria.

Transaction Management, **Transaction List**, Card Account Summary with Transaction List, Part I

U.S. Bank Access Online

Transaction Management

Card Account Summary with Transaction List

Card Account Number: [Redacted] [Switch Accounts](#)

[Trans List](#)

Card Account Summary

Account Number: [Redacted]
Account Name: [Redacted]
Billing Cycle Close Date: 08/25/2009 [Search](#)

Total Transactions:	\$1,181.90	2
Reallocated Transactions:	\$0.00	0
% Reallocated Transactions:	0.0%	0.0%

[Open Account](#)

Search Criteria [Return to top](#)

Transaction Amount: [All](#) Purchase ID:

Disputed Transactions: Reallocated Transactions:

[Advanced Search](#)

Card Account Summary

- Billing Cycle Close Date: From the drop down box, select **All**, **Open**, or one of six **billing cycle close dates**. The transactions for the selected category displays under the Transaction List section at the bottom of the page.

Search Criteria – Basic Search: Click on the Search Criteria **[+]** sign to display available search criteria.

- Transaction Amount: From the drop down box, select **All**, **=** (equal to), **<=** (less than or equal to), or **>=** (greater than or equal to) and enter the desired transaction amount.
- Purchase ID: Enter the purchase ID.
- Disputed Transactions: Leave the field blank to search for all transactions, or from the drop down box select **Disputed** or **Not Disputed**.
- Reallocated Transactions: Leave the field blank as the State does not use the reallocation modules.
- Display: From the drop down box, select **25**, **50**, **100**, or **200** to change the number of transactions displayed per page.
- Click on the **Search** button to display the transactions that match your search criteria or click on the **Reset & Search with Defaults** button to reset the search criteria fields with the default values.

Transaction Management, **Transaction List**, Card Account Summary with Transaction List, Part II

Basic Search

Search Criteria

Transaction Amount: Purchase ID:

Disputed Transactions: Reallocated Transactions:

Display: Transactions per page

[Search](#) [Reset & Search with Defaults](#)

Transaction List

Records 1 - 2 of 2

Select	Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID
<input type="checkbox"/>		<u>06/19</u>	06/22	AGENT FEE 8908101544319	STATE OF ALAS, AK	\$13.00		
<input type="checkbox"/>		<u>06/19</u>	06/22	NWA AIR 0127539105082	JUNEAU, AK	\$1,168.90		

[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 2 of 2

[Reallocate](#) [Mass Reallocate](#)

Advanced Search

Search Criteria

Transaction Date: to

Transaction Amount: to

Merchant Name:

Disputed Transactions: Reallocated Transactions:

Display: Transactions per page

[Search](#) [Reset & Search with Defaults](#)

Transaction List

Records 1 - 2 of 2

Select	Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID
<input type="checkbox"/>		<u>06/19</u>	06/22	AGENT FEE 8908101544319	STATE OF ALAS, AK	\$13.00		
<input type="checkbox"/>		<u>06/19</u>	06/22	NWA AIR 0127539105082	JUNEAU, AK	\$1,168.90		

[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 2 of 2

[Reallocate](#) [Mass Reallocate](#)

Search Criteria – Advanced Search

Click on the Advanced Search button to display additional search criteria fields. Note: From the Advanced Search screen, the Billing Cycle Close Date drop down box contains **All**, **Open**, and seven **billing cycle close dates**.

- Leave the default setting of **Transaction Date** or from the drop down box click on **Posting Date**.
- Dates: Click on the calendar icons to select a transaction or posting begin date and end date. You can only select dates that are underlined.
- Transaction Amount: From the drop down box, select **All**, **Exact**, **Range**, **<=** (less than or equal to), or **>=** (greater than or equal to). If you select Exact, <=, or >=, enter the desired transaction amount in the first \$ field. If you select Range, enter a transaction amount in the first and second \$ fields.
- Merchant Name: Enter a merchant name or partial merchant name for the merchant records you want to view.

Transaction List

- Do not check the Select boxes. The State does not use the reallocation functions.
- Do not click the Reallocate or Mass Reallocate buttons. The State does not use the reallocation functions.

Note: To move to another screen, click on a link in the left column blue navigation bar.

Data Exchange



The screenshot shows a web browser window titled "usbank" with a "Data Exchange" section. Below the title, there is a "Download File" link and a "Root Directory/" link. A table lists various files with columns for File Name, Size (B), Date, and Delete. Each row includes a file name, its size, the date and time it was created, and a "Delete File" link.

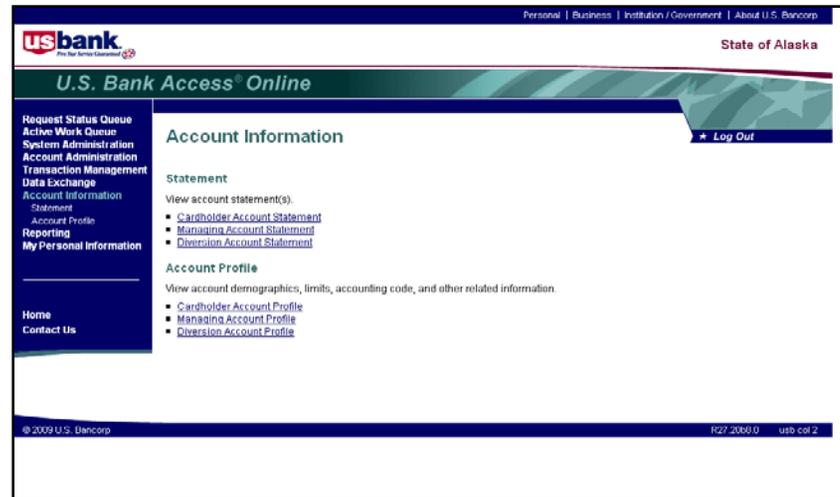
File Name	Size (B)	Date	Delete
ALSKACAR.FTM	25315	Thu Apr 09 05:13:39 CDT 2009	Delete File
VCF4072879358949.089	2987252	Thu Apr 09 04:35:00 CDT 2009	Delete File
VCF4070132309749.089	0	Thu Apr 09 04:34:21 CDT 2009	Delete File
ALSKACAR.FTM_04_08_09_05_21_43_AM_CDT	5185	Wed Apr 08 05:21:43 CDT 2009	Delete File
FogSuite.pdf	4800442	Wed Apr 08 05:00:39 CDT 2009	Delete File
VCF4072879358949.089	1587799	Wed Apr 08 04:29:08 CDT 2009	Delete File
VCF4070132309749.089	0	Wed Apr 08 04:28:11 CDT 2009	Delete File
ALSKACAR.FTM_04_07_09_02_00_00_PM_CDT	5105	Tue Apr 07 15:00:00 CDT 2009	Delete File
VCF4072879358949.087	5929342	Tue Apr 07 04:54:20 CDT 2009	Delete File
VCF4070132309749.087	4428696	Tue Apr 07 04:53:07 CDT 2009	Delete File
ALSKACAR.FTM_04_06_09_05_13_22_AM_CDT	5185	Mon Apr 06 05:13:22 CDT 2009	Delete File
VCF4072879358949.086	0	Mon Apr 06 03:39:09 CDT 2009	Delete File
VCF4070132309749.086	3262590	Mon Apr 06 03:38:39 CDT 2009	Delete File
VCF4070132309749.085	1956197	Sun Apr 05 11:36:12 CDT 2009	Delete File
VCF4072879358949.085	0	Sun Apr 05 11:35:27 CDT 2009	Delete File
VCF4070132309749.084	1404078	Sat Apr 04 04:24:57 CDT 2009	Delete File
VCF4072879358949.084	4233751	Sat Apr 04 04:22:53 CDT 2009	Delete File
LT38764.XLS	1609	Fri Apr 03 08:35:29 CDT 2009	Delete File
ALSKACAR.FTM_04_03_09_05_11_47_AM_CDT	3660	Fri Apr 03 05:11:47 CDT 2009	Delete File

Data Exchange displays scheduled reports that you can download.

