## Activating your Travel Card

- 1. Dial 1-800-344-5696
- 2. Listen and respond to each prompt
  - a. Enter your 16-digit account number
  - b. Enter your five digit Zip Code (Business Address)
  - c. To activate your account, Press 1
  - d. Key in the last four digits of your drivers license number
  - e. Enter your business telephone number, beginning with the area code
  - f. Your account has been successfully activated.

\*\*Note: If you have any problems activating your account you will be transferred to a Customer Service Representative for personal assistance.



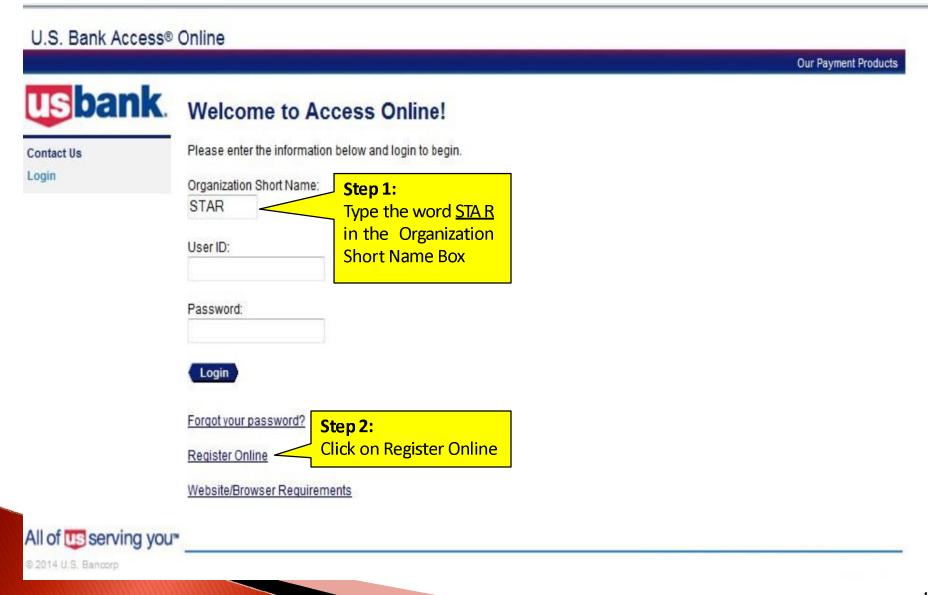
### **US Bank Web Address**

Type <a href="https://access.usbank.com">https://access.usbank.com</a> directly into the address bar area and click enter

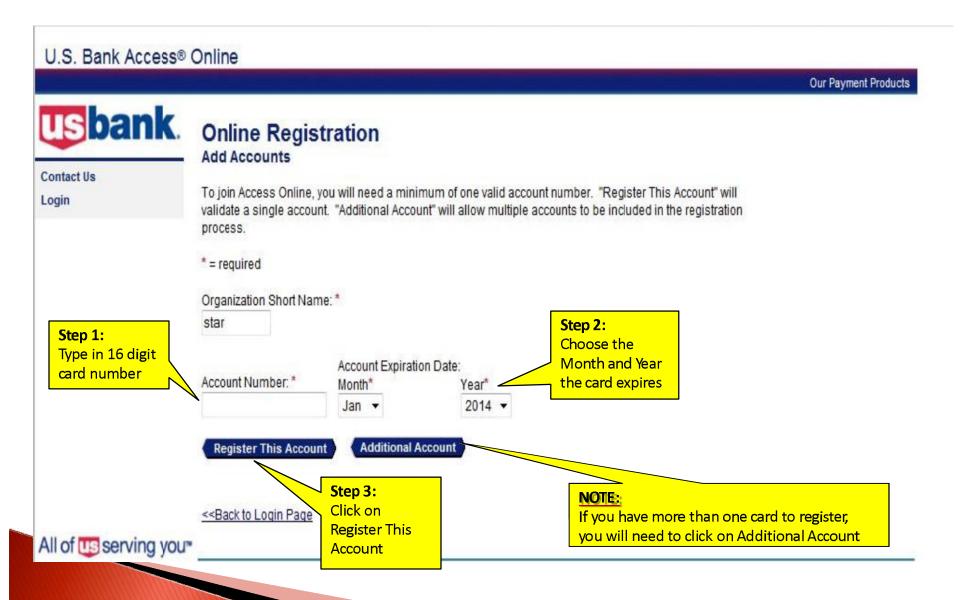




#### How to Register your Travel Card Online



#### Registering your Travel Card Online (cont.)



# Registering Online (cont.)

#### Licensing Agreement

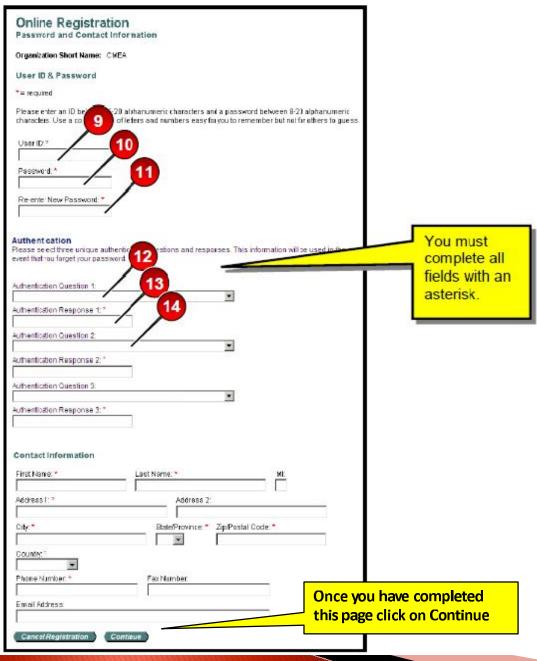
Prease read and accept the Licensing Agreement to continue

Access Online Terms of Service

1, ACKNOWLEDGMENT AND ACCEPTANCE OF TERMS OF ACCESS ONLINE.

Please read and click on the <u>I Accept</u> icon button at the bottom of the page to accept the terms of the licensing agreement to continue the Online Registration process.

## Registering Online (cont.)



- 9. Type a user ID between 7 12 alphanumeric characters in the *User ID* field.
- 10. Type a password in the Password field.

  Tip: Your password must be 8 20

  alpha/numeric characters and must contain at least one alpha and one numeric character. You cannot reuse a password for 12 months.
- 11. Confirm your new password by typing it a second time in the Re-enter New Password field.
- 12. Select a question from the Authentication Question 1 drop-down list.
- 13. Type your answer in the Authentication Response 1 field.
- 14. Repeat Steps 12 13 to specify your remaining authentication questions and answers.
- 15. Complete the contact information fields:
  - a. Type your name in the First Name, Last Name, (optional) MI (middle initial) fields.
  - Specify address information in the Address 1, Address 2, City, State/Province, Zip/Postal Code, and Country fields.
  - c. Type contact information in the Phone Number, Fax Number, and Email Address fields, as needed.
- 16. Click the Continue button.