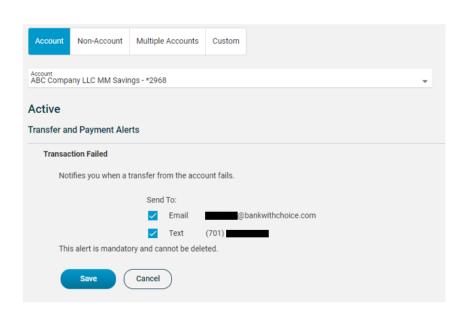
How to Setup Text Alerts



1. To setup Text Message (SMS) Alerts*, click on **Administration > Self Administration > Personal Preferences** and under Telephone, make sure you have a mobile number. Click on the **Edit** button and check the box **Use with alerts**. **If you do not have a mobile number listed, please reach out to the Cash Management Operations team to get one added.

Telephone
The telephone numbers listed below may be used to contact or notify you
Mobile telephone numbers in (xxx) xxx-xxxx format can be used for alert the selected number. To manage your alert subscriptions, go to Manage
If you choose to receive text message alerts, you are agreeing to the $\underline{\text{Text}}$ your alert selections at any time. Messages can be discontinued by remo
For additional assistance, type HELP in response to a message from 207
Mobile: (952) 237-8139
Use with alerts

2. Then navigate back to **Administration > Communications > Manage Alerts**. Choose the Account from the drop down that you need the alert for and then scroll down to find the right alert. Click on the **Edit** Button to the corresponding alert and check the box to receive text alerts.



*Message and data rates may apply.

