## Setting Up Alerts in Digital Banking

Digital banking allows you to customize email or text alerts so you know what's going on with your account and can take action when needed.



 When setting up alerts, first check that your mobile device and email address are linked to your account. Do this by clicking on "Manage Profile" from the menu bar.

| CLIENT NAME      |
|------------------|
| View Accounts    |
| =\$ Move Money   |
| n Deposit Checks |
| ↔ Shazam Bolt\$  |
| 9 Find Locations |

3. Now, to begin setting up alerts, choose "Manage Alerts" from the menu bar.



2. Add a mobile phone number if you wish to receive text alerts or an email address if you wish to receive email alerts.

| (                   | ADD<br>PHOTO   |
|---------------------|----------------|
|                     |                |
| n L                 | NAME           |
| Contact Information |                |
| Phone               | 0 Devices      |
| Email               | user@gmail.com |
| Bill Pay Profile    |                |
| Security            |                |
| Preferences         |                |

Click on the + symbol to set up a new alert. (You can also view a list of all your alerts on this screen.)



5. Next, select the alert type you want to set up.

| NEW CUSTOM ALERT X |     | K NEW BILL PAY ALERT                       | × ×         | NEW SECURITY ALERT               |   |
|--------------------|-----|--|-------------|----------------------------------|---|
| ALERT TYPES        | ×   | ALERT TYPES                                | ×           | ALERT TYPES                      |   |
| Available Balance  | > ^ | List Of Transactions That Are Scheduled to | >           | Login                            | > |
| Check Cleared      | > E | W  |             | Login Error                      | > |
| Debit              | >   | Pavee Added                                | <u>,</u>    | Password Changed                 | > |
| Deposit            | >   | H Pavee Deleted                            | > H         | Primary Email Address Changed    | > |
| Failed Transaction | >   | Payment Scheduled Greater Than a Specific  |             | Security Greeting Changed        | > |
| High Balance       | >   | Amount                                     | · (         | Security Question/Answer Changed | > |
| Low Balance        | >   | Recurring Payment Processed                | <u>&gt;</u> | User Nearing Deleted             | > |
| NSF Items Today    | >   |  |             | User Nearing Disabled            | > |
| Online Transfer    | >   | E  |             |                                  |   |
| Pending ACH        | >   |  |             |                                  |   |
| Stop Payment       | >   |  |             |                                  |   |

6. Finally, name the alert, set up the criteria (if required), how you wish to receive the alert and hit "Create."

| < NEW SECURITY ALERT                   |   | × |
|--|---|---|
| ALERT TYPE<br>Password Changed         | ÷ |   |
| What do you want to call this alert?   |   |   |
| NAME<br>Password Change Alert          |   |   |
| How do you want to receive this alert? |   |   |
| Email Text (SMS)                       |   |   |
| EMAIL ADDRESS                          |   |   |
| Enabled                                | 0 |   |
|  |   |   |
|  |   |   |
|  |   |   |
|  |   |   |
|  |   | ¥ |
| CREATE                                 |   |   |