

New and Improved Business Online Banking Reference Guide

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| HIGHLIGHTED CHANGES & FEATURES

- Customers will have the ability to use a Soft Token instead of a Hard Token. A Soft Token is a two-factor authentication method using an app downloaded on a device.
- A "*Forgot Password?*" link will now be available. Currently, users have to contact the Bank in order to have their password reset.
- Customers will be able to create, modify, and delete their own recurring internal transfers.
- ACH Manager (used for Direct Deposit and Direct Debit) has improved functionality.
- Designed with terminology geared towards the customer.
- The overall appearance and navigation has improved.

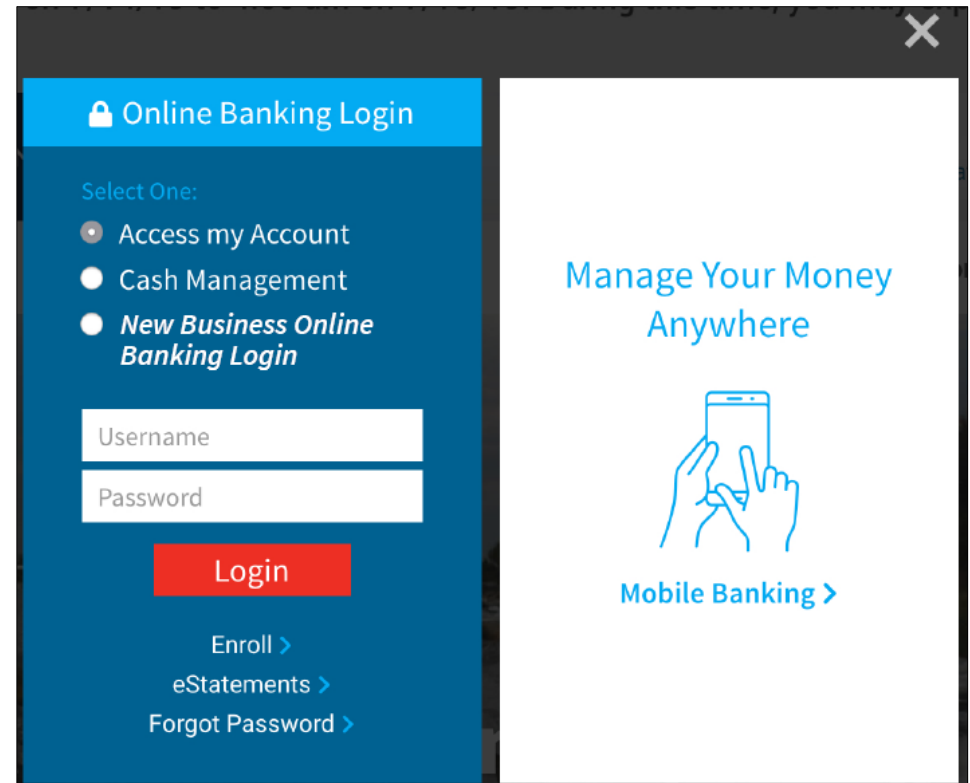
TOKENS - HARD TOKENS

Logging In with a Hard Token

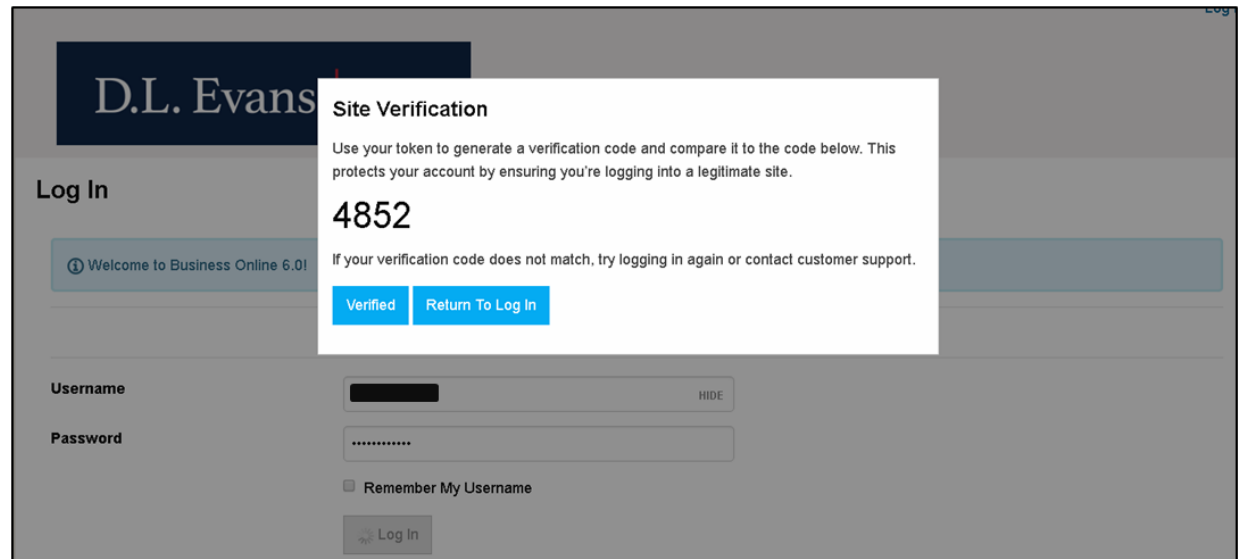
Go to dlevans.com and click on **Online Banking Login**.

