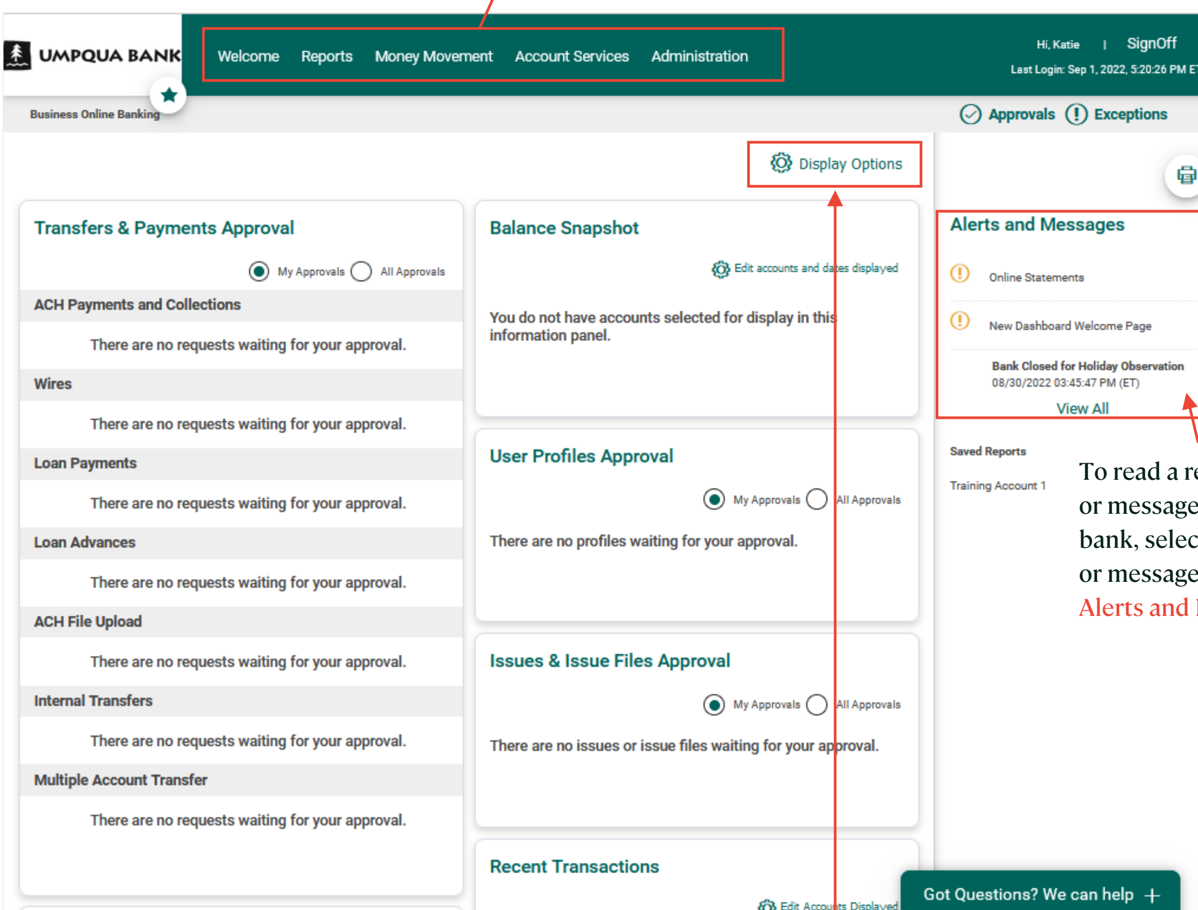
Business Online Banking

Navigation, Reporting, Statements & Alerts

Quick Reference

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

Menu Tabs



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

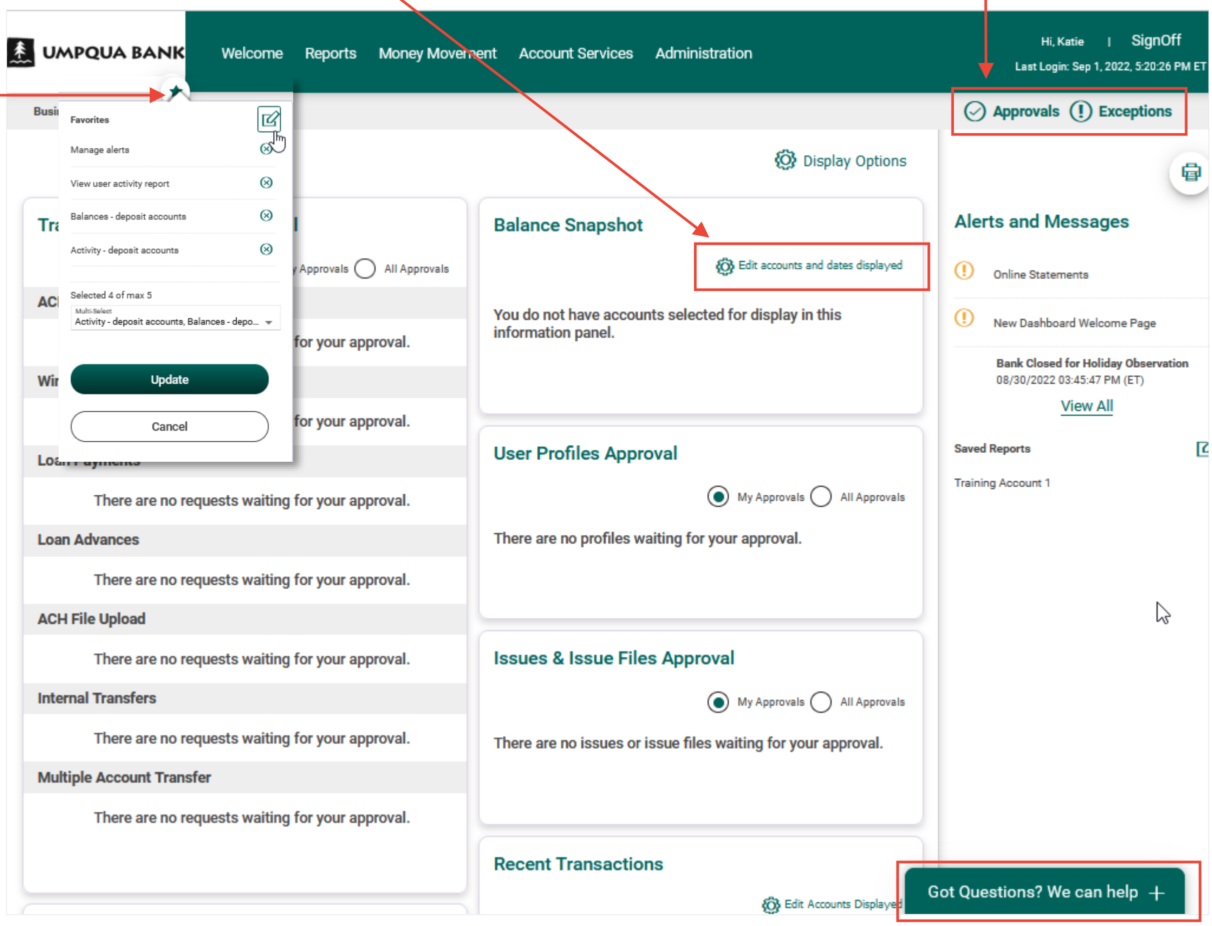
The Information Panels display your most critical information at a glance.

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

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

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.



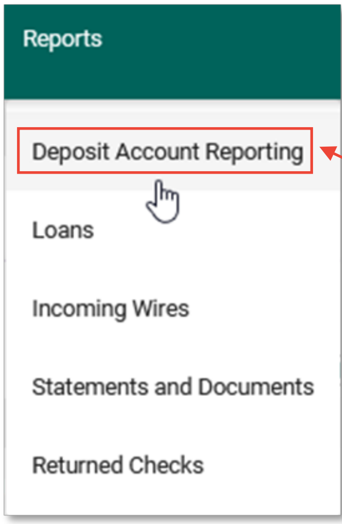
Use the Favorites button to favorite up to five pages that you use frequently and want to access quickly.

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

