



Online Banking and Bill Pay

By Paul A. Murphy, Author of Online Banking for Dummies®

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A Quick and Easy Guide to **Personal Online Banking**

Welcome! Whether you're at home, at work or on the road, we are here for you 24 hours a day, 7 days a week with our Online Banking & Bill Payment services.

This guide is designed to help you answer your questions about how Personal Online Banking can help manage your finances online. In addition to accessing your account information and transferring funds online, you'll also be able to export account information to financial management software, such as Quicken® or QuickBooks®, and pay your bills online. After becoming a Personal Online Banking customer, you'll find you are able to reduce the amount of time spent managing your finances.

Welcome, and we hope you enjoy this quick and convenient guide to Personal Online Banking.

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By following our tips, Online Banking can be a safe and efficient method for handling your banking needs.

User Identification and Password

Security starts at your computer. Never share your login ID or password with anyone. Make sure your password is hard to guess by combining random numbers and letters instead of using your birth date, pet's name or other obvious clues.

Secure Sockets Layer Encryption (SSL)

This technology scrambles data as it travels between your computer and your bank, making it difficult for anyone to access your account information. SSL is a trusted method of securing internet transactions.

Browser Registration

In addition to your personal password security, we have added additional security measures with Browser Registration. Browser Registration strengthens the safeguards in place at login by adding additional steps to verify your identity. Although these security enhancements are benefiting you and your security, you probably will not notice them during your regular day-to-day experience.

Online Banking Safety Tips

- > Ensure your web browser, operating system, anti-virus software and other applications are current and support 128-bit encryption.
- > Memorize your passwords.
- > Exit your Online Banking session when finished.
- > Do not leave your computer unattended when logged into Online Banking.
- Do not use public computers or unsecured WiFi when accessing online banking.
- > If you receive an error when logged into your online banking account, report the error to customer service.

Security

Your financial institution will never send unsolicited emails asking you to provide, update, or verify personal or confidential information via return email. If you receive an email inquiry allegedly from your financial institution, please report the incident to a customer service representative as quickly as possible.

To mitigate the risk of online fraud and identity theft, your first and best protection is awareness.

Phishing

Phishing is an online scam tactic that is used to lure users into unknowingly providing personal data, such as credit card information or login IDs and passwords. Using spoof (look-a-like) emails and websites, the tactic attempts to gain the trust of unsuspecting targets and convince them that vital information is being requested by a vendor they may already have a relationship with, such as their bank.

Identity Theft

It is important that our customers are aware of the dangers of identity theft. Identity theft can occur when criminals find a way to steal your personal or other identifying information and assume the use of that data to access your personal accounts, open new accounts, apply for credit in your name, purchase merchandise and commit other fraud or related crimes using your identity.

Fraud Prevention Tips

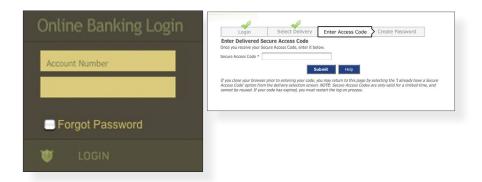
- > Do not open email attachments or click on a link from unsolicited sources.
- > Avoid completing email forms or messages that ask for personal or financial information.
- > Do not trust an email asking you to use a link for verification of login or account details.
- > Monitor your account transactions for unauthorized use.
- Shred old financial information, invoices, charge receipts, checks, unwanted pre-approved credit offers and expired charge cards before disposing of them.
- > Contact the sender by phone if you are suspicious of an email attachment.

Getting Started & Logging In

To sign up for Online Banking, go to our homepage and click Sign Up Now. Fill out the required fields regarding your contact information and accounts, then click Submit Enrollment. Once youre enrollment is set up, you can sign in to your account.

If your enrollment is complete or you are a returning user, you can access your account online by entering your Account Number and Password, then click Login. You will then be prompted to enter a secure access code.

Note: If all of the contact information we have on file is inaccurate or out-ofdate, you cannot proceed any further. Please contact us to provide updated information.



What is a Secure Access Code? A Secure Access Code is a one-time use code, that allows you to securely login to our Online Banking system. It is delivered to you via email, phone call or SMS text. If you are logging in for the first time, you will be prompted to create a new password. Secure Access Codes are also used if you delete the security certificate or "cookie" that we've stored on your computer, or if you request login from a computer not setup for repeated use. Choosing "activate my computer for later use" authorizes us to store a security certificate on your computer which will speed up the verification process in the future, and eliminate the need to use a Secure Access Code during each login.

