How to View Transactions & Statements via the US Bank Access Online Web Tool

Note: You may view both your Procurement Card (if you have one) AND your Corporate Travel Card Account

Cardholders may view a variety of data related to their account (pcard or travel card) online using US Bank’s Web Tool – “Access Online”. Cardholders must first register and create a User ID and Password. After registering, cardholders will be able to view/print statements, view transactions not yet included on a statement, review declined transactions, and even make a payment on their Corporate Travel Card.

Register
Before viewing any aspect of your account on line, you must first register. (See instructions below.)

1. Go to https://access.usbank.com
2. Select “Register Online”

3. Enter our “Organization Short Name” - corel (just one “l”; all lower case)
4. Enter your Account Number and Expiration date, and select “Register This Account”

Users will select their own User ID and Password.

Registering Both a Procurement Card AND a Corporate Travel Card?
If you have both types of cards, you may “register” using one of the accounts and then add the second account to the profile that you just created. Follow the steps previously outlined under “Register.” Once registration is completed and you are logged into Access Online, select “My Personal Information” from the main menu bar on the left side of the screen. Under “Account Access”, select “Add Account.”
Main Screen – Access Online
After logging in, your screen will display the main menu (on the left) and any message that US Bank may want to post about the system. Messages generally relate to system upgrades and availability.

When you select an item from the main menu, you will be taken to a different screen and other options may appear underneath the main items in the menu. For example, selecting Account Information will cause the additional options of “Statement” and “Account Profile” to appear.

To View a Statement
From main menu on left, select “Account Information”, followed by “Statement.”
Now select the desired billing cycle from the drop-down menu and “View Statement.”

To View a Recent Charge That Has Not Yet Appeared On a Statement
From main menu on left, select “Transaction Management”, followed by “Transaction List.”

Paying Your Corporate Travel Card Bill Online
From main menu on left, select “Account Information”, followed by “Cardholder Account Statement.”
From the center/bottom of screen, select the “Pay Electronically” button.

**View Statement**

To view a statement, select a cycle and click the “View Statement” button. Please Note: The statement cannot be used for remittance of payment; it is for display purposes only.

Selected Billing Cycle:  
04/16/2012

View Statement

**Pay Electronically**

To pay the current balance or set up recurring payments using E-Payment, click the “Pay Electronically” button.

Pay Electronically

Payment requests received before 5 P.M. Central time will be credited to your account in 2 business days. Payment requests received after 5 P.M. Central time will be credited to your account in 3 business days.

A new window will open once you select “Pay Electronically.” (Caution: Pop-up blockers must be disabled.) You may choose to make a single payment, or set up recurring payments. You will be prompted to enter information on the personal bank account from which you wish to make the payment(s).

**Caution:** If you have both a Procurement Card and a Corporate Travel Card, please make sure you select the correct account when making a payment. NEVER attempt to make a payment on your procurement card. If you have accidentally made a personal purchase with your procurement card, you must contact your FTC/BSC immediately.
**Downloading your Transactions to Excel**

In order to download your transactions into excel, you will run a report. From the main menu on the left side of screen, select “Reporting”, then from the center of the screen select “Transaction Detail.” There are many ways you may choose to run your report, we recommend you make the following selections:

- Under “Date”, select “Posting Date Range”
- Select a date range that corresponds to the billing cycle you wish to review. Please note: The last day of the monthly cycle on your card will be the 15th, or in the case where the 15th is a weekend or holiday, the following business day.
- Scroll down, leaving other default settings unchanged, until you reach “Report Output.” From the drop-down menu under “Report Output” select “Excel.”
- Caution: If you have both a PCard and Corporate Travel Card registered, you will need to indicate an account under the “Group Report by” section.
- Finally, select the “Run Report” button from the bottom of the screen. A new window will open, where your report (list of transactions) is displayed. (Caution: Pop-up blockers must be disabled.)

**Problems?**

- Account-related issues (ex. declined transaction) can be directed to US Bank at 800-344-5696. If you are outside of the United States, call collect 701-461-2010.
- Problems using Access Online (password resets, navigation issues, etc.) – contact Access Online Support at 877-887-9260
- Other issues/questions, please contact Credit Card Programs at (607) 255-4548/5039 or your FTC/BSC.