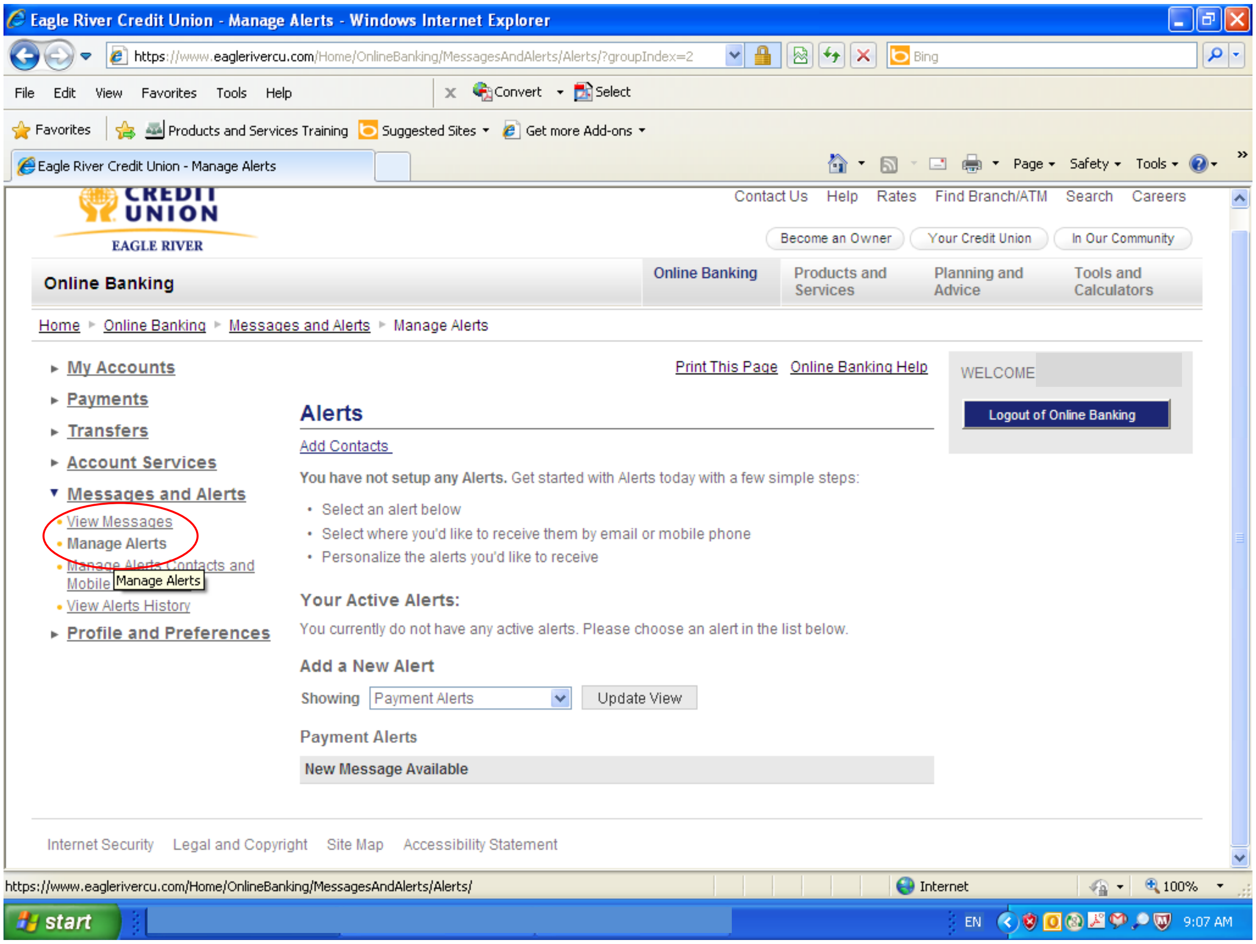
