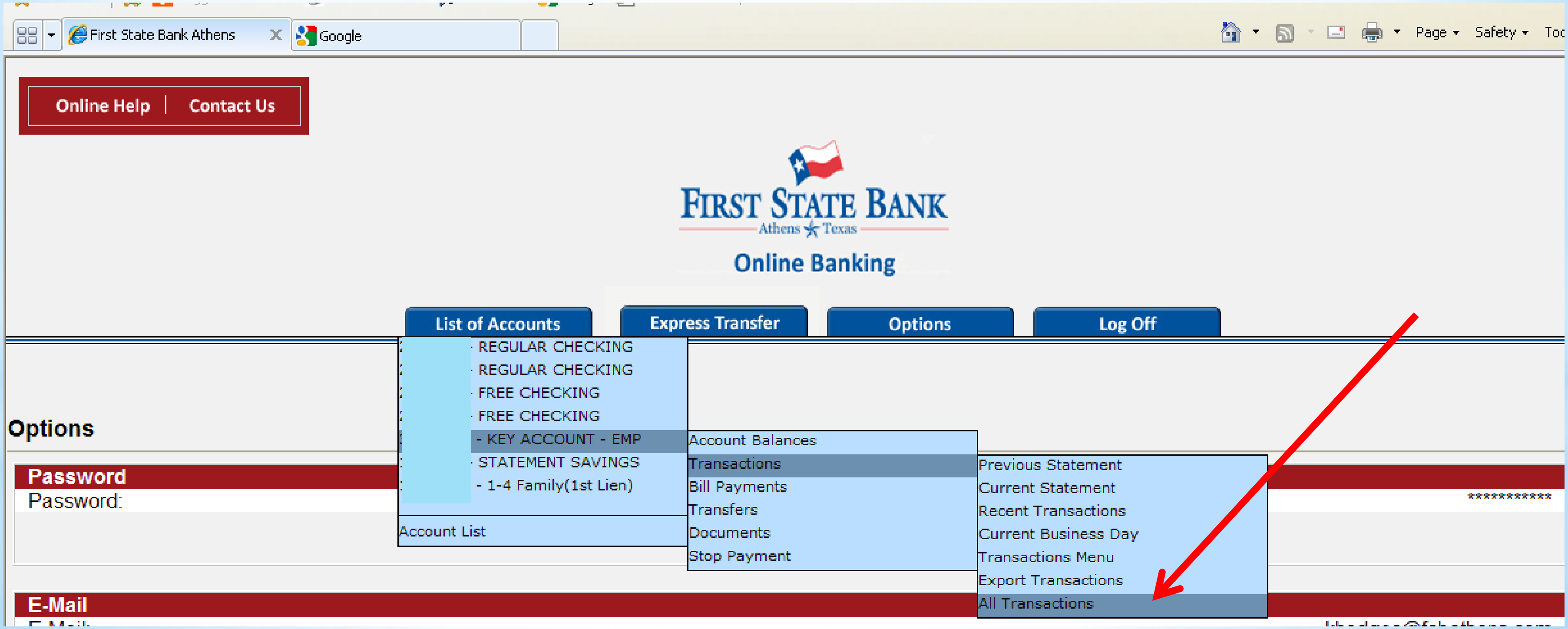
Online Banking "Updates"
June 2012

We are pleased to inform you of our newest online banking updates released June 14, 2012.

