

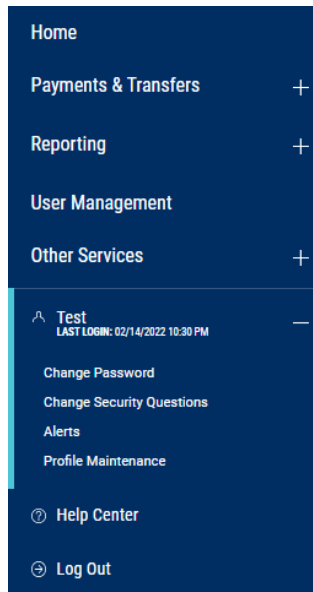
Quick Reference Guide – Basic Navigation

Main menu

Click on the 3-line icon (commonly referred to as the hamburger icon) on the upper left corner, just below the BancFirst logo to expand the side menu:



+ indicates there are more menu selections available. Expand your User Name to show user account related additional menu:



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Home page (as an example)

Also known as the Dashboard, your landing page is a workspace. Each workspace presents various information in sections known as Widgets. On the Home workspace you will find a Notification widget accompanied by a collection of other widgets based on the functionality you have been entitled to (for example viewing account balances or initiating account transfers).

The screenshot displays a financial dashboard with a dark blue header labeled "Home" and an "Add Widget" button. The main content area is divided into several sections:

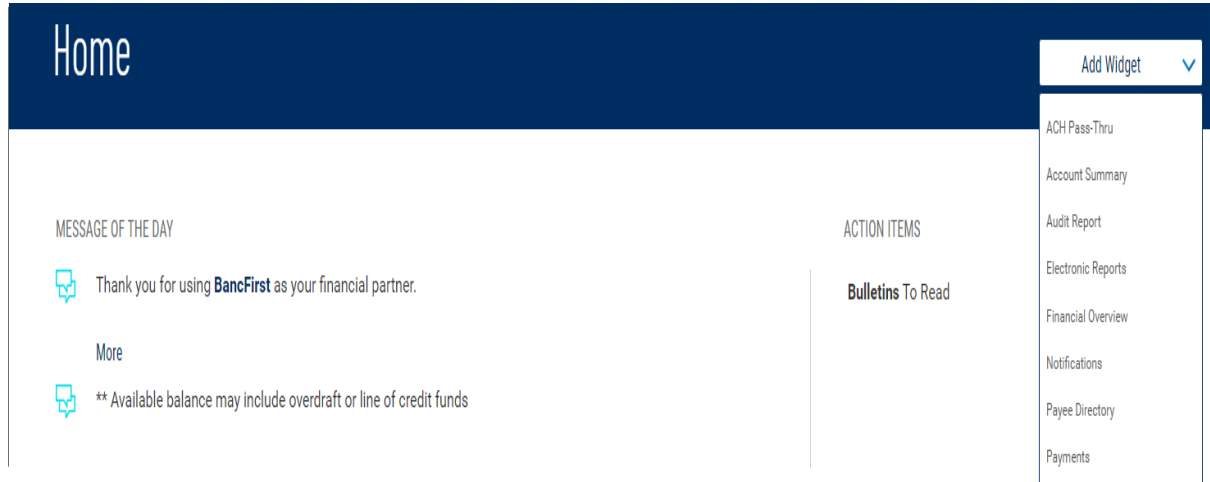
- MESSAGE OF THE DAY:** A notification area with a "Thank you for using BandFirst as your financial partner." message and a "More" link. Below it, a note states: "Available balance may include overdraft or line of credit funds."
- ACTION ITEMS:** A section titled "Bulletins To Read" with a "View" link.
- SMART CHART:** A section containing two charts:
 - Available Balance (Deposit Accounts):** A bar chart showing "OPENING AVAILABLE" amounts for dates 02/07, 02/08, 02/09, 02/10, and 02/11. The y-axis ranges from 1,000 to 11,000.
 - Month to Date Credit/Debit Distribution:** A donut chart showing the distribution of "CREDIT" (green) and "DEBIT" (red) transactions.
- FINANCIAL OVERVIEW:** A section with a toggle switch and a "Deposit Accounts" list. The list includes six accounts (TEST1-TEST6) with their "CURRENT AVAILABLE" balances:

Account Number	Current Available
TEST1	\$778.07
TEST2	\$2,709.85
TEST3	Not Available
TEST4	\$7,530.54
TEST5	\$50.30
TEST6	\$115.90
- QUICK TRANSFER:** A form for initiating a transfer with fields for "FROM ACCOUNT", "TO ACCOUNT", "TRANSFER DATE" (02/11/2022), and "AMOUNT" (\$). It also includes an optional "MEMO" field and "Submit" and "Clear" buttons.
- TRANSACTION SEARCH:** A search section for "Deposit Accounts" with a dropdown menu, a "DATE" field (02/10/2022), and "Show Additional Filters" and "Submit/Cancel" buttons.

