



# TEXT BANKING GUIDE

## BALANCE AND ALERTS IN THE PALM OF YOUR HAND

### ENROLLING IN ONLINE BANKING

You MUST be enrolled in Online Banking before you are able to access Bill Pay.

Ways to Enroll in Online Banking:

- Call us at 816-776-6669 or 816-637-6669 during business hours – After confirming your identity, you will be provided you with a temporary password.
- For after hours and weekend enrollment, complete our Enrollment form at <https://olb.communitybankmissouri.com/Enrollment/EnrollmentAdv.aspx>  
For security purposes, we will call and confirm your enrollment before allowing access to online features.
- You will be asked to provide a username and confirm the email address on file.

### ONLINE BANKING PASSWORD REQUIREMENTS

- Passwords must be at least 8 characters long and include at least one uppercase letter, lowercase letter, one number and one special character (! @, #, \$, %, ^, &, \*, (, ))
- Your online banking password will expire every 90 days and can only be changed using a web browser. Your password cannot be updated on the mobile app.
- You cannot use your previous 6 passwords.

### ENROLLING IN TEXT BANKING

To enroll in text banking and alerts

- Select 'SELF SERVICE'
- Select 'ALERTS'
- Under contact information, select 'GO TO MOBILE BANKING'
- Select your 'MOBILE CARRIER' from the drop-down box
- Enter your mobile phone number
- View and Accept the Terms and Services
- You will receive a text message requesting your activation code from '49794'
- Your activation code appears on the screen – text your activation code back
- Once activated – you will be able to text '49794' the following commands

#### Text Banking Commands

FUNCTION	COMMAND	DESCRIPTION
Balance	B	Summary of available balances for all accounts
History	H	Summary of recent transactions per account
Help	HE	Help content for Text Banking
Stop	S	De-activate all Community Bank of Missouri text services