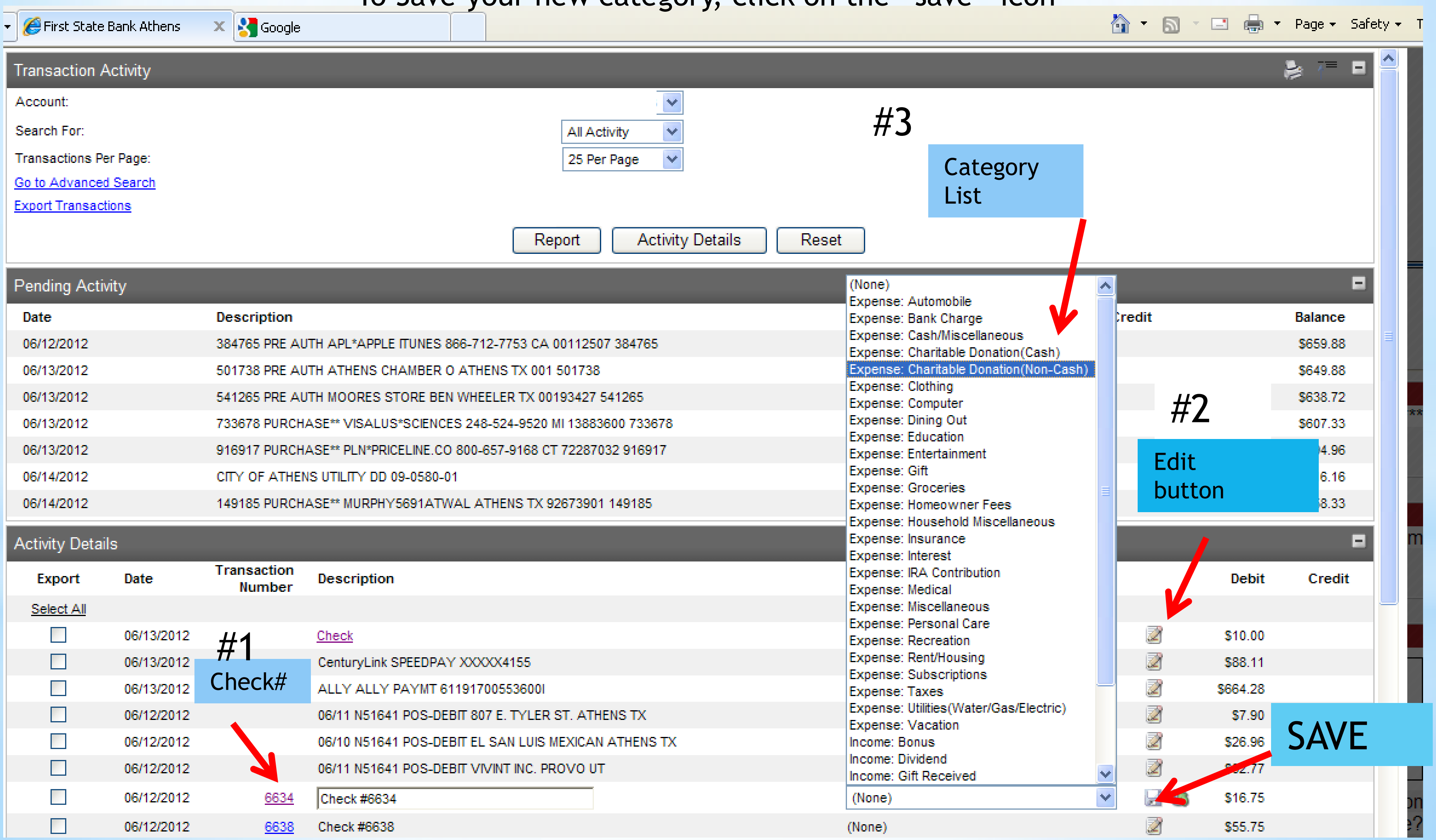
To view transactions:
Log in to online banking and select the List of Accounts, Transactions and All Transactions.



You have the ability to label each check/deposit or point of sale entry with an income or expense category.

