

Managing account statement notification

You can use this quick reference guide as a fast reminder of the basic steps for adding a notification to let you know when a managing account statement is available.

Request Status Queue
Active Work Queue
System Administration
Account Administration
Event Driven Notification
Order Management
Transaction Management
Account Information
My Personal Information

Welcome
Your last login was 1

Message Center
[Message\(s\) from](#)
[Message\(s\) from](#)

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

My Personal Information

User ID: PA1ADMIN

Login Information
Change your system password and create a new password or reset a password.

- Enhanced Security Preferences

Contact Information
Update your user ID contact information (name, address, phone, email).

- Email Notification

Manage Account Access

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2. Click the **Email Notification** link.

My Personal Information
Email Notification

User ID: PA1ADMIN

To receive an email notification, select the specific accounts below to receive email notification when a statement is available.
* = required

Email Address: *
A.ADAMS@ACME.MIL

Preferred Output Language: * American English

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3. Make sure your email address is correct.

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

User ID Accounts

Account Number	Account Name	Account Type	Statement
**7785	MARY BETH GILBERTSON		<input type="checkbox"/>

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

Account Number	Account Name	Account Type	Statement	Action

Save

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4. Click the **Add Managing Accounts** link.

Managing account statement notification: Version 1-4

My Personal Information

Search & Select a Managing Account

Managing Account Search
Search for a Managing Account by Managing Account Number to view all your assigned accounts.

Managing Account Number (Last 4 digits):

Managing Account Name:
OR

Last Name:
OR

Bank: Agent: Company:
OR [Search for PC](#)

5. Search for a managing account.

Select	Account Number	Name	Bank	Agent	Action
<input checked="" type="checkbox"/>	*****0985	ACME PC ORG	3058	64	<input type="button" value="Select Account >>"/>
<input type="checkbox"/>	*****1559	ACME PC ORG TEST	3058	64	<input type="button" value="Remove Account"/>

Records 1 - 2 of 2

6. Select the managing account.

7. Click the **Select Account** button.

8. Click the **Save Selected Accounts** button. Your selected managing account displays in the lower table of accounts you have access to (the upper table lists your personal accounts).

Account Notifications

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

User ID Accounts

Account Number	Account Name	Account Type	Statement
**7785	MARY BETH GILBERTSON	Cardholder	<input type="checkbox"/>

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

Account Number	Account Name	Account Type	Statement	Action
**0985	ACME PC ORG	Managing Account	<input type="checkbox"/>	Remove

9. Select the *Statement* checkbox.

10. Click the **Save** button.

My Personal Information

User ID: PA1ADMIN

Contact information has been successfully saved

Login Information
Change your system password and create or modify an account, or reset a password.

- [Enhanced Security Preferences](#)

Contact Information
Update your user ID contact information (name, address, phone, email).

- [Email Notification](#)

The system saves your changes and a confirmation message displays.

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CAT ID: NA

Survey

Please take a few minutes to respond to a short [survey](#) on our training.