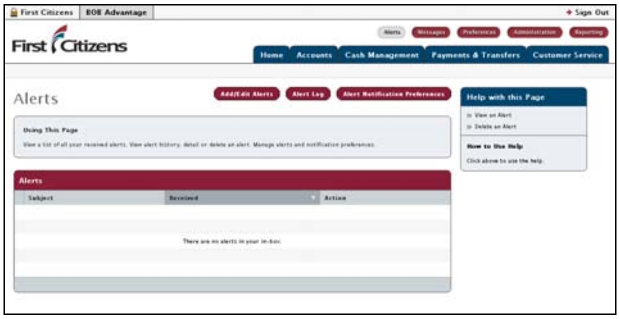
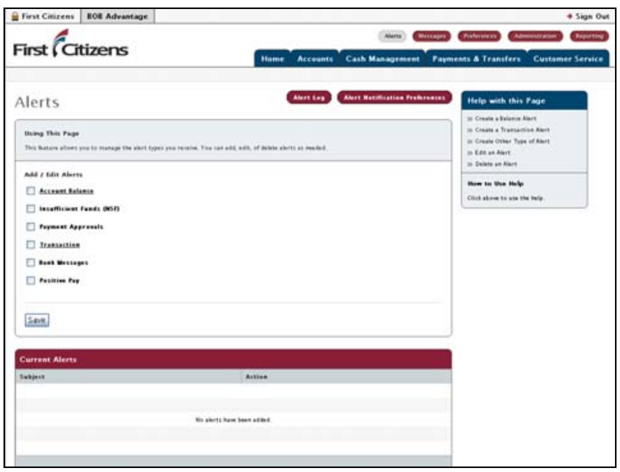
Alerts

Step	Action
1.	On the Home Page, click on the **Alerts** button
2.	The **Alerts** page appears. 
3.	Click the **Add/Edit Alerts** button and the Add Alerts screen appears. 
4.	Depending on the permissions you have been granted you will have the option to set the following alerts: - Account Balance - Insufficient Funds (NSF) - Payment Approvals - Transaction - Bank Messages - Positive Pay Once you have selected your alerts click the **Save** button and the alerts you added will show in the Current Alerts section.
5.	Click the **Alert Notification Preferences** button and designate your preferred method for receiving the alerts.