

LEWIS & CLARK

BANK

BANKING MADE EASY



Online Banking | Bill Pay | E-Statement

USER GUIDE

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Getting Started

Welcome to Online Banking with Lewis & Clark Bank! Whether at home or at the office, from a mobile phone, tablet or laptop, we strive to make your online banking experience easy and convenient.

You can navigate this guide by clicking a topic or feature in the Table of Contents. Each section provides an overview and steps to help you during the online banking process. If you have additional questions, contact us at (503) 212-3200 (Oregon City), (503) 738-8000 (Seaside) or (503) 325-7500 (Astoria).

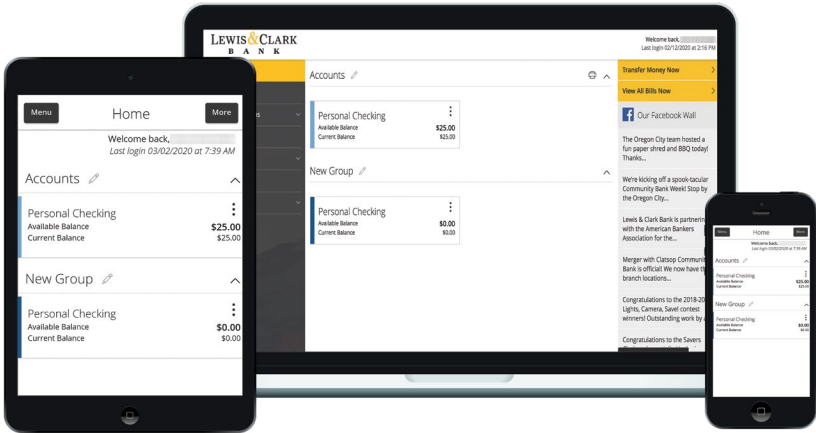


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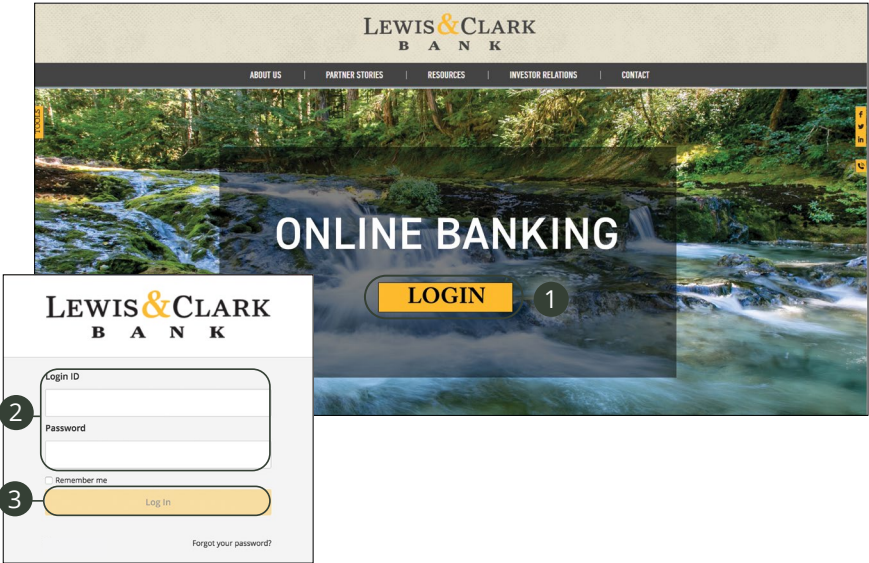
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Getting Started

Logging In

After your first-time enrollment, logging in is easy and only requires your login ID and password. If you are logging in using a device that you have not previously registered, you need to request a Secure Access Code (SAC).



1. Click the **Login** button.
2. Enter your login ID and password.
3. Click the **Log In** button.

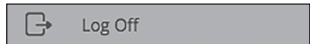


Note: If you enter an incorrect password too many times, your account will be temporarily locked. Call us at (503) 212-3200 (Oregon City), (503) 738-8000 (Seaside) or (503) 325-7500 (Astoria) for assistance.

Logging Off

For your security, you should always log off when you finish your online banking session. We may also log you off due to inactivity.

1. Click the **Log Off** tab in the navigation menu.
2. Close your internet browser.



Getting Started

Resetting A Forgotten Password

If you happen to forget your password, you can easily reestablish a new one from the Lewis & Clark Bank Home page—no need to call us!

The image consists of three sequential screenshots of the Lewis & Clark Bank password reset process, numbered 1 through 3.

Screenshot 1: Shows the login page. At the top is a "Password" label above a text input field. Below the field is a "Remember me" checkbox. A yellow "Log In" button is centered below the checkbox. At the bottom right, there is a link labeled "Forgot your password?" with a circled "1" next to it.

Screenshot 2: Shows the "Forgot your password?" page. At the top is the Lewis & Clark Bank logo. Below the logo is the instruction "Please submit your user name to reset your password." Below this is a "Login ID" label above a text input field. Below the field are two buttons: "Back" and "Submit". A circled "2" is next to the "Submit" button.

Screenshot 3: Shows the "Please select a target:" page. Below the instruction are three radio button options: "I have a Secure Access Code", "Phone to: (***)-***-5017", and "SMS: (***)-***-5017". A circled "3" is next to the "SMS" option.

1. Click the "Forgot your password?" link.
2. Enter your login ID and click the **Submit** button.
3. Choose the contact method that allows Lewis & Clark Bank to reach you immediately with a 6-digit Secure Access Code (SAC).



Note: You may not be able to change your password if your account is locked or if you are resetting your password from an unregistered device.

LEWIS & CLARK
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Enter your Secure Access Code

Secure Access Code

Back Submit

4

This screenshot shows the Lewis & Clark Bank login interface. At the top is the bank's logo. Below it, the instruction "Enter your Secure Access Code" is displayed. A text input field labeled "Secure Access Code" is present, with a callout circle containing the number "4" pointing to it. To the right of the input field are two buttons: "Back" and "Submit".

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Please set your new password:

New Password

Confirm New Password

Password must be at least 5 characters long.
Password can be no more than 15 characters long.
Password must contain a minimum of 1 numbers.
Password may not be the same as last 10 passwords.

Submit

5

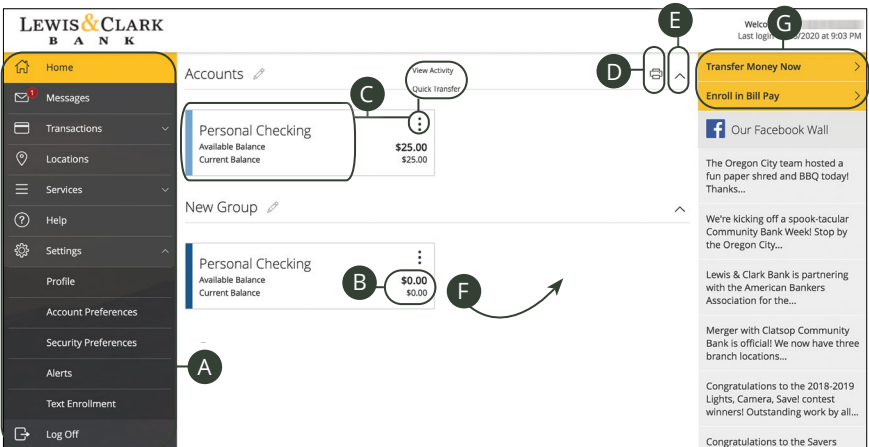
This screenshot shows the Lewis & Clark Bank password reset interface. At the top is the bank's logo. Below it, the instruction "Please set your new password:" is displayed. There are two text input fields: "New Password" and "Confirm New Password". Below these fields are four lines of password requirements: "Password must be at least 5 characters long.", "Password can be no more than 15 characters long.", "Password must contain a minimum of 1 numbers.", and "Password may not be the same as last 10 passwords.". A "Submit" button is located at the bottom of the form area. A callout circle containing the number "5" points to the right side of the form.

4. Enter the SAC and click the **Submit** button.
5. Create a new password based on our password requirements and click the **submit** button when you are finished.




Home Page

Home Page Overview

After logging in, you are taken directly to the Home page. This page is divided into three convenient sections to help you navigate to every feature within Online Banking. Here you can view the balances in both your linked and Lewis & Clark Bank accounts, see your account summaries and more!



Note: The letters correspond to several available features on the Home page.

- A.** The navigation bar appears in every view on the left side of the screen. You can navigate to Online Banking features by selecting the appropriate drop-down tab.
- B.** Your Lewis & Clark Bank accounts and linked external accounts are displayed in an account card with its balance.
- C.** If you click an account name, you are taken to the Account Details page. You can also click the  icon on the right side of an account card and select View Activity for more details.
- D.** The  icon allows you to print a summary of current available funds in your accounts.
- E.** You can expand or collapse account details by clicking the  icon.
- F.** If you click and hold an account card, you can drag and drop it to a new location to change the order in which your accounts appear.
- G.** The Quick Actions links in the top right corner let you quickly access different Online Banking features.
- H.** You can view the total amount of money in your accounts..

Home Page

Account Details Overview

Selecting a Lewis & Clark Bank account on the Home page takes you to the Account Details page, where you can view every transaction pertaining to that account. From here, you can view details such as type of transaction, check images and account balances so you stay organized and on top of your finances.

A REGULAR SAVINGS XXXX
Current Balance **\$43,270.48**
Available Balance \$43,270.48

SAVINGS XXXX
Current Balance **\$118,547.75**
Available Balance \$18,547.75

Personal Checking
Last Updated: 2/6/2020 5:28 AM

B \$25.00 Available Balance

C Search transactions

D Filters **E** Details **F** Chat Print Download

Time Period Transaction Type Description Min Amount Max Amount

Check #

Reset Apply Filters

G Date Description Amount

DEC 13 2019	TRANSFERRED TO DEPOSIT ACCT XXXXXXXX0001	- \$100.00 \$25.00
DEC 13 2019	TFR OF FUNDS FOR TESTING	+ \$100.00 \$125.00
DEC 11 2019	TRANSFERRED TO DEPOSIT ACCT XXXXXXXX0001	- \$100.00 \$25.00
DEC 11 2019	Transfer Funds Back from Sweep H	+ \$100.00 \$125.00









I Chat Print

Details

Description:
Transfer Funds Back from Sweep

Date:
12/11/2019

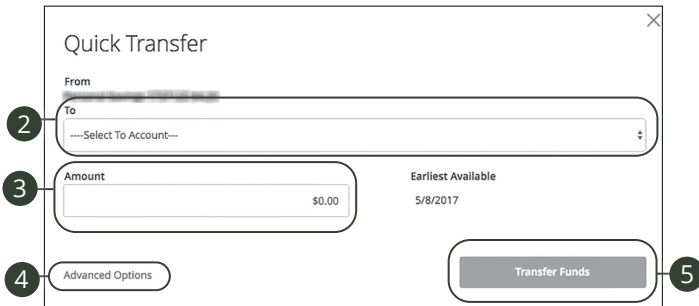
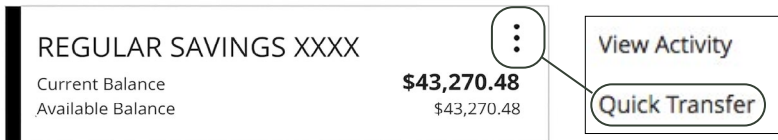
Type:
Credit

-
- A. On the Home page, you can click on an account name to view the Account Details screen. You can also click the right side of an account card and click the **View Activity** button.
 - B. The available balance of that account is displayed in the top right corner.
 - C. You can find transactions within that account using the search bar.
 - D. Transactions can be sorted by time, type, amount or check number. Click the  **Filters** icon for more options.
 - E. More information about your transactions is available by clicking the  **Details** icon.
 - F. The  icon lets you send a secure message about that account. You can also print a list of transactions by clicking the  icon or export your transactions into a different format by clicking the  icon.
 - G. The  icon indicates how the Date, Description and Amount columns are sorted.
 - H. You can view more details about a transaction by clicking on it.
 - I. After clicking a transaction, the  icon lets you send a secure message about that transaction. You can also print the transaction by clicking the  icon.

Home Page

Quick Transfer

No need to run to a branch to move money from one account to another! If you're ever in a rush, the Quick Transfer option provides you with a simple way to do those transactions.

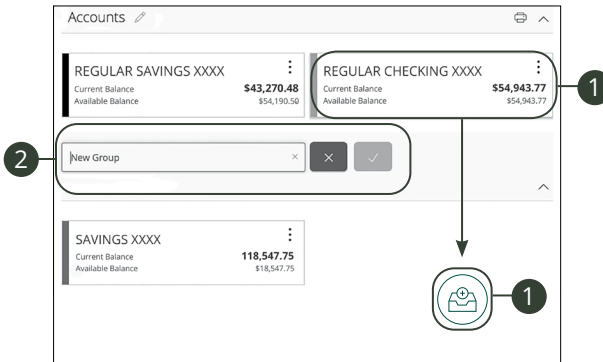



1. Click the **⋮** icon right side of an account card and select Quick Transfer.
2. Select the "To" drop-down and choose an account to receive the funds.
3. Enter an amount to transfer.
4. (Optional) Click the "Advanced Options" link to be redirected to the [Funds Transfer](#) feature.
5. Click the **Transfer Funds** button when you are finished.

Home Page

Account Grouping

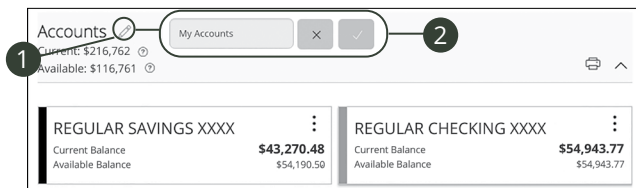
You can organize your internal and linked accounts into groups, so the Home page appears in a way that makes sense to you. These groups can always be changed or deleted to meet your needs.




1. Create a new group by clicking and holding an account tile, then dragging and dropping it to the  pop-up icon.
2. Create a group nickname and click the check mark when you are finished.

