

How to Set Up Account and/or Transaction Alerts

1. Go to www.bankfirstcommerce.com
2. Click **LOGIN** from the upper right corner of the screen. 
3. Enter your login name and password.
4. On the left-hand side of the screen, click on **Accounts** and then **Account Alerts**.
5. Now click on **Create New Alert** 
6. Chose the Type of alert from the top drop-down box.
7. Give the Alert a name.
8. Set up the parameters you would like.
9. Place a checkmark in the **Send email** checkbox to receive an email – you will have to enter your email address in the box at the right.
 - a. If you want to receive a text for the alert, you will have to register for Text Banking. To do this, follow these steps:
 - i. Click on **Text Banking** from the left-hand side of the screen and then choose Sign-Up.
 - ii. Place a checkmark in the **I Accept** checkbox and click submit.
 - iii. Enter mobile phone number in the box. If you **WANT** to receive a weekly balance message, place a checkmark in this box. If you do **NOT** want to receive a weekly balance text, do not place a checkmark in the box.

ENABLE WEEKLY BALANCE MESSAGE FOR TEXT MESSAGING ENABLED ACCOUNTS *
 - iv. Place a checkmark in the text messaging box for the account you wish to receive a text alert for. You can change the mobile friendly name – however it may not be longer than five (5) characters in length.
 - v. Now press **submit**.
 - vi. You will receive a text message. You must respond to it with the code shown on your online banking screen.
 - vii. Now go back to step 4 from above and you can select Text as an alert option.
10. Click on the **Inactive** button to activate the alert.
11. Press **Submit**.