

Online Banking Activity

<http://obanksimulator.ngpf.org/index.php>

Here's your starting scenario: Because you're under 18, you and an adult family member spend a morning at the local bank opening your first checking and savings accounts. You want to start the New Year off right, so you open the accounts on January 1st with \$500 split between checking and saving.

While at the bank, the bank representative asks, "You don't want to overdraw your account, do you?" You respond, "Of course not!" and sign your initials next to _____ *Accept Overdraft Protection.*

Here are some other key facts that you should be aware of as you complete the simulation:

Key Fact	Amount
Initial Checking Account Deposit	\$250
Initial Savings Account Deposit	\$250
Paycheck is directly deposited from your job into your Checking Account	\$75 received every two weeks
You have two monthly bills: <ul style="list-style-type: none"> ● Cell phone data plan & ● Auto insurance to use family car 	<ul style="list-style-type: none"> ● Data plan is \$71/month ● Auto insurance is \$112/month

Introduction: Set Up Your Online Account

Create Your Account

1. Click on **CREATE A FREE ACCOUNT** [in the upper right hand corner of the screen]
 - A. Choose a **USERNAME**: one you will remember (that is not too silly)
 - B. Use **PASSWORD**: MEL2018
 - C. **QUESTION 1 & 2**: Be sure you choose answers to the security questions that you will remember.
 - D. **ALERTS**: DO NOT COMPLETE THE ALERTS SECTION.

You are LOGGED in!

2. Click SUBMIT to LOG IN to your new account.
3. Check out the dashboard of options

There is a **SIMULATION DATE** option on the top right of your screen. It is very important that you follow the instructions when told to set a new **SIMULATION DATE**.

**Set date to
JANUARY 01.**

Click GO.

PART 1: Let's Pay Some Bills

One of the great conveniences of online banking is that you can pay bills directly from your online checking account!

1. Click **PAY A BILL** in the Simulation to make the payment.



SIMULATION DATE

JANUARY

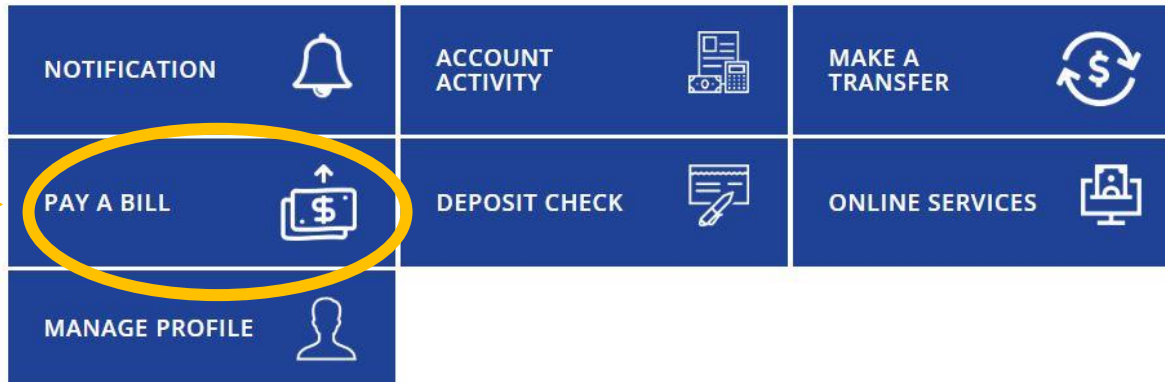
01

GO



TOM JONES

Make sure you go up to the calendar in the top right to set the date! Each time you make a transaction, you must set the date for when you want that transaction to occur in the calendar year. For example: if you have the date set for August 15th but you need a bill to be paid monthly, this payment will not show up on the 15th in January through July. You may also use the calendar to view your activity, notifications, and monthly statements at different points in time during your online banking year!



2. Click **+ADD RECIPIENT**.

PAY A BILL

BY PAYING A BILL BELOW, THE BANK WILL BE USING THE INFORMATION TO PAY THE CHOSEN RECIPIENT DIRECTLY.

