# FS B FIRST STATE | BANK

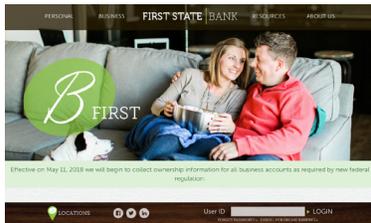## Hometown Values Since 1910

# Online Banking Guide

574-825-2166
www.BFirst.bank

## Enrolling in Online Banking

**1** Visit www.BFirst.bank (.com **NOT** needed!)

To enroll, click on the **'Enroll for Online Banking'** beneath the login User ID box.
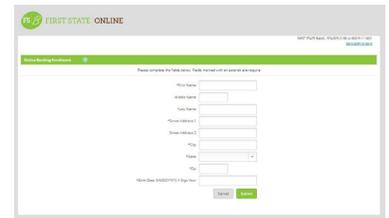
**2** Review the 'Before you get Started' and click 'I Agree' button:

**3** Now enter your Social Security Number, Account Number, and Email address that we have on file:

**4** Once you have filled in all asterisked fields, click submit and an email will generate to give you your online banking ID. Make sure to log right back in and set up your options.
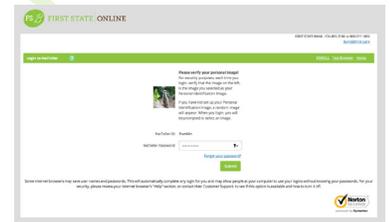
## Accessing Online Banking

**1** If already enrolled, enter your User ID, click the Enter key or the word **LOGIN**.
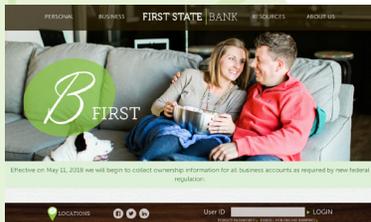
**2** The next page is for entering your password. If you cannot remember your password, you will be locked out of online banking after 3 failed attempts. If this happens you will need to call First State Bank.
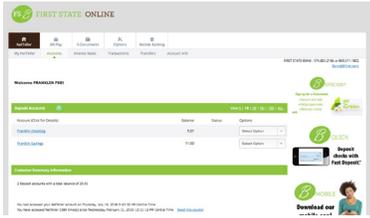
**3** Make sure your chosen picture populates, this will ensure the login is going smoothly.

To utilize the 'Forgot Password', refer to the **Options** tab for set-up and activation.

Goshen • Elkhart • Middlebury • Mishawaka • South Bend

# NetTeller Accounts

The **NetTeller** tab is access to all of your accounts and any details you may need.



- **My NetTeller** tab is a summary 360 view of everything on one page. You can customize it to fit your needs.

- **Accounts** tab focuses on your accounts and any details you may need.
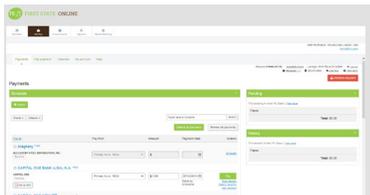
- **Interest Rates** tab will display our current rates for FSB products.

-**Transactions** tab allows you to View, Download, and/or Search your transaction history.

-**Transfers** tab allows you to transfer money between your FSB accounts and make loan payments.

# BillPay

The **BillPay** tab allows you to pay all of your bills without writing a single check!



Enter the company, bank, or person you would like to pay, create a payment and the rest will be completed for you.

Use underlined links on this page to get more information.

There are options for researching bills paid, viewing pending payments, and even a customer service number for assistance.

# E-Documents

E-Documents handles all of your statements and notices with quick and easy viewing.
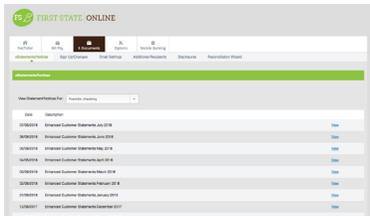


It also ensures the waiving of the paper statement fee.

Customizations are available for how and what you receive in the E-Documents tab. You can choose the accounts you receive notices and statements for, where you would like email notifications to be sent, and a convenient Reconciliation Wizard is available to help you balance.

# Options

This tab allows you to change any of your personal information and settings.

**1** On this page, **personal information** such as email address, cell phone number, user name and password as well as your watermark picture can be changed.
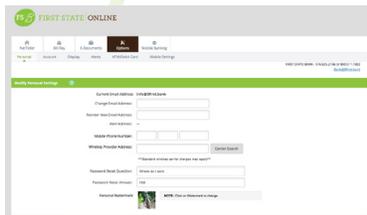


**2** Additional customizations allow you to nickname your accounts, choose how may accounts display, how many transactions display, set up **alerts**, view/change status of your debit card, and change mobile settings.