US Bank
Setting up Approval Manager Email Notifications

usbank. Access® Online

Request Status Queue
Active Work Queue
System Administration
Account Administration
Transaction Management
Account Information
Reporting
Dashboard
Data Exchange
My Personal Information

Welcome to Access
Your last login was 10/20/2020

Message Center
Message(s) from Access Onlin

Home

> 1. After logging in, click on "**My Personal Information.**"

Request Status Queue
Active Work Queue
System Administration
Account Administration
Transaction Management
Account Information
Reporting
Dashboard
Data Exchange
My Personal Information
• Login Information
• Contact Information
• Backup for Manager Approval Queue
• Manage Account Access
• Manage Favorites
• Account Alerts

My Personal Information

User ID: karenl1959

Login Information
Change your system password and create or mo resetting a password.

Contact Information
Update your user ID contact information (name

   ◦ Email Notification

> 2. Click on "**Email Notification.**"

Status Notifications

☐ **Data Exchange** ⓘ
   ☐ All
   ☐ Successful Upload
   ☐ Unsuccessful Upload
   ☐ Successful Download
   ☐ Unsuccessful Download

☐ **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: [▾]

☑ **Pending Approver's Transaction Approval**
   ○ Daily
   ⦿ Weekly: [Monday ▾]

> 3. Under "**Status Notifications,**" we recommend selecting "**Pending Approver's Transaction Approval**" on a weekly basis. This means that once a cardholder has approved their transactions, you will be notified by email each week that you have pending transactions to approve.

Save

> 4. Click "**Save**" and it should let you know that the information has been successfully saved.