

Online Banking Retail User's Guide

Version 2.6.2

Welcome!

OVERVIEW

In this material we are going to concentrate on the features that are available for your new **Online Banking System**. This material covers the retail/individual user only and the topics are outlined below. This is going to be helpful if you are using our online product for personal/individual banking needs.

TOPICS


General Navigation Information:

- Supports backward and forward browser navigation
- Print and Help buttons are available from most pages
- You must configure their computers to allow "pop ups" – some of our system functions are displayed in "pop up" windows
- Single-clicking moves the user from menu to menu

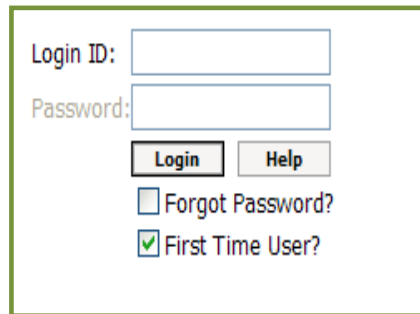
Online Retail Menu

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The first time using the online system, you will be provided a **Login ID**. The following steps will walk you through the login process.

- Key in Login ID 
- Select the checkbox indicating that you are a “**First Time User?**”
- Click “**Login.**”

1st Time User Enrollment-Standard Login




Login ID:

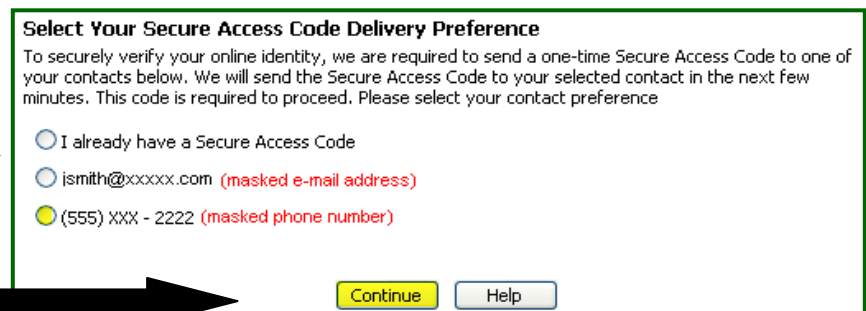
Password:

Forgot Password?

First Time User?

Important Note for Requesting an Access Code: You will be directed to a page displaying the secure contact information we have on file for your account. Select one contact from the list that you can immediately access and our system will deliver you a temporary secure access code within minutes. **NOTE: If all of the contact information we have on file is inaccurate or out-of-date, you cannot proceed any further. Please contact us to provide updated information.**

A listing will appear with your partial or masked contact information-the You choose the delivery method for your secure access code (e-mail or phone.) **Continue.** *This can store up to three options for e-mail and phone numbers for your convenience.* 



Select Your Secure Access Code Delivery Preference

To securely verify your online identity, we are required to send a one-time Secure Access Code to one of your contacts below. We will send the Secure Access Code to your selected contact in the next few minutes. This code is required to proceed. Please select your contact preference

I already have a Secure Access Code

ismith@xxxxx.com (masked e-mail address)

(555) XXX - 2222 (masked phone number)

Phone Delivery: If you select phone delivery of your temporary code, just answer the phone normally when the call arrives. You will be prompted to make a selection to hear your code, and the system will give you the option to repeat the code, if necessary. Our system will not leave a code on voice mail, so if you miss the call, just repeat the process.

E-mail Delivery: If you select an e-mail account, you will receive a very simple e-mail containing only the requested code. If you do not receive this e-mail, please check your “**Junk Mail**” box. You can configure your “**Junk Mail**” settings to allow future e-mails from our address.

The “**Account Overview**” page displays a summary of accounts associated with your online profile after you log in. You can initiate “**Quick Action,**” transactions, view which accounts have “**Pending Transactions,**” and also view and access “**Secure Messages.**” Accounts are categorized by account type (checking, savings, loan, time deposit, etc.)

- For a “**Quick Action**” transaction, place your cursor over the lightning bolt located after the “**Current Balance.**”
- Choose from the drop-down options.
- Choose from the drop-down options of “**From Account**” or “**To Account.**”
- The next screen is shown on the right. This will show the “**To**” and “**From**” accounts as well as prompt you to fill in the “**Amount.**” The “**Description**” field is optional.

