


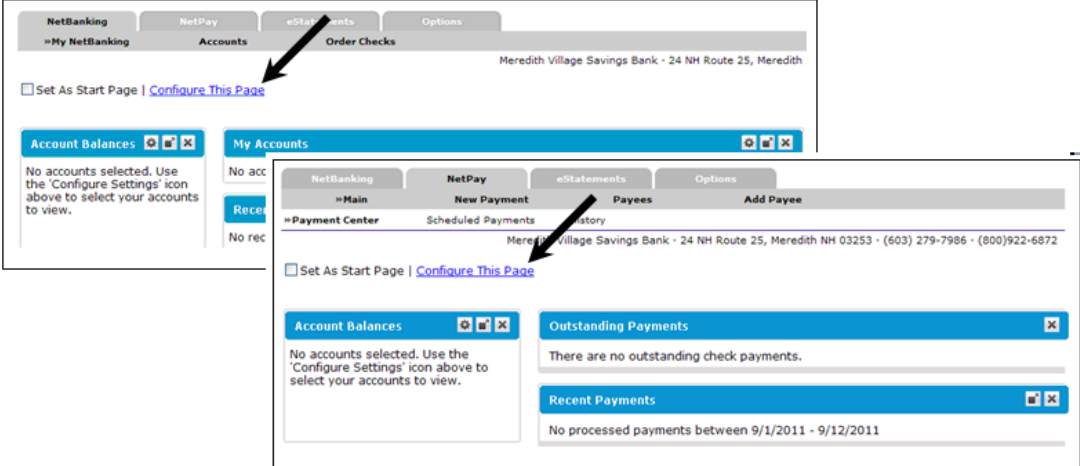
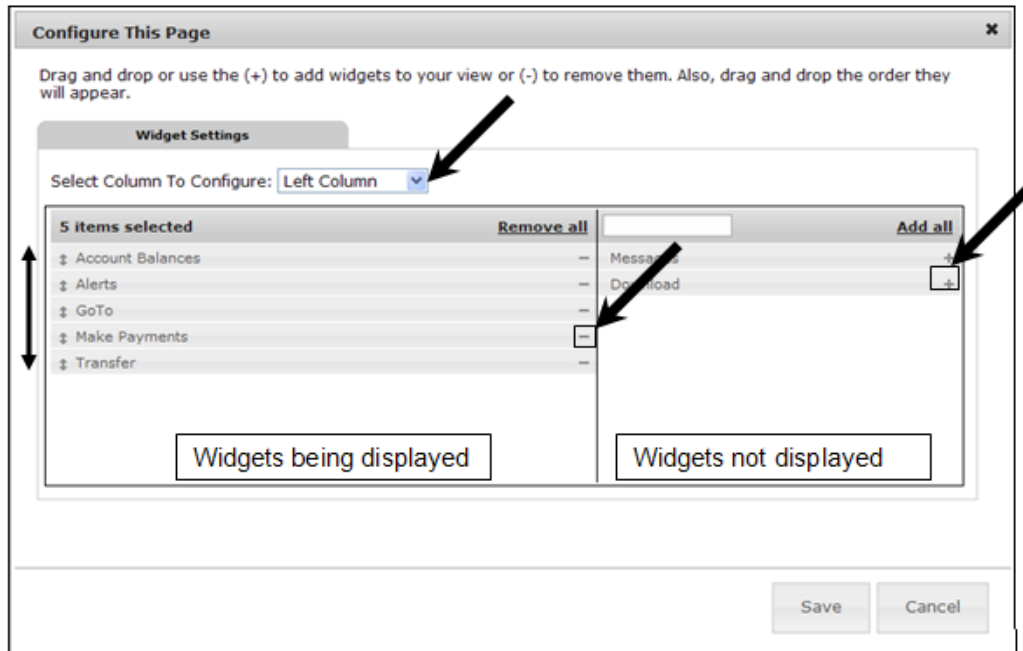


