J Trust Royal Bank

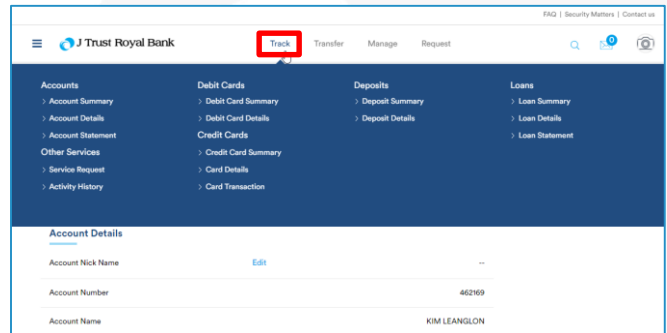**Quick Reference Guide**

JTR INTERNET BANKING

Simple and easy banking at your fingertips,
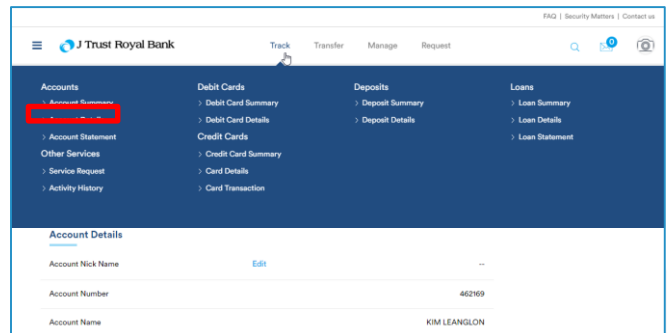any time, any where

Accounts

View an Account Summary

Step 1. To view a summary of all your J Trust Royal Bank accounts, navigate to Track on the Home page.

Step 2. Navigate to the Accounts workspace and select **Account Summary**.

Note: The Accounts Summary allows you to view the balance and status of all your CASA (Current and Saving accounts).


View Account Details

Navigate to the Accounts workspace and click on the account required to view account details such as current balance, available balance, overdraft limit, account status, etc.

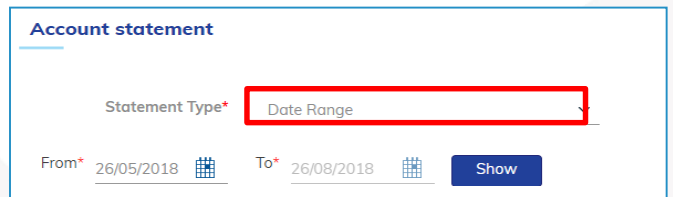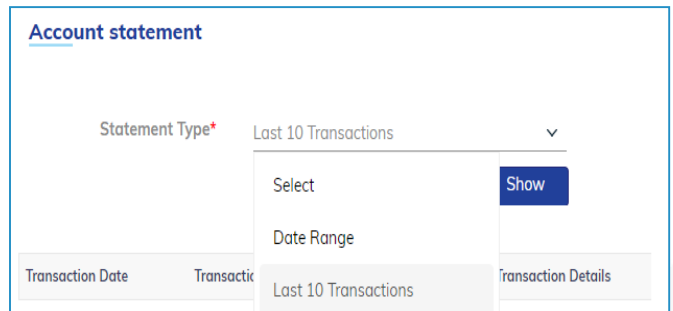| Account Details	
Account Nick Name	Edit --
Account Number	462169
Account Name	KIM LEANGLON
Account Type	Retail - Personal Cheque Account
Account Status	
Currency	USD
Balances and others	
Current Balance	USD 21.48
Available Balance	USD 21.48
Overdraft Limit	USD 0.00

Order an Account Statement

Step 1. To order an account statement, navigate to Track on the Home page and select the **Account Statement** option.
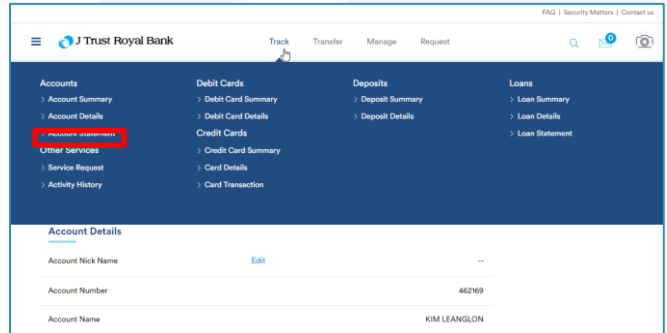
Step 2. The screen to the right displays.

- Select 'Last 10' to display your ten most recent transactions, or
- Select 'Date Range' and enter the 'From' and 'To' dates of the transactions you would like to appear in the statement

- Click **Show**

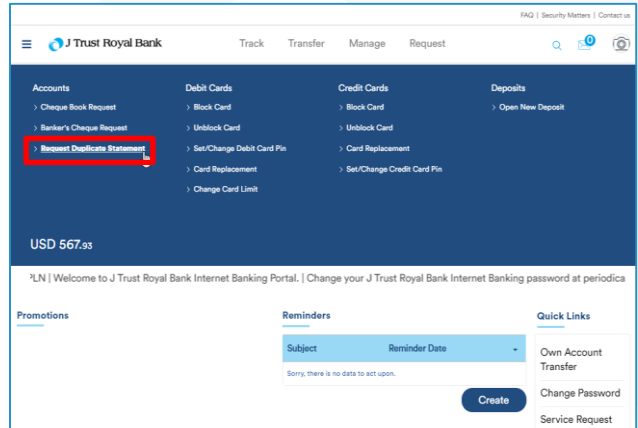Once 'Show' is clicked, the account statement displays

 J Trust Royal Bank

Order a Duplicate Account Statement

Step 1. To order a duplicate account statement, navigate to the Home page and select the 'Duplicate Statement Request' option.

