

Home and Accounts Pages in Business Online Banking

Purpose: This document explains how to use the features in Business Online Banking (BOB) on the Cornerstone Bank website at <https://www.cornerstone.bank/>. Some users may have different access depending on business needs for the client.

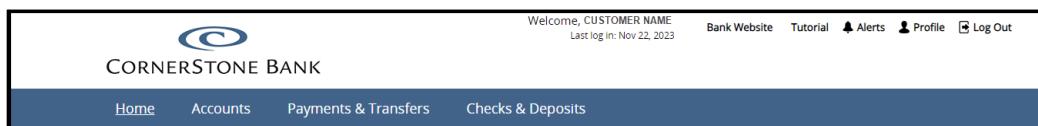
Note: Cash Management must set up the business customer for access to Business Online Banking.

Table of Contents

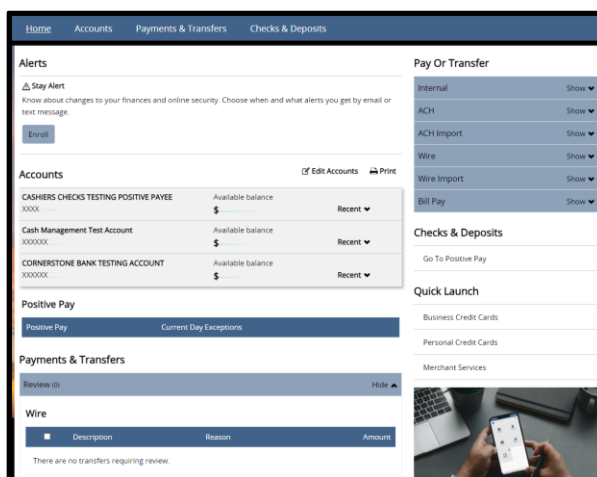
Home Page	1
Accounts Page	6
Summary	7
Documents	8
Download Transactions	9
Search Account Transactions	12
Check Viewer	13
Multi Account Download Transactions	14

Home Page

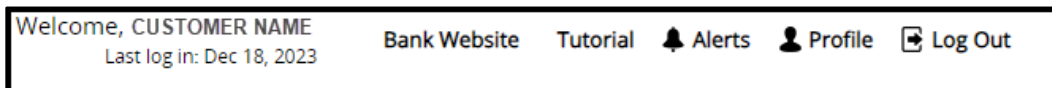
This is the landing page for Business Online Banking.



Depending on user access, some options may not be available.



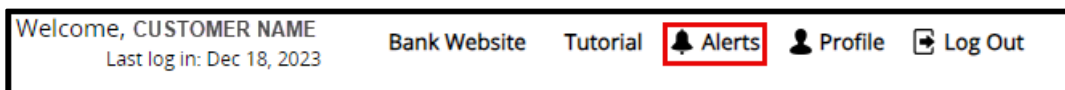
This toolbar is in the upper right hand corner of the Home Page.



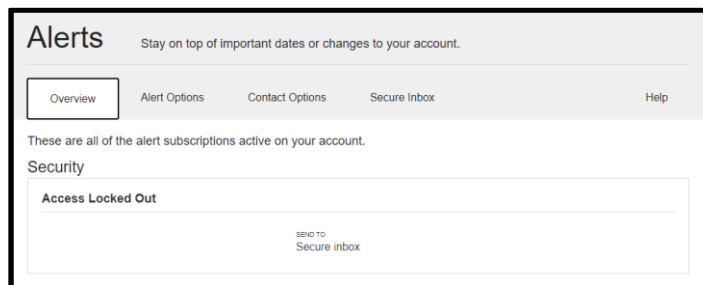
Click on the Bank Website to open another tab of Cornerstone Bank's website.



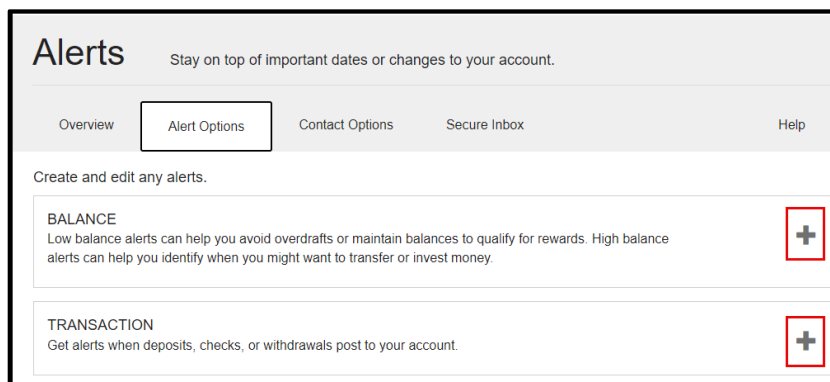
Click on Alerts for important dates or changes to the user's account.



The Overview shows all the alert subscriptions.



The Alert Options allows users to add Balance and Transaction alerts.



Create and edit any alerts.

BALANCE

Low balance alerts can help you avoid overdrafts or maintain balances to qualify for rewards. High balance alerts can help you identify when you might want to transfer or invest money.

