



ONLINE BANKING UPGRADE GUIDE

First time Login and Account Friendly Names

New Users

Login

If this is your first time accessing Cattle Bank & Trust's upgraded Online Banking website, complete the following steps:


1. Navigate to the Online Banking system via <https://cattlebank.com/> or download the new Mobile App from your app store
2. If you were an existing Online Banking user prior to conversion:
 - a. Use your previous login name to access the system.
 - b. Enter your assigned temporary password (*the last six of your SSN / TIN*)

Good Morning HOME LOCATIONS SIGN IN

Cattle
— BANK & TRUST —

Welcome to Your **NEW** & Improved Online Banking

LOGIN

PASSWORD 

REMEMBER ME

[Forgot password?](#)

You must be registered for Online Banking. If you are not a registered customer, you must contact the bank for authorization.

The account information you are about to review is a history as of the bank's most recent update. Any transactions you create during this session are pending the bank's next update and are subject to any other activity in the corresponding account.

Submit

FINANCIAL TOOLS

TIP: Click the icon to display or hide the typed password.

Mortgage

Mortgage Qualification

Retirement

Savings

Simple Loan Payment

3. Click **Submit**.

- If prompted, create a new login name.

EDIT LOGIN NAME

The Login Name you create may be up to 15 characters in length.
The next time you sign in to Online Banking, you must use this Login Name.

- Click **Submit**.
- Provide a method for contact. This information will be used to send a confirmation code prior to login.

ADD CONTACT

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After selecting a contact option, you will be asked for your contact information.
Based on your selection, a confirmation code or secret key will be provided.

- Select the type of contact method. *Options are:* SMS/Text or Email.
- Enter a name for the contact method. (i.e. My Cell, email)
- Enter the mobile phone number or the email address.
- Click **Submit**.

7. Enter the confirmation code received via SMS/Text or email. If needed, click **Resend** to receive a code again.

VERIFY CONTACT

Please enter the confirmation code that was sent to the phone number you provided. (*****3227) If you did not receive the code click '[Resend](#)'.

8. Click **Submit**.
9. If prompted, edit the password.
 - a. Enter the current password in the Current Password text box.
 - b. Enter a new password in the Password text box.
 - c. Enter the same password in the Confirm text box
10. Click **Submit**.

EDIT PASSWORD

Password change required.

Due to security concerns, passwords must now meet certain Complexity Requirements:
Passwords must contain characters from at least three(3) of the following four(4) classes:
Upper case letters A, B, C, ... Z
Lower case letters a, b, c, ... z
Numbers 0, 1, 2, ... 9
Non-alphanumeric ("special characters") such as punctuation symbols.
Passwords may not contain any part of the Login Name.
For Example: If Login Name is JohnDoe, then the password cannot contain: john, ndoe, etc.

Passwords must contain a minimum of 8 to a maximum of 15 characters
Password may not be the same as any of the previous 3 passwords.

11. Verify and register your email address.

EDIT EMAIL INFO

Various features of Online Banking require a registered email address. To register, enter your email address below and click Register. After you click Register, we'll email you a confirmation code to enter in the next screen to complete your registration.

EMAIL ADDRESS
 enter your email address

SEND AN ALERT TO THIS ADDRESS WHEN I RECEIVE A SECURE MESSAGE.

Later
Opt Out
Register

12. Click **Register**.

13. Enter the confirmation code that was sent to the email address you provided. If needed, click **Reset** to receive a code again.

EDIT EMAIL INFO

Please enter the confirmation code that was sent to the email address you provided. If you did not receive the email or would like to use a different email address, click 'Reset'. Please note that it may take several minutes to receive the confirmation email.

