Enable Notifications

These notifications will help you stay informed about pending actions and prevent delays in the reconciliation and approval process.

- 1. Log in to U.S. Bank Access Online.
- 2. Select **Profile** from the top menu.
- 3. Click on Notifications, then Email Notifications.
- 4. Scroll down to the Status Notifications section.
- 5. Check the boxes for the requested notifications:
 - Pending Cardholder's Transaction Approval
 - Pending Approver's Transaction Approval (Approvers Only)
 - Rejected Transaction Email Notification
- 6. Click **Save** to apply the changes.

Screenshots are included below to help guide you through the steps.

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Nelcome to Access Online ROBIN KE	ENEFICK I Guide
Message Center	
	Quick Links
	Manage Home Page Settings
	Account Alerts
	Manage Context Information
	Manage Contact Information
	Manage Contact Information Manage Email Notifications View All Statements
	Manage Contact Information Manage Email Notifications View All Statements View Last Cycle Transactions
	Manage Contact Information Manage Email Notifications View All Statements View Last Cycle Transactions View Open Transactions
	Manage Contact Information Manage Email Notifications View All Statements View Last Cycle Transactions View Open Transactions





Status Notifications

	Data	Exchange	í
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- Successful Upload
- Unsuccessful Upload

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.

Daily			
O Weekly:	\sim		
		NS.	
Pending Approv	er's Transaction App	roval	
Pending Approv Daily	er's Transaction App	roval	

Rejected Transaction Email Notification (i)

□ Send rejected transaction notifications.