2020

# Contents

Online Banking Account / Account Tab	
Online Banking / Bank to Bank Transfers / New Transfers	
Online Banking / Bank to Bank Transfers Add Account	
Online Banking / Bank to Bank Transfers / Enrolled Accounts	
Online Banking / Account / Transactions / Current Transactions	6
Online Banking / Account / Transactions / Download	7
Online Banking / Account / Transactions / Search	8
Online Banking / Account / Transfers / New	9
Online Banking / Account / Transactions / Stop Payments / New1	0
Online Banking / Account / Transactions / Statements	1
Online Banking / Account / Account Info	.3
Online Banking / Options / Personal	
Online Banking / Options / Account / Display1	15
Online Banking / Options / Alerts / Alerts Listing	.6
Online Banking / Options / Alerts / Events	١7
Online Banking / Options / Alerts / Item	.8
Online Banking / Options / Alerts / Personal1	
Online Banking / Options / Mobile Settings / Web Mobile Settings1	.9
Online Banking / Options / Mobile Settings / Text Mobile Settings	20

### Online Banking Account / Account Tab



The Online Banking Home Page begins with the Accounts Tab highlighted. This page shows the accounts that you have enrolled in Online banking and once you click on the drop down box for any of your accounts you have the options of Transactions, Download, Statements, Stop Payments, Transfer, and Account Info. Notice out to the right of the **Accounts** tab that most of these options can be accessed by clicking on the tab you are wanting to use once you have fully set up your account.

# Online Banking / Bank to Bank Transfers / New Transfers

Account Bill Pay Estatements Options
My NetTeller Accounts Bank to Bank Transfers Transactions Transfers Account Info
 New Transfers Emolled Accounts Add Account Pending Transfers Transfer History
No Ban transfers will be processed on holidays or days that the bank is closed. Transfer requests made before 1:30 PM Central Time (CT) each business day will be sent that same day, request
Add New Bank to Bank Transfer ?
To add a Bank-to-Bank transfer, complete the following fields, and then select Submit. You can submit up to 3 inbound transfers and 3 outbound transfers per day. The total dollar amount of inbound transfers cannot exceed \$5,000. The total dollar amount of outbound transfers cannot exceed \$3,000. You may set up recurring or future dated transfers. These transfers count towards your totals on the day that the transfer is scheduled to occur. Per government regulation transfers from a Savings or Money Market account to another account or third party by preauthorized, automatic, or telephone transfers – including online banking transfers - are limited to six per month with no more than three transfers by check, draft, or ACH or similar order to third parties. If you exceed the transfer limitations given in any statement period, your account is subject to closure by the financial institution and may be subject to an excessive usage fee based on our current fee schedule for every outgoing transfer above the stated limit.
Transfer funds from: * Select Account
Transfer funds to: * Select Account
Transfer Amount: *
Frequency: * One Time
Transfer Memo:
Submit Cancel

Under the Bank to **Bank To Bank Transfers** is a **New Trans**fers tab. Transfers can be completed once you have Added accounts and they have been verified. You can do set up one-time transfers or set up weekly, bi-weekly, monthly or semi-monthly transfers.

# Online Banking / Bank to Bank Transfers Add Account

Account Bill Pay estatements Options
My NetTeller Accounts Bank to Bank Transfers Transfers Account Info
New Transfers Enrolled Accounts Add Account Pending Transfers Transfer History
Add New Bank to Bank Transfer External Account 🕜
To enroll an external account for Bank-to-Bank transfers, complete the information at the bottom of the screen. You need the routing number and account number of the account you wish to enroll, which can be found on a deposit slip or check for that account. An example of where to find the requested information is below. For questions, or if you need assistance with the enrollment process, contact a Diamond Bank Electronic Services Specialist at 1-877-213-2265 or email us at electronicservices@diamondbanking.com. You may also send us a secure message by selecting the Contact Us link at the top of the page.
Memo     Image: Control of the state of the
To enroll an external account, complete the following information. An example of where to find the routing number and account number is provided above.
Account Name     Financial Institution Name     Routing Number     Account Number     Account Type       Image: Checking Image: Che
Submit

This Add Account option allows you to add bank accounts that you may have at other institutions to be linked to your Diamond Bank Online banking account. You will need the other bank Account Name, the name of the Bank, the bank Routing# and Account number of any account you want to add and then select checking or savings. For the type of account. You can apply a personalized label i.e. "Personal Checking", "Misc Checking" etc. that will help you keep track of your different accounts. Once you hit the green **Submit** button the following message pops up:

To use the external account for Bank-to-Bank transfers, the account must be verified. Diamond Bank verifies that you are authorized on the external account in the following way: Auto verification: Your external account is credited with a random amount within one to two business days. Once you see the credit on your external account, log back in to Online Banking, go to Enrolled Accounts, and enter the amount of the credit without decimal points or dollar signs. For example, if 21 cents credits your external account, you enter 21 in the Verification Amount field. You have 10 calendar days to complete this process. You may add another external account after selecting Return.

