**eBanking – Automated Online Enrollment Instructions**

**Step 1:** Select **Enroll** from the NetTeller login page.

**Step 2:** Review the Online Enrollment Agreement. Click **I Agree**.

**Step 3:** Select **Retail** or **Business** (if enabled). Enter requested information. Email address must match what is on file with the bank. Click **Continue**.

**Step 4:** Enter requested personal information and click **Submit**.
Step 5: Click the **Send Email Verification** button. An email is sent to the email address entered in the application. After clicking the Send Email Verification button, a verification message appears.

Step 6: Click the link contained in the verification email *within one hour*.

You have received this email as part of the online enrollment process.

To confirm enrollment, you must click the link below from the computer at which you began the enrollment process.

**IMPORTANT:** Enrollment will not complete successfully unless you click the link below from the computer and web browser which you began the enrollment process, within 1 hour from the time this confirmation email was sent to you!

Please click the link below to continue:

https://em.neteller.com/Login2SSS/Authorizations/Views/OnlineEnrollmentEmailConfirm.aspx?confirm=49163f003e4d456b564c4f648f021e4e

Thank You,

You must click the link in the email from the *same computer* and the *same browser* you used to complete the application form. For example, if you completed the application in Internet Explorer but your email program uses Firefox to open links, your enrollment will not be successful.

Step 7: A confirmation screen displays your new NetTeller ID. Select Login to access your account information. The initial password is the last four digits of your Social Security number (SSN) or Tax ID number (TIN).

Welcome to Online Banking!

Below you will find the 12-digit Online Banking ID you’ll use to log in to our site for the first time. Please write this number down for later reference.

You may create a personalized User ID during your initial login.

The Password is the last four digits of your Social Security Number. You will be prompted to create a new password.

Click the Login button below to continue

**NetTeller ID:**

88970001652

If you opt to not login at this time, make sure to record your NetTeller ID so you may access it in the future. Remember, your initial password is the last four digits of your Social Security number.
eBanking – Online User Instructions


Follow the steps to access your eBanking account
Enter your User ID and click Submit from any page on our website

Next, verify your security picture on the left of the screen, then enter your User Password and click Submit

You can now toggle through several options at the top of the screen such as Accounts, Bill Payment, etc.
A listing of your accounts accessible through eBanking will be displayed. Next to each account is a drop-down menu with the list of activities available for each account.

(Some account options may not be available or may require additional fees)

Select ‘Transactions’ from the account drop-down menu to view transactions that have posted to the account since your last statement.

To view other transactions, use the View Transactions for the drop-down menu.

To view a check image or deposit ticket, click the ‘View Image’ link or the Check Number.

Click on the column headings to change the order in which transactions are displayed. If sorting by any column other than ‘Date’, the running balance column will not be shown.

Click ‘Search’ option under the transactions tab. Enter the search criteria and click ‘Submit’.
Select 'Transfers' from the Account drop-down menu or click the 'Transfer' tab.

Choose Add Transfer from and select the from account.
Choose the account to transfer the funds to.
- Select ‘One Time’ or select the frequency and date(s) the transfer is to be made. The 'Expiration Date' is required for recurring transfers.

The cut-off time for funds transfers made via EBanking is 12:00 p.m Monday thru Friday.

Transfers entered after this time will be processed on the following business day.

Click ‘Submit’ when you are ready to complete the funds transfer. A confirmation of the transfer will display

Transfer from account: SAVINGS
Transfer to account: CHECKING
Transfer amount: $1.00

Transaction confirmation number: 02948143912898
Date: 1/14/19
Time: 14:39:12

Please retain this number for your reference

Select ‘Stop Payments’ from the Account drop-down menu or click the 'Stop Payment' tab.
Fill in the required fields and click ‘Submit’.

A confirmation page will display.

To view stop payments already placed on an account, select ‘Stop Payments’ from the drop-down menu or the ‘Stop Payments’ tab.

To view Stop Payments for other accounts, use the ‘View Stop Payments for:’ drop-down menu.

You can make many changes to your eBanking account by Options from the NetTeller tab.

There are three options to edit:

**Personal Options:**

- Change your eBanking 12-digit ID to a name or number that is easily remembered. (You can still use the 12-digit ID at any time)
- Change your PIN
- Change your e-mail address

**Account Options:**
Change Pseudo Account Names
Change the number of accounts displayed per page
Change the order in which the accounts are displayed

Select an Account Type: Deposit Accounts

Drag and drop the account to rearrange the display order. See keyboard instructions.

<table>
<thead>
<tr>
<th>Account Pseudo Names</th>
<th>New Account Pseudo Names</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHECKING</td>
<td></td>
</tr>
<tr>
<td>SAVINGS</td>
<td></td>
</tr>
</tbody>
</table>

Submit

Alerts:

Click ‘Add’ to add a new alert type. You will be notified through eBanking when the activity occurs.
eBanking – Reset Password Instructions

Reset Password

If you have locked yourself out of online banking, or do not remember your password, you have the ability to reset the password yourself.

Before the Reset Password feature can be utilized, Current Email Address, Password Reset Question and Password Reset Answer fields must be completed. These fields are modified in Settings > Personal after initial login.

1. Click the Forgot your password?* on the login screen.

   The Password Reset Answer field is case sensitive.

![Reset Password Form](image_url)

*This link could say Reset Password or another variation depending on the financial institution settings.

2. Enter your NetTeller ID/alias, email address, and email subject.
3. Click Continue.

   E-mail displaying E-Mail Subject verbiage is sent.

4. Click the link located in the body of the e-mail.
5. Enter your NetTeller ID or alias and answer displayed question (answer is case sensitive).
6. Click Continue.
7. Create a new password, and then click Submit.

   There is a limit of 3 times within a 24 hour time period for the password self-reset feature.