

Online Banking Guide



Scott County State Bank
 125 McClain Ave
 Scottsburg, IN 47170
 812-752-4501

www.scottcountystatebank.com

Equal Housing Lender | Member FDIC

Accessing Online Banking

Visit www.scottcountystatebank.com

Enter your Login ID & Password in the appropriate fields and click Sign In.

ONLINE BANKING
[Learn more](#) • [View Demo](#) • [Enroll](#)

Login ID:

Password:

[Reset Password](#) [Sign in!](#)

(The bank will assign initial Login ID and Password. You will be prompted to change your Password on your first login.)

A list of your accounts and a drop-down menu of activities for each account will display. (Some options may not be available)

Account Listing	Balance	Status	
Checking	\$2,050.50		Select Activity ...
Savings	\$254.80		Select Activity ...

Viewing Transactions

Select **Transactions** from the drop-down menu to the right of the account, or click the Transactions tab on the Menu Bar.

View Transactions Since: Last Statement Total Transactions: 4
Notes: Click on a column name to sort transactions by that column in ascending (↑) or descending (↓) order.

Date	Check#	Description	Debits	Credits	Balance
02/15/2006		Direct Deposit		\$35.00	\$811.73
02/08/2006		DBT	(\$50.00)		\$76.73
02/06/2006	View Image	DEPOSIT		\$102.80	\$26.73
01/31/2006		Direct Deposit		\$35.00	\$23.93

To view other transactions, use the **View Transactions Since** drop-down menu.

To view a check image, click the link in the Check # column.

Search for a Transaction

Select **Search Transactions** from the View Transactions Since drop-down menu.

Last 7 days

Last statement

Last 7 days

Last 15 days

Last 30 days

Search Transactions

Enter the search criteria and click Submit.

From Date: 1/01/2006 To Date: 1/31/2006 OR

Begin Amount: End Amount: OR

Start Check Number: End Check Number:

View: Credits and Debits

Include Checks Include Electronic Transactions

Sort By: Date Then By: Then By: Then By: Sort Order: Ascending Descending

[Submit](#) [Cancel](#)

Adding Stop Payments

Select **Stop Payments** from the account drop-down menu, or click the Stop Payment tab on the Menu Bar.

Stop Payment List	Date	Entered By	Number	Amount	
Repair Shop	02/21/06	8600000115	1234	\$100.00	View

Stop Payments added previously will display. Click **Add Stop Payment**, fill in the required fields, and click Submit.

Indicates a required field

Check Date 02/21/2006

Check Number

Amount

Payee

Remark

[Submit](#) [Cancel](#)

A confirmation page will display. Print this page for your records. (Your account will be charged the stop payment fee.)

Transferring Funds Between Accounts

Select **Transfers** from the drop-down menu to the right of the account, or click the Transfers tab on the Menu Bar.

Transfer List	Amount	Frequency	Scheduled Date	
SAVINGS	\$150.00	One-Time	2/1/2006	View Edit Delete

Select an account from the **Add Transfer From** drop-down menu on the right.

Select an account to Transfer funds to, as well as an amount and transfer frequency.

If you are transferring to a Checking or Savings account, no Payment Options will be available. If you are transferring to a loan, choose how the payment should be applied.

(Loan transfers to principal will not advance the payment date)

Click Submit when you are ready to complete the funds transfer.

A confirmation of the transfer will display.

Online Banking Options

Select the **Options** tab from the Menu Bar.

Personal Options

You can:

- **Add or Change your Personal ID**
(A personal ID is an ID to use instead of your 12-digit ID)
- **Update your e-mail address**
- **Establish your Personal Question & Answer**
(Used for the Password Self-Reset Option. If your password becomes locked, click the Reset Password link on the login page and complete the fields. An email will be sent to you to complete the unlock process.)

Account Options

You can:

- **Create Account Pseudo Names** or nicknames. (For security reasons, please do not make the pseudo name your account number)
- Change your **Account Display Order**

Display Options

Choose your default settings for Number of Accounts, Transactions, and Transfer History displayed.

Online Banking Options

Alerts

Click 'Edit' or 'Add' to establish a new alert. When the activity occurs an alert will display on the Account Listing page.

Viewing Statements

Select **Statements** from the drop-down menu to the right of the account, or click the **Statements** tab on the Menu Bar.

Six months of statement history is available. Each statement can be viewed in .pdf, HTML, or Text format. (This is a snapshot statement. It will not contain check images.)

Downloading Transactions

Select **Download** from the drop-down menu to the right of the account, or click the **Download** tab on the Menu Bar.

Choose a Download Range and Format and click Submit. Not all formats are supported.

To view the downloaded transactions, click the link. To save the downloaded transactions, right-click the link and choose 'Save Target As.'