

# Steps to Enroll in Check Card Transaction Alerts



1. Select '**CHECK CARD TRANSACTION ALERTS**' from the drop down box on our main website page located under 'Login to your account'.
2. Click on 'Register/Manage'
3. Enter your 1ST SUMMIT BANK Check Card number (no spaces) and Click Next.
4. Accept the Terms and Conditions.
5. Enter the expiration date of card and your zip code and Click Next.
6. Enter a Nickname for your card (up to 10 characters).
7. Select either Email Address or Phone Number to receive your alerts (you will be able to enter the other destination later if you wish). Click Complete Registration. If you selected 'Phone Number' a text will be sent to your phone - you **MUST** reply YES to the text to complete activation.
8. If you wish to add another destination, **you must do so now before selecting your alerts**. Click Manage Destinations; Click 'Add a New Destination'. If not, proceed to the next step.
9. Click on 'Add New Alerts'. You will see 4 Alerts from which to choose.
10. For the first 3 alerts, select the alert and click on 'Use my default destinations'. This will display where the alerts will be sent (**You must click on 'Use my default destinations' or the alerts will not work**). *If you do not wish to receive an alert at one of your destinations, uncheck that Destination, then click Add Alert.*
11. For the last alert, enter an amount (\$20 minimum), open the default destinations and then click Add Alert.
12. When finished setting up your alerts, each alert will be listed. Beside each alert you will see a bubble and a star. The bubble contains a picture of how the alert will be sent. The star indicates the alert is active.

If you experience any issues or have questions,  
contact your Community Office or 888-262-4010.