

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

| Sandy Spring Bar | nk | | | | |
|--|-----------------|------------------------|-------------|-------------------|---------------|
| | | | | O Approvals | () Exceptions |
| counts Summ | nary | | | 💿 Display Options | (i) Balances |
| Checking | Savings | Certificate of Deposit | Investments | Loans | > |
| Balances as of 06/ | /09/2022 | | | Availab | e Balance |
| Prestige Payroll Ac ABA/TRC - 770110 *3001 | count)000 | | | s | 26,628.11 |
| Prestige Expense A ABA/TRC - 770110 *3425 | Account)000 | | | \$1 | 25,689.33 |
| Tax Account ABA/TRC - 770110 *1111 | 0000 | | | \$1 | 56,345.23 |

- 2. The Display Options page appears with a Choose Account column on the left and an Order Accounts column on the right.
- 3. 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.

| | | | | (v |) Approvals | (!) Exceptio |
|--|-------------------|---------------------------------------|--|--|---|--------------|
| isplay Options | | | | | | |
| Checking | Savings | Certificate of Deposit | Investment | Loans | Escrow | > |
| elect which accounts | you want displaye | ed on the Welcome page. Reorde | r accounts by draggir | g each to the de | sired order loc | cation. |
| elect which accounts | you want display | ed on the Welcome page. Reorde | r accounts by draggir er Accounts | g each to the de | esired order loc | cation. |
| elect which accounts hoose Account Account | you want display | ed on the Welcome page. Reorde Ord | r accounts by draggir er Accounts) Prestige Payroll A | g each to the de ccount - 3001 IE | esired order loc D: 74558 | cation. |
| elect which accounts hoose Account Account | you want displaye | ed on the Welcome page. Reorde | r accounts by draggir er Accounts) Prestige Payroll A) Prestige Expense | g each to the de ccount - 3001 IE Account - 3425 | esired order loc D: 74558 ID: 74557 | cation. |

- a. To add an account, check mark the box to the left of the specific account you want to add
- b. **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

4. 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.

| Checking | Savings | Certificate of Deposi | t Investment | Loans | Escrow > |
|---|--------------------------------|----------------------------|---|------------------------------------|--------------------------|
| ect which accounts | you want displaye | ed on the Welcome page. Re | order accounts by draggin | g each to the de | sired order location. |
| oose Account | | | Order Accounts | | |
| ax Account - 1111,P | Prestige Payroll Ac | count - 3001, 🛛 🗸 | Tax Account - 111 | 1 ID: 74556 | |
| restige Operating A restige Expense Ac | ccount - 3002, count - 3425 | | Prestige Payroll A | ccount - 3001 ID | : 74558 |
| | | | | | |
| SH3100 | | | | | |
| Search | | ^ | Prestige Operating | g Account - 3002 | 2 ID: 74559 |
| Search | 1111 | · · | Prestige Operating N Prestige Expense | g Account - 3002 Account - 3425 | 2 ID: 74559 ID: 74557 |
| Search Tax Account - · Prestige Payro | 1111 II Account - 3001 | - | Prestige Operating Prestige Expense | g Account - 3002 Account - 3425 | 2 ID: 74559 ID: 74557 |

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

| splay Options | | | | |
|--|------------------------|--|---------------------------------------|--------------------------------------|
| Checking Savings | Certificate of Depos | t Investment | Loans | Escrow |
| ect which accounts you want displayed on | the Welcome name R | ordor occupto by droggir | a oach to tho do | aired order location |
| | i the welcome page. No | conder accounts by draggin | ig each to the de | sired order location. |
| hoose Account | r the welcome page. N | Order Accounts | ig each to the de | istred order location. |
| hoose Account Tax Account - 1111,Prestige Payroll Accour | nt - 3001, 🗸 | Order Accounts Order Accounts Order Accounts Order Accounts | g Account - 3002 | 2 ID: 74559 |
| hoose Account Tax Account - 1111,Prestige Payroll Accour Prestige Operating Account - 3002, Prestige Expense Account - 3425 | nt - 3001, 🗸 | Order Accounts by draggin | g Account - 3002 | 2 ID: 74559 2: 74558 |
| hoose Account Tax Account - 1111,Prestige Payroll Accour Prestige Operating Account - 3002, Prestige Expense Account - 3425 | nt - 3001, V | Order Accounts Order Accounts Prestige Operation Prestige Payroll A Prestige Expense | g Account - 3002 Account - 3001 ID | 2 ID: 74559): 74558 ID: 74557 |

6. 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

| Disp | olay Options | | | | |
|------|--------------|---------|------------------------|------------|-------|
| < | Checking | Savings | Certificate of Deposit | Investment | Loans |