

NEW Online Banking Instructions

Home

1. View all accounts you are an owner on.
2. There is a widget on the right side with a shortcut to Bill Pay and POP Money.
3. If you click “Edit Accounts” you can change the nickname of the account, change which accounts show up on your home page, and move the order of the accounts in which they are listed.

Accounts

Details Tab – 1. Shows you detailed account information including interest rate and accrued interest on interest bearing accounts.

2. You can search for a specific transaction on the right side of the page.

Transfer Tab – Make a 1-time transfer or schedule repeating transfers between internal accounts with a frequency ranging from weekly to annually and you can cancel at any time. (Note: Transactions initiated after 3 p.m. will be posted on the next business day.)

Documents Tab – View, print, and save your statements. (Note: Statements are available from August 2014 to present.)

Categorize Tab – You can now categorize your spending! Select a date range and scroll down to the transaction portion. You can click the icon to change the category to describe your transaction.

Download Tab– This is where you can download your transactions into a spreadsheet-type formula.

Stop Payment Tab– View stop payments you have requested for each account. (Note: To place a new stop payment on a transaction you would need to stop by or call the bank at (660)646-3733. A stop payment form would need to be signed by you.)

Transfer

This is the direct tab you can use to transfer funds between internal accounts. Make a 1-time transfer or schedule repeating transfers with a frequency ranging from weekly to annually and you can cancel at any time. (Note: Transactions initiated after 3 p.m. will be posted on the next business day.)

Bill Payment

This is available to customers using our online bill pay service. You can enroll in this service right from this link.

[Contact Us](#) [Hours&Services](#) [Alerts](#) [Mail](#) [Chat \(offline\)](#) [Profile](#) [Log out](#)

Contact Us – This brings you to our contact page with employee contact information.

Hours&Services – This link shows the hours we are open and the services we offer.

Alerts – You can set up alerts for your accounts based on the type (DDA-checking/savings, CDA-Certificate of Deposits, LNA-Loans). Set up alerts such as ACH Deposits, CD Last Earning Date, Loan Balance Alert, etc.)

Mail – Send secure emails through our mail service.

Chat – Send a secure message through our chat service.

Profile – Edit your password, challenge questions, email, phone number, electronic statements, and manage mobile banking devices all from this tab. (Note: to change your physical/ mailing address you will need to contact the bank and complete a change of address form.)

Log Out – Log out of your Online Banking account from this tab.