



# HOW TO: MANAGE ALERTS



260-563-3185



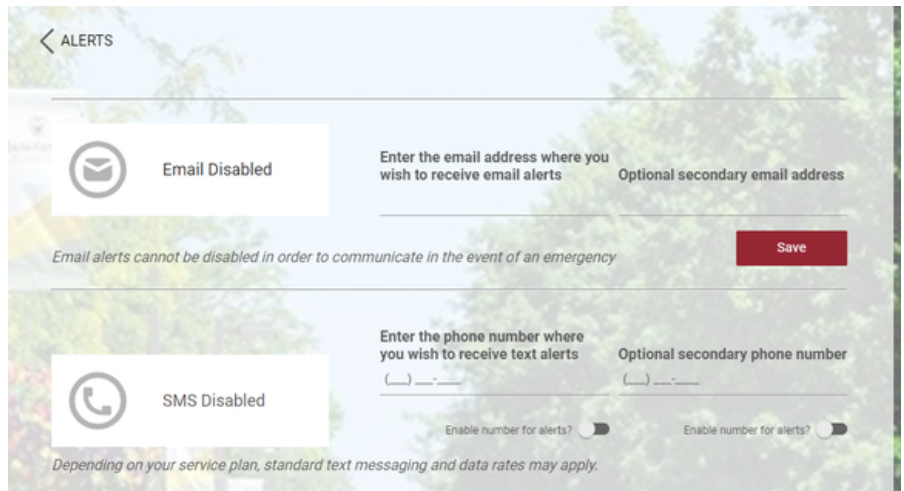
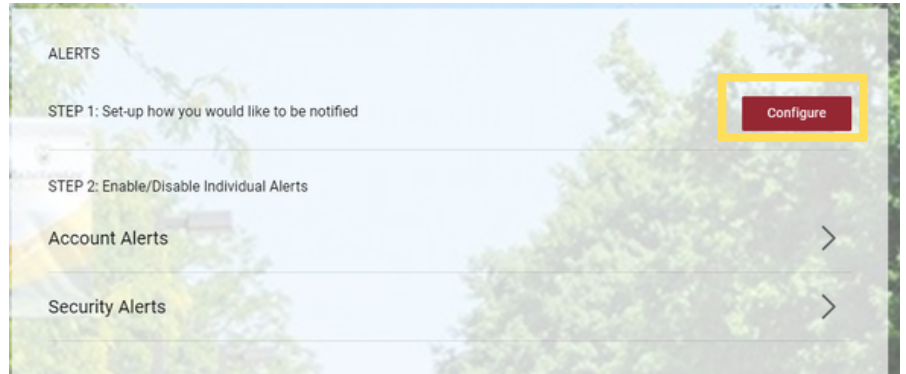
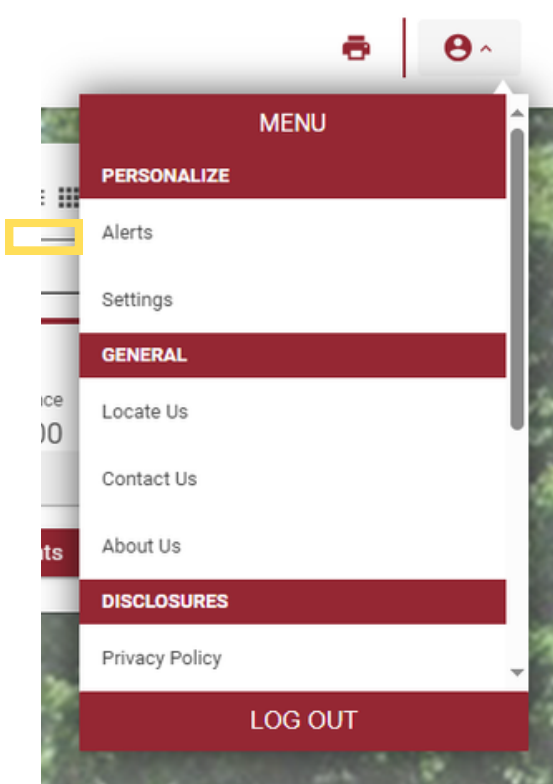
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# Alerts

Digital Banking provides multiple account and security alerts to keep users informed of their account activity and updates. Account level alerts include alerts regarding balances and/or transaction descriptions. Security Alerts include real time alerts regarding profile information changes, password changes, and/or changes to alert notifications. Digital Banking sends alerts via email and text message (SMS).

