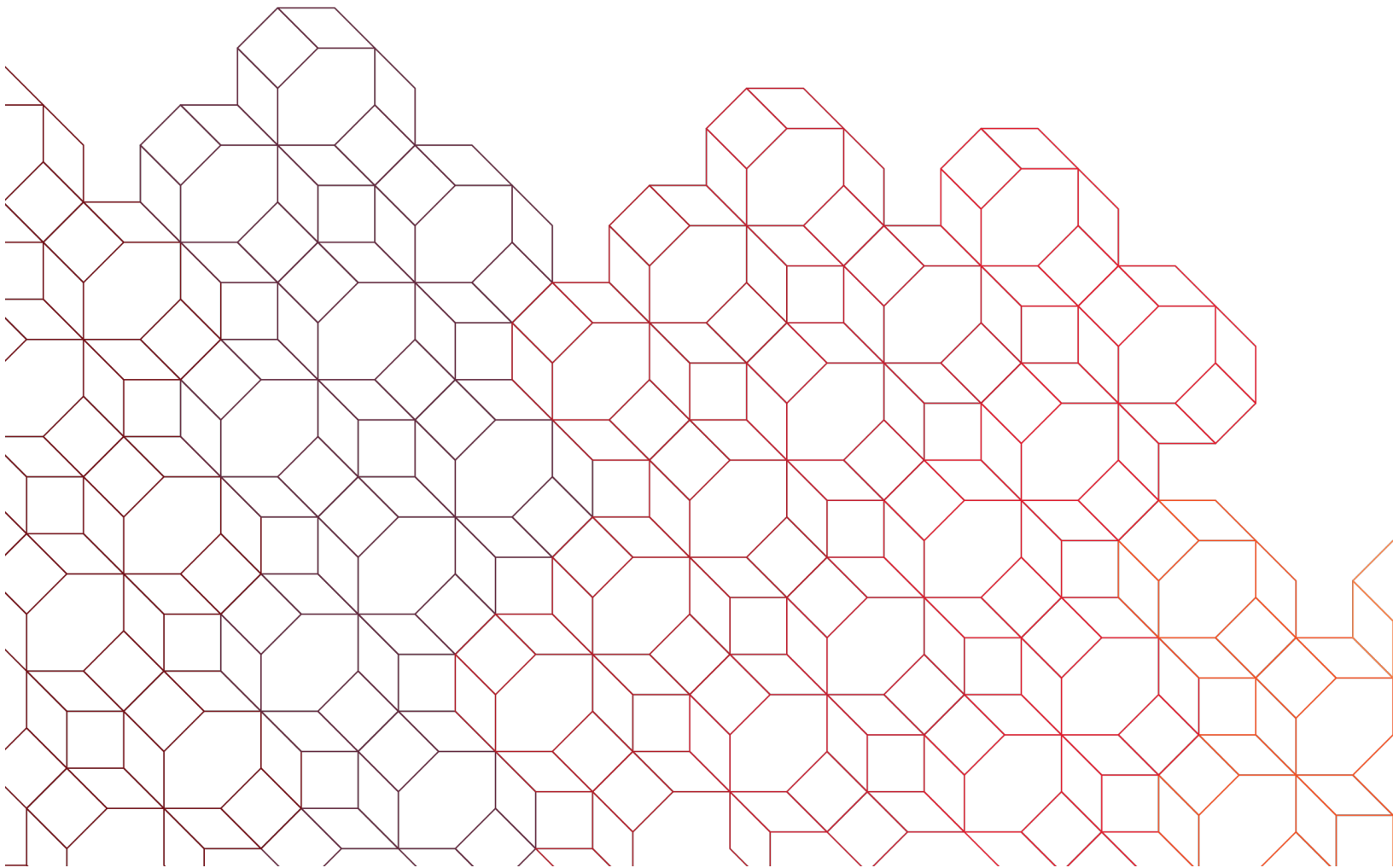




# Exchange

## Alerts – Creating Alerts



To begin receiving alerts, you must create them. This is done under the “Configure My Alerts” tab.

View Alerts

Configure My Alerts

Alert Destinations

Any existing alerts will display on screen.

To create a new alert, click the “Add Alert” link.

Existing Alerts

Alert Name

Alert Group & Type

You have not configured any Alerts

+ Add Alert

Select the alert type

Select the preferred alert type and then enter the information required to set up the alert.

Information Reporting

Payments & Transfers

Alerts are grouped into categories, Information Reporting and Payments and Transfers. Other categories as well as additional alerts may display based upon additional Exchange services permitted. Selecting any group will expand, listing individual alert types under each.

