

User guide

ACHAlert Positive Pay
Quick Reference Alert Notifications

Alert Notifications

Notification Rules

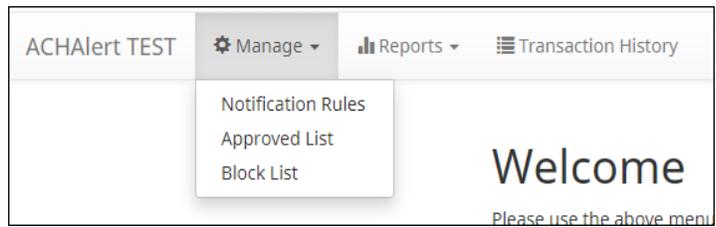
Notification rules are used to set parameters for the type of items that will require an alert be sent to a user or users.

- Click on the down arrow next to “Change Module” and select “ACHAlert” or “ACHAlert CR”.

The screenshot shows a software interface for configuring notification rules. At the top, there are navigation options: 'Reports' (with a bar chart icon) and 'Transaction View' (with a list icon). On the right, there is a 'Change Module' dropdown menu that is currently open, showing two options: 'ACHAlert CR' and 'ACHAlert TEST'. Below the navigation, there are two main sections, each with a blue header bar. The first section is titled 'ACHAlert CR' and the second is 'ACHAlert TEST'. Both sections display a light blue bar indicating the 'End of Day Cut-Off Time: Thursday 7:00 PM CDT'. Below this, there are two columns of metrics. The first column contains 'Total ACH Credits \$0.00', 'Set to Pay \$0.00', and 'Approved List Exceptions \$0.00'. The second column contains 'Pending Approval \$0.00', 'Set to Return \$0.00', and 'Block List Returns \$0.00'. Each metric has a '0' in a circle next to it, indicating the count or status of that metric.

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- Click on the down arrow next to “Manage” and select “Notification Rules”.



- Complete the information on the following screen to determine which accounts will receive alerts. Click “Next” to move to the “Contacts” page.

The screenshot shows the 'Account Selection' screen. It has four tabs: 'Selection' (active), 'Contacts', 'Conditions', and 'Confirm'. The main area is titled 'Account Selection' and contains two columns: 'Select Account(s)' and 'Account(s) Selected'. The 'Select Account(s)' column contains the text 'ONLINE BANKING TEST ACCOUNT'. There are four arrows between the columns: a right arrow, a right arrow with a plus sign, a left arrow, and a left arrow with a plus sign. A 'Next' button is located at the bottom right. A note at the bottom left states '*Accounts with default Notification Rules'.

- Enter the contact information in which you’d like to receive notifications. Options include text and/or email. Click “Next” to move to the “Conditions” page.

The screenshot shows the 'Contact Information' screen. It has four tabs: 'Selection', 'Contacts' (active), 'Conditions', and 'Confirm'. The main area is titled 'Enter the contact information to receive the ALERT'. Below the title, it states: 'This account is currently set to send all notifications on all ACH Debits to TEST ALERTSOK (SBARNES@BOKF.COM). To change this enter contact information below.' There is a note: 'Additional financial institution and carrier charges may apply to text message alerts.' The screen is divided into two sections: 'Cell Phone Text' and 'E-mail'. The 'Cell Phone Text' section has six input fields labeled 'Cell Phone 1' through 'Cell Phone 6'. The 'E-mail' section has six input fields labeled 'Email 1' through 'Email 6'. A 'Back' button is at the bottom left and a 'Next' button is at the bottom right.



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- Select the conditions in which you would like to receive alerts. Options available include:
 - All ACH Debits
 - ACH Debits over \$XX amount
 - ACH Debits that meet one or more of these criteria: a payment made by check, a payment created over the internet, a payment made over the phone.
 - Received from a company not found on the Approved List or does not meet the Approved List parameters.
- Click “Next” to move to the “Confirmation” page.

The screenshot shows a web interface with four tabs: Selection, Contacts, Conditions (highlighted in blue), and Confirm. Below the tabs is a section titled "Select a condition to receive the Alert". It contains several radio button options:

- Notify for all ACH Debits
- Notify only when an ACH Debit is over
- Notify only when an ACH Debit meets one or more of the following criteria
 - The ACH Debit was created from a payment made by check
 - The ACH Debit was created from a payment over the Internet
 - The ACH Debit was created from a payment over the phone
- Notify only when an ACH Debit is received from a Company not on the Approved List or does not meet the parameters on the Approved List

At the bottom left is a "Back" button with a left arrow, and at the bottom right is a "Next" button with a right arrow.

- Next you will be asked to confirm your selections.
 - Review your selections and make any necessary changes.
 - When finished, click “Save”.

The screenshot shows the "Confirm" step of the alert notification setup. The tabs are Selection, Contacts, Conditions, and Confirm (highlighted in blue). The main section is titled "Confirm Notification Rules" and contains the following information:

- Account(s) Selected:** xxxxx6789
- Cell Phone Text:**
 - Cell Phone 1: 5555555555
 - Cell Phone 2:
 - Cell Phone 3:
 - Cell Phone 4:
 - Cell Phone 5:
 - Cell Phone 6:
- Emails:**
 - Address 1:
 - Address 2:
 - Address 3:
 - Address 4:
 - Address 5:
 - Address 6:
- Notification Condition:** Condition: Notify for all ACH Debits

At the bottom center is a "Save" button, and at the bottom left is a "Back" button with a left arrow.

- A confirmation message will display that reads: **Notification Rules have been configured successfully.**