1. Log on to US Bank at https://access.usbank.com. Click on the “Register Online” text.
2. Complete all fields on the “Online Registration” page. The Organizational short name is “usda.” Be sure that there are no spaces before or after the typed letters “usda” or the Access system will not recognize the short name. Enter your sixteen digit account number (do not enter dashes or spaces), select the expiration month and year from the drop down menu, and enter the zip code of the address on the account (the address used to receive your card).
3. The Licensing Agreement will appear. You should read the agreement.
4. Scroll down to the end of the agreement and select either “I Decline” or “I Accept.” If you choose “I Decline”, you will not be allowed to register for Access Online.
5. If you click “I Accept” you will move on to the “Online Registration” page. **Create a User ID** following
the instructions. Then **create a Password**, again following instruction, and **confirm the Password**. Using
the side menu bar, scroll down the page.
6. From the drop down menu, select an “Authentication Question.” Enter your response to the Authentication Question. Be sure to select a question and response that you will remember since the Authentication Question is used for automatic password reset. Complete the contact information. Be sure to complete all required fields that are indicated by a red asterisk (*). When all information is completed, click on “Continue.”
7. You will receive a confirmation that you have successfully registered with Access Online.

From this page, you may select a category from the left hand menu:

- **Active Work Queue** – provides status of any requests made online, including transaction disputes, and changes to contact information
- **Account Administration** – Update Contact Information
- **Transaction Management** – View Account Transactions, Dispute Transactions
- **Account Information** – View Account Statement, View your account summary (including contact information, Account/Financial History, Authorization Limits, and Account Status, Make Payments
- **Reporting** – Not applicable to USDA cardholders
- **My Personal Information** – Change Password, Change Authentication Question (for password reset), Update your Contact Information, and choose to receive account notifications via email (no other options apply to USDA cardholders)

Log out by clicking the “Log Out” text on the right hand side of the page.
8. After you have registered to use Access Online, DO NOT ATTEMPT TO REGISTER AGAIN. Simply enter the **Organization Short Name (USDA)**, the **username** that you selected when you registered, the **password** you selected when you registered, and click **Login**.