

Durand State Bank

PC Banking Quick Start Guide

Version 4.8

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PC Banking Quick Start Guide, Version 4.8

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1 About PC Banking

Welcome to PC Banking! Your 24-hour banking connection! Whether you're at home, at work, or on the road, the system is available to you, 24 hours a day, 7 days a week, 365 days per year! This guide is designed to provide you with detailed information about the features available in PC Banking.

1.1. *What is Available in PC Banking*

With PC Banking you have immediate access to a wide range of banking services, including checking your account balances, seeing what checks have cleared, and transferring funds from one account to another. In addition, you can pay loans, request reports, view account statements and export transaction data into a file ready for import into your favorite personal financial management (PFM) software.

1.2. *Security Ensured*

Sound management of banking products and services, especially those provided over the Internet, is fundamental to maintaining a high level of public confidence not only in the individual bank and its brand name but also in the banking system as a whole. There is no need to be overly concerned about conducting banking transactions online. Sound physical and internal controls within the financial institution, data processing department, and any related e-banking areas have been established to ensure the accuracy, integrity, and confidentiality of all the information processed online.

Key components that help maintain a high level of public confidence in an online environment include:

1.2.1. Passwords

Before you access the Online Banking system, you are required to enter your personal user ID and password. Without the proper login information, you cannot see or use any Web pages within the service. To ensure the security of your accounts, it is important that you create a strong password that is hard to break. The system allows the use of the following characters in any combination.

Description	Examples
Letters (uppercase and lowercase)	A, B, C,...; a, b, c,...
Numerals	0, 1, 2, 3, 4, 5, 6, 7, 8, 9
Symbols (all characters not defined as letters or numerals)	` ~ ! @ # \$ % ^ & * () _ + - = { } [] \ : " ; ' < > ? , . /

It is recommended that you create your password with diligence and utilize the available options to make it hard to break. Your password is the key to your accounts. Guard it carefully, and do not give it to anyone. In the event that you do not remember your password, you may use the "Forgot Your Password" link on the login page to request a new one.

1.2.2. Account Number Masking and Aliases

For security reasons, complete account numbers will never appear on the computer screen or be transmitted over the Internet. For this reason, when an account is displayed, it appears 'masked'. You can assign account 'aliases' or nicknames to your accounts. This information will be displayed on the screen, so no one other than you will be able to identify the accounts. Assigning an 'alias' to an account makes it easier for you to recognize and less recognizable to a stranger.

1.2.3. Secure Connection – SSL Data Encryption

Each time you access your online information, the connection is automatically converted into a secure Internet communications session. Utilizing 128 bit Secure Socket Layer (SSL) technology, all transmissions of Web pages and data between the bank and your computer are completely encrypted or 'scrambled' so they are unreadable to any person or group that may try to 'intercept' the transmission. SSL encryption is the industry standard and is widely used in Internet applications that require security and privacy for sensitive data. For added security, a digital certificate is also issued between the bank and the Service Bureau processing center for daily data transmissions.

1.2.4. Physical Security

There is also security precautions related to physical security. This includes issues related to direct dial-in access through a private network versus Internet access. Firewalls (a combination of hardware and software between two networks to control traffic in both directions) are used with the Internet banking system as yet another security measure to cover physical security.

1.3. How to use the System

1.3.1. What You Need

To use PC Banking, we recommend the following:

- Dial-up information for your financial institution's private network, or an account with an Internet Service Provider (ISP). The ISP is your connection to the Internet.
- Browser software. While PC Banking is designed to work with most of the popular browsers, we recommend using either Microsoft Internet Explorer or Netscape Navigator. Please refer to the main login screen for the current supported versions of these browsers.

1.3.2. Enrolling

If you want to sign up online for PC Banking, access the system and then simply complete the enrollment form located on the main Login page. After filling in your name and address, you can select your own user ID and password. You will be asked to enter your password a second time for verification. Finally, you need to designate an account for fees. This is the account that will be debited for any service fees you incur. Once your enrollment has been confirmed, you will be ready to sign on and begin using PC Banking.

