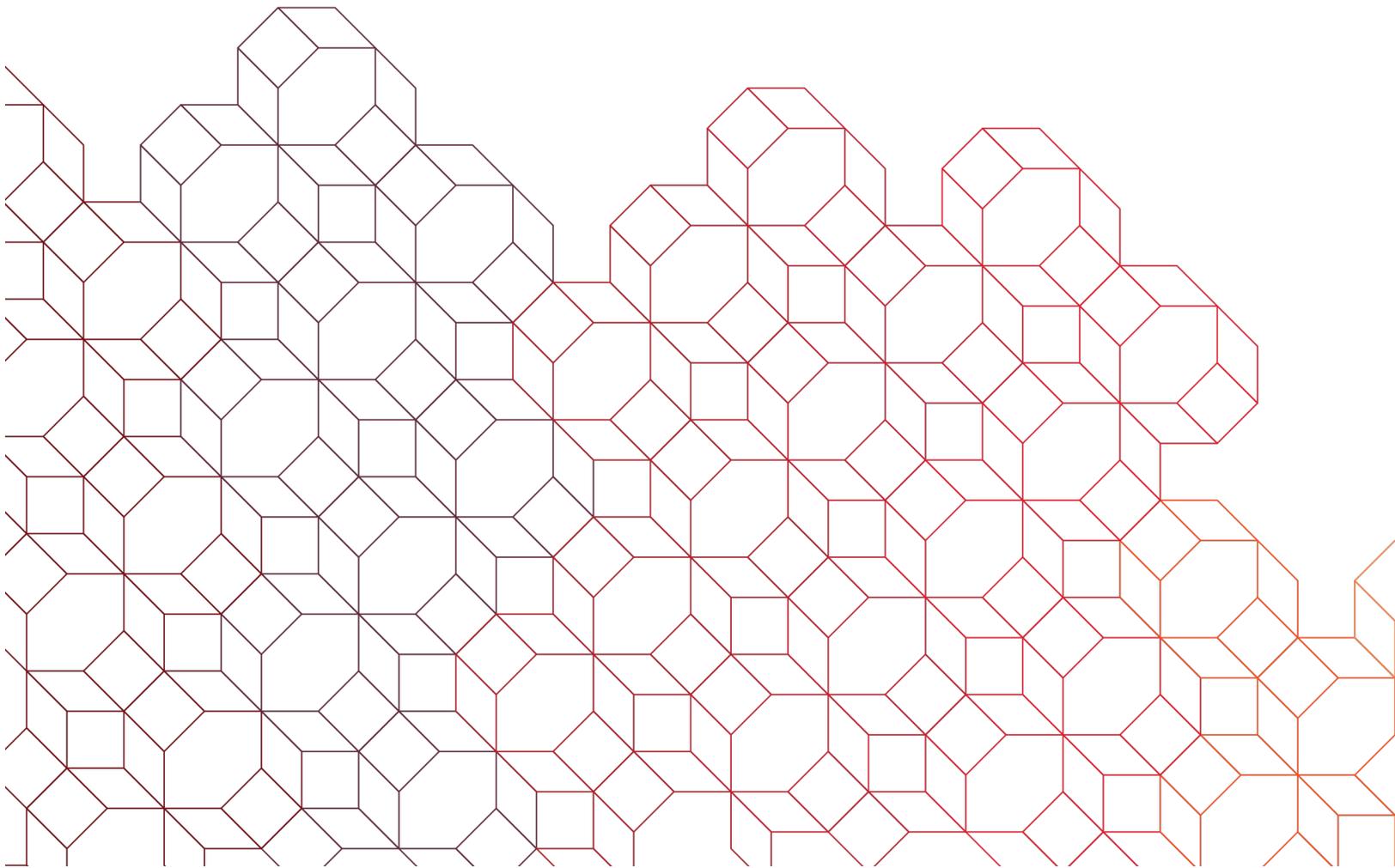




# Exchange

## Alerts – Modifying Alerts



Alerts you create can be modified or deleted. As with creating alerts, you begin under the “Configure My Alerts” tab.

View Alerts **Configure My Alerts** Alert Destinations

Existing Alerts + Add Alert

Alert Name ↓↑	Alert Group & Type ↓↑	
Deposit Correction - Debit	Information Reporting Deposit Correction - Debit	 

- To **delete** an Alert, click the trash can icon. **Note:** If deleting an alert, use a different “Alert Name” to setup the same Alert.
- To **update** an Alert, click edit icon.

### Information Reporting

Deposit Correction - Debit

#### Select Alerts Destinations \*

Email	Text Message
<input type="checkbox"/> email@workemail.com	<input type="checkbox"/> (111) 111-1111
<input checked="" type="checkbox"/> email@email.com	<input checked="" type="checkbox"/> (555) 555-5555

[+ Add Email](#) [+ Add Phone](#)

[Cancel](#) [Next](#)

- If you need to change the alert delivery, do so here. If needed, you may add additional emails or phone numbers which are added to your current destination list.
- Click “Next” after making your changes.

[< Back](#)

### Configure the alert

#### Select Accounts \*

**All accounts** Selected accounts

Search by account name or number

<input type="checkbox"/>	Account Number ↓↑	Account Name ↓↑
<input checked="" type="checkbox"/>	0170000023	Payroll Account
<input type="checkbox"/>	0170000022	Operating Account
<input type="checkbox"/>	0170000021	General Account

Total accounts selected: 1  
Deposit Correction - Debit amount is greater than\*  
\$1.00

[Cancel](#) [Save alert](#)

- If the change is related to the accounts, select or deselect the accounts to be included with your alert.
- If the change is related to the parameters, make those updates as necessary for your alert.
- Once changes are complete, click “Save Alert”.