Select **New Business Online Banking Login**, enter your username and password, and click **Login**. (Your password is the one-time password from your token followed by your 4-digit PIN.)

A Site Verification pop-up will display. Press the button on the token again and verify that the digits match. If they match, click **Verified**.



The screenshot shows the 'Online Banking Login' interface. On the left, a blue sidebar contains the title 'Online Banking Login' with a lock icon, followed by 'Select One:' and three radio button options: 'Access my Account', 'Cash Management', and 'New Business Online Banking Login' (which is selected). Below these are input fields for 'Username' and 'Password', a red 'Login' button, and links for 'Enroll >', 'eStatements >', and 'Forgot Password >'. On the right, a white panel features the text 'Manage Your Money Anywhere' above an illustration of hands holding a smartphone, with a 'Mobile Banking >' link below.



The screenshot shows the D.L. Evans login page with a 'Site Verification' pop-up. The background page has the 'D.L. Evans' logo, a 'Log In' section with a 'Welcome to Business Online 6.0!' message, and input fields for 'Username' and 'Password'. There is a 'Remember My Username' checkbox and a 'Log In' button. The 'Site Verification' pop-up is a white box with the title 'Site Verification', instructions to use a token to generate a code, the code '4852', and a note that if the code doesn't match, the user should log in again or contact support. It contains two buttons: 'Verified' and 'Return To Log In'.

TOKENS – SWITCHING TO A SOFT TOKEN FROM A HARD TOKEN

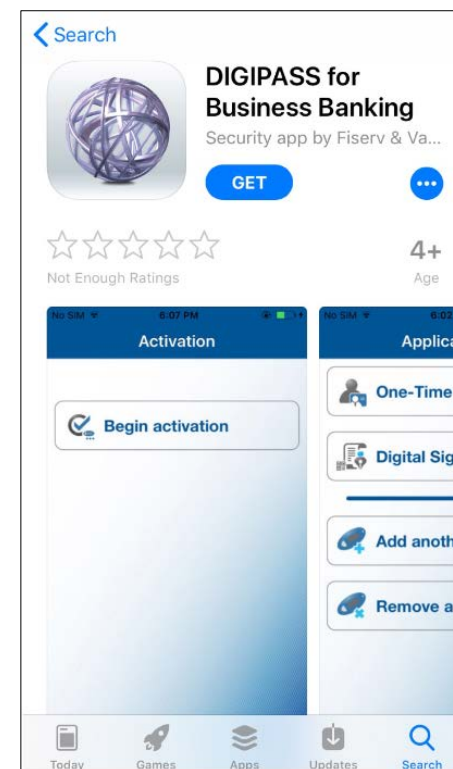
If you currently use a hard token and would like to switch to a Soft Token, follow the steps below in the new Business Online Banking. With a soft token you will be able to log in and process files in the current Cash Management as well as the new Business Online Banking.

- First, download the **DIGIPASS for Business Banking app by Fiserv**.

On iOS, go to your app store and search for “**DIGIPASS for Business Banking**”. Below the app name it will say “**Security app by Fiserv & Vasco**”.

PLEASE NOTE: There are multiple Digipass apps with the same icon for other banks. Please ensure you download and use the correct app or the soft token will not work.

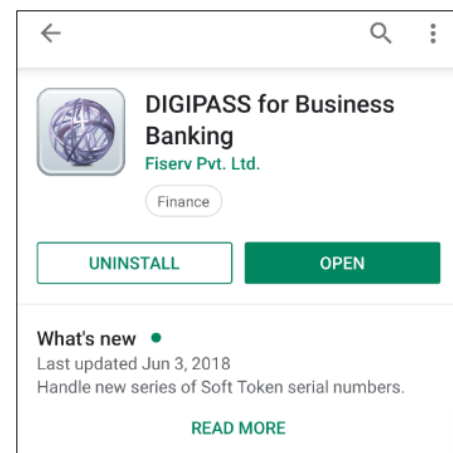
Apple iOS



On Android, go to your play store and search for “**DIGIPASS for Business Banking**”. Below the app name it will say “**Fiserv Pvt. Ltd.**”.

PLEASE NOTE: There are multiple Digipass apps with the same icon for other banks. Please ensure you download and use the correct app or the soft token will not work.

Android



TOKENS – SWITCHING TO A SOFT TOKEN FROM A HARD TOKEN

- After downloading the DIGIPASS app, log into Business Online Banking and go to **Profile** in the top-right corner.



- Under Token, click on **Switch to App**.

