

A quick and easy guide to **Personal Computer Banking & Easy Pay**



Published by Murphy & Company, Inc. 13610 Barrett Office Drive Suite 206 St. Louis, MO 63021 www.mcompany.com

© 2009-2013 Murphy & Company, Inc. Microsoft, Microsoft Money, Windows and Internet Explorer are registered trademarks of Microsoft Corporation. Firefox is a registered trademark of the Mozilla Foundation. Quicken is a registered trademark of Apple Computer, Inc. Adobe Reader are registered trademarks of Adobe Systems Incorporated in the United States and/or other countries. © 2011-2012 Portions of this guide are written by Q2 eBanking.

Disclaimer

Concepts, strategies and procedures outlined in this guide can and do change and may not be applicable to all readers. The content in this guide is not warranted to offer a particular result or benefit. Neither the author/publisher, nor any other party associated with this product shall be liable for any damages arising out of the use of this guide, including but not limited to loss of profit, commercial, special, incidental or other damages. For complete product and service information, please refer to the terms, conditions and disclosures for each product and service.

A Quick and Easy Guide to Personal Computer Banking & Easy Pay

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 Personal Computer Banking & Easy Pay services.

This guide is designed to help you answer your questions about how Personal Computer 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 Computer Banking member, 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 Computer Banking & Easy Pay.

Table of Contents

Security	3 5
Accounts Overview	7 8 10
Transactions	
Funds Transfer	12
Recurring Transfers	13
Member to Member Transfers	
Send a Check	
Easy Pay	
Add a Payee	
Make a Payment	10
Recurring PaymentsEdit & Cancel Payments	20
Categories	
View Bill History	
Add & Verify External Account	
Wire Transfer	24
International Wire Transfer	25
Denali Direct eStatements	26
eLetters.	
Alerts	28
Services Secure Messages	30 31 32
Preferences Account Name Security	35 36

By following our tips, Personal Computer 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 financial institution, 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.

Personal Computer 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 Personal Computer Banking session when finished.
- > Do not leave your computer unattended when logged into Personal Computer Banking.
- > Do not use public computers or unsecured WiFi when accessing Personal Computer Banking.
- > If you receive an error when logged into your Personal Computer Banking account, report the error to our Member Contact Center.

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 Member Contact Center 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 financial institution.

Identity Theft

It is important that our members 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.

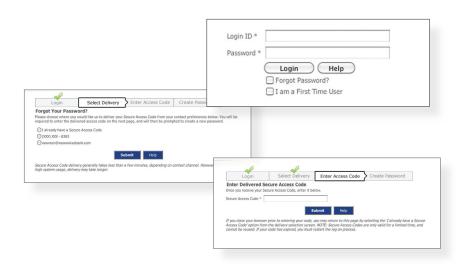
Fraud Prevention Tips

- > 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

If this is your first time logging in, click New User. Enter your Login ID, leave the Password field blank, check the "I am a First Time User" box and click Login. Select one contact from the list that you can immediately access and our system will deliver you a temporary Secure Access Code within minutes.

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.

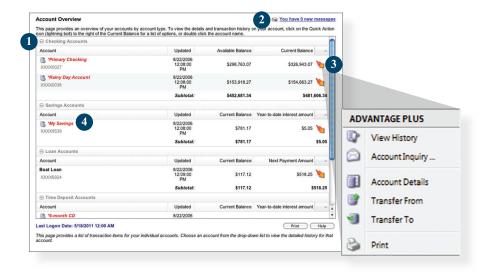


What is a Secure Access Code? A Secure Access Code is a one-time use code, that allows you to securely login to our Personal Computer Banking system. It is delivered to you via email, phone call or SMS text. If you are logging in for the first time, you will be prompted to create a new password. Secure 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.

Note: the Secure Access Code process utilizes cookies. If you delete your cookies, you may be asked to go through the Secure Access Code process again.

