

# Business Online Enhancements Guide

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# Menu

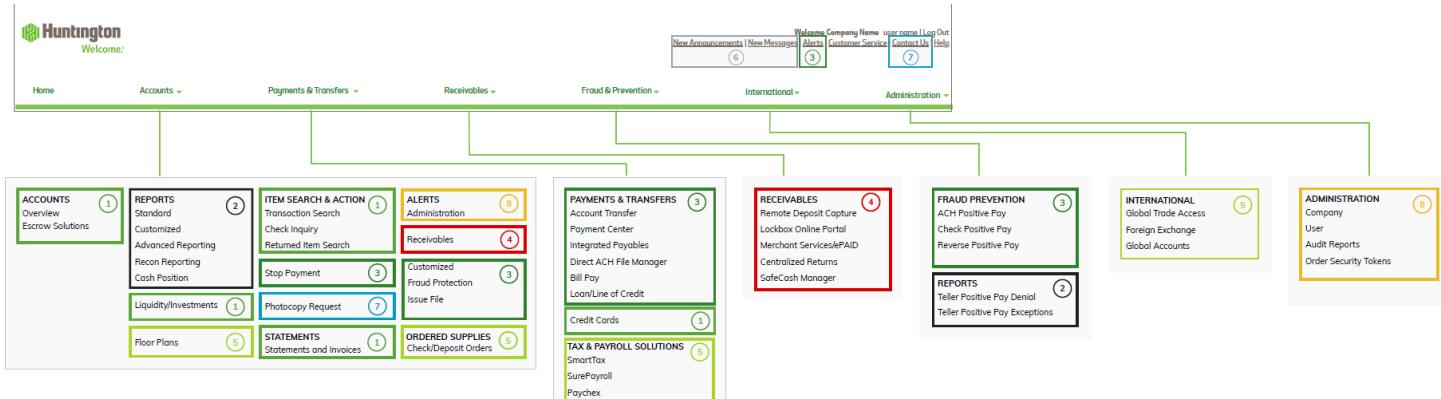
## Menu Change Highlights *(view full map of changes on page 4)*

The menu is where you can navigate to other pages within Business Online. This has been updated to efficiently group pages together under each heading.

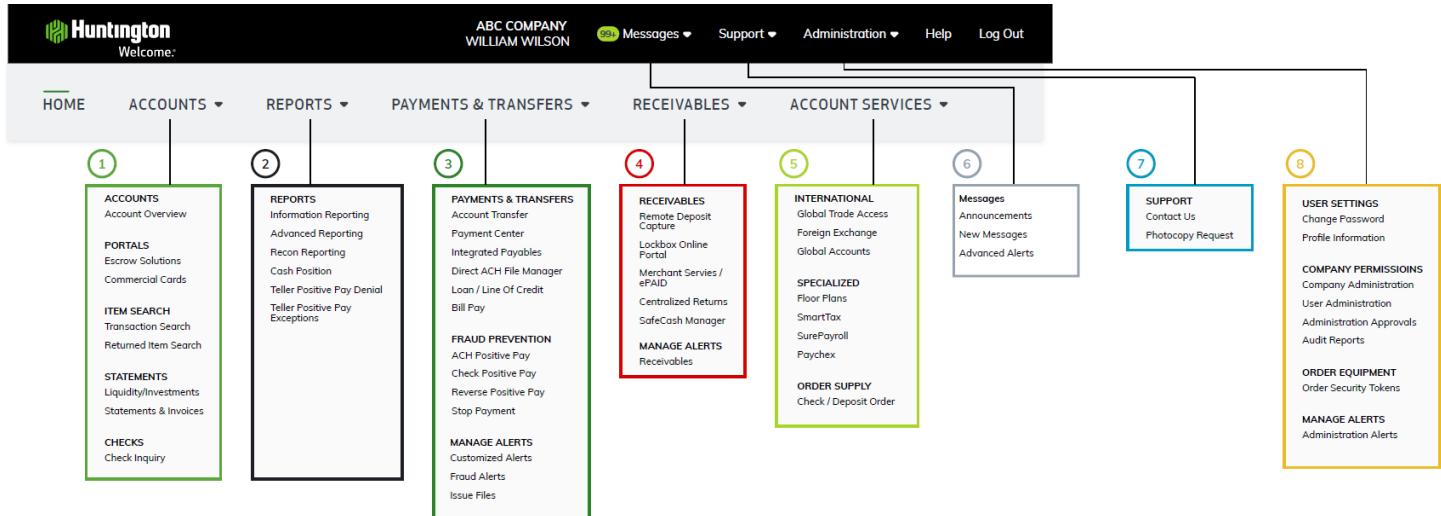
- **Administration** – moved to the top menu from the far right
- **Alerts** – now aligned to the corresponding service
- **Reports** – now has separate menu header
  - Reports & Customized are now Information Reporting
  - Reports have been consolidated (including the Teller Positive Pay reports)
- **Photocopy Request** – now under Support at the top of your menu
- **Stop Pay** – moved to Payments & Transfers under Fraud Prevention
- **International** – now under Account Services

