



NEW FEATURE: SMART PHONE TEXT ALERTS !!!

We're pleased to announce that you can now start getting "Notify Me" alerts sent to your smart phone. Furthermore, you can request that any one-time Security Codes created by our online banking system get sent to your smart phone. You can have alerts and security codes sent JUST to your phone, just to your e-mail address on record with us, or to both places. It's your choice!

To enroll in text alerts, do the following after you've signed on:

ENROLLING YOUR PHONE (a one-time process):

1. Click Notify Me Alerts under the "Notify Me Alerts" tab
2. The system requires that a one-time security code be sent to your personal e-mail address. Click Continue and look for the code in your e-mail. Enter the code into the box displayed, and click Submit to go to the next screen.
3. On the next screen, under Contact Information For Alerts, see if your mobile number is listed below your e-mail address. If it is, click on the "Enroll to receive text alerts" link to the right of your phone number, and **SKIP** to step 10 below.
4. If your number is NOT listed, or if it says "Not Set" in the Mobile Phone box below your e-mail address, click on the Actions drop-down menu on the right side of the screen, and click Change Contact Information.
5. The system will ask you to answer one of your security questions. After entering your answer, click Submit.
6. On the next screen, click on the plus "+" sign to the left of Phone Numbers.
7. Enter the number of your smart phone in the Mobile Phone box.
8. Click Submit at the bottom of the screen. On the next screen, click Submit again to confirm the change. On the next screen, click Done.
9. Click on Notify Me Alerts under the "Notify Me Alerts" tab. You should now see your mobile phone number listed. Click on the "Enroll to receive text alerts" link to the right of your phone number.
10. The system will send your phone a one-time security code as a test. Enter it on the screen displayed after you clicked the Enroll link, then click on "I have read and agree to the Terms and Conditions" at the bottom of the screen. Click the Submit button at the bottom of the screen.
11. You'll get a message saying your phone was successfully enrolled. Your smart phone is now registered for alerts. Click Done.

SETTING UP NOTIFY ME ALERTS:

12. Go into each Notify Me Alert message and choose the ones you wish to use. Not all of them will be applicable. The idea is to select some and then watch your phone for a day or two to make sure you're being alerted. For each alert, click Edit under the "Actions" tab to the right of the alert, then click the "Send alert to" box next to your mobile number. Also, click the box next to the account number (s) you want to receive alerts for. Click the Submit button at the bottom of the screen when you're done.

SETTING UP ONE-TIME SECURITY CODES:

13. Go back to the main User Services screen and click on Security Code Delivery Preference under Security Settings in the lower left corner of the screen.

14. You should see your smart phone number on the following screen. Click on the box next to that number. This will ensure the system sends any one-time security messages to your phone. You may also click the box next to your e-mail address if you want to receive security messages in your e-mail as well. Click Submit when you are done.