



Prepaid Administrative Website User Request Form (Focus programs - External Users)

Instructions if your program is currently being set up

- Complete a separate form for each User
- Select Role Group
- Return form to your Company Administrator for signature/approval
- Scan and email the completed form to: PrepaidOnboarding@usbank.com
- Immediately prior to the start of your scheduled training session, each User will receive two emails: (1) an email containing your User ID and a link to the U.S. Bank Prepaid Administrative Website, and (2) an email containing a temporary password
- Please note: The temporary password expires after 5 days so it is very important to log in and create your new password immediately upon receipt of the email.
- Inform each User of his/her responsibility to read and comply with the Portal Guidelines provided by U.S. Bank

Instructions after your program has launched

- Complete a separate form for each User
- Select Role Group
- Return form to your Company Administrator for signature/approval
- Scan and email the completed form to: Prepaid.Partner@usbank.com
- Upon completion of setting up the new User ID, the User will receive two emails: (1) an email containing your User ID and a link to the U.S. Bank Prepaid Administrative Website, and (2) an email containing a temporary password
- Please note: The temporary password expires after 5 days so it is very important to log in and create your new password immediately upon receipt of the email.

Prepaid Administrative Website User Request Form

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Today's Date:	Client Program Name:
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New User
 Modify
 Delete

User First & Last Name:
User Email Address:
User Telephone Number:

	Role Group 1	Role Group 1.1	Role Group 1.2	Role Group 1.3	Role Group 2.1	Role Group 2.2	Role Group 2.3	Role Group 3.1
Select ✓ one Role Group								
View program and card information View routing number, account numbers, and cardholder info	X	X	X	X	X	X	X	X
View load history View ACH loads from your organization		X	X	X	X	X	X	X
Edit cardholder information Change fields such as cardholder address			X	X	X	X		X
Support Administrative Users Reset passwords for other Administrative Website Users				X				X
Register and order cards Register instant issue cards and/or order personalized cards					X	X		X
Access Adjustment Account Add/remove funds from cards real-time					X		X	X
Manage Card Inventory Change instant issue card quantity and address information					X	X		X

✓ Add-on Features:

	Funding File Upload Add funds to cardholder account via file upload
	Report Viewer – Standard Reports View reports for the following: card load, card order, card activity, card status, cardholder information exception, cardholder ID verification status, inventory points, card account, and funding reject.
	Report Viewer – Financial Reports View adjustment account reconciliation report

Company Administrator: By signing this form, Company acknowledges and agrees that (i) the above employee should have access to the U.S. Bank Prepaid Administrative Website, (ii) the above employee has been vetted by Company in a commercially reasonable manner and (iii) Company shall be responsible for the actions and omissions of the above employee, per the terms of contract between Company and U.S. Bank.

Printed Name and Title :		
Signature :		Date :