US Bank Access Online Registration

To access US Bank Access Online the cardholder first must register. Please review the directions below.

1. Click on the link to US Bank Access Online found on Stout’s Travel homepage

2. The link will take you to a screen that says ‘Welcome to Access Online’

3. At the bottom of that page there’s a link that says ‘Register online’ – click on that. Do not enter user ID or password at this point

4. To complete the registration process you will need
   a. Stout’s short name which is STWISC
   b. Card number
   c. Expiration date
   d. Zip code of billing address (this would be your home zip code)

5. After completing the above information click on ‘register this account’. You’re taken to an agreement you must indicate you’ve read and then are taken back to the original ‘Welcome to Access Online’ screen

6. At this point you will need to enter user ID and password as indicated and then complete the remaining information. Next click to submit. You’re now registered and can view your transaction information

7. Once registered go to Transaction Management to view transactions
   a. US Bank’s billing cycle is the 23rd of each month. A charge made after that date will be found in ‘open’ transactions. A charge made prior to that will be found under the month where it was made
      i. Example – Charge made November 15 will be found under November’s transactions but a charge made November 30th will be found in the open transactions