

BUSINESS ONLINE BANKING QUICK REFERENCE GUIDE

Alerts

ALERTS

Alerts allow you to better manage your accounts through email notifications. Online banking alerts are FREE and easy to setup.

All you need to do is ensure that your online banking email address is correct.

Account Alerts notify you of specific account activity that has taken place within your account including:

- ✓ A check has been presented based on a check number that you specify.
- ✓ A specific credit with a specific amount posts to your account.
- ✓ A specific debit with a specific amount posts to your account.
- ✓ Your balance is above the amount you specified.
- ✓ Your account is below the amount that you specified.
- ✓ Your account has become overdrawn.
- ✓ Transaction Failed notifies when transfer from the account fails.

****Account Alerts are based on prior day balances/transactions.**

Transfer and Payment Alerts notify you of transfers not made and edits to new or existing templates including:

- ✓ ACH, Multiple Accounts and Internal Transfer approval pending notifies you when an account has an ACH, Multiple Accounts and Internal Transfer approval pending for which you are an approver.
- ✓ ACH, Multiple Accounts Transfer template activity notifies you when an ACH or Multiple Accounts Transfer template has been added, edited or deleted.
- ✓ ACH, Multiple Accounts Transfers template approval pending notifies you when an ACH or Multiple Accounts Transfer template add, edit or delete request has been submitted and requires your approval before being applied.

Stop Payment Alerts notify you when a Stop Payment has been requested or cancelled.

Wire Transfer Alerts notify you of outgoing Wire status change, Wires not made, Wires deleted or Wires returned for corrections.

Non-account Alerts are not specifically related to an account and include:

- ✓ E-mail address change
- ✓ File available for download
- ✓ Password changed
- ✓ Secure Sign On settings reset
- ✓ User Profile approval pending / activity

SETTING UP AN ALERT

From the Administration tab select Communications:

1. Under Communications toggle over to **MANAGE ALERTS**
2. Select the applicable account
3. Select the applicable **ALERT(S)** and enter in the necessary information as it relates to the alert
4. Select the method of delivery for your alert
5. Select **ADD**
6. Repeat steps 2-5 if adding Alerts to additional accounts

To turn Alerts on for Profile Activity select the tab for **NON-ACCOUNT and follow steps 3-5**

