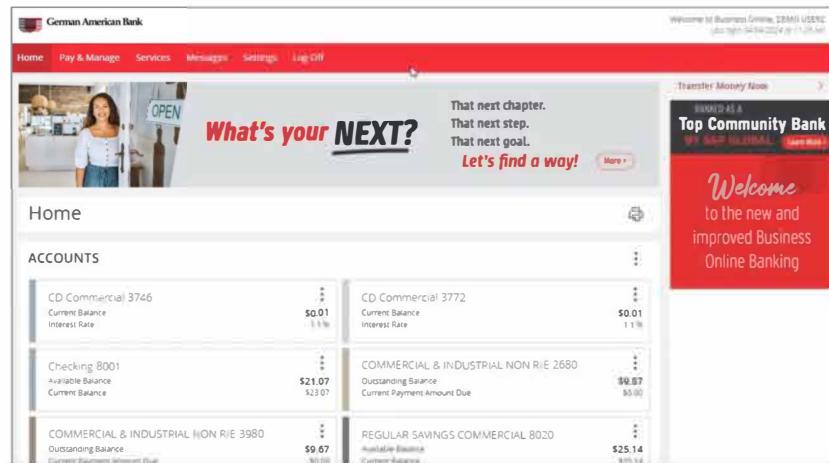
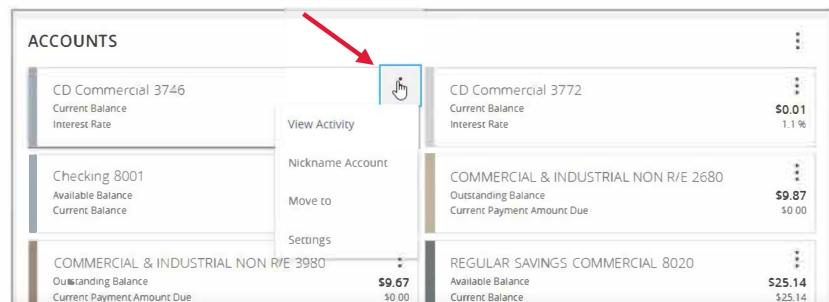


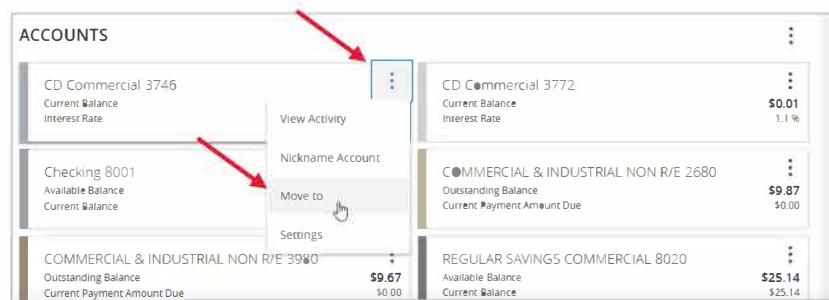
1. View a listing of accounts accessible within Digital Banking.
2. The quick action menu 'Transfer Money Now' is located in the top right corner of the screen for your convenience.



3. Select the 'Options' icon next to each account to reveal multiple available quick actions.



4. To create a grouping of accounts, click the 3-dot icon next to an account, then select 'Move to'.



5. Select 'Create New Group' in the 'Select Group' dropdown menu. Then enter the 'Group Name'.
6. Select 'Save'.

Alternatively, a new group can also be created by selecting an account and dragging it down the page to an envelope that will appear in the lower right corner of the screen.

**NOTE:** Additional account(s) may be moved into the newly created group or additional group(s) may be created if needed by repeating step 6.

7. Click on the pie graph at the bottom of the screen to view a distribution of funds across accounts accessible within Digital Banking.

