

## My FirstNet

*My FirstNet* provides a dashboard style view. It is an alternative, customizable landing page.

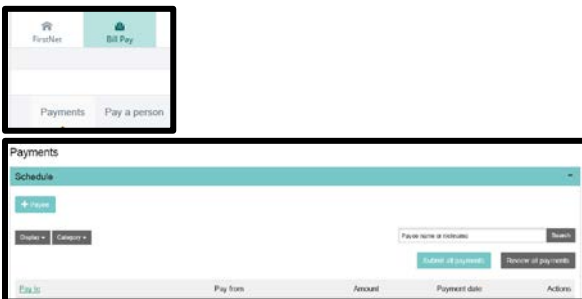
The *My FirstNet* option is accessible within the main navigation bar upon initial login, and appears just to the left of the Account Listing option. It is also accessible from any other main option (e.g. Transfers, Transactions, Stop Payments) under the main tab.



## Payments

*Payments* provides a dashboard style view of BillPay related information. You must be enrolled with BillPay, have accounts established for BillPay and have at least one Payee established in order to access *Payments* features.

The *Payments* option is found under the BillPay tab and is accessible from any option within the BillPay tab.



## Terminology

**Widget:** A section of a web page that contains specific bits of data of interest to the user. An example of a *My FirstNet* widget would be “Scheduled Transfers.”

**Lightbox:** A window that allows the user to configure the widgets that display on the *My FirstNet* page and configure the content of individual widgets.

**My FirstNet:** The name of the option that contains a dashboard view of various FirstNet-related options or information.

**Payments:** The name of the option that contains a dashboard view of various BillPay-related options or information.

**Launch Page:** The screen a FirstNet user first sees after successfully logging into FirstNet. Also referred to as “start page”. Without *My FirstNet*, the launch/landing page is Account Listing.

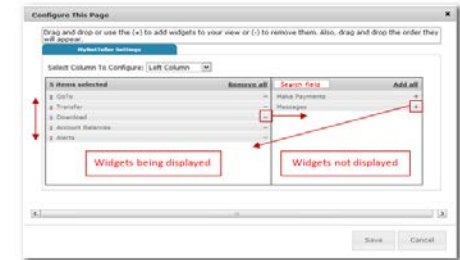
## Configuration of Start Page

On the *My FirstNet* page, select **Set As Start Page** to save the page as the new launch page upon login.

Note: The user can always navigate to the original launch page. The *My FirstNet* and *Payment Center* pages do not replace any current page – they are additions.

## Configuration of Page

Upon clicking “Configure This Page” on the *My FirstNet* page, the user sees a lightbox window allowing control over which widgets to display on that page.



**Step 1:** Choose a column from the **Select Column To Configure** drop-down field. The names of widgets assigned to that column will appear below.

**Step 2:** Add or remove widgets and change the order of display.

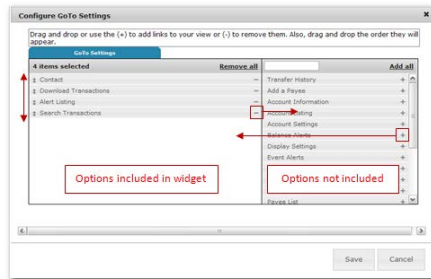
- click **minus (-)** to remove widget from view or click **Remove all** to eliminate all widgets from view. The removed widgets will be listed on the right side of the lightbox for later addition.
- click **plus (+)** to display widget or click **Add all** to display all widgets. The added widgets will be listed on the left side of the lightbox.
- Click and drag** the displaying widgets to change the order.

**Step 3:** Return to Step 1 until all columns have been set up.

**Step 4:** Click **Save** to retain changes made to all columns. The **Configure This Page** lightbox will close and the *My FirstNet* page reloads to reflect the changes.

## Configuration of Widgets

While the configuration concept for each widget is the same, the content within the configuration lightbox window varies based on the purpose of the widget. Note: The Configure icon will not appear on widgets where configuration is not applicable.



To configure a widget:

**Step 1:** Click the **Configure** icon on the widget. The Configure lightbox will appear:

**Step 2:** Add or remove items and change the order of display.

- click **minus (-)** on an item to remove it from the widget. Click **Remove all** to eliminate all items from the widget. The removed items will then be listed on the right side of the lightbox.
- click **plus (+)** on an item to include it in the widget. Click **Add all** to include all items. The added items will then be listed on the left side of the lightbox.
- Click and drag** the displayed items to change the order.

**Step 3:** Click **Save** to retain changes made to the widget. The **Configure** lightbox will close and the widget will reload to reflect the changes.

## Safeguard Your Credentials

Your online banking credentials enable the bank to identify you and provide information online. It is important that you keep this information safe.

- ❖ Never share passwords or PINs with anyone
- ❖ Do not write down passwords or PINs
- ❖ When creating passwords or PINs do not use something that would be easily guessed - use a combination of letters, numbers & special characters
- ❖ Keep tokens in a secure place
- ❖ When creating/answering security questions use information that is not publicly available
- ❖ Contact the bank if you suspect that your credentials have been compromised
- ❖ 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

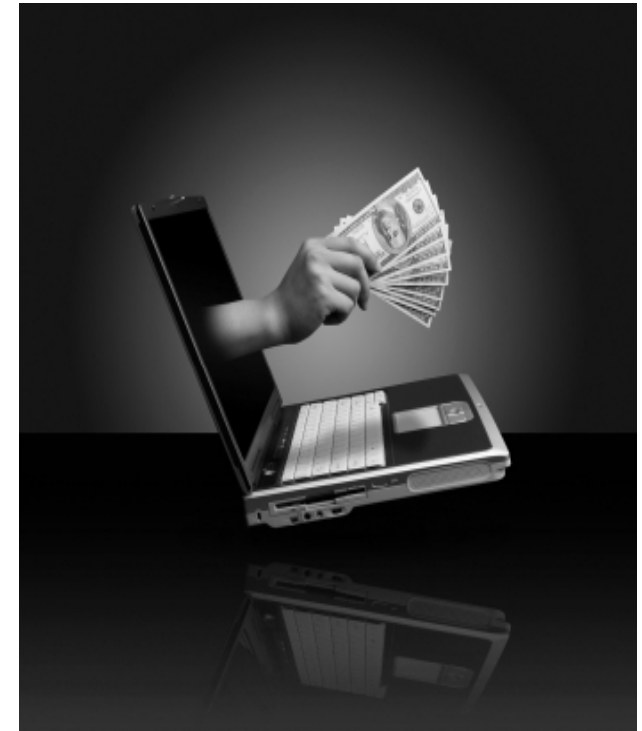
If you have questions or concerns please contact Community First Bank.

**Electronic Banking Department**

**Phone: 608-943-0150**

**Email: [ebankingsupport@cfbank.com](mailto:ebankingsupport@cfbank.com)**

## My FirstNet And Payment Center



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"First for You"  
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