Email and Text Alerts

You now have the option to sign up for Email and Text notifications for your accounts at Citizens First. It is easy to establish these alerts - just follow the simple steps below.

1. Log into Online Banking.

2. Click on the account number you want to establish an alert for in your account list – checking or savings. You may have multiple alerts for one account.

3. An account summary will appear for that selected account. Next to the Account Information box on the right will be a box with the heading **Messages.**

Messages

Checking: New   Messages

4. Click on **New**

5. Select the notification that you are interested in receiving. Use the drop-down box to select. The first seven items are Email notifications, and the final six options are Text notifications. Click on the drop-down box to see your options. Click Next>

New Checking
Select Checking Type: | Checking Transaction(s) Notice ▼ |

| Next > |

6. Complete the information for the requested notice.

If you are setting up an Email notification, confirm that the email is correct or type in your preferred email address. If you are setting up a Text alert, you will need to remove your email from the email address field.   Please type in your phone number and the wireless domain for your carrier in the email field. For example: 8885551234@txt.att.net

Wireless Domain Reference for setting up Text Messages:

AT&T:	@txt.att.net	SunCom:	@tms.suncom.com
Bluegrass:	@sms.bluecell.com	T-mobile	@tmomail.com
Cingular:	@mobile.mycingular.com	US Cellular:	@email.uscc.net
Cricket:	@mms.mycricket.com	VoiceStream:	@voicestream.net
Nextel:	@messaging.nextel.com	Verizon:	@vtext.com
Sprint:	@messaging.sprintpcs.com		

**If you have a carrier that is not on the list, please check with your mobile provider. Please let us know, and we will add the carrier to our list.

7. You may review the alerts you have set up per account by going back to the **Messages** box. Click on **Checking** or whatever account type you have chosen. You will see each alert listed. From this screen you can edit or delete an alert.

8. If you would like to receive an alert but do not want an email or text, a message can be sent to your Message box. In step 6, click the drop-down box *Send to:. It will give you the option of Email or Online Message box.

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