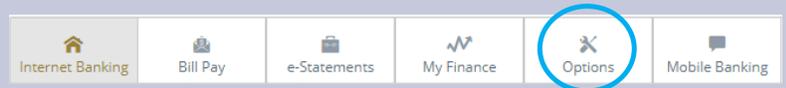# *Setting up ACH Alerts*

Step 1: Log into your Internet Banking account.

Step 2: Click on *Options*.

Step 3: After clicking options, a second menu bar will appear. Click on *Alerts*.

Step 4: After clicking Alerts, a third menu bar will appear. Click on *Events*.

Step 5: Click the *Email* option for the *Receiving Incoming ACH Credits* and then click *Submit*.