

Text Notification Enrollment Process

Log in to Commercial Center.

1. Go to My Settings
2. My Profile
3. Select the box “Enable SMS Messages”
4. Select the box “Terms & Conditions” to agree to the viewable Terms & Conditions
5. Click on and open the T&C box.
6. Enter your cell number and select TEST (the system will send a test text— not required but nice to know everything connects.)
7. Click **Save**.
8. Enter your password/PIN and then generate a onetime passcode.

From there, go to your cell phone to continue.

1. You’ll receive an enrollment text.
2. Enter “**MPB ENROLL #####**”—number is unique to the enrollment text.
3. Receive confirmation of enrollment.

After that, go back to CC.

1. Go to My Settings: Subscriptions (these are all the systemic notifications)
2. At Out of Band Authorization, you can choose between the email or text options.
3. Select option.
4. Click **Save**.