CUAlerts Instructions

1. Log on to PowerLink by going to www.unitedfcu.com.
   NOTE: First time PowerLink users click on the New to PowerLink? Please click HERE to register section just above the log-in box. For detailed instructions on how to log into PowerLink please go to the eServices Tab and click on PowerLink.

2. Click on the CUAlerts icon.

3. The "User Agreement" will appear. Read it carefully and click *Agree* to proceed. The system will ask you to enter your primary email address. You will have the option to choose whether you wish to receive alerts about critical or other information. This will only need to be done the first time you enter CU Alerts. Once you are enrolled in CUAlerts, you will only be required to provide your PowerLink password to enter. Click *Go.*

4. The system will show you the email address on file. CUAlerts will automatically be sent to this address unless you set up an alternate email address (instructions follow for this step). Click *OK* to accept this address.
   - Before we start sending alerts to your primary e-mail address, we need to send an activation code to verify the above e-mail address. This is done to validate the address and protect your account information. You must perform the following to activate your primary e-mail address:
     - Verify the above information and click on *Subscribe.*
     - We will send you an e-mail to the above address containing the activation code.
     - Enter the activation code you received in the next screen when prompted.

5. Click on *Create New Account Alert*.

6. From the drop down menu, you may choose the "Alert Type".

7. Depending on which "Alert Type" you select, you will be given options that correspond with the information you're looking for.

8. If you click "Deposit/Credit", the system will ask you to enter a dollar amount. You will receive an alert whenever a credit is received and it is above that dollar amount. Click *OK*.

9. If you click "Deposit Account Balance", you will need to enter the account type, the dollar amount and frequency for the alert. Click *OK*.

10. If you click "Loan Account Balance", you will need to enter the loan type, the dollar amount and the frequency for the alert. Click *OK*.

11. If you click "Loan Payment Due", you will need to enter the loan type, the number of days before the due date and the frequency of the alert. Click *OK*.

12. If you click “Certificate Maturing”, you will need to enter the number of days prior to maturity date and select whether you would like the alert every day or only once. Click *OK*.
13. If you click “Checks Cleared”, you will need to enter the checking account type and either the check number or the dollar amount of the check your looking for. Click *OK.*

14. If you click “Non-Sufficient Funds”, the system will simply give you the option to enable this alert. The box will automatically be checked, click *OK* to accept.

15. Each of the alerts that you set up will display on the screen. Next to each alert you will notice a gold colored bell. If you click on the bell, you will be asked if you would like to disable the alert. If you select yes, you will no longer receive the email alert, and the bell will change to a gray color to indicate that it is inactive.

16. If you would like to re-activate an alert, simply click on the bell again and click *yes* to enable the alert.

17. Once all changes have been made, you may close the screen by clicking the X in the upper right corner of the box.

<u>Additional Notes</u>

1. We recommend that the primary email address be a “standard” Internet email address, i.e. an address that receives mail onto a personal computer via the Internet.

   Examples of “standard” email addresses are:
   - Yahoo Mail, Hotmail, AOL Mail, MSN Mail, and those of other Internet Service Providers (also known as ISP’s)
   - Your company email (as long as it is Internet-ready)

2. We do not recommend that the primary email address be an Internet email address that receives mail on a mobile device such as a pager, PDA (personal digital assistant such as Palm Pilot or Handspring Visor), or cell phone.

3. If you do not have immediate access to your primary email address, you can click the *Activate Later* button. The primary email address will not be activated until you type in the activation code. You should activate this address in order to receive alerts.

4. If you did not receive your activation code the first time it was sent, or if you accidentally deleted the email in which it was sent, you can click the *Send Again* button to have the activation code re-sent to the primary email address.

<u>Creating Additional (Alternate) E-mail Addresses</u>

In addition to the primary e-mail addresses, you may set-up additional e-mail addresses to receive alerts. You may set as many e-mail addresses as you wish.

To add a new e-mail address, click the *Alert Address* button on the “CUAlerts List” screen. You will be taken to the “Alert Addresses” screen.

Adding an Alternate E-mail Address

1. To add an “alternate” e-mail address, click the *Add New* button in the “Alternate E-mail List” screen.

2. Type any name to describe the e-mail address in the “Name” section.

3. Type the e-mail address that will be associated with this name.

4. Click *OK*.

5. Activate the new alternate e-mail address
   - Go to the Internet e-mail that you entered in step 3 above.
   - Retrieve the activation code-it is an 8 digit #.
   - Type it into the “Activation Code” entry box.
   - Click the *Activate My Address* button.

Changing the Primary E-mail Address

1. Go to the “Alert Address” screen

2. Change the entry for the primary e-mail address

3. Click the *Change* button.

4. Activate the new Primary E-mail Address
   - Go to the Internet e-mail that you entered in step 3 above.
   - Retrieve the activation code-it is an 8 digit #.
   - Type it into the “Activation Code” entry box.
   - Click the *Activate My Address* button.

Signing-Up for E-Statements

1. Click on *E-Statement*.

2. Select desired e-mail address.

3. Click *OK*

Contact our Member Service Center toll-free at 888-982-1400. Hours are Monday through Friday 8:00 AM to 8:00 PM ET and Saturdays from 9:00 AM to 1:00 PM ET.