

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 <https://access.usbank.com/> directly into the address bar area and click enter



How to Register your Travel Card Online

U.S. Bank Access® Online

Our Payment Products



Welcome to Access Online!

Contact Us

Login

Please enter the information below and login to begin.

Organization Short Name:

STAR

Step 1:
Type the word STAR
in the Organization
Short Name Box

User ID:

Password:

Login

[Forgot your password?](#)

[Register Online](#)

Step 2:
Click on Register Online

[Website/Browser Requirements](#)


All of **us** serving you™

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Registering your Travel Card Online (cont.)

U.S. Bank Access® Online

Our Payment Products



Online Registration

Add Accounts

Contact Us
Login

To join Access Online, you will need a minimum of one valid account number. "Register This Account" will validate a single account. "Additional Account" will allow multiple accounts to be included in the registration process.

* = required


Organization Short Name: *

Account Number: *

Account Expiration Date:
Month* Year*

[Register This Account](#) [Additional Account](#)

[<<Back to Login Page](#)

All of  serving you™

Step 1:
Type in 16 digit card number

Step 2:
Choose the Month and Year the card expires

Step 3:
Click on Register This Account

NOTE:
If you have more than one card to register, you will need to click on Additional Account

Registering Online (cont.)

Licensing Agreement

Please read and accept the Licensing Agreement to continue

Access Online Terms of Service

1. ACKNOWLEDGMENT AND ACCEPTANCE OF TERMS OF ACCESS ONLINE

Access Online, owned and operated by Bank, is provided to the customer under the terms and conditions of this Access Online Terms of Service (AOS) which incorporates by reference any operating rules or policies that may apply to the use of the service.

Please read and click on the Accept 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.)

Online Registration
Password and Contact Information

Organization Short Name: CMEA

User ID & Password
* = required

Please enter an ID between 7-12 alphanumeric characters and a password between 8-20 alphanumeric characters. Use a combination of letters and numbers easy for you to remember but not for others to guess.

User ID: *

Password: *

Re-enter New Password: *

Authentication
Please select three unique authentication questions and responses. This information will be used in the event that you forget your password.

Authentication Question 1:

Authentication Response 1: *

Authentication Question 2:

Authentication Response 2: *

Authentication Question 3:

Authentication Response 3: *

Contact Information

First Name: * Last Name: * MI:

Address 1: * Address 2:

City: * State/Province: * Zip/Postal Code: *

Country: *

Phone Number: * Fax Number:

Email Address:

You must complete all fields with an asterisk.

Once you have completed this page click on Continue

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.
 - b. 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.