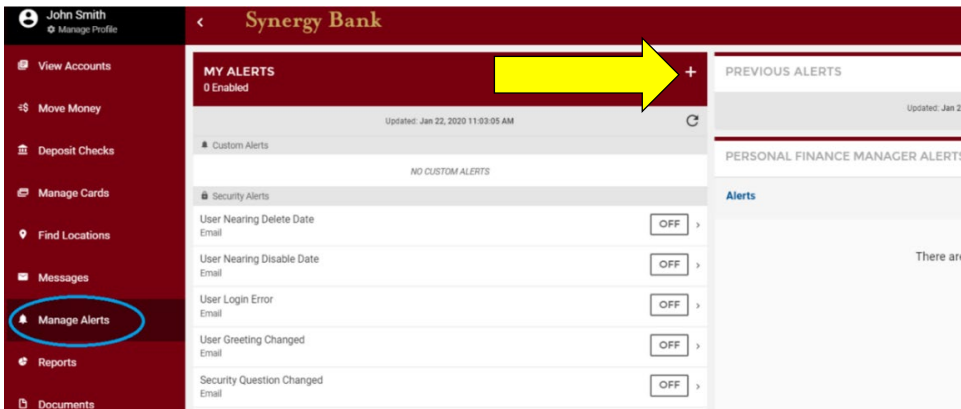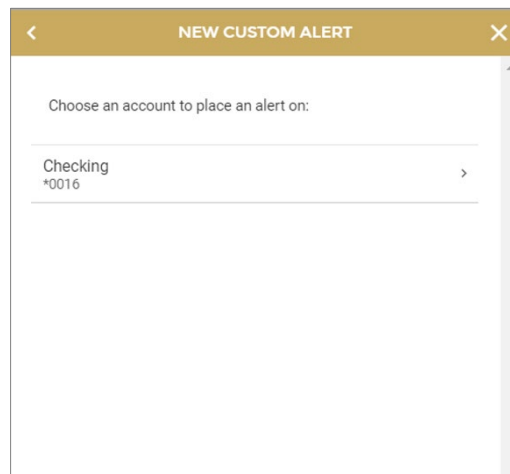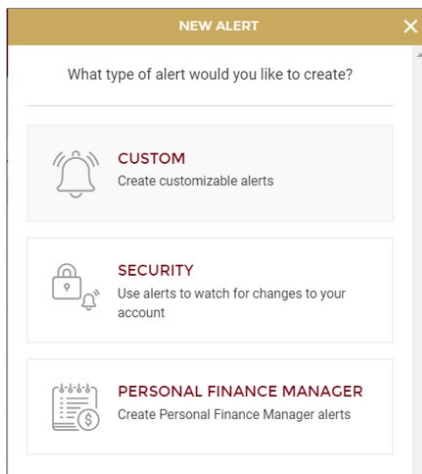**Managing Alerts**

Click **Manage Alerts** from the menu to the left of the page. From the My Alerts screen, click the plus (**+**) at the top of the maroon bar.
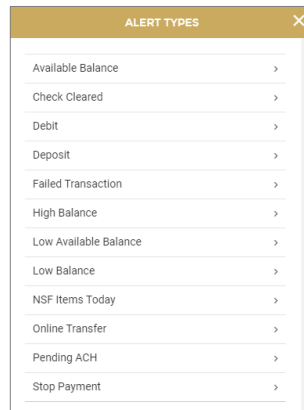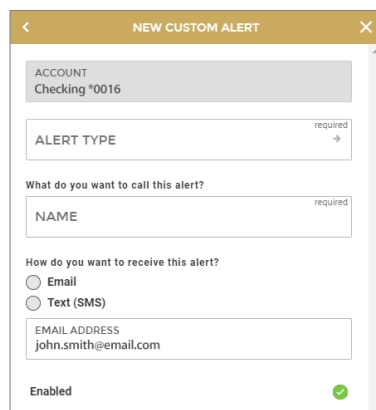

