

## How To: Online Banking homepage overview

Welcome to your Online Banking homepage. This landing page is the first tab along the top row and is represented by an icon of a house. Your homepage is highly customizable through the use of “widgets” that you can add or delete at any time.

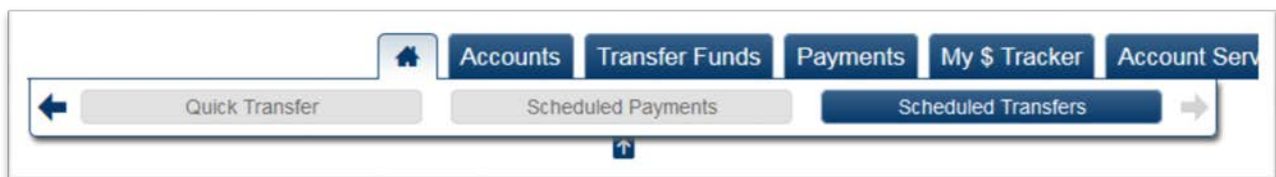
The homepage has several widgets options:

- Accounts
- Accounts and Transactions
- Alerts
- Bill Pay
- Change Email
- Change Password
- CreditSense
- Messages
- Phone Numbers
- Quick Loan Pay
- Quick Transfer
- Scheduled Payments
- Scheduled Transfers

To access the widgets, click on the down pointing arrow between the **Accounts** and **Transfer Funds** tab.



The row of widgets is now displayed. Click on the up pointing arrow to hide this row again.



### Adding a widget to the homepage

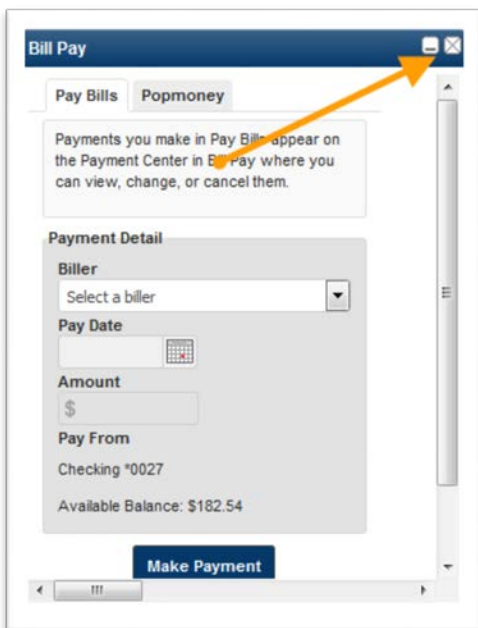
Once the widget row appears, click on the available blue widget to add it to the homepage.



If a widget is 'grayed out' like **Quick Transfer** in the screen shot above, it means the widget cannot be chosen to add to the homepage because it already exists there.

### Removing a widget from the homepage

Locate the widget you wish to remove, click on the "X" close button in the upper right-hand corner of the box. Widgets placed back in the main row of available widgets can be added back to the homepage at any time.



## Moving a widget on the homepage

You can move widgets around by clicking the on widget title and dragging it to a new section of the screen. A grey area will appear if the spot is available for that specific widget.

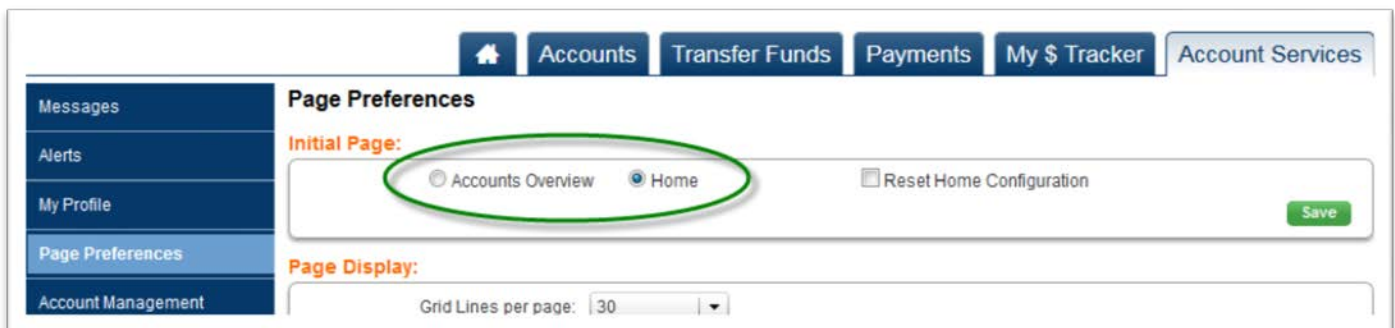


## Changing the Online Banking Default Page

Click on the **Account Services Tab**, then click on the **Page Preferences** menu item on the left-hand side. Under **Initial Page** there are two choices