Account Overview

Account Overview will provide you with a quick view of your accounts and balances. Here you can make a quick transfer between accounts, view pending transactions and even check your secure messages.

Accounts	Transactions		Services	Preferences	Sign			
	overview of your accourt	nts by account type. Clicl risk indicate pending tra			selected ac			
Checking Acco	unts		_					
		Updated	Available Balance		nt Balance	~		
*General Acce XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	ount	8/22/2006 2:08:00 PM	\$300,363.07	\$3.	26,9	M		
*Payroll Accord xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	unt 4	8/22/2006 2:08:00 PM	\$153,868.27	\$1	54,663.27			
*Petty Cash A xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	ccount	8/22/2006 2:08:00 PM	\$2,076.55		\$1,276.55	1	Pri	mary Checking
Transportation A XXXXX0094	ccount	8/22/2006 2:08:00 PM	\$22,359.45	\$	22,359.45	v U		View History
Employee Fund Ad XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	count	8/22/2006 2:08:00 PM	\$1,605.48		\$1,605.48	1		Account Details Pending Items
Postage Account XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		8/22/2006 2:08:00 PM	\$50.00		\$50.00	1		Transfer From
		Subtotal:	\$480,322.82	\$506,897.	.82		1	Transfer To
Savings Account	nts						B	Print
Account		Updated	Current Balance	Year-to-date intere	st amount	~	-	r in t
*Money Mark xxxxx9393	et Savings	8/22/2006 2:08:00 PM	\$13,079.44		\$34.44			

In the Accounts menu, select Account Overview.

- 1 | Click any of the menu items to expand or collapse each drop-down item.
- 2 | If you have any unread Secure Messages, it will be indicated here.
- 3 | Hover over the Quick Action Icon 🔪 next to your account to view a variety of standard options.
 - View History: A quick link to the history of that account.
 - **Account Details:** View the details of that account.
 - Pending Items: Displays transactions that are currently pending for this account.
 - Transfer From: A quick transfer from that account.
 - Transfer To: A quick transfer to that account.
 - Print: Print the transaction history of that account.
- 4 | If any of your account names are shown in red with an asterisk, there is at least one pending transaction in that account.

Online Banking allows you to conveniently access a history of your account transactions, always keeping you in the know with your account balances. To begin, double-click the account name you wish to view from the Account Overview page. You may also select View History from the Quick Action Icon. Quickly switch between accounts by selecting an account from the Account drop-down menu and click Submit.

ccount History for 20 is page provides a list of tra tailed history for that accou	insaction items for your indiv	idual accour	nts. Choose an acco	ount from the drop-dow	n list to view the	
Account Details						
Available Balance	:	\$2,661.27	Year-to-date in	terest amount	\$45.00	
Current Balance	:	2,661.27	Maturity Date		5/6/2007	
Average Collected Balance		2,165.03	Original Amour	nt	\$2,625.01	
Interest Rate	3	3.20 %	Origination Dat	te	5/6/1998	
Last Interest Paid Amou S	Search Criteria	1	Accrued Interes	st	\$3.74	
Overdraft Interest Rate	Default View	%	Next Interest P	ayment Date	9/6/2006	
Previous year-to-date in	Most Recent Transactions	95	As Of Date		8/22/2006	
	Most Recent Days					
ccount: 2007 SEP : \$2	Single Check			💂 Display 🔻 🗌	4 🍃 💿	
	Multiple Checks				Submit	
🔊 Search 👻	Single Date		Q Over the Cou	unter Check	3	
Pending	Range of Dates		8/21/2006		0	\$172.00
Sorted By: Post Dat	Single Amount	t on top	Check Viewer			
International Wir	Range of Amounts	,	E > Front	• 14 44 >> >1		
6/5/09	Description					
	All Available Transactions			Contraction of the second second		and the second se
Posted			John Sm 2686 Bor	naire Terrace GA 30066-4768		3956
				GA 30066-4768	octi,	246 DATE 64-137/611
Sorted By: Post Date	Ne	ewest on top		"n		
Deposit 8/21/06			ORDERO	"Demo		\$ 600.00
			Jik 1	hunder at \$1.00		DOLLARS D MA
Deposit 7/27/06			H	ome Bank		11
Deposit				GEORGIA		In Int
			FOR		(Inw.sulles

In the Accounts menu, select Account History.