Account Overview

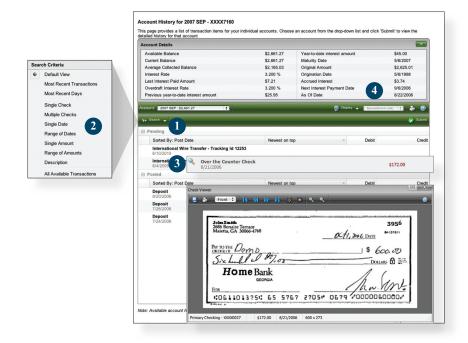
Account Overview will provide you with a quick view of your accounts and balances. Here you can make a quick transfer between accounts, view pending transactions and even check your secure messages.



In the Accounts menu, select **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 Inquiry: Displays transactions that are currently pending for this account.
 - Account Details: View the details of that 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.

Personal Computer 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.

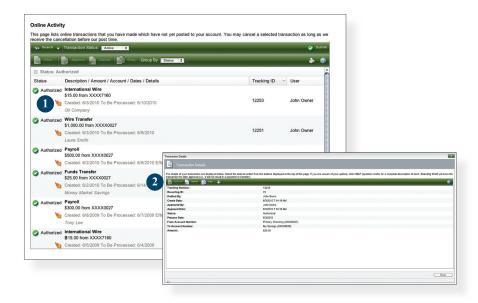


In the Accounts menu, select **History**.

- 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 to file**. 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.



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.

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

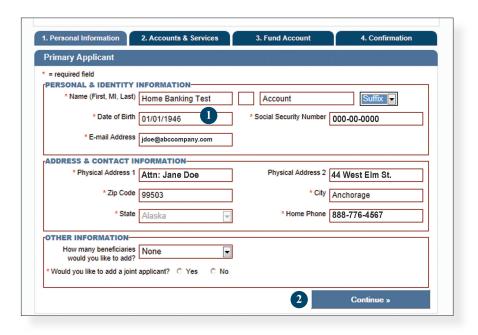
category in Online Activity.

Other: Any transaction that might have been unsuccessful, or does not fall

under the previous categories.

Open New Accounts

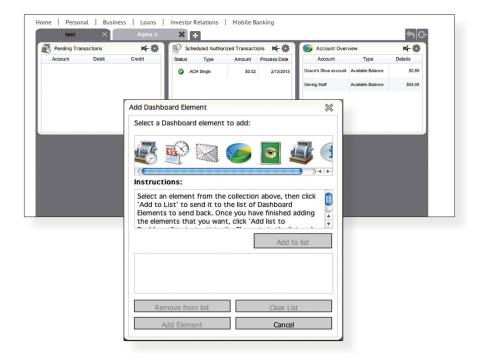
Opening a new account can be done without much of a fuss. Within roughly 10 minutes you can establish a new account with us using our handy application process.



In the Accounts menu, select Open New Accounts.

- 1 | Fill out the required information.
- 2 | When finished, click Continue.

With the Dashboard feature, you can configure your own optional landing page of Personal Computer Banking features!



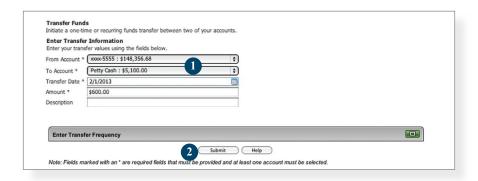
In the Accounts menu, select Dashboard.

- 1 | Click the (+) symbol to begin adding dashboard elements and configuring your Dashboard layout.
- 2 | Add a dashboard element by specifying the elements you want in place. Click Add to List to finish.

Note: Additional settings are provided to further customize your landing page.

Funds Transfer

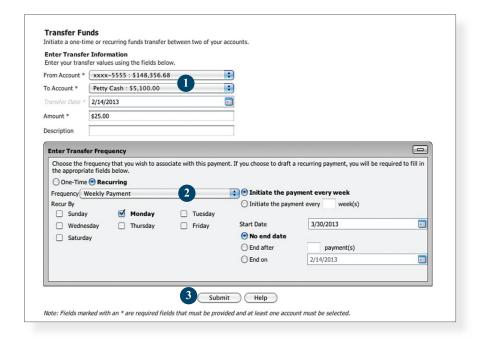
Personal Computer Banking enables you to transfer funds between accounts quickly and easily.



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.

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.

