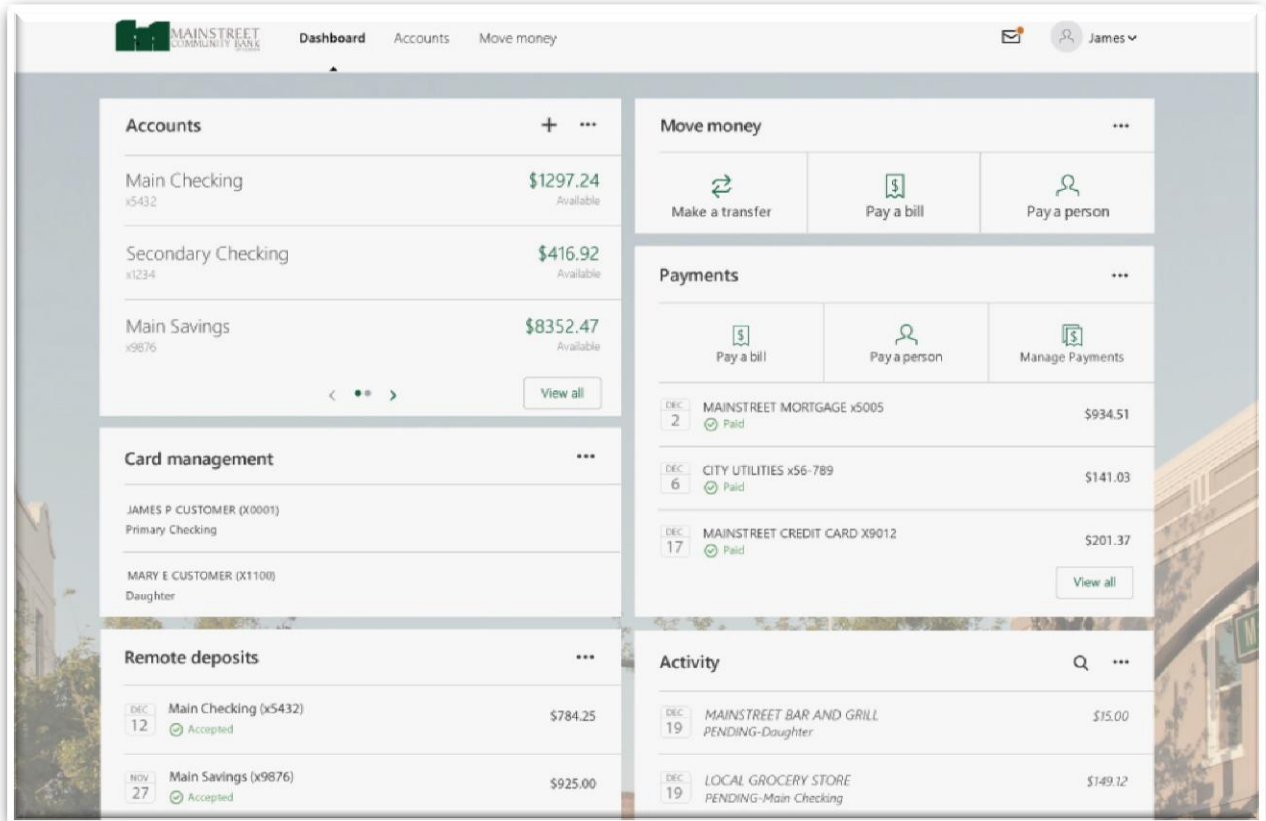# Welcome to Mainstreet Community Bank's Online Banking!

This document will provide some tips to help you navigate through online banking.

TRANSACTIONS

Click the name of a specific account to view transactions. You will have the option to Download, Print or Search transactional activity.

