

# Your Community Bank Mobile Banking How-To

## Log in to Mobile Banking

- Access Your Community Bank's mobile site at <https://www.airteller.com/yourcommunitybank>. Choose one of the options below from the Main Menu.

## Viewing Alerts

- Select Alerts from the Main Menu.

\*The Alerts option only displays if you have Alerts to view.

## Viewing Transactions

- Select My Accounts from the Main Menu.
- From the list of accounts select which account you want to view. A summary screen with your Account Balance displays.
- Select Transactions from the summary screen. Transactions from the last 15 days display in groups of 4 transactions per page. Select the date for transaction details. Select Back to return to the main menu.
- From the transaction list select Accounts to return to the list of accounts or Main Menu to return to the main menu.

## Transferring Funds

- Select Transfers from the Main Menu.
- Choose the account to transfer funds from.
- Choose the account to transfer funds to.
- Enter amounts in the dollars and cents fields and select Submit.
- An indicator that the transaction is sending displays.
- A confirmation message and number display after the transfer is complete.
- An SMS Text Message will be sent to confirm the transfer.

\*You can only set up one-time immediate transfer via mobile banking.

## Paying Bills

- Select Pay Bills from the Main Menu.
- Select the Payee.
- Select the pay-from account and continue to the next screen.
- Enter amounts in the dollars and cents fields and select Submit.
- An indicator that the bill payment is sending displays.
- A confirmation message and number display after the bill payment is complete.
- An SMS Text Message will be sent to confirm the transfer.
- If you are not currently enrolled in Bill Pay, please visit our website [www.yourcommunitybank.com](http://www.yourcommunitybank.com) to enroll in our Bill Payment. Follow the on-screen prompts to submit your request for Bill Pay enrollment.

\*You can only set up one-time immediate bill payments via mobile banking. Payment will process during the next bill pay processing time.