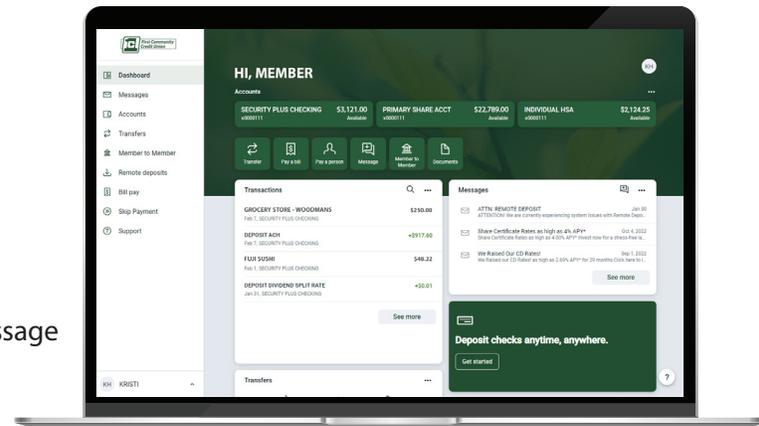


## ONLINE BANKING PROCEDURES

### HOW TO SET AN ACCOUNT ALERT

• Balances above/below a specific amount • Card Transactions

- 1) Click "Accounts" from left sidebar
- 2) Select the account you would like to set up an alert for
- 3) Click Alert Preferences
- 4) In the Balance Alerts section, select Add alert
- 5) Select Above or Below, and then input a dollar amount
- 6) In the Alert/Notify by field, select Email, Text, or In-app Message
- 7) Select Add Alert to save the alert
- 8) Repeat steps for Transactions alerts



### ESTATEMENTS

- 1) Click on any account listed
- 2) Click documents from the Account Details page
- 3) Statement and Taxes will be listed for each year, if available

### SETTING UP BILL PAY

- 1) Select "Bill Pay" from left sidebar
- 2) Click + New Payee
- 3) Choose whether you are paying a company or a person
- 4) *Company* - You will need to enter the company name, phone number, your account number with that company, and physical mailing address
- 5) *Person* - Select which payment method you would like to use
- 6) Confirm your online banking credentials

### PAYING A BILL

- 1) Select "Pay a Bill" from dashboard
- 2) Click + Add another bill
- 3) You will need to enter the payee name, phone number, your account number with that company, and physical mailing address
- 4) Confirm your online banking credentials

### HOW TO TRANSFER FUNDS

- 1) Click "Transfers" from left sidebar > Make a Transfer  
Or "Transfer" from dashboard once account is verified
- 2) Select "To" and "From" account and amount
- 3) Click "More Options" to change the frequency and date if desired.
- 4) Click Submit