- Complete the Verify Your Identity section by entering your username and password and then answering your security question. Once your identity has been verified you will be brought back to the Profile page.


| TOKENS – SWITCHING TO A SOFT TOKEN FROM A HARD TOKEN *(continued)*

- Under Device Nickname enter a nickname for the device you are using (e.g., personal phone, tablet, etc.).
- Enter your PIN under “create a PIN” – this can be the same PIN that you are currently using with your hard token.
- Click **Continue**.
- On our website you will now be prompted to enter a One-Time Password. The app will still be on the device code screen - press the “Scan Image” button to scan the image on the website.
- Click on **Begin Activation**.


IMPORTANT: Do not allow your device screen to timeout during this process as it may require you to restart.

Profile

Password

 Edit

Challenge Questions

 Edit

Token

You can switch from using a physical token to using a token app.

To activate your token, you will need the app on your device. Download and open the app, then click Begin activation below.

Detailed instructions on [downloading and starting the app](#) are available.

Begin Activation

Cancel


TOKENS – SWITCHING TO A SOFT TOKEN FROM A HARD TOKEN *(continued)*

- Using your DIGIPASS app, scan the image displayed. The app will then give you a device code to enter into the Device Code field.

Token

You can switch from using a physical token to using a token app.

Use the app on your device to scan the image below and enter the device code displayed.



Device Code *

SHOW

Device Nickname *

Create A PIN *

SHOW

4 digit numeric

* Indicates required field

Continue


Cancel

- Enter the one-time password from the app and click **Complete Activation**.

Token

You can switch from using a physical token to using a token app.

Use the app on your device to scan the image below and enter the one-time password (OTP) displayed.



One-Time Password *

SHOW

* Indicates required field

Complete Activation

Cancel

| TOKENS – SWITCHING TO A SOFT TOKEN FROM A HARD TOKEN *(continued)*

- You will be brought back to the Profile page and a message will display saying, “Your token was successfully activated”.

Token

✔ Your token was successfully activated. ×

Device Nickname	Type	Activated	Last Used	
testachwire	Android	Jul 11, 2019	Jul 11, 2019	Edit Delete

[Add Device](#) [Close](#)

If you need any assistance, please contact us at **1-866-661-5463**.

Return your hard token by one of the following methods:

- **Branch** – Drop off to your local branch.
- **Mail** – Mail to the following address:

D.L. Evans Bank
375 N. Overland Ave.
Burley, ID 83318

| TOKENS (continued) - SOFT TOKENS

Logging In

Open the DIGIPASS app on your device.

Choose **One-Time Password** at the top. Enter the One-Time Password into the password field on our website, followed by your 4-digit PIN. Click **Log In**.

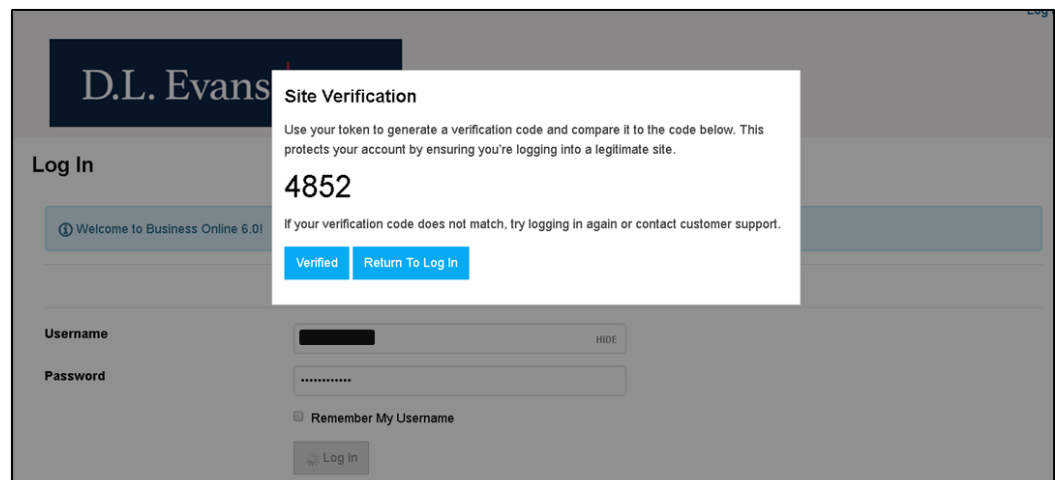
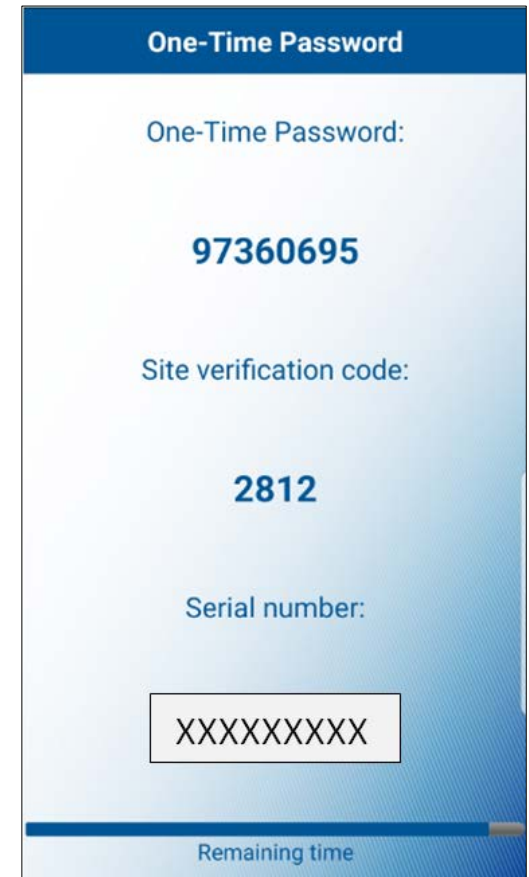
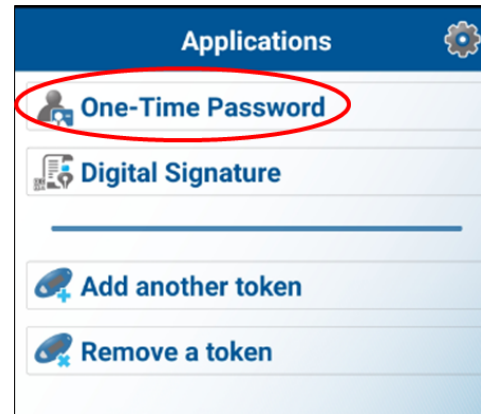
A Site Verification pop-up will display. Verify that the four digits displayed match with the site verification code on your app. If they match, click **Verified**.

