

# U.S. Bank Access<sup>®</sup> Online Payment Plus

## Single-Use Accounts

### The Benefits of Payment Plus

Welcome to Payment Plus! This proven payment method benefits both you and your buyers. It provides buyers with the opportunity to enhance payment security and control while reducing costs and automating their payment process. As a supplier, you enjoy many benefits as well:

- Improved cash flow (receive payment within 1-3 days)
- Reduced days sales outstanding
- Increased productivity and reduced collection costs
- Added remittance data for easier reconciliation in your system

Additionally, increasing automation helps you and your buyers reduce errors and paperwork, which is a benefit for both organizations.

### Payment Processing Instructions


- 1. Receive a payment authorization email** – This email contains the following information that is necessary to access and process the payment:
  - *Deadline to process the payment* – If the payment deadline date has passed, contact your buyer to request a new authorization email.
  - *Secure link to the web portal* you will access to obtain necessary card data
  - *Last 4 digits of the account number* – Required to access the web portal
  - *Invoice number(s) intended for payment and the amount of each invoice*
    - If more than one invoice is listed, you must process one transaction for the sum total of all invoices referenced in the email. Please contact your buyer if your system requires that invoices be processed separately.
- 2. Access Supplier Web Portal and retrieve card details**
  - Select the secure link in the authorization email.
    - **The secure link can only be accessed five times.**
    - Make sure your screen size is maximized so you can view the entire page.
  - Enter the last 4 digits of the card number (provided in the authorization email).
  - **If required**, enter the credential information (password / personal identification number (PIN)).
    - **Please Note: For buyers who require you to use credential information** to access the web portal and receive card details, we will send the credential information (password / PIN) to you in the enrollment email during the initial Payment Plus set-up process.
  - Retrieve card details:
    - First 12 digits of the account number
    - Expiration date
    - Gross payment amount authorized for processing
    - Security code (CVV/CVV2) – Otherwise known as a Card Verification Value (CVV) or Card Validation Code (CVC).



3. **Process the payment as you do today** – By combining the last 4 digits of the card number received in the authorization email with the first 12 digits retrieved from the web portal, you will use this account number to process the payment on your merchant terminal like you process other payments today.

## Sample Payment Authorization Notification Email

**From:** U.S. Bank Virtual Pay <donotreply@access.usbank.com>  
**Sent:** Friday, December 4, 2020 8:55 AM  
**To:** JohnDoe@XYZSupplierCompany.com  
**Subject:** Payment 1234567 from ABC Buyer Company



Redeem your payment by  
12/5/2020

A payment from ABC Buyer Company is ready to be redeemed.

**Payment amount:** \$2,000.00  
**Last 4 digits of card number:** 4534  
**Payment number:** 1234567  
**Supplier name:** XYZ Supplier Company  
**Supplier ID:** XYZ123

1. Log in to the [Secure Account Access site](#) by entering the last four digits of the card number. You can log in up to five times.
2. To redeem your payment, enter the full card number, payment amount, expiration date and if applicable, CVV, into your point of sale software. If possible, provide the payment number in either the *purchase ID* or *customer reference indicator* field.

**Payment notes:** Test in UAT

**Invoice information:**

Invoice Number	Amount	Date	Tax
111111	\$1,000.00	12/5/2020	\$10.00
222222	\$1,000.00	12/5/2020	\$10.00

**Questions?**

For questions about invoice or payment details, contact ABC Buyer Company.

For questions about processing your payment, contact:  
[PaymentPlus@access-online.com](mailto:PaymentPlus@access-online.com)  
 855-268-5386

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Reminder: Never provide your credit or check card number in an email. Access Online will never require you to send your personal information such as account numbers, passwords, or PINs within an email message.

Disclaimer: This email message and any attachments are intended only for the use of the addresses named above and may contain information that is confidential. If you are not an intended recipient, any display, distribution, copying, or retention is strictly prohibited. If you have received this email in error, we are sorry for any inconvenience and ask you to notify us at [PaymentPlus@access-online.com](mailto:PaymentPlus@access-online.com).

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Make sure you process this payment before the date noted.

Process the full authorized payment amount in a single transaction.

You need the following information to enter the Supplier Web Portal:

- Last 4-digits of the card account
- Credential information you received via a separate email
- Link: Available for use up to five times.

Invoice information is provided by your buyer. If you have any questions on invoice detail, please reach out to your buyer contact to resolve prior to processing the payment.

## Single-Use Account Access: Supplier Web Portal

To access the secure supplier web portal, the URL provided in the payment notification email must be copied and pasted into a web browser. Please refer to the following screen shots for more information on how to retrieve the single-use account number.

Access Online Secure Account Access Website

Validate to View Card Information

To view the authorized card number, please enter the required information below.

Last 4 Digits of Card Number:

Credential Information:

Validate

The last 4 digits are included in your payment authorization email.

If required, the credential information password / PIN is provided in the enrollment email sent to you during the initial Payment Plus set-up process.

Credential information field will only appear if your buyer elected to require it.

Access Online Secure Account Access Website

Single Use Account Information

Please copy the first 12 digits of the Card Number before closing this window. The last 4 digits are found in the Payment Authorization email you received.

First 12 digits of Card Number: 123456789101\*\*\*

Expiration Date: [ XX/XXXX ]

CVV: [ XXX ]

Gross Amount: \$1.00

Billing Address: Company ABC, Inc.  
123 Street Dr  
Suite A  
City, State 12345

To process your payment, combine the first 12 digits listed here with the last 4 digits received in your payment authorization email to create the full account number. Be sure to note your expiration date, gross amount and CVV\* (if applicable) for payment processing.

The authorization for this Single Use Account card number is for the gross amount shown and will expire in 2 days on 06/18/2020. **This account will not be valid for further payment transactions.**

Login access is allowed up to five times. This is your fourth login.

Close

Please note the number of attempts you have remaining to access this payment information.

\* Otherwise known as a Card Verification Value (CVV) or Card Validation Code (CVC)

For more information on Payment Plus for suppliers, please call the Payment Plus Supplier Support team at 855.268.5386 or email [paymentplus@access-online.com](mailto:paymentplus@access-online.com)

[usbpayment.com](http://usbpayment.com)