

# Managing Your Personal Information

(updating your contact information)

**Update Your Contact Information and Language:** You can change your contact information and language in the system. Program administrators use this information to contact cardholders. In addition, we may use the contact information (especially the email address) to send you updates regarding Access Online.

**Note:** Changing your contact information in Access Online does not change your statement contact information or how your name displays in Access Online. To change your statement address or how your name displays in Access Online, please contact your Program Administrator.

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

**usbank** My Personal Information

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

User ID: ebelenosantiago

**2** Click the **Contact Information** link in the *Left-Column Navigation Bar* or on the screen. The *My Personal Information: Change Your Contact Information* screen displays with your current information.

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

Home  
Contact Us

allocations, and delete existing favorites.

## My Personal Information Change Your Contact Information

Enter the following information to change your existing contact information. Please note, changing this information does not change your statement contact information. To change your statement address, please contact your program administrator.

\* = required

First Name:\*  Last Name:\*  MI:

Address 1:\*

City:\*  State/Province:\*  Zip/Postal Code:\*

Country:\*

Phone Number:\*  Fax Number:

Email Address:\*

Preferred Output Language:\*

Other:

**3** Review and update any fields that are not correct.

**4**

Select a different preferred output language, if needed.

**5**

Click the **Save** button.

If you make changes and then wish to go back to the original contact information, click the **Reset** button.

[<< Back to Personal Information](#)