

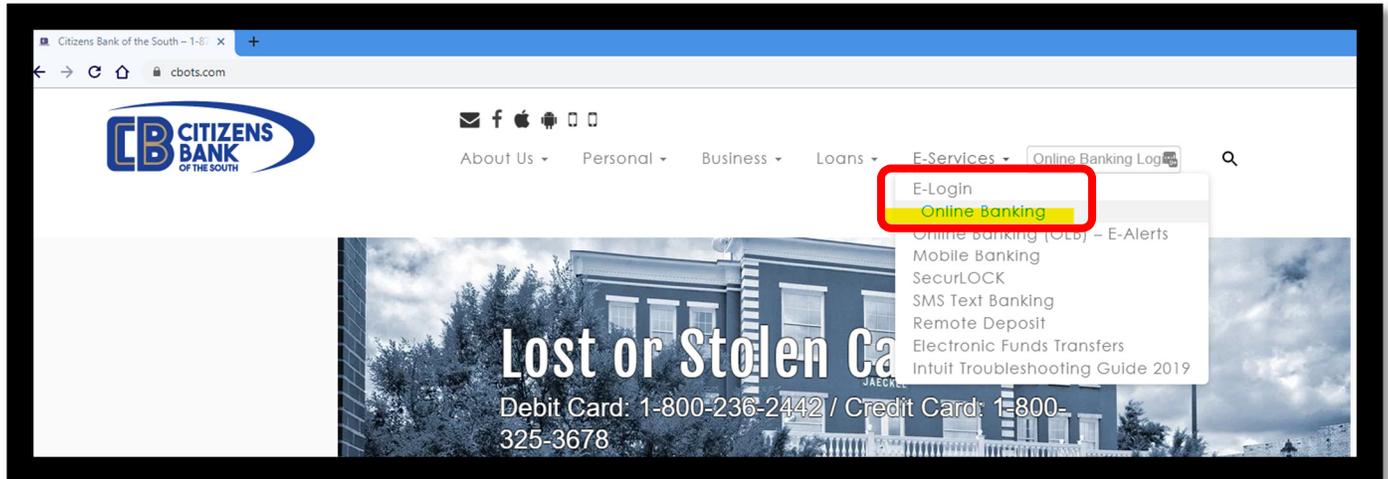


## **Online Banking (OLB) Enrollment**

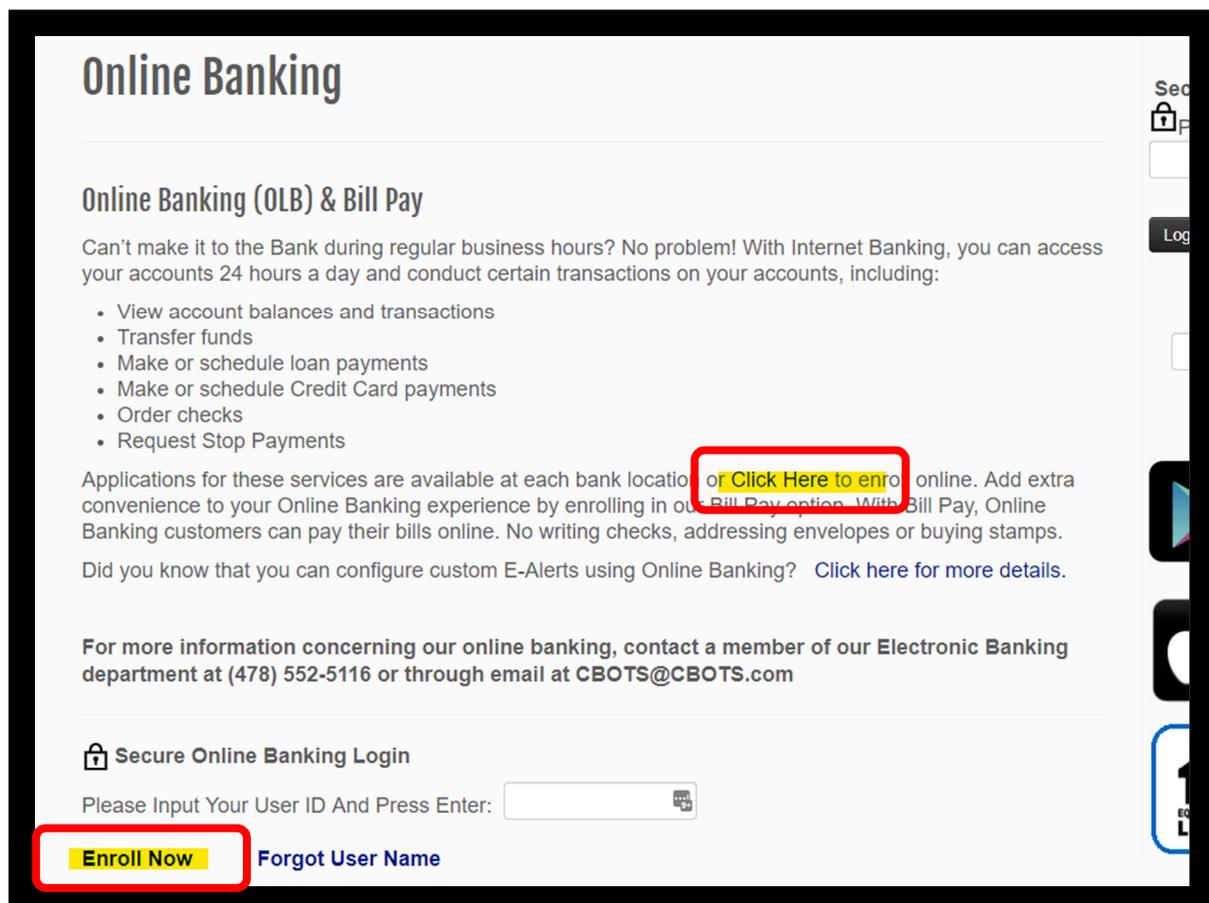
Access to Online Banking (often referred to as OLB) can be achieved using self-service enrollment and is accessible via our website located at <https://www.cbots.com/> and is located under the menu E-Services > Online Banking.

