Users can create email alerts for themselves or administrators can create alerts for them. These alerts will notify selected individuals in the organization when certain criteria is met (e.g. a payment is rejected, a payment is ready for approval). Additionally, administrators can store a list of recipients, and create and manage notification groups to send these alerts to multiple recipients.

Creating an Alert

Alerts are created using the profile menu in the upper right-hand corner of the Intellix screen:

1. Click on the drop-down menu next to your name. These options also display under the *Administration* menu.
2. Select **Manage Alerts**.
3. Click **Add**.
4. Complete the following:

Alert Group: Select **Check Services, Information Reporting** or **Payments**.

Alert Type: Select an Alert Type from the list below.

Alert Name: Create a name for this alert.

Recipient: Enter the email address for the recipient. To add multiple recipients, an Email Recipient Group with assigned recipients can be set up and then selected in this field using the magnifying glass. (Instructions for adding Recipients, Email Recipient Groups and Recipient Group assignments are explained in subsequent sections.)

Check Services Alert Types:

Positive Pay/Reverse Positive Pay Cut-off Time is Approaching: An email is sent to notify users to finish making and approving pay or return decisions as the cut-off time is approaching.

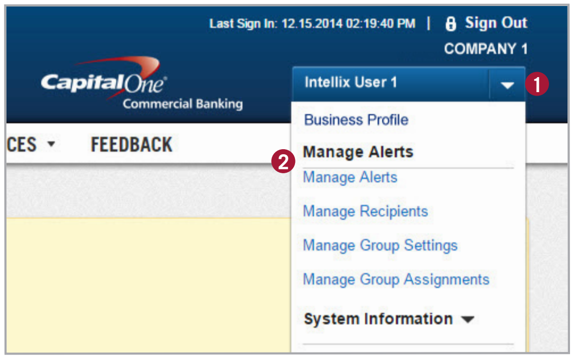
Positive Pay/Reverse Positive Pay Decision Pending Approval: An email is sent when a positive pay/reverse positive pay decision is ready to be approved.

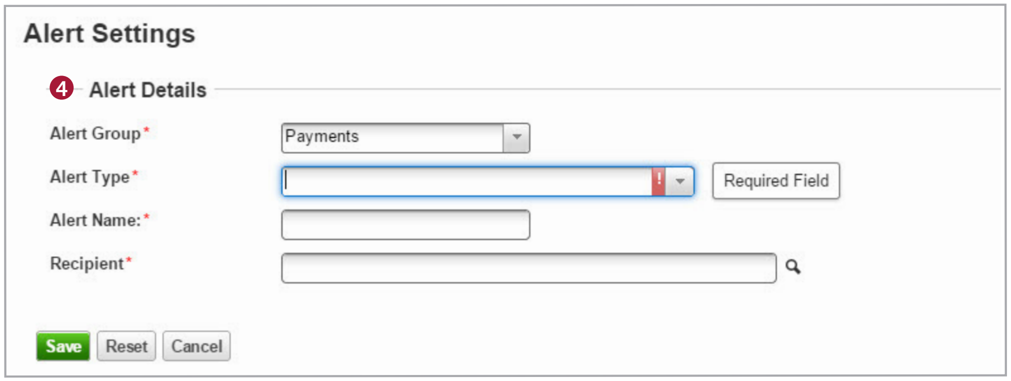
Positive Pay No Suspect Items: An email is sent when the selected account does not have any suspect items requiring decisions.

Positive Pay Suspect Item Alert: An email is sent when a positive pay exception item is available for decisioning.

Reverse Positive Pay No Paid Items: An email is sent when the selected account does not have any items requiring decisions.

Reverse Positive Pay Paid Items: An email is sent when the selected account has items requiring a decision.





Information Reporting Alert Types:

Closing Available Balance: Notifies the recipient when the closing available balance reaches a certain amount.

Closing Ledger Balance: Notifies the recipient when the closing ledger balance reaches a certain amount.

Transaction Notification: Notifies the recipient that a transaction meeting certain criteria has been received by your company.

Bank Report(s) Available: Notifies the recipient when a Bank Report is received.

Payment Alert Types:

Approver Rejected Payments: This type of alert sends you an email if a payment you submitted was rejected in the approval process. This allows you to quickly fix any problems that caused the payment to be rejected.

Payment(s) Automatically Generated: This type of alert sends you an email when a payment has been automatically generated by the system, such as a scheduled payment.

Payments Awaiting Approval: This type of alert sends you an email when a payment has been submitted for a type of payment for which you are responsible for approval.