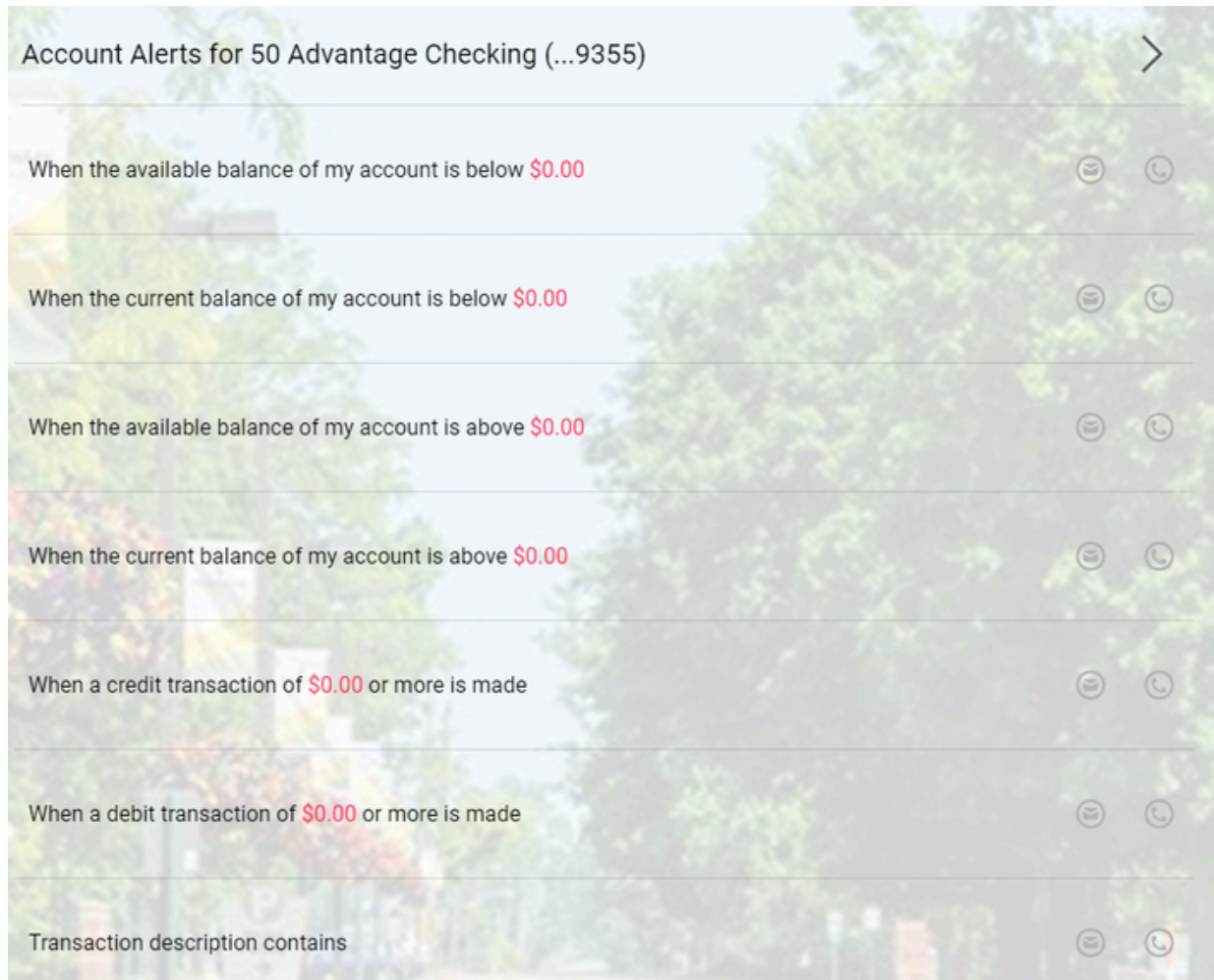


1. Select the upper right menu and select **Alerts**.
2. Click **Configure**.
3. Provide an email address to enable email alerts. A secondary email address is optional.
4. Provide a phone number to enable text message alerts. A secondary phone number is optional.
5. If a phone number is provided, an out-of-band authentication code will be sent to verify the device and activate alerts for this phone number. Enter the validation code and select **OK**.