CONFIRMATION CODE
 |

Reset
Resend
Submit

14. Click **Submit**

15. Review the Terms and Conditions scroll to the bottom and Click **Accept**.

CATTLE BANK & TRUST TERMS & CONDITIONS

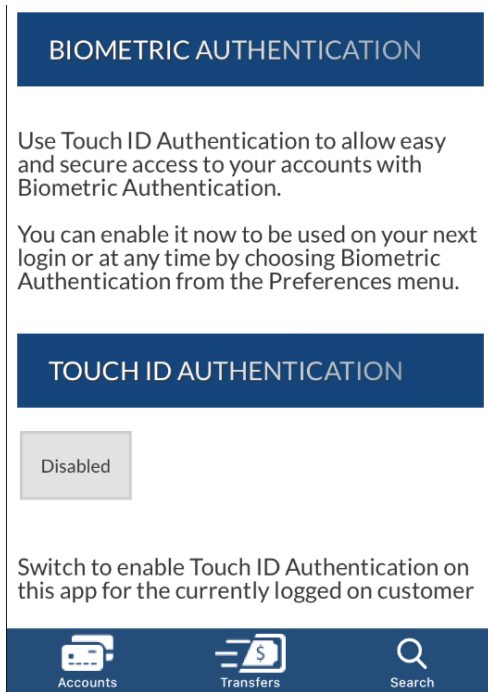
ONLINE BANKING AGREEMENT

PLEASE READ THIS AGREEMENT CAREFULLY AND KEEP A COPY FOR YOUR RECORDS

In this Online Banking Agreement (the "Agreement"), "Bank", "we", "us", and "our" means Cattle Bank & Trust and "you" and "your" means to each person or entity that is an owner of an account, a Secondary User (defined below), or a party-in-interest to an account (such as a co-trustee of a trust account). This Agreement states the terms and conditions that apply when you use Online Banking (defined below). These terms and conditions are in addition to those that apply to any accounts you have with us or any other services that you obtain from us. You must follow all our instructions and procedures applicable to Online Banking. We may contract with third party service providers or other parties ("Service Providers") with respect to one or more of the Online Banking services or the provision of an Online Banking service or parts thereof.

Online banking provides a secure web browser-based suite of electronic services that allow you to manage your banking activity online ("**Online Banking**"). If you request Online Banking and it is available, we will grant access to your Administrator (defined below) to establish, maintain and delete Secondary User (defined below) access, authority, and applicable dollar limits and service limitations, and perform other administrative tasks with respect to your use of all or any part of Online Banking. Certain Online Banking services require our approval or may be subject to limitations we may impose from time to time.

16. If you are using the Mobile App you will have the opportunity to enable Biometric Authentication (Face ID or Touch ID). If you do not wish to enable this feature, simply click on the Accounts link at the bottom left.



Continue to the next page for Account Summary and Name information.

Accounts

Accounts Summary

Accounts → Accounts Summary

The account summary screen displays a general overview of your accounts as well as Notifications, Account Summary Options, and Financial Tools. This screen is also the landing page for the Online Banking system.

NOTES:

- Accounts that are dormant or inactive will not display.

Good Morning HOME LOCATIONS SIGN OUT

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Secure Online Banking
Reliable Account Access at Your Fingertips

ACCOUNTS SUMMARY

CHECKING VIEW OPTIONS ACCOUNTS SUMMARY OPTIONS

****2811	AVAILABLE BALANCE: \$2,831.35
****4261	03
****2701	58
****2728	AVAILABLE BALANCE: \$72.45
****0364	AVAILABLE BALANCE: \$129.04
****0607	AVAILABLE BALANCE: \$1,443.50

TIP: Use the icons to switch between the tile and list view.

TIP: Click the account to navigate to the Account Details screen.

ACCOUNTS SUMMARY OPTIONS
Print Page
View Statements and Notices

FINANCIAL TOOLS
Annual Percentage Rate
Millionaire
Mortgage
Mortgage Qualification
Retirement
Savings

Account Names

Account Nicknames were not available to bring through to the new system. Follow the procedures below to add Friendly names to your accounts for easy identification.

Preferences → Internet Banking Options → Friendly Names

The Friendly Account Names screen is used to create and edit user defined names for the displayed accounts. Once a name has been created, that name will display throughout Online Banking instead of the account number.

NOTE: *If there is duplication of names or usage of special characters in these fields, this will cause errors during the registration process.*

Use the sort order column to indicate the order the accounts should display. Sorting will only take effect per account type. For example, you cannot sort checking and loan accounts to display in a mixed order.

Click **Submit** when finished

TIP: *Blank or 0 (zero) will display before 1*

FRIENDLY NAMES

Checking

ACCOUNT# 262811	AVAILABLE \$2,831.35	CURRENT \$930.54	NAME Spending	ORDER 1
ACCOUNT# 264261	AVAILABLE \$1,240.03	CURRENT \$1,293.57	NAME Savings	ORDER 3
ACCOUNT# 382701	AVAILABLE \$196.58	CURRENT \$437.55	NAME Joe's Account	ORDER 2
ACCOUNT# 382728	AVAILABLE \$72.45	CURRENT \$112.93	NAME 	ORDER 4

We encourage you to contact us at 402.643.3636 with any questions.