PAYMENT FREQUENCY: MONTHLY

RECIPIENT: ---- SELECT RECIPIENT----

+ ADD RECIPIENT

PAYMENT DATE: [Calendar icon]

AMOUNT: \$

MEMO: [Text area]

SUBMIT CANCEL

The image shows a web interface for paying a bill. On the left is a dark blue sidebar with white text and icons for: HOME, CHANGE DATE, NOTIFICATION, ACCOUNT ACTIVITY, MAKE A TRANSFER, PAY A BILL, DEPOSIT CHECKS, ONLINE SERVICES, and MANAGE PROFILE. The main content area is titled 'PAY A BILL' and contains a form. The form has several fields: 'PAYMENT FREQUENCY' with a dropdown menu set to 'MONTHLY'; 'RECIPIENT' with a dropdown menu showing '---- SELECT RECIPIENT----'; 'PAYMENT DATE' with a calendar icon; 'AMOUNT' with a '\$' symbol; and 'MEMO' with a large text input area. A yellow circle highlights the '+ ADD RECIPIENT' text in the RECIPIENT dropdown menu, and a yellow arrow points from the right towards this circle. At the bottom right of the form are two orange buttons: 'SUBMIT' and 'CANCEL'.

3. Click **ADD RECIPIENT**

The screenshot displays a banking application interface. On the left is a dark blue sidebar with white icons and text for navigation: HOME, CHANGE DATE, NOTIFICATION, ACCOUNT ACTIVITY, MAKE A TRANSFER, PAY A BILL, DEPOSIT CHECKS, ONLINE SERVICES, and MANAGE PROFILE. The main content area is white and titled 'MANAGE RECIPIENT' in blue. Below the title is a red button with white text that says 'ADD RECIPIENT'. This button is circled in yellow, and a yellow arrow points to it from the right. Underneath the button is a section titled 'EXISTING RECIPIENT' in blue. Below this title is a table with three columns. The first column is labeled 'Name' and is currently empty.

Name		

4. Look at **BILL #1** on your worksheet.

Use it to Fill in the form.

5. Click **SUBMIT**

ADD RECIPIENT ✕

RECIPIENT NAME

ADDRESS

CITY

STATE

ZIP

Monthly Statement

Horizon Mobile

JOHN G DOE
123 ANY STREET
DULUTH GA 30097-1234

Page 1 of 2
Account Number 678 123-1234 545 1889
Billing Date Jan 05, 2017

Bill-At-A-Glance

Previous Bill	71.00
Payment Received 12-11 Thank You!	-71.00
Adjustments	0.00
Balance	0.00
Current Charges	71.00

Total Amount Due \$71.00

Amount Due in Full by **Jan 23, 2017**

Billing Summary

	Page	
Plans and Services	1	71.00
1 888-757-6500		
PIN: 9999		
Total Current Charges		71.00

Send to: 789 Smartphone Lane, Decatur, GA 98765

Plans and Services

Monthly Service - Nov 26 thru Dec 26

1. iPhone Plan 3GB **60.93**

Surcharges and Other Fees

Item	No.	Description	Quantity	
	2.	Federal Universal Service Charge	3.22	3.22
	3.	Regulatory Cost Recovery Charge	1.61	1.61

Total Surcharges and Other Fees 4.83

Government Fees and Taxes

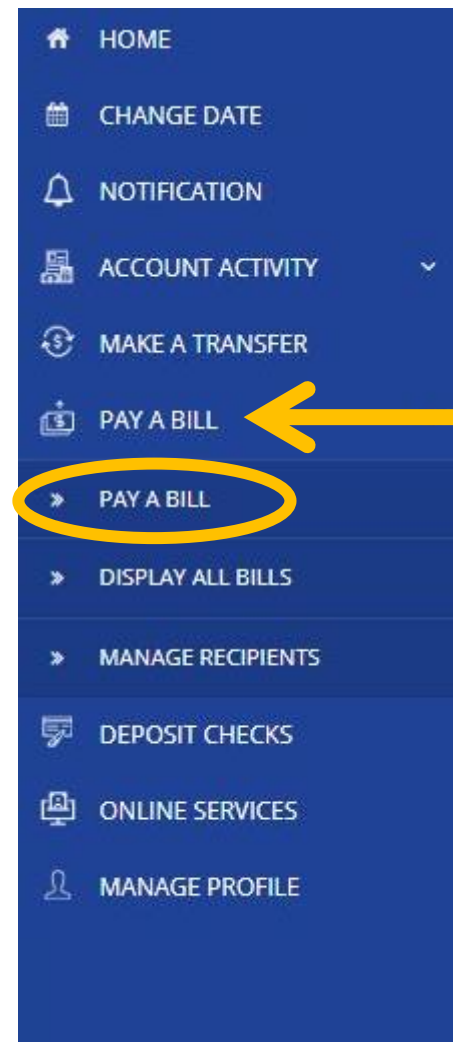
Item	No.	Description	Quantity	
	4.	Federal Universal Service Fee	0.74	0.74
	5.	GA - State/Local Tax	1.27	1.27
	6.	GA-Johns Creek Franchise Fee	0.53	0.53
	7.	GA Public-Safety Fee	1.20	1.20
	8.	Emergency 911 - Johnscreek	1	1.50

