

Enabling E-mail Notification

Personal | Business | Institution / Government | About U.S. Bancorp

us bank
Five Star Service Guaranteed

ACME12 CP Organization

U.S. Bank Access® Online

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

Home
Contact Us

My Personal Information

User ID: pa1billing [★ Log Out](#)

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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Email Notification

User ID: pa1billing [★ Log Out](#)

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.

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

Remove	Account Number	Account Name	Account Type
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[<< Back to Personal Information](#)

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Type in email address

Check box marked "Data Exchange" and choose what types of transmissions you receive Data Exchange notifications for.

Hit "Save".