



**1st Community  
Federal Credit Union**

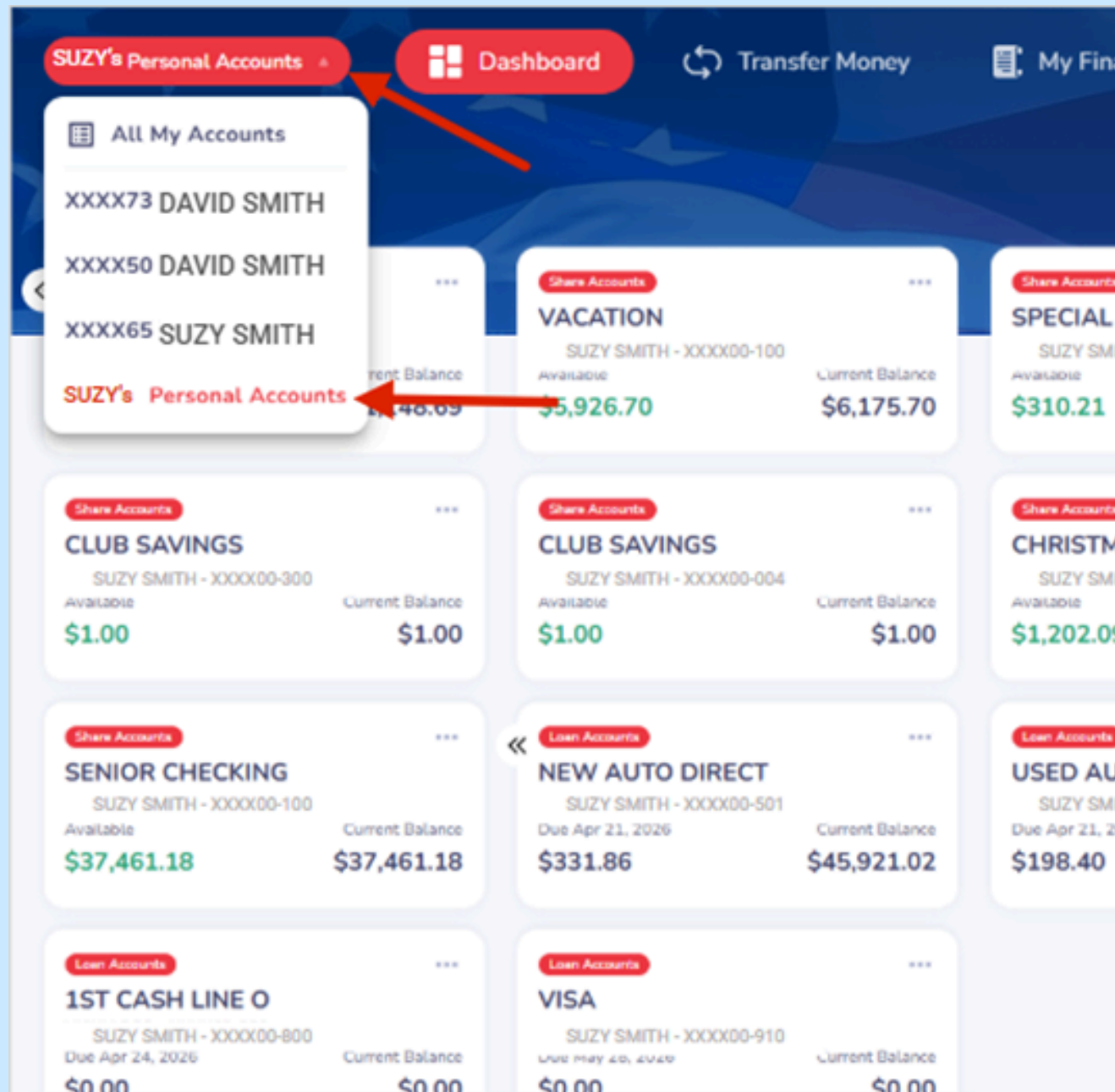
**How to:**

**Set Up Alerts**

The screenshot shows the 1st Community Federal Credit Union website. On the left, there is a dark blue banner with the text "1st Community Federal Credit Union" and "People helping people achieve their financial goals". Below this are "Download on the App Store" and "GET IT ON Google Play" buttons. A yellow pop-up box with a red border is overlaid on the banner, containing the text: "NEW ONLINE BANKING FIRST TIME HERE? HIT 'ENROLL' TO GET STARTED. NEED HELP? CALL 325-653-1465". On the right, a white sign-in form is displayed with the 1st Community Federal Credit Union logo at the top. The form title is "Sign In to Continue". It includes fields for "Username" (containing "Pippa4949") and "Password" (masked with dots). There is a "Remember Device" checkbox and a "Need Login Help?" link. A blue "Continue" button is below the password field, followed by "Enroll" and "Join" buttons. At the bottom of the form, it says "By signing in, you agree to our Privacy Policy and Terms of Service". The footer of the page contains links for "CU Locations", "Contact Us", and "FAQ".

