QUICK START GUIDE
Navigation, User Setup, Exporting Data and Customization

BRISTOL COUNTY SAVINGS BANK®

Commitment. Stability. Community.

Member FDIC

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Logging In

Navigate to the Bristol County Savings Bank website and log into from the homepage. If you've previously bookmarked a link, you will need to go to the Bank's home page on December 13th for the new URL to bookmark.

When you launch the application, the first screen you see is the login screen.
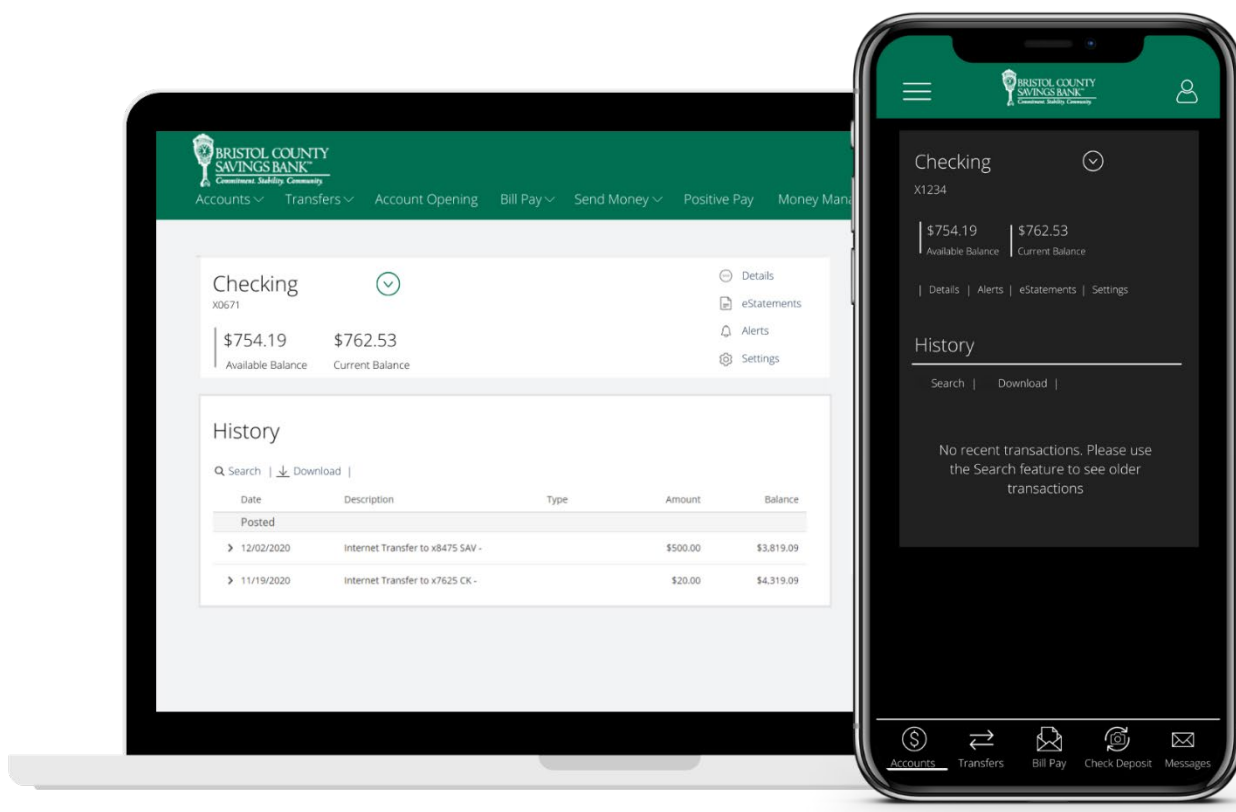
- Enter your User ID and password then click Log In.

- **Please note, if you have your password saved at login, it will no longer work as the URL will be updated. Please be sure to retrieve your password prior to 12/13/2022.**

After logging in, you will land on the home page, which provides access to all areas of the system.

My Profile Menu
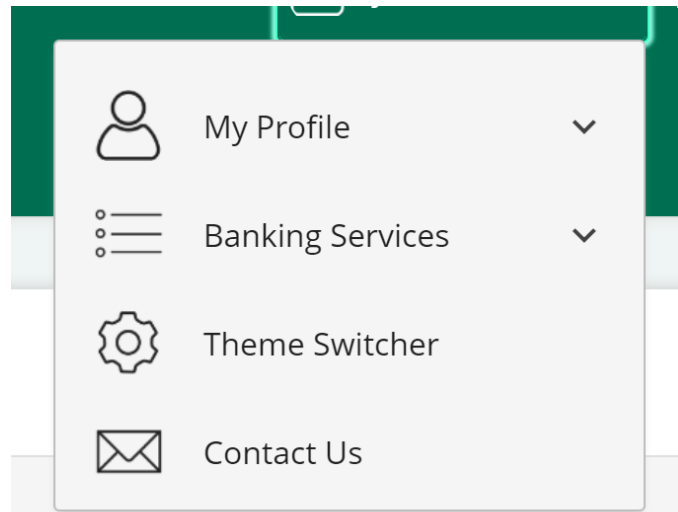
The Profile Menu allows you to manage your information in one convenient location.

