

# Archdiocesan Bank NetTeller Online Banking User Guide



[www.netteller.com/archdiocese-chgo](http://www.netteller.com/archdiocese-chgo)

## Accessing Online Accounts

Visit [www.netteller.com/archdiocese-chgo](http://www.netteller.com/archdiocese-chgo).

Enter your ID & Password in the appropriate boxes.



\*Initial password will be assigned by Bank. You will be prompted to change your Password on your first login.

A list of your accounts and a drop-down menu of activities for each account will display.

\*Some options may be not be available.



## Viewing Transactions

Select **Transactions** from the drop-down menu to the right of the account, or click the Transactions tab on the Menu Bar.



To view other transactions, select the **View Range** or **Search** tab on the Menu Bar.



## Viewing Statements

Select **Statements** from the drop-down menu to the right of the account, or click the **Statements** tab on the Menu Bar.



12 months of statement history is available. Each statement can be viewed in PDF, Text, or HTML format.

## Downloading Transactions

Select Download from the drop-down menu to the right of the account, or click the Download tab on the Menu Bar.



Choose a Download Range and Format and click Submit.

## Online Account Access Options

Select the **Options** tab from the Menu Bar.

### Personal Options



### Change your Password

### Add or Change your Personal ID

\*A Personal ID is an ID to use instead of your 12-digit ID and can contain letters and numbers.

### Update your email address

### Account Options



### Account Pseudo Names (nicknames)

\*For security reasons, please do not make the pseudo name your account number.

### Account Display Order

## Online Account Access Options

### Display Options



Choose your default settings for Number of Accounts and Transactions displayed.

### Alerts



Click 'Edit' or 'Add' to establish a new alert. When the activity occurs an alert will display on the Neteller Account Listing page.