Total Government Fees and Taxes 5.24

Total Plans and Services 71.00

Time to Pay Bill #1!

6. Click **PAY A BILL** twice



7. Look at Bill #1 on your Worksheet to fill in the payment

- Choose **MONTHLY** for payment frequency.

PAY A BILL

BY PAYING A BILL BELOW, THE BANK WILL BE USING THE INFORMATION TO PAY THE CHOSEN RECIPIENT DIRECTLY.

PAYMENT FREQUENCY: MONTHLY

RECIPIENT: HORIZON MOBILE

+ ADD RECIPIENT

PAYMENT DATE:

AMOUNT: \$

MEMO:

SUBMIT **CANCEL**

8. Complete the remaining fields and click **SUBMIT**.

- *Include the last 4 digits of your account number in the memo field*

Congrats!
You just paid your first bill!

Now, answer questions 2-4 on your worksheet.

Look at **BILL #2** on your worksheet:

Your parents are counting on you to pay your car insurance premium now that you are using the family car. Go through the same steps as **Bill #1** to pay **Bill #2**.

1. **PAY A BILL**
2. **+ADD RECIPIENT**
3. **PAY A BILL**

Insurance Bill

Acme Insurance Company

Acme Insurance Company 322 Premium Lane, Bakersfield, CA 87293

JANE G DOE
123 ANY STREET
PALO ALTO, CA 30097-1234

Billing

Total Amount Owed	1344.00
Monthly Payment Due	-112.00
Adjustments	0.00
Balance	1232.00
Current Charges	112.00

Total Amount Due this month **\$112.00**

Monthly payment due in full by **Jan 30, 2017**

Billing Summary

Policy Number: 9 8765 432

Billing Date: January 10, 2017

Monthly Premium for New Driver

Total Current Charges **112.00**

Once you've paid bill #2,
answer question 5 on your worksheet.