## [View larger menus](#)

Key: New menu locations ① ② ③ ④ ⑤ ⑥ ⑦ ⑧



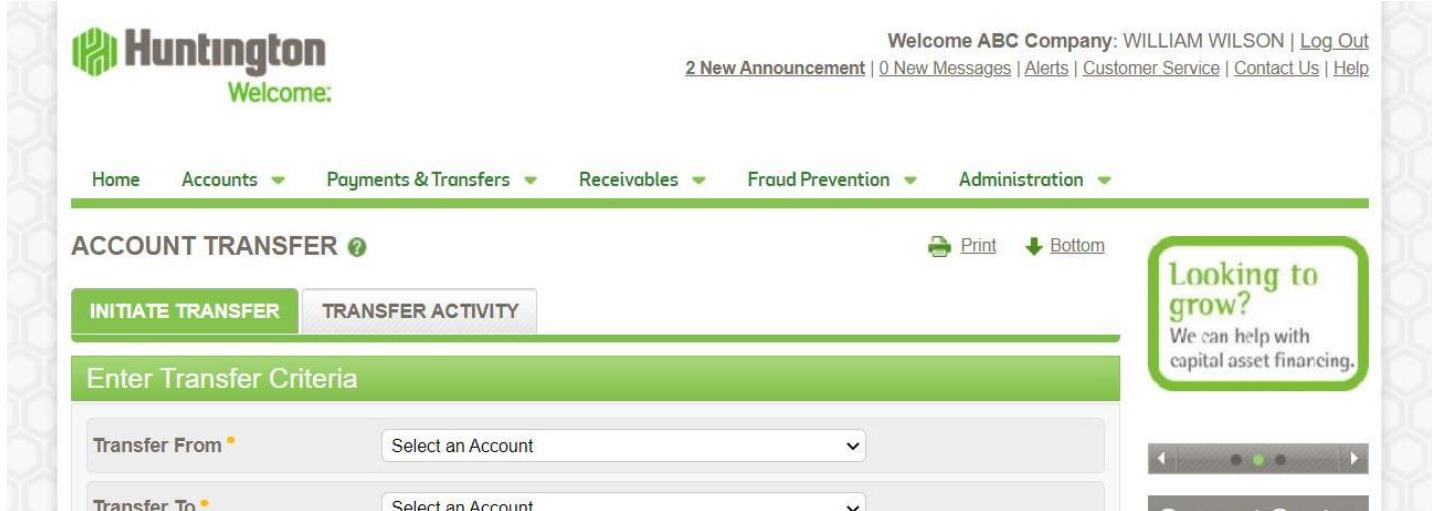
## New Menu



## User Specific Navigation

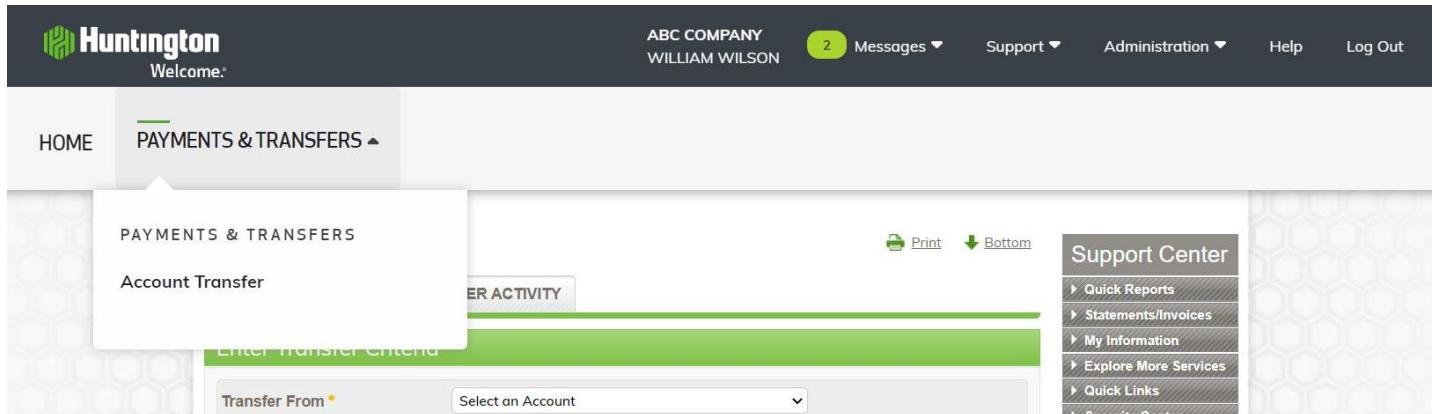
Changes will be implemented based on user specific permissions to ensure ease in site navigation and feature utilization. Below is an example of the menu change for a user with just Account Transfers:

### Current



The screenshot shows the current Huntington website layout. At the top, there is a navigation bar with links for Home, Accounts, Payments & Transfers, Receivables, Fraud Prevention, and Administration. The main content area is titled 'ACCOUNT TRANSFER' with a 'TRANSFER