



Online Cash Manager

Online Banking Basics Guide

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Getting Started

New User Login

Welcome to Mission Bank! Our website is www.missionbank.bank.








New users to Online Cash Manager will receive a setup email from Mission Bank containing a secure link for them to establish their login ID and create a password.

Once your user credentials are established, you will be prompted to complete the setup steps, such as selecting a security image and choosing and answering security questions.

New users have seven days to select the link in the email and establish credentials, or the link becomes inactive.

Menu Bar Options

All available menu options are displayed below; however, individual users' options could vary based on the entitlements set by the company administrator.

 NetTeller	 Bill Pay	 Users & Reports	 eStatements	 User Guides	 Options	 Mobile Settings
My NetTeller	Accounts	Interest Rates	Transactions	Transfers	Stop Payments	Remote Deposit

NetTeller: Access accounts, view activity, make transfers and navigate to remote deposit without need for a separate login.

Bill Pay: If activated by a company administrator, Business Bill Pay features include the ability to schedule single or recurring payments and transfers, manage users and payees.

Users & Reports: Administration of users (company administrators only) and account position reporting.

eStatements: If activated by a company administrator, electronic statements and notices with images are available to save or print.

User Guides: Information on using the services available through Online Cash Manager.

Options: Manage your profile, account settings and display options, establish alerts, cancel or activate an ATM/debit card, and enroll in mobile banking.

Mobile Settings: Company administrators can enroll for access to the Mission Bank mobile app.

NetTeller Tab Features

Landing Pages

There are two landing page options in the NetTeller module. The system defaults to the Accounts listing page, but if you prefer, My NetTeller can be your landing page.

The *Accounts* page lists all deposit and loan accounts, and navigation can quickly be managed from the options window to the right of each account.

Mission Bank 888-965-7783 (regular banking hours) | 24-Hour Voice Response 877-507-5355 | Lost/Stolen Debit Card 888-297-3416

Welcome **DAISY MARIE DUCK!**

Deposit Accounts ? View 5 10 20 50 100 ALL			
Account (Click for Details)	Balance	Status	Options
General Account	\$4.51		Select Option ▾
Savings Account	\$6.50		Select Option ▾

Loan Accounts ? View 5 10 20 50 100 ALL			
Account (Click for Details)	Balance	Status	Options
Loan Account	\$0.00		Select Option ▾

My NetTeller is a dashboard view that gives the user key information at a glance via widgets they can choose, organize, and configure. Simply check the *Set As Start Page* box, configure your preferences, and save your choices.

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Set As Start Page | [Configure This Page](#)

GoTo ⚙️ ✕

- [New Transfer](#)
- [Personal Settings](#)
- [Transactions](#)
- [Search Transactions](#)
- [Alerts Main](#)

My Accounts ⚙️ ✕

Name	Balance	View
S Savings Account	\$6.50	Info
D General Account	\$4.51	Info

Scheduled Transfers ⚙️ ✕

No scheduled transfers found.

Recent Transfers ⚙️ ✕

No recent transfers found.

Electronic Documents ⚙️ ✕

No statements are available.

Recent Transactions ⚙️ ✕

No recent transactions for your selected accounts and filter in the last 30 days. Use the 'Configure Settings' icon above to select your transactions to view.

Welcome

DAISY MARIE DUCK
DaisyDuck@email.com
[Change](#)

Last Login:
03/08/2022 - 02:30:48 PM

Did You Know ⚙️ ✕

...this page can be set as the first page you come to every time you log in?
[Find out more...](#)

Transfer ⚙️ ✕

Transfer \$:

From:

To:

Please Note: If new accounts are added to the company profile, widgets may need to be configured to display the additional account. Any widget displaying a settings icon in the upper right corner can be configured by the user.

Transactions and Download Options

Online banking transaction history is stored for three months. There is a “View Range” option that allows the user to choose the amount of data that is displayed. The default transaction display is 30 days, but the user can choose a different date range under Options>Display on the main menu bar.

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[Current Transactions](#) | [Download](#) | [Search](#)

All Transactions ? ⚙️ ✕

Display Range: [Since Last Statement](#) | [7 Days](#) | [15 Days](#) | [30 Days](#) | [All](#)

Display Transactions for:

Current Balance: \$4.51
Available Balance: \$4.51

Date	Ref/Check No	Description	Debit	Credit	Balance
03/02/2022		REVERSE MONTHLY SERVICE CHARGE		\$28.55	\$4.51
02/28/2022		ACCOUNT ANALYSIS CHARGE	(\$28.55)		(\$24.04)
02/22/2022		Transfer CH x7878 to CH x0130 TMID:97d46ddd-fae0-4 test	(\$0.01)		\$4.51
02/22/2022		Transfer CH x0130 to CH x7878 TMID:e3bae15b-eeff-4		\$1.00	\$4.52
12/16/2021		Transfer CH x7878 to CH x0130 TMID:fa1792ea-4e53-4	(\$0.03)		\$3.52
12/16/2021		Transfer CH x7878 to CH x0059 TMID:bd77bad6-674e-4	(\$0.02)		\$3.55
Totals:		Transactions: 6	Debits: (\$28.61)	Credits: \$29.55	

[Print](#)

Transactions can be sorted by clicking on the column header. Columns available for sorting are Date, Ref/Check No., Debit and Credit.

The list of transactions can be printed directly from the detail screen, or *Download* can be chosen from the menu to export transactions to Quicken®, QuickBooks™, a spreadsheet or a text file.