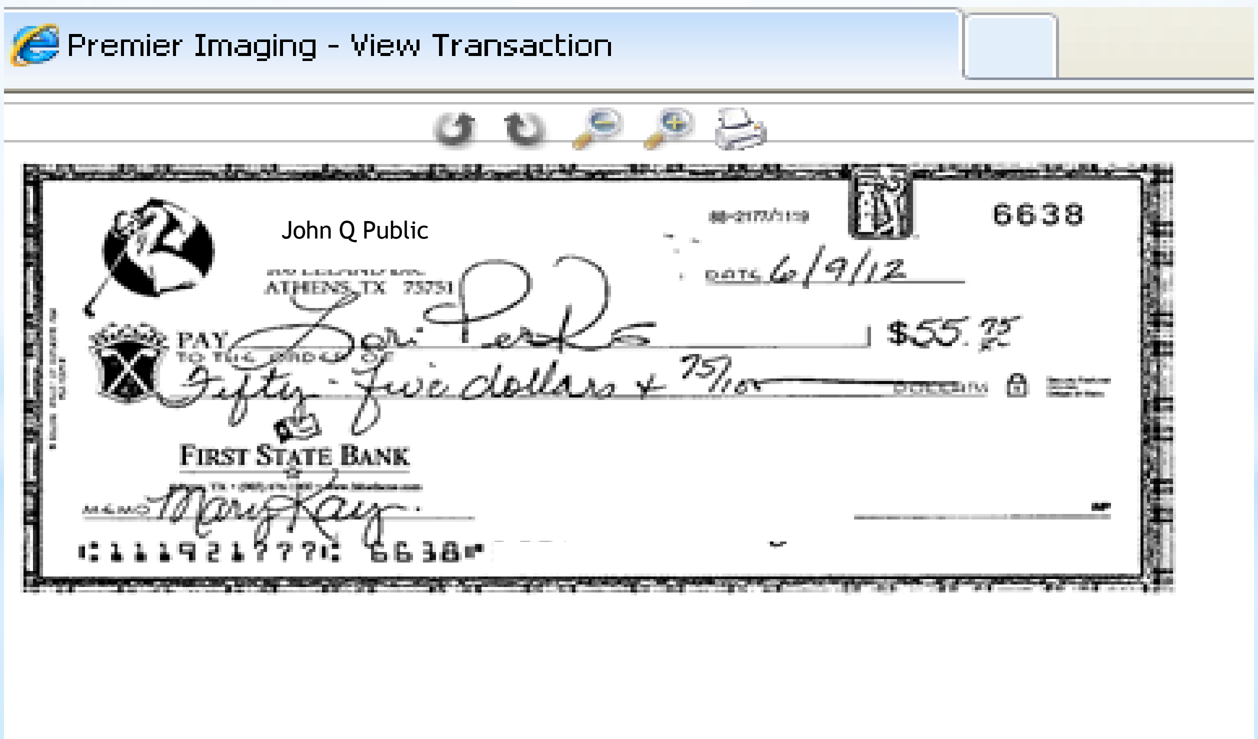
Click on the check number to view the check, click on the edit button (paper & pencil icon on the right-hand side of the page), click on the word "none" under the category and choose from the drop down list.

To Save your new category, click on the "save" icon



Check images can be viewed by clicking on the check number.

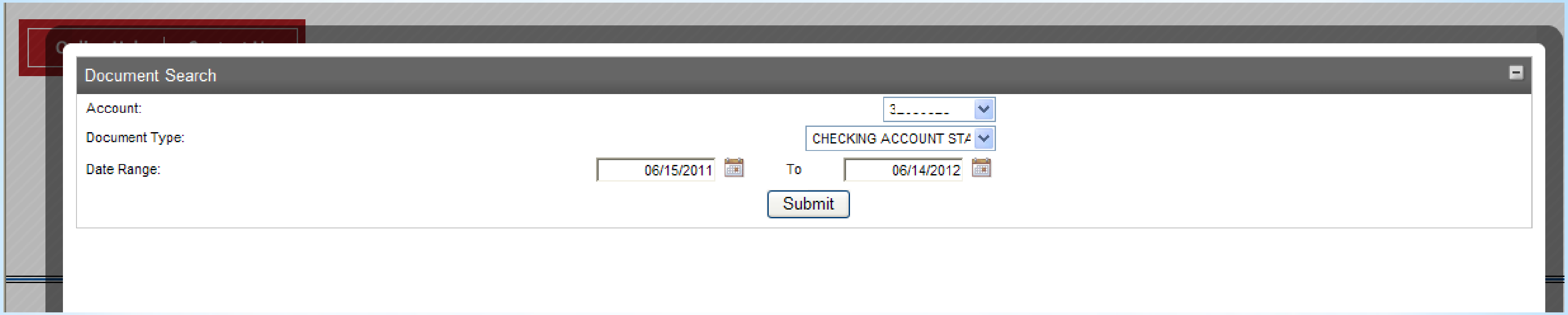
Export	Date	Transaction Number	Description	Category	Debit	Credit
Select All						
☐	06/13/2012		Check	(None)	$10.00	
☐	06/13/2012		CenturyLink SPEEDPAY XXXXX4155	(None)	$88.11	
☐	06/13/2012		ALLY ALLY PAYMT 61191700553600I	(None)	$664.28	
☐	06/12/2012		06/11 N51641 POS-DEBIT 807 E. TYLER ST. ATHENS TX	(None)	$7.90	
☐	06/12/2012		06/10 N51641 POS-DEBIT EL SAN LUIS MEXICAN ATHENS TX	(None)	$26.96	
☐	06/12/2012		06/11 N51641 POS-DEBIT VIVINT INC. PROVO UT	(None)	$62.77	
☐	06/12/2012	6634	Check #6634	(None)	$16.75	
☐	06/12/2012	6638	Check #6638	(None)	$55.75	
☐	06/11/2012		06/08 N51641 POS-DEBIT DAYLIGHT DONUTS ATHENS TX	(None)	$2.35	



