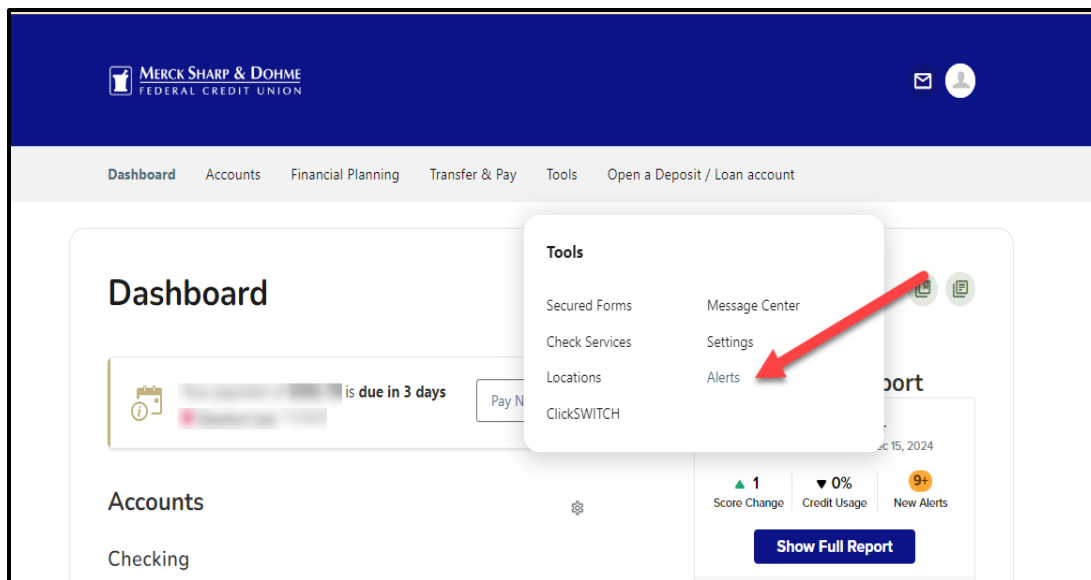
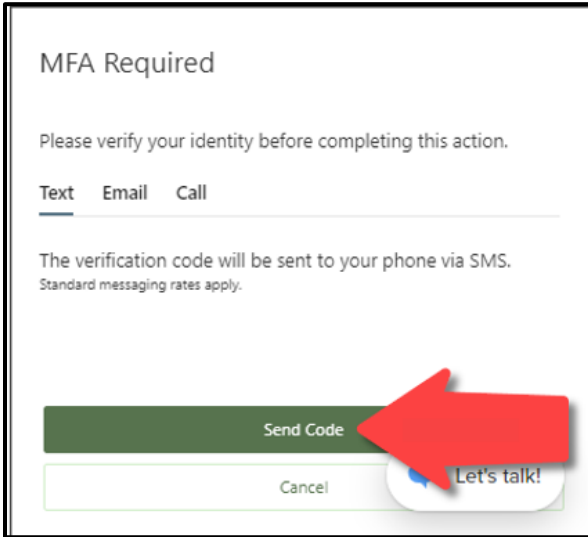