### Online Banking / Bank to Bank Transfers / Enrolled Accounts

Account Bill Pay eStatements Option			
My NetTeller Accounts Bank to Bank Transfers	Transactions Transfers Account Info		
New Transfers Enrolled Accounts Add Account	Pending Transfers Transfer History		
Currently Enrolled Accounts			
Below is a list of your currently enrolled Bank-to-Bank transfers, ext		om this screen. For questions, or if you need assistance with the enrollment process, contact a Diamond Ba nd us a secure message by selecting the Contact Us link at the top of the page.	ank Electronic Services Specialist at 1-877-213-2265 or email us at
Alias:	FI Name:	Routing Number:	Account Number: Status:
			Verified <u>Edit</u> <u>Delete</u>
			Verified <u>Edit Delete</u>

The "Enrolled Accounts" tab will show all of the accounts that you have enrolled for Bank to Bank Transfers. The Alias section shows the name of the account you have added and will apply the label you used when setting up the New Transfer. The FI section will show the name of the bank followed by the corresponding Routing and Account numbers. The Status section lets you know that the account has been verified once complete. If you want to change the label of the account just click on the Edit button and you can customize the name to whatever you want to call it. If you want to remove the account just click on Delete and it will remove it from your list of transfer accounts.

<b>Online Banking</b>	/ Account /	/ Transactions	/ Current	Transactions
-----------------------	-------------	----------------	-----------	--------------

Account Bill Pay	eStatements Options			
My NetTeller Accounts	Bank to Bank Transfers Transfers Stop Payments Statements Account Info			
Current Transactions Downlo	ad Search			
Transactions from 12/20/2019 to		<ul> <li>View Range: <u>Since Last Statement</u>  </li> </ul>	<b>7 Days</b>   <u>15 Days</u>   <u>30</u>	<u>  Days   All</u>
View Transactions for: PERSO	IAL SAVINGS		Current Balance Available Balance	
Date	Description	Debit	Credit	Balance
12/24/2019 <u>View Image</u>	WITHDRAWAL			
Totals:	Transactions: 1	Debits:	redits: <b>\$</b> 0.00	
				Print

The **Transactions, Current Transactions** tab will show individual transactions that have posted for the account that is chosen in the **View Transactions For** drop down box. The **View Range** buttons allow you to customize how many transactions you want to view/print.

My NetTeller Accounts Current Transactions Do	Bank to Bank Transfers	Transactions	Stop Payments St	tatements Ac	count Info				
Download Transactions	•								
						* Indicates Required Field			
			* Downlo	oad Transactions fo	or Account	PERSONAL CHECKING	•	]	
				* Select Downle	load Range	Select option	*	() Required Field	
				* Select Downlo	ad Format	Select option Since Last Download Since Last Statement Date Range		() Required Field	
					/ L	D	ownload		

# Online Banking / Account / Transactions / Download

The **Transactions** and **Download** tabs can be used to download and/or print transactions. The first drop down box allows you to choose the account you want to download. The next box allows you to choose a date range, transactions Since Last Download or since Last Statement.

Account	👜 Bill Pay	eStatements	X Options								
My NetTeller	Accounts	Bank to Bank Trans	fers Transaction	ons Transfers	Stop Payments	Statements	Account Info				
Current Transac	tions Down	load Search	-								
Download Tran	nsactions 🛛 👔										
					*	Download Transact * Select l		* Indicates Required Field PERSONAL CHECKING Since Last Download	•		
						* Select D	ownload Format	Select option Open Financial Exchange (OFX) Quicken (QFX) Intuit QuickBooks (QBO) Intuit QuickBooks (IIF) Personal Finance (QIF) Spreadsheet (CSV) Word Processing (TXT)	v	① Required Field	

The 3<sup>rd</sup> drop down box allows you to download in multiple formats including Quicken and QuickBooks for business customers utilizing that software to download and balance their books. The Spreadsheet option allows you to download transactions into an Excel spreadsheet which will also give you the ability to sort and search for transactions.



