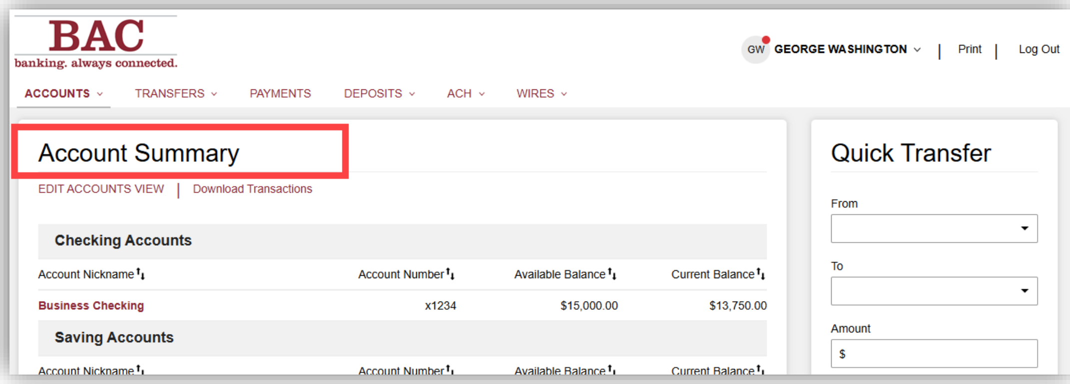
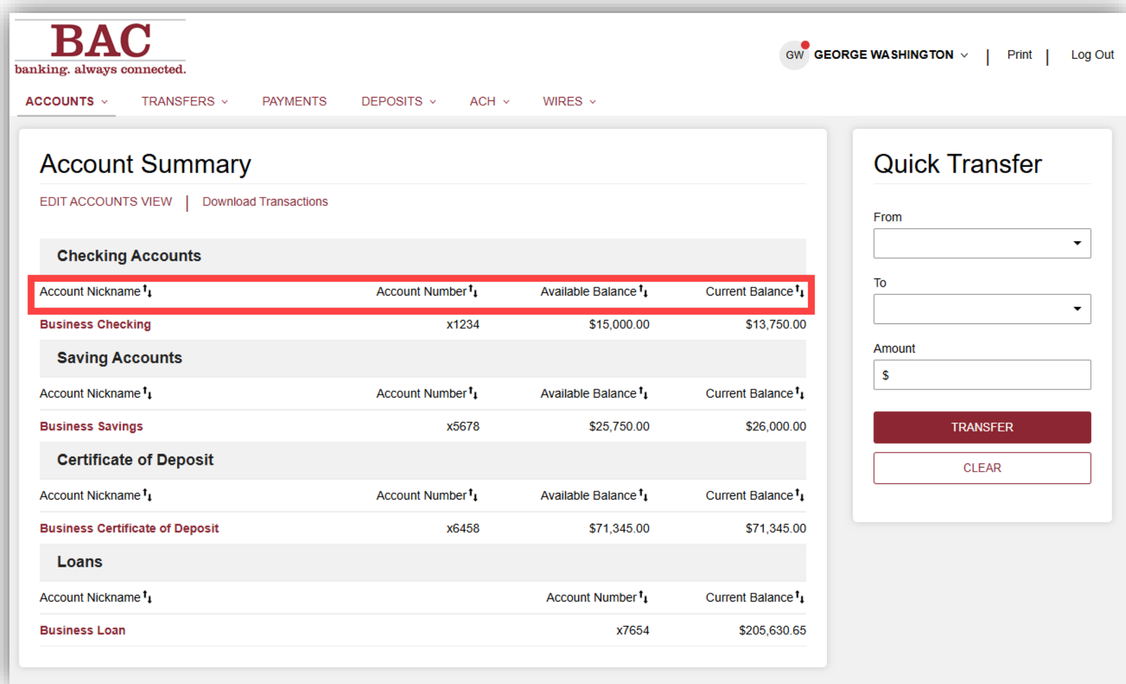
BAC Community Bank

Digital Banking – Cash Management
Account Summary, History, and Details

1. Accessing Account Summary and History
   a. Login to Digital Banking.
   b. Account Summary homepage is the default view