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Workspace

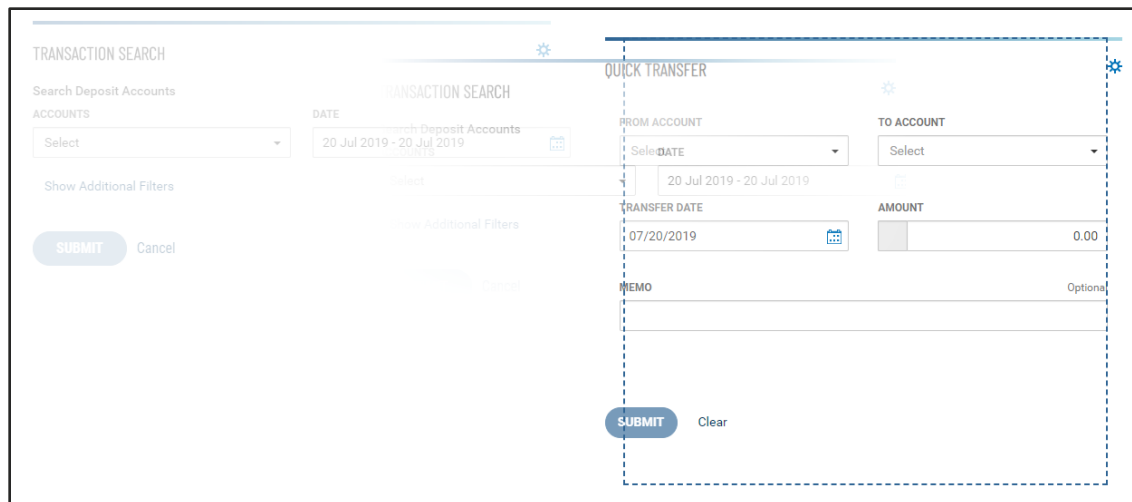
Each workspace is a page on which you will see the system default widgets relevant for that workspace (i.e. on the Stop Payments workspace you would see a Stop Payments widget). Workspaces offer the ability for you to add, remove, resize, and arrange widgets to personalize the workspace to best meet your needs.



Any widgets on any workspace with a gear icon ⚙️ in the upper right corner means it can be repositioned (moved), resized or deleted (removed):



To move a widget, just click on the top part of the widget being moved, then drag and drop:





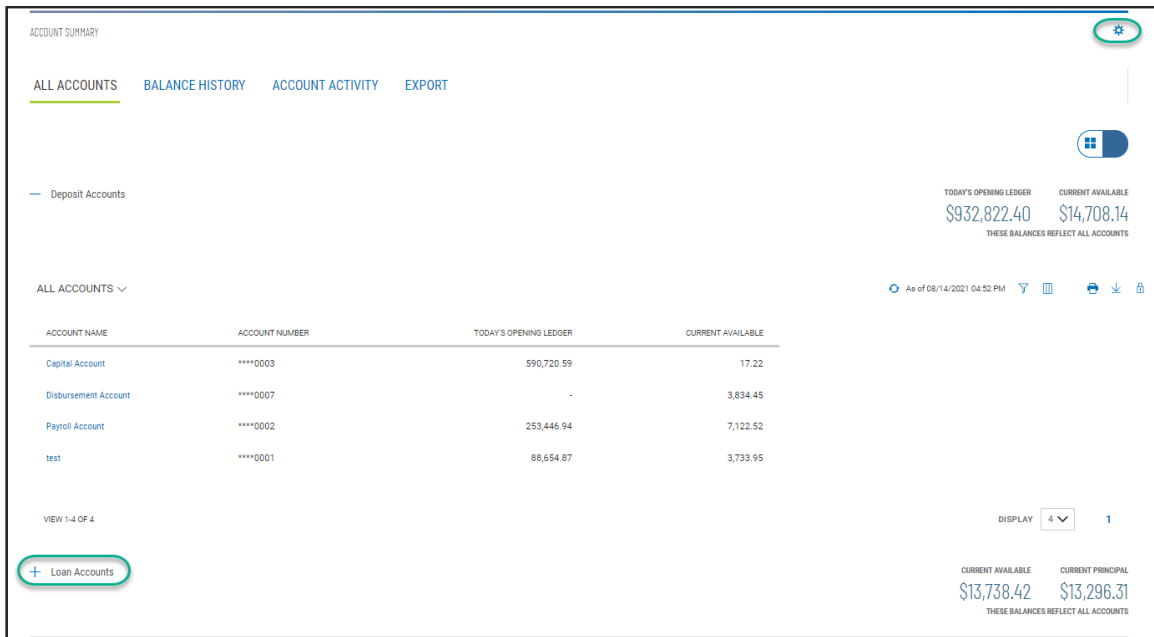
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Widget

A widget is a single focused component that presents action(s) and information with common purpose in a List View, such as view account information, place a stop payment or make an account transfer.