Editing a Group Name

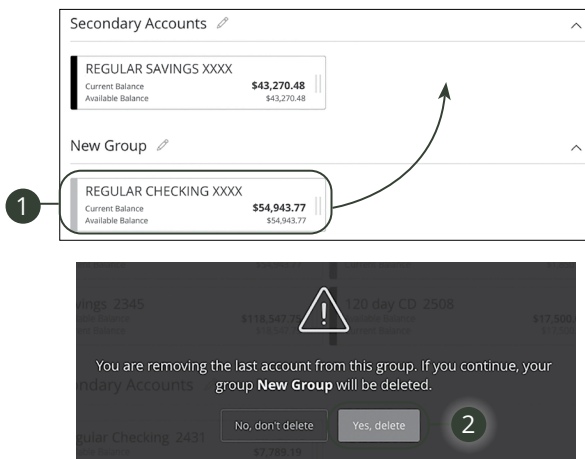
The names of existing groups can be edited in just two easy steps.



1. Click the  icon to edit your group nickname.
2. Enter a new name and click the check mark when you are finished.

Deleting a Group

After a group is made, you can reorganize the Home page by deleting a group without removing those accounts from the Home page.



1. Remove all accounts from a group by clicking and holding an account tile and dragging it to another group and dropping it.
2. Click the **Yes, delete** button to delete the group.

Security

Protecting Your Information

Here at Lewis & Clark Bank, we do all that we can to protect your personal information and provide you with a dependable online experience. However, we rely on you to take further precautions to assure the safety of your accounts. By following our tips, Online Banking can be a secure and efficient method for all your banking needs.

General Guidelines

- Make sure your operating system and antivirus software are up-to-date.
- Always use secure wireless (WiFi) networks that require a login ID and password.
- Never leave your computer unattended while using Online Banking.
- Monitor your recent account history for unauthorized transactions.
- Always log off of Online Banking when you're finished and close the browser.

Login ID and Password

- Create strong passwords by using a mixture of upper and lowercase letters, numbers and special characters.
- Do not create passwords containing your initials or birthday.
- Change your passwords periodically.
- Memorize your passwords instead of writing them down.
- Only register personal devices and avoid using features that save your login IDs and passwords.

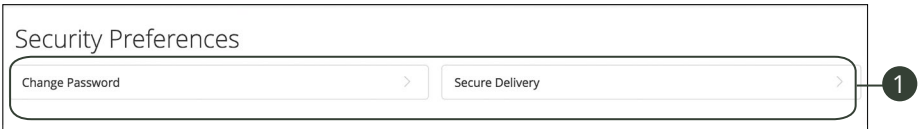
Fraud Prevention

- Do not open email attachments or click on links from unsolicited sources.
- Avoid giving out personal information on the phone or through email.
- Shred unwanted sensitive documents including receipts, checks, deposit slips, pre-approved credit card offers and expired cards.
- Act quickly. If you suspect your financial information is compromised, call us immediately at (503) 212-3200 (Oregon City), (503) 738-8000 (Seaside) or (503) 325-7500 (Astoria).

Security

Security Preferences

We take security very seriously at Lewis & Clark Bank. Because of this, we've added various tools to help you better protect your account information. You can add and manage these features in Security Preferences to strengthen your Online Banking experience.



Change Password

When you need to, you can change your password within Online Banking. We recommend that you change your password regularly and follow our guidelines for creating a strong password.

 A screenshot of the 'Change Password' form. The title 'Change Password' is at the top. There are three input fields: 'Old Password *', 'New Password *', and 'Confirm New Password *'. Each field has a small asterisk and a placeholder text below it. Below the fields are four lines of instructions: 'The New Password and Confirm New Password fields must match', 'Password must be at least 5 characters long.', 'Password can be no more than 15 characters long.', and 'Password must contain a minimum of 1 numbers.' Below the instructions is a legend: '* - Indicates required field'. At the bottom right is a 'Change Password' button. Numbered callouts are: '2' points to the 'Old Password' field, '3' points to the 'New Password' field, '4' points to the 'Confirm New Password' field, and '5' points to the 'Change Password' button.

In the **Settings** tab, click **Security Preferences**.

1. Click the **Change Password** button.
2. Enter your old password.
3. Create a new password.
4. Reenter your new password.
5. Click the **Change Password** button when you are finished making changes.

Secure Delivery

Lewis & Clark Bank verifies your identity using Secure Access Codes (SACs), which are numbered codes that are sent to you by email, phone or text. Within Security Preferences, you can make changes to your delivery preferences or add new ways we can contact you.

Secure Access Code Delivery Information

Enter your preferred email and/or phone contact information below. This contact information will be used for Secure Access Code delivery.

Email

john@company.com ✎ 🗑️

* - Indicates required field

New Email Address

New Phone Number

New Text Number

Email

john.doe@gmail.com 📁 🗑️

In the **Settings** tab, click **Security Preferences**.

1. Click the **Secure Delivery** button.
2. Make changes to a secure delivery method by clicking the ✎ icon to make changes or the 🗑️ icon to delete a secure delivery method.
3. Enter your new contact information and click the 📁 icon when you are finished to save your changes.
4. Add a new delivery contact by clicking either the **New Email Address**, **New Phone Number** or **New Text Number** button at the bottom of the page.

Security

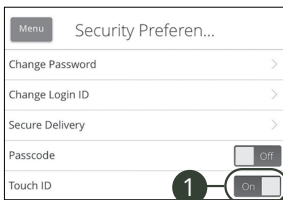
Mobile Security Preferences

Within Lewis & Clark Bank's Online Banking app, you have the ability to set up security preferences that are not available on a desktop computer. These additional preferences make signing into your Online Banking quick and easy but also adds an extra layer of security to your private information while you are on the go!

Enabling Touch ID or Fingerprint Login

Touch ID and Fingerprint Login are features that have fingerprint recognition technology that allows you to unlock your iOS or Android device, to make payments or authenticate transactions using just your fingerprint. With this feature enabled, you can now easily and securely sign in to your Online Banking using Touch ID or Fingerprint Login on our mobile app!

iOS



What Is This Feature?

This feature lets you validate your Mobile Banking session using your fingerprint instead of a login ID and password.

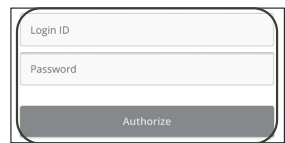
With this feature enabled, you will be prompted to place your registered fingerprint on the fingerprint scanner to login.

Feature Enablement

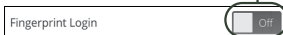
Fingerprint authentication is only available for users with a fingerprint scanner enabled device.

In the event that you choose to disable the feature on your mobile device, your account will revert back to requiring a login ID and password.

Continue



Android

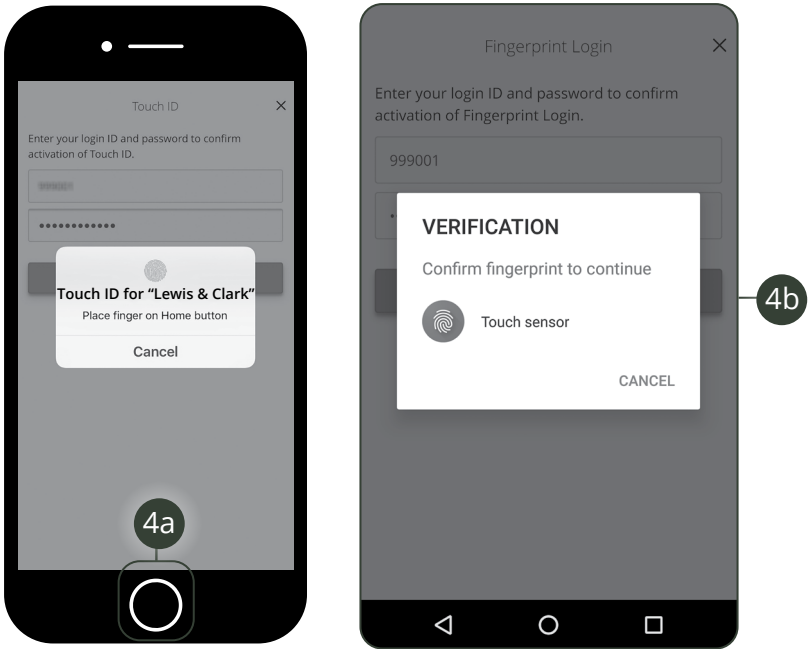


Sign in to Lewis & Clark Bank's Online Banking app and tap the **Menu** button. In the **Settings** tab, tap **Security Preferences**.

1. Toggle the **Touch ID** or **Fingerprint Login** switch from "Off" to "On."
2. Review the information about using fingerprint authentication and tap the **Continue** button.
3. Enter your login ID and password and tap the **Authorize** button.



Note: You must have Touch ID or Fingerprint enabled on your mobile device before enabling it through our Online Banking app.

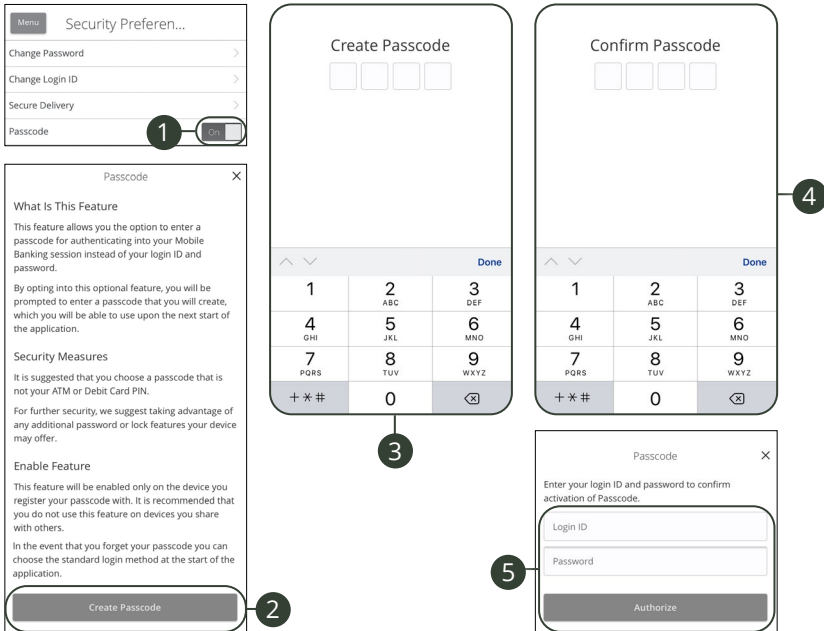


4. Scan your fingerprint

- a. **iOS Device:** Place your finger on the Home button to enable Touch ID.
- b. **Android Device:** Place your finger on the fingerprint scanner to enable Fingerprint Login. Location of scanner varies from device to device.

Enabling Passcode Authentication

Create a unique passcode within our Online Banking app to quickly and easily sign in to your Online Banking on the go!

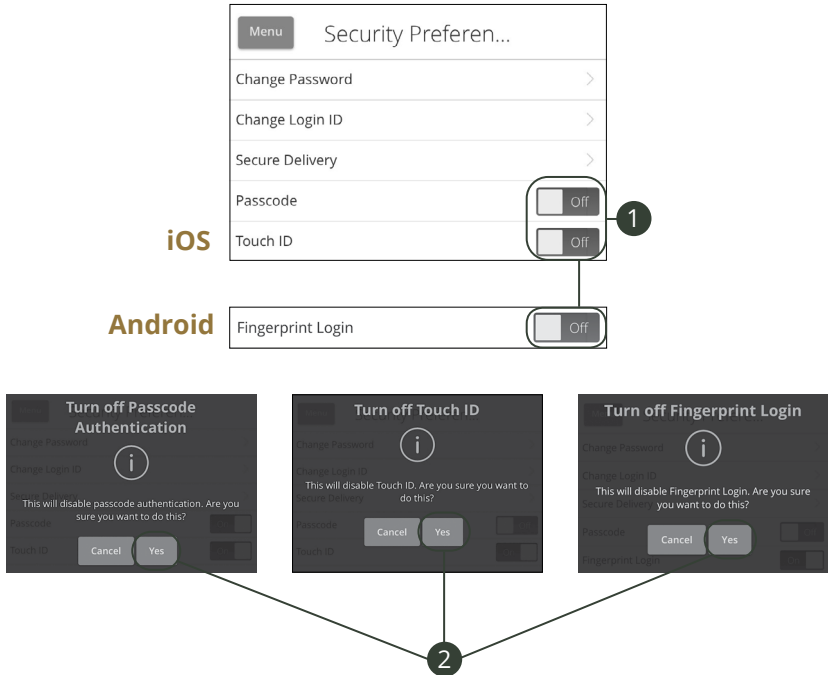


Sign in to Lewis & Clark Bank's Online Banking app and tap the **Menu** button. In the **Settings** tab, tap **Security Preferences**.

1. Toggle the **Passcode** switch from "Off" to "On."
2. Review the information about using a passcode and tap the **Create Passcode** button.
3. Create your 4-digit passcode using the keypad.
4. Confirm your passcode using the keypad.
5. Enter your login ID and password and tap the **Authorize** button.

Disabling Passcode Authentication, Touch ID or Fingerprint Login

You can disable Passcode Authentication, Touch ID or Fingerprint Login if you no longer prefer to utilize them. When all features are disabled, you can sign in to your Online Banking using your login ID and password.



Sign in to Lewis & Clark Bank's Online Banking app and tap the **Menu** button. In the **Settings** tab, tap **Security Preferences**.

1. Toggle the **Passcode**, **Touch ID** or **Fingerprint Login** switch from "On" to "Off."
2. Tap the **Yes** button to disable the feature.

Security

Alerts Overview

Having peace of mind is critical when it comes to your online banking experience. When you create an alert through Online Banking, you specify the conditions that trigger that alert, so you stay on top of what's important to you.

Alerts

--- New Alert ---
 Date Alert
 Account Alert
 History Alert
 Insufficient Funds Alert
 Online Transaction Alert

^ Date Alerts (1)

Description	Account	Frequency	Notification
On the 2nd of May		○	Send only a secure message

Enabled
 On Edit

Account Alerts (0)

History Alerts (0)

Online Transaction Alerts (0)

Security Alerts (0)

In the **Settings** tab, click **Alerts**.

- A.** The "New Alert" drop-down lets you create a date, account, history or transaction alert.
- B.** The ^ icon allows you to collapse or expand alert details for each category.
- C.** Toggling the "Enabled" switch turns an alert on or off without deleting it.
- D.** The "Edit" link lets you make changes to existing alerts.



Note: All alerts are automatically sent through secure messages, but you can also choose to receive them by email, phone or text message.

Date Alerts

Just like marking a calendar, you can set up alerts to remind you of specific dates or events. That way, you never forget a birthday or anniversary again!

