# **FRONTIER BANK**

# **ONLINE BANKING USER GUIDE**







**ENROLLMENT** 

**ALERTS** 

**BILL PAYMENT** 

**TRANSFERS** 

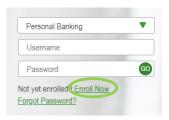
**MOBILE DEPOSITS** 

A user guide for utilizing digital banking products available through the Frontier Bank website and mobile app.



Retail Online Enrollment - Internet Browser
Retail Online Enrollment - Mobile App
Mobile Banking Enrollment - Internet Browser
Alerts
Bill Payment
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Password and Security Questions
Email and Phone Number
Contact Us

- 1. Go to www.frontbank.com
- 2. Click on Enroll Now



- 3. Enter Personal Information and click Enroll
- 4. Read Terms & Conditions and click I Agree
- 5. Create a Username and Password and click Continue
- 6. Choose 3 Security Questions, enter their Answers and click Continue
- 7. To enroll in Mobile Banking click **Enroll** and proceed to Step 5 in the Mobile Banking section. To skip Mobile Banking click **Decline** and continue to Online Banking



1. Download the FrontierGo app from your Apple Store or Google Play





- 2. Click the **Enroll Now** link
- 3. Enter Personal Information and click Next
- 4. Enter and verify email address and click Enroll
- 5. Read Terms & Conditions and click I Agree
- 6. Create a Username and Password and click Continue
- 7. Choose 3 Security Questions, enter their Answers and click Continue
- 8. Click Login Now and enter your credentials to access your accounts

\*\*Normal service provider fees may apply\*\*



## **Mobile Banking Enrollment through Internet Browser**

- 1. Visit Frontier Bank's website at www.frontbank.com
- 2. Log into your Online Banking account
- 3. Click on **Profile** in the top right corner



- 4. Click on **Enroll** next to Mobile Banking
- 5. Read Terms & Conditions and check the I accept these Terms and Conditions box
- 6. Download the **FrontierGo** app from your Apple Store or Google Play





- 7. Check boxes under Other Services for additional options and click Continue
- 8. Choose your Time Zone. Check boxes for each account to link to mobile banking. Provide a nickname for accounts, if desired. Click **Continue**
- 9. Enter your Mobile phone number and click Continue
- 10. Enter the Activation Code received via text message into the Activation Code box and click **Activate**
- 11. Use your FrontierGo mobile app and online banking credentials to access your accounts



<sup>\*\*</sup>Normal service provider fees may apply\*\*

Account Information when you need it! Setup automatic alerts for Checking, Savings, CD or Loan Accounts.

#### **Creating a New Alert**

- 1. Visit Frontier Bank's website at www.frontbank.com
- 2. Log into your Online Banking account
- 3. Click on Alerts in the top right corner
- 4. Choose Time Zone
- 5. Email Address
  - a. Verify Email Address is correct
    - i. Click on Send Activation Code
    - ii. You will receive an email message containing an activation code
    - iii. Enter the Activation Code and click Activate
    - iv. "Activated" will show under your Email Address
  - b. If email is not correct, click on Add Email
    - i. Enter Email Address and click Save
    - ii. Click Delete next to incorrect Email Address and then click Yes
  - c. Do Not Disturb
    - i. Click on **Set Up** to enter times that you will <u>NOT</u> receive alerts
      - 1. Enter Start Time and End Time
      - 2. Click Save
- 6. Text Message
  - a. Verify Phone Number is correct
    - i. Click on Send Activation Code
    - ii. You will receive a text message containing an activation code
    - iii. Enter the Activation Code and click Activate
    - iv. "Activated" will show under your Phone Number
  - b. If Phone Number is not correct, click on Add Mobile
    - i. Enter Phone Number and click Save
    - ii. Click Delete next to incorrect Phone Number and then click Yes
  - c. Do Not Disturb
    - i. Click on **Set Up** to enter times that you will <u>NOT</u> receive alerts
      - 1. Enter Start Time and End Time and click Save
- 7. Click Next
- 8. Click + next to the type of alert
  - a. Select the type of alert
  - b. Click box next to email address or phone number and click Save
  - c. "Alert Subscriptions Saved" will appear
  - d. Click Close
  - e. Repeat for each alert
- 9. Click Next
- 10. You will see the overview for all alerts that you currently have setup



#### **Adding a New Alert**

- 1. Visit Frontier Bank's website at www.frontbank.com
- 2. Log into your Online Banking account
- 3. Click on Alerts in the top right corner
- 4. Click on Alert Options
- 5. Click next to the type of alert
  - a. Select the type of alert
  - b. Click box next to email address or phone number and click Save
  - c. "Alert Subscriptions Saved" will appear
  - d. Click Close
  - e. Repeat for each alert

