

Bank of Advance



Free 24-Hour Access

Member FDIC Equal Housing Lender

@ Account Access

Enter the 12-digit ID assigned by the bank and click **Submit**.

Verify that your Personal Image is correct, enter your password, and click Submit.

*you will be prompted to change your PIN/Password and select your Personal Image the first time you log in.

\$ Viewing Transactions

Select **Transactions** from the drop-down menu next to an account.

Transaction History is available for # days.

Transaction List Options:

- ✓ Choose Number of Transactions Displayed
- ✓ View Check Images
- ✓ Sort Columns to Customize View

Transaction Search

Select **Search** from the Transaction sub-menu to search transactions by date, dollar amount, credit, debit, or check number.

⚡ Transferring Funds

Select **Transfers** from the drop-down menu next to an account. Select "New" Transfer.

Select the **From** and **To** accounts from the drop-down menus. Enter the Transfer Amount, Frequency, and Date of the Transfer. Click **Submit** to complete the transfer.

Pending and Completed Transfers

Select **Pending Transfers** to view, edit, or delete a scheduled transfer.

Transfer History lists completed transfers. Transfer history is available for # days.

📄 Viewing Statements

Select **Statements** from the drop-down menu next to an account.

Statements are available in PDF, HTML, and Text formats.

Statement history is available for # days.



Transaction Download

Select **Download** from the drop-down menu next to an account.

Account Name	Balance	Status	Quick Link Options
My Checking	\$345.96	Open	Download
My Savings	\$2,908.33	Open	Select Option

Choose the **Download Range** and **Format** and click **Submit**.

Download Transaction

Note: * Required field

Download Transactions for Account: My Checking

* Select Download Range: Select Option

* Select Download Format: Select Option

Submit Cancel

How Do I get Online Banking?

Log on to our website:

www.bankofadvance.com

Leave the ID box empty, click **Start**. In the top right of the screen click **Enroll**.

OR

Print an application off of the website and drop by, mail or fax it to:

Bank of Advance
PO BOX 400
Advance Mo 63730

Fax: 573-722-3527

A Customer Service Representative will contact you by phone to complete the application process.

For other questions contact the Online Banking Department at 573-722-3517 or email us at

onlinesupport@bankofadvance.com

Don't forget to sign up for BillPay. **It's Free.**



Options

- ✓ Change **Personal, Account, and Display** Settings.



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. (Click account and drop in desired spot)

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

- ✓ Text-based 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.
- ✓ 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.
- ✓ For your increased security, it is necessary to write a one-time "cookie" to your computer at login. Please accept this cookie to continue your online banking session.

Password Self Reset

You must set up a Personal Question and Personal Answer on the Options page before using Password Self Reset.

When locked out of Online Banking, click Start then Reset Password. Fill in the following:

- * Online Banking ID
- * Email address on file with the bank
- * Answer to your Personal Question
- * Email subject (this email will be sent to you)

You will receive an email with a link to complete the reset process. The link is only valid for 2 hours.