

Subscriptions & Alerts



BRIDGEWATER BANK

Table of Contents

Modifying Subscription Preferences 3

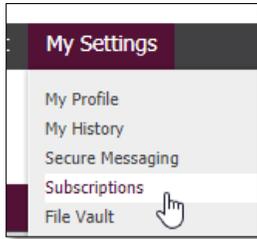
Modifying Alert Preferences..... 4

Recommended Subscriptions 5

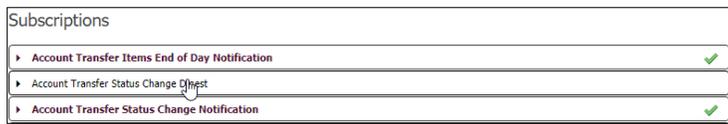
Enrolling in Text Message Notifications.....8

Modifying Subscription Preferences

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



2. All Subscriptions will be listed.
 - Active subscriptions will be displayed in bold text with a green check.



3. Select a notification to display available format preferences.
 - Activate/inactivate subscriptions: select the respective box.
 - (Optional) Notification via text: select the radio button under the mobile icon.
 - Additional steps are required to enroll in text message notifications, refer to the Enrolling in Text Message Notifications section for more information.

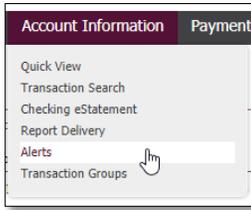
Note: Notifications can also be sent in PDF or Encrypted PDF format by changing the Format Preference.



4. Select **Save**.

Modifying Alert Preferences

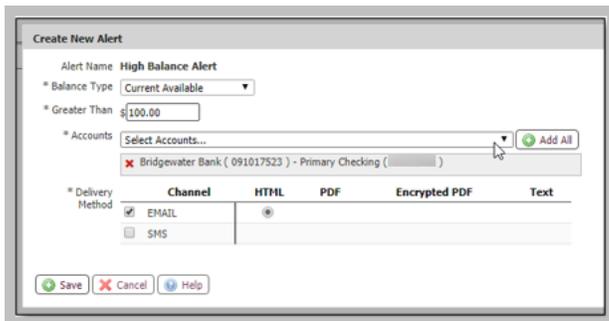
1. Log into the Bridge and go to **Account Information - Alerts**.



2. Select **Create New Alert in the relevant section.**



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



4. Select **Save.**

Note: Dollar amounts to the Alert can be modified, all other changes will require the user to delete the Alert and establish a new Alert with the revised criteria.



Recommended Subscriptions

General Subscriptions		
Subscription	Description	Notification Types
Recommended		
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"> ○ Account Transfer Items End of Day Notification
Account Transfer Status Change Notification	Account Transfer has obtained a new status, such as Pending Delivery or Pending Approval.	<ul style="list-style-type: none"> ○ Pending Actions ○ System Events (<i>not recommended</i>) ○ Complete – Unsuccessful ○ Complete – Successful ○ Early Action Taken (<i>not recommended</i>) ○ Early Action Removed (<i>not recommended</i>) ○ Expired
Secure Messaging Reply Received	Notifies company users that Bridgewater Bank has replied to a Secure Message.	<ul style="list-style-type: none"> ○ Secure Messaging Reply Received
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"> ○ User Entitled to New Payment Type
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"> ○ User Payment Settings Report
User Lockout Report	Notification delivered when a user has become locked out.	<ul style="list-style-type: none"> ○ User Lockout Report
Optional		
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"> ○ Account Transfer Status Change Digest
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"> ○ Change / Delete Impact Notification

File Vault Notice	A new file is available in one of user's File Vaults.	○ File Vault Notice
Stop Request Status Change Notification	Stop Payment has obtained a new status, such as Completed.	○ Complete ○ Exception
User Password Change Report	Notification delivered when a user's password is reset by Bridgewater Bank or a Company Administrator.	○ User Password Change Report
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.	○ User Password Reset/Change Report for Administrators
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.	○ User Profile Change Report
User Profile Created Report <i>(Administrative User Only)</i>	Notification delivered when a new user is created.	○ User Profile Created Report
User Unlock Report <i>(Administrative User Only)</i>	Notification delivered when a locked-out user has been unlocked.	○ User Unlock Report

ACH & Wire Subscriptions

Subscription	Description	Notification Types
Required		
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.	○ Out of Band Authorization
Recommended		
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).	○ ACH Payment Items End of Day Notification
ACH Payment Status Change Digest	Notification provides summary of payment status changes that have occurred since delivery of last notification.	○ ACH Payment Status Change Digest

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"> ○ Pending Actions ○ System Events (<i>not recommended</i>) ○ Complete – Unsuccessful ○ Complete - Successful ○ Early Action Taken (<i>not recommended</i>) ○ Early Action Removed (<i>not recommended</i>) ○ Expired
File Load Failed Validation	User file has failed validation.	<ul style="list-style-type: none"> ○ Account Transfer Import ○ ACH Transaction Import ○ Wire Transaction Import
File Load Successful Validation	User file has successfully been validated.	<ul style="list-style-type: none"> ○ Account Transfer Import ○ ACH Transaction Import ○ Wire Transaction Import
Payee Created Report (Administrative User Only)	Notification that a new ACH or Wire payee has been created.	<ul style="list-style-type: none"> ○ Payee Created Report
Payments Approver Notification	Notifies eligible users that a current day payment is ready for approval.	<ul style="list-style-type: none"> ○ Account Transfer ○ ACH Payments ○ Wire Transfer
Payee Modified Report (Administrative User Only)	Notification that an ACH or Wire payee's account number, ABA, or account type has been modified.	<ul style="list-style-type: none"> ○ Payee Modified Report
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"> ○ Wire Transfer Items End of Day Notification
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"> ○ Wire Transfer Status Change Digest
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"> ○ Pending Actions ○ System Events (<i>not recommended</i>) ○ Complete – Unsuccessful ○ Complete - Successful ○ Early Action Taken (<i>not recommended</i>) ○ Early Action Removed (<i>not recommended</i>) ○ Expired

Enrolling in Text Message Notifications

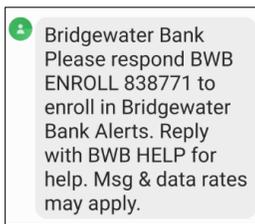
1. Log into The Bridge and go to **My Settings - My Profile**.



2. Ensure email address and Message Enabled Cell Phone Number are correct.
3. Select **Enable SMS Messages** and **Terms and Conditions**.



4. Select Save.
5. An enrollment text message will be sent to via text to the cell phone number on file.



6. Respond to the enrollment message with **BWB ENROLL (include numbers in original text)**.
7. **Text will be sent confirming the enrollment** was successful.

