

Bank of Geneva
Online Banking / Mobile Banking
Alert Setup

Step 1: Go to www.bankofgeneva.com and click “Log In” to login into Online Banking

Bank of Geneva

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Individual Retirement Account
Your key to financial security

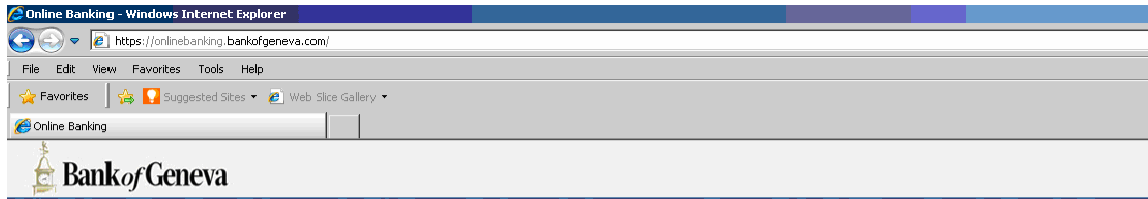
Banking	Loans	e-Banking
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Institution NMLS# 409284

Step 1: (continued) Enter Username



Thank You for choosing Bank of Geneva's Online Banking!

[Enroll for Online Banking](#)

Username:

If you are having issues logging in, please contact your local branch.
[Bank of Geneva Contact Information](#)

Step 1: (continued) Enter Password



Step 2: Once logged into Online Banking Click on “Administration” and then scroll down to “Alerts”.

The screenshot shows the Bank of Geneva online banking interface. At the top left is the Bank of Geneva logo. To the right is a "Sign Off" button. Below the logo is a navigation bar with "Accounts", "Transfers", "Bill Payment", "Administration", and "Customer Service" dropdown menus. The "Administration" menu is open, showing options: "Administer User" (Change Password, PassMark), "Maintain Account" (Change Account Name, Mobile Banking, Statement Delivery Preferences), and "Manage Communications" (Alerts, Change Email Address). The "Alerts" option is highlighted with a red box. On the left side, there is an "Account Overview" section with a welcome message for "Test User" and a list of accounts: "Consumer Loans-0000", "HEALTH SAVINGS ADVANTAGE ACCOU-0", "REGULAR CHECKING-0000", and "Savings". On the right side, there is a "Current Balance" table with three rows of account balances.

Account Name	Current Balance
Consumer Loans-0000	\$18,460.25
HEALTH SAVINGS ADVANTAGE ACCOU-0	\$1,135.96
REGULAR CHECKING-0000	\$534.34
Savings	\$3,242.17

Step 3: Next click on “Alert Preferences” to setup the email address that alerts will be sent to.

Note: To receive alerts via SMS Text Message on your cell phone, see the Mobile Banking Activation Guide to activate a mobile device on your account.

The screenshot shows the "Manage Alerts" page in the Bank of Geneva online banking interface. At the top left is the Bank of Geneva logo. To the right is a "Sign Off" button. Below the logo is a navigation bar with "Accounts", "Transfers", "Bill Payment", "Administration", and "Customer Service" dropdown menus. The "Administration" menu is open, showing options: "Administer User", "Maintain Account", and "Manage Communications". The "Alerts" option is highlighted with a red box. On the left side, there is an "Account Overview" section with a welcome message for "Test User" and a list of accounts: "Consumer Loans-0000", "HEALTH SAVINGS ADVANTAGE ACCOU-0", "REGULAR CHECKING-0000", and "Savings". On the right side, there is a "Current Balance" table with three rows of account balances.

