Real-time payments

Finding your commercial card’s unique ID

Save your organization time and money

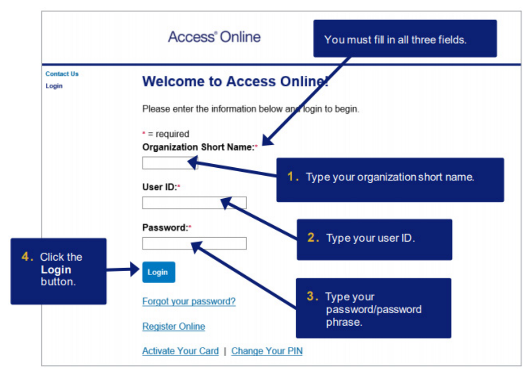
Real-time payments are accessible 24/7, unlike ACH or wire transfers, which means they’re always on and available. Payments up to $1 million post and settle in real time so not only can you fund your U.S. Bank commercial card program, you can use your cards immediately. Plus, reduced processing times and a lack of costly wire fees translates into real savings for your organization.

This guide provides instructions to help you find the unique ID(s) associated with your U.S. Bank commercial card(s).

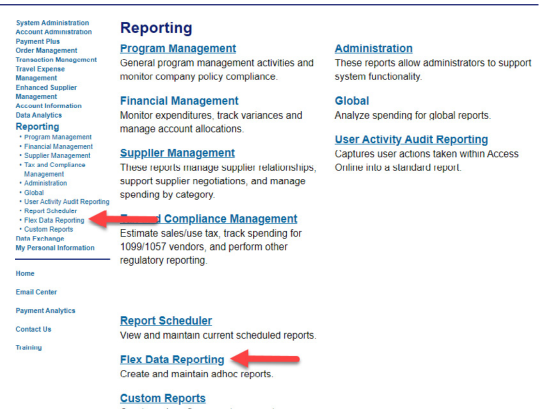
Find the unique ID(s) associated with your commercial card

Note: This step is critical. You must include your card program’s unique ID to correctly fund your commercial cards using real-time payments.

1. Sign in to U.S. Bank Access® Online.



2. From the *Account Information* page, select **Flex Data Reporting** under *Reporting*.



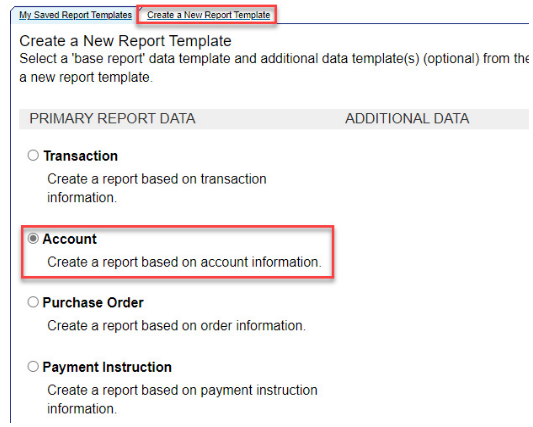
Quick tip

Account Number: **173103688185**

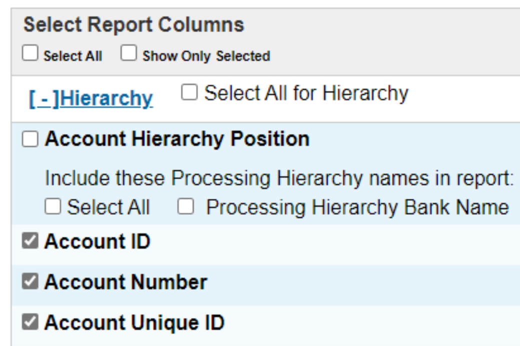
Routing & Transit Number (R/T): **091000022**

Reference Information: **Unique ID**

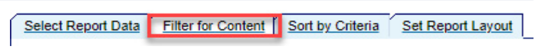
3. Click **Create a New Report Template** and select **Account**.



4. Under ***Report Parameters***, check the option for **Account Unique ID**. The **Account ID** and **Account Number** fields are automatically checked; you can uncheck the defaults or leave as is.

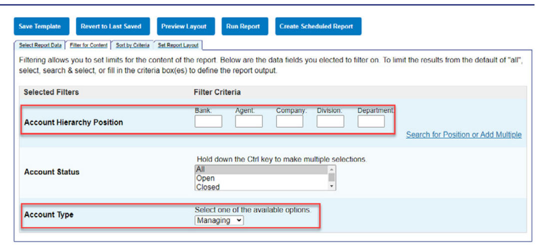


5. Select **Filter for Content** from the tabs above.



6. Enter your ***Account Hierarchy Positions*** and select **Managing** as the ***Account Type***. Click **Run Report.**

   *Use the **Search for Position** option if you do not know your account hierarchy information.*



7. Open the report that's produced. The Account Unique ID(s) will be displayed within the report. If your organization has multiple managing accounts, there will be a separate unique ID for each managing account.

   For security purposes, the real-time payment process uses the unique ID value instead of the account number. The unique ID value will not change and can be used each time you make a real-time payment.

A	B	C	D	E
Account Name	Account Number	Account ID	Account Unique ID	Client Name
Acme Travel Card	**1234	123456789012	1234567890123456	Acme Co 123
Acme Purchasing Card	**6789	567890123456	4567890123456789	Acme Co 456

If you are unable to find the unique ID value in Access Online, contact your Corporate Payment Systems Relationship Manager or Customer Service.

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