- **Download:** Right-click on the file name and select **Save Target As...** or **Save Link As....**
- **Open:** Click on the file name.
- **Delete:** Click on the **Delete File** link.
- **Sort:** Click on the appropriate column header - **File Name**, **Size**, or **Date**.

To return to other AccessOnline selections, click on the **Close Window** link at the top right corner of the screen.

Account Information



Statement

- Click on the **Cardholder Account Statement** link to view online statements for cardholder and CTS accounts.
- Click on the **Managing Account Statement** link to view online statements for managing accounts.

Note: Online statements display for the previous three billing cycles.

Account Profile

- Click on the **Cardholder Account Profile** link to view cardholder account information including demographics, status, hierarchy, limits, MCC group, and financial history.
- Click on the **Managing Account Profile** link to view managing account information including demographics, status, hierarchy, limits, MCC group, and financial history.

Note: The State of Alaska is not currently using diversion accounts.

Account Information, Search & Select an Account, Part I

The screenshot shows the U.S. Bank Access Online interface for the State of Alaska. The main heading is "Cardholder Account Statement" with a sub-heading "Search & Select an Account" and a "Log Out" link. A navigation menu on the left includes options like "Request Status Queue", "Active Work Queue", "System Administration", "Account Administration", "Transaction Management", "Data Exchange", "Account Information", "Statement", "Account Profile", "Reporting", and "My Personal Information". Below the heading, there are links for "View Diversion Account" and "View Managing Account". The "Cardholder Account Search" section contains instructions: "Search for an account by Cardholder Account Number, Name, or Social Security Number. You can also find a cardholder account by first [Searching for a Managing Account](#)". The search fields include: "Account Number:" (a single text box), "OR", "Last Name (or Vehicle Name):" and "First Name:" (two text boxes), "OR", "Social Security Number:" (a text box), and a "Search" button.

The screenshot shows the U.S. Bank Access Online interface for the State of Alaska. The main heading is "Managing Account Statement" with a sub-heading "Search & Select a Managing Account" and a "Log Out" link. A navigation menu on the left is identical to the previous screenshot. Below the heading, there are links for "View Cardholder Account" and "View Diversion Account". The "Managing Account Search" section contains instructions: "Search for a Managing Account by Managing Account Number, Name, or Company Number". The search fields include: "Managing Account Number:" (a text box), "OR", "Managing Account Name:" (a text box), "OR", "Last Name:" and "First Name:" (two text boxes), "OR", "Company Number:" (a text box), and a "Search" button.

Enter information in one of the following fields:

- **Account Number** or **Managing Account Number**: Enter the 16 digit account number.
- **Last Name/First Name** or **Managing Account Name**: Enter a full name to display the specified account or enter a full or partial last name/managing account name to display a list of accounts from which you can select the desired account. You can enter the “%” sign alone to display all accounts that you are authorized to view or use the % sign as a wildcard for a partial name search.
- **Social Security Number**: Enter the employee ID number with three leading zeros for the desired account.
- **Company Number**: Enter the Company Number to view all account numbers that you are authorized to view.
- Click on the **Search** button to display the accounts that match your search criteria.

Account Information, Search & Select an Account, Part II

Cardholder Account Statement
Search & Select an Account

View [Discretion Account](#) | View [Managing Account](#)

Cardholder Account Search
Search for an account by Cardholder Account Number, Name, or Social Security Number. You can also find a cardholder account by first [Searching for a Managing Account](#).

Account Number:

OR
Last Name (or Vehicle Name): First Name:

OR
Social Security Number:

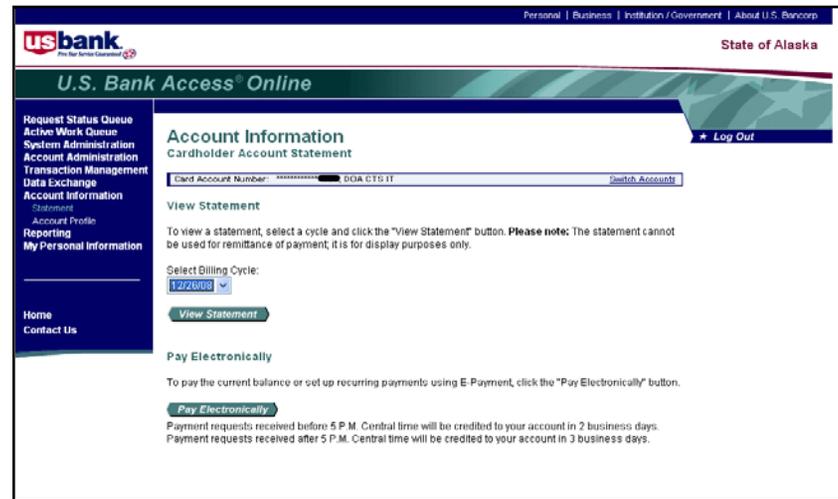
Records 1 - 25 of 62
Page: 1 | 1 2 3

Product Name	Cardholder Name	Account Number	Account Status	Status Description
DOA-CTS	DOA CTS A0GCC	XXXXXXXXXXXX	**	-OPEN
DOA-CTS	DOA CTS A0GCC CAR	XXXXXXXXXXXX	**	-OPEN
DOA-CTS	DOA CTS A0GCC LDG	XXXXXXXXXXXX	**	-OPEN
DOA-CTS	DOA CTS APOC	XXXXXXXXXXXX	**	-OPEN
DOA-CTS	DOA CTS APOC CAR RNTL	XXXXXXXXXXXX	**	-OPEN
DOA-CTS	DOA CTS APOC LDG	XXXXXXXXXXXX	**	-OPEN
DOA-CTS	DOA CTS COMM CAR RNTL	XXXXXXXXXXXX	**	-OPEN

- If multiple accounts display, click on the link in the Product Name field for the desired account to display the Account Statement or the Account Summary screen.

Note: If your search criteria produced a list of accounts longer than one page, links to other pages display at the top and bottom of the displayed accounts. Click a page number to display that page with the list of accounts.

Account Information, **Account Statement**



- Click on the Select Billing Cycle drop down box to display and select up to three billing cycle end dates.
- Click on the **View Statement** button to display the statement in PDF format.

