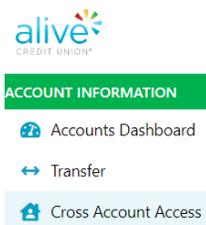


Online Banking Feature | Adding Cross Account Access

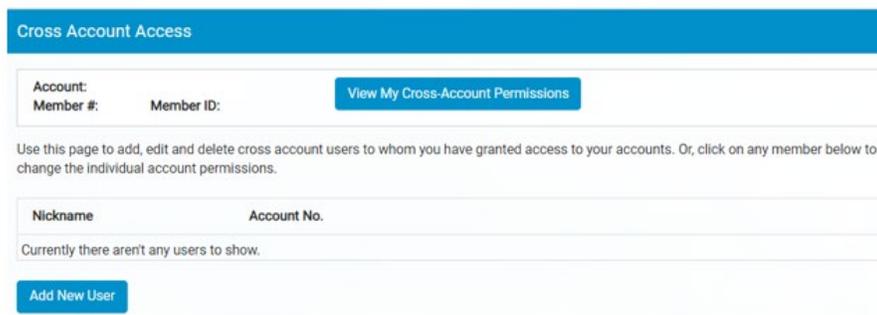
Using Cross Account Access grants access to other accountholders.

To add a user, follow the steps as outlined below:

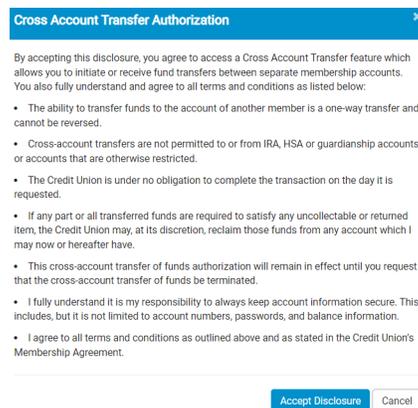
1. Log-in to your Online Banking portal and select Cross Account Access from left hand side menu bar.



2. Next, select "Add New User".



3. Please review and accept the presented disclosure.



- Next, enter a nickname for the user, their last name and their account number under the “Add By Last Name” section. Then, select which permissions you’d like them to have. Finally, select “Add User with Settings”.

Please avoid spaces before and after each entry.

Tip: For business or trust accounts, enter the full name. For example, Lilly’s Flower Boutique LLC or John Smith Family Trust.

Account Access - New Cross Account

Account: Member #: Member ID:

Use this form to add a new cross account user.

Add By Last Name

New User's Nickname: Friend

New User's Last Name: Friend's last name

New User's Account Number: 123456789

Set permissions for this user on this account. Key: = allow this new user to do this action = DO NOT allow this new user to do this action

Accounts:

SFX	Account Name	Deposit Into:	Withdraw From:	View Summary:
<input checked="" type="checkbox"/>	0000 SAVINGS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Add User with Settings Cancel

- Select Save Settings.

Cross Account Access

Account: Member #: Member ID: **View My Cross-Account Permissions**

Thank you. Users have been successfully updated to your account with cross-account access.

Use this page to add, edit and delete cross account users to whom you have granted access to your accounts. Or, click on any member below to change the individual account permissions.

Nickname	Account No.
<input type="checkbox"/> My Friend	*****17 <input type="button" value="delete"/>

Add New User **Save Settings**

- After you have completed these steps, your friend or family member must grant you the permission to add this account by logging into their own Online Banking portal and accepting the request.