

# How to Set up an Alert with Messenger

## 1. Log in to Online Banking and click on “Messenger”



## 2. Click on the “Messenger” link



## 3. Click on the “Setup New Alert” link to add a new alert.

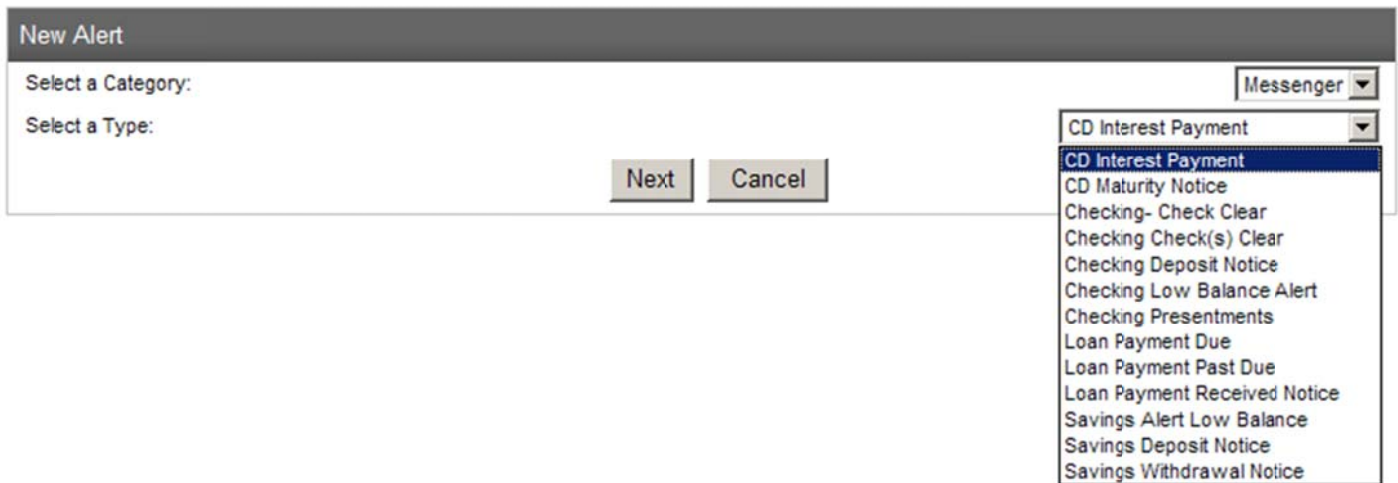
The below screen will show if there are any messages set up and allow you to create a new Alert.



## 4. The Category should always be “Messenger”

## 5. Choose the Type of alert you would like to create

## 6. Click Next



## 7. Choose the Account for which you would like to receive the notice

## 8. Set up the Time limits you would like to receive the notice - 60 minutes is the minimum for the Minutes option and 2 Hours is the minimum for the Hours options. Some Alerts will require

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this information and others will not due to the type of Alert that is being set up. There are Alerts that search at different times through-out the day while others search only once a day.

### 9. Send To: Choose the Email or Online Option

- a. Email – will require an email address or the email of your cell phone to receive this as a text message
- b. Online will indicate you have a message as shown in the Red box below when you log in to Online Banking

### 10. Click Finish

New DDA Presentments

If Checking Account  CIAL CHECKING  has current day activity, please notify me.

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Check Every:  Minutes

Send To:

E-Mail Address:



THE Farmers Bank  
My bank for life.

Home Express Transfer Messenger Privacy Policy Options Log out

Welcome Customer T, you have 0 unread messages.

After the Alerts have been set up, you should see them listed below the “Notify When” section.

- To create another alert – Click the “New” icon or click “Setup New Alert”.
- To view an alert – click the “View” icon for that Alert.
- To change an Alert - Click the “Edit” icon for that Alert.
- To delete an Alert – Click the “X” below the Delete Option for the specific alert that is no longer needed.

Messenger




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Alerts View | Delete

No Alerts

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Notify When New | View | Edit | Delete

Checking Deposit Notice    

[Setup New Alert](#)

If you need assistance with Messenger, please contact The Farmers Bank Customer Service at 765-654-8731.