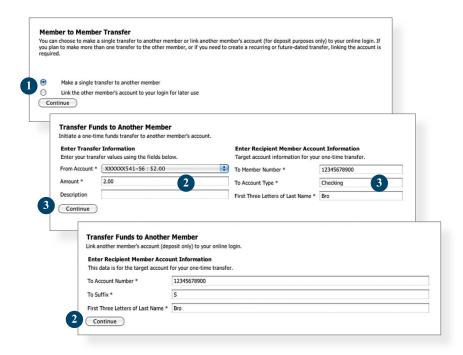


Begin just as you would with a one-time transfer by selecting **Funds Transfer** from the Transactions menu.

- 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 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.
- 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.

Member to Member Transfers

If you need to send money to another member with our credit union, use our Member to Member Transfer feature. The deposit is made to their account immediately.



Begin by choosing **Member to Member Transfer** from the Transactions menu.

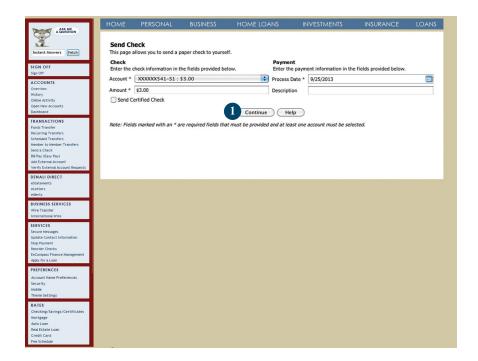
For a one-time transfer:

- 1 | Choose Make a single transfer to another member, then click Continue.
- 2 | Select which account to draw from my using the From Account drop-down menu, then enter the Amount.
- 3 | Enter the recipient's account number and the last 3 letters of their last name, then click **Continue**.

To link to another account:

- 1 | Choose Link the other member's account to your login for later use, then click Continue.
- 2 | Enter the recipient's account number, suffix and the first 3 letters of their last name, then click Continue.

You can send a paper check to yourself with no hassle! Simply specify check details and click Continue.

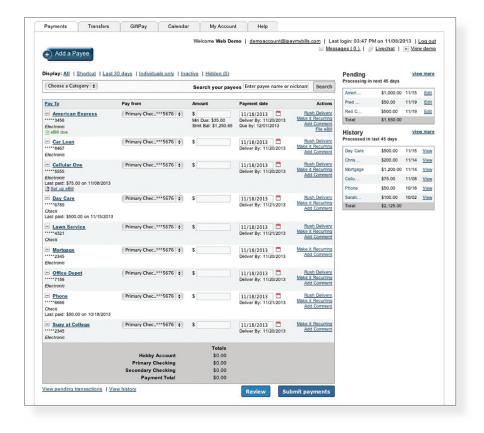


In the Transactions menu, select Send a Check.

1 | Fill out check information in the required fields and click Continue to finalize this request.

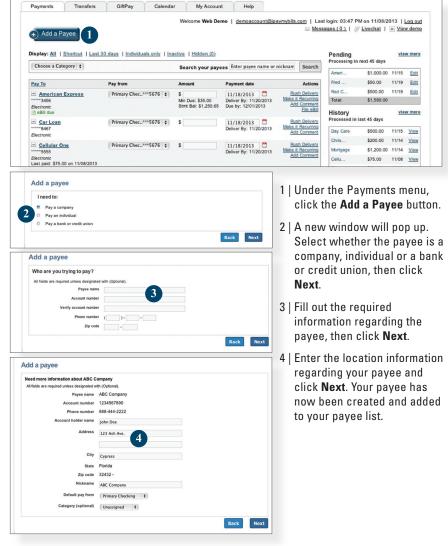
Easy Pay

What is more reassuring than being in control of your finances? Staying in control of your bills! With Easy 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. Easy Pay makes a quick and easy alternative to paying your bills online.



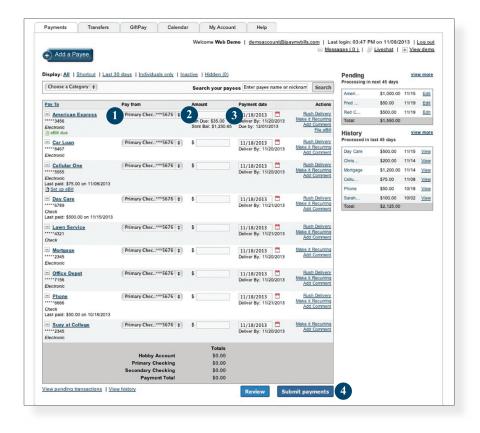
Click on the Payments tab to begin managing your bills online. Here you will be able to view your payees, pending payments and bill history among other information regarding your online account.

