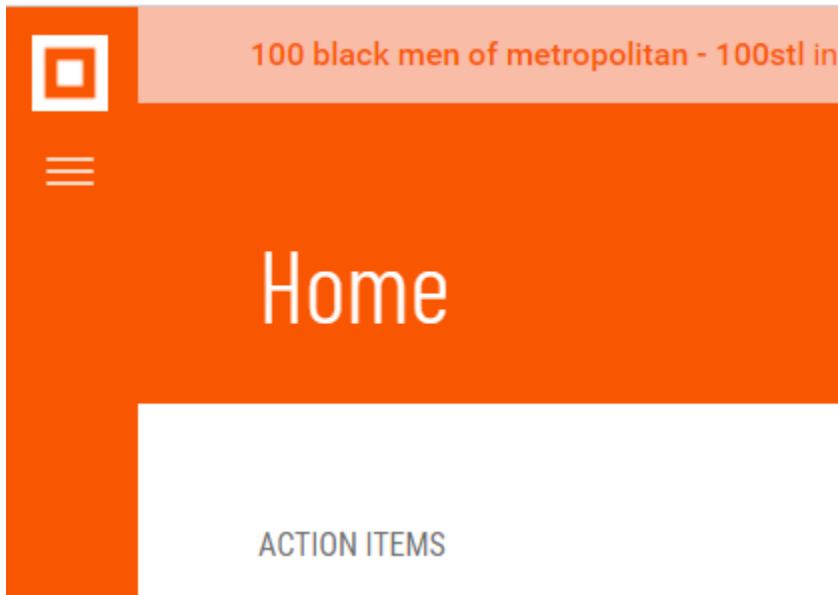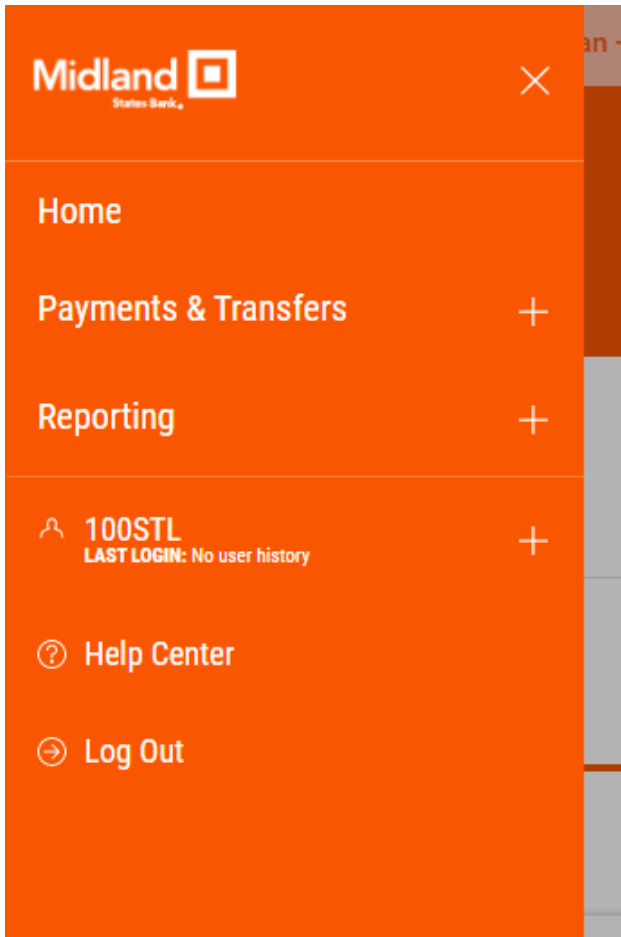**ACH and Wire Approvals Alerts Quick Reference Guide**