Choose the type of alert you want to set up from the New Alert window. See instructions for each alert type below.
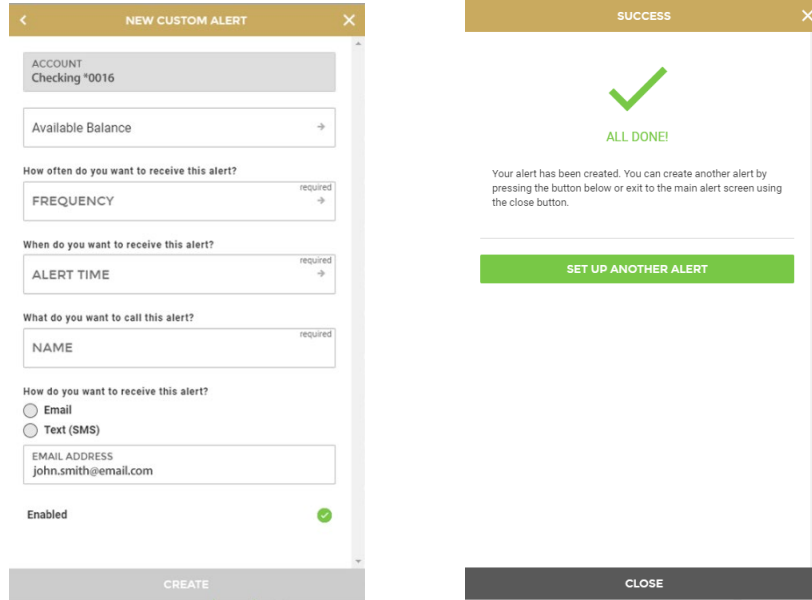
Custom

Click **Custom**. From the New Custom Alert pop-up, choose the account to place the alert on.

Once the account is selected, click **Alert Type** and choose the type of alert you'd like to add from the from the list.

Fill the fields that correspond with the alert type. Click **Create**. Note: You will not be able to click **Create** until all required fields are filled.

You'll receive an All Done message once the alert has been created. To set up another alert, click **Set Up Another Alert** and repeat the steps above.

Security

Click **Security**. From the New Security Alert pop-up, click **Alert Type**.

