#### **Business Online Services**

# Setting Up Alerts Guide

Alerts for Account Reconciliation & Positive Pay



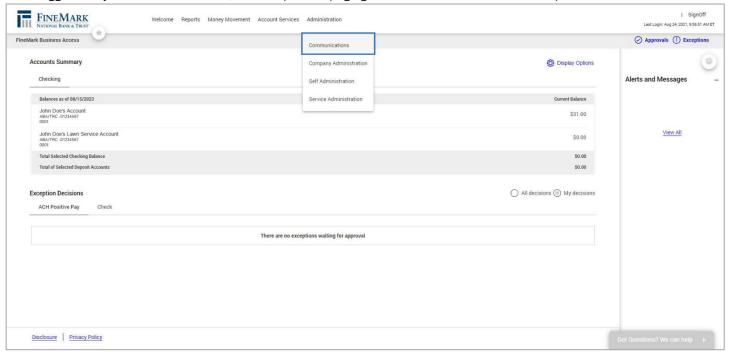
 $\label{thm:com-www.finemarkbank.com} \bullet \text{ (877) 461-5901} \bullet \text{ Member FDIC} \bullet \text{ Equal Housing Lender } \text{ } \\ \text{Trust and investment services may lose value, are not FDIC-insured, and are not guaranteed by the bank.} \\$ 



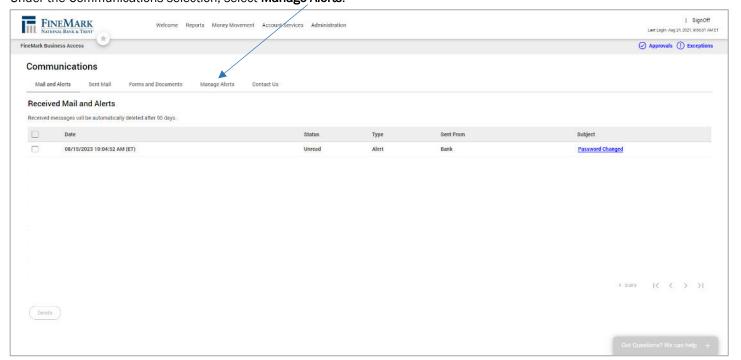
#### Setting up alerts for your Business Banking Account

Log in to Business Online Banking through www.finemarkbank.com.

Once logged into your business account, at the top of the page go to Administration and in the drop down select Communications.

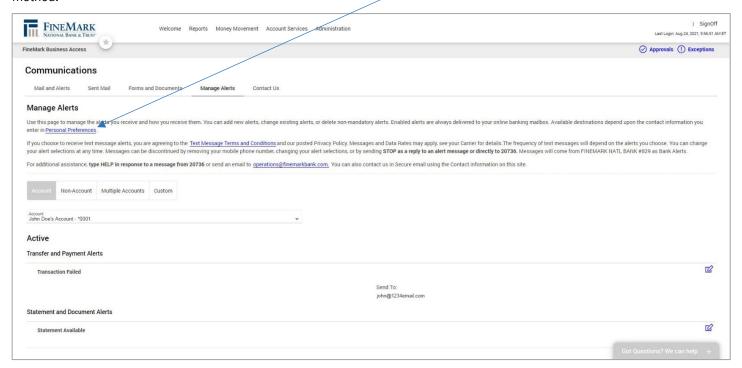


Under the Communications selection, select Manage Alerts.

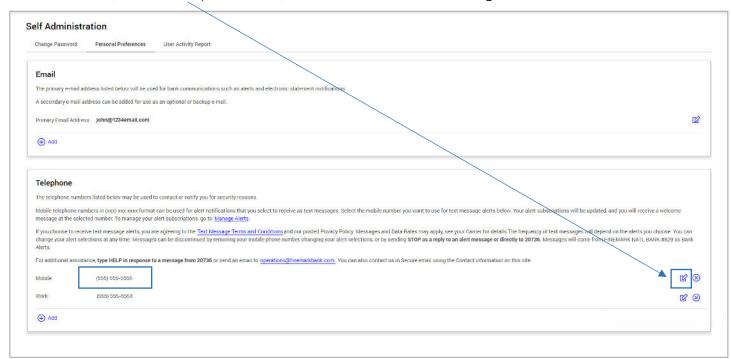




Under the Manager Alerts section, in the first sentence click on "Personal Preferences". This allows you to choose the alert method.