The image illustrates the process of setting up a date alert through a series of steps:

- 1**: A "New Alert" dropdown menu is shown with "Date Alert" selected. Other options include Account Alert, History Alert, Insufficient Funds Alert, and Online Transaction Alert.
- 2**: A "Select a type" dialog box is displayed with the "BIRTHDAY" option selected.
- 3**: A calendar interface for the month of May 2017 is shown. The date "8" is selected, and the "Recurs Every Year" checkbox is checked.
- 4**: A "Message" input field is shown with "Clear" and "Set" buttons.
- 5**: A "New Date Alert" form is shown. The "DELIVERY METHOD" dropdown is set to "Secure Message Only". A "Save" button is visible at the bottom.

In the **Settings** tab, click **Alerts**.

1. Use the "New Alert" drop-down and select "Date Alert."
2. Check the box next to an alert type.
3. Enter the date for the alert to occur.
4. Check the box next to "Recurs Every Year" to have your alert repeat annually.
5. (Optional) Enter a message and click the **Set** button.
6. Select a delivery method from the drop-down.
7. Click the **Save** button when you are finished.

Account Alerts

There should be no surprises when it comes to your finances. Account Alerts can notify you when the balances in your accounts go above or below a number you specify.

1 --- New Alert ---
Date Alert
Account Alert
History Alert
Insufficient Funds Alert
Online Transaction Alert

2 Select an account
 RETAIL CHECKING: XXXX6259
 RETAIL SAVINGS: XXXX5649

3 Select a field
 AVAILABLE BALANCE
 CURRENT BALANCE

4 Select a comparison
 GREATER THAN
 LESS THAN

5 Enter an amount
\$ 0.00
1 2 3
4 5 6
7 8 9
Delete 0 Save

6 New Account Alert Back to Alerts
ACCOUNT: XXXX6789
FIELD: Available Balance
COMPARISON: No Comparison Selected
AMOUNT: No Amount Entered
DELIVERY METHOD: Send only a secure message
FREQUENCY: Every Occurrence
Save

In the **Settings** tab, click **Alerts**.

1. Use the “New Alert” drop-down and select “Account Alert.”
2. Check the box next to an account name.
3. Check a box to select a field.
4. Check a box to select a comparison.
5. Enter an amount and click the **Save** button.
6. Select a delivery method using the drop-down.
7. Choose a frequency by checking the box next to “Every Occurrence” to repeat the alert.
8. Click the **Save** button when you are finished.

History Alerts

If you're ever concerned about amount limits or pending checks, you can create History Alerts to contact you when a check number posts or transactions meet an amount you choose.

1. --- New Alert ---
Date Alert
Account Alert
History Alert
Insufficient Funds Alert
Online Transaction Alert

2. Select an account
 RETAIL CHECKING: XXXX6259
 RETAIL SAVINGS: XXXX5649

3. Select a transaction
 DEBIT TRANSACTION
 CREDIT TRANSACTION

4. Select a comparison
 GREATER THAN
 LESS THAN

5. Enter an amount
\$ 0.00
1 2 3
4 5 6
7 8 9
Delete 0 Save

Enter a check number
1 2 3
4 5 6
7 8 9
Delete 0 Save

New History Alert Back to Alerts

ACCOUNT:
XXXX6789

TRANSACTION:
Check Number

CHECK NUMBER:
No Check Number Entered

DELIVERY METHOD:
Send only a secure message

FREQUENCY
 Every Occurrence

6. Select a delivery method
Secure Message Only
Email
Phone
Text Message

7. Save

8. Save

In the **Settings** tab, click **Alerts**.

1. Click the "New Alert" drop-down and select "History Alert."
2. Check the box next to an account name.
3. Select a transaction type by checking a box.
4. Check a box to select a comparison. These options vary depending on the chosen transaction type.
5. Enter an amount or check number and click the **Save** button.
6. Select a delivery method using the drop-down.
7. Choose a frequency by checking the box next to "Every Occurrence" to repeat the alert.
8. Click the **Save** button when you are finished.

Insufficient Funds Alerts

If you're ever concerned about insufficient funds in your accounts, you can create Insufficient Funds Alerts to contact you when there are insufficient funds in your account.

The image contains three screenshots illustrating the steps to create an Insufficient Funds Alert:

- Step 1:** A dropdown menu titled "New Alert" is shown with the following options: Date Alert, Account Alert, History Alert, Insufficient Funds Alert (selected), and Online Transaction Alert.
- Step 2:** A "Select an account" dropdown menu is shown with two options: RETAIL CHECKING: XXXX6259 (selected) and RETAIL SAVINGS: XXXX5649.
- Step 3:** The "New Insufficient Funds Alert" form is shown. It includes fields for ACCOUNT (*3720), DELIVERY METHOD (Send only a secure message), and FREQUENCY (Every Occurrence selected). A "Select a delivery method" dropdown is open, showing options: Secure Message Only (selected), Email, Phone, and Text Message. A "Save" button is at the bottom.

In the **Settings** tab, click **Alerts**.

1. Click the "New Alert" drop-down and select "Insufficient Funds Alert."
2. Check the box next to an account name.
3. Select a delivery method using the drop-down.
4. Choose a frequency by checking the box next to "Every Occurrence" to repeat the alert.
5. Click the **Save** button when you are finished.

Online Transaction Alerts

Different types of transactions can occur in your accounts. By creating Online Transaction Alerts, you can be notified when various transfers, payments or debits post to your account.

The image illustrates the seven steps to create an Online Transaction Alert:

1. Select "Online Transaction Alert" from the "New Alert" dropdown.
2. Check the box next to the desired account name (e.g., "RETAIL CHECKING: XXXX6259").
3. Check the box next to the desired transaction type (e.g., "External Transfer").
4. Check the box next to the desired status (e.g., "DRAFTED").
5. Select a delivery method from the dropdown menu (e.g., "Secure Message Only").
6. Check the box next to "Every Occurrence" under the "FREQUENCY" section.
7. Click the "Save" button to complete the alert creation.

In the **Settings** tab, click **Alerts**.

1. Click the "New Alert" drop-down and select "Transaction Alert."
2. Check the box next to a transaction type.
3. Check the box next to an account name.
4. Select a status by checking the appropriate box.
5. Select a delivery method using the drop-down.
6. Choose a frequency by checking the box next to "Every Occurrence" to repeat the alert.
7. Click the **Save** button when you are finished.

Security

Security Alerts Overview

We want you to feel confident while using Online Banking. To help you feel safe and in control, Security Alerts are implemented in your accounts to notify you immediately when security scenarios occur.

The screenshot displays the 'Security Alerts (28)' section. A list of alerts is shown, including 'Alert me when an address is changed', 'Alert me when an outgoing ACH transaction is created', 'Alert me when a recipient is added', 'Alert me when a wire transfer is created', 'Alert me when an international wire transfer is created', 'Alert me when an external transfer is authorized', 'Alert me when a computer/browser is successfully registered', and 'Alert me when my password is changed'. A callout box labeled 'B' highlights the 'Alert me when my password is changed' alert, which is grayed out. A 'Delivery Preferences' modal form is open, showing fields for 'Email Address', 'Phone Number' (with 'Country' set to 'United States'), and 'SMS Text Number' (with 'Country' set to 'United States'). The 'Save' button is highlighted with a callout box labeled '3'. A callout box labeled '1' points to the 'Edit Delivery Preferences' link at the top of the alert list. A callout box labeled 'A' points to the 'Enabled' switch for the 'Alert me when an address is changed' alert.

In the **Settings** tab, click **Alerts**, then **Security Alerts**.

- A.** You can turn an alert on or off by toggling the **Enabled** switch.
- B.** If an alert is grayed-out, you cannot edit or disable it.

Edit Delivery Preferences

When a trigger occurs, Security Alerts are always sent to you through secure messages. You can add additional delivery methods to notify you about your accounts wherever you are.

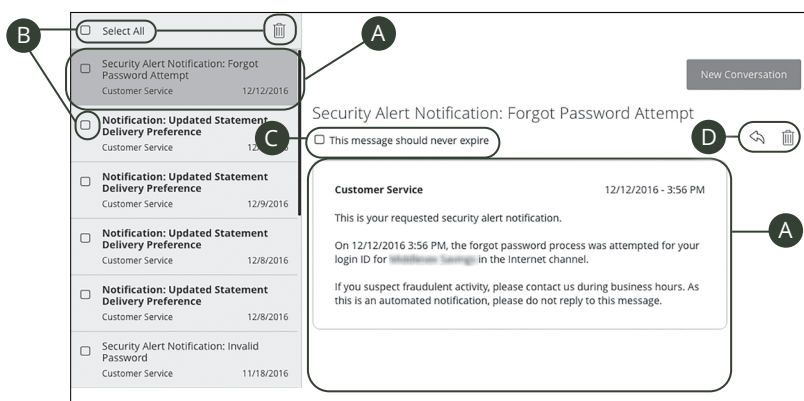
In the **Settings** tab, click **Alerts**, then **Security Alerts**.

1. Click the "Edit Delivery Preferences" link at the top. These changes will apply to all Security Alerts.
2. Enter the information for your preferred delivery method.
3. Click the **Save** button when you are finished making changes.




Security

Secure Message Overview

If you have questions about your accounts or need to speak with someone at Lewis & Clark Bank, Secure Messages allows you to communicate directly with a Lewis & Clark Bank customer service representative. From the Secure Messages page, you can find replies, old messages or create new conversations.



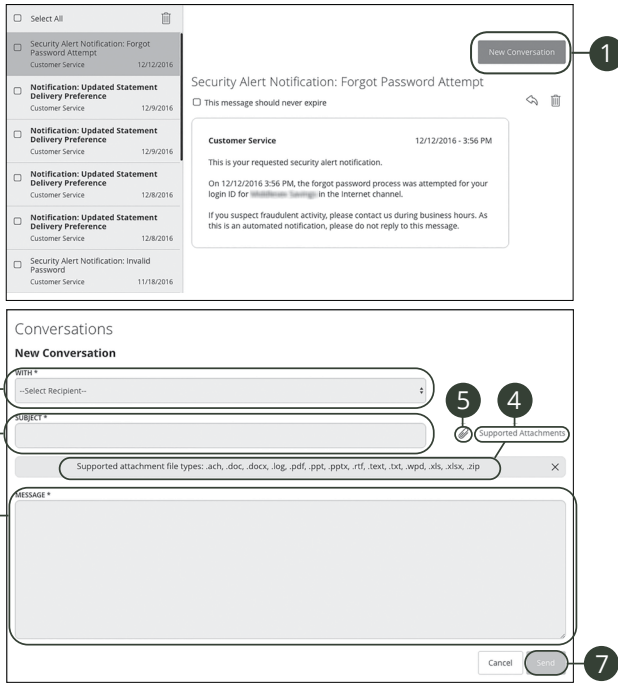
Click the **Messages** tab.

- Click on a message to open it. Messages are displayed on the left side of the screen.
- Delete multiple messages by checking the box next to the corresponding messages or check the box next to "Select All" and click the  icon.
- Messages automatically delete after a certain time. Check the box next to "This message should never expire" to prevent that message from being erased.
- Delete an opened message by clicking the  icon or reply by clicking the  icon.


Security

Sending a Secure Message

Starting a new conversation through Online Banking is just as effortless as sending an email. Unlike an email, you can safely include confidential personal information relating to your accounts or attach files within a new message.



Click the **Messages** tab.

1. Create a new message by clicking the **New Conversation** button in the top right corner.
2. Select the recipient from the drop-down.
3. Enter the subject.
4. (Optional) Click the “Supported Attachments” link to see if your file is supported.
5. (Optional) Attach a file by clicking the .
6. Enter your message.
7. Click the **Send** button when you are finished.

Security: Sending a Secure Message

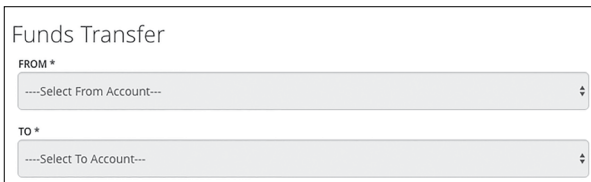
Transaction Types

Moving Money Overview

The heart of Online Banking is the ability to transfer funds on the go. Whether you are transferring money between your accounts or sending money to someone outside of Lewis & Clark Bank, there are various features that help you transfer funds in different ways.

- **Transfer Money:**

Move money between your personal Lewis & Clark Bank accounts.



The screenshot shows a 'Funds Transfer' form. It has a title 'Funds Transfer' at the top. Below the title, there are two dropdown menus. The first is labeled 'FROM *' and contains the text '---Select From Account---'. The second is labeled 'TO *' and contains the text '---Select To Account---'. Both dropdown menus have a small downward arrow icon on the right side.

- **Bill Pay:**

Move money to someone's external account or a company's account.



The screenshot shows a 'Bill Pay' interface. At the top, there are two tabs: 'Multi Pay' and 'Single Pay', with 'Single Pay' being the active tab. Below the tabs, there is a search bar with a magnifying glass icon and the text 'Search payees'. To the right of the search bar, there are two links: '+ Add payee' and 'Options -'.

Transactions

Transfer Money

When you need to make a one-time or recurring transfer between your personal Lewis & Clark Bank accounts, you can use the Transfer Money feature. These transactions go through automatically, so your money is always where you need it to be.

The screenshot shows a 'Funds Transfer' form with three numbered callouts:

- 1** points to the 'From' field, which is a dropdown menu labeled '----Select From Account--'.
- 2** points to the 'Amount' field, which contains '\$0.00' and a checkbox labeled 'Make this a recurring transaction'.
- 3** points to the 'Date' field, which contains '6/2/2017' and a calendar icon.

In the **Transactions** tab, click **Transfer Money**.

1. Select the accounts to transfer funds between using the "To" and "From" drop-downs.
2. Enter the amount to transfer.
3. (One-Time Transfer Only) Enter the date to process the transaction.

The screenshot shows a form for setting up a recurring transfer. It includes the following elements:

- Amount:** A text input field containing "0.00". To its right is a checkbox labeled "Make this a recurring transaction" with a callout circle "4a".
- How often should this transfer repeat?:** A drop-down menu with the text "----Select Transaction Frequency---" and a callout circle "4b".
- Start Date:** A text input field with the placeholder "Please select a Frequency" and a calendar icon. A callout circle "4c" points to this field.
- End Date:** A text input field with the placeholder "Please select a Start Date" and a calendar icon.
- Repeat Forever:** A checkbox with the label "Repeat Forever" and a callout circle "4d".
- Memo (optional):** A text input field with the placeholder "Enter letters and numbers only" and a callout circle "5".
- Buttons:** A "Clear" button and a "Transfer Funds" button. A callout circle "6" points to the "Transfer Funds" button.

