

# A Customized Online Banking with Bill Pay Homepage The functions you use most, all on one screen.

# WHAT IS MY HOMEPAGE?

The Community Bank's Online Banking with Bill Pay offers you a customizable dashboard-style landing page where you get to determine the look and organization of your accounts via your own homepage. You may fully customize and display the functions you use most by selecting the functionality you want to see when you login!

#### **HOMEPAGE EXAMPLE:**

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## HOW IS MY HOMEPAGE USEFUL TO ME?

- **Personalized** to suit just your needs. You may set-up your homepage to especially fit your individual preferences.
- You have **immediate and convenient access** to items most important to you; Recent Transactions, Account Summary, Scheduled Transfers, an overview of accounts, etc. It's what you want to see right from your homepage when you need it.
- It is **customizable** so you determine where everything goes and what items should be displayed. You can make it work for you!

#### **CUSTOMIZING YOUR ONLINE BANKING HOMPAGE:**

Click the "Configure This Page" link to see a window allowing you to add, remove and reorder the widgets you want shown on your homepage display. This customizable feature allows you to show the features "widgets" that are most important to you such as funds transfers, transaction downloads, account balances, alerts and messages. This ability to place frequently used functions in a more accessible and obvious location simplifies site navigation and makes your Online Banking experience more efficient, convenient, and intuitive.



# Widget Formatting:

- **Configure:** Click to access a window that allows you to configure the widget. For example, clicking "Configure" in the "Recent Transactions" widget shows a list of accounts you can display within the widget.
- **Go:** Click to jump to the complete page relating to the data contained in the widget. For example, clicking "Go" in the "Recent Transactions" widget takes you to Transactions option.
- **Remove:** Click is to immediately remove the widget from your Online Banking with Bill Pay homepage. You can always re-add the widget under the "Configure This Page" link.

# Widget Configuration:

While the configuration concept for each widget is the same, the content within the configuration window will vary based on the purpose of the widget.

*Note:* The configure icon will not appear on widgets where configuration is not applicable.

## To configure a widget:

- 1. Click on "Configure" icon on the widget. The Configure window will appear.
- 2. Review the items in the right column.
- 3. Add or remove items and change the order of display:
  - a. Click the **plus** (+) on individual items to move it to the left column and include it in the widget. You can also click "Add all" to include all items.
  - b. Click the **minus** (-) on individual items to remove that item from the widget. You can also click "Remove all" to eliminate all items from the widget. The removed items will then be listed on the right side of the window for later addition.
  - c. You can **search** the un-added items by keying in the item name.
  - d. You can **click and drag** the displayed items to change the order.

4. Click "Save" to retain changes made to the widget. The Configure window will close and the widget will reload to reflect the changes.

# You must login to either Online Banking with Bill Pay or Community Mobile Banking at least once every ninety (90) days to keep your status active.