# Customize *My NetTeller*

Quick Guide

I want to customize the information on *My NetTeller* page.

Here's how:

Your online banking *My NetTeller* is divided into sections called widgets. You can choose which widgets you see and remove the ones you don't use.

For example, if you don't download your account information, you can delete the Download widget (or any widget) by clicking on the X in the top corner.
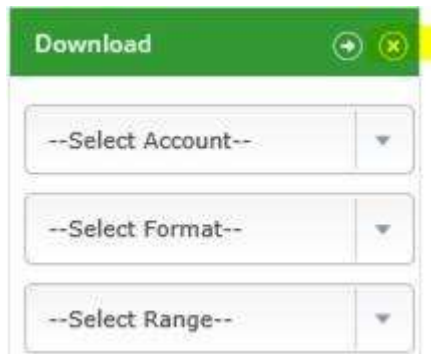
You can add or move widgets by going to **Configure This Page**. For example, eDocuments, Bill Pay or several other widgets are available.

- Log in to your online banking account.
- Click **Configure This Page** located just below *My NetTeller* menu button.
- Drag and drop or use the (+) to add widgets or (-) to remove them. You can also move the widgets up or down to adjust the order they will appear.
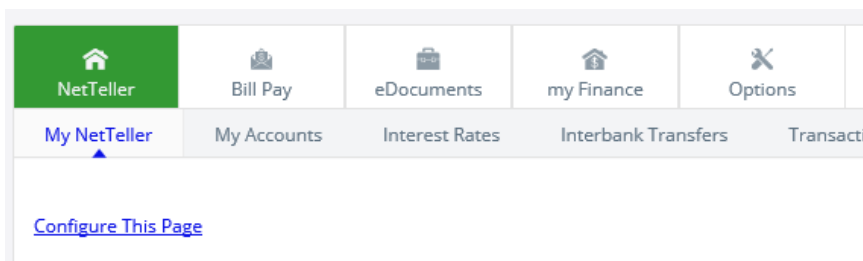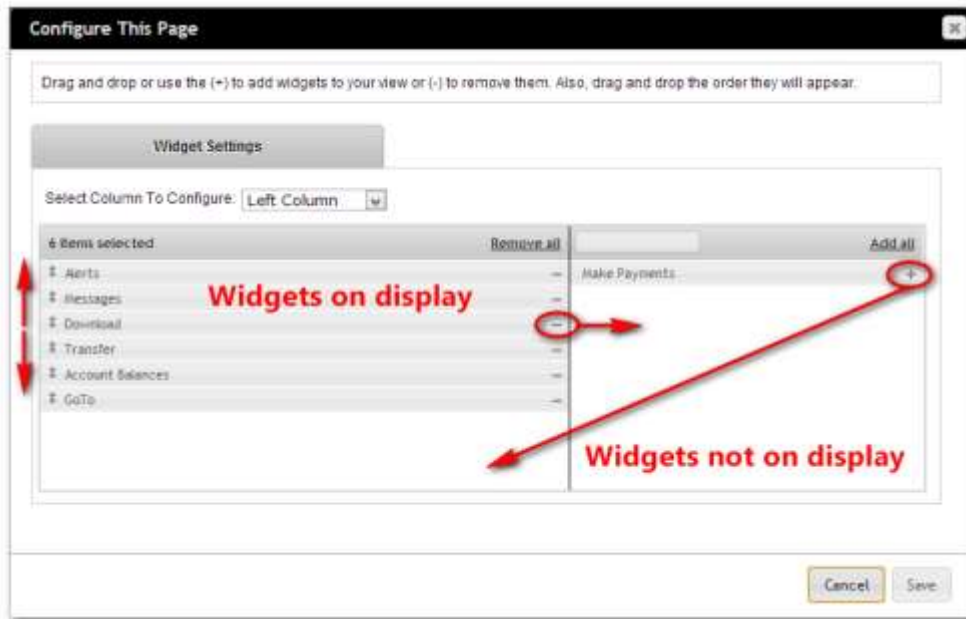
How to configure your page

Step 1: Choose a column to work with from the **Select Column To Configure** drop-down field. The names of widgets (items) assigned to that column appear below.

My NetTeller has a Left, Center and Right column. The default selection is Left Column. Widgets are pre-assigned into specific columns on the *My NetTeller* page and cannot be moved to different columns.

