



January 31, 2012

To: **Cal Card Cardholder**

From: Bryan Richards, Chief Financial Officer

Re: Visa Cal Card – Access Online

Mt. Diablo Unified School District, in partnership with U.S. Bank®, is excited to announce the deployment of Access Online throughout our organization. U.S. Bank Access Online is a new, exclusive web-based electronic program management tool that provides our cardholders with quick access to their complete account information, enabling individuals to view their account activity and billing statements online!

In addition to making individual account management easier, Access Online provides significant benefits to our entire organization. Access Online will aggregate our purchasing information into one comprehensive database, enabling our agency to better manage purchasing activities and drive cost savings.

By now, I am sure you are eager to begin utilizing Access Online, but first you must register. Access Online self-registration allows you to create your own User ID and Password, and it is easy to use. Just like other Access Online features, self-registration is intuitive; however, 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 organization short name, please use **CALCRD**.
- 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 (e.g., 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. It is important to complete this section.
- 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 (e.g., 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. After three failed attempts, the account with incorrect information will be locked out of self-registration. You will need to contact U.S. Bank Government Services Customer Service at 1-888-994-6722 to unlock your account.

Congratulations! You are now registered to enter Access Online.

If you have any questions, please call Laura Warner at ext. 3741 or by e-mail at warnerl@mdusd.org, or the U.S. Bank Commercial Customer Service at (877) 887-9260.

BR/lw