Note 1: If an account did not have activity in the billing statement period, a billing statement was not generated and the billing cycle end date for that statement does not display.

Note 2: Do not click on the Pay Electronically button. All charges are paid when the transactions are imported into AutoPay.

Account Information, **Account Profile**, Account Summary

U.S. Bank Access Online State of Alaska

Cardholder Account Profile Account Summary [Log Out](#)

Card Account Number: [REDACTED] DOA CTS IT [Switch Account](#)

Select an item below to view its contents. You can also [View a Managing Account](#)

- [Demographic Information](#): View account name, address, and contact information.
- [Authorization Limits](#): View authorization limit information such as Credit Limit, Single Purchase Limit, and Available Credit.
- [Account Information](#): View other account information such as Account Status, Hierarchy Position, Cycle Day, and Open Date.
- [Account Authorizations](#): View Account Authorization information such as Request Type, Request Source, MCC, and Transaction Amount.
- [Default Accounting Code](#): View the default accounting code assigned to the account.
- [Financial History](#): View the account 12-month history, 7-year history analysis, and 7-year history.

Account History

Request Type	Update Method	Last Updated
Setup	Manual	11/30/2007 22:44:05
Maintenance	Manual	08/26/2008 03:33:16

U.S. Bank Access Online State of Alaska

Managing Account Profile Account Summary [Log Out](#)

Managing Account Number: [REDACTED] DOA DOP PURCHASING [Switch Account](#)

Select an item below to view its contents. You can also [View a Cardholder Account](#) or [View a Diversion Account](#)

- [Demographic Information](#): View account name, address, contact information, and alternate address.
- [Default Accounting Code](#): View the default accounting code assigned to the account.
- [Account Information](#): View other account information such as Account Status, Hierarchy Position, Cycle Day, and Open Date.
- [Authorization Limits](#): View authorization limit information such as Credit Limit, Single Purchase Limit, and Available Credit.
- [Extract Information](#): View financial extract information assigned to the account.
- [Financial History](#): View the account 12-month history, 7-year history analysis, and 7-year history.

Account History

Request Type	Update Method	Last Updated
Setup	Manual	11/30/2007 22:41:41
Maintenance	Manual	08/26/2008 03:33:16

- **Demographic Information:** Select to view account name, address and contact information.
- **Account Information:** Select to view account status, hierarchy and open date.
- **Default Accounting Code:** Not used by the State.
- **Extract Information:** Not used by the State.
- **Authorization Limits:** Select to view authorization limits and merchant authorization controls (MCC Groups).
- **Account Authorizations:** Select to view transaction amount, MCC and authorization time/response for recent transactions.
- **Financial History:** Select to view the account history and analysis.

Account Information, **Account Profile**, Demographic Information



The screenshot displays the 'U.S. Bank Access Online' interface. The main heading is 'Cardholder Account Profile' with a sub-heading 'Demographic Information'. A 'Log Out' link is visible in the top right. The page shows the card account number as '***** DOA CTS FINANCE' with a 'Switch Accounts' button. The profile details are organized into sections: Name (Name: DOA CTS FINANCE CTS FINANCE, Date of Birth: 01/01/1901, Optional 1: , Optional 2:), Address (Address 1: ATTN AMANDA WEBB, Address 2: PO BOX 110204, City: JUNEAU AK 998110204, State Province: AK, Zip Postal Code: 99811-0204, Country: United States), Contact Information (Work Phone: 907-465-2242, Home Phone: , Alternate Phone: , Fax: 999-999-9999, Email Address:), and Demographics Comments: . A 'Home' link is in the left sidebar, and a '<< Back to Cardholder Account Summary' link is at the bottom.

U.S. Bank Access Online

Request Status Queue
Active Work Queue
System Administration
Account Administration
Transaction Management
Data Exchange
Account Information
Statement
Account Profile
Reporting
My Personal Information

Home
Contact Us

Cardholder Account Profile
Demographic Information

Log Out

Card Account Number: ***** DOA CTS FINANCE Switch Accounts

Name
Name: DOA CTS FINANCE CTS FINANCE
Date of Birth: 01/01/1901
Optional 1:
Optional 2:

Address
Address 1: ATTN AMANDA WEBB
Address 2: PO BOX 110204
City: JUNEAU AK 998110204
State Province: AK
Zip Postal Code: 99811-0204
Country: United States

Contact Information
Work Phone: 907-465-2242
Home Phone:
Alternate Phone:
Fax: 999-999-9999
Email Address:

Demographics Comments:

<< Back to Cardholder Account Summary

- View name, address and contact information.
- Click on the **Back to Cardholder Account Summary** link to return to the Account Summary screen.

Account Information, Account Profile, Account Information

Cardholder Account Profile
Account Information

Card Account Number: ***** DOA CTS FINANCE [Switch Account](#)

Account Status: -OPEN

Hierarchy Position

Bank	Agent	Company	Division	Department
3757	2708	12757	00000	0000

Organization Name

Account Information

Managing Account: [REDACTED]
 Cycle Day: 25
 Expiration Date: 01/31/2011
 Open Date: 12/03/2007
 Temp Auth Start Date:
 Temp Auth End Date:
 Needs Activation? N
 Current Balance: 0.00
 Past Due Balance: 0.00
 Plastic: N
 Checks: N
 Telecom: N
 Telecom Status:
 Payment Method Code:
 Payment Method Description: <None>
 E-Payment Recurring Payment Status:

Organization Name

Account Information

Managing Account: [REDACTED]
 Cycle Day: 25
 Expiration Date: 01/31/2011
 Open Date: 12/03/2007
 Temp Auth Start Date:
 Temp Auth End Date:
 Needs Activation? N
 Current Balance: 0.00
 Past Due Balance: 0.00
 Plastic: N
 Checks: N
 Telecom: N
 Telecom Status:
 Payment Method Code:
 Payment Method Description: <None>
 E-Payment Recurring Payment Status:

Reporting Level

LW1	LW2	LW3	LW4	LW5	LW6	LW7
12757	00000	00000	00000	00000	00000	00000

Account Information Comments:

[Back to Cardholder Account Summary](#)

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- View agent/company numbers, expiration date, open date, activation status, current balance etc.
- Click on the **Back to Cardholder Account Summary** link to return to the Account Summary screen.