4. If you would like to set up a recurring transfer, follow the steps below.
 - a. Check the box next to “Make this a recurring transaction” to repeat the transfer.
 - b. Use the “How often should this transfer repeat?” drop-down to specify how often the transfer should occur.
 - c. Enter a start and end date for this transaction using the calendar features.
 - d. If your transaction doesn’t have an end date, check the box next to “Repeat Forever.”
5. Enter a memo.
6. Click the **Transfer Funds** button when you are finished.



Note: You can view or cancel unprocessed transactions by accessing the Recurring Transactions tab within the Activity Center.




Transactions

Activity Center Overview

All transactions initiated through Online Banking or through our app appear in the Activity Center. All single and recurring transactions as well as deposited checks show in the Activity Center along with stop payments and check reorders.

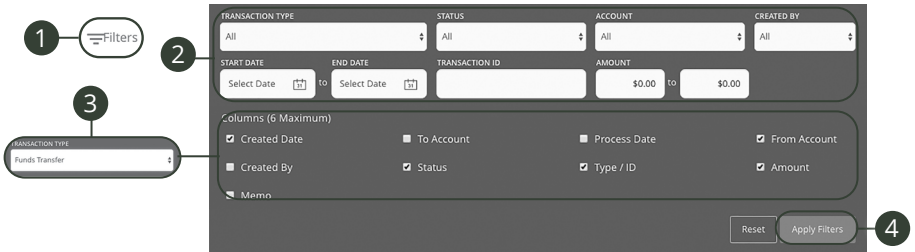
The screenshot shows the 'Activity Center' page. At the top, there are two tabs: 'Single Transactions' and 'Recurring Transactions'. Below the tabs is a search bar with a magnifying glass icon and a 'Filters' button. To the right of the search bar are icons for printing and downloading. Below the search bar is a table with columns for 'Created', 'Status', 'Transaction Type', 'Account', and 'Amount'. The table contains several rows of transaction data. One row is selected, and a detailed view is shown below it. This view includes fields for 'Tracking ID', 'Created By', 'Will process On', 'From Account', 'To Account', 'To Account Type', 'Amount', 'Recipient Wire Name', 'Recipient Address 1', 'Recipient Address 2', 'Recipient City', and 'Recipient State'. A dropdown menu is open for the 'Actions' column of the selected transaction, showing options like 'Cancel', 'Inquire', 'Copy', and 'Print Details'.

In the **Transactions** tab, click **Activity Center**.

- A.** Click an appropriate tab at the top to view **Single Transactions**, **Recurring Transactions** or **Deposited Checks**.
- B.** Use the search bar to find transactions within that account.
- C.** Print the Activity Center page by clicking the  icon. Export your transactions into a different format by clicking the  icon.
- D.** Click the  icon next to the Created, Status, Transaction Type, Account or Amount columns to sort transactions.
- E.** Click on a transaction to view more details.
- F.** Select **Actions** to perform additional functions.

Using Filters

What appears on the Activity Center can be customized using various filters. You can also choose up to six columns to display, so you can swiftly find what you're looking for each time.

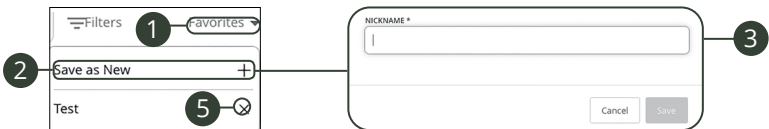


In the **Transactions** tab, click **Activity Center**.

1. Click the **Filters** icon to create a custom view of your transactions.
2. Create a custom list of transactions using these filters.
3. Filter the type of transaction you are looking for using the “Transaction Type” drop-down. Column names with check boxes appear. Select up to six boxes.
4. Click the **Apply Filters** button when you are finished.

Creating or Deleting Custom Views Using Favorites

After applying specific filters, you can save that view of the Activity Center to Favorites, making it easier and faster to search, print or export transactions. You can always delete Favorites if they are no longer useful.

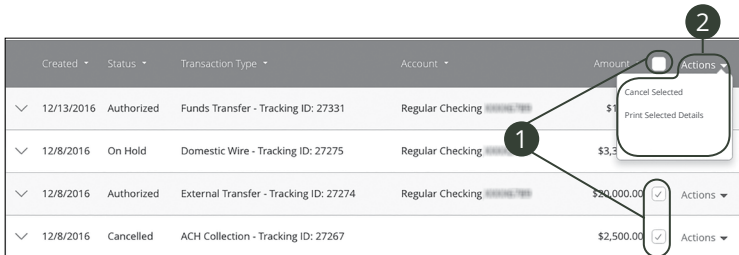


In the **Transactions** tab, click **Activity Center**.

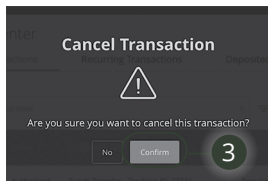
1. Apply filters and click the “Favorites” link.
2. Click the + icon to create a new favorite template.
3. Enter a name for your new custom view.
4. Click the **Save** button when you are finished.
5. Click the **X** icon to remove a custom view from your Favorites.

Canceling Transactions

The Activity Center shows all pending transactions that have not posted to your account. You can also cancel pending transactions up until their process date.



Created	Status	Transaction Type	Account	Amount	Actions
12/13/2016	Authorized	Funds Transfer - Tracking ID: 27331	Regular Checking	\$1,000.00	<input type="checkbox"/> Cancel Selected <input type="checkbox"/> Print Selected Details
12/8/2016	On Hold	Domestic Wire - Tracking ID: 27275	Regular Checking	\$3,300.00	<input type="checkbox"/>
12/8/2016	Authorized	External Transfer - Tracking ID: 27274	Regular Checking	\$20,000.00	<input checked="" type="checkbox"/> Actions
12/8/2016	Cancelled	ACH Collection - Tracking ID: 27267		\$2,500.00	<input checked="" type="checkbox"/> Actions



In the **Transactions** tab, click **Activity Center**.

1. Browse through your pending transactions and check the box for each transaction you want to cancel. Check the box between Amount and Actions to select all transactions.
2. Click the "Actions" drop-down and click "Cancel Selected."
3. Click the **Confirm** button when you are finished. The status then changes to "Cancelled" on the Activity Center page.



Note: If you cancel a recurring transaction in the **Single Transaction** tab, you will only cancel that single occurrence. To cancel an entire series, you must visit the **Recurring Transactions** tab in the Activity Center.

Bill Payment

Payments Overview

Bill Pay with Lewis & Clark Bank allows you to stay on top of your monthly finances. Having your bills linked to your bank account enables you to electronically write checks and send payments in one place.

The first time that you click the **Bill Payment** tab, you are asked to choose an account to use within Bill Pay and to accept the terms and conditions.

The screenshot shows the Bill Payment interface with the following callouts:

- A**: Payments tab in the navigation bar.
- B**: "Display" drop-down menu for sorting transactions.
- C**: "Category" drop-down menu for filtering payments.
- D**: Search bar for payee name or nickname.
- E**: "Pay to" column header in the payment list.
- F**: eBill Connect section for managing eBills.
- G**: Pending section for payments being processed.
- H**: History section for past payments.
- I**: "View more" link for pending payments.
- J**: "Edit" link for pending payments.
- K**: "View" link for history payments.

The main payment list includes:

Pay to	Pay from	Amount	Payment date	Actions
American Express *3456	Primary Chec. *5676	\$ 0.00	09/27/2018	Pay, Rush delivery, Make a recurring payment, Add comment, File eBill
Car Loan *8467	Primary Chec. *5676	\$ 0.00	09/27/2018	Pay, Rush delivery, Make a recurring payment, Add comment
Cellular One *1555	Primary Chec. *5676	\$ 0.00	09/27/2018	Pay, Rush delivery, Make a recurring payment, Add comment
Day Care *6789	Primary Chec. *5676	\$ 0.00	09/27/2018	Pay, Rush delivery, Make a recurring payment, Add comment

The Pending section shows:

Payee	Amount	Payment date	Actions
American Express	\$1,000.00	09/27/2018	Edit
Fred Andrew Nelson	\$50.00	10/01/2018	Edit
Red Cross	\$500.00	10/01/2018	Edit
Total:	\$1,550.00		

The History section shows:

Payee	Amount	Payment date	Actions
Day Care	\$500.00	09/27/2018	View
Christmas Account	\$200.00	09/26/2018	View
Mortgage	\$1,200.00	09/26/2018	View
Cellular One	\$75.00	09/20/2018	View
Phone	\$50.00	08/30/2018	View
Sarah Louise Mason	\$100.00	08/15/2018	View
Total:	\$2,125.00		

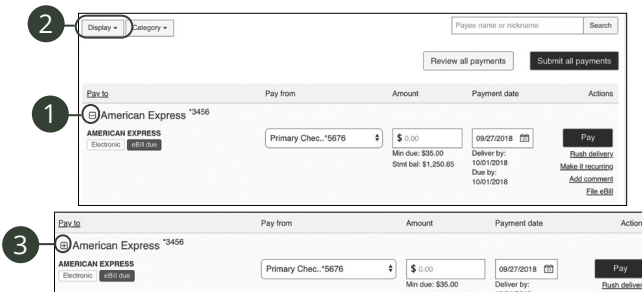
In the **Transactions** tab, click **Bill Payment**.

- The navigation bar appears in every view on the top of the screen. You can navigate to the payments features under the **Payments** tab.
- You can use the "Display" drop-down to sort your transactions by Last 30 days, eBills, Company, Individuals, Inactive or Hidden.
- You can filter your payments by category using the "Category" drop-down. To set up a category, see page 62.

- D. You can locate payees using the search bar.
- E. All your payees are listed on the left side of your screen.
- F. eBill connect displays eBills awaiting additional action such as setup or payment.
- G. Your pending transactions appear in the right side panel under “Pending.”
- H. You can view your transaction history for the last 45 days in the right side panel under “History.”
- I. You can view more details about a pending transaction by the clicking “view more” link.
- J. Clicking the “Edit” link allows you to edit a pending transaction.
- K. Clicking the “View” link displays more details about a processed transaction.
- L. You can send or view your secure messages by clicking the “Messages” link.
- M. You can speak with a customer service member by clicking the “Chat Now” link.
- N. After you’re finished sending payments, make sure you click the “Log out” link or click the **X** button to sign out.

Hiding or Unhiding Payees from Payment Screen

You can hide or unhide payees from the Payment screen. This can be helpful if certain payees are not utilized as often as others.



In the **Payments** tab.

1. Click the – icon next to a payee to hide them from your Payments screen.
2. Click the “Display” drop-down and select Hidden.
3. Click the + icon next to a payee to unhide them from your Payments screen.

Bill Payment

Creating a Payee Overview

The individual that receives your payments is known as a payee. You can pay just about any company, person, loan or account using our bill pay. Before you can begin making payments, you need to decide what type of payee to create and how they receive funds.

- **Company:** Electronically pay a company such as your mobile phone provider, utility company or even your dentist.
- **Person:** There are multiple ways you can pay a person.
 - a. **Person via email:** Pay any individual with an email address. When the payee receives the email, they are offered instructions for directing the funds to their account.
 - b. **Person via direct deposit:** Send money directly to someone's account using their routing and account numbers.
 - c. **Person via check:** Request a check to be sent to a payee. We print it and drop it in the mail for you.



Note: Not all companies are set up for electronic payment. These bills will be paid via paper check.

Bill Payment

Creating a Payee: Company

The information printed on your bill is all you need to set up a company as a payee. When creating your payee, there are two types of companies you can add: Known and unknown.

Known: If the company you need to pay is preloaded in our database, you have the option to send a Rush Delivery or sign up for eBills. For more information, visit page 50 for a Rush Delivery and page 56 for eBills.

Unknown: If you have a payee who is not in our system, no problem! You can add their contact information, but you may not be able to send a Rush Delivery or sign up for eBills. They will be paid via a paper check.

The screenshot shows the 'Payments' section of a web interface. At the top left, there is a 'Schedule' tab and a '+ Payee' button circled in red with a '1' in a circle next to it. Below this are 'Display' and 'Category' dropdown menus, a search box for 'Payee name or nickname', and 'Review all payments' and 'Submit all payments' buttons. The main area shows a payment entry for 'AMERICAN EXPRESS' with details like 'Pay to', 'Pay from', 'Amount', and 'Payment date'. On the right, there is an 'eBill Connect' section and a 'Pending' section with a table of pending payments.

Payee	Amount	Payment date
American Express	\$1,000.00	09/27/2018
Fred Andrew Nelson	\$50.00	10/01/2018
Red Cross	\$500.00	10/01/2018
Total:	\$1,550.00	

The screenshot shows the 'Add payee' form. At the top left, there is a '2' in a circle next to the 'I need to:' section. Below this are two radio button options: 'Pay a company (e.g. credit card, utilities or cable)' (selected) and 'Pay a person (e.g. friend or relative)'. Below the options is a search box for 'Search or select from frequently used payees:' with an 'Add' button. A list of frequently used payees is shown, including 'BANK OF AMERICA VISA', 'CAPITAL ONE', 'CHASE MASTERCARD AND VISA', 'CITY OF OREGON CITY', 'COMCAST BEAVERTON SEVEN', 'COSTCO ANYWHERE CARD US', 'NORTHWEST NATURAL GAS', 'OREGON CITY GARBAGE CO INC', 'PORTLAND GENERAL ELECTRIC', and 'VERIZON WIRELESS'. At the bottom right, there are 'Back' and 'Next' buttons.

In the **Transactions** tab, click **Bill Payment**.

1. Click the **+ Payee** button.
2. Select "Pay a company" and click the **Next** button.

Add a payee

Who are you trying to pay?

All fields are required unless designated with (optional).

Payee name	<input type="text"/>
Payee account number	<input type="text"/>
Confirm account number	<input type="text"/>
Payee phone number	(<input type="text"/>) - <input type="text"/> - <input type="text"/>
Payee zip code	<input type="text"/> - <input type="text"/>

3

4

Back

Next

Add a payee

Need more information about Gas Bill

All fields are required unless designated with (optional).