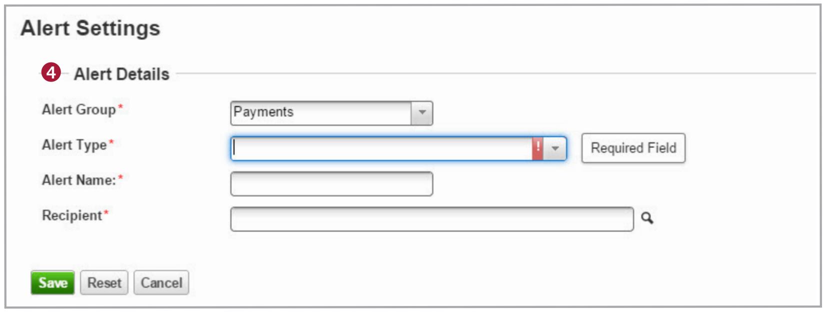
Payments Rejected Today: This alert sends an email when a payment is rejected during the current business day. This alert should be used for same-day transactions such as Book Transfers and Wire Transfers.

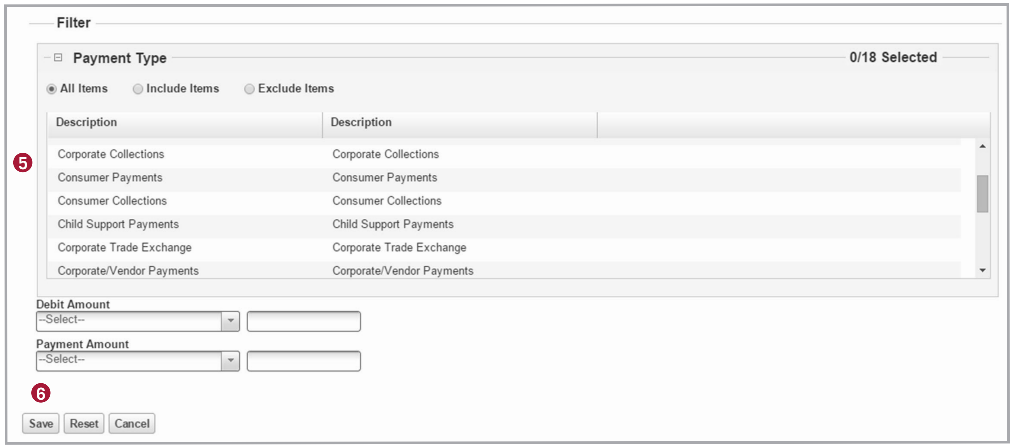
Payments Needing Rate: This type of alert sends an email to the individual authorized to apply an exchange rate to an International Wire Transfer. This person will be required to enter the rate by close of business in order to release the transfer.

Payment Processed: This type of alert sends an email when a wire or transfer is processed by the bank. Individual settings allow for alerts when the bank receives, confirms, or rejects the payment.

5 Click **Continue**.The next selections display based on the alert type.
NOTE: The example to the right shows selections for a Payment alert.

6 Click **Save**.
NOTE: Alerts will come from "Intellix-DoNotReply@capitalone.com". If you receive an alert regarding your Intellix service from an email address that does not match this address exactly, please delete it, as it may be an attempt at phishing or fraud. Please check your spam or junk email folder if you are not seeing the Intellix alerts that you have setup. To ensure delivery of your alerts, you can add "Intellix-DoNotReply@capitalone.com" to your address book.

