



Go to [www.cbtgrainger.com](http://www.cbtgrainger.com) • Click the "Online Banking" tab • Click the [Please click here to ENROLL in Online Banking](#) link • Complete the (4) Steps of the Enrollment Process

**Step 1 – Confirm Your Identity** Enter the (4) required fields using your own information: your SSN (no dashes or spaces), your five-digit ZIP code, and your Account Type and Account# (not your Debit Card#), similar to this example:

### Step 1 of 4: Confirm Your Identity

Welcome! Please provide the information requested below so that we can verify your identity.

Enter ALL of the following.

Social Security Number

ZIP Code

Account

Account type

Account number

Account Type and Account Number go together to fully describe one account you have with the Bank

**Step 2 – Create Signon Information** You'll need a unique Username that fits the requirements, a Password that fits the requirements, and a valid Email Address.

**Step 3 – Review Disclosure** The Terms and Conditions for the "Agreement to Receive Information Electronically" are presented; by agreeing, you are allowing the Bank to

communicate with you using the Internet, email, text messaging, mobile application, etc.

**Step 4 – Review Your Information** Check the important information you provided one last time before creating your Online Banking profile.

After you have successfully enrolled, the Terms and Conditions for the “Online Banking Agreement” are presented; by agreeing, you are agreeing to use the service according to its intended purpose, and acknowledging your understanding of your, and the Bank’s, rights and responsibilities.

## ***Quick Paths to Commonly Used Features***

### **Ask for Help**

->Customer Service->(Communications Center section)-> Requests and messages->Ask A Question/Send A Message  
*...or call us @ 865-828-5237*

### **Set up Alerts**

->Administration->(Manage Communications section)->Manage alerts

### **Transfer Funds between Accounts**

->Transfers->Make a transfer

### **Change Password**

->Administration->(Administer User section)->Change password

### **Update Contact Information**

->Administration->(Manage Communications section)->Manage contact information