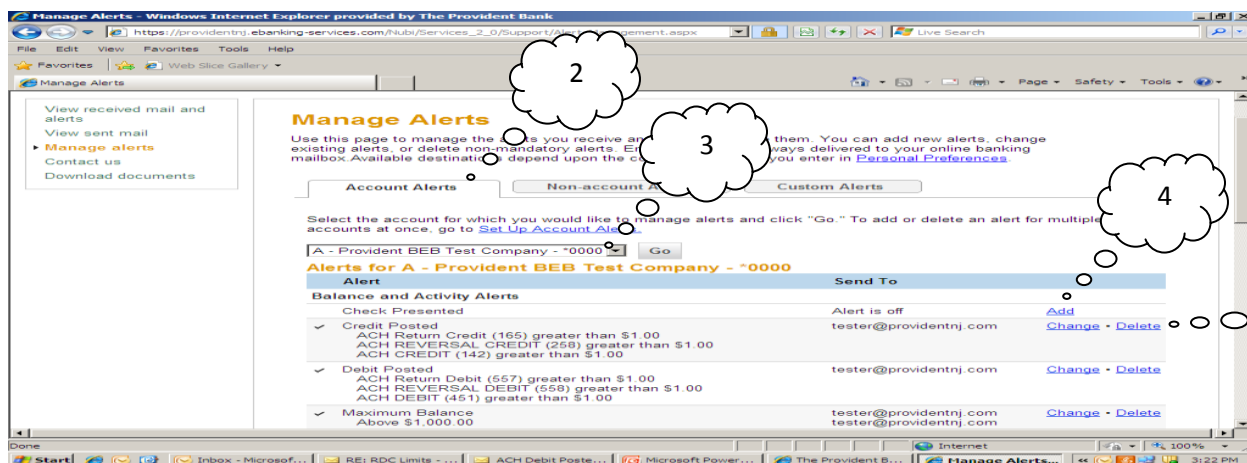
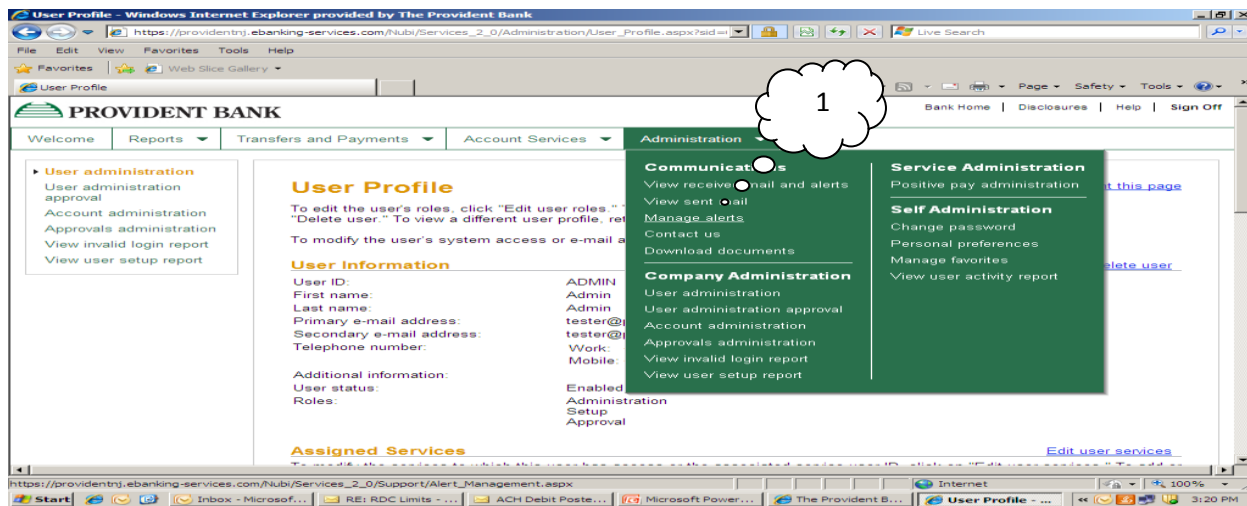


ACH ALERTS

Use Manage Alerts page to manage your account alert preferences and to choose how you receive the alerts. Alerts are always sent to your online banking and can also be delivered to your primary or secondary e-mail address, which you must setup on the Personal Preferences page.