The person or company to whom you are sending funds is known as the payee. A payee 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. It may be convenient to set up a payee 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 quick payment option, you can remain confident that your bills can be paid in no time!



Make a Payment

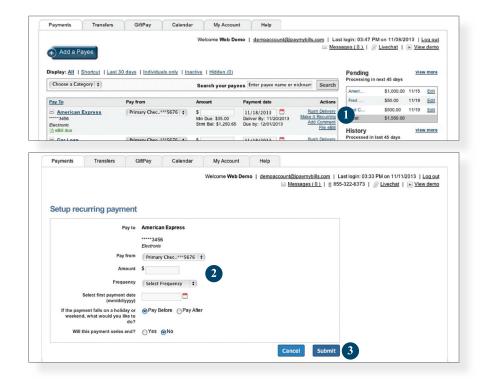
Once you set up your payees, it's easy to pay your bills quickly. When you click on the Payments tab you will see all of the payees you have established so far. To pay a bill, simply find your payee and fill out the payment information beside the name.



- 1 | Find the payee you want to pay and, using the drop-down menu, select which account you wish to pay from.
- 2 | Type in the Amount to be paid.
- 3 | Using the handy calendar icon beside the blank space, choose the date you want to pay this payee.
- 4 | When finished, click Submit payments.

Recurring Payments

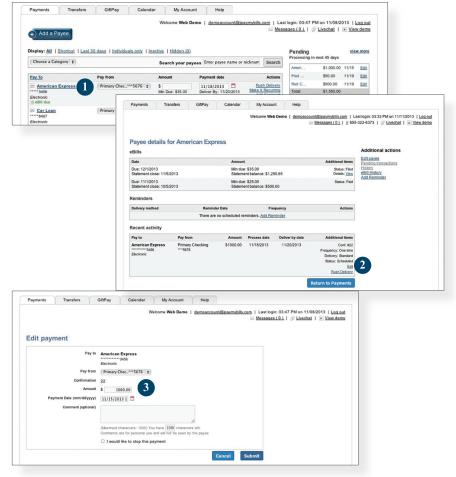
Our recurring payments feature keeps you ahead of your payments that need to be repeated. Setting up a recurring payment takes only a few moments, and saves you from having to remember the same payee every pay period.



- 1 | Click on the Payments tab and find the payee you wish to set up recurring payments for. Choose the **Make it Recurring** link.
- 2 | A new window will pop up. Choose the Pay from account, along with the Amount, Frequency, payment date and other payment preferences.
- 3 | Click Submit, when finished.

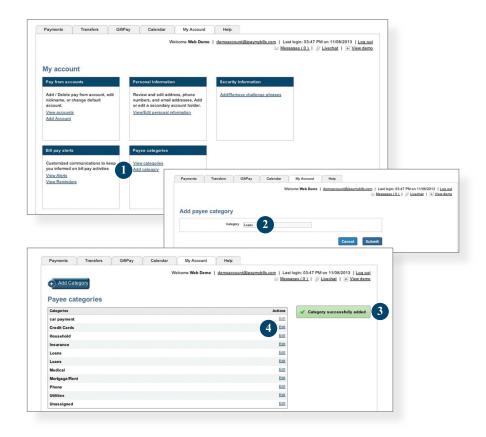
Edit & Cancel Payments

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



- 1 | To edit or cancel a payee, you first need to view the payee's details. To do this simply find the payee within your list of payees and click on the name.
- 2 | A new window will appear revealing the details for the payee. Click the Edit link towards the bottom of the window.
- 3 | Here you can change the setting of your payment, such as the account you are paying from, the amount or payment date. Once you are done editing the payment, click **Submit**. If you wish to delete the payment, click the **Cancel** button.

