# **Options** (continued)

## Alerts

**Balance Alerts** 

 $\sqrt{N}$  Notification of Account Balances

Item Alerts √ Notification of Cleared Checks

Personal Alerts √ Text-Based Alerts Sent on Chosen Dates

# **BILL PAY**

# How to add a payee

It only takes a few moments to set up a payee. Here's how to do it.

- 1. Under the Bill Pay tab, select Add a Payee.
- 2. On the next screen, select who you need to pay, then click **Next.**
- 3. Enter the company's contact information and your account number.
- 4. Click **Next**, review payee information and click **Submit**.



The payee will now appear in your payments dashboard.



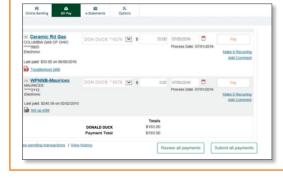
## Make a one-time payment

- 1. Find your payee on the payments dashboard.
- 2. Enter the payment amount and date.
- 3. Click Submit all payments.

# Set up a recurring payment

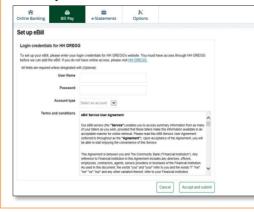
- 1. Find your payee on the payments dashboard.
- 2. Select Make it recurring.
- On the next screen, choose the pay from account, payment date, frequency, and first payment date.

## 4. Click Submit.



# How to set up eBill

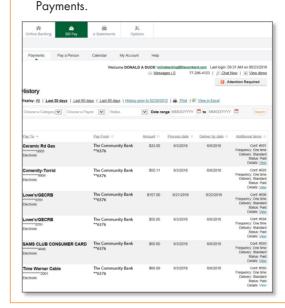
- It only takes a few moments to set up an eBill. Here's how to do it.
- 1. Go to the payments dashboard and select **Set up eBill** under the payee's name.
- 2. Enter your **login credentials** for the payee's website.
- 3. Accept the terms and conditions and hit Accept and Submit.





Once a bill is paid, you can view it in your **Bill Pay History** for 18 months.

- 1. Select a payee on your payments dashboard.
- On the **Payee** details page, select **History.** Now you can view the details of your past Bill



# User Name/ID:

# Online Banking with Bill Pay USER GUIDE



Do your banking when **YOU** want to.



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#### Account Access/Security Enter your Username/ID and click **Submit.** The Community Bank Online Banking ID: Submit Please verify your personal image! For security purposes, each time you login, verify that the image on the left is the image you selected as your Personal identification image. Verify that your Personal Image\* is If you have not set up your Personal Identification Imag random image will appear. When you login, you will be prompted to select an image. correct, enter your PIN/Password, e Community Bank Online Banking ID: and click Submit. The Community Bank Online Banking Password:

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

The first time you access your accounts online, we'll ask you to choose and answer three (3) Personal Verification Questions. During future online sessions, we'll ask you some of these questions if we feel there is a possibility that someone other than you is attempting to access your information. Please choose answers that you will remember. Incorrectly answering guestions can lead to your account access being disabled. We will periodically ask you to change/update these questions.

#### **Viewing Transactions** 俞

Select **Transactions** from the drop-down menu on the **Accounts** sub-tab.

eposit Accounts 🛛 🕐		View	w <u>5</u>   <b>10</b>   <u>20</u>   <u>50</u>   <u>100</u>   <u>All</u>
Account (Click for Details)	Current Bal	Status	Options
Bill Pay Account	\$4.94		Select Option
Savings 0006	\$21.00		Select Option Transactions Download
<u>Time 0003</u>	\$0.00	Redeemed	Statements Stop Payments Transfers Account Info

Transaction history is available for 182 days.

