

March 7, 2014

PCard-01-2014: Access Online User ID Mandatory Password Reset

This information is being sent on behalf of the Charge Card Service Center (CCSC) Program Office.

APCs,

U.S. Bank has released this information to the CCSC:

Effective immediately, a password reset will be required each time you unlock or reset your User ID. This change will ensure even greater account security whenever a User ID is updated.

How to reset your password

- Click on the "Forgot your password?" link under the login button
- Enter your Organization Short Name and User ID
- Answer a security question
- Enter and confirm your new password, which may not be one you've used before

This will apply to user IDs that have been suspended by an AOPC.

If you have any questions, please contact the U.S. Bank Technical Help Desk at 877-887-9260.