



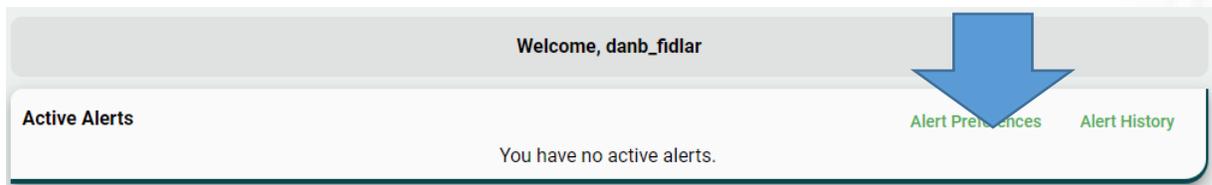
350 Research Parkway
 Davenport, IA 52806
 800.747.4600



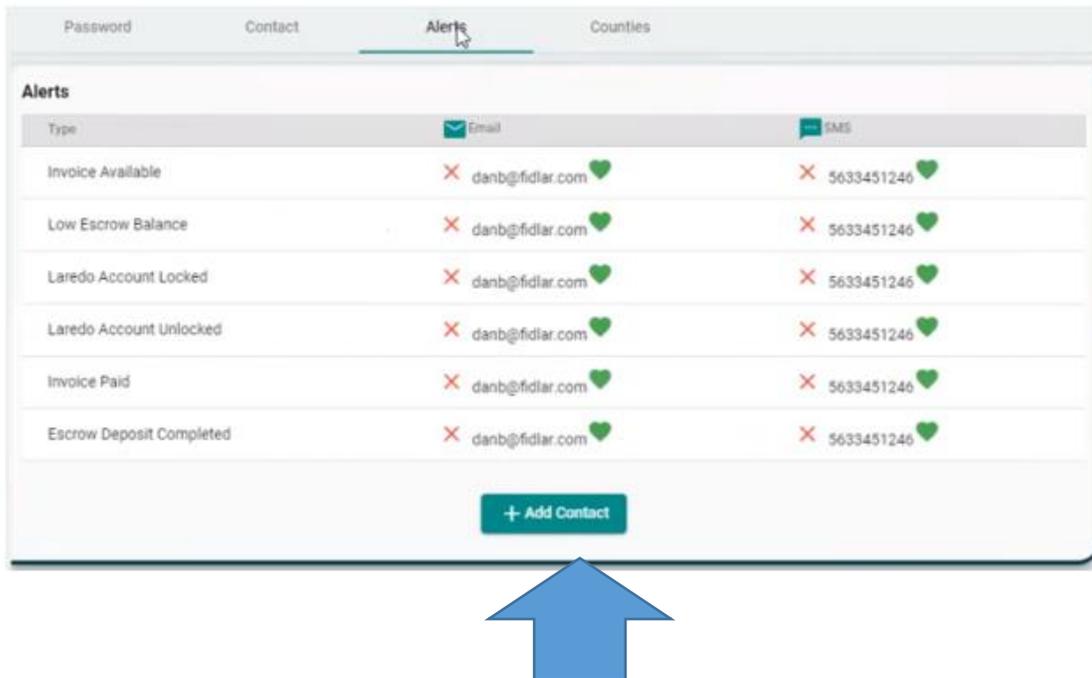
ALERTS

Alerts are notifications of an activity that has occurred for a Laredo account. If an email address or cell phone number is provided, an alert is sent when an activity like reaching a low account balance, statements or invoices become available for viewing or a user has been locked out of an account event happens.

To initially set up your Alerts, log into your Laredo Connect Profile. On the Home screen summary page; click on the green Alert Preferences link in the Active Alerts section.



Click the +Add Contact button to begin setting up your alert notifications.



In the box that pops up, enter either your email address to receive an email alert or phone number for a text message alert. You can set up one of both kinds of alerts if you wish. Select the types of notifications to be received for Alerts by leaving a check mark in the boxes next to the types you'd like to receive or click on the check mark that's already in the box to de-select it. After your choices are made click the Add Button.





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Add Subscription

Enter a complete US phone number (including area code) or an e-mail address.

Contact Name

Notification Types (select all that apply)

- Public Invoice Available
- Low Escrow Balance
- Laredo Account Locked
- Laredo Account Unlocked
- Public Invoice Paid
- Escrow Deposit Completed

The Laredo Connect Home screen displays any alerts sent to you. You can also go to Alert History to see the current alerts and the historical alerts.

Welcome, dan

[Alert Preferences](#) [Alert History](#)

Alert	County	Sent	
Your Laredo Account JOEONDEMAND has been locked.	Ozaukee, WI	8/18 12:32 pm	Dismiss

Example of the Active Alerts and Alert History view shown below.

Active Alerts		Alert History	
County	Time	Details	
Sagadahoc, ME	5/14 4:16 pm	Invoice INVOICE_5996 is available	
Sagadahoc, ME	5/14 4:16 pm	Invoice INVOICE_5997 is available	

You can delete alerts by clicking the red trash can.