- 1 | Quickly expand or collapse the Pending or Posted sections by clicking on the **Plus/Minus** button.
- 2 | Change the way you view your Account History from the options available in the Search drop-down menu. You may also search for transactions by check number, date, amount or even description!
- 3 | View check images by clicking on the Magnifying Glass Icon.
- 4 | Want to export your Account History? Click the Display drop-down menu and select **Export**. Then select your export format (spreadsheet, Quicken®, Quickbooks®, etc.) and click **Submit**. Prefer to print? Simply click the printer icon!

Online Activity

Online Activity quickly organizes all transactions you originated online. This includes account transfers, wire transfers, ACH payments and more. From the Online Activity menu, you can group items by category, view all transactions, approve drafted transactions and cancel authorized or drafted transactions. Please note that once a transaction is processed, it can't be cancelled.

🖘 Search 👻	Transaction Status: Active 🛟		🧭 Submit
🔍 View	📄 Approve 📄 Cancel 📸 Copy	Group By Status	3 🕹 🍦 🙆
🗉 Status: Au	ithorized		
Status			Tracking ID 🖌 User
Authorized	Stop Payments: Test		
	\$50.00 (xxxx-7777)	Transaction Details	(
	Created: 2/14/2013 To Be Processed: 2/15/20 Payee:John Doe Check #:1234 Payment Date		
🔳 Status: Dr	afted		on are displayed below. Select the desired action from the buttor age. If you are unsure of your options, click HELP (question mark
Status	Description / Amount / Account / Dates / Deta	for a complete description of	
Drafted	Funds Transfer: Demo Online Transfer \$50.00 from xxxx-7777	a payment or transfer).	the transaction for later approval (i.e., it will not result
<u>v</u>	Created: 7/12/2012 To Be Processed: 7/12/20		15400 John Demo
	Demo Savings	Drafted By: Create Date:	2/14/2013 4:22:27 PM 2
		Approved By:	John Demo
		Approval Date:	2/14/2013 4:23:07 PM
		Status:	Authorized
		Process Date:	2/15/2013
		Account Number:	Checking Demo Account (xxx-7777)
		Amount: Comments/Reason:	\$50.00 Test
		Comments/Reason: Check Number:	1234
		Check Date:	2/14/2013
		Payee:	John Doe

In the Accounts menu, select Online Activity.

- 1 | Hover over the **Quick Action Icon** to view a drop-down menu with more options.
- 2 | Clicking on **View Transaction** will allow you to see more details regarding the transaction along with providing you the ability to either approve, cancel, copy or print.

Online Activity

Your Online Activity transaction status may vary from item to item. To help you better understand what each of the Online Transaction Status terms mean, we've included a helpful guide to use as you grow accustomed to the feature.

- Active: Any transaction generated online that has been initiated within the last week or is in a status that still allows action to be taken.
- Drafted: Any transaction that has been put in a pending (Drafted) state by the user and can still be either approved or cancelled.
- Authorized: When a transaction, such as funds transfer, has been approved by a user with approval rights, the transaction displays in the Authorized category in Online Activity. Authorized indicates that you are ready for your financial institution to process the transaction.
- Cancelled: When a transaction, such as funds transfer, has been cancelled by a user from the Transaction Details page, the transaction displays in the cancelled category in Online Activity.
- Processed: When a transaction, such as funds transfer, has been approved by a user with approval rights and then later processed by your financial institution, the transaction displays in the Processed category in Online Activity.
- Other: Any transaction that might have been unsuccessful, or does not fall under the previous categories.

Funds Transfer

Online Banking enables you to transfer funds between accounts quickly and easily.

