How to Setup Account Activity Alerts

Setting Up Account Activity Alerts

Account Activity alerts notify you of online account activity and balances. This feature allows you to avoid unnecessary service charges, ensure transactions are processed, and be notified of unusual activity on your accounts.

The lower part of the Account Activity Alert edit page lists your accounts and the current settings for this alert on each account.

I want to

You can elect to be notified whenever any of the following activity occurs on the selected accounts. Click here for a definition of each alert.

Choose **"Edit Account Activity Alerts"** from the Actions menu on this header to set alerts and their delivery methods for one or more accounts. To set an alert for one or more accounts choose **"Edit"** from the "I want to..." Actions menu located on the row with each alert type.

Account Activity Alerts	# of Accounts Selected	Actions
with my balance	Not Set	I want to
if account is overdrawn	Not Set	I want to
if balance is higher than...	Not Set	I want to
if balance is lower than...	Not Set	I want to
if a check # clears	Not Set	I want to
for deposits more than...	Not Set	I want to
for transactions more than...	Not Set	I want to
when account document is available	Not Set	I want to

"Not set" under **# of Accounts Selected** indicates that the alert is not active for that account. Otherwise, the email address(es)/mobile phone number displayed indicate that the alert is active and show where the notifications are being sent for each account.

You can edit your alert settings at any time. The changes take effect immediately. Account activity alert notifications are sent at the end of the day.

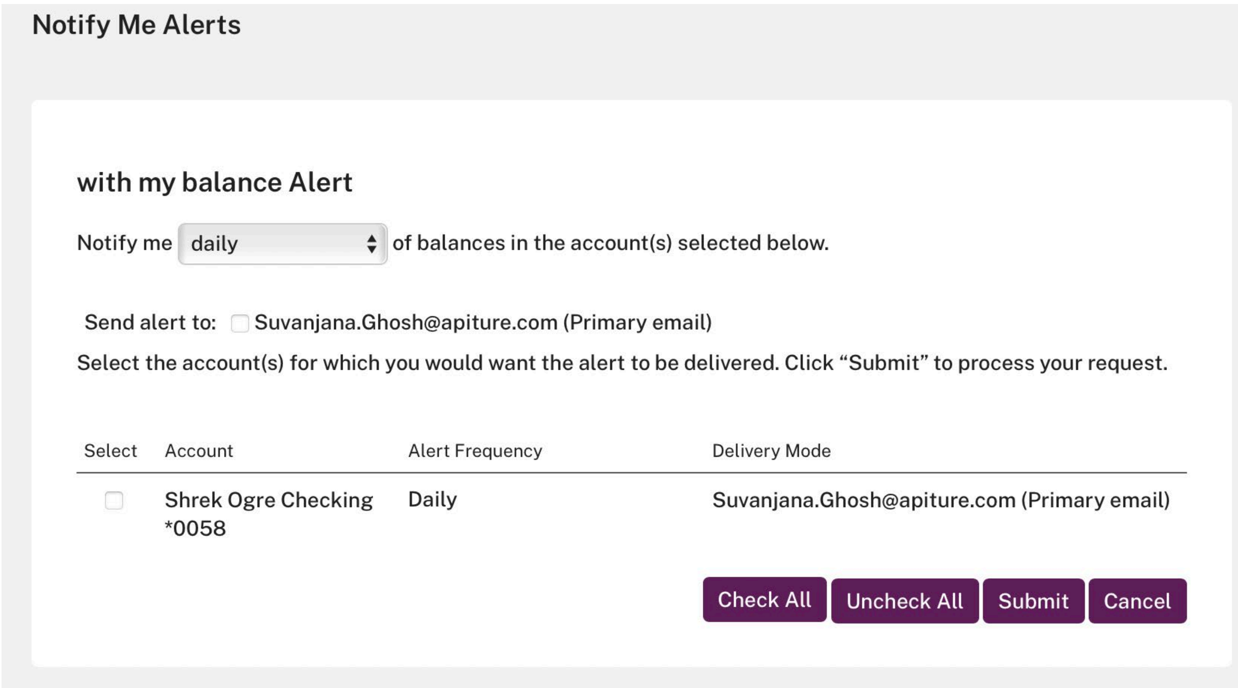
NOTE: Account Activity alerts can also be viewed and set up on an account-by-account basis on the Accounts page. Account Activity alerts are not the same as My Spending alerts. For details on My Spending alerts, refer to the My Spending Articles.