<p style="text-align: center; font-size: 2em; font-weight: bold;">1</p>	<p>Log in to NetBanking from the MVSB home page.</p>
<p style="text-align: center; font-size: 2em; font-weight: bold;">2</p>	<p>Access the My NetBanking Page or Payment Center page. On the Main account listing page, select “My NetBanking” from the Main Menu bar.</p>  <p>From the NetPay menu, select “Payment Center” from the sub menu.</p>  <p>You will see a brand new screen showing boxes called widgets that you can customize. All customizable widgets will show a default message indicating you can use the ‘Configure Settings’ icon . After a widget is configured the data will populate that widget.</p>
<p style="text-align: center; font-size: 2em; font-weight: bold;">3</p>	<p>Configure the My NetBanking or Payment Center Page by clicking the “Configure This Page” link located in the top left portion of each screen (shown below).</p>  <p>To Configure the Page - click the “Configure This Page” Link, a light box displays so you can control which widgets to display and the order they appear in the column.</p> <ol style="list-style-type: none"> 1. Select the column to configure from the Select Column to Configure drop-down list. 2. Review the widgets being displayed (left side of light box).

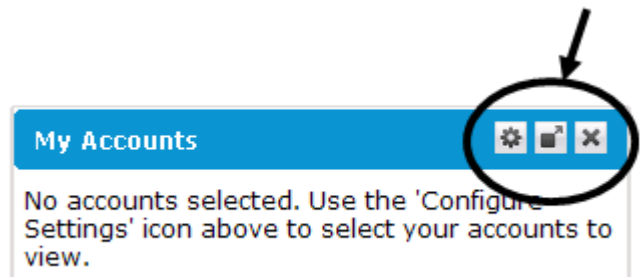
3. Review the widgets not currently displaying (right side of light box).
 4. You can add, remove widgets and change the display order. . (See Attachment 1 for description of different widgets.)
 - To **add** widgets to display click the **plus (+)** on widget. Clicking **Add all** will display all widgets. The added widgets will be listed on the left side of the light box.
 - To **remove** widgets click the **minus (-)** on each widget to remove that widget from view. Clicking **Remove all** will remove all widgets from view. The removed widgets will be listed on the right side of the light box.
 - To **change the display order** of the widgets **click and drag** the displaying widgets.
- After you select the widgets you would like to see click **'Save'**. The Configure light box will close and the page will reload to reflect the changes







- Selecting the **'Set As Start Page'** check box
- On My NetBanking will save the My NetBanking page as the first page you see when you log in
 - On Payment Center will save the Payment Center as the first page you see when you navigate to the NetPay menu.


4

Configuring a widget.
 You can configure each individual widget by clicking on the icons in the upper right hand corner of widget: How to configure each widget is the same although the content of each widget is different.



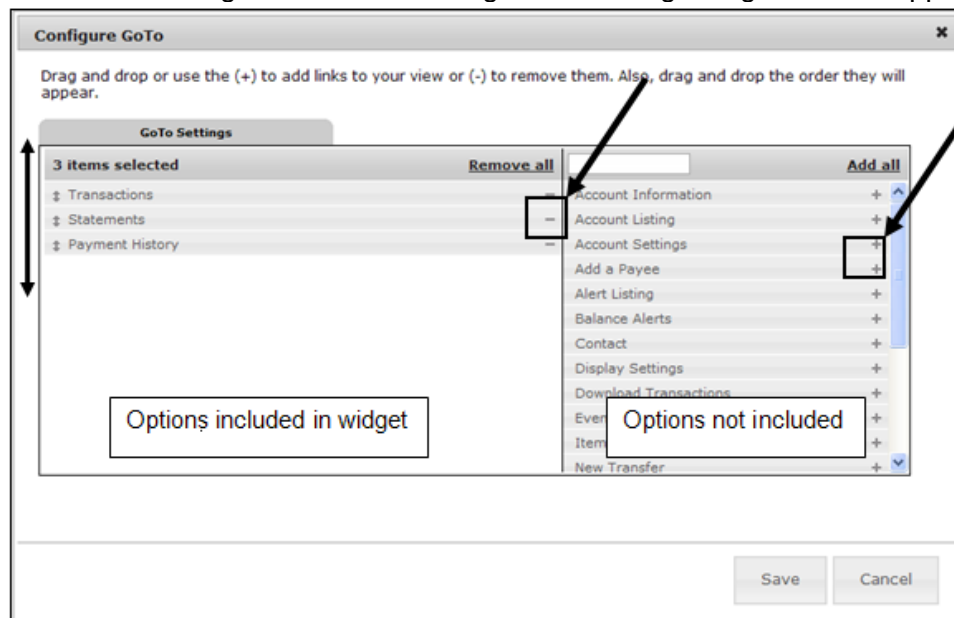
Configure: Clicking the ‘Configure Settings’ icon  to access a light box window that allows you to configure the widget. For example, clicking the ‘Configure Settings’ icon  in the “Recent Transactions” widget shows a list of accounts you can display within the widget.

