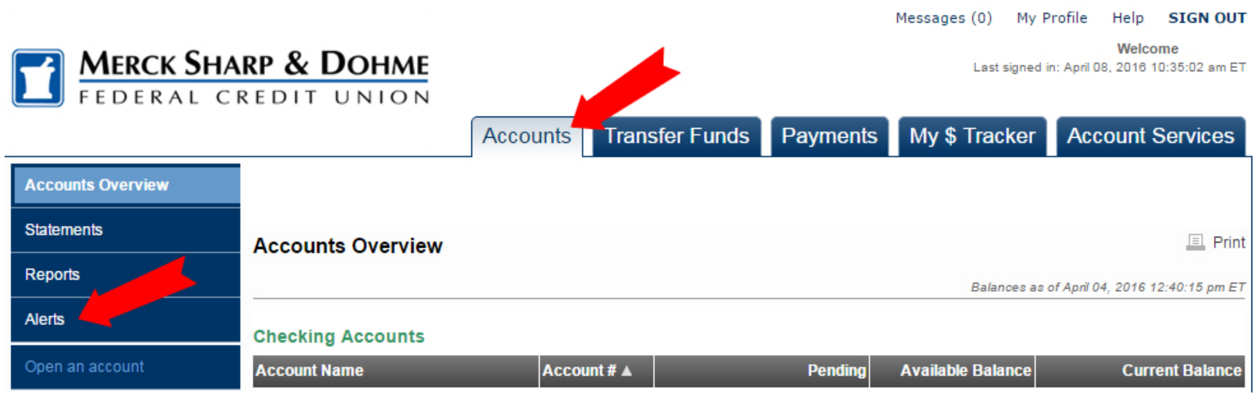
MERCK SHARP & DOHME
FEDERAL CREDIT UNION

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.

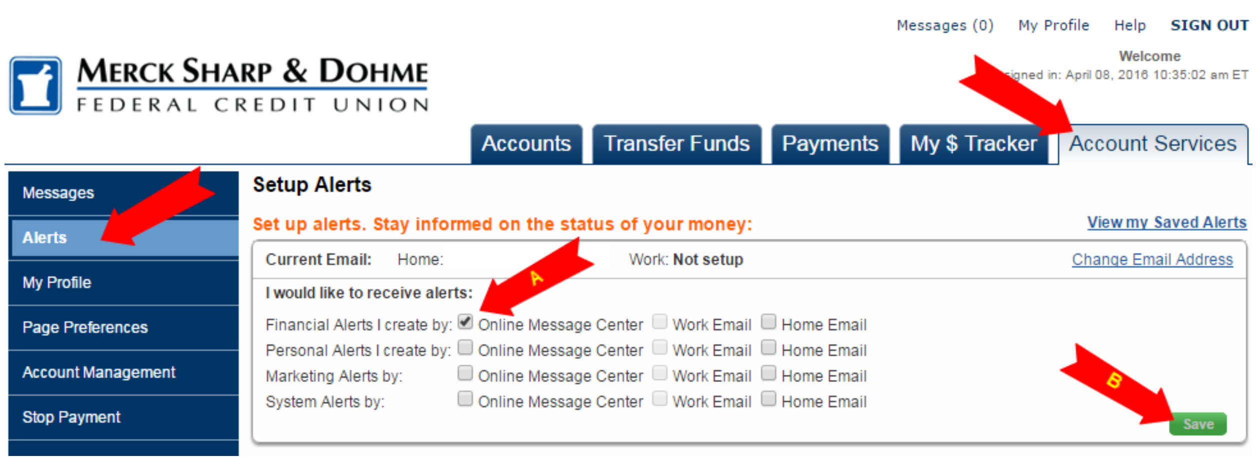


OR from the **Account Services** tab select **Alerts** on the left side menu.

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.

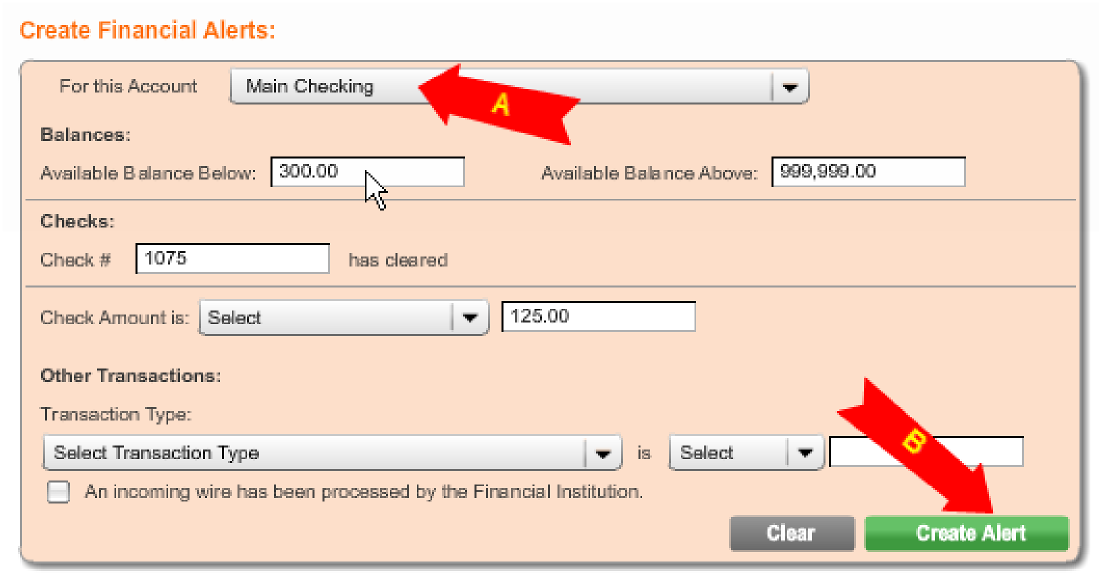
B. Click the **Save** button.



3. Under **Create Financial Alerts**

A. Fill out the sub menu choices.

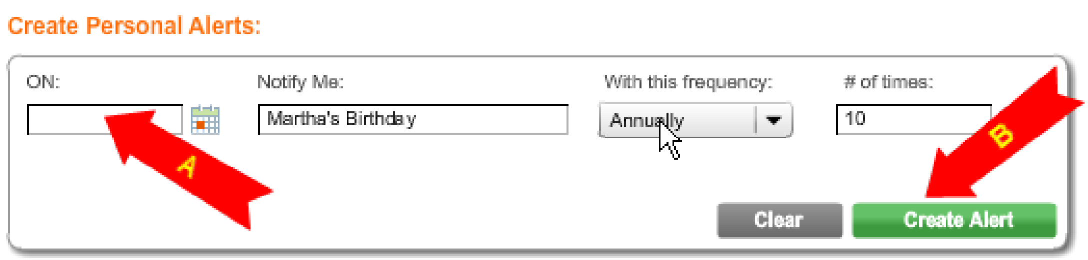
B. Click **Create Alert.**



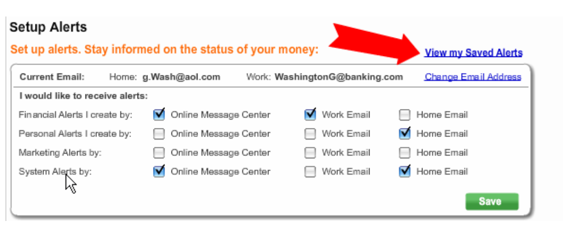
4. You may also **Create Personal Alerts**

A. Fill out the sub menu choices.

B. Click **Create Alert.**



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



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