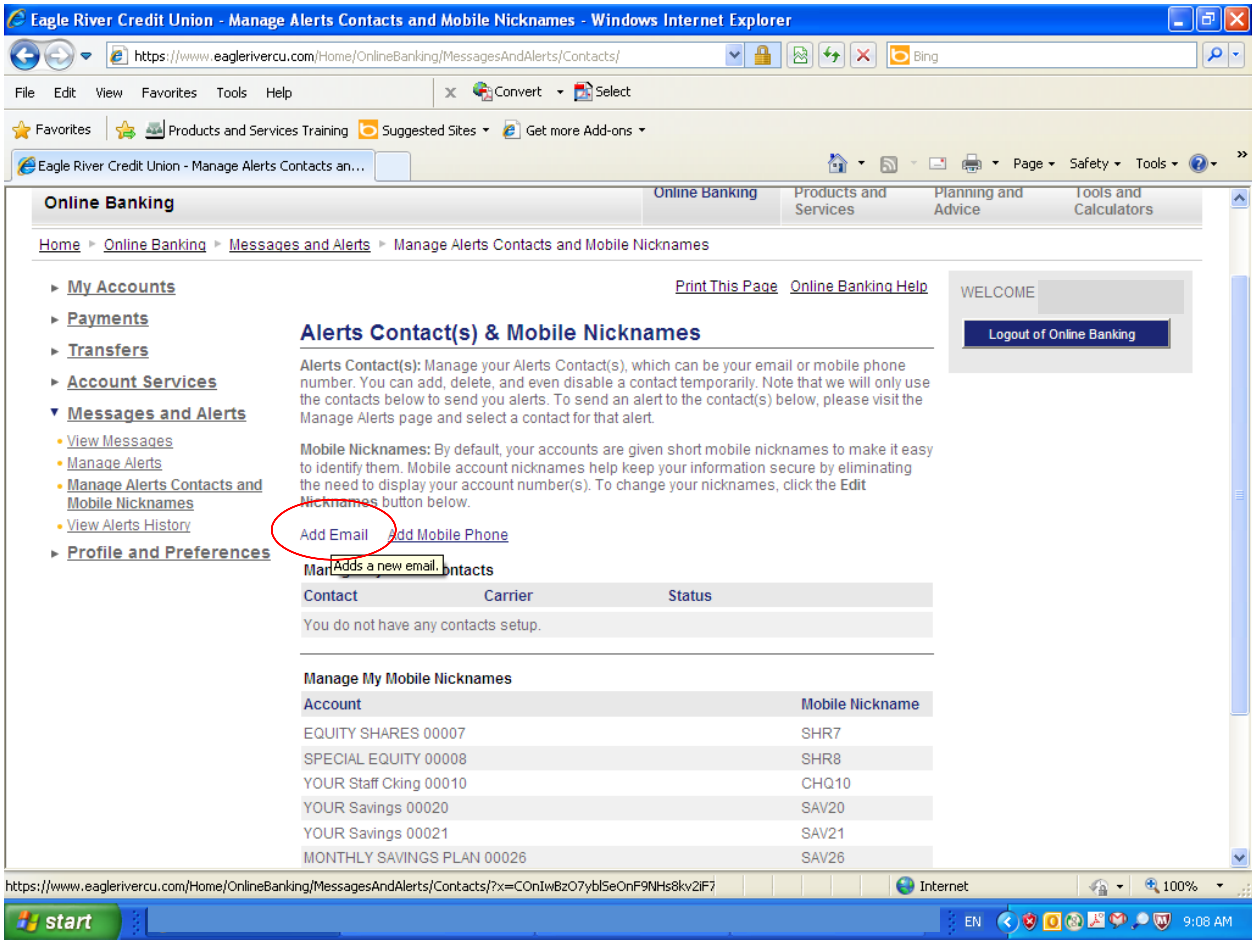
How to Set Up Direct Banking Alerts

