

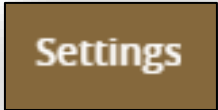
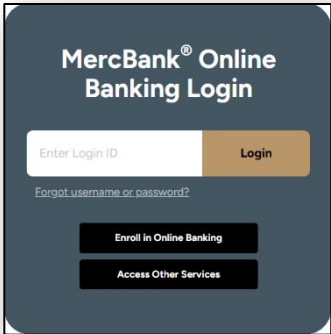
Purpose

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.

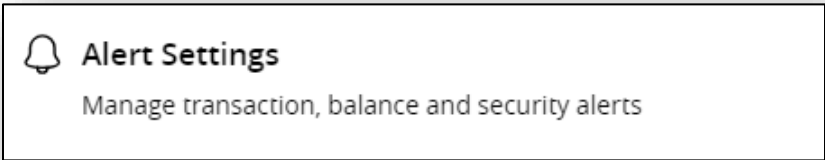
Overview

If your company has dual control (approvals) enabled for ACH or Domestic wires, complete the following steps to receive notification of transactions requiring approval.

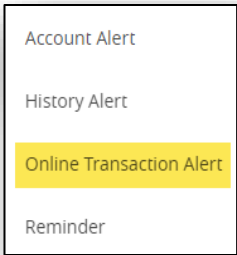
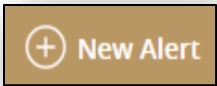
- 1) Go to <https://www.MercBank.com> and **Login**
- 2) From the toolbar, select **Settings** to proceed.



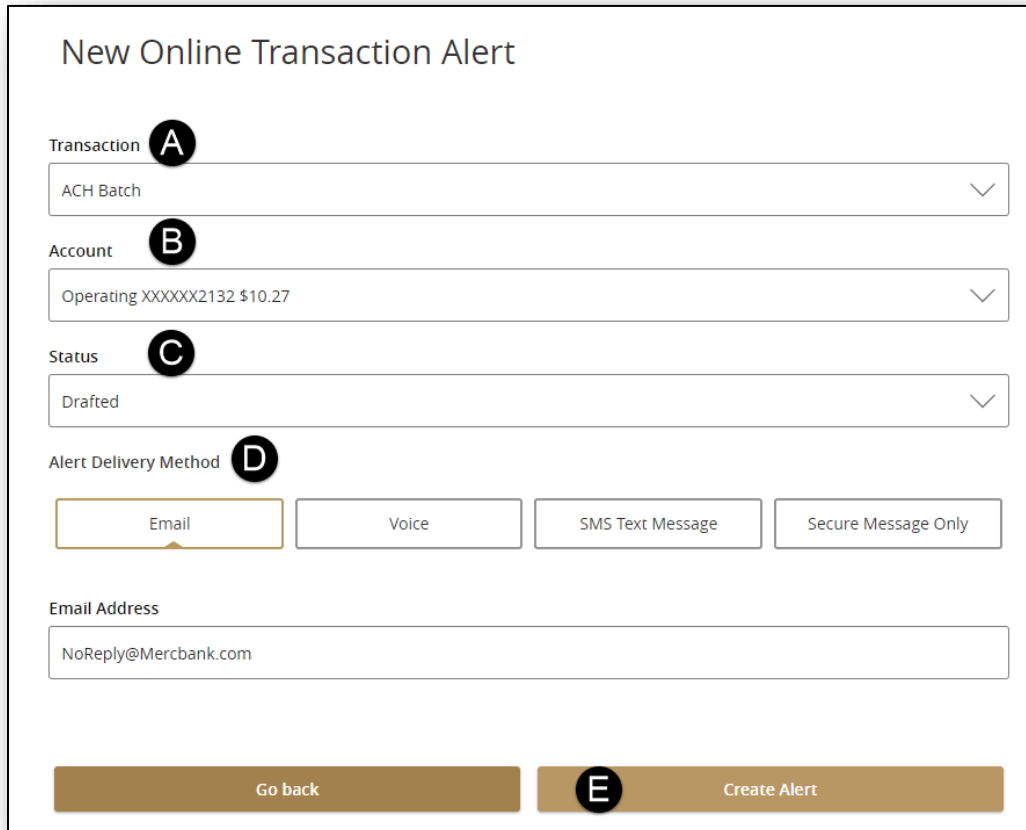
- 3) From the Settings section, select **Alert Settings**.



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



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



The screenshot shows a web form titled "New Online Transaction Alert". It contains several fields and buttons, each labeled with a letter in a black circle:

- A** points to the "Transaction" dropdown menu, which currently shows "ACH Batch".
- B** points to the "Account" dropdown menu, which currently shows "Operating XXXXXX2132 \$10.27".
- C** points to the "Status" dropdown menu, which currently shows "Drafted".
- D** points to the "Alert Delivery Method" section, which contains four buttons: "Email" (highlighted with an orange border), "Voice", "SMS Text Message", and "Secure Message Only".
- E** points to the "Create Alert" button at the bottom right of the form.

Other fields include an "Email Address" field with the text "NoReply@Mercbank.com" and a "Go back" button at the bottom left.

- 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.