

# 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.

U.S. Bank Access® Online Pace University  
Our Payment Products Logout

**usbank** My Personal Information

User ID: ebelenosantiago

**2** [Password](#)  
Change your system password and create or modify an authentication response that will be used when resetting a password.

[Contact Information](#) → Select the **Email Notification** link. The *My Personal Information: Email Notification* screen displays.

[Email Notification](#)

**1** [Account Access](#)  
View access rights and user specific information, such as accounts and hierarchy level

[Manage Accounting Code Favorites](#)  
Add favorites, enable favorites to be selected when reallocating and managing allocations, and delete existing favorites.

Request Status Queue  
Active Work Queue  
System Administration  
Account Administration  
Transaction Management  
Account Information  
Reporting  
Data Exchange  
My Personal Information  
• Password  
• Contact Information  
• Account Access  
• Manage Favorites

Click the **My Personal Information** high-level task. The *My Personal Information* screen displays.

# My Personal Information

## Email Notification

User ID: dordjch

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

Email Address: \*

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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:

| Status   | Account Number   | Account Name      | Account Type |
|----------|------------------|-------------------|--------------|
| Disabled | 4246040009598774 | CHASTIN J DORDING | Cardholder   |

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

| Remove | Account Number | Account Name | Account Type |
|--------|----------------|--------------|--------------|
|--------|----------------|--------------|--------------|

Select **Enabled** from the drop-down list.

Save

This area shows the account that is directly associated to this cardholder. Email notifications go to this account.

[<< Back to Personal Information](#)

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

# My Personal Information

User ID: pa1ordermanage

**Contact information has been successfully saved.**

## 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.