

Steps to Change Account Names and Order in Online Banking

- 1) Log into online banking
- 2) Select Manage Profile
- 3) Under Preferences you can Rename, Hide, and Reorder Accounts

The screenshot displays the Providence Bank online banking interface. At the top, there is a navigation bar with a blue background. On the left, it says "Cash Management" with a "Manage Profile" link highlighted in green. On the right, the Providence Bank logo is visible. Below the navigation bar, there are two main sections: "View Accounts" and "OVERVIEW".

The "MY PROFILE" section is highlighted with a yellow bar. It contains a profile picture placeholder with the text "ADD PHOTO" and the name "Cash Management". Below this, there is a "Contact Information" section with the following details:

Phone	(630) 337-8126 >
Email	cashmgmt@providencebank.com >
Bill Pay Profile	>
Security	>
Preferences	>

The "App Version" section shows the version number "10.3.94.56".

The "PREFERENCES" section is highlighted with a yellow bar and contains the following options:

Reorder Accounts	>
Rename Accounts	>
Hide Accounts	>

Click on the Account you want to rename and type in the desired account name:

RENAME ACCOUNTS 2 Accounts
Click An Account To Rename It Then Select 'Save'

Checking *0885

Checking *1805

RENAME ACCOUNTS 2 Accounts
Click An Account To Rename It Then Select 'Save'

CAROLD HAIR OPERATING ACCOUNT *0885
Carols Hair Operating Account

CAROLS HAIR RESERVE FUND *1805
Carols Hair Reserve Fund

SAVE

After the Accounts are renamed, they can be placed in the order you prefer:

PREFERENCES

Reorder Accounts >

Rename Accounts >

Hide Accounts >

REORDER ACCOUNTS AZ
2 Accounts

Use The **Drag Handle** To Customize The Order Of Your Accounts.

Carold Hair Operating Account *0885 ☰






Carols Hair Reserve Fund *1805 ☰

When completed, hit the back arrow or click on View Accounts:

Cash Management
Manage Profile

View Accounts

The Accounts will now be shown with the name and order you prefer:

MY ACCOUNTS (2)		  
Total Deposits (2)		
\$3,768.28		
Updated: Apr 10, 2019 2:05:10 PM		
 Signed up for eStatements? Visit the Documents page to enroll today!		
Carols Hair Operating Account *0885		\$20.00 BALANCE: \$20.00 >
Carols Hair Reserve Fund *1805		\$3,748.28 BALANCE: \$3,748.28 >