

Create a payment alert

This quick reference guide outlines steps for creating 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.

You'll need to register to use this service by completing a 'NAB Connect Amendments' form. And note that there is an additional cost for enabling SMS alerts. Please refer to our fees and charges for more details.

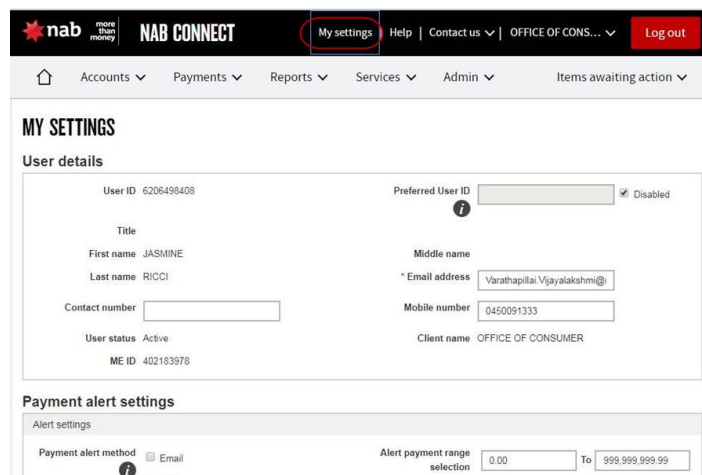
Login to NAB Connect to get started.

HOW TO

1. Check 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 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.



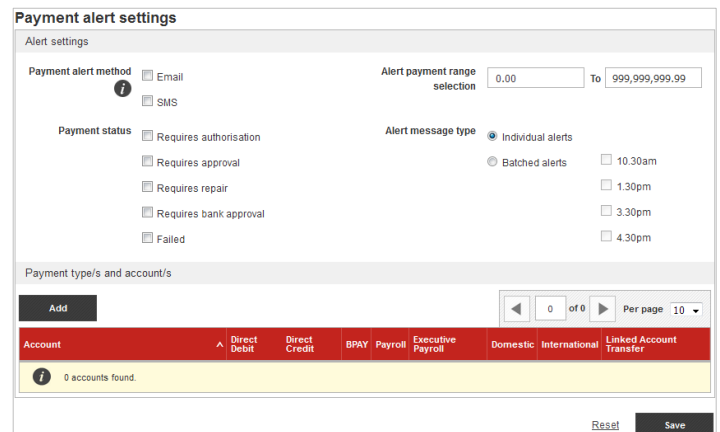
The screenshot shows the 'MY SETTINGS' page in NAB Connect. The top navigation bar includes 'My settings' (highlighted with a red circle), 'Help', 'Contact us', 'OFFICE OF CONS...', and 'Log out'. Below the navigation bar, there are tabs for 'Accounts', 'Payments', 'Reports', 'Services', 'Admin', and 'Items awaiting action'. The main content area is titled 'MY SETTINGS' and is divided into two sections: 'User details' and 'Payment alert settings'. The 'User details' section includes fields for User ID (6206498408), Preferred User ID (disabled), Title, First name (JASMINE), Last name (RICCI), Contact number, User status (Active), ME ID (402183978), Middle name, Email address (Varathapilla.Vijayalakshmi@), Mobile number (0450091333), and Client name (OFFICE OF CONSUMER). The 'Payment alert settings' section includes 'Alert settings' with 'Payment alert method' (Email and SMS), 'Alert payment range selection' (0.00 to 999,999,999.99), and 'Alert message type' (Individual alerts, Batched alerts, 10.30am, 1.30pm, 3.30pm, 4.30pm). There is also a section for 'Payment type/s and account/s' with an 'Add' button and a table of account types.

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

Hint: Alerts emails and SMSs are sent to these details.

2 Set your payment alert settings

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

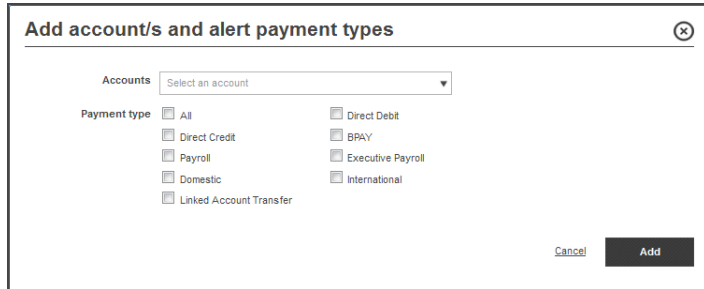


The screenshot shows the 'Payment alert settings' section. It includes 'Alert settings' with 'Payment alert method' (Email and SMS), 'Alert payment range selection' (0.00 to 999,999,999.99), and 'Alert message type' (Individual alerts, Batched alerts, 10.30am, 1.30pm, 3.30pm, 4.30pm). There is also a section for 'Payment type/s and account/s' with an 'Add' button and a table of account types.


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.

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

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

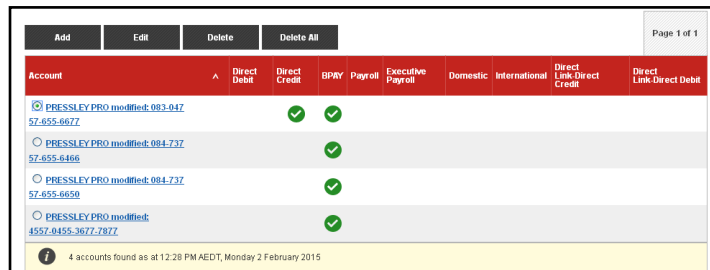


2. In the **Accounts** dropdown list, select the account the alert applies to.
3. Select one or more **Payment type** checkboxes and click **Save**. You'll see a confirmation message.

 Account/s added successfully. Select **Save** to confirm your changes.

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"/> PRESSLEY PRO modified: 083-047 57-655-6677		✓	✓						
<input type="radio"/> PRESSLEY PRO modified: 084-737 57-655-6466		✓							
<input type="radio"/> PRESSLEY PRO modified: 084-737 57-655-6650		✓							
<input type="radio"/> PRESSLEY PRO modified: 4557-0455-3877-7877		✓							

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

 Payment alerts updated successfully.

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

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