Register in U.S.Bank Access Online:

1. Visit [https://www.access.usbank.com](https://www.access.usbank.com) and click on the **Register Online** link just below the **Login** button.

2. Enter the Organization Short Name which is AZSU, your account number and your card’s expiration date, then click on the **Register This Account** button.

3. Click **I Accept** for the Terms of Service.

4. Type a user ID between 7-20 alphanumeric characters, but does not contain more than eight consecutive digits.

5. Type a password between 12-99 characters that includes an uppercase letter, a lowercase letter, a number, and a special character.

6. Select three authentication questions and type in answers for them.

7. Enter contact information in all fields marked with a red asterisk.

8. Click on the **Continue** button at the bottom of the screen to complete the registration.

Review and update your billing address and phone:

1. From the home page, click the **Manage Contact Information** link.

2. Scroll down to **Cardholder Account Address** section to update your billing address. This information is used for verification when contacting customer service.

Any questions, contact the ASU Travel Service Center at myasutrip@asu.edu or 480-965-3111.