Alert Manager How-to

Alerts from First National Bank of Northfield help you keep an eye on your business account and give you transaction information as soon as it happens. For your convenience, all alerts will be sent to the email address you provide.

Set Up Alerts

Ready to set up alerts on your First National account? Here's what you need to know:

1. To get started, log in to your First National online banking account.

2. Hover over "Accounts" in the menu bar and select "Overview" (*Figure 1*).

Figure 1

3. Click on the megaphone icon in the upper right-hand corner, then click "My Alerts" (*Figure 2*).
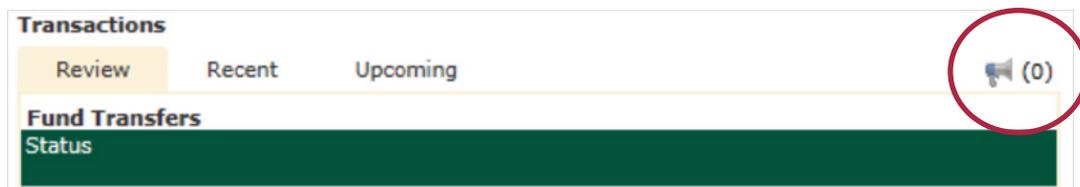

Figure 2

4. Once you click on "My Alerts," you'll see a screen that prompts you to choose which account you'd like to set up alerts for: checking, savings, CD/IRA or loans (*Figure 3*).

Figure 3

5. Click on the appropriate account type and you'll be directed to the next screen where you can select the specific alerts you'd like to set up. Here you can view, edit, delete or add new alerts. To add an alert, go to the "Notify When" section and click the "Setup New Alert" link (*Figure 4*).

Figure 4

6. You'll be prompted at the next screen to select the specific alert you'd like to choose for that account. You may set up as many alerts as you'd like. All alerts available for that particular account type will appear in the drop-down menu. Then click the "Next" button (*Figure 5*).

Figure 5

7. From the first pull-down menu, select the specific account you would like the alert sent for. The "Send To" box should say "Email." Type in the email address you would like the alert to send to. Click "Finish" (*Figure 6*).
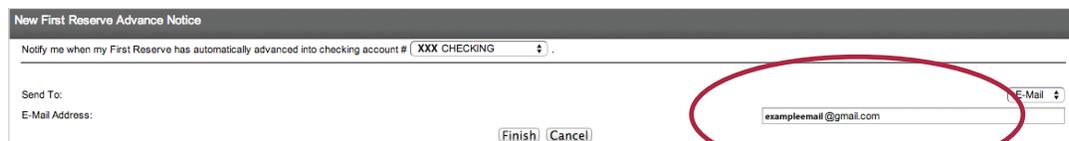

Figure 6

8. Click "Done" to return to the main Alerts window. If you are done setting up alerts, you can exit the Alerts window and log out of online banking.

Once an alert has been established, you'll receive an email each and every time a transaction occurs that meets the qualifications you specified. If you have any questions or troubles setting up alerts, please contact a First National customer service representative by calling 507-645-5656.

Note: You may cancel your alerts at any time. To cancel an alert, log in to your online banking account, hover over "Accounts" and click "Overview." From there, click on the megaphone icon and click "My Alerts," then click on an account type. Once you've selected an account type, you'll be directed to a screen that displays active alerts. Click the "X" next to the alert you'd like to cancel.