

# Online Banking Guide

www.RangeBank.com

1.906.475.4151



Visit [www.RangeBank.com](http://www.RangeBank.com) and choose Online Banking.

Enter your ID & Password in the appropriate fields and click submit.

\*initial password will be assigned by bank. You will be prompted to change your Password on your first login.

A list of your accounts and a drop-down menu of activities for each account will display.

\*some options may not be available or may require additional fees

Account Listing	Account (click for details)	Balance	Status	Select Activity ...
	Checking	2,000.00		Transactions
	Savings	5,000.00		Download
				Stop Payments
				Transfers
				Statements

A list of your accounts and a drop-down menu of activities for each account will display.

\*some options may not be available to all customers or may require additional fees.

Select **Transactions** from the drop-down menu to the right of the account, or click the Transactions tab on the Menu Bar.

To view other transactions, use the **View Transactions Since** drop-down menu.  
To view a check image or deposit, click the link in the Check # column.

Enter the search criteria and click Submit.

Select **Search Transactions** from the View Transactions Since drop-down menu.



From Date	1/01/2006	OR	Sort By	Date
To Date	1/31/2006	OR	Then By	
Begin Amount		OR	Then By	
End Amount		OR	Then By	
Start Check Number			Sort Order	<input type="radio"/> Ascending <input checked="" type="radio"/> Descending
End Check Number			View	Credits and Debits
<input checked="" type="checkbox"/> Include Checks <input checked="" type="checkbox"/> Include Electronic Transactions				
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>				

Search for a Transaction

## Transferring Funds Between Accounts

Select **Transfers** from the drop-down menu to the right of the account, or click the Transfers tab on the Menu Bar.

To Account	Amount	Frequency	Scheduled Date	
Savings	\$150.00	One-Time	2/1/2006	View Edit Delete

Select an account from the **Add Transfer From** drop-down menu on the right.

Transfer funds from:  Available Funds: \$811.73  
 Transfer funds to:   
 Payment options: None  
 Amount to transfer:   
 Frequency:   
 Date:   
 Memo:

**Transfer Funds Confirmation**

Transfer funds from: Checking  
 Transfer funds to: Savings  
 Payment options: None  
 Amount to transfer: 100.00  
 Frequency: One Time  
 Date: 3/2/2006  
 Memo:

Select the **Options** tab from the Menu Bar.

### Personal Options

Personal Options Reset Login Count

Change:  Current  New

4-8 digit, AlphaNumeric Password (enter twice)

Personal ID:

Change E-mail Address:

Personal Question:

Personal Question Answer:

### Alerts

**Event Alert Options**  
 No Event alerts have been set up.

**Balance Alert Options**  
 Note: Maximum of 15 Balance Alerts  
 No balance alerts have been set up.

**Item Alert Options**  
 Note: Maximum of 15 Item Alerts  
 No item alerts have been set up.

**Personal Alert Options**  
 Note: Maximum of 15 Personal Alerts  
 No personal alerts have been set up.

### Change your Password

### Add or Change your Personal ID

\* A Personal ID is an ID to use instead of your 12-digit ID, and can contain letters and numbers.

### Update your e-mail address

### Establish your Personal Question & Answer

\*used for Password Self-Reset Option

If your password becomes locked, click the Reset Password link on the login page and complete the fields. An email will be sent to you to complete the unlock process.

Click 'Edit' or 'Add' to establish a new alert. When the activity occurs an alert will display on the NetTeller Account Listing page.

## Viewing Statements

### Online Banking Options

Select **Statements** from the drop-down menu to the right of the account, or click the **Statements** tab on the Menu Bar.