# STEP 1: LOG IN

Log in to Online Banking

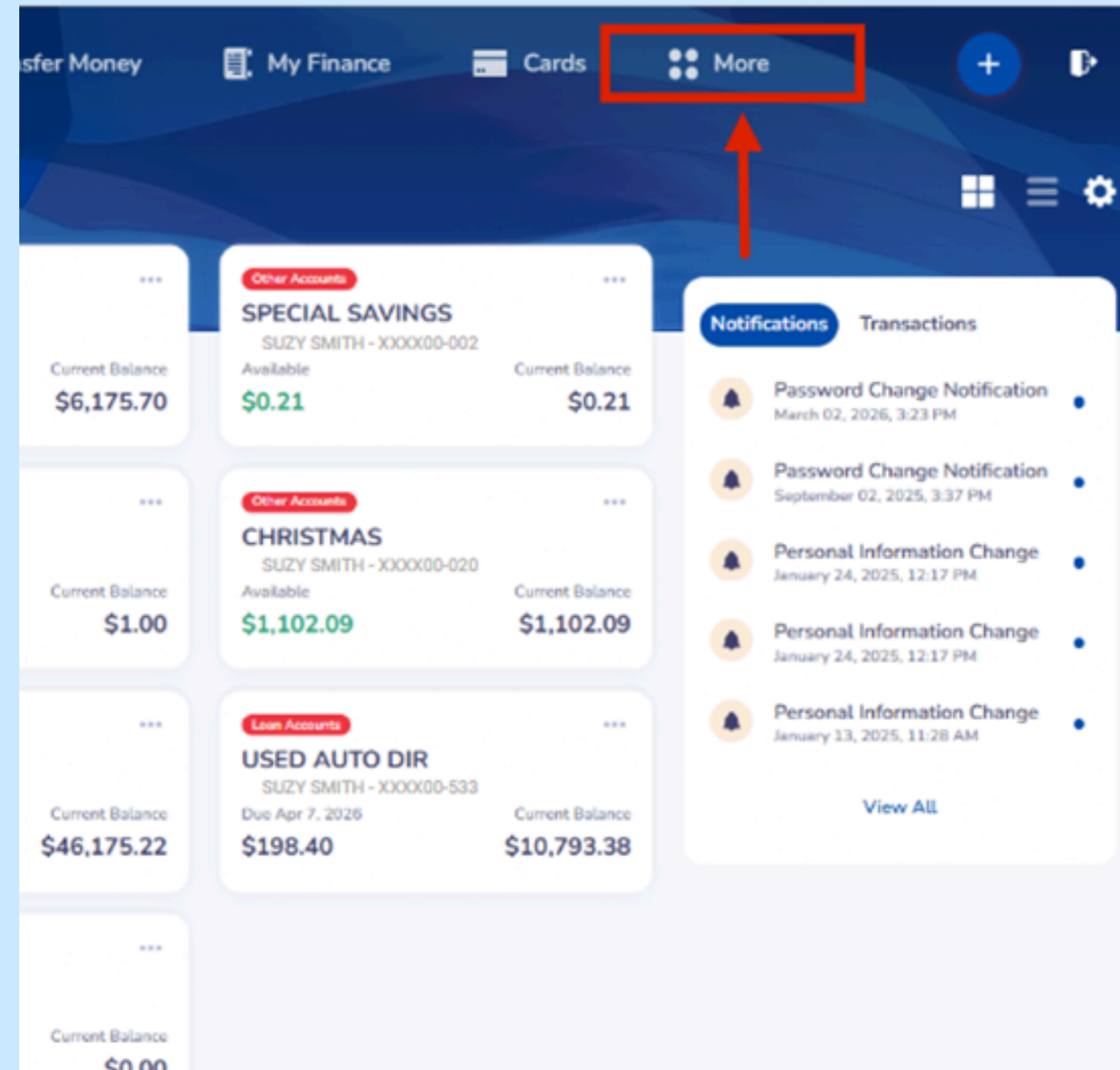


## STEP 2: CURRENT MEMBER VIEW

Click the red button in the top left corner for a dropdown if you have access to more than one membership to ensure you are in the account you want to set the Alerts on.

