



## **E-BankLink Quick Reference Guide**

### **MAIN TAB**

#### *Checking account*

##### Transactions

- Shows account information

##### Transfers

- Transfer money between accounts
- Look at pending and past transfers

##### Statements

- You can view and print up to one year's worth of statements.

### **E-DOCUMENTS TAB**

#### Documents & Settings

- Allows you to enroll additional accounts.

#### E-Mail

- Allows you to change e-mail address where statements are sent.

#### Recon

- Helps balance account

### **OPTIONS TAB**

#### Personal

- Change online banking e-mail address
- Password reset question/answer
- Change login id/password

#### Account

- Allows you to title accounts differently for online purposes. (i.e. vacation account, household account, etc.)

#### Alerts

- Allows you to send yourself alerts when an item comes in, your account reaches a certain balance, etc.


## Adding Payees

Step 1: Click **Add Payee**

Step 2: Select **Pay a Company** or **Pay an Individual**. Complete all required fields.

**Pay a Company**     Pay an Individual

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**Bill Payment - Add Payee** 

|                        |   |  |
|------------------------|---|--|
| Payee Name *           | <input type="text"/>                        | <small>Please enter your account number exactly as shown on your last billing statement. Include any dashes, spaces or special characters. Example: 16-12043 99403</small> |
| Payee Account Number * | <input type="text"/>                        |  |
| Address Line 1 *       | <input type="text"/>                        |  |
| Address Line 2         | <input type="text"/>                        |  |
| City *                 | <input type="text"/>                        |  |
| State *                | <input type="text"/>                        |  |
| Payee Zip Code *       | <input type="text"/> - <input type="text"/> |  |

\* Indicates a required field


**Payee Name:** Enter the payee name.

**Payee Account Number:** Enter account number with Payee. Account number must be entered exactly as shown on payment stub.

**Payee Address:** Enter the payee remittance address exactly as shown on payment stub.

Pay a Company     **Pay an Individual**

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**Bill Payment - Add Payee** 

|                |  |
|----------------|--|
| Payee Name     | <input type="text"/>   |
| Payee Type     | <input type="text" value="Check"/>                                 |
| Payee Alias    | <input type="text"/>   |
| Account Number | <input type="text"/>   |
| Address Line 1 | <input type="text"/>   |
| Address Line 2 | <input type="text"/>   |
| City           | <input type="text"/>   |
| State          | <input type="text"/>   |
| Zip Code       | <input type="text"/> - <input type="text"/>                        |
| Phone Number   | <input type="text"/> - <input type="text"/> - <input type="text"/> |

**Payee Name:** Enter the payee name.

**Payee Alias:** Payee alias is only visible to end user.

## New Payment

New payments can be established by clicking on New Payment.

To schedule multiple one-time payments simultaneously, click **Quick Payment**.

**Step 1:** Select up to 10 payees.

**Step 2:** Click **Submit**

**Quick Payment** Add Payment

**Information Message:** Please select at least one payee for Quick Payment.

Add Payment - Quick Payment Select Payee(s)

AMERICAN FAMILY INSURANCE  NETTELLER TRAINER

Please select up to 10 payees.

Submit

**Step 3:** Enter the **Amount** of the payment, **Pay On** date the payment is to be processed, the **Account** to debit for the payment and a **Memo** if desired.

Create New Payments

| Payee                     | Amount | Pay On     | Pay From    | Memo |
|---------------------------|--------|------------|-------------|------|
| AMERICAN FAMILY INSURANCE |        | 05/19/2008 | My Checking |      |
| NETTELLER TRAINER         |        | 05/19/2008 | My Checking |      |

Submit Cancel

**Step 4:** Click **Submit** to schedule payments. Confirmation screen appears.

**Information Message:** Successfully added one-time payment to AMERICAN FAMILY INSURANCE for \$1.00. Confirmation #: 0201020132  
Successfully added one-time payment to NETTELLER TRAINER for \$1.00. Confirmation #: 0201020133

View: 7 Days | 15 Days | 30 Days | All

Bill Payment - Scheduled Payments

| Payee  | Amount      | From        | Type | Frequency | Date       |               |
|--|-------------|-------------|------|-----------|------------|---------------|
| <input type="checkbox"/> AMERICAN FAMILY INSURANCE | 1.00        | My Checking | E    | One-Time  | 05/19/2009 | Select Option |
| <input type="checkbox"/> NETTELLER TRAINER         | 1.00        | My Checking | C    | One-Time  | 05/19/2009 | Select Option |
| <b>Grand Total</b>                                 | <b>2.00</b> |             |      |           |            |               |

Edit Selected