Alerts

Business Online Banking now offers the ability to set up Account Alerts, Non-Account Alerts, and Custom Alerts that can be delivered via text message or email. Alerts are an important security enhancement as well as a convenient way to help manage account balances and activity. Some important alerts are mandatory and cannot be deleted.

Add an Alert

1. Roll over **Administration** tab, under Communications, click **Manage Alerts**.
2. Click **Personal Preferences** to add or change your destination email and phone number(s). Text messages will only be sent to the phone number(s) labeled "Mobile," "Mobile2," or "Other." Click **Use with Alerts** to set up the phone number(s) to receive text alerts.
3. Select **Account Alerts**, **Non-Account Alerts**, or **Customer Alerts** for the type of alert(s) you want to manage.
4. For Account Alerts, select the account, and click **Go**.
5. Click **Add** for the alert you want to manage.
6. To add the alert, click **Add Alert**.

Once the alert has been added, you can **Change** or **Delete** the alert by selecting these options next to the alert.

Tip: To add or delete an alert for multiple accounts at once, go to "Set up Account Alerts."