

DIGITAL BANKING

# QUICK GUIDE



## HOW TO SET ALERTS

IN YOUR MOBILE AND ONLINE BANKING

# HOW TO SET TEXT ALERTS THROUGH THE MOBILE APP

## Step 1: Verify Your Phone Number For Text Alerts

1. Click **More**
2. Click **Settings**
3. Click **Contact**
4. **Select your preferred phone number**
5. Toggle to the right to **enable SMS text messages**
6. Click **Send Code Via Text**
7. Click **Send Code**
8. Confirm your number with a code sent via email or text
9. **Enter code** and **click verify**
10. Click **Save Phone**

## Step 2: Turn On Alerts

1. Click **More**
2. Click **Tools**
3. Click **Alerts**
4. **Select the category** you wish to set an alert for
  - a. Follow the instructions on the screen
  - b. Example: Debit Card Purchase Alert
    - i. If you want to receive an alert whenever a debit card purchase is made, select **Accounts**
    - ii. **Select the account** you want the alert set for (i.e. Michigan Made Checking, Just Checking, Regular Share Account, etc.)
    - iii. Click the **Debit Card Purchase button**
    - iv. **Type in the minimum amount** that will trigger the debit card purchase alert
    - v. **Choose the delivery method**
    - vi. Click **Save**

# HOW TO SET TEXT ALERTS THROUGH ONLINE BANKING

## Step 1: Verify Your Phone Number For Text Alerts

1. Hover over **Tools**
2. Click **Settings**
3. Click **Contact** tab
4. **Select your preferred phone number**
5. Click **Enable SMS text messages**
6. Confirm your number with a code sent via email or text
7. **Enter code**
8. Click **OK** once the code is confirmed
9. Click **Save Phone**

## Step 2: Turn On Alerts

1. Hover over **Tools**
2. Click **Alerts**
3. **Select the category** you wish to set an alert for
  - a. Follow the instructions on any given screen
  - b. Example: Debit Card Purchase Alert
    - i. If you want to receive an alert whenever a debit card purchase is made, select **Accounts**
    - ii. **Select the account** you want the alert set for (i.e. Michigan Made Checking, Just Checking, Regular Share Account, etc.)
    - iii. Click the **Debit Card Purchase button**
    - iv. **Type in the minimum amount** that will trigger the debit card purchase alert
    - v. **Choose the delivery method**
    - vi. Click **Save**