CREATING ACCOUNT ALERTS

1. Log into Online Banking.
2. Answer your security question.
   a. TIP: Choose REMEMBER DEVICE, and it will not prompt for security questions for another 30 days.
      i. You may choose to leave this unchecked for added security.
3. Click Manage Alerts (left navigation menu).
4. Click the “+” to add an alert (top of MY ALERTS page in the middle).
5. Choose CUSTOM from the **NEW ALERT** menu.

6. Choose the account for which you want the alert set up for in the **NEW CUSTOM ALERT** window. 
   a. You can place alerts on all of your accounts, but you have to set them up **individually**.

7. The Custom Alerts are shown in the **ALERT TYPES** illustration.
   a. Again, you can set up as many alerts as you like, but they will need to be created one at a time.

*SUGGESTED ALERTS:* Daily Balance, Deposits over a threshold you decide to alert you when your check has been deposited, Low balance under a threshold that you set to alert you when to transfer from another account.
9. Select the **FREQUENCY** that you want the alerts sent.
   a. We suggest **DAILY** for Balance Alerts.
10. Choose the **TIME** you wish to receive the alert in the **TIMEPICKER** option.
    a. Click ACCEPT when you have selected the time you want the alert sent.
11. At this point you have the option to choose to receive the alert via EMAIL or TEXT
   a. For EMAIL, click the EMAIL checkbox
      i. By default, it goes to the primary email on file.
      ii. Click CREATE button and you’re finished!
b. For TEXT Alerts, click the TEXT (SMS) checkbox
   i. Choose which device you wish for the alert to be sent
CREATING ACCOUNT ALERTS – EMAIL AND TEXT MESSAGES

i. Click CREATE button and you’re set up for TEXT alerts!
YOU’RE FINISHED!!!

You can choose to SET UP ANOTHER ALERT or CLOSE the window.

ALL DONE!

Your alert has been created. You can create another alert by pressing the button below or exit to the main alert screen using the close button.

SET UP ANOTHER ALERT

CLOSE
Another example is creating an alert for a **CHECK CLEARED** based on a check number that you define.
Low Balance alerts in which you set the balance amount that triggers the alert, which could help you avoid NSF fees and low balance charges.
CREATING ACCOUNT ALERTS – EMAIL AND TEXT MESSAGES

PREDEFINED SECURITY ALERTS

Login – Anytime your online banking is logged onto
Login Error – Anytime there was a failed login attempt on your account
By default, you will be notified via the primary email associated with your online banking when your:
Password Changed
Primary Email Changed
Security Greeting Changed
Security Question or Answer Changed
**User Nearing Disabled** – If your online banking account goes unused for 90 days, you will first receive an alert that your account will be disabled in 10 days.

**User Nearing Deleted** – After 180 days of inactivity, your online banking profile will be deleted. You will receive notice 10 days prior to it being deleted.

**NOTE:** If you wish to receive TEXT alerts for any of these settings, you can set them up via the MANAGE ALERTS, Hit the “+” to add an alert and then choose SECURITY ALERTS.