digital banking
step-by-step guide

Desktop Alerts

Desktop alerts send notifications for account activity based on Member-selected criteria.

Alerts Step-by-Step

Use the following steps to set up alerts.

Step	Action
1	Click the **More Links** (⬤⬤⬤) menu on the top right of the screen.
2	Click the **Alerts** menu at the right of the screen.
3	Click the **Subscriptions Alerts** menu at the left of the screen.
4	Subscription Alert options may include: - Balance Alerts - Balance Summary Alerts - Check Cleared Alerts - Transaction Alerts - Extended Courtesy Pay Alerts - Loan Due Alerts
5	Click the **Accounts** tab or the **Cards** tab.
6	Scroll to view your list of available **Subscription Alerts**
7	Click to select the **drop-down arrow** and choose an **account** you want to set an alert for.
8	Use the toggle switches to turn **Account** and/or **Card** alerts on or off. - Toggling On means you will receive **Account** and/or **Card** alerts. - Toggling Off means you will not receive **Account** and/or **Card** alerts. - Alerts can be sent to your Email and/or Phone.
9	Click the **Edit** icon to set alert preferences.
10	Click the **Security Alerts** menu at the left of the screen.
11	Security Alerts options may include: - Security Alerts - Login Alerts - Transfer Alerts

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Alerts Step-by-Step Continued

Use the following steps to set up alerts.

Step	Action
12	Use the toggle switches to turn **Security, Login** and/or **Transfer** alerts on or off. • Toggling On means you <u>will receive</u> **Security, Login** and/or **Transfer** alerts. • Toggling Off means you <u>will not receive</u> **Security, Login** and/or **Transfer** alerts. • Alerts can be sent to your Email and/or Phone.
13	Click the **Edit** icon to set alert preferences.
14	Click the **Alert History** menu at the left of the screen and then: A. Click and enter keywords in the **Search** field. or B. Use the **Sent To** drop-down arrow to narrow your search results.
15	Review how each **Alert** was sent, along with the date and time it was delivered in the **Alert Message** panel.

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