Thank you for choosing Cleo State Bank Online Banking. If you are new here this document will go over all the tools that our site has to offer.

**Home:** When you log in you will be directed to the home page, here you are able to view any alerts you have placed on any of your accounts. You will also see a summary of all accounts linked to your Internet Banking account.

**Accounts:** If you click the accounts tab you will be able to choose any of your accounts and when you select one you will be able to view all transactions made on the selected account.

**Alerts:** If you click the alerts tab you will be taken to a page where you are able to set up for alerts to be sent to you if: 1. Your account info changes in any way like your password. 2. If your balance goes above or below a certain amount. 3. If certain transactions come into or out of your account. These alerts will be sent to whichever email you used to set up you Internet Banking account.

**Transfer:** If you have multiple accounts linked to your Internet Banking profile you will be able to view any upcoming transfers you have set up, or if you need you can directly transfer funds between all accounts on your Internet Banking Profile.

**Profile:** If you click the profile tab it will take you to an area with 6 different drop-down options. On the Profiles tab you will be able to: 1. Change your password. 2. Update the challenge questions you answered when you first set up your account. 3. Change the email you want tied to your profile. 4. Change the phone number you have tied to your account. 5. View address associated with you bank account. 6. If you denied electronic statements when you first signed up, you can enroll anytime you want in the profiles tab.

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