

**Want to save time searching for the transaction you're waiting for? It's so simple to set up your customized alerts!**

**1.** Login to your online banking, click on the 'Settings' tab, then click on 'Alerts'.

**2.** On the 'Alerts' screen, click in the drop-down menus and choose 'History Alert'.

**3.** Choose the account number that you provided to the depositor.

**4.** Next, choose the type of transaction you want the alert to be set on. (Credit = Deposit, Debit = Withdrawal. You can also set the alert based on a specific check number or the transaction description if you know those details.)

**5.** Now, set a comparison of either 'greater than' or 'less than' the amount of the transaction. This field is required, even if you know the specific amount of the transaction.

**6.** You'll be prompted to enter an amount next. Be sure to enter an amount that will be in the 'greater than' or 'less then' range you've already selected. (For example, if you expect the deposit to be \$1200, you could enter 'greater than' and an amount of \$1100 which will filter out smaller deposits and alert you even if the actual deposit amount is slightly different than you anticipated.)

**7.** Next, choose how you would like to get your alerts, enter your contact information, and check the box next to 'Agree to Terms' as necessary.

**8.** Click 'Save' and you're all set!