1.3.3. Preparation before Logging In

Getting started for Online Banking and Bill Pay only takes a few short minutes. It's very easy



The screenshot shows the 'Enrollment Form' for PC Banking. At the top, it displays the logo for 'PC BANKING' and the address '2214 Main St, Anytown, USA'. Below the logo, the title 'Enrollment Form' is centered. A small instruction reads: 'Enter the appropriate data below. After you have filled in the necessary data, press the "Next" button at the bottom of the page to continue to a page where you can verify your data. The "Cancel" button will send you back to "Login Page".' A link for more information is provided: 'For more information about the fields on this page, click here.' The form is titled 'Personal Information' and contains the following fields: First Name, Last Name, Address Line 1, Address Line 2, City, State, Zip Code, Country Code (pre-filled with 'UNITED STATES'), Social Security Number/Tax ID, Home Phone, Work Phone, Fax Number, E-Mail Address, and Sign Up Fee (pre-filled with 'Please choose'). At the bottom of the form are 'Cancel' and 'Next' buttons.

and fast. You'll be up and running in no time! The first step to getting started is gathering together the appropriate paperwork to make your first login as simple as possible.

1. Have your Online Banking welcome letter handy because it contains your User ID and password.
2. You will also need to have your most recent statement for each bank account you will be viewing online, so you can easily identify the account numbers and choose a 'nickname' for each account.
3. If you have signed up for Web Bill Pay, you should have your previous bills available in order to enter your payee or biller information. (You'll only have to do this once.)
4. Now go to the Internet and navigate to the bank's home page at www.banknameurl.com/. Select Online Banking on the home page and follow the instructions.

Note: There may be times when the application has been temporarily turned off by your financial institution. During this period, you will receive a message informing you of this and you will need to access the application at a later time.

1.3.4. Logging In

To log into PC Banking, perform the following steps:

1. From the main Login screen, type in your required ID and password.
2. Click **Login**.
3. If this is your first PC Banking session, you will see the First Time User page. Click the Terms and Conditions link to review the agreement with your financial institution. Then, click **I Accept** to begin your session.
4. You may click the 'Demo' button to view a PC Banking Demo site if you wish.

Your financial institution may have information set up as a message to be displayed to you once you login. If this is the case, this message will appear once you click 'Login'.

Login to Online Banking

Welcome to the Online Banking system. To log in to the system, enter your User ID and Password, then click the 'Login' button. For security reasons, make sure you choose the 'Exit' button on the following screens when you are done with your session.

This product is best viewed using Windows: I.E. 5.0 and 6.0, Netscape Navigator 4.08, and Netscape Communicator 7.01.

Not currently a user?
[Sign up for Online Banking](#)

Questions about security and privacy? [Click here to learn more](#)

[Go to Our Home Page](#)

1.3.5. Navigating through Pages

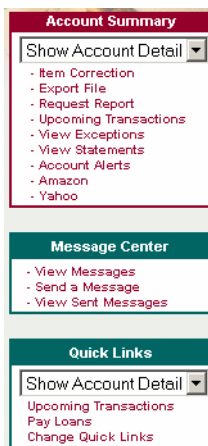
You can navigate through the pages of the system by using the main navigation bar including the ‘mouse-over’ function and the left frame menu. Use these navigation tools rather than the "Back" and "Forward" buttons on your browser to make sure that you view the most recent information. The Back and Forward buttons may call up (stored) cached versions of the page.

- Main Navigation Bar




The main navigation bar allows you to visit each of the major services provided by the system. You may click on any of the links to display a list of the services available in the left frame menu. You may also use the ‘mouse-over’ function to display these services.

- Left Frame Menu



The left frame menu displays a list of the services available to you, the Message Center and the Quick Links menu. You may click on any of the displayed services to show the page for that service.


The Message Center allows you to view available messages sent to you, send a message and to also view sent messages by using the mail function. You may also access the mail function by clicking the **Mail**  icon on the navigation bar. For more additional information on how to use the mail feature, please refer to the Mail section of this document.

The system allows you to select frequently used services and display them in the Quick Links section. This provides a quick way to navigate to the listed services as needed. Please refer to the Quick Links section of this document for more information on Quick Links.


1.3.6. *Printing Pages*

To print any page from PC Banking, you must have a printer attached to your PC. You may use either the **Printer**  icon or the 'Print This Page' link to print a page depending on which page you are viewing. You may also print a page by clicking on that page to select it. This ensures that the area is “active” and the correct page prints. Then, select your browser’s print icon. The page will then print. For example, when you complete a request, you may want to print the confirmation page for a record of your confirmation number.

