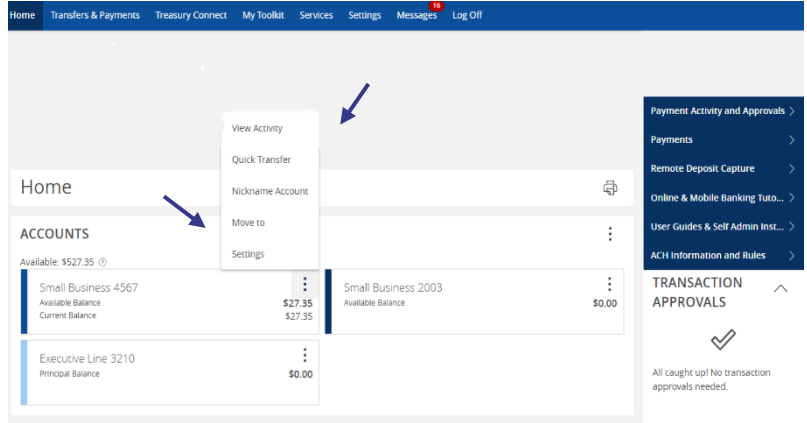


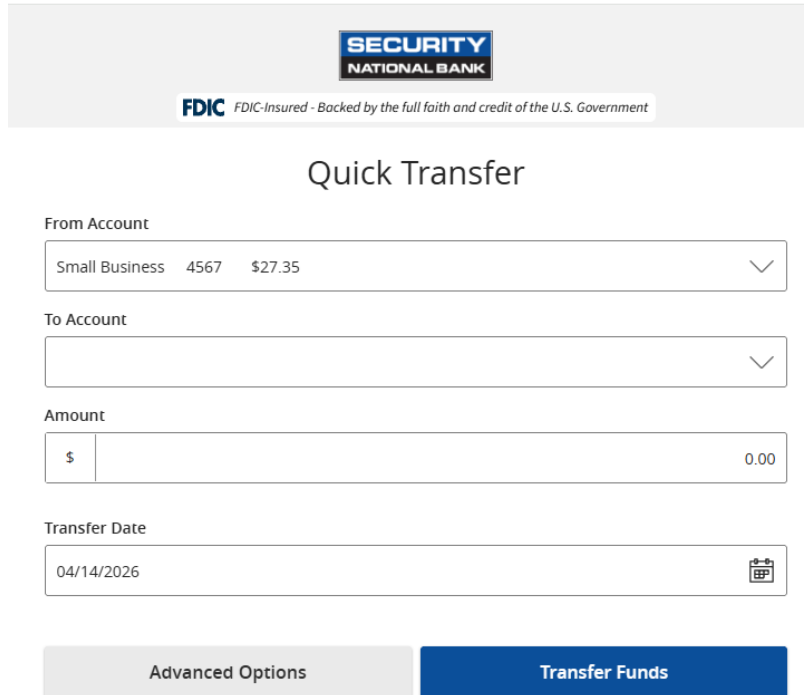


Corporate Homepage View

1. View a listing of accounts accessible within Digital Banking.
2. Click the horizontal dots on any account to access the “View activity”, create a “Nickname” or “View Settings”.



3. You also have the option to perform a “Quick Transfer” from within the account tile, or “Move To” a new group.
4. If you select “Quick Transfer” from the homepage, the system will default to transferring out of the selected account.



Questions? Please call our Treasury Operations Team toll-free at 877-686-3590.



Creating Account Groups – Tile View

1. To create an Account Group, click and drag on an account tile until the Inbox Icon with a plus sign appears. Drag the Account tile over to this symbol to start creating a new group. This will create the new group directly on the Homepage. Add the new group name and click the check mark to save.

The screenshot shows a dashboard with several account tiles. On the left, there are tiles for 'Small Business 2003' (Available Balance \$0.00), 'Commercial Checking 4565' (Available Balance \$6.00), and 'Executive Line 3210' (Principal Balance \$0.00). On the right, there are tiles for 'Employee Rewards 4567' (Available Balance \$2,283.44) and another 'Executive Line 3210' (Principal Balance \$0.00). Below the tiles is an 'ASSET SUMMARY' section with a donut chart showing '\$2,317 Total Assets' and '99%' completion. To the right of the chart is a section for 'Employee Rewards 4567' with 'Available Balance \$2,283.44' and 'View Transactions' link. A blue arrow points to an 'Inbox' icon with a plus sign in the bottom right corner of the dashboard.