This guide will walk you through the steps needed to self-enroll any active account in Online Banking.

Visit our webpage at [www.cbots.com](http://www.cbots.com) and click the **E-Services** menu and select **Online Banking**.



From the Online Banking page, you may select either of the Enroll links as highlighted below.



The enrollment page will open, and you will be asked to confirm your identity by providing specific information.



**Simple Banking. Your Way**

**You are enrolling in:**  
**Online Banking**

**Your enrollment progress:**  
 ▶ **Confirm Your Identity**  
 Create Signon Information  
 Review Your Information  
 Enrollment Completed

**Need Help?**  
 Call our Main Office: 478.552.5116  
 Call our Sandersville Branch: 478.552.6121  
 Call our Statesboro Branch: 912.671.2371  
 Call our Milledgeville Branch: 478.387.0124  
[Email us](#)

**Step 1 of 3: Confirm Your Identity**  
 Welcome! Please provide the information requested below so we can verify your identity.

Enter **ALL** of the following:

Tax ID (SSN or TIN)

Account

Account type

Account Number

Enter **ANY ONE** of the following and click "Continue enrollment".

First name

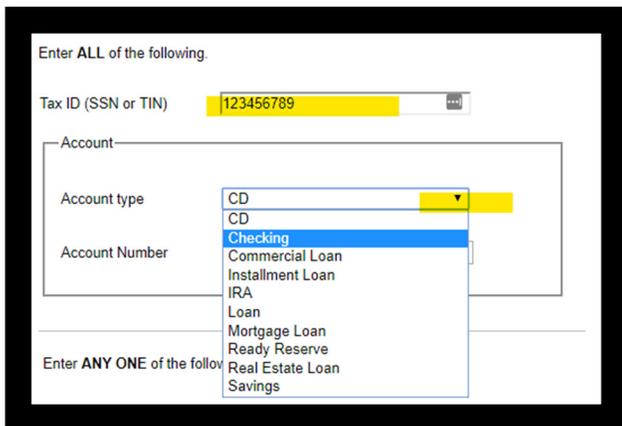
Last name

Home   
 Phone Number Digits Only

Date of birth   
 MM/DD/YYYY

Driver's license number

Required information includes your Social Security Number (SSN) or Tax Identification Number (TIN), the Account type (select from the drop-down list) and your account number.



Enter **ALL** of the following.