1.3.7. *Help*

You can access the online Help from any page in PC Banking selecting the **Help**  icon. This gives you step-by-step directions for the online including an Index of all the available topics. In addition, several special topics like security, page navigation, and passwords are available.

1.3.8. *Exiting the System*

For security reasons, you must always use the **Exit**  button when you have completed a PC Banking session. This ensures that no one can gain access to your accounts by using your computer. The Exit option will allow you to return to the PC Banking Login page or our Home Page.

2 Account Summary

This is the first screen you will see once you login to Online Banking. It provides a quick snapshot of virtually all your accounts held at the bank. Finally, all of your bank account information can be found in one place. For easy record keeping, the accounts are categorized by deposits, CD and IRAs, and loans. The balances are updated daily, so you'll always know what your current balance is for every account. Balances are divided by 'Current Balance' which shows the funds that are available except for those pending and 'Available Balance' which displays the funds available including all pending transactions that have recently posted.

The 'As of Date' shows you the last time your account information was updated.

Account Summary

Return to this Account Summary page at any time for the current status of all your accounts. Click on any account below to see the details of that account on the Account Detail page.

Deposit Accounts					
Account	Currency	Current Balance	Available Balance	As of Date	
AFS Test	USD	N/A	N/A	N/A	
DDA3333333	USD	\$1,267.74	\$4,301.63	9/24/1996	
DDA34543	USD	\$4,309.78	\$8,032.62	10/7/1996	
DDA44444	USD	\$4,309.78	\$7.56	10/7/1996	
DDA55555	USD	\$2,826.47	\$3.25	11/23/1996	
DDA777777	USD	\$2,826.47	\$7,717.76	11/23/1996	
DDA987654	USD	\$4,321.09	\$507.90	12/20/1998	
DDA89410	USD	\$1,267.74	\$4,323.95	9/24/1996	
DDAxxxxx0330	USD	N/A	N/A	N/A	
MMA71192798	USD	\$8,443.88	\$4,145.26	11/24/1998	
MMA83613	USD	\$9,997.25	\$4,148.24	9/12/1996	

2.1 Account Detail

Account Detail

The account information displayed is updated each morning after all transactions from the previous day have been processed.

[Account Information Profile](#) [Transaction Detail](#) [Filter Transactions](#)

Account Information Profile	
Account Alias	DDA3333333
Currency Code	USD
Amount Last Interest Payment	\$9,155.71
Amount of Captured Flow	\$4,171.00
Amount of Credits	\$5,697.36
Amount of Credits Memo Posted	\$5,967.72
Amount of Debits	\$1,657.50
Amount of Debits Memo Posted	\$6,498.25
Amount on Hold	\$1,357.91
Available Balance	\$4,323.94
Current Balance	\$1,267.74
Effective Date	9/24/1996
Interest Accrued no Paid	\$5,830.98
Interest Accrued on Account	\$4,104.50
Interest Paid Last Year	\$7,192.24
Interest Paid on Account	\$4,213.92
Last Statement Balance	\$1,978.59
Last Statement Drop Date	6/2/1998

Next Jump to Page: 1

Filter Selection Criteria
Enter filter criteria to view other account detail.

Account:

Date Range: From To

Amount Range: From To

The Account Detail page displays an information profile for every account you have at the bank. This provides an updated record of the activity in each account.

The Account Information Profile shows a quick overview of the account and includes items such as the amount of credits and debits posted on the account, the current balance as well as the last statement balance. The 'Transaction Detail' itemizes every transaction and activity that has occurred in that account for the past ninety days. And, since the information is updated daily, you can conveniently check your balances and transactions any time you would like, day and night.

You may also search transactions using certain selection criteria in the 'Filter Selection Criteria' section. Transactions are available for the last ninety days.

2.2 Item Correction

Item Correction

Enter the appropriate data below. After you have filled in the necessary data, press the 'Proceed' button at the bottom of the page to continue to a page where you can verify your data. The 'Cancel' button will send you back to 'Account Detail'.

Account:

Item Number:

Posted Date (mm/dd/yyyy):

Posted Amount:\$

Correct Amount:\$

Other Instructions:

You no longer have to pick up the phone or travel to the bank if you happen to notice an error with your bank account information. You can easily go online and request that an item be corrected from any deposit account, anytime you'd like. Even if you are banking after hours, your request will be submitted to your bank representative the very next day. Once your request is completed, you will receive a confirmation number. You can also refer to this number when contacting a bank representative if needed.

