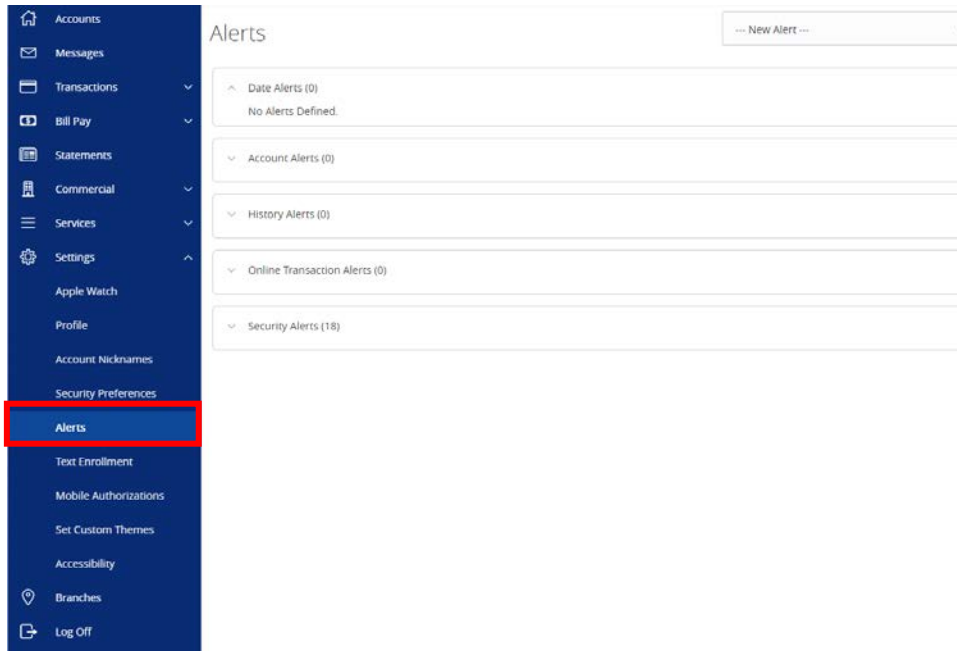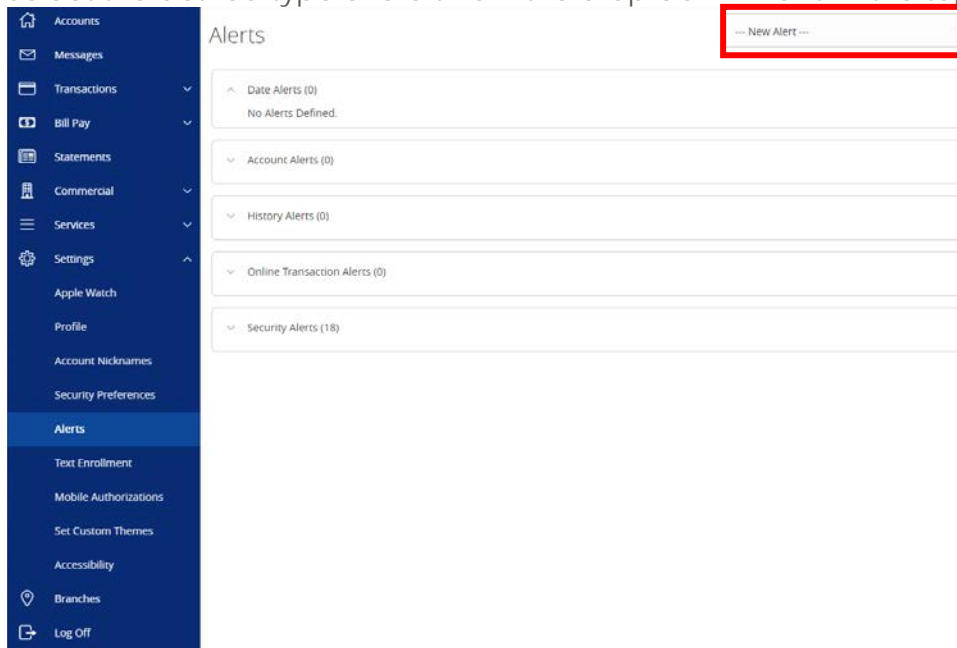# Online Banking
Alerts

