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ONLINE BANKING E-ALERTS

How to Set Up New Alerts

1. While logged into Personal Online Banking, click on the “[0]” hyperlink next to eAlerts in the welcome message near the top of the screen. If using Classic View, click on the hyperlink titled “New” that corresponds to the type of alert you wish to set up in the Messages menu. These options are available on the Account List page.
2. Select the type of alert you wish to create based on the account type. The account type options are Checking, Savings, Certificate of Deposit, or Loan. If using Classic View, skip to step 4.
3. On the next screen, click on the “Setup New Alert” hyperlink near the bottom of the window.
4. In the second drop-down menu, select the type of alert you wish to create from the list of available options.
5. Click the “Next Button”.
6. Depending upon what type of alert you have selected to create, you may be prompted to select additional criteria. You’ll need to specify how often you would like the system to check for updates as well as where you would like the alert notifications sent.
7. Once you have entered all information required to set up the alert, click the “Finish button.”
8. The details of the new alert will be shown; click the “Done” button to return to the alerts menu.

How to Manage Alerts

1. Click on the “[0]” hyperlink next to eAlerts in the welcome message near the top of the screen. If using Classic View, click on the “Messages” hyperlink that corresponds to the type of alert you wish to change or delete and skip to step 3.
2. Select the type of alert you wish to change or delete.
3. All alerts set up for that type of account will be displayed. If you wish to change an existing alert, click on the icon in the “Edit” column. If you wish to remove an alert, click on the icon in the “Delete” column.
4. If you select the option to delete an alert, an updated list of alerts will be displayed. If you select the option to edit an alert, a menu will be displayed that will allow you to make changes. Once you make the desired changes, click on the “Finish” button.
5. The details of the new alert will be shown; click the “Done” button to return to the alerts menu.



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Message and data rates may apply.

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E - ALERT TIPS

E-Alert Tips

1. If you are setting up a real-time alert, you will be required to enter "10" or higher number into the "Check Every ___Minutes" field. This is how often the system will check for new account activity, not how often you will receive an alert.
2. If you are setting up an alert that is not real time, you may expect to receive these alerts late in the evening or early in the morning.
3. If you wish to receive your alert(s) via text message, you will need to select "Mobile" from the "Send To" drop down box, then select your cell phone provider from the "Mobile Phone Carrier" drop down box and enter your 10 digit phone number in the "Mobile Phone Number" field. You may also select "E-mail" from the "Send To" drop down box, then enter your SMS/text address in the "E-mail Address" field (see details below).

SMS/Text Message Addresses

Your SMS/text message address is your 10-digit cell phone number @ your mobile provider's address. Below are some examples of mobile provider SMS/text message addresses. If your mobile provider is not listed, please contact them directly. Remember, standard message and data fees may be charged by your provider.

What's my SMS Message Address?

- US Cellular = 1234567890@email.uscc.net
- Verizon = 1234567890@vtext.com
- AT&T = 1234567890@mmode.com
- Sprint = 1234567890@sprintpcs.com
- Qwest = 1234567890@qwestmp.com
- T-Mobile = 1234567890@tmomail.net
- Cingular = 1234567890@mobile.mycingular.com
- Nextel = 1234567890@messaging.nextel.com
- Alltel = 1234567890@message.alltel.com



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