2.3 Export File

Budgeting can be done instantly when you combine the use of personal financial management software such as Quicken® or Microsoft Money® and Online Banking. This feature allows you to electronically download your current account information from your Online Banking pages directly to your software. No more hand keying every line item, it can all be copied automatically within minutes.

Remember to check which file format matches the software you use. The system can create transactions in five different formats.

Export File

Enter the appropriate data below. After you have filled in the necessary data, press the 'Continue' button at the bottom of the page to continue to a page where you can verify your data. The 'Cancel' button will send you back to 'Account Detail'.

Account:

Export Format:

Download: All New Transactions Since Last Download
 Only Transactions On or Between (MM/DD/YYYY)

Starting Date:

Ending Date:

2.4 Request Report

Request Report

Enter the appropriate data below. After you have filled in the necessary data, press the 'Proceed' button at the bottom of the page to continue to a page where you can verify your data. The 'Cancel' button will send you back to 'Account Detail'.

Account:

Delivery Options: Fax - number to use:
 EMail - address to use:
 Mail - mailed to the default mailing address.
 Hold - will be held at the financial institution.

This option allows you to create a report that the system will automatically fax or email anywhere you wish. You can filter this information from the Account Detail screen and can choose to mail or e-mail the report to whomever you like. It is a great way to share account information with your spouse, children, financial advisor, or accountant with just the click of your mouse. This report can be submitted anytime, 24 hours a day, 7 days a week.

2.5 Upcoming Transactions

Upcoming Transactions

Listed below are the upcoming transactions that are currently scheduled for your account.

Account:

Upcoming Transactions				
Effective Date	Type	Item Number	Description	Amount

If you have transactions that have not posted to your account, you may view a list of these items using the Upcoming Transactions option. These are typically transactions received by the financial institution daily and may include incoming electronic items like Social Security deposits or automatic payments.

2.6 View Statements

The View Statements option allows you to display a list of available statement dates for the selected account in a relative simple manner. If you are set up to view your statements through an external vendor, you will be linked directly to this site without having to re-enter your login information. Once you make your selection, the requested statement is displayed in a separate window and you are able to print the displayed information. Since this is displayed in a separate window, please remember to close this window when you are finished. For your added convenience, should you forget to close this window, the system will automatically close this information once you log out.

View Statements

Select the Account you wish to view a statement for, then press the 'Continue' button below.

Account:

2.7 Account Alerts

Account Alerts

We will check your account balances at the end of each business day and notify you the following morning (using the method of your choice) whenever the balance in your account exceeds the limits you set.

You may set more than one notification for each account (a high balance limit and a low balance limit, for instance)

Account	Balance Type	If Balance Is	Limit	Notify Me By	Delete
AFS-T-1	Current	Greater than	\$10.00	Fax	<input type="checkbox"/>

Have you ever wished that you could receive an automatic notification when your bank accounts have reached a certain limit, rather than having to call or stop into the bank each time? With the Account Alerts feature, the system will check your account balances at the end of each business day and notify you the following morning by e-mail whenever the balance in your account exceeds the limits you set.

3 Transfers and Payments

For added convenience, this system provides you with several ways to transfer funds between accounts and payment options.

3.1 Transfer Funds

With Online funds transfer, you can move money from one account to another in just an instant, anytime you'd like! All it takes is a few key strokes!

If you are making a transfer outside of the bank's normal hours, it will be posted on the next business day.

3.2 Pay Credit Cards

Pay Credit Cards

'Pay Credit Cards' allows you to make payments towards the current balance of credit cards. Enter the appropriate data below. After you have filled in the necessary data, press the 'Proceed' button at the bottom of the page to continue to a page where you can verify your data. The 'Cancel' button will send you back to 'Transfers and Payments.'

If you wish to set up a recurring transaction enter the scheduling information below including how you want us to adjust your transaction when its schedule will cause it to fall on a holiday or a weekend

Select Template:

From Account:

To Account:

Amount\$

Description:

Schedule: Don't use a scheduling option

Pay [Every] beginning (mm/dd/yyyy)

Pay on the [1st] day of every month beginning (mm/dd/yyyy)

Pay on the [First] of every month beginning (mm/dd/yyyy)

Weekends/Holidays: Pay the last business day before

Pay the first business day after

Making payments on your credit card has never been easier. The pay credit card feature works just like fund transfer. You no longer have to wait to get your credit card bill in the mail. You can make payments to your account anytime.