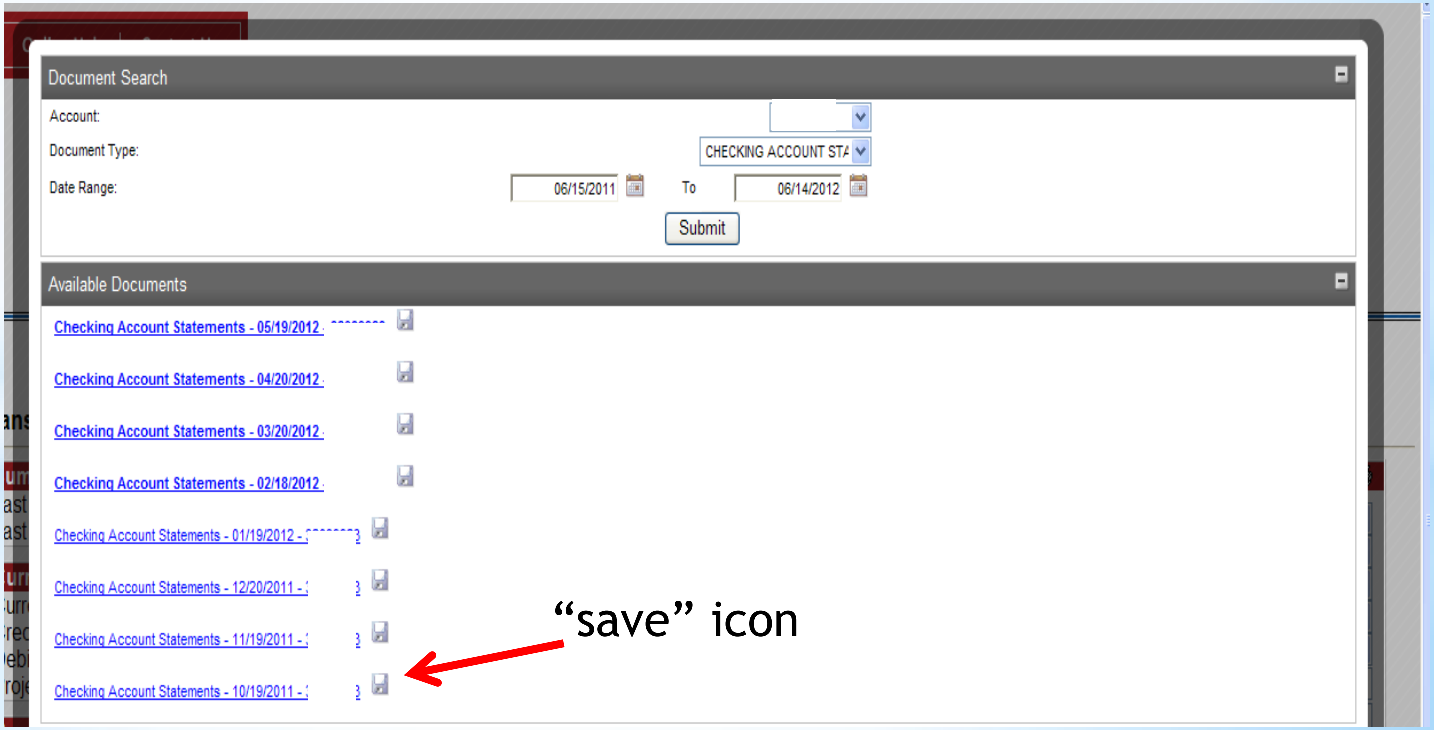
To View E-Statements

Select the documents tab.

