

Navigation, Reporting, Statements & Alerts Quick Reference



UMPQUA
BANK

The major features of the **Dashboard Welcome Screen** are highlighted on the image.

The screenshot shows the UMPQUA Bank Business Online Banking Dashboard. At the top, a dark green navigation bar contains the UMPQUA BANK logo and a menu of tabs: Welcome, Reports, Money Movement, Account Services, and Administration. The 'Welcome' tab is highlighted. In the top right corner, the user's name 'Hi, Katie' and 'SignOff' are visible, along with the last login time: 'Last Login: Sep 1, 2022, 5:20:26 PM ET'. Below the navigation bar, the dashboard is divided into several sections. On the left, there is a 'Transfers & Payments Approval' section with a list of approval categories: ACH Payments and Collections, Wires, Loan Payments, Loan Advances, ACH File Upload, Internal Transfers, and Multiple Account Transfer. Each category has a status message: 'There are no requests waiting for your approval.' In the center, there is a 'Balance Snapshot' section with a message: 'You do not have accounts selected for display in this information panel.' Below this is a 'User Profiles Approval' section with a status message: 'There are no profiles waiting for your approval.' At the bottom center is a 'Recent Transactions' section. On the right side, there is an 'Alerts and Messages' section with a list of alerts: 'Online Statements', 'New Dashboard Welcome Page', and 'Bank Closed for Holiday Observation 08/30/2022 03:45:47 PM (ET)'. Below the alerts is a 'View All' link. At the bottom right, there is a 'Saved Reports' section with a report titled 'Training Account 1'. A 'Display Options' button is located at the top right of the dashboard, and a 'Got Questions? We can help +' button is at the bottom right. Red annotations highlight the 'Menu Tabs', 'Display Options' button, and the 'Alerts and Messages' section.

Menu Tabs

Display Options

Alerts and Messages

To read a recent alert or message from the bank, select an alert or message under **Alerts and Messages**.

The **Information Panels** display your most critical information at a glance.

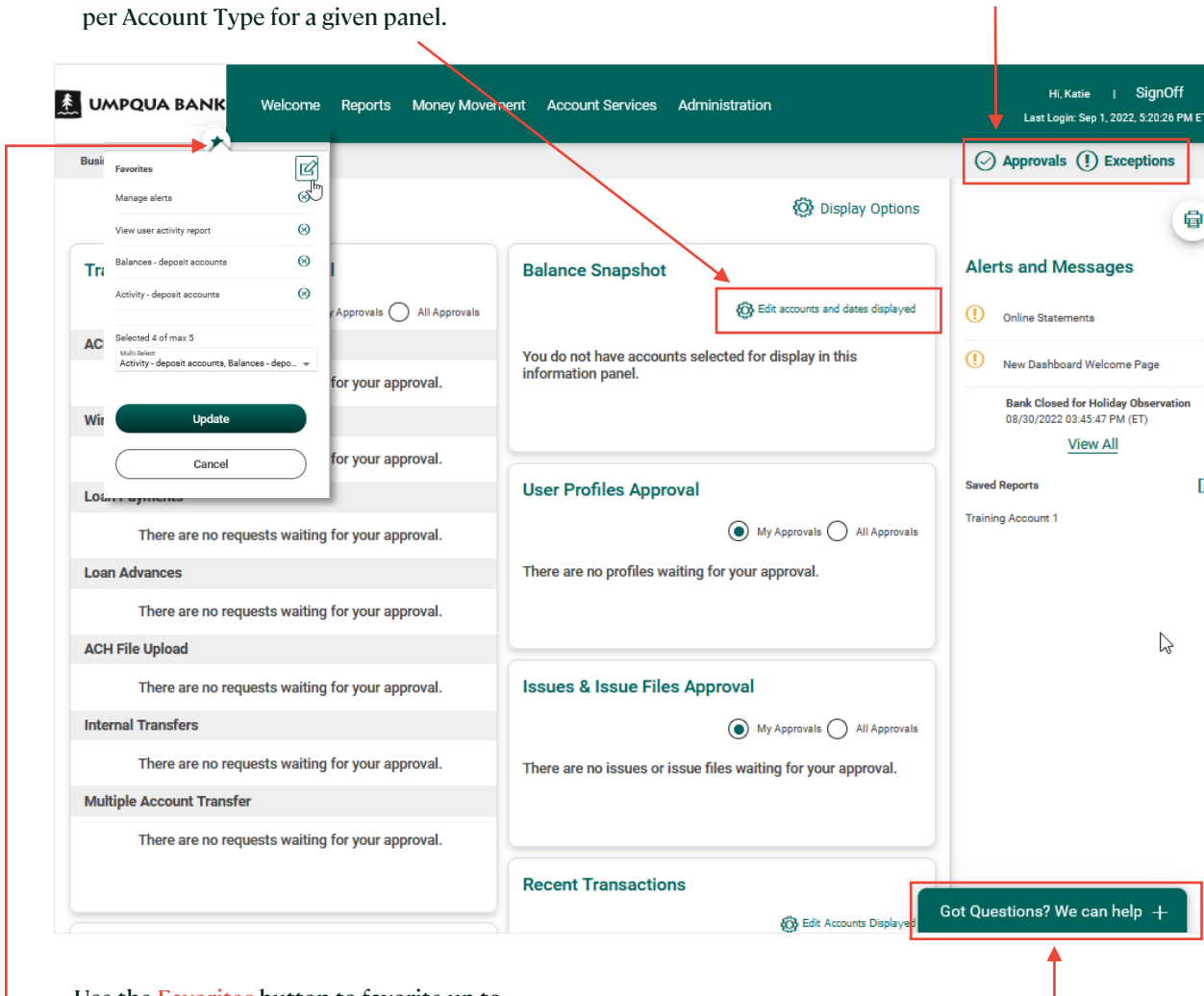
To change the panels on your dashboard, select the **Display Options** button and add, delete, or reposition panels.