Transfers

Quick transfers can be made between enrolled accounts from the My NetTeller landing page or from Transfers on the menu bar.

Please Note: When transferring to a loan account, “Transfers” from the menu, not the widget, must be used so that the correct payment type – regular payment, principal payment, or interest – can be selected under “Payment options.”

The screenshot shows the 'New Transfer' form in the NetTeller interface. The top navigation bar includes 'NetTeller', 'Bill Pay', 'Users & Reports', 'eStatements', 'User Guides', 'Options', and 'Mobile Settings'. Below this is a secondary menu with 'My NetTeller', 'Accounts', 'Interest Rates', 'Transactions', 'Transfers', 'Stop Payments', and 'Remote Deposit'. The 'Transfers' menu item is active, and the 'New' tab is selected. The form itself is titled 'New Transfer' and has a green header bar with a question mark icon and buttons for 'Schedule', 'Review', and 'Finish'. The form fields are as follows: 'Transfer funds from' is set to 'General Account' with 'Available Funds: \$4.51' displayed; 'Transfer funds to' is a dropdown menu currently showing 'Select one...'; 'Payment options' is set to 'None'; 'Transfer amount' is a text input field with a dollar sign prefix; 'Frequency' is set to 'One Time'; 'Transfer Date' is set to '03/08/2022' with a calendar icon; and 'Transfer Memo' is an optional text input field. A 'Submit' button is located at the bottom right of the form.

Stop Payments

Online stop payments are valid for six months. Stop payments can only be placed on checks written on an account. Call your nearest Mission Bank office to place a stop payment on an electronic transaction.

If the check to be stopped was issued through Bill Pay, a stop payment request must be placed in Bill Pay using the edit function for that transaction (see the Business Bill Pay Guide for detailed instructions).

NetTeller	Bill Pay	Users & Reports	eStatements	User Guides	Options	Mobile Settings
My NetTeller	Accounts	Interest Rates	Transactions	Transfers	Stop Payments	Remote Deposit
New	Current	Mission Bank 888-965-7783 (regular banking hours) 24-Hour Voice Response 877-507-5355 Lost/Stolen Debit Card 888-297-3416				
<p>Stop payments placed here are only for checks you have written. Checks issued through Bill Pay must be stopped within Bill Pay. If you wish to place a stop payment on an electronic transaction, please contact your nearest Mission Bank location.</p>						
<p>New Stop Payment Enter Review Finish</p>						
<p style="text-align: center;">* Indicates Required Field</p> <p>Add Stop Payments for Account: <input type="text" value="General Account"/></p> <p>* Check Date: <input type="text" value="03/08/2022"/> Print 23</p> <p>* Start Check Number: <input type="text"/></p> <p>End Check Number: <input type="text" value="(optional)"/></p> <p>* Begin Amount: \$ <input type="text"/></p> <p>End Amount: \$ <input type="text" value="(optional)"/></p> <p>* Payee: <input type="text"/></p> <p>Remarks: <input type="text" value="(optional)"/></p>						

Options Tab Overview

The Options tab allows users to manage their personal profile, their display options, and set alerts for themselves.

Personal Settings

Users can update their profile by making changes to their email address, user login ID, and user password. Passwords are valid for a period of one year.

Each user should complete the Password Reset Question and Password Reset Answer so a self-reset can be done if the password is forgotten or the user is locked out of the site. The company administrator can also reset user passwords.

NetTeller Bill Pay Users & Reports User Guides Options

Personal Display Alerts

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Modify Personal Settings ?

Current Email Address: D Duck@emailaddress.com

Change Email Address:

Reenter New Email Address:

Alert Address: --


Mobile Phone Number:

Wireless Provider Address:

****Standard wireless carrier charges may apply****

Password Reset Question:

Password Reset Answer:

Personal Watermark: 

Modify Login Information

~~Online Banking Wire Password:~~

~~Enter Current~~

~~Enter New~~

~~Enter New Again~~

Online Banking ID: DonDuck

Enter New

Online Banking Password:

Enter Current:

Enter New

Enter New Again

Alerts

Alerts are a very effective way of managing or monitoring certain activities in the accounts. They are set up by individual users and the user has their choice of delivery methods for alerts: email, at login, or text message.

Please Note: If a mobile phone number is not associated with the user profile, the text option will not be available.

Your email address and/or mobile phone number and mobile carrier for Alerts are managed in Personal Settings. We encourage you to explore and use alerts.

NetTeller	Bill Pay	Users & Reports	User Guides	Options
Personal	Display	Alerts		
Alerts Listing	Events	Balance	Item	Personal
Mission Bank 888-965-7783 (regular banking hours) 24-Hour Voice Response 877-507-5355 Lost/Stolen Debit Card 888-297-3416				
Current Event Alerts ?		Edit Event Alerts		
When the following Occurs:		Alert Me:		
Email Address Change		When I Log In		
Receiving Incoming ACH Debits		With an Email and via Text Message		
Current Balance Alerts ?		Add Balance Alerts		
When Balance In:	Goes:	Amount:	Alert Me:	Edit Alert Delete Alert
There are currently no Balance Alerts set up.				
Current Item Alerts ?		Add Item Alerts		
When An Item clears:	Account:	Alert Me:	Edit Alert Delete Alert	
There are currently no Item Alerts set up.				
Current Personal Alerts ?		Add Personal Alerts		
On the Following date:	Remind me of:	Alert Me:	Edit Alert Delete Alert	
There are currently no Personal Alerts set up.				