

# **Online Banking User Guide**

Deposit Accounts

Household

Vacation

Account (Click for Details)



View <u>5</u> | **10** | <u>20</u> | <u>50</u> | <u>100</u> | <u>ALL</u>

Select Option

Select Option

-

Options

# **Viewing Transactions**

Select the account you would like to view by clicking the <u>Blue Title of the Account</u> or using the *select option* drop-down box to the right of the account title. This box can also be used to view statements if not enrolled in eDelivery statements.

#### Transaction List Options:

- ✓ Choose Number of Transactions Displayed
  - ✓ View Check Images
- ✓ Sort Columns to Customize View

Current Transactio	ons Downloa	id Search	<	
All Transactions	2			
View Transactio	ons for: Househo	ld		•
Date $\nabla$	Ref/Check No	Description		
11/09/2018	1109180214	Xfer to Vacation		
Totals:		Transactions: 1		

## **Transaction Search**

Status

Balance

16.26

44.27

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

\$		-	a/	. 67				Transferring Funds
n NetTeller	Bill Pay	eDelivery	Options	Money Desktop				Select Transfers from the
My NetTeller	Accounts	Interest Rates	Bank to Bank Tra	nsfers Transa	ctions Transfe	s	Account Info	NetTeller Submenu. Click New
					New		Samo day	Enter the Transfer Amount,
					History		transfers must be done before 4:00 PM CST.	Frequency, and Date of the Transfer. Click <b>Submit</b> to complete the transfer

# **Viewing Statements**

# Once enrolled, select the **eDelivery** tab and select account you want to view.

If not enrolled in eDelivery, statements can be accessed from the drop-down menu on the Accounts submenu in the NetTeller Tab.

Statements are available in PDF, HTML, and Text formats.

13 months of previous statements are available.

# Options

- ✓ Change Personal, Account, and Display Settings.
  - Set up Alerts.

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	NetTeller	Bill Pay	eDelivery	Options	Money Desktop
eSta	tements/Notices				
Vie	w Statement/Notices For: Vaca	tion +			
	Date Description				
01	Date Description /31/2019 Statements January 2	2019			View
01	Date Description /31/2019 Statements January / /31/2018 Statements December	2019 er 2018			View

## Personal

- ✓ Update E-Mail Address
   ✓ Update ID\*
  - \*create an ID to use instead of 12-digit ID ✓ Change Password
  - Update Password Reset question

## Account

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

## Display

- Edit Number of Accounts displayed per page.
- ✓ Edit no. of transactions
   displayed by default.





# **Online Banking User Guide**



## **Bill Pay**

#### Pay one-time or recurring bills with ease:

- ✓ Schedule payments in advance
   ✓ Set up payment reminders
- ✓ Ensure payments are received on time
- ✓ Have all payee information in one
  - convenient place✓ Avoid paper clutter
  - More secure than paper billing

For more information visit: <u>https://www.billpaysite.com/V3/Tutorials/ShowDemo?</u> <u>demoTag=CG3&inst1D=41699</u> or <u>www.frsb.net</u> under **Services & Tools** 

## 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.



## 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 select the word Exit at the top right to log out of the current session before leaving your computer.

