

# Statement Email Notification

This quick reference guide provides the basic steps for setting up your email notification preferences in Access Online in order to be notified when you have a statement available.

Event Driven Notification  
Payment Plus  
Order Management  
Transaction Management  
Account Information  
Reporting  
**My Personal Information**  
• Password  
• Contact Information  
• Manage Account Access  
• Manage Favorites  
• Account Alerts  
Home  
Contact Us

**My Personal Information**

User ID: CH2PCARD

**Password**  
Change your system password or reset a password.

**Contact Information**  
Update your user information.

[Email Notification](#)

1. Select **My Personal Information**.
2. Click **Email Notification**.

**My Personal Information**  
**Email Notification**

User ID: CH2PCARD

To receive an email notification, select the specific products and services you want to be notified about.

\* = required

**Email Address: \***

cpsanchez@acme.com

3. Make sure your email address is correct.

**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:

4. Specify the status notification you want to receive., if any.

**Account Notifications**  
Select accounts below to receive email notification when a statement is available.

User ID Accounts

Account Number	Account Name	Account Type	Statement
**5691	DAMITA MARALDO	Cardholder	<input checked="" type="checkbox"/>

Viewed Accounts (Through Assigned Hierarchies)  
[Add Managing Accounts](#) | [Add Cardholder Account](#)

Account Number	Account Name	Account Type	Statement	Action
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5. Select Statement account notification
6. Click **Save**.