TRUIST

Quick Reference Guide

Truist Treasury Manager

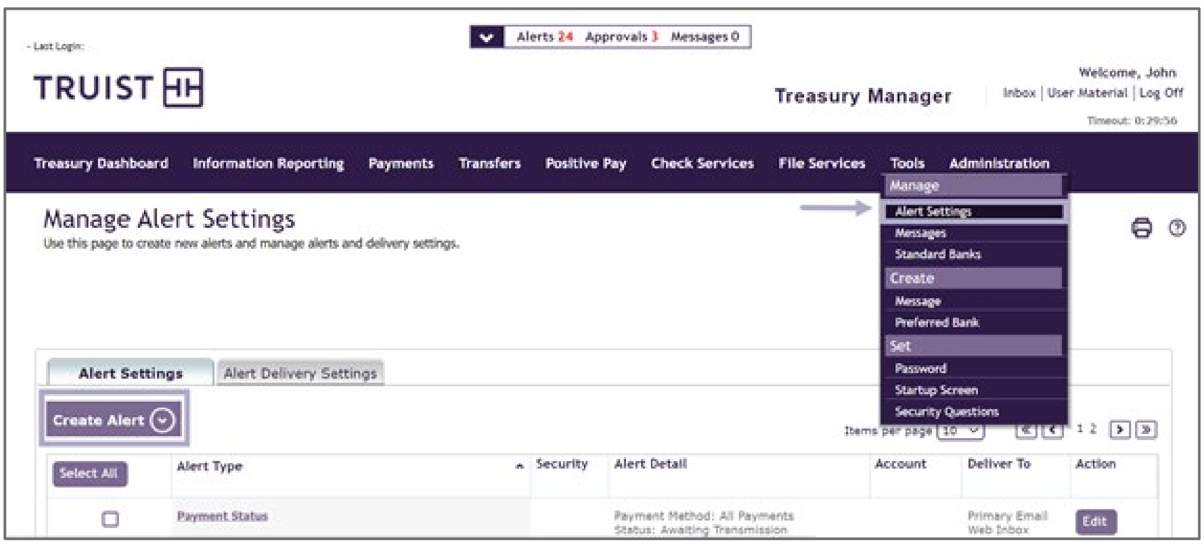
Creating and Managing Alerts and Reminders

Treasury Manager allows you to stay current with your account by setting up secure custom alerts and reminders for specific account triggers, delivered to your email. This document shows the steps to create an alert or a personal reminder.

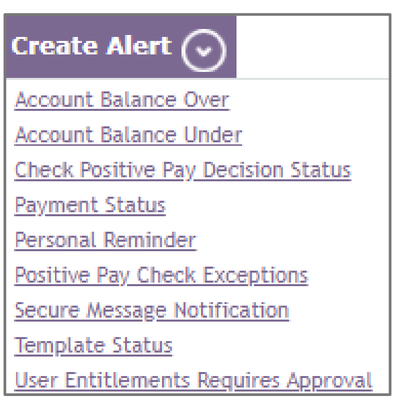
Creating Alerts and Reminders

To Create an Alert:

1. From the main menu, select **Tools**.
2. Click the **Alert Settings** menu. The Manage Alert Settings screen displays previously created alerts.

