

# Customizing your C US Bank On-Line Banking

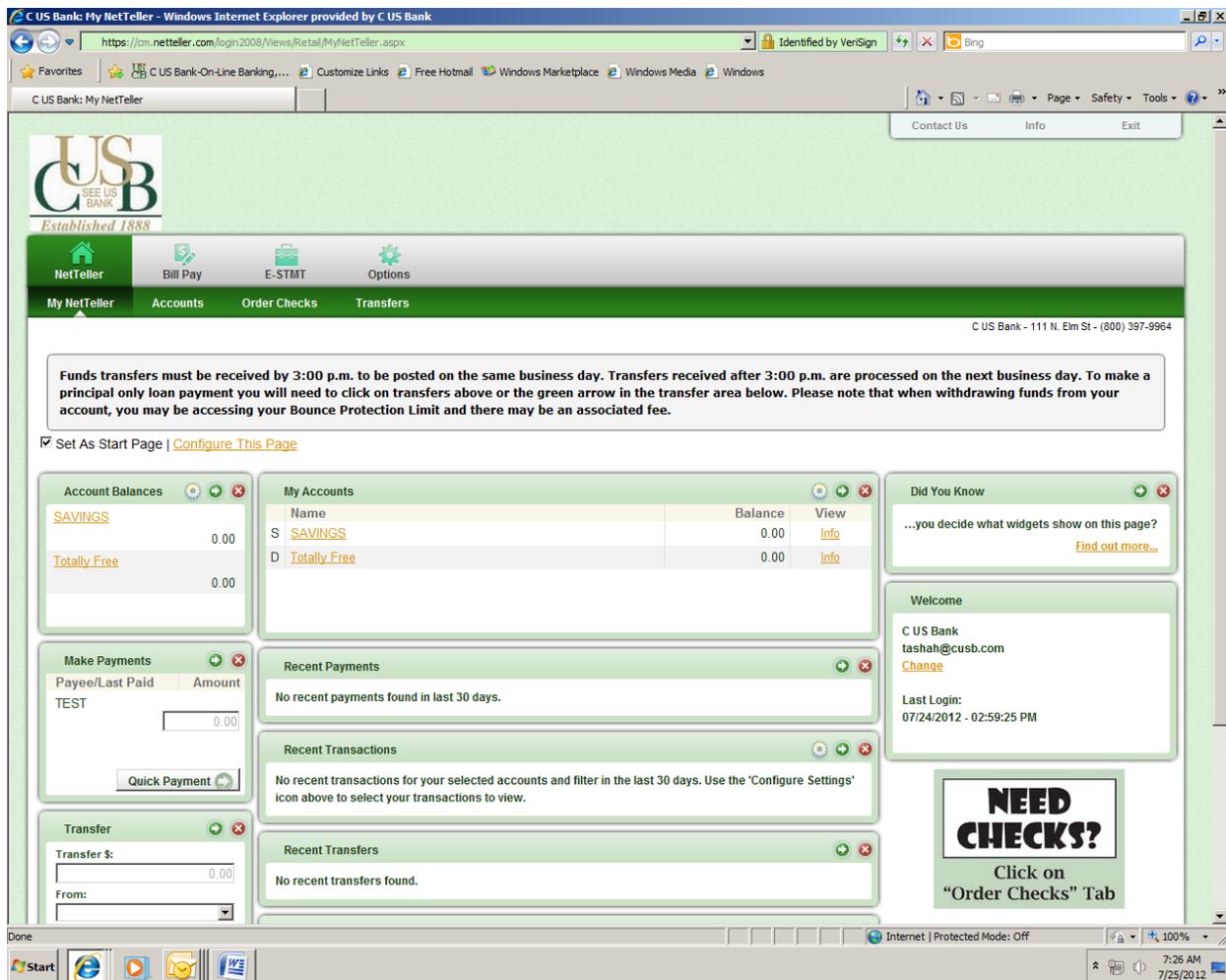
We are excited to roll out a new design for on-line banking.

If you want to change the look to fit your specific needs, follow this user guide. If you have any questions, please call us at (800) 397-9964.

## User Guide

Log in to on-line banking.