ACTIVITY' sub-section. A green box on the right contains the text 'Looking to grow? We can help with capital asset financing.' Below the main content are two dropdown menus for 'Transfer From' and 'Transfer To'.

### New



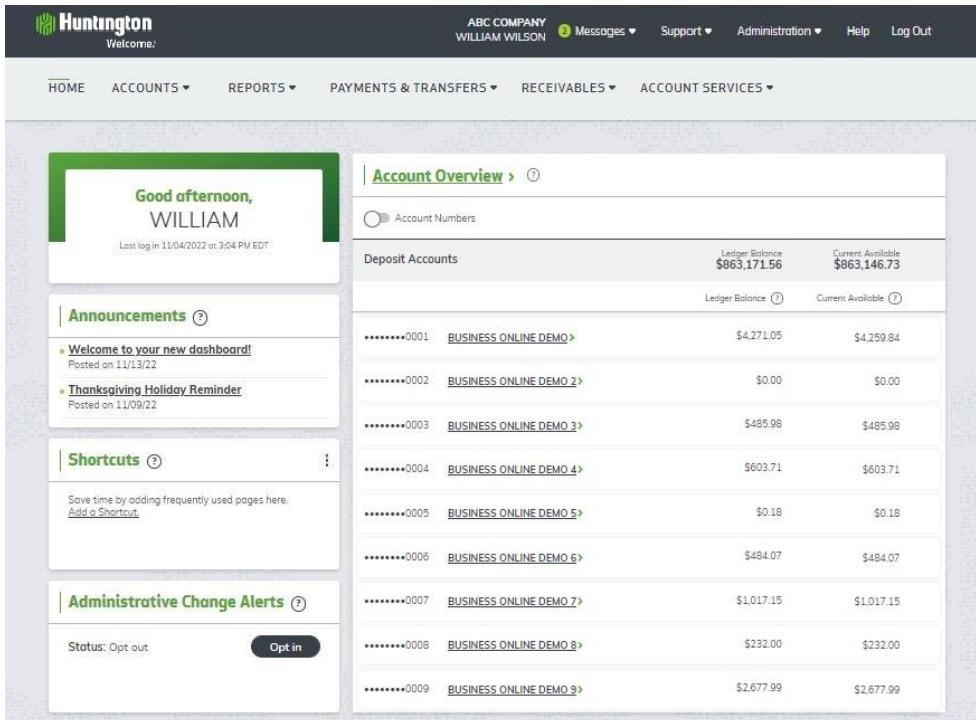
The screenshot shows the new Huntington website layout. The navigation bar is simplified, with only 'HOME' and 'PAYMENTS & TRANSFERS' visible. The main content area is titled 'PAYMENTS & TRANSFERS' with a 'TRANSFER ACTIVITY' sub-section. A green box on the right contains the text 'Support Center' with links to Quick Reports, Statements/Invoices, My Information, Explore More Services, Quick Links, and Security Center.

