Accounts

Account Options

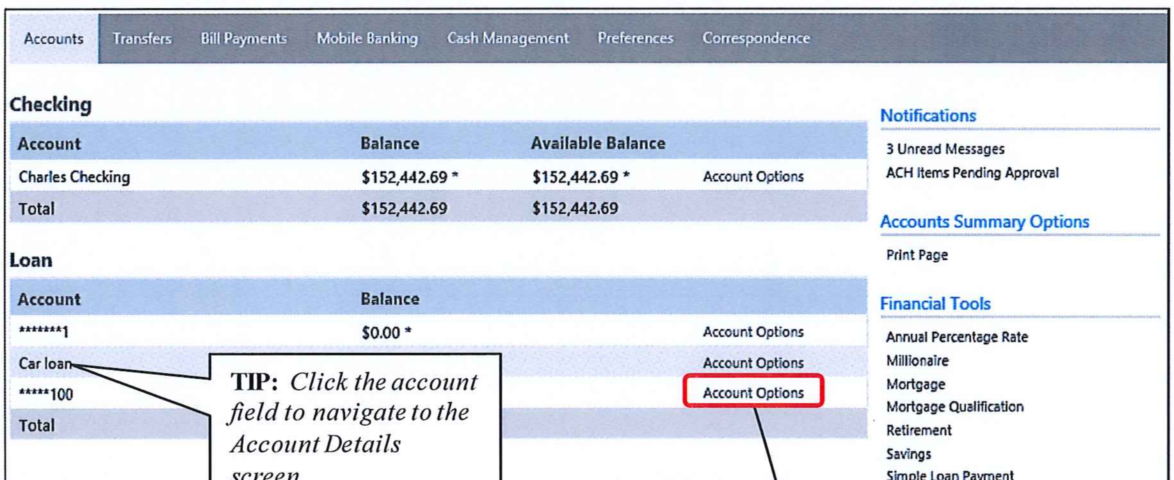
Account Summary

Accounts → Account Summary

The account summary screen displays a general overview of your accounts as well as Notifications, Account Summary Options, and Financial Tools. This screen is also the landing page for the Online Banking system.

NOTES:

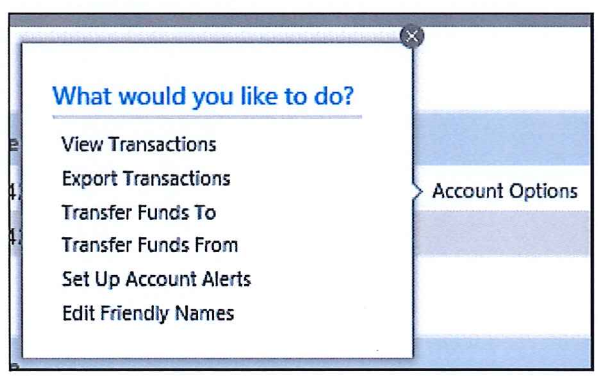
- *The options that display vary by Financial Institution.*
- *Accounts that are dormant or inactive will not display.*
- *Loan accounts in a non-accrual status will not display.*



TIP: *Click the account field to navigate to the Account Details screen.*

Account Options

Click the Account Options link to display additional options.



View Transactions – Directs you to the Account Details screen.

Export Transactions – Used to export transactions to another software. *Ex*: Quickbooks.

Transfer Funds To – Directs you to the Transfer Funds screen with the specified account displayed in the To field.

Transfer Funds From – Directs you to the Transfer Funds screen with the sepcified account displayed in the From field.

