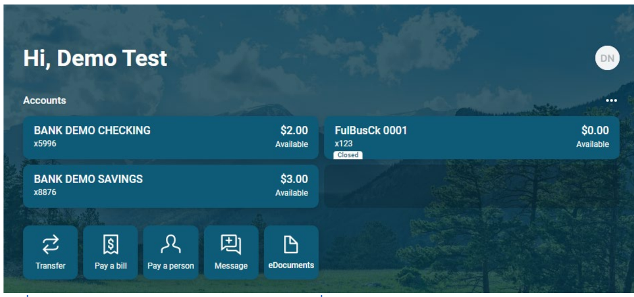
MANHATTAN BANK
BOZEMAN • CHURCHILL • MANHATTAN • THREE FORKS
www.ManhattanBank.bank Member FDIC

QUICK REFERENCE GUIDE

These tips apply to both online banking and the mobile app.

Desktop View

Customize Your View



Quick Action Buttons

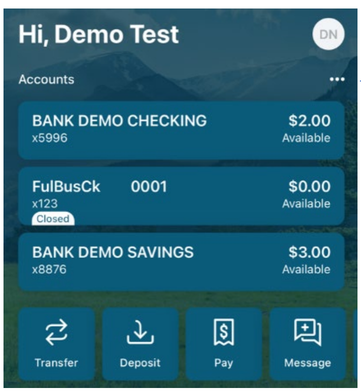
CUSTOMIZE YOUR VIEW

Tap the "…" in the upper right corner of any section to reorganize the dashboard layout and adjust the amount of information display in each section. Large (Expanded) –or Small (Consolidated) view.

Many of these features can also be accessed from the Menu in the upper left, or the Quick Action buttons under the accounts listing.

Mobile View

Customize Your View



Quick Action Buttons

ACCOUNTS

View your accounts and available balances. Scroll 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 us a message, making a mobile deposit, or viewing e-Statements.
- Press/Click the account name for additional options, such as viewing transactions, making a deposit, viewing documents (e-statements), card management (debit cards), and setting alert preferences.

FREQUENTLY USED FEATURES

Hint: To locate Settings on your desktop, click your name
At the bottom of the menu or image upper right corner.

Expand or Shrink Tiles/Windows
Click the 3 dots (…) and choose Small or Large for consolidated
Recap or full detail.

Rename Accounts
Choose an Account > Settings > Quick Action Button > Rename

Alerts
Choose an Account > Alert Preferences

eStatements
From Dashboard > eDocuments > Select Account from drop down

Change User Name, Password, Two Factor, Etc.
Settings > Security > Choose area to update

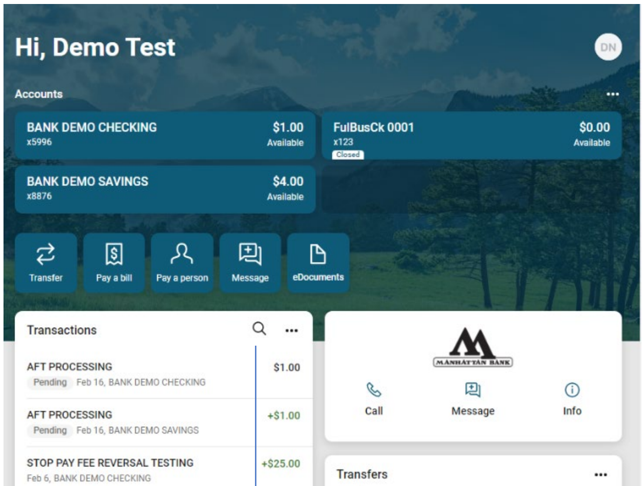
Add your Picture
Settings > Profile > Click the pencil next to the round image. Upload photo

Update your Email or Phone Number
Settings > Profile > Click edit next to the information you wish to update.

Travel Notices
Card Management > Click on airplane

Account Information
Choose Account and scroll to the bottom

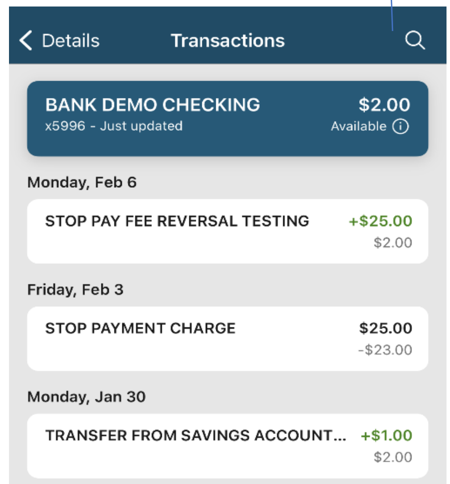
Desktop View



Transactions *Search*

Mobile View

Search



Transactions

TRANSACTIONS

View transactions across all your accounts from the dashboard Transactions section. To view transactions for a single account, select the Account from the Dashboard.