This screenshot shows the 'TEST GROUP' creation interface. At the top, it says 'Principal: \$0.00'. Below this, there are two account tiles: 'Executive Line 3210' (Principal Balance \$0.00) and 'Small Business 2003' (Available Balance \$0.00). A text input field labeled 'New Group' is present, with a blue arrow pointing to it. To the right of the input field are 'X' and checkmark icons. A blue arrow also points to the checkmark icon.

2. A new group can also be created by clicking on the 3 dot menu on any account tile and selecting "Move To" If no groups have been created yet, select "Create Group" from the menu.

This screenshot shows the dashboard with a context menu open over the 'Small Business 4567' account tile. The menu options are: View Activity, Quick Transfer, Nickname Account, Move to, and Settings. A blue arrow points to the 'Move to' option. The dashboard also shows other account tiles: 'Small Business 4567' (Available Balance \$27.35, Current Balance \$27.35), 'Executive Line 3210' (Principal Balance \$0.00), and 'Small Business 2003' (Available Balance \$0.00). On the right side, there is a sidebar with navigation links like 'Payment Activity and Approvals', 'Payments', 'Remote Deposit Capture', 'Online & Mobile Banking Tuto...', 'User Guides & Self Admin Inst...', and 'ACH Information and Rules'. Below these is a 'TRANSACTION APPROVALS' section with a checkmark icon and the text 'All caught up! No transaction approvals needed.'

Questions? Please call our Treasury Operations Team toll-free at 877-686-3590.



3. Add a Group Name and click 'Save'. The Account will then be added to the new group on the Homepage.

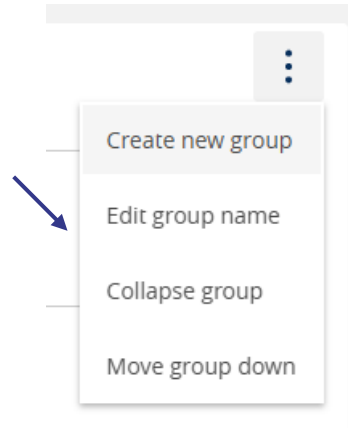
ACCOUNTS		⋮	
Available: \$2,316.79 ⓘ			
Small Business 2003	⋮	Commercial Checking 4565	⋮
Available Balance	\$0.00	Available Balance	\$6.00
Employee Rewards 4567	⋮	Small Business 4567	⋮
Available Balance	\$2,283.44	Available Balance	\$27.35
		Current Balance	\$27.35

TEST GROUP		⋮
Principal: \$0.00 ⓘ		
Executive Line 3210	⋮	
Principal Balance	\$0.00	

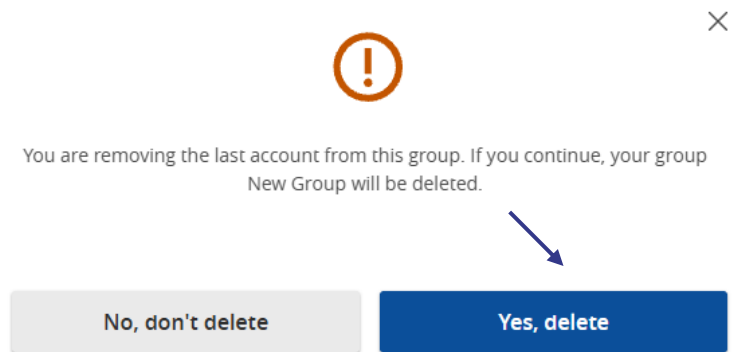
Questions? Please call our Treasury Operations Team toll-free at 877-686-3590.



- 4. To change the name for a group or move it on the homepage, click on the 3-dot menu on the right hand side of the group name, and select the appropriate option.

