

My NetTeller User Guide

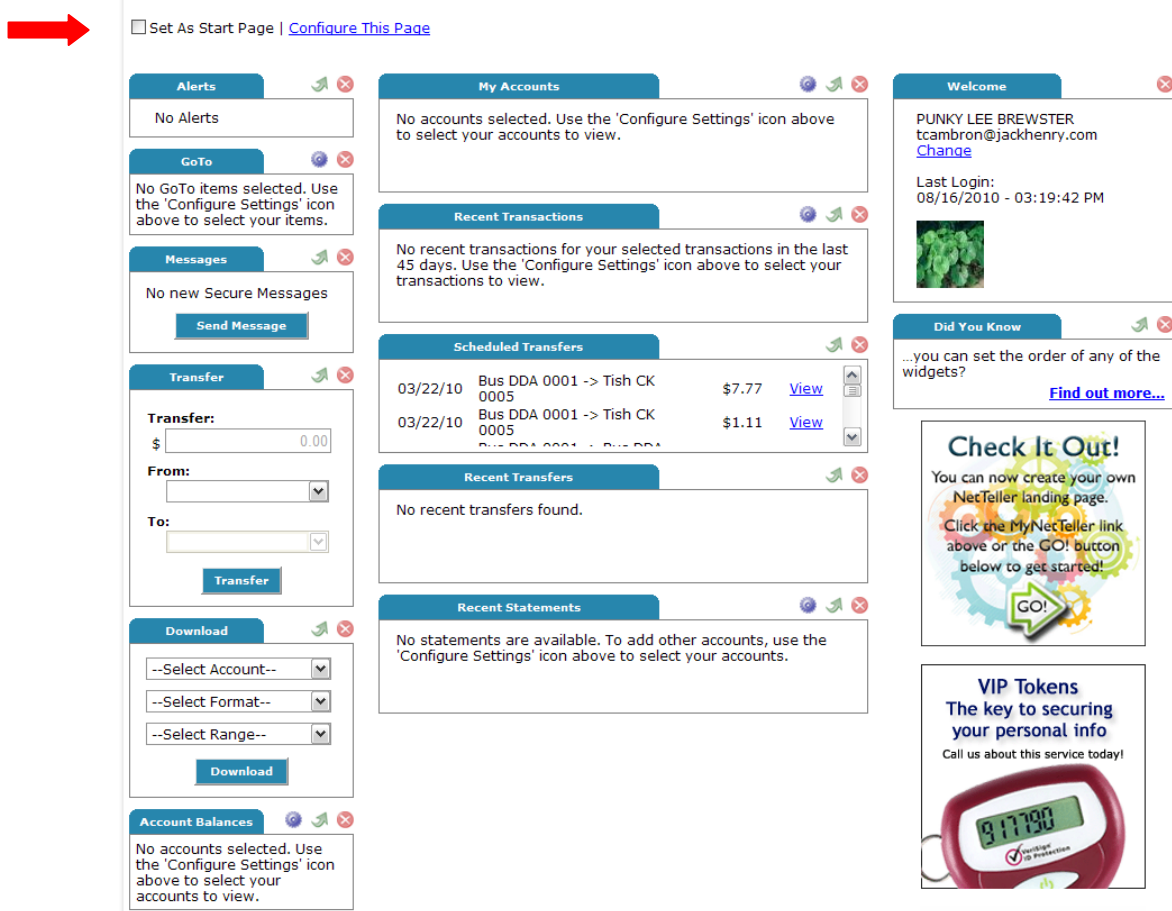
The “My NetTeller” feature in First Touch Online Banking allows you to customize the look of online banking.

Account Access

Log into Online Banking and select the **My NetTeller** tab at top of page.



