

## Options

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



## Personal

- Update E-mail Address
- Update ID\*  
\*create an ID to use instead of the 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

- 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.

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.



- Berne Main 260 589 2151
- Berne Branch 260 589 2670
- Decatur 260 728 2727
- Decatur East 260 728 2324
- Bluffton 260 824 9982
- Portland 260 726 2133
- Van Wert 419 232 2222

[bankofberne.com](http://bankofberne.com)

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## Online Banking Guide



## Account Access

Go to bankofberne.com.  
Login to Your Account  
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.

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

Transaction History is available.

Date	Pst/Check No	Description	Debit	Credit	Balance
05/30/2007	5689497	Payroll		\$2,165.36	\$4,669.74
05/30/2007	5656	Check 5656	\$125.00		\$2,504.38

Transaction List Options:

- Choose Number of Transactions Displayed
- View Check Images
- Sort Columns to Customize View
- Switch Between Accounts

## 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.

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

Select the **From** and **To** account from the  
drop-down menus. Enter the transfer  
amount, frequency, and date of the transfer.  
Click **Submit** to complete the transfer.

## Pending and Completed

Select Pending Transfers to view, edit, or  
delete a scheduled transfer.  
Transfer History lists completed transfers.

## Viewing Statements

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

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

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

## Stop Payments

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

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

Fill in the required fields and click **Submit**.



You must contact  
the bank to edit  
or remove a  
Stop Payment.  
Stop Payment  
fees will be  
automatically  
deducted from  
your account  
in accordance  
with the terms  
of your account.

## 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**.