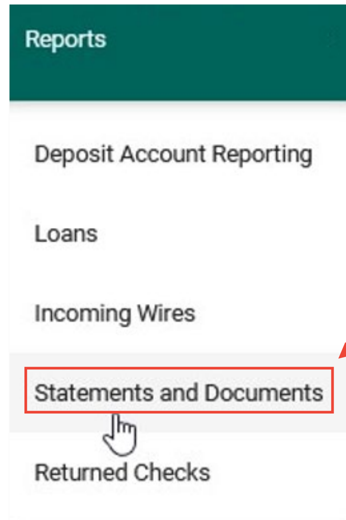
Use the Got Questions? We can help button to search for answers to your questions, read the FAQs, or use the number to call support.

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

Use the Reports tab to navigate to your reports.

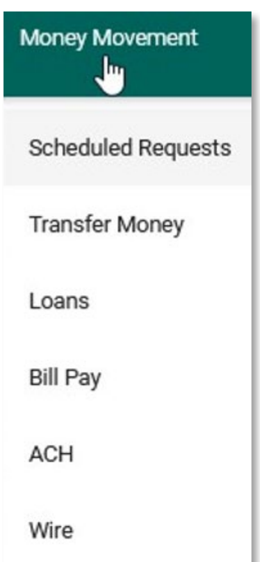


The Deposit Account Reporting is the most utilized option to view your accounts' transaction activity and history.

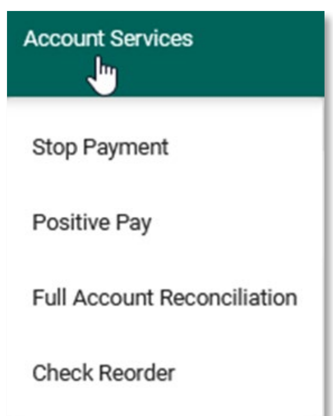


Use the Statements and Documents link to choose your accounts' statement and notice delivery preferences, and to go directly to your statements and/or notices.

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.