



Member FDIC.

Extraco Banks
My E-Bank
User Guide

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Terminology

- Widget:** A piece of code within a web page that contains specific bits of data of interest. Multiple widgets display on a single screen allowing users to establish a dashboard view of online banking.
- Lightbox:** A window allowing users to configure the widgets displayed on MY E-BANK and configure the content of the individual widgets.
- My E-Bank:** The name of the option that contains a dashboard view of various E-BANK related options or information.
- Launch Page:** The screen first seen after successfully logging in. Also referred to as the LANDING PAGE. The current launch page is "Account Listing."

My E-Bank Page Configuration

You may configure the MY E-BANK Page by selecting the “Set as Start Page | Configure This Page” option. It appears in the top left portion of each screen.

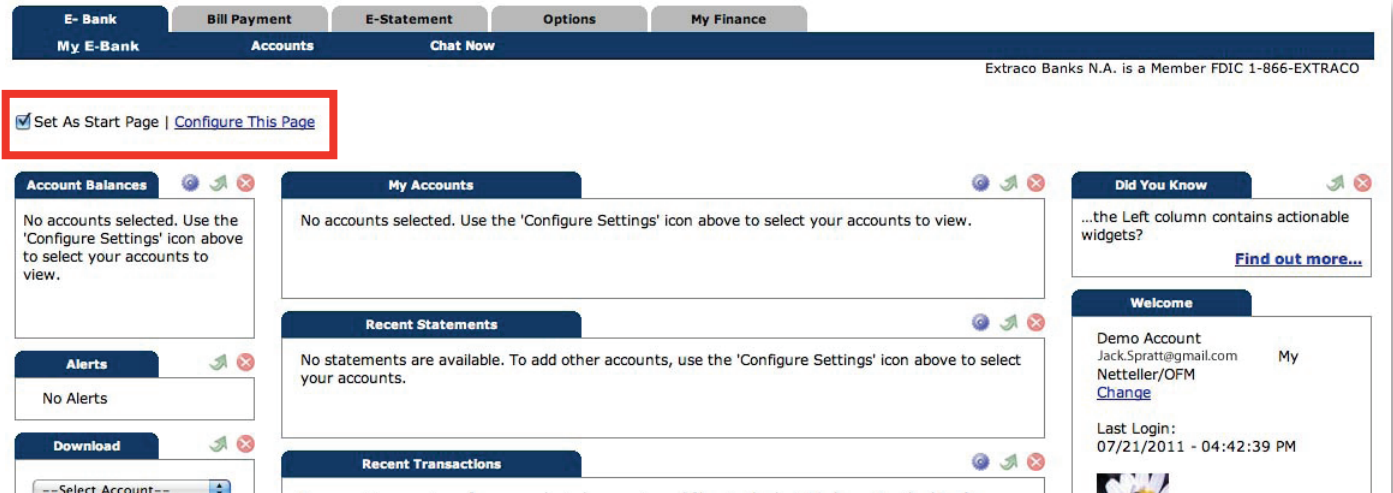


Figure 1

Set as Start Page:

Select to save the page as the new landing screen upon login to E-BANK instead of your standard Account Listing page. If left Deselected, you must actively navigate to the MY E-BANK option to access the dashboard.

Note:

You may always navigate to the traditional Account Listing page and also Deselect this field to restore the traditional Account Listing page as the default landing page.

Configuring This Page:

Click the live link called “Configure This Page.” A lightbox window will appear allowing control over the types of widgets you want displayed on the page (See Figure 2). Any widget not set as a default will be listed in the right column of the lightbox window and can be added for display on the dashboard.