If you are logging into the Business Mobiliti app:

Choose **One-Time Password** in the DIGIPASS app and then hold your finger down on the digits of the One-Time Password. It will copy the password to your clipboard.

Switch to the Business Mobiliti app. Press and hold your finger down on the password field until it gives you a prompt to Paste. Once pasted, enter your 4-digit PIN. Select **Log In**.

The Business Mobiliti app will then give you a site authentication code to verify. Switch back to the DIGIPASS app to verify the code. If it matches, select **Continue** in the Business Mobiliti app.



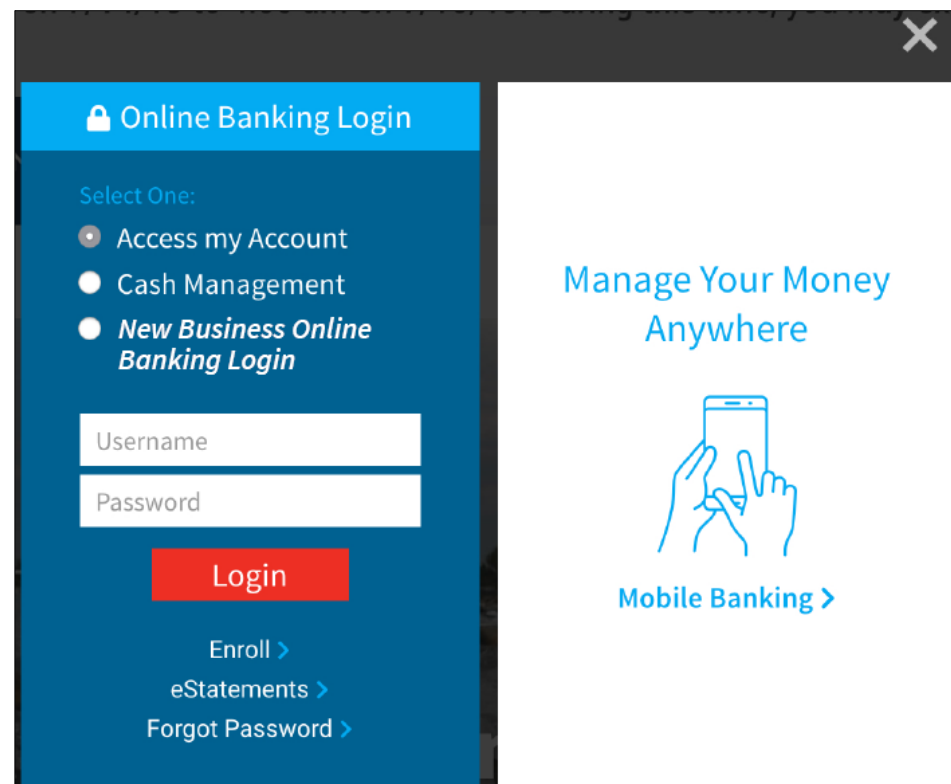
| LOGGING IN

Until October 7, 2019 both Cash Management and the new Business Online Banking platforms will be available. Your credentials have not changed and can be used for either login.

For Cash Management, go to dlevans.com and click on **Online Banking Login**. Click on **Cash Management** and log in as normal.

For the new Business Online Banking, go to dlevans.com and click on **Online Banking Login**. Click on **New Business Online Banking Login**, enter your username and password, and click Login.

If using a token, follow the instructions for Hard Tokens on page 4 or the instructions for Soft Tokens on page 10.