Step 2. Enter Account details to select the account for which the Duplicate Account Statement is to be ordered.

Note: All fields marked with a '*' are mandatory and must be populated.

Populate the following fields:
- For Account
- Start Date
- End Date
- Delivery Option
- Click **Next**

Step 3. Once 'Next' is clicked, the Review Details screen displays.

If the details you want to appear in the statement need to be amended, click 'Back'
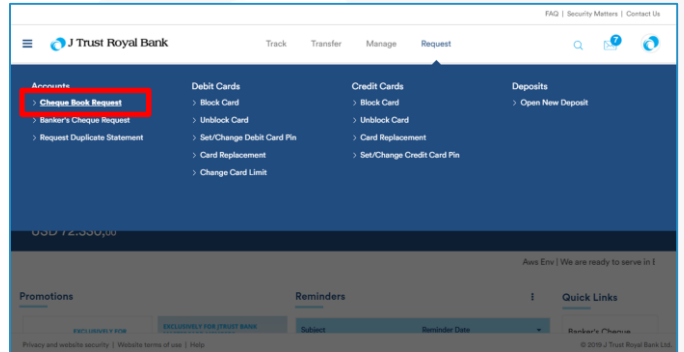
If all details are correct, click **Submit**.

Once 'Submit' is clicked, the Confirmation Receipt screen displays confirming the duplicate statement has been successfully ordered

J Trust Royal Bank
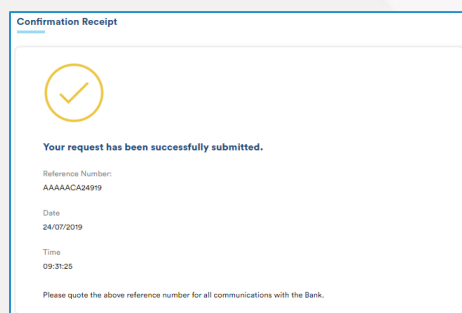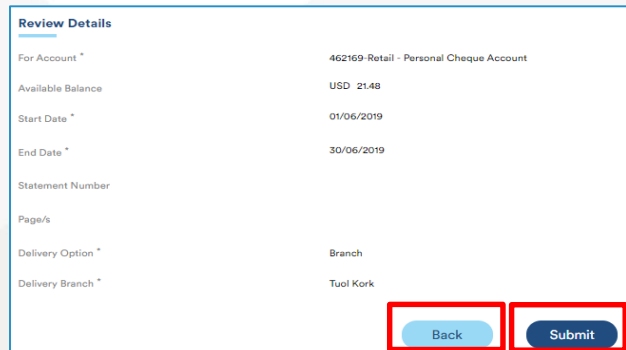
Order a Cheque Book

Step 1. To order a cheque book, navigate to the Home page and select Cheque Book Request.

Step 2. Enter Account details to select the account for which the cheque book is to be ordered.

Note: All fields marked with a '*****' are mandatory and must be populated.

Populate the following fields:
- Account number
- Number of cheque books
- Number of leaves per cheque book
- Delivery option and Delivery branch
- Remarks
- Click Next

Step 3. Once 'Next is clicked, the 'Review Details' screen displays.
- Go to the bottom section of the screen where you will be asked to enter the One Time Password (OTP) sent as a text message to your registered mobile phone number or as an email to your registered email address.
- Once this OTP is entered, click **Submit** to continue.

Once 'Submit' is clicked, the Confirmation Receipt screen displays confirming the Cheque Book has been successfully ordered.

J Trust Royal Bank

Order a Bankers Cheque

Step 1. To order a Bankers Cheque, navigate to the Home page.
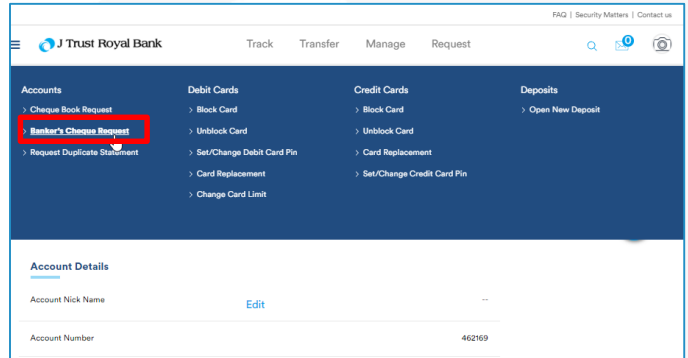
Step 2. Navigate to the Accounts workspace and go to the 'Debit Account' field to select the account from which the Manager's Cheque amount is to be debited.

Populate the following fields:
• Beneficiary Name
• Amount
• Delivery Option
• Delivery Branch (if Branch was selected as the delivery option)

• Click **Next**.

Step 3. Once 'Next is clicked, the 'Review Details' screen displays.
• Go to the bottom section of the screen where you will be asked to enter the One Time Password (OTP) sent as a text message to your registered mobile phone number
• Once this OTP is entered, click **Submit** to continue

Once 'Submit' is clicked, the Confirmation Receipt screen displays confirming the Bankers Cheque has been successfully ordered.