

BASIC BUSINESS ONLINE BANKING

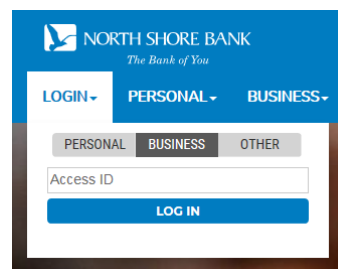
Quick Tips

Video tutorials for Business Online Banking are available on our website. Please visit www.northshorebank.com and navigate to Business > Business Online Services > Business Online Banking for more information and to view a demo.

First Time Log In Instructions:

1. Visit www.northshorebank.com.
2. On the left side of the page, select **Business**.
3. Enter Your **Access ID** from the email you received and select **LOG IN**.
4. Enter your password from the other email you received and select **LOG IN**.
5. Follow the prompts to create a new password.
6. Read and accept the Terms and Conditions.
7. You will need to enter answers for three security challenge questions, which will be used to verify your identity if needed.

* You may choose to register your computer if you are logging in from a PC. Do not register the computer if you are using a public computer.



Business Online Banking Homepage

Home Screen

The home screen offers an overview with tools and integrated capabilities. The features on the home screen include:

- Enhanced usability when viewing **Favorite Accounts** and recent transactions associated with a Favorite Account.
- The ability to quickly review transfers and approve transfers from the **Review Transfers** section, choosing one or multiple transfers and updating their statuses in a single action.

Favorite Accounts

You have the ability to edit **Favorite Accounts** allowing for flexible account viewing. You can customize:

- The accessibility to recent account activity by selecting the icon next to the account nickname.
- The ability to view accounts by groups (checking, savings and loans).

Internal Transfer Funds

This section streamlines the transfer process and includes the following:

- Quick transfers can be made using the **Transfer Funds** box on the right hand side of the page.
- Handling instructions can be included for internal reference on a transfer.

Review Transfers

This section allows business users the ability to review all their transfers on a single page. Transfers are available immediately (after login) for business users to quickly review. The **Review Transfers** section has two new display options – **Review** and **Issued**.



The Bank of You

Business Online Banking Accounts Page

To access the **Accounts Page**, select an account from the **Favorite Accounts** on the homepage and click on the **Account Nickname**.

Features (see below for sample page view):

1. Toggle between the **Summary** and **Detail** levels of account information using the designated tabs.
2. Switch accounts easily.
3. Sort and view transactions by date, description, debit, or credit. The running balance will only display when the date is selected as an option.
4. Display the most recent 50, 100, or 200 transactions in descending order, with the option to display more.
5. Search through all of your transaction history with the ability to export transactions to a third-party application (approximately six months).
 - Search by date ranges or transaction type.
 - Search by amount or amount range.
 - Search by check number (transaction number).
6. Launch the **Transaction Activity Archive** with a single click to gain access of up to 24 months of account activity or history on your deposit accounts.
7. Launch **Check Image Viewer** to quickly locate and view cleared checks.

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Home Accounts Management Tools Administration Account Services Print

Details Stop Payments

Biz CHECKING 7355 (####7355) 7/2/2015 2:02 PM (Refresh)

Account Information 1 Summary Details 2 Switch Accounts

Balance

Current Balance:	159.99
Holds:	.00
Available Balance:	159.99
Total Funds Available:	159.99

Biz CHECKING 7355
GO TO ACCOUNT

3 Transactions 4 Show 50 5 Search Transactions

Date	Description	Debit	Credit	Balance
07/01/2015	Booker Office Su Test to Ki Jul 01 PPD	1.32		159.99
07/01/2015	TRANSFER TO 21-5	1.33		161.31
07/01/2015	INTERNET TFR TO CHK 00215	1.19		162.64
07/01/2015	INTERNET TFR FRM SAV 011		1.00	163.83
06/30/2015	TRANSFER TO 21-5	1.25		162.83
06/30/2015	INTERNET CM LN PAY TO 2302	1.15		164.08
06/30/2015	INTERNET CM LN PAY TO 2302	1.12		165.23
06/29/2015	INTERNET TFR FRM SAV 011		1.25	166.35
06/26/2015	INTERNET CM LN ADV FM 2302		1.00	165.10
06/26/2015	INTERNET CM LN PAY TO 2302	1.89		164.10
06/26/2015	INTERNET CM LN PAY TO 2302	1.50		165.99
06/26/2015	INTERNET CM LN PAY TO 2302	2.00		167.49
06/25/2015	INTERNET CM LN PAY TO 2302	1.00		169.49
06/25/2015	INTERNET TFR TO SAV 011	1.00		170.49
06/24/2015	INTERNET TFR TO CHK 00215	1.24		171.49
06/24/2015	INTERNET TFR TO CHK 00215	1.00		172.73
06/24/2015	INTERNET CM LN PAY TO 230	1.00		173.73
06/24/2015	INTERNET TFR TO CHK 00215	1.00		174.73
06/24/2015	TRANSFER FROM 21-5		1.49	175.73
06/19/2015	TRANSFER TO 21-5	1.00		174.24
06/18/2015	TRANSFER TO 21-5	1.35		175.24
06/17/2015	TRANSFER TO 21-5	2.75		176.59

Date Range * All transactions
Transaction Type * All
Amount or Range
Transaction Number or Range
* Indicates required field
VIEW TRANSACTIONS EXPORT AS CSV
Change export format

Transaction Archive 6
Launch Archive

Check Image Viewer 7
Check Number
VIEW IMAGE