My E-Bank Page Configuration

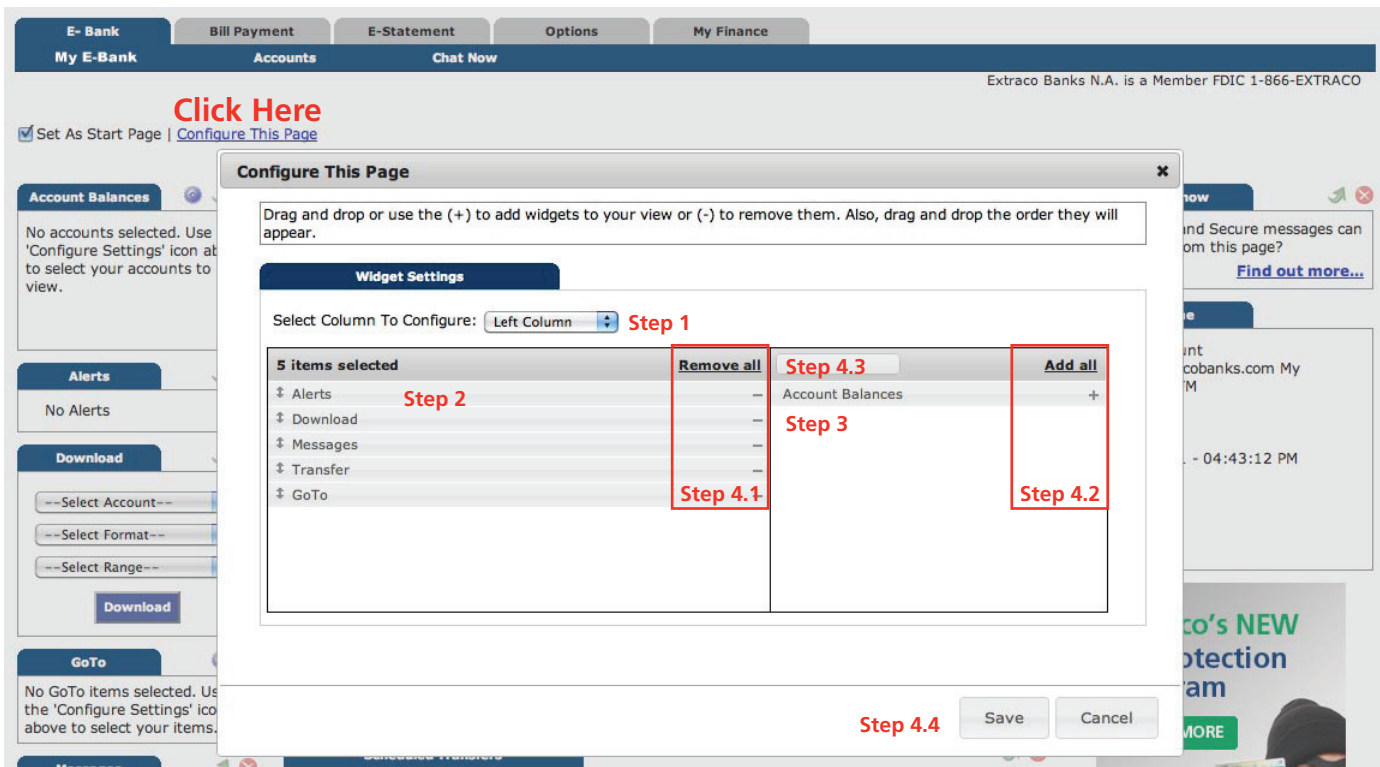


Figure 2


Configuring This Page (continued):


- Step 1: Choose a column to work with from the SELECT COLUMN TO CONFIGURE drop-down field. The name of the widgets assigned to each column will appear below.
- Step 2: Review widgets displayed on the left side of the lightbox.
- Step 3: Review widgets “not” currently displayed on the right side of the lightbox.
- Step 4: Add or remove widgets and/or change the order of the widget’s displayed as needed.
- 1) Click **minus (-)** on individual widgets to remove the widget from the dashboard view. Click **Remove All** to erase all widgets from the dashboard view. *Note: The removed widgets will be moved and stored on the right side of the lightbox for later use.*
 - 2) Click **plus (+)** on individual widgets to display that widget in the dashboard view. Click **Add All** to display all widgets. *Note: The added widgets will display on the left side of the lightbox.*
 - 3) **Search** for non-displaying widgets by keying in the widget name. The search box is not case sensitive.
 - 4) Click **Save** to retain changes made to all columns. The **Configure This Page** lightbox will close and the MY E-BANK page will reload to reflect the change.

Note: Click and Drag the displaying items to change the order.

My E-Bank Widget Formatting

Configure: Click  to access a lightbox window used to configure the widget.

Jump: Click  to jump from MY E-BANK widget to the traditional screen relating to the data contained in the widget.

Remove: Click  to immediately remove the widget from the MY E-BANK page.
Note: You may always re-add the widget under the Configure This Page link.

Note: Not all widgets have all three icons.

My E-Bank Widget Configuration

Configuring a Widget:

Step 1: Click the **Configure** icon on the widget and the Configure lightbox will appear.

