



How to enroll in payment due alerts

1. Visit our online portal and enroll or log in at
2. Scroll to the top navigation and click the **Alerts** tab. Then, click **Alerts & Notifications**.
3. To receive email alerts, check **Select All** under **Receive via Email?**
4. To receive SMS (text) alerts, check **Select All** under **Receive via SMS?**
5. Next, click **Link Phone** at the bottom of the page. Here you can add your phone information to the payment system if you haven't already done so.
6. Adjust your alert preferences by unchecking the boxes as desired.
7. Click **Submit**.

Please note: Your biller may or may not have text alerts enabled.

Account Summary Payments **Alerts** Statements

Link Phone **Alerts & Notifications**

Details of the alerts and notifications are shown below along with options on those you can choose to opt out of. To receive mobile alerts you will first need to link and verify your cell phone number.

Alert and Notification Preferences

	Receive via Email?	Receive via SMS?
	<input checked="" type="checkbox"/> Select All	<input checked="" type="checkbox"/> Select All

Funding Source Messages

Funding Account Added	<input type="checkbox"/>	n/a
Funding Account Edited	<input type="checkbox"/>	n/a
Funding Account Deleted	<input type="checkbox"/>	n/a

Payment Messages

One Time Payment Scheduled	<input type="checkbox"/>	<input type="checkbox"/>
One Time Payment Edited	<input type="checkbox"/>	n/a
Scheduled Payment Cancelled	<input type="checkbox"/>	n/a
Cancel Recurring Setup Action	<input type="checkbox"/>	n/a

Submit **Link Phone**