To set up Direct Banking Alerts:

1. Login to online banking as usual
2. Click on "Messages and Alerts" on the left menu, and then "Manage Alerts"

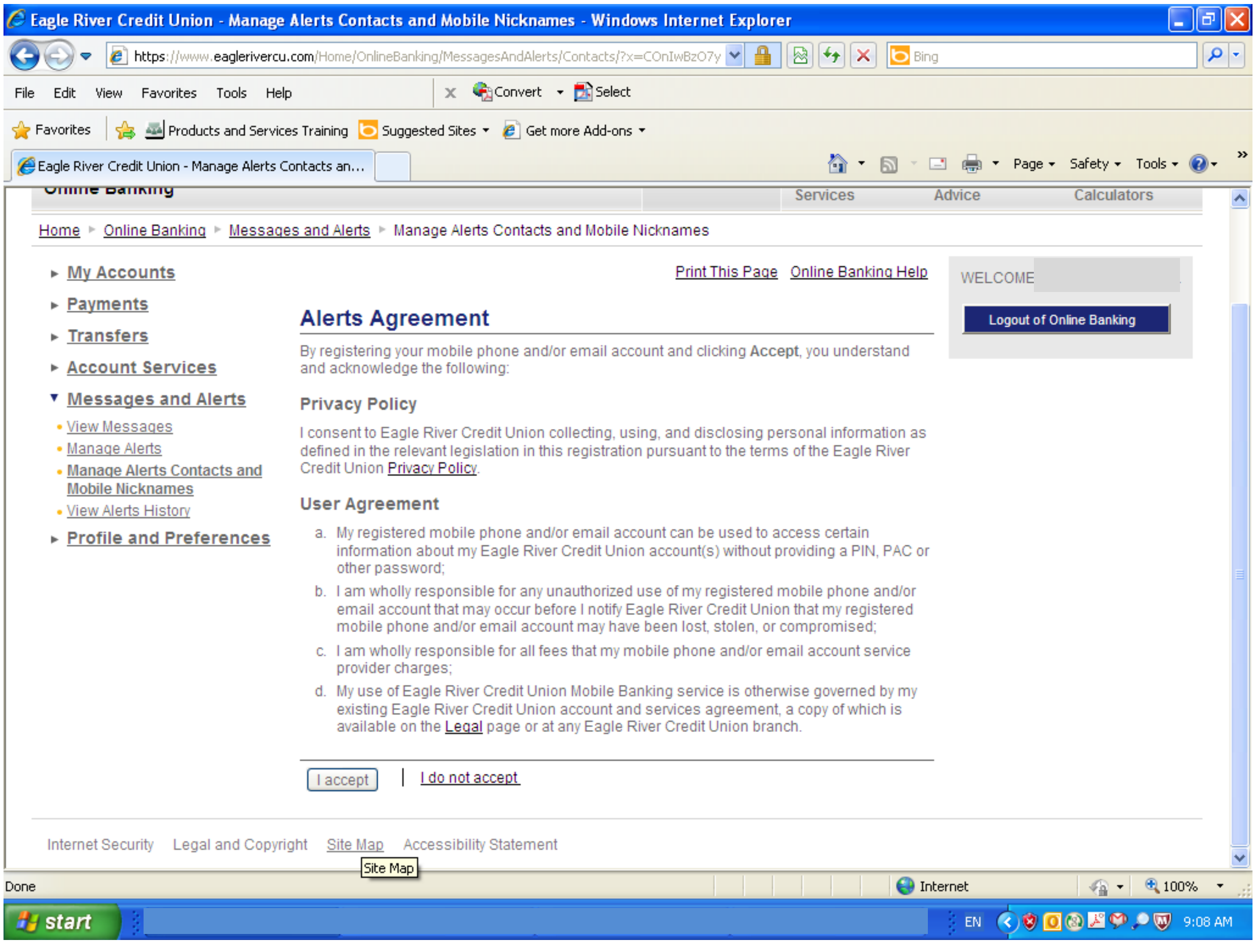


3. Click on "Add Contacts", under the header **Alerts**. This will bring you to a new screen – "Alerts Contact(s) and Mobile Nicknames".