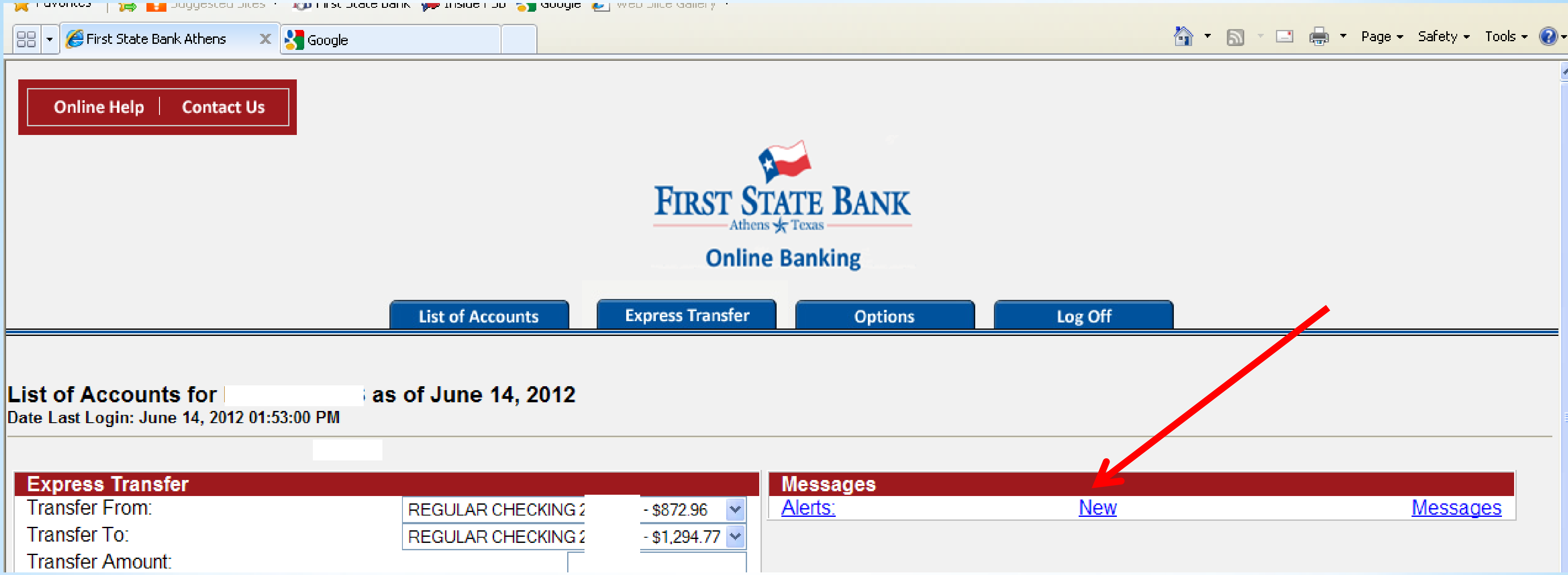
Select the account number and date range you wish to view.
Click Submit.



