


Messages/Alerts

Viewing Messages/Alerts

Online eCorp First Bank of Highland Park Welcome Screen

[Help](#) | [Sign Out](#)



First Bank of Highland Park

We have roots where others have branches

Accounts
Management Tools
Account Services
Print

Account Balances [Edit](#) [Refresh](#)

Account	Current	Available
ACH MANAGER T...	\$0.00	\$0.00
Payroll	\$154.50	\$154.50

[Account Summary](#)

Transactions (0)

Review
Recent
Upcoming

ACH Transfers

Status

There are currently no ACH Transfers awaiting review.

Quick Transfers

Internal

Template Name
 Select a Template ▼

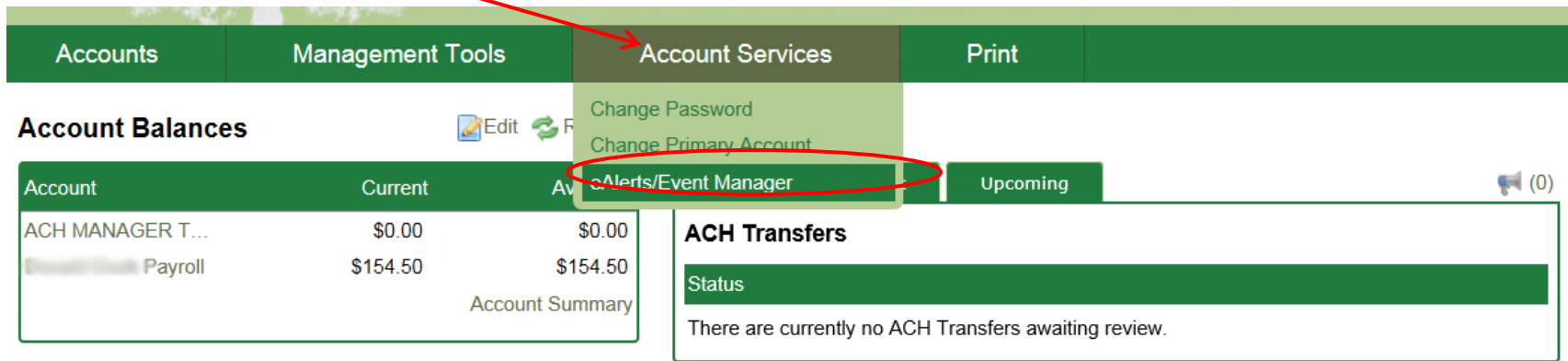
From Account
 ACH MANAGER TEST ACCOUNT ▼

To Account
 ACH MANAGER TEST ACCOUNT ▼

Amount

eCorp Banking – Event Manager Online Banking User Guide

1. Click **Account Services** on Toolbar and click on **eAlerts/Event Manager** in drop down list.



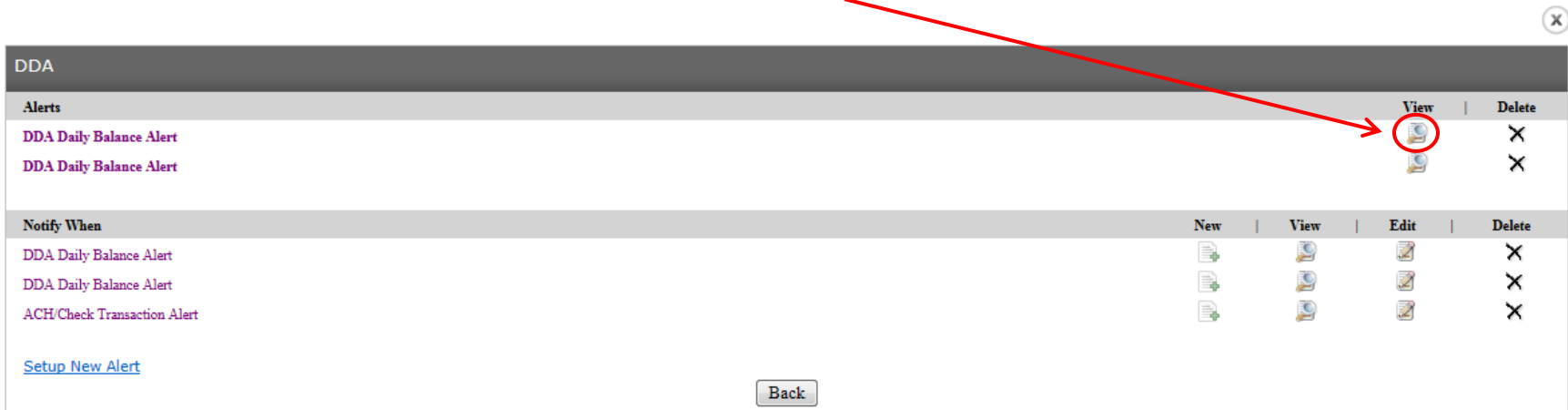
The screenshot shows the online banking interface. At the top, there is a green navigation bar with the following menu items: **Accounts**, **Management Tools**, **Account Services**, and **Print**. Below this bar, the **Account Balances** section is visible, featuring a table with columns for **Account**, **Current**, and **Av**. The table lists two accounts: **ACH MANAGER T...** with a current balance of \$0.00 and an available balance of \$0.00, and **Payroll** with a current balance of \$154.50 and an available balance of \$154.50. To the right of the table, there is a **Upcoming** button and a notification icon with **(0)**. Below the table, there is an **ACH Transfers** section with a **Status** bar and a message: "There are currently no ACH Transfers awaiting review." A red circle highlights the **eAlerts/Event Manager** option in the dropdown menu that appears when **Account Services** is clicked.

