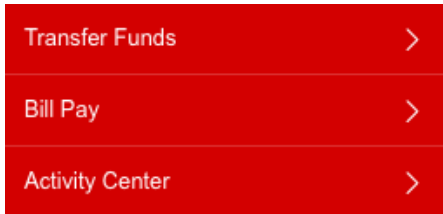


Using Quick Actions

In online banking and the mobile banking app, you can perform Quick Actions directly from the Home page. Quick Actions are an easy way to start common tasks. All of the Quick Actions that you can perform appear in the Sidebar. The available actions vary, depending on how your account is configured. The example illustrates Quick Actions in the Sidebar.

Quick Actions example



Transferring funds using Quick Actions

You can use Quick Actions to transfer funds.

To transfer funds using Quick Actions

1. On the Home page, click or tap **Transfer Money Now**. The Funds Transfer page appears.

Funds Transfer

FROM *

---Select From Account---

TO *

---Select To Account---

AMOUNT *

0.00 Make this a recurring transaction

DATE *

3/11/2015

MEMO

Enter letters and numbers only

* - Indicates required field

Clear Transfer Funds



2. On the Funds Transfer page, do the following:
 - a. In the **From Account** drop-down list, select the account from which you want to transfer funds.
 - b. In the **To Account** drop-down list, select the account to which you want to transfer funds.
 - c. In the **Amount** field, enter the amount to transfer.
 - d. Click or tap the **Date** field, and then select the date that you want the transfer to occur.

3. To create a recurring transfer, do the following:
 - a. Select the **Make this a recurring transfer** check box. The Schedule Recurring Transfer window appears.

HOW OFTEN SHOULD THIS TRANSFER REPEAT? *

---Select Transaction Frequency---

START DATE * END DATE *

Please select a Frequency  Please select a Start Date 

Repeat Forever

- b. Select when the transfer should recur.
 - c. Select a date from the calendar, or click or tap **Repeat Forever**.
 - d. Click or tap **Save**.
4. (Optional) Enter information about the transfer in the **Memo** field.
5. Click or tap **Transfer Funds**.
6. Click or tap **Close** to set up another transfer, or click or tap **View in Activity Center** to review the transfer.

Paying a bill using Quick Actions

After you enroll in Bill Pay, you can use Quick Actions to pay a bill to an existing payee.



Note: If “Enroll in Bill Pay” appears in the Quick Actions, you have not yet enrolled. You can click or tap **Enroll in Bill Pay** to enroll. The procedure to enroll in Bill Pay varies.

To pay a bill using Quick Actions

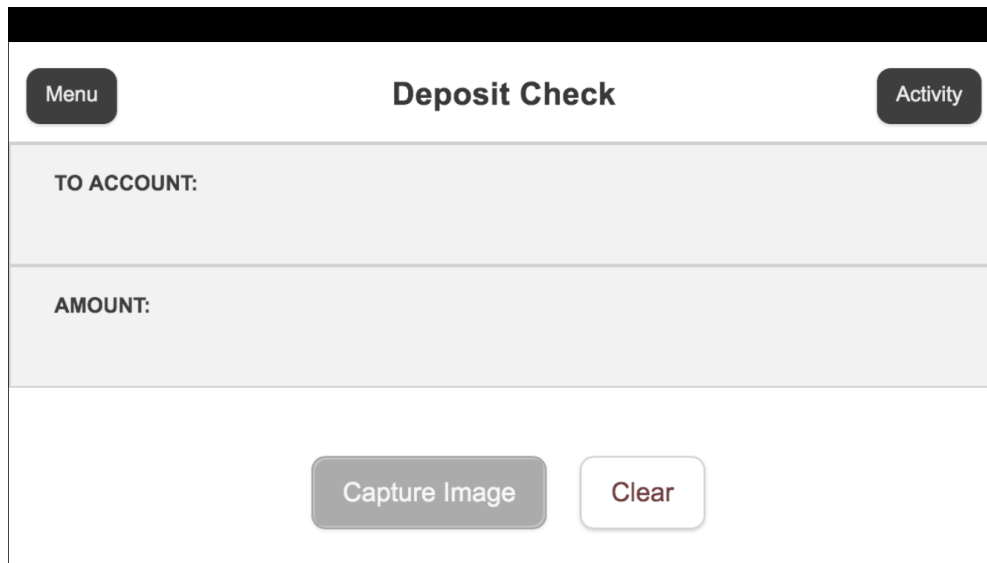
1. In the Quick Actions box, click or tap **View All Bills Now**. The Bill Payment page appears.
2. On the Bill Payment page, click or tap the name of the payee that you want to pay. The Bill Pay page for that payee appears.
3. On the Bill Pay page, do the following:
 - a. Click or tap **From**, and click or tap the account from which you want to make the payment.
 - b. In the **Amount**, specify the amount that you want to pay, and click or tap **Save**.
 - c. In the **Select a delivery method** list, click or tap the delivery method.
 - d. In the **Select a date** calendar, click or tap the date to pay the bill.
4. Click or tap **Send Payment** to schedule the payment.
5. On the status page, click or tap **Close**.

