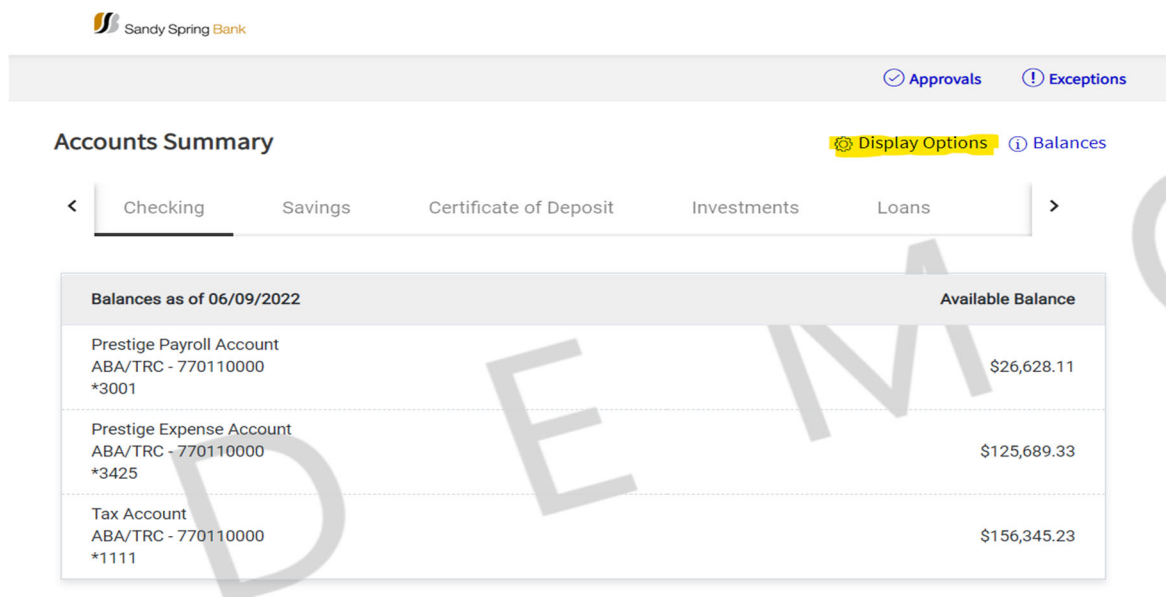


- From the Welcome Screen, click on the Display Options Hyperlink to the right of Accounts Summary.



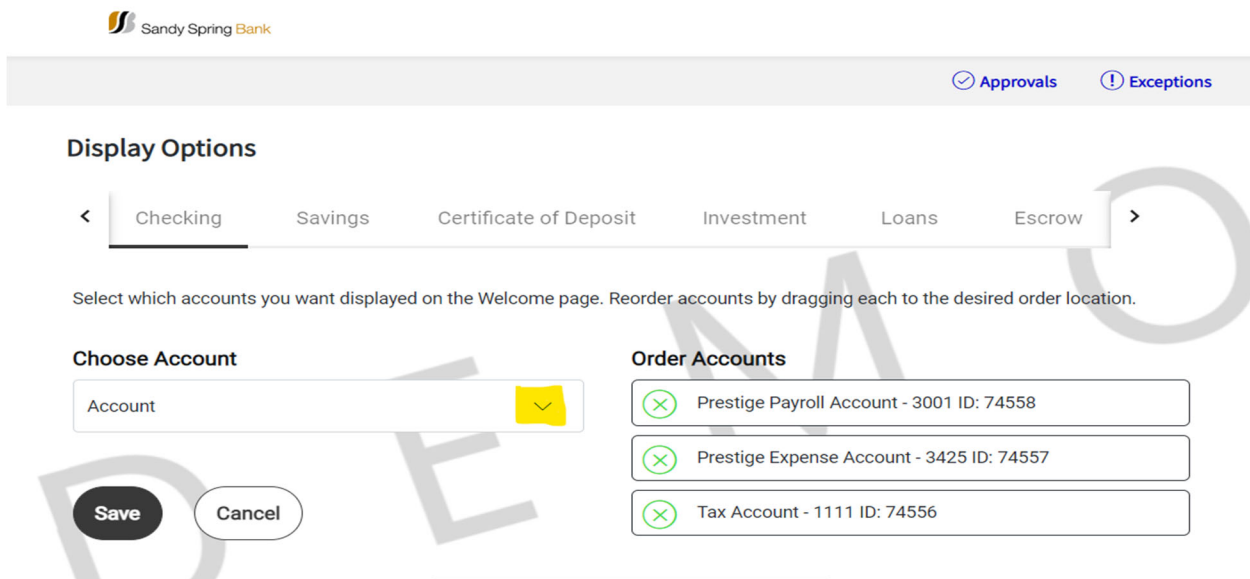
[Approvals](#) [Exceptions](#)

