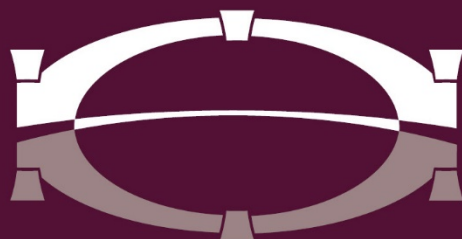


# Subscriptions & Alerts

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*July 2021*



BRIDGEWATER BANK

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Text Message Notifications

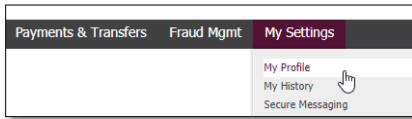
Modifying Subscription Preferences

Modifying Alert Preferences

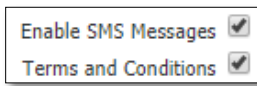
Recommended Subscriptions

# Enrolling in Text Message Notifications

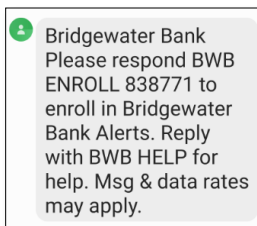
1. Log into The Bridge and go to **My Settings > My Profile**.



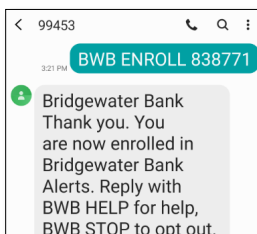
2. Confirm your email address and Message Enabled Cell Phone Number are correct.
  - If they are blank or need to be updated – make the changes on this page.  
*Administrative users will need to contact the bank to have this information updated.*
3. If you would like the ability to receive text messages from The Bridge you will need to check **Enable SMS Messages** and check **Terms and Conditions**.



4. Select **Save**.
5. An enrollment text message will be sent to your phone number.

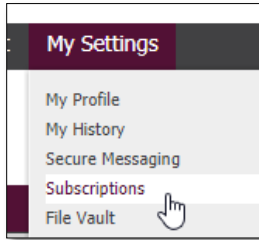


6. Respond to the enrollment message with **BWB ENROLL XXXXXX** and you will receive a message that the enrollment was successful.

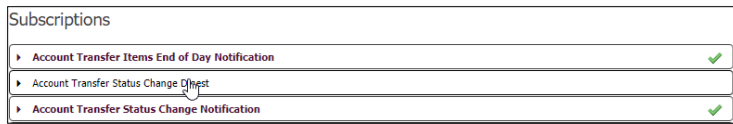


# Modifying Subscription Preferences

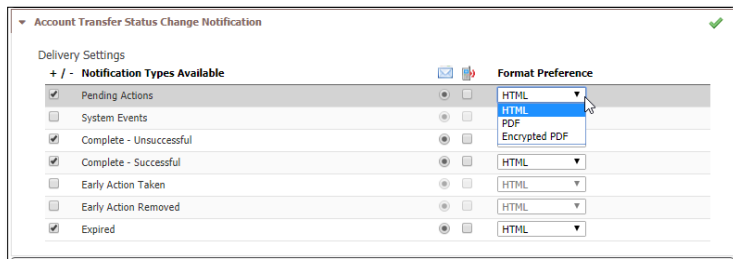
1. Log into The Bridge and go to **My Settings > Subscriptions**.



2. On the Subscriptions page you will see a list of notifications and reports that you are able to receive from The Bridge. Any notifications you are currently subscribed to will be displayed in bold text and have a green check mark on the right-hand side.



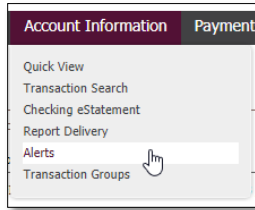
3. Click on a notification to display available options.
  - Check or uncheck the box next to each notification type to turn the notification on or off.
  - Select the radio button under the cellphone icon to receive notifications by text message.
    - Additional steps are needed to enroll in text message notifications for The Bridge please refer to the [Enrolling in Text Message Notifications](#) steps.
  - Notifications can also be sent in PDF or Encrypted PDF format by changing the Format Preference.



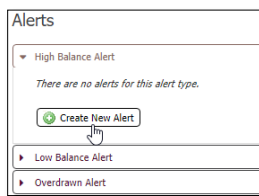
4. Select **Save**.