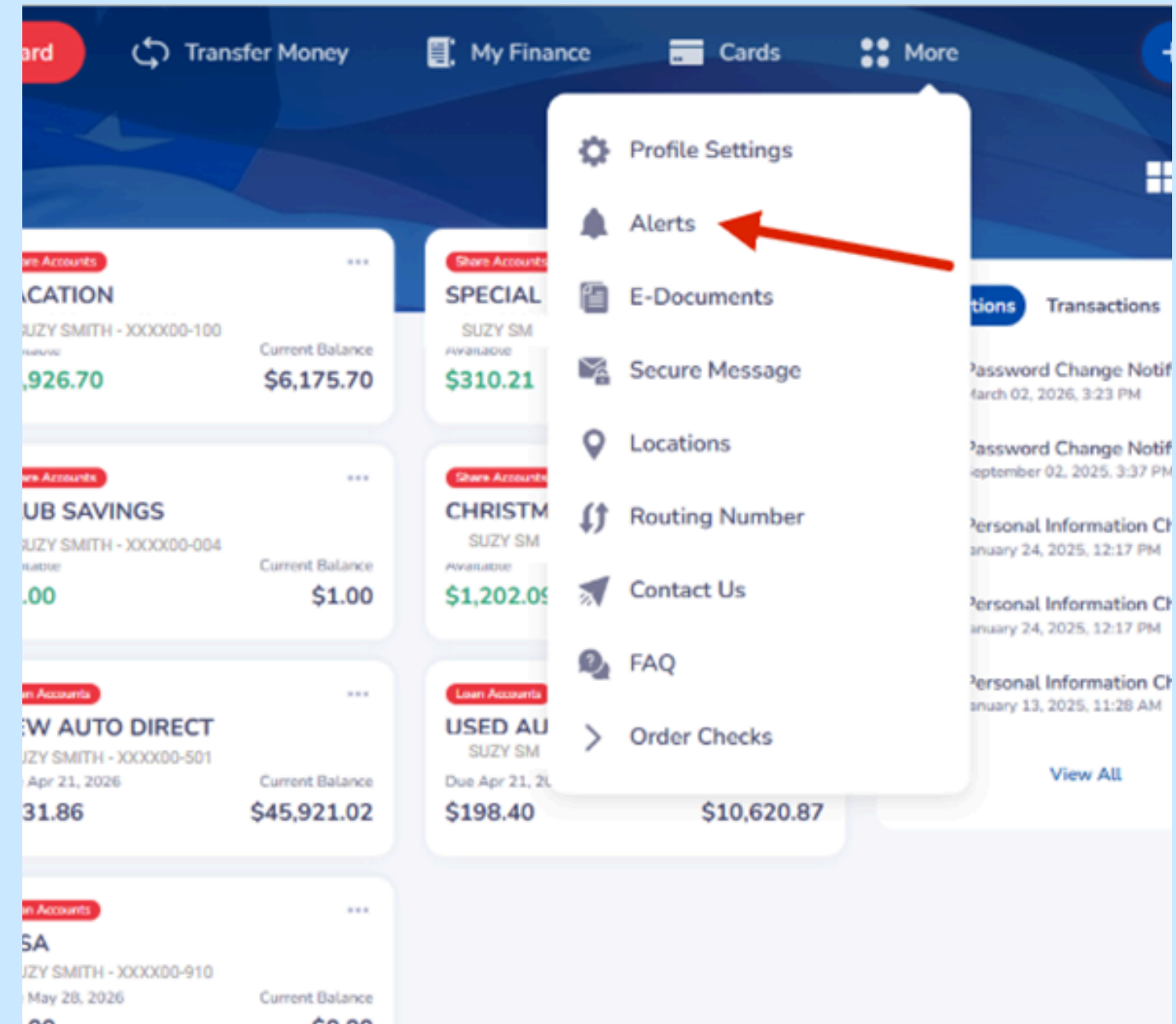
# STEP 3: CLICK "MORE"

Click on the More button on the right.