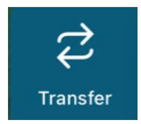
- Search for transactions by using the magnifying glass in the Upper right of the Transaction section.
  Mobile has limited search capabilities.
- Select any posted transaction to add a tag, note, or attach an image, such as a receipt.
- See additional transaction details by clicking on the specific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

CARD MANAGEMENT

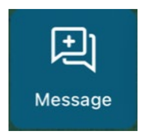
Manage all your debit cards in one location.

- Select a card (verify last 4 card number) to manage.
- Turn card on/off if you wish to stop use temporarily.
- Report Lost/Stolen and close immediately.
- Re-order an existing card/number. Fees may apply.
- Activate a new card.
- Set alerts and limits on various categories.
  Set travel alerts.

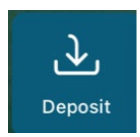
QUICK ACTION BUTTONS



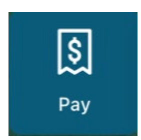
Move money between Manhattan Bank accounts.
External transfer moves money to your account at another Bank.



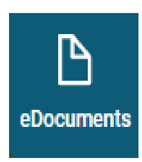
Start a conversation with Manhattan Bank representatives during posted hours. Message after hours and we'll respond the next business day.



Deposit a check right from your phone or tablet.
Mobile app only & enrollment required.



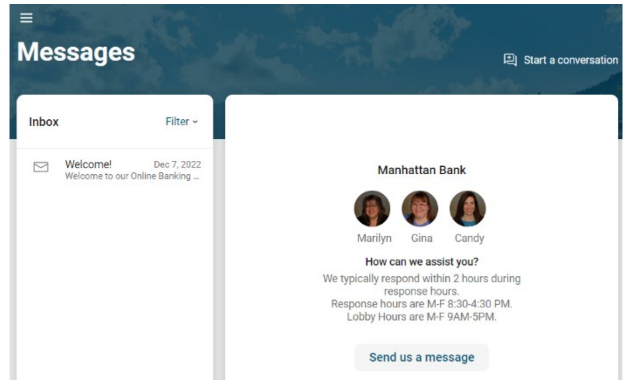
Pay bills or pay a person.
Bill Pay enrollment required.
$4.95/mo



e-Statements available for 18 months.
Enrollment required.
No longer receive paper statements.
History begins after enrollment and first statement cycle.

Messages

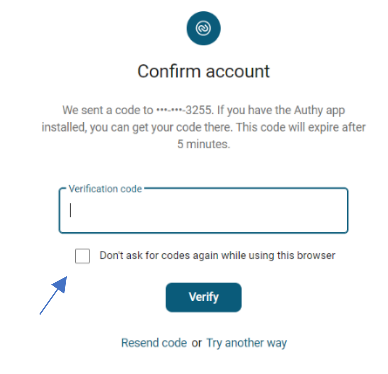
- Menu > Messages
- You can send a message to your local Bank and we will respond directly.
- Ask us any questions or concerns in a secure platform with Online Banking.
- Response hours are M-F 8:30 AM – 4:30 PM usually within 2 hours.
- After hours responses will be answered the next business day.
- Click ‘Start a Conversation’
- Watch for other important messages in this area.



Security

2-Step Verification - Setup

- First time devices will need to be authenticated for your extra protection.
- When the Protect your account with 2-step verification screen appears, select **Get started**.
- Choose from **Voice or text message, Email, or Authy**.
- Information must match customer information on file at the bank.
- Follow the instructions for the chosen method.
- Select **Done**.



2-Step Verification – Ongoing

- On new devices or when needing to reauthenticate, follow prompts
- If authy or other authentication app setup, open app and enter code.
- Depending on setup may also prompt for SMS text or phone call.
- If device you use often and trust, you can check the box to remember it.

Users can control their 2-step verification and devices.

- Log into Online Banking.
- Click on Settings > Security to change settings
- If remove 2-step verification; will force user to setup upon next login.
- If remove a device, and reconnect, will need to re-verify again when login.