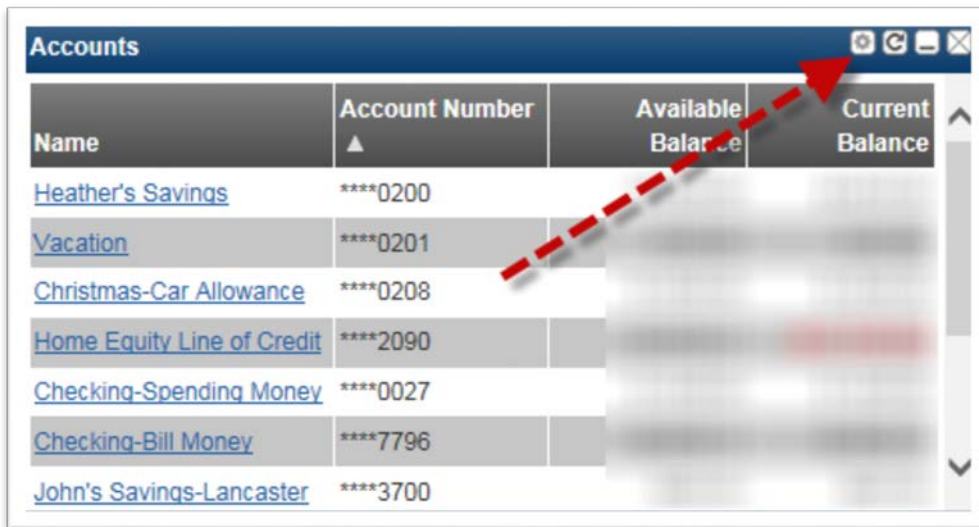
If you click on the **Accounts Overview** radio button and then click **Save**, the next time you log on to Online Banking, the homepage will display the **Account tab** information.

If you click on the **Home** radio button and then click **Save**, the next time you log on the new customized homepage will appear.



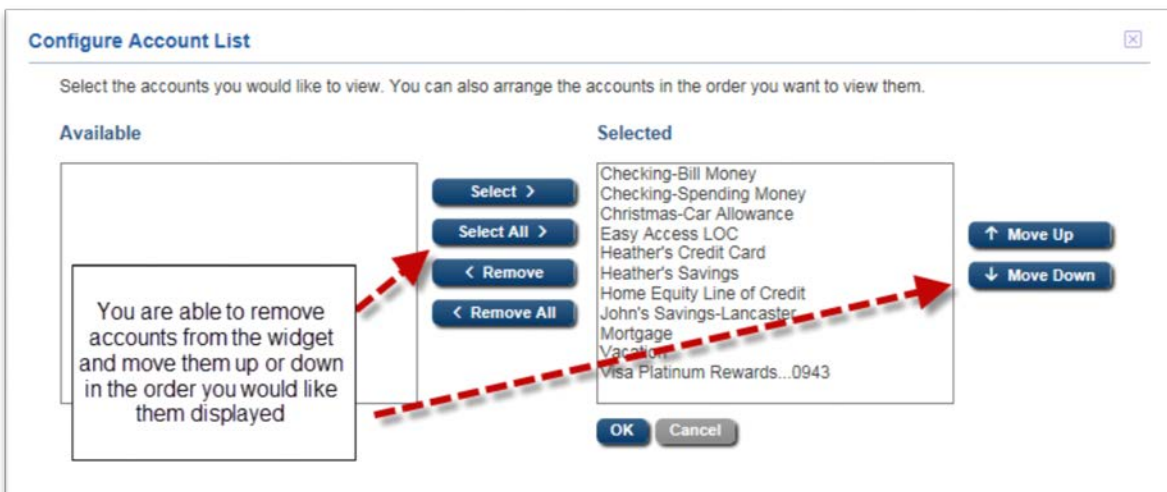
## Customized Configuration within the widgets

Within each widget you can configure the information that is displayed. The configuration icon looks like a circular gear.



Name	Account Number	Available Balance	Current Balance
<a href="#">Heather's Savings</a>	****0200		
<a href="#">Vacation</a>	****0201		
<a href="#">Christmas-Car Allowance</a>	****0208		
<a href="#">Home Equity Line of Credit</a>	****2090		
<a href="#">Checking-Spending Money</a>	****0027		
<a href="#">Checking-Bill Money</a>	****7796		
<a href="#">John's Savings-Lancaster</a>	****3700		

For example, on the **Accounts** widget you can click on the settings wheel and selected the accounts that you would like to view and also move them up or down in the order you would like them to be displayed.



**Configure Account List**

Select the accounts you would like to view. You can also arrange the accounts in the order you want to view them.