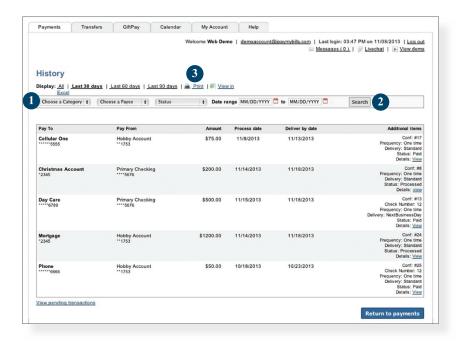
Assign and organize your payees into specific groups to ensure increased convenience when paying your bills.



- 1 | To add a category, go to the My Account tab and click the Add category link.
- 2 | A new window will pop up asking you to name your category. When finished, click Submit
- 3 | You will see on the right hand side of the screen that your category has been successfully added.
- 4 | If you need to edit your category, simply click the Edit link next to the category name.

View Bill History

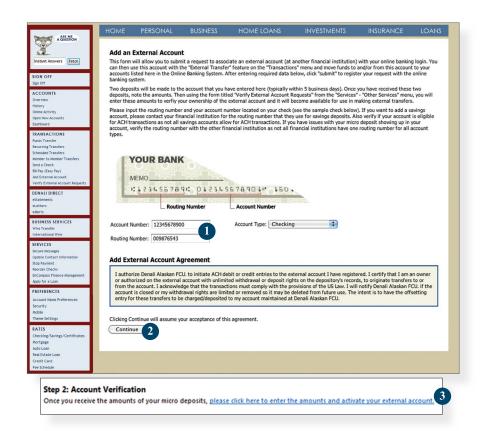
View and print bill history and details by entering the appropriate search criteria.



- 1 | Narrow down your search using the provided drop-down menus and options.
- 2 | Click the **Search** button to see your results.
- 3 | To print the search results for your records, click here.

Add & Verify External Account

Including outside accounts into your main financial institution ensures the ability to transfer funds to and from those accounts by integrating them all into one simple location.

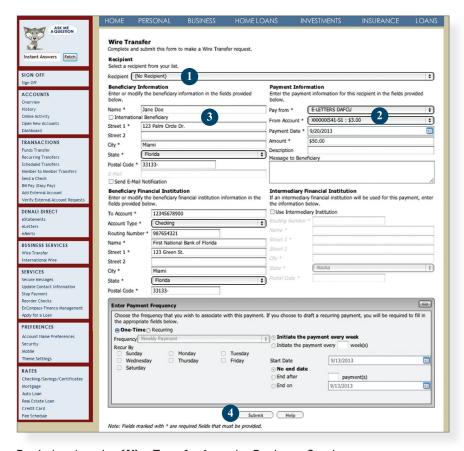


Begin by choosing Add External Account from the Transactions menu.

- 1 | Read all of the instructions carefully, then enter your **Account Number**, **Routing Number** and **Account Type**.
- 2 | When finished, click Continue.
- 3 | Click on the link provided to enter the amounts of your micro deposits and to activate your external account. This will complete the process of setting up an external account.

Wire Transfer

The Wire Transfer service provides an online template for creating individual wire transfer payments. A wire is an order to pay funds electronically and is a more immediate payment instrument than an ACH transaction. Thus, wire transfers generally involve larger payments and/or a shorter payment schedule.

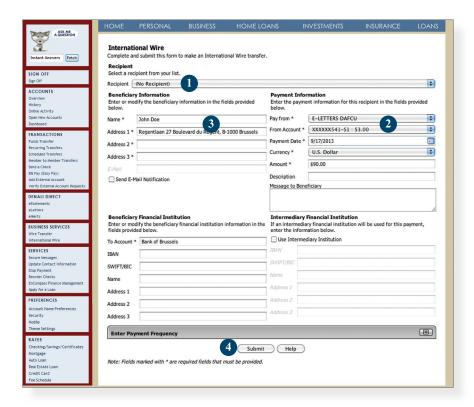


Begin by choosing Wire Transfer from the Business Services menu.

- 1 | Choose the recipient for the Wire Transfer request.
- 2 | From the drop-down menus, select the account you wish to Pay from, along with the Account from which to debit the payments and the Payment Date to send the payment. Next, enter the Amount.
- 3 | Enter required information for whom will be receiving the transfer.
- 4 | Review all information. When finished, click Submit.