Low Balance

High Balance

Current Balance

TRANSACTION

Get alerts when deposits, checks, or withdrawals post to your account.

Transaction over threshold amount

Check Number XXXX or Range of Checks

Debit Card

Deposit Transactions

Withdrawal Transactions

Interest Paid

ACH Deposit Transactions

All Check Numbers

The Contact Options allow the user to set up email or text message alerts.

Alerts Stay on top of important dates or changes to your account.

Overview Alert Options **Contact Options** Secure Inbox Help

You selected these contact options for alerts.

Time Zone

Central Time (US & Canada)

EMAIL

JESSICA.BENTLEY@CORNERSTONEB Delete

Not Activated

[Send Activation Code](#)

[Add Email](#)

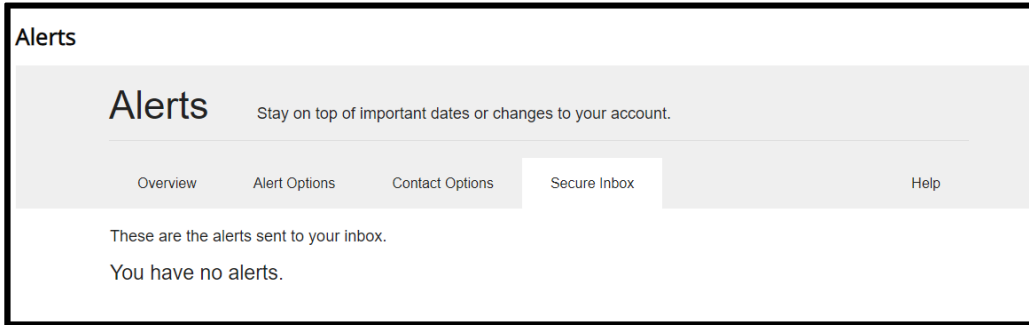
Do Not Disturb [Set Up](#)

TEXT MESSAGE

[Add Mobile](#)

Do Not Disturb [Set Up](#)

The Secure Inbox allows the user to view alerts.



The Help menu opens in a new browser window – this is from the Fiserv Real Time Alerts User Interface.



Real Time Alerts User Interface

Real Time Alerts combines the Enterprise Alert Platform (EAP1151) and the Alert Hub to provide you with an improved alerting experience. Real Time Alerts provides you with real time alert notifications by email, online options (Secure Inbox), and text messages. The Alert Hub integrates Real Time Alerts with account processing platforms for user registration, alert templates, alert distribution, and online API access. Additionally, Real Time Alerts simplifies the alert set up process and makes it more intuitive.

Access the following by using the Real Time Alerts User Interface:

- [User Interface Navigation](#)
You can access Retail Online, Business Online or Abiliti to navigate within the Real Time Alerts User Interface.
- [Real Time Alerts](#)
You can use the Real Time Alerts User Interface to view triggered alerts, establish new alerts, edit alerts, and delete alerts.
- [Alert Options](#)
You can use the Real Time Alerts User Interface to view the alerts that your financial institution provides for your account.
- [Contact Options](#)
You can use the Real Time Alerts User Interface to add your contact information for both email and text messages.
- [How To](#)
You can use the Real Time Alerts User Interface to manage new and existing alerts.

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Real Time Alerts Help File 2023.1.1
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The Profile Page allows the user to change their PIN, token and email address.

Welcome, CUSTOMER NAME
Last log in: Dec 18, 2023

[Bank Website](#) [Tutorial](#) [Alerts](#) [Profile](#) [Log Out](#)

Profile

PIN	Edit
Token	View
Email	JESSICA.BENTLEY@CORNERSTONEBANKS.NET

To change a PIN, click Edit.

Profile

PIN	Edit
Token	View
Email	JESSICA.BENTLEY@CORNERSTONEBANKS.NET

Enter Current PIN, New PIN and Confirm new PIN and click Save.

Profile

PIN

Your personal identification number (PIN) helps prevent unauthorized people from logging into online banking or performing certain actions like making payments. You might also be asked to change it periodically to keep your accounts secure.

Complete the following to change your PIN. Username is case sensitive

Current PIN *	<input type="text"/>
New PIN *	<input type="text"/>
Confirm new PIN *	<input type="text"/>

* Indicates required field

[Save](#) [Cancel](#)

The Token section allows the user to edit or delete a soft token (user's phone) or a hard token.

The user can add a new device to their profile for a soft token.

Token

Device nickname	Type	Activated	Last used	
Jessica's iPhone	iOS	Nov 22, 2023	Nov 22, 2023	Edit Delete

[Add Device](#) [Close](#)

A hard token user can switch to the soft token and use the DIGIPASS app by selecting Switch to App. Or deactivate the token.

Token

[Deactivate](#)

[Switch To App](#)

Tokens are now available as an app on your device. You can switch to using the app instead of your physical token.

The user's email address displays at the bottom of the Profile Page.

Email JESSICA.BENTLEY@CORNERSTONEBANKS.NET

Click Log Out to sign out of Business Online Banking.

