



Account Alerts

How do I delete an alert in Online Banking?

- Log In
- Select the account you would like to set up an alert for
- Click *Alert Preferences* in the Menu
- Set the criteria for your Alert
- In the Alert/Notify by field, select *Email*, *Text message*, or *In-App Message*.
- Select *Add Alert* to save the Alert

Note: Alerts are sent approximately 30-60 minutes after the criteria for the alert is met.

How do I delete an alert in Online Banking?

Once you have set up Alerts they can be deleted at any time.

- Log In
- Select the account you would like to edit up an alert for
- Click *Alert Preferences*
- Under Alerts
 - a. Click *Edit* next the alert you would like to delete
 - b. Click the *Trashcan icon* (online) or click *Remove* (mobile)

How do I edit an existing alert?

Once you have set up Alerts, they can be edited at any time.

- Log In
- Select the account you would like to edit an Alert
- Click *Alert Preferences* in the menu
- Under Alerts
 - a. Click *Edit* next the Alert you would like to change
 - b. Change your criteria for the Alert
 - c. Click *Save*