The screenshot shows a web browser window with a dark header bar containing a close button (X). The main content area is split into two panels. The left panel has a blue background and is titled "Online Banking Login" with a lock icon. It contains a "Select One:" section with three radio button options: "Access my Account" (selected), "Cash Management", and "New Business Online Banking Login". Below these are two white input fields labeled "Username" and "Password". A red "Login" button is positioned below the fields. At the bottom of the panel are links for "Enroll >", "eStatements >", and "Forgot Password >". The right panel has a white background and features the text "Manage Your Money Anywhere" in blue. Below this is a blue line-art illustration of a hand holding a smartphone. At the bottom of the panel is a blue link that says "Mobile Banking >".

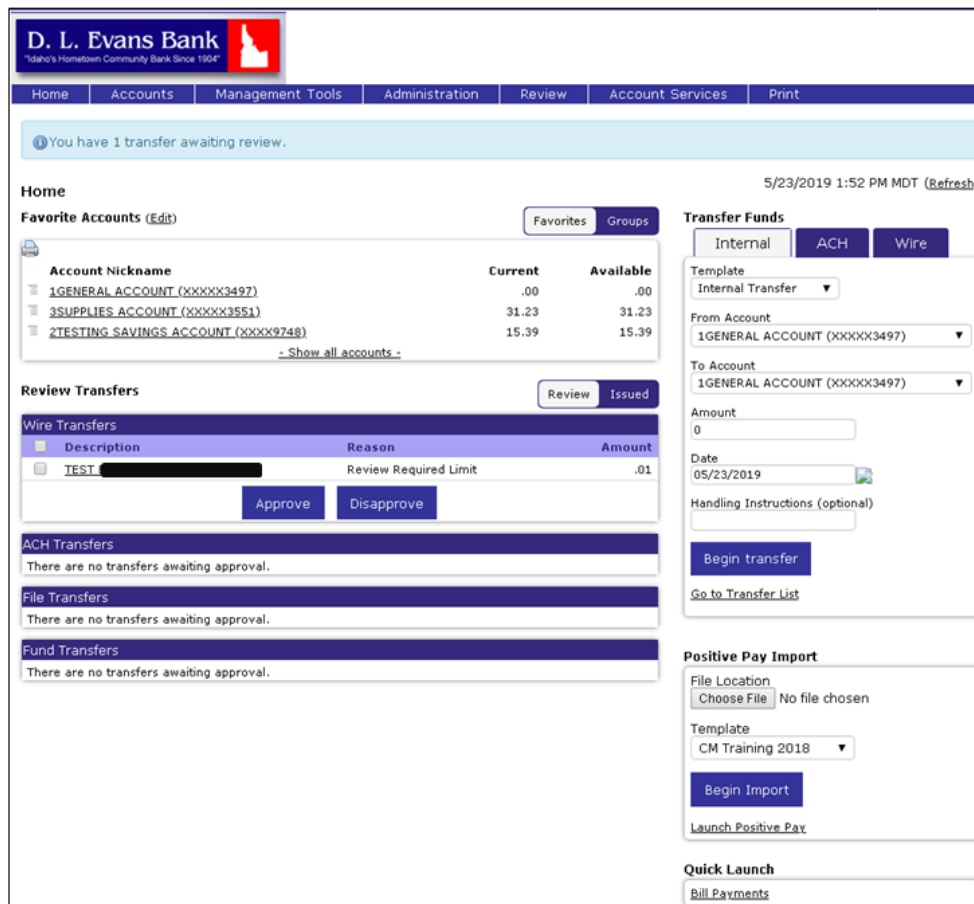
HOME

The features on the new Business Online Banking Home page are similar to the existing Cash Management.

Accounts shows your accounts and their current balances. Click on account to view detailed balance information, recent transactions, etc.

Payments & Transfers shows pending internal, ACH, and/or Wire transfers that require your review.

CASH MANAGEMENT



D. L. Evans Bank
"Idaho's Hometown Community Bank Since 1994"

Home Accounts Management Tools Administration Review Account Services Print

You have 1 transfer awaiting review.

5/23/2019 1:52 PM MDT (Refresh)

Home

Favorite Accounts (Edit)

Account Nickname	Current	Available
1GENERAL ACCOUNT (XXXXX3497)	.00	.00
3SUPPLIES ACCOUNT (XXXXX3551)	31.23	31.23
2TESTING SAVINGS ACCOUNT (XXXXX9748)	15.39	15.39

- Show all accounts -

Review Transfers

Wire Transfers

Description	Reason	Amount
TEST	Review Required Limit	.01

Approve Disapprove

ACH Transfers

There are no transfers awaiting approval.

File Transfers

There are no transfers awaiting approval.

Fund Transfers

There are no transfers awaiting approval.