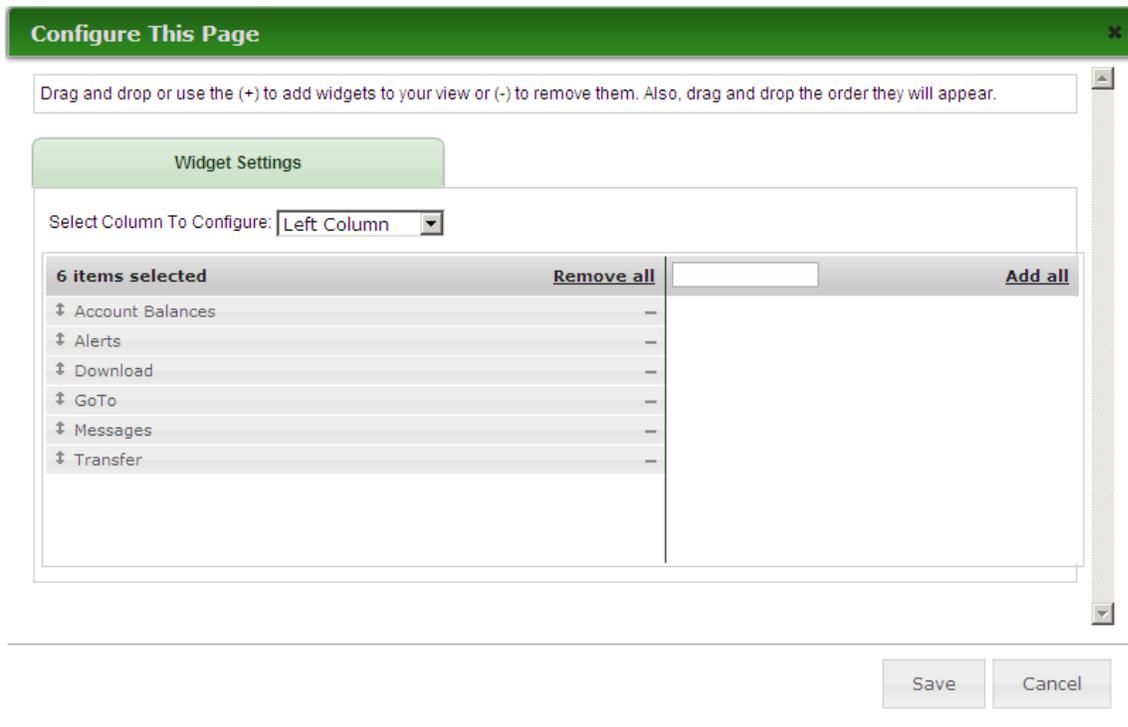
Your page will take a moment to load and will include a variety of information (called Widgets) that you can keep on this page or delete, depending on what you like.



You can now set up your page exactly as you would like to see it and will need to do some configurations. Configurable information will show a default message indicating that you should use the "Configure Settings" icon. You can configure all of the information on this screen or can do it

individually (see Widget icons below). Once you initially configure each heading, data will populate.

Click on: [Configure This Page](#) and the following screen will appear:



**Step 1:** Choose a column to work with from the **Select Column To Configure** drop-down field. The names of widgets (items) assigned to that column will appear below.

**Note:** *My NetTeller* has a Left, Center and Right column; *Payment Center* has a Left and Right column. The default selection is Left Column. Widgets are assigned into specific columns on the *My NetTeller* or *Payment Center* pages and cannot be reassigned to different columns.

**Step 2:** Review the widgets being displayed (left side of lightbox).

**Step 3:** Review the widgets not currently displaying (right side of lightbox).

**Step 4:** Add or remove widgets and change the order of display, if desired.

- The user can click **minus (-)** on individual widgets to remove that widget from view. The user can also click **Remove all** to eliminate all widgets from view. The removed widgets will then be listed on the right side of the lightbox for later addition.
- The user can click the **plus (+)** on individual widgets to display that widget. The user can also click **Add all** to display all widgets. The added widgets will then be listed on the left side of the lightbox.
- The user can **search** for a non-displaying widget by keying in the widget name. The search box is not case sensitive.
- The user can **click and drag** the displaying widgets to change the order.

**Step 5:** Return to Step 1 until all columns have been set up.

**Step 6:** Click **Save** to retain changes made to all columns. The **Configure This Page** lightbox will close and the *My NetTeller* or *Payment Center* page will reload to reflect the changes.

