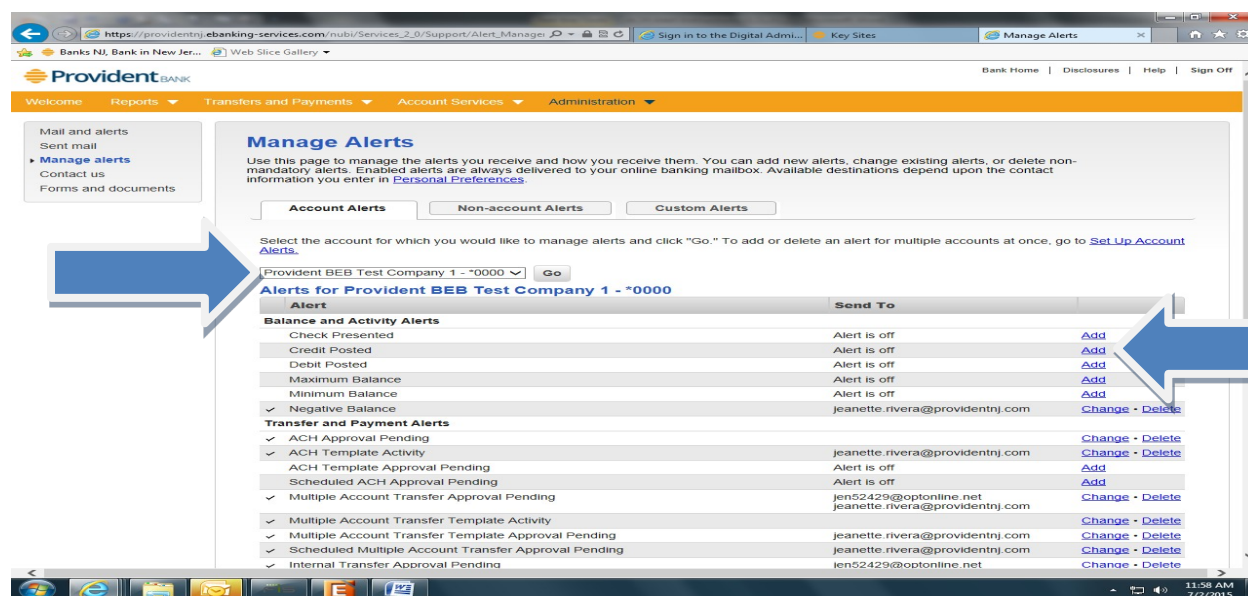
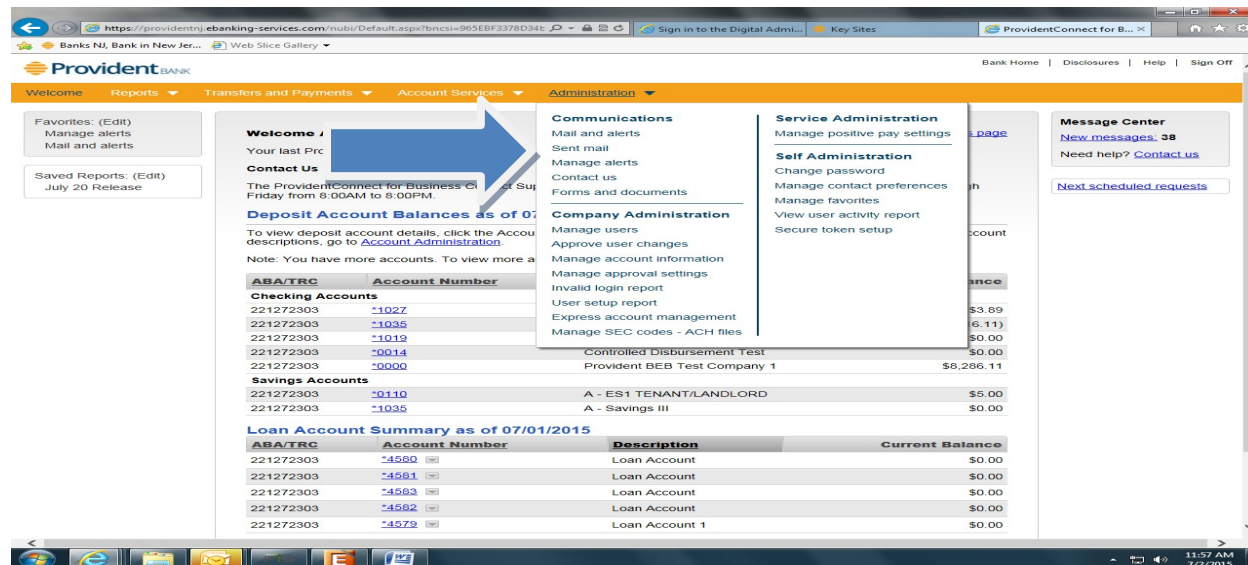