Transfer Funds

Internal ACH Wire

Template: Internal Transfer

From Account: 1GENERAL ACCOUNT (XXXXX3497)

To Account: 1GENERAL ACCOUNT (XXXXX3497)

Amount: 0

Date: 05/23/2019

Handling Instructions (optional)

Begin transfer

Go to Transfer List

Positive Pay Import

File Location: Choose File No file chosen

Template: CM Training 2018

Begin Import

Launch Positive Pay

Quick Launch

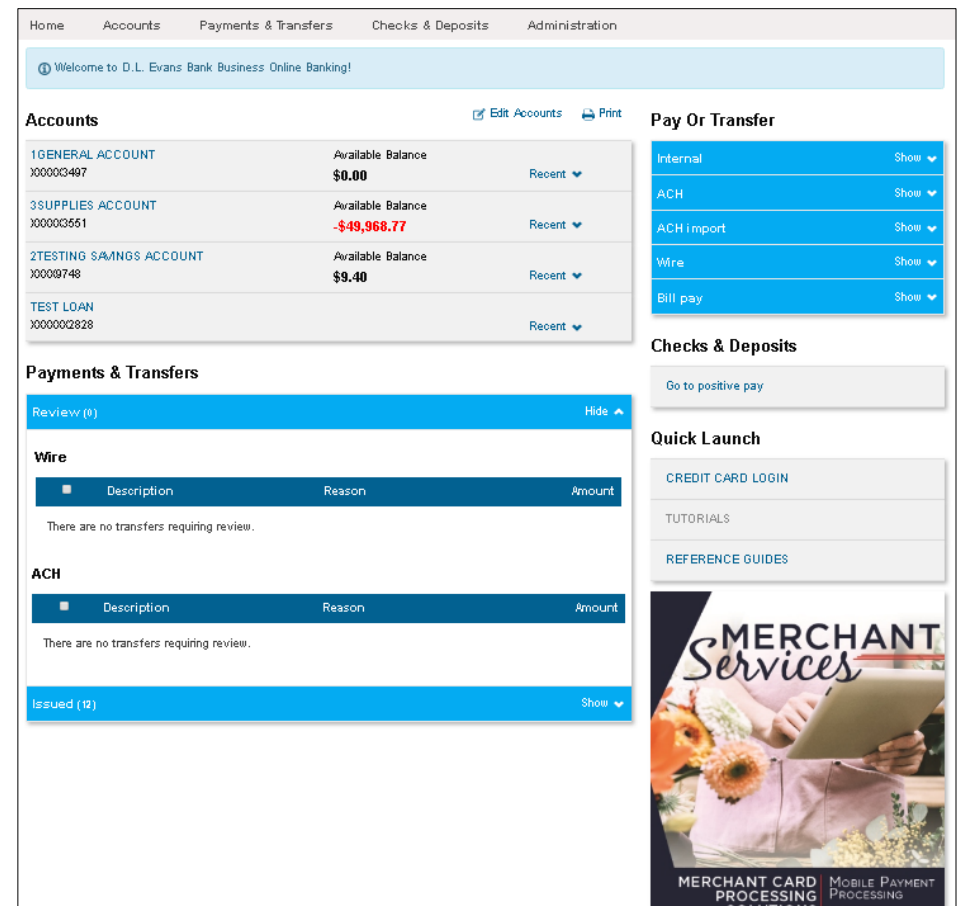
Bill Payments

Pay or Transfer is a module to transfer funds between accounts, initiate ACH transfers from templates, initiate wires from templates, and has a quick link to Bill Pay.

Checks & Deposits provides a quick link to Positive Pay (if applicable).

Quick Launch provides a shortcut link to our credit card website mycardstatement.com, video tutorials for Business Online Banking, and Reference Guides for Business Online Banking.

NEW BUSINESS ONLINE BANKING



Home Accounts Payments & Transfers Checks & Deposits Administration

Welcome to D.L. Evans Bank Business Online Banking!

Accounts

Account Nickname	Available Balance	Recent
1GENERAL ACCOUNT XXXXX3497	\$0.00	Recent
3SUPPLIES ACCOUNT XXXXX3551	-\$49,968.77	Recent
2TESTING SAVINGS ACCOUNT XXXXX9748	\$9.40	Recent
TEST LOAN XXXXX02828		Recent

Pay Or Transfer

Internal ACH ACH Import Wire Bill pay

Checks & Deposits

Go to positive pay

Payments & Transfers

Review (0) Hide

Wire

Description	Reason	Amount
There are no transfers requiring review.		

ACH

Description	Reason	Amount
There are no transfers requiring review.		

Issued (0) Show

Quick Launch

CREDIT CARD LOGIN

TUTORIALS

REFERENCE GUIDES

MERCHANT Services

MERCHANT CARD PROCESSING SOLUTIONS

MOBILE PAYMENT PROCESSING SOLUTIONS

| ACCOUNTS

An overview of your accounts is displayed on the Home page when you log in.

To view a specific account, you can select the account from the Home page or you can click on **Accounts** to go to a summary page. From there, you can select the account you want to view.

D.L. Evans | BANK

[Home](#) [Accounts](#) [Payments & Transfers](#) [Checks & Deposits](#) [Administration](#)

Welcome to D.L. Evans Bank Business Online Banking!

Accounts [Edit Accounts](#) [Print](#) [Pay Or Transfer](#)

Home

Accounts

Payments & Transfers

Checks & Deposits

Administration

Accounts

Operating

1GENERAL ACCOUNT
XXXX3497

Current Balance
\$0.00

Available Balance
\$0.00

2TESTING SAVINGS ACCOUNT
XXXX9748

Current Balance
\$15.39

Available Balance
\$15.39

TEST LOAN
XXXXXX2828

Total

\$15.39

\$15.39

No Display Group

3SUPPLIES ACCOUNT
XXXX3551

Current Balance
\$31.23

Available Balance
\$31.23

Total

\$31.23

\$31.23

| ACCOUNTS *(continued)*

When viewing an account, detailed balance information and recent transactions are displayed. Search for transactions and view check images using the module on the right.

