

### To enroll in Consumer Online Banking services, visit [gn-bank.com](http://gn-bank.com):

- 1) Click on the **Enroll in Online Banking**.
- 2) Select **Consumer Online Banking Auto Enrollment** from the pop-up box.
- 3) Enter the information requested on the *Enroll* screen, and then select **Next**.
- 4) You will receive a Two Factor Authentication text code sent to the phone number you previously entered. If the device you entered does not accept text messages, please select **Try Another Way**. This option allows you to change the delivery method of the authentication code.
- 5) Read the user agreement, and then select **Accept**
- 6) Create a Username and Password in fields provided, and select **Next**.
- 7) Congratulations! You have completed enrollment.

### To enroll your account(s) in Electronic Statements:

- 1) Log in to Online Banking, and select an account from the dashboard.
- 2) Select **Documents**, and click on **Enrollment**.
- 3) Click on **Details** in Step 1 to place a checkmark (√) on the accounts you wish to enroll for Electronic Statements. After making your selections, click on **Save Settings**.
- 4) Verify your email address in Step 2 is correct.
- 5) Click on **Please enter a security phrase** in Step 3, and enter your security phrase in the box.
- 6) You must click on **Click Here** to receive the enrollment passcode for Step 4, then enter the passcode.
- 7) For Step 5, read the **Electronic Statement Disclosure and Agreement**. Make sure to scroll to the bottom of the disclosure and check (√) "I agree to the listed terms". Then click on **Enroll Now**.
- 8) An enrollment confirmation screen should be displayed, then select **OK**.

### To view/print Electronic Statements from Online/Mobile Banking:

- 1) Log in to Online Banking, and select an account from the dashboard.
- 2) Select **Documents**, and click on **EStatement/Notices**.
- 3) Click on the drop-down menu, and select the account you wish to view the statement.
- 4) A list of monthly statements will appear. Click on **View** for the statement you wish to view.

5) A PDF document should open that you can view, download, or print.

### To transfer between accounts:

- 1) Log in to Online Banking, which will take you to the dashboard.
- 2) Either click **Transfer**, or select an account and then choose **Transfer**.
- 3) From the Transfer menu, select the accounts from/to which funds are transferred from the drop down menus.
- 4) Enter the **Amount** to transfer, use *More options* if you choose, and click **Submit**.

### To deposit a check electronically:

- 1) Endorse the back of the check. It must say "**FOR DEPOSIT ONLY**" and contain the signature.
- 2) Log in to Online Banking, which will take you to the dashboard.
- 3) Either click **Deposit**, or select an account and then choose **Deposit**. The first time you use Mobile Deposit, you will be prompted to enroll. Once you are approved, you can make deposits anytime. Mobile deposits do not show up in your account immediately; they are reviewed and posted at various times throughout the day.
- 4) Enter the Check amount, and click **Continue**.
- 5) Take a picture of the front of check; click **Continue**.
- 6) Take a picture of the back of check; click **Continue**.
- 7) Select **Submit**.

### To set up Account Activity Alerts:

Our system offers account alerts to let you know when transactions have occurred on your account, when your account balance falls below a level you choose and more!

- 1) Log in to Online Banking, and select an account from the dashboard.
- 2) Select **Alert Preferences**.
- 3) Choose **Add Alert** (from Balance Alerts or Transaction Alerts depending on your needs).
- 4) Enter the criteria and the delivery method: **Email**, **Text Message** or **In App message**.
- 5) Click **Add Alert**.