


Alerts




QUICK REFERENCE GUIDE

Establishing Alerts

ENROLL

1. Log on to Online Banking.
2. On the main screen under "Alerts" click  **Enroll**
The system displays the Enrollment page.
3. Choose to receive alerts via E-mail, Text Message, or both.

E-MAIL & TEXT MESSAGE ALERTS


- a. In the  **EMAIL** or  **TEXT MESSAGE** section, click "Add" and enter your E-mail address or mobile phone number.
 - b. Click "Send Activation Code". The system will display a confirmation message once sent.
 - c. Enter the confirmation code you receive in the Activation Code field and click Activate. The system will confirm it has activated.
 - d. To set up  **Do Not Disturb** options, click Setup. Specify the start time, end time, and time zone values and click Save.
4. Click Next to save your contact options. The system displays the Alert Options page.

NOTE: to delete a contact option, click the Delete button and then click OK.


SET UP ALERT OPTIONS

1. Locate the alert category to set up an alert.


NOTE: The list of alerts in an alert category changes based on the alerts that you have access to.

2. Click  to expand an alert category to view all of the alerts available for that category.
3. Subscribe to an alert and select your delivery preferences for receiving the alert.
4. Click Save to save your alerts.
5. Click Next to complete the initial setup. The system displays the Overview tab with the updated active alert.

Viewing Alerts FROM HOMEPAGE

1. Sign on to Online Banking. The system will display the Homepage.
2. Under "Home" you will see the "Alerts" secure inbox with the three most recent alerts that you selected to send to that inbox.
3. The system lists the alert type, account number, and alert details.
4. Click  **Mark as read** after reading an alert to close it. The inbox will then refresh to display a new alert in the list if available.

FROM ALERTS PAGE





1. Sign on to Online Banking.
2. Click the  **Manage Alerts** button on the top right corner of the secure inbox on your Homepage.

OR

Click the  **ALERTS** button on the top right corner of the entire Homepage.




NOTE: The system displays the unread alert count next to the Alert button on the upper right corner of the Homepage.

3. Click  on the alert to indicate that you have viewed it. The button changes to 
4. Click  to label all alerts in the list as read or click  to label all alerts in the list as unread.

Editing Alerts

FROM THE OVERVIEW PAGE

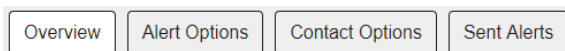
1. Log on to Online Banking and navigate to the Alerts page:

Click the  **Manage Alerts** button on the top right corner of the secure inbox on your Homepage.

OR

Click the  **ALERTS** button on the top right corner of the entire Homepage.

2. Click the Overview button to view the list of active alerts on your account.




3. Click Edit for the alert to be modified, specify the changes, and save the changes.

NOTE: If you clear all of the check boxes the system no longer displays the alert on the Overview page.

FROM ALERT OPTIONS PAGE

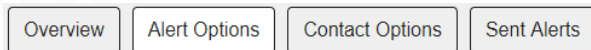
1. Log on to Online Banking and navigate to the Alerts page:


Click the  **Manage Alerts** button on the top right corner of the secure inbox on your Homepage.

OR

Click the  **ALERTS** button on the top right corner of the entire Homepage.

2. Click the Alert Options button to view the list of potential alerts for your account.




3. Click the  to expand the alert category.
4. Click the type of alert you want to add, specify where to send alerts, and click save.

NOTE: If you clear all of the check boxes the system no longer displays the alert on the Overview page.

Deleting Alerts

DELETING ACTIVE ALERTS

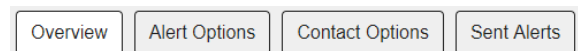
1. Log on to Online Banking and navigate to the Alerts page:

Click the  **Manage Alerts** button on the top right corner of the secure inbox on your Homepage.

OR

Click the  **ALERTS** button on the top right corner of the entire Homepage.


2. Click the Overview button to view the list of active alerts on your account.




3. Click Delete for the alert that you need to remove and then click YES. The system will display a message confirming deletion.

DELETING TRIGGERED ALERTS

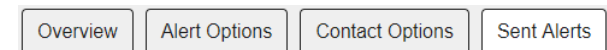
1. Log on to Online Banking and navigate to the Alerts page:

Click the  **Manage Alerts** button on the top right corner of the secure inbox on your Homepage.

OR

Click the  **ALERTS** button on the top right corner of the entire Homepage.

2. Click the Sent Alerts button to view the list of triggered alerts on your account.



3. Click Delete on the far right side of the notification or select Delete All to clear all alerts.

NOTE: The Delete All button only deletes the alerts shown on that page. More alerts may appear once page refreshes.