Tax ID (SSN or TIN)

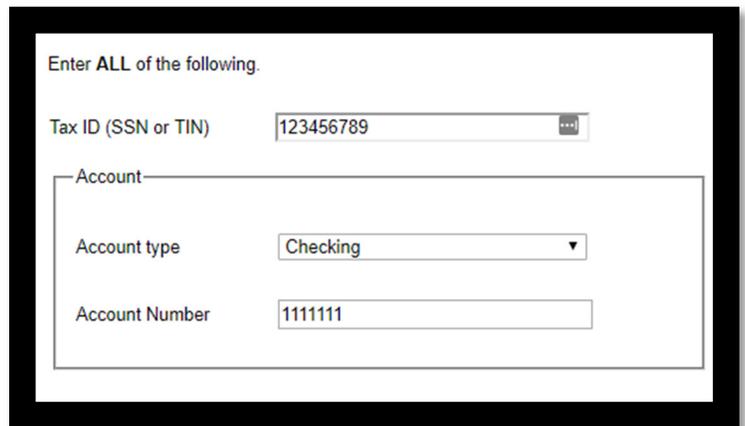
Account

Account type

Account Number

Enter **ANY ONE** of the following

- CD
- CD
- Checking
- Commercial Loan
- Installment Loan
- IRA
- Loan
- Mortgage Loan
- Ready Reserve
- Real Estate Loan
- Savings



Enter **ALL** of the following.

Tax ID (SSN or TIN)

Account

Account type

Account Number



## Online Banking (OLB) – Enrollment

To complete the confirmation, you will need to provide one (1) of the following additional items: your First Name, Last Name, Home Phone Number, Date of Birth or Driver's License Number.

When you have completed the form please click [Continue enrollment](#).

Enter **ANY ONE** of the following and click "Continue enrollment".

First name	<input type="text"/>
Last name	<input type="text" value="Banker"/>
Home	<input type="text"/>
	Phone Number Digits Only
Date of birth	<input type="text"/>
	MM/DD/YYYY
Driver's license number	<input type="text"/>

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Step 2 allows you to create a sign-on username and password, which you will use when you log onto OLB. You will also be asked to enter a primary email address and confirm.

**(Note: You must have a valid/active email address in order to access online banking.)**

Please be aware of the password requirements.

***Your new password must contain:***

- ***At least 10 characters***
- ***Contain at least 1 number***
- ***Contain at least 1 special character (! @ # \$ % ^ & \* , . < > )***
- ***Contain at least 2 alpha characters (at least 1 uppercase and at least 1 lowercase)***

When you have completed the form please click [Continue enrollment](#).



**Step 2 of 3: Create Signon Information**

Create your username and password

**Username and password**

Username: MrsOnlineBanker

Confirm username: MrsOnlineBanker

Password: .....

Confirm password: .....

**Primary e-mail address**

Primary e-mail: e-alerts@cbots.com

Confirm primary e-mail: e-alerts@cbots.com

**Continue enrollment**

Step 3 allows you to review your information and Change, if needed, or Continue enrollment.

### Step 3 of 3: Review Your Information

Enrollment in Online Banking has not yet been set up. Please verify your information and then click "Submit enrollment". To make changes, click "Change" for the information you want to change.

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**Username** [Change](#)

Username: MrsOnlineBanker  
Primary e-mail: e-alerts@cbots.com

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[Continue enrollment](#)

When you have confirmed the information, please click **Continue enrollment**. The final completion screen will display. You may print this page for your records or Continue on to the Online Banking Terms and Conditions.

### Enrollment Completed

[Print-friendly view](#)

**Confirmation**

 You have enrolled successfully in Online Banking!

To access your financial information, click "Continue".

