State of Alaska
Department of Administration

AccessOnline Employee OneCard Account Setup Quick Reference

Use this one-page quick reference to order new OneCards within USBank AccessOnline. If you are one that likes screen prints you may utilize the document How to Setup Employee OneCard. The fields shown on this list are those that are either required or is information that you should be considering when ordering your OneCard. Contact doa.dof.pcard.support@alaska.gov if you have questions.

PRODUCT SETTINGS	
Product (Bank) – Required	Defaults to SOA's Bank 3757
Agent – Required	Refer to USBank Hierarchy Agent Numbers if you are unsure of your Agent Number.
Company – Required	Run Access Online Report to find the Managing Account Number the OneCard should point to. (Refer to USBank AccessOnline FAQs.pdf if needed).
Assign this account to – Required	Defaults to Individual. Do not change.
Send a Physical Card – Required	Defaults to Yes. Do not change.
ACCOUNT INFORMATION	
First Name – Required	**Enter in ALL CAPS.** This is the name that will be printed on Card. **Should be LEGAL name of the employee** to comply with OFAC Requirements. Search IRIS HRM, EINQ screen or use the Employee Legal Name Information spreadsheet located on the DOF One Card Program Website. Combined First, MI, Last name allow total of 23 Characters. If necessary, do not enter Middle Initial or shorten first name.
MI – Optional	
Last Name – Required	
Organization Name – Optional	Defaults based on Agent/Company selected. You shouldn't need to change this.
Social Security Number - Required	DO NOT enter employee's Social Security Number. **Employee (includes Board Members setup with LDAP Record/Employee ID)**: Enter three leading zeroes then six-digit employee number (000-12-3456). **Non-Employee**: Enter 000-88-88xx); where XX = Department Number. **Temporary Employee ID/Generic OneCard**: Enter 000-99-99xx; where XX = Department Number.
Country – Required	Select United States.
Address Line 1 – Required	**Enter in ALL CAPS.** Enter address the OneCard should be mailed to.
Address Line 2 – Optional	
City, State, Zip Code – Required	**Enter in ALL CAPS.**
Email Address – Required	Enter the work email address of the employee. This is the address notifications will be sent to if the employee has set up the account for statement notifications.
LEGAL INFORMATION - THIS IS REQUIRED!	
Legal First Name – Required	**Enter in ALL CAPS. MUST** be LEGAL name of the employee to meet OFAC Requirements. Search IRIS HRM, EINQ screen or use the Employee Legal Name Information spreadsheet (located on the DOF One Card Program Website). Each field allows 50 characters for a combined total of 150 Characters.
Legal Middle Name – Required (if applicable)	
Legal Last Name – Required	
Date of Birth – DO NOT ENTER	**DO NOT enter employee's date of birth.**
Legal Residential Address – Required	Select Not Provided.
ACCOUNT INFORMATION	
Email Address – Required	Defaults to Standard Delivery. Select Expedited if necessary.
AUTHORIZATION LIMITS	
Account Credit Limit – Required, defaults	Monthly Credit Limit defaults; update per internal policy.
Single Purchase Limit – Required	Update per internal policy/delegation of authority.
Cash Withdrawal Limit – Optional	Allows update if you have the proper security and the Managing Account allows Cash withdrawal.
Use Values from Managing Account? – Required	Click on unhide options fields - common practice is default all values from Managing Account.
Merchant Authorization Control (MAC) – Optional	Select additional MACs for the OneCard, if necessary