

E-mail Notification

E-mail notification is a way you can be notified via e-mail when your statement is available for viewing in Access Online. This notification is automatically enabled for your directly associated accounts. If you do not want to be notified, you must disable the status of the e-mail notification for the account. This function also lets you set up notification for all accounts you can access within your hierarchy. In addition, you can specify notification about data exchange downloads and transaction approvals (if you use this function).

Viewing and Setting your E-mail Notification

The screenshot displays the U.S. Bank Access Online interface. At the top, there is a navigation bar with links for Personal, Business, Institution / Government, and About U.S. Bancorp. The user is identified as ACME71 Corporation. The main header reads 'U.S. Bank Access® Online'. A left-hand navigation menu includes Transaction Management, Account Information, Reporting, My Personal Information (selected), Password, Contact Information, and Account Access. Below the navigation menu, the 'My Personal Information' section is active, showing a 'User ID' field with the value 'dordich'. Underneath, there are three main sections: 'Password' (with a description: 'Change your system password and create or modify an authentication response that will be used when resetting a password.'), 'Contact Information' (with a description: 'Update your user ID contact information (name, address, phone no., etc.).' and a sub-link for 'Email Notification'), and 'Account Access' (with a description: 'View access rights and user specific information, such as accounts and hierarchy level access.' and a sub-link for 'Add Accounts'). A 'Log Out' link is visible in the top right corner. Two red callout circles are present: circle '1' points to the 'My Personal Information' link in the navigation menu, and circle '2' points to the 'Email Notification' link under the 'Contact Information' section.

To view and set your e-mail notification:

1. Click the **My Personal Information** high-level task. The *My Personal Information* screen displays.
2. Select the **E-mail Notification** link. The *My Personal Information: Email Notification* screen displays.



U.S. Bank Access® Online

- Account Administration
- Transaction Management
- Data Exchange
- Account Information Reporting
- My Personal Information
 - Password
 - Contact Information
 - Account Access
 - Manage Favorites

My Personal Information Email Notification

[★ Log Out](#)

User ID:

To receive an email notification, select the specific process and corresponding scenario's, timing or accounts.

* = required

Email Address: *

Email Notification

Data Exchange
Hold down the Ctrl key to make multiple selections.

- All
- Successful Upload
- Unsuccessful Upload
- Successful Download
- Unsuccessful Download

Pending Transaction Approval
 Daily
 Weekly:
 Send notification only when there are transactions to approve.

Statement Notification

Select accounts below to receive email notification when a statement is available in Access Online.

Accounts associated directly to this user id:

Status	Account Number	Account Name	Account Type
Enabled <input type="checkbox"/>	4499999999999999	YOUR NAME	Cardholder

Accounts viewed through assigned hierarchies: [Add Managing Accounts](#)
[Add Cardholder Account](#)

Remove	Account Number	Account Name	Account Type
<input type="checkbox"/>			

Remove

Save

[<< Back to Personal Information](#)