

Enabling Statement Notification - Cardholders

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The Best Service Guaranteed

ACME12 CP Organization

U.S. Bank Access® Online

★ Log Out

My Personal Information

User ID: ch1purchase

Password
Change your system password and create or modify an alternate password to 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.

Order Management
Transaction Management
Travel Expense Management
Account Information
Reporting
My Personal Information
Password
Contact Information
Account Access
Manage Favorites

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Contact Us

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Go to "My Personal Information," then "Email Notification"

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ACME12 CP Organization

U.S. Bank Access® Online

★ Log Out

My Personal Information

User ID: ch1purchase

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

* = required

Email Address: *

Email Notification

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

Accounts associated directly to this user id:

Status	Account Number	Account Name	Account Type
<input type="checkbox"/> Enabled	4716300005905691	DAMITA MARALDO	Cardholder
<input type="checkbox"/> Disabled			

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

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

<< [Back to Personal Information](#)

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For statement notification, choose "Enabled" from the Status dropdown box

Hit "Save".

Enabling Statement Notification - Billing Officials

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My Personal Information [★ Log Out](#)

User ID: pa1billing

Password
Change your system password and create or modify an authentication token. Tokens can 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.

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Go to "My Personal Information, then "Email Notification"

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My Personal Information [★ Log Out](#)

User ID: pa1billing

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

* = required

Email Address: *
billing@usbank.com

Email Notification

Data Exchange
Hold down the Ctrl key to make multiple selections.

Pending Transaction Approval

Daily
 Weekly:
 Send notification only when there are transactions to approve

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
--------	----------------	--------------	--------------

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

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

[Save](#)

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For cardholder statement notification, choose "Add Cardholder Account"

- Order Management
- Transaction Management
- Travel Expense Management
- Account Information
- Data Exchange Reporting
- My Personal Information**
 - Password
 - Contact Information
 - Account Access
 - Manage Favorites

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My Personal Information

Search & Select an Account

[★ Log Out](#)

Cardholder Account Search

Search for an account by Cardholder Account Number, Name, or Social Security Number. You can also find a cardholder account by first [Searching for a Managing Account](#).

Account Number:

Last Name: First Name:

OR %

Social Security Number:

OR

Records 1 - 14 of 14

Product Name	Cardholder Name	Account Number	Account Status	Status De
CP Organization	ROSEANNE BUTLER	4716300005905683	""-OPEN	
CP Organization	ANTHONY CARLISLE	4716300005937678	""-OPEN	
CP Organization	MARTIN DANIELS	4716300005905667	""-OPEN	
CP Organization	PETER EDGARS	4716300005937736	""-OPEN	
CP Organization	FRANK GUARDADO	4716300005937702	""-OPEN	
CP Organization	JOSEPH HANCOCK	4716300005905717	""-OPEN	
CP Organization	DOUGLAS JOHNSON	4716300005905709	""-OPEN	
CP Organization	SERGE KOSTAS	4716300005937744	""-OPEN	
CP Organization	TOBY MANKALA	4716300005937710	""-OPEN	
CP Organization	DAMITA MARALDO	4716300005905691	""-OPEN	
CP Organization	DOREE MARKS	4716300005937660	""-OPEN	
CP Organization	JAKE PEDERSEN	4716300005937694	""-OPEN	
CP Organization	LYNETTE PRICE	4716300005905725	""-OPEN	
CP Organization	GILBERTO RODRIGUEZ	4716300005905675	""-OPEN	

Choose cardholder

Records 1 - 14 of 14

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ACME12 CP Organization

- Order Management
- Transaction Management
- Travel Expense Management
- Account Information
- Data Exchange Reporting
- My Personal Information**
 - Password
 - Contact Information
 - Account Access
 - Manage Favorites

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My Personal Information

Email Notification

[★ Log Out](#)

User ID:

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

* = required

Email Address: *

Email Notification

Data Exchange
 Hold down the Ctrl key to make multiple selections.

- All
- Successful Download
- Unsuccessful Download

Pending Transaction Approval

Daily

Weekly:

Send notification only when there are transactions to approve

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
--------	----------------	--------------	--------------

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

Remove	Account Number	Account Name	Account Type
<input type="checkbox"/>	4716300005905683	ROSEANNE BUTLER	Cardholder

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You can repeat this process for all your cardholder and your own MA statement. When you are done, click "Save"

Enabling E-mail and Statement Notifications – A/OPCs

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U.S. Bank Access® Online

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

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My Personal Information

User ID: pa1admin

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.

★ Log Out

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Click “My Personal Information” - “Email Notification”

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U.S. Bank Access® Online

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

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My Personal Information

Email Notification

User ID: pa1admin

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

* = required

Email Address: *
aopc@usbank.com

Email Notification

Data Exchange
Hold down the Ctrl key to make multiple selections.

- All
- Successful Upload
- Unsuccessful Upload
- Successful Download
- Unsuccessful Download

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
Enabled	4716300005905683	ROSEANNE BUTLER	Cardholder

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

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

Save

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Select “Enabled” to enable statement notification for an attached account.

Mark the checkbox next to “Data Exchange” to enable e-mail notification when files are transmitted via “Data Exchange”. Make sure your e-mail address is entered.

To attach another account choose to “Add a Managing Account” or “Cardholder Account”.

U.S. Bank Access® Online ★ Log Out

My Personal Information
Search & Select a Managing Account

Managing Account Search

Search for a Managing Account by Managing Account Number, Name, Processing Hierarchy or leave blank to view all your assigned accounts.

Managing Account Number:

OR Managing Account Name:

OR Last Name: First Name:

OR Bank: Agent: Company: [Search for Position](#)

Search

To Select Managing Accounts, select the checkbox for an account in the list to the left and click "Select Account". To remove a selected account from the list, select the checkbox for an account in the list to the right and click "Remove Account". To view an individual Managing Account and/or select Cardholder Accounts click on the individual account number.

Records 1 - 2 of 2

Select	Account Number	Name	Bank	Agent	Company	
<input checked="" type="checkbox"/>	4716304556606120	ACME CP ORGANIZATION	3058	66	11790	Select Account >>
<input type="checkbox"/>	4716304556611542	ACME CP ORG TEST	3058	66	11791	Remove Account

[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 2 of 2

Save Selected Accounts

[Back to Email Notification](#)

Choose account(s) by clicking the checkbox, then Click "Select Account"

"Click "Save Selected Accounts"

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U.S. Bank Access® Online ★ Log Out

My Personal Information
Email Notification

User ID:

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

* = required

Email Address:

Email Notification

Data Exchange
Hold down the Ctrl key to make multiple selections.

- All
- Successful Upload
- Unsuccessful Upload
- Successful Download
- Unsuccessful Download

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	4716300005905683	ROSEANNE BUTLER	Cardholder

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

Remove	Account Number	Account Name	Account Type
<input type="checkbox"/>	4716304556606120	ACME CP ORGANIZATION	Managing Account

Remove

Save

[Back to Personal Information](#)

When you are done, click "Save".