

# Online Banking

Intuitive platforms, innovative solutions and easy-to-navigate steps makes banking online as easy as walking into a branch.

## HOW TO ENROLL IN ONLINE BANKING

Visit **nbcbanking.com** and select **Enroll now** from the right-hand side of the main page **OR** Stop by any of our locations and meet with a Personal Banker.

## NAVIGATING ONLINE BANKING

After entering your initial username and password, users will be prompted to enter a new password. Requirements are as follows:

- Must contain at least 1 letter
- Must contain at least 1 number
- Must contain at least 1 special character +\_@!\$\*~
- Must be between 8 and 25 characters
- Must not match or contain ID
- Must not contain any spaces

Users will then need to enter a valid email and phone number to enable two step verification; choose how you'd like to receive your verification message: text message, phone call or authenticator app.

Enter your verification code on the screen.

## NEED TO CHANGE YOUR ADDRESS OR PHONE NUMBER?

- > In upper right-hand side of the orange ribbon, select the **down arrow next to your name** and then **Settings**
- > Using the **Edit button** next to any of the information populates a request for that field to be changed on your customer profile

## HOW TO SIGN UP FOR ESTATEMENTS

- > From the main screen—select the account you wish to enroll from
- > On the right-hand side select **Documents**
- > Complete the short form to enroll
- > Any future changes can be made by selecting **Sign Up/Changes** in the orange ribbon

## TRANSACTION HISTORY

- > On the main screen, select the account you wish to view history
- > Activity will be shown in the left column
- > To see additional history select **View more** at the bottom of the screen
- > Using the icons on the top of the column you can search, print and download
- > To search for a specific item, click the **magnifying glass** and enter in search term. **Search and sorting options**, gives you the ability to modify and pare down results.

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## MAKE A TRANSFER

- > On the right-hand side of the homepage, under **Move money**, select **Make a transfer**
- > Complete on screen prompts
- > Select **More options** if you would like to change the frequency, date and to add a memo

## ORGANIZING YOUR DASHBOARD

Located at the bottom of the page, the **Organize dashboard** button will allow you to customize your home screen to make navigation personal and easy.

## PAYING BILLS WITH NBC ONLINE BANKING

- > From the main dashboard, select **Move Money > Payments > Manage Payments** > Select the **orange + Payee** button
- > On screen prompts will walk you through adding a payee
- > Once a payee has been added, from the **Payments** dashboard you can schedule payments.

### THE DASHBOARD DISPLAYS:

- Payees
- Funding account
- Payment method (electronic or check)
- Amount
- Date

## ENROLL IN MOBILE DEPOSIT CAPTURE

### FROM ONLINE BANKING HOMEPAGE:

On the orange ribbon select **Move money** then **Remote deposits Enroll account**

### FROM APP:

Menu in the upper left corner > **Deposit check** > **+ Enroll to add accounts**

*There is a 24 hour wait period to be enrolled in this feature. Limits are listed online when making deposits.*

## INTERESTED IN TRACKING YOUR SPENDING HABITS?

- > Select any of your accounts from the main dashboard
- > Select **Spending habits** on the right-hand side of the page
- > This will bring you to Finance 360° — an account aggregator to help track spending, manage budgets and set goals

## FORGOT PASSWORD?

- > Select **Forgot password** prior to logging on
- > You will be prompted to enter your **Social Security number** and **Account number**
- > NBC will then send you a verification code to enter
- > User will then be prompted to enter and confirm a new password

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