Personal Financial Management

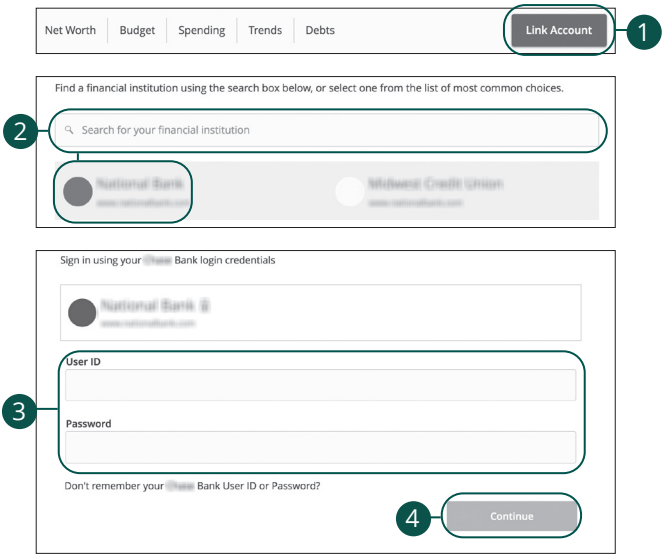
Initial Setup

Setting up financial goals for yourself is just as important as establishing a budget. As you move closer to your objectives, our Personal Financial Management service not only serves as a rearview mirror to see how far you have come, but also as a map, so you can see how much further you need to go. The path toward funding expenses such as a home, vacation or even tuition becomes clearer and easier to manage.

The tools within PFM help you calculate your net worth, set budgets, view your spending habits and trends and set up a debt payment plan.

Linking an Account

Before you can begin setting up your financial goals, you need to link all your accounts, even from other institutions.



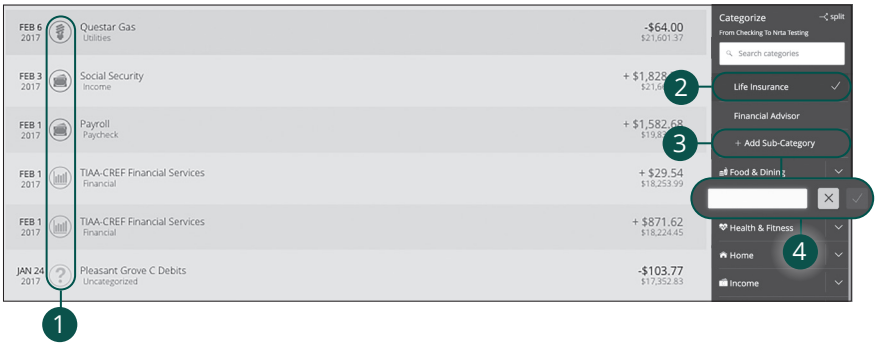
Link an account from your home page.

1. Click the **Link Account** button.
2. Locate your financial institution using the list or the search bar.
3. Enter your user ID and password for each account.
4. Click the **Continue** button to finish linking an account.

Categorizing Transactions

In order for our Personal Financial Management tools to work properly, make sure your transactions are correctly categorized. When all your accounts are linked to PFM, your transactions are automatically categorized. Common categories include gas/auto, entertainment, medical expenses, rent and utilities. If a transaction needs to be reassigned, you can manually edit the category.

Each category has a corresponding icon assigned to it to help quickly identify a transaction's financial category. These icons are displayed next to each transaction on the Account Details page.



Click an account to view the **Account Details** page.

1. Click a category icon to edit the category.
2. Select a new category from the sidebar.
3. Click the **+ Add Sub-Category** button to add a different sub-category.
4. Enter the sub-category's name and click the ✓ button.

Splitting a Transaction

PFM offers the ability to split one transaction to represent multiple categories. For example, if a shopping trip needs splitting into multiple categories such as grocery, pharmacy and home supplies, you can review your receipt and split the total charge across multiple categories.

Click an account to view the **Account Details** page.

1. Click a transaction to split.
2. Click the icon to split a transaction into multiple categories.
3. Enter the amount in the text box.
4. Click the category icon to edit the new category.
5. Click the **+ Add Split** button to add additional categories.