# Dashboard

## New Dashboard

Your **Home** page is now a sneak peek of your new dashboard. If you are entitled to any accounts for **Overview** you will continue to see this page when you first log into Business Online. If you go to **Home** you will see the new dashboard. The Account Overview widget includes deposit accounts only, additional account types will be available in future releases.

## Dashboard with Account Overview Widget



The screenshot shows the Huntington Business Online dashboard. At the top, there is a navigation bar with the Huntington logo, 'Welcome', and links for 'ABC COMPANY WILLIAM WILSON', 'Messages', 'Support', 'Administration', 'Help', and 'Log Out'. Below the navigation bar is a horizontal menu with links for 'HOME', 'ACCOUNTS', 'REPORTS', 'PAYMENTS & TRANSFERS', 'RECEIVABLES', and 'ACCOUNT SERVICES'. The main content area features a 'Good afternoon, WILLIAM' greeting and a 'Last log in 11/04/2022 at 3:04 PM EDT' message. On the left, there are three expandable sections: 'Announcements' (with 'Welcome to your new dashboard!' and 'Thanksgiving Holiday Reminder' posts), 'Shortcuts' (with a note to 'Save time by adding frequently used pages here.' and a 'Add a Shortcut' link), and 'Administrative Change Alerts' (with a 'Status: Opt out' button and an 'Opt in' button). The right side of the dashboard is the 'Account Overview' section, which displays a table of deposit accounts. The table has columns for 'Account Number', 'Description', 'Ledger Balance', and 'Current Available'. The data is as follows:

Account Number	Description	Ledger Balance	Current Available
*****0001	<a href="#">BUSINESS ONLINE DEMO 1</a>	\$4,271.05	\$4,259.84
*****0002	<a href="#">BUSINESS ONLINE DEMO 2</a>	\$0.00	\$0.00
*****0003	<a href="#">BUSINESS ONLINE DEMO 3</a>	\$485.98	\$485.98
*****0004	<a href="#">BUSINESS ONLINE DEMO 4</a>	\$603.71	\$603.71
*****0005	<a href="#">BUSINESS ONLINE DEMO 5</a>	\$0.18	\$0.18
*****0006	<a href="#">BUSINESS ONLINE DEMO 6</a>	\$484.07	\$484.07
*****0007	<a href="#">BUSINESS ONLINE DEMO 7</a>	\$1,017.15	\$1,017.15
*****0008	<a href="#">BUSINESS ONLINE DEMO 8</a>	\$232.00	\$232.00
*****0009	<a href="#">BUSINESS ONLINE DEMO 9</a>	\$2,677.99	\$2,677.99

At the bottom of the dashboard, there is a link to 'Customize Home Screen' and a footer section with links for 'IDENTITY PROTECTION' and 'SECURITY'. The footer also contains legal disclaimers and copyright information.

- Tip: By default, your Account Overview Widget will only show the last 4 digits of your account number. You can click or tap on the Account Numbers toggle to reveal full account numbers.