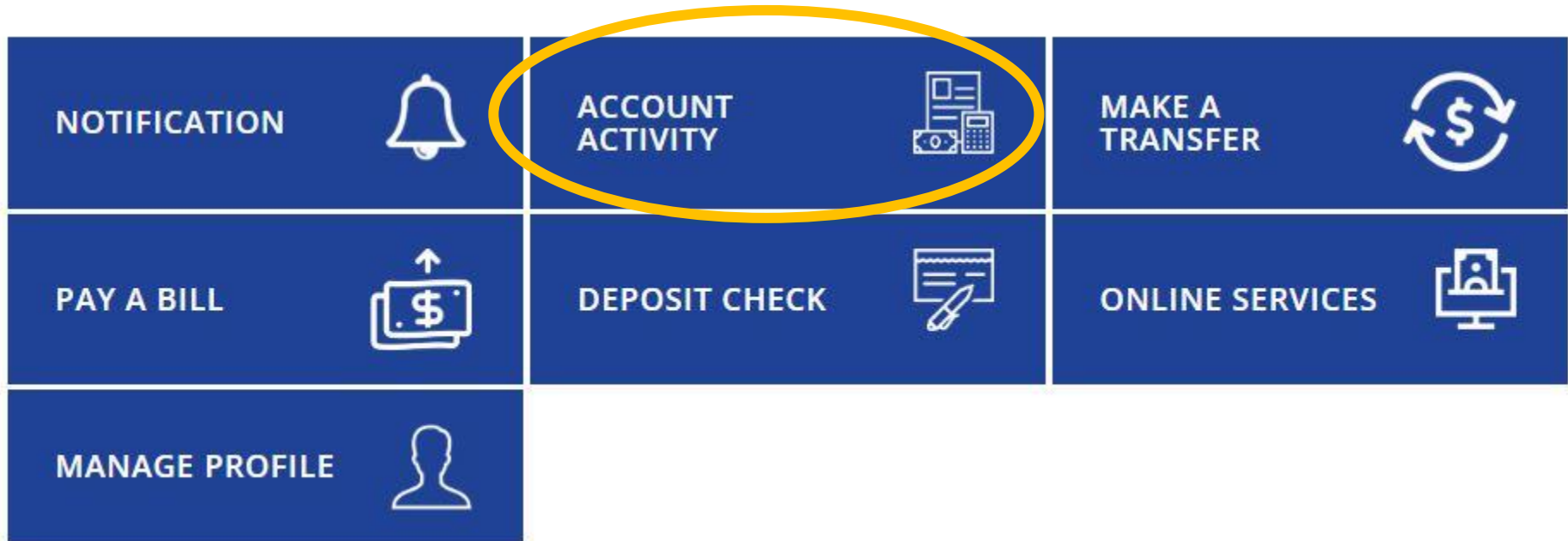
PART 2: Examine Your Checking Account Activity

**Set date to
FEBRUARY 3.**

Click GO.

You want to know whether your account balance is increasing or decreasing in your checking account.

1. Click **ACCOUNT ACTIVITY**



2. Click **ACCOUNT ACTIVITY**, then **CHECKING**.

The screenshot displays the NGPF Next Gen Personal Finance user interface. On the left, a dark blue navigation menu contains several options, with 'ACCOUNT ACTIVITY' circled in yellow. A white modal dialog titled 'CHOOSE AN ACCOUNT' is overlaid on the screen, containing the text 'PLEASE CHOOSE AN ACCOUNT YOU WISH TO SEE THE MONTHLY STATEMENT OF:' and two radio button options: 'SAVINGS' and 'CHECKING'. A yellow arrow points from the 'CHECKING' option to the right. The background shows a table of account activity with columns for ID, Date, Description, Amount, and Balance.

ID	Date	Description	Amount	Balance
3283210	2017-02-01	Paycheck	\$75.00	\$256.27
3283209	2017-02-01	Cool Snacks	-\$10.35	\$181.27
3283208	2017-01-26	Cool Snacks	-\$10.35	\$191.62
3283207	2017-01-21	Mobile Shopping	-\$17.32	\$201.97
3283206	2017-01-17	Cool Snacks	-\$10.35	\$219.29
3283205	2017-01-16	Horizon Mobile	-\$71.00	\$229.64
3283204	2017-01-15	Paycheck	\$75.00	\$300.64
3283203	2017-01-15	Out of Network ATM fee	-\$3.00	\$225.64
3283202	2017-01-14	ATM Withdrawal	-\$30.00	\$228.64

Take a few minutes to review the transactions that occurred in **January**.

Answer questions **1-7** on your worksheet as you examine your account activity.

PART 2: Examine Your Savings Account Activity

Remember that when you signed up for your bank account you set up both a Checking Account AND a Savings Account.

2. Click **ACCOUNT ACTIVITY**, then **SAVINGS**.

The screenshot shows a bank mobile app interface. On the left is a dark blue sidebar with navigation options: HOME, CHANGE DATE, NOTIFICATION, ACCOUNT ACTIVITY (circled in yellow), ACCOUNT ACTIVITY, MONTHLY STATEMENT, MAKE A TRANSFER, PAY A BILL, DEPOSIT CHECKS, ONLINE SERVICES, and MANAGE PROFILE. A white dialog box titled 'CHOOSE AN ACCOUNT' is overlaid on the screen, containing the text 'PLEASE CHOOSE AN ACCOUNT YOU WISH TO SEE THE MONTHLY STATEMENT OF:' and two radio button options: 'CHECKING' and 'SAVINGS' (indicated by a yellow arrow). The background shows a table of account activity with columns for account number, date, description, and amounts.