International Wire Transfer

The International Wire Transfer service provides an online template for creating and moving funds between accounts at different financial institutions. Transfers can be scheduled for the current day or a future date. Pending transfers can be reviewed or deleted.



Begin by choosing International Wire from the Business Services menu.

- 1 | If you choose the recipient for the Wire Transfer request the remaining fields will pre-fill.
- 2 | From the Payment Information drop-down menus, select a **Pay from** account, **From Account, Payment Date, Currency** and enter the **Amount**.
- 3 | If you have not chosen a recipient, enter the required beneficiary information for whom will be receiving the transfer.
- 4 | Review all information and when finished, click Submit.

Note: To complete the transaction click **Approve**. You must choose the delivery method for your Secure Access Code. Enter your **Secure Access Code** and click **OK**.

Denali Direct: eStatements

The eStatements feature is a great virtual filing system, saving paper and space in your home or office by allowing you to view and save your statements electronically. To enroll in the eStatement feature, click on Statements and complete the registration document.



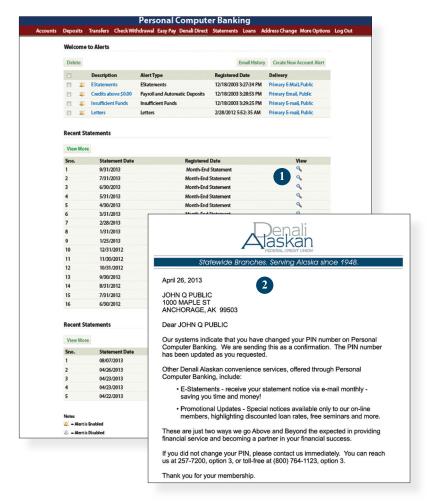
In the Accounts menu, select eStatements.

- 1 | To view a specific eStatement, click on the magnifying glass icon next to the statement.
- 2 | A new window will open, showing you the Statement.

Denali Direct: eLetters

The eLetters feature is a great virtual filing system, providing you online storage of the notifications that you typically receive through the post office.

By registering for eStatements, you will automatically start receiving letters electronically (eLetters).

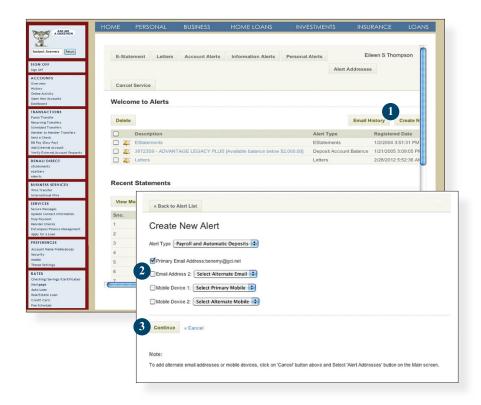


In the Accounts menu, select eLetters.

- 1 | To view a specific eLetter, click on the magnifying glass icon next to the letter.
- 2 | A new window will open, showing you the Letter.

Denali Direct: eAlerts

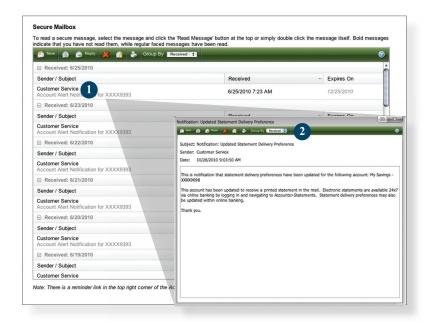
eAlerts allow you to be in-the-know with your account balances, transactions and a variety of other alerts. Depending on your preference, we will send you an email, a text message, phone call or a secure message when the alerts you choose are triggered.



Begin by choosing Denali Direct Alerts from the Services menu.

- 1 | Click the Create New eAlert option, then choose your eAlert from the drop-down menu.
- 2 | A new window will appear. Choose your Alert Type and select an email you want it sent to.
- 3 | Click Continue to finish.

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!

