

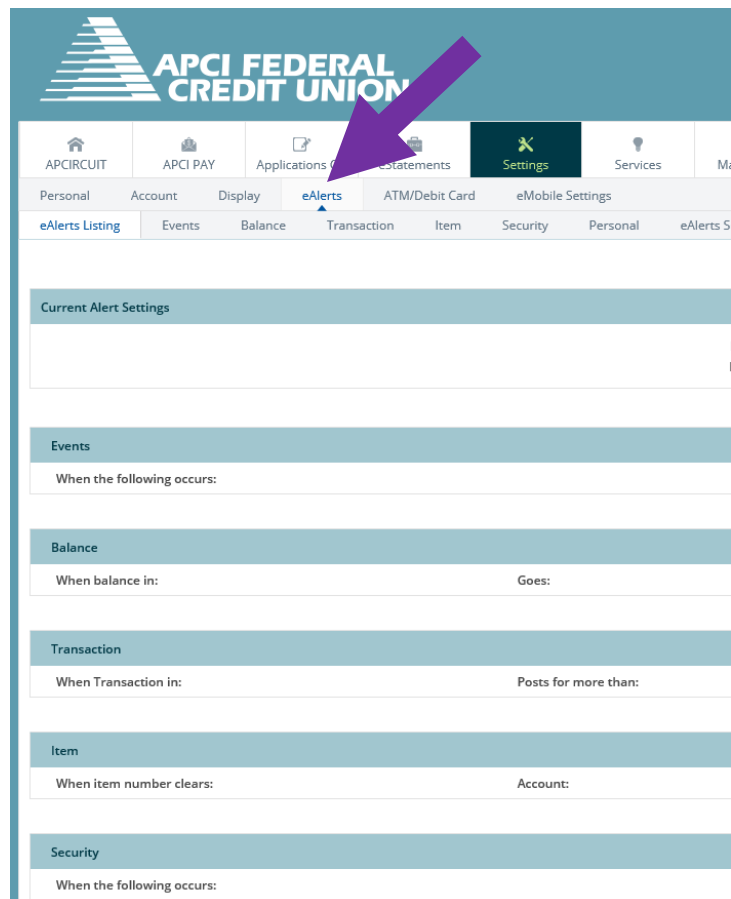
## HOW TO – Setup APCI eAlerts within APCIRCUIT®

APCIRCUIT is the main system of our APCI eCU suite of electronic banking services.

1. Visit [apcfcu.com](http://apcfcu.com) 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.



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.

The screenshot shows the APCI Federal Credit Union website interface. The top navigation bar includes 'APCIRCUIT', 'APCI PAY', 'Applications Ctr', 'eStatements', 'Settings' (highlighted), 'Services', and 'MasterCard'. Below this is a secondary navigation bar with 'Personal', 'Account', 'Display', 'eAlerts', 'ATM/Debit Card', and 'eMobile Settings'. The 'eAlerts' section is active, showing sub-tabs for 'eAlerts Listing', 'Events' (circled in purple), 'Balance', 'Transaction', 'Item', 'Security', 'Personal', and 'eAlerts Settings'. The main content area is titled 'Events' and contains two columns of alert options. Each option includes a checkbox for 'Alert Type' (Login, Email, Text) and a label for 'When the following occurs:'. The options are: Maturing Certificate, Expired Transfer, Insufficient Funds, Mailing Address Change, Expiring Transfer, Failed Transfer, and Loan Payment Due. At the bottom right, there are 'Continue' and 'Cancel' buttons.

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.

The screenshot shows the APCI Federal Credit Union website interface. The top navigation bar is the same as in the previous screenshot. The secondary navigation bar is the same, but the 'Balance' tab under 'eAlerts' is circled in purple. The main content area is titled 'Balance' and contains a form with the following fields: 'Account' (dropdown menu showing 'PRIMARY SAVINGS'), 'Above/Below' (dropdown menu showing 'Balance Above'), 'Amount' (text input field with a decimal separator), and 'Alert me:' (checkboxes for 'Login', 'Email', and 'Text'). At the bottom right, there are 'Continue' and 'Cancel' buttons.

- 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.

The screenshot shows the APCI Federal Credit Union website interface. The top navigation bar includes icons for APCIRCUIT, APCI PAY, Applications Ctr, eStatements, Settings (highlighted), Services, and MasterCard. Below this is a secondary navigation bar with tabs for Personal, Account, Display, eAlerts, ATM/Debit Card, and eMobile Settings. A third navigation bar contains links for eAlerts Listing, Events, Balance, Transaction (circled in purple), Item, Security, Personal, and eAlerts Settings. The main content area is titled "Transaction" and contains the following form fields:

- When a debit transaction in: PRIMARY SAVINGS (dropdown menu)
- Is posted for an amount over: [ ] . [ ] (input fields)
- Alert me:  Login  Email  Text (checkboxes)
- Continue (button) and Cancel (button)

- 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.

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- If Item Number: [ ] (input field)
- Clears Account: PRIMARY SAVINGS (dropdown menu)
- Alert me:  Login  Email  Text (checkboxes)
- Continue (button) and Cancel (button)

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.

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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 login, via email or text). Click the “Continue” button to complete your Personal Alert setup.

The screenshot shows the APCI Federal Credit Union website interface. The top navigation bar is identical to the previous screenshot. The secondary navigation bar has tabs for Personal, Account, Display, eAlerts, ATM/Debit Card, and eMobile Settings. The third navigation bar has links for eAlerts Listing, Events, Balance, Transaction, Item, Security, Personal (circled in purple), and eAlerts Settings. The main content area is titled "Personal" and contains a form with a "Date:" label and a date input field (showing "23"), an "Alert Message:" label and a text input field, and an "Alert me:" label with three checkboxes for "Login", "Email", and "Text". At the bottom right of the form are "Continue" and "Cancel" buttons.