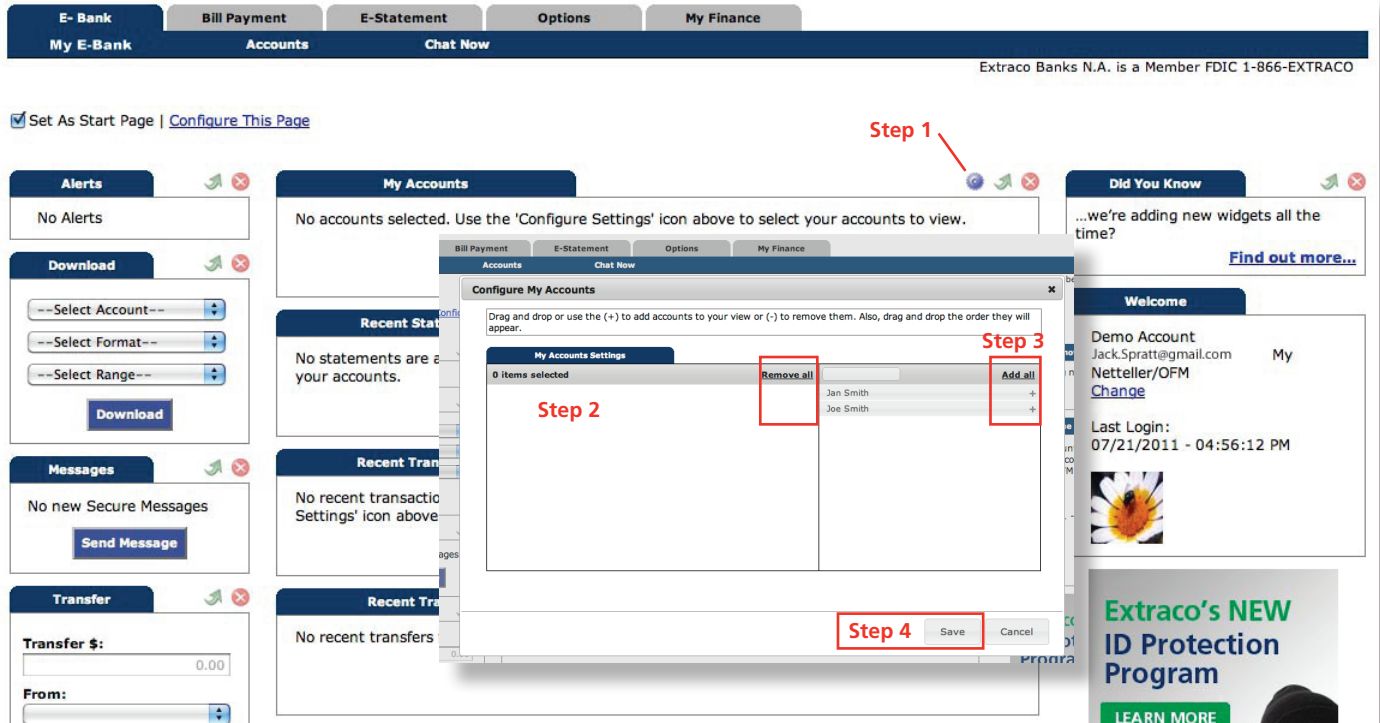


Figure 3

- Step 2: Review widgets displayed on the left side of the lightbox. *Note: When configuring the widget for the first time there will not be any items on the left side of the box.*
- Step 3: Add or remove widgets and/or change the order of the widget's displayed as needed by using the following tools:
- **minus (-)** or **Remove All**
 - **plus (+)** or **Add All**
 - **Search**
 - **Click and Drag** to change display order
- Step 4: Click **Save** to retain changes made to the widget. The **Configure** lightbox will close and the widget will reload to reflect the changes.

My E-Bank Widget Definitions

LEFT COLUMN

Widget Name	Function
GoTo	Links to other applicable E-BANK functionality.
Messages	Indicates receipt of secure messages from Extraco Banks.
Transfer	Conduct one-time immediate transfer.
Download	Conduct transaction download.
Account Balances	Shows quick view of all account balances loaded into the widget. Click name to see all account information.
Alerts	Indicates receipt of login alert.

CENTER COLUMN

Widget Name	Function
My Accounts	Shows account balance. Click name of the account to access transactions and account information.
Recent Transactions	Last 30 days of transactions on all accounts configured. Roll over transaction to see account number affected.
Scheduled Transfers	Lists pending transfers and the link displays all transfer details.
Recent Transfers	Lists transfer history and the link displays full transfer details.
Recent Statements	Lists E-BANK statements and the link displays your statement in the lightbox window.

RIGHT COLUMN

Widget Name	Function
Welcome	Shows name, email address, last login information and watermark. The link takes you to your Personal Options. <i>Note: Widget may not be removed.</i>
Did You Know	Link directs to additional detail about the tip with further access to all tips.

My E-Bank Cash Management Widgets

CENTER COLUMN

Widget Name	Function
Recent ACH	Lists last 7 days of ACH history. The link directs you to batch details.
Positive Pay Exceptions	Lists Positive Pay/ARP exceptions. You may roll over to see exception reason.
Initiated ACH	Lists ACH batches in an initiated status. The link directs you to View Batch details.
Wires Transmitted	Lists the last 7 days of wire history.