How to Sign in to Business eBanking through nebat.com

The following are steps for logging in to Business eBanking through the National Exchange Bank & Trust website (nebat.com). Should you have any questions, please do not hesitate to contact the Business Services Group for additional assistance.

1. Go to **nebat.com**
2. Select the green **Business Login** tab
3. Make sure that **Business Banking** is displayed in the dropdown box
4. Enter your **Company ID*** and **User ID**
   (if prompted to enter a security code, select phone or text and following the instructions listed)
5. Enter your secure **password** to finish logging in to the system

Additional things to note:

*Your Company ID is a series of 6 or 7 numbers that are unique to your company.

The mobile phone number entered for additional validation must match your mobile phone number on record in order for the text message to be sent.

If you have forgotten your password to log in, click on the blue Forgot Password hyperlink and follow the steps to reset your password.

How to Add or Modify an Account Alert

How to Add an Account Alert

1. Once logged in to Business eBanking, click on the **Administration** tab
2. Under the Communications section, click on **Manage Alerts**
3. Click the **Account Alerts** tab
4. Select an account from the dropdown box and click **Go**
5. Click the **Add** blue link next to the alert subscription you wish to add
6. Enter the alert criteria if applicable
7. Click the check box below the Send To column associated with the option you wish to have the alert sent
8. Click **Add Alert**

How to Modify an Account Alert

1. Once logged in to Business eBanking, click on the **Administration** tab
2. Under the Communications section, click **Manage Alerts**
3. Click the **Account Alerts** tab
4. Select an account from the dropdown box and click **Go**
5. Click the **Change/Delete** blue link next to the alert subscription you wish to modify
6. If selected **Change**:
7. Modify the alert criteria as needed
8. Change the **Send To** options as appropriate and click **Save Alert**

Additional things to note:

Alert subscriptions that are mandatory cannot be deleted. Mandatory alerts appear with a checkmark before the name.

Alerts must be set up for each separate account as each account may have a different service attached to it.

How to Add a New User

The following steps show how an Admin User can add a new user to a company's Business eBanking profile. Should you have any questions, please do not hesitate to contact the Business Services Group for additional assistance.

1. Click on the **Administration** tab
2. Under the Company Administration section, click on **Manage Users**
3. Click **Create a New User**
4. Complete the following **User Information** and **User Telephone Number** fields and then click **Continue**:
   - **User ID-** A unique user ID that is at least four alphanumeric characters but no more than 26. Spaces and special characters are not supported.
   - **Password-** A temporary password the user only uses once at their first sign-on. The password must be at least eight characters but no more than 12 and include two of the following character types: letters (a-z or A-Z), numbers (0-9), or special characters (# $ @).
   - **Confirm Password-** Enter the password typed into the **Password** field
   - **First Name-** The user's first name
   - **Last Name-** The user's last name
   - **Primary E-mail Address-** The user's main e-mail address
   - **Secondary E-mail Address-**The user's back-up e-mail address
   - **Additional Information-**Optional description of user
   - **Label-** Work, Work 1, Mobile, Mobile 1, Home, or Other. Each label can be used once, for a maximum of six phone numbers
   - **Country/Region-** use the numeric country code associated with the telephone number and select from a listing of country names
   - **Area/City code and Local Number-** The telephone number separated by the one of the following characters: left and right parentheses, hyphen, period, or spaces
   - **Extension**- Required when an extension is needed to reach the user within an office phone system
5. Select one or more of the **User Role** options and click **Continue**
6. Enable services and assign accounts to the user and click **Continue**
7. If applicable, change the ACH, wire, and/or bill payment limits

   For ACH limits, change the following and then click **Continue**:
   - **User Daily Limit-** the maximum allowable amount for all transactions in a given day for a group of ACH services
   - **User Daily Service Limit-** the maximum allowable amount for all successful transactions in a given day for a particular ACH service
   - **User Daily Account Limit**- The maximum allowable amount of all successful ACH transactions on a per account basis in a given day

   For Wire limits, change the following and click **Continue**:

- **User Daily Limit-** the maximum allowable amount of all successful transactions in a given day for a group of wire services
- **User Daily Service Limit-** the maximum allowable amount of all successful transactions in a given day for a particular wire service
- **User Daily Account Limit-** the maximum allowable amount of all successful transactions on a per account basis in a given day
- **User Individual Transaction Limit-** the maximum allowable amount for each transaction for a particular account.

For Bill Payment limits, change the following and click **Continue**:

- **User Transaction Limit-** the maximum allowable amount a company user can enter for a bill payment transaction
- **User Transaction Approval Limit-** the maximum allowable amount a company user can approve for a bill payment transaction entered by another user

8. If the enabled services do not require limits, click **Continue**

9. Verify the user's profile as needed and click **Submit**

Additional things to note:

For companies that do not require multiple approvals for Administration, clicking **Submit** creates and activates the user. For companies that require multiple approvals for Administration, clicking **Submit** requires the user profile be approved by other Administrator in the company.

User profiles are automatically saved after each step in the setup process is completed. Administrators can use the **save as draft** link to save user profiles at any point in the setup process and complete the setup at a later time if necessary. Saved user profiles remain saved until the setup is complete or they are deleted.

If Secure Token is enabled, a token device must be requested for the user by contacting the Business Services Group once the setup is completed and saved. The user will not be able to sign on until they receive their token device and enable it with a Business Services Representative.

How to Entitle a User to Accounts

The following steps show how a user with administrative rights can entitle another user access to an account and/or service within Business eBanking. Should you have any questions, please do not hesitate to contact the Business Services Group.

1. Once logged on to Business eBanking, click on the **Administration** tab
2. Select **Manage Users** under Company Administration
3. Click on the **User ID** which you wish to modify and the User Profile screen will appear
4. Click on the **Edit Services & Accounts** next to the Services and Accounts heading
5. Click the blue **Change/Add** link next to the correct service
6. Check the box next to the account for which you want the user to have access to and/or the ability to transmit to and from
7. Click **Save Changes** below the list of accounts
8. If that is the only change, click **Save Changes** at the bottom of the screen

Additional things to note:

Make sure to remember to save changes in **both areas** otherwise the changes won't be accepted.

After the changes are made, the newly entitled user should verify that they have access to the account and/or services the administrator added.

How to Set-Up Statement Viewing in Business eBanking

The following steps show how a user can set up online statement viewing through the Business eBanking platform. Should you have any questions, please do not hesitate to contact the Business Services Group for additional assistance.

1. Once logged in to Business eBanking, click the **Reports** tab
2. Under Online Documents, click **Statements & documents**
3. Click the **View and Maintain Document Preferences** link
4. Select a **Delivery Preference** for each entitled account/document type from the following (choose **Online** to access statements in Business eBanking):
   - Paper
   - Online
5. Click **Continue**
6. Read the terms of the **Business eStatement Consent and Authorization** form by clicking the blue link. Click **Agree** to continue with receiving eStatements.
7. Click **Save preferences**

Additional things to note:

Messages are automatically sent to your online message center when new statements and documents are available for viewing.