

July, 2006

Pepperdine Cardholder:

Your university credit card statements and transactions can be viewed and reallocated within U. S. Bank's web based management tool, Access Online. **You are required to register your account and create a User ID.**

Access Online self-registration empowers you to create your own User ID and Password. To ensure a positive experience, here are a few helpful hints:

- Go to: <https://access.usbank.com> and click "Register Online"
- When asked to enter your company short name, please use **PEPPER**
- Type your 16-digit account number in the "Account Number" field, without spaces or dashes (e.g., 1234567891234567)
- Select the month your account expires from the "Account Expiration Date Month" drop-down list
- Select the year your account expires from the "Account Expiration Date Year" drop-down list
- Type your account's billing address ZIP/postal code (e.g., 55406) in the "Account ZIP/Postal Code" field
- If you have a foreign zip code, place 00002 in zip code area
- Click "Register This Account" if you have only one account to register. If you have more than one account to register, click "Additional Account"
- The Licensing Agreement page displays for your review. If you agree, click "I Accept" to continue.
- User IDs must be 7 to 12 characters in length and can be alpha and/or numeric. User IDs must also be unique; try to think of a distinctive ID (i.e. if your name is John F Smith try the User ID jofsmith3)
- Passwords must be 8 to 20 characters in length, with at least one alpha and one numeric character
- User Verification authenticates your account if you forget your User ID or Password
- Complete the contact information fields; Fields with a red asterisk are required
- Phone and Fax Number fields should not include dashes, hyphens, parenthesis or spaces in (i.e. 6121234567)
- When you are finished entering **ALL CARDS** you wish to register, click "Continue".
- If any of your entered information is not valid, the system will return an error message. You have three attempts to correct the information. If all three attempts fail, the account with incorrect information will be locked out from self-registration. You will need to contact U.S. Bank Customer Service at 1-877-887-9260 to unlock your account

Technical Assistance:

U.S. Bank Technical Customer Service at **1(877) 887-9260** for technical assistance or to reset your password or unlock your account

Account Customer Service:

For Account Specific questions please contact U.S. Bank Customer Service at 1(800) 344-5696.