## Online Banking / Account / Transactions / Search

Clicking on the **Transactions**, then **Search** tab will open the page above and allow you to search by an amount, by check#, and sort the transactions by date, amounts, check# and also gives the option to view Electronic Transactions or by Check.



Online Banking / Account / Transfers / New

The **New, Pending and History** tabs are 3 options under the **Transfer** tab. You can use the drop down boxes to select the account that you want to Transfer from, Transfer to, set the frequency for the transfer(One-time, Weekly, Monthly etc.) set the date you want to process the transfer and add a memo to help you track it later when you are balancing your account. When you are ready click on the Green **Submit** button and you will have a chance to review the transfer details then submit once you approve it. Any pending transfers will show up when you click the **Pending** tab and the **History** tab will reflect any past transfers.

My NetTeller Accounts Bank to Bank Transfers Transactions Transfers Stop Payments Account Info
New Stop Payment
* Indicates Required Field
Add Stop Payments for Account: PERSONAL CHECKING
* Check Date 12/24/2019
* Check Number
Amount (optional)
* Payee
Remarks (optional)
Submit Cancel

## Online Banking / Account / Transactions / Stop Payments / New

The next tab over is the **Stop Payments** tab and can be used for customers who know the check number of the check they are wanting to place a stop payment on. They will need the Check number, the Date the check was written, the amount and who is was written to. Once you have the information filled in you will hit the Green **Submit** button and will then have a chance **to review** before Submitting to **Finish** the Stop Payment request.

\*\*\*Note: There is a \$20 Stop Payment fee for these transactions

# Online Banking / Account / Transactions / Statements

The next option under the **Account** tab is the **Statements** tab. A description of how to sign up for eStatements can be found in the eStatements / ENotices procedures.

Account	Bill Pay eStatements C	Options	•			
My NetTeller	Accounts Bank to Bank Transfers	Transactions Transfers	Stop Payments	Statements Account Info		
View Statements	for: PERSONAL SAVINGS V					
View Statements						
Statement Date:	Description:				Select Format to View:	
11/29/2019	This is your statement				Select option	
10/31/2019	This is your statement				Select option View PDF View Text	
09/30/2019	This is your statement				View HTML Select option	
08/30/2019	This is your statement				Select option 🔻	

The drop down box to the right of each Statement/Notice can be used to view your statement/notice in 3 formats including PDF, Text, or HTML. If you click on PDF, the next page following will appear and provide more options.

My NetTeller Accounts Bank to Bank Transfers Transactions Transfers Stop Payments Statements Account Info November Statement for PERSONAL SAVINGS  To download: 1. Click the link below. 2. Select Save from the dia To view: 1. Click on the link below. 2. Select Open from the dia						ons		eStatements	🖄 Bill Pay	Account
To download: 1. Click the link below. 2. Select Save from the dia To view: 1. Click on the link below.		Account Info	Statements	Stop Payments	Transfers	Transactions	insfers	Bank to Bank Tran	Accounts	My NetTeller
To download: 1. Click the link below. 2. Select Save from the dia To view: 1. Click on the link below.							-			
1. Click the link below. 2. Select Save from the dia To view: 1. Click on the link below.							?	AL SAVINGS	ement for PERSON	ovember State
1. Click the link below. 2. Select Save from the dia To view: 1. Click on the link below.		loadu	To down							
To view: 1. Click on the link below.										
1. Click on the link below.	ilog box.	t Save from the dialog bo	2. Select							
			To view:							
2. Select Open from the di										
	alog box.	t Open from the dialog b	2. Select							
Statement for PERSONAL S/	AVINGS in PDF for	nt for PERSONAL SAVING	Statemer							

Once you click on the link highlighted in Blue your statement/notice will open and provide more options. Once you close the statement down you will be back at this page and can hit the Green Return to Statement Lilst button to get access to more statements if needed.



Once your statement appears you can use the options to the right (your screen options may differ depending on the operating system you are using). The first button with the arrow is the Download button that allows you to choose where to Save and store your eStatement/eNotice for future reference. The second button is the print button if you prefer to print out the statement to balance your account.

Note: Your online eStatements/eNotices are stored for up to 18 months so if you would prefer just to view them from our site you can ensure that they will be kept safe and protected and won't be compromised if your computer/device gets hacked.

# Online Banking / Account / Account Info



The Account Info Tab will provide account information for the account that is selected in the drop down box labeled "View Account Information For".

