⚒ Options (continued)

Alerts

Balance Alerts
√ 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.**
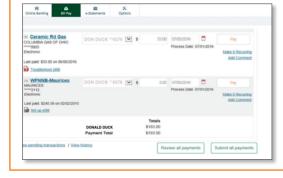
The payee will now appear in your payments dashboard.

✉ How to make a payment

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.**
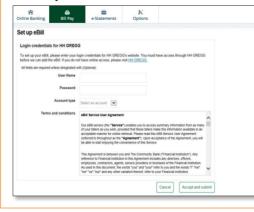
Set up a recurring payment
1. Find your payee on the payments dashboard.
2. Select **Make it recurring.**
3. On the next screen, choose the pay from account, payment date, frequency, and first payment date.
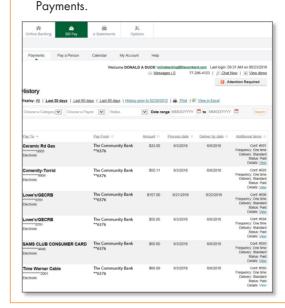4. Click **Submit.**

✉ 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.**

✉ How to view bill payment history

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.
2. On the **Payee** details page, select **History.**
3. Now you can view the details of your past Bill Payments.

User Name/ID:

_____

The Community Bank
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Tried and True.

For banking information or to visit one of our convenient locations please call us at
740-454-1600 or visit:
www.thecombank.com

July 2016

Online Banking with Bill Pay

USER GUIDE

Click!

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Account Access/Security

Enter your Username/ID and click **Submit.**

Verify that your Personal Image* is correct, enter your PIN/Password, and click **Submit.**

*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 questions can lead to your account access being disabled. We will periodically ask you to change/update these questions.

Viewing Transactions

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

Transaction history is available for 182 days.

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.

Transaction Download

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

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

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

Select **Pending** to view, edit, or delete a scheduled transfer.
History lists completed transfers.
Transfer History is available for 182 days.

Viewing Statements

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

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.

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.

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

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