

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/) [https://www.access.usbank.com/] For more details on this registering your PCard find the [Quick Reference Guide: Activate Card - Register Acct - Authenticate Acct](#) on the [PCard Website](https://www.umaryland.edu/procurement/corporate-purchasing-card/) [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/>

My Personal Information

User ID: CH1PCARD

Login Information
Change your system password and create or modify an authentication response that will be used when resetting a password.
◦ [Enhanced Security Preferences](#)

Contact Information
Update your user ID contact information (name, address, phone no., etc.).
◦ [Email Notification](#)

Manage 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.

Account Alerts
Enroll, view, or update your Alert preferences.

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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My Personal Information Email Notification

User ID: blmch8

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

* = required

Email Address: *

tom.blatest@acme.com

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Preferred Output Language: * American English

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Status Notifications

Dispute Status Email Notification

Send notification when the status of my dispute changes.

Password Expiration Email Notification

Send notification 10 days and 3 days prior to password expiration.

Pending Cardholder's Transaction Approval

Daily

Weekly:

Account Notifications

Select accounts below to receive email notification when a statement is available in Access Online and for suspension-related notices. Suspension notice will be sent 15 days and 5 days prior to potential suspension, when account has been suspended, and when suspension has been removed.

User ID Accounts

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Account Number	Account Name	Account Type	Statement	Suspension
**1234	TOMCH BLATEST	Cardholder	<input type="checkbox"/>	<input type="checkbox"/>
**2234	BLLMCCARD BLATEST	Cardholder	<input type="checkbox"/>	<input type="checkbox"/>

Viewed Accounts (Through Assigned Hierarchies)

[Add Managing Accounts](#) | [Add Cardholder Account](#)

Account Number	Account Name	Account Type	Statement	Suspension	Action
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Save

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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 [Corporate Purchasing Card Website](https://www.umaryland.edu/procurement/corporate-purchasing-card/) [https://www.umaryland.edu/procurement/corporate-purchasing-card/]