



## Setting Up a Security Alert Email Address or SMS Phone Number

Follow the instructions below to set up an email address or phone number to receive security alerts.

1. From any page, click the gear icon at the top-right to open the right side-bar menu.
2. Click Alerts.
3. Click Configure to open the Alerts setup page.
4. Enter the email address and an (optional) secondary email address.
5. Enter a phone number and an (optional) secondary phone number if SMS alerts are being configured. If a phone number is entered, you will be sent an out-of-band authentication code to verify the device.

## Setting Up Security Alerts

Follow the instructions below to set up user-level security alerts.

1. From the side-bar main menu, click Alerts.
2. Click Security Alerts.
3. To set up email alerts, click the Email icon to the right of the alert or to set up text alerts, click the SMS/Text icon to the right of the alert. If an alert notification has not been activated, it is greyed out.
4. Click the Email or SMS/Test icon to activate the alert.
5. Click on any applicable dollar amounts and edit as necessary.

## Setting Up Account Alerts

Follow the instructions below to set up account-level alerts:

1. From any page, click the gear icon to open the Settings menu.
2. Click Alerts.

To set up email alerts, click the Email icon to the right of the specific alert. To set up text alerts, click the SMS/Text icon to the right of the alerts. If an alert notification has not been activated, it is greyed out.

3. Click Save.
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