USING MSGCU'S NEW ONLINE BANKING

SETTING UP ALERTS

DESKTOP INSTRUCTIONS
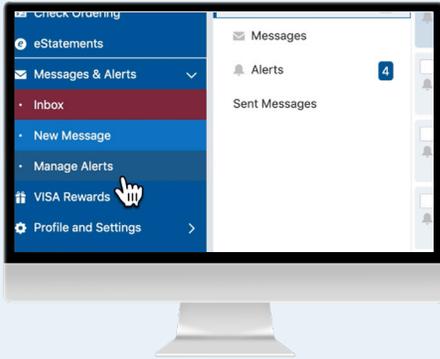
Select Manage Alerts from the Messages and Alerts tab.

Log in. In the blue menu on the left, scroll to Messages and Alerts and click *Manage Alerts* from the drop down menu.
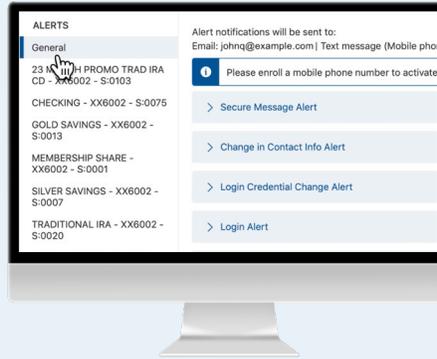
You can set alerts for each account.

You can set up email, text alerts or push notifications to your MSGCU Mobile App (if downloaded). If you don't have a mobile phone added, you can add one here.
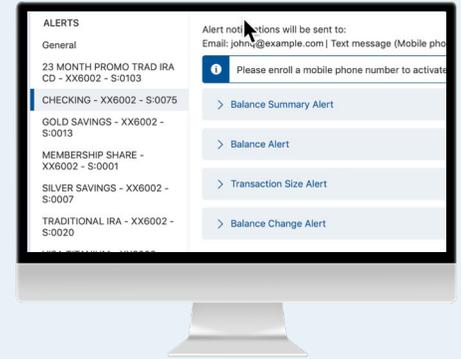
Choose the account you'd like to set an alert for.

For example, you can set up an alert if your checking account goes below $100. First, select the account named Checking. The blue bar next to the name indicates the alerts will be related to that account.
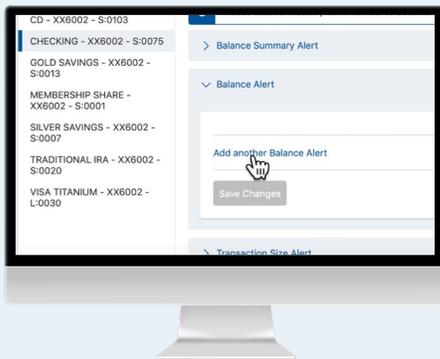
Select Balance Alert.

Then select *Add another Balance Alert*.
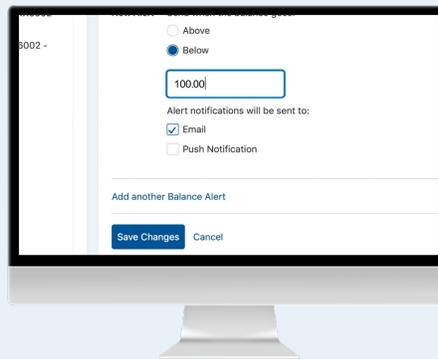
Set up your alert.

Since the example is to receive an alert when the checking account goes below $100.00, we'll select *Below* and then add in 100.00 to the text box. Choose if you want an email, push notification or text message. Select *Save Changes*. While the example is $100.00, you may choose any amount you'd like.
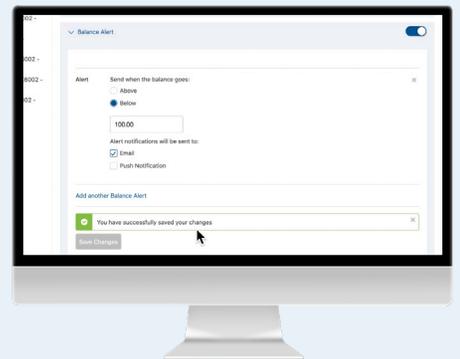
Confirm your alert has been set up.