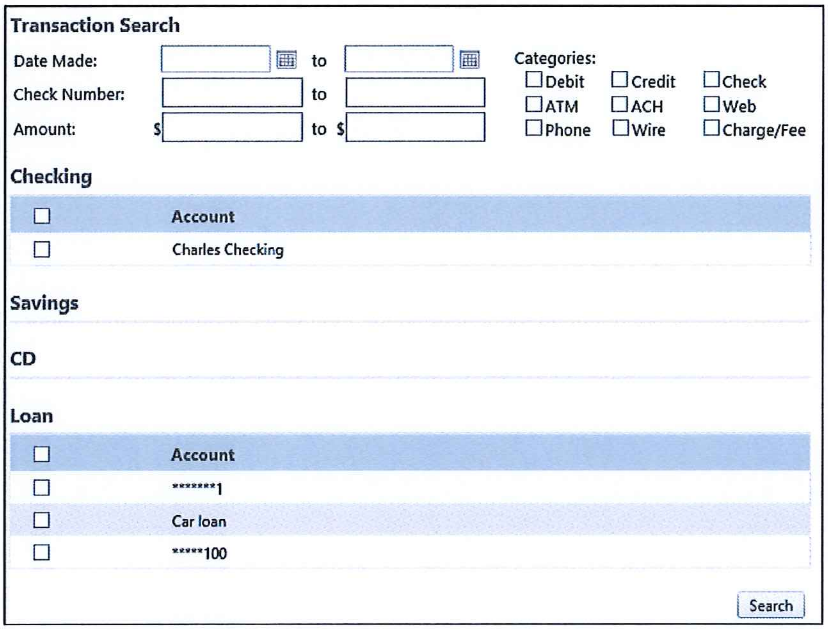
Set Up Account Alerts – Directs you to the Alerts screen.

Edit Friendly Names – Directs you to the Edit Friendly Names screen within the Preferences tab.

Transaction Search

Accounts → Transaction Search

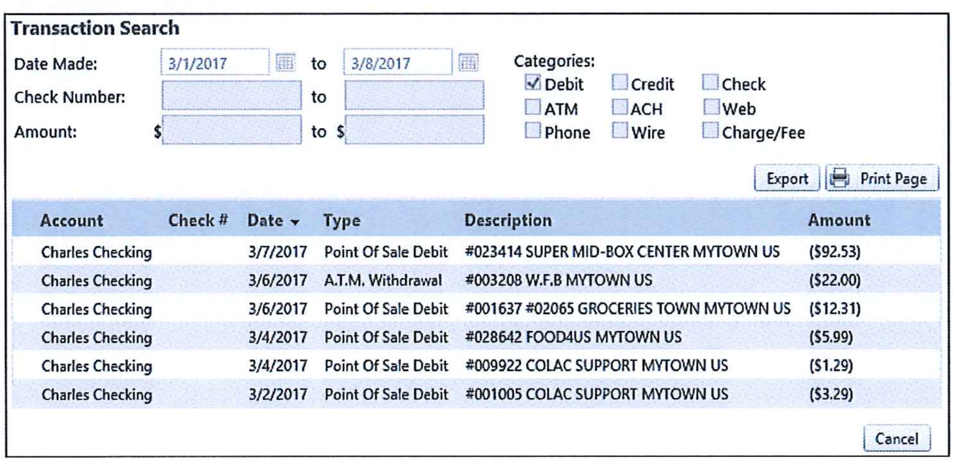
The Transaction Search screen gives you the ability to filter transactions by date, check number, amount, category, or a combination of these filters.



To search, complete the applicable steps:

1. Enter the Start and End date.
2. Enter the check number or range of check numbers.
3. Enter the amount or amount range.
4. Select the categories of the transaction search.
5. Select the accounts to search.
6. Click **Search**.

The transactions that fall within the search requirements display. The results can then be exported or printed, if needed.


Transaction Search

Date Made: 3/1/2017 to 3/8/2017

Check Number: to

Amount: $ to $

Categories: ☑ Debit ☐ Credit ☐ Check ☐ ATM ☐ ACH ☐ Web ☐ Phone ☐ Wire ☐ Charge/Fee

Export | Print Page

Account	Check #	Date	Type	Description	Amount
Charles Checking		3/7/2017	Point Of Sale Debit	#023414 SUPER MID-BOX CENTER MYTOWN US	($92.53)
Charles Checking		3/6/2017	A.T.M. Withdrawal	#003208 W.F.B MYTOWN US	($22.00)
Charles Checking		3/6/2017	Point Of Sale Debit	#001637 #02065 GROCERIES TOWN MYTOWN US	($12.31)
Charles Checking		3/4/2017	Point Of Sale Debit	#028642 FOOD4US MYTOWN US	($5.99)
Charles Checking		3/4/2017	Point Of Sale Debit	#009922 COLAC SUPPORT MYTOWN US	($1.29)
Charles Checking		3/2/2017	Point Of Sale Debit	#001005 COLAC SUPPORT MYTOWN US	($3.29)

Cancel

Account Alerts

Accounts → Account Alerts

The Account Alerts screen is used to create alerts notifying you of specific account information.