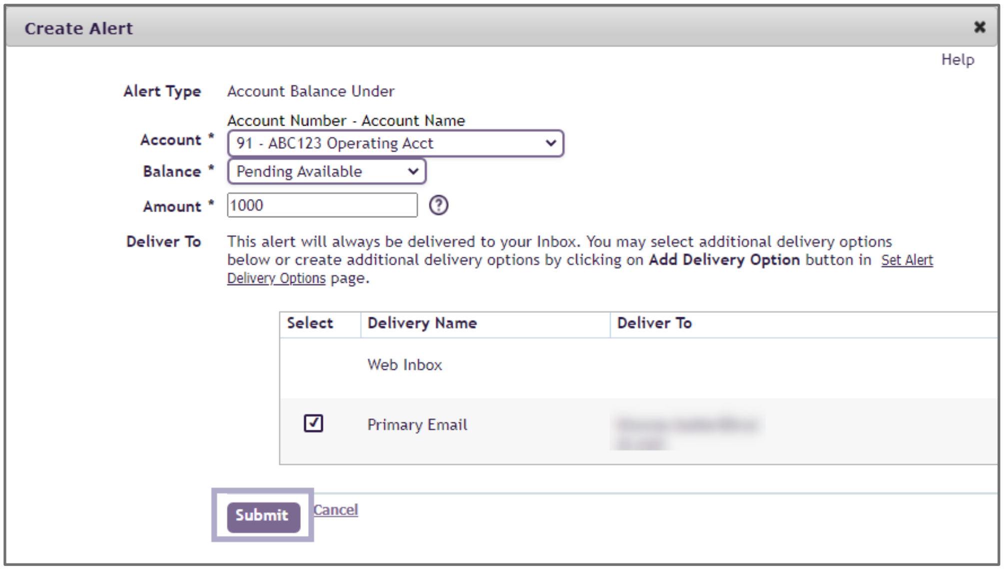


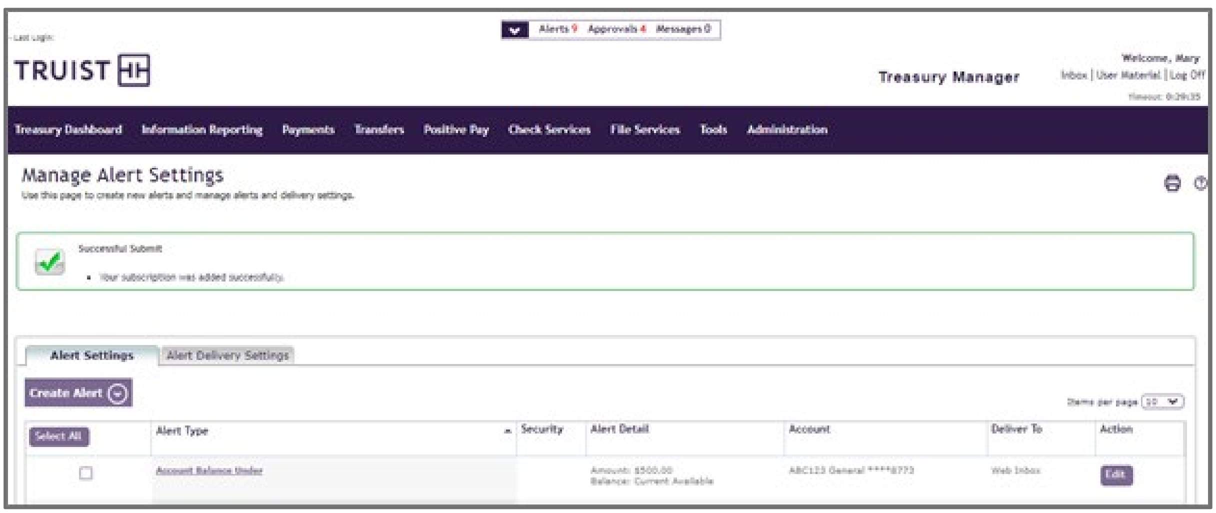
3. Click the **Create Alert** button to create your own alert.
4. Select the type of alert. For this example, click **Account Balance Under**.



5. The **Create Alert** popup displays. Select an account.
6. Select the **Balance**. Balance choices are shown below.

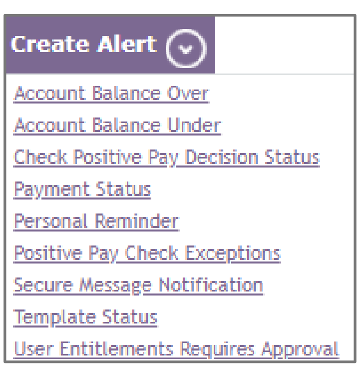
7. Enter the desired information into the **Amount** field. For example, enter “1000.”
8. Select one or more delivery options. For example, click the **Primary Email** checkbox.
9. Click the **Submit** button. Treasury Manager confirms the new alert was created.