# Modifying Alert Preferences

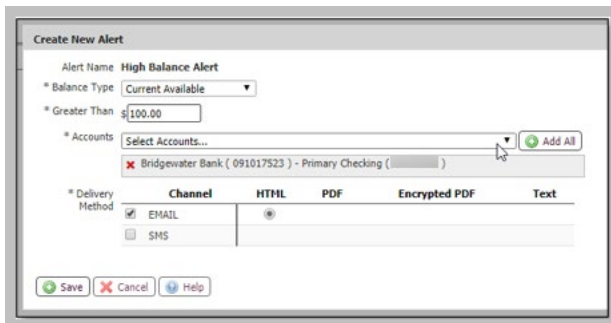
1. Log into the Bridge and go to **Account Information > Alerts**.



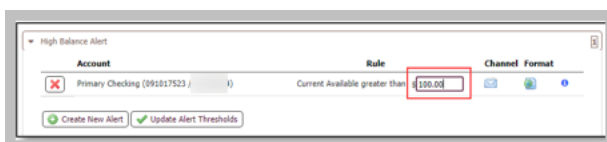
2. Click on the type of alert you want to create to display available options. Select **Create New Alert**.



3. Select **the Balance Type, Amount, Accounts and Delivery Method** for the alert.



4. Select **Save**.
5. Alerts you have setup will now display under the Alert Name.
6. Modifying the Alert Thresholds can be done by changing the dollar amount on an existing alert and selecting **Update Alert Thresholds**.
  - Any other changes to the alert need to be done by deleting the existing alert and creating a new one.



# Recommended Subscriptions

General Subscriptions		
Subscription	Description	Notification Types
<b>Recommended</b>		
Account Transfer Items End of Day Notification	Notifies users that the end of day for Account Transfers is approaching and there are transactions requiring attention (approval/rejected).	<ul style="list-style-type: none"> <li>Account Transfer Items End of Day Notification</li> </ul>
Account Transfer Status Change Notification	ACH Payment has obtained a new status, such as Pending Delivery or Pending Approval.	<ul style="list-style-type: none"> <li>Pending Actions</li> <li>System Events (<i>not recommended</i>)</li> <li>Complete – Unsuccessful</li> <li>Complete – Successful</li> <li>Early Action Taken (<i>not recommended</i>)</li> <li>Early Action Removed (<i>not recommended</i>)</li> <li>Expired</li> </ul>
Secure Messaging Reply Received	Notifies company users that Bridgewater Bank has replied to a Secure Message.	<ul style="list-style-type: none"> <li>Secure Messaging Reply Received</li> </ul>
User Entitled to New Payment Type ( <i>Administrative User Only</i> )	Notification that a user has been given entitlements to one or more new payment types (ACH, Wires, Account Transfer, etc.).	<ul style="list-style-type: none"> <li>User Entitled to New Payment Type</li> </ul>
User Payment Settings Report ( <i>Administrative User Only</i> )	Notification delivered when a user's payment settings are modified.	<ul style="list-style-type: none"> <li>User Payment Settings Report</li> </ul>
User Lockout Report	Notification delivered when a user has become locked out.	<ul style="list-style-type: none"> <li>User Lockout Report</li> </ul>
<b>Optional</b>		
Account Transfer Status Change Digest	Notification provides summary of payment status changes that have occurred since delivery of the last notification.	<ul style="list-style-type: none"> <li>Account Transfer Status Change Digest</li> </ul>
Change / Delete Impact Notification ( <i>Administrative User Only</i> )	Notification that Bridgewater Bank has performed maintenance (such as modifying an ACH Company) that may impact scheduled payments and templates.	<ul style="list-style-type: none"> <li>Change / Delete Impact Notification</li> </ul>