Payee name	Gas Bill
Payee account number	123456789
Payee phone number	314-555-0000
Payee address	<input type="text"/>
	<input type="text"/>
Payee city	Maryland Heights
Payee state	Missouri
Payee zip code	63043 -
Payee nickname	Gas Bill
Default pay from	Regular Checking ▾
Category (optional)	Unassigned ▾ Add new category
Name on Bill (optional)	<input type="text"/>
	(Name as it appears on the bill)

5

6

Back

Next

3. Enter the payee's name, account number, phone number and zip code.
4. Click the **Next** button.
5. (For Unknown Payees) Enter the payee's street address, city and nickname.
6. Click the **Next** button to create the payee.

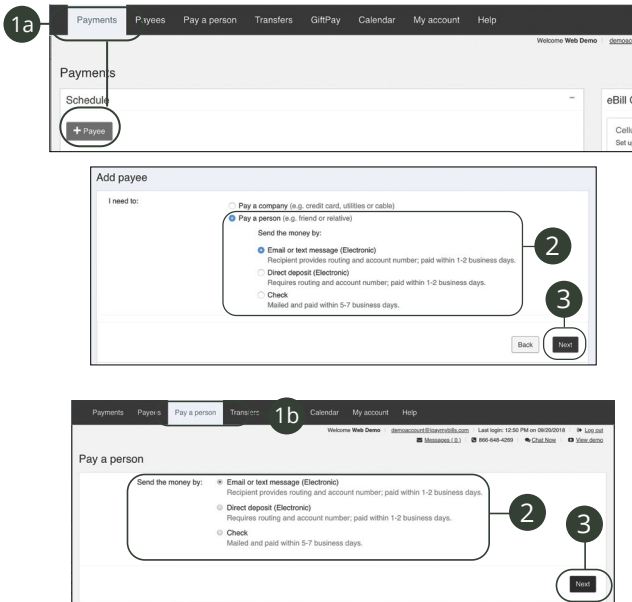
Bill Payment

Creating a Payee: Person

You can pay anyone, such as a babysitter, dog-walker or a freelance worker, by creating them as a payee in our online bill pay system.

Part 1 of 3: Choosing Payee and Payment Method

To begin setting up a person as a payee you need to decide how they need to receive their funds. The three ways a person can receive funds is through email, direct deposit or check.



In the **Transactions** tab, click **Bill Payment**.

1. There are two options to add a person as a payee.
 - a. Click on the Payments tab and click the **Add a Payee** button
 - b. Click on the Pay a Person option.
2. Select "Pay a Person" and decide how to send funds to the payee.
3. Click the **Next** button.

Part 2 of 3: Adding Payee Information

To create a person as a payee, you need to provide their contact information. The required information changes depending on if you are sending them a check, direct deposit or email payment.

The image shows three screenshots of a web form titled "Who are you paying?".

- 1a:** The "Email" delivery option. Fields include: Payee first name, Payee last name, Payee email address, Confirm email address, Payee phone number (optional) with a mask ()-()-(), Payee nickname, Default pay from (Primary Account), and Category (optional) (Unassigned) with an "Add new category" link. A "Next" button is highlighted with a circle labeled "2".
- 1b:** The "Direct Deposit" delivery option. Fields include: Payee first name, Payee last name, Payee phone number with a mask, Payee account number, Confirm account number, Payee routing number, Confirm routing number, Payee account type (Checking), Payee nickname, Default pay from (Primary Account), and Category (optional) (Unassigned) with an "Add new category" link. "Back" and "Next" buttons are visible at the bottom.
- 1c:** The "Check" delivery option. Fields include: Payee first name, Payee last name, Payee phone number with a mask, Payee address (street, city, state, zip code), Payee account number (optional), Confirm account number, Payee nickname, Default pay from (Primary Account), and Category (optional) (Unassigned) with an "Add new category" link. "Back" and "Next" buttons are visible at the bottom.

1. Enter the required information based on which delivery option you choose.
 - a. **Email:** Enter the payee's first and last name, their email address, nickname and the account to pay from.
 - b. **Direct Deposit:** Enter the payee's first and last name, their phone number, routing and account number, account type, nickname and the account to pay from.
 - c. **Check:** Enter the payee's first and last name, their phone number, street address, city, state, zip code, nickname and the account to pay from.
2. Click the **Next** button.

Part 3 of 3: Keyword (Email Only) and One-Time Activation Code

There is an additional step if you're paying a person via email transfer: Establishing a keyword, which will be used by the payee in order to receive your payment.

No matter which kind of transfer you are sending, you need to create a one-time activation code. This code is an added security measure that ensures you, the account owner, are creating the payee.

The screenshots illustrate the following steps:

- Step 1:** "Create a keyword for Test". The user enters a keyword and confirms it. A "Next" button is visible.
- Step 2:** "First time payee activation" for "Murphy & Company". The user selects a preferred delivery method (Home Phone or Primary Email). A "Next" button is visible.
- Step 3:** "First time payee activation" for "katherine". The user enters an activation code. A "Next" button is visible.
- Step 4:** The final payment screen showing the payee "Test" and a "Pay" button.

1. Enter a keyword and confirm it. This step is only needed if you are adding a payee that will receive funds in an email.
2. Click the **Next** button.
3. Select a preferred delivery method to receive your activation code.
4. Click the **Next** button.
5. Enter your activation code.
6. Click the **Next** button.
7. The new payee appears on the Payment screen.

Bill Payment

Editing a Payee

You can make changes to an existing payee at any time. This is especially beneficial if a payee's account number or contact information changes.

1

Test
TEST
****6789
Check

Primary Acco.:***6700 \$ 0.00 03/03/2017
Deliver By: 03/10/2017

Pay

[Make it Recurring](#)
[Add Memo/Comment](#)

Payee details for Test
TEST *6789 [Edit payee](#) 2

Edit payee

All fields are required unless designated with (optional).

Payee name TEST

Payee phone number (555) 555-1234

Payee address 123 Main St.

Payee city Springfield

Payee state MO

Payee zip code 63025 -

Payee nickname Test

Payee account number 123456789

Default pay from Primary Account

Category (optional) Unassigned [Add new category](#)

Name on Bill (optional) A Murphy
(Name as it appears on the bill)

I would like to delete this payee

Cancel Submit 4

In the **Transactions** tab, click **Bill Payment**.

1. Select a payee to edit a payment.
2. Click the "Edit payee" link.
3. Make the needed changes to the payment.
4. Click the **Submit** button when you are finished making changes.

Bill Payment

Deleting a Payee

If a payee is no longer needed, you can permanently delete them. This does not erase data from an existing payment using that payee.

The screenshot shows the 'Bill Payment' interface. At the top, there is a header bar with a payee selection dropdown (labeled 1), account information, amount, date, and a 'Pay' button. Below this is a section titled 'Payee details for Test' with an 'Edit payee' link (labeled 2). The main area is the 'Edit payee' form, which contains various fields for payee information. At the bottom of the form, there is a checkbox labeled 'I would like to delete this payee' (labeled 3) and a 'Submit' button (labeled 4).

1 Test
TEST
****6789
Check

Primary Acco.:***8700 \$ 0.00 03/03/2017
Deliver By: 03/10/2017

Pay
Make it Recurring
Add Memo/Comment

Payee details for Test
TEST *6789 [Edit payee](#) **2**

Edit payee

All fields are required unless designated with (optional).

Payee name TEST

Payee phone number (816) 238-1111

Payee address 123 Main St.

Payee city Springfield

Payee state MO

Payee zip code 63025 -

Payee nickname Test

Payee account number 123456789

Default pay from Primary Account

Category (optional) Unassigned Add new category

Name on Bill (optional) A Murphy
(Name as it appears on the bill)

I would like to delete this payee **3**

Cancel **Submit** **4**

In the **Transactions** tab, click **Bill Payment**.

1. Select a payee to delete.
2. Click the “Edit payee” link on right side of your screen.
3. Check the box next to “I would like to delete this payee.”
4. Click the **Submit** button to permanently delete the payee.

Bill Payment

Scheduling Payments

It is easy to pay your bills once you set up payees. When you click on the Payments tab, you will see all of the payees you have established so far. To pay a bill, simply find your payee and fill out the payment information beside their name.

The screenshot shows a web interface for scheduling bill payments. It features a table of payees with columns for 'Pay from', 'Amount', and 'Payment date'. A calendar is open for selecting a date. Below the table are buttons for 'Review all payments' and 'Submit all payments'. Numbered callouts (1-5) highlight key elements: 1. 'Pay from' dropdown menu. 2. 'Amount' input field. 3. 'Payment date' field and calendar. 4. 'Pay' button. 5. 'Submit all payments' button.

In the **Transactions** tab, click **Bill Payment**.

1. Select an account to withdraw from using the “Pay from” drop-down.
2. Enter the amount in the provided column.
3. Enter the payment date using the calendar feature. Based on the payment type, a process date and delivery date appears.
 - **Payment Date:** The date you would like to start the bill payment process.
 - **Delivery Date:** The date we estimate the payment will arrive and be processed by your payee.
4. Add a memo or comment to your payment.
5. Click the **Pay**, **Submit All Payments** or **Review All Payments** button when you are finished.



Note: If you are making a payment requiring a coupon or piece of paper to go with your payment, we strongly suggest that you manually write a paper check and mail it along with the coupon. Although rare, court-ordered payments and other government payments may require a coupon for timely processing.

Bill Payment

Rush Delivery

If you need to send a payment faster and if your payee has the Rush Delivery option, you can process your payment faster than the standard rate.

A standard fee may occur. Please see our Fee Schedule for details.

Pay To	Pay from	Amount	Payment date	Actions
Electric Bill TEST *****8131 Electronic Set up eBill	Primary Accto.***8700	\$ 0.00	03/03/2017 Deliver By: 03/07/2017	<input type="button" value="Pay"/> <input type="button" value="Rush Delivery"/> <input type="button" value="Make it Recurring"/> <input type="button" value="Add Comment"/>

Rush delivery

Pay to **Electric Bill**
*****8131
Electronic

2

3

4 **Select delivery day**

<input type="radio"/>	Tuesday 3/7/2017	Check \$14.95
	<ul style="list-style-type: none"> • May be scheduled until 4:00 PM ET • Check payment delivered to submitted physical address • Payment deducted from account when check clears • UPS tracking provided 	
<input type="radio"/>	Wednesday 3/8/2017	Check \$9.95
	<ul style="list-style-type: none"> • May be scheduled until 4:00 PM ET • Check payment delivered to submitted physical address • Payment deducted from account when check clears • UPS tracking provided 	
<input type="radio"/>	Wednesday 3/8/2017	Electronic \$4.95
	<ul style="list-style-type: none"> • May be scheduled until 4:00 PM ET • Electronic payment - no physical address required • Electronic payment deducted from account automatically • Tracking not included 	

5 **Rush payment sent to**

Address on file

New address

6

In the **Transactions** tab, click **Bill Payment**.

1. Click the "Rush Delivery" link.
2. Enter the amount.
3. Select an account to withdraw from using the "Pay from" drop-down.
4. Select a delivery date with the appropriate charges.
5. Select an address.
6. Click the **Next** button.

Rush delivery

Warning
Delivery Fees will not be refunded for an invalid or incorrect payee address.

Please provide a physical street address for Ameren. Rush delivery not available to Post Office Boxes. Rush Payments may need to be sent to another address than appears on your regular billing statement.

Pay to **Electric Bill**
*****131
Electronic

Payee phone number () - -

Payee address

Payee city

Payee state State

Payee zip code -

Back Next

Rush delivery

Pay to **Electric Bill**
*****131
Electronic

Pay from Primary Account

Amount 1.00

Rush payment fee \$4.95

New delivery date 3/8/2017

Fee Debit Authorization

We agree to deliver your payment to the payee on the business day following the current process day. The posting of your payment will be dependent on the payee's processing procedures.

By completing this expedited payment request, you are also agreeing to accept the fee associated with the service. This fee will be separate from the expedited transaction and will be charged directly to your current bill pay account.

Print

Back Accept & Submit

7. Enter the payee's phone number, address and city.
8. Choose the payee's state using the drop-down.
9. Enter the payee's zip code.
10. Click the **Next** button.
11. Review the payment summary and Fee Debit Authorization.
12. Click **Accept & Submit** when you are finished.

Bill Payment

Recurring Payments

Our Recurring Payments feature keeps you ahead of your repeating payments. Setting up a recurring payment takes only a few moments and saves you time by not having to reenter a payment each time it is due.

Car Loan *8467

G M A C
Electronic

Primary Chec..*5676 \$ 0.00 09/27/2018

Pay

Deliver by:
10/01/2018

1 [Make it recurring](#)
[Add comment](#)
[Rush delivery](#)

To schedule your payment automatically, select your preferences below.

* Required field

Pay to Car Loan *8467
Electronic

2 Pay from * Primary Chec..*5676

Amount * \$ 0.00 3

4 Frequency * Select Frequency

Select first payment date * 5

If the payment falls on a holiday or weekend, what would you like to do? Pay before Pay after

Will this payment series end? * Yes No 6

7

In the **Transactions** tab, click **Bill Payment**.

1. Click the “Make it Recurring” link next to a specific payee.
2. Select an account to withdraw from using the “Pay from” drop-down.
3. Enter the amount.
4. Choose how often to repeat the payment using the “Frequency” drop-down.
5. Select the first payment date using the calendar feature and decide how to pay if a holiday occurs.
6. Decide if the payment series should end. If so, enter the ending date or a certain amount of payments that will be processed.
7. Click **Submit** when you are finished.

Bill Payment

Editing Payments

You can change a payment even after you schedule it. This convenient feature gives you the freedom to change the way you make your payments.

Processing in next 45 days | [View more](#)

Payee			
American Express	\$1,000.00	09/27/2018	Edit
Fred Andrew Nelson	\$50.00	10/01/2018	Edit
Red Cross	\$500.00	10/01/2018	Edit

What would you like to do? *

- Skip this payment scheduled on 10/31/2018
- Edit single occurrence scheduled on 10/31/2018
- Edit entire series

Pay to Electronic

Pay from * Primary Chec.*5676

Amount * \$ 400.00

Frequency Monthly

Process date * This date is original to be removed: 10/31/2018
10/31/2018

Comment

(Maximum characters: 1000) You have 1000 characters left. Comments are for personal use and will not be seen by the payee

In the **Transactions** tab, click **Bill Payment**.

1. In the Pending window, find the payment you wish to edit and click the "Edit" link.
2. Choose whether you want to edit a single occurrence or the entire series.
3. Click the **Continue** button.
4. Make the necessary changes.
5. Click the **Submit** button when you are finished making changes.