ACH Alerts

The Manage Alerts page allows you to manage your account alert subscriptions and choose how you receive the alerts. Alerts are always sent to your online banking mailbox. To have alerts delivered to your primary or secondary e-mail address, you must setup those delivery options on the Personal Preferences page.

SETUP ACH ALERTS



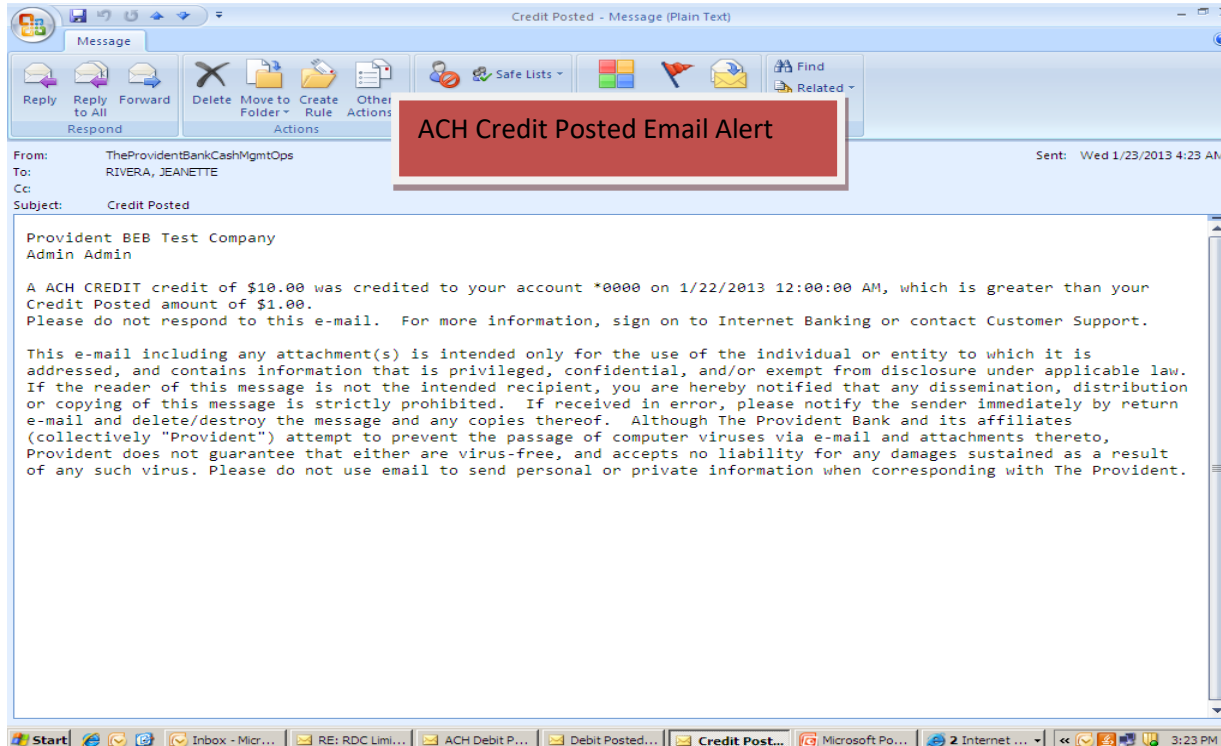
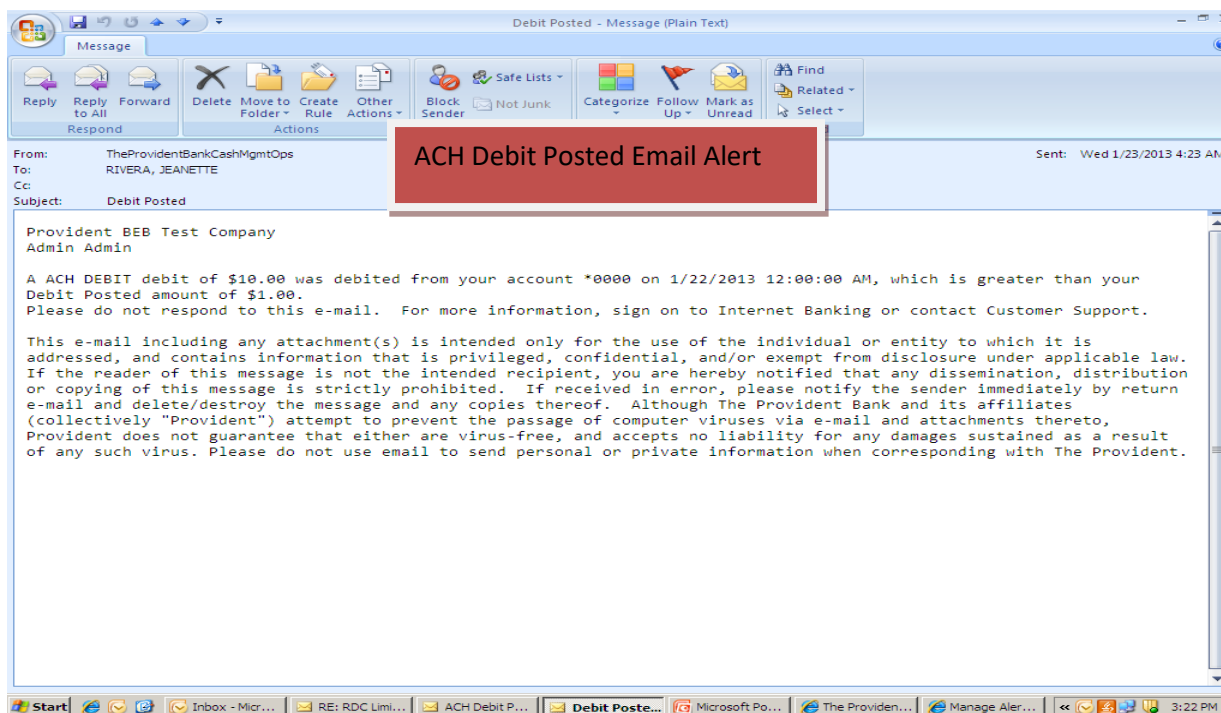
To access the Account Alerts page, do the following:

1. Select **“Administration/Manage Alerts”**
2. Select **“Account”** for the alert, then select **“Go”**
3. Select **“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
4. Existing Alerts can be changed or deleted by selecting **“Change”** or **“Delete”** hyperlink

ACH Alerts

We have provided samples of ACH Debit and Credit Alerts generated and sent to the User's email address on file.

EMAIL ALERTS



ACH Alerts

SETUP ACH RETURNS – FILE AVAILABLE FOR DOWNLOAD ALERT

Business eBanking

Administration

Communications

- View received mail and alerts
- View sent mail
- Manage alerts**
- Contact us
- Download documents

Service Administration

- Positive pay administration
- Administration
- Preferences
- Manage favorites
- View user activity report

Company Administration

- User administration
- User administration approval
- Account administration
- Approvals administration
- View invalid login report
- View user setup report

Manage Alerts

Use this page to manage the alerts you receive existing alerts, or delete non-mandatory alerts. mailbox. Available destinations depend upon the mailbox.

Non-account Alerts

Alert	Alert is off	Add
Wire File Import Completed With Errors	Alert is off	Add
Company Stale Date	Alert is off	Add
Issue File Approval Pending	Alert is off	Add
✓ E-mail Address Changed	Alert is off	Add
✓ Telephone Number Changed	Alert is off	Add
User Telephone Number Changed	Alert is off	Add
File Available for Download	Alert is off	Add
Decision File Import Completed With Errors	Alert is off	Add
Decision File Approval Pending	Alert is off	Add
Decision File Import Failed	Alert is off	Add
Issue File Import Completed With Errors	Alert is off	Add

1. Select “**Administration**”
2. Select “**Manage Alerts**”
3. Select “**Non Account Alerts**”
4. File Available for Download: Select “**Add**”