



Business Online Enhancements Guide

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Menu

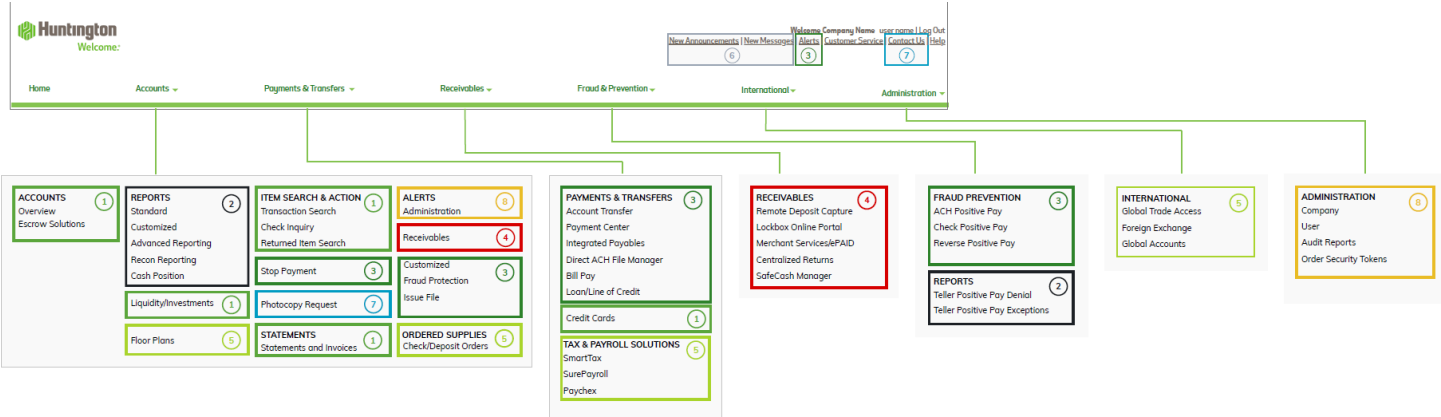
Menu Change Highlights *(view full map of changes on page 4)*

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.

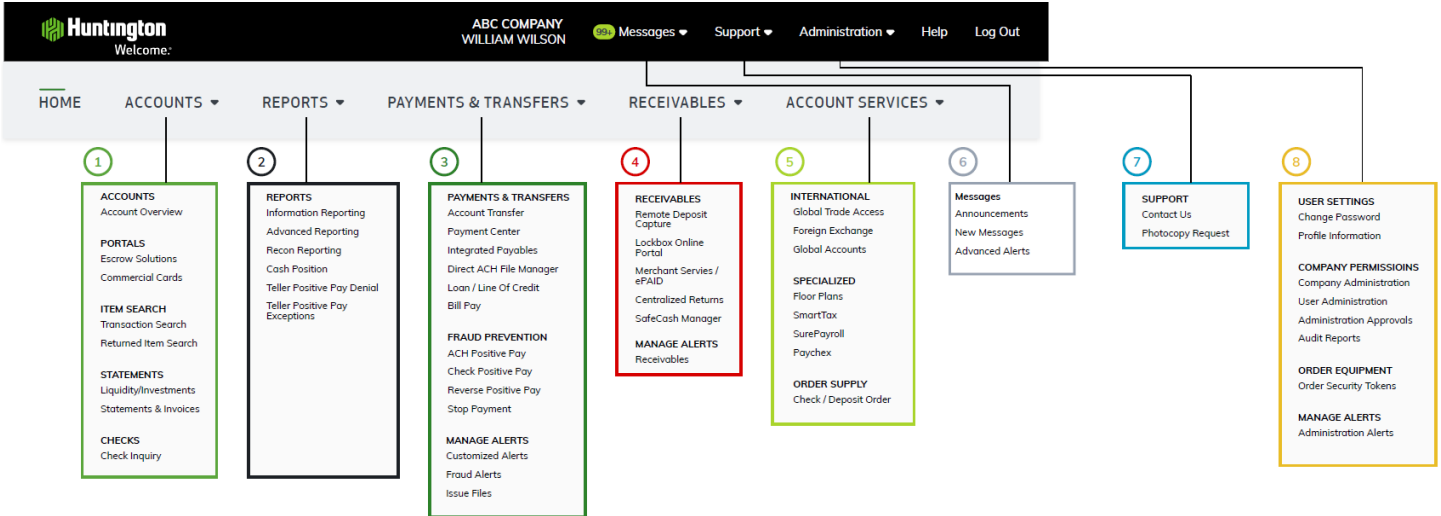
- **Administration** – moved to the top menu from the far right
- **Alerts** – now aligned to the corresponding service
- **Reports** – now has separate menu header
 - Reports & Customized are now Information Reporting
 - Reports have been consolidated (including the Teller Positive Pay reports)
- **Photocopy 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



