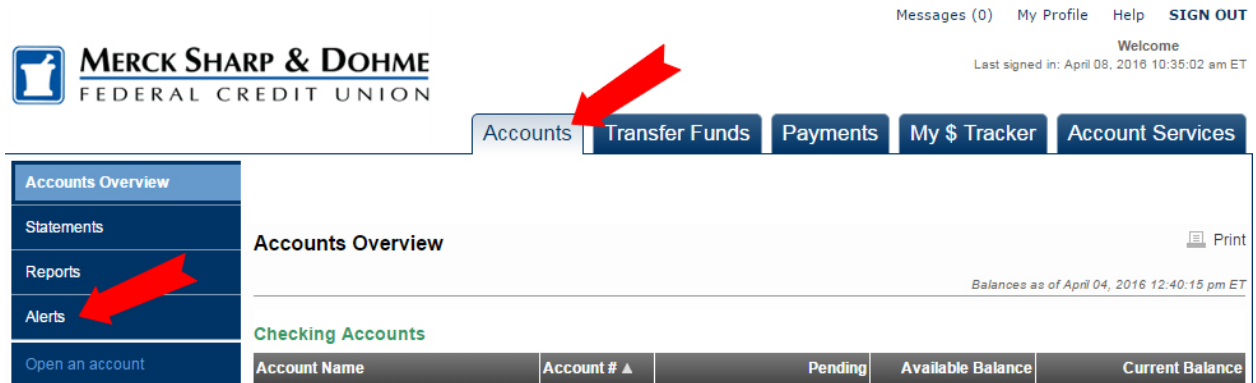


## How To: Alerts

After the upgrade, your previously set alerts will not transfer to the new system. Log on to Online Banking to reestablish your alerts.

1. From the **Accounts** tab select **Alerts** on the left side menu.



Messages (0) My Profile Help **SIGN OUT**  
 Welcome  
 Last signed in: April 08, 2016 10:35:02 am ET

**MERCK SHARP & DOHME**  
 FEDERAL CREDIT UNION

Accounts **Transfer Funds** Payments My \$ Tracker Account Services

Accounts Overview  
 Statements  
 Reports  
**Alerts**  
 Open an account

**Accounts Overview** [Print](#)

Balances as of April 04, 2016 12:40:15 pm ET

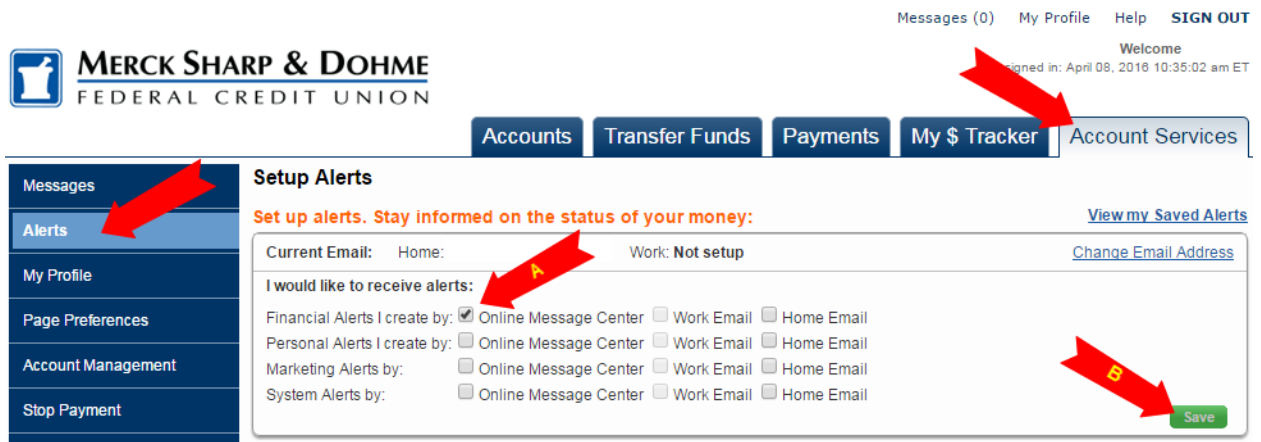
**Checking Accounts**

Account Name	Account # ▲	Pending	Available Balance	Current Balance

OR from the **Account Services** tab select **Alerts** on the left side menu.

2. Under **Setup Alerts**

- A. **Check the box** for what type of alert you would like to receive and where you wish to receive it.
- B. Click the **Save** button.



