

Steps to Setup Positive Pay Alerts

- 1) Log into online banking
- 2) Select Manage Alerts
- 3) Select "+" to Create the Alert Name and where the alert should be sent to

The screenshot displays the 'Manage Alerts' interface for Providence Bank. On the left is a blue navigation menu with options: Cash Management (Manage Profile), View Accounts, Move Money, ACH, Wires, Positive Pay, Company Management, Deposit Checks, Manage Cards, Find Locations, Messages, and Manage Alerts (highlighted in green). The main content area has a blue header with the Providence logo and a back arrow. Below the header is a yellow 'MY ALERTS' section with '10 Enabled' and a '+' icon. A refresh icon and timestamp 'Updated: Apr 10, 2019 9:19:06 AM' are also present. The alerts are organized into categories: Custom Alerts (NO CUSTOM ALERTS), Business Banking Alerts (Positive Pay Text Alert, Positive Pay Email Alert, Positive Pay Alert, and ach email), Bill Pay Alerts (NO BILL PAY ALERTS), and Security Alerts (User Nearing Delete Date and User Nearing Disable Date). Each alert entry includes the alert name, the contact method (e.g., TFXT (630) 337-8126 or EMAIL EHOLTROP@PROVIDENCEBANK.COM), and a green 'ON' button with a right-pointing chevron.

Alert Category	Alert Name	Contact Method	Status
Custom Alerts	NO CUSTOM ALERTS		
Business Banking Alerts	Positive Pay Text Alert	TFXT (630) 337-8126	ON
	Positive Pay Email Alert	EMAIL EHOLTROP@PROVIDENCEBANK.COM	ON
	Positive Pay Alert	EMAIL CASHMGMT@PROVIDENCEBANK.COM	ON
	ach email	EMAIL CASHMGMT@PROVIDENCEBANK.COM	ON
Bill Pay Alerts	NO BILL PAY ALERTS		
Security Alerts	User Nearing Delete Date	EMAIL CASHMGMT@PROVIDENCEBANK.COM	ON
	User Nearing Disable Date	EMAIL CASHMGMT@PROVIDENCEBANK.COM	ON

NEW ALERT



What type of alert would you like to create?



CUSTOM

Create customizable alerts



BUSINESS BANKING

Create business banking alerts



NEW BUSINESS BANKING ALERT



Choose an account to place an alert on:

Checking
*0885



NEW BUSINESS BANKING ALERT

ACCOUNT
Checking *0885

Positive Pay Exception

What do you want to call this alert?
NAME
Positive Pay Alert Example

How do you want to receive this alert?
 Email
 Text (SMS)


EMAIL ADDRESS
cashmgmt@providencebank.com

Enabled

Show Details

CREATE

SUCCESS



ALL DONE

Your alert has been created. You can create another alert by pressing the button below or exit to the main alert screen using the close button.

SET UP ANOTHER ALERT

CLOSE

Shown on the following page is an example of a Positive Pay Alert Email

 Reply  Reply All  Forward



myebanking@providentbank.com on behalf of no-reply@providentbank.com | [View Profile](#)

Providence Bank & Trust - New Online Alert

Dear Providence Bank & Trust Customer,

As of today, your 'Positive Pay Email Alert' alert on account 'Checking', ending in ****885, has met the criteria you defined.

Criteria: Positive Pay Exception

Alert Details:

Number of Exceptions: 1

Exception #1

Date: 4/9/2019

Check #: 1107

Amount: \$10.00

Reason: Paid Not Issued

Thank you,

eBanking Services

Providence Bank & Trust | 10100 Coluinet Avenue | Dyer, IN 46311

800.923.5664 | ebanking@providentbank.com

