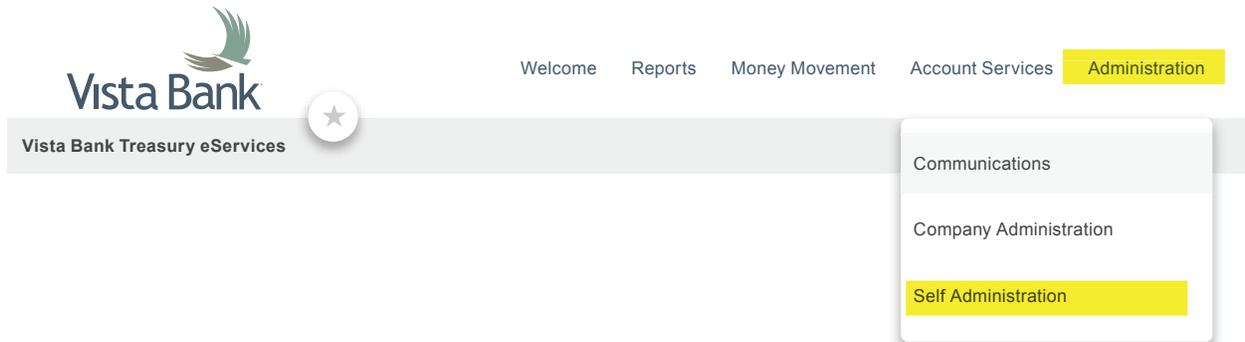


## How to Enable and Manage Alerts

1. Log in to Treasury, then select **Administration -> Self Administration**.



2. Select the **Personal Preferences** tab and verify your email address and phone number(s) are correct.  
Note: **For security reasons, phone numbers are managed by Vista Bank Treasury Management.** Please contact us to update any phone number(s).

### Self Administration

Change Password   **Personal Preferences**   User Activity Report   Secure Token Setup

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#### Email

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

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#### 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 (x) 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 all 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 text 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 **STOP** as a reply to an alert message or directly to 20736. Messages will come from Vista Bank as Bank Alerts.

For additional assistance, type **HELP** in response to a message from 20736 or send an email to [Alerts@VistaBank.com](mailto:Alerts@VistaBank.com) You can also contact us in Secure email using the Contact Information on this site.

Mobile:  

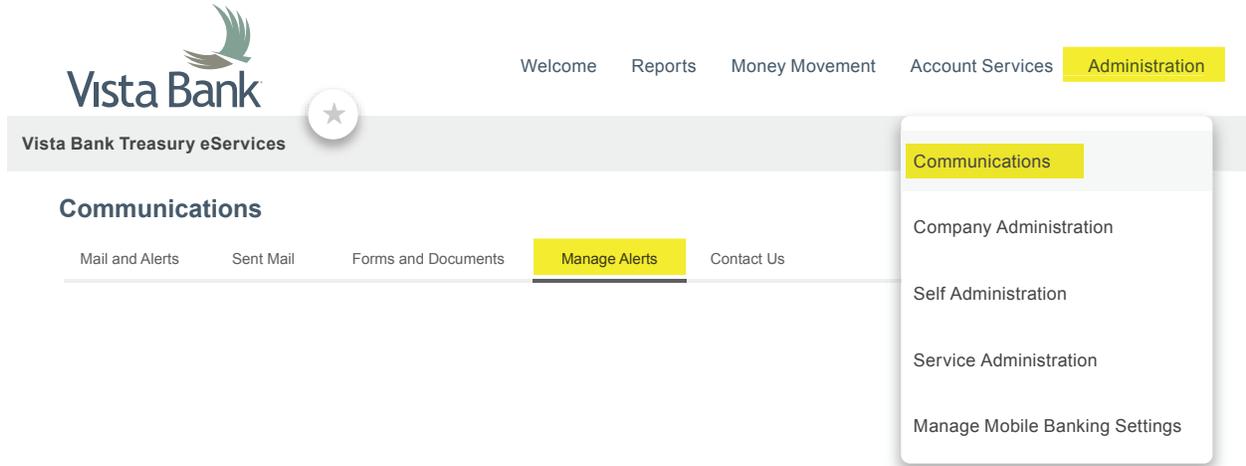
Work:

- Use the  icon to the right of an email address to update it, or use  Add to add additional email address.
- Use the  icon to the right of a mobile phone number to enable it for alerts.

Mobile:

Use with alerts

3. Select **Administration -> Communications**, then select the **Manage Alerts** tab.



4. Review your Active and Available Alerts for each category:

- **Account:** Alerts for specific activities on single, specific accounts.
- **Non-Account:** Alerts pertaining to activity that is not account-related.
- **Multiple Accounts:** Alerts for specific activities across several or all accounts.
- **Custom:** Custom Alerts that you can create.

**Some Recommended Alerts (Multiple Accounts):**

- [ACH / ACH Template / Scheduled ACH] Approval Pending
- ACH Transaction Approval Reminder
- ACH Transaction Returned for Edit
- [Wire Transfer / Wire Transfer Template / Scheduled Wire Transfer] Approval Pending
- Wire Transaction Approval Reminder
- Wire Transfer Returned for Corrections
- ACH Positive Pay Exception Reminder
- Positive Pay Exception Reminder
- Transaction Failed