1. You will be redirected to the **Alerts** window.
 - o Click on the **Account Type** you want to view online messages/alerts for.
 - Note:* “DDA” indicates a Checking Account
 - “SAV” indicates a Savings Account
 - “LAS” indicates a Loan Account

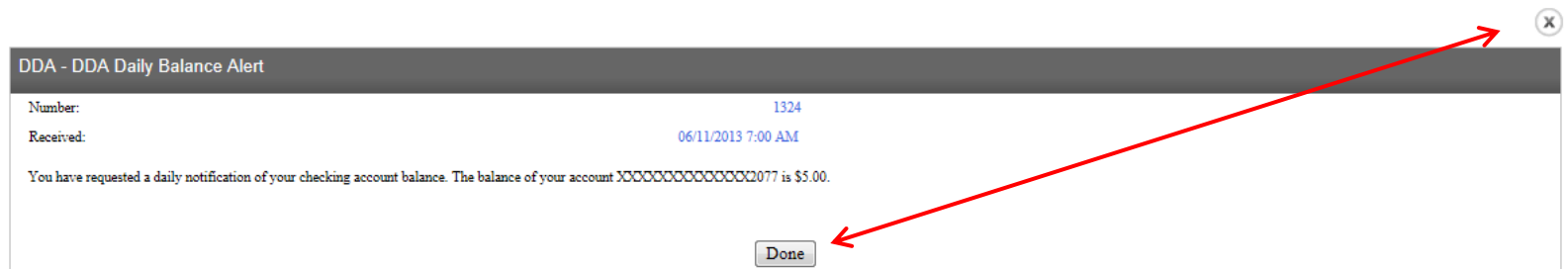


The screenshot shows the **Alerts** window. The window title is **Alerts**. Below the title bar, there are three links: [DDA\(21\)](#), [SAV\(0\)](#), and [LAS\(0\)](#). The [DDA\(21\)](#) link is circled in red.

