

P-Card Email Notification Setup

The screenshot shows the USBank Access Online interface. At the top left is the USBank logo and 'Access® Online'. At the top right are 'Chat With Us' and 'Log Out' links. A left sidebar menu contains 'Transaction Management', 'Account Information', 'Reporting', 'My Personal Information' (selected), 'Home', 'Contact Us', and 'Training'. The 'My Personal Information' section displays the user ID 'Mkarels1' in a blue-bordered box. Below this are several sections: 'Login Information' (change password), 'Contact Information' (update user ID contact info, with a sub-link for 'Email Notification'), 'Manage Account Access' (view access rights, with a sub-link for 'Add Accounts'), 'Manage Accounting Code Favorites' (add/delete favorites), and 'Account Alerts' (enroll/view/update preferences).

Go to <https://access.usbank.com> and log in. The organization short name is SPPS. The user ID and password were set when you registered your card.

Click **My Personal Information** in the left sidebar menu.

In the *Contact Information* section, click on **Email Notification**. Enter your information and save if needed.