

How to Set Up a New Electronic Alert:

Log into your Internet Banking Account. On the landing page, click the hyperlink prior to the word “alerts” to set up a new event for a specific application:



Welcome [redacted] You have [0] unread alerts and [0] unread secure messages.

The screenshot shows two panels. The left panel, titled "List Of Accounts", displays a table with the following data:

Account	Description	Balance
**** [redacted]	Checking	190.00

The right panel, titled "Transaction Search", shows search criteria with the following values:

Search Criteria	Value
Account:	Checking
Search:	Date
From:	
Thru:	

Click on the type of alert you would like to set up: DDA (checking), SAV (savings), COD (certificate of deposit) or LAS (loan):

The screenshot shows a vertical menu titled "Alerts" with four options: [DDA\(0\)](#), [SAV\(0\)](#), [COD\(0\)](#), and [LAS\(0\)](#).

Click on the link that says “Setup New Alert” (you can also come back to this screen whenever you want to view, change or delete previously set up alerts).

The screenshot shows the "DDA" alert management screen. It includes sections for "Alerts" (with "No Alerts" and "View | Delete" options) and "Notify When" (with "No Notifications" and "New | View | Edit | Delete" options). A blue arrow points to the "Setup New Alert" link, and a "Back" button is visible at the bottom.

Select the type of alert you would like from the drop down list:

The screenshot shows the "New Alert" selection screen. It features two dropdown menus: "Select a Category" and "Select a Type". The "Select a Type" dropdown is currently set to "DDA". At the bottom, there are "Next" and "Cancel" buttons.

DDA accounts:

- Balance Below Notice –input a target balance and an alert will be sent whenever the balance falls below this amount
- Daily Activity Notice –receive an alert that there has been activity on the account with the new account balance
- Check Clearing –receive an alert whenever a check clears on the account
- Specific Check Clearing –input a specific check number and an alert will be sent when that check only posts to the account (one time event only)

SAV accounts:

- Balance Below Notice –input a target balance and an alert will be sent whenever the balance falls below this amount
- Daily Balance Notice –receive a daily alert with the account balance

COD accounts:

- COD Maturity Notice – receive a notice when a Certificate of Deposit matures

Loans:

- Loan Advance Notice – receive a notice when an advance posts to a loan

Select “Next”

Input any required information and select the account number if you have multiple accounts.

Select where to send the alert – select Online or Email from the “Send To” drop down:

- Online –an alert will appear in internet banking (see Example 1)
- E-mail – an e-mail will be sent with requested information (see Example 2)

Example 1:

New DDA - Below Balance Notice

If the account number is Equal To and the balance falls Less Than , then provide notification.

Send To:

Example 2: (The system will prefill the e-mail address with the address on file – you can opt to change the e-mail address that your alerts will be sent to, but this will not change the address on file with the bank. To permanently change your e-mail address, go to Options from the landing page.)

New DDA - Below Balance Notice

If the account number is Equal To **POD** and the balance falls Less Than **250.00**, then provide notification.

Send To: **E-Mail**

E-Mail Address: [redacted]@hotmail.com

Finish Cancel

Click Finish and a confirmation will display:

DDA - Below Balance Notice Confirmation

Details: If the account number is Equal To POD and the balance falls Less Than 250.00, then provide notification.

Done

Alerts will appear after 8:30 a.m. If you selected the E-mail option above, you will receive an e-mail at the address you indicated. If you selected Online, you will need to sign on to Internet Banking and the number of Alerts will display.



Welcome [redacted] You have **[0]** unread alerts and **[0]** unread secure messages.

List Of Accounts

▼ Deposits (1)		190.00
Account	Description	Balance
*****6734	Checking	190.00

Transaction Search

Search Criteria

Account:	Checking
Search:	Date
From:	
Thru:	

If you click on the hyperlink, you will get a notice fulfilling your request:

- DDA - Balance Below Notice

Number: 70

Received: 07/02/2011 7:00 AM

You have requested to be notified if the balance in account number XXXXXXXXXXXX [redacted] falls below a balance defined by you. The current balance is \$190.00.