Cancel

Select the alert type

Select the preferred alert type and then enter the information required to set up the alert.

Information Reporting

ATM Withdrawal

ATM withdrawal alerts will be sent when an ATM withdrawal exceeds a dollar amount you set.

Book Transfer

You will receive a Book Transfer alert when a Book Transfer occurs and exceeds the dollar amount you set.

Check Number Posted

A Check Number Posted alert will be sent when a check posted to your account matches the check number you specify.

Check Posted

Check posted alerts are sent when a check posts to your account and exceeds the dollar amount you set.

Daily Balance

A daily alert will be delivered with the balance of your account.

Deposit

A deposit alert will be sent when a branch, ATM or mobile deposit matching the amount you set is deposited.

Deposit Correction - Credit

Deposit correction-credit alerts are sent when a deposit correction-credit is credited to your account and exceeds the dollar amount you set.

Deposit Correction - Debit

Deposit correction-debit alerts are sent when a deposit correction-debit is deducted from your account and exceeds the dollar amount you set.

Select the alert type to set up by clicking the right arrow.

Note: Refer to the Alerts Matrix on the last page of this guide for definitions of each Alert type.

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The alert type selected will be the email/text subject.

## Information Reporting

Deposit Correction - Debit

### Select Alerts Destinations \*

Email

Text Message

☐ email@workemail.com☐ (111) 111-1111☐ email@email.com☐ (555) 555-5555[+ Add Email](#)[+ Add Phone](#)

- Select how you would like to have the alert delivered. If needed, you may add additional emails or phone numbers which are added to your current destination list.
- Click "Next" after making your selection.

Cancel

Next

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## Configure the alert

### Select Accounts \*

All accounts

Selected accounts

Search by account name or number



Account Number ↑↓

Account Name ↑↓



0170000023

Payroll Account



0170000022

Operating Account



0170000021

General Account

Total accounts selected: 0

Deposit Correction - Debit amount is greater than\*

- Select the accounts you would like to be alerted.
- If there are additional parameters for your alert, make those choices or input necessary values.
- After making account selections, click "Save Alert".

Cancel

Save alert

**Success!**

Your new alert has been saved. You can view the alert details or edit the alert at any time by navigating to [Configure My Alerts](#).

Done

A confirmation success message displays that the Alert has been created, click "Done" to close the message. The alert you just created can be seen under "Existing Alerts" in the Configure My Alerts tab.

## Exchange platform alert types:

### Information Reporting

**ATM Withdrawal** - ATM withdrawal alerts will be sent when an ATM withdrawal exceeds a dollar amount you set.

**Book Transfer** - You will receive a Book Transfer alert when a Book Transfer occurs and exceeds the dollar amount you set.

**Check Number Posted** - A Check Number Posted alert will be sent when a check posted to your account matches the check number you specify.

**Check Posted** - Check posted alerts are sent when a check posts to your account and exceeds the dollar amount you set.

**Daily Balance** - A daily alert will be delivered with the balance of your account.

**Deposit** - A deposit alert will be sent when a branch, ATM or mobile deposit matching the amount you set is deposited.

**Deposit Correction – Credit** - Deposit correction-credit alerts are sent when a deposit correction-credit is credited to your account and exceeds the dollar amount you set.

**Deposit Correction – Debit** - Deposit correction-debit alerts are sent when a deposit correction-debit is deducted from your account and exceeds the dollar amount you set.

**Deposit Item Return** - Deposit item return alerts are sent when a deposit item return is deducted from your account and exceeds the dollar amount you set.

**Electronic Credit (ACH)** - Electronic Credit (ACH) alerts are sent when an electronic credit is credited to your account and exceeds the dollar amount you set.

**Electronic Debit (ACH)** - Electronic Debit (ACH) alerts are sent when an electronic debit is deducted from your account and exceeds the dollar amount you set.

**Low Balance** - An alert will be sent when your account balance falls below a dollar amount you set.

**Remote Deposit Adjustment – Credit** - Remote deposit adjustment-credit alerts are sent when a remote deposit adjustment-credit is credited to your account and exceeds the dollar amount you set.

**Remote Deposit Adjustment – Debit** - Remote deposit adjustment-debit alerts are sent when a remote deposit adjustment-debit is deducted from your account and exceeds the dollar amount you set.

### Payments & Transfers

**ACH Prefund Settlement** - ACH prefund settlement alerts are sent when an ACH prefund settlement transaction is deducted from your account and exceeds the dollar amount you set.