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Edit accounts and dates displayed / Edit Accounts Displayed:
Depending on the panel, choose the accounts and/or dates you would like to see in a given panel. Select up to 7 accounts per Account Type for a given panel.

To quickly check the status of **Approvals** and/or Positive Pay **Exceptions**, click on the appropriate link to review and/or manage them.



Use the **Favorites** button to favorite up to five pages that you use frequently and want to access quickly.

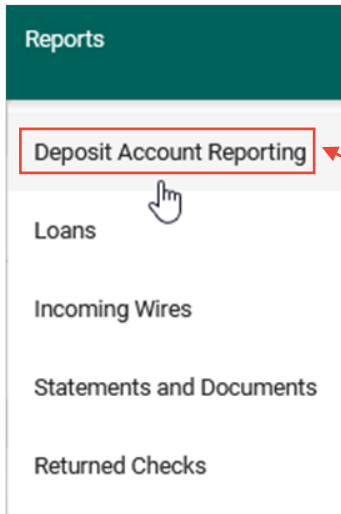
You can change your choices using the Select and Update options.

Use the **Got Questions? We can help** button to search for answers to your questions, read the FAQs, or use the number to call support.

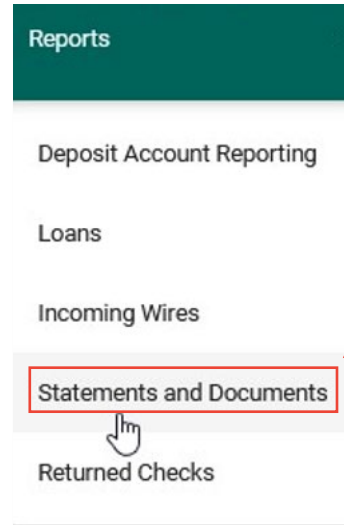


Hover over a **Menu Tab** to display a dropdown menu of additional options.

Use the **Reports tab** to navigate to your reports.

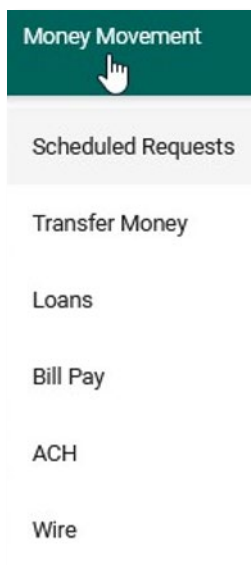


The **Deposit Account Reporting** is the most utilized option to view your accounts' transaction activity and history.

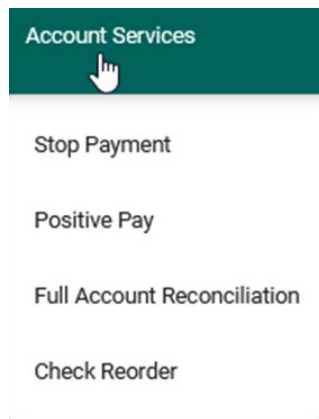


Use the **Statements and Documents** link to choose your accounts' statement and notice delivery preferences, and to go directly to your statements and/or notices.

The **Money Movement** tab is used to locate your money moving options.



Use the **Account Services** tab for activities such as reconciliation, stop payment, and Positive Pay.



Under **Administration**, manage alerts, access and manage communication options, manage company users, and nickname your accounts.

