

# Blissnet™ Online Banking

Fast / Convenient / Secure

## User Guide



Blissfield®  
STATE BANK

[www.blissfieldstate.com](http://www.blissfieldstate.com)

1.517.486.2151



## Account

### First Time Login

Enter the 12-digit ID and password assigned by the bank and click **Submit**.

ID:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

\*you will be prompted to change your password the first time you log in.



## Viewing Transactions

Select **Transactions** from the drop-down menu next to an account.

Account Name	Balance:	Status:	Quick Link Options:
<a href="#">My Checking</a>	\$345.96	Open	<a href="#">View Transactions</a>
<a href="#">My Savings</a>	\$2,908.33	Open	Select Option

Transaction History is available for 90 days.

Date	Ref/Check No.	Description	Debit	Credit	Balance
05/30/2007	5689497	Payroll		\$2,185.36	\$4,668.74
05/30/2007	5655	Check 5655	\$125.00		\$2,504.36

### Transaction List Options:

- ✓ Choose Number of Items Displayed
  - ✓ View Check Images
- ✓ Sort Columns to Customize View
- ✓ Switch Between Accounts

## Transaction Search

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

Accounts	Transactions	Transfers	Stop Payments
Current Transactions	Download Transactions	<a href="#">▶▶ Search</a>	



## Transferring Funds

Select **Transfers** from the drop-down menu

Account Name	Balance:	Status:	Quick Link Options:
<a href="#">My Checking</a>	\$345.96	Open	<a href="#">Transfer Funds</a>
<a href="#">My Savings</a>	\$2,908.33	Open	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.

* Transfer funds from:	Select From Account
* Transfer funds to:	Select To Account
* Transfer amount:	<input type="text"/>
* Frequency:	Select Frequency
Transfer date:	10/05/2007
Transfer memo:	<input type="text"/>
<input type="button" value="Submit"/>	

## Pending and Completed Transfers

Select **Pending Transfers** to view, edit, or delete a scheduled transfer.

**Transfer History** lists completed transfers.

Transfer history is available for # days.

Accounts	Transactions	Transfers	Stop Payments	Statements
New Transfer		<a href="#">Pending Transfers</a>		<a href="#">Transfer History</a>



## Viewing Statements

Select **Statements** from the drop-down menu next to an account.

Account Name	Balance:	Status:	Quick Link Options:
<a href="#">My Checking</a>	\$345.96	Open	<a href="#">Statements</a>
<a href="#">My Savings</a>	\$2,908.33	Open	Select Option

Statements are available in PDF, HTML, and Text formats.

Statement history is available for 90 days.

Statement Date:	Description:	Select Format to View:
08/20/2007	This is your statement	Select option...
08/17/2007	This is your statement	Select option...



## e-Statements

**e-Statements** are available for your convenience. If you choose to activate this feature, you will no longer receive a paper statement in the mail. (This is good for our environment.) You will receive an email that tells you when your statement is available on Blissnet. Then you will be able to login, view the statement, save it and/or print it if you wish. An e-Statement does not include pages of check images, however, you can view the most recent 90 days of images on Blissnet. Images for items older than 90 days are available through our bookkeeping department.

For instructions on activating **e-Statements**, please visit [http://www.blissfieldstate.com/e-banking\\_e-statements.asp](http://www.blissfieldstate.com/e-banking_e-statements.asp)



## Transaction Download

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

Deposit Products		View 10   20   50   100   All	
Account Name ▼	Balance:	Status:	Quick Link Options:
My Checking	\$345.96	Open	Download ▼
My Savings	\$2,908.33	Open	Select Option ▼

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

Download Transaction	
Note: * Required field	
Download Transactions for Account:	My Checking ▼
* Select Download Range:	Select Option ▼
* Select Download Format:	Select Option ▼
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	



## Options

- ✓ Change **Personal, Account, and Display** Settings.
- ✓ Set up **Alerts**.



### Personal

- ✓ Update E-Mail Address
- ✓ Update ID\*  
\*create an ID to use instead of 12-digit ID
- ✓ Change PIN/Password

### Account

- ✓ Change Account Pseudo Names (nicknames).
- ✓ Edit order in which accounts are displayed.

### Display

- ✓ Edit Number of Accounts displayed per page.
- ✓ Edit no. of transactions displayed by time

### Alerts

#### Event Alerts

- ✓ Incoming Direct Deposits
- ✓ Funds Transfer Information
- ✓ Statement Notifications

#### Balance Alerts

- ✓ Notification of Account Balances

#### Item Alerts

- ✓ Notification of Cleared Checks

#### Personal Alerts

- ✓ Text-based alerts delivered on chosen date.



## Security

One of the first times you access your accounts online, we'll ask you to choose and answer three (3) **Personal Verification 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.

### Security Reminders

- ✓ We will NEVER email you for your personal information. Any email claiming to be the bank requesting personal information such as Social Security Numbers, IDs, or Passwords should not be trusted or opened.
- ✓ Do not write your password down.
- ✓ Use a different password to access your online accounts than ones you use for other applications.
- ✓ Always exit your online banking session before leaving your computer.



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