


Accounts

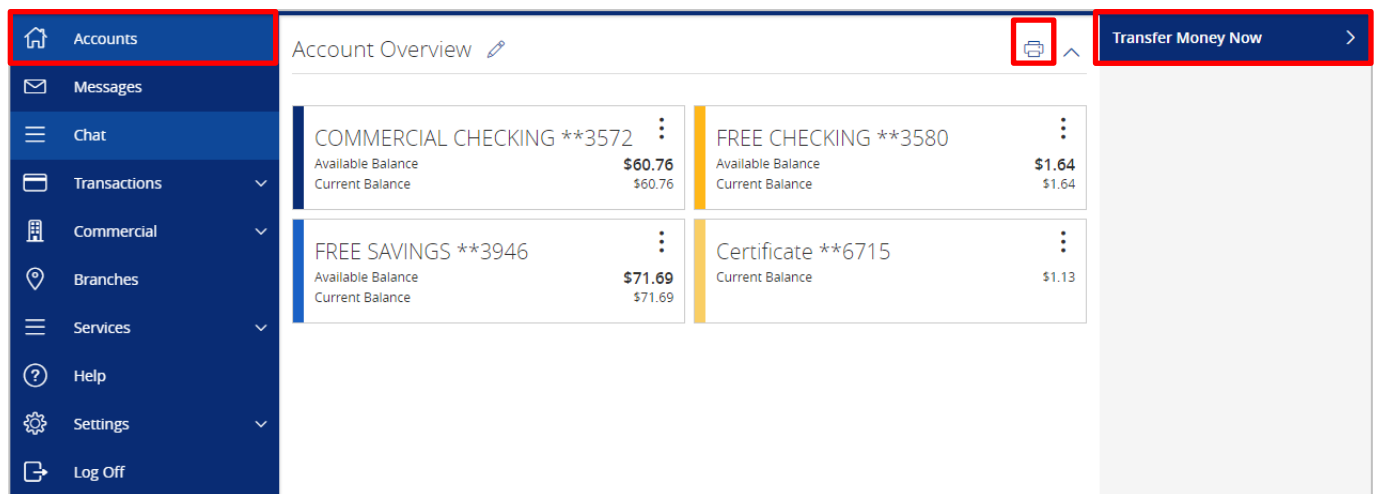
Accounts

1. A listing of accounts the user has access to appear in the middle of the screen.
2. The 'Transfer Money Now' option on the top right corner of the screen is a direct shortcut to the 'Transfer Funds' option within the 'Transactions' menu.

3. Click on the  icon next to the Group Name to rename accounts group.

NOTE: See below under [Account Grouping](#) to learn how to create groups.

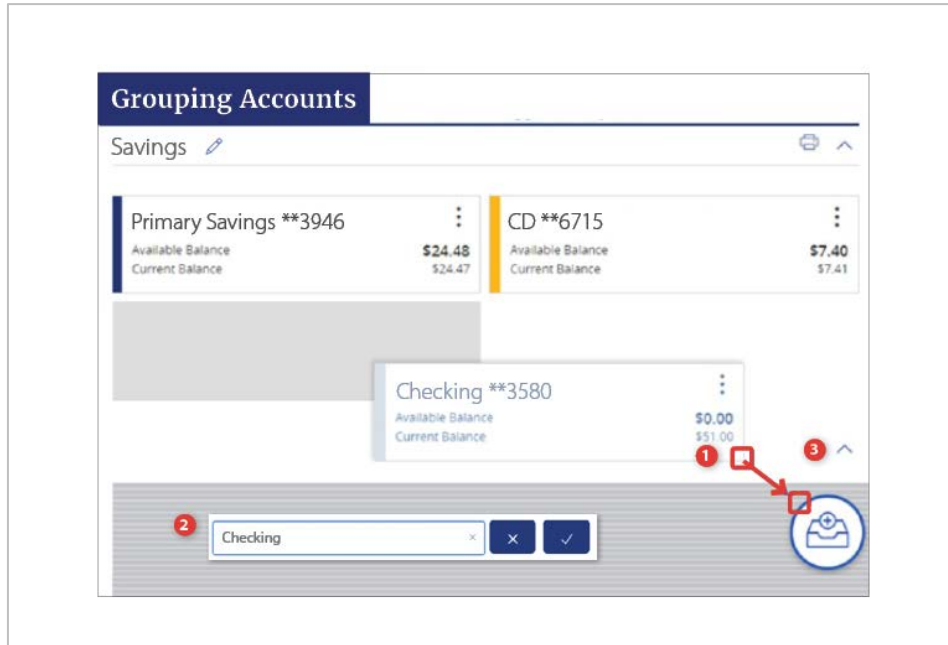
4. Click the  icon shown above the account listing towards the right side of the screen to print a listing of accounts.
5. Click on any account to go to the 'Account Details' page to view account details and transaction history associated with the account.



