

# US Bank

## Setting up Cardholder Notification Emails



- Transaction Management
- Account Information
- Reporting
- My Personal Information

### Welcome to Access Online

Your last login was 10/13/2020

- Home
- Contact Us
- Training

### Message Center

[Message\(s\) from Access Online](#)

### One Card

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

- Transaction Management
- Account Information
- Reporting

### My Personal Information

- Login Information
- Contact Information
- Manage Account Access
- Manage Favorites
- Account Alerts

### My Personal Information

User ID: arfraase

#### [Login Information](#)

Change your system password and create or resetting a password.

#### [Contact Information](#)

Update your user ID contact information (name, address, phone, email)

- [Email Notification](#)

2. Click on "Email Notification."

#### [Manage Account Access](#)

View access rights and user specific information

- Home
- Contact Us
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### Status Notifications

- 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:

3. Under "Status Notifications," we recommend selecting "Pending Cardholder's Transaction Approval" on a weekly basis. This means that you will receive an email each week if you have pending transactions to approve.

### Rejected Transaction Email Notification

- Send rejected transaction notifications.

4. You NEED to select the box for "Rejected Transaction Email Notification" or you will not be emailed if one of your transactions has been rejected.

Save

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