NOTE-When a funds transfer is made online, it is referred to as a “**Pending Transaction**” and immediately impacts the “**Accounts Overview**” page.

Account Overview

Quick Action/Pending Transactions/Secure Messages

Account Overview [You have 5 new messages](#)

This page provides an overview of your accounts by account type. Click on the Account Name to view history for a selected account.

Checking Accounts

Account Number	Account Name	Updated	Available Balance	Current Balance
*XXXX0099	Special Checking	8/22/2006 2:08 PM	\$15,624.43	\$17,143.43 ⚡
*XXXX0175	Special Checking	8/22/2006 2:08 PM	\$28,584.29	\$50,708.37 ⚡
*XXXX0205	Special Checking	8/22/2006 2:08 PM	\$350.00	\$500.00 ⚡
*XXXX0256	DEMAND DEPOSIT ACCOUNT	8/22/2006 2:08 PM	\$1,251.83	\$2,420.40 ⚡
*XXXX7985	DEMAND DEPOSIT ACCOUNT	8/22/2006 2:08 PM	\$7,335.33	\$55,725.60 ⚡
			\$53,145.88	\$126,497.50

Savings Accounts

Account Number	Account Name	Updated	Current Balance	Year-to-date interest amount
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In this example, we are going to initiate a “**Quick Transfer.**”

Checking Accounts

Account Number	Account Name	Updated	Available Balance	Current Balance
*XXXX0099	Special Checking	8/22/2006 2:08 PM	\$15,624.43	\$17,143.43 ⚡

To Account * Amount * Description

Quick Action - Transfer From - Special Checking ⚡

[ACCOUNT](#)

- If the account number turns bold, red and receives an asterisk in front of it. This informs you that there is at least one pending transaction for this account.

There is a hyperlink at the top of the “**Account Overview**” page to indicate if you have unread secure messages. Clicking on the link will take you directly to your secure message mailbox.

Account Overview

Quick Action/Pending Transactions/Secure Messages

Account Number	Account Name	Updated
*XXXX0099	Special Checking	8/22/2006 2:0
*XXXX0175	Special Checking	8/22/2006 2:0
*XXXX0205	Special Checking	8/22/2006 2:0
*XXXX0256	DEMAND DEPOSIT	8/22/2006 2:0

Account Overview You have 5 new messages.

- Here you can highlight the desired message by single clicking on it.
- Double-click on the highlighted message you wish to view and see the secured message displayed.
- This function also allows you to attach and send attachments as well.

Received: Wednesday, 04/18/2007 (1 Messages)

Customer Service RE: Funds Transfer Question 04/18/2007 05:07 PM

Subject: RE: Test
 Date: 4/18/2007 5:07:35 PM
 Sender: Customer Service

I would be happy to call you and talk you through that type of transaction in 30 minutes.

Thanks
 Sender: Linda
 Received: 4/13/2007 9:45:00 AM
 Subject:

I have a question about how to transfer money from my checking to my savings account on a monthly basis. Please send me some tips or call my cell phone at 555-555-5555 to assist me.

Thanks,
 Linda

Reply Close

IMPORTANT NOTE- You can also access your secure messages from the “**Services**” menu by choosing the “**Messages**” menu.

Account History

History Overview/Search and Export

The “**Account History**” page provides access to transaction history for your accounts. By default this page displays the history for the first account in your profile or the selected account that you choose via the “**Account Name**” link from the “**Account Overview**” menu.

You can easily switch accounts with the drop down menu.

- The double arrow keys give you the ability to expand the fields for “**Account Details**” and “**Search and Export Options**.”

Account History For Special Checking - XXXX0099
This page provides a list of transaction items for your individual accounts. Choose an account from the drop-down list to view the detailed history for that account.

Account: XXXX0099

Account Details ⌵

Available Balance	\$15,624.43	Last Statement Date	8/15/2006
Current Balance	\$17,143.43	Original Amount	\$13,220.89
Average Collected Balance	\$17,963.85	Origination Date	2/18/1988
		As Of Date	8/22/2006

Search & Export Options ⌵

Search: Default View Display Results Export to File
Spreadsheet (xls)

Post Date	Check	Description	Debit	Credit	Balance
Pending (11 Transactions)					
Posted (35 Transactions)					
08/21/2006	29044	Deposit		\$ 20.00	\$ 17,143.43



ATM at bridge street
07/24/2008 (Check #1111)

