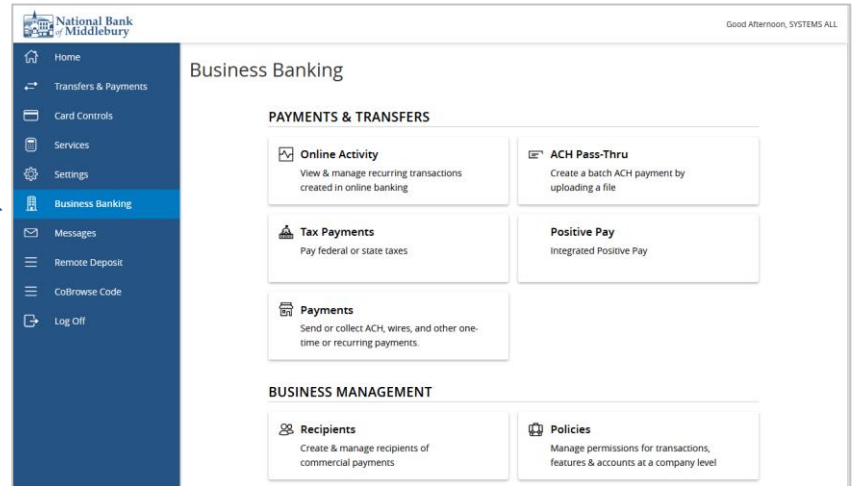
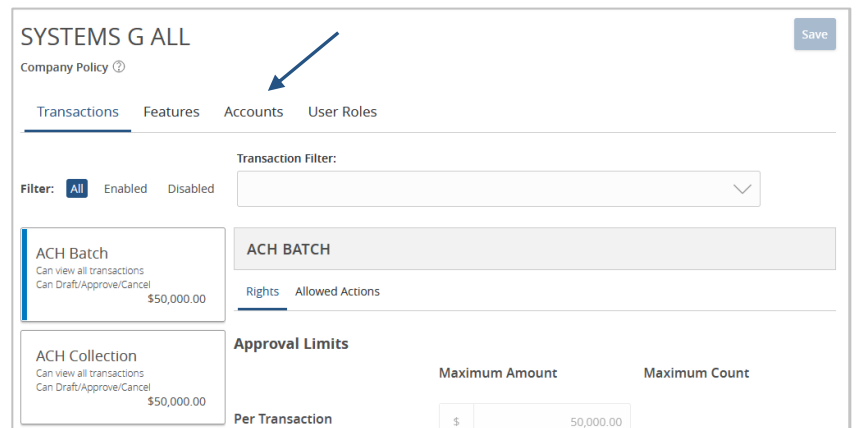


NOTE: Account Labeling allows you to group accounts for easy identification. Only User Administrators will have access to this function.

1. Select the 'Business Banking' menu, then select 'Policies'.



2. Select 'Accounts' tab within the top row.



Questions? We're here to help.
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National Bank
of Middlebury

Account Labeling

3. Check the box next to each account that you would like to label. Next, select 'Edit Labels' to start labeling your account(s).

SYSTEMS G ALL Save

Company Policy ⓘ

Transactions Features **Accounts** User Roles

ACCOUNTS ⓘ

Edit Labels 2 of 2 selected accounts shown

Number	Name	View	Deposit	Withdraw	Labels	<input type="checkbox"/>
*****0001	HELOC FLEX 80	✓	✓	✓		<input type="checkbox"/>
*****4444	SMALL BUSINESS ADVANTAGE E	✓	✓	✓		<input checked="" type="checkbox"/>

4. Enter a label name.
5. Select the 'Create' button.
6. Select 'Add' to label the chosen accounts.
7. Select 'Save'.

Add/Remove Labels

2 accounts selected

Create

Select all

Add

Remove

Close Save

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Account Labeling

NOTE: The label will be indicated next to each account that was selected.

8. Select 'Save' to save the changes to the Company Policy.

NOTE: Account Labels can be used to quickly select grouped accounts within the Allowed Actions for Company Policy, User Roles and Information Reports.

SYSTEMS G ALL Save

Company Policy ⓘ

Transactions Features Accounts User Roles

ACCOUNTS ⓘ

Number	Name	View	Deposit	Withdraw	Labels	<input type="checkbox"/>
*****0001	HELOC FLEX 80	✓	✓	✓		<input type="checkbox"/>
*****4444	SMALL BUSINESS ADVANTAGE E	✓	✓	✓	Small Biz Label X	<input type="checkbox"/>
*****0001	FIXED RATE FIRST LIEN	✓	✓	⊘		<input type="checkbox"/>
*****3333	SMALL BUSINESS ADVANTAGE E	✓	✓	✓	Small Biz Label X	<input type="checkbox"/>

Save

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