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Verify that your Personal Image is correct, enter your password, and click **Submit**.

*You will be prompted to change your PIN/Password and select your Personal Image the first time you log in.

\$ VIEWING TRANSACTIONS

Select **Transactions** from the drop-down menu next to an account.

| Account Name | Balance | Status | Quick Link Options |
|--------------|------------|--------|--------------------|
| My Checking | \$345.96 | Open | View Transactions |
| My Savings | \$2,908.33 | Open | Select Option |

Transaction History is available for up to 90 days.

| View Transactions for: My Checking | | View Range: Since Last Statement 7 Days 15 Days 30 Days | |
|------------------------------------|---------------|---|------------|
| Date | Ref/Check No. | Description | Balance |
| 05/30/2007 | 5689497 | Payroll | \$4,668.74 |
| 05/30/2007 | 5656 | Check 5656 | \$2,504.38 |

Transaction List Options:

- Choose Number of Transactions Displayed
- View Check Images
- Sort Columns to Customize View
- Switch Between Accounts

TRANSACTION SEARCH

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

⚡ TRANSFERRING FUNDS

Select **Transfers** from the drop-down menu next to an account. Click on **"New"**.

| Account Name | Balance | Status | Quick Link Options |
|--------------|------------|--------|--------------------|
| My Checking | \$345.96 | Open | Transfer Funds |
| My Savings | \$2,908.33 | Open | Select Option |

Select the **From** and **To** accounts from the drop-down menus. Enter the Transfer Amount, Frequency, and Date of the Transfer. Click **Submit** to complete the transfer.

PENDING & COMPLETED TRANSFERS

Select **Pending Transfers** to view, edit, or delete a scheduled transfer. **Transfer History** lists completed transfers. Transfer history is available for 180 days.

📄 VIEWING STATEMENTS

Select **Statements** from the drop-down menu next to an account.

| Account Name | Balance | Status | Quick Link Options |
|--------------|------------|--------|--------------------|
| My Checking | \$345.96 | Open | Statements |
| My Savings | \$2,908.33 | Open | Select Option |

Statements are available in PDF, HTML, and Text formats. **Statement history** is available for 90 days.

| Statement Date | Description | Select Format to View |
|----------------|------------------------|-----------------------|
| 08/20/2007 | This is your statement | Select option... |
| 08/17/2007 | This is your statement | Select option... |



STOP PAYMENTS

Select **Stop Payments** from the drop-down menu next to an account.

| Account Name | Balance | Status | Quick Link Options |
|--------------|----------|--------|--------------------|
| My Checking | \$345.96 | Open | Stop Payments |

NOTE: * Required field

Add Stop Payment for Account: My Checking

Check Date: [Date Picker]

* Start Check Number: [Text Box]

* Begin Amount: \$ [Text Box]

* Payee: [Text Box]

Remarks: [Text Box]

Submit Cancel

You must call customer service at **815-459-2000** to edit or remove a Stop Payment. Stop Payment fees will be automatically deducted from your account in accordance with the terms of your account.



ACCOUNT MANAGEMENT *(continued)*

Display

- Edit number of accounts displayed per page
- Edit number of transactions displayed by default

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



TRANSACTION DOWNLOAD

Select **Download** from the drop-down menu next to an account.

| Account Name | Balance | Status | Quick Link Options |
|--------------|------------|--------|--------------------|
| My Checking | \$345.96 | Open | Download |
| My Savings | \$2,908.33 | Open | Select Option |

NOTE: * Required field

Download Transactions for Account: My Checking

* Select Download Range: [Select Option]

* Select Download Format: [Select Option]

Submit Cancel



ACCOUNT SETTINGS

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

Accounts Settings

Personal Account Display Alerts

Personal

- Update E-Mail Address
- Update ID (create an ID to use instead of 12-digit ID)
- Change PIN/Password

Accounts

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



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 exit your online banking session before leaving your computer.