Note: This authentication code must be entered to complete SMS alerts activation.

# Account Alerts

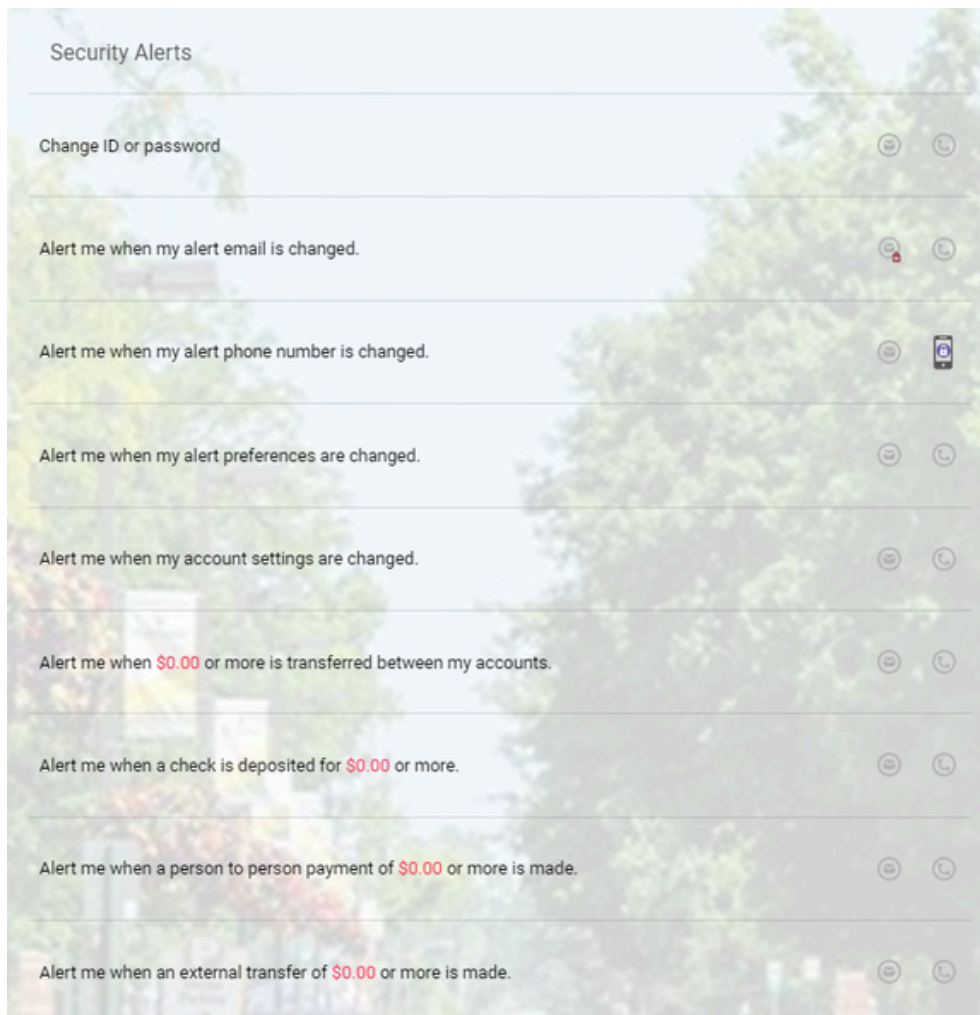
Digital Banking provides alerts to notify users of account activity that they specify. Account alerts are delivered to all users within a designated timeframe each day, except for the Daily Balance Alert which will be delivered at the time the user selects.



1. Select the profile menu in the upper right corner and select **Alerts**.
2. Select **Account Alerts** and select an account from the **Account** list.
3. Click on the icons on the right to enable email and/or text alerts. The envelope icon enables/disables email alerts. The mobile phone icon enables/disables text alerts.
4. Click the red text to edit the threshold information for the specified alert and then select **Submit** to save the changes.

# Security Alerts

Digital Banking provides several security alerts that are sent immediately when certain user actions take place.



1. Select the profile menu in the upper right corner and select **Alerts**.
2. Select **Security Alerts**.
3. Click on the icons on the right to enable email and/or text alerts. The envelope icon enables/disables email alerts. The mobile phone icon enables/disables text alerts.