

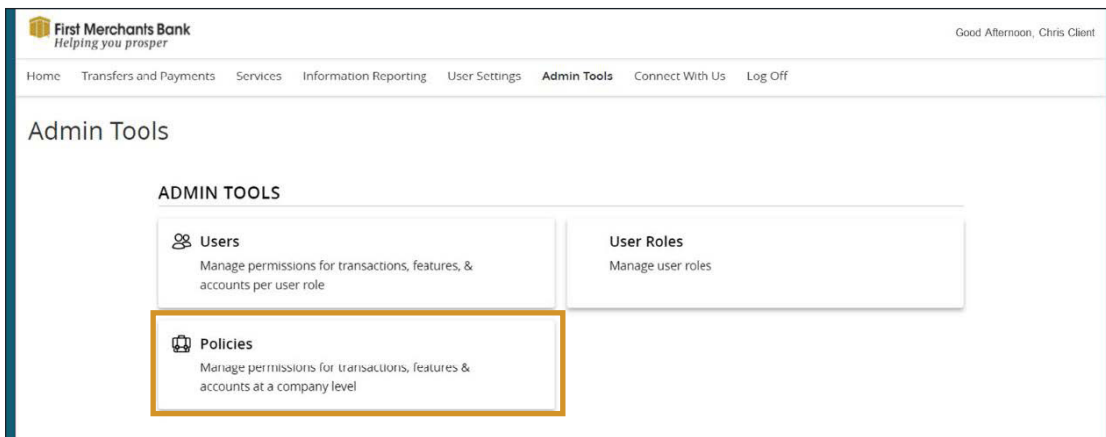
# First Merchants Commercial Banking

## Account Labels Online Banking User Guide

Businesses with several accounts can take advantage of the labeling feature which allows you to group accounts. This can be found under the Policies section under Admin Tools. Labeled accounts will be visible throughout the Online Banking solution for easier navigation and quick access.

### To create a new Account Label

1. In the navigation menu, select the Admin Tools menu option.
2. Select the Policies tile.



3. Select the Accounts tab.
4. Select the check boxes of each account for which you want to create an Account Label.
5. Select Edit Labels.

| ACCOUNTS ?                                                                                                                                           |                          |      |         |          |                     |                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|------|---------|----------|---------------------|-------------------------------------|
| <div> Edit Labels</div> <div>1 of 1 selected accounts shown</div> |                          |      |         |          |                     |                                     |
| Number                                                                                                                                               | Name                     | View | Deposit | Withdraw | Labels              |                                     |
| XXXX1123                                                                                                                                             | 30 90 DAY CD             | ✓    | ✓       | ✓        |                     | <input type="checkbox"/>            |
| XXXX7777                                                                                                                                             | COMMERCIAL ANALYSIS CHKG | ✓    | ✓       | ✓        | Engineering label ✕ | <input checked="" type="checkbox"/> |
| XXXX8888                                                                                                                                             | COMMERCIAL ANALYSIS CHKG | ✓    | ✓       | ✓        | Marketing label ✕   | <input type="checkbox"/>            |
| XXXX4321                                                                                                                                             | 4321 Operating Account   | ✓    | ✓       | ✓        |                     | <input type="checkbox"/>            |
| XXXX8999                                                                                                                                             | COMMERCIAL LOAN          | ✓    | ✓       | ✓        |                     | <input type="checkbox"/>            |
| XXXX6666                                                                                                                                             | COMMERCIAL SAVINGS       | ✓    | ✓       | ✓        |                     | <input type="checkbox"/>            |
| XXXX3456                                                                                                                                             | CREDIT CARD              | ✓    | ✓       | ✓        |                     | <input type="checkbox"/>            |
|                                                                                                                                                      |                          |      |         |          |                     | <input type="button" value="Save"/> |

6. Enter the name of the new label.

7. Select Create.

Add/Remove Labels

3 accounts selected

Sample Create

☐ Select all

Add  
Remove

Close Save

8. Select Save to assign that label to the selected account(s).



**First Merchants**  
*Helping you prosper*

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EQUAL HOUSING  
LENDER