

Activate Your U.S. Bank Card and Register Your Account

Access Online | UAF PCard Training

Purpose: Use this procedure after receiving a new U.S. Bank card. Complete card activation first, then register the online account.

Website	https://www.access.usbank.com
Order	1. Activate the card 2. Register the account
Organization short name	STOFAR
University phone	479-575-2551

Before you begin

- ✓ Have the 16-digit card number and card expiration date available.
- ✓ Use the University phone number 479-575-2551 when activation requests a phone number.
- ✓ Have access to your University work email. U.S. Bank will send activation and registration messages to the address on file.

Important: Activation and online registration are separate. Finish activation before starting registration.

1

Open Access Online and Activate the Card

Go to <https://www.access.usbank.com>. On the sign-in page, select Activate your card.

Welcome to Access® Online

Organization short name

User ID

Password Show

Log in

[Forgot password >](#)

[Register online >](#) **2**

1 [Activate your card >](#)

[Change your PIN >](#)

Sequence: Select Activate your card first. Do not select Register online until activation is complete.

2

Complete Card Activation

Enter the requested card information and submit the activation request.

Information needed

- ✓ Your 16-digit card number
- ✓ Your card expiration date
- ✓ Phone number: 479-575-2551

Email follow-up: After submitting the information, you should receive two emails. Follow both email prompts to finish activation. One prompt will require you to create the card PIN.

Checkpoint: Do not begin online registration until the card activation prompts are complete and the PIN has been created.

Activation sequence

1. Submit Enter the card details and University phone number.	2. Follow emails Complete both U.S. Bank email prompts.	3. Create PIN Set the card PIN when prompted.
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Start Online Account Registration

Return to the Access Online sign-in page and select Register online. On the Online Registration page, enter the information below and select Send a Code.

- ✓ Organization Short Name: STOFAR
- ✓ Your 16-digit card number
- ✓ Your card expiration month and year

The screenshot shows the U.S. Bank Access Online registration page. At the top, there's a navigation bar with the U.S. Bank logo and "Access Online". Below this, there's a "Contact Us" link and a "Login" link. The main heading is "Online Registration" with a sub-heading "Account Information". A message states: "Please enter the account information below and select Send a Code. We'll use your email address on file to send you a passcode. To register additional accounts, go to My Personal Information." Below this, a note says "* = required". The form fields are: "Organization Short Name:" with a text box containing "STOFAR"; "Account Number:" with a text box; "Account Expiration Date:" with "Month" and "Year" dropdowns. The "Month" dropdown is set to "Jan" and the "Year" dropdown is set to "2026". A blue "Send a Code" button is below the fields. At the bottom, there's a link "<<Back to Login Page". The footer contains copyright information "© 2026 U.S. Bank" and links to "Privacy Policy (U.S.)", "Privacy Policy (Canada)", and "Accessibility Policy". A small string of text "R026.06.00b20260624-1632 col 7 07-29-2026 14:23:33 CDT" is also present.

us bank Access Online

Contact Us
Login

Online Registration

Account Information

Please enter the account information below and select Send a Code. We'll use your email address on file to send you a passcode. To register additional accounts, go to My Personal Information.

* = required

Organization Short Name: *

Account Number: *

Account Expiration Date:
Month * **Year ***

[Send a Code](#)

[<<Back to Login Page](#)

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[Privacy Policy \(U.S.\)](#) | [Privacy Policy \(Canada\)](#) | [Accessibility Policy](#)
R026.06.00b20260624-1632 col 7 07-29-2026 14:23:33 CDT

Next: Use the passcode sent by U.S. Bank, then follow the prompts to establish your username and password.

4

Enter Contact Information

Enter your name and the University mailing and billing information exactly as shown. In the Email Address field, enter your own University work email so you receive U.S. Bank notifications.

Contact Information

First Name:*	Last Name:*	MI:
Cardholder	Name	
Address 1: *	Address 2:	
1001 E Sain St	UPTW 101	
City: *	State/Province: *	Zip/Postal Code: *
Fayetteville	AR ▼	72703
Country: *		
United States ▼		
Phone Number:*	Fax Number:	
479-575-2551		
Email Address: *		

U.S. Bank

Required address: Address 1: 1001 E Sain St | Address 2: UPTW 101
City: Fayetteville | State: AR | ZIP: 72703
Phone: 479-575-2551

Email exception: Do not copy an example email address. Enter your own University work email address.

Confirm Registration and Review Quick Links

After registration is complete, Access Online displays the account home page. Confirm the account status is open and review the Quick Links on the right side of the page.

Welcome to Access Online



Message Center

Corporate Card

Account Name: **CARDHOLDER**
Account Unique ID: ⓘ
Account ID:
Account #:
Account Status: **Open**
Current Balance: \$0.00
Credit Limit: \$10,000.00
Available Credit: \$10,000.00

Current Balance is updated as of previous business day. Available Credit includes pending account activity.

No Account Activity Found

Quick Links

[Manage Home Page Settings](#)
[Account Alerts](#)
[Manage Contact Information](#)
[Manage Email Notifications](#)
[Run Transaction Detail Report](#)
[View All Statements](#)

Useful Quick Links: Account Alerts, Manage Contact Information, Manage Email Notifications, Run Transaction Detail Report, and View All Statements.

Completion check: The card is activated, the PIN is created, online credentials are established, and the account opens successfully in Access Online.