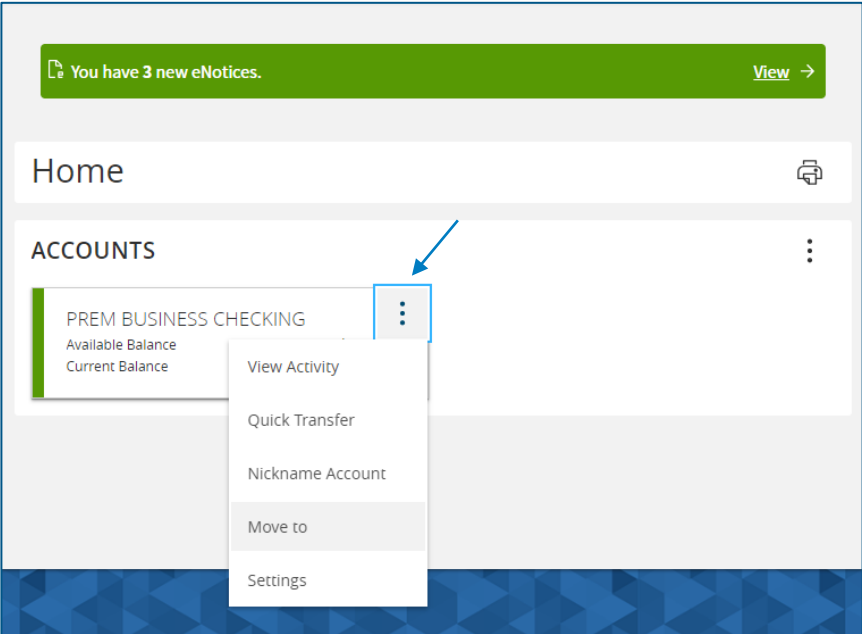
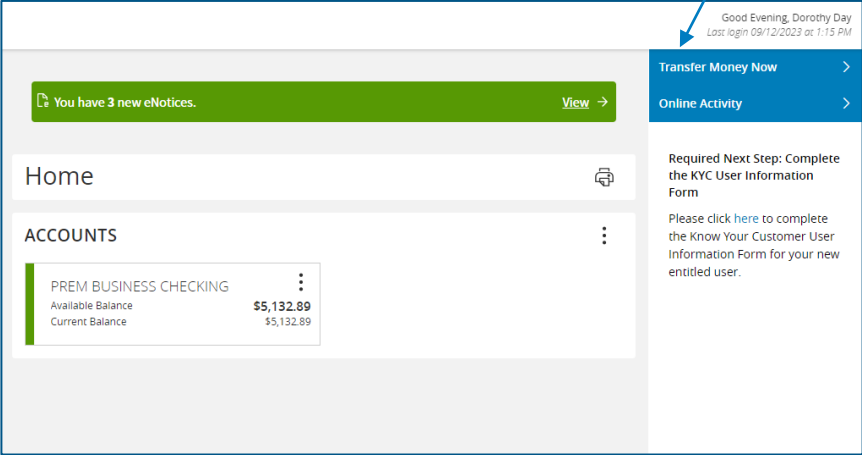


1. On the homepage, you'll see a listing of your accounts accessible within Business Online Banking.
2. Shortcuts to frequently visited areas like 'Transfer Money Now' and 'Online Activity' are located on the right side of the screen.
3. Select the '3 dots' icon next to each account to reveal multiple available quick actions.
4. To create a grouping of accounts, click the 3 dots icon next to an account, then select 'Move to'.



5. Select 'Create New Group' in the 'Select Group' dropdown menu. Then enter the 'Group Name'.
6. Select 'Save'.

The screenshot shows a 'Move to' dialog box with a close button (X) in the top right corner. The main heading is 'Move to'. Below the heading, it says 'Move "Operating" to another group.' There are two input fields: 'Select Group' with a dropdown menu showing 'Create New Group' and a downward arrow, and 'Group Name' with a text box containing 'Group 1'. At the bottom, there are two buttons: 'Cancel' (grey) and 'Save' (blue).

Alternatively, you can also create a new group by selecting an account and dragging it down the page to an envelope that will appear in the lower right corner of the screen. NOTE: Additional account(s) may be moved into the newly created group or additional group(s) may be created if needed by repeating step 5.

The screenshot shows the homepage of the Virginia Credit Union online banking interface. At the top, there is a green notification bar that says 'You have 3 new eNotices.' with a 'View' link and an arrow. Below this is a 'Home' section with a printer icon. Underneath is an 'ACCOUNTS' section with a vertical ellipsis menu icon. A grey rectangular box is visible below the accounts section. At the bottom of the page, there is a blue footer area with a 'PREM BUSINESS CHECKING' account summary showing 'Available Balance' and 'Current Balance'. A blue arrow points to a circular icon in the bottom right corner that contains a white envelope with a plus sign, representing the 'Add Account' or 'Group Accounts' function.