Accounts		Commercial	Services	Preferences	Sign Off
Transfer Fur	nds				
Initiate a one-tin	ne or recurring funds transfer b	etween two of your ac	counts.		
	uested after 3:00PM central tim or banking holiday will be proc			lay. Fund transfers that	are scheduled on a
Enter Transfer Enter your transf	r Information fer values using the fields below	<i>N</i> .			
From Account *	General Account : \$300,36	3.07			
To Account *	Money Market Savings : \$3	7,530.42			
Transfer Date *	9/6/2013				
Amount *	\$0.00				
Description					
Enter Transfe	r Frequency	_	_		
Enter Transfe	i Frequency				
		2 Submit	Help		
Note: Fields man	ked with an asterisk are require	ed fields that must be	provided and at leas	st one account must be s	selected.
	will be applied to normally sched	duled navments that a	re currently due An	v additional funds will h	e applied according
Loan navments u		ance payments that a	e concincy due. An	y outritional rands will be	c upprice according
Loan payments w to your note agre					

In the Transactions menu, select Funds Transfer.

- 1 | Start by selecting the **From** and **To** Accounts. Enter your desired **Transfer Date**, or use the handy calendar feature. Next, enter the **Amount** you'd like to transfer. If you'd like, enter a **Description** of the transfer for future reference.
- 2 | Click **Submit** to process your Transfer. Next click on **Approve** in the submit transaction screen.

Do you wish you could remember to transfer money to your savings account each month? Are you in the habit of transferring money to your checking account when you sit down to pay your bills? Recurring transfers make life easy by automating this task on a date that you specify.

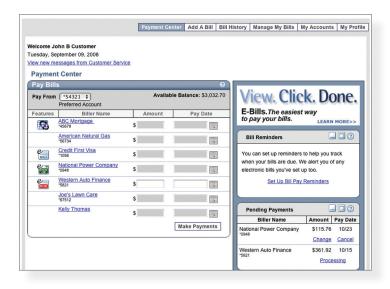
Accounts		Commercia	I Services	Preferences	Sign Off
ransfer Fu	n ds ne or recurring funds tran	sfer between two of vo	ur accounts		
	or banking holiday will b			s day. Fund transfers that	are scheduled on a
inter Transfe	r Information fer values using the fields	below.			
rom Account *	xxxx-5555 : \$148,35	6.68			
o Account *	Petty Cash : \$5,100.0	0			
	9/19/2013				
mount *	\$40.00				
escription	-				
Enter Transfe					2 -
Enter Transfe Choose the fr required to fi One-Time	equency that you wish to Il in the appropriate fields • Recurring	below.		draft a recurring payment	
Enter Transfe Choose the fir required to fi One-Time Frequency W	equency that you wish to II in the appropriate fields	below.	• Initiate the pa	yment every week	
Enter Transfe Choose the fr required to fi One-Time	equency that you wish to Il in the appropriate fields • Recurring	below.		yment every week	
Enter Transfe Choose the fr required to fi One-Time Frequency W Recur By Sunday Wednes	equency that you wish to II in the appropriate fields execurring feekly Payment Monday day Thursday	below.	• Initiate the pa	yment every week	
Enter Transfe Choose the fi required to fi One-Time Frequency W Recur By Sunday	equency that you wish to II in the appropriate fields execurring feekly Payment Monday day Thursday	Delow.	Initiate the pay	nent every week	t, you will be
Enter Transfe Choose the fr required to fi One-Time Frequency W Recur By Sunday Wednes	equency that you wish to II in the appropriate fields execurring feekly Payment Monday day Thursday	Delow.	• Initiate the pay Initiate the payr Start Date	nent every week	t, you will be
Enter Transfe Choose the fr required to fi One-Time Frequency W Recur By Sunday Wednes	equency that you wish to II in the appropriate fields execurring feekly Payment Monday day Thursday	Delow.	 Initiate the pay Initiate the pay Start Date No end date 	yment every week nent every week(s) 9/19/2013	t, you will be

Begin just as you would with a one-time transfer by selecting **Funds Transfe**r from the Transactions menu.

- 1 | Enter **Account** information needed.
- 2 | Click the box in the top right corner of the Enter Transfer Frequency box. Next, select the details for your recurring transfer, including **Frequency** and **Start Date**.
- 3 | Click **Submit** to process your Recurring Transfer.
- 4 | To manage your Recurring Transfers, just click **Recurring** in the Transactions menu. A new window will open confirming the details of your Recurring Transfer transaction. You can either click **Approve** or **Cancel**.

