E-mail Notification

E-mail notification is a way you can be notified via e-mail when your statement is available for viewing in Access Online. This notification is automatically enabled for your directly associated accounts. If you do not want to be notified, you must disable the status of the e-mail notification for the account. This function also lets you set up notification for all accounts you can access within your hierarchy. In addition, you can specify notification about data exchange downloads and transaction approvals (if you use this function).

Viewing and Setting your E-mail Notification

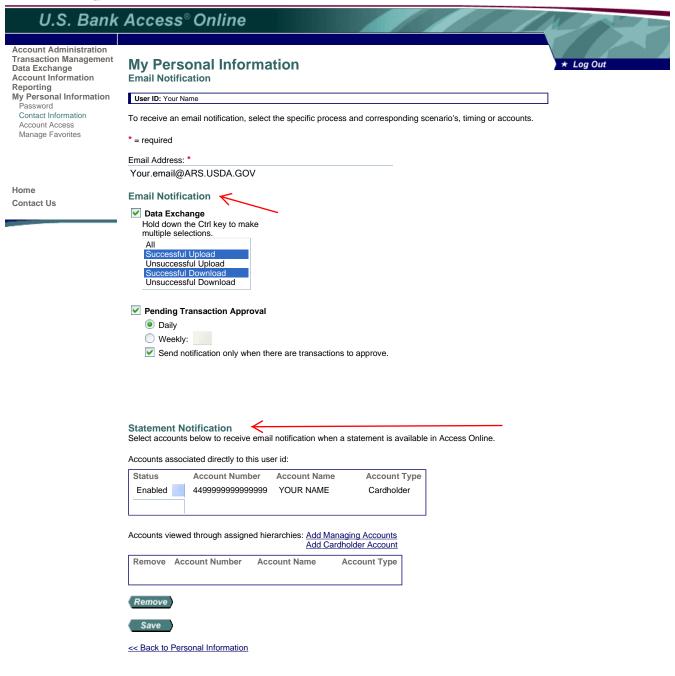To view and set your e-mail notification:

1. Click the **My Personal Information** high-level task. The *My Personal Information* screen displays.

2. Select the **E-mail Notification** link. The *My Personal Information*: *Email Notification* screen displays.

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Account Administration
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Account Information
Reporting
My Personal Information
  Password
  Contact Information
  Account Access
  Manage Favorites

Home
Contact Us

My Personal Information
Email Notification

User ID: Your Name

To receive an email notification, select the specific process and corresponding scenario's, timing or accounts.

* = required

Email Address: *****
Your.email@ARS.USDA.GOV

Email Notification

☑ **Data Exchange**
Hold down the Ctrl key to make multiple selections.

```
All
Successful Upload
Unsuccessful Upload
Successful Download
Unsuccessful Download
```

☑ **Pending Transaction Approval**
◉ Daily
○ Weekly: [   ]
☑ Send notification only when there are transactions to approve.

Statement Notification

Select accounts below to receive email notification when a statement is available in Access Online.

Accounts associated directly to this user id:

Status		Account Number	Account Name	Account Type
Enabled		44999999999999999	YOUR NAME	Cardholder

Accounts viewed through assigned hierarchies: <u>Add Managing Accounts</u>
<u>Add Cardholder Account</u>

Remove	Account Number	Account Name	Account Type

(Remove)

(Save)

<< Back to Personal Information

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