# AccessOnline Employee OneCard Account Setup Quick Reference

Use this one-page quick reference to order new OneCards within [USBank AccessOnline](https://www.alaska.gov). If you are one that likes screen prints you may utilize the document [How to Setup Employee OneCard](https://www.alaska.gov). 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](mailto:doa.dof.pcard.support@alaska.gov) if you have questions.

<table>
<thead>
<tr>
<th>PRODUCT SETTINGS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Product (Bank)</strong> – Required</td>
<td>Defaults to SOA’s Bank 3757</td>
</tr>
<tr>
<td><strong>Agent</strong> – Required</td>
<td>Refer to <a href="https://www.alaska.gov">USBank Hierarchy Agent Numbers</a> if you are unsure of your Agent Number.</td>
</tr>
<tr>
<td><strong>Company</strong> – Required</td>
<td>Run Access Online Report to find the Managing Account Number the OneCard should point to. (Refer to <a href="https://www.alaska.gov">USBank AccessOnline FAQs.pdf</a> if needed).</td>
</tr>
<tr>
<td><strong>Assign this account to</strong> – Required</td>
<td>Defaults to Individual. Do not change.</td>
</tr>
<tr>
<td><strong>Send a Physical Card</strong> – Required</td>
<td>Defaults to Yes. Do not change.</td>
</tr>
</tbody>
</table>

## 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](https://www.alaska.gov). Search [IRIS HRM](https://www.alaska.gov), EINQ screen or use the [Employee Legal Name Information](https://www.alaska.gov) spreadsheet located on the [DOF One Card Program Website](https://www.alaska.gov). Combined First, MI, Last name allow total of 23 Characters. If necessary, do not enter Middle Initial or shorten first name. |
| Last Name – Required | **Enter in ALL CAPS.** |
| **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 | **Enter in ALL CAPS.** |
| **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](https://www.alaska.gov). Search [IRIS HRM](https://www.alaska.gov), EINQ screen or use the [Employee Legal Name Information](https://www.alaska.gov) spreadsheet (located on the [DOF One Card Program Website](https://www.alaska.gov)). 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 |