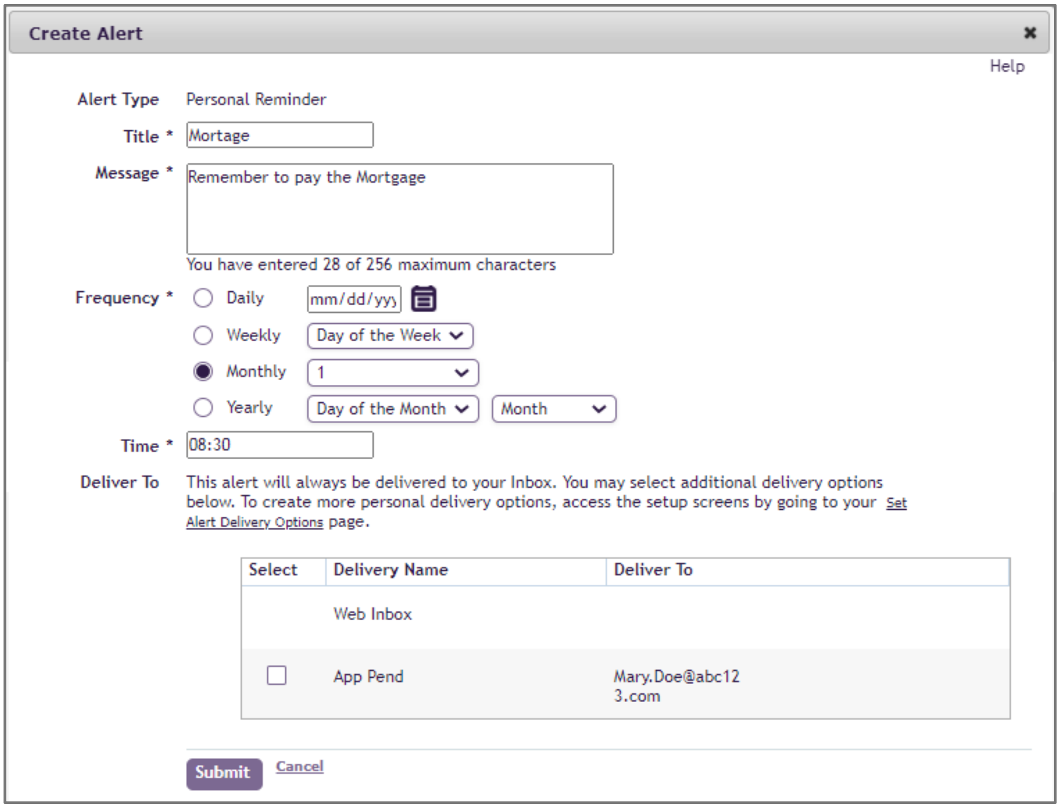
To Create a Reminder:

1. From the Manage Alert Settings page, click the **Create Alert** button.
2. Select **Personal Reminder**.

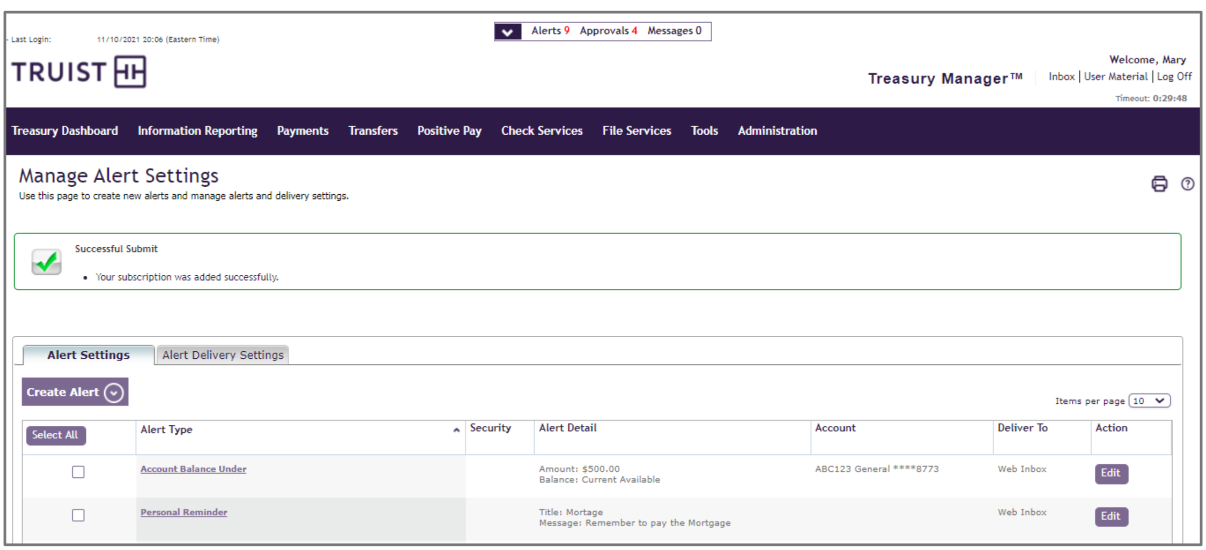


3. Enter the desired information into the **Title** field. For example, enter “Mortgage.”

4. Enter the desired information into the **Message** field. For example, enter “Remember to pay the mortgage!”.
5. For Frequency, select the desired option. In this example, **Monthly** is selected.
6. Then, select the day of the month to receive the reminder.
7. Select one or more additional delivery options.



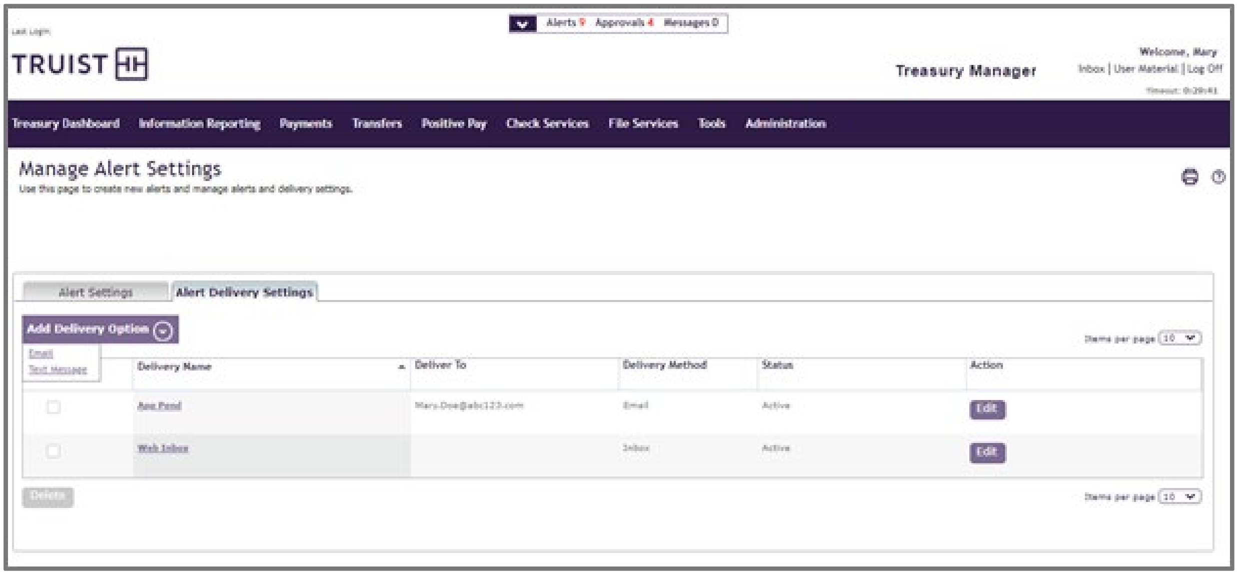
8. Click the **Submit** button.
9. Treasury Manager confirms the new alert was created.