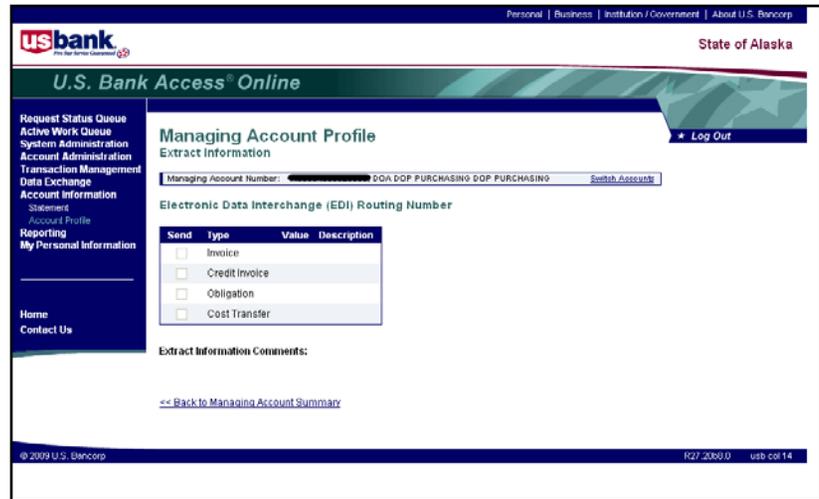
Account Information, **Account Profile**, Default Accounting Code

The screenshot shows the U.S. Bank Access Online interface. At the top, there is a navigation bar with links for Personal, Business, Institution/Government, and About U.S. Bancorp. The U.S. Bank logo is on the left, and "State of Alaska" is on the right. Below the navigation bar is a green banner with "U.S. Bank Access Online". A left-hand menu contains various options: Request Status Queue, Active Work Queue, System Administration, Account Administration, Transaction Management, Data Exchange, Account Information (with sub-links for Statements and Account Profile), Reporting, and My Personal Information. At the bottom of the menu are Home and Contact Us. The main content area is titled "Cardholder Account Profile" and includes a "Log Out" link. It displays the "Default Accounting Code" section with a "Card Account Number" field (partially masked), a "Default Accounting Code" field, and a "Segment Name (Length)" field set to "DEFAULT (150)". A "Default Accounting Code Comments" section is also present, with a link to "Back to Cardholder Account Summary". The footer contains copyright information for 2009 U.S. Bancorp and the text "R27 2008 0 usb col 0".

The State of Alaska is not currently using the Accounting Code modules.

- Click on the **Back to Cardholder Account Summary** link to return to the Account Summary screen.

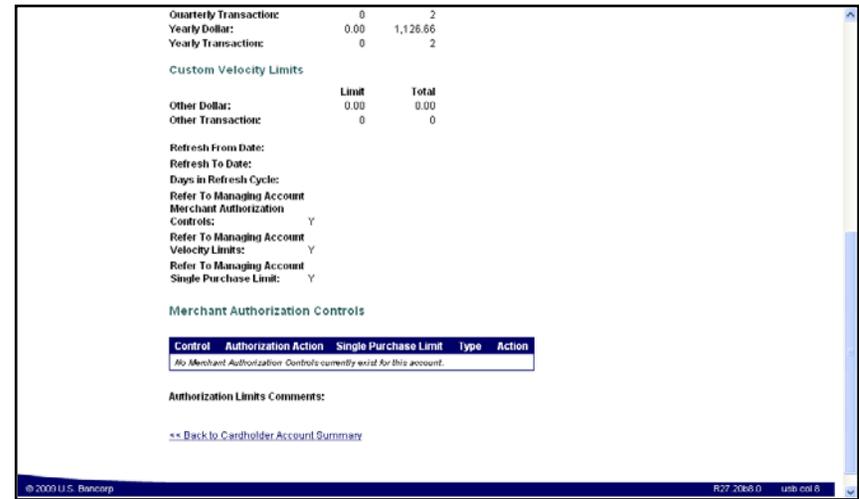
Account Information, **Account Profile**, Extract Information



The State of Alaska is not currently using the Extract Information modules.

- Click on the **Back to Cardholder Account Summary** link to return to the Account Summary screen.

Account Information, Account Profile, Authorization Limits



- View authorization limits.
- The State does not use Standard Velocity Limits.
- View “Refer to Managing Account” controls and limits indicators.
- View Merchant Authorization Controls if the account does not refer to managing account controls.
- Click on the **Back to Cardholder Account Summary** link to return to the Account Summary screen.

Note: When you access the Account Profile screen for a managing account, you can view the Merchant Authorization Controls (MCC Groups) for the managing account that can be inherited by the cardholder account. Refer to slide 17.

Account Information, **Account Profile**, Account Authorizations, Part I

The screenshot displays the U.S. Bank Access Online interface. The top navigation bar includes links for Personal, Business, Institution/Government, and About U.S. Bancorp. The user is logged in as 'State of Alaska'. The main content area is titled 'Cardholder Account Profile' and 'Account Authorizations'. A 'Log Out' link is visible. Below the title, there is a field for 'Card Account Number' and a 'Switch Account' link. The 'Name' field is redacted. A table lists three declined transactions with columns for Auth Date, Auth Time, Response, Auth Number, Type of Request, Transaction Amount, MCC, and MCC Description. A 'Back to Cardholder Account Summary' link is located below the table. The footer contains copyright information for U.S. Bancorp.

Auth Date	Auth Time	Response	Auth Number	Type of Request	Transaction Amount	MCC	MCC Description
03/17/2009	05:18 PM ET	Declined	true	ATM Cash Adv	\$43.00	6011	FINANCIAL INSTITUTIONS-AU
03/17/2009	05:09 PM ET	Declined	true	ATM Cash Adv	\$41.50	6011	FINANCIAL INSTITUTIONS-AU
03/17/2009	05:08 PM ET	Declined	true	ATM Cash Adv	\$41.50	6011	FINANCIAL INSTITUTIONS-AU

- View recent transaction authorization data.
- Click on the Auth Time link for a declined transaction to display decline information. Refer to slide 38.
- Click on the column header link to resort transactions by Auth Date, Auth Time, Response, Type of Request, MCC, or MCC Description.
- Click on the **Back to Cardholder Account Summary** link to return to the Account Summary screen.

Account Information, Account Profile, Account Authorizations, Part II

U.S. Bank Access[®] Online

State of Alaska

Cardholder Account Profile
Account Authorizations

Card Account Number: [REDACTED] [Switch Account](#)

Name: [REDACTED]
Auth Date: 03/17/2009 Auth Number: true MCC: 6011
Auth Time: 05:10 PM ET Type of Request: ATM Cash Adv MCC Description: FINANCIAL INSTITUTIONS-AU
Response: Declined Transaction Amount: \$43.00

Decline Account Merchant Parent Diversion Process

The Request was declined due to 0048 Not enough available money
The Request was declined at the INDIVIDUAL
The velocity type for the decline was NOT DECLINED FOR VELOCITY
The following reasons would also have declined the request:
1. 0048 Not enough available money

[Back to Account Authorizations List](#)

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Cardholder Account Profile
Account Authorizations

Card Account Number: [REDACTED] [Switch Account](#)

Name: [REDACTED]
Auth Date: 03/17/2009 Auth Number: true MCC: 6011
Auth Time: 05:10 PM ET Type of Request: ATM Cash Adv MCC Description: FINANCIAL INSTITUTIONS-AU
Response: Declined Transaction Amount: \$43.00

