Business Online Banking
Quick Reference Guide

German American

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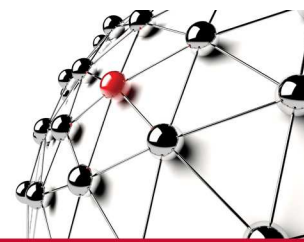
Managing Your Alerts

Alerts are messages sent to you by the system to inform or remind you about important transactions or account events. You determine the alert events that you want sent by selecting and configuring each type of alert. The types of alerts that you receive depend upon the services and accounts that your system has been set up to access.

Alerts Workflow

There are several steps that you must take to setup your Alerts. Once you complete the setup, the alerts will notify you whenever the conditions of the alert are met.

Use the **Setup > Configure My Contact Points** screen to designate up to four email addresses to which your alerts will be sent.

A message that includes a Confirmation Code will be sent to each address. Enter or paste this code into the status field to activate the address.

Use the **Setup > Add an Alert** screen to set up alerts that you want to receive. The type of alerts that you can request depends on the cash management functions that you use. For example, you may want to request an alert that notifies you whenever an account balance drops below a specific amount.

Each Alert allows you to set up conditions that trigger the Alert. The conditions you can set depend on the Alert Type you select.

When the conditions of your alert are met, the Alert is sent to the email addresses you designate.

Steps to Configure Your Contact Points

1. Use the **Configure My Contact Points** screen to enter email addresses where you want alerts sent.

2. From the Service Menu, click **Setup**, and then under User Preferences, click the hyperlink **Configure My Contact Points**.

3. To add an email address, type the email address into a blank field, and click **Save Contact Points**.

4. To delete an existing email contact point, select the check box of the email address you want to delete, and click **Delete**.

Steps to Add New Alerts

1. Use the **Add a New Alert** screen to set up the types of alerts that you want to receive.

2. From the Service Menu, click **Setup**, and then under User Preferences, click the hyperlink **Add an Alert**. The Add Alert screen appears.

3. Click the **Alert Type** drop-down list and select the type of alert you want to add.

4. An Email Address table appears with the email addresses that you entered. You can add up to four email addresses in these fields.

5. Select the check boxes next to the email addresses that you want to use.

6. Click either **Save** or **Save & Add Another**.

Manage Your Alerts

Use the **Manage My Alerts** screen to edit an alert, delete an alert, or add a new alert.

1. To open the Manage My Alerts screen, click **Setup** from the Service menu, then scroll down to User Preferences and click the **Manage My Alerts** hyperlink.

2. To activate or deactivate an Alert select **Active** or **Inactive** from the drop-down box and then click **Save Changes**.

3. To edit an alert, click the hyperlink of the alert you want to edit. The Edit Alert screen appears. Change the information in any of the fields, and click **Save** or **Save & Add Another**.

4. To delete an alert select the check box of the alert you want to delete and click **Delete**.

5. To add a new alert, click **Add a New Alert**. The Add a New Alert screen appears complete the Alert settings, and then click either **Save** or **Save & Add Another**.