Online Banking Alerts

1. Select the 'Alerts' option under the 'Settings' menu.

2. Select the desired type of alert from the drop-down menu in the top right corner of the screen.

Date Alerts

1. Select the type of date alert.

2. Select the date of the alert. Uncheck the 'Recurs Every Year' box if the alert is for one date only.

3. Enter a message for the date alert.

New Date Alert

TYPE:
Birthday

DATE:
No Date Selected

MESSAGE:
No Message Entered

DELIVERY METHOD:
Send only a secure message

Message

Clear   Save

Save

Select a delivery method for the date alert. 'Secure Message Only' will send the alert to the Messages menu within Electronic Banking.

New Online Transaction Alert   Back to Alerts

TRANSACTION:
No Transaction Selected   **Select a delivery method**

STATUS: Secure Message Only   ▼
No Status Selected

DELIVERY METHOD:
Send only a secure message

FREQUENCY:
☑ Every Occurrence

                    Save

Account Alerts

1. Select an account.

New Online Transaction Alert   Back to Alerts

TRANSACTION: Select an account
Collections
                                           ☐   Commercial Checking: DDA-XXXXX3580
ACCOUNT:
No Account Selected   ☐   Certificate: CD-XXXXX6715

STATUS: ☐   Money Market Savings: SAV-XXXXX3946
No Status Selected
                                           ☐   Business Savings: SAV-XXXXX3954
DELIVERY METHOD:
Send only a secure message

FREQUENCY:
☑ Every Occurrence

                    Save

2. Select a field from which the alert should reference.

New Account Alert   Back to Alerts

ACCOUNT: Select a field
DDA-XXXXX3580
                                           ☐   Current Balance
FIELD:
No Field Selected   ☐   Collected Balance