File Vault Notice	A new file is available in one of user's File Vaults.	<ul style="list-style-type: none"> <li>○ File Vault Notice</li> </ul>
Stop Request Status Change Notification	Stop Payment has obtained a new status, such as Completed.	<ul style="list-style-type: none"> <li>○ Complete</li> <li>○ Exception</li> </ul>
User Password Change Report	Notification delivered when a user's password is reset by Bridgewater Bank or a Company Administrator.	<ul style="list-style-type: none"> <li>○ User Password Change Report</li> </ul>
User Password Reset/Change Report for Administrators <i>(Administrative User Only)</i>	Notification delivered when an Administrator user's password is reset by Bridgewater Bank or a Company Administrator.	<ul style="list-style-type: none"> <li>○ User Password Reset/Change Report for Administrators</li> </ul>
User Profile Change Report	Notification delivered when a user's profile settings, such as email address or phone number are modified by Bridgewater Bank or a Company Administrator.	<ul style="list-style-type: none"> <li>○ User Profile Change Report</li> </ul>
User Profile Created Report <i>(Administrative User Only)</i>	Notification delivered when a new user is created.	<ul style="list-style-type: none"> <li>○ User Profile Created Report</li> </ul>
User Unlock Report <i>(Administrative User Only)</i>	Notification delivered when a locked-out user has been unlocked.	<ul style="list-style-type: none"> <li>○ User Unlock Report</li> </ul>

## ACH & Wire Subscriptions

Subscription	Description	Notification Types
<b>Required</b>		
Out of Band Authorization	Delivers a time sensitive, one-time passcode if a user with correctly enters their PIN during login. User must have setup their OOB pin before this subscription becomes available.	<ul style="list-style-type: none"> <li>○ Out of Band Authorization</li> </ul>
<b>Recommended</b>		
ACH Payment Items End of Day Notification	Notifies users that the end of day for ACH is approaching and there are transactions requiring attention (approval/rejected).	<ul style="list-style-type: none"> <li>○ ACH Payment Items End of Day Notification</li> </ul>
ACH Payment Status Change Digest	Notification provides summary of payment status changes that have occurred since delivery of last notification.	<ul style="list-style-type: none"> <li>○ ACH Payment Status Change Digest</li> </ul>
ACH Payment Status Change Notification	ACH Payment has obtained a new status, such as Pending Delivery or Pending Approval.	<ul style="list-style-type: none"> <li>○ Pending Actions</li> <li>○ System Events (<i>not recommended</i>)</li> <li>○ Complete – Unsuccessful</li> <li>○ Complete - Successful</li> <li>○ Early Action Taken (<i>not recommended</i>)</li> <li>○ Early Action Removed (<i>not recommended</i>)</li> <li>○ Expired</li> </ul>
File Load Failed Validation	User file has failed validation.	<ul style="list-style-type: none"> <li>○ Account Transfer Import</li> <li>○ ACH Transaction Import</li> <li>○ Wire Transaction Import</li> </ul>
File Load Successful Validation	User file has successfully been validated.	<ul style="list-style-type: none"> <li>○ Account Transfer Import</li> <li>○ ACH Transaction Import</li> <li>○ Wire Transaction Import</li> </ul>
Payee Created Report <i>(Administrative User Only)</i>	Notification that a new ACH or Wire payee has been created.	<ul style="list-style-type: none"> <li>○ Payee Created Report</li> </ul>
Payments Approver Notification	Notifies eligible users that a current day payment is ready for approval.	<ul style="list-style-type: none"> <li>○ Account Transfer</li> <li>○ ACH Payments</li> <li>○ Wire Transfer</li> </ul>
Payee Modified Report	Notification that an ACH or Wire payee's account number, ABA, or account type has been modified.	<ul style="list-style-type: none"> <li>○ Payee Modified Report</li> </ul>



<i>(Administrative User Only)</i>		
Wire Transfer Items End of Day Notification	Notification that the end of day for wires is approaching and there are transactions requiring attention (approval/release).	<ul style="list-style-type: none"> <li>○ Wire Transfer Items End of Day Notification</li> </ul>
Wire Transfer Status Change Digest	Notification provides summary of payment status changes that have occurred since delivery of last notification.	<ul style="list-style-type: none"> <li>○ Wire Transfer Status Change Digest</li> </ul>
Wire Transfer Status Change Notification	Wire Transfer has obtained a new status, such as Pending Approval or Pending Release.	<ul style="list-style-type: none"> <li>○ Pending Actions</li> <li>○ System Events <i>(not recommended)</i></li> <li>○ Complete – Unsuccessful</li>   <li>○ Complete - Successful</li> <li>○ Early Action Taken <i>(not recommended)</i></li> <li>○ Early Action Removed <i>(not recommended)</i></li> <li>○ Expired</li> </ul>