

*The following information provides guidance to help Administrators with using the CentreSuite® by TSYS card management platform.*

### CREATING A NEW ALERT

To establish a new alert, follow the below steps:

1. Click on the **Administration** tab. Then, select **Manage TSYS Alerts** from the drop-down menu.
2. Next, you will be redirected to the **TSYS Alerts Search** screen. Here, you may search by **Account** or **Unit**. Simply select which option you would like to use as your search criteria; then, click **Search**.
3. Click on **Search** to display all accounts.  
**NOTE:** You may narrow your search by selecting one of the following options from the drop-down menu : **Name on Account, Account Number, Unit Name, Unit Number**.
4. All search results will display under the **Select Account** list.
5. Next, select the **Account Number** that the Alert will be established for.  
**NOTE:** You **may not** set an Alert for SuperCorp or Corporate account types. You may only set an Alert for those accounts that are under the Individual Account Type. If you select a SuperCorp or Corporate account, you will receive an error immediately after accepting the terms of the Alerts.
6. Scroll to the bottom of the page and check the **Administer on behalf of card holder** box. Click **Continue**.  
**NOTE:** If you do not check the **Administer on behalf of card holder** box, you will receive an error immediately after accepting the terms of the Alerts.
7. Next, set the Alert **Language** and **Time Zone** preferences. Read the **Consent to Communications from Regions Bank** information; then, check the **I Agree to Terms & Conditions** box. Click **Continue**.
8. Enable the Alerts switch to **YES**.
9. Click on the **Contacts Tab** and select the **Add Contact** option.
10. Select the desired alert delivery method: **Email, SMS, and Voice**.
11. Click on the **Alerts** tab. A list with all offered system Alerts will display.
12. Activate the Alert by switching the **Active** switch to **YES**.  
**NOTE:** At this point, the Alert is now active. If you ever need to disable the alert, simply switch the **Active** switch to **NO**.

### QUESTIONS?

Should you have additional questions or need further assistance, call Regions Commercial Card Client Services at 1-888-934-1087.