Welcome, CUSTOMER NAME Bank Website Tutorial Alerts Profile [Log Out](#)

Last log in: Dec 18, 2023

Logged Out

You Have Successfully Logged Out.

Return to home page or log in again.

Accounts Page

The Accounts page shows the user's assets in Cornerstone Bank.



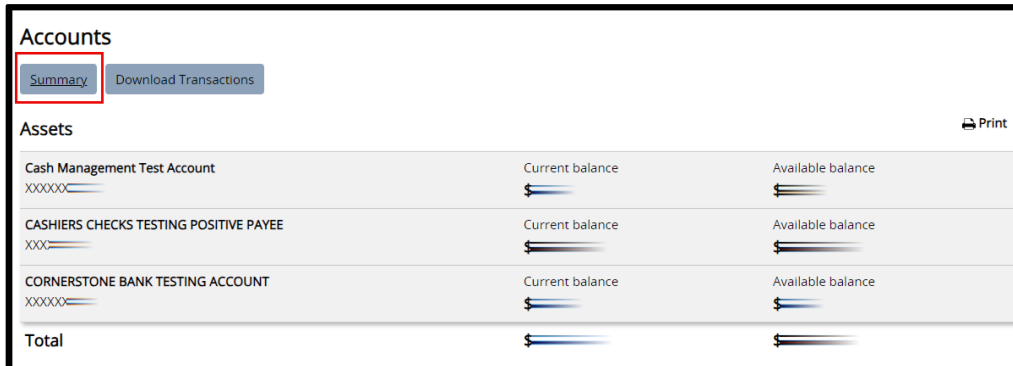
CORNERSTONE BANK

Welcome, JESSICA BENTLEY
Last log in: Dec 18, 2023

[Home](#) [Accounts](#) [Payments & Transfers](#) [Checks & Deposits](#)

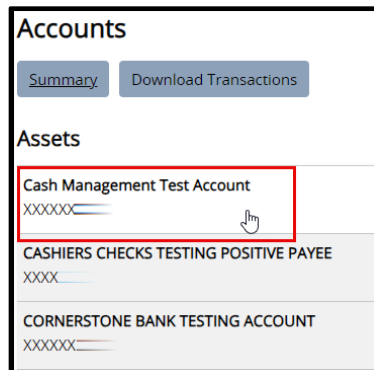
Summary

Each account lists current, available and total balances under the Summary tab.



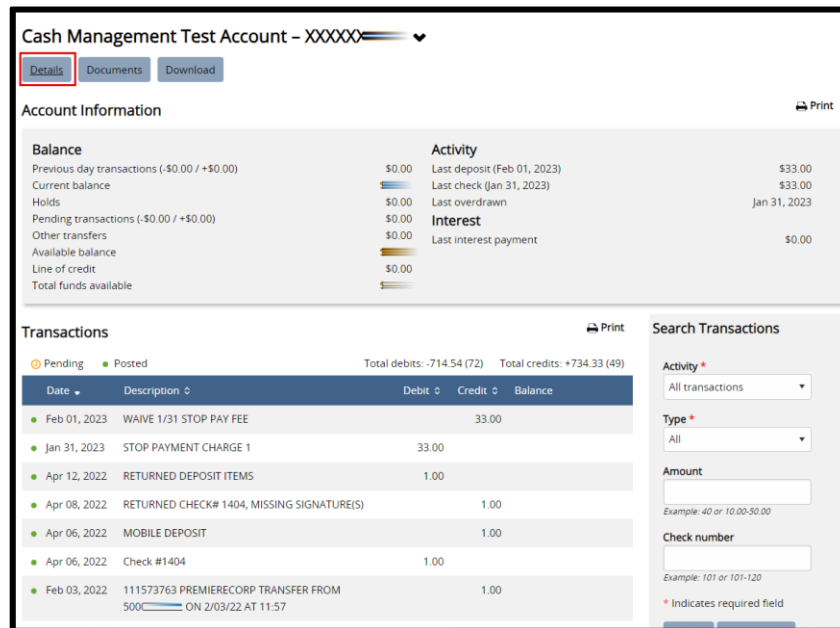
Accounts		
Summary Download Transactions		
Assets Print		
Cash Management Test Account XXXXXX	Current balance	Available balance
CASHIERS CHECKS TESTING POSITIVE PAYEE XXX	Current balance	Available balance
CORNERSTONE BANK TESTING ACCOUNT XXXXXX	Current balance	Available balance
Total		

Click on the account for information including balance, activity, interest and transactions.




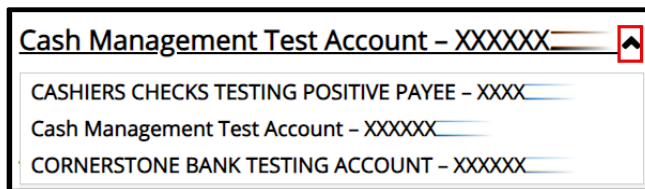
Accounts		
Summary Download Transactions		
Assets		
Cash Management Test Account XXXXXX		
CASHIERS CHECKS TESTING POSITIVE PAYEE XXX		
CORNERSTONE BANK TESTING ACCOUNT XXXXXX		

This displays on the Details tab.



