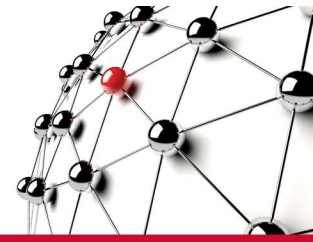


Business Online Banking Quick Reference Guide



Account Balance Inquiry

The Balance Inquiry service gives you access to your most up-to-date account balances. You can use Balance Inquiry to view balances and other summary information such as Rate, and Date of Last Activity for Checking, Savings, and Certificate of Deposit accounts.

You can also view Account Balance information on your Home page for those accounts you have selected. You can also use the All Account Activity inquiry to retrieve detailed account information.

View Balances

1. From the Service Menu, click **Balances**.
2. From the Feature Menu, click **Account Balances**.
3. Select an account from the Account Number drop-down list. If the number of accounts exceeds the drop-down box limits, you must click the **Account Lookup** link next to the drop-down box to view a list of all accounts.
4. Click **View Balances**. The results screen for the account you selected appears.

Account Number : GA Test Checking
Date/Time : 10:05:45 PM ET on 09/06/2013

Balance Type	Balance Amount
Current Balance	\$108.19
Date Last Check	09/05/2013
Available Balance	\$108.23
Date Last Deposit	09/03/2013
Total Float	\$0.00
Last Statement Balance	\$109.16
Date Last Statement	08/30/2013
Days Overdrawn	0