

South Story Bank & Trust

Online Banking Enrollment Instructions

- Go to SSBT's website at southstorybank.com.
- Click on "Sign Up"
- The system will request for you to fill in the following information and then click "Enroll"

Type of Account

Account Number

Social Security Number

*Online Banking PIN (Provided by the Bank)

Email Address

Confirm Email Address

***Note:** If you did not receive an Online Banking PIN at time of account opening, please call 515-597-2992 or 515-228-3566 to get your Online Banking PIN.

- The Online Banking Terms and Conditions will appear. Click "I agree" to accept the terms and conditions and move forward, or "Decline" to cancel the enrollment process.
- The system will then respond with a request for a new user code and password. The user code can be anything OTHER THAN your account number and must be at least eight (8) characters in length and must contain at least 2 numbers, 2 letters, and a special character (such as an ! or \$.) User codes and passwords are case sensitive.
- You will be taken to a screen to answer a series of security questions. You may also choose to register your computer so you may not be required to answer challenge questions at subsequent log ins (depending on your individual computer security settings,) however you will lose the effect of the enhanced security and should not register computers that other people have access to.
- At this time you have the option to enroll in e-Statements. If you choose to enroll, verify the email address listed at the top of the screen. This is the email address that the notifications will go to when your statement or any notices are available for viewing. Next to each account, choose the radio button next to your selection of "Paper" statements or "eStatements." Click on the "electronic statements terms and conditions" link to read the terms and conditions. When finished, check the box confirming you have read the terms and conditions and enter the 4-digit confirmation code found on the last page. Entering a confirmation code confirms that you are able to view and read PDF files, which are used for eStatements, as required by regulations. Click "Enroll." If you choose to forego the eStatement option you can choose "Ask Me Later" or "Decline."
- This should bring up a listing of your accounts. Only accounts associated with your name will be displayed. Click on the account number you would like to view. Online help is available by clicking the "Help" button at the bottom of the page.
- Password security is the user's responsibility. If your password is compromised change it immediately. If you forgot your password please use the "Forgot my Password" icon on the home page and an e-mail will automatically be sent to the e-mail account listed on file.
- Your online access will be terminated if you do not log onto the system for a period of 90 days. If this occurs, you will need to register for online banking again.