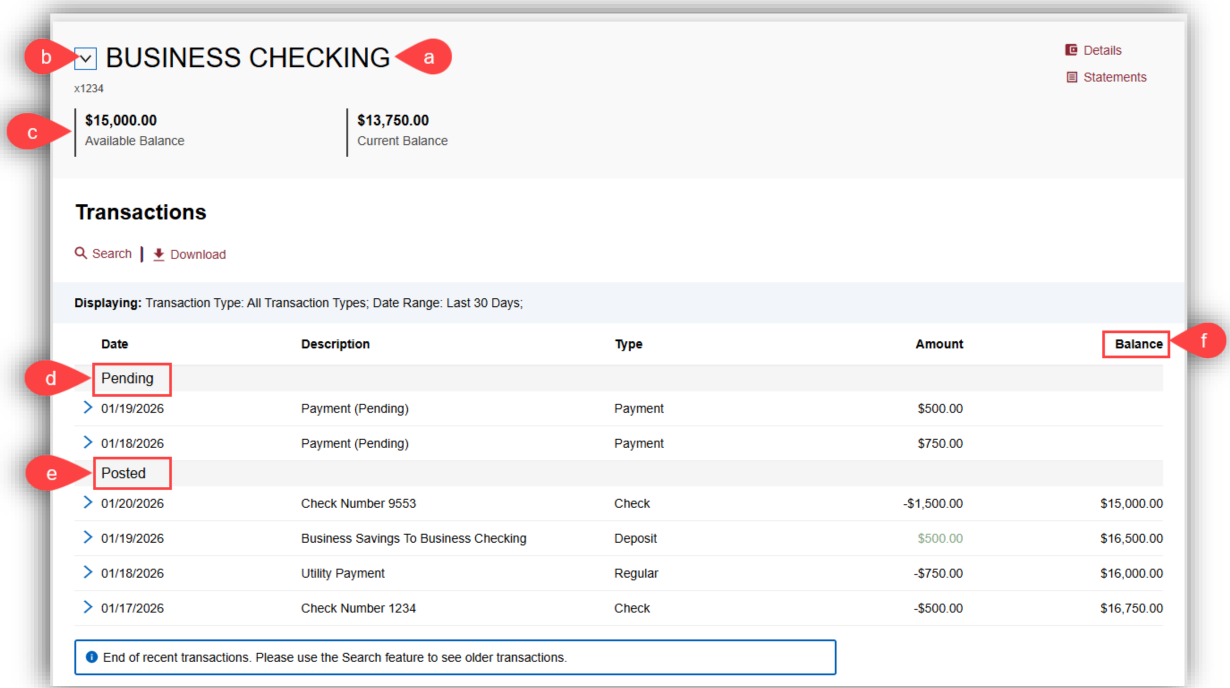


2. Account Summary Overview
   a. Display's basic information about each account:
      i. Account nickname (user-defined or system)
      ii. Available balance (checking, savings, and certificates)
      iii. Current balances (loans)
      iv. Last four digits of the account number