Personal Financial Management

Digital Banking Home Page

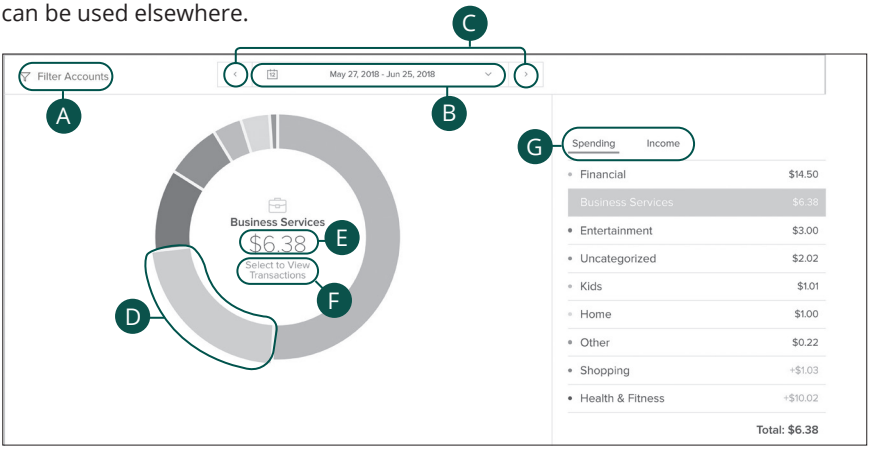
There are six features within PFM that are accessed through the home page: spending, budget, trends, cash flow, net worth and debts. These features help you review your finances within PFM.

Different tabs appear on the home page, which takes you to interactive features to help you manage your finances.

- **Spending**: See your spending habits in a visual pie chart representation.
- **Budget**: Track your monthly finances by adding targets to help you better manage your expenses.
- **Trends**: Track your habits even further to see how you spend your money over time.
- **Cash Flow:** See all of your income and expenses on a given day, including future predictions. Know ahead of time if you'll be able to afford that big purchase.
- **Net Worth**: Total your assets and debts and view a line graph to see how funds are allocated.
- **Debts**: View all your debts and view payment plans to become debt-free as quickly as possible.

Spending Overview

The spending tool helps you stay on top of your expenses and ensures transactions are properly organized. Your spending habits are organized in a pie chart for you to easily see your smallest and largest expenses. Seeing your expenses broken down allows you to choose where you can cut back, so funds can be used elsewhere.



Click the **Spending** tab from the home page.

A. Click the "Filter Accounts" link to filter your spending by account.

B. Use the calendar drop-down to view your spending habits during a specific month.

C. Click the **<** **>** buttons to view your spending habits during a specific week.

D. Click a section of the pie chart to view spending in a specific category.

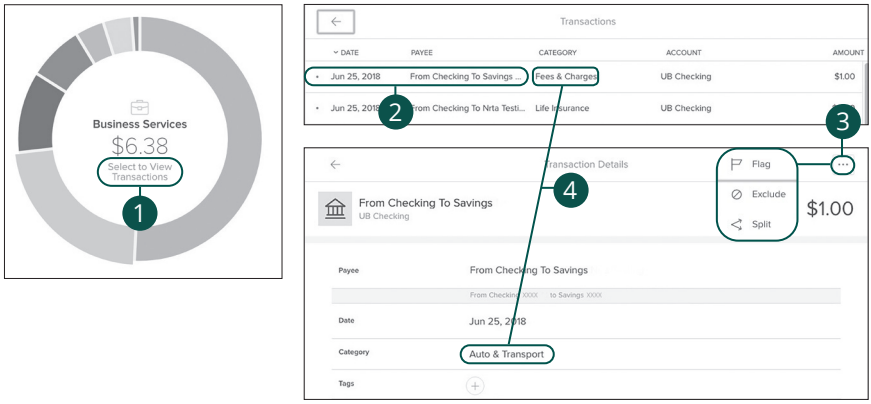
E. Total amount spent in a category is located in the center of the chart.

F. Click the "Select to View Transactions" link to view a list of transactions in a specific category.

G. Click the **Spending** or **Income** tab to view all your spending habits or income as a list.

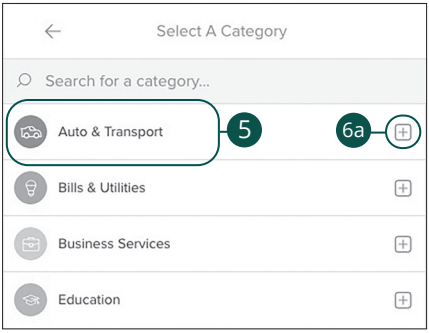
Spending: Recategorizing a Transaction

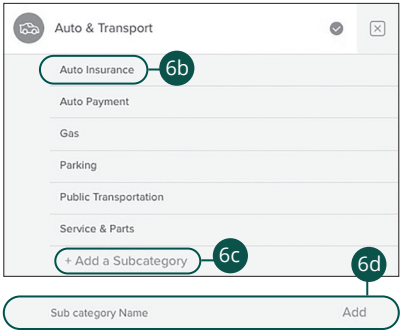
With the spending tool, you can easily identify transactions that need recategorizing. From there, you can select the transaction and place it in the correct category.



