CB CITIZENS BANK

## How to Set Up Account Alerts

FROM THE MAIN DASHBOARD

Step 1: Open the Mobile App or log-in to Digital Banking.

Step 2: On the home screen, select the account you'd like to set up alerts for.

Step 3: Click Alert Preferences, then select whether you'd like to set up a Balance Alert or a Transaction Alert.

Step 4:

(Balance Alert) Customize your alert when your account balance is over or under a certain amount. Choose if you'd like to be notified by Email, Text, or In-App Message. Click Add Alert to save your changes.

(Transaction Alert) Customize your alert when your account gets a credit or debit over a certain amount. Choose if you'd like to be notified by Email, Text, or In-App Message. Click Add Alert to save your changes.
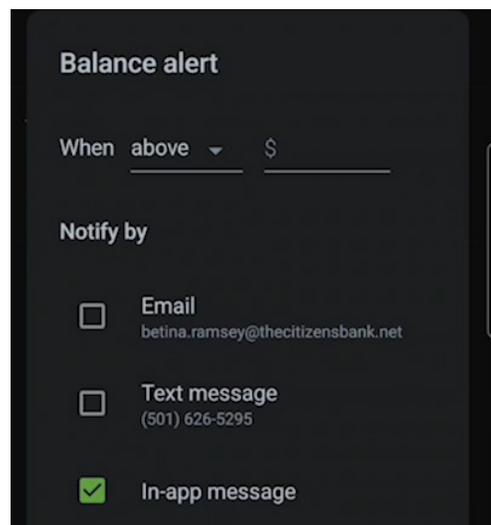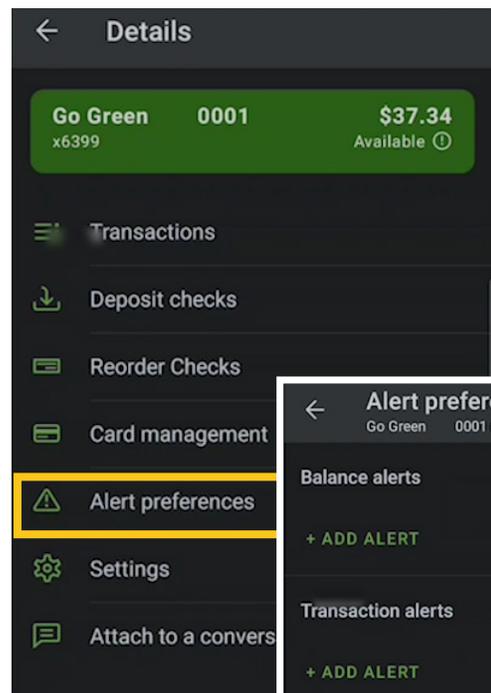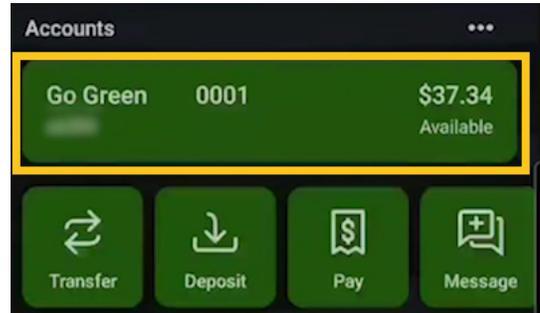
FROM WITHIN SPENDING HABITS

Step 1: Open the app. In the left-side menu, click on Spending Habits.

Step 2: Click on the 3 lines in the top left, then Click Alerts.

**Step 3:** Click on the Plus Button, then Click Add Alert.

Step 4:
Select your Alert Type:

Account Balance - Customize your alert when your account balance is over or under a certain amount. Choose if you'd like to be notified by Email or Text. Click Add Alert to save your changes.

Large Transaction - Customize your alert when your account gets a credit or debit over a certain amount. Choose if you'd like to be notified by Email or Text. Click Add Alert to save your changes.

Specific Store Purchase - Set an alert for when you get a purchase from a specific store.

Step 5: Click Save when your edits are complete! To edit your alert, simply click on it, make your edits, then Click Save again.
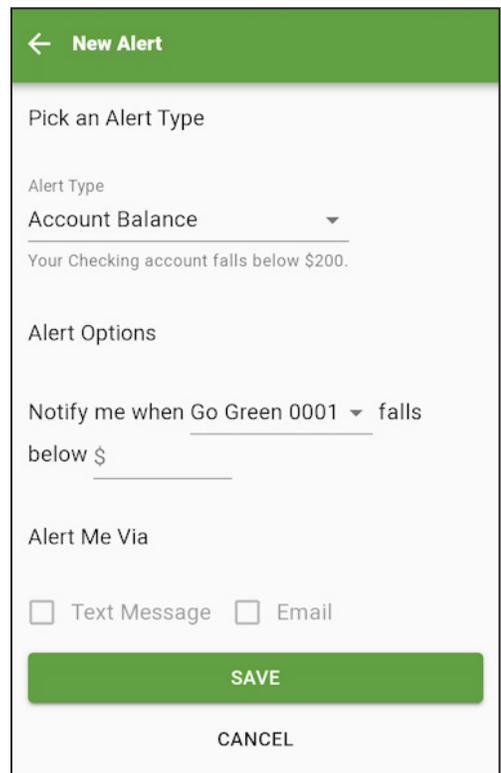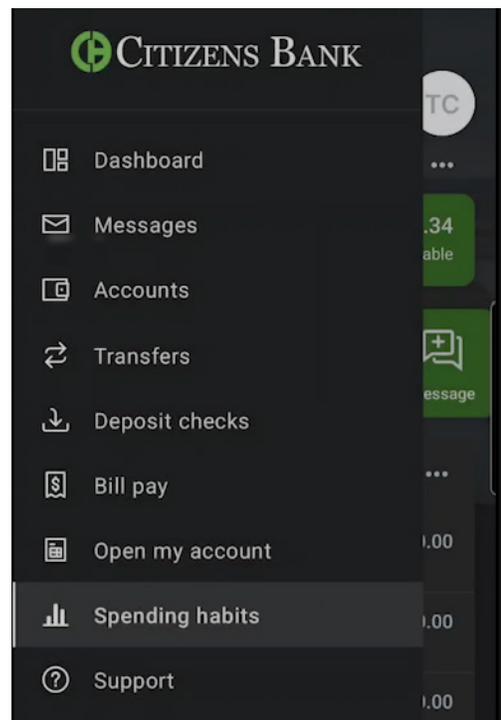
CONTACT US FOR ASSISTANCE at (844) 350-8512 or CustomerService@thecitizensbank.net.