Digital Banking Guide

Commercial Dashboard



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User Guide - Commercial Dashboard

Introduction to Commercial Dashboard

The Commercial Dashboard or the landing page in Digital Banking offers a consolidated view of all accounts associated with your corporate entity.

This dashboard view can be customized to suit your viewing preference. Digital Banking offers flexibility of organizing and grouping accounts, creating a list of frequently used accounts to view their balances and accessing functionalities using short cuts and widgets.

Using the Digital Banking functionalities, users can choose between viewing accounts through a 'Standard View' which default view with account tiles or the 'Account List View' that allows for selecting only priority or frequently used accounts on the Homepage and the remaining accounts on a separate page in list format.

Please note: Dashboard viewing and customization options will be dependent on your user rights and entitlements.

NK 💁 C FDIC-Insured - Backed by the full faith and credit of the U.S. Government	Good Evening, Test User Last lagen 05/08/2025 at 10:49 PM	
account tile to view details and transaction history. Transfers & Payments Business Banking Services Settings Messages	Online Activity Log Off	This user guide will explain the process of managing accounts, account group and menu shortcuts for navigation.
me	Transfer Money Now	Section 1: Homonogo display
COUNTS	:	Section 1. Homepage display
nn: \$1,066.96 © MMDA COMMERCIAL HIGH YIELD 1472 : SMALL BL Current Balance \$33,377 Current Balance Available Balance	SINESS CHECKING 1471 : ce \$101.00 nce \$101.00	Accessing menus from Top bar
OMMERCIAL TERM TIME 7654 : SAVINGS (ext Payment Amount \$6.51 Available Bale	COMMERCIAL 0314 : ce \$927.64 nce \$927.64	 Home – The 'Home' tab is used to view account details and mana accounts display view.
Home Transfers & Payments Business Banking S RANSFER & PAYMENTS	ervices Settings Messages Online Activity Log Off St Transfer Money Transfer money from one account to another	2. <i>Transfer & Payments</i> – The 'Transfer & Payments' tab includes paymmenus for internal transfers, loans and bill payment.
Pay with Bill Pay Add, schedule and manage bill payments	Online Loan Pay Pay a CBNK loan with a deposit account from another Financial Institution	
Home Transfers & Payments Business Banking S REASURY SERVICES	ervices Settings Messages Online Activity Log Off Payments An advanced workflow to conduct a collect wice ACH and	 Business Banking – The 'Business Banking' tab contains menus executing payments through external networks such as ACH and Wir It also includes options for allied functionalities needed for support payments such as Recipient Management, Positive Pay, Bill F
Tax Payments Pay federal or state taxes	Ar advanced work now to send of collect whe, ACH, and other one-time or recurring payments Create a batch ACH payment by uploading a file	Administration. The Reporting menus support standard ACH Reports and interna generated reports required for tracking and MIS purposes.
Recipients Create & manage recipients of commercial payments	Billpay Create payees and set up automatic bill payments	
Billpay Admin Business Bill Pay Administrator Interface	Positive Pay Validate check payments & automate check processing	
PORTING		

vices Settings Messages Online Activity Log Off	 Services – The 'Services' tab includes menus to support other banking functionalities such as stop payment, account opening and statement generation
Open an Account Click here to open a new account.	It also contains links for locating the bank's ATMs and branches. The 'Help' link contains a list of FAQs & procedures related to your banking
Stop Payment Place a stop payment on a check	access.
·	
Help Learn more with online banking help and documentation	
	Settings Messages Online Activity Log Off Open an Account Click here to open a new account. Stop Payment Place a stop payment on a check Help Learn more with online banking help and documentation

