# **QUICK REFERENCE GUIDE: US BANK EMAIL NOTIFICATIONS**

### MONTHLY STATEMENT NOTIFICATIONS

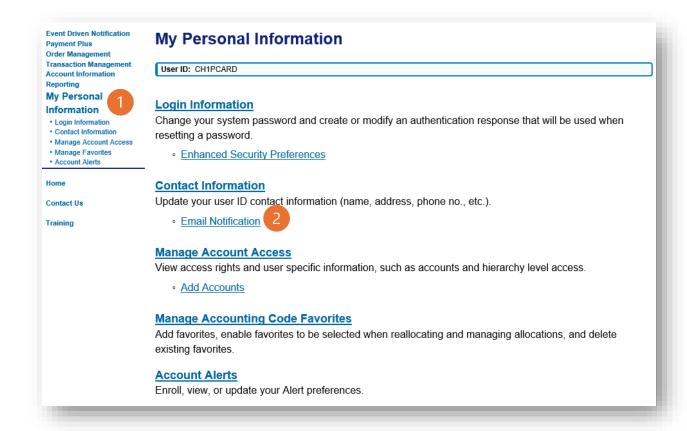
#### ONLINE REGISTRATION

Online registration is required to access your PCard account. To do this navigate to US Bank Access Online [https://www.access.usbank.com/] For more details on this registering your PCard find the Quick Reference Guide: Activate Card - Register Accnt - Authenticate Accnt on the PCard Website [https://www.umaryland.edu/procurement/corporate-purchasing-card/]

#### CREATING REMINDERS

You can create reminders of when specific events occur 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. You create these reminders in My Personal Information: Email alerts.

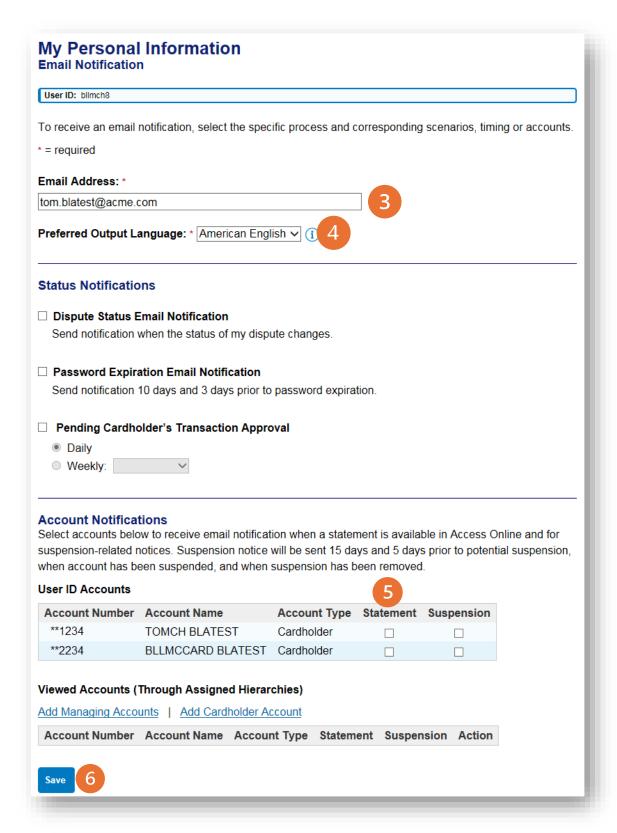
To start, log in to https://www.access.usbank.com/



To view and set your email notifications:

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

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- 3. Verify or type your email address in the Email Address field.
- 4. Select your preferred output language.
- 5. Select the Statement checkbox to get a notification when a statement is available.
- 6. Click Save

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# OTHER IMPORTANT INFORMATION

# CONTACTS

- For questions concerning your US Bank online access contact Customer Service: 800-344-5696
- For questions concerning your PCard, contact the Purchasing Card Program Administrator (PCPA) PCard-Admin@umaryland.edu

# **RESOURCES**

- For access to the User Guide, Forms and answers to frequently asked questions, visit the <u>Corporate Purchasing</u>
<u>Card Website</u> [https://www.umaryland.edu/procurement/corporate-purchasing-card/]