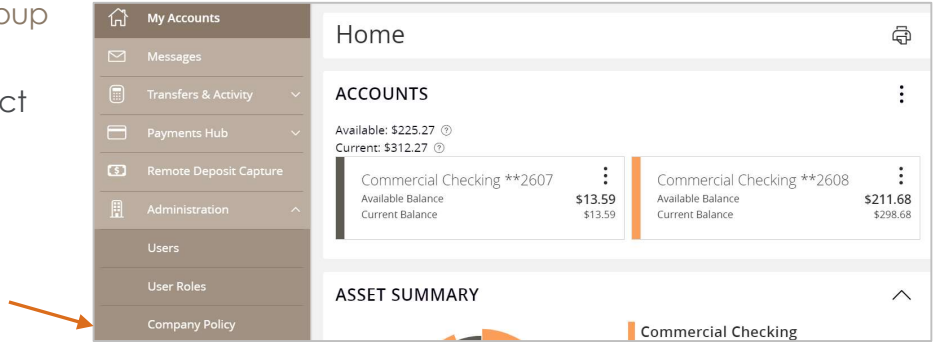
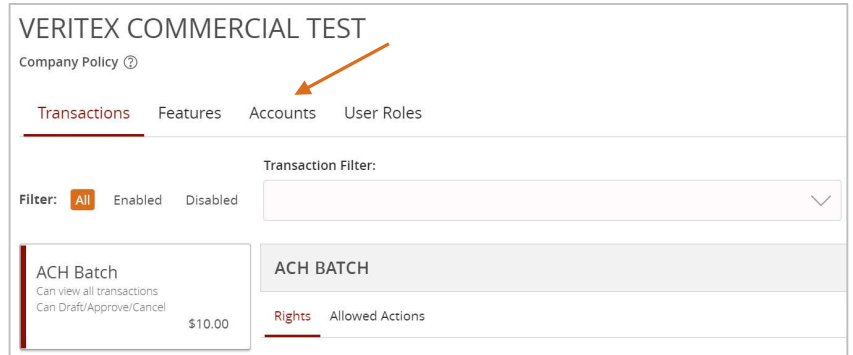


**NOTE:** Account Labeling allows you to group accounts for easy identification.

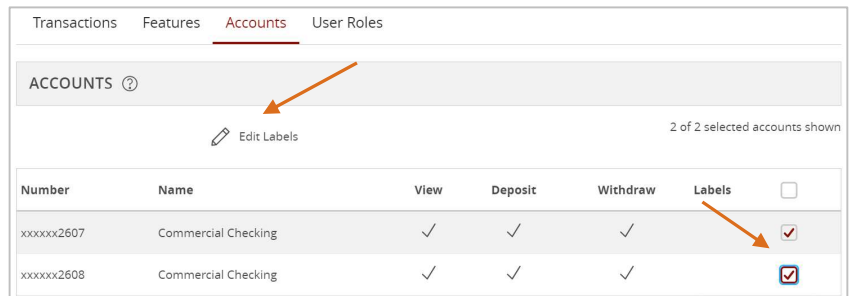
1. Under the 'Administration' menu, select 'Company Policy'.



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



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



Questions? Call our customer support.

Phone: 833-VERITEX (833-837-4839) or 469-443-9912 (Treasury Support: 972-349-6195)

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

## Add/Remove Labels

2 accounts selected

Create

✔ Labels added

Select all

Sample (New)

Add

Remove

Close

Save

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

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

Transactions   Features <u>Accounts</u> User Roles						
ACCOUNTS ⓘ						
Number	Name	View	Deposit	Withdraw	Labels	
xxxxx2607	Commercial Checking	✔	✔	✔	Sample ✕	<input type="checkbox"/>
xxxxx2608	Commercial Checking	✔	✔	✔	Sample ✕	<input type="checkbox"/>

Save

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