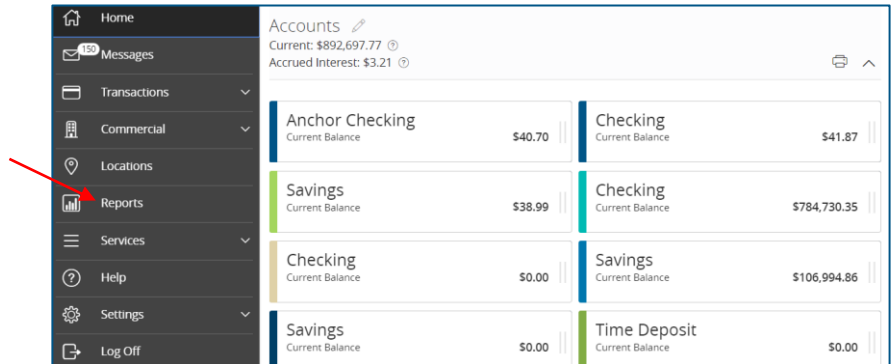
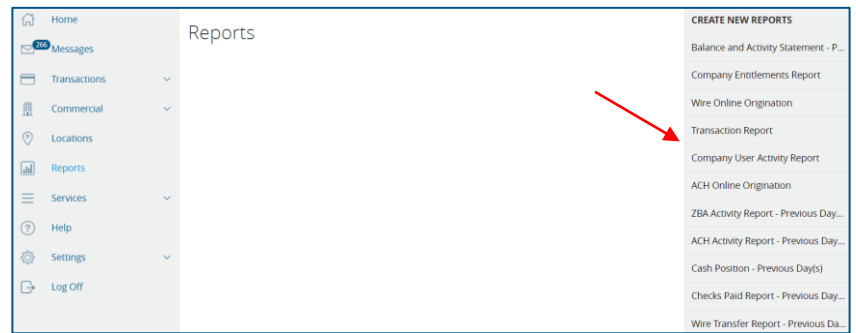


Reports Setup Process

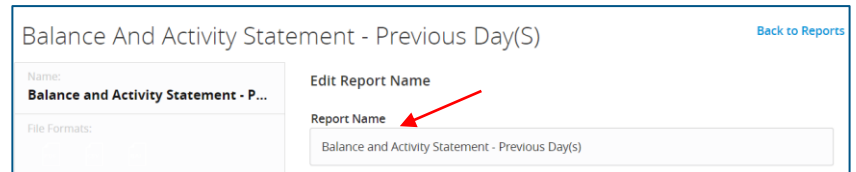
1. Select 'Reports' from within the navigation menus on the left side of the screen.



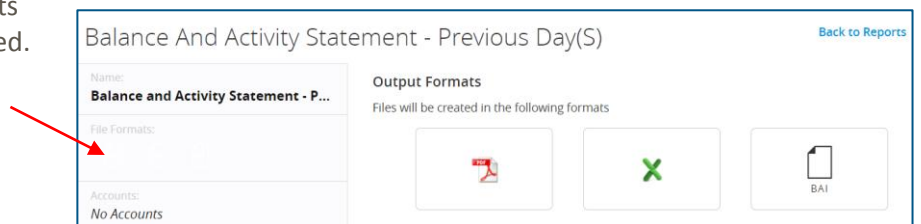
2. Select the desired report from the list on the right side of the screen.



3. Rename the report if you'd like to. This is an optional step.



4. Select 'File Formats' to view the output formats available for the specific report being generated. There is no additional action required for this step.



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5. Select the account(s) to be included in the report. Accounts will turn light blue when selected.

NOTE: This step only corresponds with reports associated with account information.

The screenshot shows the 'Balance And Activity Statement - Previous Day(S)' interface. On the left, there is a sidebar with fields for Name, File Formats, Accounts, Date Range, and Schedule. The Accounts list includes: Anchor Checking XXXXXX8888, Checking XXXXXX7777 \$41.49, Savings XXXXXX9999 \$38.99, Checking XXXXXX0016 \$578,762., and Checking XXXXXX9899 \$0.00. The Date Range is 'No Date Range selected' and the Schedule is 'None'. On the right, under 'Select Account(s):', there are several account cards. The 'Anchor Checking XXXXXX8888' card is highlighted in light blue, showing a balance of \$40.04. Other cards include 'Checking XXXXXX7777' (\$41.49), 'Savings XXXXXX9999' (\$38.99), 'Checking XXXXXX0016' (\$578,762.24), 'Checking XXXXXX9899' (\$0.00), 'Savings XXXXXX1202' (\$106,981.94), and 'Savings XXXXXX6666' (\$0.00). There are also two 'Time Deposit' cards: 'XXXXXX1408' (\$0.00) and 'XXXXXX1703' (\$851.00).

6. Select the date range for the report.
 - a. Dynamic Date Range (A rolling date range that shifts in accordance to the current day)

The screenshot shows the 'Balance And Activity Statement - Previous Day(S)' interface with the 'Date Range' section active. The 'Dynamic Dates' button is selected. Under 'Dynamic Range Selection', there are several radio button options: Last Business Day, Last Week, Last Month, Last 30 Days, Last 60 Days, and Last 90 Days. The sidebar on the left is identical to the previous screenshot.

- b. Specific Date Range

NOTE: Information can be pulled as far back as the oldest transaction that exists within Online Banking for the respective account(s).

The screenshot shows the 'Balance And Activity Statement - Previous Day(S)' interface with the 'Date Range' section active. The 'Specific Dates' button is selected. Under 'Specific Range Selection', there are two calendar views: 'From Date Select Date' and 'To Date Select Date'. Both calendars show the month of May 2017. The date 24th of May is selected in both calendars. The sidebar on the left is identical to the previous screenshots.

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7. Select the desired schedule for how often the report should automatically run.
8. Select 'Save and Run' to run the report immediately. Select 'Save' to schedule the report without immediately running the report.

Balance And Activity Statement - Previous Day(S) Back to Reports

Name: Balance and Activity Statement - P...

File Formats:

Accounts:
 Anchor Checking XXXXXX8888 ...
 Checking XXXXXX7777 \$41.49
 Savings XXXXXX9999 \$38.99
 Checking XXXXXX0016 \$578,762.
 Checking XXXXXX9899 \$0.00

Date Range:
 Last Business Day

Schedule:
 Daily

Buttons: Save and Run, Save, Cancel

Buttons in Edit Schedule: None, Daily (checked), Weekly, Monthly

9. The report will display as 'In Progress' while it is being generated.

Reports

Balance And Activity Statement - Previous Day(S) ✎ ⌵

Last Run: 5/24/2017 ⌵ Daily

5/24/2017 In Progress

10. The format icon(s) will appear next to the scheduled report once it has been completed. Select the format icon to open the report.

Company User Activity Report ✎ ⌵

Last Run: 5/1/2017 ⌵

5/1/2017 PDF

11. Select the pencil icon to edit the existing report.

Reports

ACH Online Origination ✎ ⌵

Last Run: 2/26/2017 ⌵ Daily

2/26/2017 PDF

12. Select the arrows icon to edit or delete the existing report.

Reports

ACH Online Origination ✎ ⌵

Last Run: 2/26/2017 ⌵ Daily

2/26/2017 PDF

Back to Reports Edit Delete

Wire Online Origination

Next Scheduled: No Reports Scheduled Last Run: 5/1/2017

Run Date	Output
5/1/2017	PDF

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