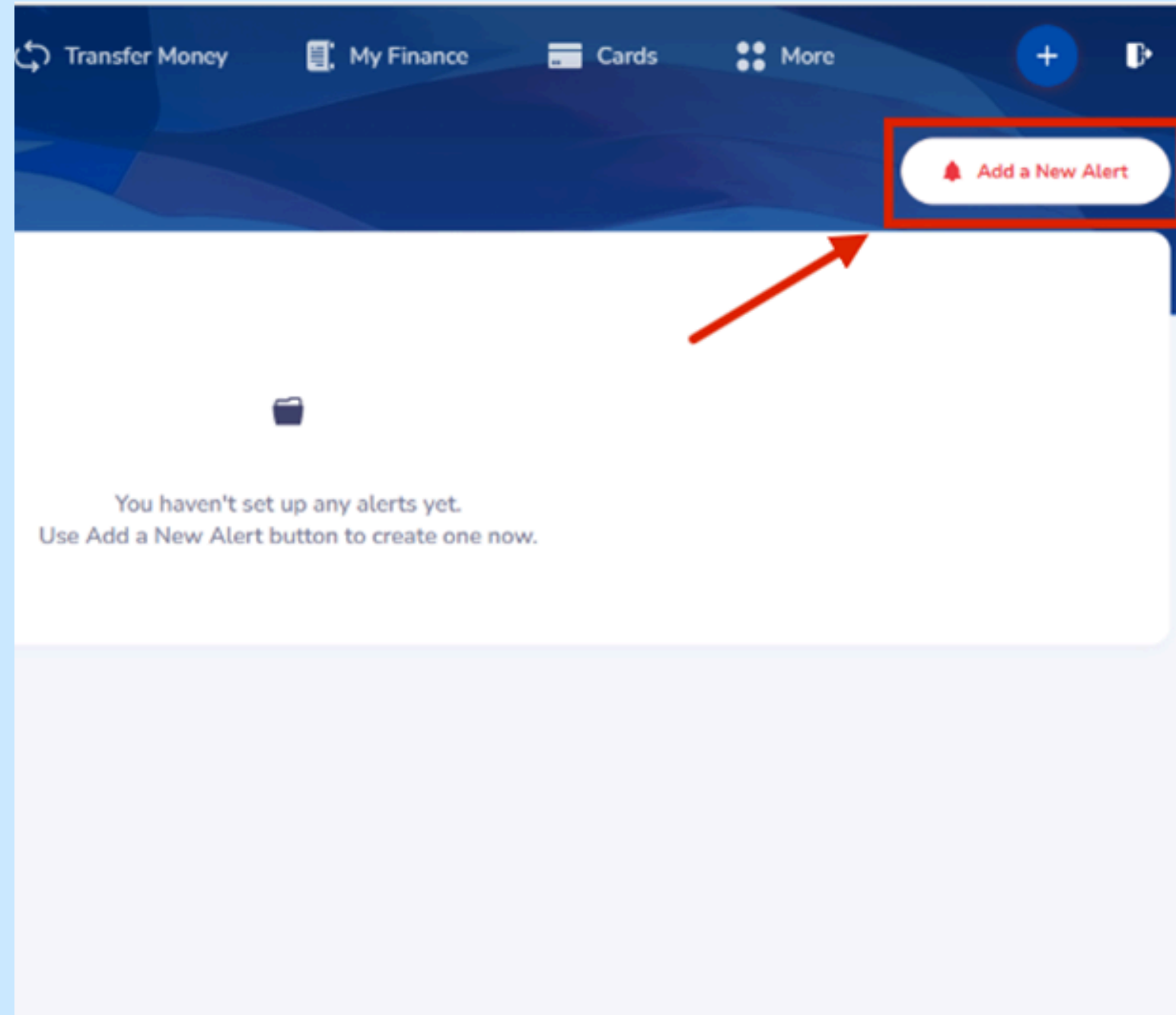
# STEP 4: CHOOSE ALERTS

Choose Alerts from the dropdown.



# STEP 5: ADD NEW ALERT

Click on Add a New Alert on the right.



# STEP 6: CHOOSE THE ACCOUNT

Choose the Account you want to set an Alert for.

You are able to set different Alerts for Deposit accounts and Loan accounts.

