

ACH and Wire Approvals Alerts Quick Reference Guide

To setup Alerts for Wire Transfer and ACH Approvals, please follow these steps:

1. From the Home Page, select the 3 bars on the left navigation pane to open the Navigation Page

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	Home
	ACTION ITEMS



2. Click on the + next to your Username to open the pane.

Payments & Transfers +			
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3. Click Alerts

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Home		
Payments & Transfers	+	
Reporting	+	
A 100STL LAST LOGIN: No user history		
Change Password		
Change Security Questions		
Alerts		
Profile Maintenance		
⑦ Help Center		
		Available Balance (Deposit Ad



4. Click on Add New Alert

≡	< Alerts
	ALERTS DELIVERY POINTS
	ALL ACTIONS ALERT TYPE
	Delete VIEW 0 OF 0



5. Select "Events"

≡	< Add New A	lert
	ACCOUNT ACTIVITY ACCOUNT BALANCE EVENTS	SELECT EVENT TYPE ALERT NAME ACH Approvals My ACH Approval Alert 21/75
		ACH Approvals Notifies you when an ACH batch reaches an "approval required" status.
	Save Sav	Cear Cancel

- 6. Select "Event Type Dropdown"
- 7. Click on "Alert Type"
- 8. Create an "Alert Name"
- 9. Select "Deliver To" type (email or text).
 - a. You can add an additional delivery point if one is desired.
- 10. Select Done.
- 11. Click Save or Save & Continue to add more Alert Types.
 - a. Be sure to click Save to save your alerts prior to navigating away from this page.