Accounts Summary [Display Options](#) [Balances](#)

[Checking](#) [Savings](#) [Certificate of Deposit](#) [Investments](#) [Loans](#)

Balances as of 06/09/2022		Available Balance
Prestige Payroll Account ABA/TRC - 770110000 *3001		\$26,628.11
Prestige Expense Account ABA/TRC - 770110000 *3425		\$125,689.33
Tax Account ABA/TRC - 770110000 *1111		\$156,345.23

- The Display Options page appears with a Choose Account column on the left and an Order Accounts column on the right.
- To add a new account or remove existing accounts that display on the welcome page, click the drop down arrow located in the top right of the choose accounts box.



[Approvals](#) [Exceptions](#)

Display Options

[Checking](#) [Savings](#) [Certificate of Deposit](#) [Investment](#) [Loans](#) [Escrow](#)

Select which accounts you want displayed on the Welcome page. Reorder accounts by dragging each to the desired order location.

Choose Account

Account ▼

Save **Cancel**

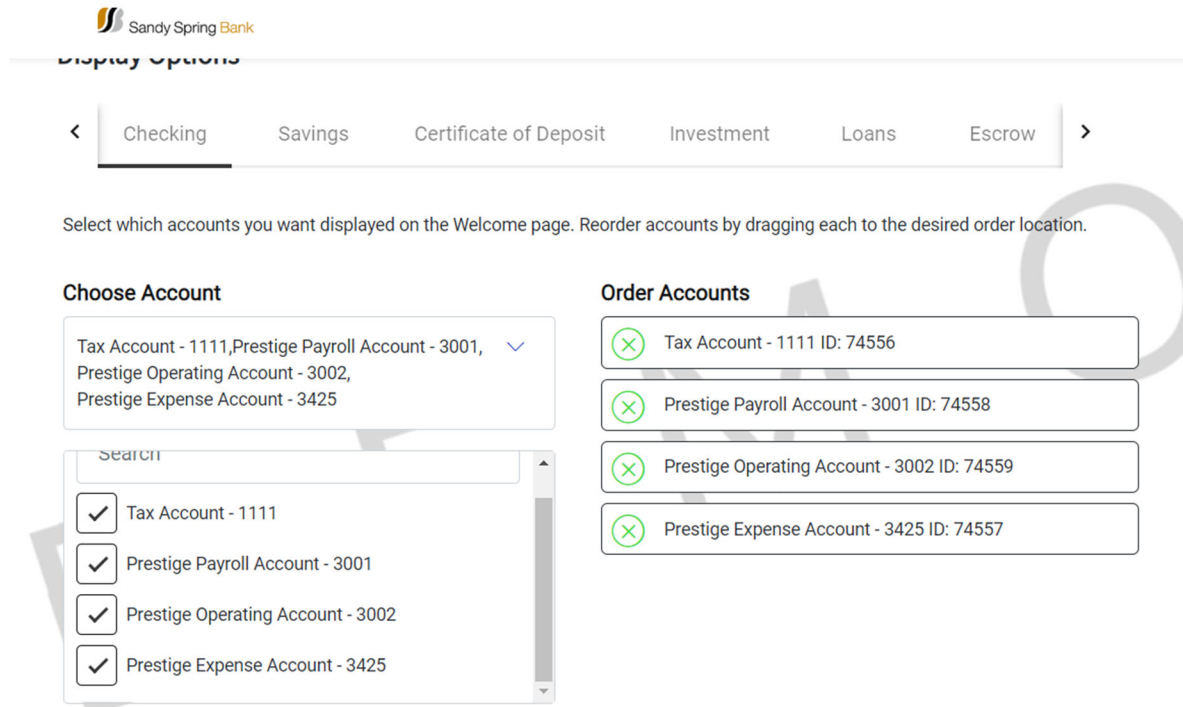
Order Accounts

- Prestige Payroll Account - 3001 ID: 74558
- Prestige Expense Account - 3425 ID: 74557
- Tax Account - 1111 ID: 74556

- To add** an account, check mark the box to the left of the specific account you want to add
- To remove** account, uncheck mark the box to the left of the specific account you want to remove. You can also remove an account by clicking the X next to the account name under the Order Accounts column.

