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.

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