

Accessing Online Banking

- Log on to the bank's website at www.fcb-al.com
- Follow the steps to access **First Complete Banking**
- Enter your **First Complete Banking** ID & Password in the appropriate fields* and click Submit

First Complete Banking ID

First Complete Banking Password

Submit

*Initial ID will be assigned by bank.

Initial Password is the last 4 digits of your Social Security Number. You will be required to change your Password the first time you log in.

A listing of your accounts accessible through **First Complete Banking** will be displayed.

Account Listing	Balance	Status	
Account			
Checking	\$100.00	New	Select Activity ...
Savings	\$500.00	New	Select Activity ...

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

Select Activity ...

- Select Activity ...
- Transactions
- Download
- Statements
- Transfers

First Community Bank

First Complete Banking Guide

First Community Bank
www.fcb-al.com

First Community Bank

View Current Transactions

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

Date	Check#	Description	Debits	Credits	Balance
02/10/2006		VTXTLR	\$100.00	\$100.00	

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

To view a check image or deposit ticket, click the 'View Image' link or the Check Number.

Click on the column headings to change the order in which transactions are displayed. If sorting by any column other than 'Date', the running balance column will not be shown.

View Range of Transactions

Select 'Search Transactions' from the **View Transactions Since** drop-down menu on the transactions page. Enter the search criteria and click 'Submit'.

Transfer Between Accounts

Select 'Transfers' from the Account drop-down menu or click the 'Transfer' tab.

To Account	Amount	Frequency	Scheduled Date	View	Edit	Delete
Savings	\$50.00	Immediate	02/10/2006			
Grand Total						\$50.00

- Choose the account to transfer the funds from ('Add Transfer from' drop-down menu)
- Choose the account to transfer the funds to
- Enter the amount to transfer
- Select 'One Time' or select the frequency and date(s) the transfer is to be made. The 'Stop Date' is required for recurring transfers.

Funds transfers made Monday through Friday before 5:00 p.m. Central Time will be processed the same day. Funds transfers made Monday through Friday after 5:00 p.m. Central Time or anytime on Saturday, Sunday or federal holidays will be processed the next business day.

Click 'Submit' when you are ready to complete the funds transfer. A confirmation of the transfer will display

Transfer from account: **Checking**
 Transfer to account: **Savings**

Transfer amount: **\$50.00**
 Date: **February 10, 2006**
 Transfer description: **Internet banking transfer**

C O N F I R M A T I O N N U M B E R

0210060004

 Please retain this number for your reference

Managing Your Online Banking Account

You can make many changes to your **First Complete Banking** account by clicking Options from the NetTeller tab.



There are three options to edit:

Personal Options:

- You may change your 6-8 digit force alpha/numeric password.
- Change your Personal 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 e-mail address
- Change your personal question and answer

Account Options:

- Change Pseudo Account Names
- Change the number of accounts displayed per page
- Change the order in which the accounts are displayed

Alerts:

Click 'Add' to add a new alert type. You will be notified through **First Complete Banking** when the activity occurs.