

MPO Online Alerts

Overview-

Members can create one or more Alerts or Reminders which will send a message to their email account and to their mobile phone.

Member must be enrolled in MPO Online in order to create Alerts/Reminders.

Member must be enrolled in MPO Mobile Money in order to create Alerts/Reminders to be sent to their mobile device.

Alerts/Reminders – Basic (E –mail Alerts Only)

1. Sign into MPO Online

The screenshot displays the MPO Federal Credit Union online banking interface. At the top left is the logo, a stylized tree with green leaves. The main header reads "MPO Federal Credit Union". Below the header are three navigation tabs: "Overview" (selected), "Bank IT", and "Self Service".

The interface is divided into several sections:

- Balances:** A table showing account balances for five different accounts. The columns are "Account", "Actual", and "Available".
- Alerts & Notices:** A section titled "Bulletin" containing three items: "Daily System Maintenance", "Annual Meeting", and "Holiday Hours December 2009".
- Scheduled Transfers:** A section stating "There are no transfers scheduled." with a link to "Schedule a Transfer".
- Recent History - *3456=D551:** A table showing transaction history for account *3456=D551. The columns are "Date", "Description", and "Amount".

Account	Actual	Available
*3456=D551	\$ 0.25	\$ 0.00
*3456=L841	\$ 0.00	\$ 100.00
*3456=L842	\$ 0.00	\$ 5.00
*3456=C411	\$ 0.00	\$ 0.00
*3456=S001	\$ 29.66	\$ 4.66

[View All Accounts](#)

Date	Description	Amount
07/07/2008	test close	\$ -4.15
11/05/2007	test 3	\$ -0.10
11/05/2007	test 2	\$ -0.10
11/05/2007	test	\$ 0.10

2. Click on the **Self Service Tab**



In the **Alerts** section, the member will be presented with a number of options.

Alert /Reminders		
Account Alert	Set up Alerts for each subaccount	<ul style="list-style-type: none"> • Account balance above specified amount. • Account balance below specified amount. • Direct Deposit over specified amount has posted. • ATM/Check Card exceeds a specified amount has posted. • A draft has cleared for more than a specified amount posted. • A withdrawal exceeds a specified amount. • Certificate Maturity • Loan payment due dates • Loan payment reminders • Loan payment past due • Daily, Weekly, Monthly, Quarterly, Twice a Year or Annual Balance information
Transfer Alert	Set up Alert for account transfers	<ul style="list-style-type: none"> • Scheduled amount did not transfer • A final series of transfers completed
General Alert	Configure for account information changes	<ul style="list-style-type: none"> • Email when customer service send a message • User email address changes • Logon Id changes • Security code changes

NOTE: The Basic Alert option will send an alerts/reminders to the email address shown in the Personal Information link.

See section **Alert Set Up** to learn how to create Alerts.

Alert/Reminders – Advanced (MPO Mobile Money)

1. Sign into MPO Online

MPO Federal Credit Union

Overview | Bank IT | Self Service

Balances

Account	Actual	Available
*3456=D551	\$ 0.25	\$ 0.00
*3456=L841	\$ 0.00	\$ 100.00
*3456=L842	\$ 0.00	\$ 5.00
*3456=C411	\$ 0.00	\$ 0.00
*3456=S001	\$ 29.66	\$ 4.66

[View All Accounts](#)

Alerts & Notices

Bulletin

- Daily System Maintenance
- Annual Meeting
- Holiday Hours December 2009

Scheduled Transfers

There are no transfers scheduled.