Depositing a check using Quick Actions

You can use a tablet or smartphone to deposit a check into your account.

To deposit a check using Quick Actions

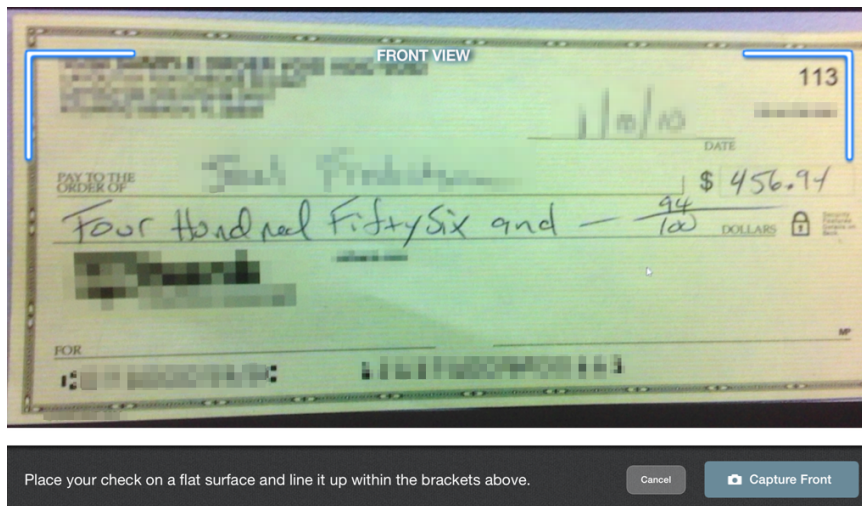
1. On the Home page, click or tap **Deposit Money Now**. The Deposit Check page appears.



The screenshot shows a mobile application interface for depositing a check. At the top, there is a black header bar. Below it, a white navigation bar contains a 'Menu' button on the left, the title 'Deposit Check' in the center, and an 'Activity' button on the right. The main content area is divided into two sections: 'TO ACCOUNT:' and 'AMOUNT:'. At the bottom of the screen, there are two buttons: 'Capture Image' and 'Clear'.

2. On the Deposit Check page, do the following:
 - a. In the **To account** list, tap the account that you want to deposit the check into.
 - b. (Optional) In the **Enter the check number** area, tap to enter the number of the check, and tap **Set**.
 - c. In the **Enter the check amount** area, tap to enter the amount of the check, and tap **Set**.

3. Tap **Capture image**. The Image Capture page appears.



4. On the Image Capture page, use your device to take a picture of the front and back of the check, and tap **Deposit**. Guides on the screen help you align the check for the image.



Tip: If the image of the check is blurry, you can tap **Retake Front** or **Retake Back** to take a new picture.

5. Tap **Close**. The check appears in the Submitted list in the Deposit Check History list.

Approving a transaction using Quick Actions

You can use Quick Actions to approve a payment or a transfer. If Quick Actions include pending approvals, the list contains the total number of pending approvals and the number of approvals of each transaction type.

To approve a transaction using Quick Actions

1. On the Home page, in the list of pending approvals, click or tap a single transaction type or **View All Approvals**. The Activity Center page appears, with the pending approvals selected.
2. Click or tap **Approve** to approve the selected transactions.
3. (Optional) If you use a Symantec VIP Token code to authorize transactions, you are prompted to enter the current code on the Token.
4. When prompted, click or tap **Approve** to verify the approval. The status of the items will change to Authorized on the Activity Center page.