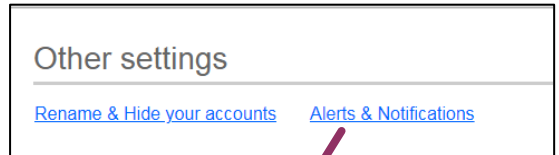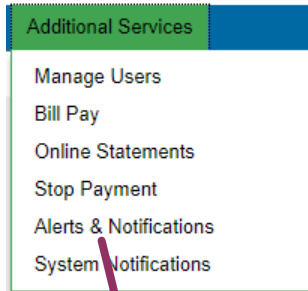> ## Alerts keep businesses informed on account activity and tasks to do in Online Business Banking.

Access **Alerts & Notifications** via the Additional Services menu or in My Settings. This option is available to all Business Admins and Business Users.

Additional Services

- Manage Users
- Bill Pay
- Online Statements
- Stop Payment
- Alerts & Notifications
- System Notifications

Other settings

Rename & Hide your accounts   Alerts & Notifications

Alerts and Notifications

View all alerts   ?

You can stop receiving these alerts by deselecting your email/text preferences below, or following the in-message opt-out instructions

Tax ID   Classy Catering ▼

Email alerts are sent to

✉ liz@classycatering.com

Update

> **Tip:** Alerts are sent via email - text alerts are NOT an option in Online Business Banking. The email address pulls from My Settings but is editable here.

✉   Alert Type   **Add an alert +**

You do not have any alerts.

Which alert would you like to add?

Accounts

Balance update

Activity

Low balance
High balance
Large withdrawal
Large deposit
Check cleared

Reminders

Loan payment due
Loan payment overdue
Maturity date
Personal message

When do alerts go out?

Balance update & personal reminders run between 8am and 10am CST. All other alerts will be processed Monday thru Saturday from 7am to 7pm CST and Sunday transactions will be alerted on Monday.

Access **System Notifications** via the Additional Services menu. This option is available to all Business Admins and Business Users.

These emails are notifications for activity that happens in Business Banking (versus alerts are on account activity).

The user controls which emails the system sends; to opt-out, simply unselect the box and click Save at the bottom.

Additional Services

Manage Users
Bill Pay
Online Statements
Stop Payment
Alerts & Notifications
System Notifications
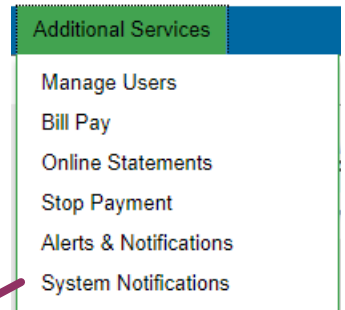
System Notifications

Choose the email notifications you would like to receive by selecting the Opt-In checkbox. To stop receiving a notification deselect the checkbox. Notifications are sent to the primary email found in My Settings.

Email Type	Opt-In
Approvals	
Approval Declined - an item pending approval has been rejected by an approver at your company	☑
Pending Approval - approval required for: New or Changed User, Payment, File Upload, or Payment Template	☑
Payments	
Past Due Payment Approved – an ACH or Wire Payment submitted on a previous day has been approved by your Financial Institution	☑
ACH Prefunding Failure – the prefunding transfer for an ACH Batch has failed	☑
Payment Declined – an ACH or Wire Payment has been declined by your Financial Institution	☑
Payment Approved – an ACH or Wire Payment has been approved by your Financial Institution	☑

Save

Notes:
- These are email notifications as well; text alerts are NOT an option.
- Options may vary based on business setup and user entitlements.