Click the **Spending** tab from the home page.

1. Click the “Select to View Transactions” link to view a list of transactions in a specific category.
2. Click a transaction to view more details.
3. Click the ••• icon to flag, exclude or split a transaction.
4. Click a category to recategorize a transaction from the list or from a transaction details page.





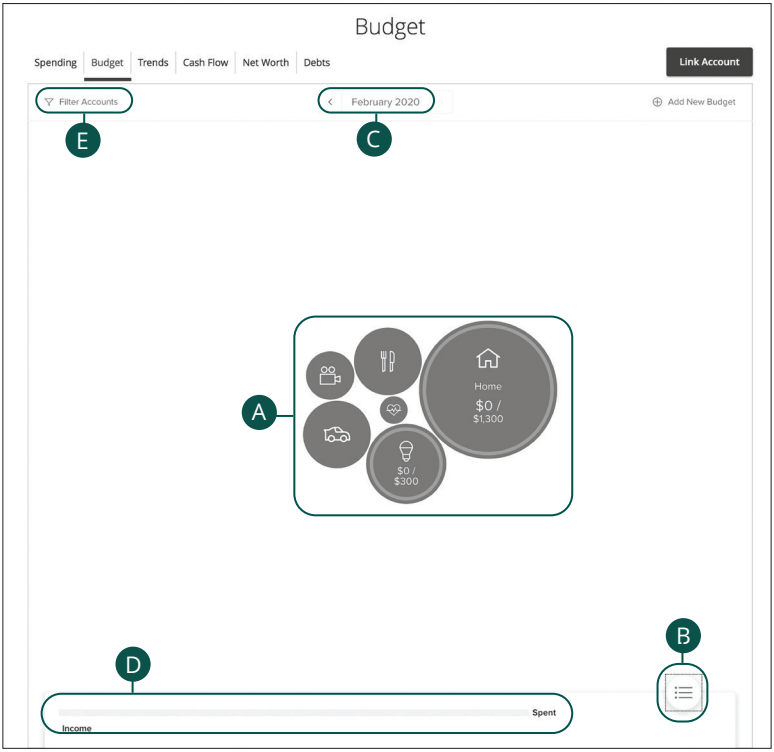
5. Select a new category from the list.

6. Add a sub-category.

- **a.** Select the + icon to choose a sub-category.
- **b.** Select a sub-category from the provided list.
- **c.** Click the "+ Add a Sub-category" link to make a new sub-category.
- **d.** Enter the sub-category name and click the "Add" link.

Budget Overview

A budget helps you manage your money based on how much you earn and spend. Our budget tool eliminates guess work and helps you make an accurate budget quickly and efficiently. Before creating a budget, make sure your transactions are categorized properly.



Click the **Budget** tab from the home page.

A. Your budget appears as bubbles to track your progress. A green bubble indicates you are within budget, yellow is near budget and red is over budget. The size of the bubble indicates the size of the budget.

B. Click the button to view your budget as a list.

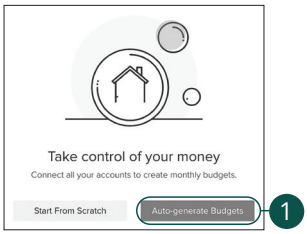
C. Click the **<** **>** buttons to view another month's budget.

D. The bar chart compares your income to your spending.

E. Click the "Filter Accounts" link to filter your budgets by account.

Auto-generated Budgets

Automatically generate budgets based upon your recent transactions.

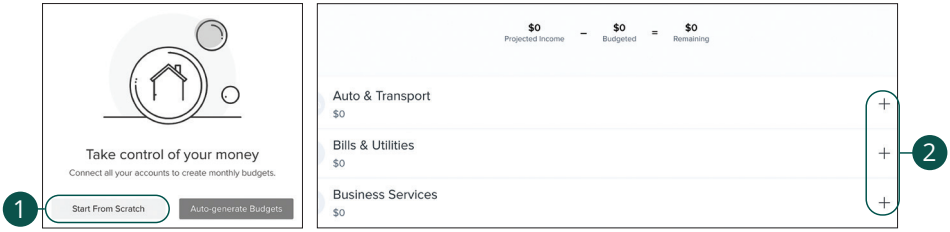


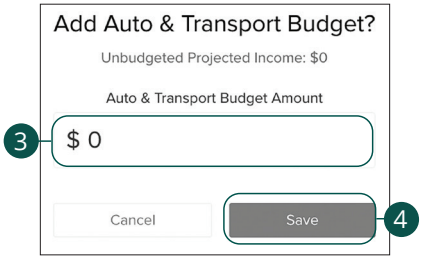
Click the **Budget** tab from the home page.