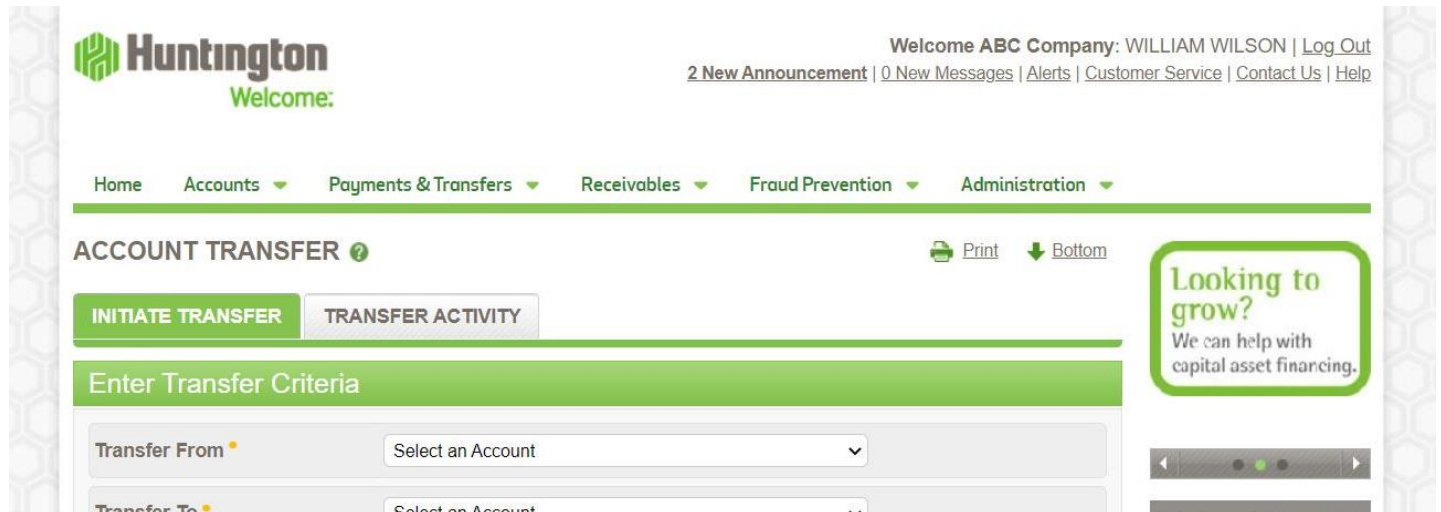
New Menu



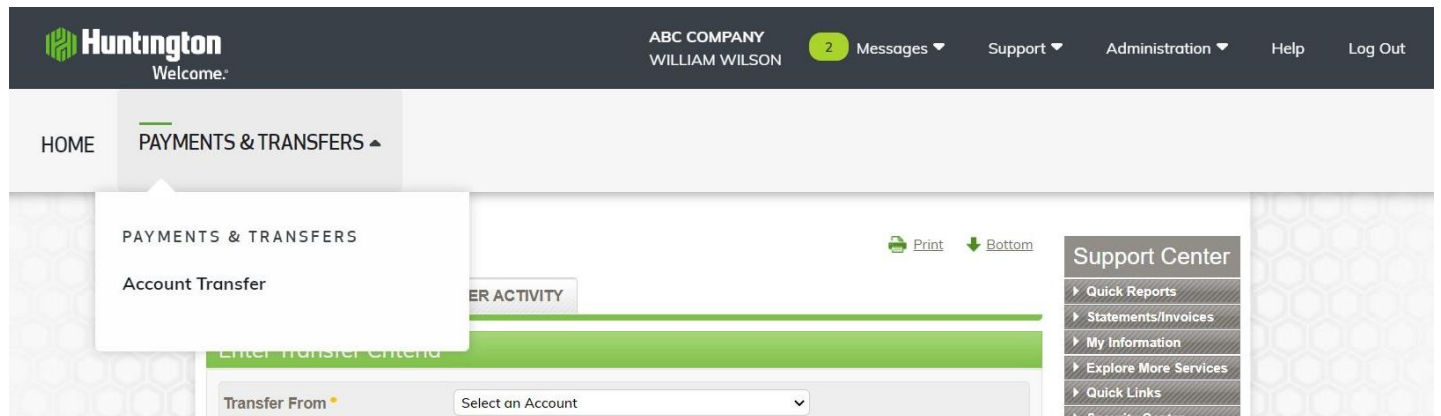
User Specific Navigation

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



New



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 displays the Huntington Business Online dashboard. At the top, a dark navigation bar includes the Huntington logo, a welcome message for William Wilson, and links for Messages, Support, Administration, Help, and Log Out. Below this is a light blue navigation bar with links for HOME, ACCOUNTS, REPORTS, PAYMENTS & TRANSFERS, RECEIVABLES, and ACCOUNT SERVICES. The main content area features a sidebar on the left with sections for 'Good afternoon, WILLIAM' (with a last login timestamp), 'Announcements' (listing 'Welcome to your new dashboard!' and 'Thanksgiving Holiday Reminder'), 'Shortcuts' (with a link to 'Add a Shortcut'), and 'Administrative Change Alerts' (with an 'Opt in' button). The central 'Account Overview' widget shows a toggle for 'Account Numbers' and a table of deposit accounts. The table has columns for account numbers, account names, ledger balances, and current available balances. A 'Customize Home Screen' link is located below the table. The footer contains links for 'IDENTITY PROTECTION' and 'SECURITY', followed by legal disclaimers and copyright information for Huntington Bancshares Incorporated.

Huntington
Welcome:

ABC COMPANY
WILLIAM WILSON

Messages Support Administration Help Log Out

HOME ACCOUNTS REPORTS PAYMENTS & TRANSFERS RECEIVABLES ACCOUNT SERVICES

Good afternoon,
WILLIAM
Last log in 11/04/2022 at 3:04 PM EDT

Announcements

- Welcome to your new dashboard!
Posted on 11/13/22
- Thanksgiving Holiday Reminder
Posted on 11/09/22

Shortcuts