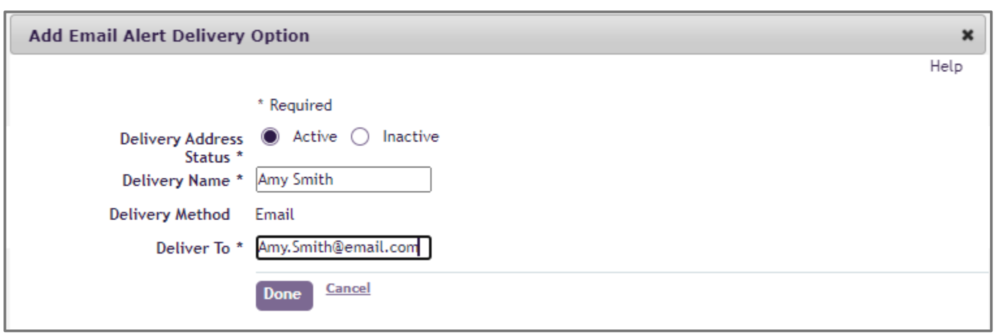
Managing Delivery Options

To Manage Delivery Options:

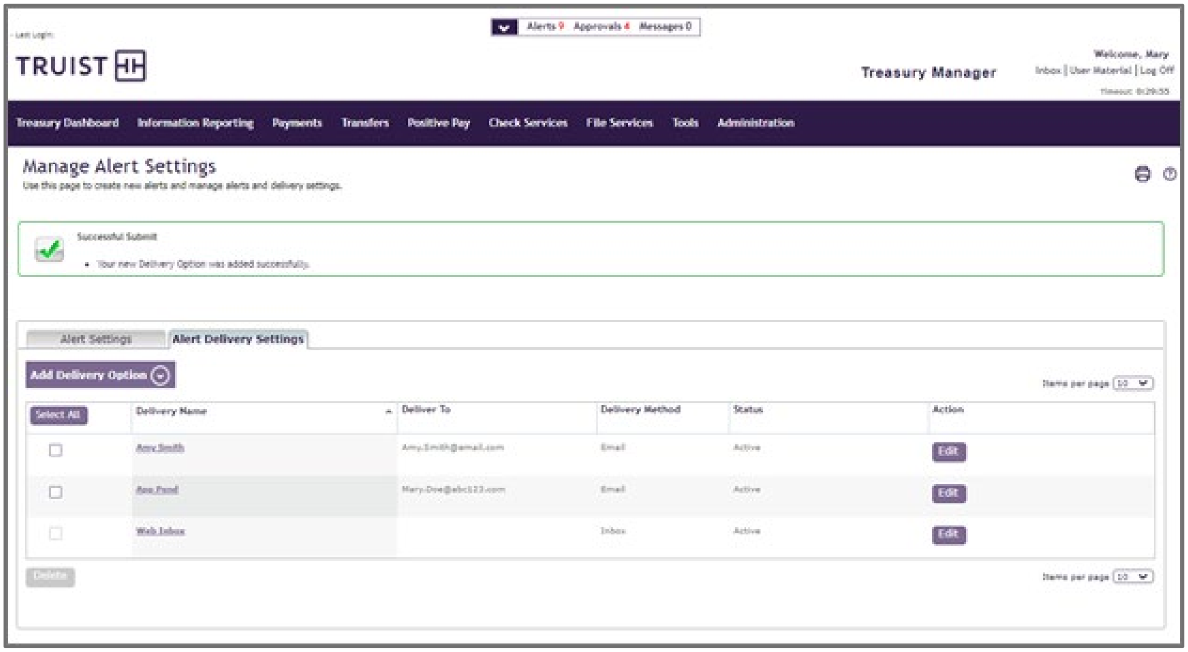
1. From the Manage Alert Settings page, click the **Alert Delivery Settings** tab.
2. Click the **Add Delivery Option** button.



3. Select a delivery method. For this example, click **Email.**
4. Enter the desired information into the **Delivery Name** field. For example, enter “Amy Smith.”
5. Enter the desired information into the **Deliver To** field. Enter a valid email address, for example, “Amy.Smith@email.com.”



6. Click the **Done** button. Treasury Manager confirms the new delivery option was added successfully.



Getting Help

Click the **User Materials** link at the top right of any page or visit the Treasury Manager page of the **Treasury Resource Center** at truist.com/treasuryresourcecenter to access reference materials.

If you need additional assistance, contact Treasury Solutions Client Services at treasuryclientservices@truist.com or **800-774-8179**. Representatives are available from 8 am to 8 pm ET, Monday through Friday on bank business days.