ACCOUNT	DATE	DESCRIPTION	DEBIT	CREDIT
3283209	2017-02-01	Cool Snacks	-\$10.35	\$181.27
3283208	2017-01-26	Cool Snacks	-\$10.35	\$191.62
3283207	2017-01-21	Mobile Shopping	-\$17.32	\$201.97
3283206	2017-01-17	Cool Snacks	-\$10.35	\$219.29
3283205	2017-01-16	Horizon Mobile	-\$71.00	\$229.64
3283204	2017-01-15	Paycheck	\$75.00	\$300.64
3283203	2017-01-15	Out of Network ATM fee	-\$3.00	\$225.64
3283202	2017-01-14	ATM Withdrawal	-\$30.00	\$228.64

Review the transactions that occurred in **January**.

Again, you want to get a handle on whether your account is increasing or decreasing. To do so, answer questions **8-11** on your worksheet.

PART 3: Review Your Monthly Statements

It's always a good idea to review your account activity at least once a month to make sure your transactions are accurate.

1. Click **ACCOUNT ACTIVITY**, then **MONTHLY STATEMENT**, then **CHECKING**.

The screenshot displays the NGPF Next Gen Personal Finance web interface. The user is logged in as TOM JONES. The left sidebar contains navigation options: HOME, CHANGE DATE, NOTIFICATION, ACCOUNT ACTIVITY (circled in yellow), ACCOUNT ACTIVITY, MONTHLY STATEMENT, MAKE A TRANSFER, PAY A BILL, DEPOSIT CHECKS, ONLINE SERVICES, and MANAGE PROFILE. A modal window titled "CHOOSE AN ACCOUNT" is open, asking the user to select an account type for the monthly statement. The modal contains two radio buttons: "SAVINGS" and "CHECKING", with a yellow arrow pointing to the "CHECKING" option. The main content area shows a table of account activity with the following data:

ID	Date	Description	Amount	Balance
421419	2017-01-28	Interest Received	\$0.21	\$250.21
408111	2017-01-01	Account Opening	\$250.00	\$250.00

Below the table, it indicates "Showing 1 to 2 of 2 entries" and includes navigation buttons for "Previous", "1", and "Next".

2. Click on the **JANUARY** statement

MONTHLY STATEMENT

Account statements are available on the 3rd day after the end of the month.

SELECT DATE

FROM TO

Please fill out this field.

Statement Date		
January, 2017	View	Download

VIEW the January statement and answer questions **20-22** in your worksheet.

ACCOUNT SUMMARY FOR JANUARY, 2017

Account statements are available on the 3rd day after the end of the month.

OPENING BALANCE	\$0.00	TOTAL DEBITS:	\$208.38
CLOSING BALANCE:	\$191.62	TOTAL CREDITS:	\$400.00

PART 4: Mobile Deposits

You just realized that your **Checking Account** is running low because you forgot to deposit a check for **\$50** that you received from your neighbor, Bobby Jones, for house-sitting and dog-sitting for a week! Luckily, you can quickly deposit your check using your bank's app on your smartphone!

1. Click **DEPOSIT CHECKS**

DEPOSIT CHECKS

You may deposit checks below by taking a clear picture of the front and back of the check with a solid background. Be sure to endorse (sign) the back of your check first!

CHOOSE AN ACCOUNT
---- PLEASE SELECT AN ACCOUNT... ▾

ENTER THE AMOUNT
\$

UPLOAD A PHOTO OF THE FRONT OF THE CHECK
UPLOAD

UPLOAD A PHOTO OF THE BACK OF THE CHECK
UPLOAD

SUBMIT CANCEL

3. Click **SUBMIT** to finish depositing your cheque before moving on.

**Set date to
FEBRUARY 15.**

Click GO.

4. View **ACCOUNT ACTIVITY** to see when the money from your deposited check reaches your **Checking Account**.

Then, answer questions **2-3** in your worksheet.

The screenshot shows the NGPF Next Gen Personal Finance interface. The user is logged in as TOM JONES. The 'ACCOUNT ACTIVITY' menu item is circled in yellow. A modal window titled 'CHOOSE AN ACCOUNT' is open, with a yellow arrow pointing to the 'CHECKING' radio button. The main content area displays a table of account activity.

