



## ONLINE BANKING/ESTATEMENT SETUP INSTRUCTIONS

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

Customer Name \_\_\_\_\_ Customer User ID \_\_\_\_\_

Customer PIN = Last 4 digits of your social security number

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Thank you for signing up for Online Banking at the State Bank of Belle Plaine. If you have any questions please call 952-873-2296 and ask for Online Banking.

### Online Banking setup instructions:

1. Sign on to [www.statebankbp.com](http://www.statebankbp.com)
2. Click on Login or Online Banking in the top right corner.
3. Click on Setup Your Info under New Internet Banking User.
4. Enter your User ID.
5. Enter your PIN.
6. Enter the Random Code. (This is a security feature that is system generated and is different every time you log on. "State Bank" is shadowed in the background)
7. The next screen is the Online Banking Disclosure - click on "I Accept".
8. Create 3 security questions. (One question will be randomly asked every time you log on to Online Banking. You can create your own questions or use the default questions provided. Your answers are case sensitive when logging on to the system, so please remember if you have used an uppercase letter or spaces.)
9. Enter a Security Key. (This word will appear on the top left hand corner of your screen when you are in Online Banking. This validates that you are still in a secure screen when navigating around in Online Banking. This will also appear at the time you enter your PIN when logging on. "State Bank" is shadowed in the background)
10. Enter your email address.
11. The screen should say "processing".
12. You should now see your accounts and balances.

Note: Please change your PIN Number the first time you log on to Online Banking. (This can be done under the Options Menu and Change PIN.)

### eStatement Signup instructions:

1. Click on the "Accept eStatement" button at the bottom of the Online Banking screen that appears when you log on to Online Banking.
2. Continue through the next screen to verify that you will be able to view the eStatements.
3. You are now signed up for eStatements. (eStatements are cycled on the third Thursday or the last business day of each month. You will receive an email notifying you that your eStatement is available.)