1. Click the **Auto-generate Budgets** button.

Budgets From Scratch

Create custom budgets.



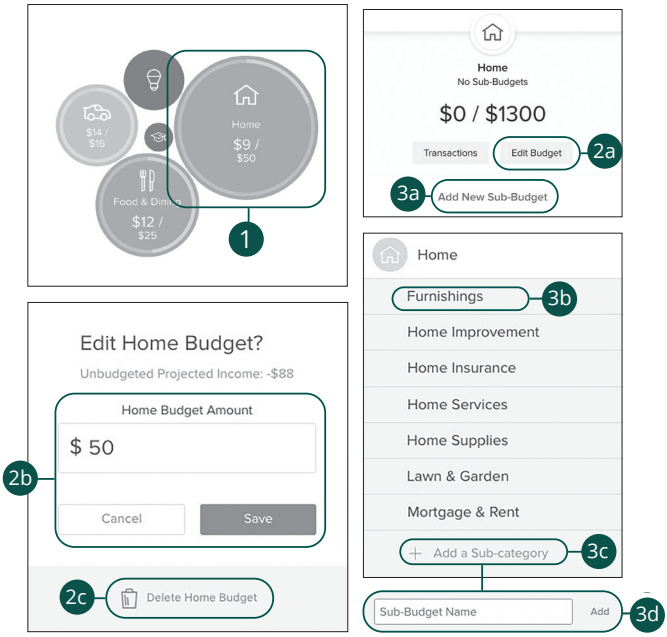


Click the **Budget** tab from the home page.

1. Click the **Start From Scratch** button.
2. Click the + icon to create a budget.
3. Enter a budget amount.
4. Click the **Save** button.

Editing or Deleting a Budget

After clicking the Auto-Generate button, a budget based on your spending habits is calculated. The automated budget may not always fit your needs, but you have the ability to make changes to your budget amounts and add sub-categories if necessary.

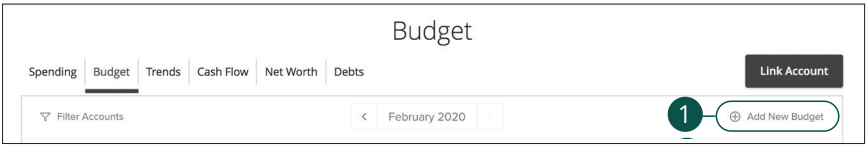


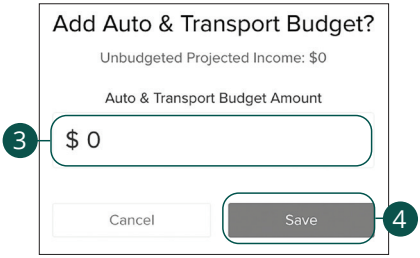
Click the **Budget** tab from the home page.

1. Click a bubble to edit your budget amount or to add a sub-category.
2. Edit a budget amount.
   - **a.** Click the **Edit Budget** button.
   - **b.** Enter the budget amount and click the **Save** button.
   - **c.** Click the 🗑 **Delete Budget** button to remove a budget.
3. Add a sub-category.
   - **a.** Click the “Add New Sub-Budget” link.
   - **b.** Select a sub-category from the list.
   - **c.** Click the “+ Add a Sub-category” link
   - **d.** Enter the sub-category name and click the “Add” link.

Managing Budgets

You can also add new budgets if needed.



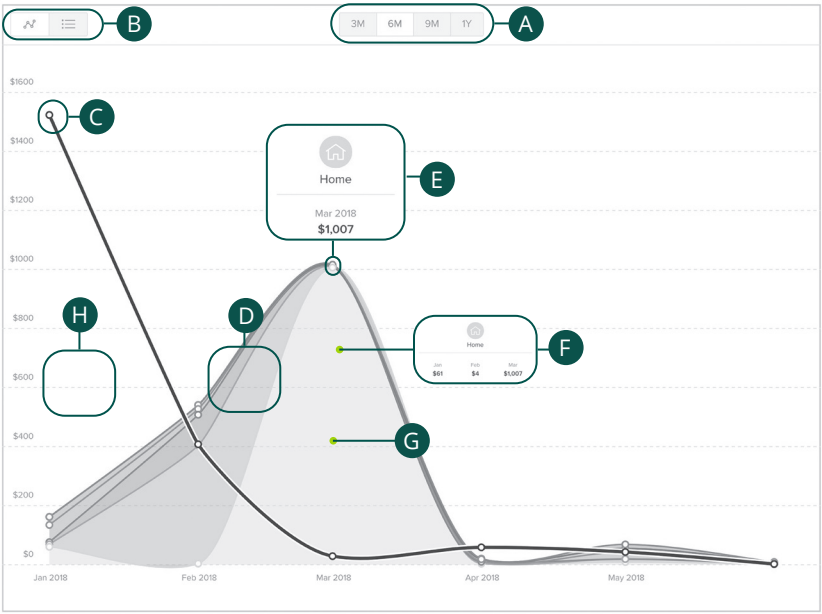


Click the **Budget** tab from the home page.

