APCI FEDERAL CREDIT UNION

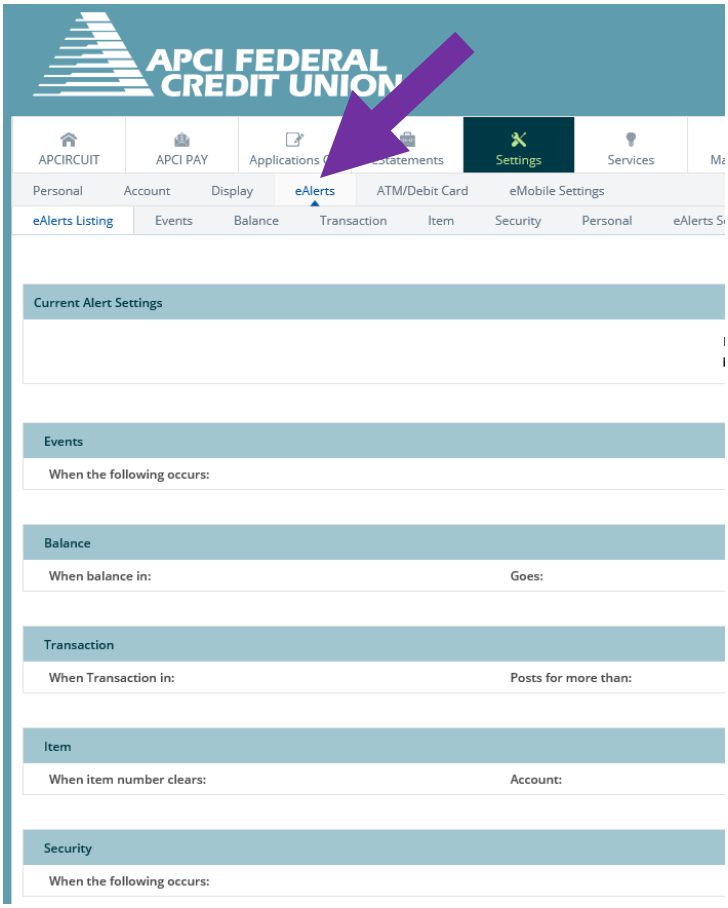
PO Box 20147 · Lehigh Valley, PA 18002-0147
800-821-5104 · Fax: 610-841-2589 · apcifcu.org

HOW TO – Setup APCI eAlerts within APCIRCUIT®

APCIRCUIT® PC Home Banking Service is the main system of our APCI eCU suite of electronic banking services.

1. **Visit apcifcu.org and enter your APCIRCUIT ID and click "Continue." Follow the prompts to complete the login process.**

2. **Click the "Settings" tab then select "eAlerts" to view the eAlerts Listing page. You can view any existing alerts currently set up, update your Current Alerts Settings information and edit, delete or add existing alerts.**