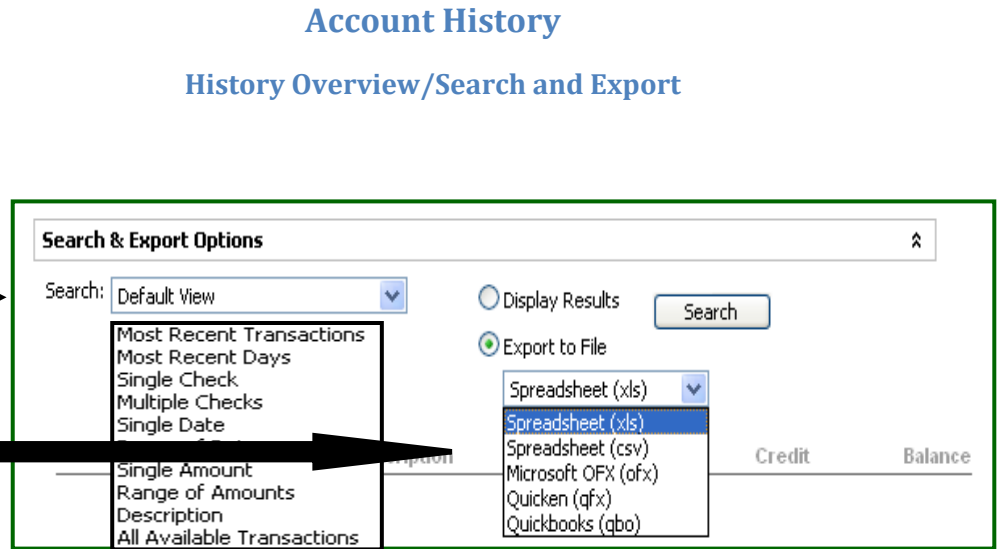
Cash
07/22/2008 (Check #1112)

Sort the detailed posted history column in ascending or descending order by clicking on the arrow displayed here.

The magnifying glass displayed here has an associated image (such as a check image.) You should configure your pop-up blocker to accept pop-ups from our site to use this feature. Image viewing is an add-on feature available to financial institutions.

- Click the double arrows on the far right hand side of “**Search and Export Options**” to reveal the search and export functionality.

- Click on the  drop-down box and select the desired export method.
- Choose “**Display Results**” to see  transactions on the screen, or choose “**Export to File**” to send the transactions to another software application (exporting will not display results on screen.)



“**Search and Export Options**” allows you to export history to a file type such as:

- **Spreadsheet (XLS)**
- **Microsoft Money**
 - **Quicken**
 - **QuickBooks**
 - **CSV**

*****Some export options are add-on features to financial institutions.**

<p>NOTE:</p> <p>In exporting the file, click the “OK” button for a temporary internet file and choose to “Open,” “Save,” or “Cancel.”</p> <p><i>You must have appropriate software to utilize the export options.</i></p>



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What is "Online Activity?"

"Online Activity" is a listing of **ALL** transactions you originated **online**.

- Click the "Accounts" tab.
- Click "Online Activity."
- This page lists your transactions for all of your online accounts whether you manage one account or multiple accounts. (Tracking number, user name, creation date, status, process date, originating account number, etc.)
- "Online Activity" can be grouped by several options (type of transaction, date created, account and user name.) This is done by clicking on the "Group By" drop-down box in the upper right hand side of the screen.

Accounts

Online Activity

Tracking ID	Type	Amount	Details	Cre
10155	Funds Transfer	\$ 500.00	Checking	08/1
10154	EFTPS	\$ 2.00	230 High Limit	08/1
10144	Funds Transfer	\$ 4.00	Savings	07/1
10135	ACH Single Payment	\$ 25.00	Mels Shoe Shop	07/1
10132	ACH Single Receipt	\$ 15.00	Mels Shoe Shop	07/1
10131	ACH Single Receipt	\$ 15.00	Mels Shoe Shop	07/1
10130	Funds Transfer	\$ 75.00	Savings	07/1

The above "Online Activity" lightning bolts are where you approve or cancel previously drafted or saved transactions.

Q₂ Online Transaction Status Terms-To-Know

Approved: When a transaction, such as funds transfer, has been approved by a user with approval rights, the transaction displays in the "Approved" category in "Online Activity." *Approved indicates that a user is ready for the Financial Institution to process the transaction.*

Processed or Manually Processed: When a transaction, such as funds transfer, has been approved by a user with approval rights and then later processed by the financial institution, the transaction displays in the "Processed" category in "Online Activity."

