

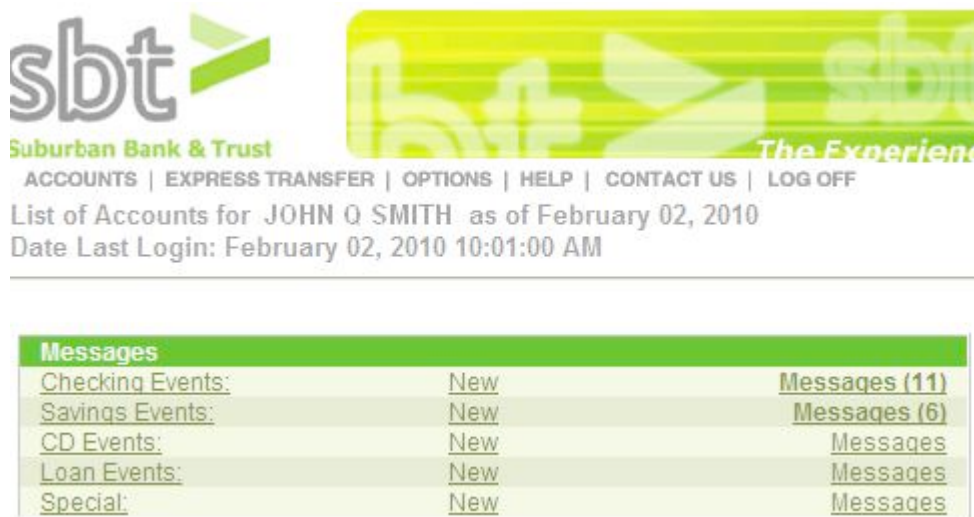
# SBT Account Alerts

SBT Account Alerts allows you to establish email and online account notifications that you select and define within SBT's Online Banking. For instance, you can:

- Select to receive a daily balance update.
- Elect to be notified when a specific check has cleared.
- Request to be notified when your account falls below a minimum balance you pick.

## Setting Up and Using SBT Account Alerts

To access SBT Account Alerts simply log into online banking. You will see the following section on your screen.



Clicking on [Checking Events:](#), [Savings Events:](#), [CD Events:](#), [Loan Events:](#), etc. will show you whether the event that will trigger the alert has been fulfilled or not. Clicking on [New](#) will take you to a screen to set up a new notification. Clicking on [Messages](#) will take you to a screen to view alert messages that have posted.

## Setting Up a New Alert

To set up a new alert click [New](#) next to [Checking Events:](#), [Savings Events:](#), [CD Events:](#), [Loan Events:](#), etc. to access the templates for that particular account type.

Messages		
<a href="#">Checking Events:</a>	<a href="#">New</a>	<a href="#">Messages (11)</a>
<a href="#">Savings Events:</a>	<a href="#">New</a>	<a href="#">Messages (6)</a>
<a href="#">CD Events:</a>	<a href="#">New</a>	<a href="#">Messages</a>
<a href="#">Loan Events:</a>	<a href="#">New</a>	<a href="#">Messages</a>
<a href="#">Special:</a>	<a href="#">New</a>	<a href="#">Messages</a>

Next, choose the type of event for your new alert.

Enter the following information as illustrated in the screen below.

- **Account Number:** Select the account number you wish to set the alert for.
- **Description:** The default description for the event is shown in this field. You can enter your own description which is displayed by clicking on [Checking Events:](#), [Savings Events:](#), [CD Events:](#), [Loan Events:](#), etc.
- **Send To:** You have two options where you may choose to be notified when an alert is triggered.
  - **Email:** If you choose to have the alert sent to you via email you will need to provide the email address it will be delivered to. The email address currently attached to your Online Banking profile will be

prefilled. If you prefer to use a different email address, simply type over the prefilled email address.

- **Online Message Box:** If you choose to have the alert sent to you via the online message box you will receive your message when you log into online banking and click on Messages.

**Note:** You can only set the Send To option to one delivery method for that particular alert. If you want to have an alert sent to both your email and the online message box you will need to set up an alert for each. For example, if you wish to have a Daily Balance Notification sent to your email you will set up an alert specifying your email address, and then set up a second Daily Balance Notification specifying the online message box option.

Once you've entered the information for your alert click Submit to activate the alert. You will receive a confirmation number.

**New Checking Events**

\* Account Number: Is Equal To \*\*\*1234 Main Checking

Description: Daily Balance Notification

\* Send To: E-mail

\* E-mail Address: JohnQSmith@anyEmail.com

\* Indicates Required Field

Submit Cancel

## Viewing Messages

When an event triggers an account alert, it is sent to the delivery destination you specified when setting up the alert. If you chose email it will be sent to the email you specified, and if you chose the online message box your message will be waiting the next time you log into Online Banking.

The message dialogue box displays a number next to Messages informing you of the number of messages that you have to review. Click on Messages.

**sbt** Suburban Bank & Trust

ACCOUNTS | EXPRESS TRANSFER | OPTIONS | HELP | CONTACT US | LOG OFF

List of Accounts for JOHN Q SMITH as of February 02, 2010  
Date Last Login: February 02, 2010 10:01:00 AM

Messages		
<a href="#">Checking Events:</a>	New	<b>Messages (11)</b>
<a href="#">Savings Events:</a>	New	Messages (6)
<a href="#">CD Events:</a>	New	Messages
<a href="#">Loan Events:</a>	New	Messages
<a href="#">Special:</a>	New	Messages

After clicking Messages, you will be presented with a list of messages to review. Click on the message description to view your message.

