How to set up eAlerts through Online Banking

To schedule eAlerts based on account activity please follow these steps:

1. Log into Online or Mobile Banking
2. Select *Services* on the left hand navigation
3. Select *eAlerts*
4. Select *New Alert* on the top right
5. Follow the specified prompts below for each eAlert type
   Note: These are just a sampling of the eAlerts you can schedule

Receive notification when a DIRECT DEPOSIT occurs:

Complete steps 1-5 above

6. Select *History Alert*
7. Select your account from the options listed
8. Select *Credit Transaction*
9. Select *Greater Than*
10. Enter an amount
    Note: If you want to be notified of any direct deposit, enter $0.00, if you want to be notified on direct deposits over a certain dollar amount, specify that amount
11. Click *Save* under the 9 button
12. Choose your delivery method from the drop down. You can choose Secure Message, Email, Call or Text Message
    Note: If you select Call or Text Message, you will be able to choose to receive the eAlert when this deposit occurs, or at a specified time
13. Enter the email address or phone number where you would like to receive your eAlert
14. Click *Save*

Receive your DAILY BALANCE:

For the most up to date balance, we recommend that you utilize Text Banking. For instructions on how to enroll in Text Banking please visit valleyfirstcu.org.

Complete steps 1-5 above

6. Select *Account Alert*
7. Select your account from the options listed
8. Select *Current Balance* or *Available Balance*
9. Select *Greater Than*
10. Enter 0.00
11. Click *Save* under the 9 button
12. Choose your delivery method from the drop down. You can choose Secure Message, Email, Call or Text Message.
    Note: For this type of eAlert we recommend Call or Text so that you can specify a specific time you'd like to receive the eAlert
13. Enter the phone number where you would like to receive your eAlert
14. Uncheck the box that states: *Receive Alerts when this occurs or uncheck box to choose a specific time*
15. Enter the desired time that you would like to receive your daily balance.
    Note: We recommend 9:00am, 1:00pm or 5:00pm Pacific Time for the most accurate balance
16. Click *Save*

Receive notification when you have a LOW BALANCE:

Complete steps 1-5 above

6. Select *Account Alert*
7. Select your account from the options listed
8. Select *Current Balance* or *Available Balance*
9. Select *Less Than*
10. Enter the desired amount
    Note: When your balance drops below the amount entered you will receive your eAlert
11. Click *Save* under the 9 button
12. Choose your delivery method from the drop down. You can choose Secure Message, Email, Call or Text Message
13. Enter the email address or phone number where you would like to receive your eAlert
14. Click *Save*

Receive notification when there is a LARGE WITHDRAWAL on your account such as an ATM withdrawal or a Debit/ATM card Transaction:

Complete steps 1-5 above

6. Select *History Alert*
7. Select your account from the options listed
8. Select *Debit Transaction*
9. Select *Greater Than*
10. Enter the desired amount
    Note: When a large withdrawal happens that is greater than the amount entered you will receive your eAlert
11. Select *Save* under the 9 button
12. Choose your delivery method from the drop down. You can choose Secure Message, Email, Call or Text Message
13. Enter the email address or phone number where you would like to receive your eAlert
14. Click *Save*

Receive notification when a LOAN PAYMENT is due:

Complete steps 1-5 above

6. Select *Date Alert*
7. Select *General* on the list of date options
8. Select the date your loan payment is due
9. Add a Message which will be included in your eAlert
   For example: Auto Loan Payment Due
10. Click *Set*
11. Choose your delivery method from the drop down. You can choose Secure Message, Email, Call or Text Message.
12. Enter the email address or phone number where you would like to receive your eAlert
13. Click *Save*

Receive notification when there is an AUTOMATIC WITHDRAWAL/TRANSFER:

Complete steps 1-5 above

6. Select *Transaction Alert*
7. Select *Transfer Funds*
8. Select your account from the options listed
9. Select *Authorized* from the status menu options

10. Choose your delivery method from the drop down. You can choose Secure Message, Email, Call or Text Message
11. Enter the email address or phone number where you would like to receive your eAlert
12. Click *Save*