3.3 Pay Loans

Account Transfer

Use the Account Transfer page to transfer funds between two accounts that are held at this financial institution. To transfer funds to an account outside of this financial institution, use Wire Transfer or ACH Origination. Enter the appropriate data and press the 'Proceed' button to continue to a page where you can verify your data. The 'Cancel' button will send you back to 'Transfers and Payments.'

If you wish to set up a recurring transaction enter the scheduling information below including how you want us to adjust your transaction when its schedule will cause it to fall on a holiday or a weekend

Select Template:

From Account:

To Account:

Amount\$

Description:

Schedule: Don't use a scheduling option

Transfer on (mm/dd/yyyy)

Transfer [Every] beginning (mm/dd/yyyy)

Transfer on the [1st] day of every month beginning (mm/dd/yyyy)

Transfer on the [1st] day of every month beginning (mm/dd/yyyy)

Transfer on the [First] of every month beginning (mm/dd/yyyy)

Weekends/Holidays: Transfer the last business day before

Transfer the first business day after

Pay Loans

"Pay Loans" allows you to create payments against your loan balance. Enter the necessary data, then press the "Proceed" button at the bottom of the page to continue to a page where you can verify your data. The "Cancel" button will return you to "Transfers and Payments".

If you wish to set up a recurring transaction enter the scheduling information below including how you want us to adjust your transaction when its schedule will cause it to fall on a holiday or a weekend.

Select Template:

Payment Type:

From Account:

To Account:

Amount:

Description:

Schedule:

Don't use a scheduling option

Pay on (mm/dd/yyyy)

Pay every (mm/dd/yyyy)

Pay on the day of every month beginning (mm/dd/yyyy)

Pay on the of every month beginning (mm/dd/yyyy)

Weekends/Holidays:

Pay the last business day before

Pay the first business day after

You no longer have to remember long loan account numbers, or fumble through a monthly bill to make a loan payment. All the loans you have at the bank can be paid online. It works just like the funds transfer feature. It is now easy to pay and even easier to keep track of which payments have been made.

3.4 Scheduled Transactions

If you have regular transactions that you set up, the system allows you to schedule transactions for a future date or set them up as recurring. The Scheduled

Transactions Page displays all of the scheduled transactions you have set up in the system, with their next effective dates. Not only are you able to view details of each transaction, you will also be able to delete pending transactions.

Scheduled Transactions

Your scheduled transactions are listed below. Remember that ACH transactions and tax payments are sent prior to their effective dates. You may view the details related to a specific transaction by selecting a transaction from the list.

<u>Transaction Type</u>	<u>Description</u>	<u>Next Scheduled</u>
ACH Origination	test	11/17/2003
Tax Payment	test	11/17/2003
Tax Payment	test	11/17/2003
ACH Batch	TestBatch1	12/12/2003

4 Other Services

The Other Services options provide you with access to information and services that are related to your existing accounts at this financial institution.

4.1 Stop Payments

Stop Payments

'Stop Payments' allows you to place a stop payment on items that have not been posted yet. Enter the appropriate data below. After you have filled in the necessary data, press the 'Proceed' button at the bottom of the page to continue to a page where you can verify your data. The 'Cancel' button will send you back to 'Account Services.'

Account: Please Choose

Amount:\$

Starting Check Number:

Ending Check Number:

Date of Item(mm/dd/yyyy): 11/23/2003

Payee:

Reason to Stop Payment:

Cancel Reset to Defaults Proceed

The Stop Payments feature allows you to request that a stop be placed on a payment that has not posted to your account.

Submitting a stop payment is a request only, it does not automatically stop the payment online. The bank will receive a report of your request, and will begin working on the stop payment. Someone from the bank will contact you once the request has been processed. If the payment is already listed in the Transaction history, the request will not be processed and the customer will be notified.

4.2 Reorder Checks

Reordering checks can be done easily and quickly online. You have the option of simply placing a reorder, or even changing or upgrading your check design.

If you would like to order your checks directly from the bank's check vendor, click on the vendor's logo and you will be linked directly to a secure ordering area where you can browse through new check designs or view the progress of a previous order.