Bill Payment

Skipping Payments

You can skip a payment even after you schedule it. This convenient feature gives you the freedom to change the way you make your payments.

Processing in next 45 days | [View more](#)

Payee			
American Express	\$1,000.00	09/27/2018	Edit
Fred Andrew Nelson	\$50.00	10/01/2018	Edit
Red Cross	\$500.00	10/01/2018	Edit

What would you like to do?*

- Skip this payment scheduled on 10/31/2018
- Edit single occurrence scheduled on 10/31/2018
- Edit entire series

Cancel Continue

Skip this payment

Pay to: Electronic

Pay from: Primary Checking

Amount: \$400.00

Next delivery date: 11/2/2018

Additional Items: Confirmation #: 26
Process date: 10/31/2018
Delivery: Standard
Series start: 10/31/2018

Return to payments

In the **Transactions** tab, click **Bill Payment**.

1. In the Pending window, find the payment you wish to edit and click the “Edit” link.
2. Select “Skip this payment” and select which payment you would like to skip.
3. Click the **Continue** button.
4. You will receive a confirmation message.

Bill Payment

Canceling Payments

You can cancel a payment even after you schedule it. This convenient feature gives you the freedom to change the way you make your payments.

Processing in next 45 days | [View more](#)

Payee			
American Express	\$1,000.00	09/27/2018	Edit
Fred Andrew Nelson	\$50.00	10/01/2018	Edit
Red Cross	\$500.00	10/01/2018	Edit

What would you like to do? *

- Skip this payment scheduled on 10/31/2018
- Edit single occurrence scheduled on 10/31/2018
- Edit entire series

Pay to: Car Loan *8467
Electronic
 Series start: 10/31/2018

Pay from * Primary Chec.*5676

Amount * \$ 400.00

Frequency * Monthly on the Last Business Day

If the payment falls on a holiday or weekend, what would you like to do? *

Pay before Pay after

Will this payment series end? *

Yes No

I would like to stop this payment

In the **Transactions** tab, click **Bill Payment**.

1. In the Pending window, find the payment you wish to edit and click the "Edit" link.
2. Choose whether you want to edit a single occurrence or the entire series.
3. Click the **Continue** button.
4. Click the box next to "I would like to stop this payment."
5. Click the **Submit** button when you are finished.

Bill Payment

Setting Up eBills

Within online bill pay, major credit card companies, automotive finance companies and utility companies have been loaded into the system. Only billers that are preset in the system have the potential to be set up as an eBill. When you set up an eBill, you continue to receive bills from your biller. In order to stop receiving them, you must contact the company.

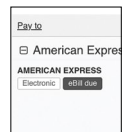
The image shows two screenshots of the eBill Connect interface. The first screenshot, titled "eBill Connect", shows a list of billers with "Cellular One" selected. A callout "1" points to the "Set up eBill summary" link. The second screenshot, titled "Set up eBill", shows the login credentials form for Cellular One. Callout "2" points to the Username and Password fields, and callout "3" points to the Terms and conditions section. Callout "4" points to the "Accept and submit" button.

In the **Transactions** tab, click **Bill Payment**.

1. Click the "Set up eBill summary" link under ebill Connect.
2. Enter your username and password for the biller's website and select the account type from the drop-down.
3. Read the eBills Service User Agreement.
4. Click the **Accept and Submit** button when you are finished.



Note: When your eBill is available, it shows up in green under the payee's name or you receive an alert by email or phone. You can then pay your bill by sending a one-time payment or a recurring payment.



Bill Payment

Adding an Account

As long as you are an account signer, you can add another account within your online banking at any time. This is beneficial if you manage your bills from another account or if you are the power of attorney to a family member.

The image illustrates the process of adding a new account for bill payments through an online banking interface. It consists of three sequential screenshots with numbered callouts (1-8) indicating the steps:

- Step 1:** The user navigates to the **My account** tab in the top navigation bar.
- Step 2:** Under the **Pay from accounts** section, the user clicks the **Add account** link.
- Step 3:** The **Add pay from account** form is displayed. The user enters an **Account nickname** (3), **Account number** (4), and **Confirm account number** (5). They also select an **Account type** from a drop-down menu (6).
- Step 4:** The user clicks the **Next** button (7).
- Step 5:** The **Review pay from account** screen shows the entered information:

Account nickname	Katherine
Account number	[Redacted]
Account type	Checking
- Step 6:** The user clicks the **Submit** button (8).

In the **Transactions** tab, click **Bill Payment**.

tab, click on **Bill Payment**.

1. Click the **My Account** tab.
2. Click the “Add Account” link under the Pay from accounts tile.
3. Enter an account nickname.
4. Enter and confirm the account number.
5. Using the “Account Type” drop-down select the account type.
6. Click the **Next** button.
7. Review your account information.
8. Click **Submit** when you are finished.

Bill Payment

Editing an Account

Within the My Account tab, you can edit an account nickname at anytime.

The screenshots illustrate the process of editing a bill payment account:

1. Click the **My account** tab in the top navigation bar.
2. Click the **View accounts** link under the **Pay from accounts** section.
3. Click the **Edit** link next to the account you would like to edit.
4. Make the necessary changes in the **Edit pay from account** form.
5. Click **Submit** when you are finished making changes.

In the **Transactions** tab, click **Bill Payment**.

1. Click the **My Account** tab.
2. Click the “View accounts” link under the Pay from accounts tile.
3. Click the “Edit” link next to the account you would like to edit.
4. Make the necessary changes.
5. Click **Submit** when you are finished making changes.

Bill Payment

Deleting an Account

If an account is no longer needed or you have a new account you can easily delete the account, but it does not erase data from an existing payment using this account.

The screenshot shows the 'My account' section of the Bill Payment interface. The top navigation bar includes 'Payments', 'Payees', 'Pay a person', 'Transfers', 'GiftPay', 'Calendar', 'My account', and 'Help'. The 'My account' tab is selected, indicated by a circled '1'. Below the navigation bar, the 'My account' section is displayed, with a 'Pay from accounts' tile. This tile contains the text 'Add / Delete pay from account, edit nickname, or change default account.' and two buttons: 'View accounts' (circled '2') and 'Add account'. Below this, the 'My account - Pay from accounts' section is shown, featuring a table of accounts. The table has columns for 'Nickname', 'Status', and 'Actions'. The first row is 'Primary Account *****8700 Checking' with a status of 'Approved (Default)' and an 'Edit' link (circled '3'). The second row is 'Checking *****7890 Checking' with a status of 'Rejected' and an 'Edit' link. A 'Back' button is located at the bottom right of this section. Below the table, the 'Edit pay from account' form is shown. It includes a text input for 'Account nickname' with 'Primary Account' entered. There is a checked checkbox for 'Set as default pay from account' and an unchecked checkbox for 'Delete pay from account' (circled '4'). At the bottom of the form are 'Cancel' and 'Submit' buttons (circled '5').

In the **Transactions** tab, click **Bill Payment**.

1. Click the **My Account** tab.
2. Click the "View accounts" link under the Pay from accounts tile.
3. Click the "Edit" link next to the account you would like to edit.
4. Click the box next to "Delete pay from account" to delete the account.
5. Click the **Submit** button when you are finished making changes.

Bill Payment

Editing Personal Information

Keeping your personal information up-to-date is very important, especially if you go through a life changing event such as getting married or moving. Making sure your information is current is the first step in making sure your bills get paid.

The screenshot shows the 'My account' tab selected in the top navigation bar. Below it is a 'Personal Information' tile with a 'View/Edit personal information' link. A challenge prompt is displayed below the tile. The main 'Personal information' form contains the following sections:

- Primary account holder:** A Murphy. Fields for Address, City, State (MD), and Zip code.
- Home number:** () - () - ()
- Work number (optional):** () - () - ()
- Mobile number (optional):** () - () - ()
- Primary email:** sarah@mcompany.com
- Secondary email (optional):** ()
- Secondary account holder (optional):** Fields for First name, Middle name, and Last name.
- Text messages for mobile devices (optional):** A note that you may be charged, a 'Select your provider' dropdown menu, and a 'Mobile number' field with a 'Send text message' checkbox.

Numbered callouts indicate the following steps: 1. 'My account' tab; 2. 'View/Edit personal information' link; 3. 'Submit' button on the challenge prompt; 4. 'Submit' button on the main form; 5. 'Submit' button on the main form.

In the **Transactions** tab, click **Bill Payment**.

1. Click the **My Account** tab.
2. Click the "View/Edit personal information" link under the Personal Information tile.
3. Answer the Challenge prompt and click the **Submit** button.
4. Make the necessary changes.
5. Click the **Submit** button when you are finished making changes.

Bill Payment

Editing Alerts

Setting up an alert within your online bill pay can help you make sure all of your bills get paid on time. You can set up alerts to let you know when an eBill is available, a recurring payment processes or when a transaction is scheduled. You can also choose if you want to receive your alerts by email or mobile.

The screenshot shows the 'My account' tab selected in the top navigation bar. Below it, the 'Notifications' section is visible, containing a 'View alerts' link circled with a '2'. The main content area displays the 'Alerts' configuration page, which includes contact information (Primary email: demoaccount@ipaymybills.com, Secondary email, Mobile short text: 2703005986) and a list of alert types. Each alert type has checkboxes for 'Email' and 'Mobile' notification. The 'Update' button at the bottom right is circled with a '4'. A '3' is also present near the alert list.

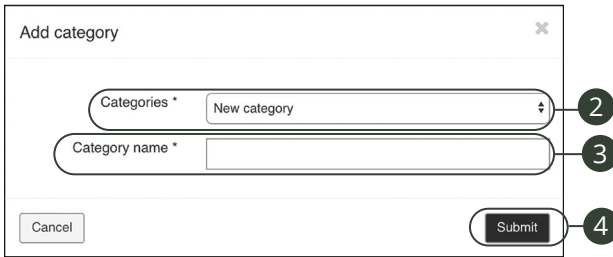
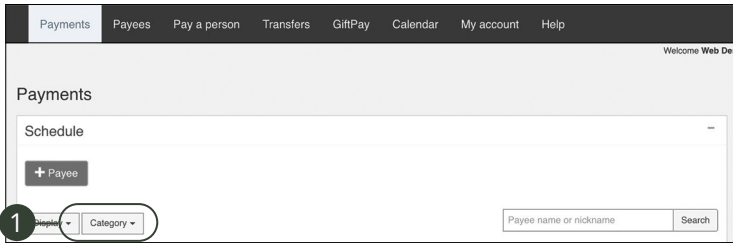
In the **Transactions** tab, click **Bill Payment**.

1. Click the **My Account** tab.
2. Click the "View Alerts" link under the Notification tile.
3. Check the box to indicate whether you would like to be notified via email or mobile when an alert is activate.
4. Click the **Update** button when you are finished making changes.

Bill Payment

Categories

You can divide your payees into categories to better organize your transactions.



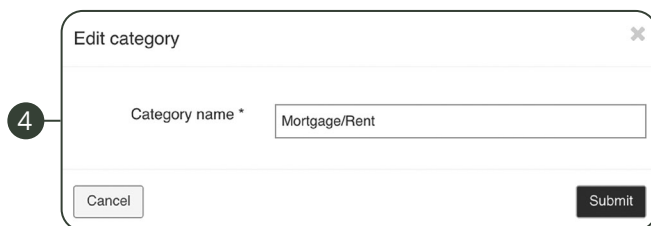
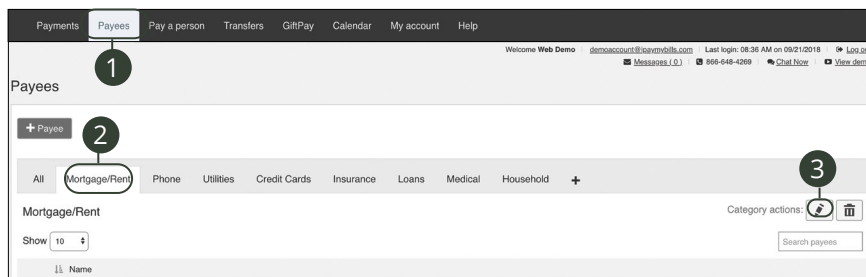
In the **Transactions** tab, click **Bill Payment**.

1. Select "Add new category" from the drop-down.
2. Select "New category" from the drop-down.
3. Enter your category name.
4. Click the **Submit** button when you are finished.

Bill Payment

Editing a Category

You can edit a category at anytime. This is helpful if you need more ways to organize specific payees.



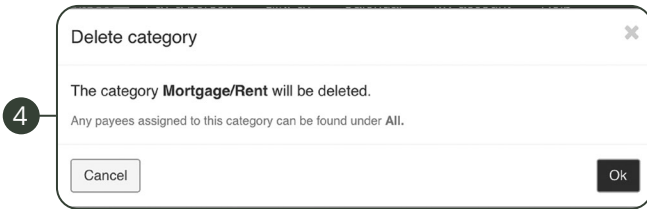
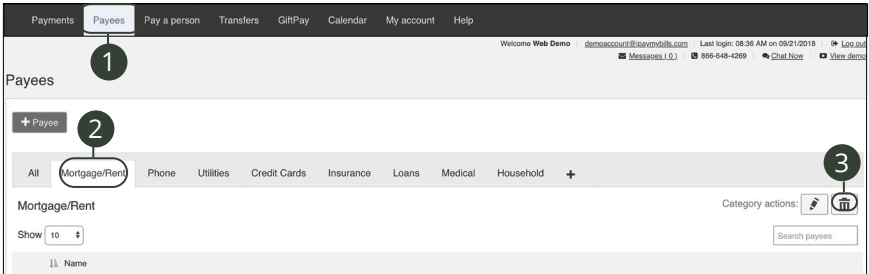
In the **Transactions** tab, click **Bill Payment**.

1. Click on **Payees** tab.
2. Click the tab for the category to be edited.
3. Click on the pencil icon to edit.
4. Edit the category name and click the **Submit** button.

Bill Payment

Deleting a Category

You can delete a category at anytime. This is helpful if you no longer need a category.



In the **Transactions** tab, click **Bill Payment**.

1. Click on **Payees** tab.
2. Click the tab for the category to be edited.
3. Click on the trash can icon to delete.
4. Click the **OK** button.

Services

Stop Payment Request

Single Check

If you're ever worried about a pending written check, you can initiate a stop payment request to prevent that check from being cashed. Once approved, the stop payment remains in effect for 6 months. If you need the current fee information, please call us during our business hours at (503) 212-3200 (Oregon City), (503) 738-8000 (Seaside) or (503) 325-7500 (Astoria).

