



eBanking
ONLINE | MOBILE | TEXT

How to Update Your Profile on Online Banking

Your Online Banking profile contains your name, email address, phone number(s), and address. It is very important to keep this information accurate at all times. Follow these instructions to update your information in Online Banking.

1. Go to www.tboc.com and login to Online Banking
2. Click on **User Services**

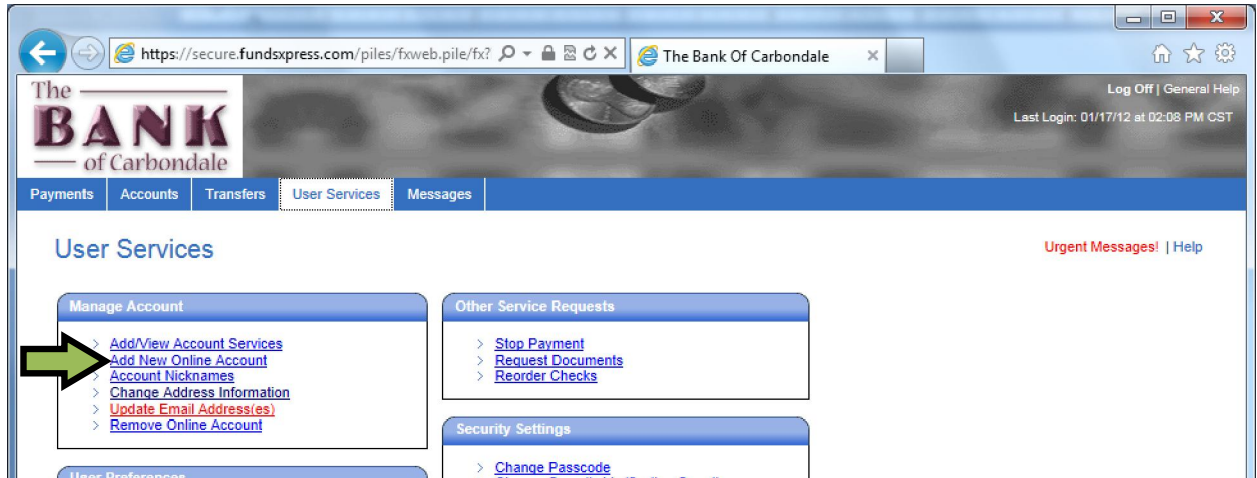
The screenshot shows the online banking interface for The Bank of Carbondale. The browser address bar displays <https://secure.fundsexpress.com/piles/fxweb.pile/fx?>. The navigation menu includes Payments, Accounts, Transfers, **User Services** (highlighted with a green arrow), and Messages. The main content area is titled "Messages" and includes links for Inbox, Unread Messages, Sent Messages, and Contact Us. A section for "Unread Messages" provides instructions on how to read, delete, or view sent messages. A table lists two messages: one from 11/04/2011 with the subject "Important Notice Regarding purchasing U.S. Savings Bonds" (Broadcast category) and another from 9/1/2011 9:19 am CDT with the subject "Unusual Activity" (Other category). Buttons for "Check All", "Uncheck All", and "Delete" are visible at the bottom of the message list.

	Sent ^	Subject ^	Category
<input type="checkbox"/>	11/04/2011	Important Notice Regarding purchasing U.S. Savings Bonds	Broadcast
<input type="checkbox"/>	9/1/2011 9:19 am CDT	Unusual Activity	Other

Check All Uncheck All Delete

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3. Click **Change Address Information**



4. On the next page, correct any inaccurate information listed for you:

A screenshot of the 'Change Address Information' form within the 'The Bank of Carbondale' User Services page. The form is titled 'Change Address Information' and includes a sub-header: 'Type over any incorrect information, indicate which accounts the change applies to and click "Submit".' The form fields are as follows: Name (John Q Customer), Address (101 S. Illinois Ave), City (Carbondale), State (IL), Zip Code (62901), Country (United States), Day Phone (618-549-2181), Evening Phone (618-555-1212), Fax, and Primary email (jcustomer@gmail.com). Below the fields, there is a section 'This change applies to the following accounts:' with a checked checkbox 'Check here if this change applies to all your accounts with The Bank Of Carbondale'. Below this is a text area 'Or list the accounts this change should be applied to:'. At the bottom right of the form are 'Submit' and 'Cancel' buttons. The browser's address bar shows 'https://secure.fundsexpress.com/'.

5. When you're finished, click **SUBMIT** at the bottom of the page.