Access your statements and eNotices by clicking on the more easily-accessible **Documents** tab (1).

Click on the **Download** tab (2) to export transactions to a .csv, .ofx, .qbo, or .qfx file. A running balance will now be included when exporting to a .csv file.

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DetailsDocumentsDownload

Print

Account Information

Balance		Activity	
Previous Day Transactions (-\$0.00 / +\$0.00)	\$0.00	Last Deposit (Dec 27, 2018)	\$0.01
Current Balance	\$0.00	Last Check (Dec 27, 2018)	\$0.01
Total Float	\$0.00	Last Overdrawn	Sep 01, 2016
Holds	\$0.00	Interest	
Pending Transactions (-\$0.00 / +\$0.00)	\$0.00	Last Interest Payment	\$0.00
Other Transfers	\$0.00		
Today's Float	\$0.00		
Available Balance	\$0.00		
Line Of Credit	\$0.00		
Sweep Account 3 SUPPLIES ACCOUNT X00003551	\$31.23		
Total Funds Available	\$31.23		

Print

Transactions

PendingPosted

Total debits: -110,186.26 (194)Total credits: +109,705.26 (140)

Date	Description	Debit	Credit	Balance
Dec 27, 2018	TRANSFER FROM FREE SMALL BUSINESS ACCOUNT X000003551		0.01	
Dec 27, 2018	DONALD DUCK INC. Reverse FI X00003582	0.01		
Sep 20, 2018	Testing Positive Pay Return Specs bp662		1.00	
Sep 20, 2018	Testing Positive Pay Return Specs bp662		1.00	
Jul 06, 2018	DONALD DUCK INC. Prefunding X00003582		5.00	
Jul 06, 2018	TRANSFER FROM FREE SMALL BUSINESS ACCOUNT 913003551		5.00	
Jun 15, 2018	DONALD DUCK INC. TESTING PR X00003582	10.00		
Jun 15, 2018	DONALD DUCK INC. #5 X00003582	15.00		
Jun 15, 2018	TRANSFER FROM FREE SMALL BUSINESS ACCOUNT 913003551		34.04	
Jun 15, 2018	DONALD DUCK INC. TESTING PR X00003582	10.00		
Jun 14, 2018	TRANSFER TO 3551 BP662		15.00	
May 09, 2018	Testing Description		1.00	
Mar 06, 2018	Test File		3.20	
Mar 06, 2018	To DDA 913003551 - Testing ACH File bp662		16.50	
Nov 17, 2017	. 1006		0.01	
Nov 17, 2017	Testing Positive Pay - Again bp662		0.02	
Nov 17, 2017	. 1005		0.01	
Oct 30, 2017	Testing Alert Frequency - From 3551		30.00	
Oct 20, 2017	REMOTE DEPOSIT		0.01	
Jun 07, 2017	MONTHLY SERVICE CHARGE		0.05	
Jun 01, 2017	X07674 DDA WITHDRAWAL DL EVANS BANK BURLEY ID ID000059 002779	20.00		
Jun 01, 2017	Miscellaneous Credit		20.00	
May 18, 2017	Testing ACH & Wire Manager bp662		24.00	
Feb 01, 2017	DONALD DUCK INC. 02/01/2017 BATMAN		0.05	
Dec 14, 2016	EXCESS ACH FILE FEE		0.07	

More Transactions

Search Transactions

Activity

All transactions

Type

All

Amount

Example: -40 or 10.00-50.00

Check Number

Example: 101 or 101-120

* Indicates required field

SearchClear Search

Check Image Viewer

Check Number

Example: 101

* Indicates required field

View Image

Page 14

INTERNAL TRANSFERS

Internal transfers can be made from either the Home page or from the **Payments & Transfers** page under the **Internal** tab.

Also under Payments & Transfers, you can view recently Issued Transfers.

Under Home

The screenshot shows the Home page of the online banking interface. The navigation bar at the top includes Home, Accounts, Payments & Transfers, Checks & Deposits, and Administration. A welcome message is displayed below the navigation bar. The main content area is divided into two sections: Accounts and Payments & Transfers. The Accounts section lists several accounts with their available balances and a 'Recent' link. The Payments & Transfers section has a 'Review (0)' button and a 'Hide' link. Below this, there is a table with columns for Date, Template, and Amount. The table is currently empty, with a message stating 'There are no transfers requiring review.' To the right of the Payments & Transfers section, there is a 'Pay Or Transfer' link circled in red. Below this link, there is a form for creating a transfer, including fields for From Account, To Account, Date, Amount, and Description. The 'From Account' field is set to 'SPENDING CHECKING XXXXX' and the 'To Account' field is set to 'BILLS CHECKING XXXXX'. The 'Date' field is set to '7/12/2019'. The 'Amount' field is empty. The 'Description' field is empty. A 'Preview Transfer' button is at the bottom of the form.