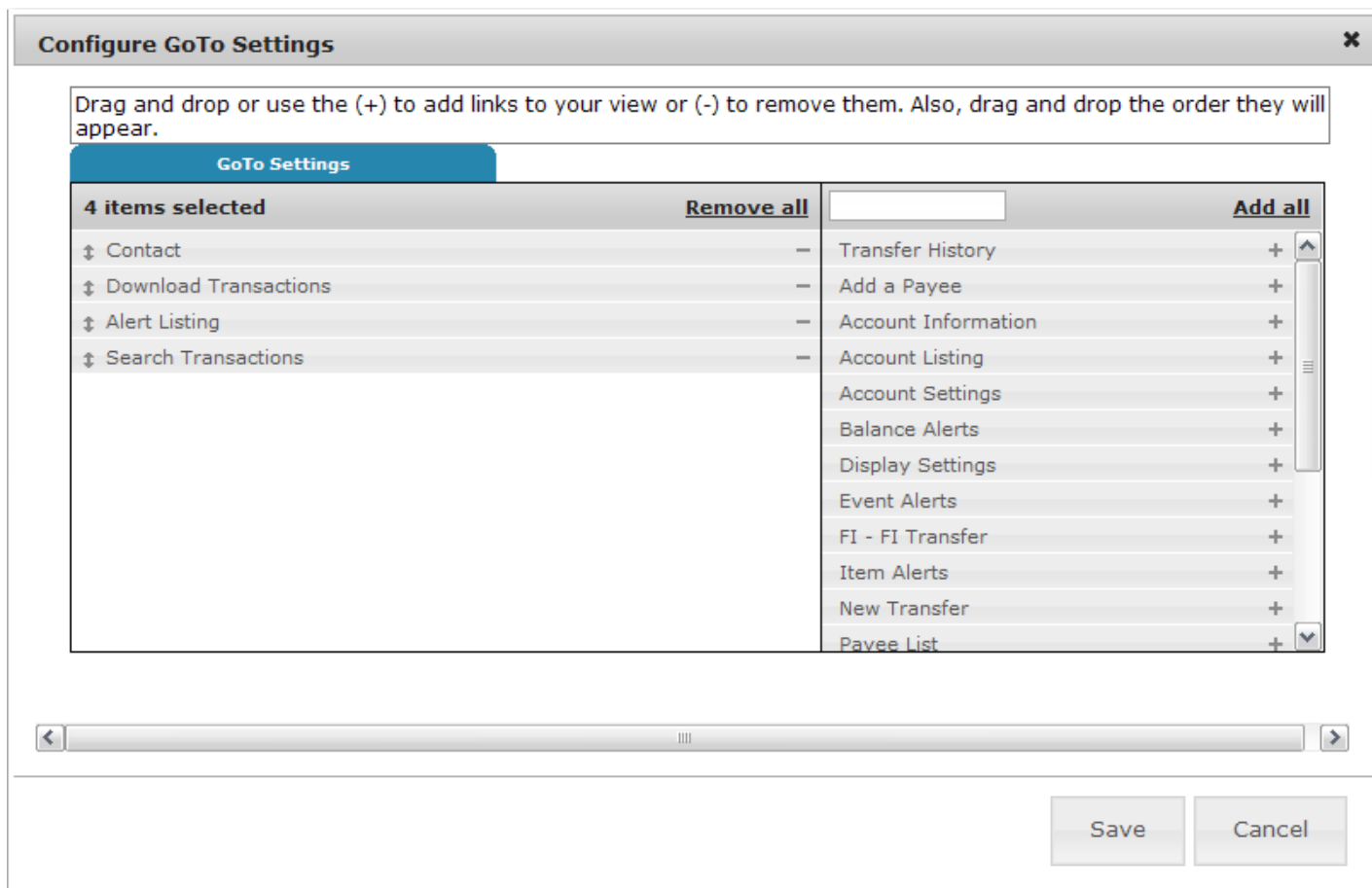
Checking the box “Set As Start Page” will set this view as your default online banking page. You will initially see the default page configuration options:



You can change the look of each box of information by clicking the “Configure Settings” icon. Once the box has been configured, data will populate the box. Boxes the user can configure are identified by a small purple ‘widget’ icon.

To configure an information box:

Step 1: Click the **Configure** icon. A box will appear:



Step 2: Review the items being displayed (left side of box). NOTE: A user configuring the information box for the first time will not have any items on the left side.

Step 3: Review the items not currently displaying (right side).

Step 4: Add or remove items and change the order of display, if desired.

- The user can click **minus** (-) on individual items to remove that item from the box. The user can also click **Remove All** to eliminate all items from the box. The removed items will then be listed on the right side for later addition.
- The user can click the **plus** (+) on individual items to include it in the box. The user can also click **Add All** to include all items.
- The user can **search** the un-added items by keying in the item name. The search box is not case sensitive.
- The user can **click and drag** the displaying items to change the order.

Step 5: Click **Save** to retain changes made to the widget. The **Configure** lightbox will close and the information box will reload to reflect the changes.