Reorder Checks

'Reorder Checks' allows you to order a new set of checks for any account that has checks associated with it. Enter the appropriate data below. After you have filled in the necessary data, press the 'Proceed' button at the bottom of the page to continue to a page where you can verify your data. The 'Cancel' button will send you back to 'Account Services.'

Account: Please choose

Starting Check Number:

Number of Sets: 1

Cancel Reset to Defaults Proceed

4.3 Reprint Checks

Reprint Checks

'Reprint Checks' allows you to order copies of checks that have been cleared. Enter the appropriate data below. After you have filled in the necessary data, press the 'Proceed' button at the bottom of the page to continue to a page where you can verify your data. The 'Cancel' button will send you back to 'Account Services.'

Account:

Check Number:

Amount:\$

Date Posted (mm/dd/yyyy):

Delivery Options: Fax - number to use:
 Mail - mailed to the default mailing address.
 Hold - will be held at the financial institution.

If you need a copy of a check that has cleared your account, the system allows you to request copies of processed checks.

Simply enter the requested information, select the way you would like the check delivered to you and click 'Proceed'. It is as simple as that!

4.4 Reprint Statements

What if you realize that you need a copy of an old bank statement?

You can order this online and also request the method of delivery using the Reprint Statements feature.

Reprint Statements

'Reprint Statements' allows you to order reprints of previous statements that you have received from this financial institution. Enter the appropriate data below. After you have filled in the necessary data, press the 'Proceed' button at the bottom of the page to continue to a page where you can verify your data. The 'Cancel' button will send you back to 'Account Services.'

Account:

Month:

Year:

Delivery Options: Fax - number to use:
 Mail - mailed to the default mailing address.
 Hold - will be held at the financial institution.

4.5 Product Information

Product Information

'Product Information' provides you with online information about various products offered by this financial institution. Currently, online product detail is available for the following products:

OT Timer's Account	For ages below 55	1.08
	For ages above 55	12.28
Now Account	For balances below \$10,000	7.40
	For balance above \$10,000	7.96
Savings Account	APR	5.16
	APY	8.46
Checking Account	APR	13.08
	APY	1.18

Additionally, you can request the following [Product Information Report](#)

To view product names and associated rate information offered by your financial institution, use the Product Information option. You can also request for a report that will list all this information to be sent to you by selecting the Product Information Report link at the bottom of the page.

4.6 Apply for a Loan

The system provides a way for you to apply for a loan with another vendor by using the “Apply for a Loan” feature. Clicking the “Apply for a Loan” link will connect you to the loan vendor specified by your financial institution. It is as easy as that!

Apply for a Loan

You have selected the Loan Application feature. Your financial institution has partnered with a third-party vendor to provide this online service for you. Selecting the Proceed button will redirect you and some of your personal information to a website outside of this Internet Banking session in order to complete the application. If you do not wish to continue please select Cancel button.

4.7 Online Forms

The system has the added convenience of allowing you to complete certain forms online. This means you don't have to make a trip into the bank to do this anymore! You may complete forms offered by your bank such as Customer Survey and Loan application forms online using this feature.

Online Forms

'Online Forms and Reports' allows you to fill out and submit forms online as well as to request reports. Currently, the following online reports and forms are available:

[Customer Survey Form](#)

[Corporate Loan Application Form](#)

[Corporate Deposit Account Application Form](#)

[Corporate Credit Card Application Form](#)

4.8 Online Reports

There is a wide range of reports detailing system usage and activity available to you also. You are able to select from this list and indicate how you want the report to be delivered to you.

4.9 Loan Calculator

If you are considering taking out a loan and need an idea of what your monthly payments will be based on amount and rate, the loan calculator will do this for you. Using the loan calculator, you are able to determine an estimated monthly payment of a proposed loan.

Loan Calculator

'Loan Calculator' allows you to calculate estimated monthly payments for various types of loans. Enter the appropriate data below. After you have filled in the necessary data, press the 'Calculate Payment' button at the bottom of the page to go to an updated page where you can view the estimated monthly payment.

New Calculation

Principal Amount: (example: 100000)

Estimated Interest Rate: (example: 8.5)

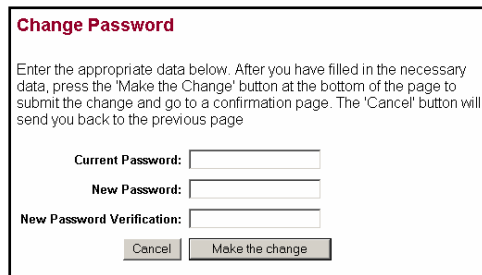
Number of Monthly Payments: (example: 240)

5 My Profile

Do you need to change or modify certain customer profile information in the system?