**Available**

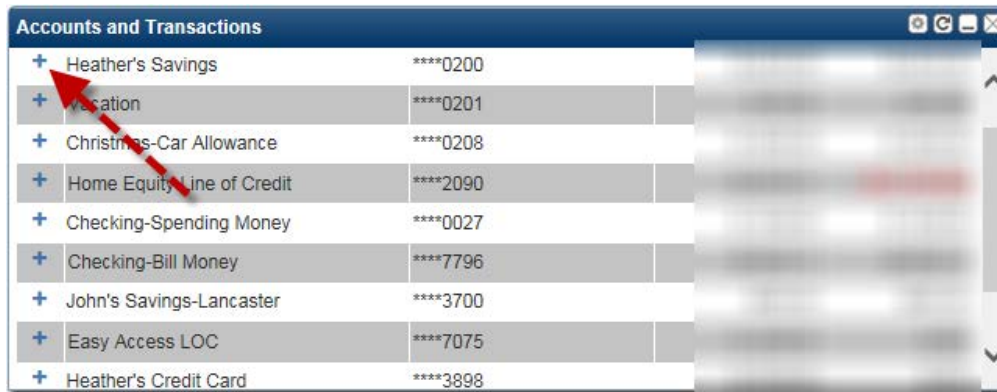
**Selected**

OK Cancel

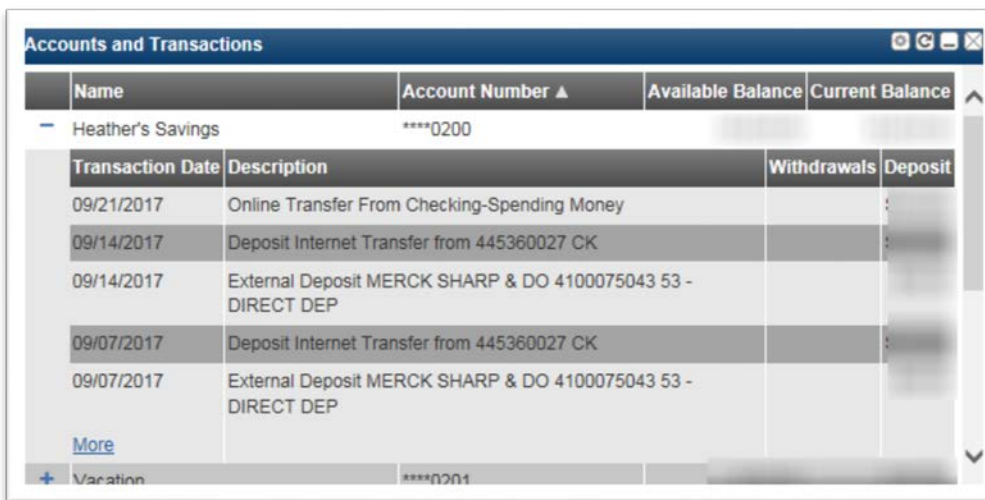
You are able to remove accounts from the widget and move them up or down in the order you would like them displayed

## Accounts and Transactions Widget

If you add the **Accounts and Transactions** widget to your homepage, you can click the (+) button next to each account to view latest **transactions** on each account.

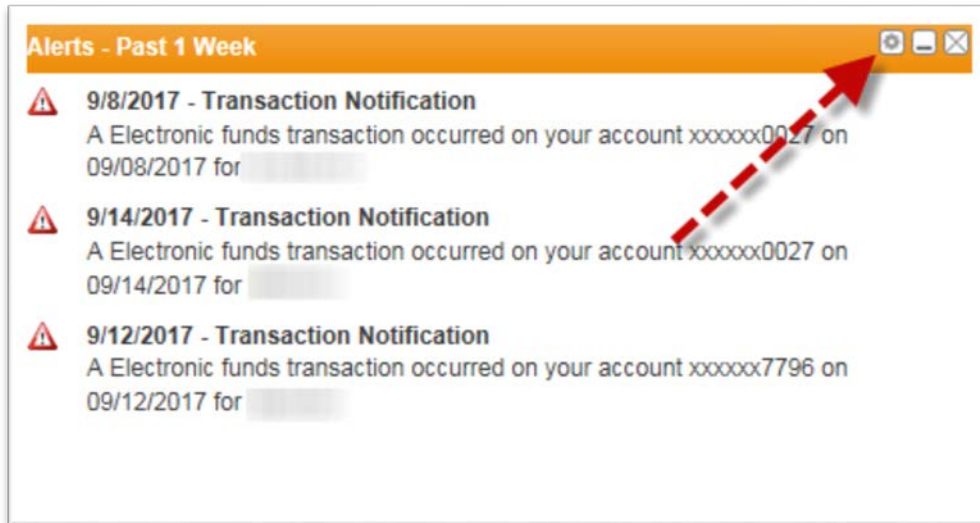


On some accounts, there will be a blue hyperlink, which will allow you to click into the next five previous transactions.



## Alerts Widget

If you select the settings wheel on the **Alerts** widget you are able to select how far back, you want to view the alerts that are set up.



Click on the "How far back would you like to go?" Drop-down box and choose the timeframe.

