

Account Access

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

Verify that your personal icon is correct, enter your password* and click **Submit**.



*The first time you log in you must change your PIN/password and select a personal icon.

Viewing Transactions

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

Account (Click for Transaction Details)	Balance	Status	
CHECKING	115.06		Select Option
SAVINGS	89.51		Select Option

Transaction History is available for 30 days.

Date	Ref/Check No.	Description	Debit	Credit	Balance
03/15/2013	View Image	DDA REGULAR DEPOSIT	4.50		115.06
Totals (this page):			Transactions: 1	Debit: 4.50	Credit: 4.50

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.

Account (Click for Transaction Details)	Balance	Status	
CHECKING	115.06		Select Option
SAVINGS	89.51		Select Option

Select the **From** and **To** accounts. Enter the transfer amount, frequency, and date of the transfer. Click **Submit**.

* Denotes required field

* Transfer funds from: CHECKING Available Funds: 115.06

* Transfer funds to: Select option...

Payment options: None

* Transfer amount: []

* Frequency: One Time

* Transfer Date: 03/18/2013

Transfer memo: []

Submit

Pending and Completed Transfers

Select **Pending** to view, edit, or delete a scheduled transfer. **History** lists completed transfers and is available for 180 days.

Viewing Statements

Select **Statements** from the drop-down menu.

Account (Click for Transaction Details)	Balance	Status	
CHECKING	115.06		Select Option
SAVINGS	89.51		Select Option

Statements are available in PDF, HTML, and Text formats. Statement history is available for # days.

Transaction Download

Select **Download** from the drop-down menu.

Account (Click for Transaction Details)	Balance	Status	
CHECKING	115.06		Select Option
SAVINGS	89.51		Select Option

Choose the **Download Range** and **Format**. Click **Download**.

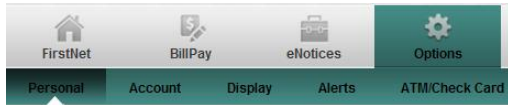
Download Transactions for Account: CHECKING

Select Download Range: Select option...

Select Download Format: Select option...

Download

Options



Personal

- ✓ Update email address
- ✓ Create alias ID*
*instead of 12-digit bank-assigned ID
- ✓ Change PIN/password

Account

- ✓ Change account pseudo-names (nicknames)
- ✓ Drag and drop to change account display order

Display

- ✓ Edit number of accounts displayed per page
- ✓ Edit number of transactions displayed

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

- ✓ Triggered by calendar date

Security

- ✓ One of the first times you access your accounts, we'll ask you to choose and answer three **Personal Verification Questions**.
- ✓ Personal Verification Questions will be asked if we feel there is a possibility of someone other than you trying to access your account.
- ✓ 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 personal information. Any email claiming to be the bank which requests personal data such as Social Security numbers, IDs, or passwords should not be trusted or opened
- ✓ Do not write down your password
- ✓ Use a different password for online banking than what you use for other applications
- ✓ Always logoff of your online banking session before leaving your computer
- ✓ Secure email should be used to send confidential information. Community First Bank's website has a secure email program you can use to send emails to us.

Contact Us

If you have questions or concerns please contact Community First Bank.

Electronic Banking Department

Phone: 608-943-0150

Email: ebankingsupport@cfbank.com

Online Banking User Guide



COMMUNITY FIRST BANK
"First for You"
www.cfbank.com