Stop Payment	
Complete the fields below to make a stop payment request based on known payment information.	
REQUEST TYPE *	Are you requesting to stop payment on one or multiple checks?
ACCOUNT *	<input type="radio"/> Single Check <input type="radio"/> Multiple Checks
NOTE	* - Indicates required field
<input type="button" value="Back"/> <input type="button" value="Send Request"/>	

Stop Payment	
Complete the fields below to make a stop payment request based on known payment information.	
REQUEST TYPE *	Select an Account
ACCOUNT *	<input type="radio"/> Commercial Checking XXXX6789 \$7,800.88 <input type="radio"/> Commercial Loan XXXX7890 \$12,150.00
CHECK NUMBER *	<input type="radio"/> Commercial Checking XXXX5678 \$8,430.21 <input type="radio"/> Certificate of Deposit XXXX3456 \$54,943.77
PAYEE	<input type="radio"/> Consumer Checking XXXX1234 \$1,750.32
AMOUNT	<input type="radio"/> Savings XXXX2345 \$118,547.75
DATE	<input type="radio"/> 120 day CD XXXX2508 \$17,500.00 <input type="radio"/> Regular Checking XXXX2431 \$7,789.19
NOTE	* - Indicates required field
<input type="button" value="Back"/> <input type="button" value="Send Request"/>	

In the **Services** tab, click **Stop Payment**.

1. Select "Single Check."
2. Select the appropriate account.

Stop Payment
Complete the fields below to make a stop payment request based on known payment information.

REQUEST TYPE Single Check *	Enter the check number		
ACCOUNT Commercial Checking XXXX5678 *	<input type="text"/>		
CHECK NUMBER *	1	2	3
PAYEE	4	5	6
AMOUNT	7	8	9
DATE	Delete	0	Save

3

Stop Payment
Complete the fields below to make a stop payment request based on known payment information.

REQUEST TYPE Single Check *	Enter the payee		
ACCOUNT Commercial Checking XXXX5678 *	<input type="text" value="Payee Name"/>		
CHECK NUMBER *	<input type="button" value="Set"/>		
PAYEE	* - Indicates required field		

4

Stop Payment
Complete the fields below to make a stop payment request based on known payment information.

REQUEST TYPE Single Check *	Enter the check amount		
ACCOUNT Commercial Checking XXXX5678 *	<input type="text" value="\$ 0.00"/>		
CHECK NUMBER *	1	2	3
PAYEE test	4	5	6
AMOUNT	7	8	9
DATE	Delete	0	Save
NOTE	* - Indicates required field		

5

3. Enter the check number and click the **Save** button.
4. (Optional) Enter the payee and click the **Set** button.
5. (Optional) Enter the amount and click the **Save** button.

Stop Payment
Complete the fields below to make a stop payment request based on known payment information.

REQUEST TYPE Single Check *	Enter the date of the check																																										
ACCOUNT Commercial Checking XXXX5678 *	<div style="text-align: center;"> ◀ December ▶ ◀ 2016 ▶ </div> <table border="1"> <thead> <tr> <th>Sun</th> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> <th>Sat</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> </tr> <tr> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> </tr> </tbody> </table>	Sun	Mon	Tue	Wed	Thu	Fri	Sat					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Sun		Mon	Tue	Wed	Thu	Fri	Sat																																				
					1	2	3																																				
4		5	6	7	8	9	10																																				
11		12	13	14	15	16	17																																				
18		19	20	21	22	23	24																																				
25		26	27	28	29	30	31																																				
CHECK NUMBER #12 *																																											
PAYEE test																																											
AMOUNT \$0.12																																											
DATE																																											
NOTE	* - Indicates required field																																										

Back Send Request

Stop Payment
Complete the fields below to make a stop payment request based on known payment information.

REQUEST TYPE Single Check *	Enter a brief note to include with this request
ACCOUNT Commercial Checking XXXX5678 *	<div style="border: 1px solid gray; padding: 5px;"> Description </div> <div style="text-align: center; margin-top: 5px;"> <input type="button" value="Set"/> </div>
CHECK NUMBER #12 *	
PAYEE test	

* - Indicates required field

Back Send Request

6. (Optional) Enter the date of the check using the calendar.
7. (Optional) Enter a description under "Note" and click the **Set** button.
8. Click the **Send Request** button when you are finished.



Note: You can view the approval status of a stop payment in the Activity Center.

Multiple Checks

If you're ever worried about multiple pending written checks, you can initiate a stop payment request to prevent the checks from being cashed. Once approved, the stop payment remains in effect for 6 months. If you need the current fee information, please call us during our business hours at (503) 212-3200 (Oregon City), (503) 738-8000 (Seaside) or (503) 325-7500 (Astoria).

Stop Payment	
Complete the fields below to make a stop payment request based on known payment information.	
REQUEST TYPE *	Are you requesting to stop payment on one or multiple checks?
ACCOUNT *	Single Check
	Multiple Checks
NOTE	* - Indicates required field
	Back Send Request

Stop Payment	
Complete the fields below to make a stop payment request based on known payment information.	
REQUEST TYPE *	Select an Account
Multiple Checks	
ACCOUNT *	Commercial Checking XXXX6789 \$7,800.88
	Commercial Loan XXXX7890 \$12,150.00
STARTING CHECK NUMBER # *	Certificate of Deposit XXXX3456 \$54,943.77
ENDING CHECK NUMBER # *	Commercial Checking XXXX5678 \$8,430.21
	Consumer Checking XXXX1234 \$1,750.32
START DATE	Savings XXXX2345 \$118,547.75
END DATE	120 day CD XXXX2508 \$17,500.00
	Regular Checking XXXX2431 \$7,789.19
NOTE	* - Indicates required field
	Back Send Request

In the **Services** tab, click **Stop Payment**.

1. Select "Multiple Checks."
2. Select the appropriate account.

Stop Payment
Complete the fields below to make a stop payment request based on known payment information.

REQUEST TYPE Multiple Checks	Starting Check Number		
ACCOUNT	<input type="text"/>		
STARTING CHECK NUMBER #	1	2	3
ENDING CHECK NUMBER #	4	5	6
START DATE	7	8	9
END DATE	Delete	0	Save
NOTE			

* - Indicates required field

3

Stop Payment
Complete the fields below to make a stop payment request based on known payment information.

REQUEST TYPE Multiple Checks	Ending Check Number		
ACCOUNT	<input type="text"/>		
STARTING CHECK NUMBER #1	1	2	3
ENDING CHECK NUMBER #2	4	5	6
START DATE	7	8	9
END DATE	Delete	0	Save
NOTE			

* - Indicates required field

4

Stop Payment
Complete the fields below to make a stop payment request based on known payment information.

REQUEST TYPE Multiple Checks 11	Enter the start date of the checks																																																
ACCOUNT	<input type="text"/>																																																
STARTING CHECK NUMBER #1	<div style="text-align: center;"> June 2017 ◀ ▶ </div> <table border="1"> <tr> <td>Sun</td><td>Mon</td><td>Tue</td><td>Wed</td><td>Thu</td><td>Fri</td><td>Sat</td> </tr> <tr> <td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td> </tr> <tr> <td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td> </tr> <tr> <td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td> </tr> <tr> <td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td> </tr> <tr> <td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td> </tr> </table>							Sun	Mon	Tue	Wed	Thu	Fri	Sat					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
Sun	Mon	Tue	Wed	Thu	Fri	Sat																																											
				1	2	3																																											
4	5	6	7	8	9	10																																											
11	12	13	14	15	16	17																																											
18	19	20	21	22	23	24																																											
25	26	27	28	29	30																																												
STARTING CHECK NUMBER #12																																																	
START DATE																																																	
END DATE																																																	
NOTE																																																	

* - Indicates required field

5

3. Enter the starting check number and click the **Save** button.
4. Enter the ending check number and click the **Save** button.
5. (Optional) Enter the start date of the checks using the calendar.

Stop Payment

Complete the fields below to make a stop payment request based on known payment information.

REQUEST TYPE Multiple Checks 11	*	<div style="border: 1px solid gray; padding: 5px;"> <p>Enter the end date of the checks</p> <table border="1"> <thead> <tr> <th>Sun</th> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> <th>Sat</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> </tr> <tr> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td></td> </tr> </tbody> </table> </div>	Sun	Mon	Tue	Wed	Thu	Fri	Sat					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
Sun	Mon		Tue	Wed	Thu	Fri	Sat																																					
					1	2	3																																					
4	5		6	7	8	9	10																																					
11	12		13	14	15	16	17																																					
18	19		20	21	22	23	24																																					
25	26		27	28	29	30																																						
ACCOUNT	*																																											
STARTING CHECK NUMBER #1	*																																											
ENDING CHECK NUMBER #12	*																																											
START DATE 6/2/2017																																												
END DATE 6/3/2017																																												
NOTE																																												
	* - Indicates required field	<input type="button" value="Back"/> <input type="button" value="Send Request"/>																																										

Stop Payment

Complete the fields below to make a stop payment request based on known payment information.

REQUEST TYPE Multiple Checks 11	*	<div style="border: 1px solid gray; padding: 5px;"> <p>Enter a brief note to include with this request</p> <div style="border: 1px solid gray; padding: 2px;"> <input type="text" value="Description"/> </div> <div style="border: 1px solid gray; padding: 2px; width: 20px; float: left; margin-top: 2px;">Set</div> </div>
ACCOUNT	*	
STARTING CHECK NUMBER #1	*	
ENDING CHECK NUMBER #12	*	
START DATE 6/2/2017		
END DATE 6/3/2017		
NOTE		
	* - Indicates required field	

6. (Optional) Enter the end date of the checks using the calendar.
7. (Optional) Enter a description under "Note" and click the **Set** button
8. Click the **Send Request** button when you are finished.

Services

Reordering Checks

If you've previously ordered checks through Lewis & Clark Bank, you can conveniently reorder checks online at any time by signing in to our trusted vendor's website.



OrderMyChecks.com® - Official Site.
Order checks using your account information.

ROUTING NUMBER

ACCOUNT NUMBER

YOUR ZIP CODE

ACCOUNT TYPE Personal Business


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Powered by 

In the **Services** tab, click on **Check Reorder**.

1. Complete your order on our vendor's website.
2. Enter the requested information and click the **Continue** button.



Note: If you notice that you are missing checks, please contact us right away so that we can take precautions to safeguard against identity theft and fraud.

Services

Statements


The Statements feature is a great virtual filing system for your bank statements, saving paper and space in your home or office. By storing your statements electronically, your account information is always readily available when you need it.

Registration

PDF Verification


The E-Sign Act requires us to verify that you are able to view PDFs. Please help us by following these two steps:

1 Press "Get Code"—you will see a PDF with a code for you to copy and paste.



1

2 Paste the code exactly as it appears into this field and click Verify. (Can't see a PDF?)



2

e-Statements

<input type="checkbox"/>	Personal Checking *3720 \$25.00
<input type="checkbox"/>	Personal Checking *3730 \$0.00

3

In the **Transactions** tab, click **Statements**.

1. Click the **Get Code** button to verify that you can view a PDF.
2. A PDF with a code appears. Type the code into the verification field and click the **Verify** button.
3. Choose an account to view statements for.



Note: In order to view Lewis & Clark Bank e-statements, Adobe® Reader® must be installed on your computer.

REGISTRATION

PLEASE PROVIDE THE INFORMATION BELOW.

**** IN ORDER TO VIEW LEWIS & CLARK BANK E-STATEMENTS, ADOBE® READER® MUST BE INSTALLED ON YOUR COMPUTER. ****

NAME

SOCIAL SECURITY NO. XXX-XX-9694 (REQUIRED)

EMAIL ADDRESS **4** (REQUIRED)

VERIFY STATEMENT CODE **5** (REQUIRED) [Click here to open PDF Document and enter the Statement Code in the textbox below.](#)

NAME TYPE **6** Personal **7**

DATE OF BIRTH **7**

8 REGISTER

9 Lewis & Clark Bank Test Accounts
Erica Schramek

10 REGISTER

ACCOUNT NOTICE SELECTION

SELECT ALL	DELIVERY OPTION	APPLICATION	ACCOUNT NUMBER	NAME	ACCOUNT DESCRIPTION
<input type="checkbox"/>	Paper & Web 12	Deposit	XXXXXXXX3720	LEWIS & CLARK BA	Personal Checking
<input type="checkbox"/>	Paper & Web 12	Deposit	XXXXXXXX3720	LEWIS & CLARK BA	Personal Checking

CUSTOMER NOTICES CUSTOMER DELIVERY OPTIONS Paper & Web **13** REGISTER

4. Enter your email address.
5. Click the link to view the statement code and enter it into the "Verify Statment Code" box.
6. Use the drop-down to select a name type.
7. Enter your date of birth.
8. Click the **Register** button.
9. Select a customer.
10. Click the **Register** button.
11. Check the box next to the accounts you would like to register.
12. For each type of statement, use the drop-downs to select a statement delivery method for each account.
13. Click the **Register** button when you are finished.
14. Read the terms and conditions and click the **Agree** button,

Editing User Options

Update your statement and notice delivery preferences.

LEWIS & CLARK BANK E-STATEMENTS

Wednesday, February 12, 2020

Welcome - Erica Schramek

STATEMENT
STATEMENT SUMMARY

STATEMENT DISCLOSURE | TERMS & CONDITIONS
CHANGE USER OPTIONS

CHANGE USER OPTIONS
STATEMENT DISCLOSURE | TERMS & CON

PASSWORD MAINTENANCE

Customer ID: XXXXXX3187

Customer Name: Erica Schramek

EMAIL ADDRESS MAINTENANCE

IN ORDER TO SEND NOTIFICATION THAT YOUR WEB STATEMENT/NOTICE IS AVAILABLE FOR VIEWING WE WILL NEED YOUR VALID EMAIL ADDRESS. PLEASE VERIFY THAT WE HAVE YOUR MOST CURRENT EMAIL ADDRESS. THIS EMAIL ADDRESS IS FOR WEB STATEMENT/NOTICE NOTIFICATION ONLY.