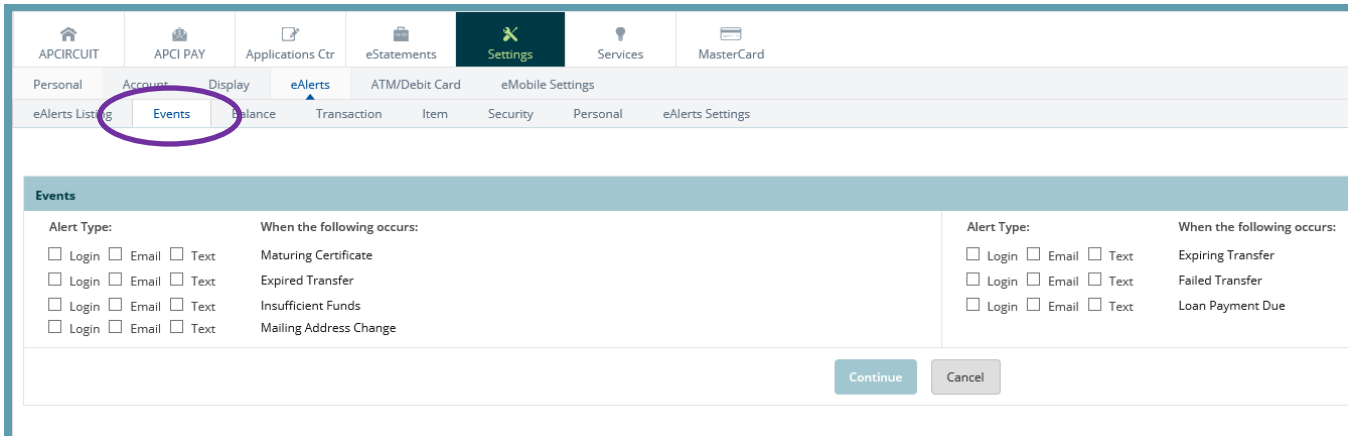


APCI FEDERAL CREDIT UNION

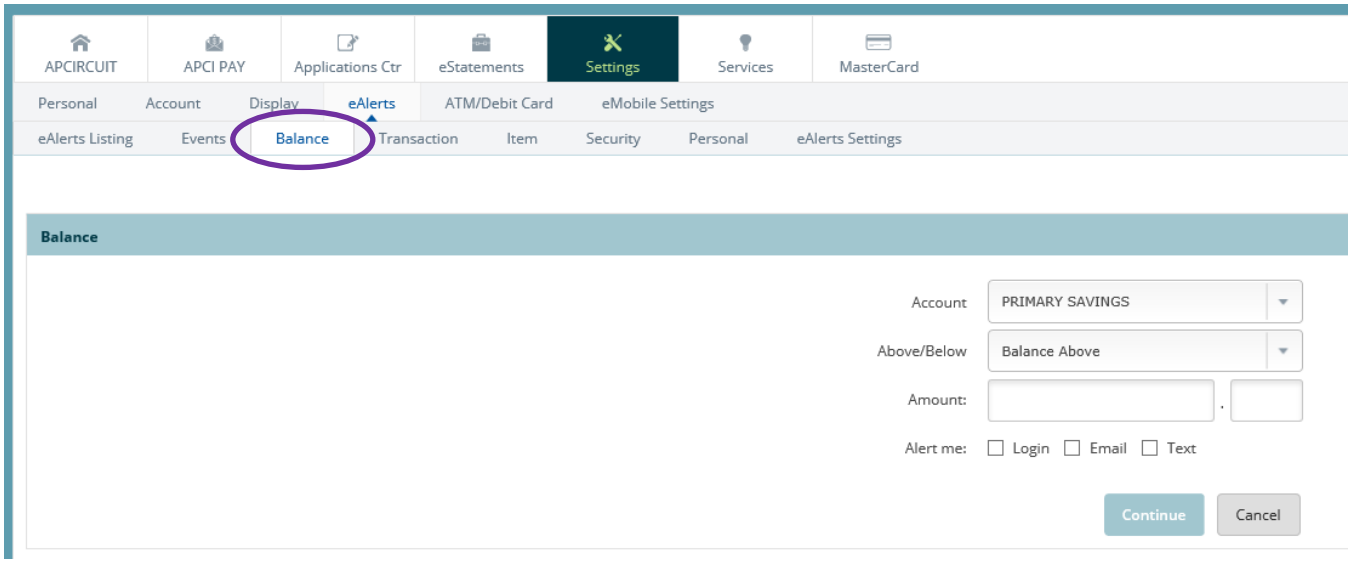
PO Box 20147 · Lehigh Valley, PA 18002-0147
800-821-5104 · Fax: 610-841-2589 · apcifcu.org

3. **The types of eAlerts available include Event Alerts, Balance Alerts, Transaction Alerts, Item Alerts, Security Alerts and Personal Alerts.**

4. **To set up an Event Alert,** click the "Events" tab, select the event you would like to receive the alert for and then click in the Alert Type box to indicate if you would like to receive your Event Alert at the time you log in to APCIRCUIT or via Email or Text. Event Alert types include Maturing Certificate, Expired Transfer, Insufficient Funds, Mailing Address Change, Expiring Transfer, Failed Transfer and Loan Payment Due. Click the "Continue" button to complete your Event Alert setup**.**