Step 2: Add or remove widgets and change the order of display, if desired. If you accidentally deleted a widget by clicking on the X, this is also where you would go to put it back.

Step 3: Click on **Save.**

Step 4: Return to Step 1 and repeat to set up additional columns.

How to configure individual widgets

In addition to being able to configure your page, you can also configure many of the individual widgets.

The configure icon — 🔵 — does not appear on widgets where configuration is not applicable.

Step 1: Click the **Configure** icon on the widget to make the Configure window appear.
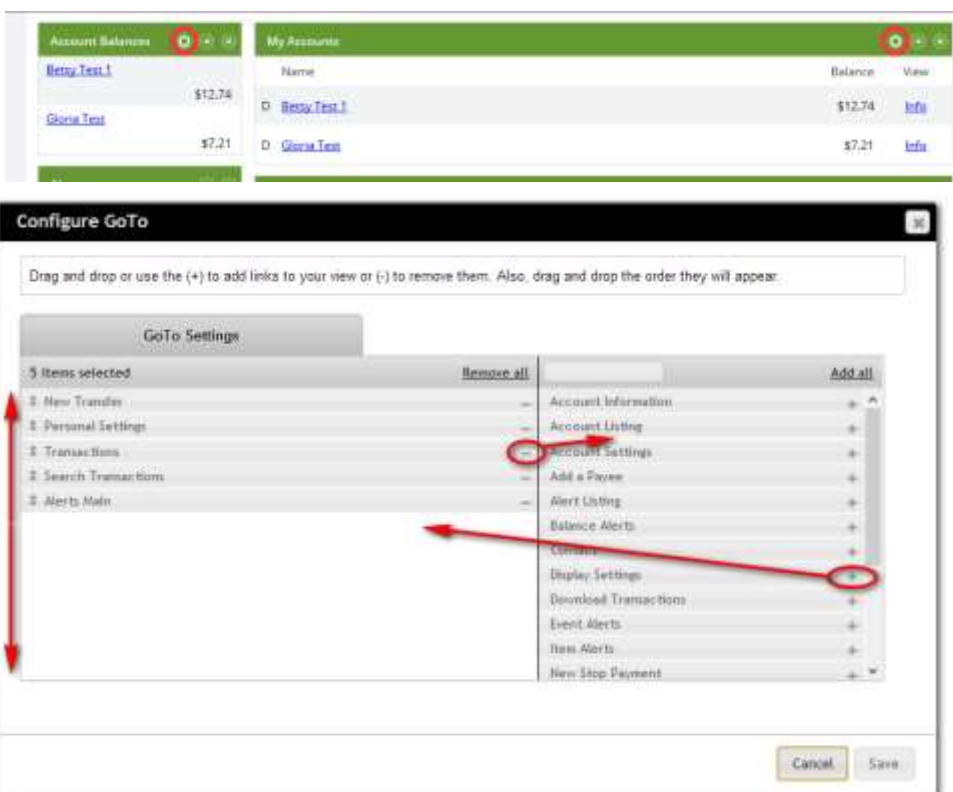
Step 2: Review the items being displayed (left side of window) and items not currently displayed (right side of window).

Step 3: Add or remove items and change the order of display, if desired.

Step 4: Click **Save** to retain changes made to the widget. The **Configure** window closes and the widget reloads to reflect the changes.

 You're now all done. Your online banking account is now set up your way.

eDocuments is a new widget where you can view eStatements and other documents electronically. Your NetTeller page may have defaulted to the Recent Statements widget, which only shows basic statement information and **no check images**. To have quick access to all eDocuments, remove the Recent Statements widget and add the eDocuments widget.

Select Column To Configure: Center Column ▼

8 items selected				Add all
My Accounts	−	Pending Inter-FI Transfers		+
eDocuments	−	Recent Inter-FI Transfers		+
Scheduled Payments	−	Recent Statements		+
Make Payments	−			
Recent Payments	−			
Recent Transactions	−			
Scheduled Transfers	−			
Recent Transfers	−			

Remove all

Select Column To Configure: Center Column ▼

8 items selected				Add all
My Accounts	−	Pending Inter-FI Transfers		+
eDocuments	−	Recent Inter-FI Transfers		+
Scheduled Payments	−	Recent Statements		+
Make Payments	−			
Recent Payments	−			
Recent Transactions	−			
Scheduled Transfers	−			
Recent Transfers	−			

Remove all

We're always here to help, too, if you have any questions.

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