E-mail Notification

You can use this quick reference guide as a fast reminder of the basic steps for setting up your e-mail notification preference in Access Online.

Access Online's e-mail notification function sends you an e-mail when your statement is available for viewing. You can enable or disable e-mail notification. If you have access to more than one account, you can enable/disable e-mail notification for each account separately.



1. Select the **My Personal Information** high-level task.

2. Click the Email Notification link.



- 3. Make sure your e-mail address is correct.
- **4.** Select to enable or disable email notification.

unt Number 300005905667	Account Name MARTIN DANIELS	Account Type	
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5. Click the Save button.

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Contact i	formation has been successfully saved.
Password Change your resetting a pa	system password and create or modify an authentication response that will be used when ssword.
Contact In Update your Cimail Noti	<u>'ormation</u> iser ID contact information (name, address, phone no., etc.). i <u>cation</u>
Account A View access	teess rights and user specific information, such as accounts and hierarchy level access.

The system saves your changes and a confirmation message displays.

LEARN MORE For more detailed information, refer to the *My Personal Information* webbased training lesson and

user guide available at:

https://wbt.access.usbank.com

Contact your A/OPC for the most current passwords.

The training site also has a glossary available.

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