

# Cardholder Account Setup

You can use this quick reference guide as a fast reminder of the basic steps for completing the cardholder account setup process in Access Online.

When you set up a new cardholder account, Access Online leads you through a series of screens to ensure that you complete every stage of the process.



1. Select the **Account Administration** high-level task.
2. Click the **Create New Cardholder Account** link.

3. Specify information in each required and/or optional field. Required fields have a red asterisk.

4. Click the **Save & Continue** button.

**Note:** At any point in the setup process, you can click the **File For Later** button to save your work and access it later through the *Active Work Queue*.

5. Specify information in each required and/or optional field, including the processing hierarchy position, general account information, and reporting hierarchy position.

# U.S. Bank Access® Online: Cardholder Account Setup Quick Reference

Plastic:  Yes, without pin

**Reporting Level**

Lvl 1: 30015 Lvl 2: 22222 Lvl 3: 33333 Lvl 4: 44444 Lvl 5: Lvl 6: Lvl 7:  Search for

**Account Information Comments:**  
Temp dates to be set after end of first qu

Note: the maximum amount of characters allowed is 48.  
Character count = 48

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Click File for Later to save your work and access it later.

6. Click **Save & Continue**.

**Cardholder Account**  
Setup Default Accounting Code

Demographics → Account Information → Accounting Code → Authorization Limits

Enter segment values, then save and continue.

Product: PURCHASING  
Name: Lee P. Doe  
Status:

**Segment Name (Length)**  
APPR (20)

Search for valid value

**Default Accounting Code Comments:**

Note: the maximum amount of characters allowed is 255.  
Character count = 0

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7. Specify the default accounting code, if needed. You may be able to search and select from valid values if you have uploaded values.

8. Click **Save & Continue**.

**Cardholder Account**  
Setup Authorization Limits

Demographics → Account Information → Accounting Code → Authorization Limits

Enter authorization limits, then Save & Continue.

Product: PURCHASING  
Name: Lee P. Doe  
Status:

\* = required

**Authorization Limits**

Credit Limit \*  Single Purchase Limit \*

Fiscal First Month: 01

**Merchant Authorization Controls**

Control	Authorization Action	Single Purchase Limit	Type	Action
No Merchant Authorization Controls currently exist for this account.				

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9. Specify the authorization limits and velocity limits for the new account.

10. To add a merchant authorization control, click the **Add a Control** link.

**Cardholder Account**  
Add a Merchant Authorization Control

**Step 1: Control Name**

Select a group of Merchant Category Codes.

Product: PURCHASING Bank: 1425  
Name: Lee P. Doe Agent: 1155  
Status: Company: 30072

\* = required

Merch Auth Control Name: \*  [Search for a Control](#)

[<< Back to Authorization Limits](#)

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11. Click the **Search for a Control** link.

Control Name:

OR Description:

Records 1 - 3 of 3

Control	Description	Type	Action
J&JEX	AIRLINES, RENTAL CAR, HOTELS, RESTAURANTS, MONEY, RISK	Custom	<a href="#">View Details</a>
4361590	HOUSEHOLD APPLIANCES	Custom	<a href="#">View Details</a>
57221	HOUSEHOLD APPLIANCE STORES	Custom	<a href="#">View Details</a>

Records 1 - 3 of 3

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12. Search and select a control.

**Cardholder Account**  
Search & Select a Merchant Control

**Step 1: Control Name**

Select a group of Merchant Category Codes.

Product: PURCHASING Bank: 1425  
Name: Lee P. Doe Agent: 1155  
Status: Company: 30072

\* = required

Merch Auth Control Name: \*  [Search for a Control](#)

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13. Click the **Continue** button.

# U.S. Bank Access® Online: Cardholder Account Setup *Quick Reference*

**Cardholder Account**  
Add a Merchant Authorization Control

Step 1: Control Name → Step 2: Authorization Action

Product: PURCHASING      Bank: 1425  
Name: Lee P. Doe          Agent: 1155  
Status:                      Company: 30072

\* = required

Control Name: 4361590  
Description: HOUSEHOLD APPLIANCES  
Type: CUSTOM  
MCC Field 1: 5722  
MCC Field 2:  
MCC Field 3:  
MCC Field 4:  
MCC Field 5:

Authorization Action:  Open  
 Approve  
 Decline

**Continue**

<< Back to Authorization Limits

14. Select the *Open*, *Approve*, or *Decline* radio button.

15. Click **Continue**.

**Cardholder Account**  
Add a Merchant Authorization Control

Step 1: Control Name → Step 2: Authorization Action → Step 3: Refer to MA MACs

Product: PURCHASING      Bank: 1425  
Name: Lee P. Doe          Agent: 1155  
Status:                      Company: 30072

\* = required

Control Name: 4361590  
Description: HOUSEHOLD APPLIANCES  
Type: Custom  
MCC Field 1: 5722  
MCC Field 2:  
MCC Field 3:  
MCC Field 4:  
MCC Field 5:

Authorization Action:  Open  
 Approve  
 Decline

Refer to Managing Account Merchant Authorization Controls:

**Continue**

<< Back to Authorization Limits

16. Select whether or not to refer this cardholder account to the managing account.

17. Click **Continue**.

Fiscal First Month: 01

Merchant Authorization Controls

Add a Control

Control	Authorization Action	Single Purchase Limit	Type	Action
MCCG18	Decline		Standard	View Details Maintain

Note: 1 controls added out of a maximum of 9.

Authorization Limits Comments:

Note: the maximum amount of characters allowed is 255. Character count= 0

**Send Request**

<< Back to Summary and Tasks

18. Click **Send Request**.

Request Status Queue

Account Requests

Request to view the details.

Delete	Request	Status	Account Number	Request Type	Start Date	Cardholder	Last Update
	Pending MS Setup Investigation			MANAGING ACCOUNT SETUP	08/26 11:51	DOE,JANE Q	08/26 12:11
	Data Entry MA Demographics			MANAGING ACCOUNT SETUP	08/26 11:36	DOE,JANE	08/26 11:43
	Data Entry MA Demographics			MANAGING ACCOUNT SETUP	08/24 10:57		08/24 10:57
	Data Entry Acct Info			CARDHOLDER SETUP	08/09 10:40	DOE,JANE Q	08/09 10:43
	Data Entry Demographics			CARDHOLDER SETUP	08/08 17:11		08/08 17:11
	Data Entry Cardfull Acct Code			CARDHOLDER SETUP	08/08 16:54	JONES,TOM Q	08/08 05:06

19. Access the setup request in your *Request Status Queue*.

➤ *Learn More:* For more detailed information, refer to the *Cardholder Account Setup and Maintenance* web-based training lesson and user guide available at:

<https://wbt.access.usbank.com>

Contact your relationship manager for the most current passwords.

The training site also has a glossary available.

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