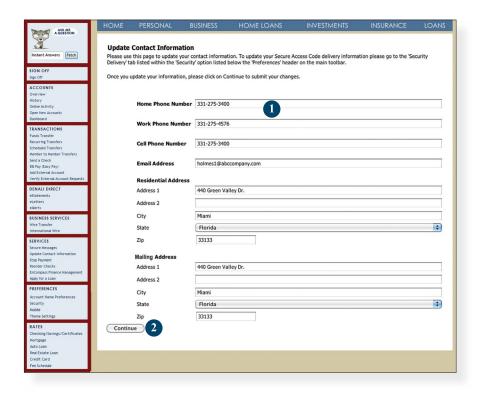


Begin by selecting **Secure Messages** from the Services menu.

- 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.

Update Contact Information

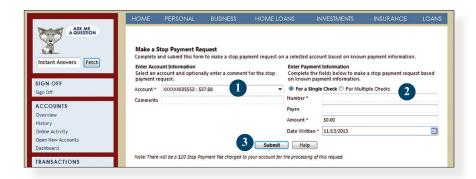
Maintaining current information on your account is very important to us. It allows us to get in touch with you the moment we notice any suspicious activity, keep you up-to-date with any account changes and simply guarantee that your monthly statement is being delivered to the correct address. Now keeping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



To get started, select **Update Contact Information** from the Services menu.

- 1 | Enter your information in the provided fields.
- 2 | Be sure to double check your information was entered correctly, then click Submit.

Placing a Stop Payment for individual or multiple checks is an option with your financial institution. 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.



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.

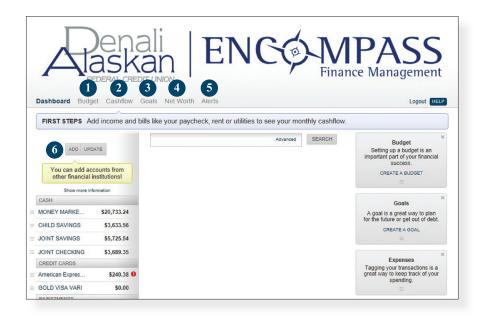


In the Services menu, select Reorder Checks.

- 1 | From the **Account** drop-down menu, choose which account you would like to reorder checks.
- 2 | When you have chosen the desired account to order new checks, click Submit.

EnCompass Finance Management

EnCompass Finance Management is a financial management application designed to allow users to manage financial accounts including checking, savings, credit cards, loans and investments attached to multiple financial institutions all in the convenience of one safe and secure online site.

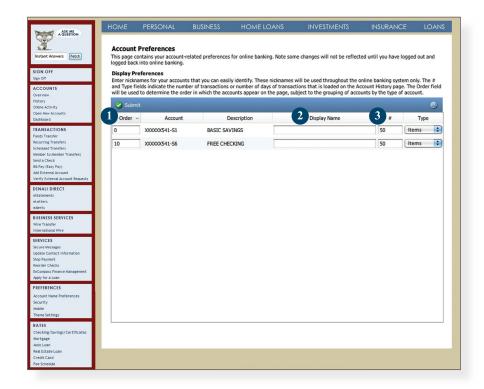


In the Services menu, select **EnCompass Finance Management**.

- 1 | The Budget feature allows you to establish Spending Targets, track your spending behaviors and setup alerts to notify you.
- 2 | The Cashflow feature allows you to enter Income and Bills onto a calendar to allow you to manage your monthly cash flow.
- 3 | The Goals feature allows you to define your financial goals and track your performance as you work towards reaching those goals.
- 4 | The Net Worth feature tracks your assets and debts to give you a visualization of your personal net worth.
- 5 | The Alerts feature allows you to get notifications on account balances, budget statuses, and more.
- 6 | The Add/Update feature aggregation, which allows you to add accounts from other financial institutions.

Account Name Preferences

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

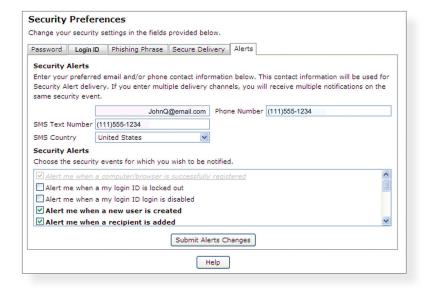


In the Preferences menu, select Account Name Preferences.

- 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 history by choosing either number of items or number of days.

