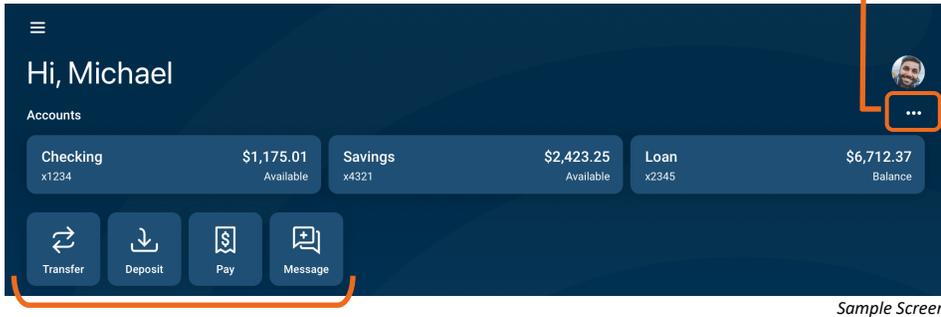


QUICK REFERENCE GUIDE

These tips apply to both Online Banking and the new Baraboo State Bank Mobile Banking app.

Desktop View

Customize Your View



Quick Action Buttons

Sample Screen

CUSTOMIZE YOUR VIEW

Tap the “...” in the upper right corner of any section to reorganize the Dashboard layout and adjust the amount of information displayed in each section. Many of these features can also be accessed from the Menu in the upper left, or from the Quick Action buttons under the Accounts listing.

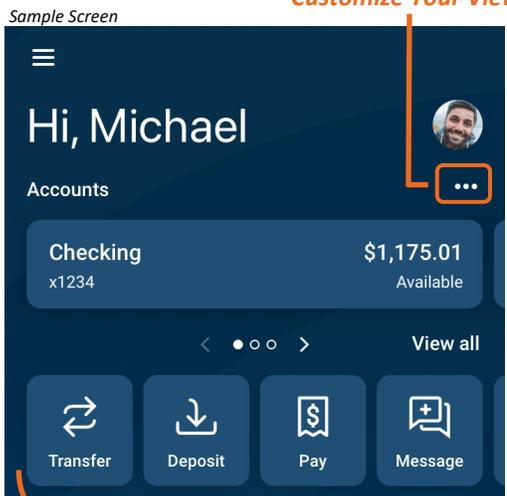
ACCOUNTS

View your accounts and available balances. Flip through all your accounts by swiping the Accounts section left or right. < • ◦ ◦ >

- Use the Quick Action buttons on the Dashboard to access features like transfers, paying a bill, paying a person, leaving a message, or making a mobile deposit.
- Click the account name for additional options, such as viewing transactions, making a deposit, viewing documents (e-statements) and setting alert preferences.

Mobile View

Customize Your View



Quick Action Buttons

Sample Screen

FREQUENTLY USED FEATURES

Hint: To locate Settings on your desktop, click your name at the bottom of the Menu.

Add or Remove Accounts from Dashboard View

Menu > Settings > Baraboo State Bank > Click on Account Name > Toggle on/Off Display setting

Rename Accounts

Menu > Settings > Baraboo State Bank > Click on Account Name > Rename (*top right corner*)

Alerts

Choose an account from the Dashboard > Alert Preferences Quick Action button

eStatements

Choose an account from the Dashboard > Electronic Statements

Change User Name, Password, Passcode, Face/Touch ID or Two Factor Authentication settings

Menu > Settings > Security

Add your Picture

Menu > Settings > Profile > Click the pencil next to the round image

Update your Email or Phone Number

DESKTOP

Menu > Settings > Profile > Click edit next to the information you wish to change

MOBILE

Menu > Settings > Select your name > Click edit next to the information you wish to change

QUICK REFERENCE GUIDE (cont'd)

Desktop View

Sample Screen

Checking x2345 \$6,737.24 Available ⓘ

Activity

2 Scheduled activities

YOUR TOWN CINEMA	Nov 25	\$7.50
GEORGE'S BBQ & PUB	Nov 25	\$37.25
YOUR TOWN UTILITIES	Nov 25	\$76.46
EL GRAN RESTAURANTE	Nov 25	\$13.98
TRANSFER FROM CHECKING	Nov 25	-\$128.52
HOMETOWN PASTERIES	Nov 25	\$1.57

Details

Activity

Date of last deposit 11/24/20

Interest

Rate 1.2%

Accrued \$89.00

YTD accrued \$89.00

Transactions Account Details

TRANSACTIONS

Your Dashboard shows all transactions for all your accounts in the Transactions section. To view transactions for a single account, select the Account from the Dashboard.

- Search for transactions by using the magnifying glass in the upper right of the Transactions section.
- Select any posted transaction to add a tag, note, or attach an image, such as a receipt.
- See additional transaction details by clicking on the specific transaction.

PAYMENTS

Pay bills, pay a person, add payees, or just get an overview of your most recently made and scheduled payments.

- From your desktop, select Bill pay then Manage Payments to access comprehensive bill pay options, including editing or deleting payees or scheduled payments, managing recurring payments, and viewing payment history.

Mobile View

Sample Screen

Transactions

Checking \$1,175.01 Available ⓘ
x1234 - 2 min ago

Mon, Nov 25

YOUR TOWN CINEMA	\$7.50
GEORGES BBQ & PUB	\$32.25
YOUR TOWN UTILITIES	\$76.46

Entertainment

Transactions



Transfer

TRANSFERS

Move money between Baraboo State Bank accounts or to accounts at other financial institutions (*External Transfers require bank approval.*)



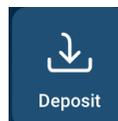
Message

MESSAGES

Start a conversation with a bank representative during posted hours. You may also leave a message after hours and we'll respond the next business day.

CARD MANAGEMENT

Turn debit cards on or off, report them lost or stolen, add travel notices and activate other card controls.



Deposit

DEPOSIT CHECK (MOBILE APP ONLY)

Deposit a check right from your phone or tablet using the Deposit button on the Dashboard. (*Remote Deposit requires bank approval.*)