While each widget focuses on different purpose, widgets have a set of standard capabilities:

1. Re-positionable, resizable and removable as described previously under Workspace for widgets with an  icon.
2. Present sub-category of information in additional list views.  indicates there is more info to be expanded –



ACCOUNT SUMMARY

ALL ACCOUNTS BALANCE HISTORY ACCOUNT ACTIVITY EXPORT

Deposit Accounts

TODAY'S OPENING LEDGER \$932,822.40 CURRENT AVAILABLE \$14,708.14
THESE BALANCES REFLECT ALL ACCOUNTS

As of 08/14/2021 04:52 PM

ACCOUNT NAME	ACCOUNT NUMBER	TODAY'S OPENING LEDGER	CURRENT AVAILABLE
Capital Account	****0003	590,720.59	17.22
Disbursement Account	****0007	-	3,834.45
Payroll Account	****0002	253,446.94	7,122.52
test	****0001	88,654.87	3,733.95

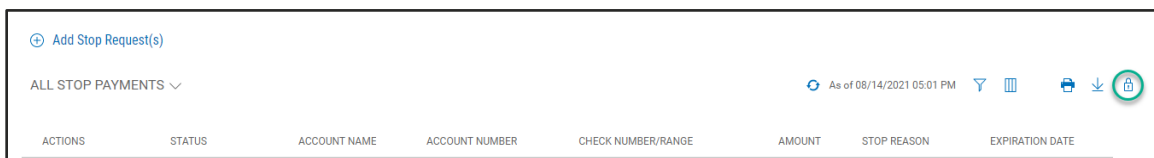
VIEW 1-4 OF 4

DISPLAY 4 1

+ Loan Accounts

CURRENT AVAILABLE \$13,738.42 CURRENT PRINCIPAL \$13,296.31
THESE BALANCES REFLECT ALL ACCOUNTS

3. When account number masking is turned on, unlock masking to show account numbers shown in the list view –



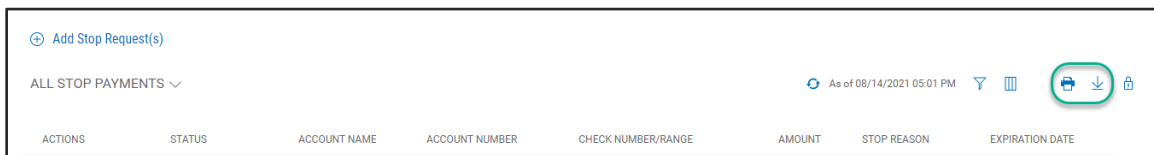
Add Stop Request(s)

ALL STOP PAYMENTS

As of 08/14/2021 05:01 PM

ACTIONS	STATUS	ACCOUNT NAME	ACCOUNT NUMBER	CHECK NUMBER/RANGE	AMOUNT	STOP REASON	EXPIRATION DATE

4. Print the data you see and/or export all of the data in the widget within your range settings –



Add Stop Request(s)

ALL STOP PAYMENTS

As of 08/14/2021 05:01 PM

ACTIONS	STATUS	ACCOUNT NAME	ACCOUNT NUMBER	CHECK NUMBER/RANGE	AMOUNT	STOP REASON	EXPIRATION DATE

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5. Sort data in a column by clicking on the header – (not available in Financial Overview widget)

DATE	DESCRIPTION	TRANSACTION DESCRIPTION	DEBIT	CREDIT
09/16/2019	Book Transfer Debit		8,000.00	
09/16/2019	Book Transfer Debit	D DISTRIBUTED AVAILABILITY	4,000.00	

↑ Indicates sorted column

DATE	DESCRIPTION	TRANSACTION DESCRIPTION	DEBIT	CREDIT
09/16/2019	Book Transfer Credit	D DISTRIBUTED AVAILABILITY		4,000.00
09/16/2019	Book Transfer Credit			55,000.00