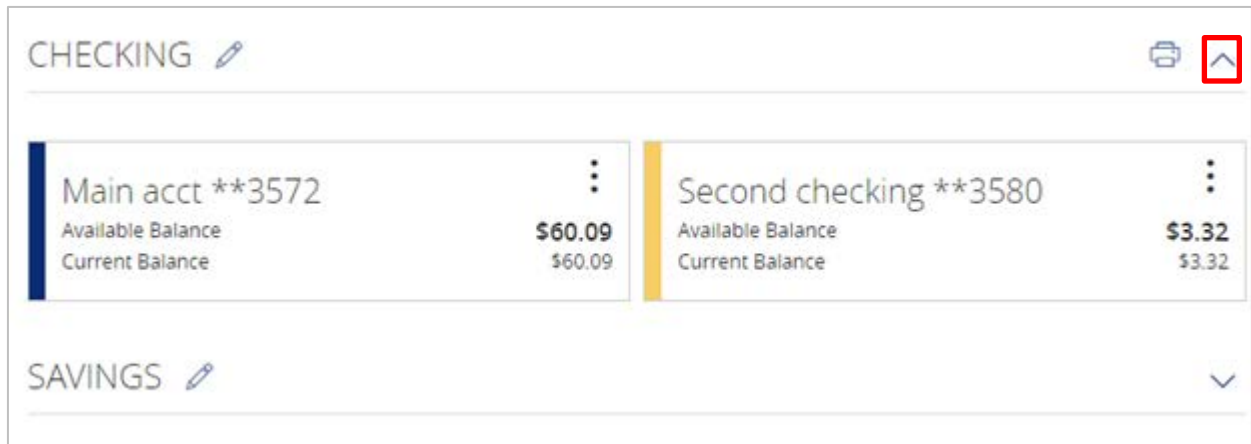
Account Name	Available Balance	Current Balance
COMMERCIAL CHECKING **3572	\$60.76	\$60.76
FREE CHECKING **3580	\$1.64	\$1.64
FREE SAVINGS **3946	\$71.69	\$71.69
Certificate **6715	\$1.13	\$1.13

Account Grouping

1. Click and drag the selected account to the tray icon that appears on your screen.
2. You will then be prompted to name your group.



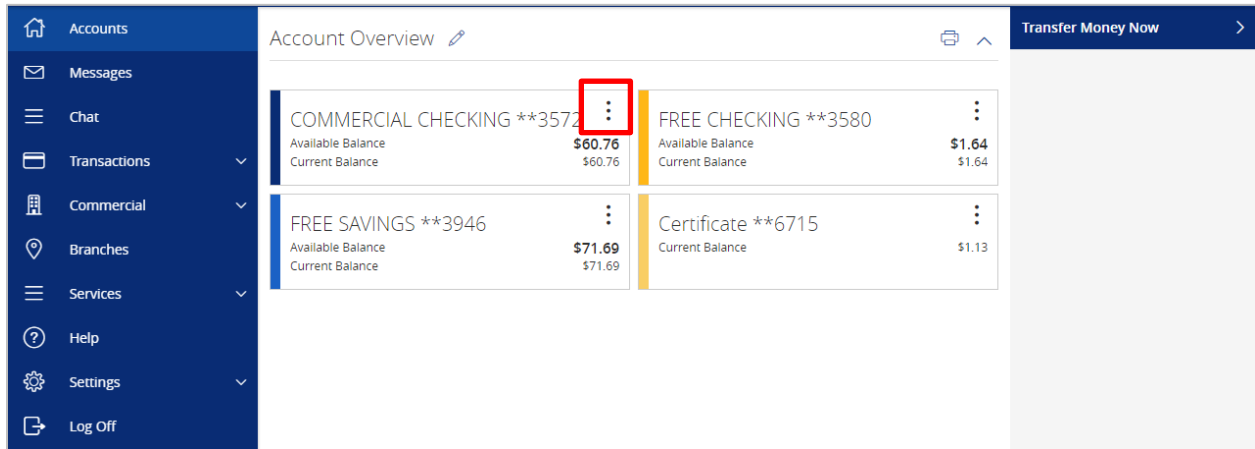
3. To only view selected accounts within a group, click the ^ to collapse the group.



