

SMBONLINE NETTELLER ONLINE BANKING GUIDE



www.smbonline.com



@ Account Access

Enter the 12-digit ID assigned by the bank and click **Submit**.

Verify that your Personal Image is correct, enter your password, and click **Submit**.

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

\$ Viewing Transactions

Click on the account name or select **Transactions** from the drop-down menu to the right to an account.

Transaction History is available for 90 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.

⚡ Transferring Funds

Select **Transfers** from the drop-down menu to the right of 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 Transfers** to view, edit, or delete a scheduled transfer.

Transfer History lists completed transfers. Transfer history is available for 90 days.

📄 Viewing Statements

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

Statements are available in PDF, HTML, and Text formats. Statement history is available from the date you open your NetTeller account.

Electronic Statement delivery is also available. Click on the eStatements-Plus tab to sign up.



Stop Payments

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

Account Name	Balance:	Status:	Quick Link Options:
My Checking	\$345.96	Open	Stop Payments

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

You must contact the bank to edit or remove a Stop Payment.

Stop Payment fees will be automatically deducted from your account in accordance with the terms of your account.

To be effective a Stop Payment Request must be received in time to allow the Bank a reasonable opportunity to act on it.



Transaction Download

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

Account Name	Balance:	Status:	Quick Link Options:
My Checking	\$345.96	Open	Download
My Savings	\$2,908.33	Open	Select Option

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



Options

- Change **Personal, Account, and Display** Settings.
- Set up **Alerts**.



Personal

- Update E-Mail Address
- Create a personalized ID (Alias) to use instead of the 12-digit numeric ID
- Change PIN/Password

Account

- Change Account Pseudo Names (nicknames).
- Edit order in which accounts are displayed.

Display

- Edit Number of Accounts displayed per page.
- Edit Number of transactions displayed by default.

Alerts

Event Alerts

- Incoming items
- Funds Transfer Information
- Statement Notifications

Balance Alerts

- Notification of Account Balances

Item Alerts

- Notification of Cleared Checks

Personal Alerts

- Alerts delivered on chosen date.



Security

One of the first times 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.

Security Reminders

- ✓ We will NEVER email you for your personal information. Any email claiming to be the bank requesting personal information such as Social Security Numbers, IDs, or Passwords should not be trusted or opened.
- ✓ Do not write your password down.
- ✓ Use a different password to access your online accounts than ones you use for other applications.
- ✓ Always exit your online banking session before leaving your computer.

Southwest Missouri Bank

www.smbonline.com

11 Locations to serve you better.

Customer Service Center
Internet Banking Support
800-943-8488

We help people become financially successful.