2. To view a message from the **Alerts** section, click on the **View** icon to the right of the message.

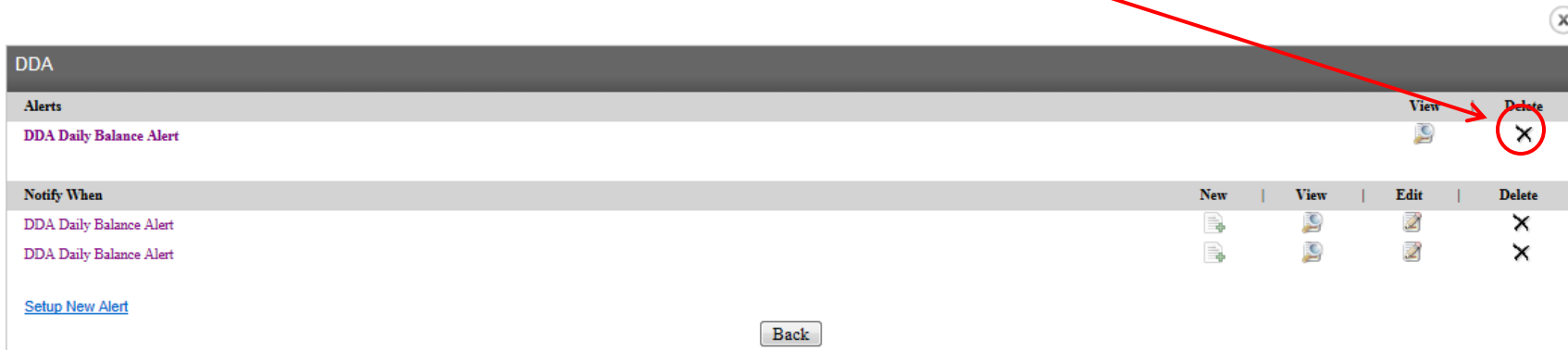


- o Viewing an **Event Alert** (messages set up by the account holder); Click **Done** or the **X** in the top right corner of the screen to close.

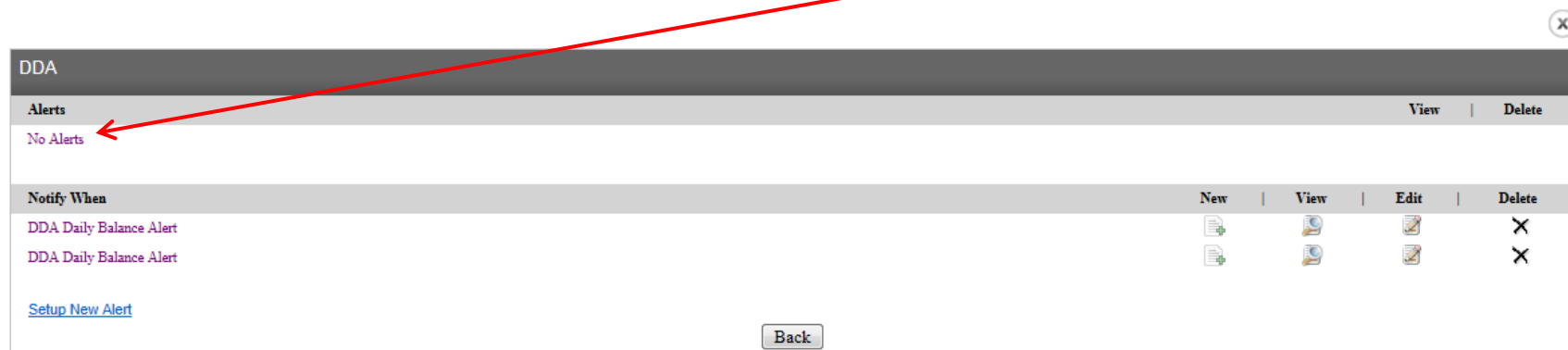


Deleting Messages

- To remove a viewed message from the **Alerts** section, click on the **Delete** icon to the right of the read message.



- Note:* The Messages hyperlink will remain bold, and the number of messages in the box noted, until all messages are deleted from the Account Type's Alerts section and it notes **No Alerts**.