Decline Account Merchant Parent Diversion Process

Bank Nbr 3757 Card Nbr [REDACTED] Company 12441
Agent Bank 2887 Billing Type Corporate Plastic Issued
Expiration Dates: Requesting Card 11/01 Previous 0000 Current 11/01
Expiration Edit Passed Card was not translated Range Limit was Verified
----> Individual Level Available: Money \$3,430.00 Cash \$30.50
Credit Rating: Limit \$5,000.00 Outstanding Auths \$0.00
Single Purchase Limit \$2,500.00 Account Status Approval (0000)
Account SPL was Verified Velocities were Verified only
Velocity Accumulations: Nbr Amount
Cycle 21 \$1,530.62
Monthly 21 \$1,530.62
Quarterly 23 \$1,709.55
Yearly 23 \$1,709.55
MCC Group processing was not performed
Log Accumulators: Nbr Amount
Purchase 0 \$0.00
Cash 0 \$0.00
ATM 0 \$0.00
MOTO 0 \$0.00
E-Commerce 0 \$0.00
Declines 3 \$128.00
Referrals 0 \$0.00
Excessive 0 \$0.00
Bad PINs 0
-----> Corporate Level Available: Money \$0.000 / \$0.00 Cash \$1,000.000.00

- On the Decline tab, view the reason the transaction was declined.
- On the Account tab, view the account limits and available balance.
- The Merchant, Parent, and Process tabs are available for viewing, but do not contain helpful information for most users.
- The Diversion tab does not contain information as the State does not use diversion accounts.
- Click on the **Back to Account Authorizations List** link to return to the Account Authorizations screen.

Account Information, **Account Profile**, Financial History, Part I

Card Account Number: ***** DOA CTS FINANCE [Switch Accounts](#)

12 Month History | 7 Year History Analysis | 7 Year History

The 12 Month History includes accumulated account information for 12 previous billing cycles. Each page includes four billing cycles of history.

Page: [1](#) | [2](#) | [3](#)

	Current	02/25/2009	01/26/2009	12/26/2008	11/25/2008
Number of Payments	1	0	0	0	0
Total Payments	\$1,126.66	\$0.00	\$0.00	\$0.00	\$0.00
(Last Payment: 03/06/09)					
Minimum Payment	\$1,126.66	\$0.00	\$0.00	\$0.00	\$0.00
Number of Purchases	2	0	0	0	0
Total Purchases	\$1,126.66	\$0.00	\$0.00	\$0.00	\$0.00
(Last Purchase: 03/02/09)					
Number of Cash Advances	0	0	0	0	0
Total Cash Advances	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(Last Cash Advance: 00/00/00)					
Number of Credits	0	0	0	0	0
Total Credits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(Last Credit: 00/00/00)					
Number of Misc. Charges	0	0	0	0	0
Total Misc. Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Late Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Overlimit Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Purchase Finance Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cash Advances Finance					

- From the 12 Month History tab, view transaction summary information by billing cycle for the last 12 cycles.
- Click on the Page number link above the chart to view other billing cycles.
- Click on the **Back to Cardholder Account Summary** link to return to the Account Summary screen.

Account Information, Account Profile, Financial History Part II

U.S. Bank Access Online

Cardholder Account Profile
Financial History

Card Account Number: ***** DOA CTS FINANCE

12 Month History | 7 Year History Analysis | 7 Year History

The 7 Year History Analysis is divided into 12 billing-cycle periods beginning with the most recent period and includes the number of times the listed condition occurred during each period.

	0-12	13-24	25-36	37-48	49-60	61-72	73-84	Totals
Times Billed	12	3	0	0	0	0	0	15
Times Statement Generated	8	1	0	0	0	0	0	9
Times Overlimit	0	0	0	0	0	0	0	0
Times Past Due 01-30 Days	0	0	0	0	0	0	0	0
Times Past Due 31-60 Days	0	0	0	0	0	0	0	0
Times Past Due 61-90 Days	0	0	0	0	0	0	0	0
Times Past Due > 91 Days	0	0	0	0	0	0	0	0
Cycles with NSF Check	0	0	0	0	0	0	0	0
Times Small Balance Written Off	0	0	0	0	0	0	0	0

[Back to Cardholder Account Summary](#)

U.S. Bank Access Online

Cardholder Account Profile
Financial History

Card Account Number: ***** DOA CTS FINANCE

12 Month History | 7 Year History Analysis | 7 Year History

The 7 Year History indicates with a "Y" if the listed condition occurred on the account during that billing cycle and "N" if it did not.

Billing Cycle Period: 0-12 | 13-24 | 25-36 | 37-48 | 49-60 | 61-72 | 73-84

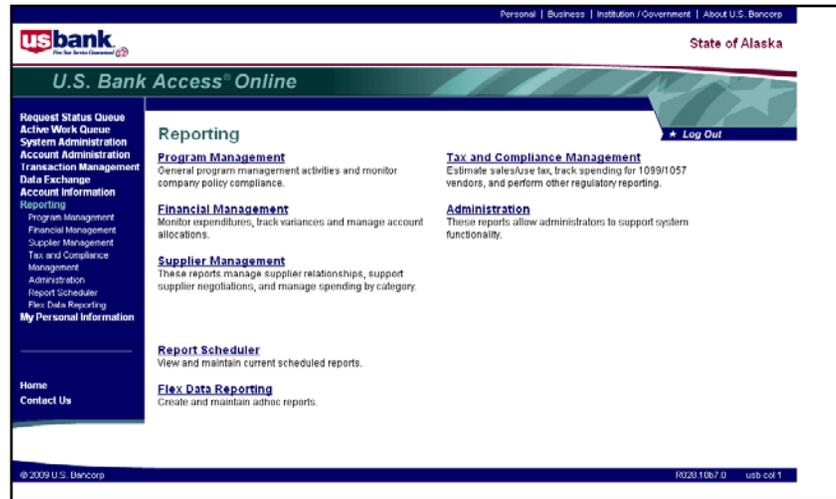
	02/09	01/09	12/08	11/08	10/08	09/08	08/08	07/08	06/08	05/08	04/08	03/08
Billed	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Statement Generated	N	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y
Overlimit	N	N	N	N	N	N	N	N	N	N	N	N
Past Due 01-30 Days	N	N	N	N	N	N	N	N	N	N	N	N
Past Due 31-60 Days	N	N	N	N	N	N	N	N	N	N	N	N
Past Due 61-90 Days	N	N	N	N	N	N	N	N	N	N	N	N
Past Due > 91 Days	N	N	N	N	N	N	N	N	N	N	N	N
NSF Check	N	N	N	N	N	N	N	N	N	N	N	N
Small Balance Written Off	N	N	N	N	N	N	N	N	N	N	N	N
Purchases	N	N	N	N	Y	Y	Y	Y	Y	N	Y	Y
Cash Advances	N	N	N	N	N	N	N	N	N	N	N	N

Billing Cycle Period: 0-12 | 13-24 | 25-36 | 37-48 | 49-60 | 61-72 | 73-84

[Back to Cardholder Account Summary](#)

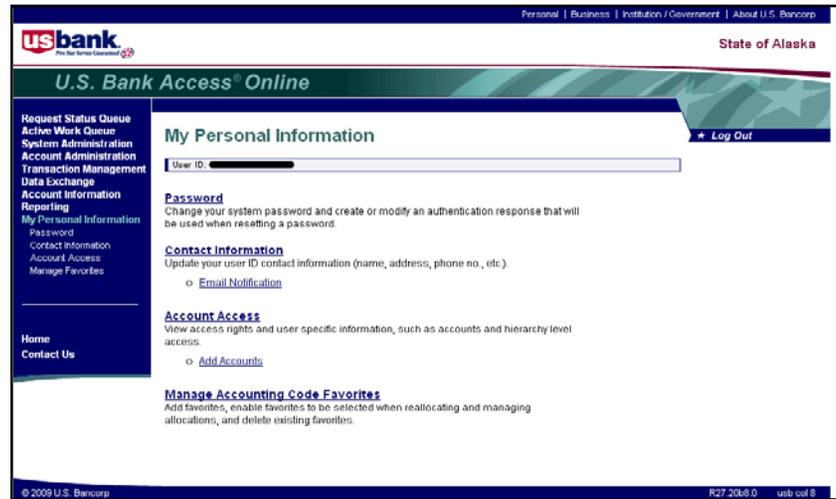
- From the 7 Year History Analysis tab, view account activity statistics.
- From the 7 Year History tab, view account activity indicators.
- Click on the **Back to Cardholder Account Summary** link to return to the Account Summary screen.

