# Online & Mobile Banking FAQs

**How do I access the Quick Transfer and View Activity buttons from the home screen Account Tiles?**

A new Quick Transfer option can be accessed directly from an account tile on the Home Screen page, making funds transfers quicker and easier. As shown below, two vertical bars appear on the right of each account tile. On a desktop, click the bars to display additional options. On a mobile device, slide a finger to the left to display the additional options.
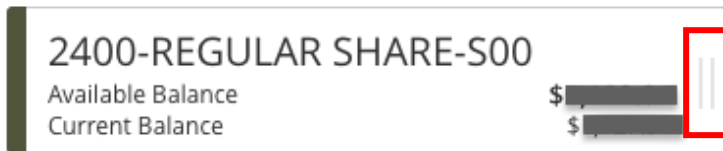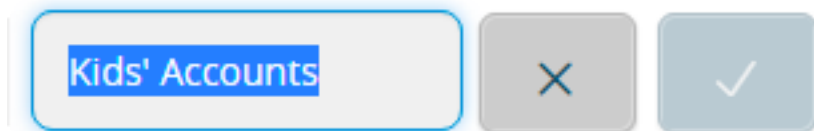


The Quick Transfer and View Activity button will appear like the photo below.



**How do I create an Account Group on the home page?**

To create a new group, choose an Account Tile and drag it to the New Group icon that appears while a tile is being moved. When you "drop" the tile, the following field appears. Enter a name for the new group and click the check mark to save the changes.



To rename an account group, click the pencil icon next to the name, edit the name and click the check mark to save the changes.

**How do I move Account Tiles into Account Groups on the home page within Online Banking?**

Account Grouping allows you to categorize share, checking and loan accounts – however you'd prefer them to be grouped.

On a desktop, click on the tile you'd like to move, hold down the mouse button and drag it into the group you'd like the account to be listed under. On a mobile device, tap and hold the tile, drag it to a new location and lift your finger to drop the tile in to the new group.

**How do I delete Account Groups?**

In order to delete an Account Group, drag and drop all Account Tiles from that group into the desired group. A confirmation screen will appear prompting you to choose to delete the Account Group you no longer need.

**How do I send multiple payments through Bill Pay?**

To send multiple payments, navigate to the Bill Pay page under the Transactions Tab. Choose "Multi Pay" and a list of all payees will appear. Choose the account you want to pay the bill from, the amount and the date and click "Review Payments".



After you've confirmed the payments are correct, hit the "Submit Payment" button.

**How do I delete a Payee from Bill Pay?**

After navigating to the Bill Pay screen under the Transactions tab, click on the Options button (see photo below) and select 'Delete a Payee.'
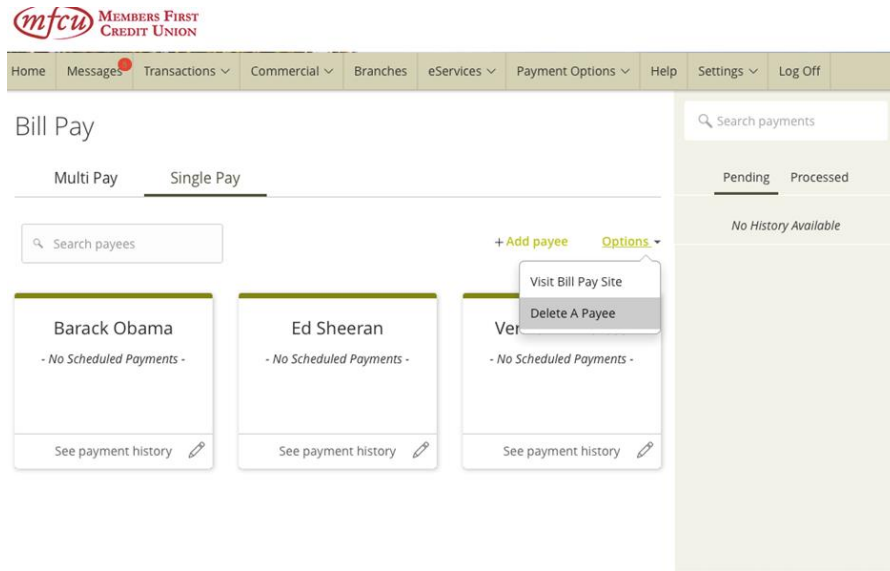


**How do I create a custom view in the Activity Center?**

1. Navigate to Transactions > Activity Center.
2. Click Filters on the Single Transaction tab.
3. In the filter fields that appear, select a Transaction Type and a Status.
4. When Column names with check boxes appear, select up to six columns that you want to appear whenever the selected Transaction Type and, if specified, Status appear.
5. Click Apply filters.
6. Click Favorites to save the custom view for later use.