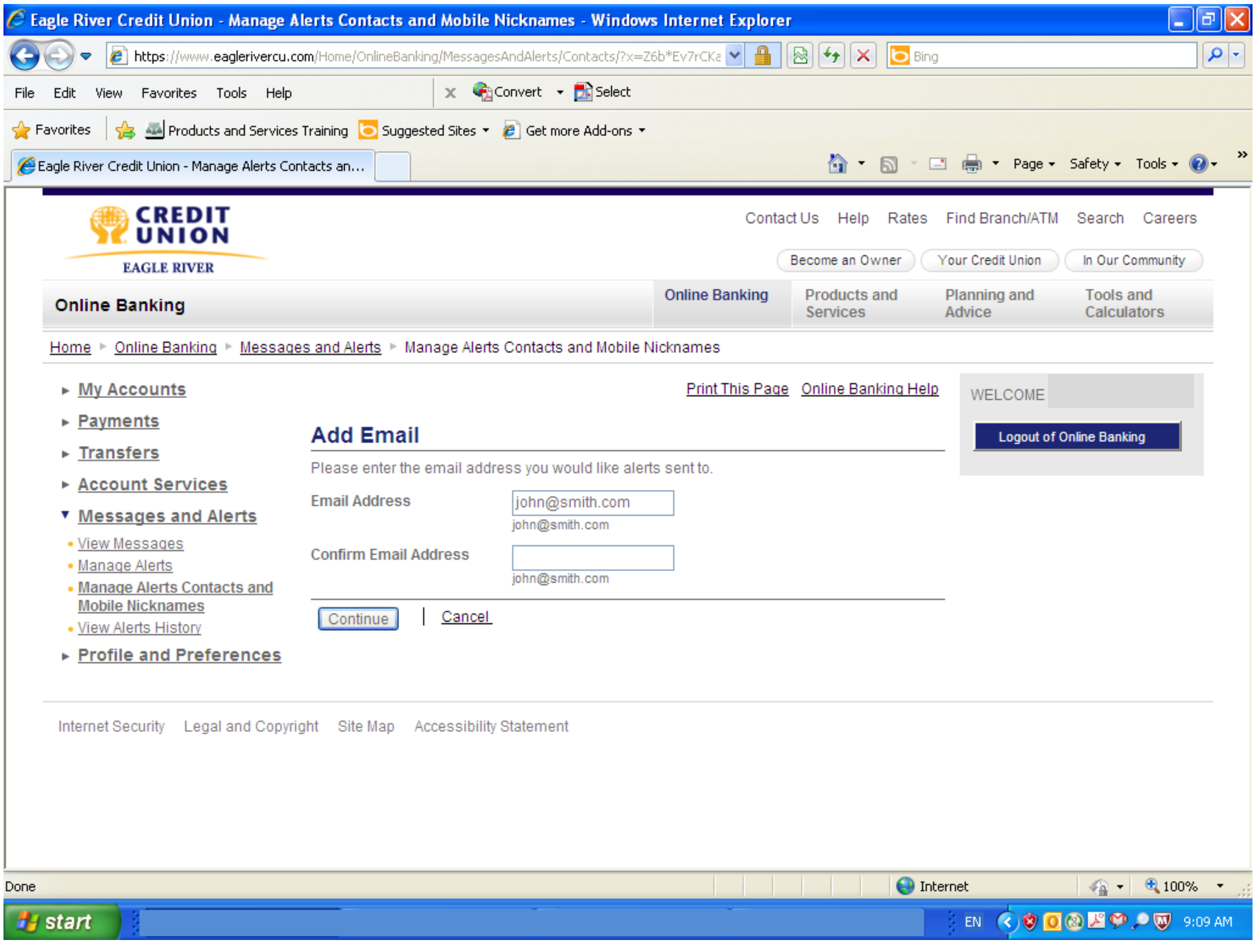


4. Click “Add Email” to have alerts sent to your email address. Click “Add Mobile Phone” to have a text message sent to your cellular phone. When you select the alerts you want, you will have the option to select one OR both of these communication methods.

   Once you select “Add Email”, you will be brought to the “Alerts Agreement” page displaying the privacy policy surrounding the use of email addresses or mobile phone numbers entered here.