Checking Events		Savings Events	
<a href="#">Suburban Bank Trust - Checking Daily Balance Notification</a>	Delete	<a href="#">Suburban Bank &amp; Trust - Savings Minimum Balance Notification</a>	Delete
<a href="#">Suburban Bank Trust - Checking Daily Balance Notification</a>	Delete	<a href="#">Suburban Bank &amp; Trust - Daily Savings Transactions</a>	Delete
<a href="#">Suburban Bank &amp; Trust - Checking Minimum Balance Notification</a>	Delete	<a href="#">Suburban Bank Trust - Savings Daily Balance Notification</a>	Delete
<a href="#">Suburban Bank Trust - Checking Daily Balance Notification</a>	Delete	<a href="#">Suburban Bank Trust - Savings Daily Balance Notification</a>	Delete
<a href="#">Suburban Bank Trust - Checking Daily Balance Notification</a>	Delete	<a href="#">Suburban Bank &amp; Trust - Daily Savings Transactions</a>	Delete
<a href="#">Suburban Bank &amp; Trust - Checking Minimum Balance Notification</a>	Delete	<a href="#">Suburban Bank &amp; Trust - Savings Minimum Balance Notification</a>	Delete
<a href="#">Suburban Bank &amp; Trust - Daily Checking Transactions</a>	Delete	<a href="#">Suburban Bank Trust - Savings Daily Balance Notification</a>	Delete
<a href="#">Suburban Bank &amp; Trust - Check Cleared - Single Item</a>	Delete	<a href="#">Suburban Bank Trust - Savings Daily Balance Notification</a>	Delete
<a href="#">Suburban Bank &amp; Trust - Daily Checking Transactions</a>	Delete		
CD Events		Loan Events	
No Information Available		No Information Available	
Special			
No Information Available			

Here is an example of the Daily Balance Notification for a checking account. Messages delivered via email are identical to those sent to the online message box.

**Checking Events**

Number: 1773  
 Received: 02/02/2010 07:00:00 AM  
 Subject: Suburban Bank Trust - Checking Daily Balance Notification

Dear valued customer,

You have requested a daily notification of your checking account balance.

As of 02/01/2010, the available balance in checking account number XXXXXXXXXX1234 is \$4.00.

Please call Suburban Bank & Trust with any questions concerning this notification at 630-451-5150.

Thank you for banking with SBT.

Once you have read your message you can delete it from your list. Messages are retained for 15 days.

### Modifying an Existing Alert

You can modify an existing message if you wish to change the account number, description, delivery method, or any other field that is open to be modified. To modify an existing alert click on Checking Events; Savings Events; CD Events; Loan Events; etc.

Messages		
<a href="#">Checking Events:</a>	<a href="#">New</a>	<a href="#">Messages (11)</a>
<a href="#">Savings Events:</a>	<a href="#">New</a>	<a href="#">Messages (6)</a>
<a href="#">CD Events:</a>	<a href="#">New</a>	<a href="#">Messages</a>
<a href="#">Loan Events:</a>	<a href="#">New</a>	<a href="#">Messages</a>
<a href="#">Special:</a>	<a href="#">New</a>	<a href="#">Messages</a>

You will be presented with a screen similar to this. Click on the event you wish to modify.

Number	Description	Status	
1776	Trust (M) Daily Balance Notice	Unfulfilled	Delete
1780	Main (E) Checking Transactions	Unfulfilled	Delete
1797	Daily Checking Transactions	Unfulfilled	Delete

You can now modify the alert template.

**Change Checking Events**

\* Account Number:

Description:

\* Send To:

\* E-mail Address:

\* Indicates Required Field

Click Submit to save your changes.

### Delete an Existing Alert

If you no longer wish to receive an alert you will need to delete it from your online banking. To delete an alert click on [Checking Events](#); [Savings Events](#); [CD Events](#); [Loan Events](#); etc.

Messages		
<a href="#">Checking Events</a>	<a href="#">New</a>	<a href="#">Messages (11)</a>
<a href="#">Savings Events</a>	<a href="#">New</a>	<a href="#">Messages (6)</a>
<a href="#">CD Events</a>	<a href="#">New</a>	<a href="#">Messages</a>
<a href="#">Loan Events</a>	<a href="#">New</a>	<a href="#">Messages</a>
<a href="#">Special</a>	<a href="#">New</a>	<a href="#">Messages</a>

You will be presented with a screen similar to this. Click delete for the event you wish to remove from your online banking. You will no longer receive any notifications for the event.

Number	Description	Status	
1776	Trust (M) Daily Balance Notice	Unfulfilled	Delete
1780	Main (E) Checking Transactions	Unfulfilled	Delete
1797	Daily Checking Transactions	Unfulfilled	Delete

**Email Delivery of SBT Account Alerts**

SBT Account Alerts that are delivered via email will come from [ONLINEBANKING@SBTBANKNOW.COM](mailto:ONLINEBANKING@SBTBANKNOW.COM)

If you do not receive your SBT Account Alert, please check your bulk or junk email folder as it may have been identified by your email provider as spam. Please consult your email provider on how to direct the notification to your regular inbox.