



## Setting ACH Transaction Notifications

Notifications must be established by each individual user within their own profile. The steps below will guide Users on setting up email notifications of ACH activity, both credits and debits, on accounts they are granted access to.

1. Log in to Baker Boyer's Digital Banking Solution.
2. Click on the **Business** tab, located in the menu on the left-hand side of the screen.
3. In the Business side, click on the **Personal Options** tab.
4. Verify the **Current Email Address** is accurate. (Company Email Address should not be changed.)
  - a. If needing to update the email address, do so at this step, click the green **Submit** button.
5. Select the **Alerts** option. (User may need to scroll up to see this option.)
6. Select **Events**.
7. Check the **Email** box for Receiving Incoming ACH Debits and Receiving Incoming ACH Credits.
8. Scroll down, click **Submit**.
9. The next page will ask you to **confirm your email address** for the alert to be emailed to. Review for accuracy, then click **Accept**.
  - a. If needing to update the registered email address, click Cancel,
10. The process is confirmed once the user receives an "Information Message" after these steps that reads *Successfully saved Alert Watches*.

The following pages contain sample screen shots. For additional assistance and troubleshooting, please contact Baker Boyer Bank's Digital Banking Department at [DigitalBanking@bakerboyer.com](mailto:DigitalBanking@bakerboyer.com) or call (509) 525-2000 and ask for the Digital Banking Department.

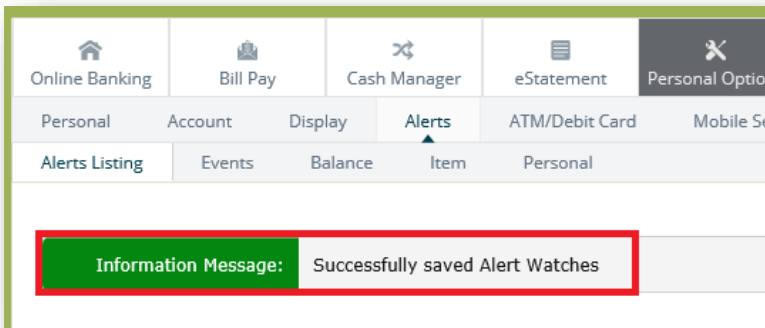
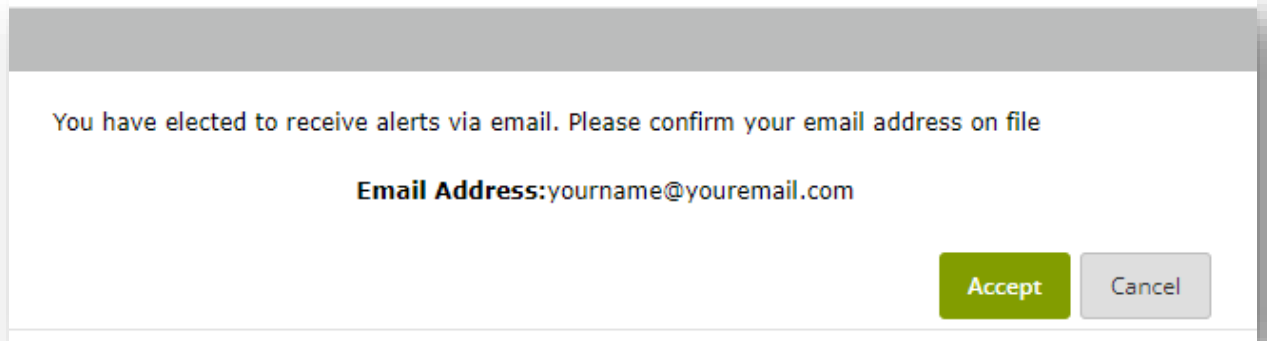
\*\*\* If an ACH transaction is unfamiliar to your business, and you suspect fraud is occurring, **contact the Bank immediately**. ACH regulations have especially small (48 hours) timelines for returning unauthorized transactions.

Bill Pay	Cash Manager	eStatement	Online Banking	Personal Options
Personal	Account	Display	<b>Alerts</b>	
Alerts Listing	<b>Events</b>	Item	Personal	

**Edit Event Alerts** ?

Alert Type:	When the following occurs:
<input type="checkbox"/> Email	Receiving Incoming Wires
<input checked="" type="checkbox"/> Email	Receiving Incoming ACH Credits
<input checked="" type="checkbox"/> Email	Receiving Incoming ACH Debits
<input type="checkbox"/> Email	Insufficient Funds (NSF)
<input type="checkbox"/> Email	Positive Pay Exceptions
	Unmatched Recon Items
	Statements or Notices
<input type="checkbox"/> Email	Maturing Loans
<input type="checkbox"/> Email	Maturing CD's
	Receiving ACH Exception Items
<input type="checkbox"/> Email	ACH Batches Initiated
<input type="checkbox"/> Email	ACH Batches Processed
<input type="checkbox"/> Email	Wires Transmitted
	ACH Batches Uninitiated
	Wire Transfer Pending
	Recurring Wires Expiring
<input type="checkbox"/> Email	Wire Approval



## Sample Email Notification

From: **Baker Boyer Bank** <[info@bakerboyer.com](mailto:info@bakerboyer.com)>  
Date: Fri, Jan 4, 2022 at 7:49 AM  
Subject: Baker Boyer Digital Banking Alert Notice  
To: EMAILADDRESS@DOMAIN.COM

You have an incoming ACH credit.  
DESCRIPTION SENDER NAME  
COMPANY ACH ID # DATE/DATE/DATE  
TRACE #-1234567890123

Account: ONLINE ACCOUNT NAME

For details, please log in to your Baker Boyer Digital Banking account at:  
<http://www.bakerboyer.com>

Thanks for your business!

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