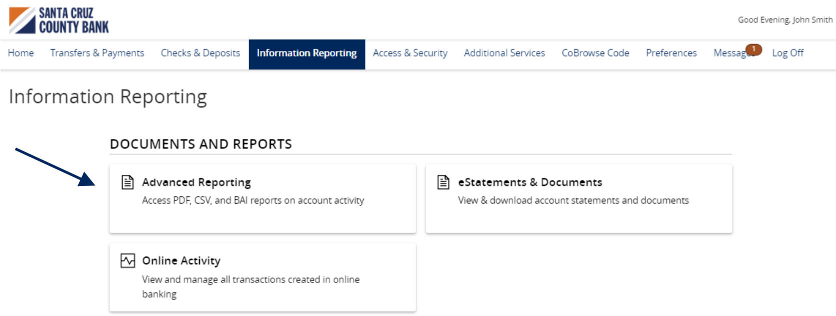
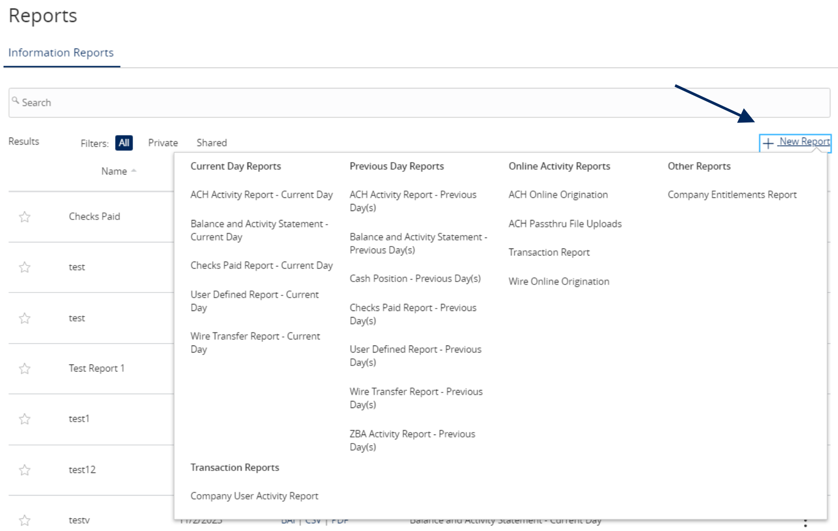
Information Reporting Guide

Reports Setup Process

1. Select the ‘Information Reporting’ menu, then select ‘Advanced Reporting’.



2. Click the ‘New Report’ link and select the desired report from the list.



3. Indicate whether the report is Private or Shared.

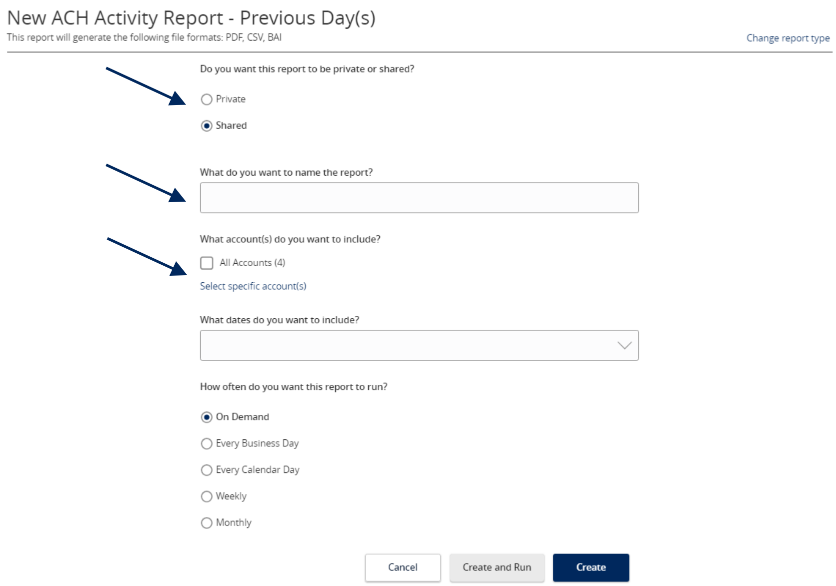
4. Enter the desired name for the report.

