

# How to Setup Text Alerts



1 When logged into online banking, go to "Administration."

The screenshot displays the CHOICE BANK online banking interface. The top navigation bar includes links for Welcome, Reports, Money Movement, Account Services, and Administration (highlighted with an orange circle). The user is logged in as "Hi, Cally" and the last login time is "Mar 28, 2025, 4:22:17 PM ET".

The main content area is divided into several sections:

- Accounts Summary:** A table showing account balances as of 04/02/2025. The table has columns for account name, ABA/ATRC, and Available Balance.
- Exception Decisions:** A section with a radio button for "All decisions" and a selected radio button for "My decisions". Below this are several empty rows for decision entries.
- Alerts and Messages:** A section showing recent alerts, including "Password Changed" on 04/02/2025 and 03/28/2025. A "View All" link is provided.
- Saved Reports:** A section with a link to "Intraday Report" and "Previous Business Day Report".
- Resources:** A section with links to "Cash Management Resources" and "Taking Care of Business Tips, News, Webinars and More!".

The bottom of the page features a "Disclosure" and "Privacy" link, and a "Questions? We can help!" button with a plus sign.

Account Name	ABA/ATRC	Available Balance
ABC Company LLC MM Savings	2968	\$6.01
Test	1212	\$0.00
ABC LLC Business Checking	6701	\$1.27
Jack Customer Business Account	7903	\$94.08
<b>Total Selected Checking Balance</b>		<b>\$101.36</b>
<b>Total of Selected Deposit Accounts</b>		<b>\$101.36</b>

## 2 Click "Self Administration"

The screenshot shows the CHOICE BANK Administration menu. The 'Self Administration' option is highlighted with an orange circle. The menu includes options for Communications, Company Administration, Self Administration, Service Administration, and Manage Mobile Banking Settings. The background shows the Accounts Summary page with a table of account balances as of 04/02/2025.

Account Name	Available Balance
ABC Company LLC MM Savings	\$6.01
Test	\$0.00
ABC LLC Business Checking	\$1.27
Jack Customer Business Account	\$94.08
<b>Total Selected Checking Balance</b>	<b>\$101.36</b>
<b>Total of Selected Deposit Accounts</b>	<b>\$101.36</b>

## 3 Click "Personal Preferences"

The screenshot shows the Self Administration page. The 'Personal Preferences' tab is highlighted with an orange circle. The page includes a password change form with fields for Current Password, New Password, and Confirm Password. The 'Update Password' button is highlighted with a blue circle.

Only one password change is allowed in a day. Your password was last changed on April 02, 2025.

Current Password

New Password

Confirm Password

## 4 Click the edit button next to your mobile number.

mail address listed below will be used for bank communications such as alerts and electronic statement notifications.

-mail address can be added for use as an optional or backup e-mail.

Address:



e

numbers listed below may be used to contact or notify you for security reasons. To make changes to your telephone number contact your administrator.

one numbers in (xxx) xxx-xxxx format can be used for alert notifications that you select to receive as text messages. Select the mobile number you want to use for text message alerts below. Your alert will be updated, and you will receive a welcome message at the selected number. To manage your alert subscriptions, go to [Manage Alerts](#).

to receive text message alerts, you are agreeing to the [Text Message Terms and Conditions](#) and our posted Privacy Policy. Messages and Data Rates may apply, see your Carrier for details. The frequency of text depend on the alerts you choose. You can change your alert selections at any time. Messages can be discontinued by removing your mobile phone number, changing your alert selections, or by sending **STOP as lert message or directly to 20736**. Messages will come from CHOICE BANK #G0G3 as Bank Alerts.

assistance, type **HELP in response to a message from 20736** or send an email can also contact us in Secure email using the Contact information on this site.

(952) 237-8139

(218) 349-1295



## 5 Click "Use with alerts"

The primary e-mail address listed below will be used for bank communications such as alerts and electronic statement notifications.

A secondary e-mail address can be added for use as an optional or backup e-mail.

Primary Email Address:

+ Add

### Telephone

The telephone numbers listed below may be used to contact or notify you for security reasons. To make changes to your telephone number contact your administrator.

Mobile telephone numbers in (xxx) xxx-xxxx format can be used for alert notifications that you select to receive as text messages. Select the mobile number you want to use for text message alerts below. Your alert subscriptions will be updated, and you will receive a welcome message at the selected number. To manage your alert subscriptions, go to [Manage Alerts](#).

If you choose to receive text message alerts, you are agreeing to the [Text Message Terms and Conditions](#) and our posted Privacy Policy. Messages and Data Rates may apply, see your Carrier for details. The frequency of messages will depend on the alerts you choose. You can change your alert selections at any time. Messages can be discontinued by removing your mobile phone number, changing your alert selections, or by sending **a reply to an alert message or directly to 20736**. Messages will come from CHOICE BANK #G0G3 as Bank Alerts.

For additional assistance, type **HELP in response to a message from 20736** or send an email can also contact us in Secure email using the Contact information on this site.

Mobile: (952) 237-8139

☐ Use with alerts

Update

Cancel

Mobile2: (218) 349-1295

Questions? We can help

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## Click "Update" *Message and data rates may apply*

The primary e-mail address listed below may be used for bank communications, alerts and secure statements transmissions.

A secondary e-mail address can be added for use as an optional or backup e-mail.

Primary Email Address:

 Add

### Telephone

The telephone numbers listed below may be used to contact or notify you for security reasons. To make changes to your telephone number contact your administrator.

Mobile telephone numbers in (xxx) xxx-xxxx format can be used for alert notifications that you select to receive as text messages. Select the mobile number you want to use for text message alerts below. Your alert subscriptions will be updated, and you will receive a welcome message at the selected number. To manage your alert subscriptions, go to [Manage Alerts](#).

If you choose to receive text message alerts, you are agreeing to the [Text Message Terms and Conditions](#) and our posted Privacy Policy. Messages and Data Rates may apply, see your Carrier for details. The frequency of messages will depend on the alerts you choose. You can change your alert selections at any time. Messages can be discontinued by removing your mobile phone number, changing your alert selections, or by sending a reply to an alert message or directly to 20736. Messages will come from CHOICE BANK #G0G3 as Bank Alerts.

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Cancel

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