

# FNB WEB BANKING™

## User Guide



### Account Access

#### Existing Users

Enter your FNB ID and password and click **Login**.

FNB ID

FNB Password  [Change Password](#)

#### First Time Users

Enter the 12-digit ID and password assigned to you and click Login – You will be prompted to change your password the first time you login.

### Viewing Transactions

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

Deposit Accounts  View: 5 | 10 | 20 | 50 | 100 | ALL

Account (click for details) Balance: 124.83 Status: **Transactions**

[Per Ck](#)

Transaction History is available for 7, 15 or 30 days, or since last statement.

View Transactions for: [Per Ck](#)

Current Transactions					
Date	Ref/Check No.	Description	Debit	Credit	Balance
05/30/2008	569497	Payroll		\$2,165.36	\$4,869.74
05/30/2008	5656	Check 5656	\$125.00		\$2,504.38

#### Transaction List Options:

- ✓ Choose Number of Transactions Displayed
  - ✓ View Check Images
  - ✓ View Available Funds
- ✓ Switch Between Accounts

### Transaction Search

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

Accounts **Transactions** Transfers Stop Payments

» Current Transactions Download **Search**

### Transferring Funds

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

Deposit Accounts  View: 5 | 10 | 20 | 50 | 100 | ALL

Account (click for details) Balance: 124.83 Status: **Transfers**

[Per Ck](#)

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.

Transfer Funds  Schedule Preview Finish

\* Denotes required field

\* Transfer funds from: [Per Ck](#) Available Funds: 124.83

\* Transfer funds to: Select option...

\* Payment options: Make regular payment to loan

\* Transfer amount:

\* Frequency: One Time

\* Transfer Date: 10/29/2008

Transfer memo:

### Pending and Completed Transfers

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

**Transfer History** lists completed transfers.

Accounts **Transactions** Transfers Stop Payments

» New **Pending** History

### Viewing Statements

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

Deposit Accounts  View: 5 | 10 | 20 | 50 | 100 | ALL

Account (click for details) Balance: 124.83 Status: **Statements**

[Per Ck](#)

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

Statement history is available for 90 days.

View Statements for: [Per Ck](#)

View Statements		
Statement Date:	Description:	Select Format to View:
08/26/2008	This is your statement	Select option...
06/24/2008	This is your statement	Select option...

## Stop Payments

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

The screenshot shows a table of deposit accounts. The first row is highlighted. The 'Account (click for details)' column contains 'Per Ck'. The 'Balance' column shows '124.83'. The 'Status' column has a dropdown menu with 'Stop Payments' selected and highlighted with a red box.

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

The screenshot shows a form titled 'New Stop Payment'. It includes fields for 'Add Stop Payment for Account:' (Per Ck), 'Check Date:' (11/03/2008), 'Start Check Number:', 'End Check Number:', 'Begin Amount:', 'End Amount:', 'Payee:', 'Remarks:', and 'Remark2:'. There are 'Enter', 'Review', and 'Finish' buttons at the top right.

You must contact the bank to edit or remove a Stop Payment.

## Transaction Download

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

The screenshot shows a table of deposit accounts. The first row is highlighted. The 'Account (click for details)' column contains 'Per Ck'. The 'Balance' column shows '124.83'. The 'Status' column has a dropdown menu with 'Download' selected and highlighted with a red box.

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

The screenshot shows a form titled 'Download Transaction'. It includes fields for 'Download Transactions for Account:' (Per Ck), 'Select Download Range:', and 'Select Download Format:'. There is a 'Submit' button at the bottom right.

## Options

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

The screenshot shows a navigation menu with 'Main Menu', 'Bill Payment', 'Options', 'Display', and 'Alerts'. The 'Options' tab is highlighted.

## Personal Options

- ✓ Update E-Mail Address
- ✓ Update Password Reset Question
- ✓ Change Password

## Account Options

- ✓ Change Account Pseudo Names (nicknames).
- ✓ Edit order in which accounts are displayed.

## Display Options

- ✓ Edit number of Accounts displayed per page.
- ✓ Edit number of transactions displayed.

## Alerts\*

### Event Alerts

- ✓ Incoming ACH Credit
- ✓ Funds Transfer Information
- ✓ Statement Notifications

### Balance Alerts

- ✓ Notification of Account Balances

### Item Alerts

- ✓ Notification of Cleared Checks

### Personal Alerts

- ✓ Personalized Text-based alerts delivered on chosen date.

\*Alerts viewable upon login of FNB Web Banking™.

The screenshot shows a notification box with a red dot icon and the text 'You have 1 new alert...'. Below it is a navigation menu with 'Deposit Accounts' and 'Account (click for details)'. The 'Deposit Accounts' tab is highlighted.

## Security

As part of our FNB family, we work hard to protect your personal and financial information. When you login for the first time, you will be prompted to set up a series of questions and answers. Thereafter, the security questions may appear randomly to ensure your security. These enhanced methods of security, along with our existing protection, collaborate to provide you with a safer, more secure online experience.

## 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.



For questions and assistance, please contact Customer Service at 1-877-380-8573.