### Camden NATIONAL BANK | TreasuryLink

### Account Labeling

## **NOTE:** Account Labeling allows you to group accounts for easy identification.

- 1. Under the 'Commercial' tab, select 'Company Policy'.
- Accounts 🖉 Current: \$120.58 💿 Messages Available: \$120.58 ③ Savings Current Balance Account Number Anchor Checking \$40.62 \$40.00 rent Balance ount Number Company & User Mgr Checking Checking Company Policy \$39.96 \$0.00 Account Numi User Management Savings User Roles \$0.00

2. Select 'Accounts' tab within the top row.

Company Policy				/			
Overview		Features	Accounts	User Roles			
Transaction Type	Approval Limit	Per Day Approval Limits	Per Month Approval Limits	Per Account Approval Limits	Draft Actions Max	Approve Actions Max	Cancel Actions Max
ACH Collection	\$20,000	20 / \$200,000	50 / \$500,000	10 / \$100,000	1 Any	1 Any	1 Any
ACH Passthru	\$10,000	5 / \$10,000	1 / \$50,000		1 Any	1 Any	1 Any

 Check the box next to each account that you would like to label. Next, select 'Edit Labels' to start labeling your account.

Ove	rview	Features	Accounts	User Roles		
COUNTS						
			🖉 Edit labels			
Number	Name	View	C Edit labels	Withdraw	Labels	
Number xxx9899	Name Checking	View	C Edit labels	Withdraw	Labels -	

Questions? We can help! Phone: 866-265-9195 Email: <u>TreasuryManagement@CamdenNational.com</u> 1

### Camden NATIONAL BANK | TreasuryLink

- 4. Enter a label name.
- 5. Select the 'Create' button.
- 6. Select 'Add' to label the chosen accounts.
- 7. Select 'Close'.



# **NOTE:** The label will be indicated next to each account that was selected.

8. Select 'Save' to save the changes to the Company Policy.

				<u> </u>		
Sample Company Polic	Compai <sup>y</sup>	лу			Save	i
Over	rview	Features	Accounts	User Roles		
ACCOUNTS						
			🖉 Edit labels	~		
Number	Name	View	Deposit	Withdraw	Labels	
xxx9899	Checking				Company A ×	