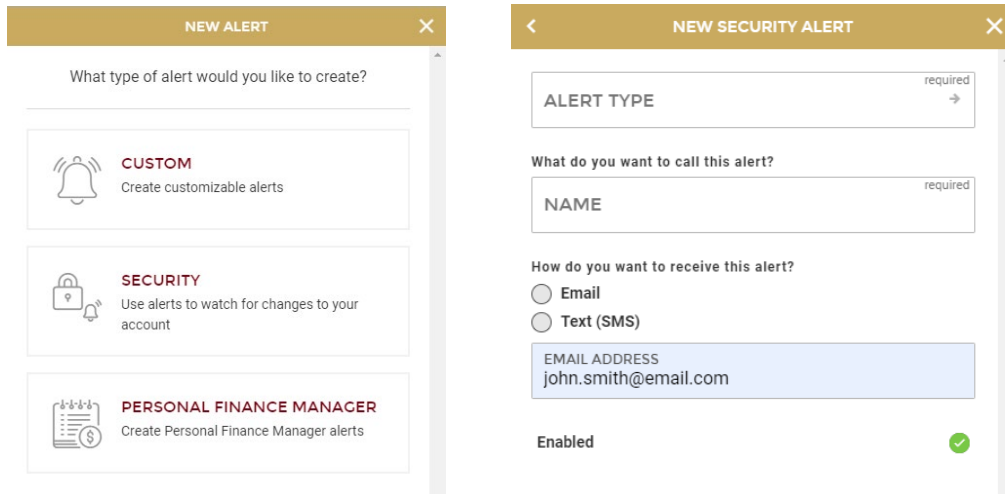On the Alert Types pop-up window, click on the type of alert you wish to add to your accounts. Fill the fields that correspond with the alert type. Click **Create**. Note: You will not be able to clic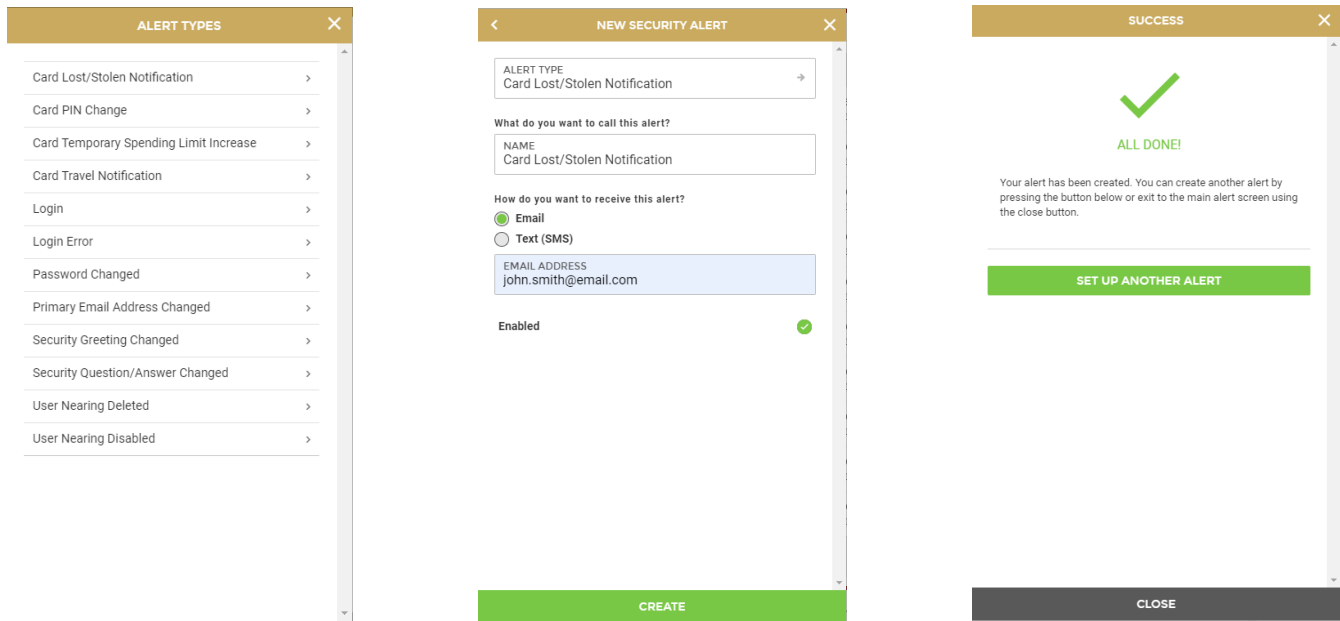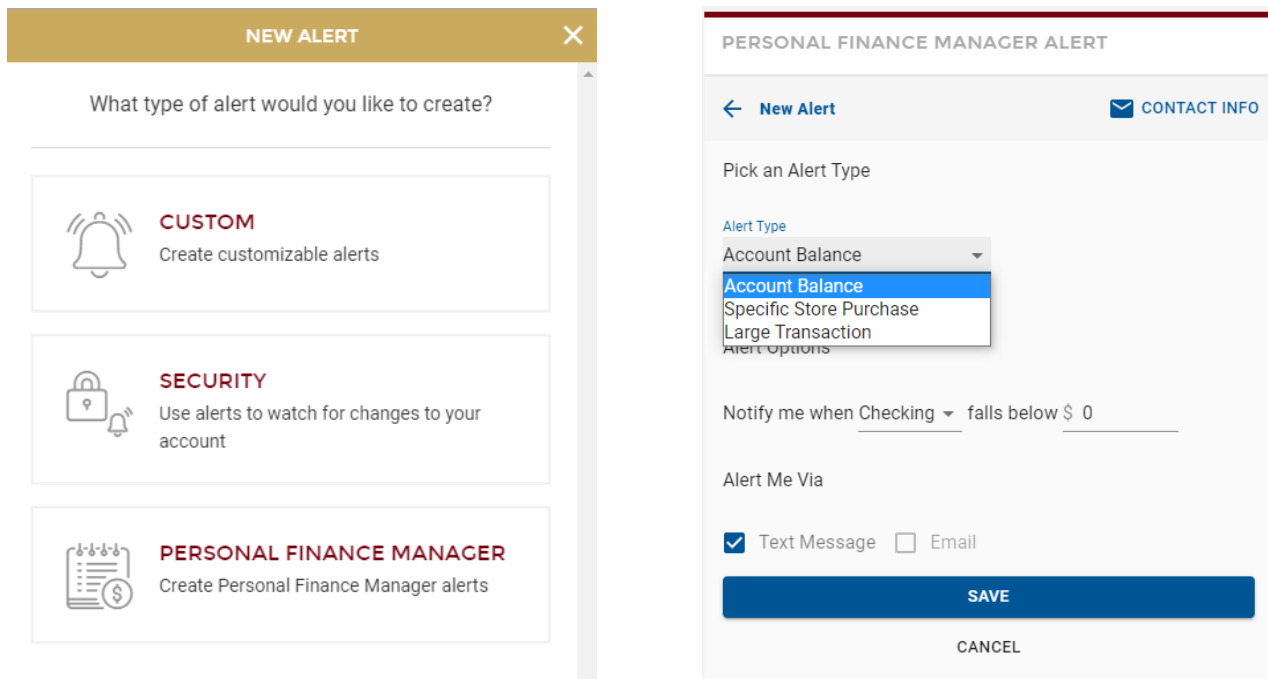k **Create** until all required fields are filled. You'll receive an All Done message once the alert has been created. To set up another alert, click **Set Up Another Alert** and repeat the steps above.

