

BUSINESS ONLINE BANKING

CHECKLIST

Clinton
Savings Bank
An experience you can bank on.

Clinton
Savings Bank

Business Online Banking Checklist

Login

Login to your Business Online Banking

- Login with credentials. (Enter login credentials provided by CSB via 2 separate emails.)
- Authenticate by entering verification code that is generated to your phone via phone call. You will have to press “#” to receive 6-digit access code. Press # to repeat.
- Create new username. A notification email will be sent about the password change.
- Create new password. A notification email will be sent about the password change.

My Settings Page - Important next step

- Add additional phone numbers including cell phone. Enable texts.
- Setup Alerts and Notifications.

The screenshot shows the Clinton Savings Bank Business Online Banking interface. The top navigation bar includes links for Notifications, My Settings, Help, Support, and Logout. The main navigation menu includes My Accounts, Move Money, Additional Services, and Reports. The secondary navigation menu includes Transfers, ACH/Wire Payments, Make a Transfer, Make/Collect a payment, Scheduled Transfers, Upload ACH pass-through file, Manage payment templates, and Scheduled payments. The My Approvals section shows two pending payments for PC Recurring Test. The Message of the Day section contains a red alert: "Please review your email and phone numbers in My Settings to ensure that this information is up to date. Thank you!". The interface also features a calendar for May 2021 and a numeric keypad.

Navigation and Access to Screens

Utility Navigation (Top right)

- My Settings
- Help
- Support
- Logout

Top Navigation

- My Accounts
- Move Money
- Additional Services
- Reports



Navigation and Access to Screens (cont.)

Secondary Navigation

- Move Money – Transfers
 - Make a Transfer.
 - Scheduled Transfers.
- Move Money – ACH/Wire Payments
 - Make/Collect a Payment.
 - Upload an ACH Pass Through File. (If Applicable)
 - Manage Payment Templates.
 - Scheduled Payments.
 - Import Recipient Information.
 - Manage Import File Definitions.
- Additional Services
 - Manage Users.
 - BillPay. If applicable
 - Online Statements.
 - Stop Payment.
 - Alerts & Notifications.
- Reports

My Settings

Update Security Options

- Add additional phone number.
- Enable texts

Account Nicknames & Alerts/Notifications

- Account nicknames.
- Setup alerts and notifications.

My Accounts

- My accounts section. (Left side of page.)
- Tax ID dropdown selection. (Displays for companies with Multi-TIN setups.)
- Make a transfer.
- Quick peek.
- Accounts are displayed in each section:
 - Deposit accounts – Checking/Savings/Money Market.
 - Loan accounts – Loans.
- My Approvals. (Center of page, displayed for approvers only.)
- Calendar section. (Right side of page.)

Account History Page (Main Page)

Account History

Banker Test Corporation

Small Business: *4044 Available** \$7.39

Account Details Current \$7.39

Transfer Export Print

< Apr 26, 2021 - May 5, 2021 10 days > Narrow by items containing: e.g. AT&T, check, 5.00

Date	Description	Amount	Balance
04/26/2021	External Deposit BANKER TEST / CORP - PC CCD DB	\$0.04	\$7.39
04/26/2021	External Deposit BANKER TESTING / BETEST - PAYROLL	\$0.59	\$7.35
04/27/2021	External Withdrawal BANKER / TESTING L - PC RECUR TEST RECURRING ACH 98 7854	-\$0.06	\$6.85
04/27/2021	External Deposit BANKER TESTING / L - PAYMENT TEST ADDENDA	\$0.26	\$6.91
04/27/2021	External Deposit BANKER TESTING / L - PAYMENT TEST ADDENDA	\$0.27	\$6.05
04/27/2021	External Deposit BANKER TESTING / BETEST - PAYROLL	\$0.59	\$0.38

< older newer >

** This balance may include overdraft or line of credit funds.

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Account History Page (Main Page) (cont.)

- Account toggle – Confirm account history changes to newly selected account.
 - Transaction history – History for selected account displays.
 - Transaction history sort – History for selected account is sorted by selected column.
 - Date range sort.
 - Make a transfer.
 - Export history – Click “Export.”
 - Print account history – Click “Print.”
 - Account details.
 - Balance Section – Running balance. (Right side of page.)
 - Calculator – (Right side of page).
-

Transfers (Move Money > Transfers)

My Accounts Page

Make a Transfer (If Applicable)

- Setup one-time same day transfer funds between accounts with the **same TIN**.
- Setup future dated transfer between accounts with the **same TIN**.
- Setup recurring transfers between accounts with the **same TIN**.
- Setup transfer to make a CSB loan payment between accounts with the **same TIN**.

Scheduled Transfers (If Applicable)

- Scheduled transfers are displayed.