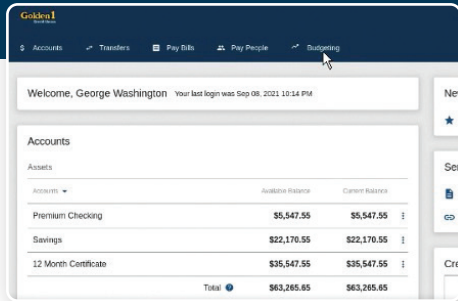


## Desktop Budget How-To Guide

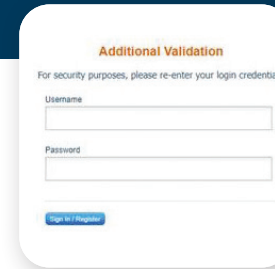
1

Once logged into Online Banking, click on "Budgeting".



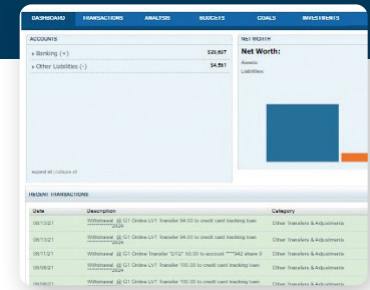
2

You will be required to complete an additional one-time security validation by entering your login credentials again.



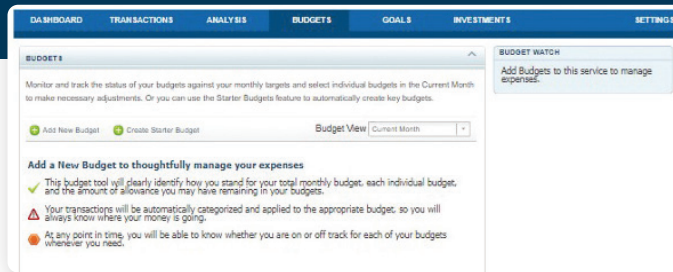
3

To set up a Budget, select "Budgets" from the Budgeting Dashboard.



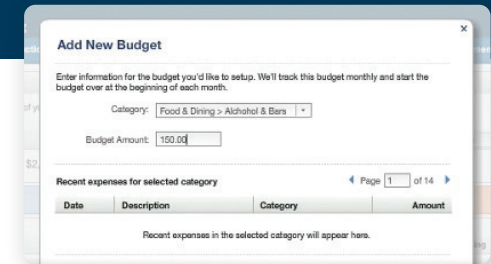
4

The Budgets page will appear, click "Add New Budget".



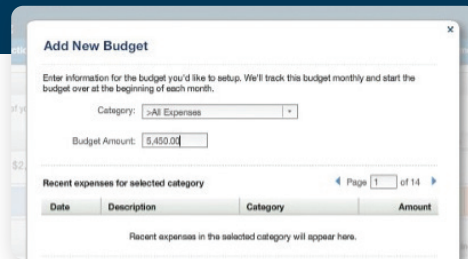
5

Select a Category and Budget Amount for your new Budget and then Save. Continue creating new Budgets as needed until all your expenses are accounted for.



6

Then, do the same for your income. Select "> All Expenses" Category and enter your average monthly income for the Amount, then Save.



7

As transactions are posted during the month, and categories are assigned to each, our personal finance manager will track your spending and income and provide a Budget for each category to allow you to quickly note and adjust spending habits as needed.