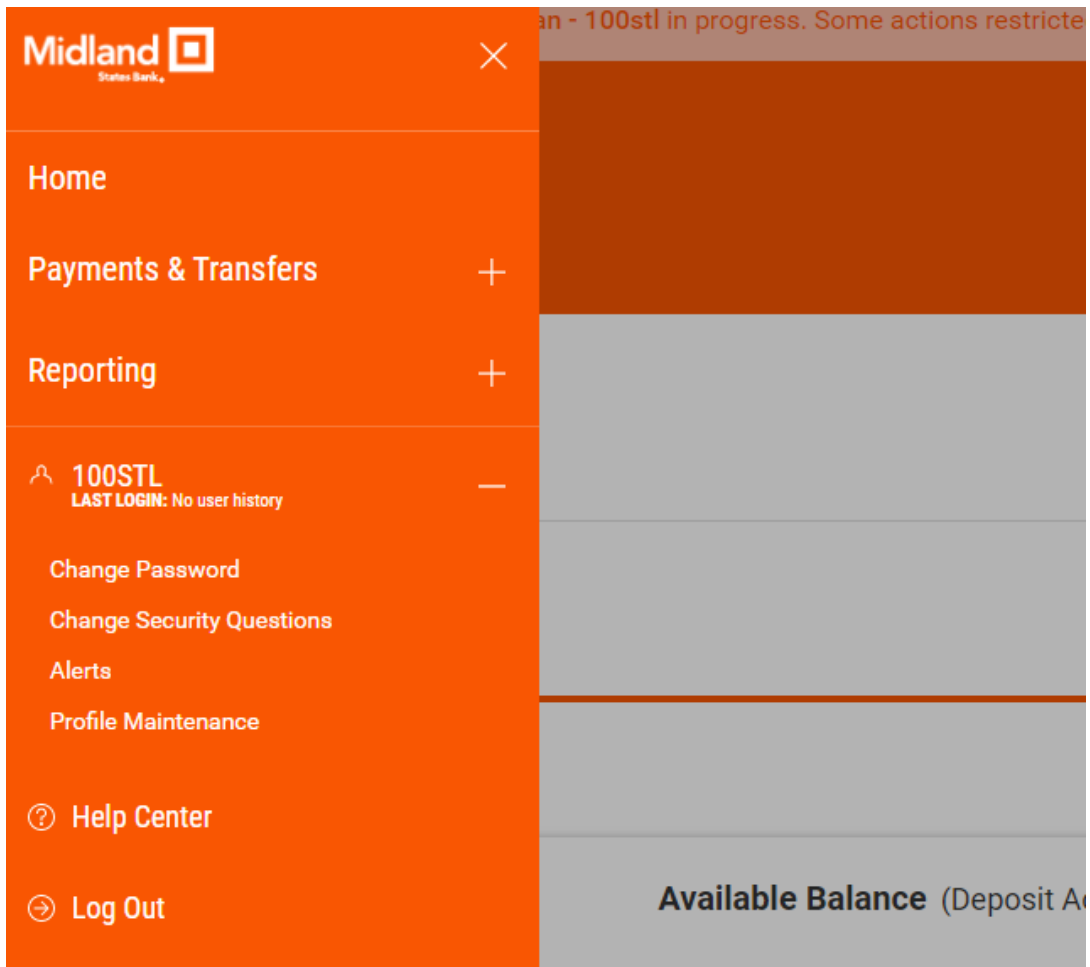To setup Alerts for Wire Transfer and ACH Approvals, please follow these steps:

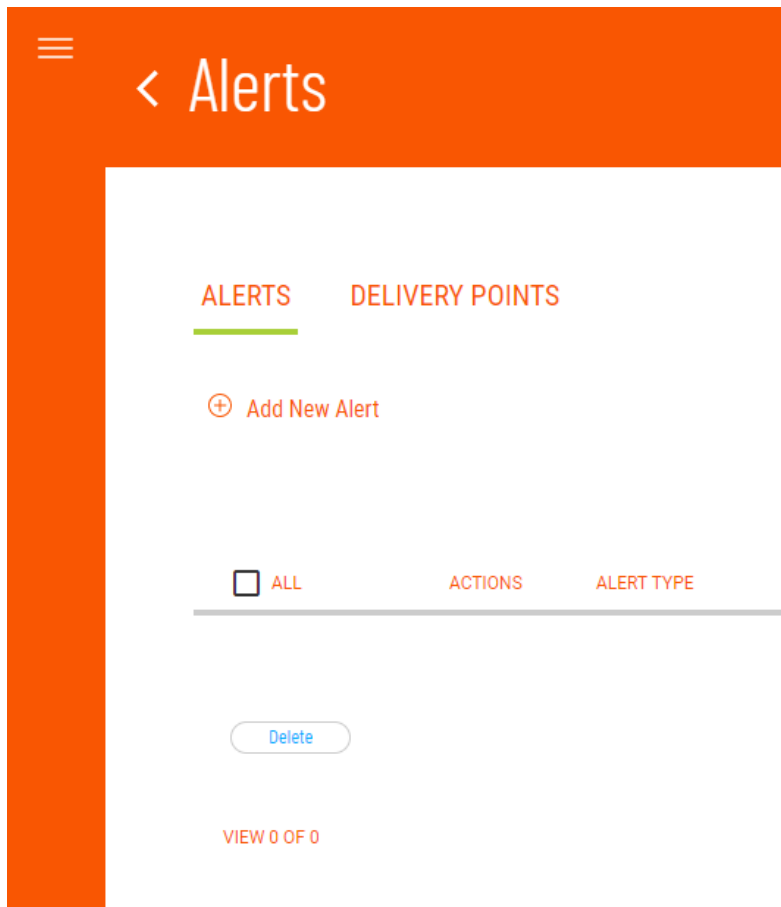1. From the Home Page, select the 3 bars on the left navigation pane to open the Navigation Page

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

3. Click Alerts

4. Click on Add New Alert

< Alerts

ALERTS   DELIVERY POINTS

⊕ Add New Alert

☐ ALL   ACTIONS   ALERT TYPE

Delete

VIEW 0 OF 0

5. Select "Events"

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.