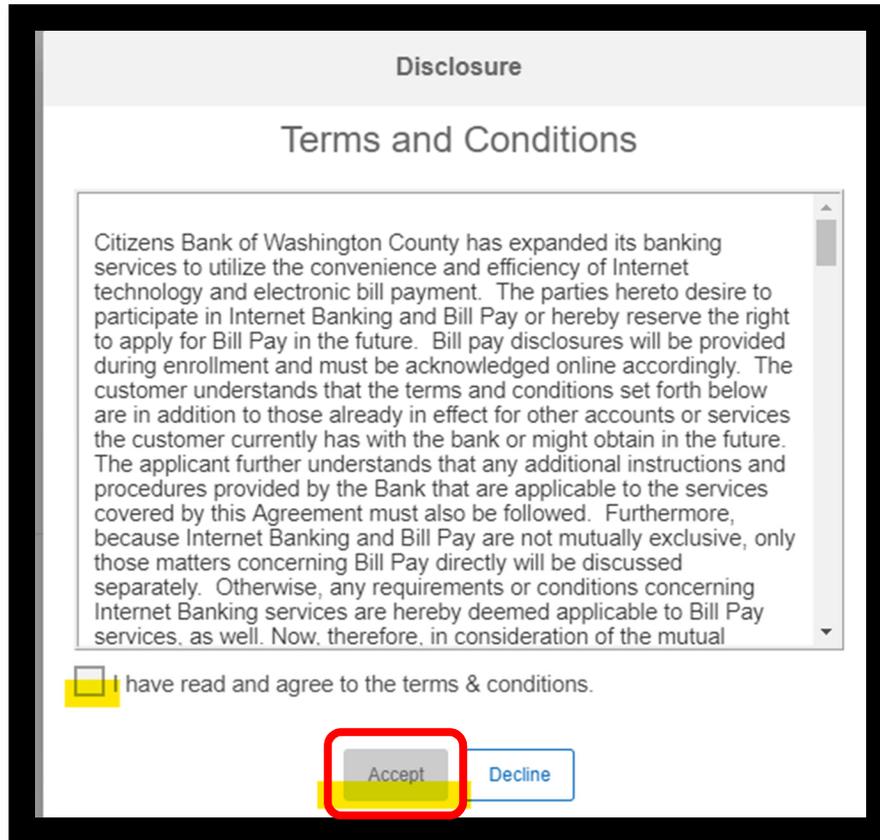
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Username: MrsOnlineBanker  
Primary e-mail: e-alerts@cbots.com

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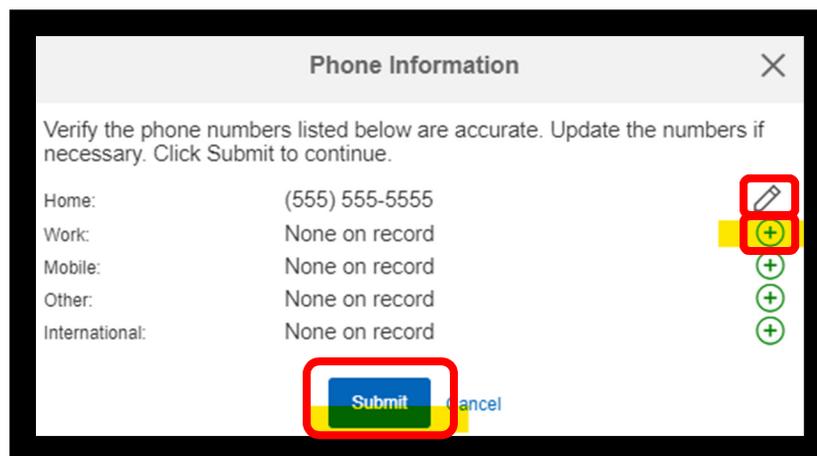
[Continue](#)

Review the Terms and Conditions, check the box to indicate you agree, then click **Accept**.



The screenshot shows a 'Disclosure' window titled 'Terms and Conditions'. The text inside the window reads: 'Citizens Bank of Washington County has expanded its banking services to utilize the convenience and efficiency of Internet technology and electronic bill payment. The parties hereto desire to participate in Internet Banking and Bill Pay or hereby reserve the right to apply for Bill Pay in the future. Bill pay disclosures will be provided during enrollment and must be acknowledged online accordingly. The customer understands that the terms and conditions set forth below are in addition to those already in effect for other accounts or services the customer currently has with the bank or might obtain in the future. The applicant further understands that any additional instructions and procedures provided by the Bank that are applicable to the services covered by this Agreement must also be followed. Furthermore, because Internet Banking and Bill Pay are not mutually exclusive, only those matters concerning Bill Pay directly will be discussed separately. Otherwise, any requirements or conditions concerning Internet Banking services are hereby deemed applicable to Bill Pay services, as well. Now, therefore, in consideration of the mutual' Below the text is a checkbox with a yellow highlight and the text 'I have read and agree to the terms & conditions.' At the bottom, there are two buttons: 'Accept' (highlighted with a red box and a yellow highlight) and 'Decline'.

