

# HOW TO BANK ON OUR WEBSITE

## Sign Up For and Use Online Banking

1. Visit [www.dedhamsavings.com](http://www.dedhamsavings.com)
2. Just below the Online Banking Login Box, click “Sign Up for Online Banking”
3. Read the Online Banking Enrollment form and select the accounts and services you’d like to access, such as “Checking, Statement Savings or Money Market”
4. Click the link to read the Online Banking Disclosure
5. Enter the code from the bottom of the disclosure into the Confirmation Code box. Click “Continue”.
6. Enter your personal and account information into the online form; note that if you have just opened a new account, your “Last Statement Balance” is \$0, as you did not have an account in the previous month. Click “Continue”.
7. Create your User ID and Password. Just below that section, be sure to select “Your Link with Bill Payment” as this gives you many banking options. Follow the prompts to complete the process.
8. Once you have successfully logged in, you can access:
  - a. **Account History:** You can view up to 13 month’s history on our website
  - b. **Pay Bills:** Click on “Make Payments.” If you don’t see this option, click on “Customer Service”, “Account Maintenance”, “Change User Profile”, and select “Your Link with Bill Payment.” This should allow you to add Payees, and schedule bills to pay now, in the future, or on a recurring basis.
  - c. **Transfer Between Accounts:** If you’d like to transfer between accounts, contact us to complete a Transfer Authorization Form. Once this is completed, login to Online Banking, click “Transfer Funds” and follow the prompts.
  - d. **Get eStatements:** To set up eStatements, click “Customer Service”. Under “Account Maintenance” select “Change Statement Delivery Method.” Select “Online” from the drop-down menu for each account you’d like eStatements for.

## What Can You Use Online Banking For?

- View your account balance
- View “real time” account details and activity
- Schedule bills to pay now, in the future, or on a recurring basis
- Sign up for and view up to 18 months of eStatements
- Transfer funds between accounts

## Need More Help From An Expert?

Give us a call during business hours at 781.329.6700 or 800.462.1190.



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