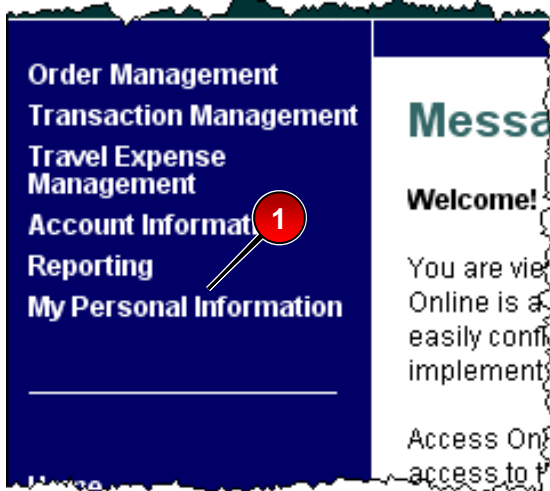
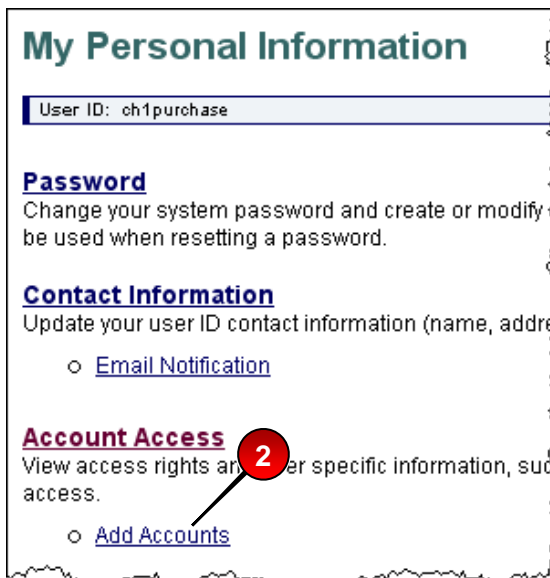


Add an Account

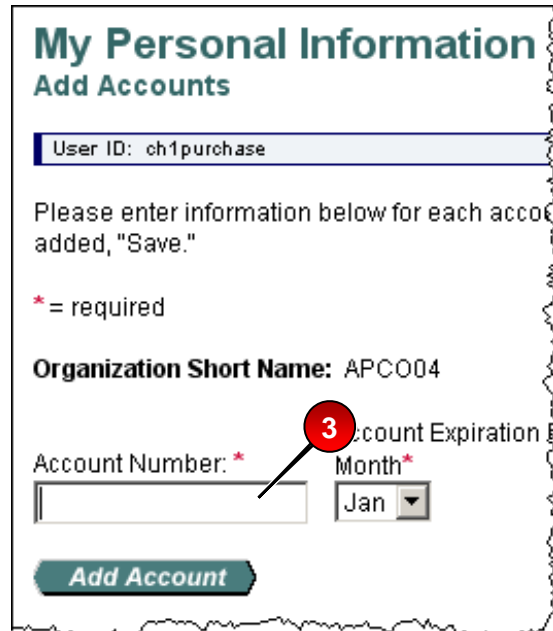
You can use this quick reference guide as a fast reminder of the basic steps for adding an account to your user ID. Once you add the account, you have access to the account for Access Online tasks, such as transaction management, order management, and statements.



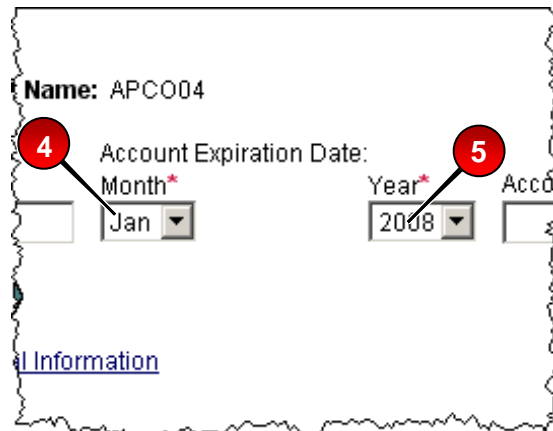
1. Select the **My Personal Information** high-level task.



2. Click the **Add Accounts** link.



3. Type the account number in the *Account Number* field.



4. Select the account's expiration date month.
5. Select the account's expiration date year.

U.S. Bank Access® Online: Add an Account *Quick Reference*

Account Date:
Year* 2008 Account Zip Code: *

6. Type the account's ZIP code.

* = required
Organization Short Name: APC004
Account Number: * 4321432143214321 Account Expiration Month: * Jun
Add Account
[<< Back to Personal Information](#)

7. Click the **Add Account** button.

My Personal Information
View Account Access

User ID: ch1purchase

Organization Short Name: APC004
Functional Entitlement Group: CH DODwSBT

These are the accounts and hierarchy entitlements

[Add Accounts](#)

Product Description	Account Number
PC Organization	4716300005810354
PC Organization	4321432143214321

The system saves your changes and the new account is now available for transaction management, order management, and other tasks.

The next time you select to view accounts, you can see the account in the table of accounts along with any other accounts you have access to.

► *Learn More:* For more detailed information, refer to the *My Personal Information* web-based training lesson and user guide available at:

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

Contact your A/OPC for the most current passwords.

The training site also has a glossary available.

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