You'll see a confirmation message and the toggle button on the right moves to ON. You can continue adding alerts for the rest of your accounts following the same process.

View instructional videos and learn more at **msgcu.org/newonlinebanking**.

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MOBILE INSTRUCTIONS
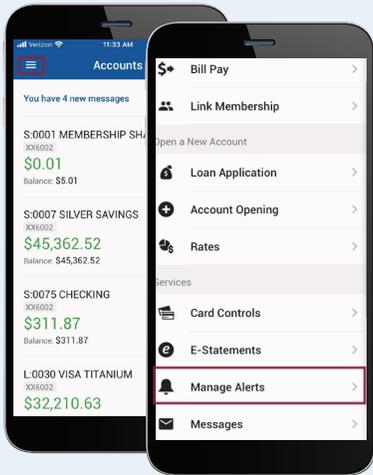
Log in, then select *Manage Alerts* from the navigation menu.

Log in. Then select the menu in the top left portion of the screen. Scroll down to *Manage Alerts*.
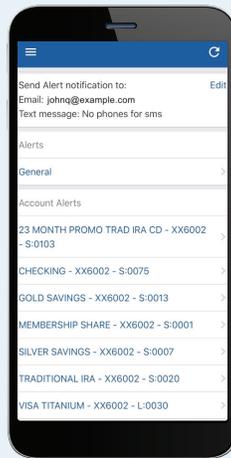
You can set alerts for each account.

You can customize alerts for your account, for example, anytime you make a change to your contact information, or every time you log in.
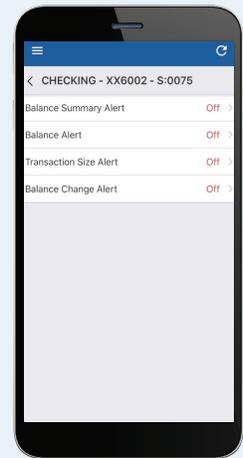
Choose the account you'd like to set an alert for.

For example, you can set up an alert if your checking account goes below $100. After selecting your Checking account, choose *Balance Alert*.
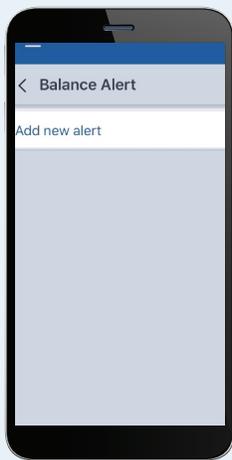
Select *Add New Alert*.

You'll be presented with an option to add a new alert. Tap to continue.
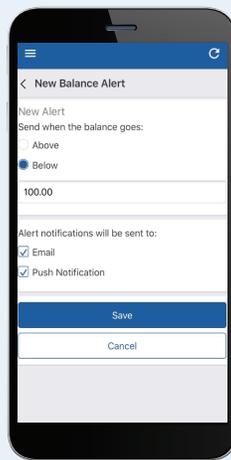
Set up your alert.

Since we want an alert when our checking account goes below $100, we'll select *Below* and then add in 100 to the text box. Choose how you want your notification.
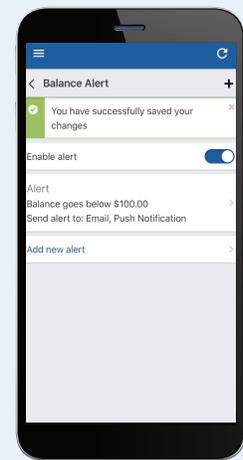
Your alert has been set up.

You'll see a confirmation message and the blue toggle button next to Enable alert will be turned to ON. You'll now will be notified if your checking account goes below $100.

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