

Our people. Our service. Our best.



# <u>Total Access Internet</u> <u>Banking Guidebook</u>

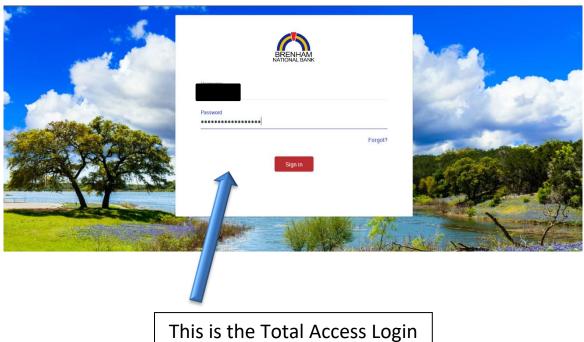
To log on to Total Access Internet Banking go to the Brenham National Bank Website: www.bnbank.bank

EQUAL HOUSING LENDER

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# Logging into Internet Banking



section of the Website

Go to www.bnbank.bank.

Enter your Total Access ID and Password in the appropriate blanks.

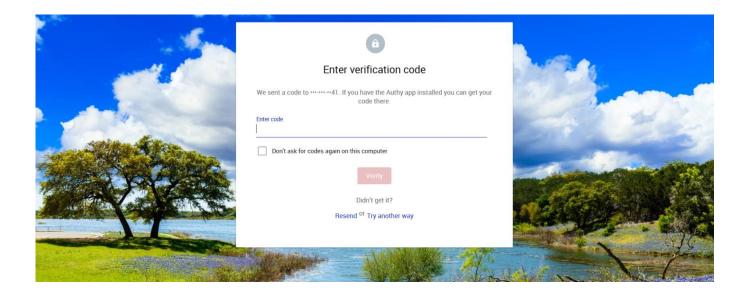
Your Total Access ID and temporary Password are provided to you when you enroll.

If this is your first time logging into Total Access Banking, the system will prompt you to change your Password.

#### **Account Locked:**

If you try to log in 3 times with an incorrect ID or Password, the system will automatically lock you out. Once you are locked out, you will not be able to log in.

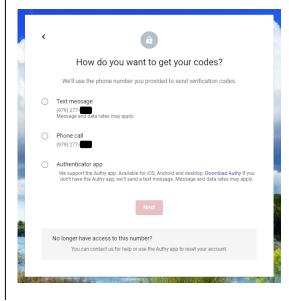
# Logging into Internet Banking (continued)



The security of your personal and financial information has always been our top priority. A second level of security has been added to the Total Access login.

Upon your first time logging into the system, you will have three options to receive an authentication code. These include a text message, phone call, or authenticator app (we support the Authy app). Once you enter in the code your accounts will then appear.

Note: There will be a check box shown below the blank for the code that you can decide to mark if you do not want to enter a verification code every login. Be sure to click this box.





Don't ask for codes again on this computer

### **Internet Banking Dashboard**

Accounts	14	Move money			
Checking x1234	\$6,737.24 Available	<b>₽</b> Transfer	Pay a bill	2 Pay a person	
Savings x2345	\$10,233.71 Available	Activity		٩	
Credit card	\$3,890.44 Balance	Scheduled activities		2 Items	
Auto loan	\$12,445.29	YOUR TOWN CINEMA		\$7.50	
x4321	Balance	sev GEORGE'S BBQ & PUB		\$37.25	é
	AU 822 7 10	VOUR TOWN UTILITIE	s	\$76.46	5
Messages		EL GRAN RESTAURAN	ſΤΕ	\$13.98	
Holiday hours Our branches will be closed on Thursday. We ext	Nov 25 end our warmest wishes for_	ATM DEPOSIT		+\$128.52	
Low Funds: Checking Available balance is low on Checking	Nov 25	HOMETOWN PASTER	IES	\$1.57	
Home improvement loans Find out how you can get started on your dream	Nov 25 build.	A CONTRACTOR		View all	
	View all				

The activity screen also displays the date that transactions were posted to your account, check numbers, and a description of where the transaction was processed at. The amounts of the transactions are shown after the description of the transaction.

If you want to view a copy of any transaction document, just click on the transaction you want to view and it will appear with a description of the transaction.

\*\*This is the Dashboard of Internet Banking which shows you different account widgets that are available to you. Showing you the summary balance of your account and will show you login information as well. \*\*

