

eAlert Set up and Changes

eAlerts are still available in the new Online Banking environment, but are located under the Services tab. This guide will show you how to sign up and edit eAlerts!

First at the Accounts screen choose “Services”:

SOO CO-OP CREDIT UNION

Message Center Dis

Online Banking Bill Pay eStatements Settings eZCardinfo.com ScoreCard **Services**

My View Accounts Order Checks Transactions Transfers

Welcome [Redacted]

Deposit Accounts View 2 | 10 | 20 | 50 | 100 | All

Description	Available	Balance	
50000 REGULAR SH Regular Share	\$201.80	\$206.80	Select Option
50003 SHARE DRAF Share Draft	(\$15.00)	(\$15.00)	Select Option
[Redacted]	[Redacted]	[Redacted]	Select Option
[Redacted]	[Redacted]	[Redacted]	Select Option
[Redacted]	[Redacted]	[Redacted]	Select Option

In Services you will choose Continue on the “eAlert Notifications.”

Online Banking Bill Pay eStatements Settings eZCardinfo.com ScoreCard **Services**

Services

Overdraft Tolerance Opt In/Out for RegE
Opt In/Out for Debit card overdraft protection. [Continue](#)

Pending ACH
View your pending ACH transactions here. [Continue](#)

eAlert Notifications
Setup and manage electronic alerts on your account. [Continue](#)

Transfer to any SCCU Account
Would you like to transfer funds to others at SCCU? Contact us to be setup! [Continue](#)

Loan Payoff Quote
Get your loan payoff information estimate. This estimate is valid for up to 30 days. [Continue](#)

If you are already enrolled in eAlerts, you will see your current eAlerts, BUT if you have not enrolled then you will get to the following screen:

eAlert Notifications

E-ALERT ENROLLMENT

We all need reminders, and this is especially true when it comes to our finances.

Wouldn't you like to know when your account balance falls below a certain level, if a check has cleared, or when your next direct deposit reaches its destination?

Sign up for e-Alerts today and enjoy these benefits and more.

Enroll

Once you click "Enroll" it will take you to the contact information screen:

eAlert Notifications

Update Contact Information

Alerts can be sent to an email address, mobile phone or both.

Email Address: Select *Email Address* in the Contact # 1 or # 2 drop down, followed with entering in a valid email address in the box below.

Mobile Number: Select *Mobile Phone* in the Contact # 1 or # 2 drop down, followed with entering in a valid mobile phone number in the box below. The mobile carrier is required in the Mobile Carrier drop down.

Please note that a valid phone number contains only numbers, and no special characters are accepted.

Contact #1: Email Address ▼
test@testing.com

Contact #2: Mobile Phone ▼ **Contact #2 Mobile Carrier:** AT&T ▼
1234567890

Submit **Cancel**

In the above example we have chosen the first contact to be an e-mail and the second to be a mobile phone number.

NOTE: You must choose your mobile phone carrier when you choose the Mobile Phone option!

Once you choose submit you will be taken to a blank screen and can start adding eAlerts:

The screenshot shows the 'eAlert Notifications' interface. At the top, a blue header contains the text 'eAlert Notifications'. Below the header, a paragraph reads: 'Easily manage your e-Alerts from this screen. Simply click on a link to update your settings or remove e-Alerts. Add new alerts by clicking the **Add Alert** button.' The main content is divided into two sections: 'Contact Information' and 'Alert Settings'. The 'Contact Information' section includes the instruction 'To update your email/text address, click on the address below you'd like to change.' and lists two contacts: 'Contact #1: test@testing.com' and 'Contact #2: [1234567890 on AT&T](tel:1234567890)'. The 'Alert Settings' section features a table with four columns: 'Account Detail', 'Alert Description', 'Alert Detail', and 'Last Alert'. Below the table, a message states: 'No alerts current setup. Please click the Add Alert button below to start setting up alerts.' At the bottom left of the section, there is a blue button labeled 'Add Alert'.

When you choose Add Alert you will be taken to the following screen:

The screenshot shows the 'Security Alerts' configuration screen. At the top, a blue header contains the text 'eAlert Notifications'. Below the header, a dropdown menu is labeled 'Select Alert Type or Account:' and is currently set to 'Security Alerts'. The main heading is 'Security Alerts', followed by the instruction: 'To add a new alert, check the box next to it and enter any necessary information.' There is a list of eight alert types, each with an unchecked checkbox and a green question mark icon: 'Email Change Alert', 'Home Banking Locked Alert', 'New Card Alert', 'Name/Address Change Alert', 'Home Banking Password Changed Alert', 'Home Banking Login Failure Alert', 'Phone Number Changed Alert', and 'Reminder Alert'. Below the list, there are three input fields: a text box for the alert name, a 'Date' field, and a 'Frequency' dropdown menu. At the bottom left, there are two blue buttons: 'Save' and 'Cancel'.

The “Select Alert Type or Account” drop down lets you choose the types of alerts or alerts for specific accounts. For an example we created and Email Change Alert AND a \$20.00 Withdrawal Alert for the Checking share on this account:

eAlert Notifications

Easily manage your e-Alerts from this screen. Simply click on a link to update your settings or remove e-Alerts. Add new alerts by clicking the **Add Alert** button.

Contact Information

To update your email/text address, click on the address below you'd like to change.

Contact #1: test@testing.com

Contact #2: [1234567890 on AT&T](#)

Alert Settings

Account Detail	Alert Description	Alert Detail	Last Alert	
Account Security	Email Change Alert	N/A	--/--/--	Select Option ▼
SHARE DRAFT S-0003	Withdrawal Transaction Alert	\$ 20.00	--/--/--	Select Option ▼

Add Alert

If you already have eAlerts set up then you will see this page with your eAlerts as opposed to the Enroll screen.

Note: These alerts are sent out every half hour.

You can also hover over the green question marks to see what each alert is for. We hope this has helped you set up or edit your eAlerts and please feel free to explore our other guides at <http://www.soocoop.com/online-banking>