

Quick Reference Guide

Truist Treasury Manager

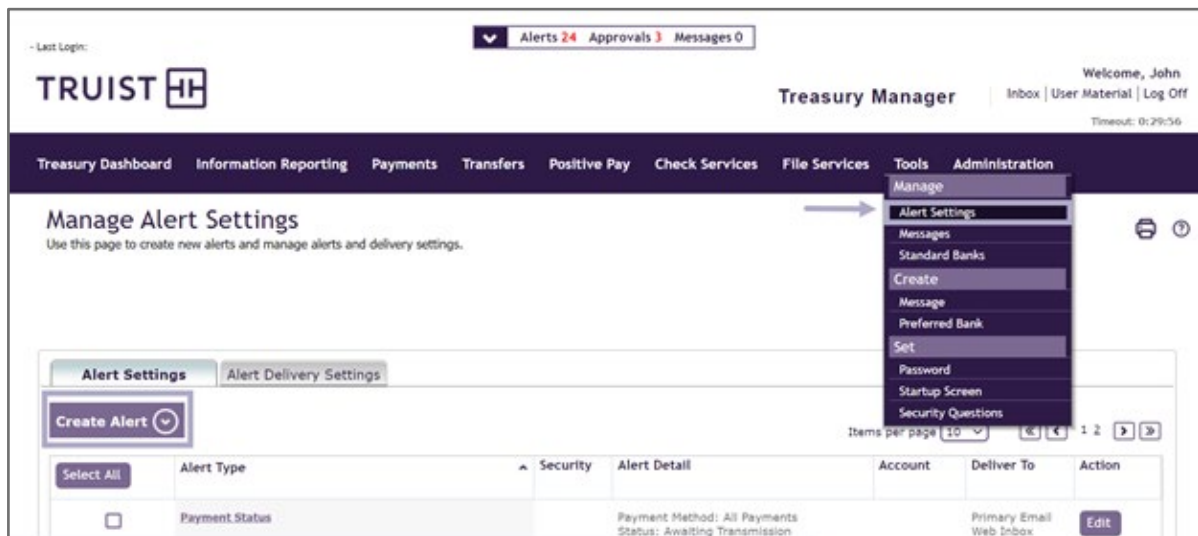
Creating and Managing Alerts and Reminders

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.

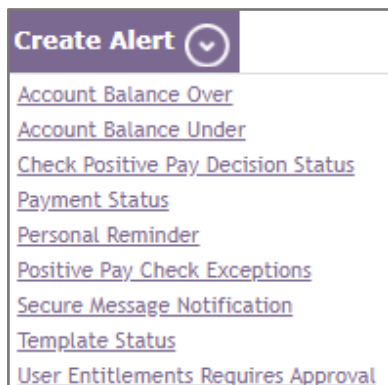
Creating Alerts and Reminders

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.

Create Alert [Close]

Alert Type: Account Balance Under

Account #: Account Number - Account Name
91 - ABC123 Operating Acct

Balance #: Pending Available

Amount #: 1000

Deliver To: This alert will always be delivered to your Inbox. You may select additional delivery options below or create additional delivery options by clicking on **Add Delivery Option** button in [Set Alert Delivery Options](#) page.

Select	Delivery Name	Deliver To
<input type="checkbox"/>	Web Inbox	
<input checked="" type="checkbox"/>	Primary Email	

Submit Cancel

Last login: [User] Alerts 9 Approvals 4 Messages 0

TRUIST [Logo] Treasury Manager Welcome, Mary
Inbox | User Material | Log Off
Timestamp: 0:29:35

Treasury Dashboard Information Reporting Payments Transfers Positive Pay Check Services File Services Tools Administration

Manage Alert Settings
Use this page to create new alerts and manage alerts and delivery settings.

Successful Submit
• Your subscription was added successfully.