Save time by adding frequently used pages here.
[Add a Shortcut](#)

Administrative Change Alerts

Status: Opt out [Opt in](#)

Account Overview

Account Numbers

Deposit Accounts		Ledger Balance	Current Available
		\$863,171.56	\$863,146.73
		Ledger Balance	Current Available
*****0001	BUSINESS ONLINE DEMO 1	\$4,271.05	\$4,259.84
*****0002	BUSINESS ONLINE DEMO 2	\$0.00	\$0.00
*****0003	BUSINESS ONLINE DEMO 3	\$485.98	\$485.98
*****0004	BUSINESS ONLINE DEMO 4	\$603.71	\$603.71
*****0005	BUSINESS ONLINE DEMO 5	\$0.18	\$0.18
*****0006	BUSINESS ONLINE DEMO 6	\$484.07	\$484.07
*****0007	BUSINESS ONLINE DEMO 7	\$1,017.15	\$1,017.15
*****0008	BUSINESS ONLINE DEMO 8	\$232.00	\$232.00
*****0009	BUSINESS ONLINE DEMO 9	\$2,677.99	\$2,677.99

Customize Home Screen

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- 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.

<div> <div>Account Overview > ?</div> <div> <div>Account Numbers</div> </div> </div>		
Deposit Accounts	Ledger Balance \$16,849.64	Current Available \$16,824.79
	Ledger Balance ?	Current Available ?
.....1234 BUSINESS ONLINE DEMO	\$4,271.05	\$4,259.84
.....1235 BUSINESS ONLINE DEMO 2 >	\$0.00	\$0.00
.....1236 BUSINESS ONLINE DEMO 3 >	\$0.00	\$0.00
.....1237 BUSINESS ONLINE DEMO 4 >	\$25.41	\$11.77


<div> <div>Account Overview > ?</div> <div> <div>Account Numbers</div> </div> </div>		
Deposit Accounts	Ledger Balance \$16,849.64	Current Available \$16,824.79
	Ledger Balance ?	Current Available ?
011111111234 BUSINESS ONLINE DEMO	\$4,271.05	\$4,259.84
011111111235 BUSINESS ONLINE DEMO 2 >	\$0.00	\$0.00
011111111236 BUSINESS ONLINE DEMO 3 >	\$0.00	\$0.00
011111111237 BUSINESS ONLINE DEMO 4 >	\$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