Bill Pay Overview

What is more reassuring than being in control of your finances? Staving in control of your bills! With Bill Pay, you have the ability to stay on top of your monthly finances with utmost ease and turnkey efficiency. Free yourself from the hassle of writing checks and the clutter that comes with traditional ways of paying bills. Online Bill Pay makes a quick and easy alternative to paying your bills online.



Click **Pav Bill** under the Transactions menu to begin managing your bills online. The Payment Center is a guide to your billers, bills due, as well as editing or deleting scheduled payments. Also featured are icons in the Features column which will assist you and are defined below:



E-bill enrolled

Recurring payment

Enrolled to receive E-bill for this biller.



Enroll biller(s) to E-bills Receive billing information straight to your Online Account.



E-bill payment due An E-bill has been posted to your account, ready for payment.



A recurring payment has been set up in Manage My Bills.

The person or company to whom you are sending funds is known as the biller. A biller can be almost any company or person you would send a check, like an auto finance company, a cable TV provider or even a lawn care service. With a variety of billers that one may need to keep track of, we pride ourselves in keeping them organized for you to ensure an effortless experience!

		Payment Ce	nter Add A Bill Bill I	History Manage My Bills	My Accounts	My Pro
elcome Jo	ohn B Customer					
	eptember 09, 2008 essages from Customer Servic					
		e				
	t Center					
Pay Bill			0	Payment Assistant	_	×
Pay From	Preferred Account	Availab	le Balance: \$3,032.70	ABC Mortgage		Update
Features	Biller Name	Amount	Pay Date	801-555-0000		
1	ABC Mortgage *45678	\$		PO Box 958744 Dallas, TX 30098		
	American Natural Gas *56734	\$		Pending Payments		
e/	Credit First Visa *1056	\$		You don't have any pendin	ig payments	
e	National Power Company *0948	\$		Recent Payments 07/01/08 \$962.49		
e/	Western Auto Finance *5821	\$		08/01/08 <u>\$962.49</u> 09/01/08 <u>\$962.49</u>		
	Joe's Lawn Care *67512	\$				
	Kelly Thomas	s		Pending Payments	-	
				Biller Name	Amount	Pay Date
			Make Payments	National Power Company *0948	\$115.76 Change	10/23 Cancel
				Western Auto Finance *5821	\$361.92 Proce	10/15

Click the Payment Center tab to begin.

- 1 | You will see the billers are listed by name and account number.
- 2 | By clicking on a **Biller**, detailed information about the biller will be displayed, including address, telephone number and even recent payments completed.

Note: This system should not be used to pay alimony or court ordered payments.

E-bills

E-bills are a fast and convenient way to receive your bills each month. If your biller offers an electronic version of your bill, the E-bill icon will be located next to their name within the Payment Center. After activating a biller with E-bills, you will start receiving your bill directly within your Online Bill Pay account.

No need to shuffle through biller information or access each individual biller's website to pay your bills-you can get it all right here and never miss a payment!

Have your bill delivered	here, safely and securely		? ×
Ational Power Ational Power Company 11102 One more bill can be delivered here. Merican Natural Gas 156734	Sign up now to have your Nation bill delivered here! • Control—See and pay bills with wherever you are. • Reminders—Get an e-mail f • Security—Reduce the risk of stolen. • Convenience—View and privi- For your security, National Power Coverification. Mothers Maiden Name: E-mail Address:	when you want from for each new bill. f your bills getting lost or nt past bills anytime.	Sample Bil
	✓ I have read and agree to the bill Your bill will be delivered here and v cancel at any time.		in the mail. You can Submit

As mentioned before, in the Payment Center, billers may be accompanied by an icon in the Features column indicating the option to receive E-bills. Set up E-bills for an existing biller by clicking on the icon illustration shown:



1 | After selecting to sign up an existing payee for E-bills, fill in the required fields. When completed, click **Submit**. When you receive an E-bill, you also have the luxury of viewing your bill directly from your Online Banking Account. What's even better? You may also print the information for future reference so you are always a step ahead!

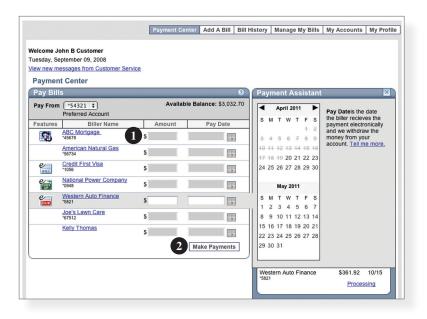
To view additional details on a payment, click the link on the payment amount.

