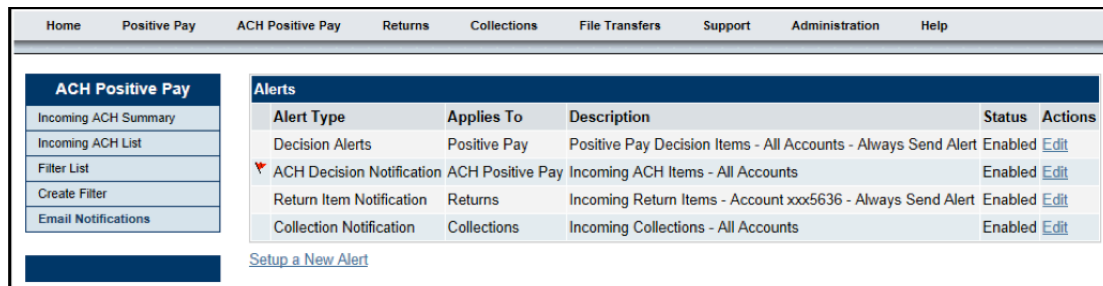


HOW TO SET UP ACH POSITIVE PAY NOTIFICATION ALERTS

1. Click on **ACH Positive Pay** in top navigation bar.
2. Select **Email Notifications**.
3. The **“Alerts”** screen will appear.
4. Click on **Setup a New Alert**.

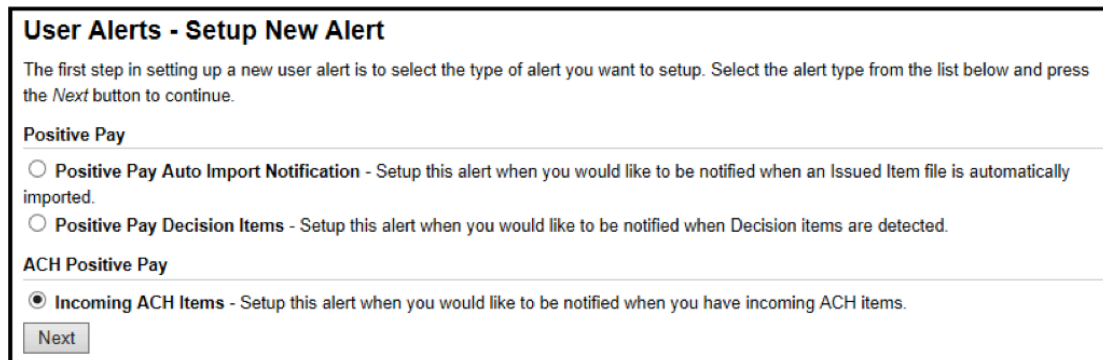


The screenshot shows the 'Alerts' screen within the 'ACH Positive Pay' section. The navigation bar at the top includes Home, Positive Pay, ACH Positive Pay, Returns, Collections, File Transfers, Support, Administration, and Help. On the left, there is a sidebar with options: Incoming ACH Summary, Incoming ACH List, Filter List, Create Filter, and Email Notifications. The main content area is titled 'Alerts' and contains a table with the following data:

Alert Type	Applies To	Description	Status	Actions
Decision Alerts	Positive Pay	Positive Pay Decision Items - All Accounts - Always Send Alert	Enabled	Edit
ACH Decision Notification	ACH Positive Pay	Incoming ACH Items - All Accounts	Enabled	Edit
Return Item Notification	Returns	Incoming Return Items - Account xxx5636 - Always Send Alert	Enabled	Edit
Collection Notification	Collections	Incoming Collections - All Accounts	Enabled	Edit

Below the table is a link: [Setup a New Alert](#)

5. Click on **Setup a New Alert**.
6. Select the radio button next to **Incoming ACH Items**.



The screenshot shows the 'User Alerts - Setup New Alert' screen. It contains the following text and options:

The first step in setting up a new user alert is to select the type of alert you want to setup. Select the alert type from the list below and press the *Next* button to continue.

Positive Pay

- Positive Pay Auto Import Notification** - Setup this alert when you would like to be notified when an Issued Item file is automatically imported.
- Positive Pay Decision Items** - Setup this alert when you would like to be notified when Decision items are detected.

ACH Positive Pay

- Incoming ACH Items** - Setup this alert when you would like to be notified when you have incoming ACH items.

7. Click the **Next** button
8. The **“New ACH Decision Notification”** screen will appear

New "ACH Decision Notification"

Complete the fields listed below to complete the setup for the chosen alert.

Alert Type: ACH Decision Notification - Incoming ACH Items

How It Works: Setup this alert when you would like to be notified when you have incoming ACH items.

--All Accounts--

Alert Criteria

Always Send

Only on exception

Alert Recipients

Send the alert to (check one or more):

To My secure bank mail Inbox

To the addresses I have designated below:

john.smith@abccompany.com
7135246192@vtext.com

Enter an Email Address and Press "Add"

9. Select an account or select **All Accounts**.

10. In **Alert Criteria** box, select **Always Send** or **Only on Exception**.

- Note: If **Always Send** is selected, a notification will be sent when the morning and afternoon (same-day) update have completed, regardless of whether an exception exists.

11. Select **To the Addresses I have designated below** box.

- For **Text Alerts**, enter the "text message" email address for the cell phone in the **Enter an Email Address box**. All phones that can receive text alerts have a "text message" email address. Each cell phone carrier has a standard (see below) which is used in determining the "text message" email address. For example, if Verizon is the carrier and the cell phone number is 713-524-6192, the "text message" email address is 7135246192@vtext.com
- For **Email Alerts**, enter the applicable email address in the **Enter an Email Address box**.

12. Click **Add**.

13. Click **Save Alert**.

"Text Message" Email Address Standard for Major Carriers

Verizon	cellnumber@vtext.com
AT&T	cellnumber@txt.att.net
T-Mobile	cellnumber@tmomail.net
Sprint	cellnumber@messaging.sprintpcs.com

IMPORTANT: Please add **BPT@zionsbank.com** to your Contact List and/or Whitelist to receive your Notification Alerts in a timely manner.