Manage Alerts

Click on **Alert Preferences** to provide Email settings

Account Alerts | **Activity Alerts**

Account*

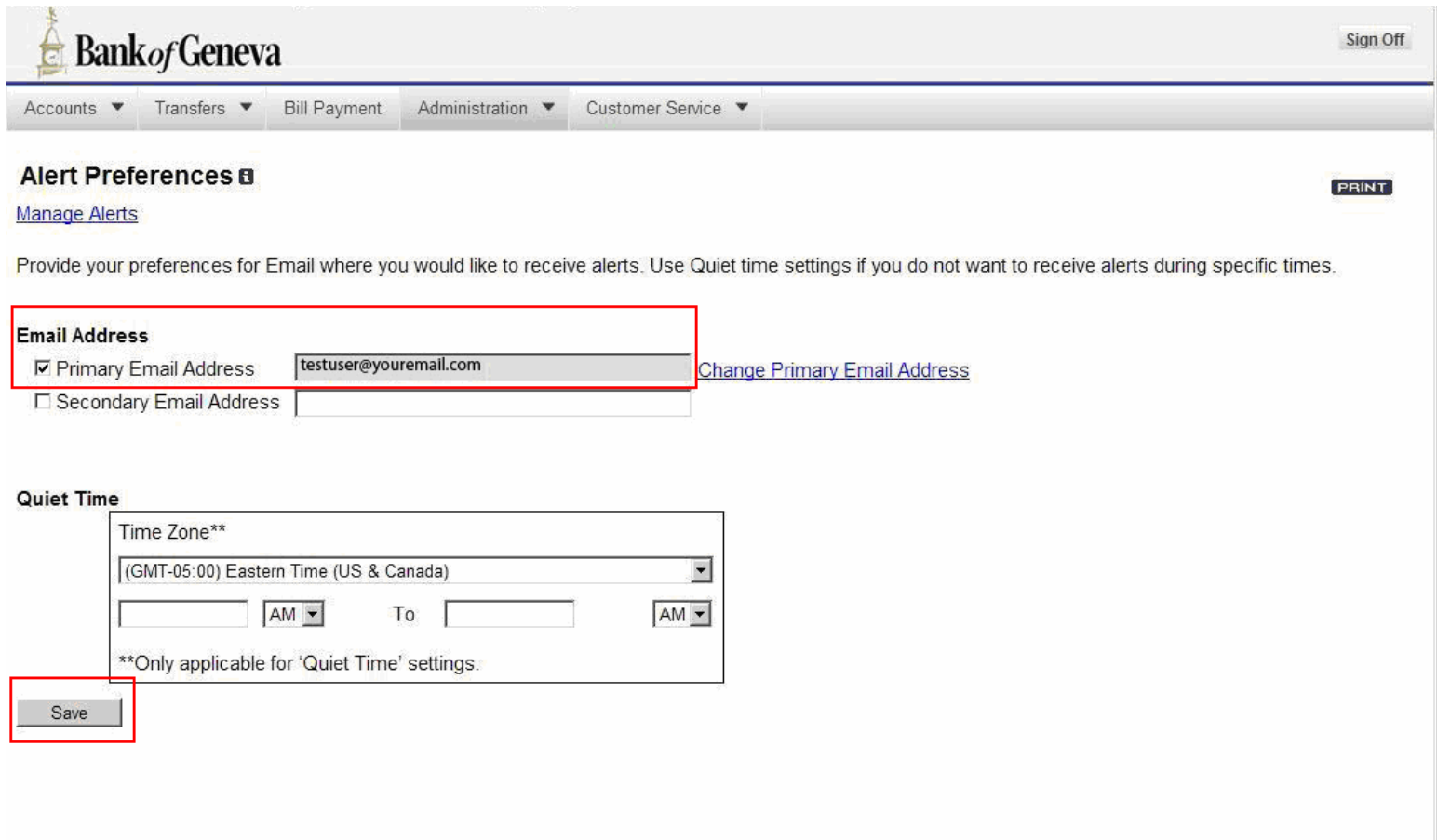
- Please Select -

- Account Transfer Alerts
- Balance Alerts
- Maturity Alerts
- Next Payment Due Alerts
- Stop Pay Alerts

Step 4: Enter a Primary Email Address, Secondary Email Addresses are optional.