Cancelled: When a transaction, such as funds transfer, has been cancelled by a user from the Transaction Details page, the transaction displays in the "Cancelled" category in "Online Activity."



Please note: Cancelled transactions cannot be restored, so cancel only if you are sure you do not intend to send the transaction for processing.

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With the add-on statement feature available to financial institutions, you can have your statements on demand at your disposal by going to **“Statements”** under the **“Accounts”** tab. Here you can choose the **“Account, Year,”** and then **“Cycle.”** You can choose a format; either **“Image”** or **“Adobe PDF”** for your security. Click **“View Statement.”**

A new feature also allows you to enroll in **“E-Statement.”** (you can opt-in or opt-out under **“Delivery Preferences.”**)

- Choose your preferred statement delivery method from the drop-down box for each of your accounts.
- Enter a **“Primary E-mail”** and **“Alternate E-mail”** address for each account.
- Read the **“Statement Delivery Agreement”** and click the checkbox to agree to the terms and conditions.
- Click **“Submit.”**

Account Statements

Delivery Preference	Account	E-Mail	Alternate E-Mail
Electronic Statement	XXXX0027	myemail@yahoo.com	myalternate@yahoo.com
Statement by Mail	XXXX0038	myemail@yahoo.com	myalternate@yahoo.com
Electronic Statement	XXXX7068	myemail@yahoo.com	myalternate@yahoo.com
Electronic Statement	XXXX8795	myemail@yahoo.com	myalternate@yahoo.com

NOTE: If you do not make a selection for **EVERY** account, you will get an error message stating **“You have not made a selection for one or more of your accounts. You must select a statement delivery preference for each account.”**

Accounts on the same statement must have the same election.

Statements can be saved to a local PC or printed!

As discussed on the previous page, the system automatically defaults to the **“One Time Transfer”** option when transferring funds. You can now make recurring transfers to established **“External Accounts”** as well.

- If you would like to set up a recurring transfer through online, you would follow the same process as a one-time transfer except you will change the option under **“Enter Transfer Frequency”** to **“Recurring Transfer.”**

- Choose **“Frequency”** (Weekly Transfer or Monthly Transfer)
- Determine **“Recur By”** (Days of the Week or Calendar Days)
- Select either **“Initiate the transfer every month”** or **“Initiate the transfer every month(s)”** (key in number of months).
- Choose one of the three **“End Date”** options.

Approving the Recurring Transfer is the same process as a One-Time Transfer



Transactions

Funds Transfer-Recurring

Accounts Transactions Commercial Services Preferences Sign Off

Transfer Funds
Initiate a one-time or recurring funds transfer between two of your accounts.

<p>Enter Transfer Information Enter your transfer values below.</p> <p>From Account * Secondary Checking <input type="button" value="v"/> To Account * Primary Checking <input type="button" value="v"/> Transfer Date * 4/19/2007 <input type="button" value="v"/> Amount * \$0.00 Description <input type="text"/></p>	<p>Principal/Interest Split Enter your custom loan values below.</p> <p>Principal: <input type="text" value="\$0.00"/> Interest: <input type="text" value="\$0.00"/></p>
--	--

Enter Transfer Frequency
Choose the frequency that you wish to associate with this funds transfer. If you choose to draft a recurring transfer, you will be required to fill in the appropriate fields below.

One-Time Transfer Recurring Transfer

Frequency: Monthly Transfer

Recur By: Days of the Week

on the 1st 2nd 3rd 4th Last
 Monday of the month

Initiate the transfer every month
 Initiate the transfer every month(s)

Start Date:

No end date
 End after: transfers
 End on:

on the 1st 2nd 3rd 4th Last

OR

No end date
 End after: transfers
 End on:

Monday of the month

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

A check box at the bottom of the **“Submit Transaction”** screen allows you to **“Make Another Payment”** if you desire to do so. If this box is checked, the system returns to the **“Transfer Funds”** screen – if this box is not checked the system goes to **“Online Activity.”** A window appears: **“Are you sure you want to approve this transaction?”** click **“OK.”**

With the add-on **Bill Payment** feature available to financial institutions, you can have the convenience of paying their bills in a painless and paperless way!

Transactions

Bill Payment

Click the “**Transactions**” tab and then choose “**Bill Payment.**” The “**Online Bill Pay Welcome**” screen appears (Example below: Check Free.) Click “**Get Started.**”



The transactions initiated through **Bill Payment** will be managed through the online bill payment provider’s website (such as recurring payments.)