The **Banking Services** menu allows you to:
- Stop payments on a check
- View Stop Payment History
- Create and Manage Alerts
- Manage ATM/Debit Cards
- View eStatements
- Access Quicken®/QuickBooks®
- Manage Account Nicknames
- Manage Users, Export User Entitlements and Review User Activity

The My Profile menu allows you to:
- Manage Profile
- Update Information (Email address, Mailing Address, Phone Number, User Activity)
- Security Settings (User ID, Password and Security Questions
  Contact Us provides contact information and the ability to send
  Bristol County Savings Bank a secure message.

Users

Select Banking Services, then Users. Existing users will display in a list.

Edit a user by selecting the pencil icon.

Edit user entitlements by selecting the key icon.

Delete a user by selecting the trash icon.

Users

Name ↑	User Type	User ID	Status	Last Login		User Type
Test User22	Business User (Manager)	test22	Active	09/21/2022 9:16:22 AM		Administrator
Test User33	Business User (Manager)	test33	Active	09/15/2022 12:54:21 PM	✎ ⚷ 🗑	Administrator
Test User44	Business User	test44	Active	09/20/2022 4:35:02 PM	✎ ⚷ 🗑	User

Add User

Account History

History

Search | Download

Search Criteria: Transaction Type: All Transaction Types; Date Range: Last 30 Days				Clear Search
Date ↓	**Description** ↑↓	**Type** ↑↓	**Amount** ↑↓	**Balance**
Posted				
> 12/07/2022	Internet Transfer from **1234567**	Deposit	+$300.00	$5,705.47
> 11/30/2022	Internet Transfer from **1234567**	Deposit	+$300.00	$5,405.47
> 11/25/2022	Internet Transfer to **1234567**	Withdrawal	$2,000.00	$5,105.47
> 11/23/2022	Internet Transfer from **1234567**	Deposit	+$300.00	$7,105.47

To view Account Details, click on Details and then the details will display in a pop-up.

Account Details   ✕

Account Nickname
MUNI PAYROLL ACCOUNT

Change Account Nickname

Account Name
Muni Payroll/Payable

Account Number
x5802

Show Full Account Number

Routing Number
211372378

Date Opened
08/22/2022

Interest Rate
0.04%

Current Balance
$20.00

Close

Exporting Data

Account history can be exported using the Download feature.

IMPORTANT INFORMATION about QuickBooks and other account aggregators that use your account credentials:

With the updates to the Online and Mobile Banking experience, there will be an interruption in connectivity that may last up to 48 hours. If the problem persists beyond that timeframe, please contact us at 508-828-5420.

Click on the Download link located on the account activity page and an Export box will pop-up.
- Choose the criteria for the information you would like to download.
- Select the format you would like. Options include BAI2, CSV, PDF and Excel.
- The Export file will be downloaded by clicking the Download button.
- Quicken/QuickBooks can be accessed in Banking Services menu.

MUNI PAYROLL ACCOUNT

x5802

$20.00	$20.00
Available Balance	Current Balance

- Details
- Alerts
- eStatements
- Settings

History

Search | Download

Date ↓	Description ↑↓	Type ↑↓	Amount ↑↓	Balance
Posted				
> 09/21/2022	Internet Transfer to x5810 CK -	Withdrawal	$1.00	$20.00
> 09/21/2022	Internet Transfer from x5810 CK -	Deposit	+$1.00	$21.00

Account

x5802 | MUNI PAYROLL ACCOUNT

Add Other Accounts

Transaction Type

All Transaction Types ▾

Date

Last 30 Days ▾

Description

◉ Amount   ◯ Amount Range

$ ✕

Check Number

✕

Download As

◯ BAI2   ◉ CSV   ◯ PDF   ◯ Excel

Download

Clear

RSA Tokens for Business and Municipal Accounts

An RSA token is required to enable the user to access the Wires and ACH menus of Bristol County Savings Bank's Online Banking system. Your token, together with a PIN, will allow you to securely access both the ACH and Wire functions of our Online Banking system.
If your organization has multiple users, each user should have a unique token.

When ACH or Wire tab is selected, you will need to enter your 4-digit PIN followed by the 6-digit token code that is being displayed on your code at that time. (NOTE: the token value will change every 30 seconds. There is a time countdown indicator on the left-hand side of the display.)

RSA Token Security Prompt

To protect the security of your information, your financial institution requires authentication of your identity before allowing access to this feature.

Pass Code:

Cancel   Submit

CONTACT INFORMATION ✉ Contact Us
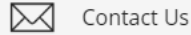
For assistance, please contact your Relationship Manager or Customer Service Center.

- **Call Our Customer Service Center** | (508) 828-5420 / 1-800-643-BCSB
  Our experienced service team members are available to provide personal service by phone, Monday – Friday, 8:30 am – 5:00 pm.

- **Contact Us Via Email**
  General Inquiries: For general inquiries that do not contain personal or account information, please use our Contact Us Form

- **Account Specific Inquiries:** Your security is extremely important to us. To ensure that your personal and account information is secure, please contact us (customer.service@bcsbmail.com) using our secure email system or by sending us a message by selecting "Banking Services Center" from the navigation in online banking. You can learn more about secure email here.