How to Reorder Accounts Displayed on the Business Online Banking Welcome Page

- Once all accounts are added or removed, you will see all accounts that you want displayed on the welcome page listed under the Order Accounts Column.



Display Options

Checking
 Savings
 Certificate of Deposit
 Investment
 Loans
 Escrow

Select which accounts you want displayed on the Welcome page. Reorder accounts by dragging each to the desired order location.

Choose Account

Tax Account - 1111, Prestige Payroll Account - 3001, ▼
 Prestige Operating Account - 3002,
 Prestige Expense Account - 3425

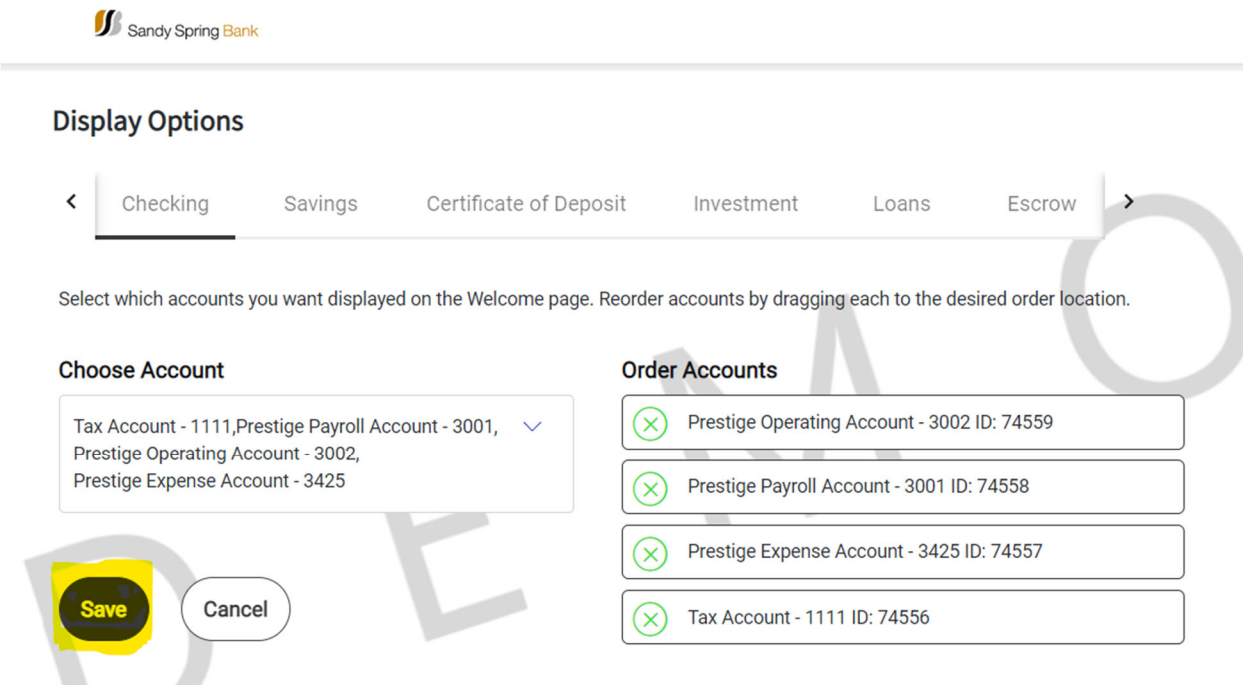
Search

- Tax Account - 1111
- Prestige Payroll Account - 3001
- Prestige Operating Account - 3002
- Prestige Expense Account - 3425

Order Accounts

-
-
-
-

- To reorder accounts, click on the account box that you want to move and drag the box into the new position.



Display Options

Checking
 Savings
 Certificate of Deposit
 Investment
 Loans
 Escrow

Select which accounts you want displayed on the Welcome page. Reorder accounts by dragging each to the desired order location.

Choose Account

Tax Account - 1111, Prestige Payroll Account - 3001, ▼
 Prestige Operating Account - 3002,
 Prestige Expense Account - 3425

Order Accounts

-
-
-
-

- Once all accounts are in the correct order that you would like them to display then click the Save button at the bottom of the screen.

7. You will want to complete steps 3-6 for each account type. i.e. checking, saving, loan

Display Options

< Checking Savings Certificate of Deposit Investment Loans