

## To create an alert

1. In the navigation menu, click Settings > Alerts.
2. In the New Alert drop-down list, click the alert type that you want to create.
3. Enter the required information to set up the alert.
4. (Optional) Click Delivery Method.
  - Select an option from the Select a delivery method drop-down list:
    - Click Secure Message Only to send the alert as a Secure Message. The alert is sent immediately when it is generated. You must be logged in to read the alert.
    - Click Email to send the alert as an email. Enter the email address where you want to send the alert. The alert is sent immediately when it is generated.
    - Click Phone to send the alert as a telephone call.
      - Click the country from the Country drop-down list, then enter the phone number to call.
      - Enter the time to call. You can set this to occur immediately when the alert is available.
    - Click Text Message to send the alert as a text (SMS) message.
      - Click the country.
      - Enter the phone number.
      - Enter the time to send the message, then select the Agree to Terms check box.

## To edit an alert

1. In the navigation menu, click Settings > Alerts.
2. Click the type of alert that you want to edit.
3. Click Edit for the alert you want to edit.
4. Make desired changes to the alert settings.
5. For SMS alerts, you must select the Agree To Terms check box before saving.
6. Click Save.
7. Click Close on the Save Alert message.

## To enable or disable an existing alert

1. In the navigation menu, click Settings > Alerts.
2. Click the type of alert that you want to disable or enable.
3. On the Alerts page, locate the existing alert, then do one of the following in the Enabled column:
  - Click to Off to disable the alert.
  - Click to On to enable the alert.
4. When the Save Alert page appears, click Close.

## To delete an alert

1. In the navigation menu, click Settings > Alerts.
2. Click the type of alert that you want to delete.
3. Click Edit. The Edit Alert page appears.
4. Click Delete.
5. When prompted, click Confirm to delete the alert.
6. When the deletion is complete, a message appears. Click Close.