



# Online Banking Guide



## City State Bank

59 4th St N, PO Box 502  
 Central City, IA 52214  
 Phone: 319-438-6621  
 Fax: 319-438-1912

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 Marion, IA 52302  
 Phone 319-373-4100  
 Fax 319-373-4141

Email: [service@citystatebank.net](mailto:service@citystatebank.net)

## Accessing Online Banking

1. Log on to the bank's website at [www.csb4me.com](http://www.csb4me.com)
2. Follow the steps to access Online Banking
3. Enter your ID & PIN in the appropriate fields\* and click Submit.

NetTeller ID

NetTeller Password

\*Initial ID will be assigned by bank. Initial PIN is the last 4 digits of your Social Security Number. You will be required to change your PIN the first time you login.

A listing of your accounts accessible through Online Banking will be displayed.

Account Listing	Balance	Status
Account		
Checking Account	\$188.80	Select Activity ...
Savings Account	\$3,965.00	Select Activity ...

Next to each account is a drop-down menu with the list of activities available for each account.

- Transactions
- Downloads
- Statements
- Stop Payments
- Transfers

## Transactions

To view current transactions, select 'Transactions' from the account drop-down menu. This will allow you to view transactions that have been posted to the account since your last statement.

Current Transactions

View Transactions Since

NOTE: Click on a column name to sort transactions by that column in ascending (↑) or descending (↓) order.

Date	Check #	Description	Debits	Credits	Balance
09/15/2003	<a href="#">View Image</a>	DDA REGULAR DEPOSIT		\$1000.00	\$1288.80
01/01/2003		INTERNET DEBIT	-\$70.95		\$217.85

To view a check image or deposit ticket, click the 'View Image' link or the Check number.



Click on the column headings to change the order in which the transactions are displayed. If sorting by any column other than 'Date', the running balance column will not be shown.

To view a range of dates, click 'Select Range of Transactions' from the transactions page. Enter the search criteria and click 'Submit'.

From Date

To Date   OR

Begin Amount   OR

End Amount   OR

Start Check Number

End Check Number

Sort By

Then By

Then By

Sort Order  Ascending  Descending

View

Include Checks  Include Electronic Transactions

## Downloads

You may download transactions in periods of: last downloads, last statement, or range between two dates. This information can be downloaded into selected formats of:

- Microsoft Money (.OFX)
- Spreadsheet (.CSV)
- Word Processing (.TXT)

## Statements

You can view your previous statement in one of these:

- PDF Format
- HTML Format
- TEXT Format

Previous statement information begins to accumulate with the first statement cycle AFTER you have signed up for City State Bank online banking. Previous statements are available to you for up to 90 days.





NOTE: This feature of online statements will be available in the near future.

## Stop Payments

Select 'Stop Payments' from the Account drop-down menu or click the 'Stop Payment' tab.

Choose  indicates a required field

Fill in required and the fields click

Check Date	<input type="text" value="10/31/2003"/>		
Check Number	<input type="text"/>		
Amount	<input type="text"/>		
Payee	<input type="text"/>		
Remark	<input type="text"/>		

'Submit'.

To request a Stop Payment on a pre-arranged electronic withdrawal from your account, you will need to contact the bank directly. Stop payments for pre-arranged electronic withdrawals cannot be accepted through Online Banking.

## Transfers

View Transfers for:  Add Transfer from:

Transfer List	To Account	Amount	Frequency	Scheduled Date	
	Savings Account	\$25.00	One-Time	10/30/2003	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
<b>Grand Total</b>		<b>\$25.00</b>			

Select 'Transfers' from account drop-down menu or click the 'Transfer' tab.

- Chose **Add Transfer From** and select the 'from' account.
- Chose the account to transfer the funds to.
- Select 'One Time' or select the frequency and date (s) the transfer is to be made. The 'Expiration Date' is required for recurring transfers.

*The cut-off time for funds transfers made via Online Banking is 6:00 a.m. CST. Transfers entered after this time will be processed on the following business day.*

Transfer funds from  Available Funds: \$288.80

Transfer funds to

Payment options: None

Amount to transfer:

Frequency:

Date:

Memo:

Click submit when you are ready to complete the funds

Transfer from account: **Checking Account**  
 Transfer to account: **Savings Account**  
 -----  
 Transfer amount: **\$50.00**  
 -----  
 \*\*\*\*\*  
**CONFIRMATION NUMBER**  
 -----  
**2590008**  
 -----  
**Please retain this number for your reference**  
 \*\*\*\*\*

transfer. A confirmation of the transfer will display.

## Managing Your Online Banking Account

You can make many changes to your Internet banking account by Options from the NetTeller tab.



There are three options to edit:

### Personal Options:

- Change your Online Banking 12-digit ID to a name or number that is easily remembered. (You can still use the original 12-digit ID at any time)
- Change your PIN
- Change your e-mail address

Change Password (enter twice)

Personal ID

Change E-mail Address

### Account Options:

- Change Pseudo Account Names
- Change the number of accounts displayed per page
- Change the order in which the accounts are displayed

Change Account Pseudo Names

Number of Accounts Displayed

Account Display Order

- Checking Account
- Savings Account
- Checking 0003
- Checking 0004

### Alerts:

Click 'Add' to add a new alert type. You will be notified through Online Banking when the activity occurs

**Event Alert Options**

Receiving Incoming ACH Credit

Note: Maximum of 15 Balance Alerts

**Balance Alert Options**

Account Name	Above/Below	Amount	
Checking Account	Below	\$1,000.00	<a href="#">Edit</a> <a href="#">Delete</a>

Note: Maximum of 15 Item Alerts

**Item Alert Options**

Account Name	Number	
Checking Account	1234	<a href="#">Edit</a> <a href="#">Delete</a>

Note: Maximum of 15 Personal Alerts

**Personal Alert Options**

Date	Text	
10/30/03	Update \$ amount for Verizon Payment.	<a href="#">Edit</a> <a href="#">Delete</a>