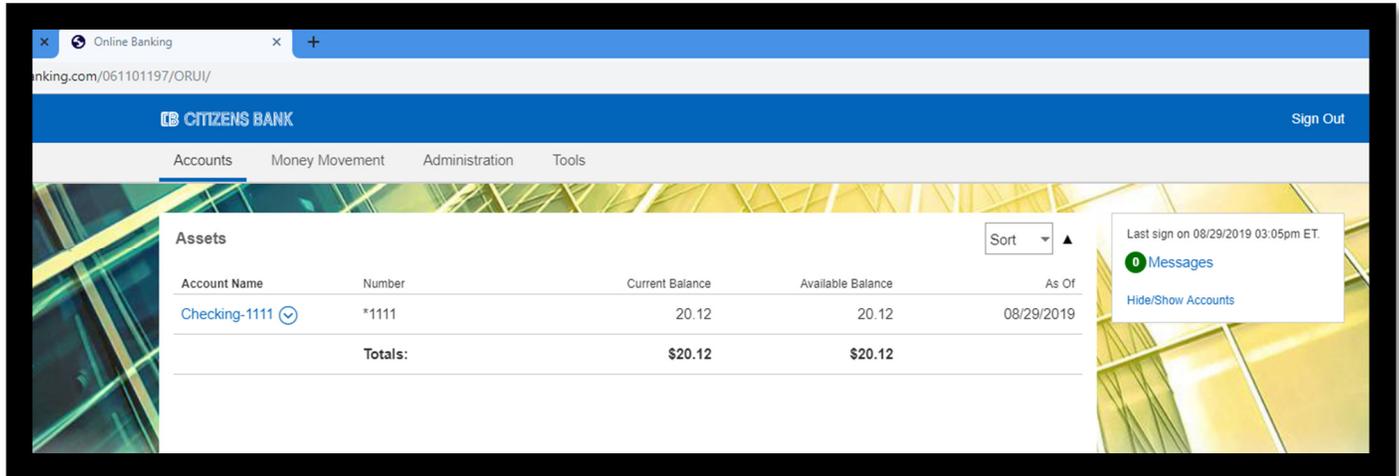
You will now be asked to add any applicable telephone numbers to your account. Use the + symbol to add a number and/or the Pen icon to amend any existing information on file.



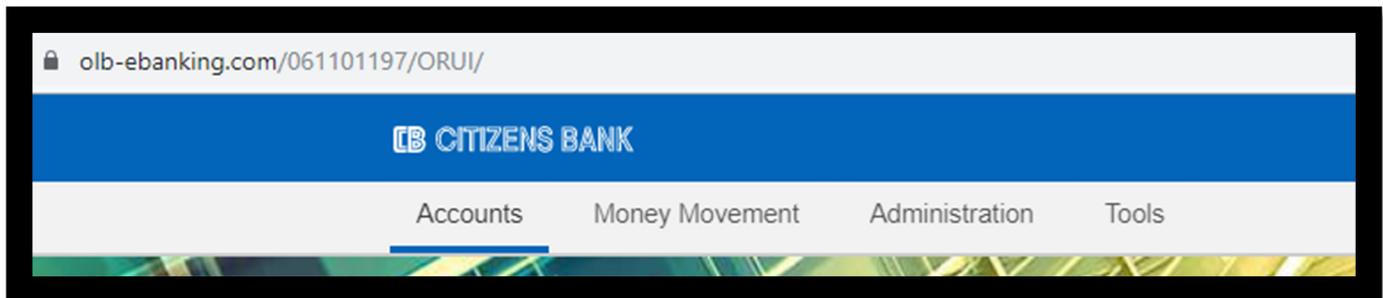
The screenshot shows a 'Phone Information' window with a close button (X) in the top right. The text inside reads: 'Verify the phone numbers listed below are accurate. Update the numbers if necessary. Click Submit to continue.' Below this is a list of phone numbers: 'Home: (555) 555-5555', 'Work: None on record', 'Mobile: None on record', 'Other: None on record', and 'International: None on record'. To the right of each entry is a '+' icon. The '+' icon for the 'Work' entry is highlighted with a red box and a yellow highlight. At the bottom, there are two buttons: 'Submit' (highlighted with a red box and a yellow highlight) and 'Cancel'.

Please click **Submit** to continue.

You will now be logged into Online Banking and the basic Assets home screen will display.



Please note that depending on the services for which you are enrolled, you may see either “Administration” or “Self-Service” menus. *There is no functional difference to the sub-menus.*



***Congratulations! You are now enrolled in Online Banking.***

You may return and login at any time using the links on our website located at:

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