#### **Changing an Existing Alert**

- 1. Visit Frontier Bank's website at www.frontbank.com
- 2. Log into your Online Banking account
- 3. Click on Alerts in the top right corner
- 4. Under the Overview tab click on Edit next to alert
- 5. Choose new alert recipient and click Save
  - a. You can add a new alert recipient under Contact Options
  - b. Email Address
    - i. Verify Email Address is correct
      - 1. Click on Send Activation Code
      - 2. You will receive an email message containing an activation code
      - 3. Enter the Activation Code and click Activate
      - 4. "Activated" will show under your Email Address
    - ii. If email is not correct, click on Add Email
      - 1. Enter Email Address and click Save
      - 2. Click Delete next to incorrect Email Address and then click Yes
    - iii. Do Not Disturb
      - 1. Click on **Set Up** to enter times that you will <u>NOT</u> receive alerts
        - a. Enter Start Time and End Time
        - b. Click Save
  - c. Text Message
    - i. Verify Phone Number is correct
      - 1. Click on Send Activation Code
      - 2. You will receive a text message containing an activation code
      - 3. Enter the Activation Code and click Activate
      - 4. "Activated" will show under your Phone Number
    - ii. If Phone Number is not correct, click on Add Mobile
      - 1. Enter Phone Number and click Save
      - 2. Click Delete next to incorrect Phone Number and then click Yes
    - iii. Do Not Disturb
      - 1. Click on **Set Up** to enter times that you will NOT receive alerts
        - a. Enter Start Time and End Time and click Save



## **Deleting an Existing Alert**

- 1. Visit Frontier Bank's website at <a href="www.frontbank.com">www.frontbank.com</a>
- 2. Log into your Online Banking account
- 3. Click on **Alerts** in the top right corner
- 4. Under the Overview tab click on **Delete** next to alert
- 5. Click Yes



## **Bill Payment**

Discover an easier way to pay your bills from one secure and convenient location. Setup one-time or reoccurring payments to all of your payees.

- 1. Visit Frontier Bank's website at www.frontbank.com
- 2. Log into your Online Banking account
- 3. Click on **Bill Payment** in the top right corner
- 4. Complete steps for each new Bill Payment Transaction

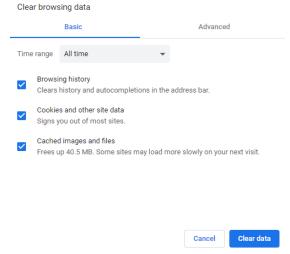
### Contact a Frontier Bank Representative to help you with the following items:

- 1. Add an Account Number
- 2. Change your Address
- 3. Inactivate an Account Number
- 4. Reactivate an Account Number
- 5. Stop Payment for Bill Payment item



#### **Google Chrome**

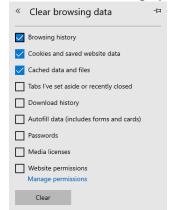
- 1. Open Google Chrome browser
- 2. Click on 3 dots in top right corn
- 3. Click on Settings
- 4. Click on Privacy and security on left side of page
- 5. Click on Clear browsing data
- 6. Under Basic choose the following options and click Clear data



- 7. Close all Google Chrome browsers
- 8. Open Google Chrome browser and try function again

#### Microsoft Edge

- 1. Open Microsoft Edge browser
- 2. Click on 3 dots in top right corner ....
- 3. Click on Settings
- 4. Click on Privacy & security
- 5. Click on Choose what to clear
- 6. Choose the following options and click Clear

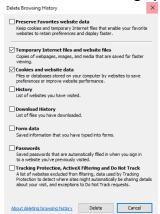


- 7. Close all Microsoft Edge browsers
- 8. Open Microsoft Edge browser and try function again



#### **Microsoft Internet Explorer**

- 1. Open Microsoft Internet Explorer browser
- 2. Click on Tools in Tool bar or Tools icon in top right corner
- 3. Click on Internet Options
- 4. Under the General tab, click on Delete under Browsing history section
- 5. Choose the following options and click Delete



- 6. Click Apply
- 7. Close all Microsoft Internet Explorer browsers
- 8. Open Microsoft Internet Explorer and try function again

#### **Firefox**

- 1. Open Firefox browser
- 2. Click on 3 lines in top right corner ≡
- 3. Click Options
- 4. Click Privacy & Security
- 5. Scroll down to Cookies & Site Data
- 6. Click on Clear Data
- 7. Choose the following options and click Clear



- 8. Click Clear Now
- 9. Close all Firefox browsers
- 10. Open Firefox and try function again



### Safari

- 1. Open Safari browser
- 2. Click on Safari in Tool bar
- 3. Click on Preferences...
- 4. Click on Privacy
- 5. Under Cookies and website data click Manage Website Data
- 6. Click Remove All and then choose Remove Now
- 7. Click Close
- 8. Close all Safari browsers
- 9. Open Safari and try function again



### **EStatement Enrollment**

Go Green with Frontier Bank eStatements! No more paper statements filling up your file cabinets. The primary account holder's email address will receive statement notifications when your statement is available to view.