6. Click on column icon to arrange order of column display – (not available in Financial Overview widget)

ACTIONS	STATUS	ACCOUNT NAME	ACCOUNT NUMBER	CHECK NUMBER/RANGE	AMOUNT	STOP RE
...	Placed	seven four dils c...	4444444	1234	25.00	
...	Placed	Shoni Test	123456789	2342	34,535.00	
...	Placed	Shoni Test	123456789	35345	232.00	

From the slide-out menu, select and deselect desired data, drag and drop data to rearrange order

STOP PAYMENTS

⊕ Add Stop Request(s)

ACTIONS	STATUS	ACCOUNT NAME	ACCOUNT NUMBER	CHECK NUMBER/RANGE	AMOUNT
...	Placed	seven four dils c...	4444444	1234	25.00
...	Placed	Shoni Test	123456789	2342	34,535.00
...	Placed	Shoni Test	123456789	35345	232.00

VIEW 1-3 OF 3

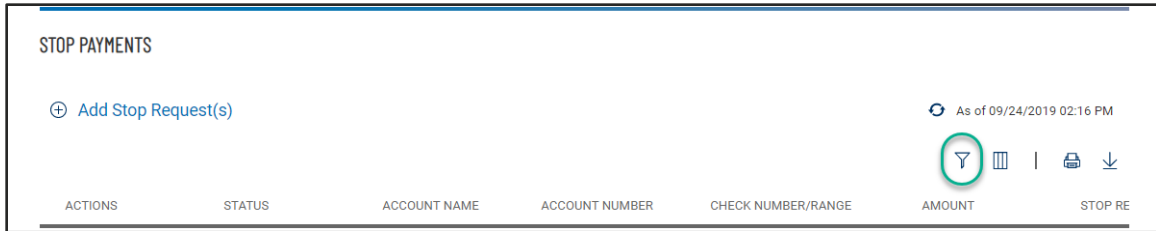
STOP PAYMENTS

FILTERS COLUMNS

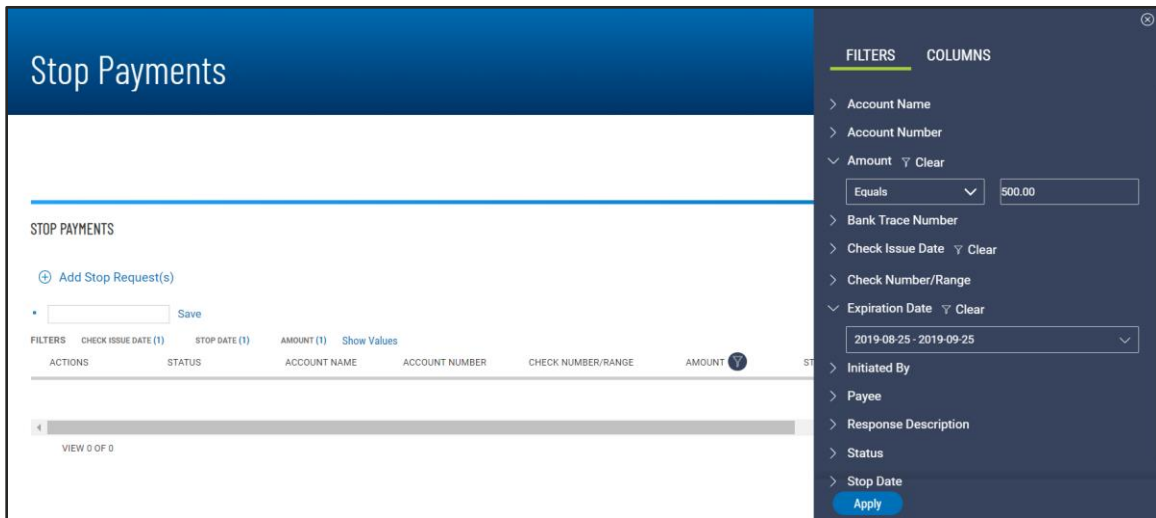
- Status
- Account Name
- Account Number
- Check Number/Range
- Amount
- Stop Reason
- Expiration Date
- Response Description
- Check Issue Date
- Bank Trace Number
- Initiated By
- Payee
- Stop Date

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- Click on filter icon to narrow in on specific transactions – (not available in Financial Overview widget)