[Schedule a Transfer](#)

Recent History - *3456=D551

Date	Description	Amount
07/07/2008	test close	\$ -4.15
11/05/2007	test 3	\$ -0.10
11/05/2007	test 2	\$ -0.10
11/05/2007	test	\$ 0.10

2. Click on the **Self Service** tab.

Overview | Bank IT | **Self Service**

Mail IT

- Compose New Mail
- Inbox Messages
- Outbox Messages
- Saved Messages

Alerts

- Account Alert
- Transfer Alert
- General Alert
- Alert History
- Schedule Reminder

Personal Options

- Personal Information
- Preferences
- Account List

Security Information

- Change Logon ID
- Security Code
- Change EA Challenge Questions
- Change EA Image

Additional Services

- Mobile Money

In the **Alerts** section, the member will be presented with a number of options.

Alert /Reminders		
Account Alert	Set up Alerts for each subaccount	<ul style="list-style-type: none"> • Account balance above specified amount. • Account balance below specified amount. • Direct Deposit over specified amount has posted. • ATM/Check Card exceeds a specified amount has posted. • A draft has cleared for more than a specified amount posted. • A withdrawal exceeds a specified amount. • Certificate Maturity • Loan payment due dates • Loan payment reminders • Loan payment past due • Daily, Weekly, Monthly, Quarterly, Twice a Year or Annual Balance information
Transfer Alert	Set up Alert for account transfers	<ul style="list-style-type: none"> • Scheduled amount did not transfer • A final series of transfers completed
General Alert	Configure for account information changes	<ul style="list-style-type: none"> • Email when customer service send a message • User email address changes • Logon Id changes • Security code changes

NOTE: The Basic Alert option will send an alerts/reminders to the email address shown in the [Personal Information](#) link.

CAUTION: *MPO Mobile Money is a free service provided to all MPO members. Data rates, text messaging charges etc. are the responsibility of the member. All members interested in MPO Mobile Money should be informed to check with their mobile device company as to any additional charges and fees they may incur as a direct result of adding the MPO Mobile Money service.*

When a member is enrolled in MPO Mobile Money, the member can opt to have, in addition to the email alert, a message sent to their mobile device.

Account Alert Not Set

Select account above, click GO and then select the desired alert(s) below and click OK.
To setup a check alert for the selected account, click Check/Draft Alert.

Notify me...		Mobile Message
<input type="checkbox"/> When my account balance is above \$ <input type="text"/> for this account	<input type="button" value="admin@mpofederal.org"/>	<input type="checkbox"/>
<input type="checkbox"/> When my account balance is below \$ <input type="text"/> for this account	<input type="button" value="admin@mpofederal.org"/>	<input type="checkbox"/>
<input type="checkbox"/> A direct deposit over \$ <input type="text"/> has posted to this account.	<input type="button" value="admin@mpofederal.org"/>	<input type="checkbox"/>
<input type="checkbox"/> When a deposit over \$ <input type="text"/> has posted to this account	<input type="button" value="admin@mpofederal.org"/>	<input type="checkbox"/>
<input type="checkbox"/> When An ATM withdrawal or Debit transaction exceeds \$ <input type="text"/>	<input type="button" value="admin@mpofederal.org"/>	<input type="checkbox"/>
<input type="checkbox"/> When a check/draft has cleared for more than \$ <input type="text"/>	<input type="button" value="admin@mpofederal.org"/>	<input type="checkbox"/>
<input type="checkbox"/> When a withdrawal exceeds \$ <input type="text"/>	<input type="button" value="admin@mpofederal.org"/>	<input type="checkbox"/>
<input type="checkbox"/> Of my certificate maturity date <input type="text" value="1 Day"/> prior to the maturity date.	<input type="button" value="admin@mpofederal.org"/>	<input type="checkbox"/>
<input type="checkbox"/> Of my Loan Payment Due Date <input type="text" value="1 Day"/> prior to the due date.	<input type="button" value="admin@mpofederal.org"/>	<input type="checkbox"/>
<input type="checkbox"/> When my Loan Payment is past due	<input type="button" value="admin@mpofederal.org"/>	<input type="checkbox"/>
<input type="checkbox"/> Of my balance <input type="text" value="Only once"/> starting on <input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="button" value="admin@mpofederal.org"/>	<input type="checkbox"/>

See section **Alert Set Up** to learn how to create Alerts.