#### Accounts

	BRENHAM	Dashboard	Accounts	Move money				2	1
	Accounts			+ …		Move money			
an An	Joint Checking x4210			\$44,328.74 updated 15 mins ago		<b>⋧</b> Make a transfer	S Pay a bill	کر Pay a person	
	Joint Savings x4220			\$6,609.97 updated 15 mins ago		Messages		ji	
	Savings x0720			\$2,807.64 updated 15 mins ago		A Payment Alert – A pa	ayment of \$6000.00 was poste	d to CREDIT CARD May 14	
ale	Savings			\$1,365.76		\land Deposit Alert – A dep	posit of \$1957.49 has been ma	de to Joint Checki May 9	
	x0020			updated 15 mins ago		– 2 Attached:	happy-friday-lettering-vector-1	3541156.jpg Mar 1	
		<	•• >	View all				View all	
5	Activity	n merio.		Q		Payments			
	MAY TIMETRACK N 16 PENDING - Joi	MEMO POSTED TRA int Checking	NSACTION	\$5.72		S Pay a bill	کې Pay a person	Manage payments	
	MAY PRE SUPER N PENDING - Joi	IAILS & TAN LOC: B int Checking	RENHAM TX	5.00			\$		
	MAY 16 PENDING - Joi			+\$192.30			No recent payments		
мау 16	BRENHAM CROSSF PENDING -Joint Che		682 TX	6.34					
MAY 15	PRE SONIC DRIVE I PENDING -Joint Che		NHAM	\$1.94					
-				View all					
Tra	nsfers								
2	Make a transfe	er							
Schee	duled transfers								
		Ē							
Sche	dule a future or repea	No transfers s ating transfer so y		worry about them later.	N. P. C.				
TOTAL		10-00 F-3212							
			Mar Article	ፍ Orga	nize	dashboard			

# Accounts (continued)

#### Add account

×

>

#### Connect institution

血

Check balances and transactions from another financial institution.

If you click the "+" sign next to "Accounts" it will ask you to connect Institution. With this feature, you are able to connect another bank (such as Chase, Wells Fargo, etc.). You are able to view account balances and transactions only of those other banks!

The three dot icon next to accounts will allow you to organize accounts as you would like.

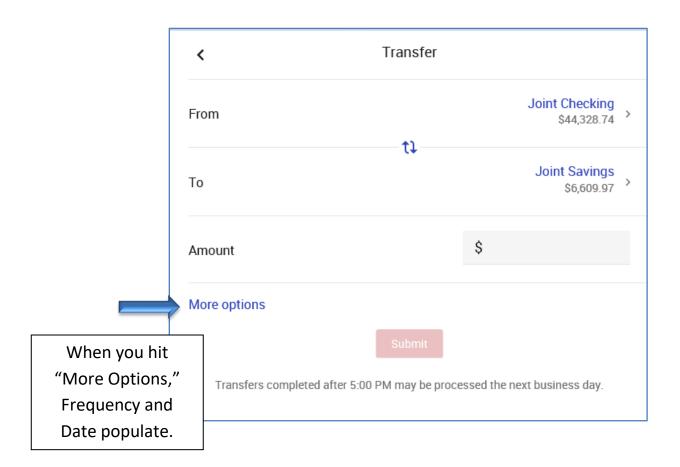
# Activity

Acti	vity	Q
мау 16	TIMETRACK MEMO POSTED TRANSACTION PENDING -Joint Checking	45.72
MAY 16	PRE SUPER NAILS & TAN LOC: BRENHAM TX PENDING -Joint Checking	5.00
MAY 16	MEMO CREDIT PENDING -Joint Checking	+\$192.30
MAY 16	BRENHAM CROSSFIT LOC: 281-844-4682 TX PENDING -Joint Checking	6.34
MAY 15	PRE SONIC DRIVE IN #5719 LOC: BRENHAM PENDING -Joint Checking	\$1.94
		View all

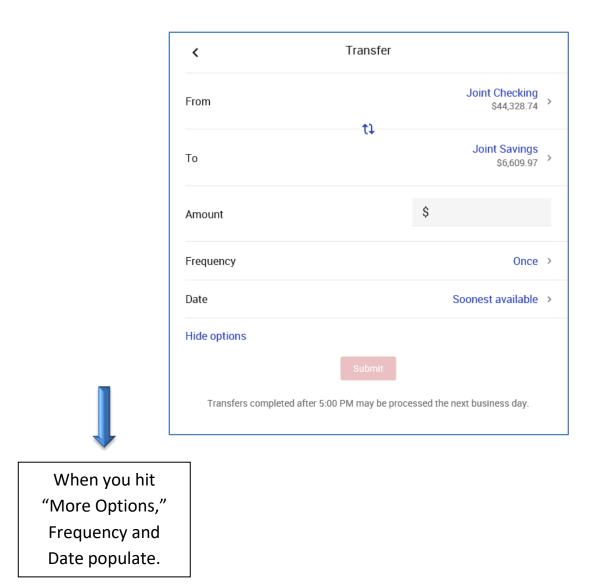
If you click the magnifying glass next to "Activity" you are able to search through transactions for quick reference.

Again, the three dot icon next to accounts will allow you to organize activity as you would like.

# Transfers



#### Transfers - continued

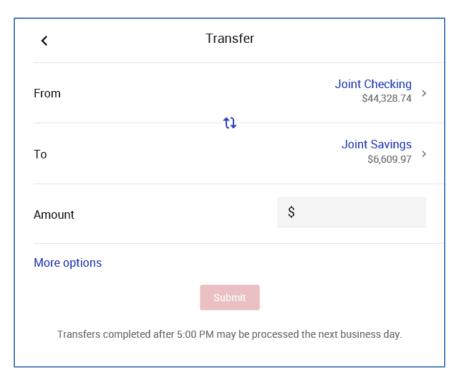


#### Move Money



The "Move Money" section is ways to move money faster. It has the "Make a transfer" part to move money from one account to another, "pay a bill" (such as phone and electricity) and "pay a person."

