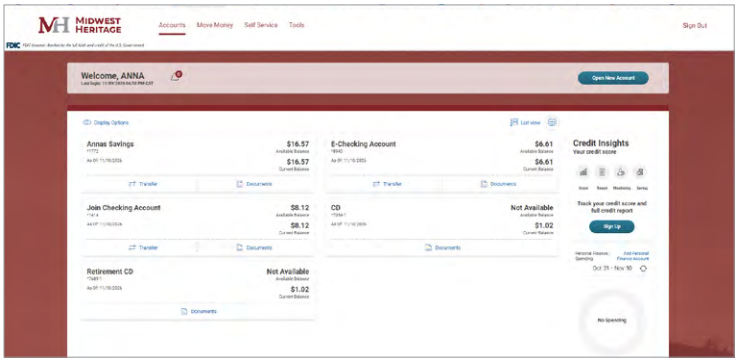
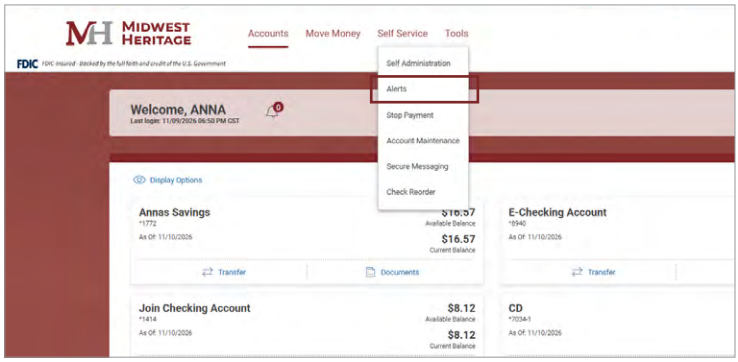
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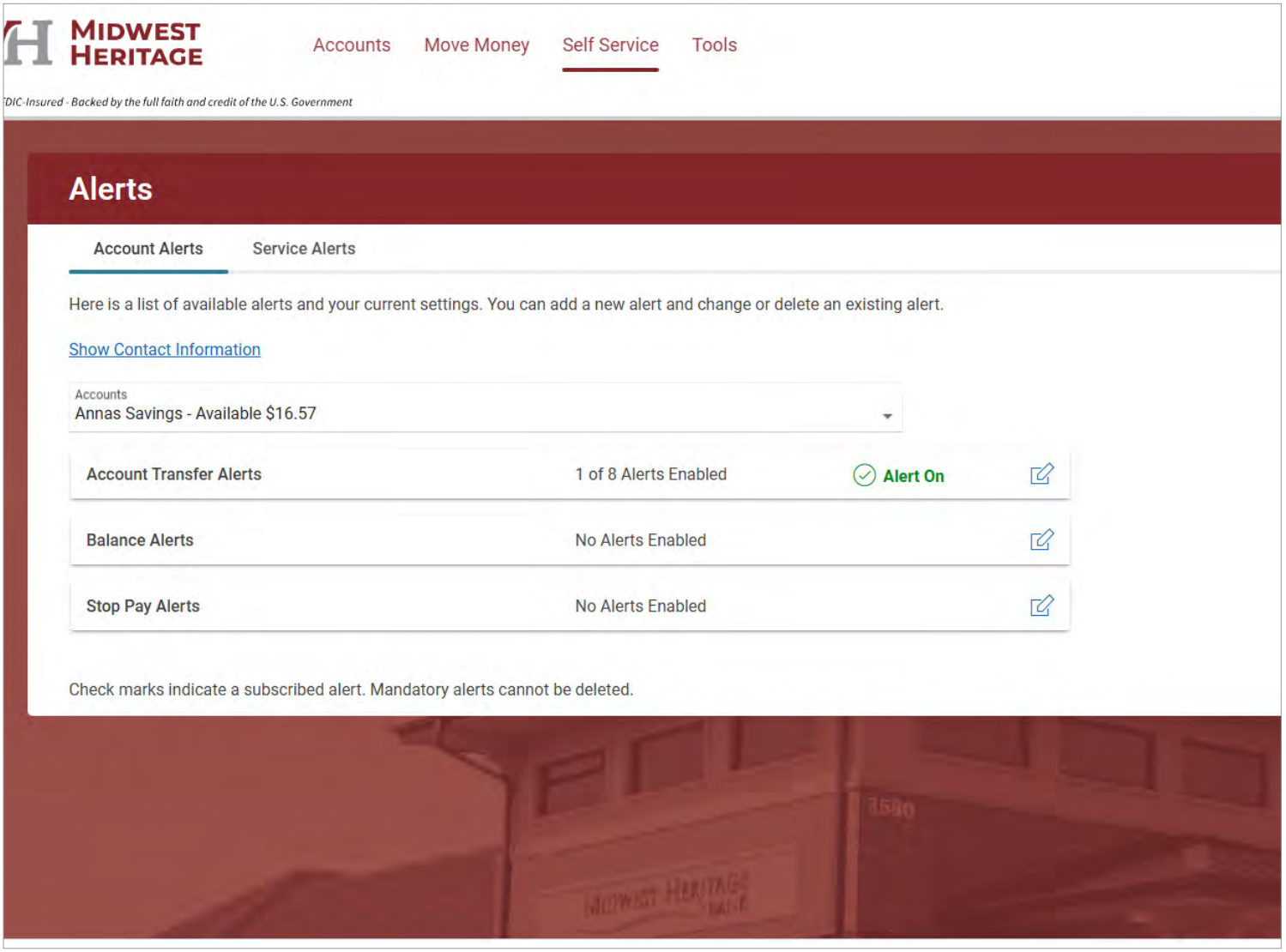
Quick Guide:
How to Set Up Alerts (Web)