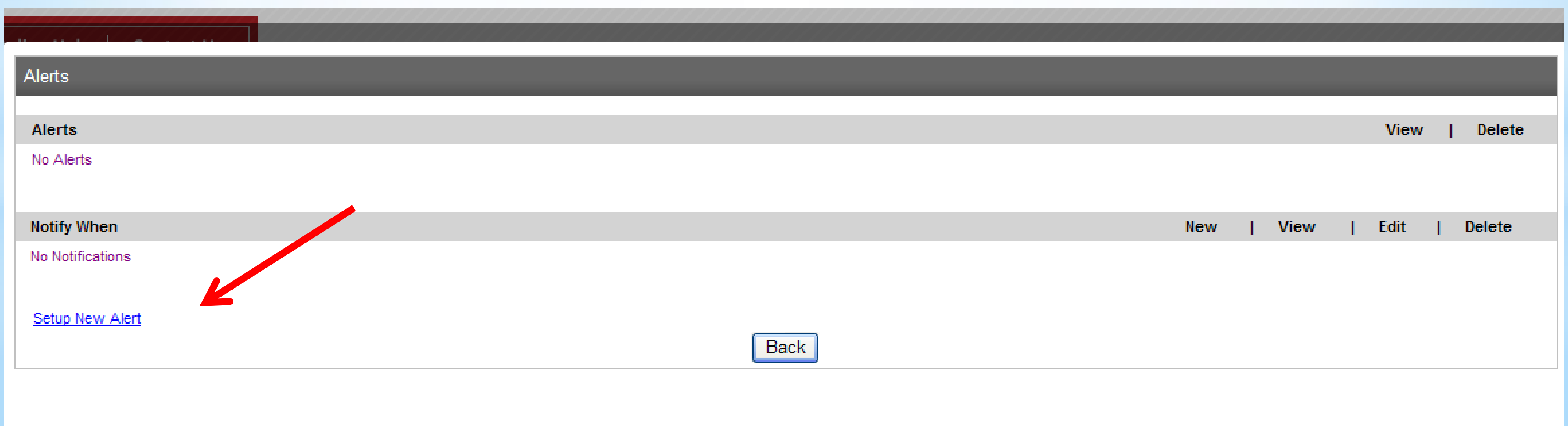
A list of e-statements will appear. Select the link to view the actual statement or click on the “save” icon