Go: Clicking the ‘Go’ icon  will bring you to the NetBanking page containing the information contained in the widget. For example, clicking the ‘Go’ icon  in the “Recent Statements” widget will bring you to the Statements page.

Remove: Clicking the ‘Remove’ icon  will bring remove the widget from the My NetBanking or Payment Center page. You can always re-add the widget under the “**Configure This Page**” link.

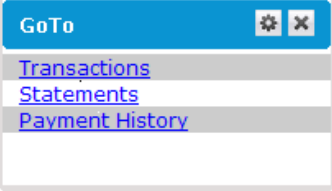
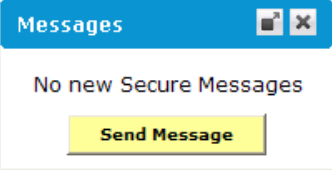
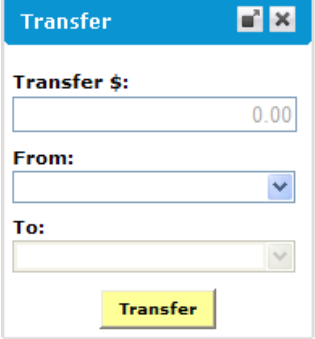
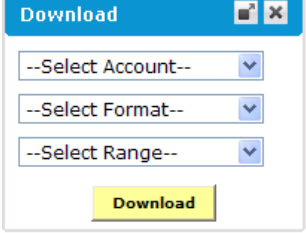
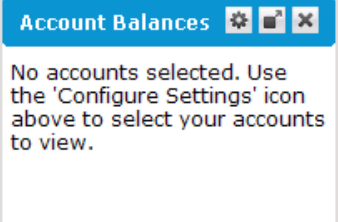
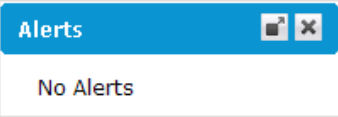
To Configure a widget:

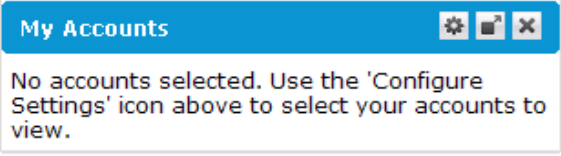
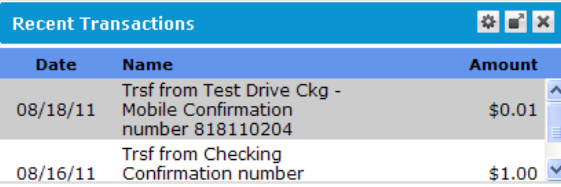
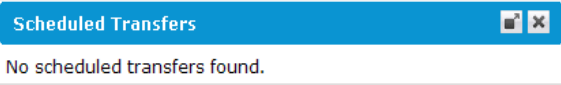
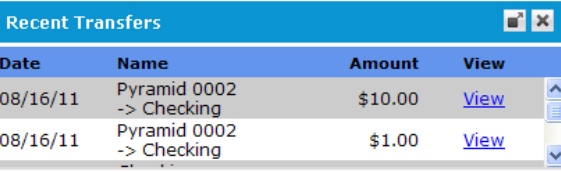
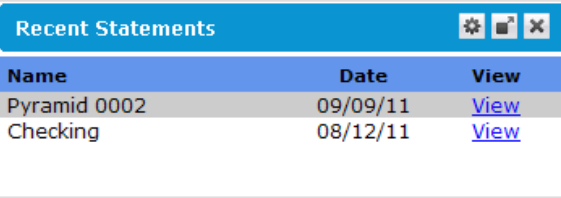
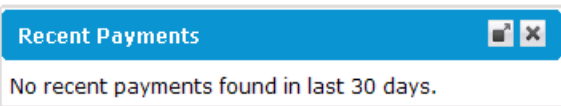
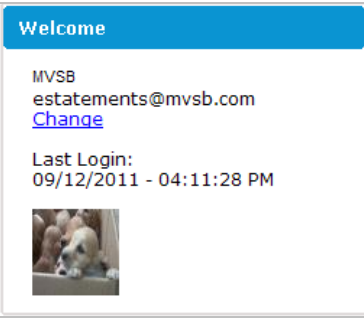
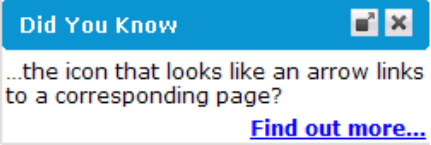
1. Click the Configure icon on the widget. The configure light box will appear:



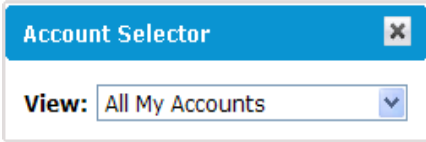
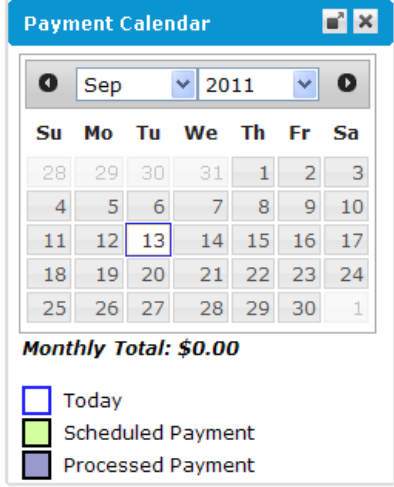
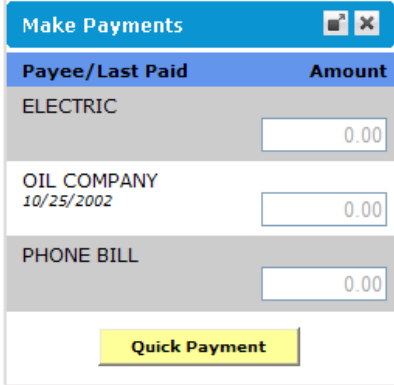
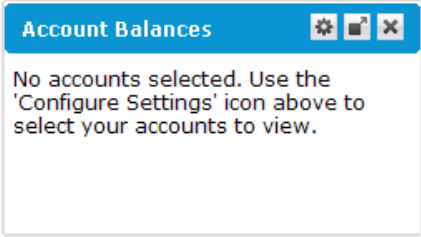

2. Review the items being displayed (left side of the light box). If this is the first time configuring the widget no items will display on the left side.
3. Review the items not currently displaying (right side of light box).
4. You can add, remove items and change the display order.
 To **add** items click the **plus (+)** on each item to include it in the widget. Clicking **Add all** will add all items to the widget.
 To **remove** items click the **minus (-)** on each item to remove from the widget. Clicking **Remove all** will remove all items from the widget.
 To **change the display order** of the items **click and drag** the displaying items.
5. Click **Save** to retain the changes made to the widget. The Configure light box will close and the widget will reload to reflect the changes.