Using the options available in this section, you are able to establish or change certain customer profile information such as passwords, phone numbers and other contact information.

5.1 Change Password



Change Password

Enter the appropriate data below. After you have filled in the necessary data, press the 'Make the Change' button at the bottom of the page to submit the change and go to a confirmation page. The 'Cancel' button will send you back to the previous page.

Current Password:

New Password:

New Password Verification:

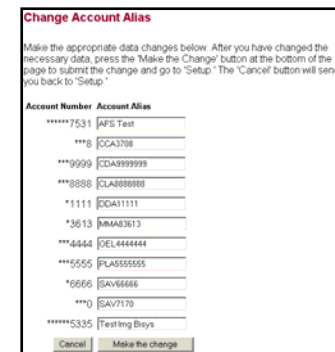
Your password is the key to your accounts. Guard it carefully, and do not give it to anyone. After you enroll in the system, it is a good idea to change your password regularly.

Here are a few simple guidelines to help with passwords:

- Select a password that has some meaning to you, but would be difficult for others to guess.
 - Use at least six characters, although eight is better.
 - Avoid single words or names.
- Try not to include non-alphabetic characters, such as punctuation marks and brackets.

5.2 Change Account Alias

Once you set up aliases for your accounts to safeguard your information, this screen gives you the opportunity to change these names. These are the names that will display in the system instead of your account numbers. This page lists all your accounts with the corresponding alias displayed. Change the information and click 'Make the change'.



Change Account Alias

Make the appropriate data changes below. After you have changed the necessary data, press the 'Make the Change' button at the bottom of the page to submit the change and go to 'Setup.' The 'Cancel' button will send you back to 'Setup.'

Account Number	Account Alias
*****7531	AFS Test
****8	CCAS3708
***9999	CDAS999999
***8888	CLAS888888
*1111	CDAS1111
*3613	PRAS3613
***4444	CEL444444
***5555	FLAS555555
*6666	SAV66666
***0	SAV7170
*****5335	Testing Blays

5.3 Change Fee Account

Change Fee Account

Enter the appropriate data below. After you have filled in the necessary data, press the 'Make the Change' button at the bottom of the page to submit the change and go to 'Setup.' The 'Cancel' button will send you back to 'Setup.'

Current Fee Account: DDA7777777

New Fee Account:

If you have several accounts at the financial institution, you may elect to have any fees associated with your transactions be charged to a specific account. This designated account will be your fee account. If you wish to change your fee account at any time, you will navigate to this screen to process this request.

5.4 Change Profile Information

You need to change the information provided to your financial institution for communication with you? Just like all the other convenient features offered online, you can change this information anytime by a few simple clicks of your mouse. You have the ability to update the following information: mailing address, home phone number, work phone number, fax number, and e-mail address.

Change Profile Information

Change Password
Change Account Alias
Change Fee Account
Change Profile Information
Add Foreign Accounts
Delete Foreign Accounts
About Our Firm
Admin Log

Make the appropriate data changes below. After you have changed the necessary data, press the 'Process' button at the bottom of the page to submit the change and go to 'User Info.' The 'Cancel' button will send you back to 'User Info.'

First Name: Deborah
Last Name: Zaccari
Last Access Date/Time: 9/30/2003 2:31:29 PM
Address 1:
Address 2:
Fax Number:
Home Phone Number:
Work Phone Number:
Cell Phone Number:
E-mail Address:

5.5 Change Quick Links

Change Quick Links

Select the option you wish to have displayed for each Quick Link. Select 'No Quick Link' if you don't wish to use a quick link option. Click 'Make the Change' to save your selections.

Quick Link 1:

Quick Link 2:

Quick Link 3:

Quick Link 4:



The system provides you with easy access to designated features by using the Quick Links section. The Change Quick Links page allows you to change these services as you wish.

5.6 Manage Customer Reps

Manage Customer Reps

The Manage Customer Reps section allows you to add, edit or delete representatives of your Company or group. To add a new representative, click the "Create a New Rep" button.

To edit or delete a representative, click anywhere on the row for that representative. To edit a rep's authorities, click the key next to that rep's name. To edit a rep's accounts, click on the folder symbol next to that rep's name.

