

Add Account Alerts:

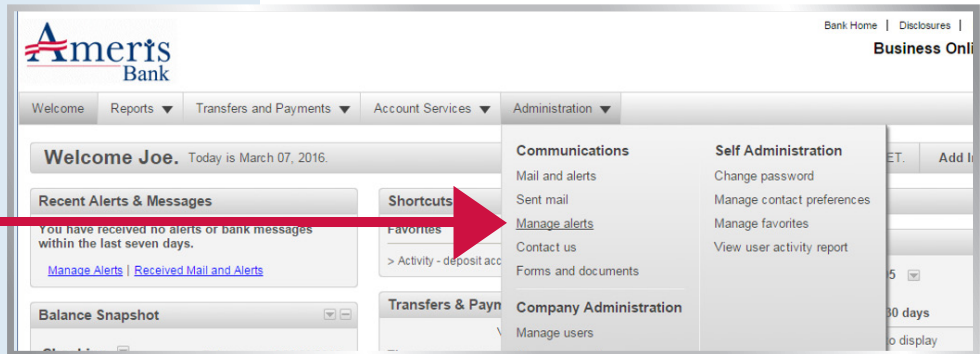
1. Log in to Business Online Banking.
2. Click Administration > Manage Alerts
3. Select the "Account Alerts" tab
4. Select Account
5. Select "Add" link
6. Enter alert criteria if applicable
7. Click the check box associated with each "Send To" option
8. Click "Add Alert"

Step 1

Log in to Business Online Banking.

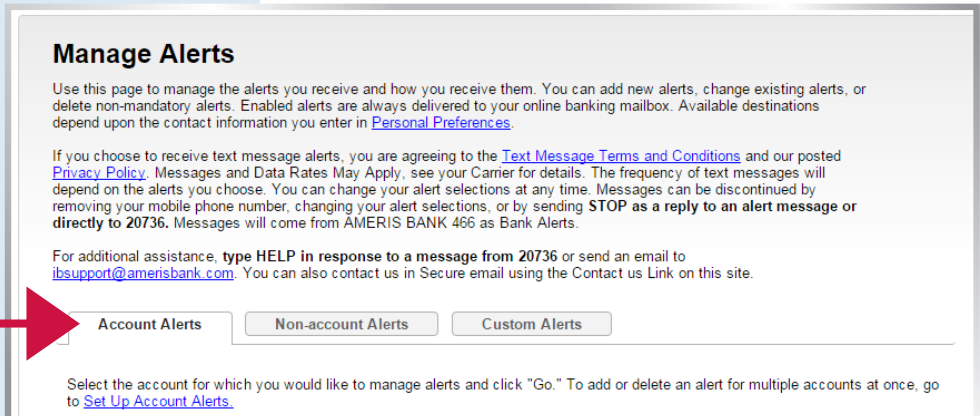
Step 2

Click Administration > Manager Alerts.



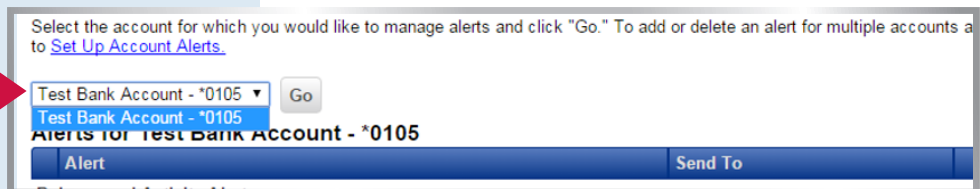
Step 3

Click the "Account Alerts" tab.



Step 4

Select the account that you would like to add alerts. Select "Go".



Select the account for which you would like to manage alerts and click "Go." To add or delete an alert for multiple accounts at once, go to [Set Up Account Alerts](#).

Test Bank Account - *0105

Alerts for Test Bank Account - *0105

Alert	Send To	
Balance and Activity Alerts		
Check Presented	Alert is off	Add
Posted	Alert is off	Add
Posted	Alert is off	Add
Minimum Balance	Alert is off	Add

Step 5
Click the "Add" link next to the alert subscription you want to add. The table row expands, showing the alert description and delivery options.

Step 6
Enter alert criteria if applicable.

Step 7
Click the check box associated with each "Send To" option to which you want the alert sent.

Alerts for Test Bank Account - *0105

Alert	Send To	
Balance and Activity Alerts		
Check Presented Notifies you when a check with a specific check number is presented, based on the previous day's transactions.	<input type="checkbox"/> joe.banker@amerisbank.com	
Number: <input type="text"/> Add another	<input type="button" value="Add alert"/> <input type="button" value="Do not add alert"/>	
Posted	Alert is off	Add
Posted	Alert is off	Add

HELPFUL TIP

The "Send To" column does not appear if you do not have an email or mobile telephone (if applicable) defined.

Step 8
Click "Add alert".

Alerts for Test Bank Account - *0105

Alert	Send To	
Balance and Activity Alerts		
Check Presented Notifies you when a check with a specific check number is presented, based on the previous day's transactions.	<input checked="" type="checkbox"/> joe.banker@amerisbank.com	
Number: <input type="text"/> Add another	<input type="button" value="Add alert"/> <input type="button" value="Do not add alert"/>	