

## How to Set Up TruAlerts through Online Banking

1. Log in to Online Banking as usual.
2. On the blue toolbar to the left of the screen, click “Statements and Alerts” underneath the “Accounts” section. **Remember:** you must be enrolled in E-Statements and Alerts in order to set up any TruAlerts for your account.
3. Click the light blue tab labeled “Alerts” at the top of the screen.
4. To add a TruAlert, click the “Add New” button in the top right corner. You may need to scroll over to the far right of the screen using the bottom scroll bar in order to find this button.
5. Click the first dropdown menu labeled “Alert Type” to select the type of alert you would like to receive. There are 7 different types of alerts you can create:
  - Direct Deposit/ACH Credit Alert
  - Account Balance Alert
  - Loan Balance Alert
  - Cleared Checks Alert
  - Loan Payment Due Alert
  - Certificate Maturing Alert
  - Electronic Debit Alert
6. Select the delivery method for your alert using the dropdown menus below. The primary email address on file for you will be automatically selected. Click the box next to your email address to unselect it if you do not want the alert sent there. You can choose for the alert to be sent to up to **two** different email addresses, and up to **two** different mobile devices.
7. Once you have made your selections on delivery methods for this alert, click the green “Continue” button at the bottom of the screen.
8. Follow the instructions and prompts on the next screens to personalize the alert to your preferences. Click the green “Continue” button at the bottom of the screen once you are finished. The next screen will display all of the alerts you are currently signed up for.
9. If you would like to add or remove a method of delivery for TruAlerts, click the blue tab labeled “Email Addresses” at the top of the Statements and Alerts pages.
  - a. Scroll over to the far right and click the “Add New” button under the corresponding field heading to add a new email address or mobile device. Enter in the necessary information in all fields, and click the green “Continue” button below.
  - b. To delete a method of delivery, click the small white box to the left of the email address or phone number, then press the “Delete” button above that field. Confirm this change one more time on the next page by clicking the green “Delete” button.
10. If you would like to delete an alert you have already established, click “Statements and Alerts” from the main toolbar on the left side of the screen, then select the blue “Alerts” tab at the top of that screen. Click the small white box to the left of the alert you wish to remove, then click the “Delete” button above. Confirm this change one more time on the next page by clicking the green “Delete” button.

Thank you for using our TruAlerts System!