To set up Account Activity alerts, do the following.

1. Click the **Alerts** icon.
2. Click **Settings** in the Alerts supermenu.
   The Notify Me Alerts page appears. The **Account Activity Alerts** sub-tab appears by default, showing the available alerts and indicating which ones, if any, are currently set.

3. Click **Edit Account Activity Alerts** from the **I want to** menu in the sub-tab header. The Accounts selection page appears, showing all accounts.
4. Use the check boxes to select the accounts on which to edit alerts, then click **Edit Alert on Selected Accounts**.

The Edit Account Activity Alert page appears.



This page provides a separate Select Account Activity section for each of the accounts you selected. In each section, all possible Account Activity alerts are listed, and for each alert, your available delivery modes. If you have already set up some alerts, they show the delivery modes you selected in the **Send alert to** column, as well as any other settings, such as an amount, that you have specified for them.

5. For each account, use the check boxes in the **Send alert to** column to select delivery modes for the alerts you want to receive, or remove delivery modes for the ones you do not want.

NOTE: The Account Statement and Account Document alerts, when available, are an exception. To select delivery modes for these alerts, select **Edit** from the **I want to** menu for the individual alert on the main Notify Me Alerts page. Refer to Setting Up Statement and Document Alerts for details.

6. For each alert that has at least one delivery mode selected, other than those with no parameter, set the alert’s parameter.
   For dollar amounts, use the format <dddddd>.<cc>, where d=dollars, c=cents; for example, 0.99, 100.00, 99.50.

Alert	Description
with my balance	Receive a notification at regular intervals containing the amount of the current account balance. Select a frequency for the alert: daily, weekly, biweekly, or monthly.
if account is overdrawn	Receive a notification when the account has been overdrawn. (no parameter setting)
if balance is higher than...	Receive a notification when the account's balance is above the specified amount. The balance information is based on the account's current (ledger) balance. Enter a balance amount.
if balance is lower than...	Receive a notification when the account's balance is below the specified amount. The balance information is based on the account's current (ledger) balance. Enter a balance amount.
if a check # clears	Receive a notification when the specified checks clear on the selected account. Enter an individual check number (for example, 101; several check numbers (for example, 101, 102, 103); or a range of numbers (for example, 103-4, 1100-200).
for deposits more than...	Receive a notification when one or more deposits over a specified amount are made on the account. Enter a deposit amount.
for transactions more than...	Receive a notification when one or more transactions over the specified amount are made on the account. Enter a transaction amount.

Alert	Description
when account statement is available	Receive a notification when the current statement for an account has become available for viewing online. (no parameter setting)
when account document is available	Receive a notification when an electronic document has become available for viewing online. For some institutions, this may include the current statement for an account. (no parameter setting)
when a wire is incoming	Receive a notification when an incoming wire transfer has arrived on the account. (no parameter setting) Available only to customers with Incoming Wire Transfer privileges.
when an outgoing wire transfer is confirmed	Receive a notification when processing information for a submitted wire transfer has arrived. (no parameter setting) Available only to customers with Outgoing Wire Transfer privileges.

7. To change a balance amount, check number, deposit amount, or transaction amount, enter a value in the text box. To cancel a notification, clear all the check boxes in an alert’s **Send alert to** section.
8. Click **Submit** to save your changes.

A confirmation screen appears briefly, and then the Notify Me Alerts page appears with the Account Activity Alerts list showing the number of accounts that have alerts set.