

NAB CONNECT

Quick Reference Guide

Create a payment alert



This quick reference guide shows you how to create a payment alert so that when a payment requires action, NAB Connect automatically reminds you by sending an email or SMS alert. You can update the alert settings at any time.

Login to NAB Connect to get started.

HOW TO

1. Check that your user details are up to date
2. Set your payment alert settings
3. Select an account and payment types for the alert

1 Check that your user details are up to date

1. In the top right of the NAB Connect banner, click **My settings**. The **MY SETTINGS** screen displays.

2. Make sure your user details are correct, including contact number, email address and mobile number.

Note: Alerts emails and SMSs will be sent to these contact details.

Note:

You need to register to use this service by completing a 'NAB Connect Amendments' form.

There is an additional cost for enabling SMS alerts; click here for more on our fees and charges.

2 Set your payment alert settings

1. Scroll down to the **Payment alert settings** section.

2. Select the checkbox for the **Payment alert method** you require.
Note: Additional fees apply for SMS.
3. Optionally, enter the payment currency range that you want to receive alerts for.
4. Select the **Payment status** checkbox for each payment status that you want an alert generated for.
5. Select how often you receive alerts. If you want NAB Connect to send you an alert:
 - every time your alert settings are met, select **Individual alerts**
 - at a certain time or times of the day, select **Batched alerts** and select one or more checkboxes for the times you want the alert(s) sent.

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3 Select an account and payment type(s) for the alert

1. Click **Add**. The *Add account/s and alert payment types* screen displays.

Add account/s and alert payment types

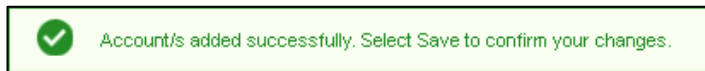
Accounts: Select an account

Payment type

<input type="checkbox"/> All	<input type="checkbox"/> Direct Debit
<input type="checkbox"/> Direct Credit	<input type="checkbox"/> BPAY
<input type="checkbox"/> Payroll	<input type="checkbox"/> Executive Payroll
<input type="checkbox"/> Domestic	<input type="checkbox"/> International
<input type="checkbox"/> Linked Account Transfer	

Cancel Add

2. In the **Accounts** dropdown list, select the account the alert applies to.
3. Select one or more **Payment type** checkboxes and click **Save**. You'll see a confirmation message.



The *MY SETTINGS* screen displays. The green tick icons indicate accounts that have existing alerts.

*Hint: To modify an existing alert, select the option button beside the relevant account and click **Edit**.*

Account	Direct Debit	Direct Credit	BPAY	Payroll	Executive Payroll	Domestic	International	Direct Link-Direct Credit	Direct Link-Direct Debit
<input checked="" type="radio"/> PRESLEY PRO modified: 083-047 57-655-6677		✓	✓						
<input type="radio"/> PRESLEY PRO modified: 084-737 57-655-6466			✓						
<input type="radio"/> PRESLEY PRO modified: 084-737 57-655-6650			✓						
<input type="radio"/> PRESLEY PRO modified: 4557-0455-3677-7877			✓						

4 accounts found as at 12:28 PM AEDT, Monday 2 February 2015

4. Select **Save**. A confirmation displays:



You'll now receive alerts at the times you selected.

For further assistance, call the NAB Connect Client Centre on 1300 888 413.