

Initial Online Banking Username:

Initial Password:

# 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 **Login** from the upper right-hand corner. From there, select **First time user? Enroll now** 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 corner, click the circle with your initials (bold 'circle with your initials') and then select **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 the orange **Documents** tile
- > Complete the short form, including all five bullet points, 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 displayed
- > To see additional history select **See more** at the bottom of the screen
- > Using the icons at the top of the Transactions column you can download, print and search
- > To search for a specific item, click the **magnify glass** and enter in search term. **Search and sorting options**, gives you the ability to modify and pare down results.

## MAKE A TRANSFER

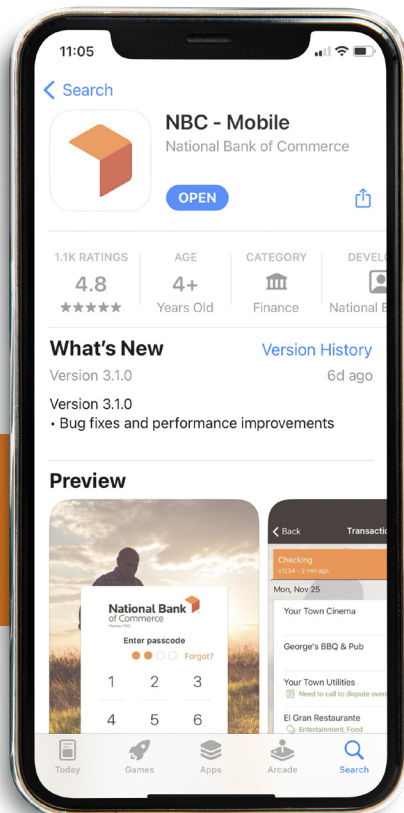
- > On the left-hand side of the homepage, select **Transfer**
- > Then select **Make a transfer**
- > Select **More options** if you would like to change the frequency, date and to add a memo

## 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 left-hand side of the homepage, select **Payments**
- > From here, you can add a **New payee, Pay a bill, Pay a person and Manage payments**



## ENROLL IN MOBILE DEPOSIT CAPTURE

### FROM ONLINE BANKING HOMEPAGE:

On the left-hand side of the homepage, select **Remote deposits**. Chose an account and click **Enroll**

### 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 Finance360° — 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

**Banking on the go?  
Download our NBC-Mobile app!**