

Account Access

ID:
Password:

Login ~ Enter the 12-digit ID and password assigned by the bank and click **Submit**.

*you will be prompted to change your password the first time you log in.

Viewing Transactions

Select **Transactions** from the drop-down menu next to an account. (Transaction history is available for 90 days.)

| Account Name | Balance | Status | Quick Link Options |
|--------------|------------|--------|--------------------|
| My Checking | \$345.96 | Open | View Transactions |
| My Savings | \$2,908.33 | Open | Select Option |

Transaction List Options:

- View Check Images
- Choose number of transactions displayed
- Switch between accounts
- Sort Columns to Customize View

Transaction Search

Accounts Transactions Transfers Stop Payments
Current Transactions Download Transactions **Search**

Select **Search** from the Transaction sub-menu to search transactions by date, dollar amount, credit, debit, or check number.

Transaction Download

| Account Name | Balance | Status | Quick Link Options |
|--------------|------------|--------|--------------------|
| My Checking | \$345.96 | Open | Download |
| My Savings | \$2,908.33 | Open | Select Option |

Select **Download** from the drop-down menu next to an account.

Download Transaction
Note: * Required field
Download Transactions for Account: My Checking
* Select Download Range: Select Option
* Select Download Format: Select Option

Choose the **Download Range** and **Format** and click **Submit**.

Transferring Funds

| Account Name | Balance | Status | Quick Link Options |
|--------------|------------|--------|--------------------|
| My Checking | \$345.96 | Open | Transfer Funds |
| My Savings | \$2,908.33 | Open | Select Option |

Select **Transfers** from the drop-down menu next to an account.

Transfer Funds Schedule Review Finish
* Transfer funds from: Select From Account
* Transfer funds to: Select To Account
* Transfer amount:
* Frequency: Select Frequency
Transfer date: 10/05/2007
Transfer memo:

Select the **From** and **To** accounts from the drop-down menus. Enter the Transfer Amount, Frequency, and Date of the Transfer. Click **Submit** to complete the transfer.

Pending and Completed Transfers

Accounts Transactions Transfers Stop Payments Statements
New Transfer Pending Transfers Transfer History

- Select **Pending Transfers** to view, edit, or delete a scheduled transfer.
- **Transfer History** lists completed transfers. (Transfer history is available for 90 days.)

Viewing Statements

| Account Name | Balance | Status | Quick Link Options |
|--------------|------------|--------|--------------------|
| My Checking | \$345.96 | Open | Statements |
| My Savings | \$2,908.33 | Open | Select Option |

Select **Statements** from the drop-down menu next to an account.

- Statements are available in PDF, HTML, and Text formats.
- Statement history is available for 366 days.

Options

Change **Personal**, **Account**, and **Display** Settings or set up **Alerts**.

Personal

- Update your **ID** (you can create an ID to use instead of 12-digit ID)
- Update your **E-Mail** Address
- Change **PIN/Password**.

Account

- Change Account **Pseudo Names** (nicknames)
- Edit **order** in which accounts are displayed.

Display

- Edit the number of accounts displayed per page.
- Edit the number of transactions displayed by default.

Alerts

Event Alerts

- Incoming Direct Deposits
- Funds Transfer Information
- Statement Notifications

Balance Alerts

- Notification of Account Balances

Item Alerts

- Notification of Cleared Checks

Personal Alerts

- Text-based alerts delivered on chosen date.

Stop Payments

- Select **Stop Payments** from the drop-down menu next to an account.
- You are able to view active Stop Payments. Click on the link to view additional information.
- You must contact the bank to edit or remove a Stop Payment.

| Account Name | Balance | Status | Quick Link Options |
|--------------|----------|--------|--------------------|
| My Checking | \$345.96 | Open | Stop Payments |

| Account | Check Number | Amount | Payee |
|-------------|--------------|----------|--------------|
| My Checking | 1001 | \$250.57 | Jason's Deli |

Security

One of the first times you access your accounts online, we'll ask you to choose and answer three (3) **Personal Verification Questions**. During future online sessions, we'll ask you some of these questions if we feel there is a possibility that someone other than you is attempting to access your information. Please choose answers that you will remember. Incorrectly answering questions can lead to your account access being disabled.

Security Reminders

- We will NEVER email you for your personal information. Any email claiming to be the bank requesting personal information such as Social Security Numbers, IDs, or Passwords should not be trusted or opened.
- Do not write your password down.
- Use a different password to access your online accounts than ones you use for other applications.
- Always exit your online banking session before leaving your computer.