Editing Your Information

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

NetTeller	Bill Payment	Options
Personal	Account	Display	Alerts
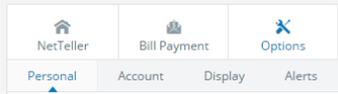
Personal

- 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.

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
- 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.

www.MayvilleStateBank.com

1-800-732-0642

06/2017

Online Bill Payments

NEW PERSON TO PERSON PAYMENTS!
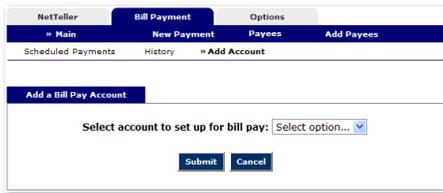
Securely pay anyone with an email address!

Make paying your bills quicker and easier with online bill paying.

Account Access

Log in to Internet Banking and select the Bill Pay tab. This is a free service to our customers; however, **if you sign up for bill pay and do not use it for 60 days, you will be charged a _non-usage_ fee of $4.95 per month.**
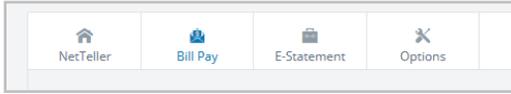
Adding Accounts

Select **Add Account** from the Bill Pay sub-menu, choose the account you want to add to bill pay and click **Submit**.

You must review and agree to the terms for bill pay to set up the account.

Payments

There are two types of payments – **Electronic** and **Check.**

It will be noted on the Payments screen whether your Payees are Electronic or Check.

Payment Funding

Funds for payments made to Electronic payees will debit your account on the payment date.

Funds for payments made to Check payees will debit your account when the check clears. You should give extra time for check payments to be mailed and received by the payee.
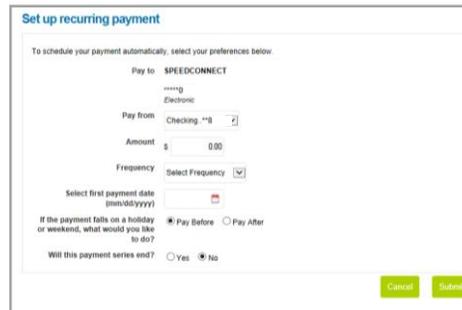
Making Payments

Simply enter the amount and payment date for each bill you wish to pay and click **Pay.** For multiple payments, select **Submit all payments**.
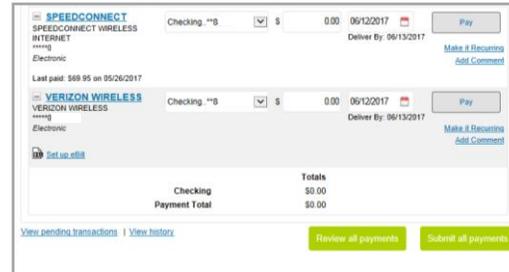
When scheduling a payment, please note the Deliver By date. This date is set to the guaranteed latest possible pay date. Your bills will likely be paid sooner.

Recurring Payments

Click **Make it Recurring** for payments that happen on a regularly scheduled basis.

Viewing History

History is displayed to the right of your Payments screen.

Bill Payment history is available for 19 months.

Adding Payees

Click the **Add a Payee** button

You can choose to pay a company (ex. utility bills), pay a person (ex. direct deposit to accounts at another bank), or pay a bank (ex. make a loan payment).

If you are paying a company, grab your bill and fill in the payee fields.
If you are paying a person, chose how to send your payment and fill in the appropriate fields.

If you need more help, video instructions are available when you select **View Demo** in the upper right corner of the payments screen.