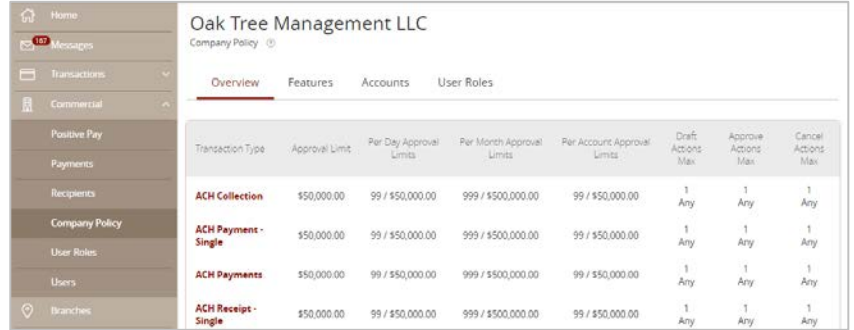


Account Labeling

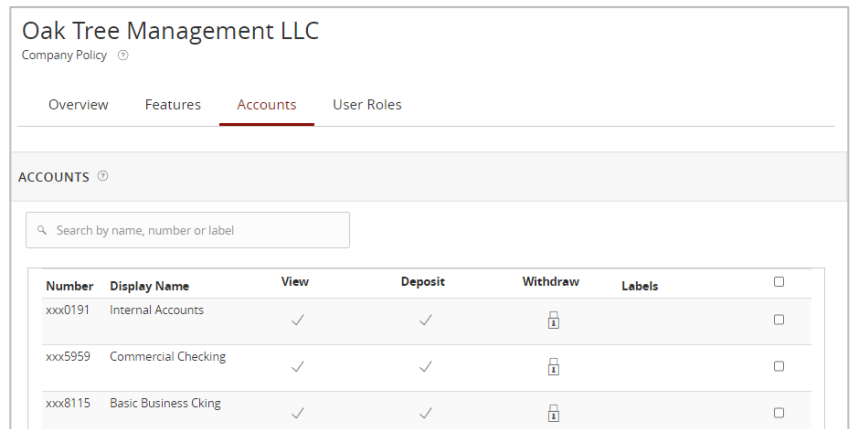
NOTE: Account Labeling allows you to group accounts for easy identification.

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



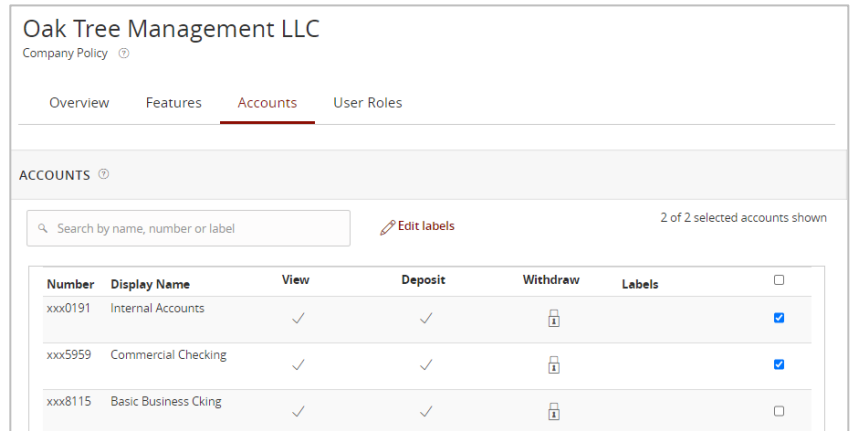
Transaction Type	Approval Limit	Per Day Approval Limits	Per Month Approval Limits	Per Account Approval Limits	Draft Actions Max	Approve Actions Max	Cancel Actions Max
ACH Collection	\$50,000.00	99 / \$50,000.00	999 / \$500,000.00	99 / \$50,000.00	1 Any	1 Any	1 Any
ACH Payment - Single	\$50,000.00	99 / \$50,000.00	999 / \$500,000.00	99 / \$50,000.00	1 Any	1 Any	1 Any
ACH Payments	\$50,000.00	99 / \$50,000.00	999 / \$500,000.00	99 / \$50,000.00	1 Any	1 Any	1 Any
ACH Receipt - Single	\$50,000.00	99 / \$50,000.00	999 / \$500,000.00	99 / \$50,000.00	1 Any	1 Any	1 Any