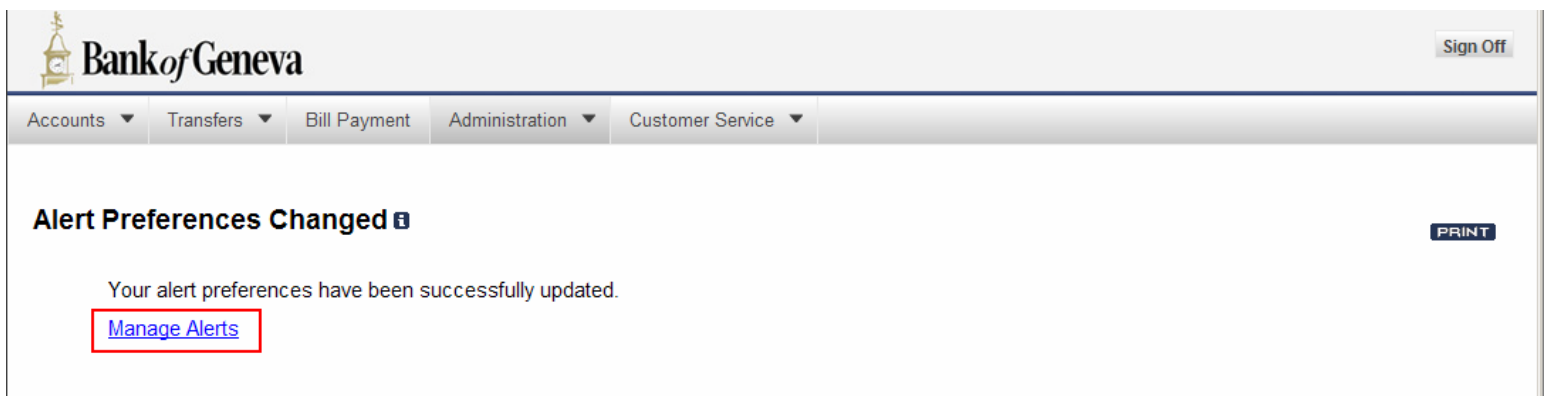
***Users that do not want to receive notifications in the early A.M. and late P.M. hours will need to setup "Quiet Time"*

Click "Save" to save changes.