Cash Management Test Account - XXXXXX			
Details Documents Download			
Account Information Print			
Balance		Activity	
Previous day transactions (-\$0.00 / +\$0.00)	\$0.00	Last deposit (Feb 01, 2023)	\$33.00
Current balance	\$33.00	Last check (Jan 31, 2023)	\$33.00
Holds	\$0.00	Last overdrawn	Jan 31, 2023
Pending transactions (-\$0.00 / +\$0.00)	\$0.00	Interest	
Other transfers	\$0.00	Last interest payment	\$0.00
Available balance	\$33.00		
Line of credit	\$0.00		
Total funds available	\$33.00		
Transactions Print			
● Pending ● Posted		Total debits: -714.54 (72) Total credits: +734.33 (49)	
Date	Description	Debit	Credit
Feb 01, 2023	WAIVE 1/31 STOP PAY FEE		33.00
Jan 31, 2023	STOP PAYMENT CHARGE 1	33.00	
Apr 12, 2022	RETURNED DEPOSIT ITEMS	1.00	
Apr 08, 2022	RETURNED CHECK# 1404, MISSING SIGNATURE(S)		1.00
Apr 06, 2022	MOBILE DEPOSIT		1.00
Apr 06, 2022	Check #1404	1.00	
Feb 03, 2022	111573763 PREMIERECORP TRANSFER FROM 500 ON 2/03/22 AT 11:57		1.00

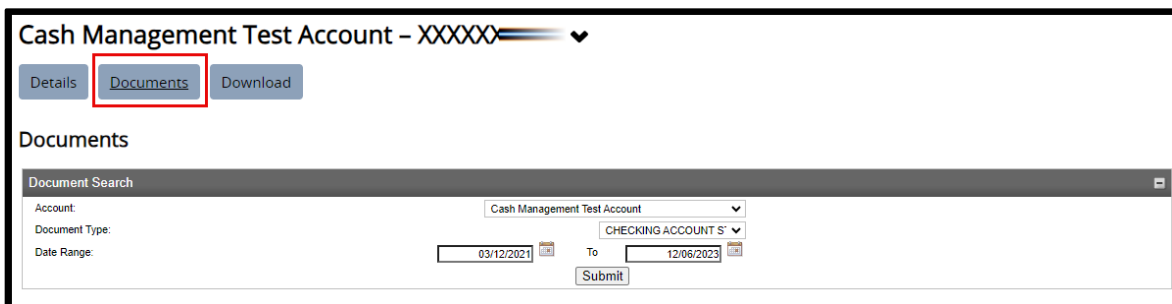
Click on  to toggle between accounts.



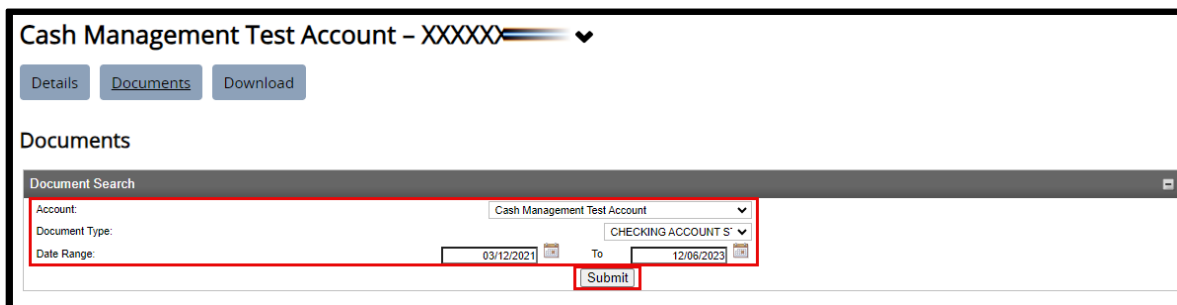
Documents

To view account statements or archived statements, select Documents.

Note: This is under a specific account; however, the user can search all account documents.



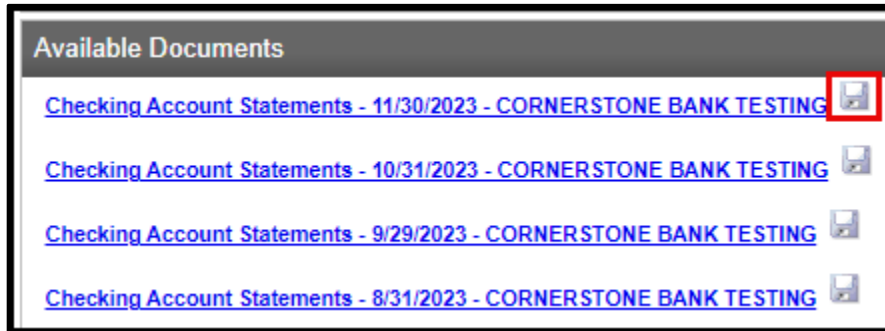
Enter the account, document type and date range. Click Submit.