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



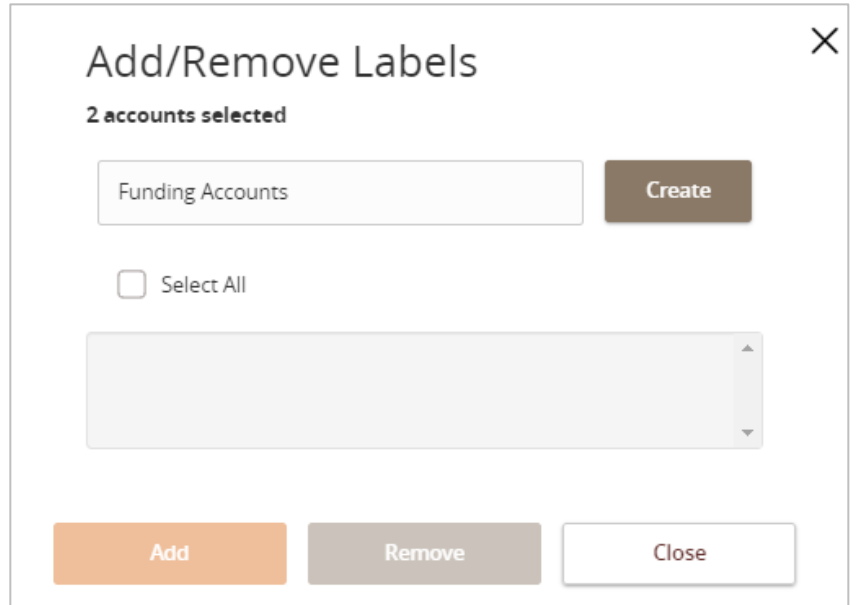
Number	Display Name	View	Deposit	Withdraw	Labels
xxx0191	Internal Accounts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
xxx5959	Commercial Checking	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
xxx8115	Basic Business Cking	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

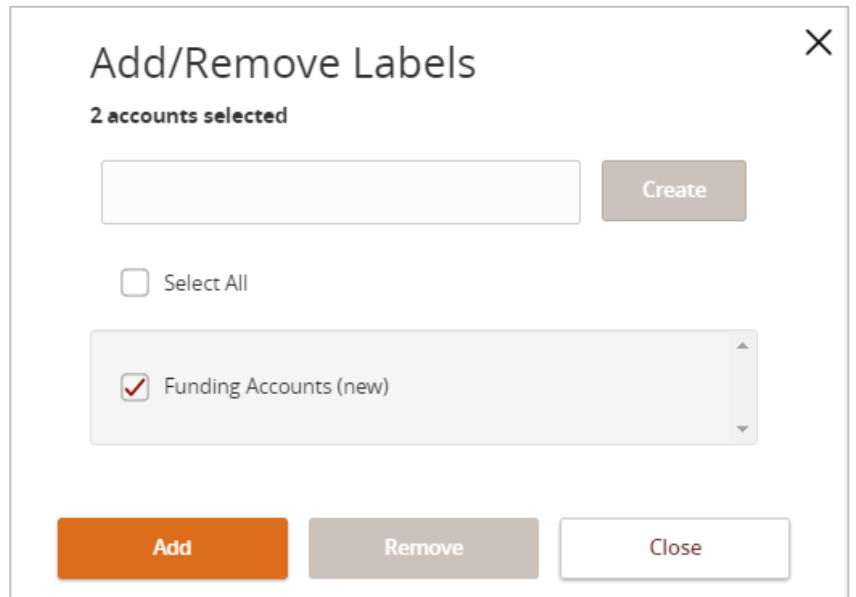


Number	Display Name	View	Deposit	Withdraw	Labels
xxx0191	Internal Accounts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
xxx5959	Commercial Checking	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
xxx8115	Basic Business Cking	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Enter a label name.
5. Select the 'Create' button.

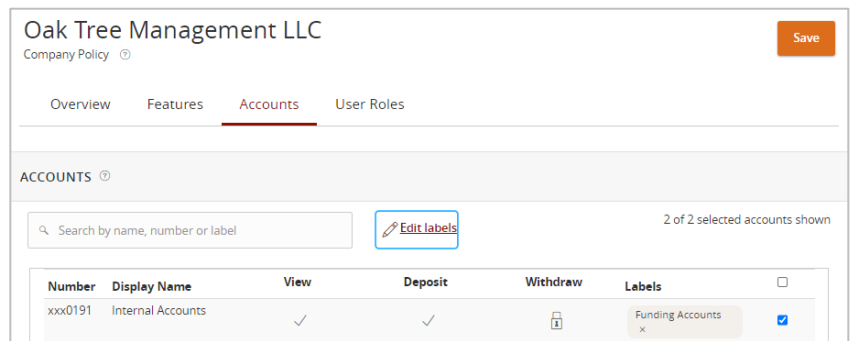


6. Select 'Add' to label the chosen accounts.
7. Select 'Close'.



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

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



Number	Display Name	View	Deposit	Withdraw	Labels
xxx0191	Internal Accounts	✓	✓		Funding Accounts x <input checked="" type="checkbox"/>