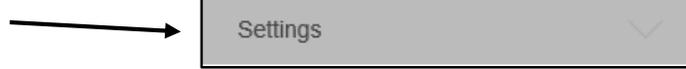


# Account Text and/or Email Alerts via Online Banking

- Login to your Online Banking Profile.
- At the top left, click on the *All* Menu.



1. Select *Settings*



2. Then select *Alerts*



## Account Alerts tab

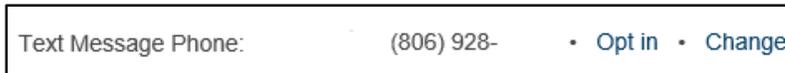
- Select the account from drop down box.
- Click on *Go*.
- A list of *Alerts* to activate will appear.



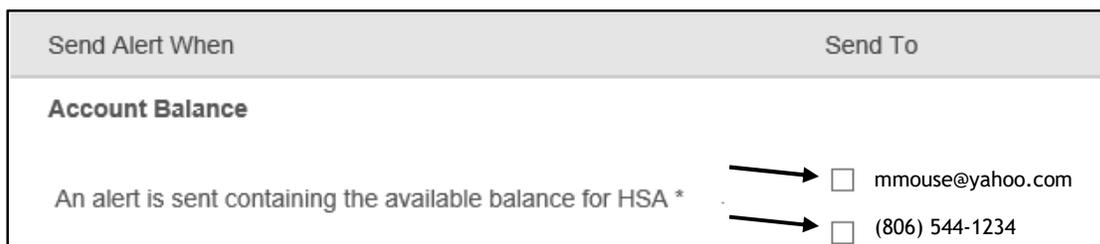
## Manage Alerts

*Alerts are available for delivery via text and/or email.*

- To receive Alerts via text message, you must *Opt in*.



- Click *Opt in* and confirm your *phone number* displayed on the screen.  
*(A mobile phone number is required for text messages.)*
- If your mobile phone number does not appear, click on *Add contact information* to review the information on file. If needed, contact the bank to update your information.
- You must agree to the Terms of use by click on *I agree*.
- Select an Alert from the list and click on *Add* under *Send To*.
- Make your selection by checking the box next to your email address, your mobile phone number, or Both.



- Click on *Add this alert*.

- Select another **Alert** (optional). Ex: *Withdrawal is Above \$*\_\_\_

**Withdrawal is Above \$**\_\_\_

An alert is sent each time a withdrawal from HSA \* is above:

\$

mmouse@yahoo.com

(806) 544-1234

- Click on **Add this alert**.
- Continue adding other **Alerts** as needed.

## Bill Payment Alerts

Account Alerts
Bill Payment Alerts
Service Alerts

- A list of Alerts will appear.

### **Manage Alerts**

*Alerts are available for delivery via text and/or email.*

- If you are enrolled in the Bill Payment option, most of your Alerts will already be created for you.

## Service Alerts

Account Alerts
Bill Payment Alerts
Service Alerts

*These Alerts can provided added security to your account(s).*

- A list of Alerts will appear.
- To update the delivery of an Alert, click on **Change**.

*Ex. Contact Information Changed*

**Contact Information Changed**

An alert is sent when the contact information used for alerts is changed.

mmouse@yahoo.com

(806) 544-1234

- Click on **Save**.
- Add as many Alerts as needed.
- **Sign Off** when completed.