					Print
Biller Name	Account	Amount	Pay Date	Confirmation	Status
ester Auto Finance	*5821	\$361.92	09/15/2008	846V3-48ZZ4	Paid
Mortgage received y	your payment ele	ectronically on (07/01/2008.	your *54321 account on	
Mortgage received y	your payment ele	ectronically on (07/01/2008.	our *54321 account on to your biller account, p	
Mortgage received y If you have a question	your payment ele	ectronically on (07/01/2008. iting the payment	to your biller account, p	

1 | In the pop-up window, review the pay date, amount, confirmation number and status. Once you have reviewed the details, click **Finished**.

Schedule Payments

No check, no pen, no problem! Our payment scheduling feature is the only thing you need to accomplish your bill pay needs-and with only a few quick and easy steps! Hassle-free bill pay is just a couple mouse clicks away!



In the Payment Center, notice the billers are listed by name and account number.

- 1 | To schedule your payment, enter the **Amount** in the required field. Next, enter the **Payment Due Date**. You may even use the calendar feature for your convenience.
- 2 | Click Make Payments when finished.

It may be convenient to set up a biller to receive payments on a regular basis, such as a loan. Why must you pay by repeating the same scheduling process each month? With our Automatic Payment option, you can remain confident that your payments are taken care of automatically without even touching your keyboard!

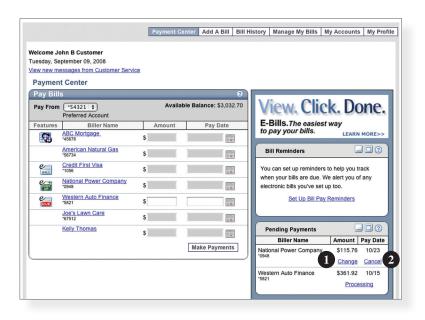
Set Up Automatic Payr	nents	?×
Asterisks (*) indicate required	information.	
Pay From	(x78900 \$)	
*Payment Amount	\$ 56.21	
	O All Payments are the same amount	
	O The amount of the last payment should be \$	
*Send First Payment On	11/26/08	
*Payment Frequency	(Monthly \$	
*Send Payment Until	I change or cancel this payment	
	O A total of payments are sent	
	O But not after	
You can also receive an emai	I about your automatic payments.	
E-mail address	johnb@gmail.com	
E-mail address	 Email me when the payment is pending Email me when the payment has been sent 	
	Email me before sending the last payment	
	Set Up Payment Can	cel

In Manage My Bills, select the biller for which you would like to set up automatic payments. Select **Add an Automatic Payment**.

1 | Fill in the required fields to complete your request for a automatic payment, including process date and frequency. When completed, click **Set Up Payment**.

Change & Cancel Payments

Even after you have scheduled a payment, you have the ability to change or cancel your payment up to the time it is begins processing. This convenient feature gives you the freedom to change the way you make your payments.



To access this feature, look for the **Pending Payments** box in the Payment Center.

- 1 | Click **Change** to edit your payment in a secondary screen. You may change the Pay From Account, Pay Date or Pay Amount.
- 2 | Click Cancel if you do not wish to process the payment.

The Secure Message feature is a notification service where you will find Alerts and Notifications regarding your account. Whether it is a message for a password change or security alert, this is the location to stay up-to-date with your account and our services!

ad. 🖄 New 🙉 👔	🗟 Reply 🔀 🏫	🗞 Group	By Recei	ived 🗘		_	2
Received: 6/2	/2010						
Sender / Subject				Received	*	Expires On	
Customer Service Account Alert Notif	e Fication for XXXX9393			6/2/2010 9:24 AM		12/2/2010	
Received: 6/1	/2010						
Sender / Subject				Received		Expires On	
Customer Service Account Alert Notif	ication for XXXX9393			6/1/2010 9:23 AM		12/1/2010	
Received: 5/3	1/2010		_				
Sender / Subject				Received	~	Expires On	
Customer Service Account Alert Notif	ication for XXXX9393			5/31/2010 9:23 AM		11/30/2010	
Received: 5/3	0/2010						
				Received	*	Expires On	0 - 2
Customer Service Account Alert Notif	ication for XXXX9393	Ad	Reply	fication for X00X9393 K Delete 🔗 Never Expire	2	_	(
Received: 5/2	9/2010			Alert Notification for XXXX9393			
Sender / Subject			ender:Custome ate: 6/2/2010		2		
Customer Service Account Alert Notif	ication for XXXX9393		alert value of \$1,	ested Available Balance alert notif ,000.00 for your Money Market Savi ply to this email.	cation. Your Available ngs account XXXX9393	Balance is greater than you As this is an automated r	ur specified eminder,
Received: 5/2	8/2010						
Sender / Subject							
OTE: There is a ren ailbox.	ninder link in the top right	t corner o					

