

How to Manage Cash Flow

INSIDE OF SPENDING HABITS

Step 1: Open the Mobile App or log-in to Digital Banking.

Step 2: In the left-side menu, click on Spending Habits.

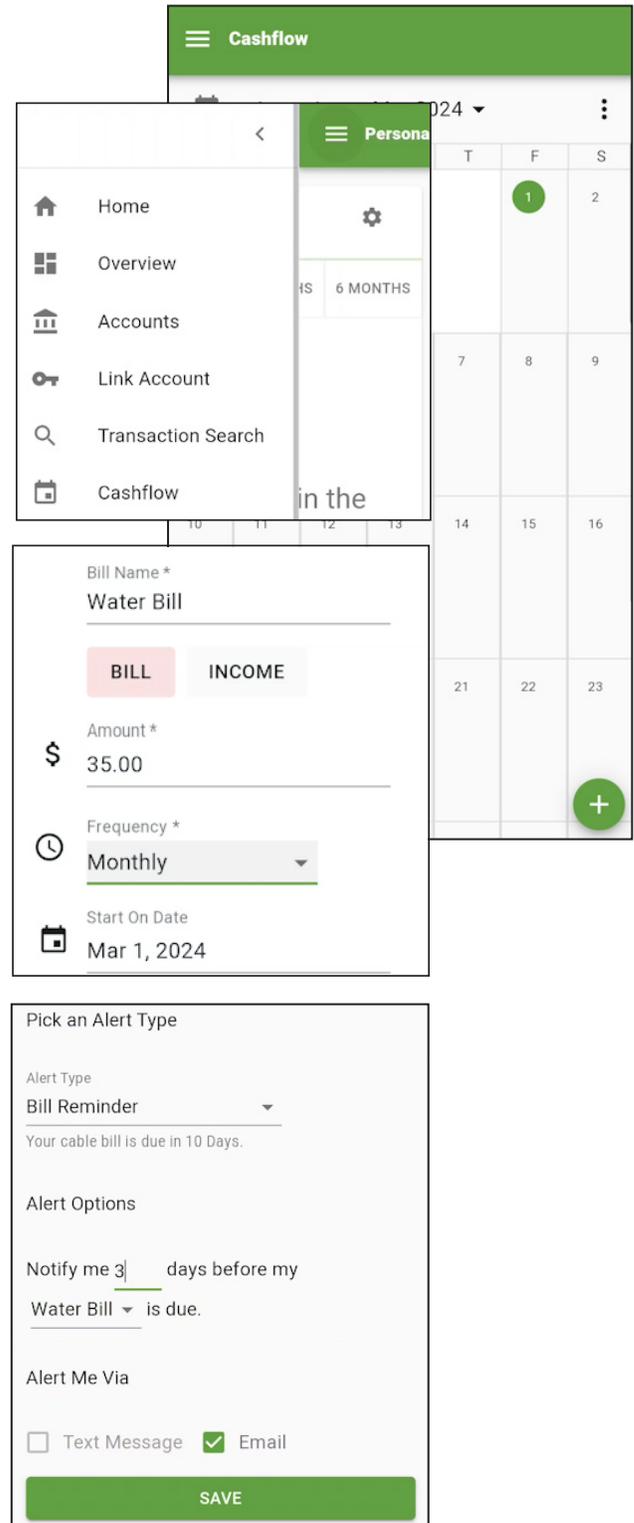
Step 3: Click on the 3 lines in top left. Then Click Cash Flow.

Step 4: Here you can configure your expected bills and incoming paychecks on your app calendar.

Step 5: Give it a name and enter the amount. Click Save.

Step 6: You can create Alerts for any bills that you add to your Cash Flow calendar. Navigate to the Alerts page and Click on the plus sign. Under Alert Type, select Bill Reminder.

Step 7: Under Alert Options, select when you want your reminder and select the Bill you're creating the Alert for. Choose if you'd like an alert via text or email. Click Save.



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