Manage Alerts for REGULAR SAVINGS

Select an account or card you want to add a new alert to

Accounts

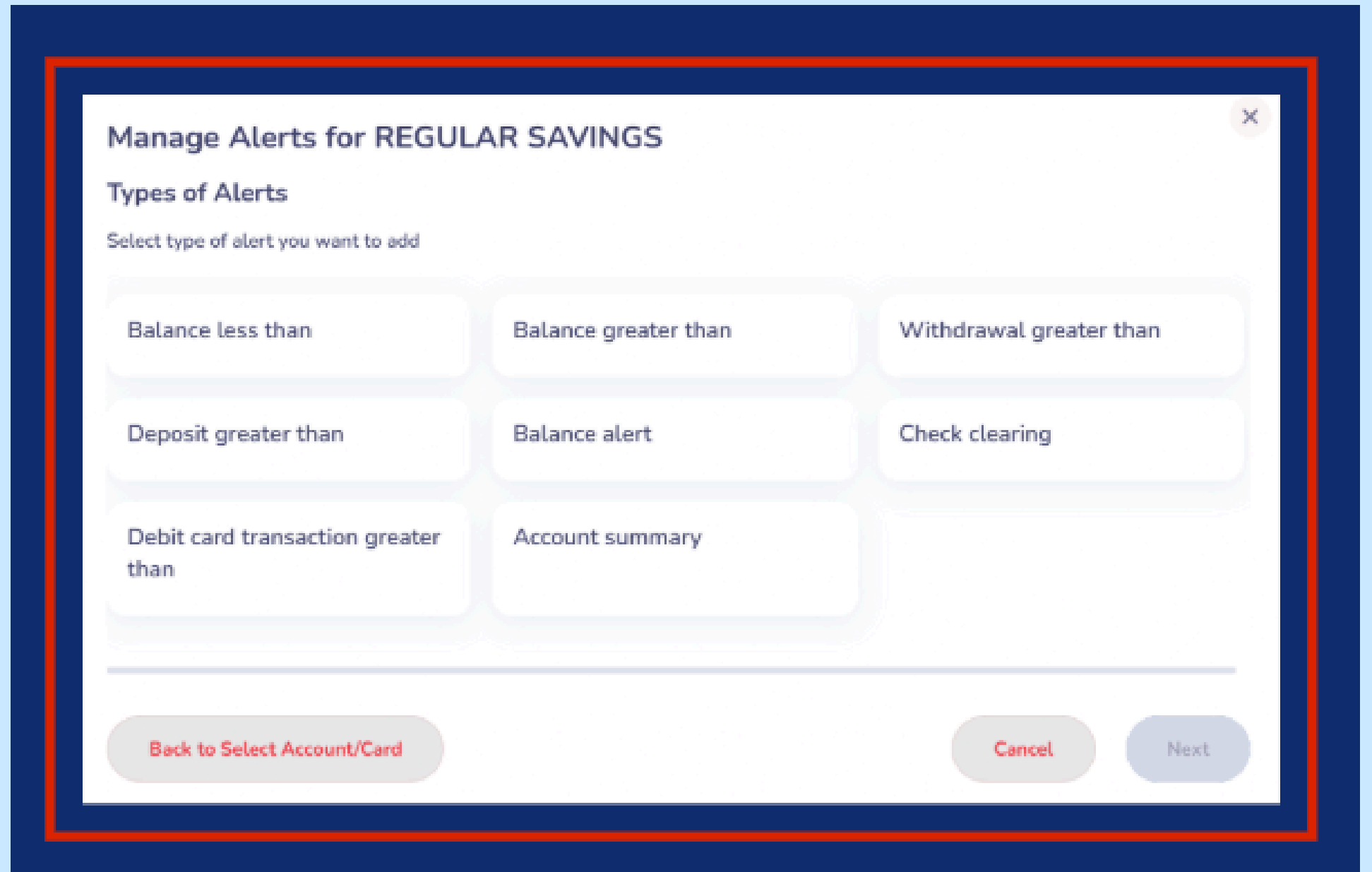
Account Name	Account Number	Available	Balance
<input checked="" type="radio"/> REGULAR SAVINGS	SUZY SMITH - XXXX00-000	\$11,123.69	\$11,148.69
<input type="radio"/> VACATION	SUZY SMITH - XXXX00-000	\$5,926.70	\$6,175.70
<input type="radio"/> SPECIAL SAVINGS	SUZY SMITH - XXXX00-000	\$310.21	\$310.21
<input type="radio"/> CLUB SAVINGS	SUZY SMITH - XXXX00-000	\$1.00	\$1.00
<input type="radio"/> CLUB SAVINGS	SUZY SMITH - XXXX00-000	\$1.00	\$1.00
<input type="radio"/> CHRISTMAS	SUZY SMITH - XXXX00-000	\$1,202.09	\$1,202.09
<input type="radio"/> SENIOR CHECKING	SUZY SMITH - XXXX00-000	\$37,461.18	\$37,461.18
<input type="radio"/> NEW AUTO DIRECT	SUZY SMITH - XXXX00-000	\$0.00	\$45,921.02
<input type="radio"/> USED AUTO DIR	SUZY SMITH - XXXX00-000	\$0.00	\$10,620.87

Cancel Next

# STEP 7: OPTIONS FOR DEPOSIT

These are the options for a Deposit account.

