Bank**Fínancial**™

**Main Navigation:** My Accounts, Move Money, Additional Services, and Reports. Primary Admins and Secondary Admins have full access to all accounts and services based on their segment. Business Admins manage other business users; business users' access is based on entitlements.

## Bank**Financial**

My Accounts Move Money Additional Services Reports

Accounts Transfer		My Approvo	Message of the Day	
		All requests	Upcoming Outage Online banking will undergo maintenance and be unavailable this Friday from 11PM - 12AM.	
		TEMPLATES		
Operating Checking *0001 Current Available	Quick peek -\$17,578.07 **-\$17,578.07	wire_feb Funding account Pay to Type	*0026 1 Beneficiary Domestic Wire	Please plan accordingly. Thank you The Online Banking Team
Payroll *0026	Quick peek	Dee	cline Approve	
Current	\$241.74			1
Available Savings *9002	**\$241.74			Su Mo Tu We Th Fr

**My Accounts:** filtered list of Deposit and Loan accounts based on Tax ID selected. View available balance; hover over an account for a "quick peek"; click an account name to view details. The Details screen provides transaction history and export options. **My Approvals:** If dual approval is required for ACH and Wires payments, they will show here. Templates requiring approval also show. If the business has more than one Admin, approval is required when a Business Admin adds/edits a business user.

> Message of the Day and Calendar widgets: If enabled in Online Banking, they will display in Business Banking as well.



	Move Money	Additional Service	s	Reports		
1	Transfers		A	CH/Wire Payments		
	Make a Transfer			Make/Collect a payment		
	Request Loan Advance			Upload ACH pass-through file		
	Make Loan Payment			Manage payment templates		
	Scheduled Transfers		Scheduled payments			
				Import Recipient Information		
				Manage Import File Definitions		

## \*Move Money > Transfers:

Make a Transfer – internal, aka intra-institution transfer. Request Loan Advance – an internal transfer to make a draw from a loan account Make Loan Payment – internal transfer to pay a loan Scheduled Transfers – manage future and recurring internal transfers

## \*Move Money > ACH/Wire Payments:

Make/Collect a Payment - send an ad hoc or template-based ACH or Wire; collect funds via ACH ad hoc or template-based Upload an ACH Pass-Through File take a NACHA file, upload it into Business Banking and pass directly to Admin Platform Manage Payment Templates - create and manage templates for ACH and Wire payments Scheduled Payments - manage future and recurring ACH and Wire payments Import Recipients - import ACH participants into Business Banking for initiation Manage Import File Definitions - create an import map before going to Import

\*Access to options within these menus depends on the business segment and the user's entitlements

Recipients

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**My Settings:** edit password, User ID, email, phone number, account nicknames, etc. **Help:** answers common questions.

**Support:** Bank**Financial** Customer Service Center at 1.800.894.6900, option 4. **Logout:** properly end the Online Business Banking session; users are automatically logged out after 20 minutes of inactivity.

Bank <b>Financi</b>			My Settings   Help   Support   Logout
My Accounts Move Money	Additional Services	Reports	
	Manage Users		Last Visit Mar 14, 2019   Make a Suggestion
Accounts	Bill Pay	=	
	Online Statements	Transfe	<sub>ar</sub> My Approvals
	Stop Payment		
Tax ID Classy Cater	Alerts & Notifications	•	All requests
▼ DEPOSIT ACCOUN	System Notifications	\$258,714.12	Reports:
			Run and export reports on ACH and wire templates and payments. Available to Business Admins only.

## \*Additional Services: Manage Users – add business users with unique permissions and limits on a per Tax ID, per account basis SSO Options – for example, Bill Pay and Online Statements Stop Pay – place a real time stop payment on a check Alerts and Notifications – set up email alerts on account activity System Notifications – suppress emails automatically generated by the system, such as approval emails

\*Access to options within these menus depends on the business segment and the user's entitlements