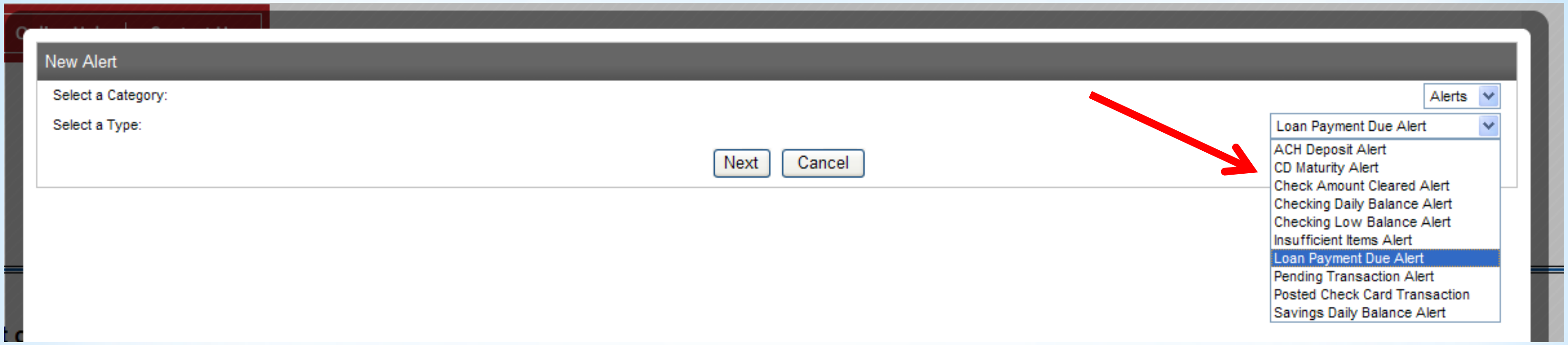
Message Alerts



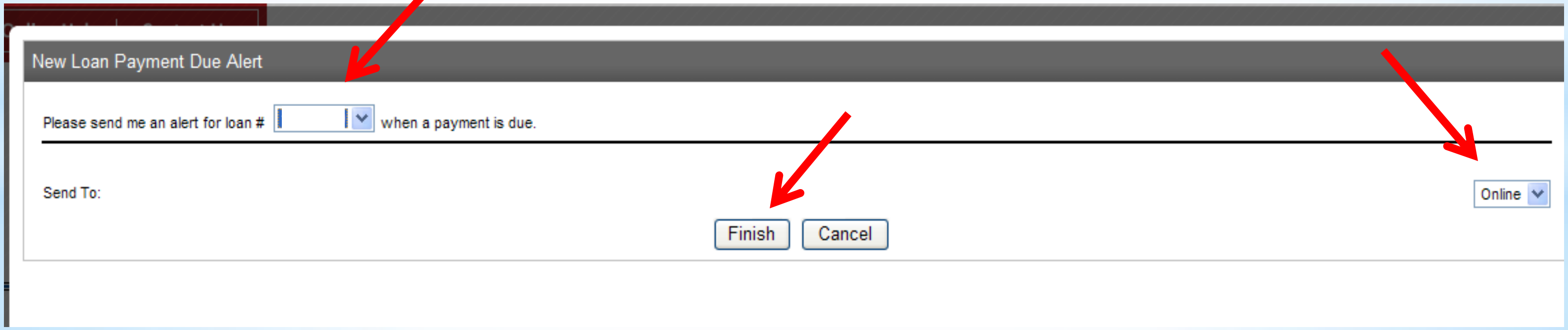
Setup new alert



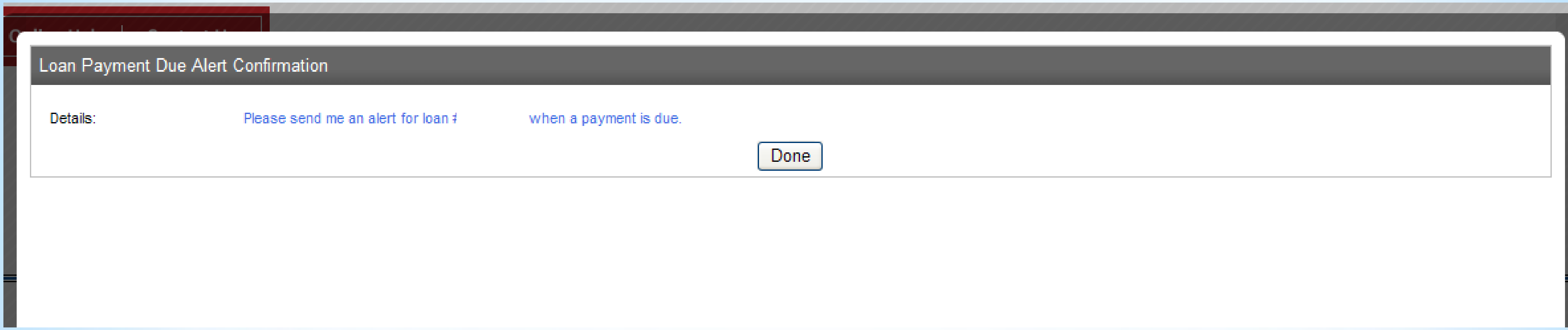
Use the drop down box to select the type of alert you wish to set up.