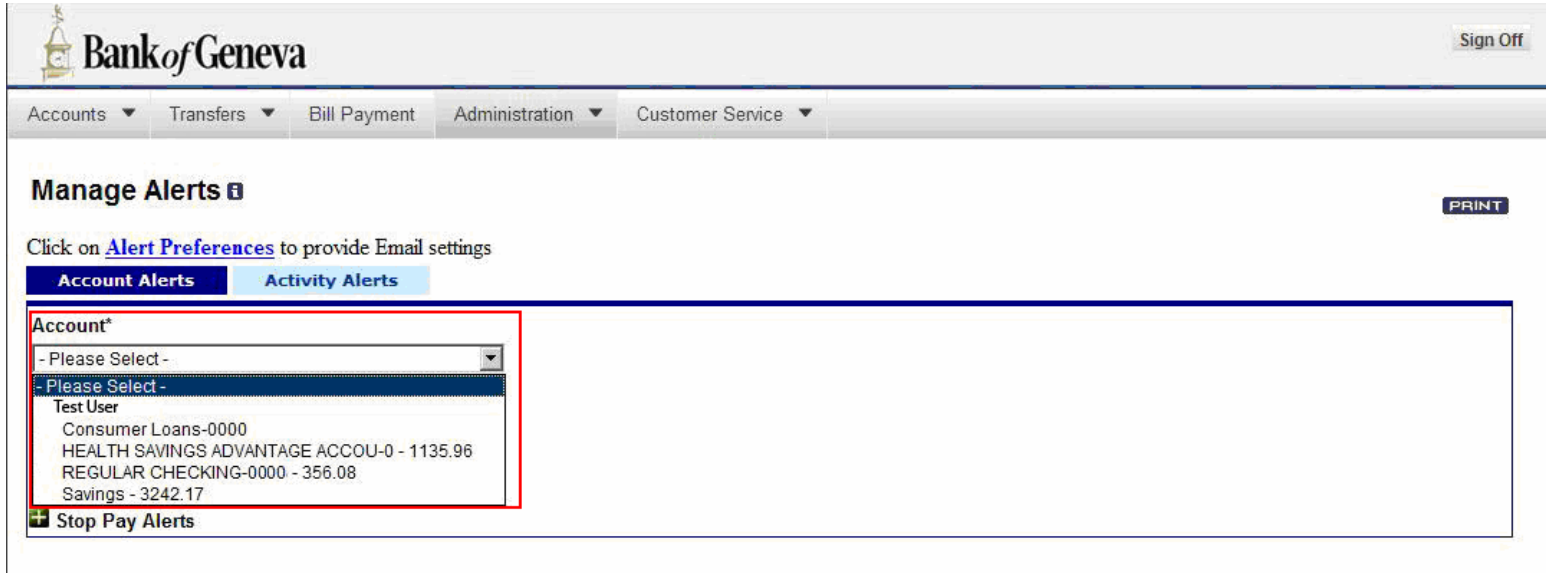
The screenshot shows the Bank of Geneva website's "Alert Preferences" page. At the top, there is a navigation bar with "Accounts", "Transfers", "Bill Payment", "Administration", and "Customer Service" menus. A "Sign Off" button is in the top right. Below the navigation bar, the page title is "Alert Preferences" with a "PRINT" button. A "Manage Alerts" link is also present. A message states: "Provide your preferences for Email where you would like to receive alerts. Use Quiet time settings if you do not want to receive alerts during specific times." The "Email Address" section has a red box around it, containing a checked "Primary Email Address" field with the value "testuser@youremail.com" and a "Change Primary Email Address" link, and an unchecked "Secondary Email Address" field. The "Quiet Time" section has a red box around its "Save" button. The "Quiet Time" form includes a "Time Zone**" dropdown menu set to "(GMT-05:00) Eastern Time (US & Canada)", and two time input fields, each with an "AM" dropdown menu. A note below the form reads: "**Only applicable for 'Quiet Time' settings."