ID	Date	Description	Amount	Balance
3283497	2017-02-15	Paycheck	\$75.00	\$292.26
3283496	2017-02-15	Out of Network ATM fee	-\$3.00	\$217.26
3283493	2017-02-14	ATM Withdrawal	-\$30.00	\$220.26
3283492	2017-02-10	Clothing Rack	-\$30.34	\$250.26
3283491	2017-02-07	Check Deposit	\$50.00	\$280.60
3283490	2017-02-07	Cafe Club	-\$15.67	\$230.60
3283489	2017-02-05	Movie Card	-\$10.00	\$246.27
3283357	2017-02-01	Paycheck	\$75.00	\$256.27
3283356	2017-02-01	Cool Snacks	-\$10.35	\$181.27

PART 5: Set Up Alerts

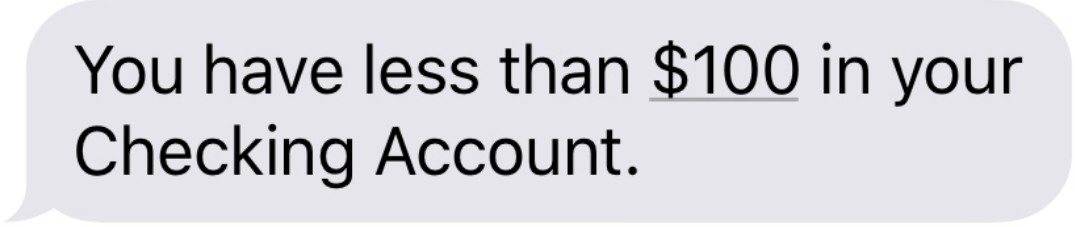
You have now seen how money flows into and out of your account in a given month. It's clear there is a lot of activity going on and so much to track. The good news is that there are alerts that you can set up so you know when your balances are running **LOW**.

1. Click **MANAGE PROFILE** to set up your custom alerts. Think about your monthly spending habits and bills to help determine the amounts to enter for the alerts. Go to the **bottom** of the **PROFILE** page to set your alerts. Then, answer questions 26-28 in your worksheet.

ALERT	<input type="checkbox"/> IF THE CHECKING OR SAVINGS ACCOUNT FALLS BELOW	Enter ...
	<input type="checkbox"/> IF THERE IS A SAVINGS/CHECKING ACCOUNT WITHDRAWAL GREATER THAN	Enter ...
	<input type="checkbox"/> IF THE CHECKING OR SAVINGS ACCOUNT TRANSACTION GREATER THAN	Enter ...
	<input type="checkbox"/> IF BILL PAYS FROM CHECKING ACCOUNT GREATER THAN	Enter ...
	<input type="checkbox"/> IF THE CHECKING OR SAVING ACCOUNT DEPOSIT GREATER THAN	Enter ...

PART 6: Transfer Money Between Accounts

Imagine that you have just received a text notification from the bank that says:



You have less than \$100 in your Checking Account.

You're worried that you may overdraw with less than \$100 in your checking account. Luckily, online banking allows you to easily transfer money from your Savings Account to your Checking Account.

You decide to transfer \$50 from your Savings to your Checking Account.

1. Click **MAKE A TRANSFER**

TRANSFER MONEY

YOU MAY TRANSFER MONEY BETWEEN YOUR OWN ACCOUNTS OR TO ANOTHER ACCOUNT ELECTRONICALLY BELOW.

FROM

TO

TRANSFER AMOUNT

SUBMIT **CANCEL**

Navigation Menu:

- HOME
- CHANGE DATE
- NOTIFICATION
- ACCOUNT ACTIVITY
- MAKE A TRANSFER**
- PAY A BILL
- DEPOSIT CHECKS
- ONLINE SERVICES
- MANAGE PROFILE

Follow the prompts on the screen to transfer **\$50 FROM** your Savings Account **TO** your Checking Account. Be sure to click **SUBMIT**.

Then, answer question **1** in your worksheet.

