Setting Transaction Notifications

Notifications are set by each individual user that wishes to receive them. The steps below will guide Users on how to get these established:

1. Log in to Baker Boyer's Digital Banking platform.
2. Click on the <u>Business</u> tab, located in the menu on the left-hand side of the screen.
3. When (if) prompted, enter your token (credential) code.
4. Within the Business access view, click on the <u>Personal Options</u> tab.
5. Select the <u>Alerts</u> option.
6. Select <u>Events</u>.
   a. **Note**: If any alerts are already established, click on <u>Edit Event Alerts</u>, on the right-hand side of the screen.
7. Set the notifications below as needed by checking the Email box next to:
   a. **Receiving Incoming Wires** – Generated when a Wire Transfer credit transaction is posted to an accessible account for the user.
   b. **Receiving Incoming ACH Credits** – Generated when an ACH Credit transaction is posted to an accessible account for the user.
   c. **Receiving Incoming ACH Debits** – Generated when an ACH Debit transaction is posted to an accessible account for the user.
   d. **ACH Batches Initiated** – Generated when an ACH Batch is initiated (only available for businesses with an ACH Origination Agreement with Baker Boyer.)
   e. **Wires Transmitted** – Generated when an outgoing wire is transmitted online (only available for businesses with an Online Wire Transfer Agreement with Baker Boyer.)
8. Scroll down, click <u>Submit</u>.
9. The next page will ask you to **confirm your email address** for the alert to be emailed to. Click <u>Accept</u>.
10. The process is confirmed once the User receives an "Information Message" after these steps that reads *Successfully saved Alert Watches.*

The following page contains sample screen shots. For additional assistance and troubleshooting, please contact Baker Boyer at <u>info@bakerboyer.com</u> or call 509-525-2000.

📇 Bill Pay	⤭ Cash Manager	🗐 eStatement	🗐 Online Banking	✕ **Personal Options**

Personal	Account	Display	**Alerts**

Alerts Listing	**Events**	Item	Personal

Edit Event Alerts ❓

Alert Type: **When the following occurs:**

☑ Email	Receiving Incoming Wires
☑ Email	Receiving Incoming ACH Credits
☑ Email	Receiving Incoming ACH Debits
☐ Email	Insufficient Funds (NSF)
☐ Email	Positive Pay Exceptions
	Unmatched Recon Items
	Statements or Notices
☐ Email	Maturing Loans
☐ Email	Maturing CD's
☐ Email	Receiving ACH Exception Items
☑ Email	ACH Batches Initiated
☐ Email	ACH Batches Processed
☑ Email	Wires Transmitted
	ACH Batches Uninitiated
	Wire Transfer Pending
	Recurring Wires Expiring
☐ Email	Wire Approval

Edit Event Alerts ❓

You have elected to receive alerts via email. Please confirm your email address on file

Email Address: name@email.com

Accept   Cancel

Information Message: Successfully saved Alert Watches