#### Screenshot of "Make a transfer"



# Move Money (cont'd)

#### Screenshot of "Pay a bill"

<	Pay a bill	
	\$	
	You have no bills.	
+ Add another bill		

#### Screenshot of "Pay a person"

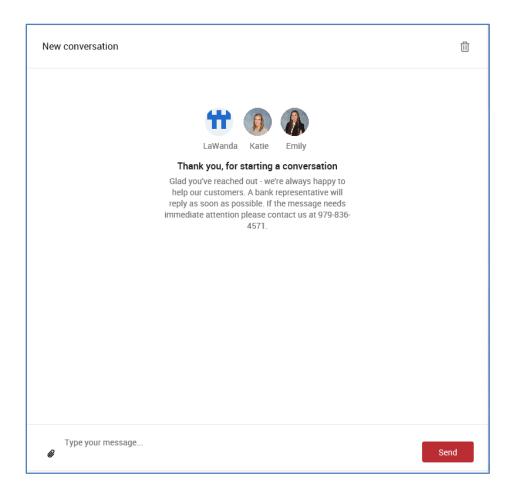
<	Pay a person	
Electronic, Last pai	d: Jul 27, 2017, \$5.00	>
Electronic, Last pai	d: Dec 27, 2017, \$135.00	>
+ Add another pe	rson	
	12	

# Messages

Messages	亘 …
Payment Alert — A payment of \$6000.00 was posted to CREDIT	CARD May14
▲ Deposit Alert — A deposit of \$1957.49 has been made to Joint C	hecki May 9
• 2 Attached: happy-friday-lettering-vector-13541156.jpg	Mar 1
	View all

If you click the "chat" box to the right of "Messages" it will take you to below screen to begin a message between customer and bank representative.

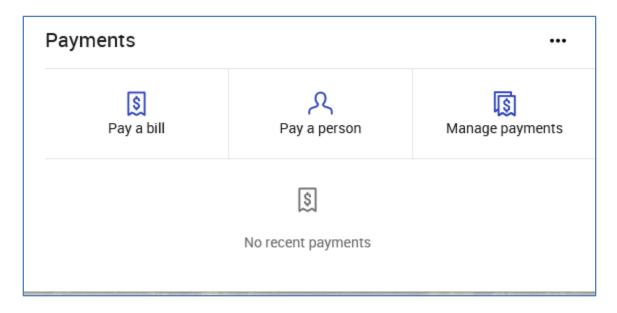
### Messages (cont'd)



#### \*Sample of conversations\*

#### Type message and then hit send.

# Payments



If you click "Manage Payments" it will take you to our BNB Bill Pay Plus site. (See below.)

		Accounts Move money			<b>2</b>	
Payments Payees Pay a person GiftF	Pay Calendar My account Help					
yments					Welcome	Last login: 03:17 PM on 12/2 886-321-6530   ♥ <u>Chat Now</u> View
chedule				-	Pending	
+ Payee					Processing in next 45 days   View more	
Display • Category •		Pay	yee name or nickname	Search	Payee	Total: \$0.00
			Pay	y all Review all	History	
ay to	Pay from	Amount	Payment date	Actions	Processed in last 45 days   View more	
ast paid: \$5.00 on 07/27/2017 Electronic	REWARD CKG*4210	♥ \$ 0.00	05/17/2019 10 Deliver by: 05/202019	Pay Make It recurring Add.comment	Payee	Total: \$0.00
			0012012010	Add personal note		
ast paid: \$135.00 on 12/27/2017 Electronic	REWARD CKG*4210	♥ \$ 0.00	05/17/2019 世 Deliver by: 05/20/2019	Pay Make it recurring Add comment Add personal note		
		Totals				
	RE	WARD CKG \$0.00				

#### Glossary of Terms

- Bill Pay
  - Now referred to as "Payments"
  - For traditional view, navigate to "Manage Payments"
- Statements
  - Navigate to the account, and then select documents
  - Under "Documents", you will now find electronic statements
- Transfers
  - Can either navigate to "Move Money" or make a transfer from the dashboard
  - "Bank 2 Bank" transfers are now referred to as "External Transfers"
- Secure Messages
  - Secure Messages are now referred to as "Conversations"
  - Changing your phone number or address in settings will now automatically create a "Conversation"
- Customization of Dashboard
  - You can connect an external institution to view account balances
  - You can change the size, and order of your cards by selecting the three dots in the cards upper right-hand corner
  - You can add more cards by selecting "Organize Dashboard" at the bottom of the dashboard
- Settings
  - You can add a photo of yourself, change addresses, emails, and phone numbers
  - You can also connect your account with another institution under the "accounts" sidebar
  - Under "Security", you can change your username and password, along with managing your "Two-step verification" and approved devices.