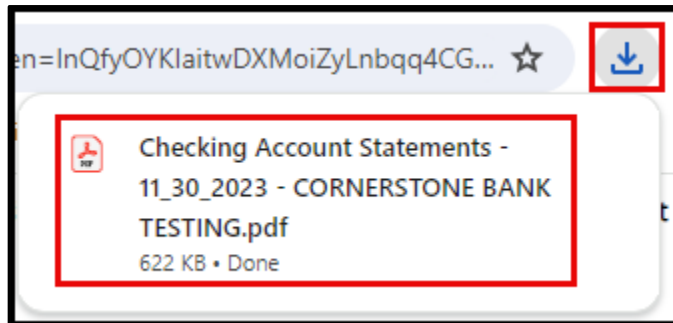
The list of Available Documents displays.



Click the Disk to save the file to another directory.

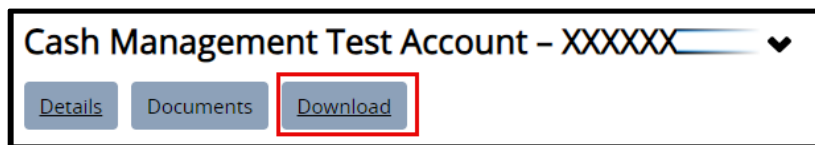


The file downloads as a pdf.



Download Transactions

Download transactions on the account level.



Download Transactions

Specify the transactions you'd like to download and select the format in which you want them downloaded.

Account: Cash Management Test Account XXXXXX

Activity*: All transactions

Type*: All

Format*: Comma-separated values (.csv)

* Indicates required field

Download Transactions Cancel



Select Activity from the drop down.

- All transactions
- Current business day
- Previous business day
- Current activity
- Last statement
- Specific date
- Date range

Account Cash Management Test Account XXXXXX

Activity * All transactions

Type * All transactions

Format * Current business day

Previous business day

Current activity

Last statement

Specific date

Date range

Download Transactions Cancel

Select Type from the drop down.

- All
- Credits
- Debits
- Checks

Type * All

Format * All

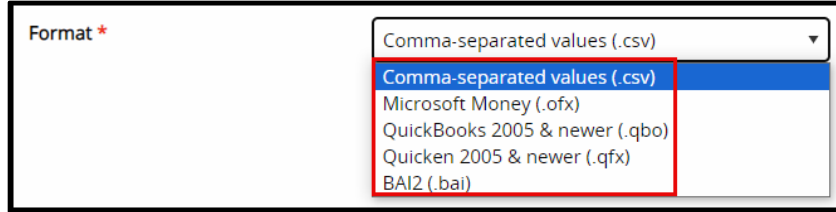
Credits

Debits

Checks

Select Format from the drop down.

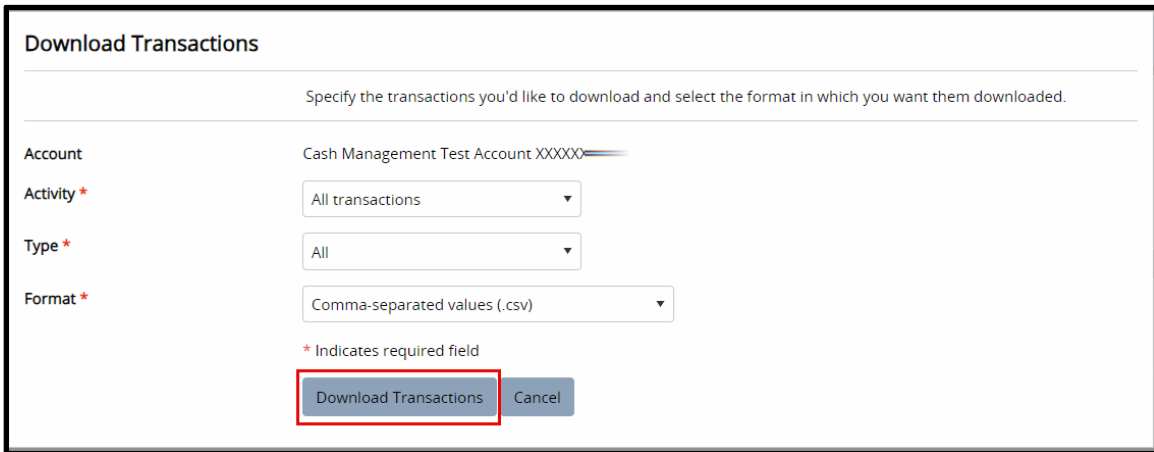
- Comma separated values (.csv)
- Microsoft Money (.ofx)
- QuickBooks 2005 & newer (.qbo)
- Quicken 2005 & newer (.qfx)
- BAI2 (.bai)



Format *

- Comma-separated values (.csv)
- Comma-separated values (.csv)
- Microsoft Money (.ofx)
- QuickBooks 2005 & newer (.qbo)
- Quicken 2005 & newer (.qfx)
- BAI2 (.bai)

Click Download Transactions.



Download Transactions

Specify the transactions you'd like to download and select the format in which you want them downloaded.