5. Indicate which accounts need to be included in the report.

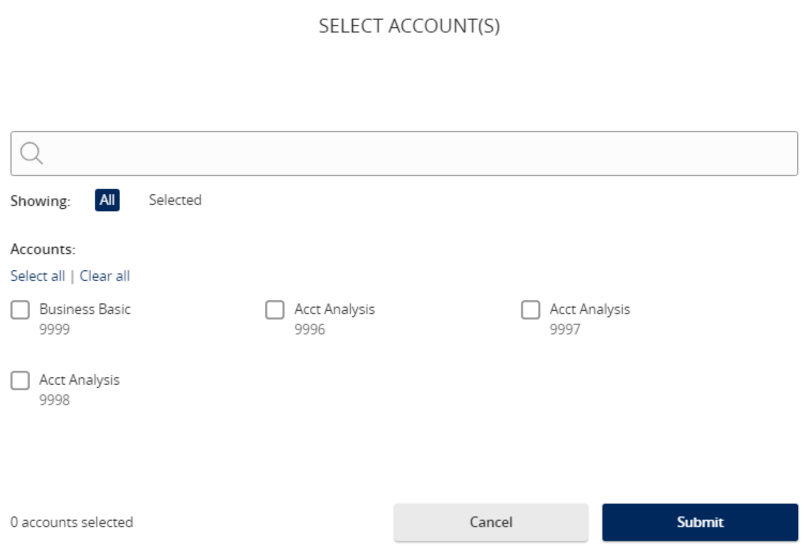
NOTE: This step only corresponds with reports associated with account information.

   a. Click the ‘All Accounts’ box to include all available accounts in the report.

   b. Click the ‘Select specific account(s)’ link to choose individual accounts to be included in the report.

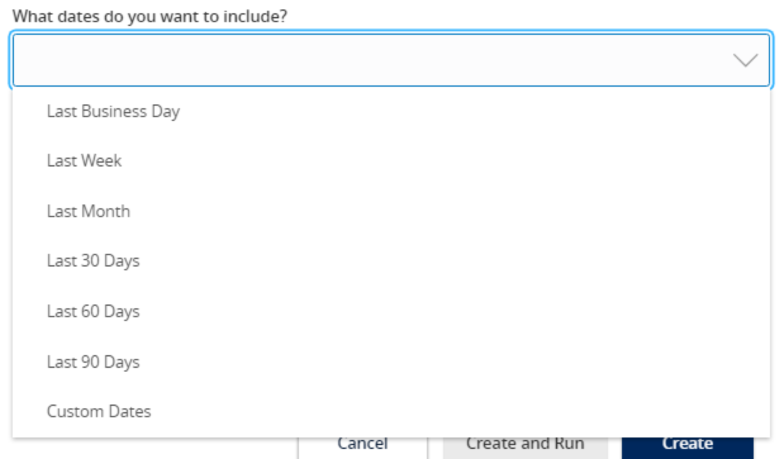


   c. Select the accounts to be included in the report. Either select by label or by individual account.



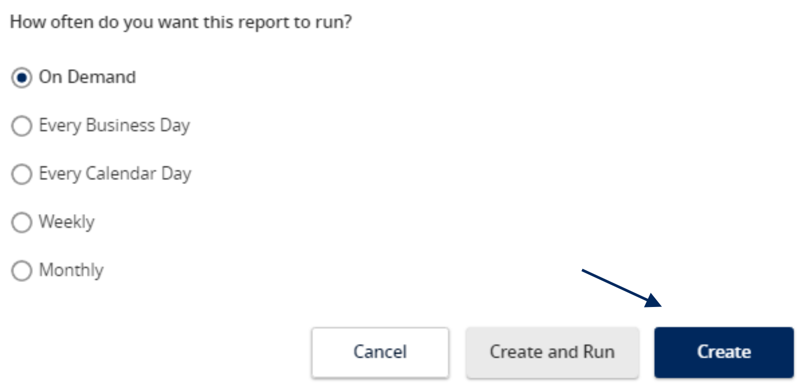
6. Select the date(s) to be included in the report.
    a. Select one of the dynamic date range options. (A rolling date range that shifts in accordance with the current day)

NOTE: Information can be pulled as far back as the oldest transaction that exists within Online Banking for the respective account(s).



7. Select how often the report should run.

8. Select 'Create and Run' to run the report immediately and to save the recurrence. Or select 'Create' to schedule the report without immediately running it.



9. The report will display as either 'Queued' or 'In Progress' while it is being generated, depending on how many reports are currently being generated.

10. Click the 'Actions' option to View History, Run On-Demand, Edit, Copy, or Delete the specific report.