In the Service menu, select Messages.

- 1 | Click on the **Message** you would like to read.
- 2 | Your message will open in a new window. Here you can **Reply**, **Delete**, **Save** & **Print** your messages.

Address Change

Maintaining current information on your account is very important to us. It allows us to get in touch with you the moment we notice any suspicious activity, keep you up-to-date with any account changes and simply guarantee that your monthly statement is being delivered to the correct address. Now keeping your personal information current is easier than ever!

Complete and s	Address Request submit this form to change your cor oly to all selected accounts.	ntact information on	one or more of your	accounts. Changes sub	mitted for each
	ed Information ated address information.	Choose A Apply the	ccounts changes to these set	lected accounts.	
Street 1 *	125 Main St		EP (XXXX7160)		0
Street 2	-		Comp Ins (XXXX7546 Account (XXXX002		
City *	Austin		Market Savings (XXX		
State *	Texas	· · · · ·	Account (XXXX4399 Account (XXXX0038		
Postal Code *	78782-		I Savings (XXXX9539		
Home Phone *	(512) 654-2398		ash Account (XXXX0 ortation Account (XX		
Work Phone	(512) 763-2200 Ext.		ee Fund Account (X		.
Cell Phone		Postag	e Account (XXXX008	6)	
E-Mail	johnQ@demoindustries.com			Selec	ct All) (Clear All)
		3 Submit	Help		

In the Services menu, select Address Change.

- 1 | Enter your information in the provided fields.
- 2 | Select the accounts you would like to update.
- 3 | Be sure to double check that your information was entered correctly, then click **Submit**.

Placing a Stop Payment for individual or multiple checks is an option with Online Banking. If you notice you are missing checks, please contact us as quickly as possible so that we can take the proper precautions to maintain the highest level of security against identity theft and fraud.

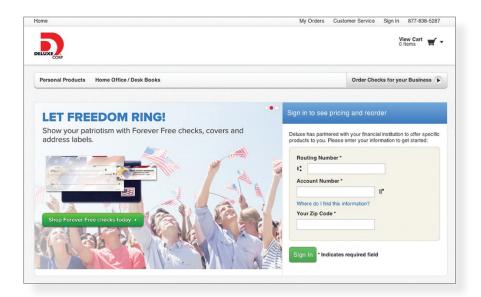
Account	s Transactions	Commercial	Services	Preferences	Sign Off
Make a Sto	op Payment Request				
If the "Stop Pa request on a se	ou must come to bank to sig yment" Request Form is not sig elected account based on know for payments processed.	ned, it will be null and vo	id. Complete and s	ubmit this form to make	a stop payment
	nt Information unt and enter a reason for the	stop payment Cor	er Payment Info nplete the fields be known payment info	elow to make a stop pay	ment request based
Account * 2	007 SEP : \$2,661.27	U 🗈 Nun	nber *		
Reason *		Pay	ee	2	
		Am	ount * \$0.00		
		Dat	Written * 9/6/2	013	
		3 Submit	Help		

In the Services menu, select Stop Payment.

- 1 | Choose the Account for which the Stop Payment should be made.
- 2 | Enter all pertinent data relating to the check or range of checks.
- 3 | When you are finished, click **Submit**. A new window will open confirming the details of your Stop Payment transaction. You can either click **Approve** or **Cancel**. We recommend printing a copy of the confirmation window for your records.

Reorder Checks

Before you write your last check, save yourself a trip to the branch by placing your check order request online. You can easily order checks and accessories from within our online banking system.



In the Services menu, select Check Reorder.