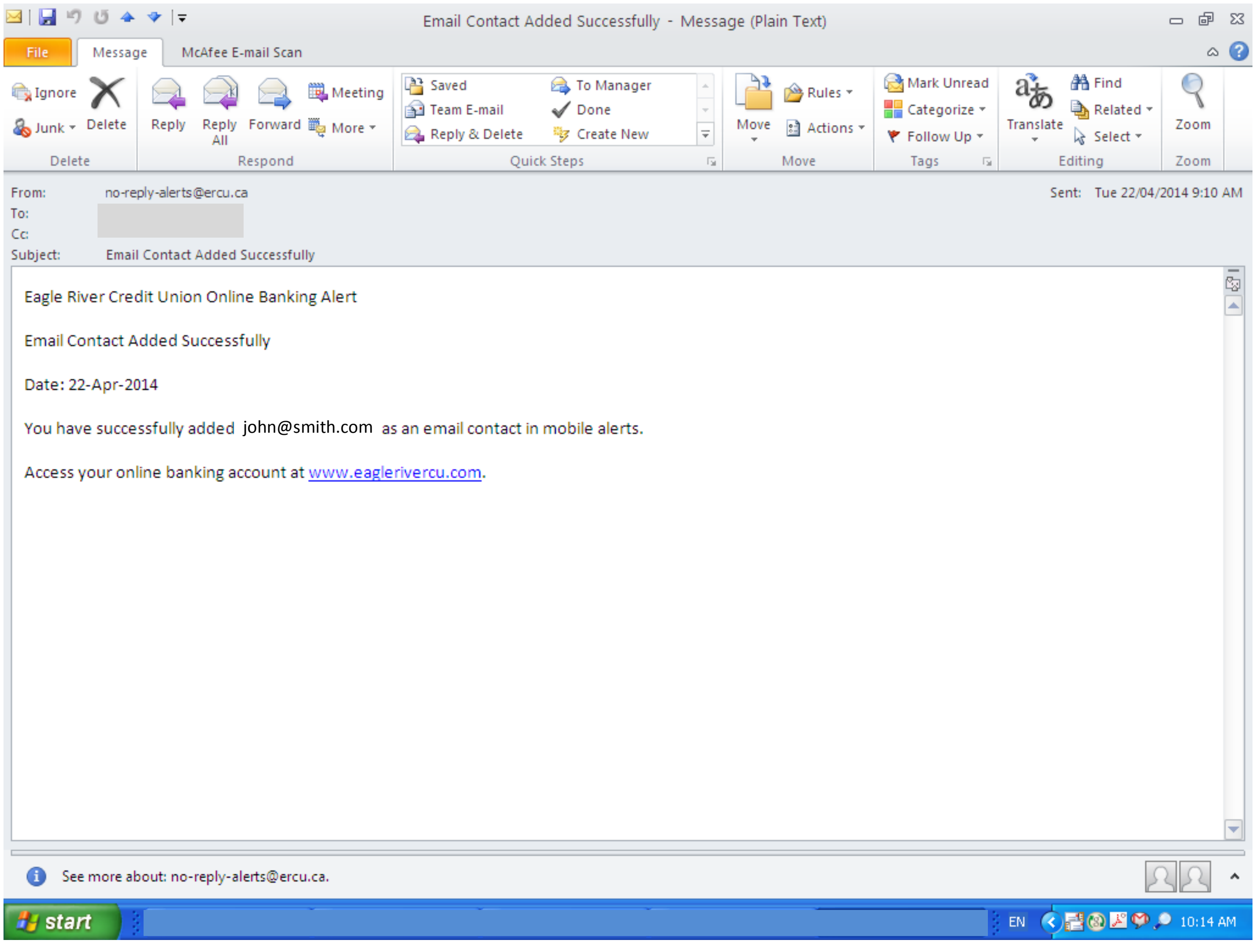


5. If you agree to the terms of the privacy policy, click "I accept" at the bottom of the page. You will then be brought to a page where you will enter your email address.

