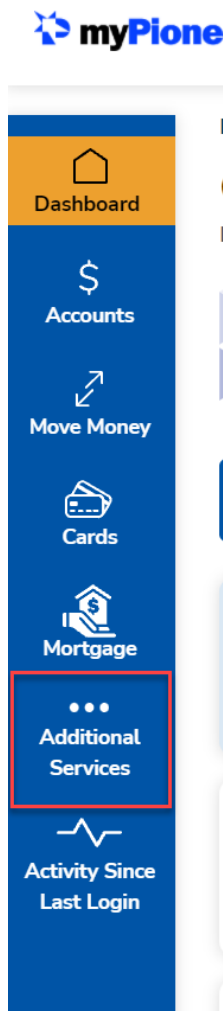## How-To Setup Text Banking

Please go verify that text banking is setup in each account that you would like to utilize it. You can also use this same process to turn *off* text banking on specific accounts.

<mark>DESKTOP:</mark>

1. Click the Additional Services tab in the left-hand menu bar.

2. Click on Accounts and Memberships

3. In the Account Settings drop down, choose which account you want to set it for.

4. Once you've selected the account, verify that the Text Banking check box is checked and then hit 'Save Settings'.