



STEP-BY-STEP GUIDE: Online Banking

Adding or Removing Widgets

The following step-by-step guide was developed to assist you in adding or removing widgets within Online Banking. You can also contact us at 855.855.8805.

- 1) Log into First Tech Online Banking and select "MORE" from the left-hand side menu:

The screenshot shows the First Tech Online Banking dashboard. The left-hand side menu is visible, with the 'MORE...' button highlighted by a red box and a mouse cursor. The dashboard content includes a 'My Accounts' section with a table of accounts, a 'Last 15 days' summary, a 'Next 15 days' summary, and a 'Quick Links' section.

Account Type	Account Name	Account ID	Balance
Checking	Business Account	*4193	\$140.90
	CHECKS REDCARD	*3458	\$140.70
Savings	Savings with Carol	*1305	\$1,260.98
	Carefree Savings	*8548	\$283.89
	Business Savings	*4390	\$972.09
	Membership Savings	*6889	\$0.00

Last 15 days
Logged in 28 times

Next 15 days
390 transfers \$435.75

Quick Links
Setup Notifications
Make a Transfer
Pay a Bill



STEP-BY-STEP GUIDE: Online Banking

Adding or Removing Widgets

2) Click on "WIDGET OPTIONS":

The screenshot displays the online banking dashboard. On the left is a vertical navigation menu with icons for Dashboard, Accounts, Bill Pay, Transfer, Message Center, and More. The main content area is titled 'Dashboard' and 'My Accounts'. It lists several accounts: a Checking account with a balance of \$140.90, a Business Account with a balance of \$0.20, a CHECKS REDCARD with a balance of \$140.70, a Savings account with a balance of \$1,260.98, a Savings with Carol account with a balance of \$5.00, a Carefree Savings account with a balance of \$283.89, and a Business Savings account with a balance of \$972.09. At the bottom of the dashboard is a horizontal navigation bar with icons for Check Services, Deposit, Wires, Investments, E-DOCS, and Widget Options. The 'Widget Options' icon, which is a gear, is highlighted with a red rectangular box. To the right of the dashboard, there are sections for 'Last 15 days' (showing 'Logged in 28 ti'), 'Next 15 days' (showing '390 transfers'), and 'Quick Links' (including 'Setup Notifications', 'Make a Transfer', and 'Pay a Bill').



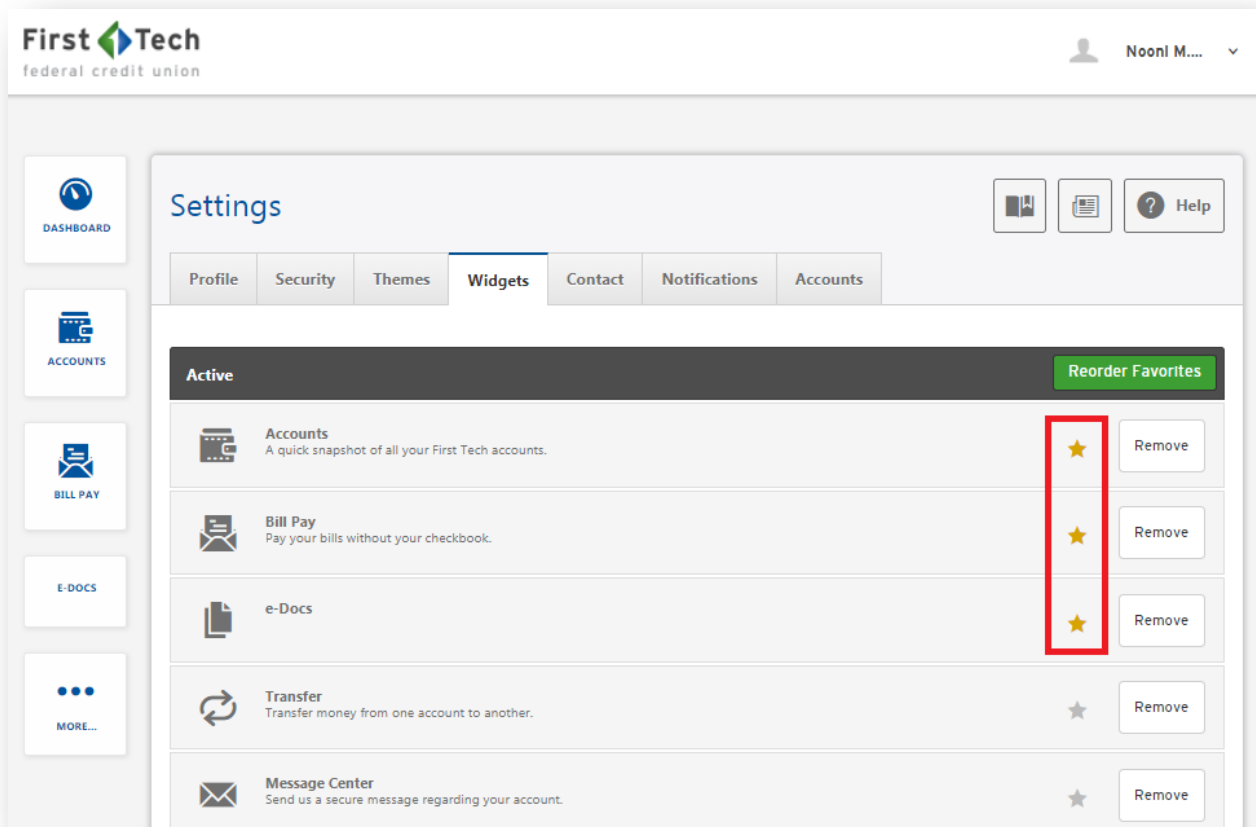
STEP-BY-STEP GUIDE: Online Banking

Adding or Removing Widgets

3) Scroll down to the “Available” section and click “Add” to manually add your “e-Docs” widget:



4) You can then select up to five favorited widgets. They're active when the stars appear as yellow:





STEP-BY-STEP GUIDE: Online Banking

Adding or Removing Widgets

5) Your updated list of favorite widgets will appear on the left-hand side menu:

The screenshot shows the First Tech online banking dashboard. The left-hand side menu is highlighted with a red box and contains the following items: DASHBOARD, ACCOUNTS, BILL PAY, E-DOCS, TRANSFER, and MESSAGE CENTER. The main dashboard area displays the following information:

- Dashboard** (with icons for Home, Messages, and Help)
- My Accounts** (with a settings gear icon)
- Checking** (Total: \$140.90)
 - Business Account** (*4193): \$0.20
 - CHECKS REDCARD** (*3458): \$140.70
- Savings** (Total: \$1,260.98)
 - Savings with Carol** (*1305): \$5.00
 - Carefree Savings** (*8548): \$283.89
 - Business Savings** (*4390): \$972.09
 - Membership Savings** (*6889): \$0.00
- Last 15 days** (with a settings gear icon): Logged in 28 times
- Next 15 days** (with a settings gear icon): 390 transfers, \$435.75
- Quick Links**
 - Setup Notifications
 - Make a Transfer
 - Pay a Bill
 - Add new service