How to Set Up - General Account Alerts

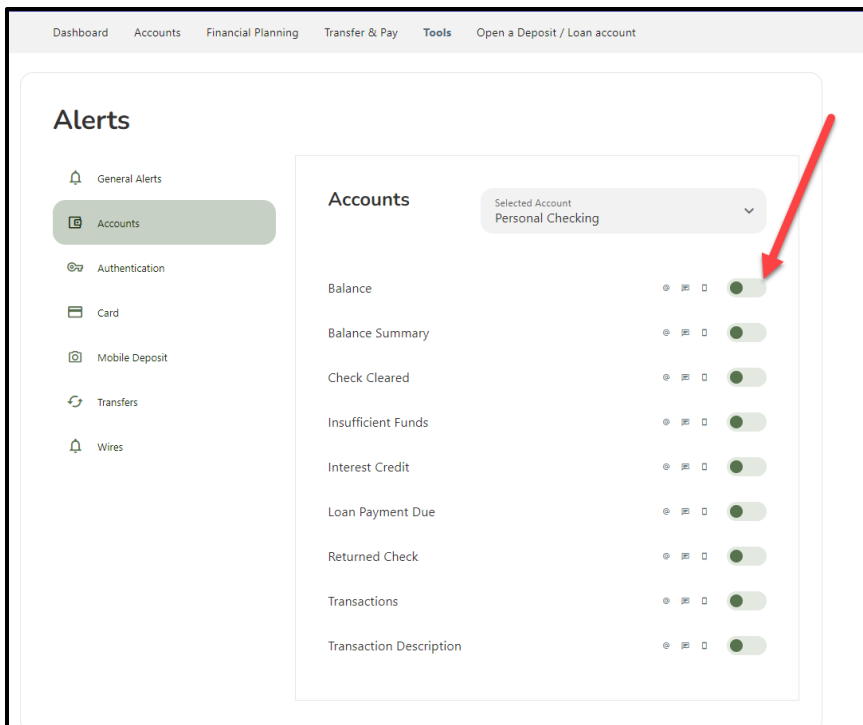
1. Click on **Tools** in the top banner bar. Then click on **Alerts**



2. If you have not verified your phone number, you will need to do so on next screen as shown below. It will need to send a **verification code** based off the method you select below.

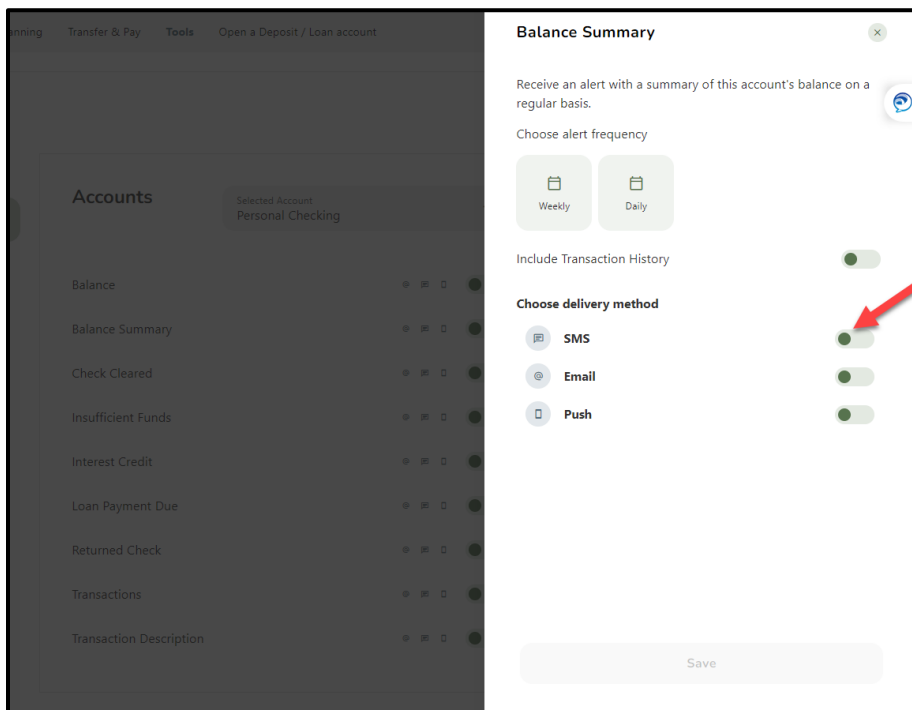


3. Choose a option from the vast list of **Alert Options**. There is no limit to the amount of alerts you can set. You will need to **toggle** on each switch as shown with the arrow. It will highlight green when activated.



4. Within the parameters of the alert there are various options of rules behind the alert. These can include but are not limited to:

- Balance below
- Balance Above
- Date
- Description
- Over blank amount
- Under blank amount



5. Choose your **preferred method of contact** SMS, Email, or Push Notification.

6. Once selected the bottom **Save** button will turn green and allow you to save

