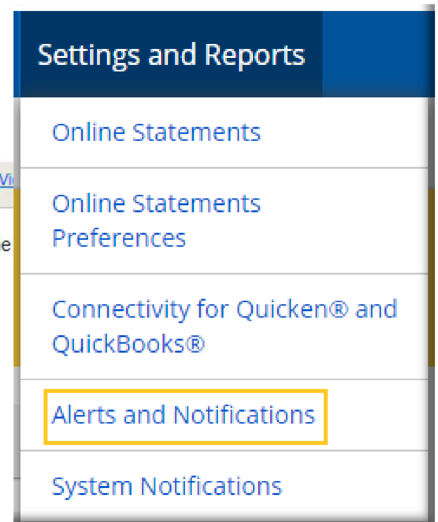
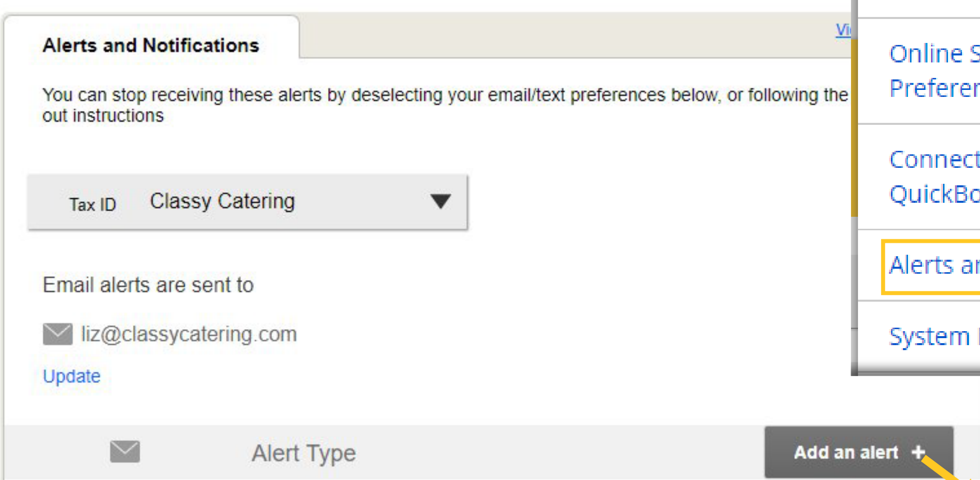
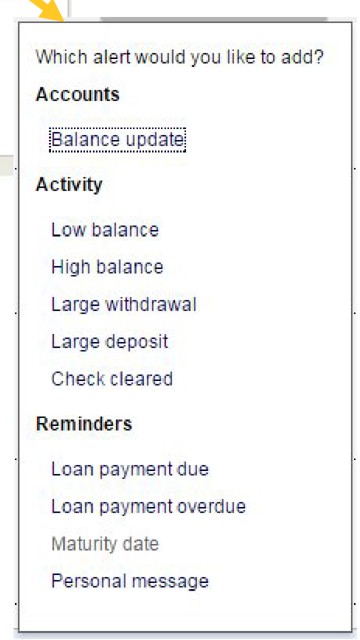
Alerts keep businesses informed on account activity and tasks to do in Business Banking.

Access **Alerts & Notifications** via the Settings and Reports menu. This option is available to all Business Admins and Business Users.







Tip: Alerts are sent via **email** - text alerts are NOT an option in Business Banking. The email address pulls from My Settings but is editable here.

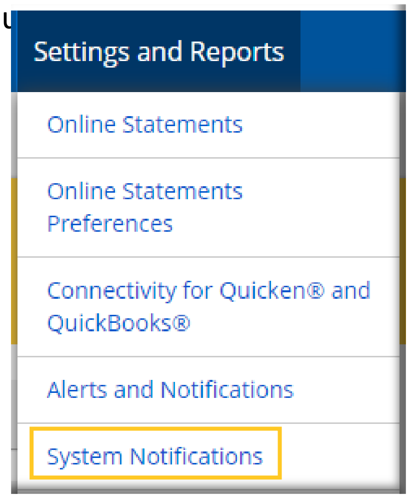
When do alerts go out?