Alerts:

Alert Name	Account	Alert Type	Delivery		Alert Options
Car Loan Due	Car loan	7 days prior to loan payment due date	Email	Options	Create New Alert

To create a new alert:

1. Click *Create New Alert*.
2. Select the type of alert. *Options are*:
   a. Account Balance
   b. CD Maturity Date
   c. Loan Payment Due Date
   d. Pending Transactions
3. Enter a name for the alert.
4. Select the account the alert is associated with.
5. Based on the type of alert, different fields display. Complete the displayed fields.
   a. Account Balance Alert – Indicate if the alert should be prompted when the balance is greater than (>) or less than (<) the indicated dollar value.
   b. CD Maturity Date – Indicate the number of days prior to the maturity date the alert should be sent.
   c. Loan Payment Due Date – Indicate the number of days prior to the loan payment date the alert should be sent.
   d. Pending Transactions – No extra fields display.
6. Indicate if you would like to have the alert sent via SMS/Text and/or Email.
7. Indicate if the alert is Active or Inactive. By default the alert is set to Active.
8. Click **Continue**.

To edit an alert:

1. Click *Options.*
2. Click Edit Alert.
3. Make changes as needed.
4. Click **Continue** to save changes. Click **Cancel** to return to the Alerts screen.

To delete an alert:

1. Click *Options*.
2. Click Delete Alert.
3. Click **Continue** to delete the alert. Click **Cancel** to return to the Alerts screen.

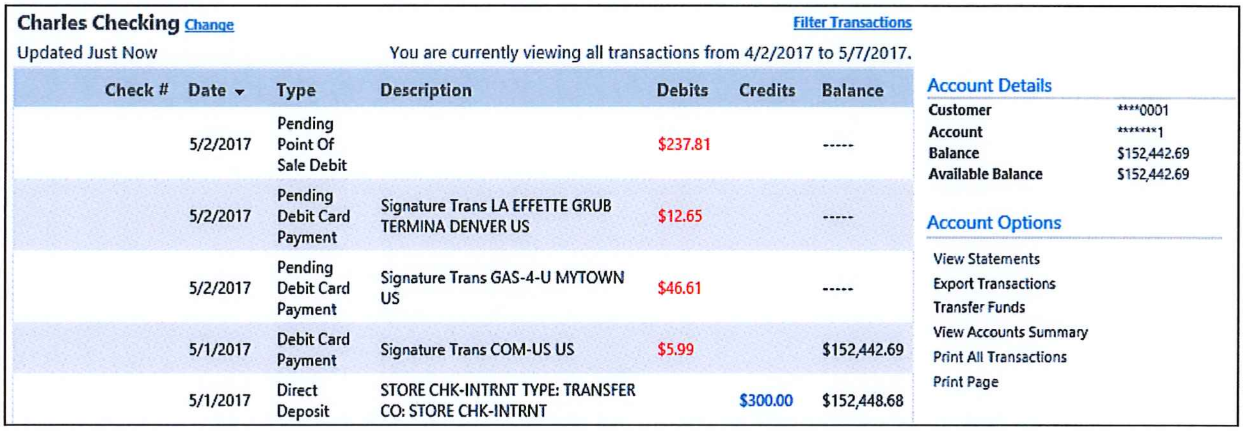
To change the status of an alert:

1. Click *Options*.
2. Click Change Status.
3. Click **Continue** to make the alert inactive or active. Click **Cancel** to return to the Alerts screen.

Account Details

Accounts → View Account Details → *Select Account*

The Account Details screen displays detailed account information and transaction history for the selected account.



TIP: *This screen can also be accessed by selecting the account from the Account Summary screen.*