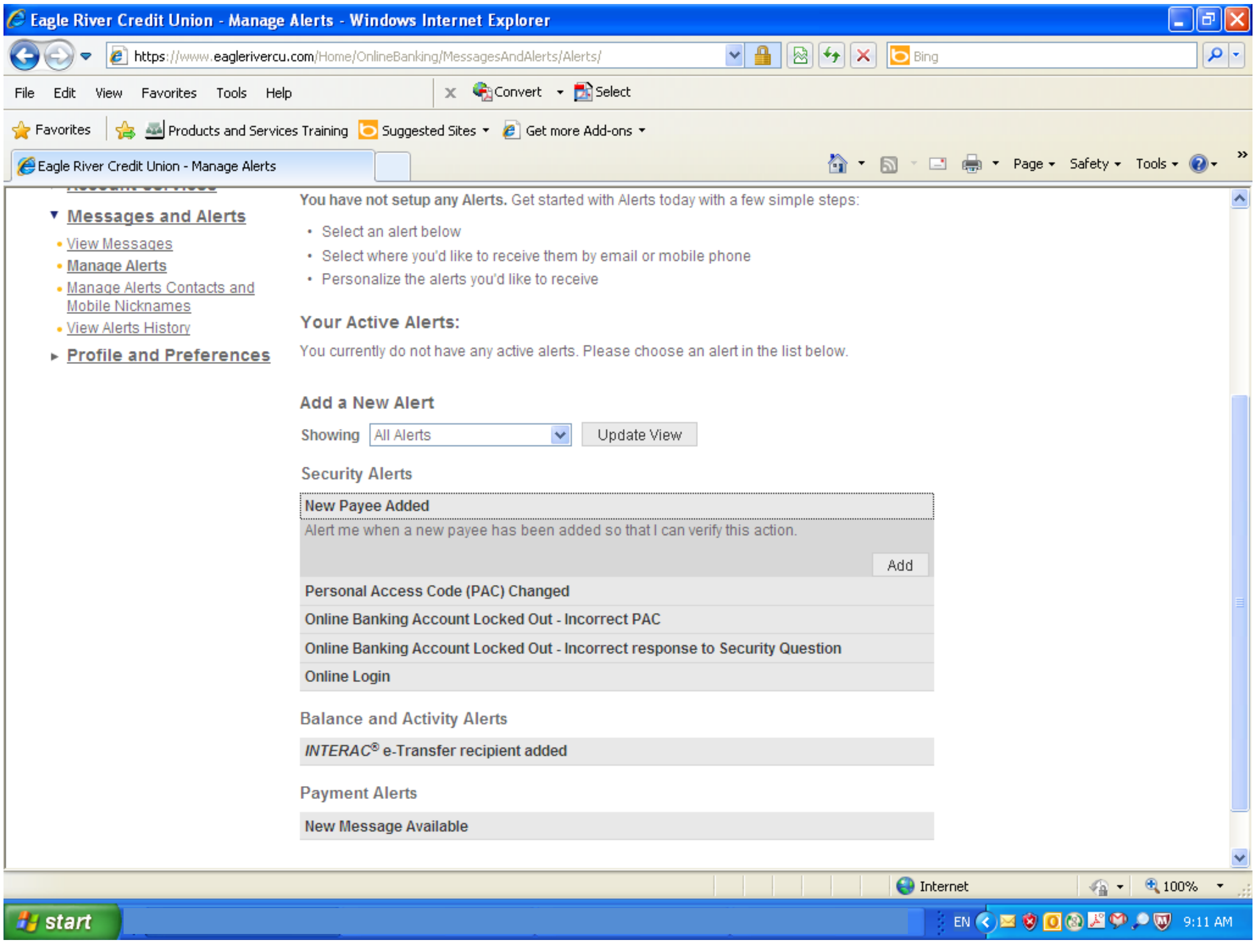


6. Enter your email address, and then again to confirm you have entered it correctly. Click "Continue".

   You will receive an email at this address confirming that you are now set up to receive alerts. The email will look similar to the screen shot below.