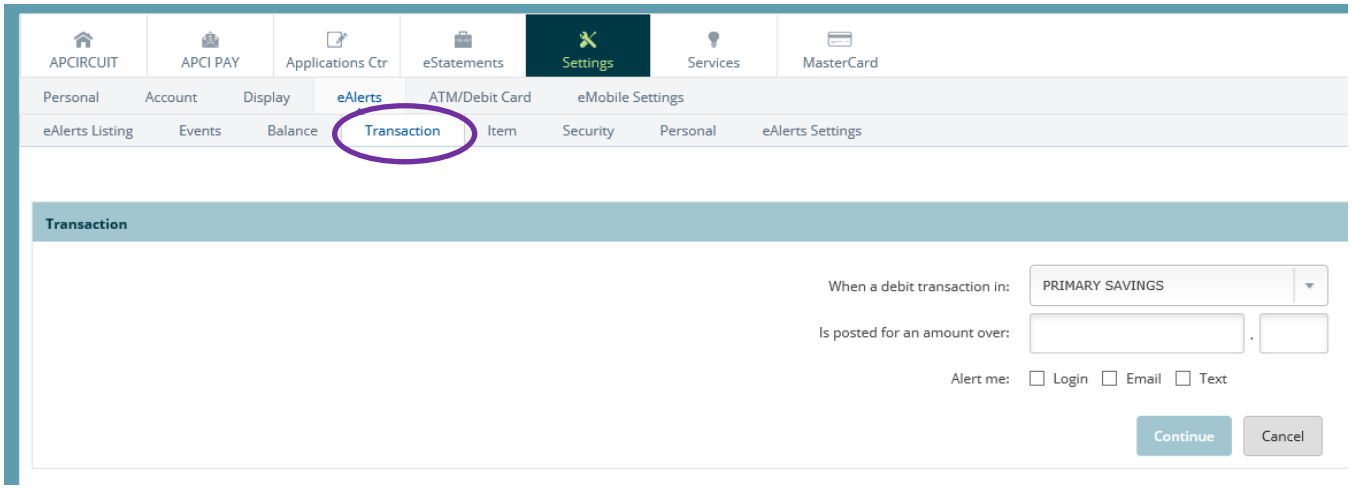
5. **To set up a Balance Alert,** click the "Balance" tab, select the Account you would like to receive a Balance Alert for, select above or below a specific dollar amount to trigger the alert and select how you would like to be alerted (at APCIRCUIT login, via email or text). Click the "Continue" button to complete your Balance Alert setup**.**



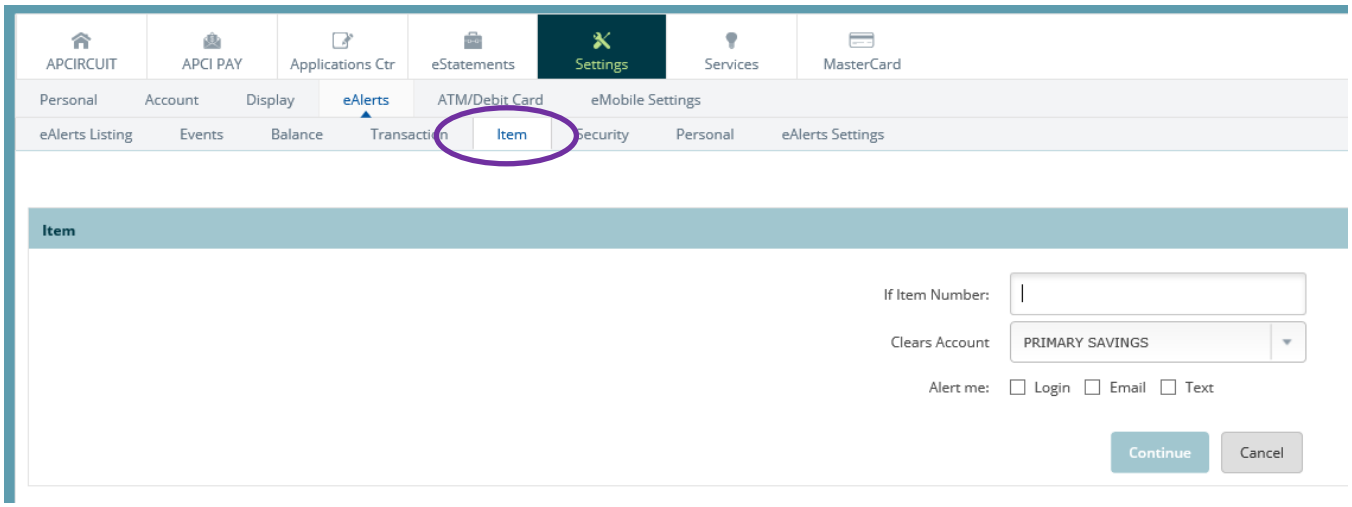
APCI FEDERAL CREDIT UNION

PO Box 20147 · Lehigh Valley, PA 18002-0147
800-821-5104 · Fax: 610-841-2589 · apcifcu.org

6. **To set up a Transaction Alert,** click the "Transaction" tab, select the Account you would like to receive a Transaction Alert for, enter the debit amount posted to trigger the alert and select how you would like to be alerted (at APCIRCUIT login, via email or text). Click the "Continue" button to complete your Transaction Alert setup**.**



