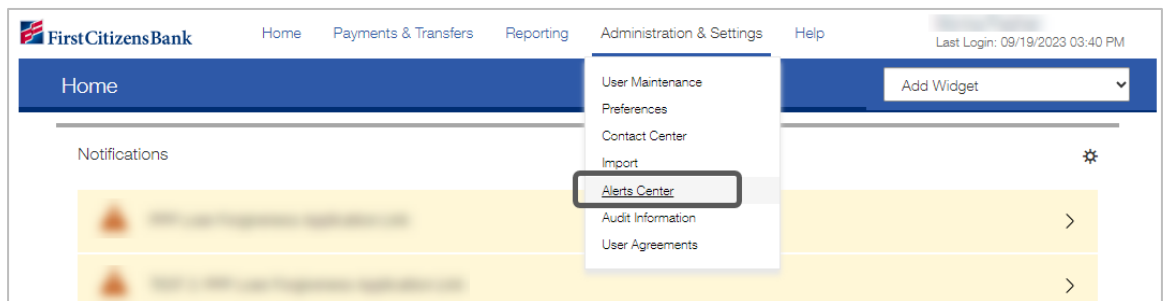


Set Up ACH Return or Notification of Change Alert

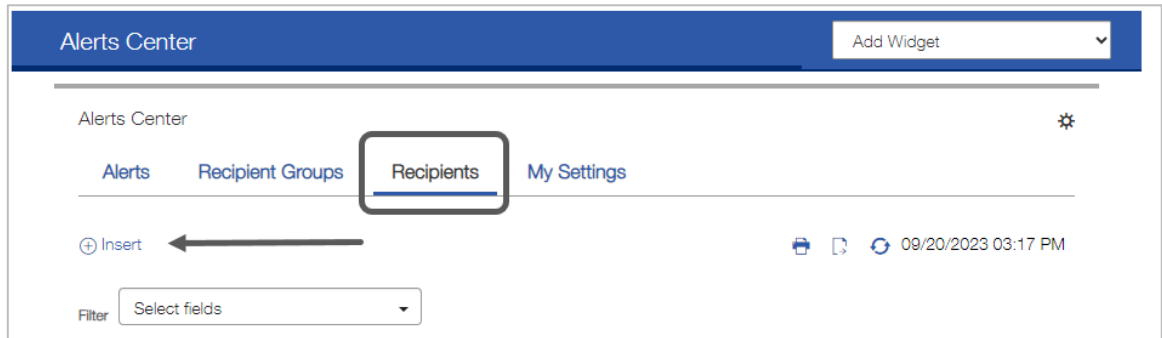
To receive notification of an ACH Return or Notification of Change, use these steps to create an alert.

Note: See the [Alerts Quick Reference Guide](#) for more information on Alert options and how to set up Alerts.

1. Create an alert recipient.
 - a. From the home page, select **Administration & Settings** and then **Alerts Center** from the drop-down menu.



- b. Select the **Recipients** tab and then click **Insert**.



- c. Complete the required information and click **Save**.

A screenshot of the 'Recipients' form. The form has a blue header with a back arrow and the title 'Recipients'. The form fields are: 'Recipient' (Company) with the value 'FCBIMP', 'Name', and 'Email Address'. There is an 'Add Another Contact Method' button below the email field. At the bottom, there are 'Save' and 'Cancel' buttons.



2. To create the Alert, from the home page:

- a. Select **Administration & Settings** and then **Alert Center**. Select the **Alerts** tab and click **Add New Alert**.
- b. Enter an **Alert Name**. Select **Information Reporting** as the **Alert Group type** and **eStatements** as the **Alert Type**.
- c. Choose a schedule for delivery. Add the Recipients and select a contact method.
- d. Select the applicable account numbers. Then choose **ACH Activity** as the **Statement Type**.
- e. Click on **Save**.

The screenshot shows a mobile application interface for creating a new alert. The form is titled "New Alert" and includes the following fields and options:

- Alert Name:** Test ACH reporting alert
- Alert Group:** Information Reporting
- Alert Type:** eStatements
- Alert Subject Line:** eStatements Alert
- Schedule Hours:** 03
- Schedule Minutes:** 00
- Time Zone:** EST US/Eastern - US/Eastern
- Recipient Type:** Recipients (selected)
- Recipients:** Sam Sample - SamSample@test.com
- Contact Methods:** All Emails, All SMS, and Sample Cell Phone (selected)
- Account Number:** Demand Deposit - x - 001
- Statement Type:** ACH Activity

At the bottom of the form, there are "Save" and "Cancel" buttons.

Questions?

We're here to help. Contact Business Support with questions at 866-322-4249 (866-FCB-4BIZ). Our team is happy to assist you.