Account Overview > <a href="#">?</a>			
<input type="checkbox"/> Account Numbers			
Deposit Accounts		Ledger Balance <b>\$16,849.64</b>	Current Available <b>\$16,824.79</b>
		Ledger Balance <a href="#">?</a>	Current Available <a href="#">?</a>
*****1234	<a href="#">BUSINESS ONLINE DEMO</a>	\$4,271.05	\$4,259.84
*****1235	<a href="#">BUSINESS ONLINE DEMO 2»</a>	\$0.00	\$0.00
*****1236	<a href="#">BUSINESS ONLINE DEMO 3»</a>	\$0.00	\$0.00
*****1237	<a href="#">BUSINESS ONLINE DEMO 4»</a>	\$25.41	\$11.77

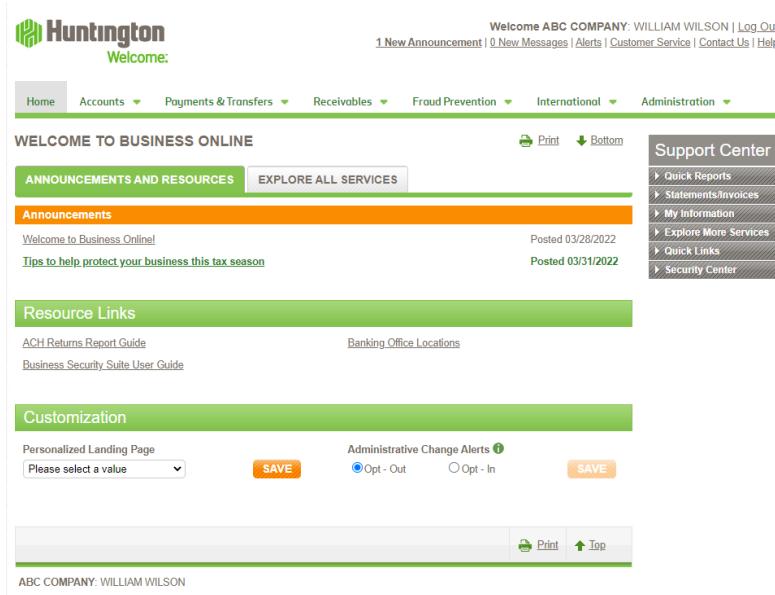
Account Overview > <a href="#">?</a>			
<input checked="" type="checkbox"/> Account Numbers			
Deposit Accounts		Ledger Balance <b>\$16,849.64</b>	Current Available <b>\$16,824.79</b>
		Ledger Balance <a href="#">?</a>	Current Available <a href="#">?</a>
011111111234	<a href="#">BUSINESS ONLINE DEMO</a>	\$4,271.05	\$4,259.84
011111111235	<a href="#">BUSINESS ONLINE DEMO 2»</a>	\$0.00	\$0.00
011111111236	<a href="#">BUSINESS ONLINE DEMO 3»</a>	\$0.00	\$0.00
011111111237	<a href="#">BUSINESS ONLINE DEMO 4»</a>	\$25.41	\$11.77

- Simply click or tap on the Account Numbers toggle again to mask your account.

## Dashboard without Account Overview

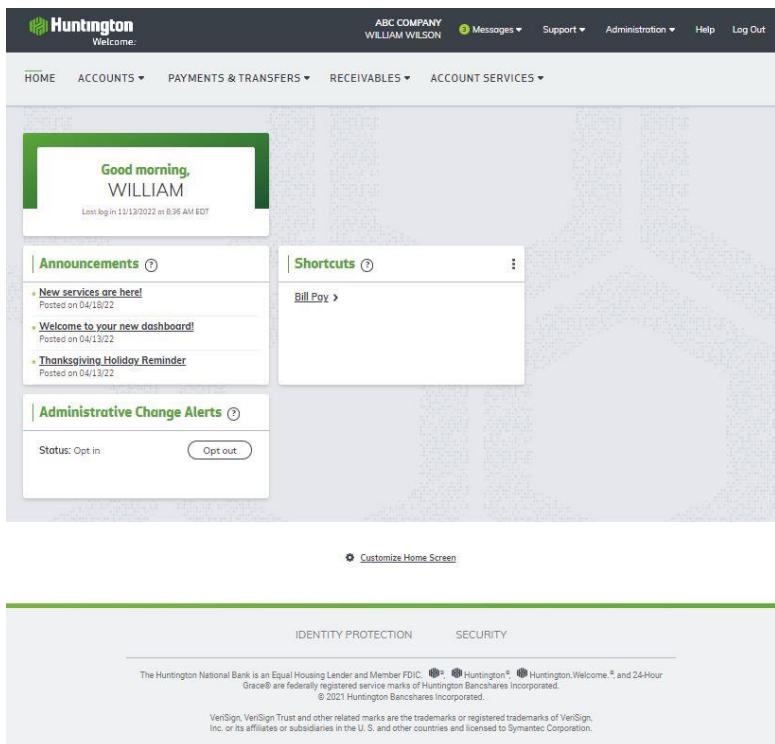
If you are not entitled to Overview this Dashboard will be your new landing page. Personalized landing pages are now replaced by the Shortcuts widget on the Dashboard.