Messages (0) My Profile Help **SIGN OUT**  
 Welcome  
 Last signed in: April 08, 2016 10:35:02 am ET

**MERCK SHARP & DOHME**  
 FEDERAL CREDIT UNION

Accounts Transfer Funds Payments My \$ Tracker **Account Services**

Messages  
**Alerts**  
 My Profile  
 Page Preferences  
 Account Management  
 Stop Payment

**Setup Alerts** [View my Saved Alerts](#)

Set up alerts. Stay informed on the status of your money: [Change Email Address](#)

Current Email: Home: Work: **Not setup**

I would like to receive alerts:

Financial Alerts I create by:  Online Message Center  Work Email  Home Email

Personal Alerts I create by:  Online Message Center  Work Email  Home Email

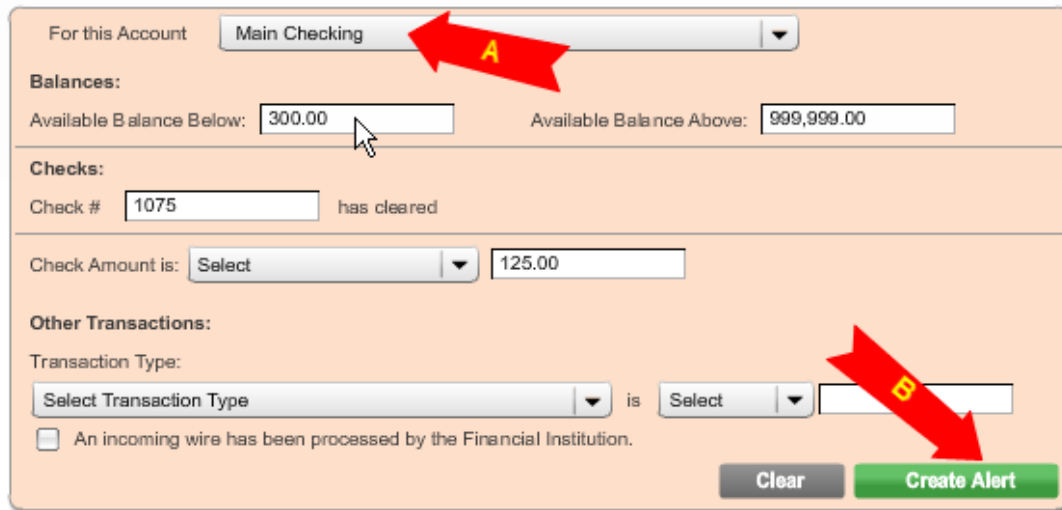
Marketing Alerts by:  Online Message Center  Work Email  Home Email

System Alerts by:  Online Message Center  Work Email  Home Email

**Save**

3. Under **Create Financial Alerts**
  - A. Fill out the sub menu choices.
  - B. Click **Create Alert**.

**Create Financial Alerts:**



For this Account: **Main Checking**

**Balances:**  
Available Balance Below:  Available Balance Above:

**Checks:**  
Check #:  has cleared

Check Amount is: **Select**

**Other Transactions:**  
Transaction Type: **Select Transaction Type** is **Select**

An incoming wire has been processed by the Financial Institution.

4. You may also **Create Personal Alerts**
  - A. Fill out the sub menu choices.
  - B. Click **Create Alert**.

**Create Personal Alerts:**



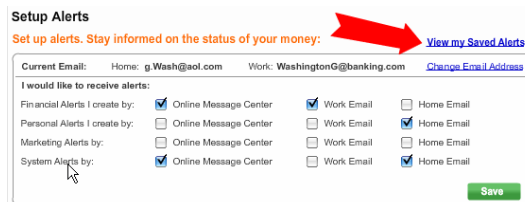
ON:

Notify Me:

With this frequency: **Annually**

# of times:

5. See your new alert with the **View my Saved Alerts** link.



**Setup Alerts**  
Set up alerts. Stay informed on the status of your money: [View my Saved Alerts](#)

Current Email: Home: [g.Wash@aol.com](mailto:g.Wash@aol.com) Work: [WashingtonG@banking.com](mailto:WashingtonG@banking.com) [Change Email Address](#)

I would like to receive alerts:

Financial Alerts I create by:	<input checked="" type="checkbox"/> Online Message Center	<input checked="" type="checkbox"/> Work Email	<input type="checkbox"/> Home Email
Personal Alerts I create by:	<input type="checkbox"/> Online Message Center	<input type="checkbox"/> Work Email	<input checked="" type="checkbox"/> Home Email
Marketing Alerts by:	<input type="checkbox"/> Online Message Center	<input type="checkbox"/> Work Email	<input type="checkbox"/> Home Email
System Alerts by:	<input checked="" type="checkbox"/> Online Message Center	<input type="checkbox"/> Work Email	<input checked="" type="checkbox"/> Home Email

6. Repeat for as many Alerts as you would like to set.  
**Watch the Video** - [Introducing Online Banking](#) for complete set up details.

## Understanding Alert Categories

All of the following alert categories are provided by the new Online Banking system. You can select a default delivery method for each category, if a category includes multiple alert types; they are listed with the category below.

**Financial Alerts** – These alerts are triggered by account activity such as a specific check number or balance amount, a transaction type, or an incoming wire. The following alert types are included in the Financial Alerts category:

### Financial Messages

- Notify me when this check number clears (Check Cleared)
- Notify me when my balance falls below (Balance Below)
- Notify me when my balance is above (Balance Above)
- Notify me when a specific transaction is posted (Transaction)
- Notify me when an incoming wire is posted (Incoming Wire)

**Personal Alerts** – Set up to remind the user about his/her account balance or account activities, or almost anything you wish to be reminded of.

**Marketing Messages** – Set up notifies users of new products and services, and other MSDFCU events.

**System Alerts** – Initiated by the system to send out the following types of alerts when the indicated system activity occurs:

- First Time Sign On
- Password Change