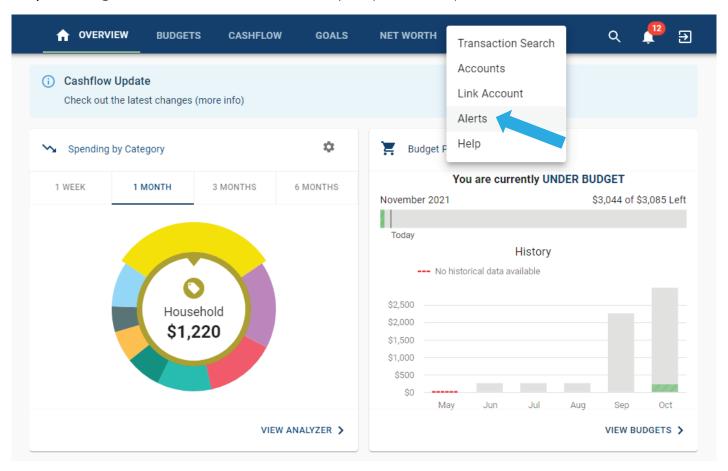


Personal Financial Management

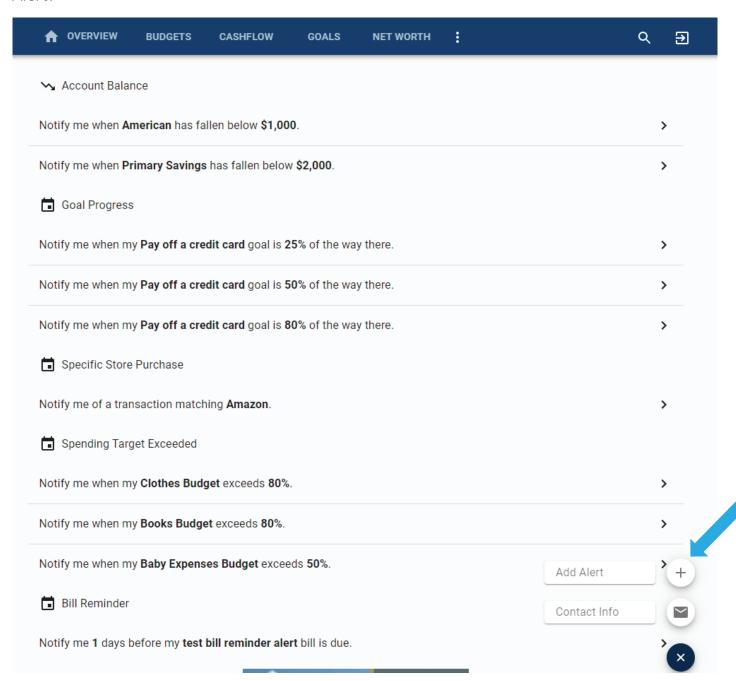
How to Add an Alert

Step 1: Navigate to PFM and choose the ellipsis (three dots) on the toolbar to select Alerts.





Step 2: Click the *Plus* icon/button in the bottom right-hand corner of the screen. Choose *Add Alert*.

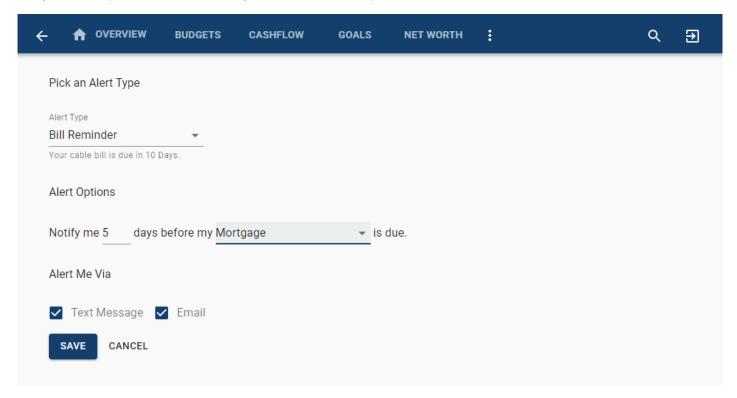


The More You Know: You can edit your *Alert* contact information (email address and phone number) by choosing the *Plus* icon and then *Contact Info*.





Step 3: Complete the following fields to create your desired alert.



Step 4: Click Save.