Some options may not apply depending on the type of deposit account. For example you won't have Check Clearing on a Savings account.



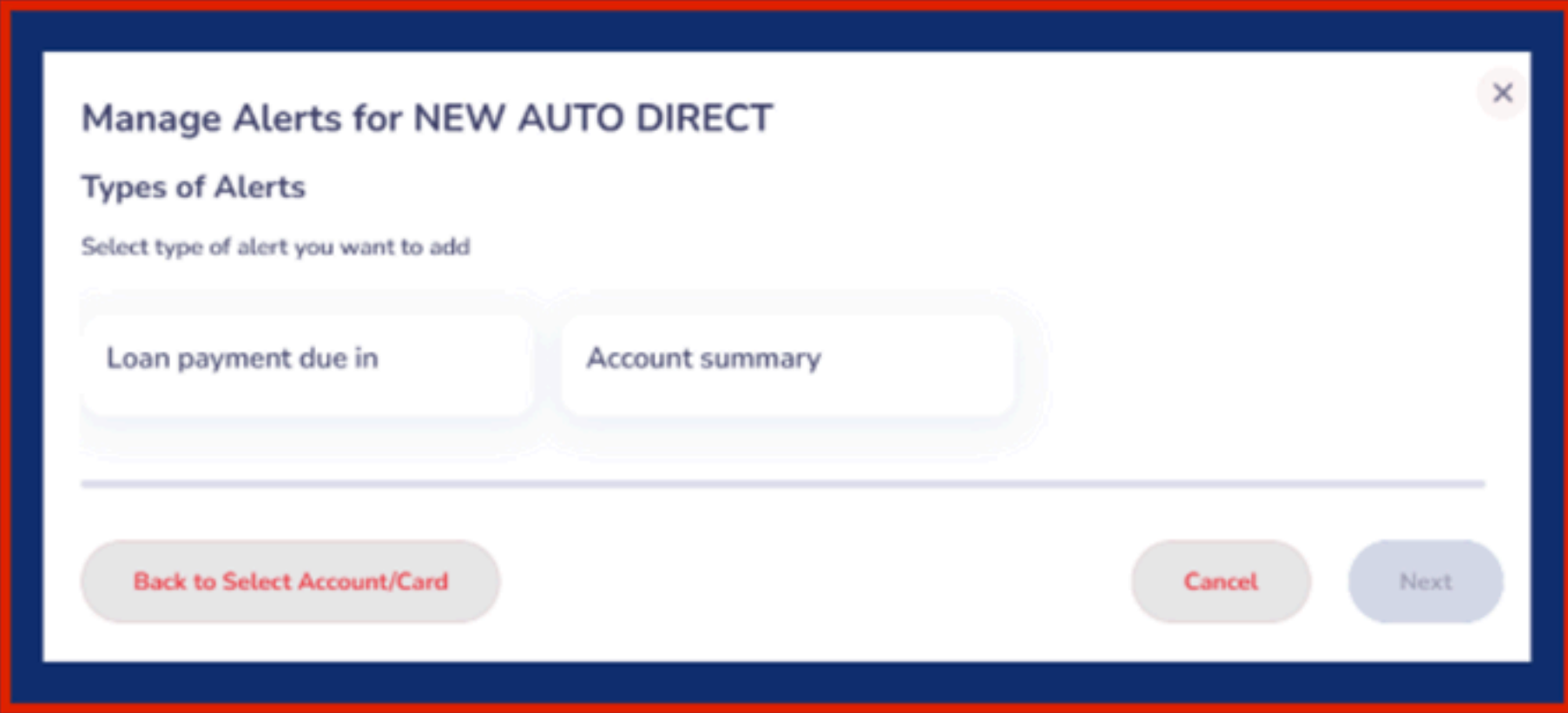
The screenshot displays a web interface titled "Manage Alerts for REGULAR SAVINGS". Below the title, it says "Types of Alerts" and "Select type of alert you want to add". There are seven selectable options arranged in a grid:

- Balance less than
- Balance greater than
- Withdrawal greater than
- Deposit greater than
- Balance alert
- Check clearing
- Debit card transaction greater than
- Account summary

At the bottom of the interface, there are three buttons: "Back to Select Account/Card" (highlighted in red), "Cancel", and "Next".