Step 5: Click on "Manage Alerts" to return back to the Accounts List



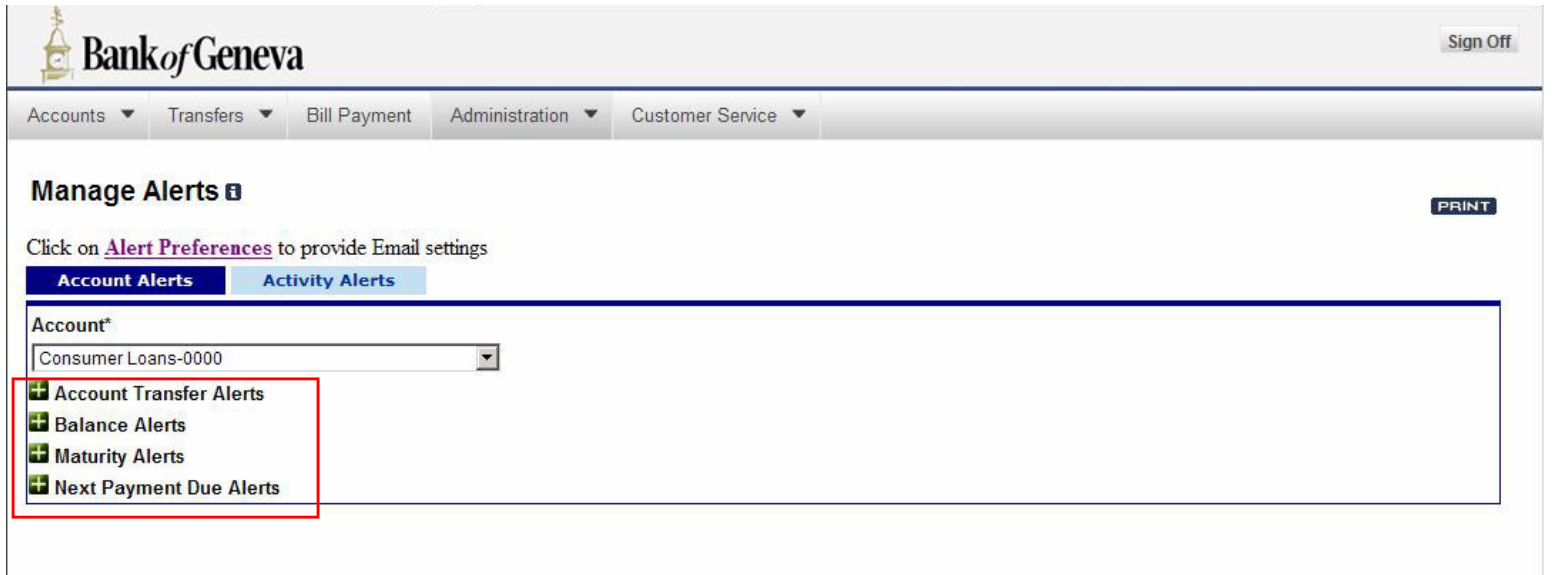
The screenshot shows the Bank of Geneva website's "Alert Preferences Changed" page. At the top, there is a navigation bar with "Accounts", "Transfers", "Bill Payment", "Administration", and "Customer Service" menus. A "Sign Off" button is in the top right. Below the navigation bar, the page title is "Alert Preferences Changed" with a "PRINT" button. A message states: "Your alert preferences have been successfully updated." A "Manage Alerts" link is highlighted with a red box.

Step 6: Select the Accounts drop down menu. Next select the account you would like to setup alerts on.



The screenshot shows the Bank of Geneva website's "Manage Alerts" page. At the top left is the Bank of Geneva logo. At the top right is a "Sign Off" button. Below the logo is a navigation bar with dropdown menus for "Accounts", "Transfers", "Bill Payment", "Administration", and "Customer Service". The main heading is "Manage Alerts" with a "PRINT" button to its right. Below the heading is a link to "Alert Preferences" with the text "Click on Alert Preferences to provide Email settings". There are two tabs: "Account Alerts" (selected) and "Activity Alerts". A dropdown menu labeled "Account*" is open, showing a list of accounts: "- Please Select -", "Test User", "Consumer Loans-0000", "HEALTH SAVINGS ADVANTAGE ACCOU-0 - 1135.96", "REGULAR CHECKING-0000 - 356.08", and "Savings - 3242.17". A red box highlights this dropdown menu. Below the dropdown is a "Stop Pay Alerts" button.

