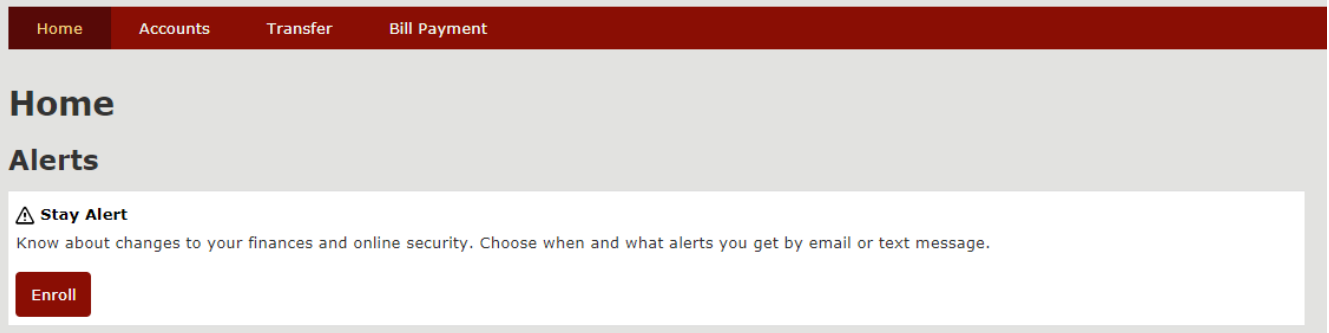
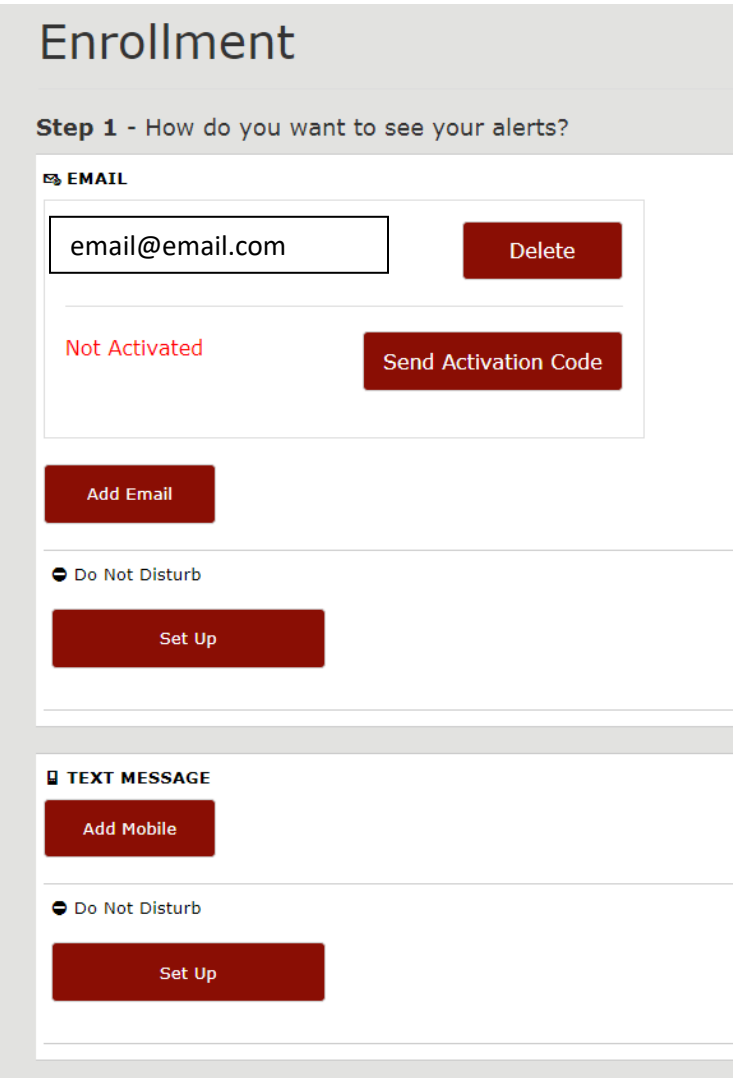


## How to Set Up Alerts in Internet Banking



On the Home screen, you will see “Alerts”. Click “Enroll”.



You have 3 options for receiving alerts: email, text or Secure Inbox in Internet Banking. The email you used when you enrolled in Internet Banking is the default method.

You can use the existing email address, add another email address, or add your mobile phone number.

Click “Send Activation Code” and you will receive a one-time code via the option you selected.

Enter the activation code in Internet Banking and click “Activate”.

When you set up the alert, you will pick how you want to receive alerts: email, text, and/or Secure Inbox. You can choose 1, 2, or all 3 methods.

“Do Not Disturb” allows you to specify a particular time frame when you will not receive alerts.

Select “Alert Options”, and now you’re ready to create (or edit) an alert!

## Choose from the following alerts:

### BALANCE:

Low balance alerts can help you avoid overdrafts or maintain balances. High balance alerts can help you identify when you might want to transfer or invest money.

Account balance above threshold

Account balance below threshold

### TRANSACTION:

You can set up transaction alerts when deposits, checks, or withdrawals post to your account.

Transaction equal to threshold amount

Check number XXXX cleared

Credit transaction was posted

Debit transaction was posted

### LOANS:

Set up alerts when a loan payment or advance has posted to your account.

Payment was posted to a loan

Loan advance was posted

### OTHER:

A chargeback is when you've made a deposit that has been returned.

*Example: you receive a check from Barbie Que. You deposit it into your account. Barbie Que doesn't have enough money in her account, so her bank returns the check. A charge back alert will notify you that this deposit has been returned.*

Charge back occurred

Once you selected the alert, pick which account(s) this alert applies to. Click "Save". You've created your alert!

In the "Overview" tab, you can see what alerts are active, and you can edit or delete them.

The "Sent Alerts" tab contains the last 90 alerts that have been sent to your Secure Inbox in Internet Banking.

*NOTE: Email and text alerts will NOT show here.*

Overview Alert Options Contact Options Sent Alerts Help

These are all of the alert subscriptions active on your account.

### Transaction

Check number XXXX cleared	
ACCOUNT <b>XX3513</b> XX3513	THRESHOLD 3353
	<p>Edit Delete</p>