# Online Banking / Options / Personal

In the "Options" tab there are 5 additional tabs, Personal, Account, Display, Alerts and Mobile Settings. The Personal Tab is highlighted below.

Account Bill Pay eStatements ( Personal Account Display Alerts	X         Options           Mobile Settings         Image: Control of the settings	
Your password will never expire; however Diamond	Bank recommends that you change your password every 90 days to help keep your ac	account more secure.
Modify Personal Settings		
	Current Email Address:	
	Change Email Address:	
	Reenter New Email Address:	
	Alert Address:	
	Mobile Phone Number:	
	Wireless Provider Address:	Carrier Search
		**Standard wireless carrier charges may apply**
	PIN Reset Question:	
	PIN Reset Answer:	
	Personal Watermark:	NOTE: Click on Watermark to change.
Modify Login Information		
	Online Banking ID Enter New	Online Banking ID Rules
		- Must contain at least 1 letter - May contain numbers
		- May contain the following special characters: + _ % @ ! \$ * ~ - Must be between 4 and 12 characters
	Online Banking PIN	
	Enter Current	PIN Rules
	Enter New	- May contain the following special characters +_%@!\$*~ - Must be between 8 and 25 characters in length
	Enter New Again	- Must not match or contain your ID - Must not match one of the previous 4 PINs
		Submit

The "**Personal**" tab allows the customer to edit any of their personal information such as their phone number, Reset questions, Personal Watermark, Online Banking ID and Online Banking PIN (Password).

Online Banking / Options / A	Account / Display			
Account Bill Pay	Options			
Personal Account Display Alerts	Mobile Settings			
Deposit Accounts				
		Select an Account Type	Deposit Accounts 🔹	
		Drag and drop the account instructions	t to rearrange the display order. See <u>keyboard</u>	
		Account Pseudo Names	New Account Pseudo Names	
		E PERSONAL SAVINGS	Vacation Account	
			i	
		MISC CHECKING		
			Submit	

The **Options, Account** tab will you to customize or Label your accounts to names that help you identify your accounts, for example, if you are saving for a vacation you could label a savings account Vacation Account.

<b>ি</b> Account	🙆 Bill Pay	eStatements	Options		
Personal	Account Disp	lay Alerts	Mobile Settings		
Establish Disp	olay Defaults 🛛 🌘	9		Transactions	

The **Display** Tab will allow you to customize your preferences i.e. if you want your Transactions page to default to show the last 7 days you can click on that button and hit the Green **Submit** button to save your changes.

# Online Banking / Options / Alerts / Alerts Listing

Account Bill Pay eStatements Options	>						
Personal Account Displa Alerts Mobile Setting	5						
Alerts Listing Events Balance Item Personal							
mt Event Alerts							
When the following Occurs:			Alert Me:				
Receiving Incoming ACH Credits			Via Text Message				
Receiving Incoming ACH Debits			Via Text Message				
Insufficient Funds (NSF)			Via Text Message				
Statements or Notices			Via Text Message				
Current Balance Alerts							
When Balance In:	Goes:	Amount:	Alert Me:				
PERSONAL CHECKING	Below	\$500.00	Via Text Message				
Current Item Alerts							
When An Item clears:	Account:		Alert Me:				
There are currently no Item Alerts set up.	There are currently no Item Alerts set up.						
Current Personal Alerts							
On the Following date: Remind me	On the Following date: Remind me of: Alert Me:						
The second	These are summarized as a provide the second s						

The Alerts Listing page shows any alerts that you have set up on the Events, Balance, Item or Personal Tabs.

Edit Event Alerts			
Alert Type:	When the following occurs:	Alert Type:	When the following occurs:
Login	Receiving Incoming Wires	🛛 Email 🔲 Login 🗍 Text	Transfers Expired
🔲 Email 🔲 Login 🗹 Text	Receiving Incoming ACH Credits	Login	Transfers Failed - Restricted
🗆 Email 🔲 Login 🗹 Text	Receiving Incoming ACH Debits	Login	Transfers Deleted - Closed Act
🗆 Email 🔲 Login 🗹 Text	Insufficient Funds (NSF)	🛛 Email 🔲 Login 🔲 Text	Expiring Transfers
🛛 Email 🔲 Login 🗹 Text	Statements or Notices	Login	Email Address Change
🛛 Email 🔲 Login 🔲 Text	Maturing Loans	Login	Mobile Address Change
🛛 Email 🔲 Login 🔲 Text	Maturing CD's	Login	Password Changes
🛛 Email 🔲 Login 🔲 Text	Transfers Failed - NSF		
	Submit	Cancel	

# Online Banking / Options / Alerts / Events

The **Options, Alerts, Event** Tab for alerts can be used for many features and can alert you by email, when you login or via text messages. For example, if you want to know when you receive an Ach Credit (Payroll) just click on Receiving Incoming ACH Credits. Once you make your changes just hit the Green **Submit** button.