View Transactions for	Bill B	Pay Account v			Current Balance: \$4.9
Date	Check No	Description	Debit	Credit	Balano
06/13/2016		PER DONALD	-\$5.00		\$4.9
06/01/2016		TELEPHONE TRANSFER test per tt		\$1.00	CM \$9.5
Totals:		Transactions: 2	Debits: -\$5.00	Credits: \$1.00	

Transaction list options: √ Choose Number of Transactions Displayed √ View Check Images √ Sort Columns to Customize View

Switch Between Accounts

## **Transaction Search**

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

Search Tran	sactions Fo	r Bill Pay A	ccount		*					
By Date	From	5/1/2016		22 T	s/31/201	6	22			
By Amount	Begin \$			End \$						
By Check #	Start			End						
Sort	Ву	Date	*	Then By		٠	Then By	*	Then By	*
Sort Order		<ul> <li>Descendir</li> </ul>	18 O	Ascending						
View		Debits and	Credits		Include Ch	ecks	Include Electro	nic Transact	ions	

#### **Transaction Download** 合

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

☆ Online Banking	الله Bill P		e-Stateme		K tions			
My View	Accounts	Transa	ctions	Transfers	Stop Pa	yments	Statements	Account Info
Current Transa	ictions	Download	Sei	arch				

## Choose the **Download Range** and **Format** and click **Download.**

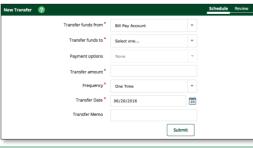
Bill Pay Account	-
Select option	•
Select option	•
[	Download
	Select option

#### 合 **Transferring funds**

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



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



# **Pending and Completed Transfers** 合 Select **Pending** to view, edit, or delete a scheduled transfer. **History** lists completed transfers. Transfer History is available for 182 days. 合 **Viewing Statements** Select **Statements** from the drop-down menu

next to an account. r Pre Br e-Statements Options A BIL Pay Transactions Transfers Stop Payments Statements Accourt

Statements are available in PDF, HTML, and Text formats. Mailed paper statements are available for 6 months and e-Statements are available for 18 months.

View Statements	0	
Statement Date:	Description:	Select Format to View:
06/15/2016	This is your statement	Select option
05/13/2016	This is your statement	Select option

#### e-Statements

Save on paper! Get your monthly account statement electronically. It is easy and free! If you are a Community Bank Online Banking with Bill Pay user, you are eligible to receive your monthly statement electronically. Follow the easy steps below to sign up today!

- Sign into your Online Banking account.
- Click on the **e-Statement** tab.
- You must click on **Sign up/changes** in order to view and select the account and documents that you wish to enroll for electronic delivery. Once you have made your selections, click on Save Settings to save the information.
- Review/Update your email address.
- Enter a security phrase. This phrase is what will appear in the subject line of the email when you receive your monthly statement.
- Agree to the terms by checking the box next "I agree to the listed terms".
- To complete the process, you must click on the Enroll Now button. An email will be sent to you confirming the enrollment.

# **Stop Payments**

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

nline Ban	e Banking Bill Pay		y e-Statem	ents	Optic	ons			
My View		Accounts	Transactions	Tran	sfers	Stop Payments	Statements	Account Info	
New	Cu	rrent							

# Fill in the required fields and click **Submit.**

Stop Payment 🕐	_	Enter R	view	Finish
Add Stop Payments for Account:	Bill Pay Account		•	
*Check Date	06/20/2016		23	
*Check Number				
*Amount				
*Payee				
Remarks				
	Submit	Cance		

Options

- Change **Personal, Account**, and **Display** settings
- Set up Alerts

## Personal

- Update Email Address
- √ Update Username/ID (create an alias Username/ID to use instead of a 12-digit ID)
- Change Password

## Account

- Change Account Pseudo Names (nicknames)
- Edit the Order Accounts are Displayed

## Display

Edit Number of Accounts Displayed Per Page and Number of Transactions Displayed by Default

# Alerts

## **Event Alerts**

- √ Incoming Direct Deposits
- √ Fund Transfer Information
- Statement Notifications