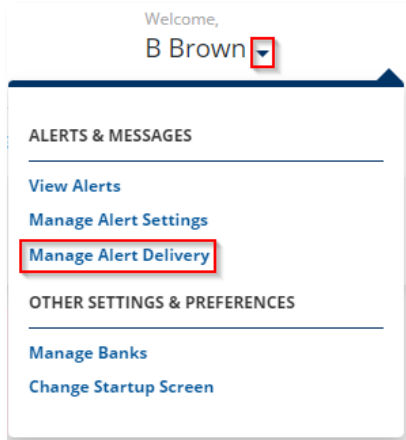


### MANAGING ALERTS

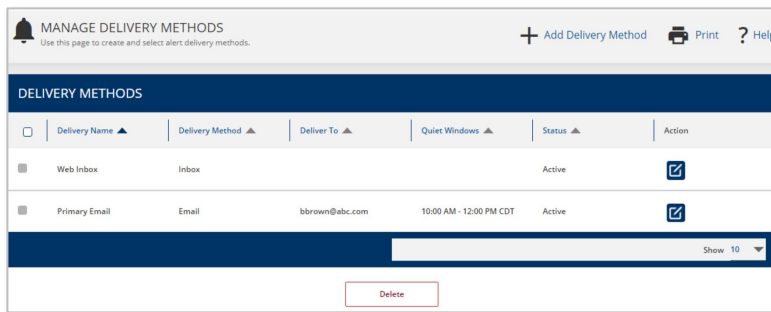
Treasury Internet Banking’s Alert options allow you to receive customized notifications regarding account activity. This guide will review how to manage your alert delivery settings, how to create alerts, and how to review alert messages in your Treasury Internet Banking Inbox. These options enable you to monitor specific account activity with customized notifications.



### NAVIGATING TO ALERTS & MESSAGES

#### STEP 1: MANAGING ALERT DELIVERY

1. Click the arrow beside your name to view the *Alerts & Messages* menu.
2. Select the *Manage Alert Delivery* option to set up delivery options for receiving alerts.



### MANAGE ALERT DELIVERY

#### STEP 2: VIEW DELIVERY METHODS

1. On the **Manage Delivery Methods** screen, existing *Delivery Methods* are displayed.

The *Web Inbox* is your online inbox within Treasury Internet Banking. All alerts are stored in your Inbox until you delete them.

The *Primary Email* address is created when your User ID is created. You may edit the default Primary Email address or use the Add Delivery Method option to create another email address.

2. Click the *Edit* icon in the *Action* column, to change the *Delivery Name* or change the *Status* of a delivery method to Inactive or back to Active. You can rename the Web Inbox but you cannot make it Inactive.

MANAGE DELIVERY METHODS  
Use this page to create and select alert delivery methods.

[+ Add Delivery Method](#) [Print](#) [? Help](#)

### ADD DELIVERY METHOD

Required Fields

Delivery Method \*  Email

Delivery Address Status \*  Active  Inactive

Delivery Name \* Office Mailbox

Deliver To \* office@abcenterprises.com

Quiet Window  Do not send alerts during this time

Time Zone Central Time

Start 18:00

End 04:00

[Cancel](#) [Done](#)

Successful Submit  
Your new Delivery Option was added successfully.

[Manage Delivery](#)

## ADD DELIVERY METHOD

### STEP 3: ADD DELIVERY METHODS

1. To create an additional delivery channel, click the *+Add Delivery Method* icon on the top right corner.
2. Enter the *Delivery Name* to identify the delivery method and an email address in the *Deliver To* field.

The optional *Quiet Window* feature allows you to set a timeframe in which you do not wish to receive alerts.

3. Click *Done* once all the required information has been entered.
4. A *Successful Submit* message is displayed to confirm submission.

## MANAGE ALERT SETTINGS

### STEP 4: MANAGING ALERT SETTINGS

To create or view existing alerts, navigate to *Manage Alert Settings* under the *Alerts & Messages* menu.

