



**VIRGINIA BRANCH
U. S. NETWORK OF
VIRTUAL ENTERPRISES
BANKING MANUAL**

Note: All Virtual Enterprise firms in the US will use the same banking system

BANK ACCOUNT CREATION PROCESS

- Loan advance request submitted.
- Account is created and email is generated with user ID, Password, and Manager's Password (note: manager's password should not be given to students)
- Each firm generates key codes for student use in creating bank accounts
- Students apply for bank accounts using key codes (note: key codes expire in 15 calendar days; can be generated at any time)

LOAN ADVANCE REQUEST

In order to allow students to trade, the loan advance request is used to cover payroll expenses. This advance is part of the overall loan request that is made through the business plan process. After the initial advance is deposited into the firm account, no further funds will be disbursed until the business plan has been submitted and approved. Be sure to request adequate funds in the advance to pay expenses through December.

ACCOUNT IS CREATED THROUGH VIRGINIA BRANCH OF THE US NETWORK BANK

- The firm account is created after the loan advance is received by the Virginia Central Office
- The account is usually created within 48 hours
- VE Facilitator will receive an email with account information



To... Rhonda Doak <Rhonda.Doak@VB5Schools.com>;

Cc...

Bcc...

Subject: Welcome to the US Network Bank

Your US Network Bank login codes are

User id: 9360000
Password: 38074
Managers Password: superadd+overall

Note: Managers password is to be used by the teacher only.

ACCOUNT MANAGER'S GUIDE TO CREATING STUDENT ACCOUNTS

- Log into firm account as manager using manager's password.
- Select **Service** from the menu pane.
- Select **Get Application Codes**
- Enter the number of new accounts to be created, click submit. PRINT THE NEXT SCREEN! These are the codes for applying for new accounts. Note that application codes expire in 15 days.
- **PRINT THE NEXT SCREEN!**

Application codes

Instructions:

- This list contains sensitive data. Please print this list and keep it in a safe place. You are strongly advised not to save this page to a file unless this is a stand-alone computer and only you have access to this computer.
- Please give each new student/employee Registrationcode **9360000** and only 1 key pair, consisting of applicationno and keycode, from this list.
- All keys on this list are valid until **07/14/2008**.
- A new student/employee can apply online for a new checking account as follows:
 1. Go to the Bank website at <http://165.155.104.252/i-bank/>.
 2. Click on the link to the online application form.
 3. Fill out the form and use the registrationcode and the provided application code and keycode.
 4. A user id and a password will be provided online which then can be used to access their private account.
 5. The employee should give the account number to the accounting/payroll department so paychecks can be deposited directly into his/her account.

Want to print instructions for students? Use this [printable form](#). Note: Print this page first before going to the printable form.

Applicationno	Keycode
8559	73075
8560	86296
8561	44238
8562	14830
8563	05719

- Give each student the Registration number for the firm (the number ending in four zeroes – in our example, it is 9360000) and a pair of application/key codes.
- Students will go to the user interface, and click the link to apply for a checking account at the bottom of the page.
- Students will enter the firm registration number and both codes.
- **PRINT AND RECORD** the information from the next screen. This is there account login information, and it should be given to the accounting department for their records.

OPENING A NEW STUDENT ACCOUNT

- Click the **Sign up** link at the bottom of the window to display the Student Checking Account Application Form.
- Enter the requested information (note: use only initial(s) for first name/middle name).
- Students will need to decide whether to choose a budget or interest bearing checking account. They need to understand that there is a fee of \$10 per month for the interest bearing account. Once the choice is made, it cannot be changed.
- Click **submit application**
- **PRINT THE NEXT SCREEN!** It should be kept by the facilitator.



Student Checking Account Application form

1. Application codes				
VE registration code of your firm				9360000
Applicationno				8559
Keycode				73075

2. Account Owner	
Initials	R
Last Name	Doak
E-mail address	rhonda.doak@vbschools.com

3. Account Type				
Comparison Chart:				
Account Type	Minimum Balance for APY	APR	APY	Service Charge
Budget Checking	\$0.00	0.00%	0.00%	\$0.00
Interest Checking	\$100.00	1.27%	1.28%	\$10.00 p/mo

What type of Checking do you wish to open?