Alert Set Up

1. Member logs into MPO Online.
2. Click on Self Service tab.
3. Click on the name of the alert type to be created.

Alert /Reminders		
Account Alert	Set up Alerts for each subaccount	<ul style="list-style-type: none"> • Account balance above specified amount. • Account balance below specified amount. • Direct Deposit over specified amount has posted. • ATM/Check Card exceeds a specified amount has posted. • A draft has cleared for more than a specified amount posted. • A withdrawal exceeds a specified amount. • Certificate Maturity • Loan payment due dates • Loan payment reminders • Loan payment past due • Daily, Weekly, Monthly, Quarterly, Twice a Year or Annual Balance information
Transfer Alert	Set up Alert for account transfers	<ul style="list-style-type: none"> • Scheduled amount did not transfer • A final series of transfers completed
General Alert	Configure for account information changes	<ul style="list-style-type: none"> • Email when customer service send a message • User email address changes • Logon Id changes • Security code changes

For our example, we will create Account Alerts for our share draft account

4. Click on **Account Alert**.

The following screen opens

Account Alert Not Set Go

Select account above, click GO and then select the desired alert(s) below and click OK.
To setup a check alert for the selected account, click Check/Draft Alert.

Notify me... Mobile Message

<input type="checkbox"/>	When my account balance is above \$ [] for this account	admin@mpofederal.org	<input type="checkbox"/>
<input type="checkbox"/>	When my account balance is below \$ [] for this account	admin@mpofederal.org	<input type="checkbox"/>
<input type="checkbox"/>	A direct deposit over \$ [] has posted to this account.	admin@mpofederal.org	<input type="checkbox"/>
<input type="checkbox"/>	When a deposit over \$ [] has posted to this account	admin@mpofederal.org	<input type="checkbox"/>
<input type="checkbox"/>	When An ATM withdrawal or Debit transaction exceeds \$ []	admin@mpofederal.org	<input type="checkbox"/>
<input type="checkbox"/>	When a check/draft has cleared for more than \$ []	admin@mpofederal.org	<input type="checkbox"/>
<input type="checkbox"/>	When a withdrawal exceeds \$ []	admin@mpofederal.org	<input type="checkbox"/>
<input type="checkbox"/>	Of my certificate maturity date 1 Day prior to the maturity date.	admin@mpofederal.org	<input type="checkbox"/>
<input type="checkbox"/>	Of my Loan Payment Due Date 1 Day prior to the due date.	admin@mpofederal.org	<input type="checkbox"/>
<input type="checkbox"/>	When my Loan Payment is past due	admin@mpofederal.org	<input type="checkbox"/>
<input type="checkbox"/>	Of my balance Only once starting on []/[]/[]	admin@mpofederal.org	<input type="checkbox"/>

OK Check/Draft Alert

5. In the box next to **Account Alert**, use the pull down arrow to select the account

Account Alert Not Set Go

Select account above, click GO and then select the desired alert(s) below and click OK.
To setup a check alert for the selected account, click Check/Draft Alert.

Notify me... Mobile Message

<input type="checkbox"/>	When my account balance [] for this account	admin@mpofederal.org	<input type="checkbox"/>
<input type="checkbox"/>	When my account balance is below \$ [] for this account		

6. Then click **Go**.

The list of alerts will refresh with those options that can be specifically configured for that account type.

Account Alert *3456=D551 -- Checking

Select account above, click GO and then select the desired alert(s) below and click OK.
To setup a check alert for the selected account, click Check/Draft Alert.