Account Bill Pay eStatements Options				
Personal Account Display Alerts Mobile Setting				
Alerts Listing Events Balance Item Personal				
Balance Alert	* Alert Type:	If the balance in: PERSONAL SAVINGS	Goes:	* Amount: \$000
				Cancel Submit

Under the **Options**, Alerts tab, the Balances tab will let you set up an alert to inform you when the balance falls above or below the amount you choose.

Account     Bill Pay     Estatements     Options	
Personal Account Display Alerts Mobile Settings	
Alerts Listing Events Balance Item Personal	
Item Alert	
*Alert Type: * If Item Number: Clears:	
Email Login Text 0 PERSONAL SAV	INGS
Canc	el Submit

### Online Banking / Options / Alerts / Item

Under the **Options, Alerts tabs,** the **Item** Alert tab will let you set an alert for a specific item you are looking for.

Online Banking / Options / Alerts /	<sup>/</sup> Personal		
Account Bill Pay eStatements Options			
Personal Account Display Alerts Mobile Settings			
Alerts Listing Events Balance Item Personal			
	$\int$		
Personal Alert			
	* Alert Type:	* On: * Alert Mess	sage:
	🗖 Login	12/25/2019	
			Cancel Submit

If you want to set an alert or reminder the next time you login you can set a personal alert using the Personal tab.

Any alerts you add will then show up on the Alerts Listing page to summarize all of your alerts.

	Account	🖄 Bill Pay	eStatements	Options			
	Personal	Account Disp	lay Alerts	Mobile Settings			
	Web Mobile Set	tings Text Mo	bile Settings				
ſ			•				
	Mobile Web Set	ttings					
					Enable web access for your mobile device		
					Receive Text Message Alerts	Yes	
						**Standard wireless carrier charges apply**	
					Mobile Phone Number	···· ··· ··· ··· ··· ··· ··· ··· ··· ·	
					Select your wireless provider	Verizon	•
					listi sele	y selected accounts will show in the mobile acco ing. These settings will not affect transfers or pr ected accounts in bill pay or mobile deposit.	
						PERSONAL SAVINGS	
						PERSONAL CHECKING	
						MISC CHECKING	
						Submit	Cancel

## Online Banking / Options / Mobile Settings / Web Mobile Settings

The **Mobile Settings**, **Web Mobile Settings** tab, allows you to enable access with your mobile device, choose to receive any alerts you have set up via text, and assign the phone number and wireless provider of your phone. You have the flexibility to choose which accounts you would like to have access to through the Diamond Bank Mobile App.

# Online Banking / Options / Mobile Settings / Text Mobile Settings

Account Bill Pay			
Personal Account Display Alerts Mobile Settings			
Web Mobile Settings			
DIAMOND BANK Mobile Text Settings			
	Enable text access for your r	nobile device	
	Accept DIAMOND BANK Text	t Banking Terms & Conditions <u>Viev</u>	v Terms & Conditions
	Mobile Phone Num	her D	** Message and data rates may apply. Text STOP to
	MODILE FIIORE NUM		89549 to cancel. Text HELP to 89549 or call (870) 285-
			2172 for more information. 1 message per request **
	Select Your Wireless Provid	ler Verizon 🔹	Not all carriers are supported for this service. Click the
			dropdown for a list of participating carriers. Carrier is
			not responsible for any delayed or undelivered messages.
	Select the accounts you wa	ant text access from your mobile de	vice
	Account Name	Mobile Short Name	
	PERSONAL SAVINGS	Per Savings	Text Commands
	PERSONAL CHECKING	Per Checking	Bal=All Acct Bal Bal Mobile Short Name=Single Acct Bal
	MISC CHECKING	Misc Checking	Hist=All Accts Recent Activity Hist Mobile Short Name=Single Acct Activity
			Help=Commands
		•	- Stop=Cancel
		Submit Cancel	

Under the **Mobile Setting** tab, **Text Mobile Settings** Tab will allow you to accept the Text Banking Terms and conditions that will allow us to communicate with you for all of the changes you make regarding alerts. You can also use this page to label your accounts when using The Diamond Bank Mobile App. There are also some text commands you can use to receive information through texts.