



Purchasing Card – How to Enroll in Real-Time Alerts

Procedure #: 300.8

Rev.: 1

Effective Date: January 17, 2020

Related Policy: [Purchasing Card Policy](#)

Functional Owner: Accounting Services, Division of Business Services

Contact: Purchasing Card Program Manager: (608) 262-3300
meghann.grove@wisc.edu

Contents

- I. Procedure Statement
- II. Who is Affected by This Procedure
- III. Procedure
- IV. Contact Roles and Responsibilities
- V. Definitions
- VI. Related References
- VII. Revisions

I. Procedure Statement

U.S. Bank will notify cardholders via text and/or e-mail when previously identified or suspicious activity has been detected on a Purchasing Card. Cardholders can easily confirm whether a transaction is valid or fraudulent, ensuring fewer unnecessary declines and prompt protection in the event of attempted fraud.

II. Who is Affected by This Procedure?

Purchasing cardholders

III. Procedure

- A. Login to Access Online at <https://access.usbank.com>.
- B. Navigate to *My Personal Information* > *Account Alerts*.
- C. Confirm or provide the Mobile and Email contact information.
- D. Choose to receive alerts at any time or specify a time frame for text alerts.
- E. Review the *Alert Types* tabs and make selections.
- F. Click *Terms and Conditions* to review.
- G. Select the “I have read and agree to the Terms and Conditions Agreement” box, and click **Submit**.

IV. Contact Roles and Responsibilities

- A. **Cardholder:** responsible for enrolling in real-time fraud alerts if desired
- B. **U.S. Bank:** responsible for sending real-time text/email alerts when fraud is suspected

V. Definitions

- A. **Access Online:** the web-based transaction management tool used to support the Purchasing Card Program at UW-Madison.
- B. **Cardholder:** the UW-Madison employee whose name appears on a purchasing card and who is responsible for all purchases made with that card.
- C. **Fraud Alert:** communication in the form of a text message or email sent by U.S. Bank to an enrolled purchasing cardholder when U.S. Bank suspects fraudulent use of the purchasing card

VI. Related References

VII. Revisions

| | |
|------------------|--|
| Procedure Number | 300.8 |
| Date Approved | April 4, 2018 |
| Revision Dates | April 4, 2018 January 17, 2020: Updated procedure to include Event and Purchase alerts in addition to Fraud alerts. |