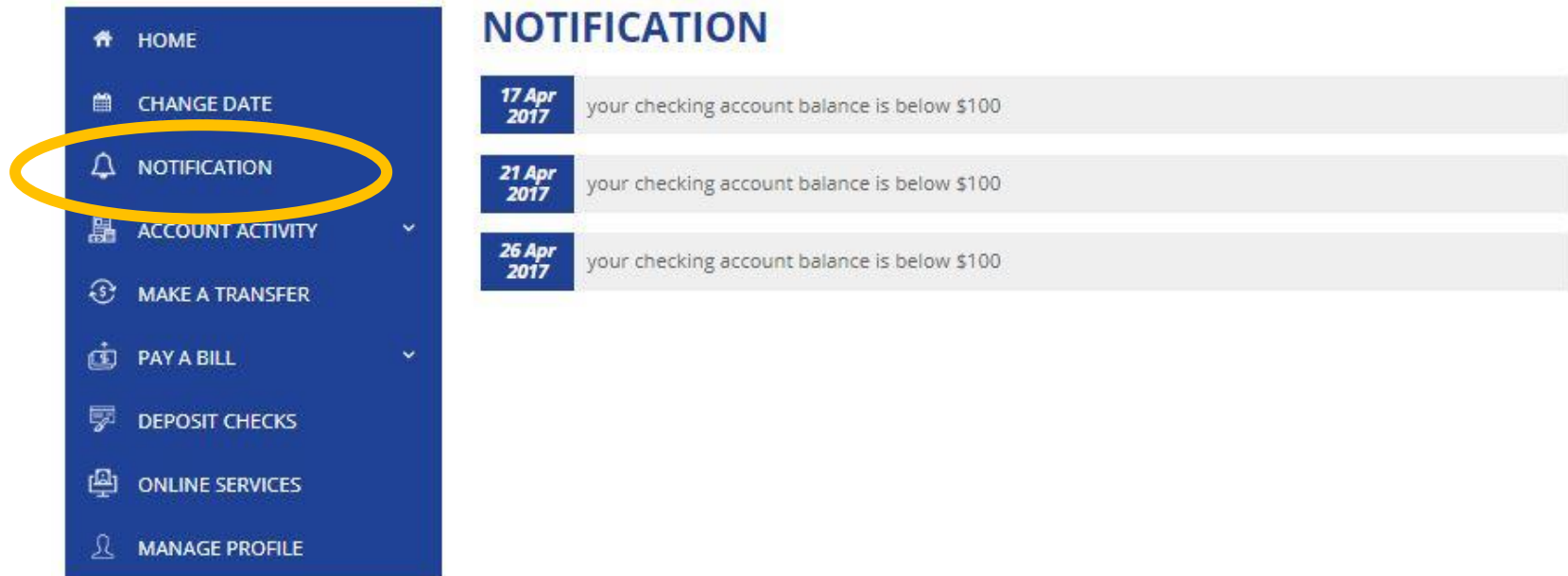
PART 7: Online Account Notifications

**Set date to
MARCH 30.**

Click GO.

Let's see what has been happening with your account

1. Click **NOTIFICATION**. Then, answer questions **1** and **2** in your worksheet.



The screenshot displays a banking application interface. On the left is a dark blue navigation menu with white text and icons. The menu items are: HOME (house icon), CHANGE DATE (calendar icon), NOTIFICATION (bell icon, circled in yellow), ACCOUNT ACTIVITY (document icon with a checkmark), MAKE A TRANSFER (dollar sign and arrow icon), PAY A BILL (credit card icon), DEPOSIT CHECKS (check icon), ONLINE SERVICES (computer monitor icon), and MANAGE PROFILE (person icon). To the right of the menu is a section titled "NOTIFICATION" in bold blue text. Below the title are three notification cards, each with a date in a blue box and a message: "17 Apr 2017 your checking account balance is below \$100", "21 Apr 2017 your checking account balance is below \$100", and "26 Apr 2017 your checking account balance is below \$100".

PART 8: Manage Your Checking Account So It Does Not Manage You

You have a hunch after receiving all of those **Notifications** that you might want to dive in deeper on your account.

1. Let's play detective and check out the **ACCOUNT ACTIVITY** for your **Checking Account**.

Helpful hint: Set the number of entries to 100



2. Answer questions **1-4** on your worksheet.

PART 9: You Made It! What Did You Learn?