Note: When ordering checks you will be directed away from our site to finish this request.

The Account Preferences feature allows you to change the way your accounts are displayed within Online Banking. Here you can create "nicknames" for your accounts, like "Payroll Account" or "John's Checking Account".

accounts	by the type of acc	will be used to deterr count.	nine the order in w	which the accounts ap	pear on the page,	, subject o		
Submi	Account	Descripti	on	Display Nam	ie	#	Туре	9
0	XXXX7160	IRA	2 2007 9	SEP		10	Items	1
0	XXXXX7546	Home Insurance	Works	Comp Ins		50	Items	4
1	XXXX0027	Special Checking	Gener	General Account			Items	;
1	XXXX9393	Commercial	Money	Money Market Savings		50	Items	\$
1	XXXX4399	Interest Only	Equip	Equipment Loan		60	Days	\$
2	XXXX0038	Special Checking	Payrol	Payroll Account		50	Items	\$
2	XXXX9539	Reg Savings	Gener	General Savings			Items	4
3	XXXX0003	Special Checking	Petty	Petty Cash Account			Days	\$
4	XXXX0094	Special Checking	Transp	portation Account		25	Items	\$
5	XXXX0370	Special Checking	Emplo	yee Fund Account		60	Days	\$
6	XXXX0086	Special Checking	Posta	ge Account		30	Days	\$

In the Preferences menu, select Account.

- 1 | The **Order** feature allows you to prioritize the order in which you see your accounts. All accounts are grouped by account type, such as checking, savings, etc., however you will see this change reflected in your Account Overview page.
- 2 | Enter any "nicknames" or Display Names for your accounts.
- 3 | Choose how you'd prefer to view your account by choosing either history items or days and the amount of either.
- 4 | Click **Submit** when you are finished.

Alert Preferences

Alert Preferences allow you to be in-the-know with your account balances, transactions and a variety of other alerts. You can even be alerted when a transaction takes place at a specified retailer. Depending on your preference, we will send you an email, a text message, phone call or a secure message when the alerts you choose are triggered.



In the Preferences menu, select Alerts.

- 1 | Click the New Account Alert drop-down menu, then choose New Account Alert.
- 2 | Chose from the provided options and enter any information required.
- 3 | When finished, click **OK**.

User Preferences

The User Preferences feature allows you to update your online user profile. Where the Address Change feature will change your contact information at the account level, this will only update your information within your online user profile.

ences					
his online profile, as necessary,		e accurate, u	up-to-date inform	nation. This info	rmation is
providing you the highest level of	of customer service.				
onal information.	En	ter your cont	tact information.		
Ir.	1 Str	eet 1 *	125 Main St		
ohn	Str	eet 2			
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11-22-3333	Ho	me Phone *	(512)654-2398		
ohnQ@demoindustries.com	Wo	ork Phone	(512)763-2200	Ext.	
	providing you the highest level of onal information. Ir. John J. Wimer 11-22-3333	providing you the highest level of customer service.	providing you the highest level of customer service. Online Conta Enter your con Ir. Online Conta Enter your con Ir. Street 1 * Ohn Street 2 City * Wmer City * Wmer State * Postal Code * Home Phone * Work Phone	original information. Online Contact Information. information. Enter your contact information. information. Street 1 * 125 Main St obin Street 2 Image: City * Austin information City * Austin Image: City * Austin information State * Texas Image: City * Postal Code * 78782- information Work Phone * (512)654-2398 Image: City * Image: City *	Online Contact Information Information. Information. Information. Street 1* 125 Main St ohn Street 2 J. City * Austin wner State * Texas Postal Code * 78782- Home Phone * (512)654-2398 whnQ@demoindustries.com

In the Preferences menu, select User.

- 1 | Enter your information in the fields provided. Fields marked with an asterisk are required fields.
- 2 | When finished, click **Submit**.



Locations

Triad Center 7666 E. 61st Street, Suite 150 Tulsa, OK 74133 918-254-1444 Open Mon-Fri, 9:00 a.m. – 5:00 p.m.

Southern Hills Branch 5951 S. Lewis Avenue Tulsa, OK 74105 918-749-1000 Open Mon-Fri, 9:00 a.m. – 5:00 p.m. Drive Thru open Mon-Fri, 7:30 a.m. – 6:00 p.m.