Security Preferences

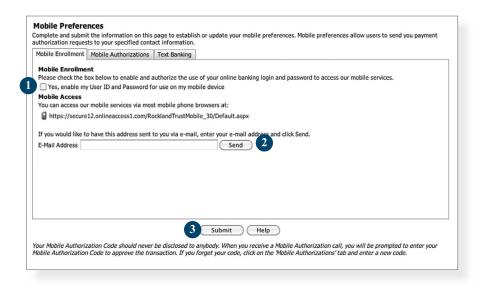
To access the Security Features within Personal Computer Banking, choose Security under the Preferences menu. This will allow you to change your password, enter a phishing phrase that will verify you're on our site, set up security alerts and add your secure delivery contact options. Setting up security alerts is an excellent way to prevent fraud and keep informed of changes to your account and online profile.



Mobile Enrollment

We go where you go. With Mobile Banking you can access your accounts in just moments. Any web-enabled device with internet access will do. So instead of spending precious time running to the nearest computer or preferred branch, we give you the control to manage your finances on your own terms.

The Mobile Enrollment feature allows you to sync your mobile device to your account, for quick and user-friendly access to your account(s). Mobile Enrollment is your first step to Mobile Banking.

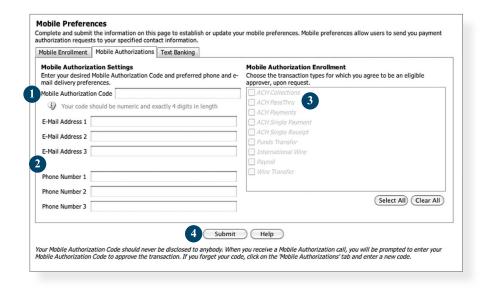


In the Preferences menu, select **Mobile**, then choose the **Mobile Enrollment** tab.

- 1 | Check Yes, enable my User ID and Password for use with my mobile device.
- 2 | For mobile web users only, enter your email address, then click Send.
- 3 | When finished, click Submit.
- 4 | Activate your mobile device on the next page.

Mobile Authorizations

Mobile Authorizations is an extra security measure to ensure nobody but you is accessing your account.

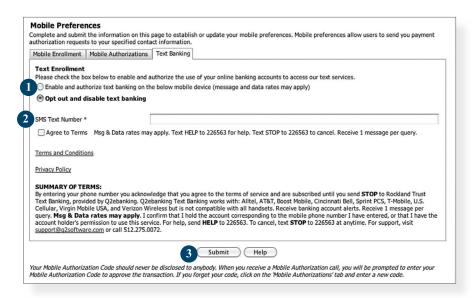


In the Preferences menu, select **Mobile**, then choose the **Mobile Authorizations** tab.

- 1 | Next, click on the Mobile Authorization tab and enter any 4 digit code. You will need this code to make transfers and approve transactions using your mobile device.
- 2 | If you would like to confirm transactions via email or mobile phone, please list the phone number or email account here.
- 3 | In this window, select the feature you would like to enable for mobile confirmation.
- 4 | Click Submit when finished.

Text Banking

The final step in setting up your Mobile Banking access is to complete the Text Banking options which will access our text services.



In the Preferences menu, select Mobile, then choose the Text Banking tab.

- 1 | Choose Enable and authorize text banking on the below mobile device.
- 2 | Enter your SMS Text Number (if you are using a cell phone, this will be your phone number) and choose Agree to Terms.
- 3 | When finished, click Submit.

Text Command Options To ##### For The Following Information:		
BAL or BAL <account nickname=""></account>	Request account balance	
HIST <account nickname=""></account>	Request account history	
XFER <from account="" nickname=""> <to account="" nickname=""> <amount></amount></to></from>	Transfer funds between accounts	
LIST	Receive a list of keywords	
HELP	Receive a list of contact points for information on text banking	
STOP	Stop all text messages to the mobile device (for text banking and SMS alerts/notifications)	

Begin by choosing Theme from the Preferences menu.

Our Personal Computer Banking system offers a few different looks, a combination of fonts, colors and menus, that we call "themes." Aside from the default theme that uses our colors, we offer a Large Font theme that features a larger font and a simpler set up. We will introduce other themes based on your feedback. Try these out and let us know what you think!