Alert Settings | Alert Delivery Settings

Create Alert

Select All	Alert Type	Security	Alert Detail	Account	Deliver To	Action
<input type="checkbox"/>	Account Balance Under		Amount: \$500.00 Balance: Current Available	ABC123 General ****8773	Web Inbox	Edit

To Create a Reminder:

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

Create Alert [Dropdown Arrow]

- [Account Balance Over](#)
- [Account Balance Under](#)
- [Check Positive Pay Decision Status](#)
- [Payment Status](#)
- [Personal Reminder](#)
- [Positive Pay Check Exceptions](#)
- [Secure Message Notification](#)
- [Template Status](#)
- [User Entitlements Requires Approval](#)

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.

Create Alert
Help

Alert Type Personal Reminder

Title *

Message *

Remember to pay the Mortgage

You have entered 28 of 256 maximum characters

Frequency * Daily

Weekly

Monthly

Yearly

Time *

Deliver To This alert will always be delivered to your Inbox. You may select additional delivery options below. To create more personal delivery options, access the setup screens by going to your [Set Alert Delivery Options](#) page.

Select	Delivery Name	Deliver To
	Web Inbox	
<input type="checkbox"/>	App Pend	Mary.Doe@abc123.com

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

Last Login: 11/10/2021 20:06 (Eastern Time)
Alerts 9 Approvals 4 Messages 0

Welcome, Mary

Treasury Manager™ [Inbox](#) | [User Material](#) | [Log Off](#)

Timeout: 0:20:48

Treasury Dashboard
Information Reporting
Payments
Transfers
Positive Pay
Check Services
File Services
Tools
Administration

Manage Alert Settings

Use this page to create new alerts and manage alerts and delivery settings.

✓

Successful Submit

- Your subscription was added successfully.

Alert Settings
Alert Delivery Settings

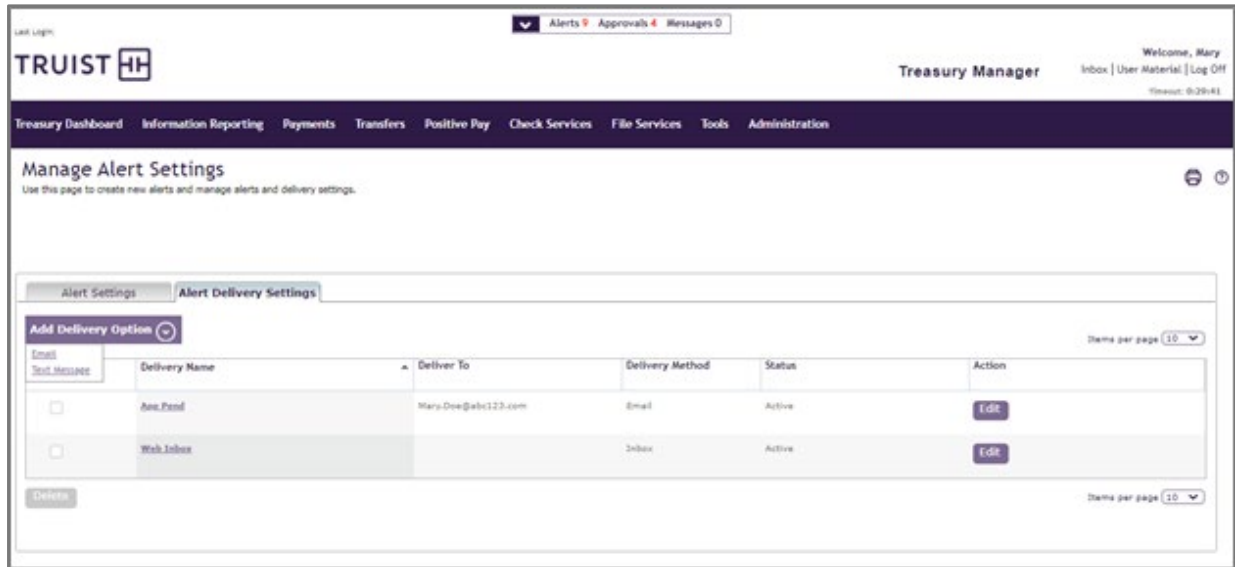
Create Alert
Items per page (10)