*To manage the accounts used for Bill Payment, you will go under the “**Preferences**” tab and choose “**Bill Payment.**” See page 25 in this guide for details.*

As stated on pg. 7, you can access your “**Secure Mailbox**” from two different areas in your online banking. The first place we covered was through the “**Account Overview**” screen.

In these screen prints, we will cover how you can access the same feature through the “**Services**” menu.

- Choose the “**Services**” tab.
- Click on “**Messages.**”
- This will bring you to the two-way secured message system.
- Here you can highlight the desired message by single clicking on it.
- Double-click on the highlighted message you wish to view and see the secured message displayed.
- This function also allows you to attach and send attachments as well.

Services

Secure Messages

The following screen prints are just a quick review of how the secured message services. This is the same feature that was reviewed on page 7 in this guide.

Accounts Transactions Commercial Services Preferences Sign Off

Secure Mailbox
This page allows you to easily and securely communicate with us. You can create and send a new message, and you will also receive important messages from us in this mailbox.

Create a new message [v] Submit Group By: Received [v]

Received: Wednesday, 04/18/2007 (1 Messages)

Customer Service RE: Funds Transfer Question 04/18/2007 05:07 PM

Subject: RE: Test
Date: 4/18/2007 5:07:35 PM
Sender: Customer Service

I would be happy to call you and talk you through that type of transaction in 30 minutes.

Thanks

Sender: Linda
Received: 4/13/2007 9:45:00 AM
Subject:

I have a question about how to transfer money from my checking to my savings account on a monthly basis. Please send me some tips or call my cell phone at 555-555-5555 to assist me.

Thanks,
Linda

Reply Close

You can now submit address changes to specific or all accounts that you own using the **“Address Change”** option under **“Services.”**

- Click the **“Services”** tab.
- Click **“Address Change.”**
- Change the necessary information under **“Enter Updated Information.”**
- Choose specific accounts or choose **“Select All.”**
- Click **“Continue.”**

You will be prompted to either **“Cancel”** or **“OK”** to view the information just entered. After clicking **“OK”** a preview will appear titled **“Submit Transaction.”** This will give you the opportunity to **“Approve, Draft, Cancel, or Help”** (see *terms on pg. 10.*)



Services

Address Change

Accounts
Transactions
Commercial
Services
Preferences
Sign Off

Change of Address Request

Complete and submit this form to change your contact information on one or more of your accounts. Changes submitted for each request will apply to all selected accounts.

Enter Updated Information

Enter your updated address information.

Street 1*

Street 2

City*

State*

Postal Code*

Home Phone*

Work Phone

Cell Phone

E-Mail

Choose Accounts

Apply the changes to these selected accounts.

Secondary Checking (XXXX2143)

Primary Checking (XXXX2555)

Savings (XXXX4419)

Interest Only Account (XXXX0889)

Loan Home (XXXX6702)

A check box at the bottom of the **“Submit Transaction”** screen allows the user to make another transaction if they desire to do so. If this box is checked, the system returns to the **“Address Change”** screen – if this box is not checked the system goes to **“Online Activity.”** A window appears: **“Are you sure you want to approve this transaction?”** click **“OK.”**

You can now submit stop payment requests on individual or multiple checks using the “**Stop Payment**” option under “**Services.**”

- Click the “**Services**” tab.
- Click “**Stop Payment.**”
- In “**Enter Account Information**” enter an “**Account**” and a “**Reason.**”
- Choose “**For a Single Check**” or “**For Multiple Checks.**”
- Key in “**Payee,**” “**Amount,**” and “**Date Written.**”
- Click “**Continue.**”

Services

Stop Payment

Accounts
Transactions
Commercial
Services
Preferences
Sign Off

Make a Stop Payment Request
 Complete and submit this form to make a stop payment request on a selected account based on known payment information.