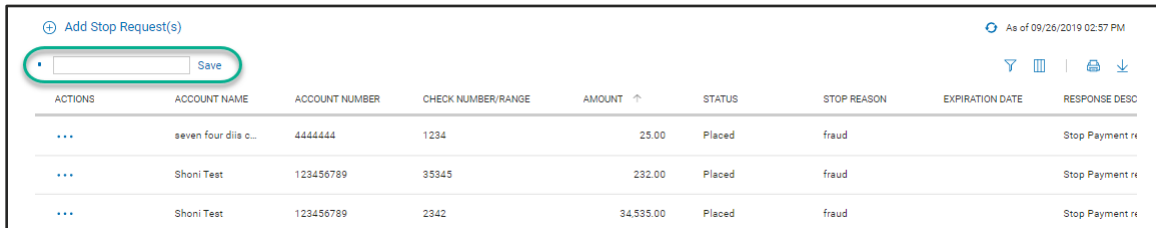
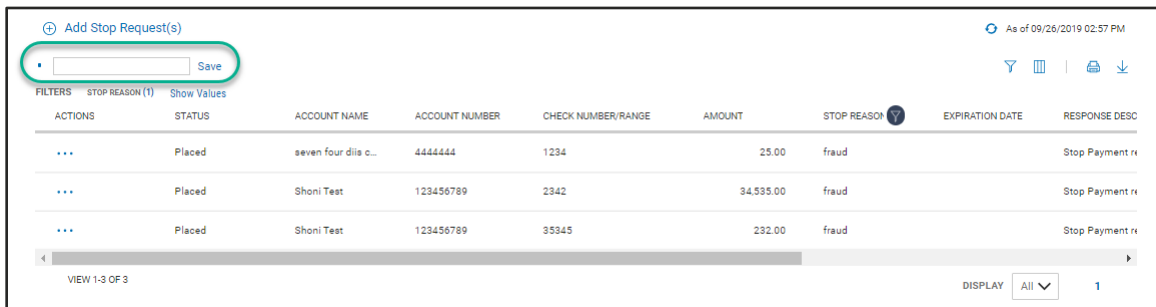


From the slide-out menu, select data to filter and set perimeters to zone in on the transactions



- Save your personalized view for reuse – (not available in Financial Overview widget)

When you adjust the default view by sorting a column, changing column display order, adding/removing column(s) or filtering any data, input filed automatically presents for you to save that view with a unique name



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9. Take individual or bulk action:

- Individual action –

The screenshot shows the 'Initiate Payment(s)' interface. At the top, there is a refresh icon and the text 'As of 09/26/2019 06:39 PM'. Below this, there are filters: 'SHOW ALL' with a dropdown arrow, and buttons for 'Changed', 'Save', and 'Save As'. On the right, there are icons for search, delete, print, and download. The main area is a table with columns: SELECT, ACTIONS, PAYMENT TYPE, FROM ACCOUNT NAME, PAYEE NAME, and CUS'. There are three rows of data. The first row has a 'View' button in the ACTIONS column. The second row has 'Copy As Template' and 'Copy as New Payment' buttons. The third row has a '...' button in the ACTIONS column, which is circled in red. Below the table, there are 'Approve' and 'Delete' buttons, and the text 'VIEW 1-3 OF 3'. At the bottom right, there is a 'DISPLAY' dropdown set to 'All' and the number '1'.

SELECT	ACTIONS	PAYMENT TYPE	FROM ACCOUNT NAME	PAYEE NAME	CUS'
<input type="checkbox"/>	View	Domestic Wire	DIIS checking account that I use fo	export	-
<input type="checkbox"/>	Copy As Template Copy as New Payment	International Wire	6 ones and 2 DIIS Savings	test123	-
<input type="checkbox"/>	...	Domestic Wire	DIIS checking account that I use fo	test	-

- Bulk action –

The screenshot shows the 'Initiate Payment(s)' interface. At the top, there is a refresh icon and the text 'As of 09/26/2019 06:39 PM'. Below this, there are filters: 'SHOW ALL' with a dropdown arrow, and buttons for 'Changed', 'Save', and 'Save As'. On the right, there are icons for search, delete, print, and download. The main area is a table with columns: SELECT, ACTIONS, PAYMENT TYPE, FROM ACCOUNT NAME, PAYEE NAME, and CUS'. There are three rows of data. The first two rows have checked checkboxes in the SELECT column, which are circled in red. The third row has an unchecked checkbox. All three rows have a '...' button in the ACTIONS column. Below the table, there are 'Approve' and 'Delete' buttons, and the text 'VIEW 1-3 OF 3'. At the bottom right, there is a 'DISPLAY' dropdown set to 'All' and the number '1'.

SELECT	ACTIONS	PAYMENT TYPE	FROM ACCOUNT NAME	PAYEE NAME	CUS'
<input checked="" type="checkbox"/>	...	Domestic Wire	DIIS checking account that I use fo	export	-
<input checked="" type="checkbox"/>	...	International Wire	6 ones and 2 DIIS Savings	test123	-
<input type="checkbox"/>	...	Domestic Wire	DIIS checking account that I use fo	test	-