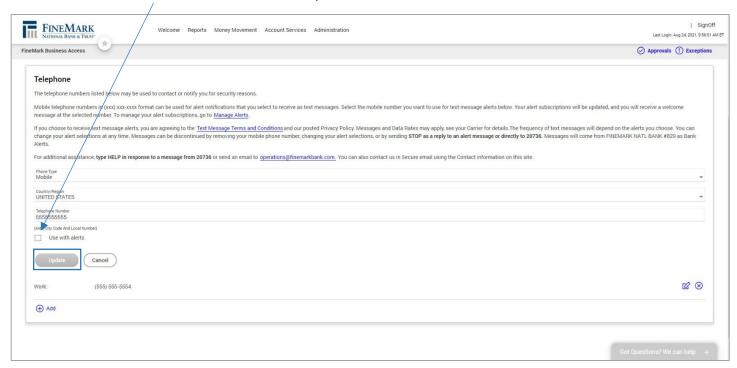


To allow text alerts, under the Telephone section, click on the edit feature to the far right of the mobile number.





Click the check box "Use with alerts" and then click "Update".

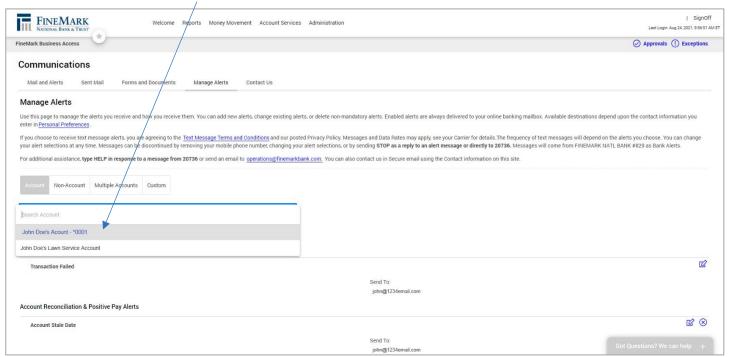


Once updated, select Manage Alerts again. This takes you back to the Manage Alerts screen.



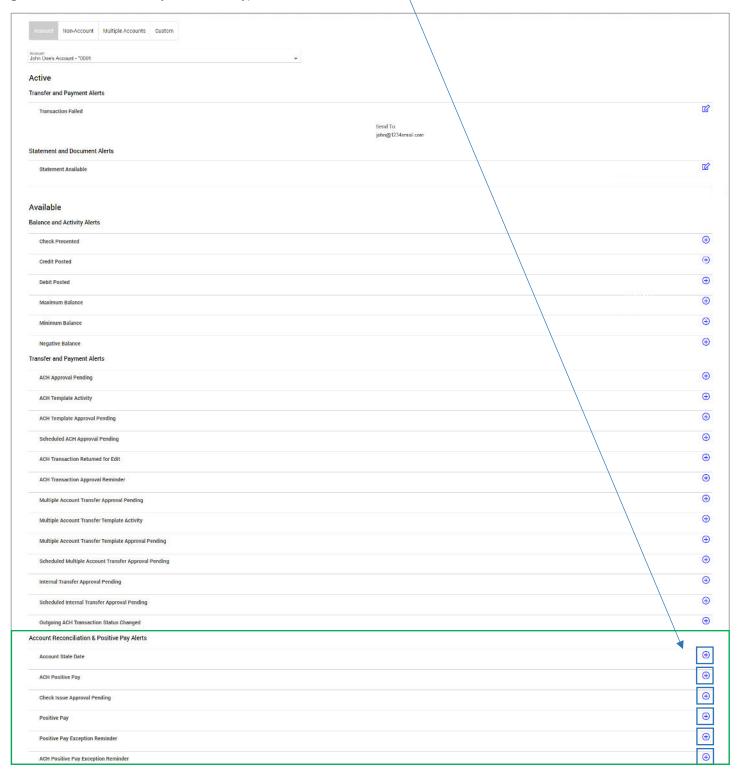


Under your Account, select the account you would like to start receiving alerts for.





Scroll down to the **Available** alerts, under **Account Reconciliation and Positive Pay Alerts**, you will see the **+** sign in a circle at the far right of each line. Individually select each type to receive alerts for.





Check the box(s) next to preferred method for alerts: **Email** and/or **Text**. Then to the left click "**Add**".