Notify me... Mobile Message

<input type="checkbox"/> When my account balance is above \$ <input type="text"/> for this account	<input type="text" value="admin@mpofederal.org"/>	<input type="checkbox"/>
<input type="checkbox"/> When my account balance is below \$ <input type="text"/> for this account	<input type="text" value="admin@mpofederal.org"/>	<input type="checkbox"/>
<input type="checkbox"/> A direct deposit over \$ <input type="text"/> has posted to this account.	<input type="text" value="admin@mpofederal.org"/>	<input type="checkbox"/>
<input type="checkbox"/> When a deposit over \$ <input type="text"/> has posted to this account	<input type="text" value="admin@mpofederal.org"/>	<input type="checkbox"/>
<input type="checkbox"/> When An ATM withdrawal or Debit transaction exceeds \$ <input type="text"/>	<input type="text" value="admin@mpofederal.org"/>	<input type="checkbox"/>
<input type="checkbox"/> When a check/draft has cleared for more than \$ <input type="text"/>	<input type="text" value="admin@mpofederal.org"/>	<input type="checkbox"/>
<input type="checkbox"/> When a withdrawal exceeds \$ <input type="text"/>	<input type="text" value="admin@mpofederal.org"/>	<input type="checkbox"/>
<input type="checkbox"/> Of my balance <input type="text" value="Only once"/> starting on <input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text" value="admin@mpofederal.org"/>	<input type="checkbox"/>

7. On the left, click on the boxes to select the alerts to be created.
8. Specify the dollar amount for your alert.
9. Use the pull down arrows for the email address for the alert
10. If you an MPO Mobile Money user, check the box next to the alert if mobile message creation is desired.

Account Alert *3456=D551 -- Checking

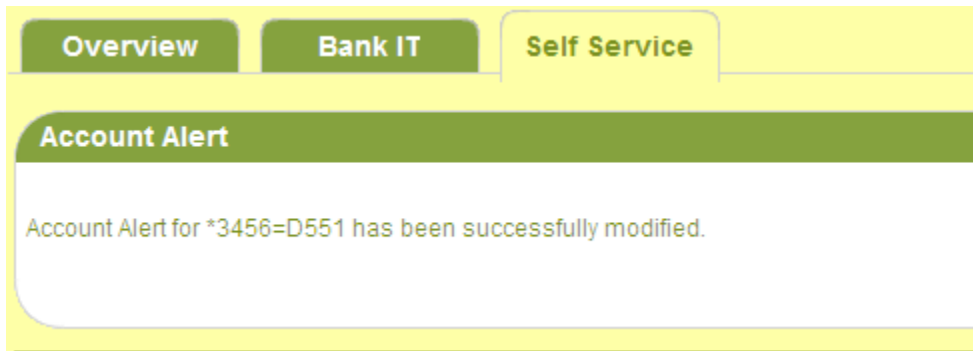
Select account above, click GO and then select the desired alert(s) below and click OK.
To setup a check alert for the selected account, click Check/Draft Alert.

Notify me... Mobile Message

<input type="checkbox"/> When my account balance is above \$ <input type="text"/> for this account	<input type="text" value="admin@mpofederal.org"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> When my account balance is below \$ 50.00 for this account	<input type="text" value="admin@mpofederal.org"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> A direct deposit over \$ 100.00 has posted to this account.	<input type="text" value="admin@mpofederal.org"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> When a deposit over \$ <input type="text"/> has posted to this account	<input type="text" value="admin@mpofederal.org"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> When An ATM withdrawal or Debit transaction exceeds \$ 250.00	<input type="text" value="admin@mpofederal.org"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> When a check/draft has cleared for more than \$ <input type="text"/>	<input type="text" value="admin@mpofederal.org"/>	<input type="checkbox"/>
<input type="checkbox"/> When a withdrawal exceeds \$ <input type="text"/>	<input type="text" value="admin@mpofederal.org"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Of my balance <input type="text" value="Daily"/> starting on 04/15/2010	<input type="text" value="admin@mpofederal.org"/>	<input checked="" type="checkbox"/>

11. Click **OK** to save alert creation.

12. A message confirming Account Alert creation will be generated.



13. Click on Self Service tab to return to all Self Service option.