E-ALERTS

Stay Up-To-Date on Your Accounts with E-Alerts

Creating Alerts:

1. **Login** to your online banking account.
2. **Select** the account you wish to receive alerts for from your account list.
3. **Click New** under the **Messages** box.
4. **Choose** the type of account from which you wish to receive alerts
   - You can choose from Checking, Savings, CDs/IRAs, or Loan accounts.
   - **Select** the type of alert you would like to create.
   - **Click** Setup New Alert
5. **Verify** that the correct Alert Category is chosen.
   - There will be a “Select a Category” dropdown menu that lists the correct option.
6. **Select** the type of alert you want to receive.
   - The type of alerts you can receive will vary depending on what type of account you are creating an alert for.
   - This will range from receiving alerts on account balances, check clearings, maturity dates and payments due.
7. **Decide** how you would like to receive your alerts.
   - Your options will be via email or Mobiliti mobile banking.
   - With certain alerts you will be asked to fill in additional criteria to complete the alert, such as a check number for the Check Clearing alert.
8. **Click** Finish, **Verify** the criteria you chose for your alert, and **Click** Done!

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Managing Alerts:

1. **Login** to your online banking account.
2. **Click** the hyperlinked number on the welcome screen that indicates how many read or unread messages you have.
    - You can choose from Checking, Savings, CDs/IRAs, or Loan accounts.
3. **View, Edit, Delete, or Create** alerts.
    - A task menu will appear where you can choose which action you would like to take with alerts that you currently have.
4. **Modify** your alerts as desired and **don't forget to Save** the changes!