There are two types of alerts:

1. **My Alerts** are user-defined alerts and can be customized or deleted as required.
2. **Bank Security Alerts** are bank-defined and are linked to any changes made to your company's Treasury Internet Banking profile such as user entitlements, templates, etc. As a security measure these alerts cannot be deleted.

### ALERT SETTINGS

MY ALERTS				
Alert Type ▲	Alert Detail	Account	Deliver To	Action
<input type="checkbox"/>	Check Number Cleared	Check Number: 100	ABCD Company *****0	Primary Email,Inbox
<input type="checkbox"/>	Payment Status	Payment Method: All ACH Payments,Status: Confirmed		Primary Email,Inbox
<input type="checkbox"/>	Payment Status	Payment Method: All Payments,Status: Pending Approval		Primary Email,Inbox
<input type="checkbox"/>	Payment Status	Payment Method: All ACH Payments,Status: Completed		Primary Email,Inbox

BANK SECURITY ALERTS		
Alert Type ▲	Deliver To	Action
Delivery options modified for a Security Alert	Primary Email,Inbox	
SECURITY ALERT - Contact Information Updated	Inbox	
SECURITY ALERT - New User	Inbox	



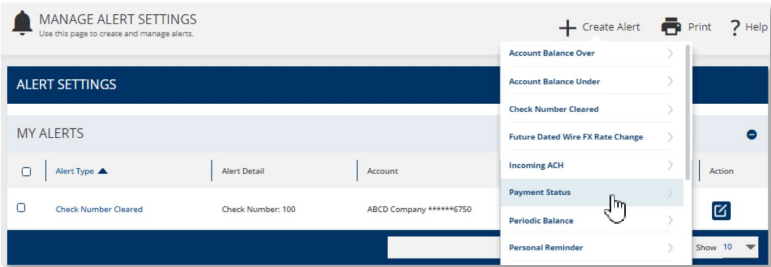
### CREATE AN ALERT

#### STEP 4: NAVIGATION

1. To create a new alert, click the *+Create Alert* option on the top right corner.

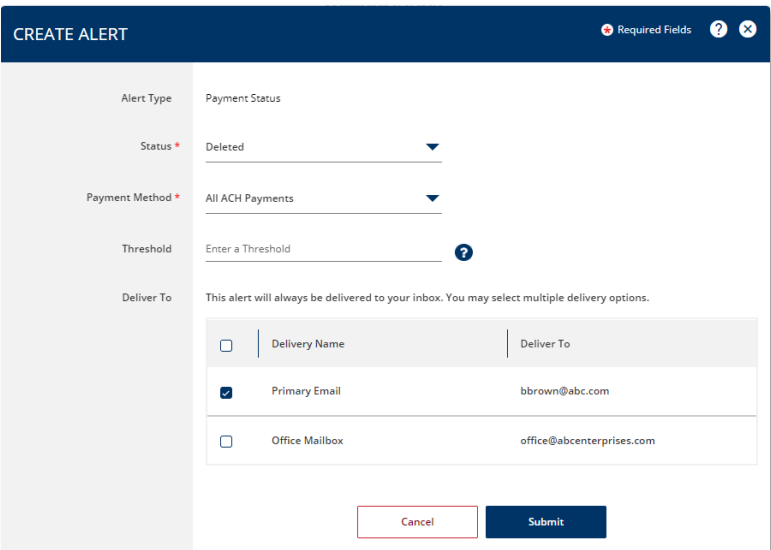
The system offers multiple alert options. For example, you can add an alert that notifies you when a balance is over or under a specific amount or when a payment is pending approval.

2. Select an *Alert* from the drop down list.



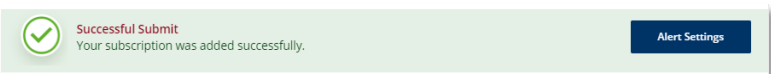
3. The alert criteria fields vary on the *Create Alert* overlay, depending on the alert type selected.