COMPARISON: ☐   Available Balance
No Comparison Selected

AMOUNT:
No Amount Entered

DELIVERY METHOD:
Send only a secure message

FREQUENCY:
☑ Every Occurrence

                    Save

3. Select a comparison.

4. Enter an amount and select 'Save' in the lower right corner.

5. Select the delivery method and frequency for the alert.

New Account Alert

Back to Alerts

ACCOUNT:
No Account Selected

Select a delivery method

Secure Message Only ▼

FIELD:
No Field Selected

COMPARISON:
No Comparison Selected

AMOUNT:
No Amount Entered

DELIVERY METHOD:
Send only a secure message

FREQUENCY:
☑ Every Occurrence

Save

History Alerts

1. Select the account.

New History Alert

Back to Alerts

ACCOUNT:
No Account Selected

Select an account

☐ Commercial Checking: DDA-XXXXX3580

TRANSACTION:
No Transaction Selected

☐ Certificate: CD-XXXXX6715

☐ Money Market Savings: SAV-XXXXX3946

COMPARISON:
No Comparison Selected

☐ Business Savings: SAV-XXXXX3954

AMOUNT:
No Amount Entered

DELIVERY METHOD:
Send only a secure message

FREQUENCY:
☑ Every Occurrence

Save

2. Select a transaction type.

New History Alert   Back to Alerts

ACCOUNT:
No Account Selected

TRANSACTION:
No Transaction Selected

COMPARISON:
No Comparison Selected

AMOUNT:
No Amount Entered

DELIVERY METHOD:
Send only a secure message

FREQUENCY:
☑ Every Occurrence

Select a transaction

☐ Debit Transaction

☐ Credit Transaction

☐ Check Number

☐ Description

Save

3. Select a comparison.

New History Alert   Back to Alerts

ACCOUNT:
No Account Selected

TRANSACTION:
No Transaction Selected

COMPARISON:
No Comparison Selected

AMOUNT:
No Amount Entered

DELIVERY METHOD:
Send only a secure message

FREQUENCY:
☑ Every Occurrence

Select a comparison

☐   greater than

☐   less than

Save

4. Enter an amount and select 'Save' in the lower right corner.

New History Alert   Back to Alerts

ACCOUNT:
No Account Selected   Enter an amount

TRANSACTION:
No Transaction Selected $ 1,000.00 ×

COMPARISON:
No Comparison Selected   1   2   3

AMOUNT:
No Amount Entered   4   5   6

DELIVERY METHOD:
Send only a secure message   7   8   9

FREQUENCY:
☑ Every Occurrence   Delete   0   Save

              Save

5. Select a delivery method and frequency.

New Account Alert   Back to Alerts

ACCOUNT:
No Account Selected   Select a delivery method

FIELD: Email   ▼
No Field Selected
                                       Email Address
COMPARISON:
No Comparison Selected

AMOUNT:
No Amount Entered

DELIVERY METHOD:
Send me an email

FREQUENCY:
☑ Every Occurrence

              Save

6. Selecting 'Phone' for delivery method will give you the option to 'Call Immediately' or select a specific time to call.

New History Alert   Back to Alerts

Select a delivery method

ACCOUNT:
No Account Selected

Phone ▼

TRANSACTION:
No Transaction Selected

United States ▼

COMPARISON:
No Comparison Selected

Phone Number

AMOUNT:
No Amount Entered

Time:
☑ Call Immediately

DELIVERY METHOD:
Call Me

FREQUENCY:
☑ Every Occurrence

Save

Online Transaction Alerts

1. Select an online transaction type.

   NOTE: You will only see options that are applicable to your user rights.

New Online Transaction Alert   Back to Alerts

Select a transaction

TRANSACTION:
No Transaction Selected

☐ Collections

STATUS:
No Status Selected

☐ Domestic Wire

☐ Funds Transfer

DELIVERY METHOD:
Send only a secure message

☐ International Wire

☐ Payments

FREQUENCY:
☑ Every Occurrence

☐ Payroll

Save

☐ Single Payment

☐ Single Receipt

☐ Stop Payment

2. Select an account.

New Online Transaction Alert

TRANSACTION:
Collections

ACCOUNT:
No Account Selected

STATUS:
No Status Selected

DELIVERY METHOD:
Send only a secure message

FREQUENCY:
☑ Every Occurrence

Save

Select an account

☐	Commercial Checking: DDA-XXXXX3580
☐	Certificate: CD-XXXXX6715
☐	Money Market Savings: SAV-XXXXX3946
☐	Business Savings: SAV-XXXXX3954

3. Select a status.

New Online Transaction Alert

TRANSACTION:
No Transaction Selected

STATUS:
No Status Selected

DELIVERY METHOD:
Send only a secure message

FREQUENCY:
☑ Every Occurrence

Save

Select a status

☐	Drafted
☐	Authorized
☐	Processed
☐	Cancelled
☐	Failed

4. Select a delivery method and frequency.

5. Selecting 'Text Message' for a delivery method will give you the option to 'Send Immediately' or select a specific time to receive the message. You must check the box and 'Agree to Terms' before you can save the alert by Text Message.

Security Alerts

NOTE: Security alerts are listed at the bottom of the screen. Click the carrot [⌄] icon to expand the listing of available alerts. Some alerts are clickable and may be turned on or off. The most critical alerts are mandatory and cannot be turned off. These alerts are greyed out.

6. Click 'Edit Delivery Preferences' to modify how and where to receive security alerts.

Edit Alerts

1. Enable/Disable and edit saved alerts from the Alerts menu.

Alerts

--- New Alert --- ▾

⌃ Date Alerts (0)
No Alerts Defined.

⌄ Account Alerts (3)

⌄ History Alerts (0)

⌄ Transaction Alerts (1)

⌃ Security Alerts   Edit Delivery Preferences

Description	Enabled
Alert me when an address is changed	Off
Alert me when my password is changed	On
Alert me when secure access code contact information is changed	On
Alert me when my login ID is changed	On