1. Click the "+ Add New Budget" link to edit or add a budget.
2. Click the + icon to create a budget.
3. Enter a budget amount.
4. Click the **Save** button.

Trends Overview

The trends tool gives you a chart of your spending habits in each category compared to your income. With the help of trends, you can easily identify what funds go toward your financial goals.



Click the **Trends** tab from the home page.

A. View your spending trends in three month (3M), six month (6M), nine month (9M) or one year (1Y) increments.

B. Click the buttons to view your trends in a line chart or a list.

C. The single line is your income line.

D. The other items are your spending habits organized into categories.

E. Hover over a data point to see your spending during that month.

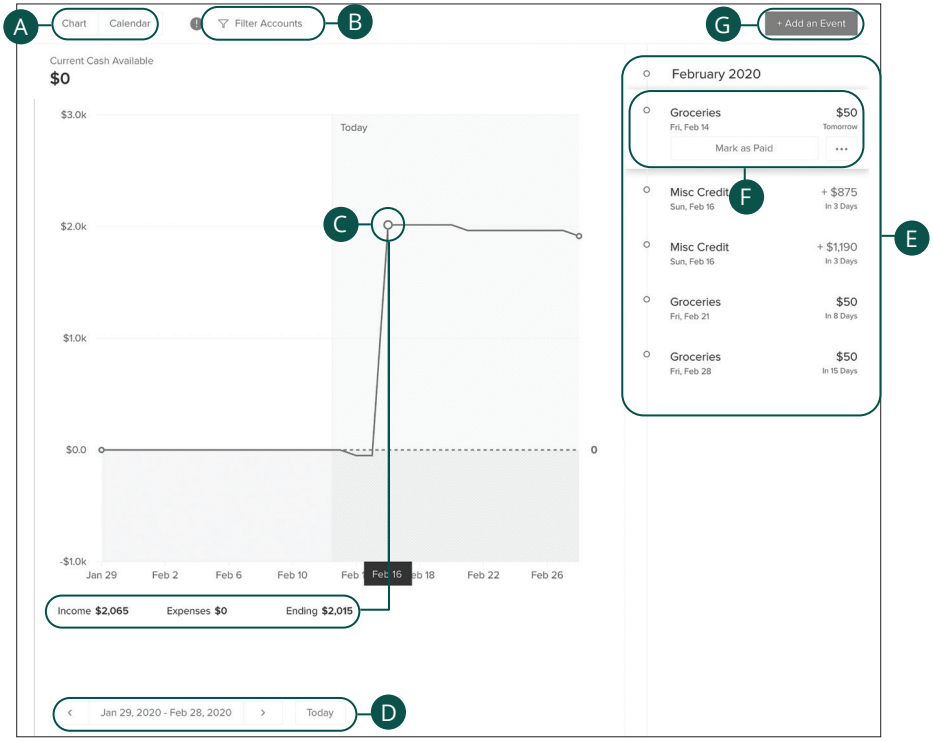
F. Hover over a category to see your spending from the past few months.

G. Click on a category to view a single chart.

H. The white space indicates funds left over at the end of each month.

Cash Flow Overview

The cash flow tool allows you to see all your income and expenses on a given day, including future predictions. Know ahead of time if you'll be able to afford that big purchase. Use the calendar to keep track of your recurring bills and deposits to see how they affect your financial future.



Click the **Cash Flow** tab from the home page.