<p>Enter Account Information: Select an account and enter a reason for the stop payment request.</p> <p>Account * <input type="text" value="Primary Checking"/></p> <p>Reason * <input type="text"/></p>	<p>Enter Payment Information: Complete the fields below to make a stop payment request based on known payment information.</p> <p> <input checked="" type="radio"/> For a Single Check <input type="radio"/> For Multiple Checks </p> <p>Number * <input type="text"/></p> <p>Payee <input type="text"/></p> <p>Amount * <input type="text" value="\$0.00"/></p> <p>Date Written * <input type="text" value="4/19/2007"/></p>
--	--

You will be prompted to either “**Cancel**” or “**OK**” to view the information just entered. After clicking “**OK**” a preview will appear titled “**Submit Transaction.**” This will give you the opportunity to “**Approve, Draft, Cancel, or Help**” (see *terms on pg. 10.*)

A check box at the bottom of the “**Submit Transaction**” screen allows you to make another transaction if they desire to do so. If this box is checked, the system returns to the “**Stop Payment**” screen – if this box is not checked the system goes to “**Online Activity.**” A window appears: “**Are you sure you want to approve this transaction?**” click “**OK.**”

You can now submit check reorder requests on the “**Check Reorder**” option under “**Services.**”

- Click the “**Services**” tab.
- Click “**Check Reorder.**”
- In “**Enter Check Information**” enter an “**Account**” and a “**Starting Check Number.**” →
- Choose “**Number of Boxes.**”
- Key in “**Name,**” “**Address 1**” (Address 2 if needed) and “**City, State, Zip.**” →
- Click “**Continue.**”

You will be prompted to either “**Cancel**” or “**OK**” to view the information just entered. After clicking “**OK**” a preview will appear titled “**Submit Transaction.**” This will give you the opportunity to “**Approve, Draft, Cancel, or Help**” (see *terms on pg. 10.*)

Please note: Financial Institutions may have a direct link to a check vendor on this page. *The steps above are generalized settings that send the request to the financial institution and their staff initiates the check reorder with your vendor that has already been determined.*

Services

Check Reorder

Accounts	Transactions	Commercial	Services	Preferences	Sign Off
Reorder Checks					
Complete and submit this form to reorder checks for one of your accounts. Check style will remain the same as your previous order. Please call us to request a new check style.					
Enter Check Information			Enter Check Address		
Choose the account and enter your check order information.			Enter the name and address as it should be printed on your new checks.		
Account *	Primary Checking <input type="button" value="v"/>		Name *	<input type="text"/>	
Starting Check Number *	<input type="text"/>		Address 1 *	<input type="text"/>	
Number of Boxes *	<input type="text"/>		Address 2	<input type="text"/>	
			City, State, Zip *	<input type="text"/>	

A check box at the bottom of the “**Submit Transaction**” screen allows you to make another transaction if you desire to do so. If this box is checked, the system returns to the “**Check Reorder**” screen – if this box is not checked the system goes to “**Online Activity.**” A window appears: “**Are you sure you want to approve this transaction?**” click “**OK.**”



Other Services

The “**Other Services**” page allows us to support other requests that are not part of the visible online banking menu. To make a service request:

1. Select the service request you would like to make from the list by
 - Double-clicking on the service request, or
 - Single-clicking on the request and clicking on the ‘View’ button at the bottom of the list.
2. Complete the information on the page displayed.
3. Click “**Submit**” to make the request.

As we may add new services to this page at any time, please check this page when you have need for a service that is not visible from the standard menu.

You can rename or nickname your accounts online using the **“Preferences”** tab. This will consistently display throughout the online banking system. This is also a place where you can define the number of history items or history days to display on each account.

- Click the **“Preferences”** tab.
- Click **“Account.”**
- Choose an account to modify.
- Key in the **“Display Name”** (nickname.)

Tip – including the last four digits of the account number in the nickname is helpful for future reference.

- Key in **“#”** (number of history items or days to display)
- Choose **“Items”** or **“Days.”**
- Click **“Submit Changes.”**

Preferences

Account

Accounts
Transactions
Commercial
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Preferences
Sign Off

Account Preferences
 This page contains your account-related preferences for online banking.

Display Preferences
 Enter nicknames for your accounts that you can easily identify. These nicknames will be used throughout the online banking system only. The # and Type fields indicate the amount of data that is loaded on the Account History page.

