



Steps to Sign Up or Re-Enroll in Alerts in Business Online Banking

1. Log in to Business Online Banking from a web browser on a computer to set up your alerts.
2. The first time you log in to online banking after May 5, you will need to read and accept new terms and conditions. You will also have the option at that point to enroll in alerts. If you choose not to enroll on your first login, you can enroll any time by clicking Alerts at the top of the screen.
3. To set up new alerts, click Enroll on the home page. If you see an email address already listed, click “Send Activation Code” to register your email address. You’ll receive an email with a subject of **Endpoint Activation**. This email will contain a code that you’ll need to enter into the Business Online Banking site to activate the email address. If you’d like to add an additional email address, click “Add Email” and follow the steps to activate.
4. You will follow the same steps to register a phone number for text message alerts.
5. You can also set up a “Do Not Disturb” time range to block notifications during certain hours.
6. Next, click on the Alert Options tab. For a full listing of available alert options, click on the + next to each alert type. From there, you can choose which alert(s) you want to enable. The system may prompt you to enter a dollar amount threshold, time frame, or other customization options, depending on the alert type.
7. Once you choose how you want to be alerted (email, text, or app notification), click “Save.” (For the app notification to be an option, you must have the Push Notifications turned on in the app.) A (1) will appear in the alert box once you have enabled an alert.

Choose as many alerts as you’d like, and that’s it! Each time you enable an alert, you’ll be notified. You can also add, delete, or make changes to your alert preferences at any time.

If you have any additional questions or concerns, please [contact us](#) or give us a call at (605) 335-5101 or toll free at 800-339-1160 between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.