Begin by clicking on the **Self Service** tab

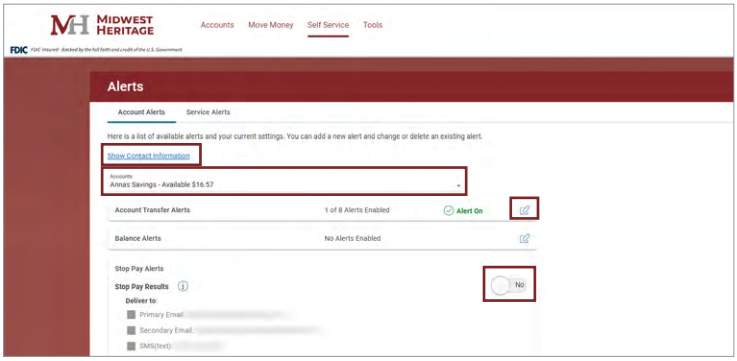


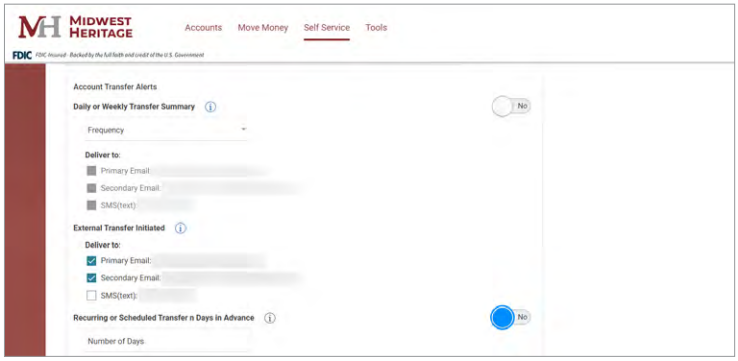
Once the drop down menu shows, click on **Alerts**

