Setting Account Alerts in Online Banking

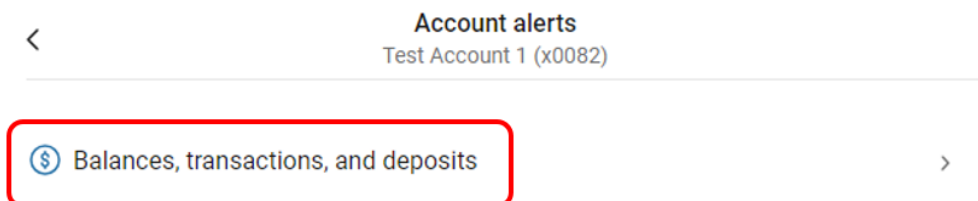Log into online banking at https://my.texasgulfbank.com/login

Click on the account tile that the check was written from. Alerts will need to be created for each account separately.
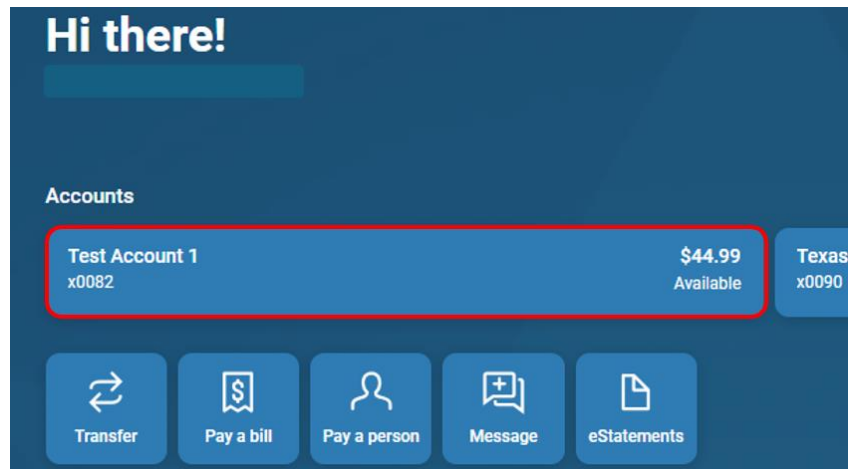
Click on the **Alert preferences** tile.
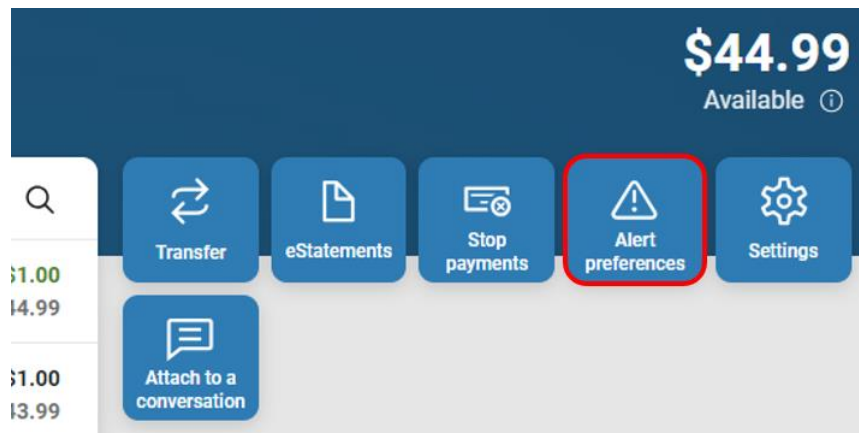
The Account alerts screen appears. Click on **Balances, transactions and deposits**.

To create a new Balance alert, click on **Balance** then click on **+ Add Alert**.

There are options to create an alert if the account balance is over/under a chosen amount and how to receive those notifications.

Input the desired **Balance alert**. Select the **notification preferences** and click **Add alert**.
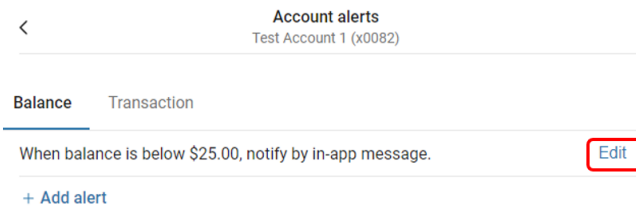
The alert is now displayed on the Account alerts page.
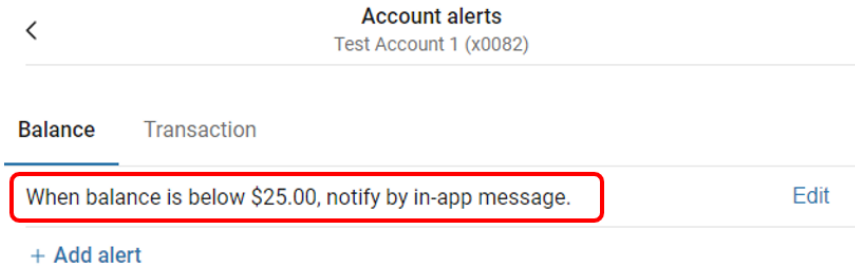
To create a new Transaction alert, click on **Transaction** then click on **+ Add Alert** and follow the same steps shown above.
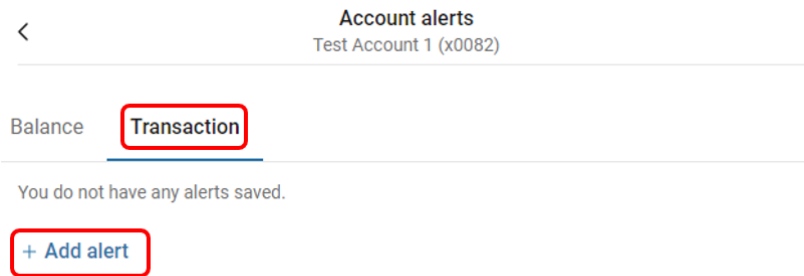
To change or delete an alert, click on **Edit** next to the alert.

Make the desired changes to the alert, then click **Save**. To delete an alert, click the **Trash icon**.