# STEP 8: LOAN ALERT TYPES

These are the Alert types for a loan.



The screenshot displays a web interface for managing alerts. The title is "Manage Alerts for NEW AUTO DIRECT" with a close button (X) in the top right corner. Below the title is the heading "Types of Alerts" and the instruction "Select type of alert you want to add". There are two selectable options: "Loan payment due in" and "Account summary". At the bottom of the interface, there are three buttons: "Back to Select Account/Card" (highlighted in red), "Cancel", and "Next".

# STEP 9: CHOOSE ALERT

Choose the Alert you want to set up.

Manage Alerts for REGULAR SAVINGS

Types of Alerts

Select type of alert you want to add

Balance less than	Balance greater than	Withdrawal greater than
Deposit greater than	Balance alert	Check clearing
Debit card transaction greater than	Account summary	

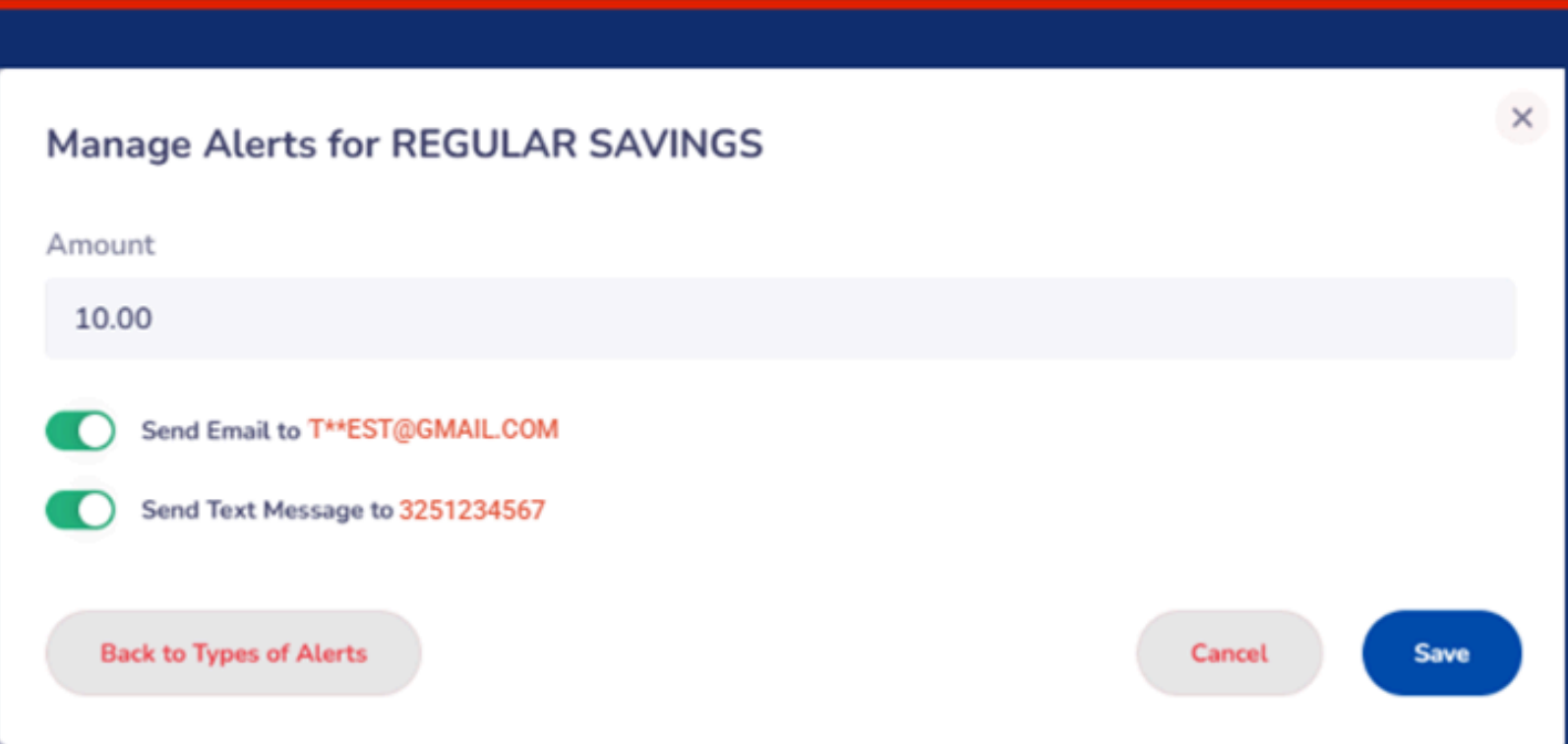
Back to Select Account/Card Cancel Next

# STEP 10: COMPLETE DETAILS

Complete the details of the Alert you want to receive. Example enter the amount and the means of notification.