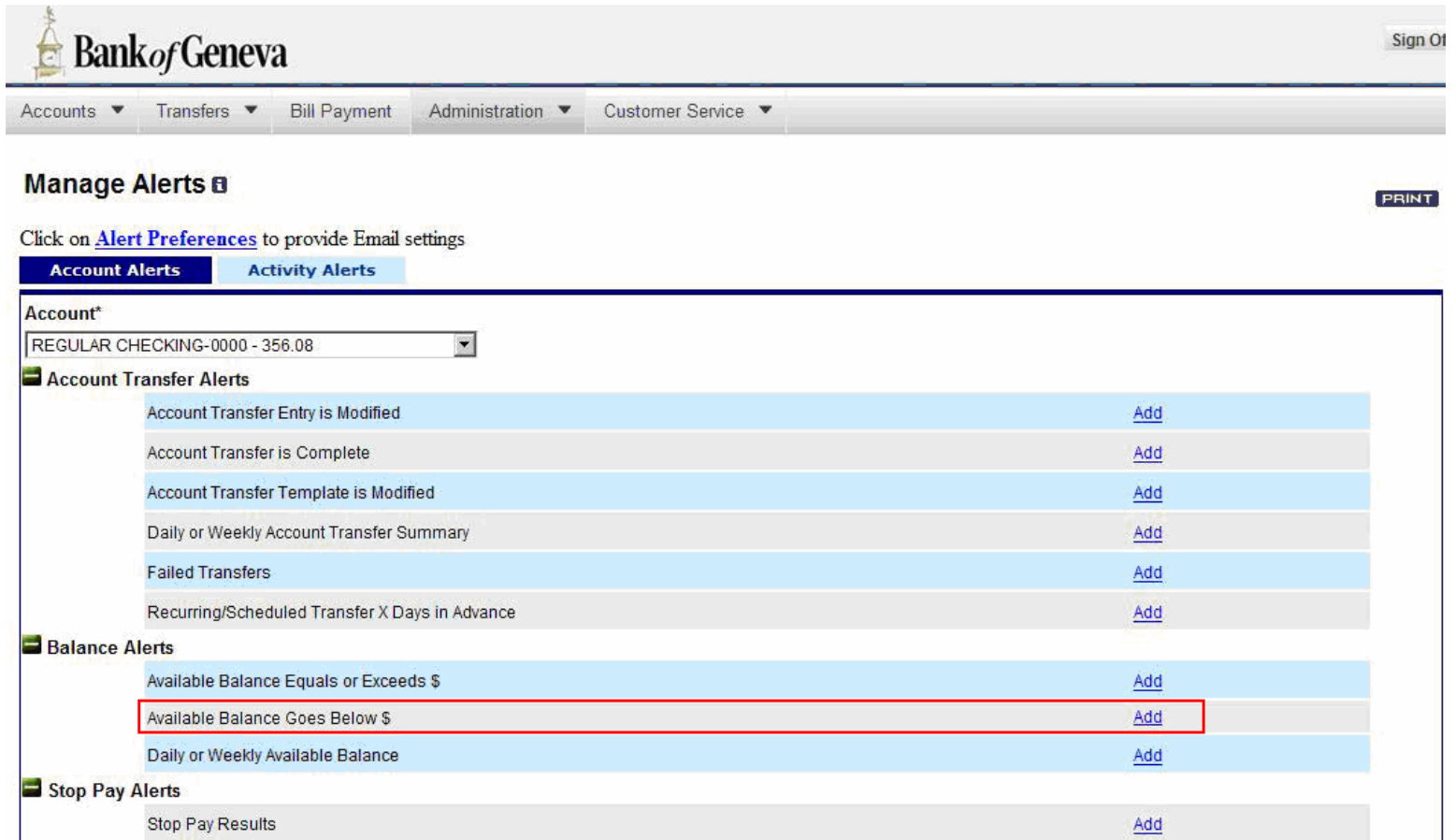
Step 7: Click the plus sign (+) next to the type of alert you would like to setup.



The screenshot shows the Bank of Geneva website's "Manage Alerts" page. At the top left is the Bank of Geneva logo. At the top right is a "Sign Off" button. Below the logo is a navigation bar with dropdown menus for "Accounts", "Transfers", "Bill Payment", "Administration", and "Customer Service". The main heading is "Manage Alerts" with a "PRINT" button to its right. Below the heading is a link to "Alert Preferences" with the text "Click on Alert Preferences to provide Email settings". There are two tabs: "Account Alerts" (selected) and "Activity Alerts". A dropdown menu labeled "Account*" is open, showing "Consumer Loans-0000" selected. Below the dropdown is a list of alert types, each with a plus sign (+) icon: "Account Transfer Alerts", "Balance Alerts", "Maturity Alerts", and "Next Payment Due Alerts". A red box highlights this list of alert types.

Step 8: Click “Add” next to the corresponding alert that you want to set up.

