

U.S. Bank

Welcome Activation Registration



From: <Insert Program Administrator's email address>
To: <New card/account holders>
Subject: Welcome to the new U.S. Bank card program(s)

Dear colleagues,

I am pleased to announce that <insert organization name here> has selected U.S. Bank as our payment solution provider of <insert one or more of the following as appropriate: purchasing cards, corporate travel cards, one cards and/or virtual accounts>. Many preparations have been happening behind the scenes and we are now ready to begin issuing accounts.

This is an exciting change for our organization and your support is critical to our success. Please take a few minutes to complete your account activation and registration.

Task	Why	How	When
Activate your account	Establish your account security	- Call U.S. Bank at 800.344.5696 and follow the steps as directed <if appropriate> When prompted for your ZIP, enter XXXXX (the ZIP code for headquarters or other default) instead of your personal or work ZIP code) <Insert one of the following> To activate your account, enter the last four digits of your social security number or this four-digit code: XXXX	Upon receipt of your card
Submit Acknowledgement of Receipt information	Provide documentation of card receipt and agreement to use for official business purposes only	- Review attached form - Print, sign, scan and return to <insert email address here> by <insert date here>	Within five business days of receipt of your card
Register your account in U.S. Bank Access® Online	Review and manage your purchases online	- Go to: https://access.usbank.com - Enter XXXXXXX in the Organization Short Name field - Type your 16-digit account number without spaces or dashes in the Account Number field - Select the Month and Year your account expires <If applicable> Click Additional Account to register another account and repeat above steps - Once you have entered all of your accounts, click Register This Account.	After card activation
<If applicable> Take web-based training (WBT)	Learn more about Access Online Transaction Management	- Go to: https://access.usbank.com/ - Log-in using organization short name (OSN), username, and password - Click the "training" link on the bottom left side of the main screen <add courses here you would like CH's to take>	After account registration

Your account activation, registration and card acknowledgment must be completed by <insert date> so I can report to <insert senior management program sponsor name here> that the <insert organization name> card payment program(s) is/are fully ready to conduct business. If you have any questions, please feel free to contact me <and if applicable: visit our intranet page for more information at <insert URL here>>.

Best regards,

<Insert first and last name here>
<Insert email address here>
<Insert telephone number here>

usbpayment.com