4. Enter the *alert criteria* and select the desired delivery method.

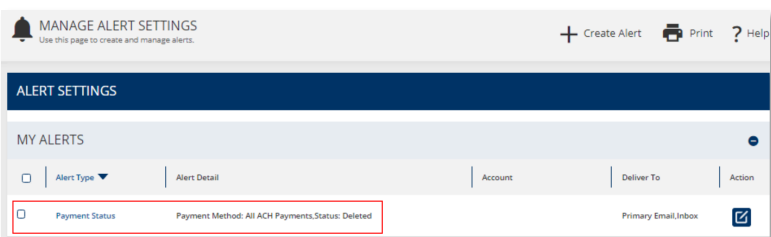


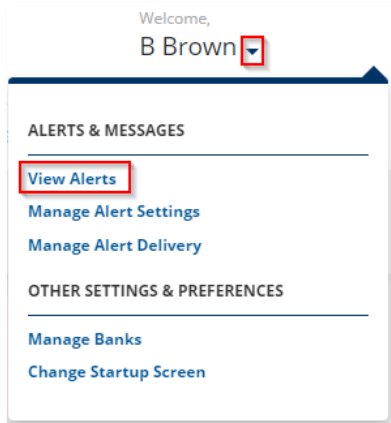
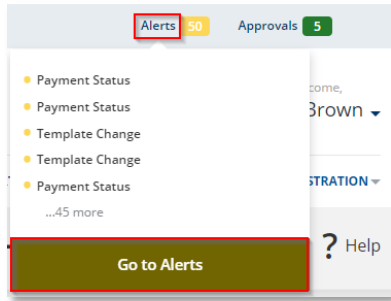
5. Click *Submit* to save the alert.

6. A *Successful Submit* message is displayed to confirm the alert creation.



The alert is now displayed in the *My Alerts* section of the *Manage Alert Settings* screen.



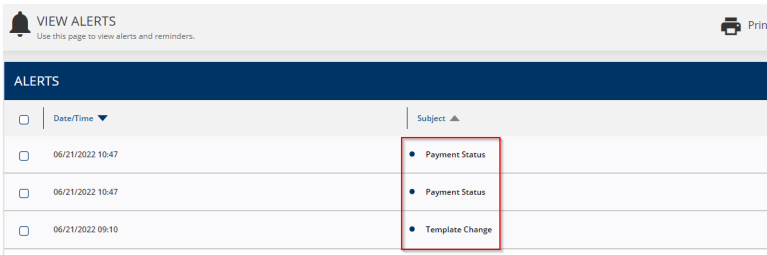


### VIEW ALERTS

There is more than one way to access your Alert messages.

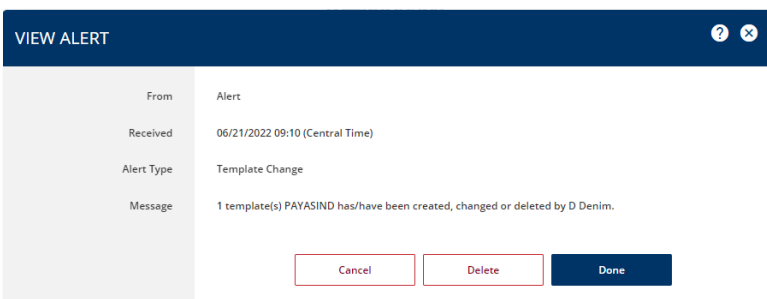
The easiest method is through the *Alerts* notification section at the top of the screen.

Another option is through the *View Alerts* option within the *Alerts & Messages* menu.



The *View Alerts* screen displays received alerts. Unread alert messages are indicated with a bullet point and bold font.

*For best practice, Administrators should view their alerts frequently to review security alerts and monitor changes made to their online banking settings.*



1. Click the *Subject* line to view message details.
2. Click *Done* to close the message but retain it in the inbox.
3. Click *Delete* to remove the alert from your inbox. Alert messages are saved in your Inbox until you delete them.