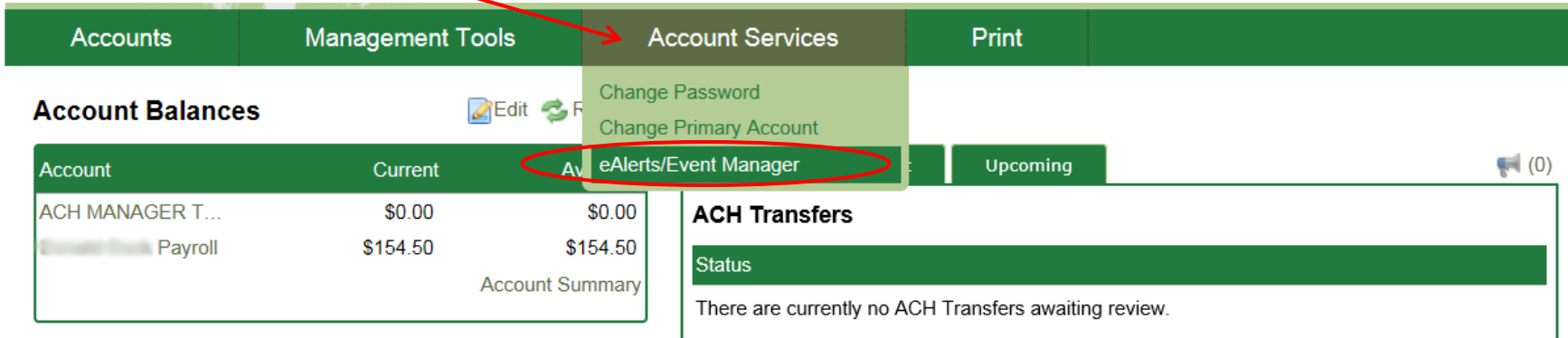


- Note:* The hyperlink for e-Alerts (messages from the financial institution) will remain active, and the number of messages in the box noted, for 30 days after the initial receipt of the message. These messages cannot be manually deleted.

New Events (Alerts)

Setting Up a New Event/Alert

1. Click **Account Services** on Toolbar and click on **eAlerts/Event Manager** in drop down list.



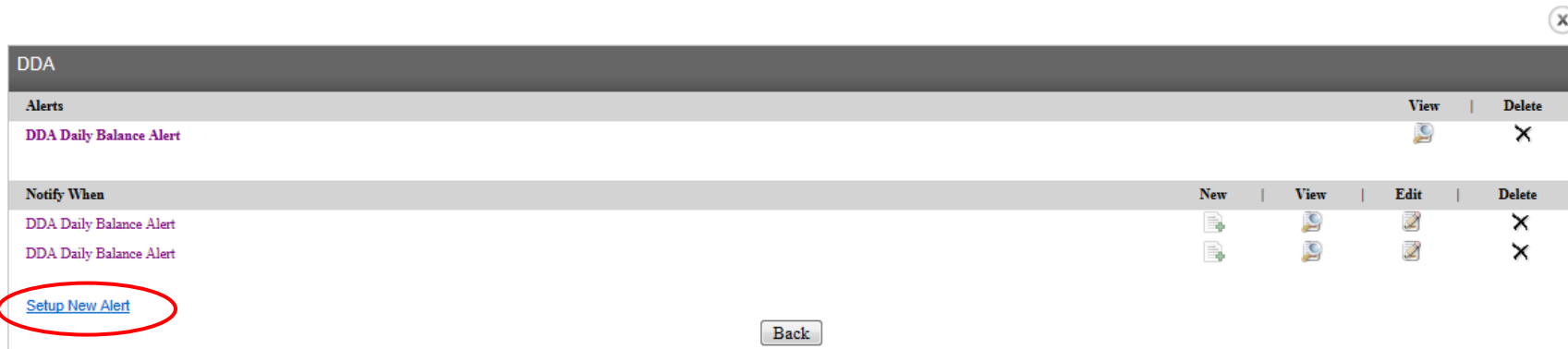
The screenshot shows the online banking interface. At the top, there is a green toolbar with four main sections: 'Accounts', 'Management Tools', 'Account Services', and 'Print'. Below the toolbar, the 'Account Balances' section is visible, featuring a table with columns for 'Account', 'Current', and 'Av'. The table lists 'ACH MANAGER T...' with a balance of \$0.00 and 'Payroll' with a balance of \$154.50. To the right of the table, there is a dropdown menu for 'Account Services' with options: 'Change Password', 'Change Primary Account', and 'eAlerts/Event Manager'. The 'eAlerts/Event Manager' option is circled in red. Below the table, there is an 'ACH Transfers' section with a status bar and a message: 'There are currently no ACH Transfers awaiting review.'

2. You will be redirected to the **Alerts** window.
 - o Click on the **Account Type** you want to set up a new event/alert for.
 - Note: “DDA” indicates a Checking Account
 - “SAV” indicates a Savings Account
 - “LAS” indicates a Loan Account



The screenshot shows the 'Alerts' window. At the top, there is a dark grey header with the word 'Alerts' and a close button (X). Below the header, there is a list of account types: 'DDA(21)', 'SAV(0)', and 'LAS(0)'. The 'DDA(21)' link is circled in red.

3. Click **Setup New Alert**



DDA

Alerts	View	Delete
DDA Daily Balance Alert		

Notify When	New	View	Edit	Delete
DDA Daily Balance Alert				
DDA Daily Balance Alert				

[Setup New Alert](#) Back

4. Ensure the **desired Account Type** is selected. (*Note:* If you wish to change the Account Type, select from the drop-down list.)