You can actually have the system notify you by email and text if you choose.

Click Save.



Manage Alerts for REGULAR SAVINGS

Amount

10.00

Send Email to T\*\*EST@GMAIL.COM

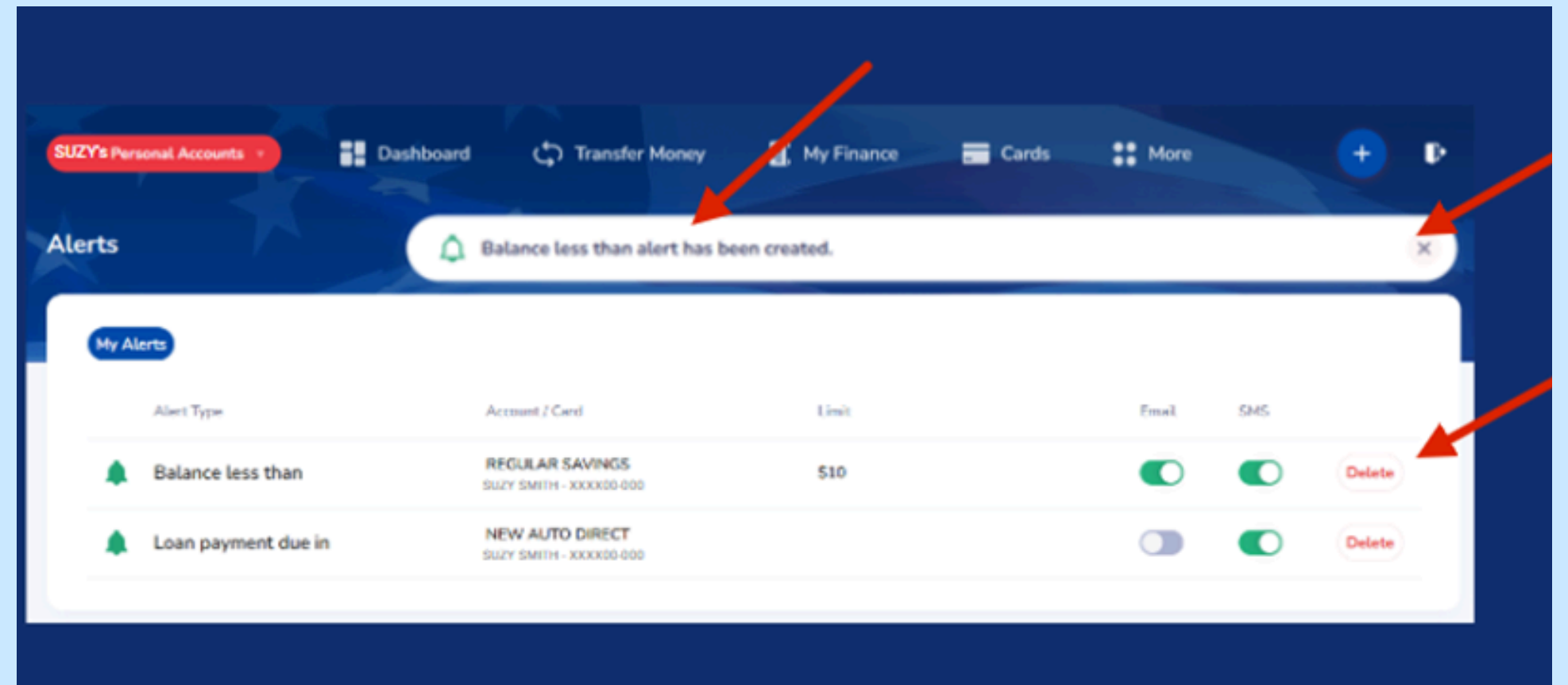
Send Text Message to 3251234567

Back to Types of Alerts Cancel Save

# STEP 11: VERIFICATION

You will receive a verification that the Alert has been created. This message will go away quickly so you can add additional alerts.

You will then be able to View, Add or Delete any of your Alerts.



# REMINDER:

Daily balance alerts go out at 11:00 am Central Time. Otherwise the remaining alerts are triggered by activity & sent within 15 minutes.

**Thank You for Watching**



**We Appreciate Your Business!**