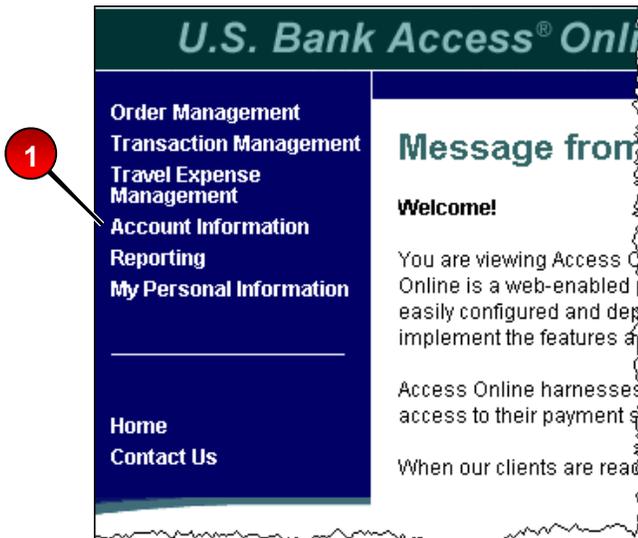
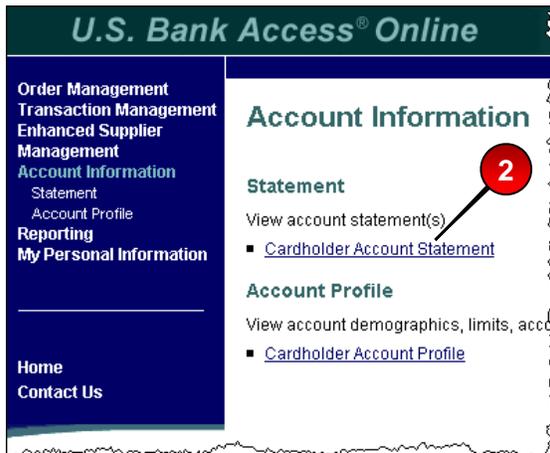


Access the ePay Function

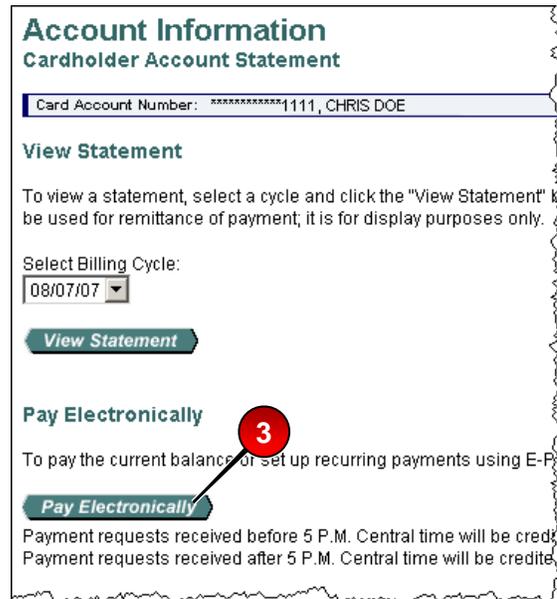
You can use this quick reference as a reminder of the basic steps for accessing the ePay function.



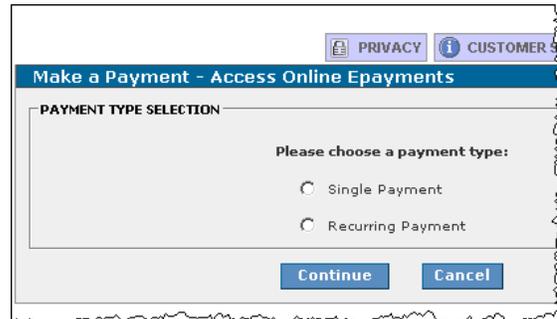
1. To access the ePay function, select the **Account Information** high-level task.



2. Click the **Cardholder Account Statement** link.



3. Click the **Pay Electronically** button.



Once you are in the ePay function, you can set up accounts, make payments, and track your payments.

➤ *Learn More:* For detailed information, refer to the ePay web-based training lesson and user guide at:

<https://wbt.access.usbank.com>

Contact your Program Administrator for the most current passwords.

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Northern Hightlights (Feb 20, 2009):

Bill Pay Option for USBank

I have sent out information on the e-Pay feature available through USBank's Access Online program however we also found out this week that if you want to set up a bill pay option through your personal bank to pay USBank directly, you can do this. This is basically having your bank send the payment amount electronically to USBank. If you wish to do this, you will need to contact both your personal bank and then USBank (888-994-6722, press * to speak to a representative) for guidance.

Northern Highlights (Jan 30, 2009):

Paying USBank Travel Card

Yesterday, I forwarded instructions to all GovTrip users on how to pay your USBank travel card bills electronically through Access Online. Please make sure this information is shared with all travelers. Travel cardholders will need to set up an account with Access Online and input their travel card information. This then allows (after a 24 hour waiting period) for the traveler to pay their travel card in the system rather than mailing a check.

Also, we have had several people ask if you can pay your travel card bills at local branches of USBanks and the answer we have received is no. It appears that your options for paying your travel card are:

- Electronically in Access Online (<https://access.usbank.com/cpsApp1/index.jsp>)
- Telepay (888-994-6722)
- Mail

Also, we have discovered that those individuals that are Agency Program Coordinators (APCs) and Local Agency Program Coordinators (LAPCs) will have to set up a new Access Online account for their travel card. The system does not allow you to be both APC/LAPC and cardholder. If you have already put your travel card in Access Online with your APC/LAPC information, you will have to call the Access Online Help Desk (1-800-254-9885) to have them delete your travel card because the system will not allow you to do it. If you have questions, contact me (Lisa).