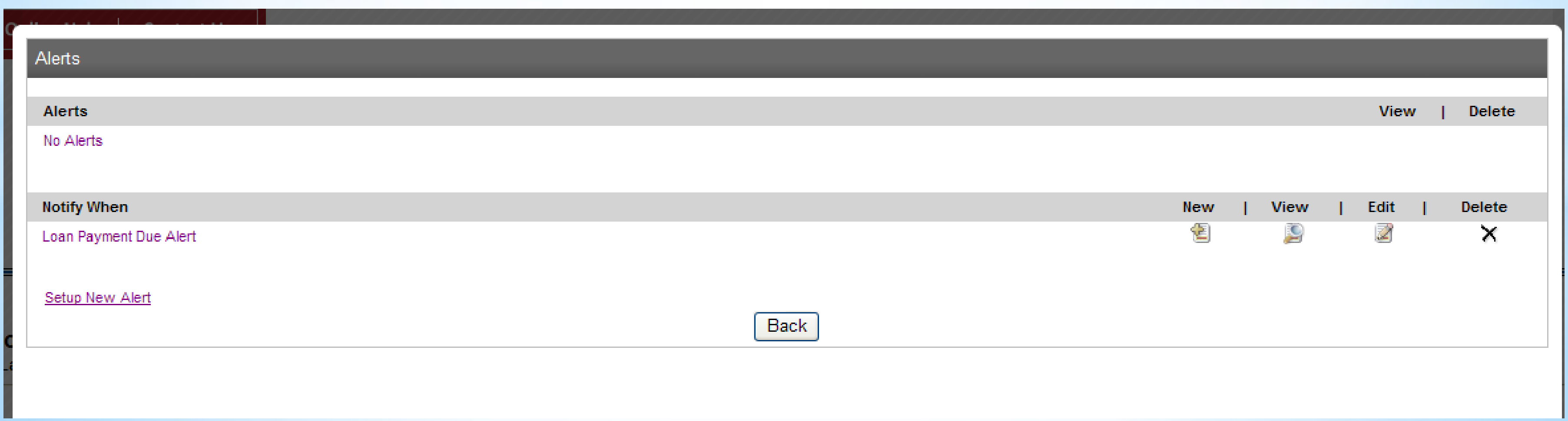
Select the account number, notification method and click “finish”.



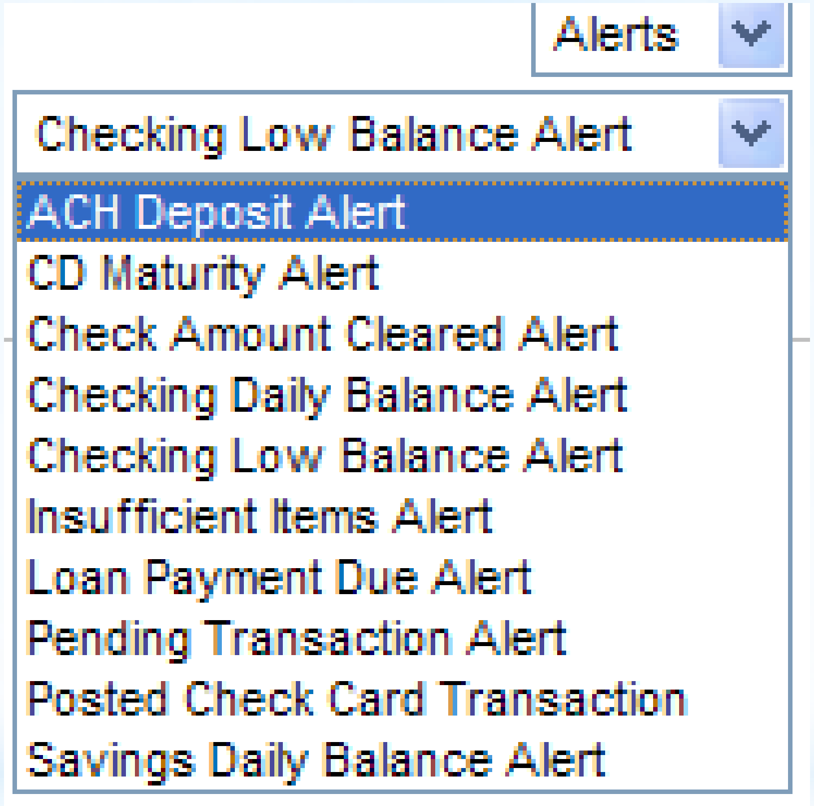
Once the alert has been set up, you will receive the following confirmation.



You can now view, edit, delete or add additional alerts.



Available Alerts are:



EXAMPLE

To setup a Checking Low Balance Alert:

- Select your account #
- Set the “current balance falls below amount”
- Notification method: online or email
- Finish