Welcome:

Welcome ABC COMPANY: WILLIAM WILSON | Log Out

1 New Announcement | 0 New Messages | Alerts | Customer Service | Contact Us | Help

Home

Accounts

Payments & Transfers

Receivables

Fraud Prevention

International

Administration

WELCOME TO BUSINESS ONLINE

Print

Bottom

ANNOUNCEMENTS AND RESOURCES

EXPLORE ALL SERVICES

Announcements

Welcome to Business Online!

Posted 03/28/2022

Tips to help protect your business this tax season

Posted 03/31/2022

Resource Links

ACH Returns Report Guide

Banking Office Locations

Business Security Suite User Guide

Customization

Personalized Landing Page

Please select a value

SAVE

Administrative Change Alerts

Opt - Out

Opt - In


SAVE

Print

Top

ABC COMPANY: WILLIAM WILSON

New



Welcome:

ABC COMPANY
WILLIAM WILSON

3 Messages | Support | Administration | Help | Log Out

HOME

ACCOUNTS

PAYMENTS & TRANSFERS

RECEIVABLES

ACCOUNT SERVICES

Good morning,
WILLIAM

Last log in 11/13/2022 at 8:36 AM EDT

Announcements

New services are here!

Posted on 04/18/22

Welcome to your new dashboard!

Posted on 04/13/22

Thanksgiving Holiday Reminder

Posted on 04/13/22

Shortcuts

Bill Pay

Administrative Change Alerts



Status: Opt in

Opt out

Customize Home Screen

IDENTITY PROTECTION

SECURITY

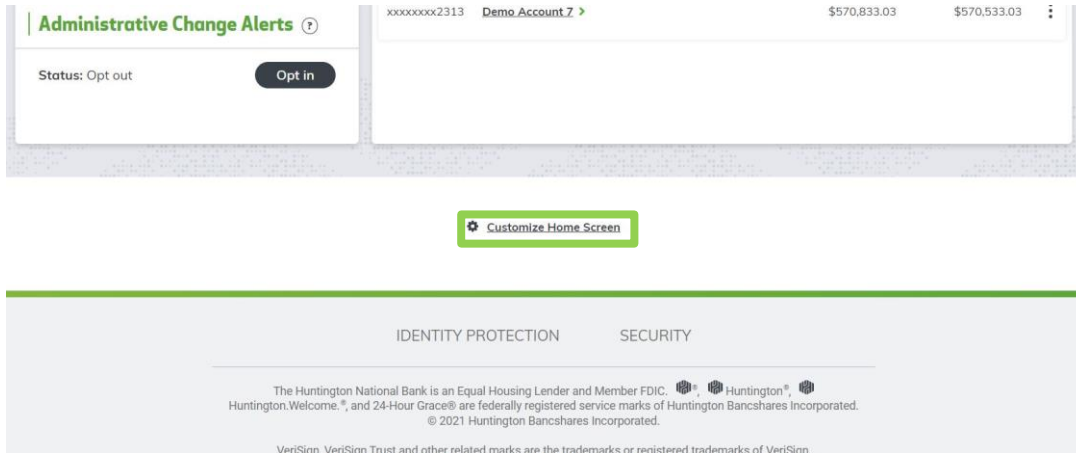
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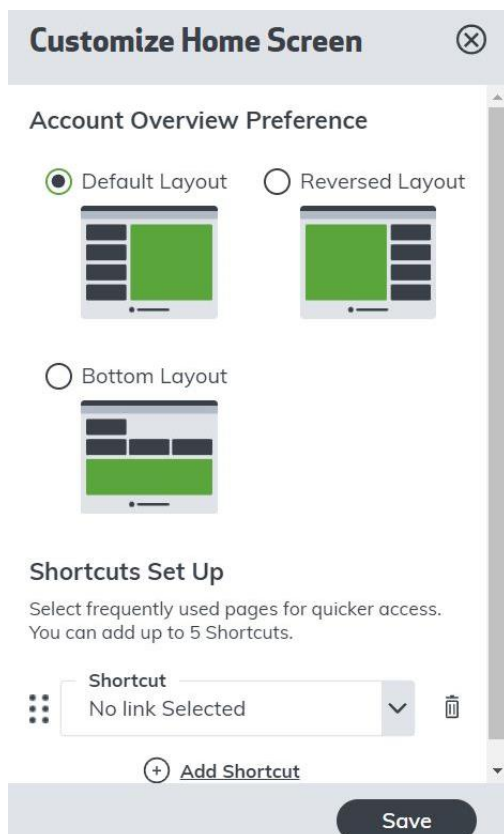
Customizable Layout

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.