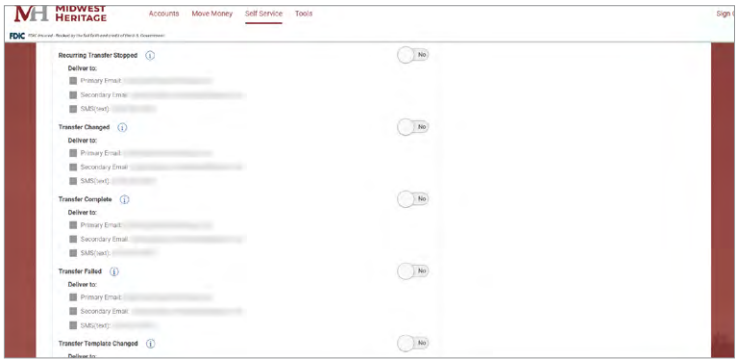


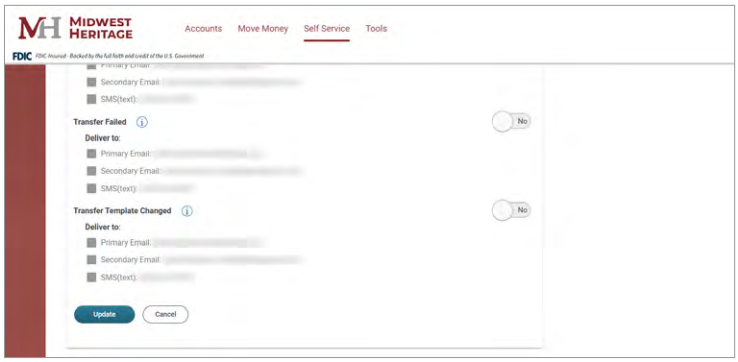
Once you are in the **Alerts** page there are multiple types alerts you are able to set up with various levels of customization.

Account Alerts

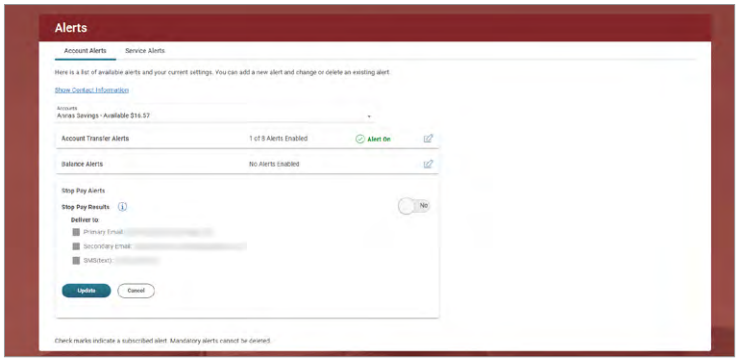






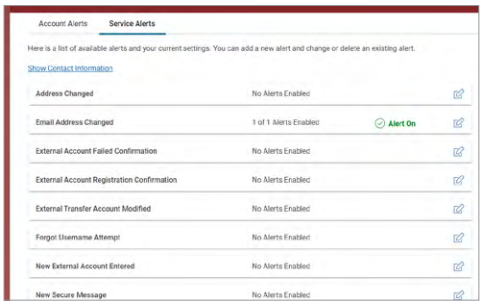




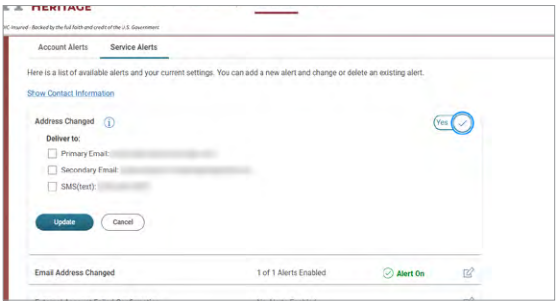


Within the **Account Alerts** tab you are able to select which account you would like to edit the **Alerts** on by clicking the **Accounts** drop down. You are then able to edit **Account Transfer Alerts, Balance Alerts,** and **Stop Pay Alerts** by clicking on the edit button then the switch to yes and checking the box of where you would like the alerts to be delivered. You are able to edit Contact Information by clicking on **Show Contact Information.**

Service Alerts Tab







Within the **Service Alerts** tab you are able to edit a long list of individual alerts by clicking on the edit button then the switch to yes and checking the box of where you would like the alerts to be delivered. You are able to edit Contact Information by clicking on **Show Contact Information.**