Customer Reps			
Last Name	First Name	Title	Department
 	BBAD	JOHNNY	ASSISTANT ACCOUNTANT BUSINESS SERVICE

Record Count: 1

You have the convenience of being able to view lists of other customer representatives of their business and to also edit their login information and authorities. You may create a new rep by using the 'Create a New Rep' button, edit an existing rep's authorities by clicking the key symbol next to the name or edit the accounts linked to the Rep by using the folder symbol. Please note that only a representative with the given ability to be a system administrator has the ability to Manage Customer Reps.

5.7 Add or Delete Foreign Accounts

You are able to work with checking or saving accounts that are not held at your financial institution. These accounts are known as foreign accounts. You will be able to link these accounts to your profile to be used for transfers and payments or delete them by selecting the appropriate option. You can assign these accounts an alias and most of the account functions will be the same as any other account in the system.

Add Foreign Accounts

Enter the appropriate data below. After you have filled in the necessary data, press the "Proceed" button at the bottom of the page to continue to a page where you can verify your data. The "Cancel" button will send you back to "Setup."

Financial Institution Name:

Financial Institution Number:

Street Address 1:

Street Address 2:

City:

State:

Zip Code:

Phone:

Account Type:

Account Number:

Account Alias:

5.8 About Our Fees

About Our Fees

Currently, the following fees apply to the transactions in the Online Cash Management system listed below.

About Our Fees: \$2.00

Account Alert : \$3.00

Account Transfer: \$5.00

Account Transfer Scheduling Options: \$6.00

Statement Reprint: \$0.10

This section displays a list of the fees that apply to all transactions you can make on the system. These are all the fees assessed for Internet Banking transactions. You may choose to print this page for your future reference.

5.9 Activity Log

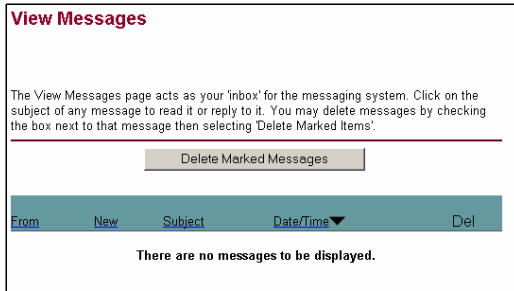
This is the place to go to view any and all transactions that you have performed within the Online Banking system within the past ninety days. Any transaction from a funds transfer to a loan payment will be listed here. The transactions you perform will show on the 'Activity Log' immediately, and the account balance information is updated daily, so you will always have a fresh and current look at your finances. Plus for added assurance, you will receive a confirmation number for almost every activity. The confirmation number can be used as a handy reference when researching a question or talking with a bank representative about your account.

Activity Log

The Customer Activity page displays all the transactions you have performed online. If you have a question about any of these transactions, please contact us during our normal business hours.

RequestDate/ EffectiveDate	Trans Type / Status	Creating Rep/ Verifying Rep	From Account/ To Account	Confirmation Number	Amount
11/13/2003 4:22 PM 12/12/2003	Sch Ach Batch Approved	TESTREP1	DDA11111	BM71508	\$108.00
11/13/2003 4:22 PM 11/13/2003	Ach Trans Approved	TESTREP1	DDA11111	BM71508	\$0.00
11/6/2003 5:07 PM 11/06/2003	Sch Tax Pmt Approved	TESTREP1	DDA3333333	BF7153F	\$0.11
11/6/2003 5:06 PM 11/06/2003	Loan Pcpmt Approved	TESTREP1	DDA3333333 CLA8888888	BF71524	\$2.28
11/6/2003 4:56 PM 11/06/2003	Sch Tax Pmt Approved	TESTREP1	DDA259610	BF7152V	\$10.00
11/6/2003 4:53 PM 11/06/2003	Coin And Currency Approved	TESTREP1	DDA3333333	BF7152L	\$2.50

6 Mail



You may send secure emails to your financial institution using the mail feature in this section. This is a great way to send questions regarding your account to your bank. The View Messages screen displays the messages you have in your inbox. To sort any of the messages in your mailbox, simply select any of the column headers (with the exception of Delete) on the page. If you do not have any messages available, a message will be displayed informing you of this.

You are able to send a new message, reply to a message, any delete any of your messages from here.

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