## Purpose

This guide will outline how to create approval alerts for ACH and Domestic Wires in online banking. If you need additional help, please contact our Treasury Support Services Team at (800) 453-8700 option 2 or by email at treasurysupport@mercbank.com. Our Treasury Support Services Team is here to assist you during the business hours of 8:00 AM to 5:30 PM EST, Monday through Friday.
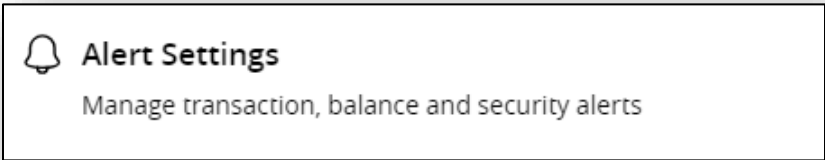
## Overview

If your company has dual control (approvals) enabled for ACH or Domestic wires, complete the following steps to receive notification of transactions requiring approval.
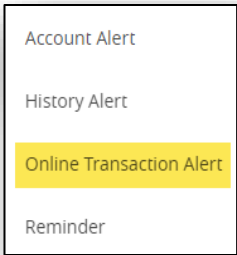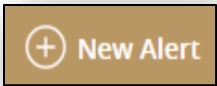
**1)** Go to https://www.MercBank.com and **Login**

**2)** From the toolbar, select **Settings** to proceed.
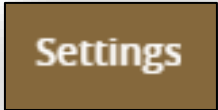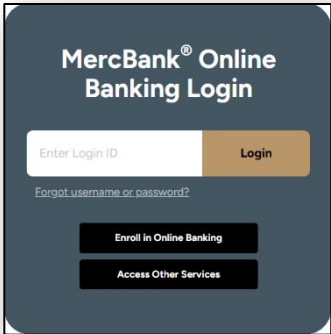
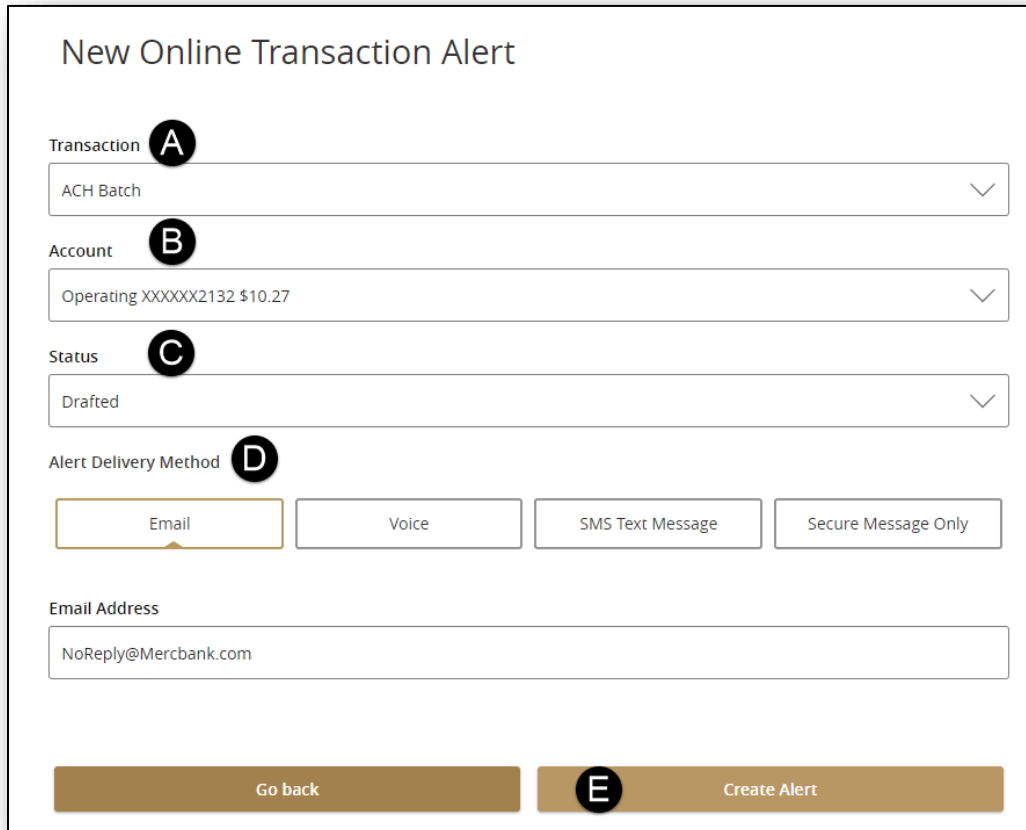**3)** From the Settings section, select **Alert Settings.**

**4)** Select **New Alert** then **Online Transaction Alert**

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**5) Select** the desired fields. Only one field per drop-down can be selected.

### New Online Transaction Alert

**Transaction** Ⓐ

| ACH Batch | ⌄ |

**Account** Ⓑ

| Operating XXXXXX2132 $10.27 | ⌄ |

**Status** Ⓒ

| Drafted | ⌄ |

**Alert Delivery Method** Ⓓ

| Email | Voice | SMS Text Message | Secure Message Only |

**Email Address**

| NoReply@Mercbank.com |

| Go back | Ⓔ Create Alert |

a) **Transaction -** payment type (e.g. ACH Batch or Domestic Wire)
b) **Account -** payment account
c) **Status -** select **Drafted**
d) **Alert Delivery Method -** email, voice call, text, or secure message.
e) **Select Create Alert**

**Note-** Repeat this step for all transactions, accounts, statuses and delivery methods that require alerts. For example, if you want an *both* an email *and* text alert, you will need to create two separate alerts.