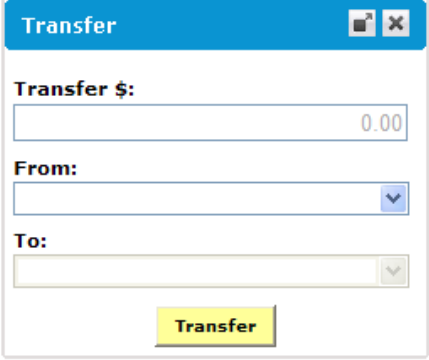
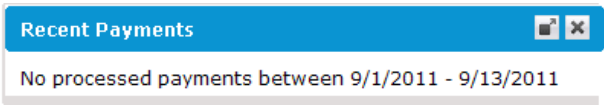
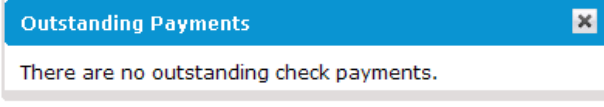
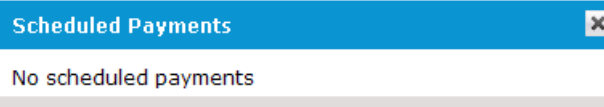
My NetBanking Widgets

Left Column			
Widget Name	Function	Go Destination	Image
GoTo	Links to other functions. Also available in <i>Payment Center</i> .	N/A	
Messages	Indicated receipt of secure messages from MVSB.	Messave > View Messages	
Transfer	Conduct one-time immediate transfer. Also available in <i>Payment Center</i> .	Transfer > New Transfer	
Download	Download transactions.	Transactions > Download	
Account Balances	Balance of accounts. Click Psuedo name to see Account info. Also available in <i>Payment Center</i> .	Account Listing	
Alerts	Indicates receipt of login alerts	Options > Alerts	

Center Column			
Widget Name	Function	Go Destination	Image
My Accounts	Shows account, balance. Click pseudo name to access transactions. Links to Account info.	Account Listing	
Recent Transactions	Last 30 days of transactions on all accounts configured. Roll over transaction to see account number affected	Current Transactions	
Scheduled Transfers	Lists pending transfers. Link displays all transfer details	View Schedule Transfers	
Recent Transfers	Lists transfer history. Link to full transfer details.	Transfers > History	
Recent Statements	Lists NetBanking statements. Link displays statement in light box window.	Statements	
Recent Payments	Lists last 30 days of Bill Pay History. Also available in <i>Payment Center</i> ,	Bill Pay History	
Right Column			
Widget Name	Function	Go Destination	Image
Welcome	Shows customer's name, email address, last login info and watermark. Link takes user to Personal Options.	N/A	
Did You Know	<i>My NetBanking</i> tips. Link directs to additional detail about the tip with further access to all tips.	List of all Did You Know topics.	

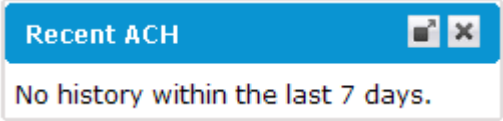
Payment Center Widgets

Left Column			
Widget Name	Function	Go Destination	Image
Account Selector	View Payment Center data for selected account.	N/A	
Payment Calendar	Quick glance view of payment activity by date. Click on a date to show payment details. Calendar also drives the data displaying on other widgets. Go bank up to 19 months and forward up to 12/31 four years ahead.	Larger calendar view	
Make Payments	Enter one-time, immediate payments to existing payees.	Add Payment > Quick Payment	
Account Balances	Balance of accounts. Click pseudo name to see Account info. Also available on My NetBanking.	Account Listing	
GoTo	Links to other functions. Also available on My NetBanking.	N/A	

Transfer	Conduct one-time, immediate transfer. Also available on <i>My NetBanking</i> .	Transfers > New Transfer	
Right Column			
Widget Name	Function	Go Destination	Image
Recent Payments	Lists last 30 days of Bill Pay history. Also available on <i>My NetBanking</i> .	Bill Pay History	
Outstanding Payments	Displays 90 days of issued CHECK payments that have not yet cleared. After 90 days, uncleared items drop off the widget. Click the Payee for payment details.	N/A	
Scheduled Payments	Shows scheduled payments for month being displayed. Can Edit Selected payments	Scheduled Payments	

Cash Management Widgets

Note: Availability of widget is based on user's permissions.

Center Column			
Widget Name	Function	Go Destination	Image
Recent ACH	Lists last 7 days of ACH history. Link directs to batch details.	ACH > History	
Initiated ACH	Lists ACH Batches in an initiated status. Link directs to View Batch details.	ACH > Batch List	