

How to add business alerts

Business customers can enhance financial control, optimize operations, and bolster security through the use of business alerts. Follow these step-by-step instructions to individually enroll in alerts.

01 Navigate to Alerts

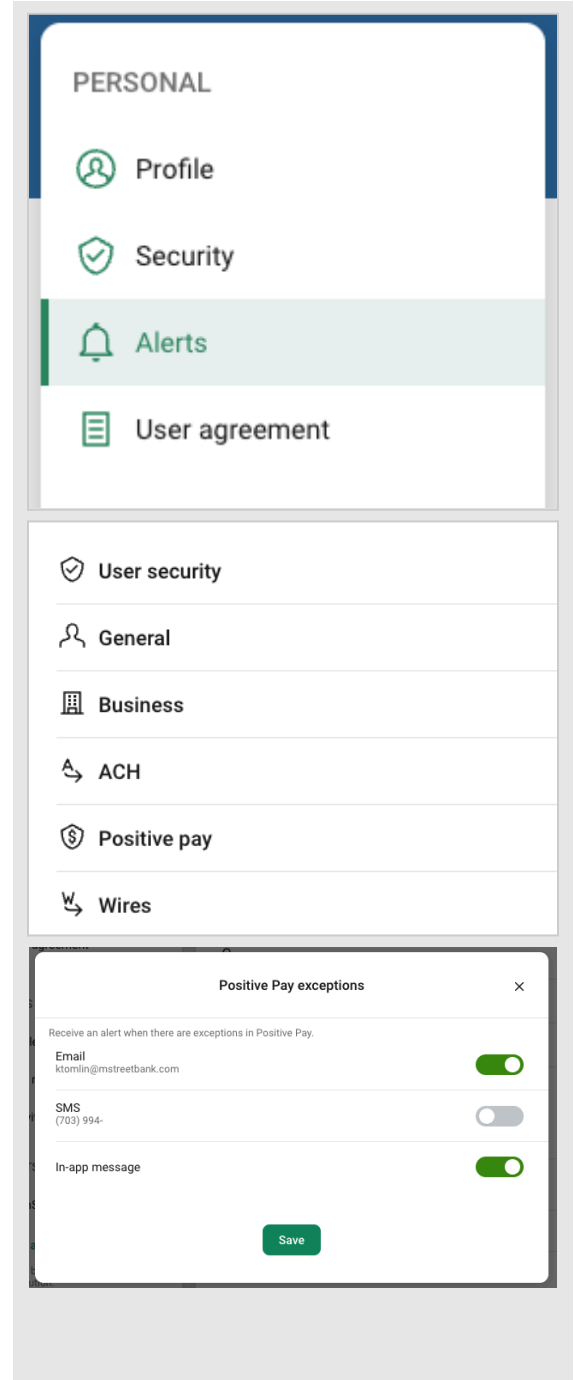
- There are two ways to access your settings
 - On the right-hand side of your main dashboard, click your **User** icon, and then **Settings**; or
 - In the lower left corner, click **My Profile**, and then **Personal settings**
- On the left side of the Settings Dashboard, click **Alerts**

02 Review Available Alerts

- There are several alerts available for various business services:
 - **User Security** - Logins from new devices and changes to user profiles
 - **General** - General alerts not specific to any one account
 - **Business** - Changes to the business profile
 - **ACH** - Activity related to ACH service
 - **Positive Pay** - Activity related to Positive Pay service
 - **Wire** - Activity related to Wire service
- Expand each section to review individual alerts
- Click individual alerts for a description of what triggers the alert

03 Enroll in Individual Alerts

- Select the delivery method for each alert you wish to enroll in:
 - **Email** - To receive an email to your email address on file
 - **SMS** - To receive a text message to your mobile phone number on file
 - **In-app message** - To receive a conversation inside Messages for viewing once you login
- To confirm enrollment, click **Save**



The screenshot shows the 'PERSONAL' settings menu with options for Profile, Security, Alerts, and User agreement. The 'Alerts' option is selected. Below this, a list of alert categories is shown: User security, General, Business, ACH, Positive pay, and Wires. The 'Positive pay' category is expanded, showing a 'Positive Pay exceptions' dialog box. This dialog box contains a description of the alert and three delivery method options: Email (checked), SMS (unchecked), and In-app message (checked). A 'Save' button is at the bottom.

PERSONAL

- Profile
- Security
- Alerts**
- User agreement

User security

- General
- Business**
- ACH
- Positive pay
- Wires

Positive Pay exceptions

Receive an alert when there are exceptions in Positive Pay.

- Email
ktomlin@mainstreetbank.com ☒
- SMS
(703) 994- ☐
- In-app message ☒

Save