Balance update & personal reminders run between 8am and 10am CT. All other alerts run once daily.

Actionable Alerts

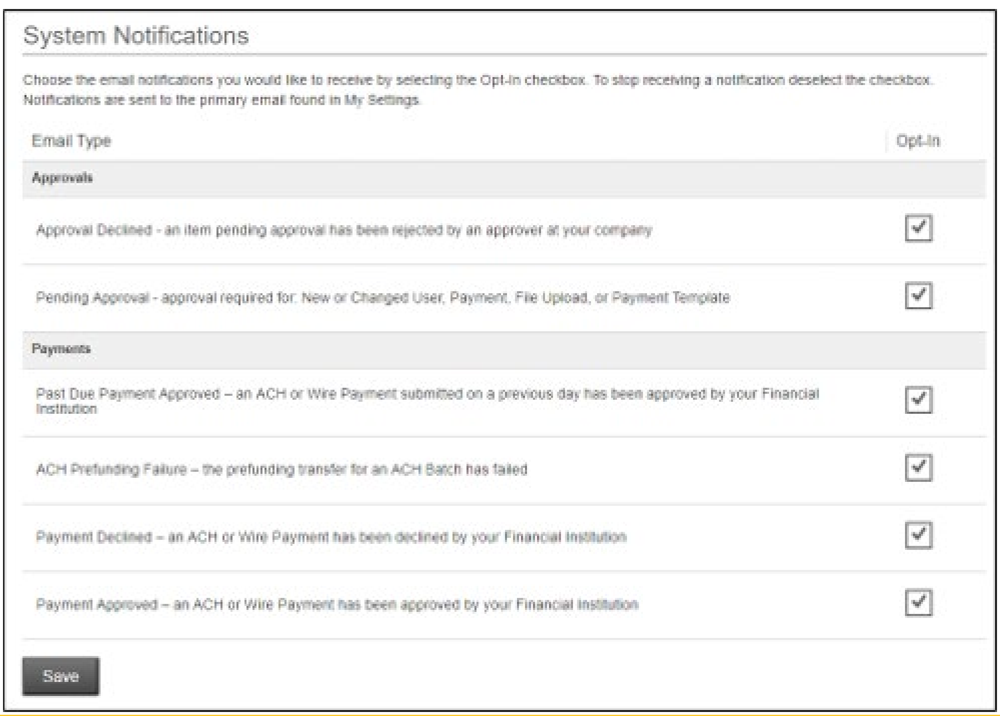
The “Low balance” alert includes a **Make a Transfer** button. Upon selecting it, the user goes directly to the Transfer page in Business Banking (logs in first if not already in session).

Access **System Notifications** via the Settings and Reports menu. This option is available to all Business Admins and Business Users.



These emails are notifications for activity that happens in Business Banking (versus alerts are on account activity).

The user controls which emails the system sends; to opt-out, simply unselect the box and click Save at the bottom.



System Notifications

Choose the email notifications you would like to receive by selecting the Opt-In checkbox. To stop receiving a notification deselect the checkbox. Notifications are sent to the primary email found in My Settings.

Email Type	Opt-In
Approvals	
Approval Declined - an item pending approval has been rejected by an approver at your company	☑
Pending Approval - approval required for: New or Changed User, Payment, File Upload, or Payment Template	☑
Payments	
Past Due Payment Approved – an ACH or Wire Payment submitted on a previous day has been approved by your Financial Institution	☑
ACH Prefunding Failure – the prefunding transfer for an ACH Batch has failed	☑
Payment Declined – an ACH or Wire Payment has been declined by your Financial Institution	☑
Payment Approved – an ACH or Wire Payment has been approved by your Financial Institution	☑

Save

Notes:

- Business Banking does not support text alerts. The notifications are via email (the mobile app supports push notifications as well).
- Options may vary based on business setup and user entitlements; for example, this screenshot doesn't show system notifications for Positive Pay.