

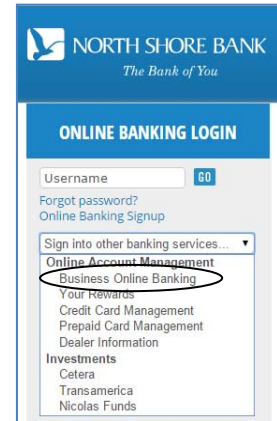
BASIC BUSINESS ONLINE BANKING QUICK TIPS

Video tutorials for Business Online Banking are available on our website, please visit www.northshorebank.com and navigate to Business > Online Services for more information.

First Time Log In Instructions:

1. Visit www.northshorebank.com
2. On the left side of the page select “Business Online Banking” from the drop down menu for “Sign in to other banking services” this will direct you to a Log In page.
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 the 3 security challenge questions, which will be used to verify your identity if needed.

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



Business Online Banking Home Page

Home Screen – The home screen offers an overview with tools and integrated capabilities. 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

- The ability to edit “Favorite Accounts,” allowing for flexible account viewing.
- 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 – The section streamline 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 – The updated “Review Transfers” 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
- Issued



Contact Customer Assistance at 877.672.2265 for additional information.

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Business Online Banking Accounts Page

To access the Accounts Page select an account from the “Favorite Accounts” on the homepage (click on the nickname) or select the account from the drop-down accounts list.

Features (see next page 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. Running balance will only display when 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 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 to up to 24 months of account activity/history on deposit accounts.
7. Launch “Check Image Viewer” to quickly locate and view cleared checks.



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Sample Accounts Page Screen View

NORTH SHORE BANK Contact Us Help Log Off

Home Accounts Management Tools Administration Account Services Print

Details Stop Payments

7/2/2015 2:02 PM (Refresh)

Biz CHECKING 7355 (####7355)

Account Information 1 **Summary** **Details** **Switch Accounts** 2

Balance

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

Biz CHECKING 7355

Transactions 3 **Show** 50 **Search Transactions** 5

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 0021	1.19		162.64
07/01/2015	INTERNET TFR FRM SAV 01170		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 2302301	1.12		165.23
06/29/2015	INTERNET TFR FRM SAV 01170		1.25	166.35
06/26/2015	INTERNET CM LN ADV FM 2302301		1.00	165.10
06/26/2015	INTERNET CM LN PAY TO 23023	1.89		164.10
06/26/2015	INTERNET CM LN PAY TO 230230	1.50		165.99
06/26/2015	INTERNET CM LN PAY TO 23023	2.00		167.49
06/25/2015	INTERNET CM LN PAY TO 23023	1.00		169.49
06/25/2015	INTERNET TFR TO SAV 0117	1.00		170.49
06/24/2015	INTERNET TFR TO CHK 0021	1.24		171.49
06/24/2015	INTERNET TFR TO CHK 00215	1.00		172.73
06/24/2015	INTERNET CM LN PAY TO 2302301097	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

Search Transactions 5

Date Range: All transactions

Transaction Type *: All

Amount or Range:

Transaction Number or Range:

* Indicates required field

[Change export format](#)

Transaction Archive 6

[Launch Archive](#)

Check Image Viewer 7

Check Number:

12/2015



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