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	ADMINISTRATION Stusers Manage permissions for transactions, features, & accounts per user role	Policies Manage permissions for transactions, features & accounts at a company level	such as User Administration, defining Company Policies for entitlements and managing User Roles.
	28. Manage User Roles Manage User Roles		It also includes options to customize and manage your accord preferences, alert configurations and personal account details.
	MESSAGES & ALERTS		Users can also update their login IDs, passwords and set their prefer
	Alert Settings Manage transaction, balance and security alerts		channel of delivery for receiving the SAC (Secure Access Code) u
	SECURITY		Users can customize and undate their preferences for view
	Update Password Change your password for online banking	Description Description Update your login ID for online banking	Homepage, Accounts, Statement Delivery and Accessibility and upo
	2-Factor Authentication Update your delivery methods for two-step login authentication		any changes to their personal mormation.
	PREFERENCES		
	Statement Delivery Preferences Statement Delivery Preferences	Homepage Preferences Manage your commercial dashboard contenc	
	Account Preferences Change account order & visibility throughout online banking	Languages & Themes Choose different languages or appearances for online banking	
	Leading Accessibility		
Transfers & Pe Aessages curity Alert: New Us :urity Alerts - Do Not Rept w online user created	ser Created py 5/10/2025 ed for customer CAP		secure messages (internally transmitted messages).
Transfers & PP. Messages ecurity Alers: Now Us ecurity Alers: No Not Rep lew online user created est User ecurity Alers: No Not Rep ecurity Alers: No Not Rep ecurity Alers: No Not Rep ecurity Alers: No Not Rep ecurity Alers: Do Not Rep	ser Created y ply \$110.2025 dt for customer CAP \$110.2025 \$110.2025 Password \$110.2025 ply \$110.2025 ole Changed \$110.2025 ole Changed Approv ply \$110.2025 ole Changed Approv ply \$110.2025 ole Change Approv ply \$110.2025	Secure Messages & Conversations Select a message to view or click here to create a message.	secure messages (internally transmitted messages).
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Home Page Preferences Right Menu Quick Links Add fast access to features on your home screen. On a mobile device, access your Quick Links using the "More" button at the top of the screen. Quick Transfer Press Releases Right Menu Widgets Add functionality to your home page with widgets. On a mobile device, access your widgets using the "More" button at the top of the screen. Postbue Ray Add functionality to your home page with widgets. On a mobile device, access your widgets using the "More" button at the top of the screen. Postbue Ray Account List Bable a separate, streamlined account list page for a higher volume of accounts. You can prioritize a subset of accounts for display on the home page. Account List Main Content Widgets Add functionality to the main area of your home page with widgets. Favorite Reports	 Section 2: Accounts View Using Digital Banking you can customize the Homepage view as per your requirements and preferences. Navigation: The Homepage display can be set from the 'Homepage Preferences' tile available under the 'Settings' tab. Select the Homepage Preferences tab and navigate to the 'Home Page Preferences' page. Navigate to the 'Account List' field and select it, if you wish to have an 'Account List' view, as indicated in the image. If the option is not selected, the Homepage will be displayed in 'Standard View List'
Home Transfers & Payments Business Banking Services Settings Messages Online Activity Log Off Home Image: Comparison of the compariso	 Standard view: The 'Standard View' displays all accounts as individual tiles on the Homepage. Account Tiles can be moved using the cursor to change their sequence and placement.
Home Transfers & Payments Business Banking Services Settings Online Activity Log Off Home Image: Constraint of the second seco	 4. Account List view: Displays only selected Priority Accounts on the Home page and other accounts on a different page in a list format. Click on the 'View All Accounts' link to view the complete list of accounts on a separate page.
Home Transfers & Payments Business Banking Services Settings Messages Online Activity Log Off All accounts - 4 Search all accounts Filter all accounts Filter all accounts Priority Checking Loan Savings Midda Counts - 1 Current Balance Sass - 1 Total Midda CoMMERCIAL HIGH YIELD Current Balance Sass - 2 SMALL BUSINESS CHECKING Current Balance Silo 100 Sol CoMMERCIAL HIGH YIELD Current Balance Sol Comment Busines Sol Sol Sol Sol Comment Busines Sol Sol Sol Sol Sol Sol Sol Sol Sol Sol	On the Account List page, click on the 'star' icon to mark the account as priority and add it to the Account List view.



5. Scroll down to the 'Asset Summary' display to view the breakup of your account in a graphical form.

The summary section displays the account balance with a link to 'View Transactions'.

