

# Home Banking User Guide



www.dallastelco.com

214-742-6551

## @ Account Access

Enter your current user ID and Access Code\* and click **Submit**.

Home Banking ID

Home Banking Access Code  [Reset Password](#)

\*you may be prompted to change your ID and/or Access Code the first time you login if your current ID and/or Access Code does not meet the new security criteria.

## 🔒 Security

The first time you access your accounts online, we'll ask you to choose and answer three (3) **Personal Challenge Questions**.

During future online sessions, we'll ask you some of these questions if we feel there is a possibility that someone other than you is attempting to access your information.

Please choose answers that you will remember. Incorrectly answering questions can lead to your account access being disabled.

You will also be asked to choose a Personal Identification Image that will appear on your screen each time you login.

## @ Single Sign On

Enjoy the convenience single sign on provides with access to bill pay and e-statements from within home banking.

## \$ Viewing Transactions

Under the Home Banking tab, choose Accounts. Select **Transactions** from the drop-down menu next to the desired share.

View: 5 | 10 | 20 | 50 | 100 | ALL accounts per page

Account (click for details)	Balance:	Status:
SAVINGS	1,408.92	Select option...
HOUSEHOLD SHARE	213.95	Select option...

### Transaction List Options

- ✓ Choose range of transactions displayed
- ✓ Sort columns to customize view by clicking over the column title
- ✓ Switch between accounts

View Range: Since Last Statement | 7 Days | 15 Days | 30 Days

Date:	Ref/Check No.	Description:	Debit:	Credit:	Balance:
05/01/2008		HB XFR W/D: To Share 01	-1.00		1,408.92
05/01/2008		HB XFR Dep: From Share 09		34.00	1,409.92

### Transaction Search

Select **Search** from the Transaction sub-menu to search transactions by date, dollar amount, credit or debit.

Accounts    »Transactions    Transfers

Current Transactions    Download    »Search

## ✔ Transaction Download

Select **Download** from the drop-down menu next to the desired account.

Account (click for details)	Balance:	Status:
SAVINGS	1,408.92	Download
HOUSEHOLD SHARE	213.95	Select option...

Choose the **Download Range** and **Format** and click **Submit**.

Note: \*Required Field

Download Transactions for Account: SAVINGS

\* Select Download Range: Select option...

\* Select Download Format: Select option...



## Transferring Funds

Select **Transfers** from the drop-down menu next to the desired share.

Deposit Accounts	Balance:	Status:
Account (click for details)	1,408.92	
SAVINGS	1,408.92	Transfers
HOUSEHOLD SHARE	213.95	Select option...

Select the **From** and **To** accounts from the drop-down menus. Enter the transfer amount, frequency, and date of the transfer. Click **Submit** to complete the transfer.

## Pending and Completed Transfers

On the Transfers page, select **Pending** to view, edit, or delete a scheduled transfer.

Select **History** to view a list of completed transfers.

Accounts	Transactions	»Transfers
	Pending	History

## Additional Help

Need additional help? Click on the



where available for more details.



## Options

### Personal

- ✓ Update E-Mail Address
- ✓ Update ID
- ✓ Change Access Code
- ✓ Change Personal Identification Image

### Account

- ✓ Change Account Nicknames
- ✓ Edit order in which accounts are displayed

### Display

- ✓ Edit number of accounts displayed per page.
- ✓ Edit number of transactions displayed by default.
- ✓ Edit transfer history
- ✓ Edit download lines

### Alerts

Set up Alerts for a number of options such as, account balances, statement availability, insufficient funds, etc.

Select the option of having your Alerts sent by email, appearing when you login to home banking, or both.

### Mobile Settings

Enable web access for your mobile device. Standard wireless carrier charges apply.



## Stop Payments

Select **Stop Payments** from the drop-down menu next to the desired share.

SAVINGS	1,408.92	Stop Payments
HOUSEHOLD SHARE	213.95	Select option...

Fill in the required fields and click **Submit**.

Stop payment orders remain in effect for six months. A fee is assessed at the time of the request. See full disclosure before submitting.



## Security Reminders

- ✓ We will NEVER email you for your personal information. Any email claiming to be Dallas Telco requesting personal information such as social security numbers, IDs, or access codes should not be trusted or opened.
- ✓ Do not write your access code down.
- ✓ Use a different access code to access your online accounts than ones you use for other applications.
- ✓ Always exit your home banking session before leaving your computer.