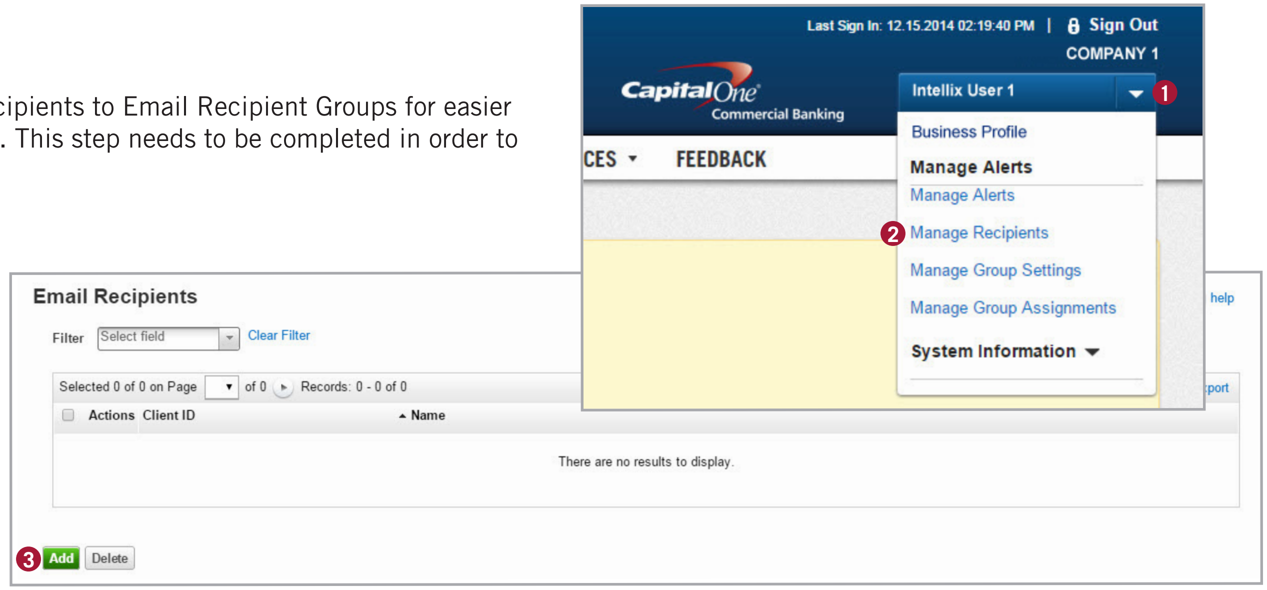




Adding Recipients

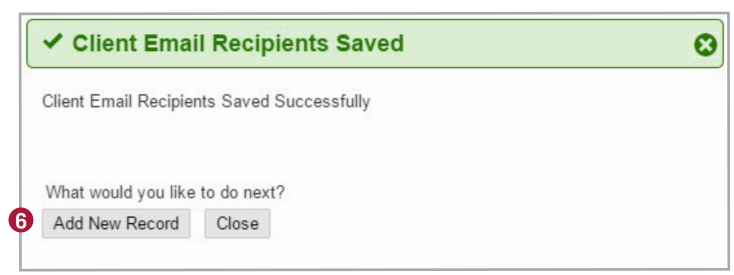
Administrators can create recipients and assign these recipients to Email Recipient Groups for easier alert setup. Recipients do not have to be users of Intellix. This step needs to be completed in order to assign recipients to an Email Recipient Group.

1. Select the profile drop-down menu next to your name in the upper right-hand corner of the *Intellix* window.
2. Select **Manage Recipients**. If you do not see the *Manage Recipients* link, you are not authorized to add recipients.
3. Click **Add**.



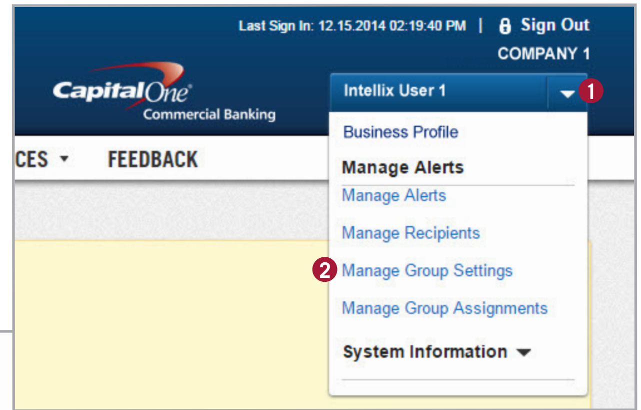
4. Enter the name and email address for the recipient.
5. Click **Save**.

6. To add additional recipients, on the confirmation window click **Add New Record** and repeat the steps above, otherwise click **Close**.

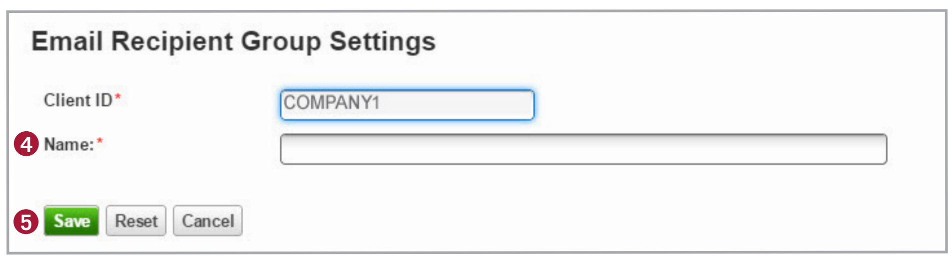


Creating an Email Recipient Group

1. Select the profile drop-down menu next to your name in the upper right-hand corner of the *Intellix* window. Administrators can also find these options under the *Administration* menu.
2. Select **Manage Group Settings**. The *Email Recipient Groups Settings* window displays.
3. Click **Add**.