Select All	Alert Type	Security	Alert Detail	Account	Deliver To	Action
<input type="checkbox"/>	Account Balance Under		Amount: \$500.00 Balance: Current Available	ABC123 General ****8773	Web Inbox	<input type="button" value="Edit"/>
<input type="checkbox"/>	Personal Reminder		Title: Mortgage Message: Remember to pay the Mortgage		Web Inbox	<input type="button" value="Edit"/>

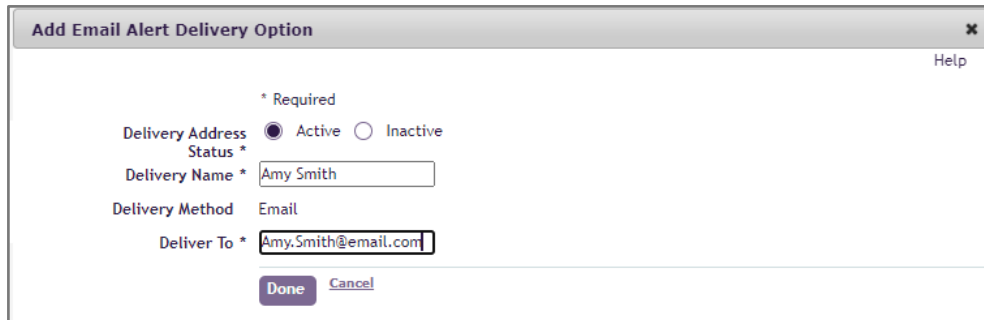
Managing Delivery Options

To Manage Delivery Options:

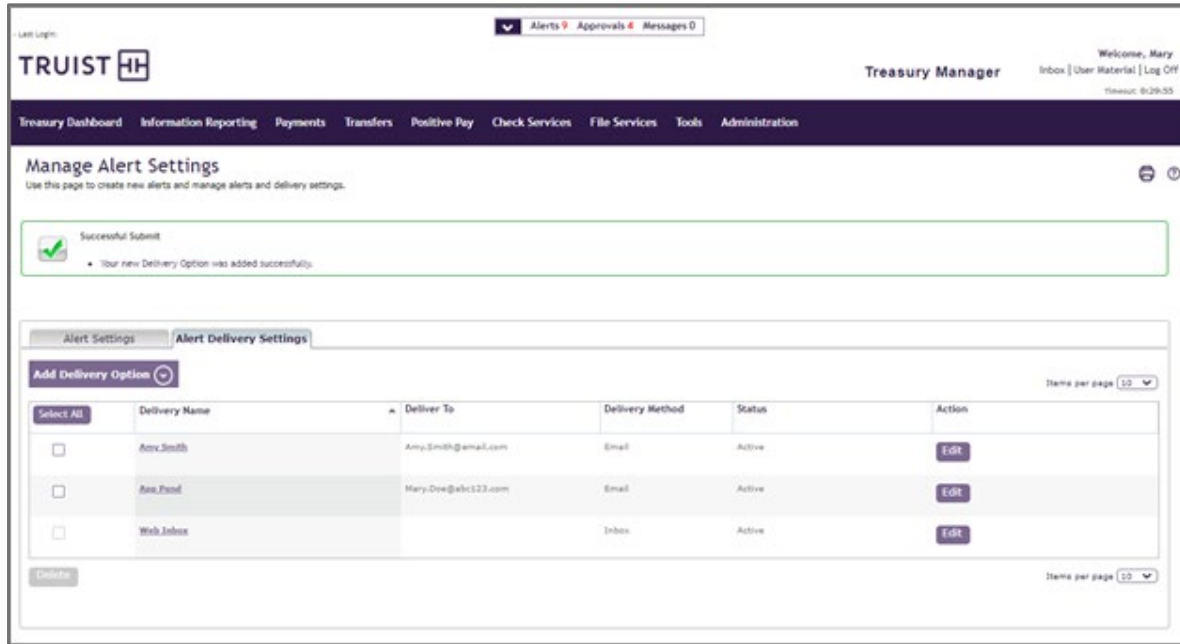
1. From the Manage Alert Settings page, click the **Alert Delivery Settings** tab.
2. Click the **Add Delivery Option** button.



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.