

One Card Notifications

Setting up notifications allows you to stay on top of the electronic approval of the One Card Transactions, get password expiration notice or be notified when the status of your dispute changes.

- 1) To setup notifications you need to login to your US Bank Access Online account. Once there you click on **Home** menu on the left side of the screen.

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- 2) The notifications need to be set up for **each account** you approve for. Once you bring up an account you can use the **Quick Links** on the right side on the screen. You will select **Manage Email Notifications**.

Quick Links

[Manage Home Page Settings](#)

[Manage Email Notifications](#)

3) On the screen **My Personal Information** scroll down to **Status Notifications**.

You may select being notified daily or weekly when you have pending cardholder's transaction approval or pending approver's transaction approval or both.

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: ▼

Once you set up notifications it may take up to 24 hours to process your request. After that you start receiving the automated email that summarizes the transactions that are pending your action.

Additionally, you may want to set up dispute status or password expiration notifications.

Automated email for Online Manager Approval Queue

This automated email summarizes the transactions that are pending your action within your Access Online Manager Approval Queue.

Total number of pending transactions: 38
Total dollar amount of pending transactions: \$31,509.71

If you do not wish to receive this message, please go to "My Personal Information" within Access Online and modify your notification settings.

This is a system-generated message. For assistance, do not reply to this email. Please access the Contact Us page through Access Online. Thank you.

U.S. BANCORP made the following annotations

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Automated email for the assigned accounts

This automated email summarizes the transactions that are pending your action for your Access Online assigned accounts

Total number of pending transactions: 10
Total dollar amount of pending transactions: \$9,861.71

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