



BUSINESS ONLINE BANKING +PLUS

Business Alerts Guide

Business Alerts

Stay informed about important business activity. Enabling Business Alerts is an industry best practice to enhance financial control, optimize operations and increase security awareness. Follow this guide to enroll in business alerts.

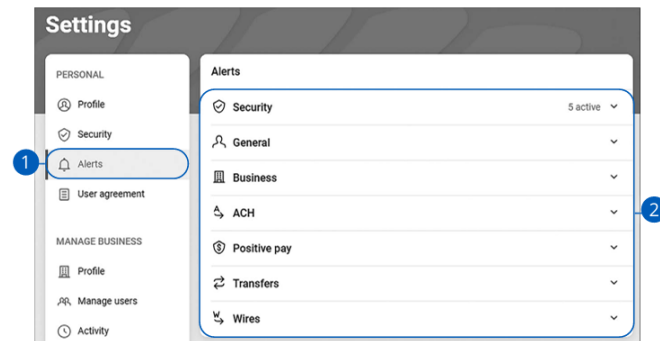
Important Reminders

- **Each business user manages their own alerts.** Alerts are specific to the individual user, not automatically shared with everyone in the business.
- **Permissions matter.** Some alerts may not appear unless your Business Administrator has enabled the appropriate alert permissions.
- **Keep your contact information current.** To receive text alerts, make sure your personal mobile number is listed under Settings > Profile.
- **Review alerts regularly.** Make sure your selections continue to meet your business needs.

Getting Started

1. Log in to **Bar Harbor Business Online**
2. From the main dashboard, select your name in the lower left corner of the screen
3. Select **Account settings**

Setup Alerts



1. Select **Alerts**
2. Expand each section to review the available alert categories. Depending on your business services and user permissions, you may be able to receive notifications for:
 - **Security:** Logins from new devices and changes to user profiles
 - **General:** General alerts not specific to any one account
 - **Business:** Changes to the business profile
 - **ACH:** Activity related to ACH service
 - **Positive Pay:** Activity related to Positive Pay service
 - **Transfers:** Activity related to transfers
 - **Wires:** Activity related to Wire service

3. Select an alert.

The screenshot shows a mobile application interface with a list of alert categories. The 'ACH' category is expanded, revealing a list of specific alerts. A blue box highlights the expanded ACH list, and a blue circle with the number '3' points to the right side of this list.

Alerts	
🛡️ User security	3 active ▾
👤 General	▾
🏢 Business	▾
🔔 ACH	▾
Recurring ACH batch about to initiate >	
ACH batch initiated >	
ACH batch pending approval >	
ACH batch processed >	
Recurring ACH batch about to expire >	
Recurring ACH batch expired >	
Recurring ACH batch not initiated >	
ACH batch uninitiated >	
ACH batch updated >	
Incoming ACH EDI transaction >	
💰 Positive pay	▾
🔄 Transfers	▾
📡 Wires	▾

4. Select how you'd like to receive each alert, based on the available options.

- **Email:** To receive an email to your email address on file
- **SMS:** To receive a text message to your mobile phone number on file
- **In-app message:** To receive a conversation inside Messages for viewing once you log in

The screenshot shows a settings modal for the alert 'Recurring ACH batch about to initiate'. It contains three toggle switches for 'Email', 'SMS', and 'In-app message'. A blue box highlights these three options, and a blue circle with the number '4' points to the left side of the box. At the bottom, there is a 'Save' button highlighted by a blue circle with the number '5'.

Recurring ACH batch about to initiate

Receive an alert when a recurring ACH batch is about to initiate.

Email ☐

SMS ☐

In-app message ☐

Save

5. Save your selections, if prompted, and review your preferences to make sure the desired alerts are enabled.