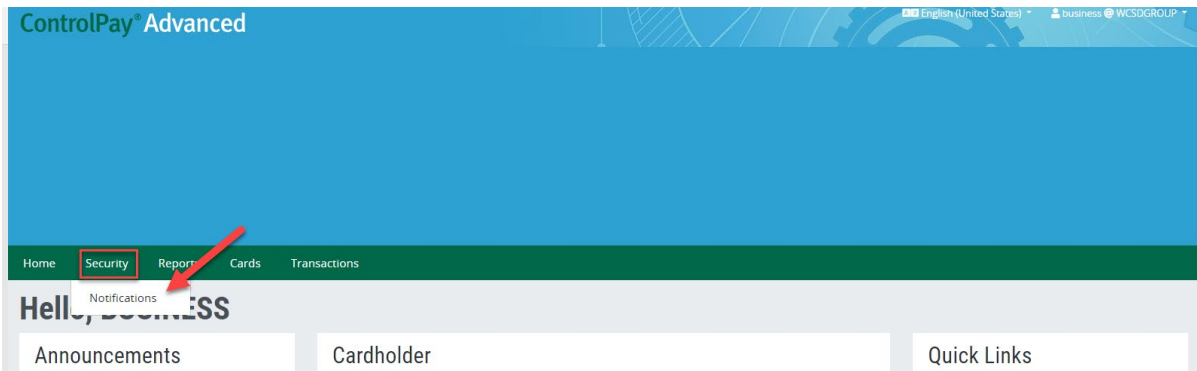


Setting Notifications in Commerce Bank

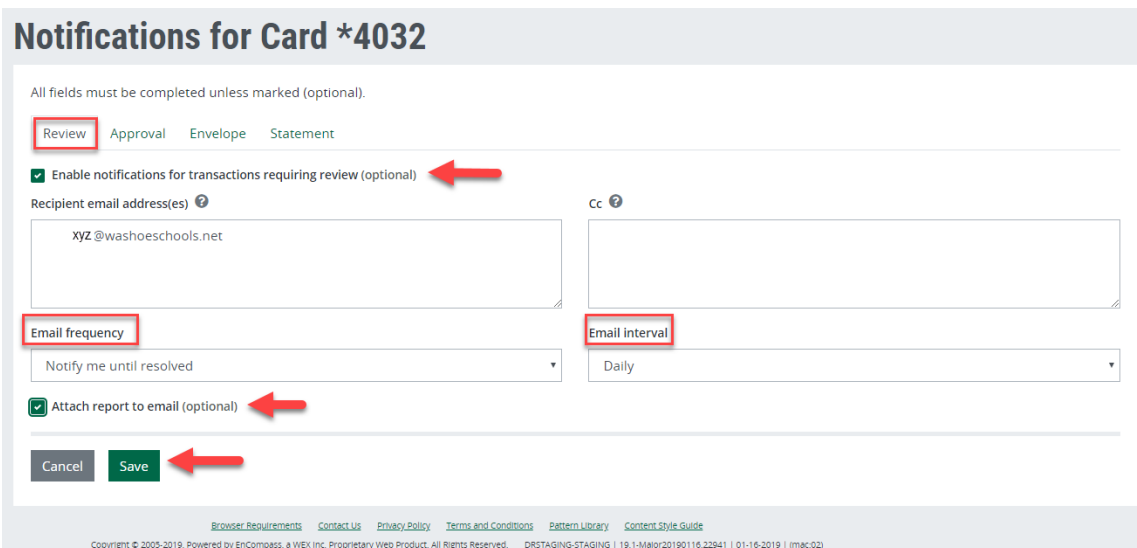
(Re-designed Commerce Bank website)

To set notification parameters, complete the following steps:

1. From your green menu bar, hover over **Security** and then click on **Notifications**.



2. To set notifications for the **REVIEWER**:
 - a. Click the **Review tab** (first tab).
 - b. Check the box **Enable notifications for transactions requiring review**.
 - c. Complete **Recipient Email Address(es)** field and **CC:** field if needed. Separate multiple email addresses in either field with a semi-colon (;) and no spaces.
 - d. **Email Frequency:** Use pull down and choose either **Notify me until resolved** (recommended) or **Notify me once**.
 - e. **Email Interval:** Use pull down and choose either **Daily** (recommended) or **Weekly**.
 - f. **Attach Report to email:** Check the box. By doing so, you will receive a PDF report of all transactions ready for review.
 - g. Click **SAVE**.
 - h. **NOTE: DO NOT set up notifications on the Envelope tab.**



The screenshot shows the 'Notifications for Card *4032' form. At the top, there is a header with the text 'Notifications for Card *4032'. Below this is a sub-header with the text 'All fields must be completed unless marked (optional)'. The form has four tabs: 'Review', 'Approval', 'Envelope', and 'Statement'. The 'Review' tab is selected and highlighted with a red box. Below the tabs, there is a checkbox labeled 'Enable notifications for transactions requiring review (optional)' which is checked and has a red arrow pointing to it. Below this is a text input field for 'Recipient email address(es)' containing 'xyz@washoeschools.net' and a 'Cc' field. Below these fields, there are two dropdown menus: 'Email frequency' set to 'Notify me until resolved' and 'Email interval' set to 'Daily'. Below the dropdowns, there is another checkbox labeled 'Attach report to email (optional)' which is checked and has a red arrow pointing to it. At the bottom of the form, there are two buttons: 'Cancel' and 'Save', with a red arrow pointing to the 'Save' button. At the very bottom of the page, there is a footer with small text including 'Copyright © 2005-2019. Powered by EnCompass, a WEX Inc. Proprietary Web Product. All Rights Reserved. DRSTAGING-STAGING | 19.1-Major20190116.22841 | 01-16-2019 | (mac-02)'. There are also several links: 'Browser Requirements', 'Contact Us', 'Privacy Policy', 'Terms and Conditions', 'Pattern Library', and 'Content Style Guide'.

3. To set Notifications for **APPROVER**:

- a. Click the **Approval tab** (second tab).
- b. Check the box **Enable notifications for transactions requiring approval**.
- c. Complete **Recipient Email Address(es)** field and **CC:** field if needed. Separate multiple email addresses in either field with a semi-colon (;) and no spaces.
- d. **Email Frequency:** Use pull down and choose either **Notify me until resolved** (recommended) or **Notify me once**.
- e. **Email Interval:** Use pull down and choose either **Daily** (recommended) or **Weekly**.
- f. **Attach Report to email:** Check the box. By doing so, you will receive a PDF report of all transactions ready for review.
- g. Click **SAVE**.
- h. **NOTE: DO NOT set up notifications on the Envelope tab.**
- i. Please skip the Second Approval section. Second Approval is the Business Office.

Notifications for Card *4032

All fields must be completed unless marked (optional).

Review **Approval** Envelope Statement

Enable notifications for transactions requiring approval (optional)

Recipient email address(es)

Cc

Email frequency

Email interval

Attach report to email (optional)

Second Approval

Enable notifications for transactions requiring a

Recipient email address(es)

Email frequency

Attach report to email (optional)

Cancel Save

Skip this section please