Reporting



To learn how to create reports, refer to the *AccessOnline User Training – Reporting* PowerPoint presentation located on the Division of Finance website at http://doa.alaska.gov/dof/charge_cards/state_agen.html.

My Personal Information



From the My Personal Information screen you can access screens to:

- Change your system password and modify an authentication response
- Update your User ID contact information
- Set up email notification when statements can be viewed online
- View your access rights
- Add accounts to view online

My Personal Information, Password

- **Functional Entitlement Group:** View your functional entitlements. Common groups are:
 - PAF001 (PA Full) – Allows the user to set up and maintain accounts, view statements and account information, and create reports.
 - PAV001 (PA View Only) – Allows the user to view statements, view account information and create reports.
 - PAS004_WF (PA w/o Setup, Maintenance, MCC Maintenance) – Allows the user to approve account setup requests before the requests are routed to the bank.
 - MAC (Merchant Authorization Control) – Allows the user to add and maintain Merchant Category Groups on cardholder accounts.
- **Change Password:** The password field length = 8 to 20 alphanumeric characters. The password must contain at least one alpha and one numeric character. You cannot reuse the password for 12 months.
- **Authentication:** Use to change your question and response. This information is used when you forget your password to validate your identity.
- Click **Save** to save any changes made on the screen.
- Click on the **Back to Personal Information** link to return to the My Personal Information screen.

My Personal Information, Contact Information

US bank
State of Alaska
U.S. Bank Access[®] Online
Request Status Queue
Active Work Queue
System Administration
Account Administration
Transaction Management
Data Exchange
Account Information
Reporting
My Personal Information
Password
Contact Information
Account Access
Manage Favorites
Home
Contact Us
My Personal Information
Change Your Contact Information
★ Log Out
User ID: [redacted]
Organization Short Name: ALASKA
Functional Entitlement Group: PAF001
RPTSCHED
MAC
FLEXDATA
Enter the following information to change your existing contact information. Please note, changing this information does not change your statement contact information. To change your statement address, please contact your program administrator.
* = required
First Name: [redacted] Last Name: [redacted] MI: [redacted]
Address 1: [redacted] Address 2: [redacted]
PO Box 110204
City: [redacted] State/Province: [AL] Zip/Postal Code: [redacted] 99811
Country: [United States]
Phone Number: [redacted] 907-465-2299 Fax Number: [redacted]
Email Address: [redacted] @ALASKA.GOV
Other: [redacted]
Save Reset
Back to Personal Information
© 2009 U.S. Bancorp R27 20x6.0 usbk018

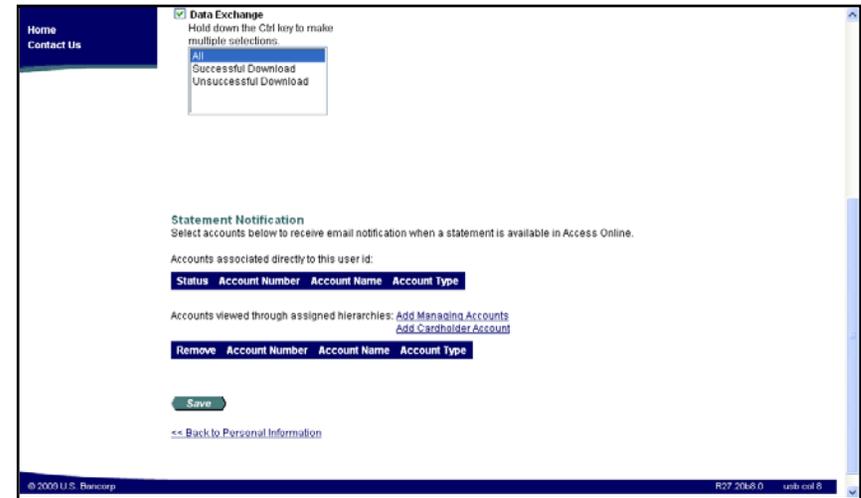
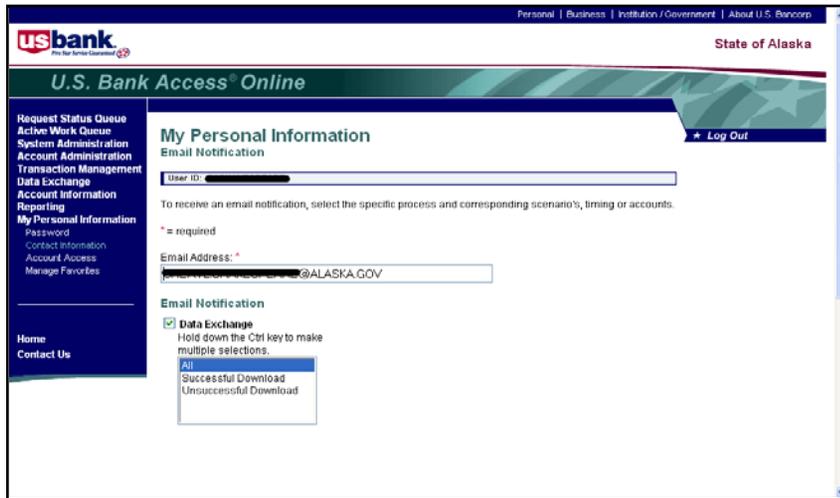
Information does not change your statement contact information. To change your statement address, please contact your program administrator.
* = required
Home
Contact Us
First Name: [redacted] Last Name: [redacted] MI: [redacted]
Address 1: [redacted] Address 2: [redacted]
PO Box 110204
City: [redacted] State/Province: [AL] Zip/Postal Code: [redacted] 99811
Country: [United States]
Phone Number: [redacted] 907-465-2299 Fax Number: [redacted]
Email Address: [redacted] @ALASKA.GOV
Other: [redacted]
Save Reset
Back to Personal Information
© 2009 U.S. Bancorp R27 20x6.0 usbk018

Complete this screen if you want to receive email notification when statements are available online.

Note: Information entered on this screen does not affect your hardcopy statement address or contact information that US Bank uses for fraud notification. To change your hardcopy statement address and contact information, contact your program administrator.