Use the 'Previous' (<) and 'Next' (>) keys to shuffle between the accounts.

The 'Asset Summary' section is collapsible and can be expanded when needed.



Filter all accounts: Meril Selected Ungrouped Priority Checking Loan Saving Sorted by: Default V	g5		4
Select All			
SAVINGS COMMERCIAL (Accounts)	Current Balance \$927.64	Available Balance \$927.64	
COMMERCIAL TERM TIME (Priority 1-A) 7654	Accrued Interest \$0.04	Previous year-to-date interest amount \$0.00	
SMALL BUSINESS CHECKING 1471 (Group 3) 1471	Current Balance \$101.00	Available Balance \$101.00	
MMDA COMMERCIAL HIGH VIELD (Group 3) 1472.	Available Balance \$33.37	Accrued Interest \$0.00	

- accounts on a separate page.
- b. Click 'Create Group' to create a new group.
- c. Click on 'Options' icon of a group to Edit, Delete group.



All accounts - 4	9, Search PRIORITY 2 group			2. Editing an existing group:
+ Create group	Filter PRIORITY 2 group: A Priori	ity Loan Savings	ą	To edit an existing group, click on the 'ellipsis' available against next to the group name and select the 'Edit' Group.
Group 3 - 2 Current Balance \$1343 Available Balance \$1343	37 SAVINGS COMMERCIAL		Current Balance Available Balance \$	The 'Edit Group' overlay allows editing the group name and you ca
PRIORITY 2 - 2	COMMERCIAL TERM TIME		Accrued Interest \$0.04 \$0.00	select additional or deselect existing accounts as needed.
Available Baie Accrued Inter Move Up Move Down Edit Group Remove Group	p_			 Other Options: The 'Accounts Group' 'ellipsis' includes options to move the group 'Up or 'Down' on the Account List view page. Select the required option to move the group from its existing place to the group from its exist place to the group from the
	All accounts - 4	Q Search all accounts Filter all accounts	g Loan Savings	the next location upward or downward as desired. Click on the 'Remove Group' if you want to remove the group from th Account List view.
	+ Create group	Sorted by: Default 🗸		
	My Accounts - 1	MMDA COMMERCIAL HIGH YIELD		
	Move Down	SMALL BUSINESS CHECKING		
	Group 3 - Current Balan Edit Group Available Bala	COMMERCIAL TERM TIME		
	Remove Group	SAVINGS COMMERCIAL 0314		
	"ENCES	nickname or view account details. Group and sort accounts	is they are displayed on the homepage	
Q Search by account lab	el, name, nickname, number, or product type	2		Please Note: You can also use the Settings>>Account Preferences' path to: i. Modify the sequence of the accounts within the aroup. Use th
PRIORITY 2 🖉			^ V	'arrow keys' to move the location of a specific account displa within the group.
COMMERCIAL TE	RM TIME 7654		^ ~	ii. Use the 'Pen' icon to modify the group name.
SAVINGS COMME	ERCIAL 0314		~	
me Transfers & Payments	Business Banking Services Setting	15 Messages Online Activity Log Off		Section 4: Grouped account balances
	ENCES	nickname or view account details. Grown and sort accounts	s as they are displayed on the homenage	For each group you and define the heleness you wish to view on the Upresses
Search by account label	, name, nickname, number, or product type	incentine of the watcourne decards, circup and soft accounts		or for the group.
Group 3 🖉			^ v	The account balance types selected for the first account in the group will b applied to all the accounts in the Group.
MMDA COMMERC	IAL HIGH YIELD 1472		^ ~	Navigation: 1. Navigate to Account Preferences tile available under the 'Settings' tal
Details Online Display Name		Select a balance to display on home	: page (max 2)	2. Select the required group and click on the 'expand/collapse' arrow of
MMDA COMMERCIAL HIGH	H YIELD 🖉	Available Balance Current Balance		the right-corner. The following actions can be performed using the displayed overlay
Current Account Group			5	 Use the 'pen' icon to modify the 'Online Display Name' of th
Account Visibility		Last Deposit Amount Year-to-date interest amount		Account Group.
Home		Previous year-to-date interest amount		 Use the 'Current Account Group' dropdown to move th selected account to another group
		Available Balance with Sweep		 Use the toggle button to determine if the account should b
				displayed on the Homepage.
				Use the checkboxes to select the balance types that you wis to display for the Account on the Homepage and for its Group Please Note: You can select a maximum of two balance types only.
Home	2		ā	Section 5: Account Tiles – Options
	NE		чQ.	Each Account tile contains a list of options available under the 'ellipsis'.
			:	Click on the 'ellipsis' to view the below given options:

MMDA COMMERCIAL HIGH YIELD 1472		SMALL BUSINESS CHECKING 1471 1471	:
Available Balance Current Balance	View Activity	Current Balance Available Balance	\$101.00 \$101.00
	Quick Transfer		
PRIORITY 2	Nickname Account		:
Accrued Interest: \$0.05 ③ Previous year-to-date interest amount: \$0.75 ③	Move to		
COMMERCIAL TERM TIME 7654	Settings	SAVINGS COMMERCIAL 0314	:
Accrued Interest	\$0.04	Current Balance	\$927.64
		8	
		•	
		•	
		•	
		•	

- 1. *View Activity:* Used to view the list of transactions associated with the account.
- 2. *Quick Transfer:* Used for navigating to the fund transfer screen for creating a 'Quick Transfer' from the selected account to another account.
- Nickname Account: You can personalize the account name for quick recall and reference.
 Global Nickname (if updated) will be updated for all users who have not set their own nickname.
 However, 'Personal Nickname' is for your reference only and will be visible only to the user updating it.
- 4. *Move To:* Use the 'Move To' option to move the account from its current group to another group.

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Home		ą	Transfer Money Now
GROUP 3		:	Exceptions cannot be displayed
Current: \$134.37 ① MMDA COMMERCIAL HIGH YIELD 1472 Available Balance \$33.37 Current Balance \$33.37	SMALL BUSINESS CHECKING 1471 1471 Current Balance Available Balance	\$101.00 \$101.00	TRANSACTION APPROVALS Funds Transfer (12 July 1, 2025 \$0.01 Approve
PRIORITY 2		:	Funds View Details Februa \$0.01
ASSET SUMMARY		\sim	Funds Transfer (12 August 17, 2026
FAVORITE REPORTS		^	\$0.01
No favorite reports have been run. Please vi View a	sit Reports to select favorites and run reports.		View approvals in Online Activit Single Recurring Transactions Transactions

Main Content Widgets

Add functionality to the main area of your home page with widget

 Settings: The 'Settings' link will take you to the 'Details & Settings' overlay wherein all categories of account balances will be displayed. It will also allow the below given actions: Editing Global Nickname and Personal Nickname.

Editing the Account visibility on the Homepage using the toggle button.

Use the 'print' icon available on the right corner if you wish to print the displayed details.

Section 6: Quick Actions from the Right Menu Options

Digital Banking offers flexibility to add short cuts and frequently used widgets on your Homepage.

The added action will be displayed on the Homepage on the right-hand navigation bar.

Please Note: Quick Actions will display based on your entitlements and rights.

Navigation:

1. Navigate to 'Homepage Preferences' tile available under the 'Settings' tab.

Click on the 'Quick Transfer' field under the 'Right Menu Quick Links' section to add the shortcut to your Homepage.

Click on the 'Positive Pay' field under the 'Right Menu Widgets' section to add the widget to your Homepage.

You can also add the 'Favorite Reports' widget from the 'Main Content Widgets' dropdown and add it to your Homepage.

- 2. Based on your user entitlements, you will be able to view a list of transactions pending approval under the 'Transaction Approvals' section. a short-cut to 'Online Activity' and a short cut
- 3. Use the 'Account List' to highlight frequently used accounts.

Please Note: The above options can be selected or deselected by clicking on the field names.

4. Based on the widget selections in the 'Home Page Preferences' section, the shortcuts will be displayed on the right corner of the Homepage.

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