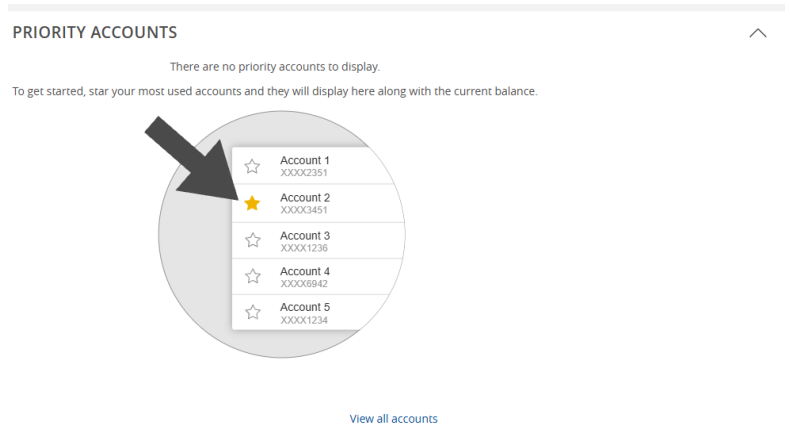


- 5. To remove a group, click on the last account tile in the group and drag it to the existing group to which it will be added. A warning message will pop up, click on “Yes, Delete” to move the account and delete the group.



Creating Account Groups – Account List View

- 1. If the Account list view is selected due to the number of accounts, Priority Accounts must be starred in order to appear on the Homepage. Click on View All Accounts to select the accounts to appear on the Homepage.



Questions? Please call our Treasury Operations Team toll-free at 877-686-3590.



2. Click on the Star next to the account name to favorite the account.
3. New Groups will also be created on this screen. Select Create Group to add a group.

Accounts - 3	Commercial Checking	Employee Rewards	Small Business	Executive Line	Small Business
Available Balance \$2,316.79	Available Balance \$6.00	Available Balance \$2,283.44	Available Balance \$27.35	Principal Balance \$0.00	Available Balance \$0.00
Current Balance \$2,816.79	Not Available	Not Available	Current Balance \$27.35	Not Available	Not Available

4. On the next screen, input the group name and select the appropriate accounts. Once all accounts for the group have been selected, click on 'Create Group'.

Group name: Test Group 2

Accounts	Available Balance	Current Balance
<input type="checkbox"/> Commercial Checking (Accounts) 4565	\$6.00	Not Available
<input checked="" type="checkbox"/> Employee Rewards (Accounts) 4567	\$2,283.44	Not Available
<input type="checkbox"/> Small Business (Accounts) 4567	\$27.35	\$27.35
<input checked="" type="checkbox"/> Executive Line (Test Group) 3210	\$0.00	Not Available
<input type="checkbox"/> Small Business (New Group) 2003	\$0.00	Not Available

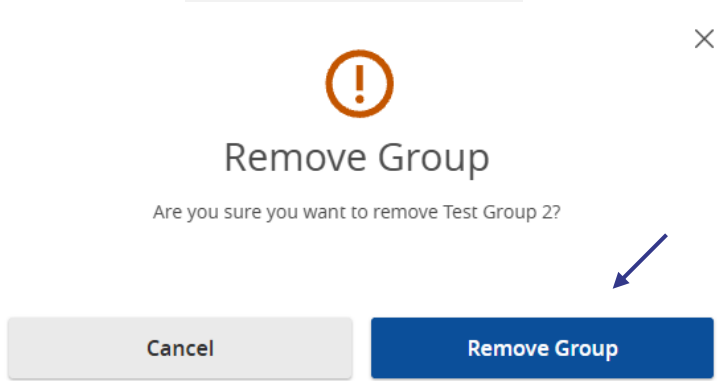
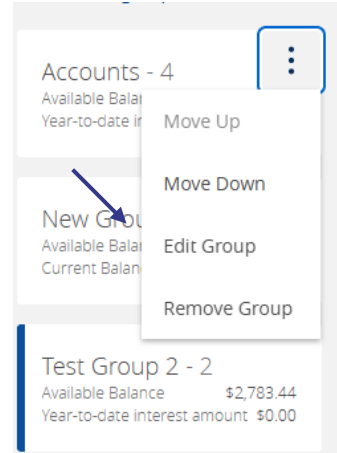
2 accounts selected

Cancel Create group

Questions? Please call our Treasury Operations Team toll-free at 877-686-3590.



- 5. To edit or remove a group once created, click on the 3-dot menu on the Group Tile and select the appropriate option. If removing a group, a warning will appear asking to confirm the group removal. Select 'Remove Group' to complete the process.



Questions? Please call our Treasury Operations Team toll-free at 877-686-3590.