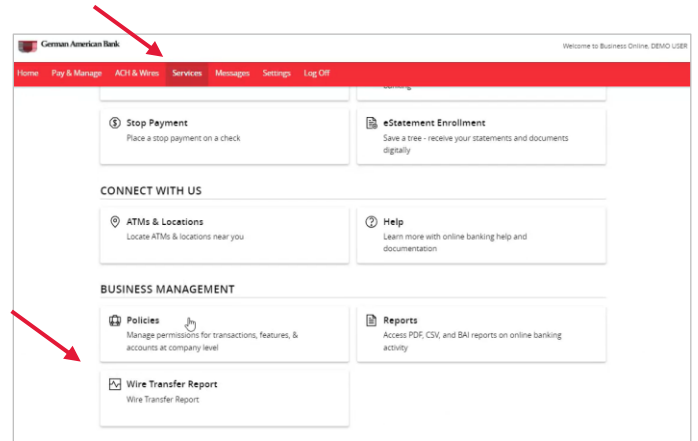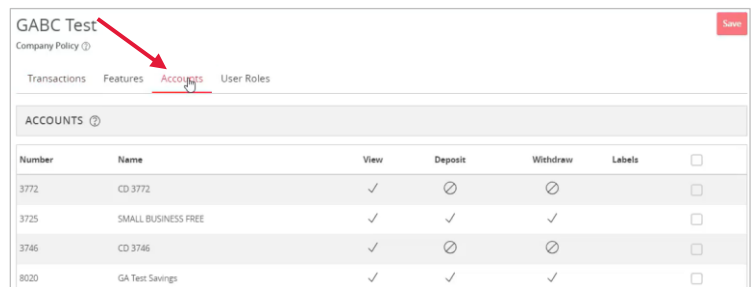**German American Bank**

NOTE: Account Labeling allows you to group accounts for easy identification. Only User Administrators will have access to this function.

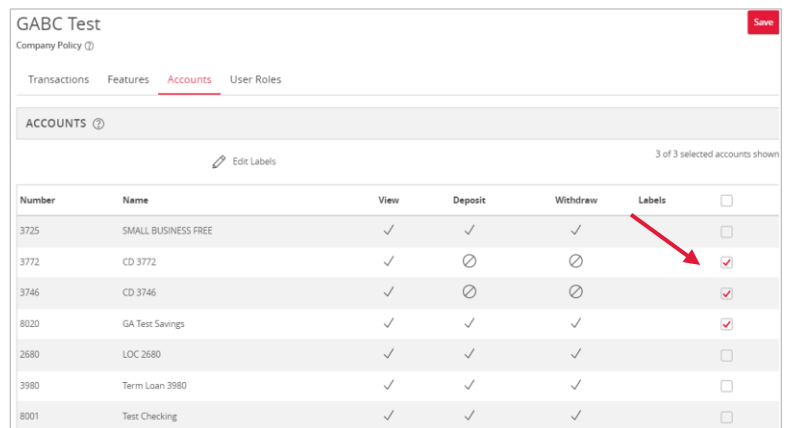1. Select the 'Services' menu then select the 'Policies' tile.

1. Select 'Accounts' tab within the top row.

2. Check the box next to each account that you would like to label. Next, select 'Edit Labels' to start labeling your account(s).

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3. Enter a label name.

4. Select the 'Create' button.

5. Select 'Add' to label the chosen accounts.

Add/Remove Labels

3 accounts selected

| Test | Create |

Select all

Add

Remove

Close   Save

6. Select 'Save' to complete the setup process.

Add/Remove Labels

3 accounts selected

Create

⊘ Labels added

Select all

✓ Test (New)   Add

Remove

Close   Save

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NOTE: The label will be indicated next to each account that was selected.

7. Select 'Save' to save the changes to the Company Policy.

NOTE: Account Labels can be used to quickly select grouped accounts within the Allowed Actions for Company Policy, User Roles and Information Reports.

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