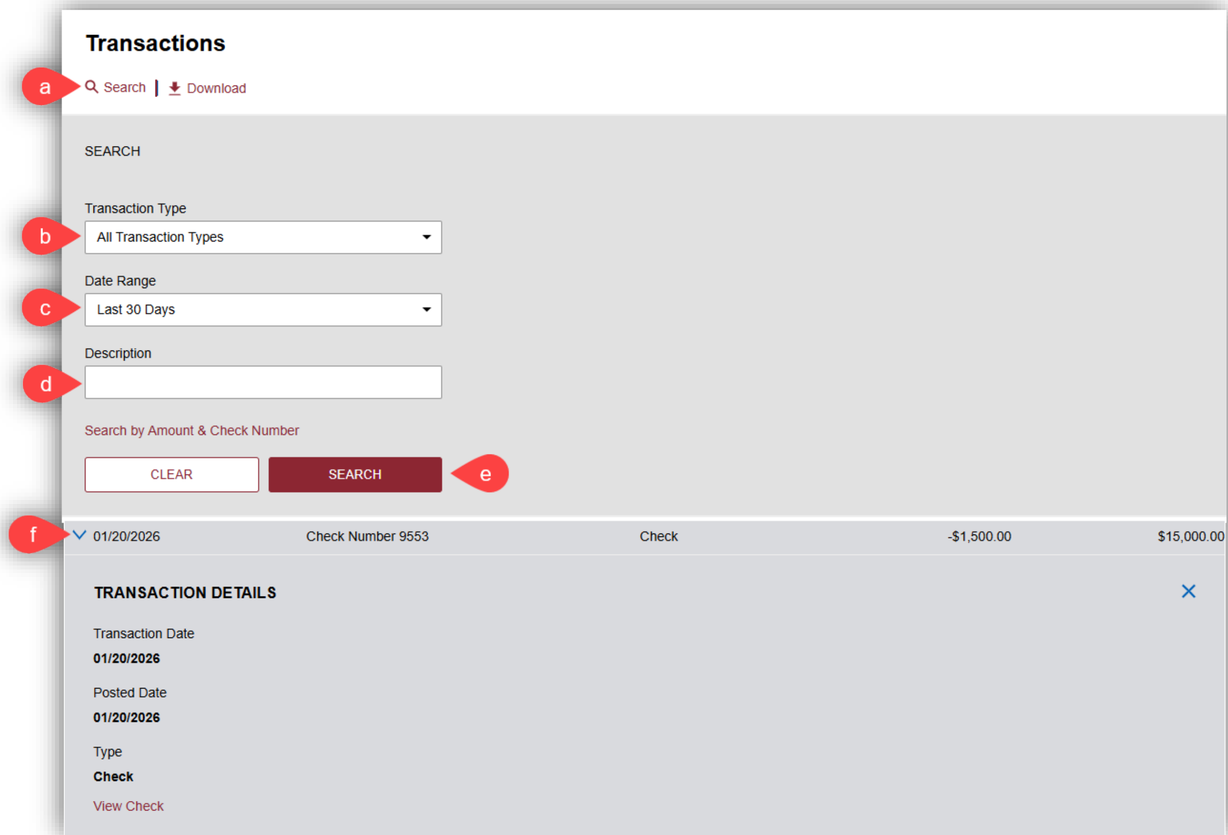


3. Viewing Account History

a. Select the applicable account nickname to view up to 30 days of transaction history including posted and pending transactions.
b. Select the down arrow at the top next to the account nickname to view a list of all the accounts that the user has access to.
c. View the available and current balances at the top of the page.
d. Pending transactions display at the top of the transaction list in the “Pending” section.
e. Posted transactions display below the “Posted” transaction section.
f. View the running “Balance” column to the right of the transaction line item.



4. **Searching for Transactions**
    a. Select the "Search" link under "Transactions" on the account history view.
    b. Select the transaction type from the "Transaction Type" dropdown field.
    c. Select the date range from the "Date Range" dropdown field.
    d. Enter a description to search by description, if applicable.
    e. Select the "Search" button.
    f. Select the "Arrow" to the left of the transaction date to view the transaction details.



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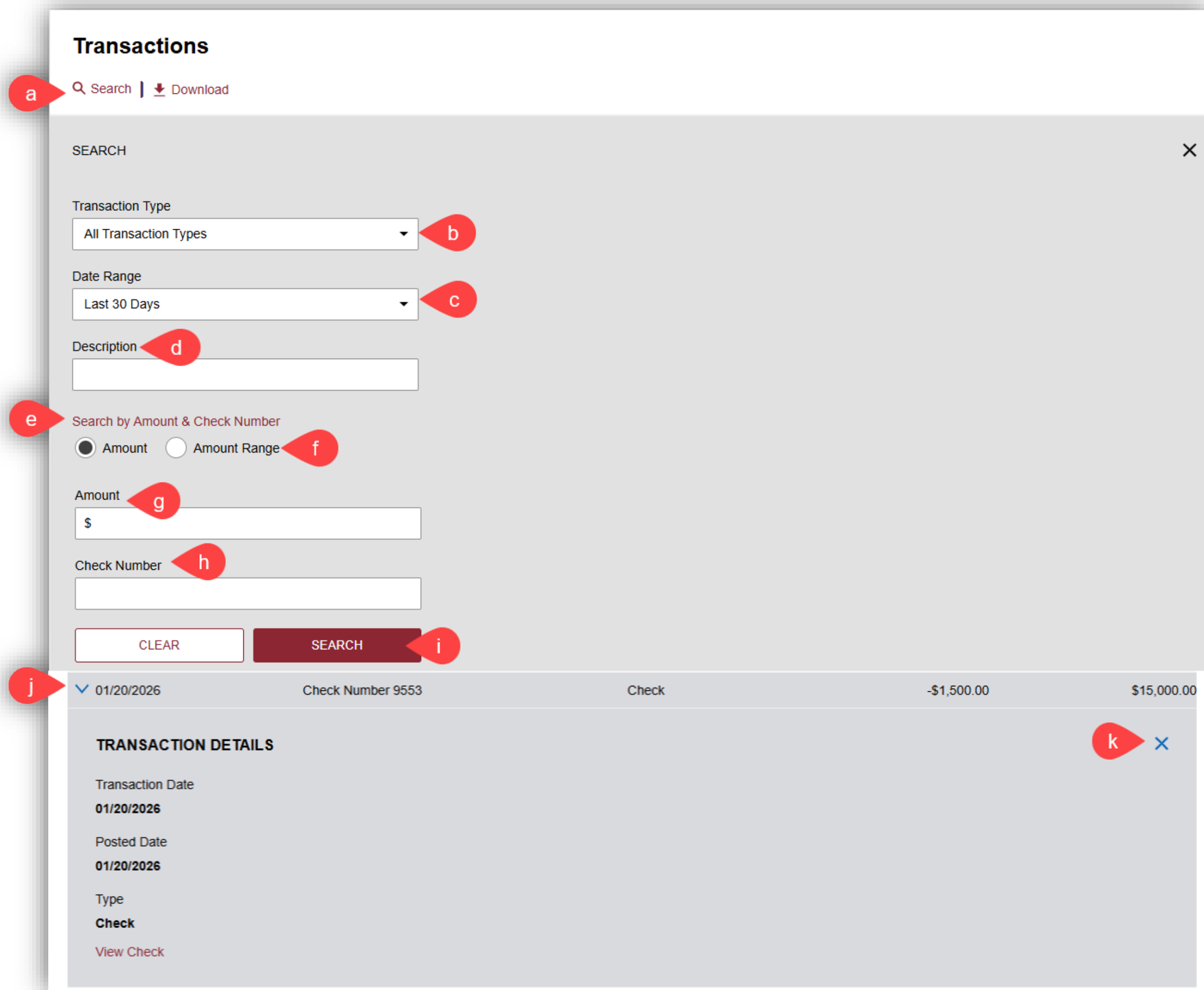
5. Searching for Transactions by Amount