A. Use the **Chart** and **Calendar** buttons to view your cash flow as a chart or on a calender.

B. Click the "Filter Accounts" link to filter your net worth by account.

C. Hover on a data point to view your cash flow on a specific day.

D. Click the **<** **>** buttons or the **Today** button to view your cash flow on specific days.

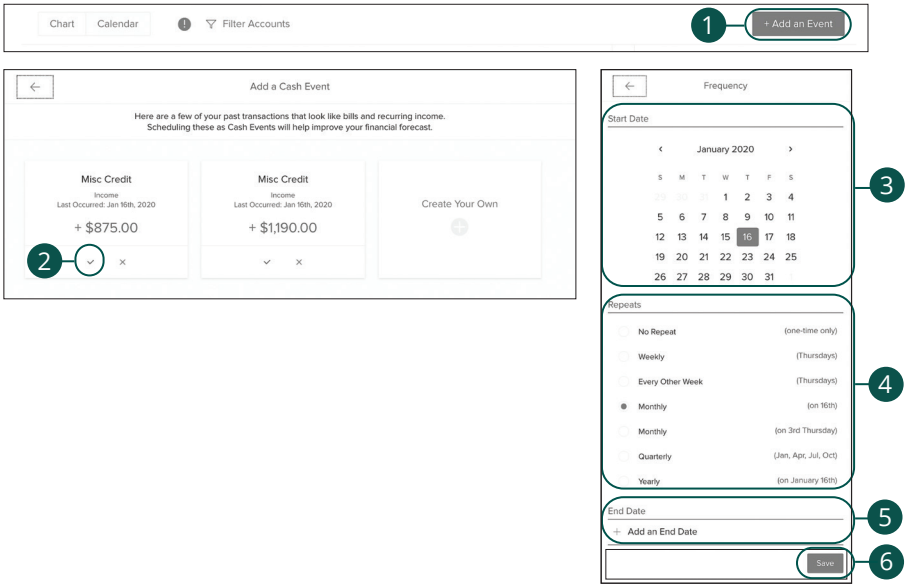
E. Cash events are listed on the right side of the screen.

F. Click on an event to mark it as paid or to edit, delete or skip it.

G. Click the **+ Add an Event** button to add a cash event.

Adding a Suggested Cash Event

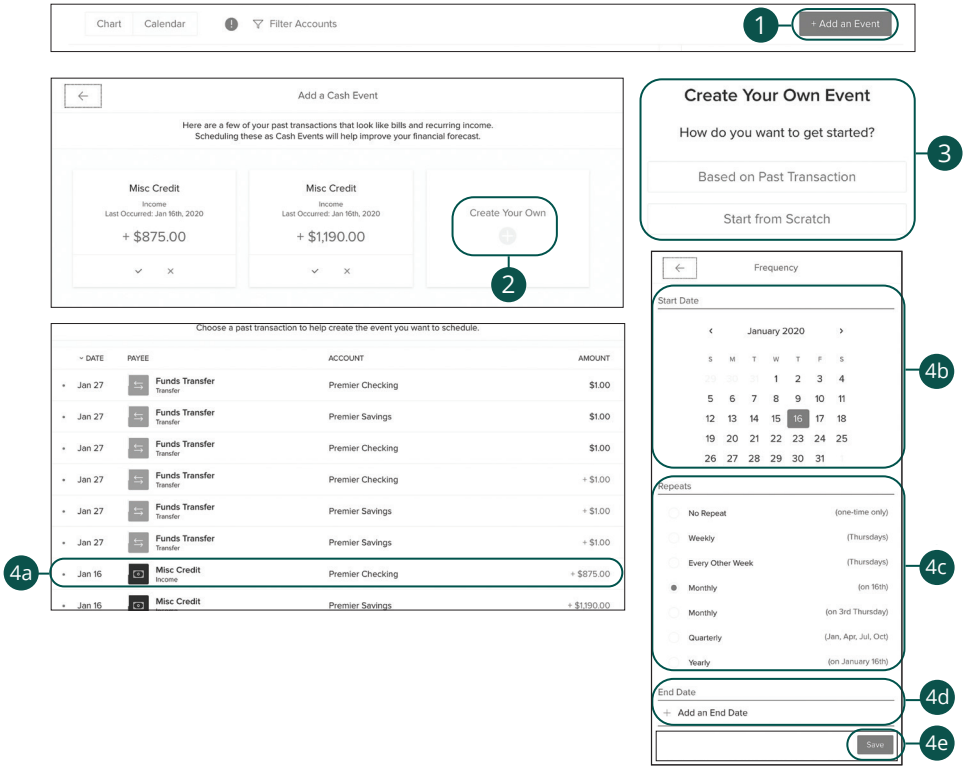
Cash Events represent important dates for your money. Adding them helps to improve your financial forecast.



Click the **Cash Flow** tab from the home page.