SETUP ACH ALERTS



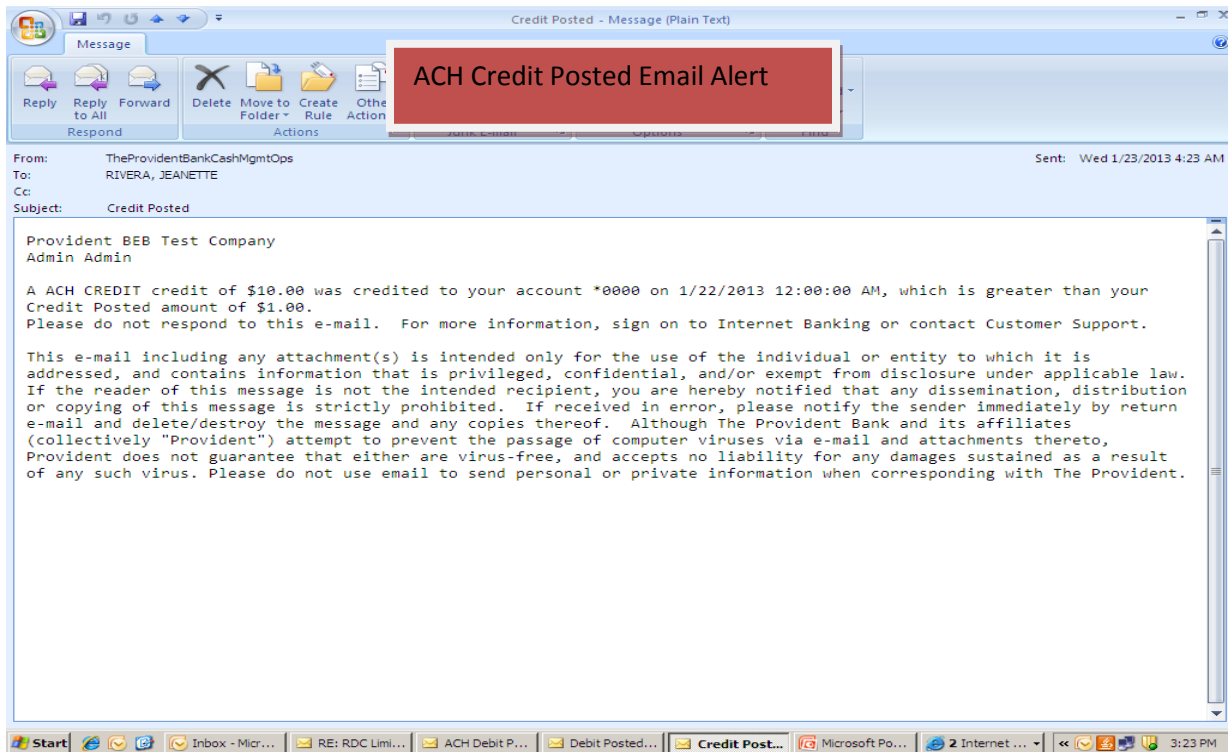
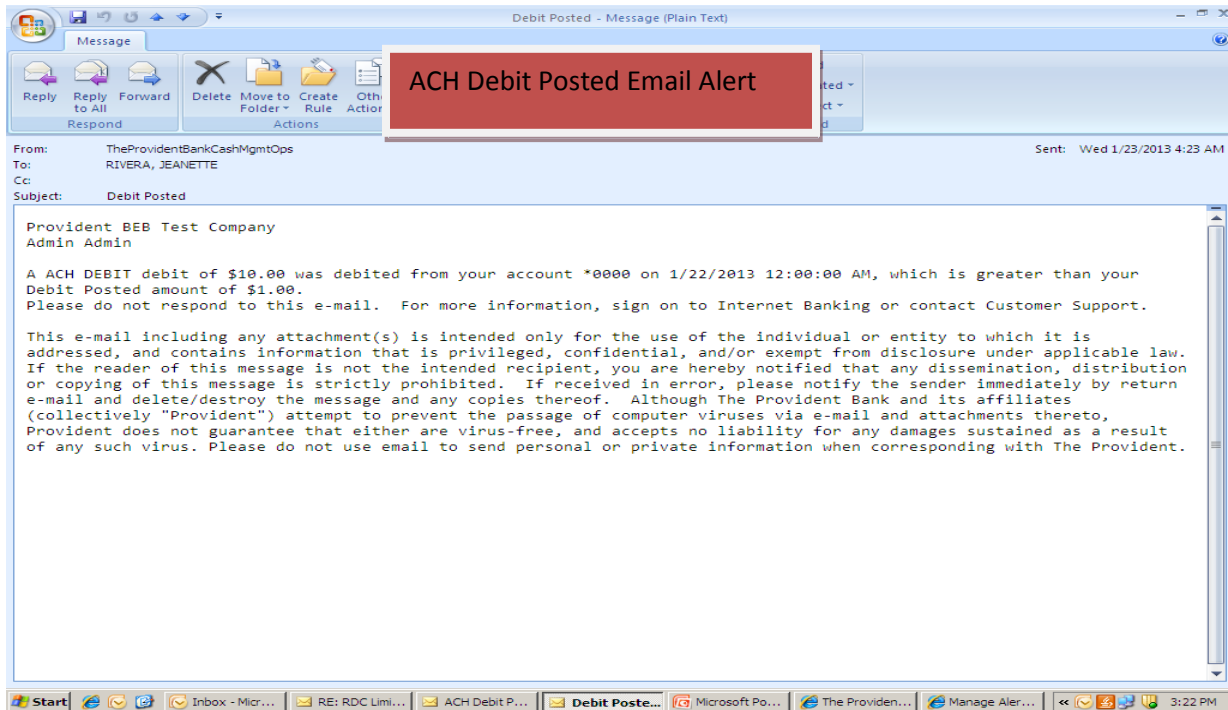
To access the Account Alerts page, do the following:

1. Select **“Administration”**
Click **“Manage alerts”** link
Result: The Manage Alerts page is displayed.
2. Select **“Account Alerts”**
Result: The Accounts Alerts tab is displayed.
3. Click the drop down arrow to select **“an account”** and click **“Go”**.
4. Click **“Add”** hyperlink next to the alert subscription you want to add
 - a. Select **“Add”** under Credit Posted and designate the notification parameters for the alert
 - b. Select **“Add”** under Debit Posted and designate the parameters for the alert
5. Existing Alerts can be changed or deleted by selecting the **“Change”** or **“Delete”** hyperlinks

ACH ALERTS

For your reference, samples of alerts generated (ACH Debit and Credit Alerts) are sent to the User's email address on file.

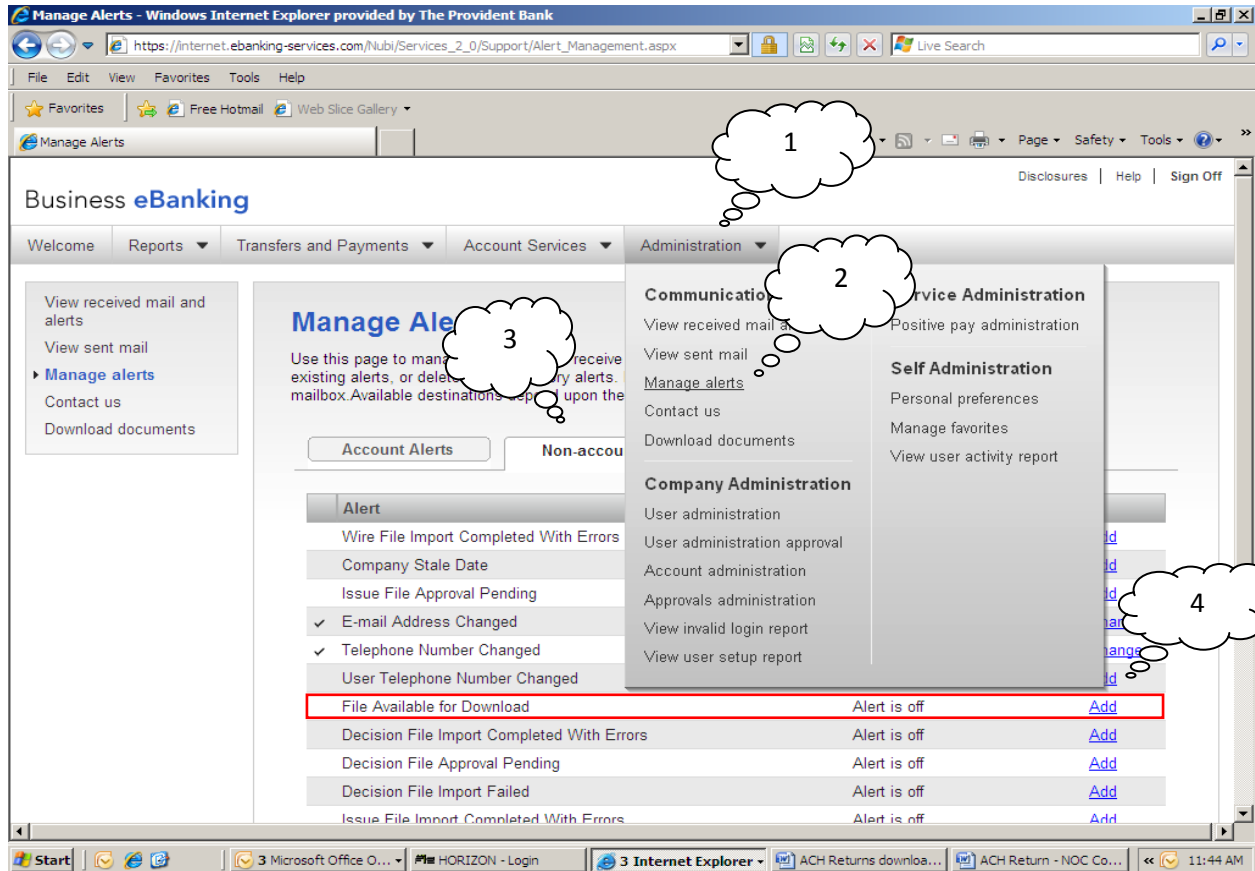
EMAIL ALERTS



ACH ALERTS

Users authorized to originate ACH transactions can also setup alerts for ACH returns when a report is available to be downloaded.

SETUP ACH RETURNS – FILE AVAILABLE FOR DOWNLOAD ALERT



1. Select **"Administration"**
2. Select **"Manage Alerts"**
3. Select **"Non Account Alerts"**
4. Scroll to **"File Available for Download"**: Select **"Add"**

The document entitled "ACH REPORT DOWNLOAD" provides instructions on how to download these reports.