- **First Name:** a required field, field length = 15 characters.
- **Last Name:** a required field, field length = 20 characters.
- **MI:** not required, field length = 1 character.
- **Address 1:** a required field, field length = 25 characters.
- **Address 2:** a required field, field length = 25 characters.
- **City:** a required field, field length = 20 characters.
- **State/Province:** a required field, field length = 2 characters. Select from the drop down box.
- **Zip/Postal Code:** a required field, field length = 10 numbers.
- **Country:** a required field. Select from the drop down box.
- **Phone Number:** a required field, field length = 18 numbers.
- **Fax Number:** not a required field, field length = 18 numbers.
- **Email Address:** a required field, field length = 60 characters. Enter your state email address.
- Click on **Save** to save the entered information or **Reset** to change the information back to the original values.
- Click on the **Back to Personal Information** link to return to the My Personal Information screen.

My Personal Information, Email Notification



- **Email Address:** Enter your state email address.
- **Data Exchange:** Do not change the default value.
- By clicking on the **Add Managing Accounts** or **Add Cardholder Account** links, you can add or remove accounts associated with your hierarchy to the list of accounts that receive notification when statements become available. You can add either managing accounts or cardholder accounts, as long as they are within your hierarchy. In addition, you can enable or disable your direct account from receiving e-mail notification. Refer to slides 46 and 47.
- Click on the **Save** button to save your changes.
- Click on the **Back to Personal Information** link to return to the My Personal Information screen.

Note: All State accounts cycle on the 25th day of the month. You should only list one account for statement notification to prevent multiple email notifications to your email account on one day.

My Personal Information, Email Notification, Search & Select an Account

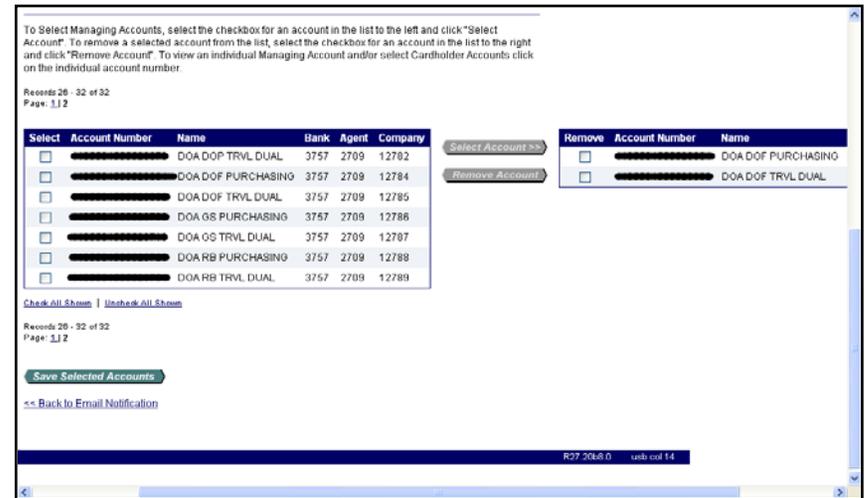
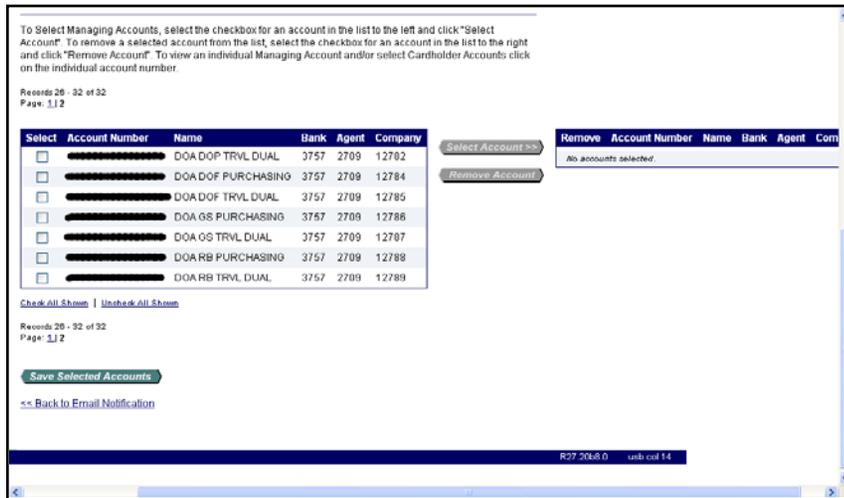
The screenshot shows the 'U.S. Bank Access Online' interface for the State of Alaska. The main heading is 'My Personal Information' with a sub-heading 'Search & Select a Managing Account'. Below this is the 'Managing Account Search' section, which includes a search instruction: 'Search for a Managing Account by Managing Account Number, Name, Processing Hierarchy or leave blank to view all your assigned accounts.' The search fields are: 'Managing Account Number' (text box), 'OR', 'Managing Account Name:' (text box), 'OR', 'Last Name:' (text box) and 'First Name:' (text box), 'OR', 'Bank Agent Company:' (three text boxes), and 'OR', 'Search for Position' (button). A 'Search' button is at the bottom, and a link 'Back to Email Notification' is below it. The footer shows '© 2009 U.S. Bancorp', 'R27_0368.0', and 'usb col 14'.

The screenshot shows the 'U.S. Bank Access Online' interface for the State of Alaska. The main heading is 'My Personal Information' with a sub-heading 'Search & Select an Account'. Below this is the 'Cardholder Account Search' section, which includes a search instruction: 'Search for an account by Cardholder Account Number, Name, or Social Security Number. You can also find a cardholder account by first Searching for a Managing Account.' The search fields are: 'Account Number:' (text box), 'OR', 'Last Name:' (text box) and 'First Name:' (text box), 'OR', 'Social Security Number' (text box), and 'OR', 'Search' (button). A link 'Back to Email Notification' is below the search button. The footer shows '© 2009 U.S. Bancorp', 'R27_0368.0', and 'usb col 14'.

Enter information in one of the following fields for managing accounts or cardholder/CTS accounts:

- **Managing Account Number** or **Account Number**: Enter the 16 digit account number.
- **Managing Account Name** or **Last Name/First Name**: Enter a full name to display the specified account or enter a full or partial account name/last name to display a list of accounts from which you can select the desired account. You can enter the “%” sign alone to display all accounts that you are authorized to view or use the % sign as a wildcard for a partial name search.
- **Bank/Agent/Company**: Enter the Bank number or Bank and Agent numbers or Bank, Agent and Company numbers and click on **Search for Position** to view all account numbers that you are authorized to view.
- **Social Security Number**: Enter the employee ID number with three leading zeros for the desired account.
- Click on the **Search** button to display an account or a list of accounts to select.
- Click on the **Back to Email Notification** link to return to the Email Notification screen.

My Personal Information, **Email Notification**, Search & Select an Account Managing Account



- Click in the box in front of the accounts you want to receive email notification for.
- After you select the accounts, click the **Select Account** button to display the accounts in the box on the right side of the screen.
- Click on the **Save Selected Accounts** button to return to the Email Notification screen.