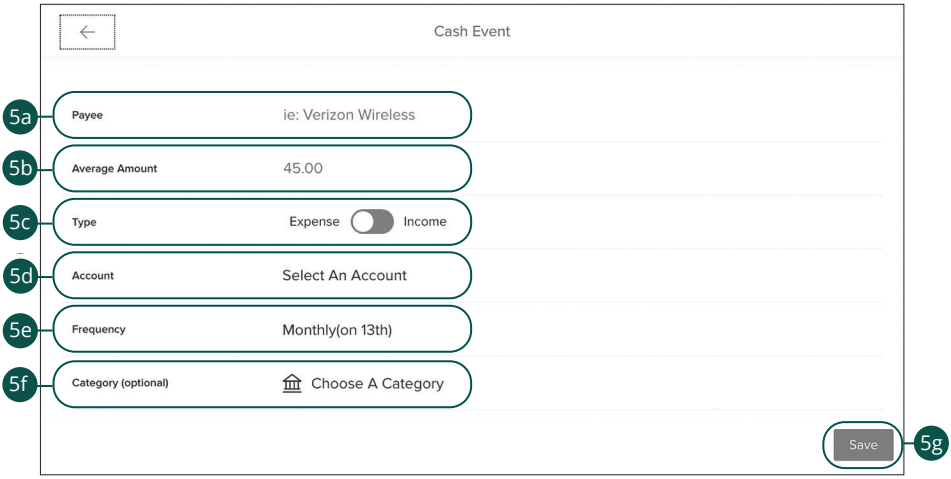
1. Click the **+ Add an Event** button to add a cash event.
2. Click the ✓ icon for the event you would like to add.
3. Use the calendar to select a start date.
4. Choose a repeat option.
5. (Optional) Use the calendar to select an end date.
6. Click the **Save** button.

Creating Your Own Cash Event



Click the **Cash Flow** tab from the home page.

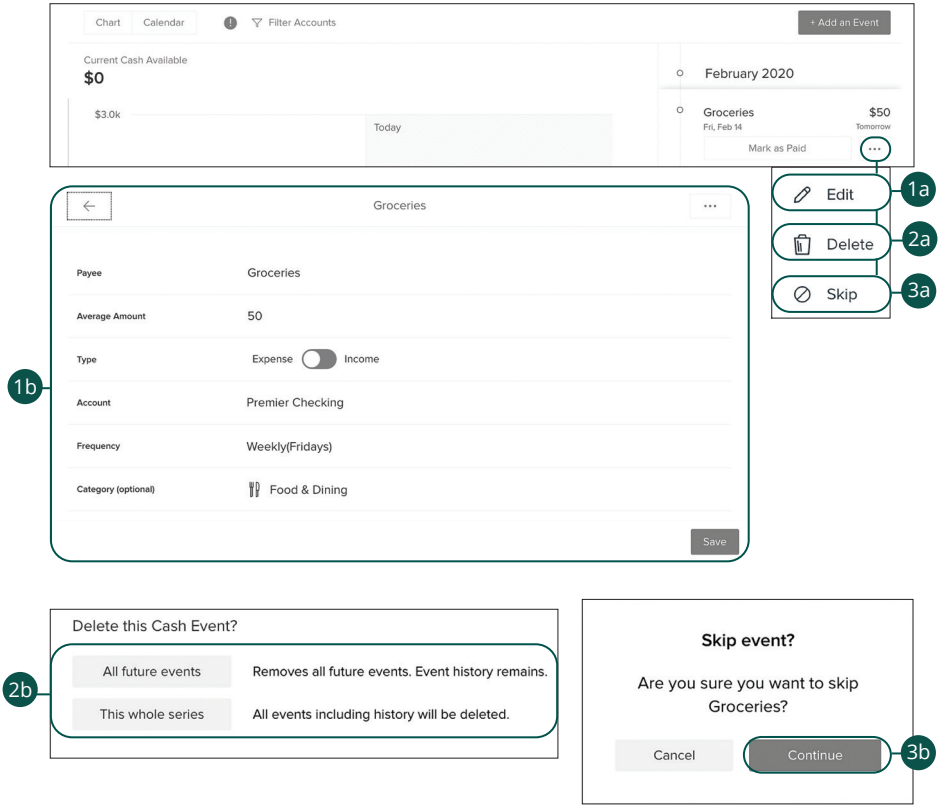
1. Click the **+ Add an Event** button to add a cash event.
2. Click the “Create Your Own” link.
3. Choose an event type.
4. Create an event based on a past transaction.
    - **a.** Select a transaction.
    - **b.** Use the calendar to select a start date.
    - **c.** Choose a repeat option.
    - **d.** (Optional) Use the calendar to select an end date.
    - **e.** Click the **Save** button.



5. Create an event from scratch.

- **a.** Enter the payee name.
- **b.** Enter the average amount.
- **c.** Use the toggle to select expense or income.
- **d.** Select an account.
- **e.** Choose a frequency.
- **f.** (Optional) Choose a category.
- **g.** Click the Save button.