Account Cash Management Test Account XXXXX

Activity * All transactions

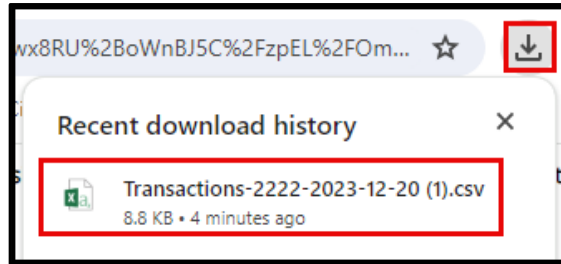
Type * All

Format * Comma-separated values (.csv)

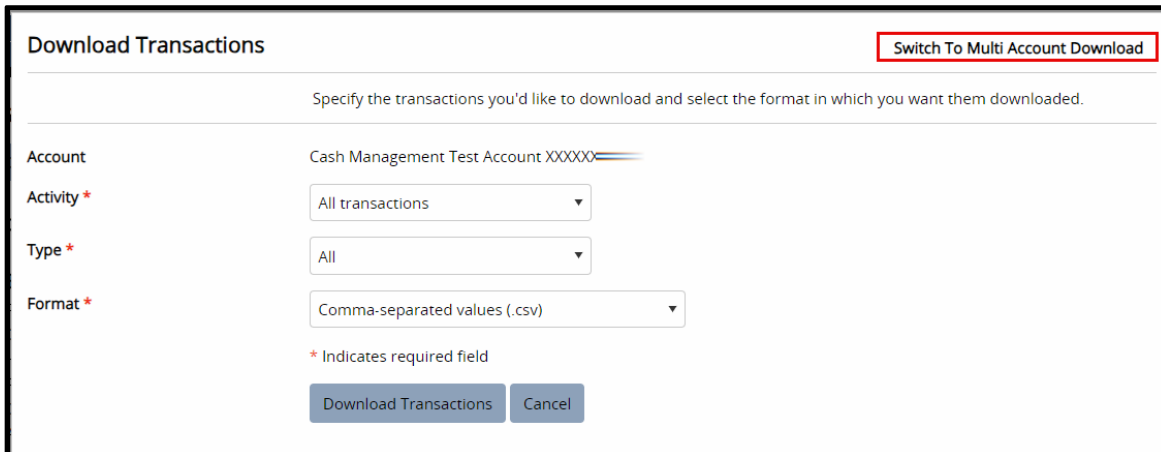
* Indicates required field

Download Transactions Cancel

The file downloads into the format the user selected.



Switch to Multi Account Download from this screen.



Download Transactions [Switch To Multi Account Download](#)

Specify the transactions you'd like to download and select the format in which you want them downloaded.

Account Cash Management Test Account XXXXX

Activity * All transactions

Type * All

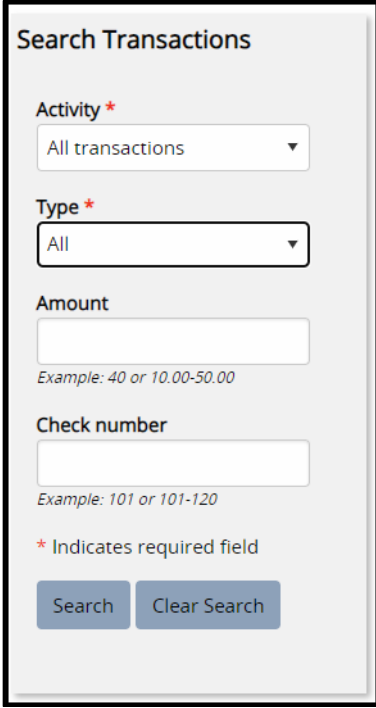
Format * Comma-separated values (.csv)

* Indicates required field

Download Transactions Cancel

Search Account Transactions

Search Transactions on the account from the Account Details tab.



Search Transactions

Activity *
All transactions ▼

Type *
All ▼

Amount

Example: 40 or 10.00-50.00

Check number

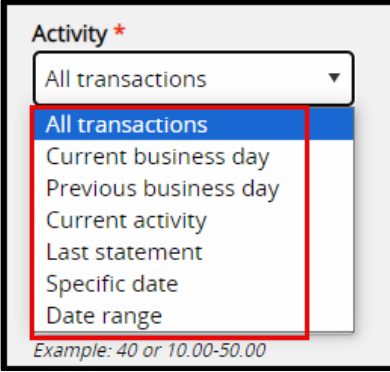
Example: 101 or 101-120

* Indicates required field

Search Clear Search

Select Activity from the drop down.

- All transactions
- Current business day
- Previous business day
- Current activity
- Last statement
- Specific date
- Date Range



Activity *

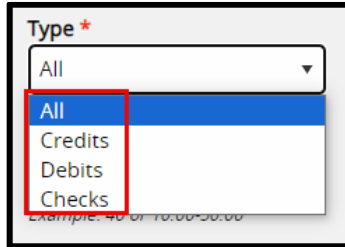
All transactions ▼

All transactions
Current business day
Previous business day
Current activity
Last statement
Specific date
Date range

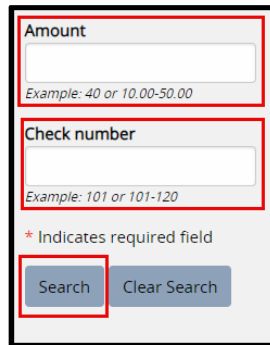
Example: 40 or 10.00-50.00

Select Type from the drop down.

