

1. Accessing Stop Payments

- a. Login to Digital Banking.
- b. Select the “Accounts” tab.
- c. Select “Stop Payment”.
- d. Select the dropdown to view the eligible accounts that allow stop payments.

Stop Payment History

Stop Payment Account:

Stop Payment Type: Single Check Range of Checks

Check Number:

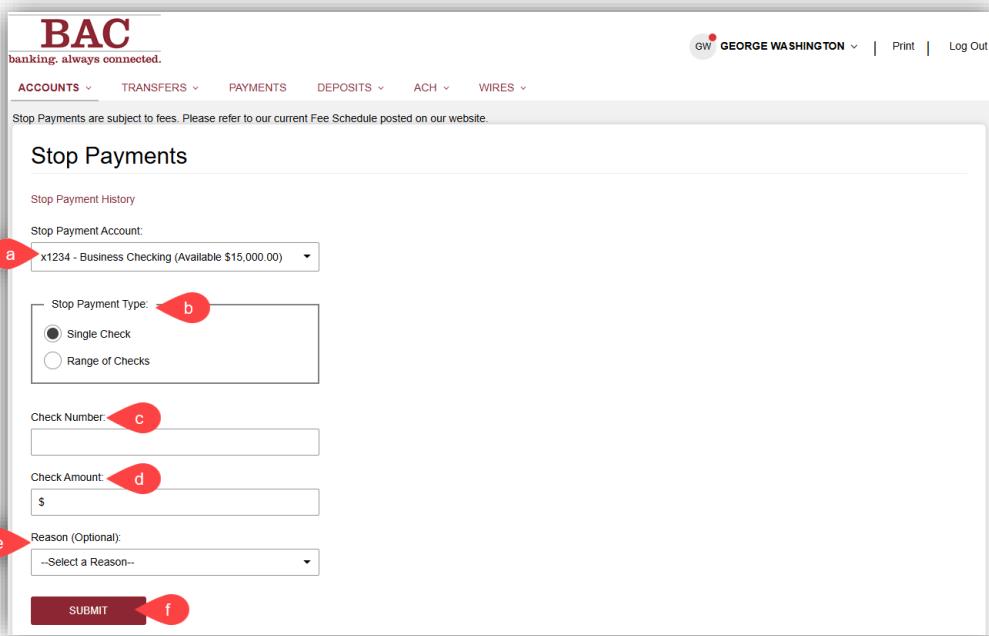
Check Amount:

Reason (Optional):

SUBMIT

2. Stop Payment

- a. Select the “Stop Payment Account” dropdown, then select the appropriate account.
- b. Select the “Stop Payment Type”.
 - i. Single Check
 - ii. Range of Checks
- c. Enter the check numbers.
 - i. Single check: “Check Number”
 - ii. Range of Checks: “Starting Check Number” and “Ending Check Number”
- d. Enter the amount of the check in the “Check Amount” field for a “Single Check” request.
- e. Select a reason for the stop, if applicable.
- f. Select the “Submit” button.

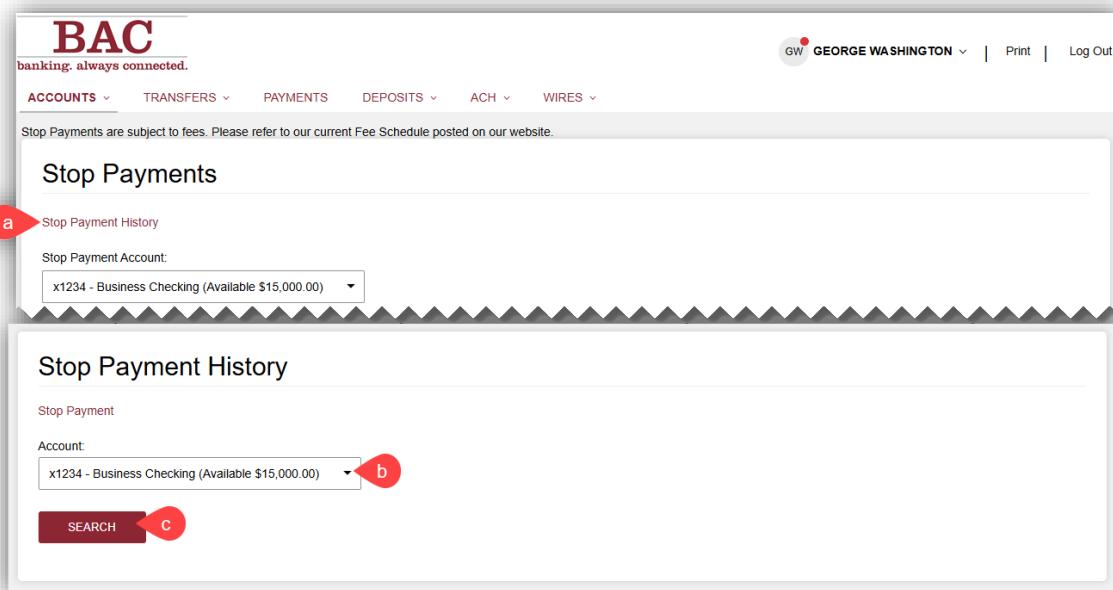


The screenshot shows the 'Stop Payments' page. At the top, there is a navigation bar with links for ACCOUNTS, TRANSFERS, PAYMENTS, DEPOSITS, ACH, and WIRES. Below the navigation is a note about fees. The main section is titled 'Stop Payments' and contains the following fields:

- Stop Payment Account:** A dropdown menu labeled 'a' containing 'x1234 - Business Checking (Available \$15,000.00)'.
- Stop Payment Type:** A dropdown menu labeled 'b' with options 'Single Check' (selected) and 'Range of Checks'.
- Check Number:** An input field labeled 'c'.
- Check Amount:** An input field labeled 'd'.
- Reason (Optional):** A dropdown menu labeled 'e' with the placeholder 'Select a Reason'.
- Submit:** A red button labeled 'f'.

3. Stop Payment History

- Select the "Stop Payment History" link on the "Stop Payment" view.
- Select the appropriate account for the active stop payment request from the "Account" dropdown.
- Select the "Search" button.



The screenshot shows the 'Stop Payment History' page. At the top, there is a navigation bar with links for ACCOUNTS, TRANSFERS, PAYMENTS, DEPOSITS, ACH, and WIRES. Below the navigation is a note about fees. The main section is titled 'Stop Payments' and contains the following fields:

- Stop Payment History:** A link labeled 'a'.
- Stop Payment Account:** A dropdown menu labeled 'b' containing 'x1234 - Business Checking (Available \$15,000.00)'.
- Search:** A red button labeled 'c'.