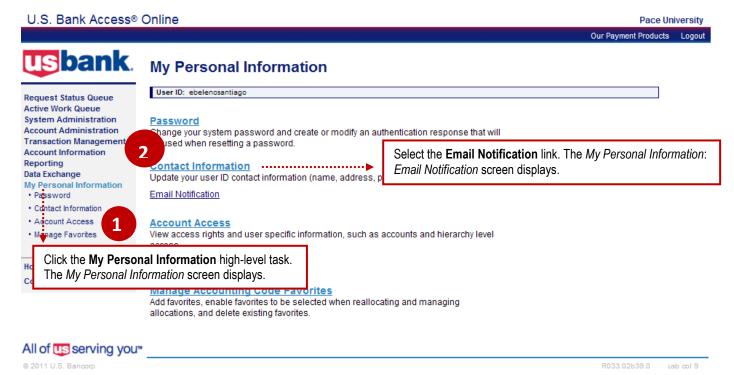
Managing Your Personal Information

(Setting up E-Mail Notifications)

Set Up Notifications for Specific Events: You can easily set up reminders of when specific events take place in Access Online. For example, you can get an email message when your statement is ready or when you have a file ready to download in Data Exchange. The system automatically enables these notifications for your personal accounts. If you do not want to be notified, you must disable the status of the email notification for the account.

You set up these reminders, called notifications, in two places:

- 1. **My Personal Information**—Using this function, you can set up notifications for statements, Data Exchange activity, transaction approvals, and travel expense reports.
- 2. **Event-driven Notifications**—Using this function, you can set up notifications for events that are specific to your organization.



My Personal Information

Email Notification

User ID: dordich

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

Email Address: *

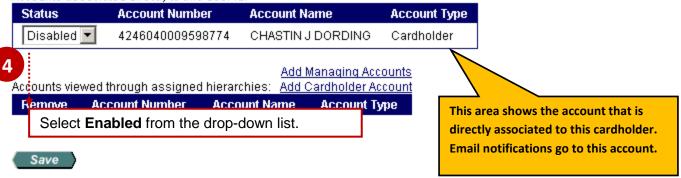
Verify or type your email address in the *Email Address* field.

Email Notification

Statement Notification

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

Accounts associated directly to this user id:



<< Back to Personal Information

Click the **Save** button. A confirmation message will displays. You will now receive email notification for your accounts you have access to.

My Personal Information

Contact information has been successfully saved.

User ID: pa1ordermanage

Password

Change your system password and create or modify an authentication response that will be used when resetting a password.

Contact Information

Update your user ID contact information (name, address, phone no., etc.).

Email Notification

Account Access

View access rights and user specific information, such as accounts and hierarchy level access.

Add Accounts

Manage Accounting Code Favorites

Add favorites, enable favorites to be selected when reallocating and managing allocations, and delete existing favorites.



Keep in mind that you can only add email notification for accounts you already have access to.