**OR you can configure each widget individually with the information below:**

Configuring each Widget:

Each section (widget) has the following three icons at the top of it:



=Configure the content of the widget

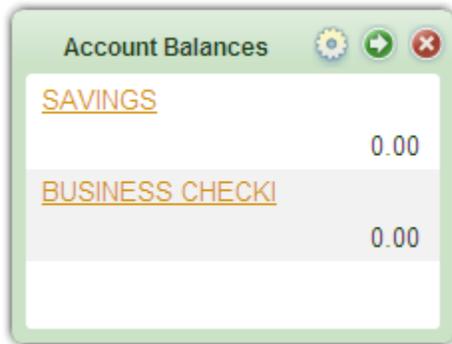


= Go to Corresponding Page

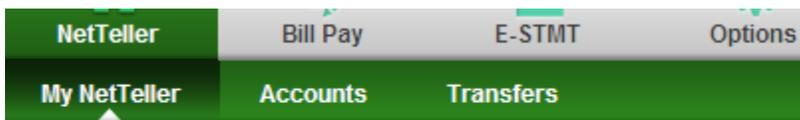


= Delete Information Widget (this will remove the widget from your screen)

After clicking Configure Account Balances, your account information should load. Here is an example:



Go through each widget to determine if you would like to see it on this initial page. Once you are finished doing so, click **Set as Start Page** (if this is the page you would like to see once you log in.) You can also set the Payment Center (information following) as your start page and can change that if you would like to.

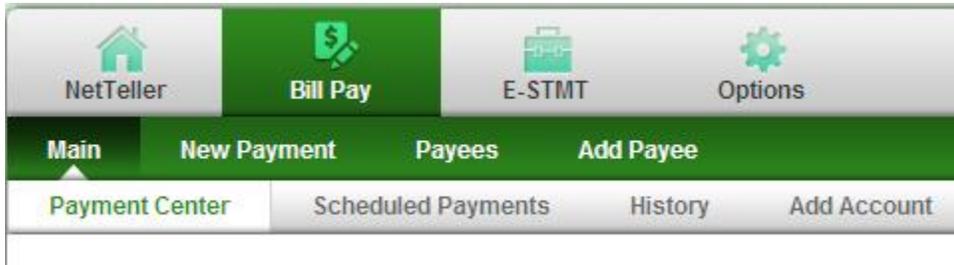


Set As Start Page | [Configure This Page](#)

If you do not “Set As Start Page” you will see the standard Account Listing page. If you leave this deselected, you will have to click on My NetTeller to access this page. If you choose “Set As Start Page” on the My NetTeller screen and decide to click “Set As Start Page” on your Payment Processing Screen, your new selection will trump the previous selection.

## Bill Pay Payment Center

If you currently have Bill Pay, you can customize how you view bill pay through the Payment Center, located under the Bill Pay tab in On-Line Banking.

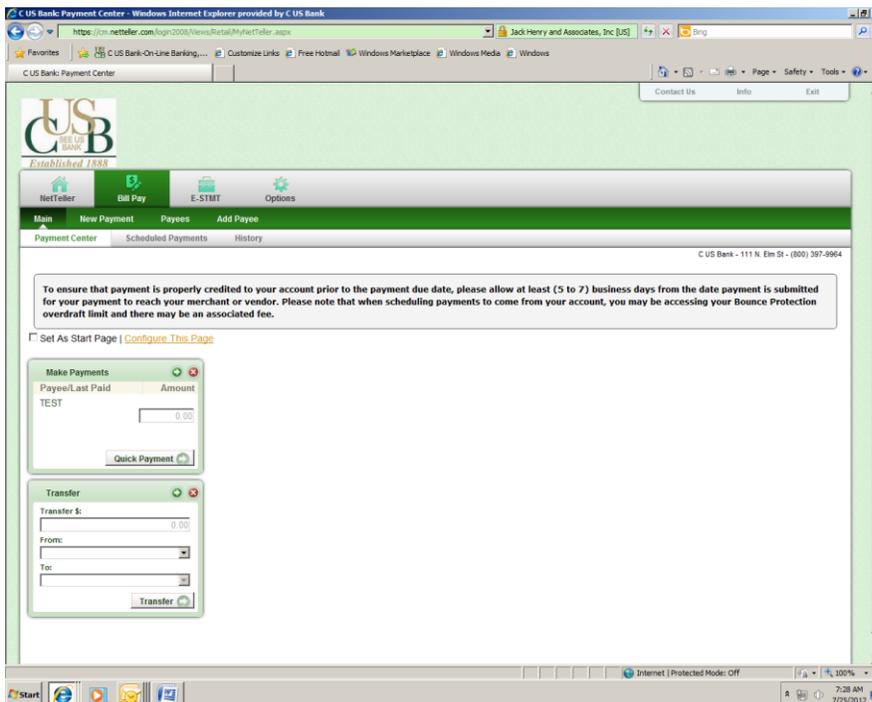


You must have at least one Payee before being able to access the Payment Center Option.

You will need to configure your bill pay widgets in the same way that you configured the My NetTeller widgets. Once you do, your data will populate.

You can choose to set the Payment Center as your start page by clicking:

Set As Start Page



If you have any questions or concerns, please contact us at (800) 397-9964.