Account Details & Transaction History

Account Details & Transaction History

1. A listing of the details associated with the account can be found listed by clicking the vertical ellipsis to view history and quick transfer feature.



2. To initiate a quick transfer, input the proper 'From' and 'To' accounts and proper 'Amount.'

The 'Quick Transfer' dialog box is shown with the following fields and options:

- From:** Main acct DDA-XXXXX3572 \$60.09
- To:** A dropdown menu with the text '----Select To Account---'
- Amount:** \$0.00
- Earliest Available:** 9/26/2017
- Buttons:** 'Advanced Options' and 'Transfer Funds'

Red boxes highlight the 'From' field, the 'To' dropdown menu, and the 'Amount' field.

- A listing of historical transactions associated with the account are listed below the gray box. The newest transaction will appear on top by default.

NOTE: Transactions performed the same day which are waiting to post to the account will appear as 'Pending' in red type. All historical transactions will display the date the transaction posted to the account.

COMMERCIAL CHECKING **3572 \$60.76
Available Balance
Last Updated: 9/14/2017 10:03 AM

Search transactions Filters Details

Current Balance	\$60.76	Available Balance	\$60.76
Collected Balance	\$60.76	Last Statement Date	8/31/2017

Date	Description	Amount
AUG 31 2017	ONLINE TRANSFER TO DD XX3580	(\$0.01) \$60.76
AUG 28 2017	ONLINE TRANSFER TO DD XX3580	(\$0.50) \$60.77
AUG 22 2017	ONLINE TRANSFER TO SV XX3946	(\$0.01) \$61.27
AUG 21 2017	ONLINE TRANSFER TO DD XX3580	(\$1.00) \$61.28
AUG 21 2017	ONLINE TRANSFER TO SV XX3946	(\$1.00) \$62.28
AUG 18 2017	ONLINE TRANSFER TO DD XX3580	(\$0.01) \$63.28
AUG 16 2017	ONLINE TRANSFER TO DD XX3580	(\$0.01) \$63.29
AUG 16 2017	ONLINE TRANSFER FROM DD XX3580	\$0.01 \$63.30
JUL 7 2017	ONLINE TRANSFER FROM DD XX3580	\$1.00

- Click on the 'Export' button on the right side of the screen to display a listing of available formats. The export will include all transactions specified in the filter by the user.

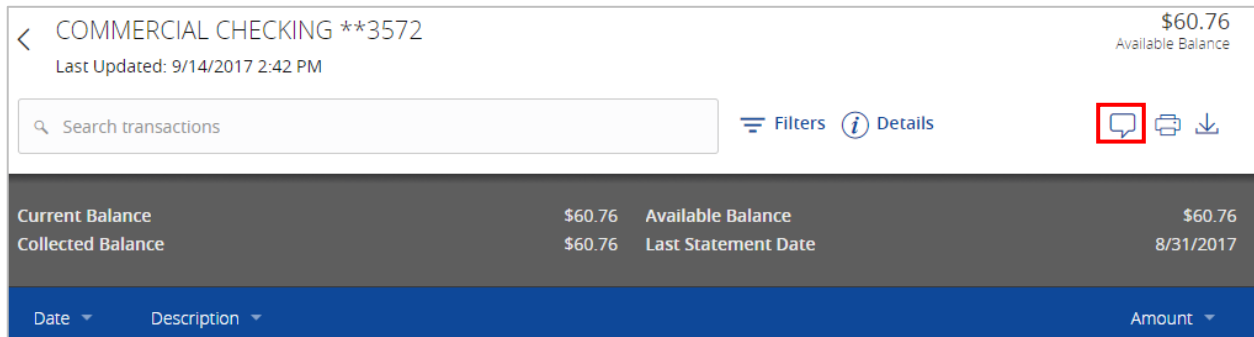
Search transactions Filters Details Chat Print **Export**

Current Balance	\$60.76	Available Balance	\$60.76
Collected Balance	\$60.76	Last Statement Date	8/31/2017