- All
- Credits
- Debits
- Checks



Enter the amount and check number. Click Search.



The transactions display on the left hand side of the page.

Transactions		Total debits: -		Total credits: +	
Date	Description	Debit	Credit	Balance	
Feb 01, 2023	WAIVE 1/31 STOP PAY FEE		33.00		
Jan 31, 2023	STOP PAYMENT CHARGE 1	33.00			
Apr 12, 2022	RETURNED DEPOSIT ITEMS	1.00			
Apr 08, 2022	RETURNED CHECK# 1404, MISSING SIGNATURE(S)		1.00		
Apr 06, 2022	MOBILE DEPOSIT		1.00		
Apr 06, 2022	Check #1404		1.00		
Feb 03, 2022	111573763		1.00		
Jan 26, 2022	110990092		1.00		
Jan 26, 2022	110990266		3.00		

Check Viewer

Use the Check Image Viewer to see checks written on an account, enter the check number and click view image.

Check Image Viewer

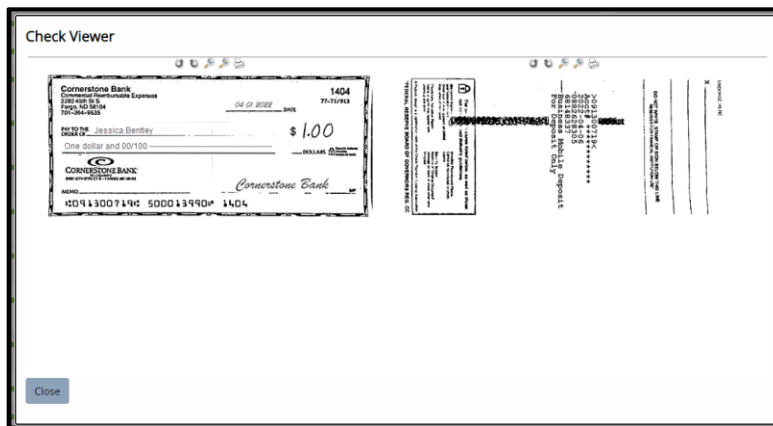
Check number *

Example: 101

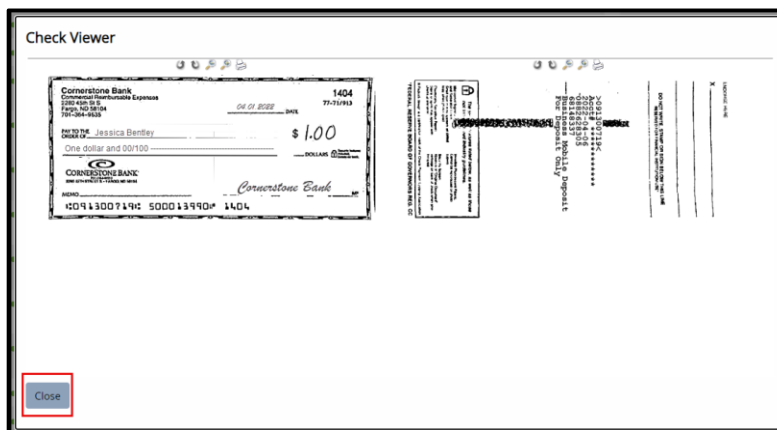
* Indicates required field

View Image

The Check Viewer opens in a new window. The user can rotate, enlarge size, decrease size and print the check.

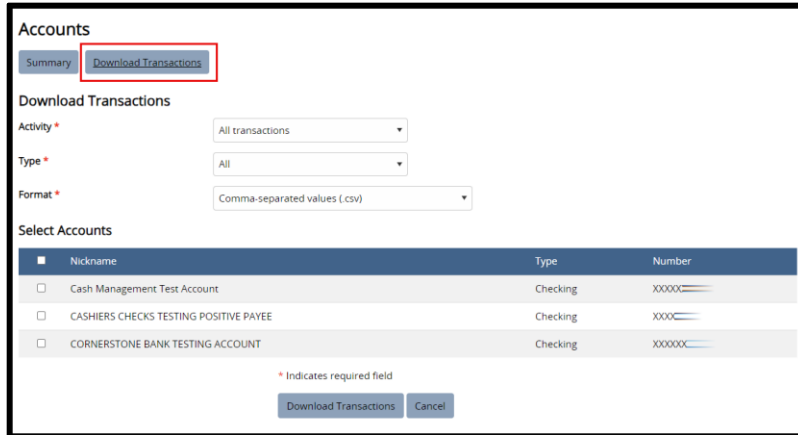


Click Close.



Multi Account Download Transactions

On the Download Transactions tab, the user downloads transaction(s). Select one or all accounts.