ESTATEMENTS

Click the name of a specific account for eStatements, then click Documents for the option to view, make changes or add additional recipients.
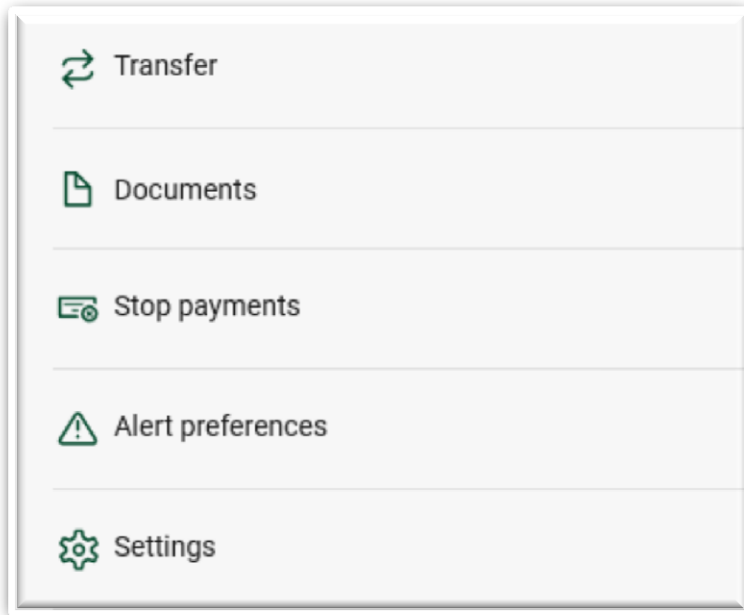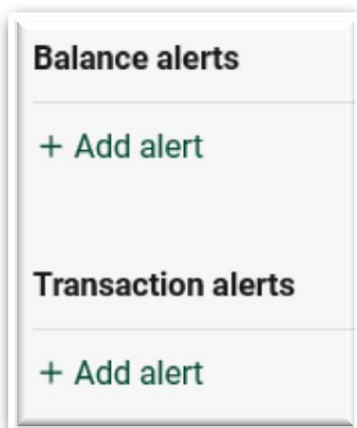

STOP PAYMENTS

Click the name of a specific account for Stop Payments. This is listed in the same section as Documents.

ALERTS

Edit your alert preferences by clicking the name of a specific account, then Alert Preferences. You can add Balance and Transaction alerts.
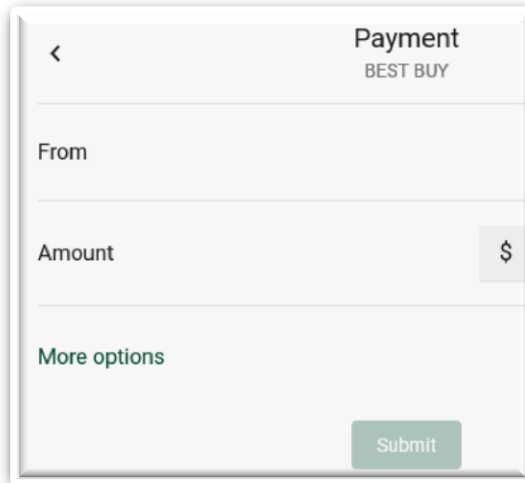
MOVE MONEY

Click in the section titled Move Money, from the Dashboard, for quick access to transfer money, pay a bill or pay a person.
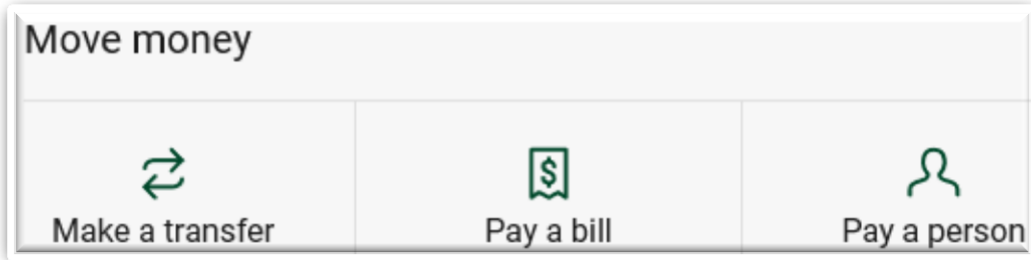
PAYMENTS

The Payments section gives you the option to Pay a bill, Pay a person or Manage Payments.

