

# Online Banking Guide



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## Accessing Online Banking

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

ID   
PIN

\*Online Banking ID is to be assigned by Uniti Bank. Initial Online Banking PIN is the last 4 digits of your Social Security Number. You will be required to change your PIN the first time you log in to Online Banking.

- 4 Select

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

Account	Balance	Status	Activities
Checking Acct	\$ 6,057,025.17		<input type="text" value="View account information"/>
New Checking	\$ 2,435.70		<input type="text" value="View account information"/>

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

(Some account options may not be available or may require additional fees)

- View account information
- View account information
- View current transactions
- View range of transactions
- View list of scheduled transfers
- View list of stop payments
- Enter stop payments
- Transfer funds from this account
- Pay bills

## Viewing Account Information

Select 'View Current Transactions' from the drop-down menu to view transactions that have posted to the account since your last statement.

Date	Check no.	Description	Debits	Credits	Balance
07/18/2001		Transfer to Loan	( 10.00)		-4,569.78
07/03/2001	View Image	Regular Deposit		200.00	-4,579.78
07/02/2001		Transfer to Loan	( 200.00)		-4,379.78

Click on the column headings to change the order in which transactions are displayed. If sorting by 'Check no.' is selected, the balance column will not be shown.

If images of checks are available, click 'View Image' in the Check No. column.

Select 'View Account Information' from the drop-down menu to access your account balances as of the previous business day.


As of Date..... April 23, 2001

Available Balance....	8,227.83
Collected Balance....	8,227.83
Ledger Balance.....	8,227.83
Hold Amount.....	0.00
<b>Current Available....</b>	<b>8,227.83</b>



## Transferring Funds

Select 'Transfer funds from this account' from the drop-down menu next to the account from which you want the funds debited.

Transfer funds from this account 

- Select the account you would like to transfer funds to.
- Specify the amount to transfer
- Select 'One Time' or select the frequency and date(s) the transfer is to be made.

The cut-off time for funds transfers is 4:00 p.m. Transfers entered after this time will be processed on the following business day.

Transfer Funds from RC 6

Available Funds for RC 6	
Account Balance	\$ 8,227.83
Over Draft Limit Balance	\$ 10.00
<b>Total</b>	<b>\$ 8,237.83</b>

1. Select the account you would like to transfer funds to:

Account	Payment Option
<input checked="" type="radio"/> New Checking	None
<input type="radio"/> Checking Acct	None

2. Specify the amount to transfer \$

3. (Optional)

If you wish to make this a recurring scheduled transfer, please select the frequency and date(s) the transfer is to be made

Frequency	Day(s) to Pay	Expiration Date
<input checked="" type="radio"/> One Time	07/19/2001 	
<input type="radio"/> Weekly	Week Day 	mm/dd/yyyy 
<input type="radio"/> Semi-Monthly	Day 1  Day 2 	mm/dd/yyyy 
<input type="radio"/> Monthly	Month Day 	mm/dd/yyyy 

Memo:



Click



## Adding Stop Payments

Select 'Enter stop payments' from the drop-down menu next to the account for which you want to add the stop.

Enter stop payments 

Fill in the required fields

Enter Stop Payment for Reclass 0002

The fee for a stop payment is \$20.00

 indicates a required field

 indicates that data must be entered in at least one of these fields

1. Enter date of check to stop

Check Date: 07/19/2001 

2. Enter check number (or range of checks) to stop

Start Check Number:

End Check Number:

3. Enter the range of amounts (or exact amount) to stop

Begin Amount:

End Amount:

4. Enter payee of the check to stop

Payee:

5. Enter any remarks:


Remark:

Click



To view stop payments already placed on an account, select 'View list of stop payments' from the drop-down menu.

View list of stop payments 

## Managing Online Banking

You can make many changes to your Uniti Bank Online Account by accessing Home Banking Management.

Home Banking   
 account listing   
 account listing  
 management  
 ira center  
 check reorder  
 download  
 interest rates

Account Management Options

Create/Change NetTeller ID (Alias)   
 Create/Change NetTeller ID (Alias)  
 Change NetTeller PIN  
 Change Pseudo Account Name  
 Confirm/Change E-mail Address  
 Change Number of Accounts Displayed  
 Edit Account Listing Display Order  
 Edit Account Activities Display Order  
 Edit Watch List  
 Reset Login Count

From the Account Management Options menu you can:

- Change your Uniti Bank 12-digit ID to a name or number that is easily remembered.  
(You can still use the 12-digit ID at any time)
- Change your PIN
- Change your Account Names
- Edit the order in which your accounts or menu options are displayed
- Add or Edit Watches