

## MINIMISE DELINQUENCIES & PREVENT FRAUD

# Stay in the know

By setting up Program Alerts, @ Work can let you know the status of your Accounts. Proactively monitor the critical aspects of your Card program with customized alerts, including information about Individual Card spend.

### EXISTING ALERTS YOU CAN SUBSCRIBE TO:

- **Payment Status** – receive alerts about past-due balances based on number of days outstanding.
- **Large Transactions** – receive alerts when a Card Member completes a transaction that exceeds the amount selected.
- **Questionable Spend** – receive alerts when a Card Member makes a purchase that falls within a questionable merchant category.

### HOW TO SET UP A CUSTOMISED ALERT:

1. Log in to your @ Work Account.
2. Click on “See all notifications” and you will be taken to the Notification Centre
3. Select ‘Manage Program Alert Settings’.
4. Select your alert type, customise it, and then indicate your preferred method of delivery and notification frequency.
5. Click the arrow to close the alert type window.



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### Did you know?

You can also opt to receive notifications from the @ Work Alert Notification Centre via email, either daily or weekly