

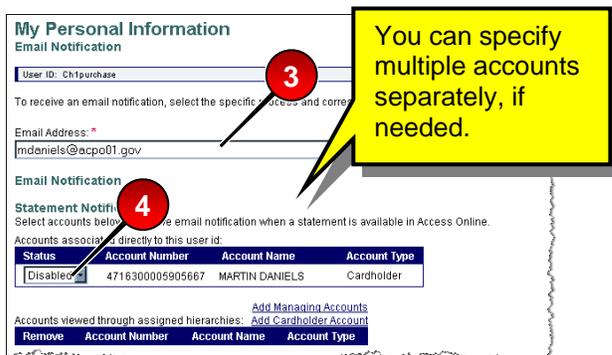
E-mail Notification

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.

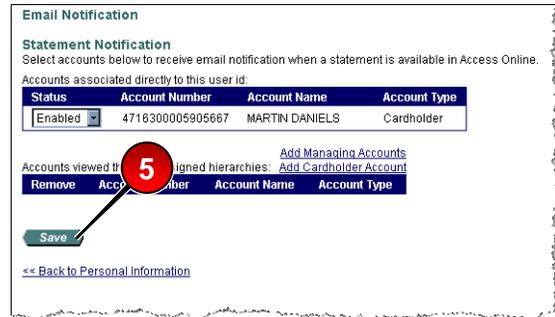
Access Online's e-mail notification function sends you an e-mail when your statement is available for viewing. You can enable or disable e-mail notification. If you have access to more than one account, you can enable/disable e-mail notification for each account separately.



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.



5. Click the **Save** button.



The system saves your changes and a confirmation message displays.



LEARN MORE

For more detailed information, refer to the *My Personal Information* web-based 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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