New Alert

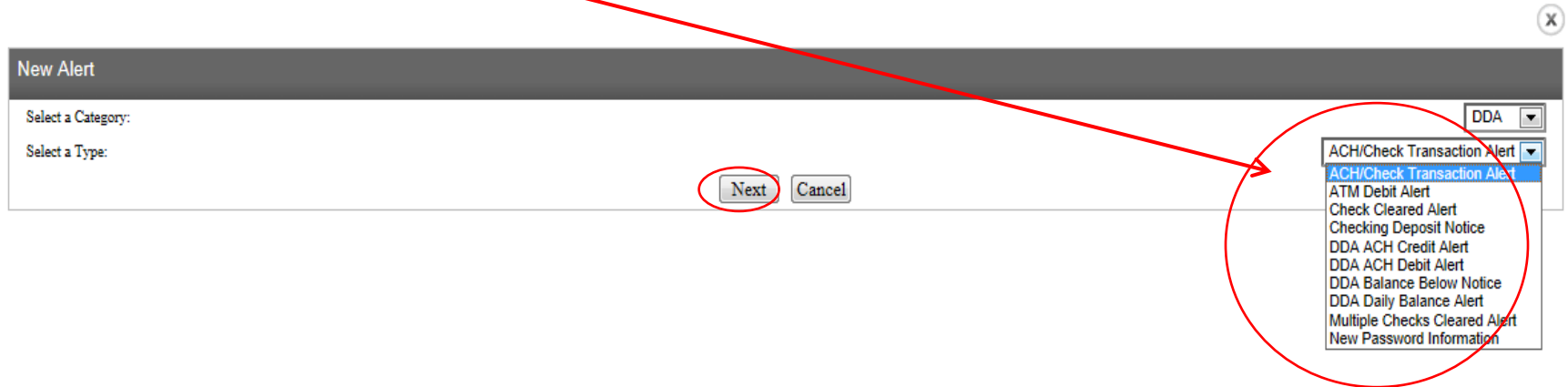
Select a Category: DDA

Select a Type: ACH/Check Transaction Alert

Next Cancel

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5. Select the **desired Event Template** you would like to schedule Alerts for from the drop-down list.
6. Click **Next**



New Alert

Select a Category: DDA

Select a Type:

Next Cancel

- ACH/Check Transaction Alert
- ACH/Check Transaction Ale
- ATM Debit Alert
- Check Cleared Alert
- Checking Deposit Notice
- DDA ACH Credit Alert
- DDA ACH Debit Alert
- DDA Balance Below Notice
- DDA Daily Balance Alert
- Multiple Checks Cleared Alert
- New Password Information

7. Choose the **desired account** for the Event from the drop-down menu. (Note: If the account is not named, only the last four account digits are displayed for security reasons.)

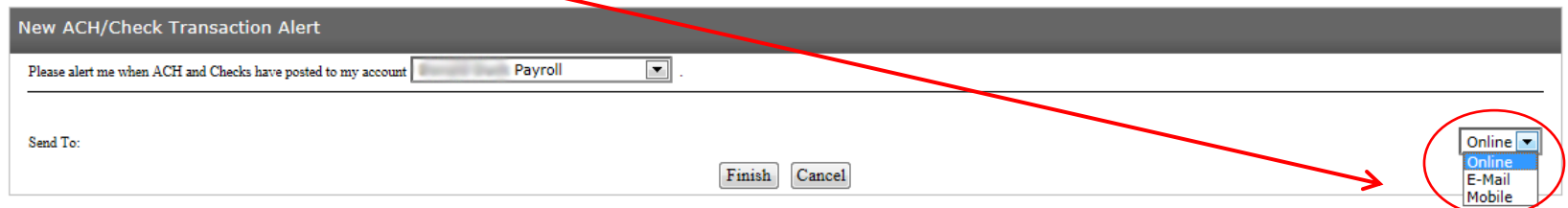


New ACH/Check Transaction Alert

Please alert me when ACH and Checks have posted to my account Payroll

ACH MANAGER TEST ACCOUNT

8. Choose the **desired method of notification** from the **Send To:** drop-down menu.



New ACH/Check Transaction Alert

Please alert me when ACH and Checks have posted to my account Payroll

Send To:

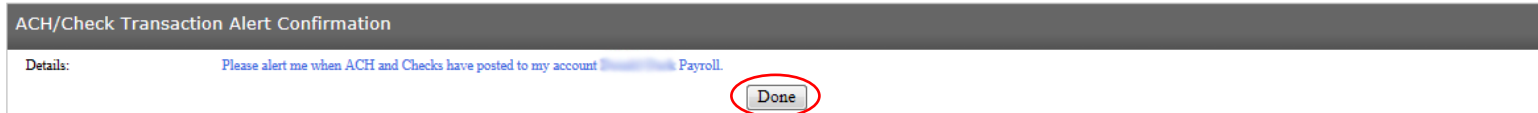
Finish Cancel

- Online
- Online
- E-Mail
- Mobile

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9. Alert Delivery Options

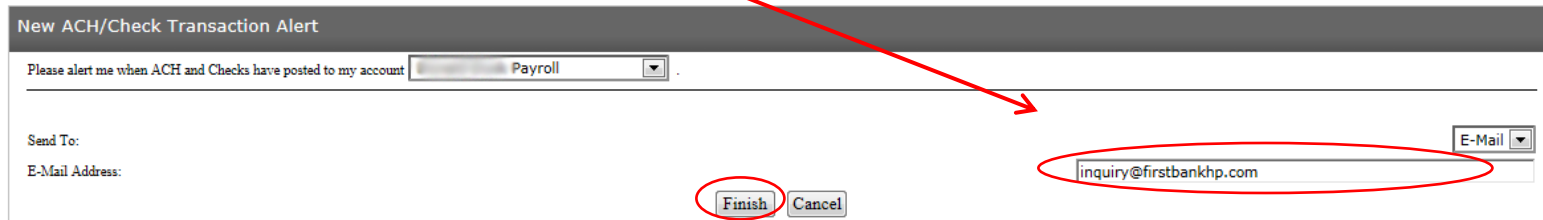
- **Online** (Note: The Alert will appear only in the Account Type's Online Banking Messages box.)
 - Click **Done**.



ACH/Check Transaction Alert Confirmation

Details: Please alert me when ACH and Checks have posted to my account Payroll.

- **E-Mail** (Note: The Alert will appear only in the entered email address' Inbox.)
 - Enter **E-Mail Address**.
 - Click **Finish**



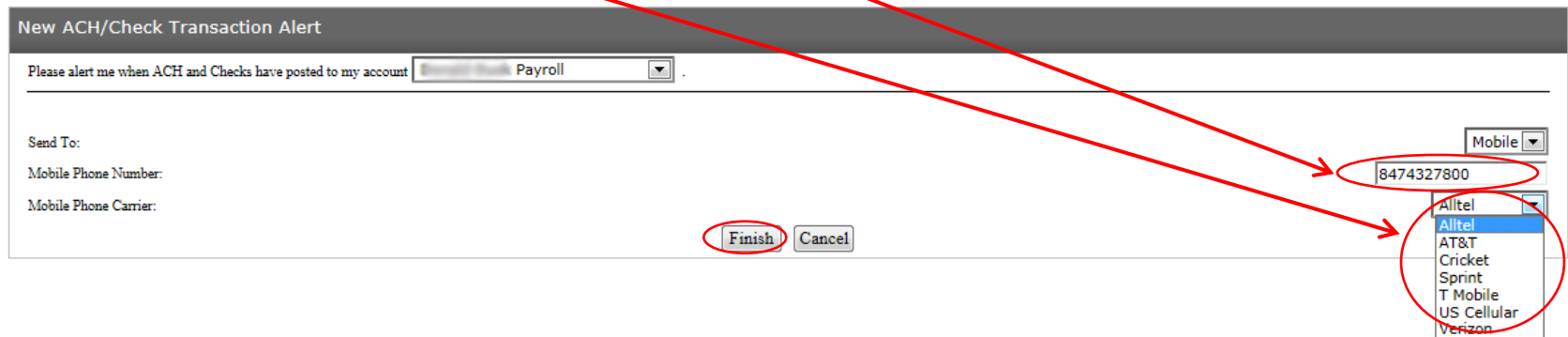
New ACH/Check Transaction Alert

Please alert me when ACH and Checks have posted to my account Payroll

Send To:

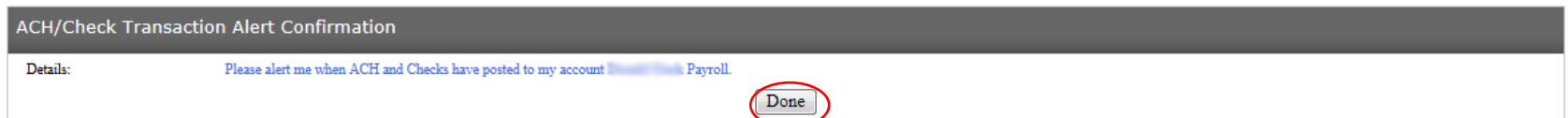
E-Mail Address:

- **Mobile** (Note: The Alert will appear as a text sent only to the entered mobile phone number.)
 - Enter **Mobile Phone Number**.
 - Select **Mobile Phone Carrier** from the drop-down menu.
 - Click **Finish**.



10. A confirmation screen will appear.

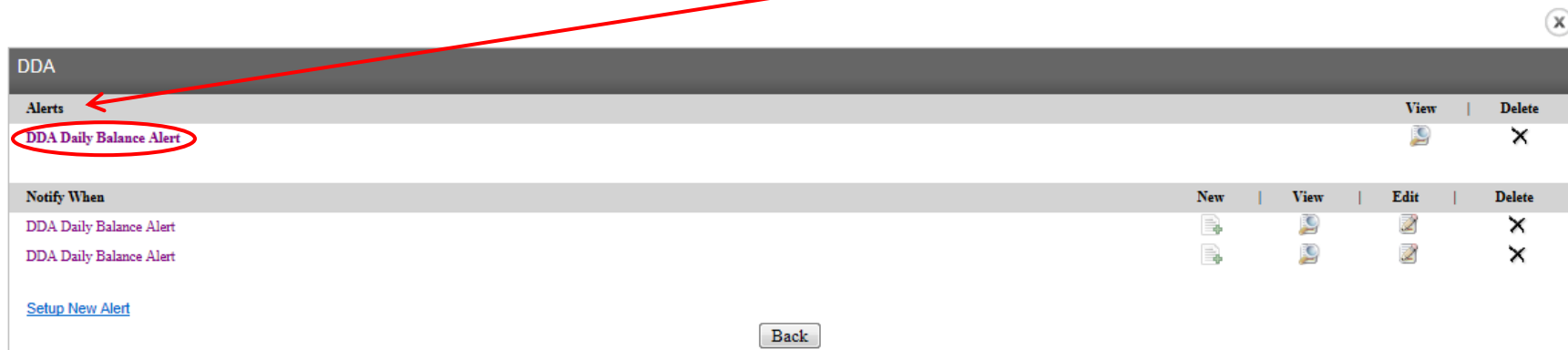
11. Click **Done**.



12. The New Event/Alert will be added to the **Notify When** section of the Account Type’s Messages box.
13. Click **Back** or the **X** in the top right corner of the screen to close.



14. *Note:* Alerts, based on the scheduled Event, will populate in the **Alerts** section and post as a Message.



15. Note: In the **Notify When** section, Events can be **Created, Viewed, Edited** and **Deleted**.

The screenshot displays the 'DDA' section of an online banking interface. It is divided into two main sections: 'Alerts' and 'Notify When'.
- The 'Alerts' section contains one entry: 'DDA Daily Balance Alert'. To its right are 'View' and 'Delete' buttons.
- The 'Notify When' section contains two entries: 'DDA Daily Balance Alert' and 'DDA Daily Balance Alert'. To the right of these entries are four action buttons: 'New', 'View', 'Edit', and 'Delete'. Each of these four buttons is circled in red.
- Below the 'Notify When' section is a link labeled 'Setup New Alert', which is also circled in red.
- At the bottom center of the interface is a 'Back' button.
- Red arrows from the text above point to the 'Notify When' section header, the 'New' button, the 'View' button, the 'Edit' button, the 'Delete' button, and the 'Setup New Alert' link.

FAQs & Quick Reference Guide

- **DDA:** a Checking Account
- **SAV:** a Savings Account
- **LAS:** a Loan Account
- **Event:** a scheduled occurrence based on specified criteria that generates an Alert
- **Alert:** a notification based on a scheduled Event
- **Message:** notification of an Alert
- **e-Alert:** an Alert from the financial institution