Accounts

Summary **Download Transactions**

Download Transactions

Activity * All transactions

Type * All

Format * Comma-separated values (.csv)

Select Accounts

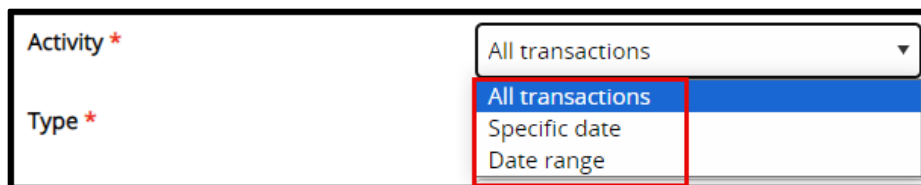
<input type="checkbox"/>	Nickname	Type	Number
<input type="checkbox"/>	Cash Management Test Account	Checking	XXXXX
<input type="checkbox"/>	CASHIERS CHECKS TESTING POSITIVE PAYEE	Checking	XXXX
<input type="checkbox"/>	CORNERSTONE BANK TESTING ACCOUNT	Checking	XXXXXX

* Indicates required field

Download Transactions Cancel

Select the Activity from the drop down.

- All transactions
- Specific date
- Date range.



Activity * All transactions

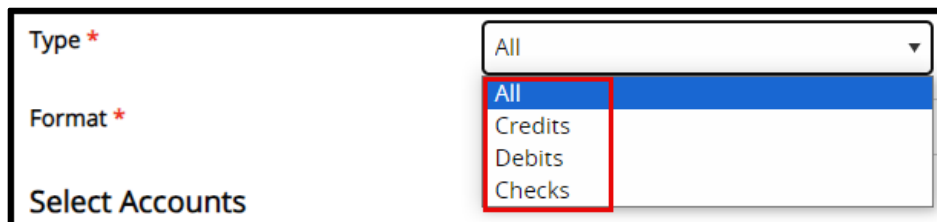
Type * All transactions

Specific date

Date range

Select the Type from the drop down.

- All
- Credits
- Debits
- Checks



Type * All

Format * All

Credits

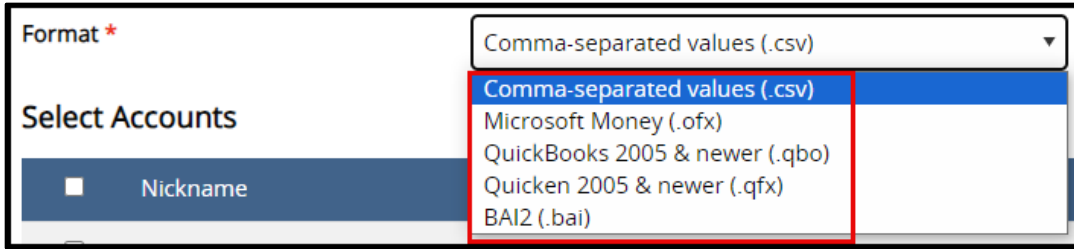
Debits

Checks

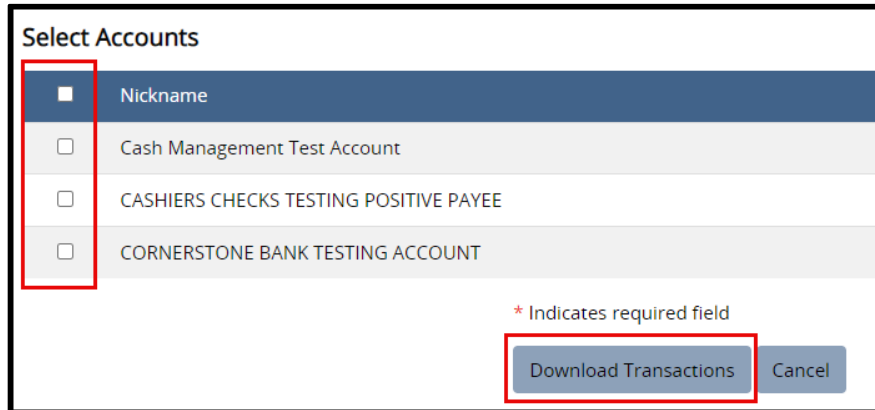
Select Accounts

Select the Format from the drop down.

- Comma separated values (.cvs)
- Microsoft Money (.ofx)
- QuickBooks 2005 & newer (.qbo)
- Quicken 2005 & newer (.qfx)
- BAI2 (.bai)



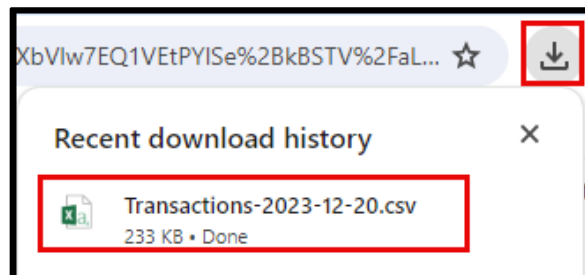
Select the Accounts by checking the box and click Download Transactions.



Transactions downloaded successfully message appears.



The file downloads into the format the user selected.



If you have any questions or need assistance with Business Online Banking, contact our Cash Management team at 888-297-2100 or online at <https://www.cornerstone.bank/contact/>.

Cornerstone Bank Cash Management Team