### Current



The screenshot shows the 'WELCOME TO BUSINESS ONLINE' dashboard. At the top, there are links for 'ANNOUNCEMENTS AND RESOURCES' and 'EXPLORE ALL SERVICES'. Below this, the 'Announcements' section displays two items: 'Welcome to Business Online!' (Posted 03/28/2022) and 'Tips to help protect your business this tax season' (Posted 03/31/2022). To the right, a 'Support Center' sidebar lists 'Quick Reports', 'Statements/Invoices', 'My Information', 'Explore More Services', 'Quick Links', and 'Security Center'. A 'Resource Links' section at the bottom left includes links for 'ACH Returns Report Guide', 'Banking Office Locations', and 'Business Security Suite User Guide'. A 'Customization' section on the right allows users to select a 'Personalized Landing Page' (dropdown menu with 'Please select a value' option) and manage 'Administrative Change Alerts' (radio buttons for 'Opt - Out' and 'Opt - In', with a 'SAVE' button). At the bottom, there are 'Print' and 'Top' buttons.

### New

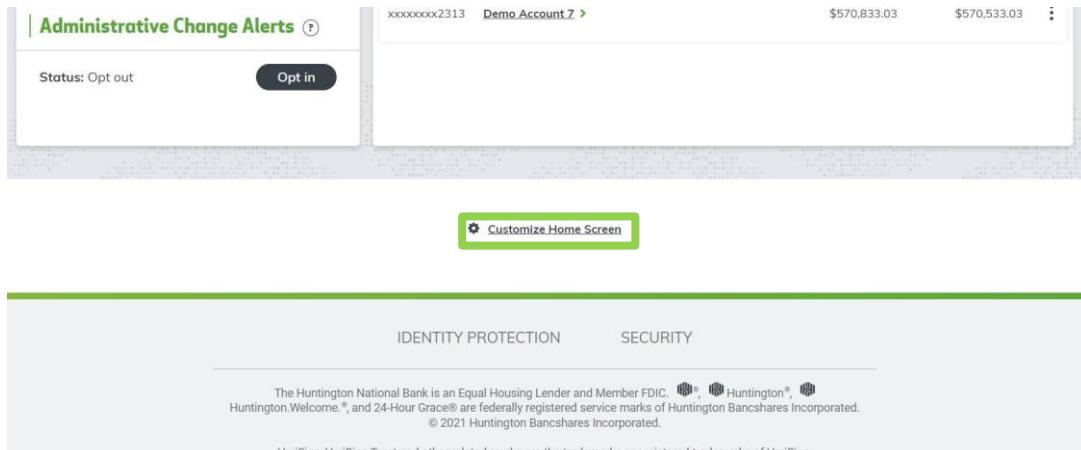


The screenshot shows the updated dashboard layout. At the top, there is a 'Good morning, WILLIAM' greeting and a 'Last log in 11/13/2022 at 8:36 AM EDT' message. Below this, the main content area is divided into three sections: 'Announcements' (with items like 'New services are here!', 'Welcome to your new dashboard!', and 'Thanksgiving Holiday Reminder'), 'Shortcuts' (with a 'Bill Pay' link), and 'Administrative Change Alerts' (status: Opt in, with an 'Opt out' button). At the bottom, there is a 'Customize Home Screen' link. The footer contains 'IDENTITY PROTECTION' and 'SECURITY' links, along with legal disclaimers about FDIC, Huntington, and VeriSign trademarks.

