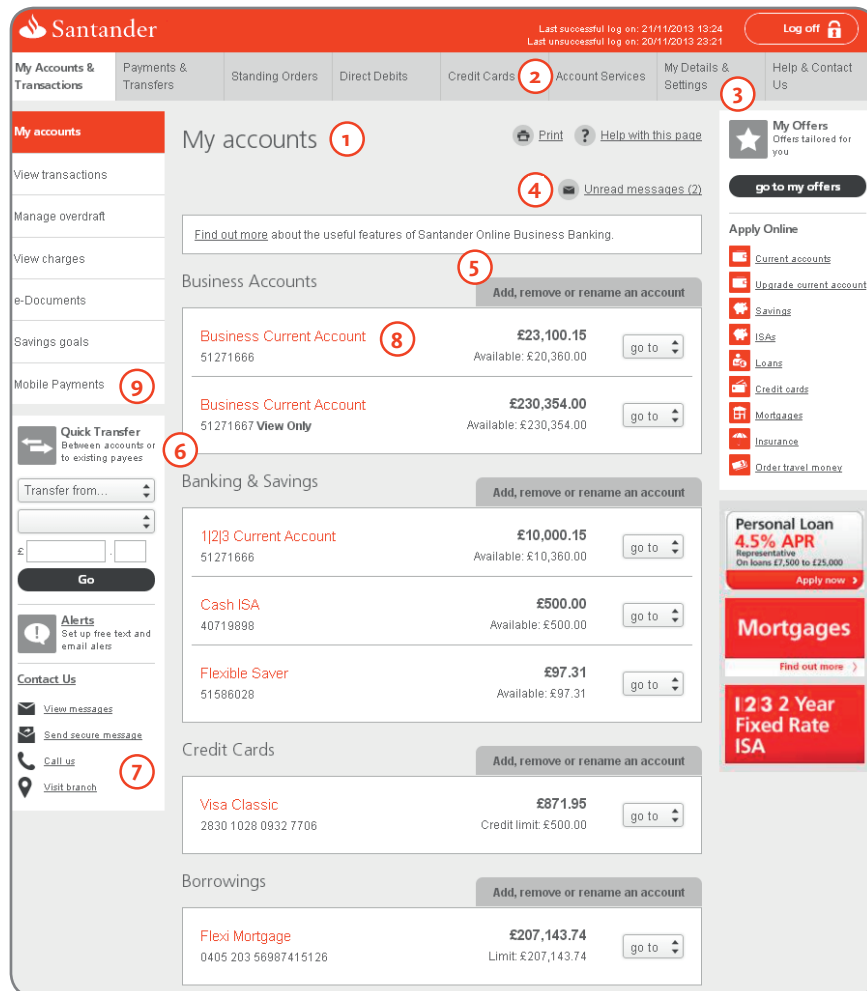


# A quick guide to Online Business Banking



This image is for illustration purposes only.

## 1 My accounts

See all your account balances on one screen. If you hold Santander personal accounts these will also be shown here alongside your business accounts. You can remove or add accounts to this page.

## 2 Account Services

Here you can:

- **Set up FREE Business Account Alerts** – we can tell you when certain things happen on your accounts. There are 14 alerts to choose from including when your balance reaches a certain amount and when large payments go out or come in. Alerts can also be set up on your personal accounts.
- **Go paper-free.**
- **Order cards**, report lost or stolen cards, ask us to send you a tax certificate and make lots of other account requests.
- **Document store** – view and print your statements and other important documents online.

## 3 My Details and Settings

Change your log on details and other personal information, such as address and telephone numbers here.

## 4 Messages

If we send you any service updates you'll find them in here.

## 5 Add, remove or rename an account

Use this link to tailor the accounts you see on the 'My accounts' page and the order you see them.

## 6 Quick Transfer

This is the quickest way to transfer money between your accounts or pay bills or people you've paid before.

## 7 Contact us

This is a secure way to send us messages or queries about your accounts.

## 8 Account Activity

See payments and deposits on a specific account by selecting the account.

## 9 Mobile Payments

The ability to send and receive money by simply using your mobile phone number.

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