Email Address:

Verify Email Address:

STATEMENT SELECTION

DELIVERY OPTION	APPLICATION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	STATEMENT NUMBER
<input checked="" type="checkbox"/> Web Only	Deposit	XXXXXX3730	Personal Checking	2
<input checked="" type="checkbox"/> Web Only	Deposit	XXXXXX3720	Personal Checking	2

LOAN STATEMENT SELECTION

DELIVERY OPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FUNCTION

ACCOUNT NOTICES SELECTION

DELIVERY OPTION	APPLICATION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION
<input type="checkbox"/> Web Only	Deposit	XXXXXX3720	Personal Checking
<input type="checkbox"/> Web Only	Deposit	XXXXXX3730	Personal Checking

CUSTOMER NOTICES

CUSTOMER DELIVERY OPTION: Paper & Web

1. Electronic Delivery of Documents
 Following is important information concerning your request and consent to access and receive Electronic Document(s) for your accounts. We are required by law to give you certain information "in writing" - which means you are entitled to receive it on paper; however, with your prior consent to this service, we may provide this information to you electronically instead.
 As used herein, Electronic Document(s) may include, but are not limited to, agreements, disclosures, notices and statements, any or all of which may be made available to you in electronic format.
2. Select Information may still be provided in printed format.

I AGREE WITH THE ABOVE TERMS AND CONDITIONS

SAVE

CANCEL


In the **Transactions** tab, click **Statements**.

1. Click the "Change User Options" link.
2. Make your changes.
3. Check the box next to "I agree with the above terms and conditions."
4. Click the **Save** button.

Viewing Statements and Notices

The screenshot shows the Lewis & Clark Bank e-Statements interface. On the left, a navigation menu is highlighted with a circled '1', containing 'STATEMENT' (with a sub-option 'Summary') and 'NOTICE' (with a sub-option 'Summary'). The main content area is titled 'STATEMENT SUMMARY' and includes links for 'STATEMENT DISCLOSURE', 'TERMS & CONDITIONS', and 'CHANGE USER OPTIONS'. Below this, it shows 'ACCOUNT STATEMENT SUMMARY' for an account with number 'XXXXXXXXXXXX3726, XXXXXXXXXXXX3730'. A table displays statement information with columns for 'ACCOUNT NUMBER(S)', 'STATEMENT DATE', 'PRINT/DOWNLOAD STATEMENT', and 'FUNCTION'. The 'STATEMENT DATE' column shows '01/19/2020' with a circled '2' next to the date selector. The 'PRINT/DOWNLOAD STATEMENT' column shows a download icon with a circled '3' next to it. The interface also features a header with the bank logo, user name 'Welcome - Eric Schramek', and date 'Wednesday, February 12, 2020'. The footer includes 'POWERED BY DCI' and the Norton by Symantec logo.

In the **Transactions** tab, click **Statements**.

1. Select the type of document you would like to view.
2. Use the drop-down to select a date.
3. Click the  icon to download the document.

Services

Mobile Check Deposit

Along with our app, Online Banking with Lewis & Clark Bank gives you the tools you need to tackle your finances how you want—from a branch, desktop or even your tablet or smartphone. Once enrolled in Mobile Check Deposit, you can make check deposits anywhere, anytime from your phone or device.

Mobile Deposit Enrollment

Mobile Deposit allows you to deposit checks directly into your account via your mobile device. Simply endorse the check and then launch "Deposit a Check" in mobile banking so that you can take a picture of the front and the back of the check. To request this service or see FAQs, please accept the Mobile Deposit Service [Terms and Conditions](#). **1**

Please check this box if you accept our Mobile Deposit Service Terms and Conditions. **2**

I accept the Terms and Conditions. **3**

Feel free to contact us for more information.

In the **Services** tab, select **Mobile Check Deposit**.

1. Click the "Terms and Conditions" link and review the document.
2. Click the check box indicating your acceptance of the terms.
3. Click the **I accept the Terms and Conditions** button when you are finished.

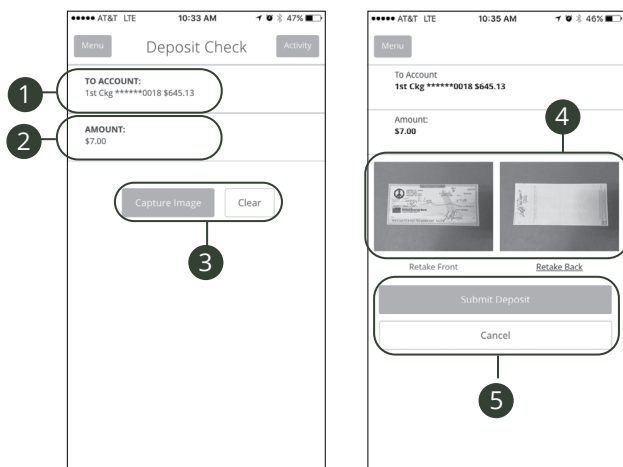


Note: Once the bank reviews your information, you will receive a secure message indicating that the mobile banking service is turned on. You can then log in to the app on your smart phone and find the Deposit Check tab.

Services

Mobile Deposits

With our mobile app on your Android or iOS device, you can deposit checks into your Online Banking account by taking a photo of a check.



Note: This feature is only available when using our mobile app on your device.

Log in to our Lewis & Clark Bank Mobile Banking app.

In the **Transactions** tab, select **Deposit A Check**.

1. Choose the account you would like the check deposited to.
2. Input the dollar amount of the check.
3. Sign the back of the check, then tap the **Capture Image** button to take an image of both the front and back of the check.
4. Verify that all four corners of the check are visible and all elements are legible, then tap the **Submit Deposit** button when finished.

Services

Address Change Request

If your current address ever changes and you need to update your contact information, you can submit a request to Lewis & Clark Bank for one or all accounts. Once it is approved, the address change takes effect immediately.

Address Change

Complete and submit this form to change your address information for one or more of your accounts.

Select one or more accounts to change address. Please select at least one account.

<input type="checkbox"/> COMMERCIAL CHECKING - XXXX6789	1
<input type="checkbox"/> COMMERCIAL LOAN - XXXX7890	
<input type="checkbox"/> COMMERCIAL CHECKING - XXXX5678	
<input type="checkbox"/> CERTIFICATE OF DEPOSIT - XXXX3456	
<input type="checkbox"/> CONSUMER CHECKING - XXXX1234	
<input type="checkbox"/> SAVINGS - XXXX2345	
<input type="checkbox"/> 120 DAY CD - XXXX2508	
<input type="checkbox"/> REGULAR CHECKING - XXXX2431	

2

ADDRESS 1 *
222 testing way

ADDRESS 2 *
Address 2

CITY *
Austin

STATE *
Texas

ZIP *
30066

PHONE COUNTRY
United States

HOME PHONE *
(678)296-2962

WORK PHONE *
(678)292-4711

CELL PHONE *
Cell Phone

E-MAIL ADDRESS *
joecody1@me.com

3

* - Indicates required field

In the **Services** tab, click **Address Change**.

1. Choose the accounts that need the address change.
2. Update your contact information.
3. Click the **Submit** button when you are finished.

Settings

Profile

It is important to maintain current contact information on your account, and you can always update your profile overview and settings. Updating your Online Banking profile, however, does not update your customer contact information at Lewis & Clark Bank.

1

Profile
Please review and update your profile

PREFIX	FIRST NAME *	MIDDLE NAME
<input type="text" value=""/>	<input type="text" value="Middlesex"/>	<input type="text" value="Middle Name"/>
LAST NAME *	SUFFIX	
<input type="text" value="Savings"/>	<input type="text" value=""/>	
E-MAIL ADDRESS *		
<input type="text" value="Joecody1@me.com"/>		
ADDRESS 1 *		
<input type="text" value="222 testing way"/>		
ADDRESS 2		
<input type="text" value=""/>		
COUNTRY *		
<input type="text" value="United States"/>		
CITY *	STATE *	ZIP *
<input type="text" value="Austin"/>	<input type="text" value="Texas"/>	<input type="text" value="30066"/>
PHONE COUNTRY *		
<input type="text" value="United States"/>		
HOME PHONE *	WORK PHONE *	
<input type="text" value="(678)296-2962"/>	<input type="text" value="(678)292-4711"/>	
* - Indicates required field		
		2
		<input type="button" value="Submit Profile"/>

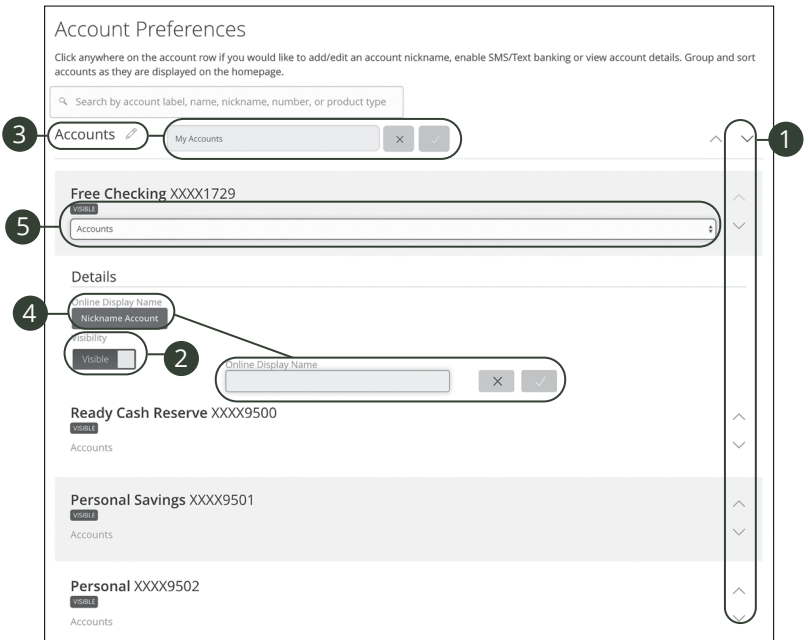
In the **Settings** tab, click **Profile**.

1. Update your contact information in the spaces provided.
2. Click the **Submit Profile** button when you are finished making changes.


Settings

Account Preferences

The Home page and your accounts should appear in a way that is fitting for you. The names of accounts, order in which they appear on the Home page, order of account groups and names of account groups can be changed in Account Preferences to suit your needs.



In the **Settings** tab, click **Account Preferences**.

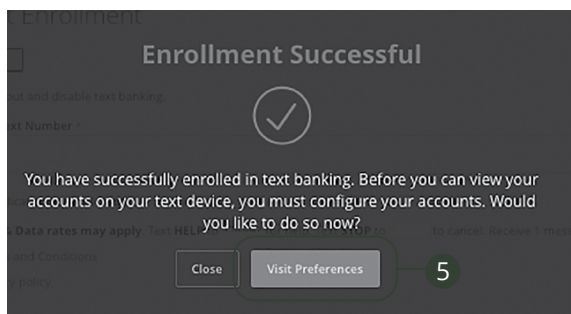
1. Select the up or down arrows on the right side to change the order that your accounts appear in.
2. Use the **Visibility** switch to toggle whether or not your account is visible on the Home page.
3. Click the  icon to change the nickname of a group or an account. Make your changes and click the check mark to save it.
4. Click the **Nickname Account** button to change the Online Display Name of an account. Make your changes and click the check mark to save it.
5. Select the "Account" drop-down to change the group that account is in.

Settings

Text Enrollment

Text Banking allows you to manage your accounts on the go. Once enrolled, you can check balances, review account history and transfer funds from your Online Banking account using any text-enabled device.

The screenshot shows the 'Text Enrollment' settings page. It features a toggle switch labeled 'Text Enrollment' (1), a text input field for 'SMS TEXT NUMBER' (2), a checkbox for 'Agree To Terms' (3), and a 'Save' button (4). Below the input field, there is a note: '* - Indicates required field'. The page title is 'Text Enrollment' and there is a sub-header: '*Enable and authorize text banking on the mobile device below.'




In the **Settings** tab, click **Text Enrollment**.

1. Toggle the **Text Enrollment** switch from "Off" to "On."
2. Enter your SMS text number.
3. Read the terms and conditions and check the box next to "Agree To Terms."
4. Click the **Save** button when you are finished.
5. Click the **Visit Preferences** button to be taken to the Accounts feature.



Note: Once you've signed up for Text Banking you should receive a text confirmation.

The screenshot shows the 'CHECKING ACCOUNT - CK XXXX' settings page. At the top, there are 'SMS/Text' and 'SMS ON' buttons. Below that is an 'ACCOUNTS' dropdown menu. The 'Details' section has an 'SMS/Text' tab. Underneath, there is an 'SMS/Text Enrollment' section with a toggle switch set to 'On'. Below the toggle is an 'SMS/Text Display Name' field containing 'CHE1' and a pencil icon to the left. To the right of the field are 'x' and checkmark icons.

6. Select an account you want to enroll in text banking.
7. Click the SMS/Text tab.
8. Toggle the **SMS/Text Enrollment** switch from “Off” to “On.”
9. (Optional) Click the  icon to change the SMS/Text Display Name. Make your changes and click the check mark to save it.

Commands for Text Banking	
Text Command Options to	226563 for the Following Information:
BAL or BAL <account nickname>	Request account balance
HIST <account nickname>	Request account history
XFER <from account nickname> <to account nickname> <amount>	Transfer funds between accounts
LIST	Receive a list of keywords
HELP	Receive a list of contact points for information on text banking
STOP	Stop all text messages to the mobile device (for text banking and SMS alerts/notifications)
START	Enable message send/receive for text banking

Locations

Branches and ATMs

If you need to locate a Lewis & Clark Bank branch or ATM, the interactive map below can help you find locations nearest you. If your device's location services feature is turned off or your location is unavailable, a general list of branches appears.

Branches

Map Satellite

Search branches

Branches ATMs

Oregon City
15960 S Agnes Ave
Oregon City, OR 97045

Oregon City

Address: 15960 S Agnes Ave
Oregon City, OR 97045
503-212-3200

Get Directions

LOBBY HOURS

MON	TUE	WED	THU	FRI	SAT	SUN
9:00am 5:00pm	9:00am 5:00pm	9:00am 5:00pm	9:00am 5:00pm	9:00am 5:00pm	Closed	Closed

DRIVE-THRU HOURS

MON	TUE	WED	THU	FRI	SAT	SUN

Click on the **Locations** tab.

- A.** Details about branches or ATMs are displayed on the right-hand side.
- B.** You can locate a Lewis & Clark Bank branch or an ATM by clicking the appropriate button.
- C.** The search bar allows you to find specific Lewis & Clark Bank branches.
- D.** Lewis & Clark Bank locations or ATMs are marked along with your location. Click a branch for additional details such as phone numbers, directions, lobby hours and drive-thru hours.

LEWIS & CLARK
BANK
PARTNERS FOR BUSINESS.™