Editing, Deleting or Skipping a Cash Event

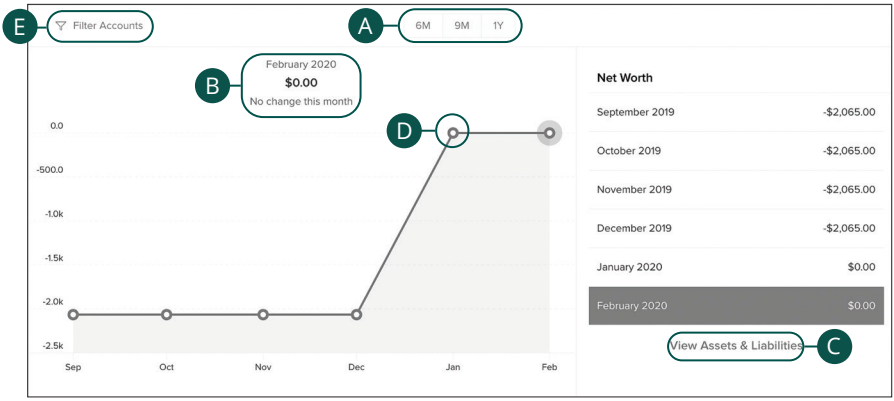


Click the **Cash Flow** tab from the home page.

1. To edit a cash event:
   - **a.** Click the ••• icon and select “Edit.”
   - **b.** Make the changes and click the **Save** button.
2. To delete a cash event:
   - **a.** Click the ••• icon and select “Delete.”
   - **b.** Decide if you want to delete all future events or delete the entire series, including the history.
3. To skip a cash event:
   - **a.** Click the ••• icon and select “Skip.”
   - **b.** Click the **Continue** button.

Net Worth Overview

After your accounts are linked and categorized, the net worth feature offers you a view of your net worth calculated by subtracting your debts from your checking, savings and investment accounts. Your net worth is tracked each month allowing you to monitor your financial progress.



Click the **Net Worth** tab from the home page.

A. View your net worth graph in six month (6M), nine month (9M) or one year (1Y) increments.

B. Your current net worth is displayed above the graph.

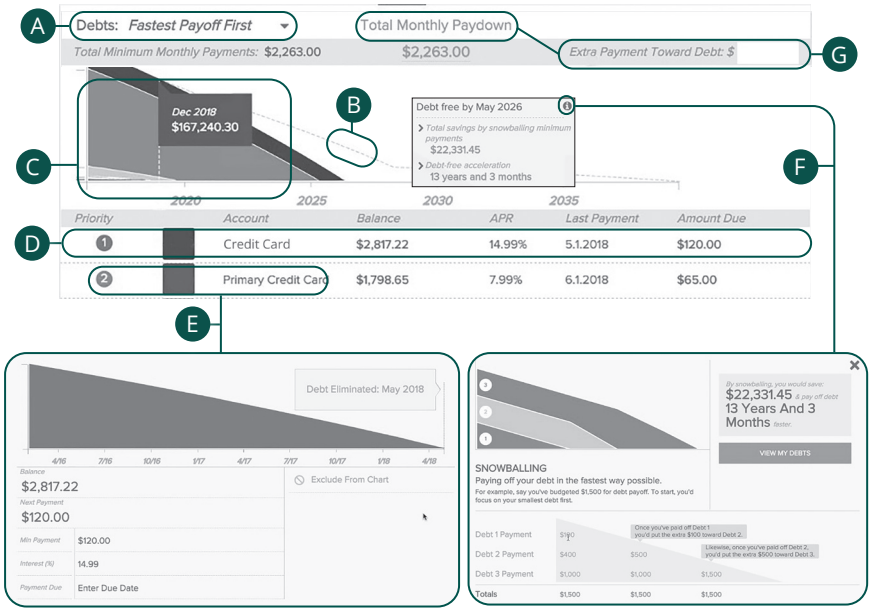
C. Click the “View Assets and Liabilities” link to view more details about your net worth.

D. Click on a data point to view your net worth during a specific month.

E. Click the “Filter Accounts” link to filter your net worth by account.

Debts Overview

The debts tool helps you quickly pay down debt, ultimately saving you money spent on interest without making big budget cuts or sacrifices. When your debts are imported into our PFM feature, make sure the annual percentage rate (APR) and minimum payment are accurate.



Click the **Debts** tab from the home page.

A. Using the “Debts” drop-down, select a debt payoff option.

B. The dotted line indicates how long it will take to pay off your debts using the payoff option you selected.

C. The chart illustrates an accelerated pay off timeline using the snowball method.

D. Your debts are listed below the chart.

E. Click a debt to edit your APR interest and minimum payment.

F. Click the ℹ icon to view more details about the snowball method.

G. Click the “Total Monthly Paydown” link to make an extra payment toward debt. Enter the amount in the text box.