



Account Nick Names

On the menu screen click Administration >Company Administration

The screenshot shows the South Shore Bank Administration menu. The 'Administration' tab is selected, and a dropdown menu is open, highlighting 'Company Administration'. Other options in the dropdown include 'Communications', 'Self Administration', and 'Service Administration'. The main content area shows the 'Company Administration' page with tabs for 'Manage Users', 'Account Information', 'Account Administration', 'Approval Settings', 'User Setup Report', and 'ACH File SEC Codes'. The 'Account Information' tab is active, displaying 'User Administration' instructions.

Click account Information then click the account to nickname in the blue hyperlink

The screenshot shows the 'Account Information' page under 'Company Administration'. The 'Account Information' tab is selected. Below the tabs, there is a section titled 'Manage Account Information' with instructions to change the description of an account. A table lists accounts with columns for Description, Type, Account, and ABA/TRC. The 'Commercial LOC' account is highlighted in blue, indicating it is the one to be nicknamed.

Description	Type	Account	ABA/TRC
Commercial LOC	Loan	00000724879	211371447
Commercial TERM Floating	Loan	00000724880	211371447
client funds account	Checking	0022158301	211371447

Change the account name and click save changes

The screenshot shows the 'Change Account Description' page. The 'Account Information' tab is selected. The page displays the account details for the 'Commercial LOC' account, including the TRC (211371447), Account Number (00000724879), and Account Type (Loan). The 'Description' field is highlighted in blue, indicating it is the one to be changed. Below the form, there are two buttons: 'Save Changes' and 'Do not save changes'.