My Personal Information, **Email Notification**, Search & Select an Account Cardholder/CTS Account

Data Exchange
Account Information
Reporting
My Personal Information
Password
Contact Information
Account Access
Manage Favorites

Home
Contact Us

Cardholder Account Search

Search for an account by Cardholder Account Number, Name, or Social Security Number. You can also find a cardholder account by first [Searching for a Managing Account](#)

Account Number:

Last Name: First Name:

OR
doe

Social Security Number:

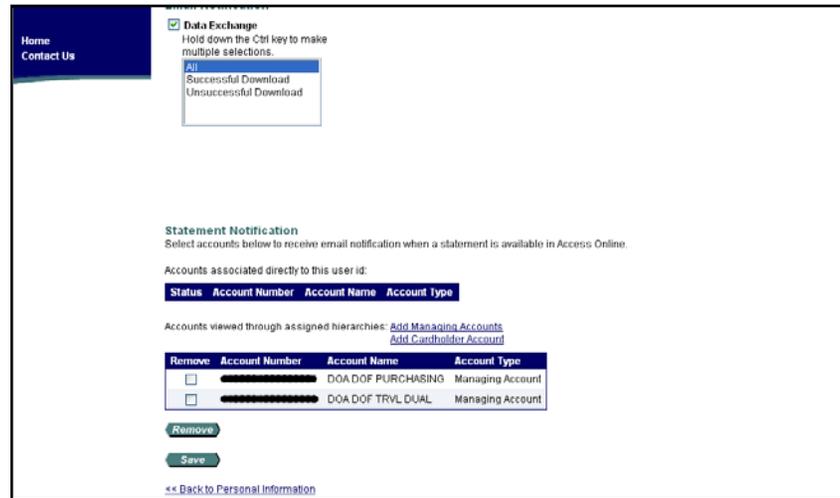
OR

Records 1 - 26 of 62
Page 1 | 2 | 3

Product Name	Cardholder Name	Account Number	Account Status	Status Description
DOA - CTS	DOA CTS A0GCC	██████████	**	-OPEN
DOA - CTS	DOA CTS A0GCC CAR	██████████	**	-OPEN
DOA - CTS	DOA CTS A0GCC LDO	██████████	**	-OPEN
DOA - CTS	DOA CTS APOC	██████████	**	-OPEN
DOA - CTS	DOA CTS APOC CAR RNTL	██████████	**	-OPEN
DOA - CTS	DOA CTS APOC LDO	██████████	**	-OPEN
DOA - CTS	DOA CTS COMM CAR RNTL	██████████	**	-OPEN
DOA - CTS	DOA CTS COMM LDO	██████████	**	-OPEN
DOA - CTS	DOA CTS COMMISSINR	██████████	**	-OPEN
DOA - CTS	DOA CTS DAS	██████████	**	-OPEN
DOA - CTS	DOA CTS DAS CAR RNTL	██████████	**	-OPEN
DOA - CTS	DOA CTS DAS LOGGING	██████████	**	-OPEN
DOA - CTS	DOA CTS DMV	██████████	**	-OPEN
DOA - CTS	DOA CTS DMV CAR RNTL	██████████	**	-OPEN

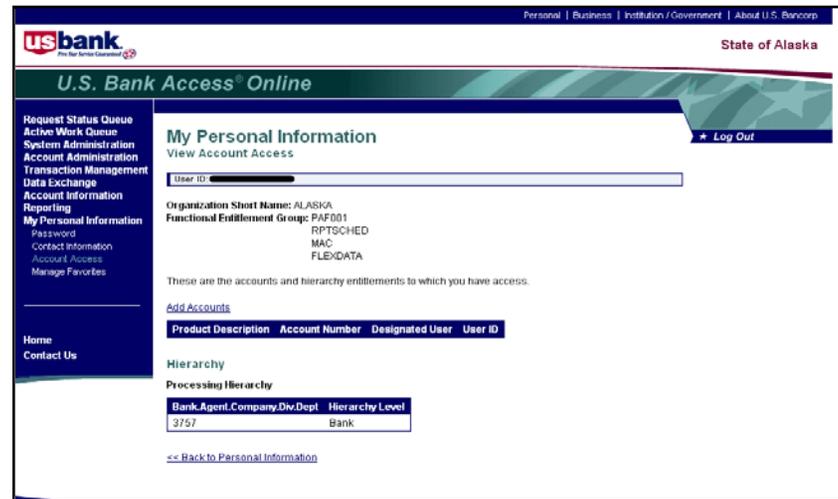
- To select an account from the list, click on the link in the Product Name column. The Email Notification screen will display with the selected cardholder or CTS account listed in the box at the bottom of the screen.

My Personal Information, **Email Notification**



- You can remove the accounts selected to receive email notification at any time by clicking in the box in front of the account number and click on the **Remove** button.
- To save your selections, click on the **Save** button. The My Personal Information page displays with a message that the contact information has been saved.

My Personal Information, **Account Access**



- **Functional Entitlement Group:** View your functional entitlements. Common groups are:
 - PAF001 (PA Full) – Allows the user to set up and maintain accounts, view statements and account information and create reports.
 - PAV001 (PA View Only) – Allows the user to view statements, view account information and create reports.
 - PAS004_WF (PA w/o Setup, Maintenance, MCC Maintenance) – Allows the user to approve account setup requests before the requests are routed to the bank.
 - RPTSCHED – Allows the user to schedule reports.
- Click on the **Add Accounts** link to add accounts to view. Refer to slide 51.
- **Hierarchy:** View your processing hierarchy.
- Click on the **Back to Personal Information** link to return to the My Personal Information screen.

My Personal Information, Add Accounts

Personal | Business | Institution / Government | About U.S. Bancorp

usbank
The New Service Guarantee

State of Alaska

U.S. Bank Access® Online

Request Status Queue
Active Work Queue
System Administration
Account Administration
Transaction Management
Data Exchange
Account Information
Reporting
My Personal Information
Password
Contact Information
Account Access
Manage Favorites

Home
Contact Us

Log Out

My Personal Information

Add Accounts

User ID:

Please enter information below for each account you wish to add. When all desired accounts have been added, "Save"

* = required

Organization Short Name: ALASKA

Account Number: *

Account Expiration Date:
Month: Year:

Account Zip Code: *

[<< Back to Personal Information](#)

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You can add an account to view if the account has not been added to another person's account. For example, if the cardholder has not self-registered, and the individual account number has not been assigned to another program administrator or delegate, you can add the account for your own viewing. If the cardholder has self-registered, no other person can add the account for viewing. (A program administrator or delegate can still view the account if the account is within their assigned hierarchy range.)

- **Account Number:** Enter the full 16-digit account number.
- **Account Expiration Date:** Select the account expiration date month and year.
- **Account Zip Code:** Enter the 5-digit account zip code.
- Click on **Add Account** to add the account for your viewing.
- Click on the **Back to Personal Information** link to return to the My Personal Information screen.

My Personal Information, Manage Accounting Code Favorites



The State of Alaska is not currently using the Accounting Code Favorites modules.

- Click on the **Back to My Personal Information** link to return to the My Personal Information screen.