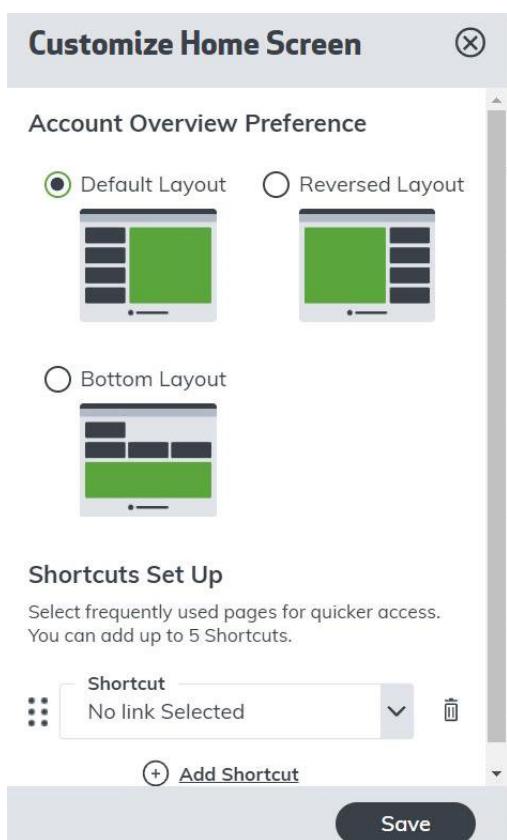
# Customizable Layout

If you are entitled to any deposit accounts for Overview you can customize the layout of your dashboard. To change your layout:

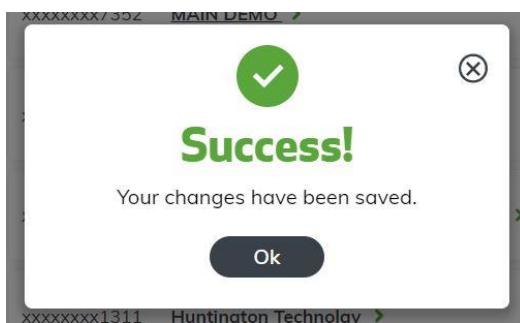
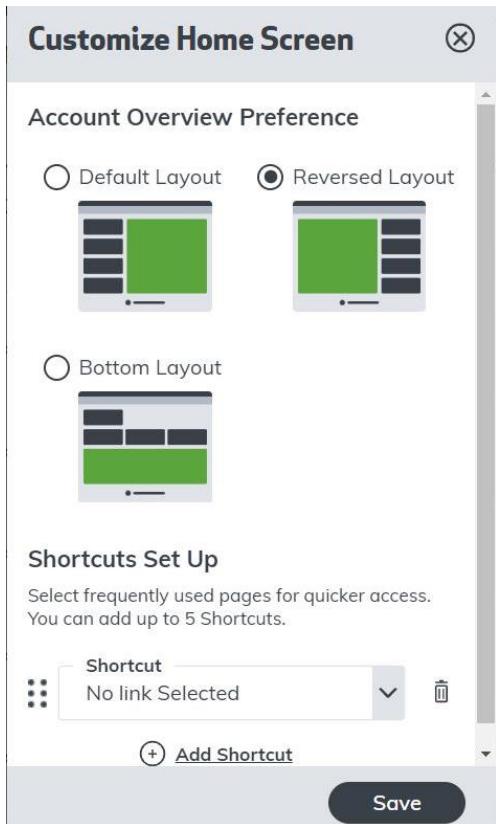
1. Navigate to the “Customize Home Screen” option at the bottom of the dashboard.



2. In the Customize Home Screen editor, you will see Dashboard Layout options to select from. You can reference the thumbnail images to see the different Dashboard Layout options. GREEN signifies your Account Overview Widget and where in the layout options the Account Overview Widget would reside.



3. Select an option for a different layout and click “Save”. Remember, you can always go back and update your Dashboard Layout again at any time. You will see a success message indicating that the changes you have made to Dashboard Layout are saved.

