

Online Transaction Alerts

Different types of transactions can occur in your accounts. By creating Online Transaction Alerts, you can be notified when various transfers, payments or debits post to your account.

The screenshot shows the 'New Alert' form with four numbered callouts: 1 points to the 'New Alert' dropdown menu; 2 points to the 'Change of Address' transaction type; 3 points to the 'Share Draft: XXXXXX9517' account selection; and 4 points to the 'Authorized' status selection.

The screenshot shows the 'New Online Transaction Alert' form with three numbered callouts: 5 points to the 'Secure Message Only' delivery method dropdown; 6 points to the 'Every Occurrence' frequency selection; and 7 points to the 'Save' button. The form also displays transaction details: Change of Address, Account: XXXXXX9517, Status: Authorized, and Delivery Method: Send only a secure message.

In the **Settings** tab, click **Alerts**.

1. Click the “New Alert” drop-down and select “Online Transaction Alert.”
2. Check the box next to a transaction type.
3. Select a status by checking the appropriate box.
4. Select a delivery method using the drop-down.
5. Choose a frequency by checking the box next to “Every Occurrence” to repeat the alert.
6. Click **Save** when you are finished.