- 1. Visit Frontier Bank's website at <a href="https://www.frontbank.com">www.frontbank.com</a>
- 2. Log into your Online Banking account
- 3. Click on **Profile**
- 4. Click on **Edit** next to Electronic Statements
- 5. Choose eStatements next to account(s)
- 6. Click on the Electronic Statements Terms and Conditions link
- 7. Read Terms and Conditions
- 8. Check I have read and accept the electronic statements terms and conditions box
- 9. Enter Confirmation Code found at the bottom of Terms and Conditions in the Confirmation code box
- 10. Click Save



#### **Internal Transfers**

No need to come to the bank to transfer money between your accounts. Create a one-time or reoccurring transfer simply by logging into your retail online account.

#### **Internet Browser**

- 1. Visit Frontier Bank's website at <a href="https://www.frontbank.com">www.frontbank.com</a>
- 2. Log into your Online Banking account
- 3. Click on Transfer
- 4. Choose transfer from account from drop-down list
- 5. Choose transfer to account from drop-down list
- 6. Choose date for transfer
- 7. Check the Repeat box if the transfer will be a reoccurring transaction
- 8. Enter the dollar Amount
- 9. Enter Description that will show on statement
- 10. Click on Preview transfer
- 11. Verify transfer information and click Complete transfer

All Scheduled transfers can be viewed at the bottom of the transfer page.

#### **Mobile App**

(one-time transfer only)

- 1. Log into your FrontierGo app
- 2. Click on Transfer & Pay
- 3. Click on Make an internal transfer
- 4. Choose transfer from account from drop-down list
- 5. Choose transfer to account from drop-down list
- 6. Enter the dollar Amount
- 7. Choose a future date or Immediately
- 8. Click Continue
- 9. Verify transfer information and click Make Transfer

All Scheduled transfers can be viewed by click on View scheduled transfer on Transfer & Pay page



## **Mobile Deposit**

Mobile Deposit allows customers to make deposits anywhere using the FrontierGo Mobile app. Each user has the ability to deposit \$10,000 per item and \$25,000 per day.

- 1. Log into your FrontierGo app
- 2. Click on Deposit and Deposit a Check
- 3. Select the account number & enter amount. Click Take Photos
- 4. Read suggested tips and click Continue
- 5. Endorse check with signature and "For Mobile Deposit Only"



- 6. Use camera to take a picture of the front and back of the check background
  - a. Make sure item is flat
  - b. Put on plain dark surface
- 7. Verify deposit information and click Make Deposit
- 8. Answer security question and click Continue



## **Password and Challenge Questions**

#### **Internet Browser**

- 1. Visit Frontier Bank's website at www.frontbank.com
- 2. Log into your Online Banking account
- 3. Click on **Profile**
- 4. Click on Edit next to Password
- 5. Enter current password
- 6. Enter and Verify new password and click Save

### **Mobile App**

- 1. Log into your FrontierGo app
- 2. Click on **More** in the Banner
- 3. Click on Change Password under Settings section
- 4. Click **OK** on Attention Box
- 5. Enter your Current Password and click Continue
- 6. Create and Verify your New Password
- 7. Click Save

### **Challenge Questions**

- 1. Visit Frontier Bank's website at <a href="https://www.frontbank.com">www.frontbank.com</a>
- 2. Log into your Online Banking account
- 3. Click on Profile
- 4. Click on **Edit** next to Challenge Questions
- 5. Choose and Answer all 3 Security Questions
- 6. Click Save



#### **Change Email Address**

- 1. Visit Frontier Bank's website at www.frontbank.com
- 2. Log into your Online Banking account
- 3. Click on **Profile**
- 4. Click on **Edit** next to Email
- 5. Enter and Confirm your new email address
- 6. Click Save

## **Change Phone Number**

- 1. Visit Frontier Bank's website at www.frontbank.com
- 2. Log into your Online Banking account
- 3. Click on **Profile**
- 4. Click on Edit next to Phone
- 5. Enter Home and/or Work Number
- 6. Click Save



## **Locations**

Falls City - 402.245.2486 Lincoln (Glynoaks Dr.) - 402.434.2525

Lincoln (O St.) - 402.261.4225

Madison - 402.454.3381

Norfolk - 402.379.1142

Omaha - 402.330.4711

Pender - 402.385.3063

Stella - 402.883.2211

## FOR QUESTIONS OR INFORMATION CONTACT DIGITAL BANKING AT:

Phone: (844) 465-6254

E-mail: digitalbanking@frontbank.com