ALERT TYPES	✕
Card Lost/Stolen Notification	›
Card PIN Change	›
Card Temporary Spending Limit Increase	›
Card Travel Notification	›
Login	›
Login Error	›
Password Changed	›
Primary Email Address Changed	›
Security Greeting Changed	›
Security Question/Answer Changed	›
User Nearing Deleted	›
User Nearing Disabled	›

NEW SECURITY ALERT ✕

ALERT TYPE
Card Lost/Stolen Notification →

What do you want to call this alert?
NAME
Card Lost/Stolen Notification

How do you want to receive this alert?
◉ Email
○ Text (SMS)
EMAIL ADDRESS
john.smith@email.com

Enabled ✓

CREATE

SUCCESS ✕

✓

ALL DONE!

Your alert has been created. You can create another alert by pressing the button below or exit to the main alert screen using the close button.

SET UP ANOTHER ALERT

CLOSE

Personal Finance Manager

Click **Personal Finance Manager**. From the Personal Finance Manager Alert screen, choose the Alert Type from the drop-down menu (Account Balance, Specific Store Purchase, or Large Transaction).

NEW ALERT ✕

What type of alert would you like to create?

🔔 **CUSTOM**
Create customizable alerts

🔒 **SECURITY**
Use alerts to watch for changes to your account

📋 **PERSONAL FINANCE MANAGER**
Create Personal Finance Manager alerts

PERSONAL FINANCE MANAGER ALERT

← **New Alert**   ✉ CONTACT INFO

Pick an Alert Type

Alert Type
Account Balance ▾
| Account Balance |
| Specific Store Purchase |
| Large Transaction |
Alert Options

Notify me when Checking ▾ falls below $ 0

Alert Me Via

☑ Text Message ☐ Email

SAVE

CANCEL

Fill in the Alert Options that correspond with the selected Alert Type. Choose how you'd like to be alerted by clicking the box before Text Message or Email. You may select both options. Click **Save**. The alert will now be displayed at the bottom right-hand corner of your Online Banking Dashboard.

Editing Alerts

To edit an alert, click **Manage Alerts** on the Navigation Menu. A list of alerts will be displayed.

Click the bar of the alert you want to edit to open the Edit Alert screen. Edit alert as necessary. Click **Save**.
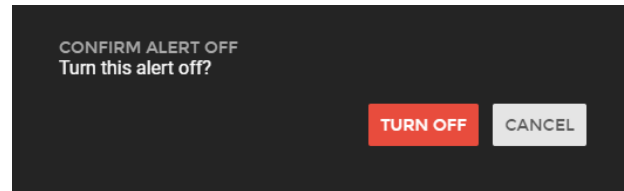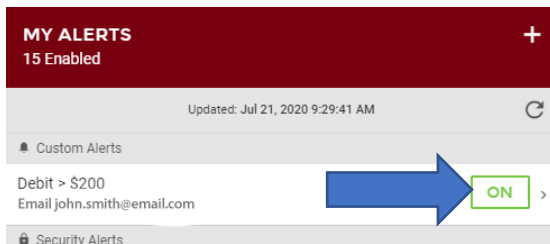
To delete the alert completely, click **Delete This Alert** on the Edit Alert screen. On the Confirm Deletion pop-up bar, click **Delete**.
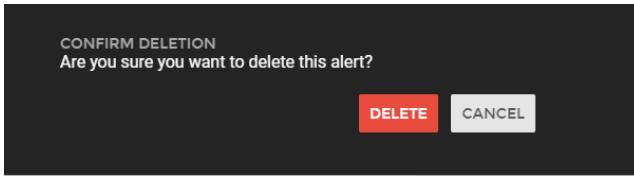
Turning Alerts Off and On

If you just wish to turn off the alert, click the green **On** button to the right of the alert. Click **Turn Off** on the Confirm Alert Off pop-up bar.

The button will now appear black and with the word **Off**. To turn the alert back on, click **Off**, then confirm by clicking **Turn On** on the Confirm Alert On pop-up bar.