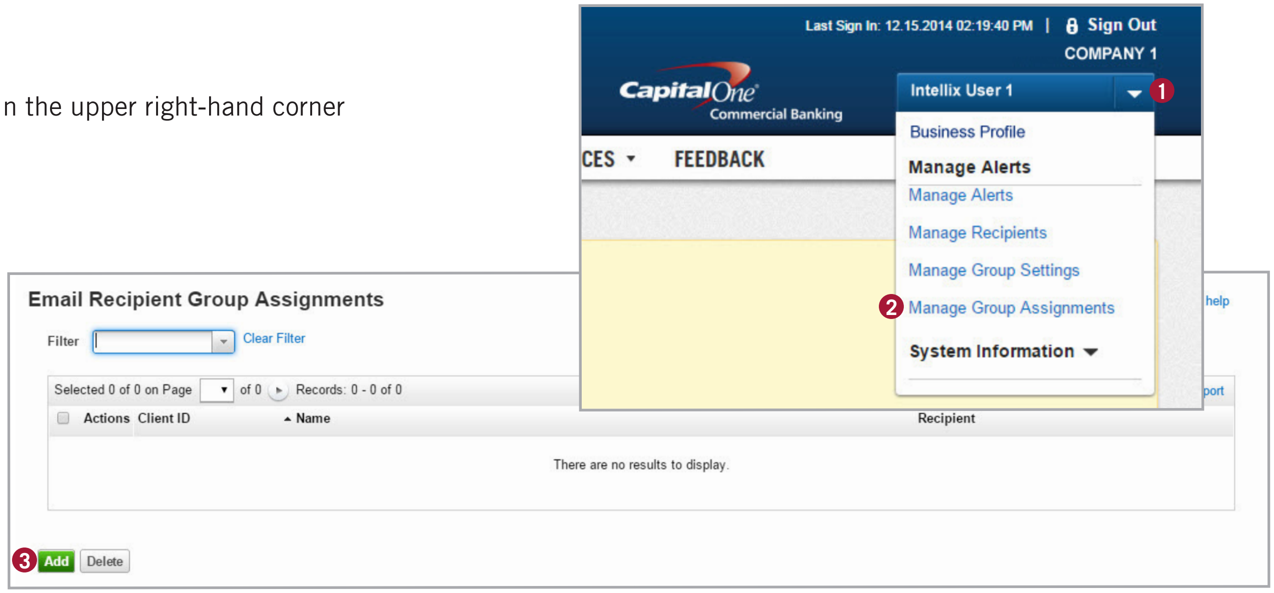
4. Enter a group name.
5. Click **Save**. The group has now been created.



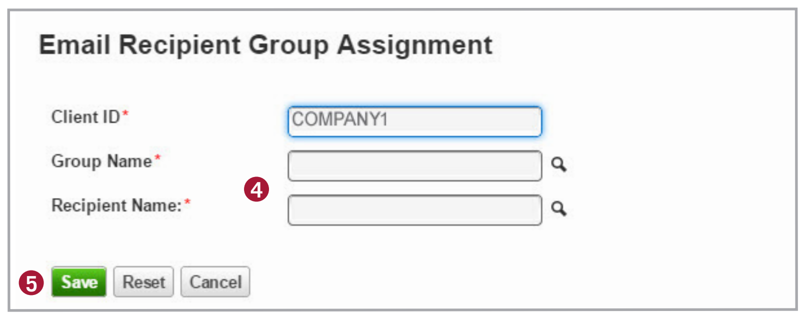
Adding Recipients to an Email Recipient Group

❶ Select the profile drop-down menu next to your name in the upper right-hand corner of the *Intellix* window.

❷ Select **Manage Group Assignments**.

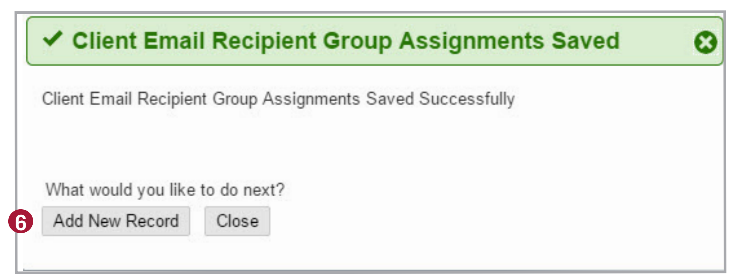


❸ Click **Add**.



❹ Select the appropriate group name and recipient name.

❺ Click **Save**.



❻ To add additional recipients to this group, on the confirmation window click **Add New Record** and repeat the steps above, otherwise click **Close**.