- **Pay a bill** – gives you quick access to make single payments
  - Click on More Options to edit the frequency, the send date or add a comment

- **Pay a person** – gives you quick access to make single payments to payees set up as individuals
  - Click on More Options to edit the frequency, the send date or add a comment

- **Manage Payments** – The Manage Payments tab will link to the full bill pay site where you can *add payees, set up single/recurring payments or pay multiple payees at a time*. When payments are scheduled through Manage Payments, the user is provided with a confirmation number.

EXTERNAL TRANSFERS

To create an External Transfer, click on Make a transfer under the Move Money section on the Dashboard. Follow the prompts to create your external account. You will verify your account by confirming the two deposits that will be sent. Once the deposits have been verified, you will be able to initiate an external transfer.
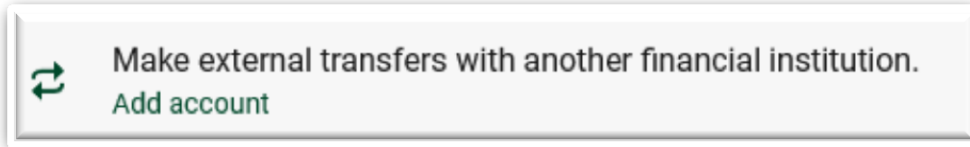
CARD MANAGEMENT

Click on a specific card in the Card Management section to report your card lost or stolen or add alerts and protection. From the Alerts and Protection section, you will have options to block or limit certain types of transactions. Be sure to click Save to confirm your selections.
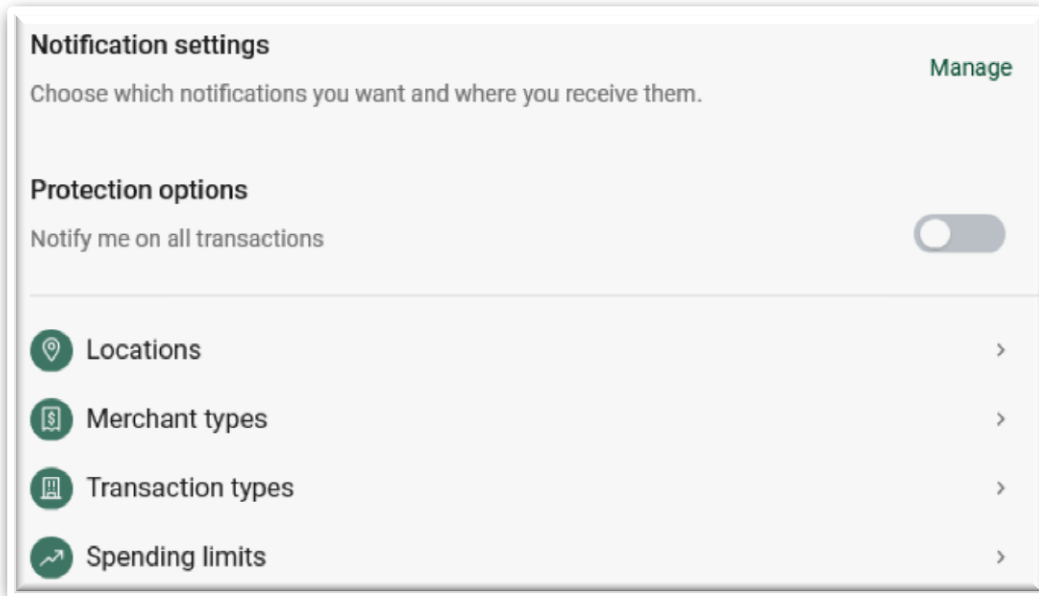
MESSAGES

If you have any questions, you can reach out securely to customer service through messages. Just click the bubble with the plus sign to start your conversation.