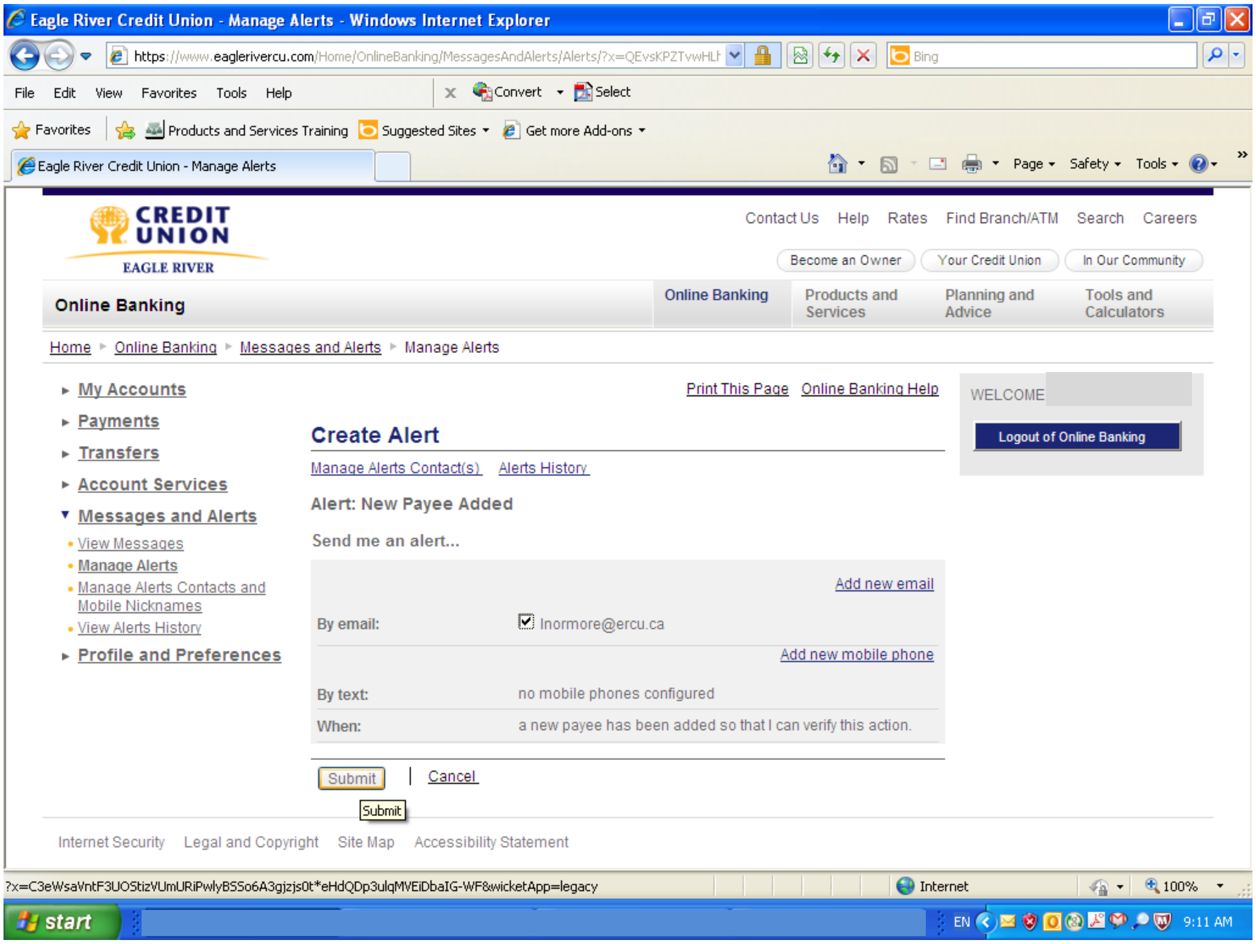
Now you will select which alerts you wish to receive.



7. Begin by selecting an alert from the grey box. When you click on it, the box will expand to provide a more detailed explanation about this alert.

