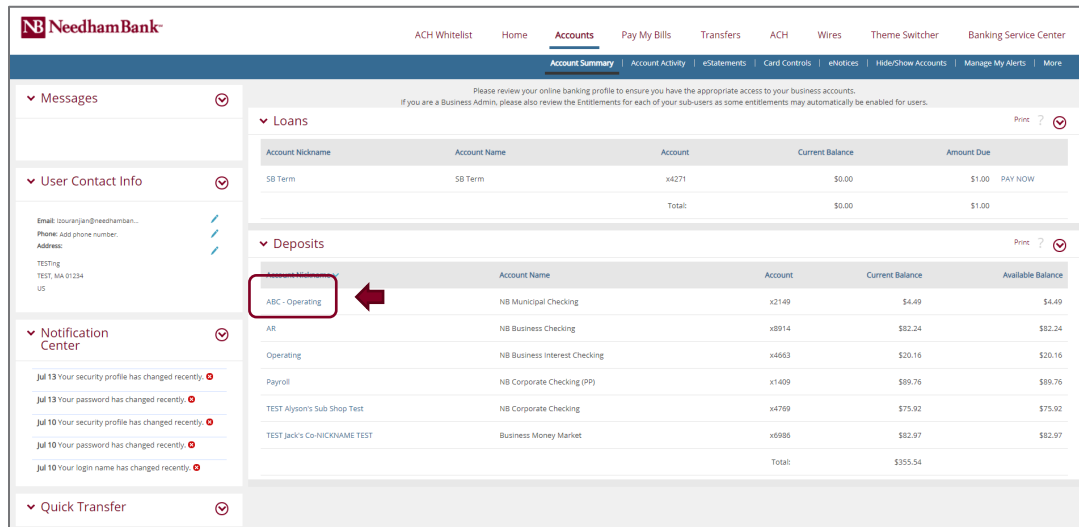


Accessing Account Numbers, History & Nicknames

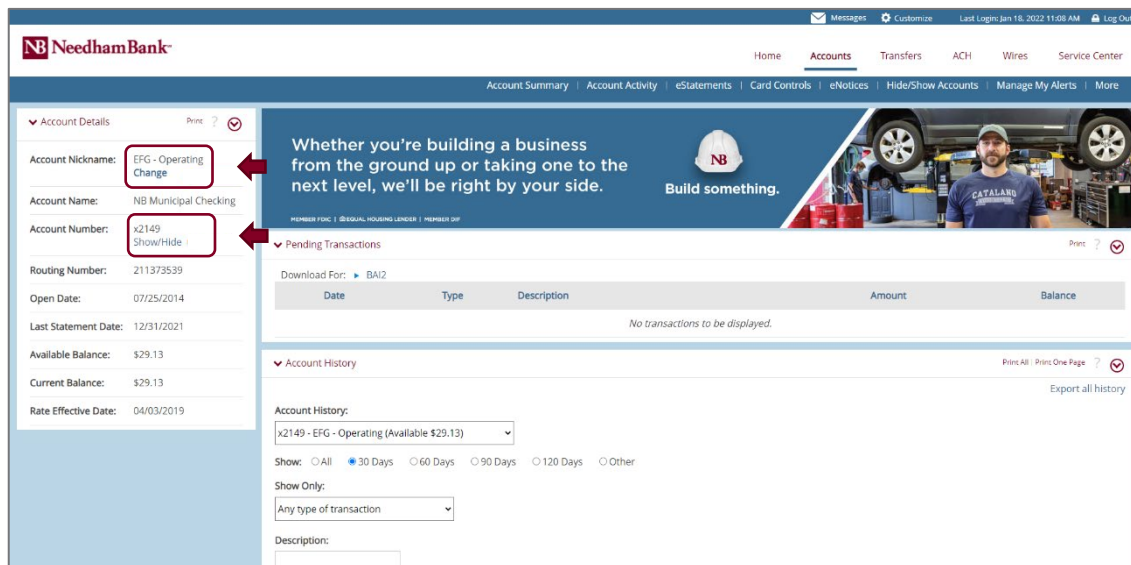
Accounts Module

The Accounts module provides a snapshot of your existing Needham Bank deposit and loan accounts and will display current and available balances.

From the **Account Summary** sub-module, select an account by clicking on the **Nickname** to view account activity for up to 16 months.



When you click on an individual deposit account, the left-hand menu gives you the option to change the account nickname and show the full account number.



Account Activity

NB Business Online Banking account activity data updates in real-time, so you can view account history with the most up to date information available.

To view transaction history: From the **Account Summary** page, select the account you would like to view by clicking the account’s nickname under the **Account History** drop down menu.

With the Account History screen, you can:

Review Pending Transactions

- In the Pending Transaction section, view transactions that are in process to post to your account.

Search Account History (up to 16 months available)

- Use the Account History Search fields to change the view of your account history.
- Search by Description of transaction type (i.e. Deposits, Withdrawals, Checks, ATM Transactions, ACH Transactions, and Bill Payments).
- Search by Check Number
- Search by Amount Range

The screenshot displays the 'Account History' section of the online banking interface. At the top, there is a 'Pending Transactions' section with a 'Download For' dropdown set to 'EAI2'. Below this is a table header with columns: Date, Type, Description, Amount, and Balance. A message states 'No transactions to be displayed'. The main 'Account History' section includes a dropdown menu for 'Account History' (selected: 'x4705 - TEST Ajayen's Sub Shop Test (Available \$75.92)'), radio buttons for 'Show' (All, 30 Days, 60 Days, 90 Days, 120 Days, Other), a 'Show Only' dropdown (All type of transaction), and input fields for 'Description', 'Check Number', and 'Amount' (with a 'To' field). 'Search' and 'Clear' buttons are at the bottom. A 'Download For' dropdown at the very bottom is set to 'EAI2' with 'Spreadsheet' selected.

Export Account Activity

Download the displayed account information as a .csv file using the Spreadsheet link, or in BAI2 format using the provided BAI2 link.

View and print images of the following (up to 16 months available):

- Checks cleared from the account
- Deposits completed in person at a Needham Bank Branch
- Mobile Deposits
- Needham Bank Remote Capture Deposits
- Needham Bank Lockbox Deposits