In this example we are setting up an alert to notify the user if there account funds are less than the desired Available Balance on a checking account.



The screenshot shows the Bank of Geneva website's "Manage Alerts" interface. At the top left is the Bank of Geneva logo. To the right is a "Sign Out" button. Below the logo is a navigation bar with dropdown menus for "Accounts", "Transfers", "Bill Payment", "Administration", and "Customer Service". The main heading is "Manage Alerts" with a help icon. A "PRINT" button is in the top right. Below the heading, a link for "Alert Preferences" is provided. Two tabs, "Account Alerts" and "Activity Alerts", are visible. A dropdown menu for "Account*" is set to "REGULAR CHECKING-0000 - 356.08". The page is divided into three sections: "Account Transfer Alerts", "Balance Alerts", and "Stop Pay Alerts". Each section contains a list of alert types with an "Add" link. The "Available Balance Goes Below \$" alert in the "Balance Alerts" section is highlighted with a red border.

Manage Alerts PRINT

Click on [Alert Preferences](#) to provide Email settings

Account Alerts **Activity Alerts**

Account*

REGULAR CHECKING-0000 - 356.08

Account Transfer Alerts

- Account Transfer Entry is Modified [Add](#)
- Account Transfer is Complete [Add](#)
- Account Transfer Template is Modified [Add](#)
- Daily or Weekly Account Transfer Summary [Add](#)
- Failed Transfers [Add](#)
- Recurring/Scheduled Transfer X Days in Advance [Add](#)


Balance Alerts

- Available Balance Equals or Exceeds \$ [Add](#)
- Available Balance Goes Below \$ [Add](#)
- Daily or Weekly Available Balance [Add](#)

Stop Pay Alerts

- Stop Pay Results [Add](#)

Step 9: Type the amount you would like your account to maintain and click "Add". If you would like to receive an email on this alert place a check mark in the box next to your email address.

 Sign Out

Accounts ▾ Transfers ▾ Bill Payment Administration ▾ Customer Service ▾

Manage Alerts

PRINT

Click on [Alert Preferences](#) to provide Email settings

Account Alerts **Activity Alerts**

Account*
REGULAR CHECKING-0000 - 356.08

Account Transfer Alerts

Account Transfer Entry is Modified	<input type="checkbox"/> testuser@youremail.com
Add Do Not Add Suspend	
Account Transfer is Complete	<input type="checkbox"/> testuser@youremail.com
Add Do Not Add Suspend	
Account Transfer Template is Modified	<input type="checkbox"/> testuser@youremail.com
Add Do Not Add Suspend	
Daily or Weekly Account Transfer Summary	<input type="checkbox"/> testuser@youremail.com
Mode Daily ▾	
Add Do Not Add Suspend	
Failed Transfers	<input type="checkbox"/> testuser@youremail.com
Add Do Not Add Suspend	
Recurring/Scheduled Transfer <input type="checkbox"/> Days in Advance	<input type="checkbox"/> testuser@youremail.com
Add Do Not Add Suspend	

Balance Alerts

Available Balance Equals or Exceeds \$	Add
Available Balance Goes Below \$	<input checked="" type="checkbox"/> testuser@youremail.com
Amount: 120.00	
Add Do Not Add Suspend	
Daily or Weekly Available Balance	<input type="checkbox"/> testuser@youremail.com
Mode Daily ▾	
Add Do Not Add Suspend	

Stop Pay Alerts

Stop Pay Results	Add
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Step 9: (continued) After the alert has been successfully setup a check mark will appear next to the alert.

Balance Alerts

Available Balance Equals or Exceeds \$	Add
✓ Available Balance Goes Below \$120.00	testuser@youremail.com Change Delete
Daily or Weekly Available Balance	<input type="checkbox"/> testuser@youremail.com
Mode	
Daily	

[Add](#) [Do Not Add](#) [Suspend](#)

You have successfully added an alert to your account. Repeat these same steps for other alerts you would like to activate.