

## Welcome to U.S. Bank - cardholder template

### TEMPLATE INSTRUCTIONS

- Copy and paste the text below into a new email.
- Personalize the <text> in the email below and remove any content that is not applicable to your program. Refer to the dates in the email you received from us to populate the date fields.
- Copy and paste the subject line in the email: **[Action Required] Welcome to the new U.S. Bank card program**
- Add your signature block (if applicable) to the email and send.

To: <New card/account holders>

Subject: [Action Required] Welcome to the new U.S. Bank card program

Dear colleagues,

I am pleased to announce that <insert organization name here> has transitioned to U.S. Bank as our payment solution provider for <insert one or more of the following as appropriate: purchasing cards, corporate travel cards, one cards and/or virtual accounts>. This is an exciting change for our organization, and your support is critical to our success. Please take a few minutes to complete your account activation and registration.

Task	Why	How	When
Activate your account	Establish your account security	<p>&lt;Insert one of the following&gt;</p> <p><b>Option 1</b>            Activate your card online using Access® Online at <a href="http://www.access.usbank.com">www.access.usbank.com</a></p> <ol style="list-style-type: none"> <li>1. Select <b>Activate Your Card</b></li> <li>2. Enter requested card information, card number, expiration date and last 4 of work phone.</li> <li>3. You will be sent two emails; the first email includes the link to activate your account, and the second email includes a passcode.</li> <li>4. Select the emailed link to activate your account and then enter the passcode from the second email. You will also be given the option to update your mobile phone number. Select <b>Submit</b>.</li> <li>5. Set New PIN. Select <b>Submit</b>.</li> </ol> <p><b>Option 2</b>            Call U.S. Bank at 800-344-5696 and follow the steps as directed.</p>	Upon receipt of your card

		<p>When prompted for your ZIP, enter <b>XXXXX</b> (the ZIP code for headquarters or other default) instead of your personal or work ZIP code)</p> <p>To activate your account, enter the last four digits of your social security number or this four-digit code: <b>XXXX</b></p>	
Submit Acknowledgement of Receipt information	Provide documentation of card receipt and agreement to use for official business purposes only	<p>Review attached form.</p> <p>Print, sign, scan and return to <b>&lt;insert email address here&gt;</b> by <b>&lt;insert date here&gt;</b></p>	Within five business days of receipt of your card
Register your account in U.S. Bank Access® Online	Review and manage your purchases online	<p>Go to: <a href="https://access.usbank.com">https://access.usbank.com</a></p> <ol style="list-style-type: none"> <li>1. Enter <b>XXXXXXXX</b> in the Organization Short Name field.</li> <li>2. Type your 16-digit account number without spaces or dashes in the Account Number field.</li> <li>3. Select the Month and Year your account expires</li> <li>4. <b>&lt;If applicable&gt;</b> Click <b>Additional Account</b> to register another account and repeat above steps</li> <li>5. Once you have entered all of your accounts, click <b>Register This Account</b>.</li> </ol>	After card activation

Your account activation, card acknowledgment and registration must be completed by **<insert date>** so I can report to **<insert senior management program sponsor name here>** that the **<insert organization name>** card payment program(s) is/are fully ready to conduct business. If you have questions, please feel free to contact me **<and if applicable: visit our intranet page for more information at <insert URL here>>**.

Best regards,

**<PA signature block>**