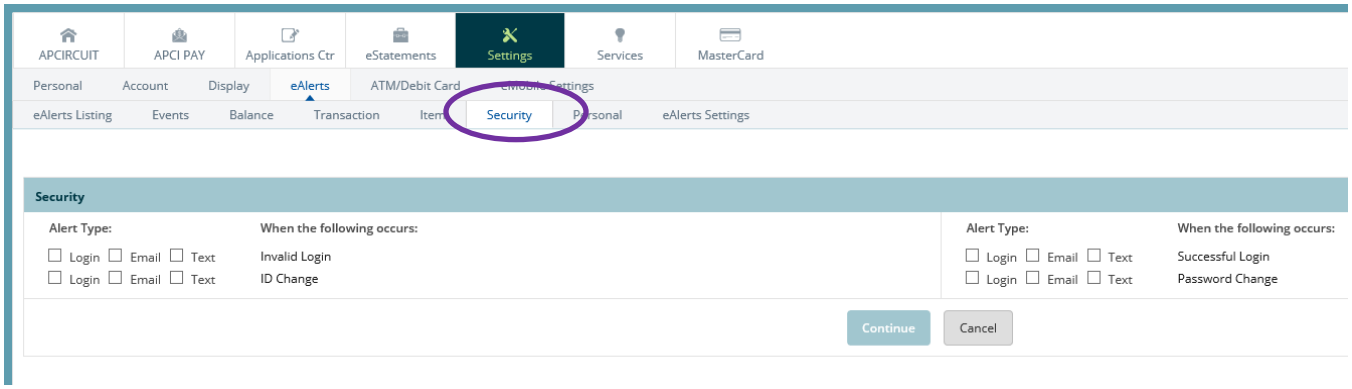
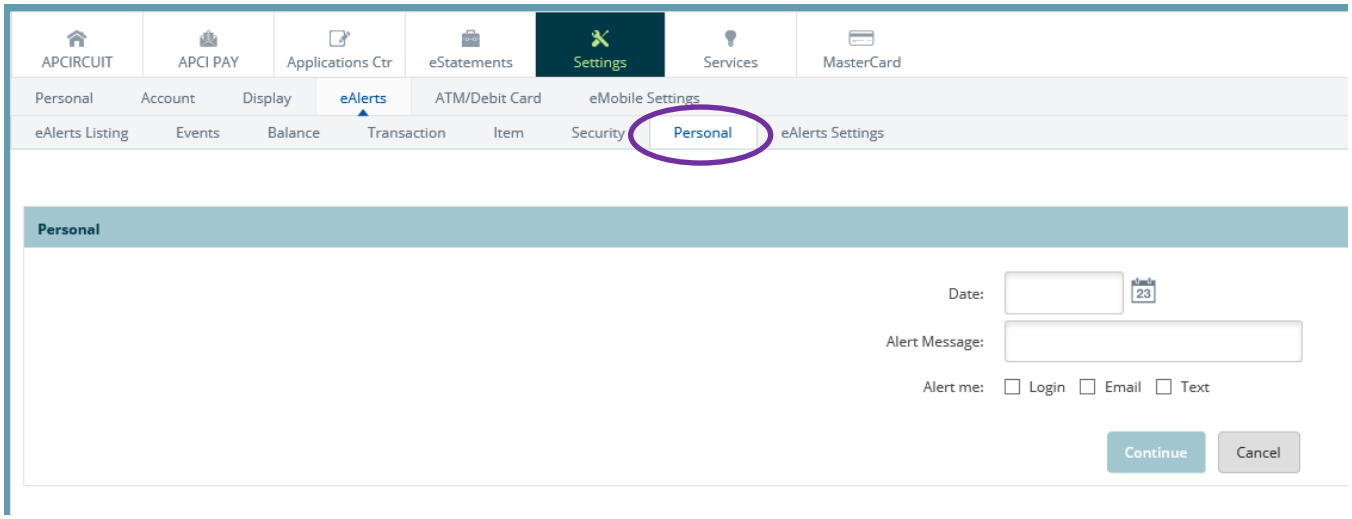
7. **To setup an Item Alert,** click the "Item" tab, enter the Item number you would like to receive an Item Alert for, select the account it will clear from and select how you would like to be alerted (at APCIRCUIT login, via email or text). Click the "Continue" button to complete your Item Alert setup**.**



APCI FEDERAL CREDIT UNION

PO Box 20147 · Lehigh Valley, PA 18002-0147
800-821-5104 · Fax: 610-841-2589 · apcifcu.org

8. **To setup a Security Alert,** click the "Security" tab, select which security alert option(s) (Invalid Login, ID Change, Successful Login, Password Change) you would like to receive and select how you would like to be alerted (at APCIRCUIT login, via email or text). Click the "Continue" button to complete your Security Alert setup**.**



9. **To setup a Personal Alert,** click the Personal Alert tab, select the date you would like to be notified, enter your Alert Message and choose how you would like to be notified (at APCIRCUIT logon, via email or text). Click the "Continue" button to complete your Personal Alert setup**.**