Date	Description	Amount
AUG 31 2017	ONLINE TRANSFER TO DD XX3580	(\$0.01) \$60.76
AUG 28 2017	ONLINE TRANSFER TO DD XX3580	(\$0.50) \$60.77

Account Conversations Inquiry

1. Click on the 'Message Icon' in the top right hand corner of the page to initiate a secure message.



COMMERCIAL CHECKING **3572 \$60.76
Available Balance

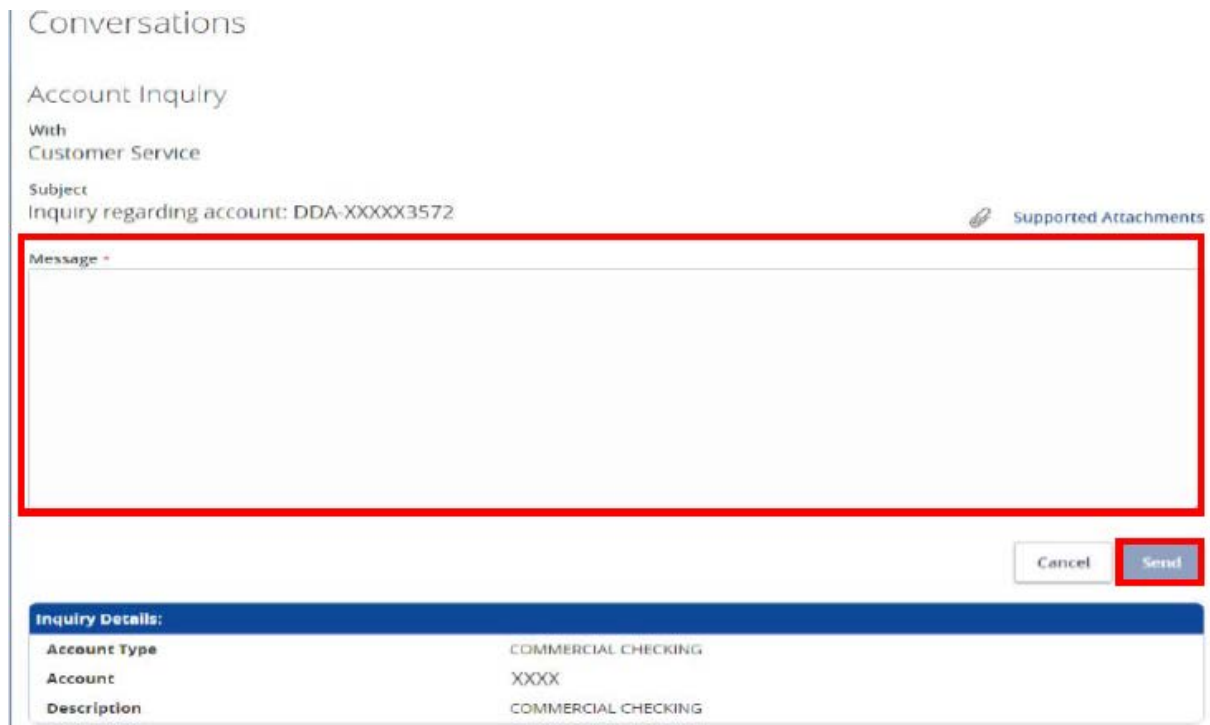
Last Updated: 9/14/2017 2:42 PM

Search transactions Filters Details Message Print Download

Current Balance	\$60.76	Available Balance	\$60.76
Collected Balance	\$60.76	Last Statement Date	8/31/2017

Date ▾ Description ▾ Amount ▾

2. All account details will be automatically filled in. Type the inquiry in the 'Message' box and click the 'Send' button.



Conversations

Account Inquiry

With
Customer Service

Subject
Inquiry regarding account: DDA-XXXXX3572 Supported Attachments

Message *

Cancel Send

Inquiry Details:

Account Type	COMMERCIAL CHECKING
Account	XXXX
Description	COMMERCIAL CHECKING

NOTE: Click on the 'Supported Attachments' link to view a listing of supported file types.

Click on the paper clip icon to attach a file to the Account Inquiry.

Subject
Inquiry regarding account: DDA-XXXXX8888

 [Supported Attachments](#)

Supported attachment file types: .ach, .ddf, .doc, .docx, .log, .pdf, .ppt, .pptx, .prn, .rtf, .text, .txt, .wpd, .xls, .xlsx

Message *