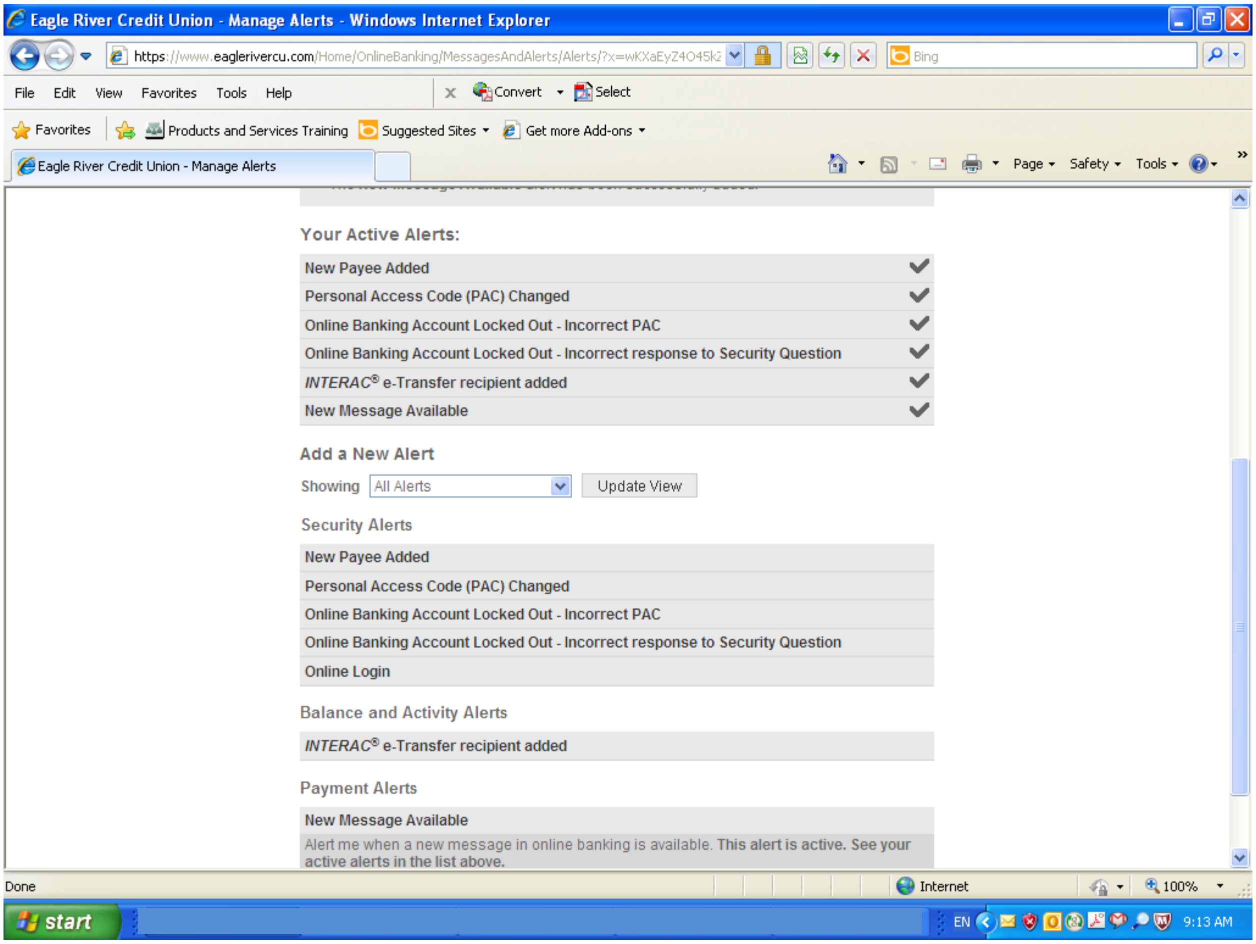
   For example, when you click on "New Payee Added", the box opens to read "Alert me when a new payee has been added so that I can verify this action."

   If this is an alert you wish to receive, click "Add" on the right. Then proceed to click on the next alert option. If you do not wish to receive this alert, you may simply skip it by clicking on the next alert option.



8. If you click to "add" this alert, you will be brought to a new screen where you can select to have the alert emailed to you or sent to you by text. Once you have selected how you wish to receive your alert, click "Submit" on the bottom of the screen.

   If you wish to add an email address or mobile phone at any time, you may do so by clicking on "Add new email" or "Add new mobile phone".



9. Once all your alerts have been set up, they will appear in a list called "Your Active Alerts". You may discontinue these alerts at any time, by returning to this page, selecting the active alert, and deleting it.

Congratulations on setting up Online Banking Alerts! You have taken one more proactive step to protect yourself and your finances.

Should you have any questions or challenges in setting up or managing your Alerts, or should you receive an alert of suspicious nature, please contact your branch, call our toll-free number at 1-877-377-3728 or email erinfo@ercu.ca. One of our financial service representatives will gladly assist you!