Account	Description	Display Name	#	Type
XXXX2143	Now Checking	<input type="text" value="Secondary Checking"/>	<input type="text" value="14"/>	Days <input type="button" value="v"/>
XXXX2555	Now Checking	<input type="text" value="Primary Checking"/>	<input type="text" value="50"/>	Items <input type="button" value="v"/>
XXXX4419	Reg Savings	<input type="text" value="Savings"/>	<input type="text" value="50"/>	Items <input type="button" value="v"/>
XXXX0889	Interest Only	<input type="text" value="Interest Only Account"/>	<input type="text" value="50"/>	Items <input type="button" value="v"/>
XXXX6702	Loan	<input type="text" value="Loan Home"/>	<input type="text" value="50"/>	Items <input type="button" value="v"/>

A window appears: **“Are you sure you want to submit these account preference changes?”** click **“OK.”** After submitting the changes, the screen returns to **“Account Overview.”**

The **“Alerts/Reminders”** feature under the **“Preferences”** tab that allows you to set up account-based and/or date-based alerts.

An **“Alert”** is account-based and notifies you of important changes to your account (i.e. the balance drops below a specified level.)

A **“Reminder”** is date-based and notifies you of important events (i.e. birthdays, anniversaries, wakeup calls.)

To Set an “Alert”:

- Choose an action from the drop-down box under **“Alerts.”**
- Click **“Submit.”**
- Check the **“Active”** box to initiate the alert.
- Choose an action from the drop-down box under **“Alert me When.”**
- Choose an account from the drop-down box **“For My Account,”** choose **“Under”** or **“Over”** under **“Is,”** and an amount.
- Click **“OK”** to submit.

Preferences

Alerts/Reminders

Accounts Transactions Commercial Services Preferences Sign Off

Alerts and Reminders
Alerts and reminders notify you of important account information and personal reminders based on your selected preferences.

Alerts
You can create account-based alerts to automatically notify you of important changes to your account (i.e. your balance goes below a specified level).

Add a new alert

Status	Account	Parameter	Comparison	Value	Notification
Active	Primary Checking	Current Balance	is under	\$1,000.00	Email

Reminders
Reminders are date-based notifications that you create to inform you of important events (i.e., birthdays, anniversaries, wakeup call).

Add a new reminder

Status	Event	Date	Note	Notification
Active	Birthday	4/13/2007	I hope you have a g Email	

Add a new alert

Edit the selected alert

Remove the selected alert

Active

Accrued Interest

Available Balance

Average Collected Balance

Current Balance

Last Interest Paid Amount

Overdraft Limit

Original Amount

Previous year-to-date interest amount

Year-to-date interest amount

Secondary Checking

Primary Checking

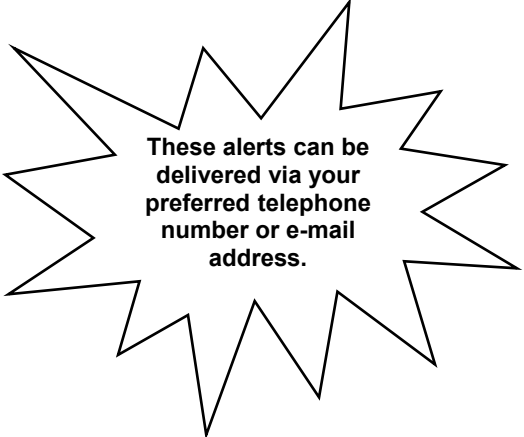
Savings

Interest Only Account

Loan Home

UNDER OVER

(Current Value: \$0.01)



To Set a “Reminder”:

- Choose an action from the drop-down box under “Reminder.”
- Click “Submit.”
- Check the “Active” box to initiate the reminder.
- Choose a date from the calendar drop-down box under “Send me a reminder on.”
- Choose an event from the drop-down box “Related to,” and detail under “With this note” (up to 78 characters.)
- Click “OK” to submit.

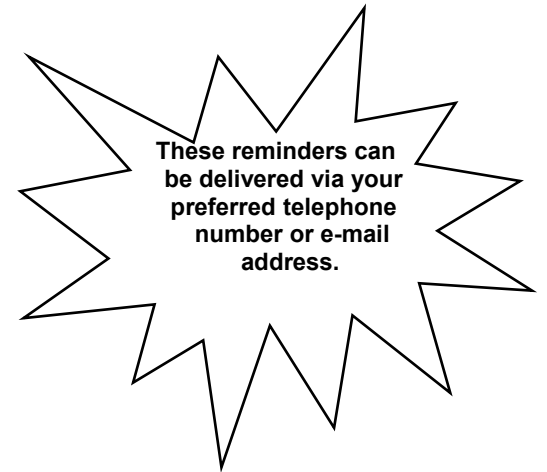
Preferences

Alerts/Reminders

Add a new reminder
Edit the selected reminder
Remove the selected reminder

Active

Birthday
Anniversary
Meeting
Call
Wakeup
Appointment
Vacation
Travel
General



Notification Preferences: All “Alerts” and “Reminders” are automatically delivered **via secure messaging** – this screen allows you to choose an additional delivery method via e-mail or telephone – **if secondary delivery is by telephone an exact time can be designated!**

When this alert occurs, notify me: ONE TIME EVERY TIME

By Secure Message

And also by...

