

NetTeller Online Banking User Guide



Account Access

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

NetTeller ID

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



NetTeller ID *****
NetTeller
PASSWORD /
PIN

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



Viewing Transactions

Select **Transactions** from the drop-down menu next to an account or click on the Account Name to view transactions.

Account (Click for Transaction Details)	Balance	Status
Checking	2,876.58	Transactions
Savings	521.63	Select Option

Transaction History is available for 365 days.

Date:	Ref/Check No.	Description:	Debit:	Credit:	Balance
09/01/2010	901100147	Transf to Savings Internet banking transfer	(200.00)		2,676.58

Transaction List Options:

- ✓ Choose Number of Transactions Displayed
View Range: [Since Last Statement](#) | [7 Days](#) | [15 Days](#) | [30 Days](#)
- ✓ View Check Images by Clicking: [View Image](#)
- ✓ Sort by Columns to Customize View
- ✓ Switch Between Accounts

View Transactions for:

Transaction Search

Select **Search** from the Transaction sub-menu to search transactions by date, dollar amount, credit, debit, or check number.

NetTeller	Bill Payment	E documents
Accounts	»Transactions	Transfers
Current Transactions	Download	»Search



Transferring Funds

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

Account (Click for Transaction Details)	Balance	Status
Checking	2,876.58	Transfers
Savings	521.63	Select Option

Select the **From** and **To** accounts from the drop-down menus. Enter the **Transfer Amount, Frequency,** and **Date of the Transfer.**

Transfers can be setup as one-time (for today's date or a future date) or recurring payments.

* Transfer funds from: Available Funds: 2,676.58
 * Transfer funds to:
 * Payment options:
 * Transfer amount:
 * Frequency:
 * Transfer Date:

Transfer memo:

Click **Submit** to complete the transfer.

Pending and Completed Transfers

Select **Pending** to view, edit, or delete a scheduled transfer.

History lists completed transfers.

Transfer history is available for 365 days.

NetTeller	Bill Payment	E documents
Accounts	Transactions	»Transfers
»New	Pending	History



Viewing Statements

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

Account (Click for Transaction Details)	Balance	Status
Checking	2,876.58	Statements
Savings	521.63	Select Option

Statements are available in PDF, HTML, and Text formats. Images are not included.

Statement history is available for 365 days.

Statement Date:	Description:	Select Format to View:
08/18/2010	This is your statement	Select option...
07/21/2010	This is your statement	Select option...



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Stop Payments

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

Deposit Accounts		
Account (Click for Transaction Details)	Balance	Status
Checking	2,876.58	Stop Payments
Savings	521.63	Select Option

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

Make * Required Field

Add Stop Payments for Account: Checking

* Check Date:

* Start Check Number:

End Check Number:

* Begin Amount: \$

End Amount: \$

* Payee:

Remark1:

Remark2:

Remark3:

Remark4:

Remark5:

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.



Transaction Download

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

Deposit Accounts		
Account (Click for Transaction Details)	Balance	Status
Checking	2,876.58	Download
Savings	521.63	Select Option

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

Download Transactions

Make * Required Field

Download Transactions for Accounts: Checking

* Select Download Range:

* Select Download Format:



Options

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

NetTeller	Bill Payment	E documents	Options
» Personal	Account	Display	Alerts

Personal

- ✓ Update E-Mail Address
- ✓ Update ID
Create an ID to use instead of 12-digit ID
- ✓ Change PIN/Password

Account

- ✓ Change Account Pseudo Names (nicknames).
- ✓ Edit order in which accounts are displayed (by clicking and dragging).

Display

- ✓ Edit Number of Accounts displayed per page.
- ✓ Edit no. of transactions displayed by default.

Alerts

Event Alerts

- ✓ Incoming Direct Deposits
- ✓ Funds Transfer Information
- ✓ Statement Notifications

Balance Alerts

- ✓ Notification of Account Balances

Item Alerts

- ✓ Notification of Cleared Checks

Personal Alerts

- ✓ Text-based 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.

To unlock your account or reset your password, call us at 1-888.518.7053 or email us at info@cbtnet.com.



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