Account Labeling

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United Community Bank
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1. Select the ‘Company Policy’ option under the ‘Commercial Functions’ menu.

2. Select ‘Accounts’ tab within the top row.

3. Check the box on each account you would like to start labeling (where red arrow is pointing below).
4. Click on the ‘Edit Labels’ box when finish to start labeling your account.
5. Enter the label name you want and select ‘Create’
Add/Remove Labels

3 accounts selected

Checking Accounts

Create

Select All

Close  Remove  Add
6. Select correct label name
7. Click “Add” to label the chosen accounts