



## How to rename accounts for Business Customers

They will need to log into their online banking via a browser, on a PC, laptop or cell phone. Once in they need to follow these steps:

### From Dashboard:

- On the left side of screen, click on Cash Management tab

### Once in Cash Management: (please see screen shot below)

- Click on the Settings tab
- Click on the Account tab
- Change Pseudo Names on accounts and Submit



The screenshot shows the Citizens State Bank online banking interface. At the top, there is a navigation bar with tabs for Bill Pay, Cash Management, Dashboard, Settings (highlighted in green), and eStatements. Below this is a secondary navigation bar with Personal, Accounts (highlighted in yellow), Display, and Alerts. The main content area is titled 'Deposit Accounts' and features a dropdown menu for 'Select an Account Type' set to 'Deposit Accounts'. Below this, there is a note: 'Drag and drop the account to rearrange the display order. See [keyboard instructions](#)'. The 'Account Pseudo Names' section lists four accounts: Demo 17 Checking, BRONZE 0006, BRONZE 0007, and Demo Savings. To the right of each account name is a text input field for the 'New Account Pseudo Name'. A yellow 'Submit' button is located at the bottom right of the form.