

Quick Reference Guide

Alerts - Delivery Options, User Administration, Password and Personal Reminder Descriptions

This Quick Reference Guide describes the Alerts and events that trigger them relating to delivery options, user administration, passwords and personal reminders. Some Alerts are considered Security Alerts and do not require user enrollment; they will be sent automatically when the condition is met and are designated by an asterisk. Other Alerts are optional for you to enroll in. Use this Guide in conjunction with the *Creating Alerts Quick Reference Guide* to learn how to enroll in the Alerts that best meet your business needs.

The Alert feature is located on the top navigation bar under the Tools tab.

Treasury Dashboard	Accounts	Payments	Fraud Control	Check Services	File Services	Tools	Administration
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Depending on your entitlements, the top navigation bar may appear different, e.g., Home instead of Treasury Dashboard.

Security, Administration and Password Alert Descriptions and their Triggers

(* = Automated Security Alert):

Tools > Manage > Alert Settings > Create Alert

Alert Delivery Options Alert

Alert Title	Description and Condition that Triggers the Alert
Options modified for a Security Alert*	Sent to Company System Administrators (CSAs) when a delivery option for a Security Alert is changed by a user.

User Administration Alerts

Alert Title	Description and Condition that Triggers the Alert
Contact Information Updated*	Sent to all CSAs when changes are made to a user profile by either Webster Bank or the Company Administrators. Modifications may include Name, Address, Telephone Number, City, State, Country, or email. (When user profile email address is changed, Alert sent to both old and new email addresses.)
New User*	Sent to all CSAs when a new user is added to the organization by either a CSA or Webster.
Entitlement Change*	Sent to enrolled user and CSAs when user entitlements are changed by a CSA or Webster.
User ID Unlock*	Sent to you and CSAs when your ID is unlocked by either a CSA or Webster.
User Entitlements Require Approval	When your organization requires dual authorization for actions taken by your Company Administrators and a user ID requires approval.

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Password Alerts

Alert Title	Description and Condition that Triggers the Alert
Password Change or Reset*	Sent to a user after their initial login and anytime their password is changed.
Password Expiration Reminder	Seven (7) calendar days before a user's password expires.

Personal Reminder

Alert Title	Description and Condition that Triggers the Alert
Personal Reminder	The content is defined by you and is sent on the day and time you specify.

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If you have any questions, contact your Client Support Specialist.