Activating a Card

- Dial 800-393-3526
- Enter your 16 digit account number
- Enter the zip code 56701
- When/if it asks for the last 4 digits of your social security number, enter 0000 (four zeros)
- When/if it asks for a telephone number-enter the business office number, 218-683-8572
- Your card will be activated

AccessOnline self-registration

- With your procurement card in front of you Go to: https://access.usbank.com and click on the “Register Online” link
- When asked to enter your company short name, use MNSCU
- Use ZIP/Postal Code 56701
- Click on “Register this account”
- Phone and Fax number
- User ID’s must be 7 to 12 characters in length and can be alpha and/or numeric.
- Passwords must be 8 to 20 characters in length, with at least one alpha and one numeric character
- User Verification is used to authenticate your account if you forget your User ID or Password
- When establishing your profile, you must click “Additional Account” to enter more than one card
- Click “Continue”
- If you are locked out from self-registration, you will need to contact Michelle Bakken.

Congratulations, you are now registered to enter AccessOnline.