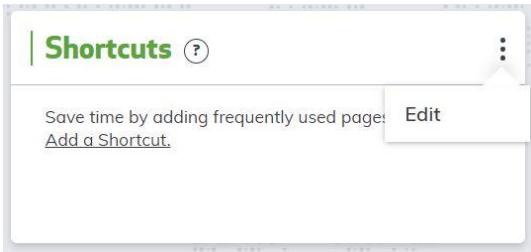


# Shortcuts

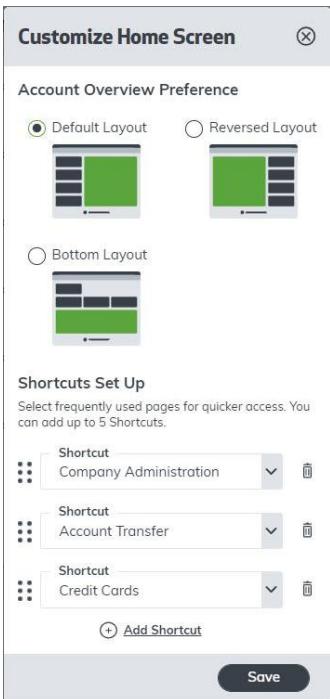
## Adding a Shortcut

Personalized landing pages are now replaced by the Shortcuts widget on the Dashboard. If you have permission to any of the shortcut selection options, you will see the Shortcuts widget on your New Dashboard. The Shortcuts widget is there to help you navigate to where you want to go directly from the Dashboard. Below are the ways to add a shortcut:

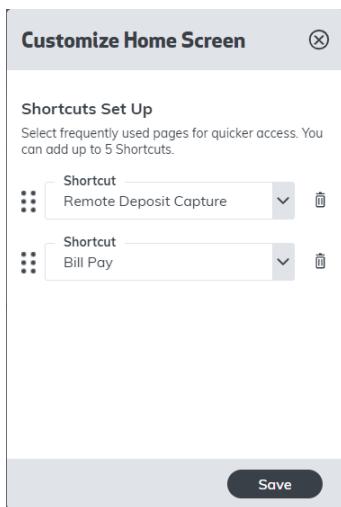
- The first time you see the Shortcuts widget (or if you have removed all shortcuts within the Shortcuts widget), you will see a message letting you add shortcuts directly from the widget by clicking **Add a Shortcut**. You can also click on the three vertical dots in the top right of the Shortcuts widget to edit your shortcuts.



- You can also add or edit shortcuts by clicking on the “Customize Landing Page” link at the bottom of your Dashboard. If you have permission to access at least one shortcut and have the Account Overview widget on your dashboard based on your Deposit Account, Overview permission; you will see available shortcut options below the Customize Dashboard Layout selection options.

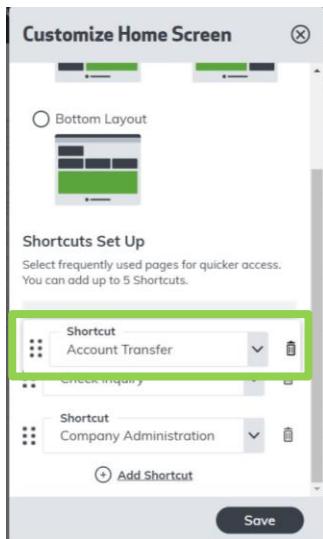


- If you are entitled to at least one shortcut but no Overview permission for Deposit Accounts, you will see the shortcut options at the top of the Customize Home Screen section where you can select from a dropdown list of available shortcut options.



After selecting the shortcut(s) you wish to add to your Shortcuts widget, click **Save**.

- **TIP:** To reorder your shortcuts, drag the shortcut in the shortcuts editor by holding down the drag selector (6 dots to the left of the shortcut dropdown selector) and moving the shortcut to where you would like it to appear.



- **Tip:** To remove a shortcut from your Shortcuts widget, click the delete icon next to the selected shortcut within your Customize Home Screen panel. Click **Save**. You will receive a success message indicating your updates were successfully saved.

## Customize Home Screen ×

Bottom Layout 

**Shortcuts Set Up**  
Select frequently used pages for quicker access.  
You can add up to 5 Shortcuts.

Shortcut	Account Transfer	⋮	⋮
⋮	Check Inquiry	⋮	⋮
⋮	Company Administration	⋮	⋮

[+ Add Shortcut](#)

**Save**