a. Select the “Search” link under “Transactions” on the account history view.
b. Select the transaction type from the “Transaction Type” dropdown field.
c. Select the date range from the “Date Range” dropdown field.
d. Enter a description to search by description, if applicable.
e. Select the “Search by Amount & Check Number” link.
f. Select the “Amount” or “Amount Range” radio button.
g. Enter the amount(s) in the appropriate fields.
h. Enter the check number in the “Check Number” field, if applicable.
i. Select the “Search” button.
j. Select the “Arrow” to the left of the transaction date to view the transaction details.
k. Select the “X” in the right corner to close the “Transaction Details”.



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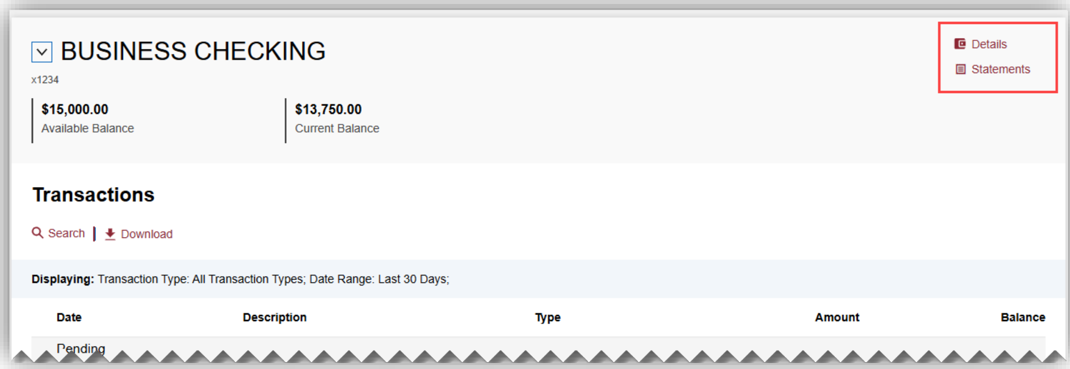
6. Additional History Features

a. Statements link: Allows users to search for statements.

b. Details link: Opens the account details popup.



7. Account Details Pop-Up

a. Select the "Details" link.

b. Review account details.

c. Select the "Change Account Nickname" link to change the account nickname, if applicable.

d. Make the desired change and select "Save".

e. Select the "Show Full Account Number" link to view the full account number, then select the "Hide Full Account Number" link to hide full account number, if applicable.

f. Select the "Close" button to exit the "Account Details".