Card Alerts for GoBanking

Setting up Card Alerts in GoBanking

1. In GoBanking, navigate to the Accounts menu and select the Card Alerts option.
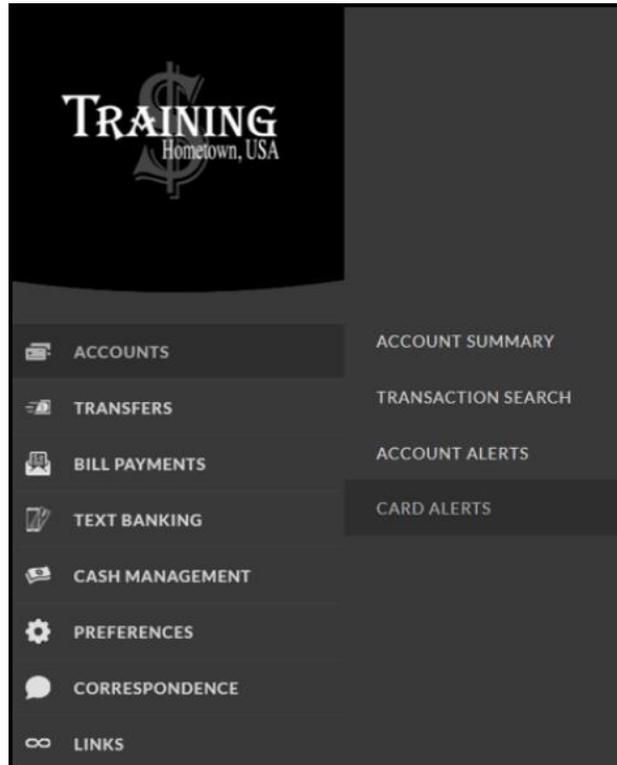
2. If you have not setup an email address or phone number, you will be prompted to setup a contact method. Choose Email Address or Text Phone Number.
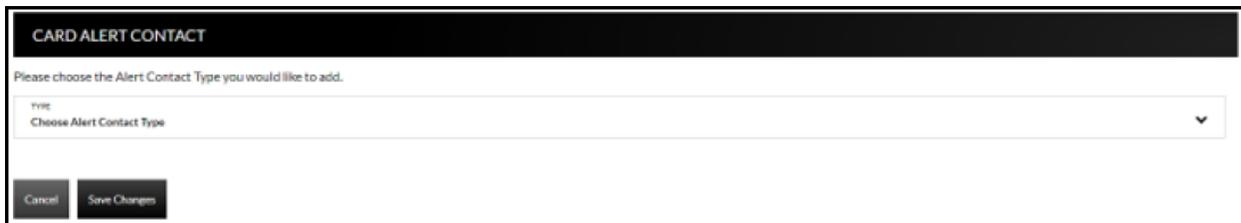
3. Type in the phone number or email address. Click **Save Changes**.

The contact methods will display. Text Phone Numbers must opt-in before receiving alerts. The stauts of the opt-in request will display in the Status field.

A ⚠ icon will display until the Opt-in request has been accepted. Click it to resend the opt-in text. Once the Opt-in request has been accepted, the Opt-in date will display.

4. Click Card Alerts to return to the Card Alerts screen.
5. Click Create New Alert to add a new card alert.

6. Choose an account from the Account drop-down field if multiple card accounts display.
7. *Choose the Alert Type from the Type field.* **NOTE:** *The alert types in this field may vary by bank.*
8. Give the alert a name.
9. Click the Send Email checkbox and the checkbox next to any email addresses that should receive the alert.
10. Click the Send Text checkbox and the checkbox next to any phone numbers setup that should receive the alert.
11. Click **Save Changes**.

If the phone number has not opted-in, a message will display at the top of the screen.

Any alerts setup will display on the Card Alerts screen.

- Click ✏ to edit an alert.

- Click ✕ to delete an alert.

The Alert Delivery Times will display in the bottom right of the screen. Click **Edit Delivery Times** to make changes.