Digital Banking Basics Overview

View Account Activity

1. Log into Digital banking.
2. The accounts page will be displayed. Select the account you wish to view by clicking on it.
3. The account details page will display. A list of recent transactions is shown at the bottom of the page; to view more, click the arrows or increase the number of items per page by using the drop-down menu next to the arrows.
4. You can filter account activity using the date range above or click on “Advanced Search” to filter by a transaction amount or description.
5. You can print the transactions shown by clicking on the printer icon located in the right corner of the transaction list. You can also download your transaction activity by clicking “Download” and choosing the file type needed.
6. Click “Accounts” to return to the account summary page.

Download Account Activity

1. Log into Digital banking.
2. Click on “Download Transactions” located in the left menu.
3. Select the desired account and set the date range.
4. Select your download type. For help choosing a file type, click “Help” in the left corner.
5. Click “Submit”

Transfer Between Accounts

1. Log into Digital banking.
2. Click “Transfer” in the main menu at the top of your screen.
3. Enter the necessary information:
   - Select transfer immediately or schedule for a later date.
   - Choose which account you wish to transfer the funds from.
   - Choose which account you wish to transfer the funds into.
   - Enter the amount of the transfer. Optional: add a short description for the transfer under “transfer comment”.
   - Choose whether you want the transfer to repeat.

Click “Continue Transfer”.

4. The confirm transfer message will pop-up. Review the transfer details and, if correct, click “Confirm”.
5. The transfer confirmation message will pop-up. Click “Continue”.

Please note: If you wish to save the confirmation number, you will need to write it down.

6. Click “Accounts” to return to the home screen.

Access Bill-Pay

1. Log into Digital banking.
2. Click “Pay Bills” in the main menu located at the top of your screen.

   If you wish to enroll in bill-pay, click “enroll me” and follow the instructions

Make a Payment

To make a payment on your loan from your account, follow the steps below:
1. Log into Digital banking.
2. Click “Transfer” in the main menu at the top of your screen.
3. Enter the necessary information:
    • Select to transfer immediately or schedule for a later date.
    • Select the account you wish to make a payment from.
    • Select the loan you wish to make a payment to.
    • Enter the payment amount.
    • Choose whether you want the payment to repeat.
    • If you chose to schedule the payment, select the transfer date.

Click “Continue Transfer”.

4. The confirm transfer message will pop-up. Review the transfer details and, if correct, click “Confirm”.
5. The transfer confirmation message will pop-up. Click “Continue”.

Please note: If you wish to save the confirmation number, you will need to write it down.

6. Click “Accounts” to return to the home screen.

Set-Up an Alert

1. Login into Digital banking.
2. Click on “Alerts” located in the left-hand menu.
3. Use the “Select New Alert” drop-down menu to select the alert type you wish set-up.
4. Choose which account you wanted to be alerted about. Enter the requested information (amount, check number, etc.). Click “Next”
5. Enter the message you want the alert to say. Ex. “Checking account balance getting low”. If you wish to receive the account balance in the alert, check the box. If you wish to receive the available balance instead of current balance, check the box. The available balance includes any pending transactions. Click “Next”
6. Choose how you would like to receive the alert and enter your information. Click “Add”.

Send a Secure Message

1. Log into Digital banking.
2. The Accounts page is displayed. Click on the Menu button and select “Messages”.
3. The Message page is displayed. You can choose to send a new message, open a received message, or search for a previous message topic.
4. To send a new message, click “New Message”.
5. The message form will display. Enter the message topic (ex. Missing deposit), then type your message below then click Send.
6. To read a message, click on the message topic. To reply, simply type your response in the “compose message” area and click “send”.