4. Submit application
By opening the specified Account you agree to be bound by the terms of this Agreement whether you are acting in your individual capacity, officer, agent, or representative of any business entity or association with regard to any such Account. You also acknowledge receipt of and Rate Schedule and Fee Schedule as amended from time to time and to conform to our rules, regulations, by-laws, and policies now in effect
<input type="button" value="Submit Application"/>

US Network Bank

User Account Details

Thank you for your application. Your application for a Checking Account has been approved. Effective immediately, you have 24-hour access to your checking through online banking.

Please write down the following information and keep it in a safe place. It is preferable for security reasons that you do not write your password(s). If you decide to write your password(s) down, please do not keep them together with your user id.

Your Checking AccountNo: **610050370**

Your US Network Bank User ID: **9360001**

Password: **42423**

Click [here](#) to login to your account.

US Network Bank - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address: http://vebankbeta.nycenet.edu/i-bank/

Norton Phishing Protection on Identity Safe Logins

US Network Bank

Virtual Enterprises U.S. NETWORK CSBS

Login to your account

User id:

Password:

Login

[Mail US Network Bank](#)

Products

Budget Checking
No opening deposit. No monthly service charge. No minimum required balance. Unlimited free electronic bill payment and transfers.


Interest Checking
Compounds interest on all balances, credited monthly. Unlimited free electronic bill payment and transfers.


Other products:
JPMorgan Chase Bank - USVENet Card
Savings account
Certificates of Deposit
Money Market account


Sign up for Student Checking Account

[Sign up](#) to get instant access.

Sponsors


citigroup foundation


JPMorganChase



Funded by Citigroup Foundation to support economic and financial literacy.
Credit Card System funded by JPMorgan Chase.
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Done Internet

start Norton 9:57 PM

US Network Bank

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Your Checking AccountNo: **610050370**

Your US Network Bank User ID: **9360001**

Password: **42423**

Click [here](#) to login to your account.

HOW TO CHANGE PASSWORDS

- Log into account
- Using the Password Change utility
 - Enter the old password, then the new password two times
- Submit the change.
- Record the new password. It should be retained by the facilitator.

HOW DO I ADD NEW VE EMPLOYEE BANK ACCOUNTS TO THE BILL PAYMENT PAYEES LIST?

AND

HOW DO I REMOVE FORMER VE EMPLOYEES BANK ACCOUNTS FROM THE BILL PAYMENT PAYEES LIST?

- Both of these are done from the **Payees** link on the menu pane. When the list is opened, you can select the country and/or state and either Corporate accounts or Personal accounts, then find the payee using the alpha buttons at the bottom and scrolling to the needed screen.
- Payees are added by clicking the **Add or Remove** links at the right of each account (you may need to scroll to the far right). Note that the payee will only be added to the account of the user who is logged in. Each account holder will have to create his/her own payee list.

HOW DO I SCHEDULE A PAYMENT TO AN EMPLOYEE OR FIRM?

Payments are made by clicking on the **Bill Payment** button on the menu pane. From the next screen, find your payee in the dropdown list, then schedule the transaction. Pay **close attention** to the selections for repeat payments to avoid a costly mistake.

WHAT IF A STUDENT FORGETS HIS/HER PASSWORD?

A student can change their password at anytime. Should they not remember their password (and it was not submitted to the facilitator) the password can be requested from the Virginia Central Office.

TECHNICAL SUPPORT

Assistance is available for the Virginia Branch of the US Network Bank. Contact Rhonda Doak at (757) 648-6180 or by email at rhonda.doak@vbschools.com.

OPTIONAL FEATURES

Account Types - the following table illustrates the types of accounts presently available or planned for the near future:

Description	Availability
JPMorgan Chase – USVENet Card	Credit account – now available
3 Month CD	Available, but transfers must be made by Central Office. User availability is in development.
6 Month CD	
12 Month CD	
14 Month CD	
Budget Checking	Available
Interest Checking	Available (note there is a \$10/month fee)
Credit Line – Secured	In development
Credit Line – Unsecured	
Installment Loan – Secured	
Installment Loan – Unsecured	
Money Market Account	Available, but transfers must be made by Central Office. User availability is in development.
Savings Account	Availability projected for August 2008