

# CORTLAND BANKS



## Account Access

Enter the **12-Digit ID** assigned 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.*



NetTeller ID

## Viewing Transactions

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

Deposit Accounts	Balance	Status
My Checking	500.00	Select Option
My Savings	8,000.00	Select Option
Kiddie Savings	2,000.00	Select Option

Transaction History is available for 92 calendar days.

View Transactions for: My Checking

Current Balance: 500.00  
Available Balance: 500.00

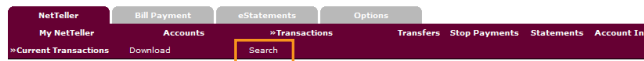
Date	Ref/Check No.	Description	Debit	Credit	Balance
03/20/2012		TARGET NATL BK BILL PAY ACH Entry Memo Posted Today	(1,500.00)		650.00
01/20/2012		Bill Pay Trans to Credit Relation	(50.00)		600.00
01/19/2012		CASH AWARD DISCOVER PPD		50.00	700.00
01/18/2012		View Image CHECK	(50.00)		650.00

### Transaction List Options:

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

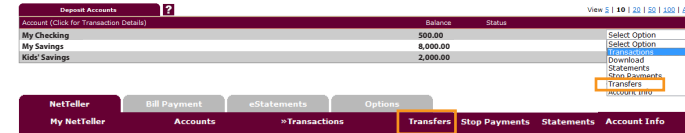
## Transaction Search

Select **Search** from the Transactions 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 or while in transactions in the maroon bar.



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.

Transfers made after 7:00pm may be on the next business day. When making loan payments, additional principal payments should be a separate transaction.

Transfer Funds

\* Transfer funds from: My Checking Available Funds: 500.00

\* Transfer funds to: Select option...

\* Payment options: None

\* Transfer amount: .

\* Frequency: One Time

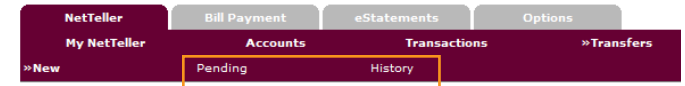
\* Transfer Date: 01/20/2012

Transfer memo:

## Pending and Completed Transfers

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

**Transfer History** lists completed transfers. It is available for 365 days.



## Viewing Statements

By enrolling in **eStatements** NetTeller Online Banking customers can view their statements and notices online for 18 months. eStatements is a complimentary service you can enroll in today. You'll receive an email when your eStatement is ready.

Select the **eStatements** tab from the menu bar in NetTeller Online Banking.

*Please refer to the eStatement brochure for setup details.*



