## Options (continued)

### Alerts

**Balance Alerts**
√ Notification of Account Balances

**Item Alerts**
√ Notification of Cleared Checks

**Personal Alerts**
√ Text-Based Alerts Sent on Chosen Dates

### Mobile Settings

From this page you can elect to activate or deactivate selected accounts for access via the web or App on your mobile device.

## 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 **+ Payee.**
2. On the next screen, select who you need to pay, then click **Next.**
3. Enter the required information and your account number.
4. Click **Next,** review payee information and click **Submit.**



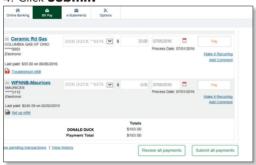The payee will now appear in your payments dashboard.

## 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, amount, frequency, and first payment date.
4. Click **Submit.**



## How to set up eBill

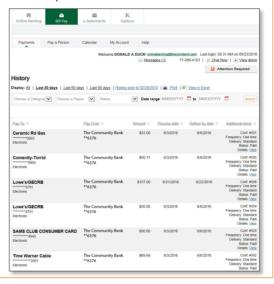It only takes a few moments to set up an eBill. Here's how to do it.
1. Go to the payments dashboard; under **eBill Connect** your available ebill accounts will be displayed. Choose the account you would like to setup.
2. Enter your **login credentials** for the payee's website.
3. Accept the **terms 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 **View History.**
3. Now you can view the details of your past Bill Payments.



### Free 24/7 Community Mobile Banking app

Even when you can't get to the Bank you've got the Bank in the palm of your hand. Securely deposit checks with your device's camera, manage your money, and manage your Check Card virtually whenever, wherever, directly from your smartphone or tablet! You may report your Check Card lost or stolen or temporarily suspend it to prevent new purchases if you misplace your card. Download the App today in your Apple® or Google Play™ Store.

No service fee. Check with your wireless provider regarding data charges.

GET IT ON Google play    Download on the App Store

**User Name/ID:** _____

3/2019

## Online Banking with Bill Pay

## USER GUIDE



*The Community Bank*
*Tried and True.*

LOGIN NOW

LOGIN NOW

LOGIN NOW

## Do your banking when YOU want to

The Community Bank
Member FDIC
LENDER

740-454-1600

**TheComBank.com**

## 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.

If you have not set up your Personal Identification Image, a random image will appear. When you login, you will be prompted to select an image.

The Community Bank Online Banking ID:

The Community Bank Online Banking Password:

Forgot your password?

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.

| Deposit Accounts | | View 5 | 10 | 20 | 50 | 100 | ALL |
| --- | --- | --- |
| Account (Click for Details) | Current Bal | Status | Options |
| Bill Pay Account | $4.94 | | Select Option ▼ |
| Savings 0006 | $21.00 | | Select Option<br>Transactions<br>Download<br>Statements<br>Stop Payments<br>Transfers<br>Account Info |
| Time 0003 | $0.00 | Redeemed | |

Transaction history is available for 182 days.

| Transactions from 05/21/2016 to 06/20/2016 | | View Range: Since Last Statement \| 7 Days \| 15 Days \| 30 Days \| All |
| --- | --- | --- |
| View Transactions for: | Bill Pay Account | Current Balance: $4.94 |

| Date | Ref/Check No | Description | Debit | Credit | Balance |
| --- | --- | --- | --- | --- | --- |
| 06/13/2016 | | PER DONALD | -$5.00 | | $4.94 |
| 06/01/2016 | | TELEPHONE TRANSFER test per tt | | $1.00 CM | $9.94 |
| Totals: | | Transactions: 2 | Debits: -$5.00 | Credits: $1.00 | |

Print

### 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 Transactions | |
| --- | --- |
| Search Transactions For | Bill Pay Account ▼ |
| By Date | From 5/1/2016 To 5/31/2016 |
| By Amount | Begin $ End $ |
| By Check # | Start End |
| Sort | By Date ▼ Then By ▼ Then By ▼ Then By ▼ |
| Sort Order | ◉ Descending ○ Ascending |
| View | Debits and Credits ▼ ☑ Include Checks ☑ Include Electronic Transactions |

Search

## Transaction Download

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

| Online Banking | Bill Pay | e-Statements | Options |
| --- | --- | --- | --- |
| My View | Accounts | Transactions | Transfers | Stop Payments | Statements | Account Info |
| Current Transactions | | Download | Search |

Choose the **Download Range** and **Format** and click **Download.** You can download account information into QuickBooks Web Connect, Quicken QIF, Microsoft Money OFX, or Microsoft Money Active Statement.

| Download Transactions | |
| --- | --- |
| Download Transactions for Account | Bill Pay Account ▼ |
| Select Download Range | Select option... ▼ |
| Select Download Format | Select option... ▼ |

Download

## Transferring funds

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

| Online Banking | Bill Pay | e-Statements | Options |
| --- | --- | --- | --- |
| My View | Accounts | Transactions | Transfers | Stop Payments | Statements | Account Info |

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.

| New Transfer | Schedule | Review |
| --- | --- | --- |
| Transfer funds from * | Bill Pay Account ▼ |
| Transfer funds to * | Select one... ▼ |
| Transfer amount * | |
| Frequency * | One Time ▼ |
| Transfer Date * | 06/20/2016 |

Submit

## 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.

| Online Banking | Bill Pay | e-Statements | Options |
| --- | --- | --- | --- |
| My View | Accounts | Transactions | Transfers | Stop Payments | Statements | Account Info |

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

| View Statements | | |
| --- | --- | --- |
| 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... ▼ |

### Free e-Statements

If you are a Community Bank Online Banking with Bill Pay user, you are eligible to receive your account/loan statements electronically. **It is easy and free! Simply 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(s) and documents(s) 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 the enrollment passcode; select "click here" to view the passcode and enter it into the provided box.
• 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.
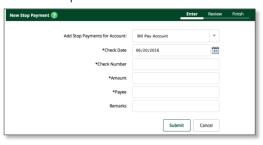
## Stop Payments

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

| Online Banking | Bill Pay | e-Statements | Options |
| --- | --- | --- | --- |
| My View | Accounts | Transactions | Transfers | Stop Payments | Statements | Account Info |
| New | Current | | |

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

| New Stop Payment | Enter | Review | Finish |
| --- | --- | --- | --- |
| Add Stop Payments for Account: | Bill Pay Account ▼ |
| *Check Date | 06/20/2016 |
| *Check Number | |
| *Amount | |
| *Payee | |
| Remarks | |

Submit    Cancel

## Options

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

### Personal

√ Update Email Address
√ Update Username/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