

## How to Setup an Alert with Messenger

1. Log into Online Banking and click on “Alerts” in the upper right corner.

[Alerts](#)   [Profile](#)   [Log out](#)

2. Click on the “Messenger” link

### Alerts



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.

### Alerts



4. The Category should always be “Messenger”
5. Choose the type of alert you would like to create
6. Click NEXT

### Alerts



7. Choose the account for which you would like to receive the alert
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 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 throughout 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 cellphone to receive this as a text message
  - b. Online – will indicate you have a message as shown in the picture below when you login to online banking.

10. Click Finish

## Alerts



[Alerts 1](#) [Profile](#) [Log out](#)

After alerts have been setup, 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 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

## Alerts



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