Customize Home Screen

Account Overview Preference


☐ Default Layout

☒ Reversed Layout





☐ Bottom Layout



Shortcuts Set Up

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

Shortcut

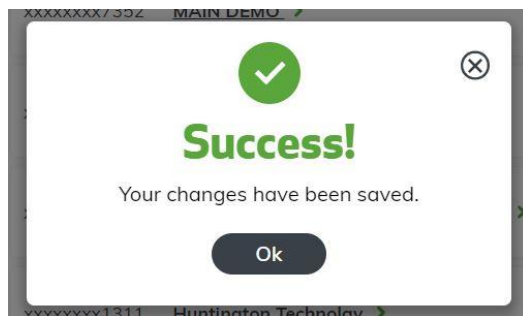
No link Selected

▼

+

Add Shortcut

Save

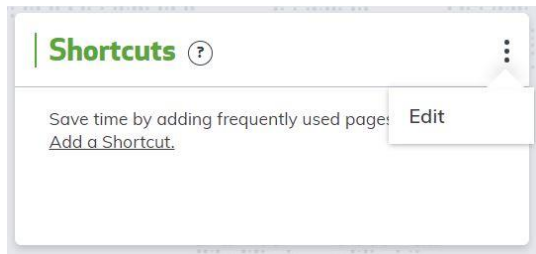


Shortcuts

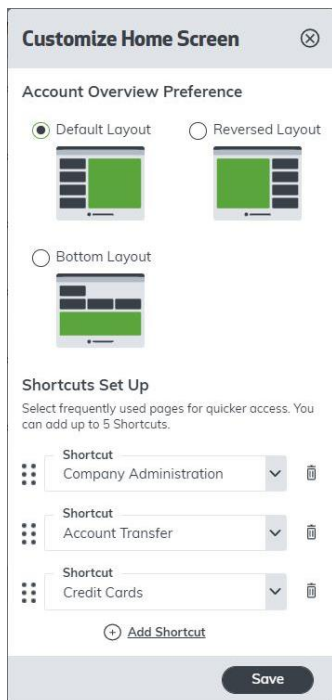
Adding a Shortcut

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:

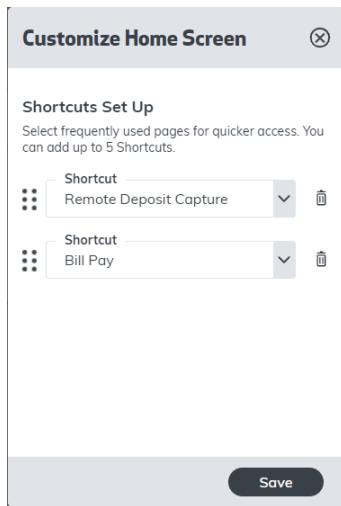
- The first time you see the Shortcuts widget (or if you have removed all shortcuts within the Shortcuts widget), you will see a message letting you add shortcuts directly from the widget by clicking **Add a Shortcut**. You can also click on the three vertical dots in the top right of the Shortcuts widget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

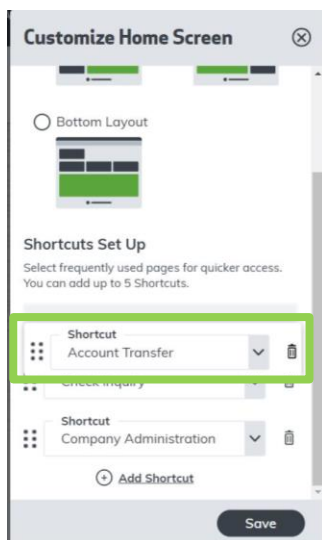


- If you are entitled to at least one shortcut but no Overview permission for Deposit Accounts, you will see the shortcut options at the top of the Customize Home Screen section where you can select from a dropdown list of available shortcut options.



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  
- 

Shortcut  
- 

Shortcut  

 [Add Shortcut](#)

Save