Email Telephone call **OR** Email Telephone call

to at 12:00 AM

The “**Security**” feature under the “**Preferences**” tab allows you to manage security related preferences for online banking. Utilizing these security features and keeping them up-to-date ensures that online information is more secure.

To get to the “**Security**” feature, you will click the “**Preference**” tab and then choose “**Security.**” You will be able to do the following:

- “**Change Password**”
- Create a “**Phishing Protection Phrase**”

Change Password:

- Key in “**Old Password.**”
- Key in “**New Password**” (password requirements are outlined on the page.)
- Key in “**Confirm Password.**”
- Click “**Submit Password Change.**”
- Click “**OK.**”

Preferences

Security

Accounts	Transactions	Commercial	Services	Preferences	Sign Off
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Security Preferences
 You can change your online banking password using the fields below. Type in your old password and your new password twice for confirmation.

Change Password	Password Requirements
Old Password * <input type="text"/>	Your password must meet these requirements:
New Password * <input type="text"/>	<ul style="list-style-type: none"> • Must be at least 6 characters • Cannot be more than 8 characters • Must contain at least one number • Must contain at least one uppercase character • Must contain at least one lowercase character • Cannot contain two instances of the same character • Cannot contain repeating adjacent characters • Cannot be the same as the last 2 passwords • Must contain at least one of these 'special' characters: `~!@#\$%^&*()_+={} []:;';<>?,.,\
Confirm Password * <input type="text"/>	
<input type="button" value="Submit Password Change"/>	
Phishing Protection Phrase	
Enter your phishing protection phrase below. This phrase will be displayed to you on the login screen and our website to verify you are on our site.	
My Phrase	<input type="text" value="chocolate rules"/>
<input type="button" value="Submit My Phrase"/>	



Site Tag™ - Change Phishing Protection Phrase
– this feature protects you from providing personal information to others trying to emulate our website. If this feature is being utilized and the personal phrase does not appear upon login, you may be the target of a phishing attack!

Phishing Protection Phrase:

- Key in **“My Phrase”** (displayed on login screen-max 50 characters/no punctuation.)
- Click **“Submit My Phrase.”**
- Verbiage appears in red at top of screen, **“You have successfully changed your security phrase.”**

Preferences

Security

Q: What is “Phishing?”

A: Phishing is a type of deception designed to steal your valuable personal data, such as credit card numbers, passwords, account data, or other information.

Phishing Protection Phrase
Enter your phishing protection phrase below. This phrase will be displayed to you on the login screen and our website to verify you are on our site.

My Phrase


Login Id:

Password:

chocolate rules

Forget Password?
click this box to close

First Time User?

 **Please note:** Site Tag™ is cookie-based, if cookies are deleted the phrase may no longer be seen. You will have to re-establish the Site Tag™ phrase.

Preferences

Bill Payment

Options on this screen allow you to configure and manage your “**Bill Payment**” options on the system. Remember, “Bill Payment” is an add-on feature available to financial institutions.

- Click on the “**Preferences**” tab.
- Click “**Bill Payment.**”

Account Number	Description	Display Name
<input checked="" type="checkbox"/> XXXX0027		Household Checking
<input type="checkbox"/> XXXX0175		Interest Bearing Checking
<input type="checkbox"/> XXXX4419		Savings Account

*To manage the accounts used for Bill Payment, you will go under the “**Preferences**” tab and choose “**Bill Payment.**”
See also page 14.*

Sign-Off



Utilizing **“Sign-Off”** to end an online banking session is the best way to ensure the privacy of your account information.

- Click the **“Sign-Off”** tab (one click takes you out of the system automatically.)



Overview Recap



In Review

In a quick recap, we have covered **Online Banking** for retail (or individual) users such as you. We have covered “**Login**,” “**Accounts**,” “**Transactions**,” “**Services**,” “**Preferences**,” and “**Sign-Off**.” All of these are easily accessible from your main menu.

We hope that this user’s guide will help you enjoy all of the new features with this **Online** product!