Under Payments & Transfers

The screenshot shows the Payments & Transfers page of the online banking interface. The navigation bar at the top includes Home, Accounts, Payments & Transfers, Checks & Deposits, and Administration. The 'Payments & Transfers' section is active, and the 'Internal' tab is circled in red. Below the 'Internal' tab, there is a 'Create A Transfer' section. This section contains a form for creating a transfer, including fields for From Account, To Account, Date, Amount, and Description. The 'From Account' field is set to 'SPENDING CHECKING XXXXX5107' and the 'To Account' field is set to 'BILLS CHECKING XXXXX5468'. The 'Date' field is set to '7/12/2019'. The 'Amount' field is empty. The 'Description' field is empty. A 'Preview Transfer' button is at the bottom of the form.

ACH MANAGER

ACH Manager is now accessed by going to **Payments & Transfers** and then clicking on the **ACH** tab.

ACH Manager has been upgraded to ACH Manager 4.0, which has a new user-friendly look and functionality. Instead of displaying in a separate pop-up window, ACH Manager is now under one tab within the Payments & Transfers page.

Your recent ACH files are immediately displayed and can be viewed, copied, edited, or deleted all from one place.

A search module is now available to easily find a previous file. See **Search Activity**.

CASH MANAGEMENT

The screenshot shows a 'Select External Transfer Criteria' dialog box. On the left, there is a list of actions: Inquire ACH Transfer (selected), Change ACH Transfer, New ACH Transfer, New ACH Transfer Using Existing Transfer, Delete ACH Transfer, Review ACH Transfer, ACH Transfer Template, ACH File Import Template, Import ACH Transfer, NACHA, Non NACHA, and Incoming ACH. On the right, there are fields for Transfer Description, Date Range, Amount Range, Reference Number, Transfer Priority, and ACH Type. A 'Submit' button is at the bottom right.

NEW BUSINESS ONLINE BANKING

Payments & Transfers

Internal ACH Wire Bill Pay

ACH

Activity	Templates	File import templates	Incoming					+ New payment + New collection + Import file Help	
Date	Description	Status	Withdrawal	Deposit	Type	Report			Search activity
Apr 12, 2019	BUR04082019REIMB (2).csv	Saved	2,280.55	2,280.55	Payment	Copy	Edit	Delete	Date: All activity
Apr 09, 2019	BUR04082019REIMB (2).csv	Saved	2,280.55	2,280.55	Payment	Copy	Edit	Delete	Type: All types
Apr 09, 2019	hilton reimb original.csv	Saved	2,280.55	2,280.55	Payment	Copy	Edit	Delete	Amount: Example: 40 or 10.00-50.00
Apr 09, 2019	hilton reimb original.csv	Saved	2,280.55	2,280.55	Payment	Copy	Edit	Delete	Tax identification number: All
Apr 02, 2019	*Master Payroll File	Disapproved	0.10	0.10	Payment	Copy			Description:
Apr 02, 2019	*Master Payroll File	Disapproved	0.10	0.10	Payment	Copy			Reference number:
Apr 02, 2019	*Master Payroll File	Disapproved	0.05	0.05	Payment	Copy			Priority: All
Apr 02, 2019	*Master Payroll File	Disapproved	0.05	0.05	Payment	Copy			Status: All
Apr 02, 2019	*Master Payroll File	Disapproved	0.04	0.04	Payment	Copy			* Indicates required field
Apr 02, 2019	*Master Payroll File	Disapproved	0.01	0.01	Payment	Copy			Search Clear search
Mar 21, 2019	Test	Saved	0.01	0.01	Payment	Copy	Edit	Delete	
Mar 15, 2019	ExcelSpreadsheet to import.txt	Saved	0.02	0.02	Payment	Copy	Edit	Delete	
Feb 08, 2019	TFAPDD02.21.19cc.txt	Saved	0.00	0.00	Payment	Copy	Edit	Delete	
Feb 08, 2019	aTFCCO_AP_ACH2.27.TXT	Saved	0.00	0.00	Payment	Copy	Edit	Delete	
Nov 30, 2018	ExcelSpreadsheet to import.txt	Saved	0.02	0.02	Payment	Copy	Edit	Delete	
Oct 19, 2018	Pearl Group Homes 10.17.2018.txt	Saved	0.00	49.00	Payment	Copy	Edit	Delete	
Oct 19, 2018	Pearl Group Homes 10.17.2018.txt	Saved	49.00	49.00	Payment	Copy	Edit	Delete	
Oct 19, 2018	Pearl Group Homes 10.17.2018.txt	Saved	49.00	49.00	Payment	Copy	Edit	Delete	
Mar 30, 2018	Twin Falls County Test karry312.txt	Saved	0.00	0.00	Payment	Copy	Edit	Delete	
Mar 30, 2018	Twin Falls County 2.1.2019.txt	Saved	0.00	0.00	Payment	Copy	Edit	Delete	
More ACH activity									

| WIRE MANAGER

Wire Manager is now accessed by going to **Payments & Transfers** and then clicking on the **Wire** tab.

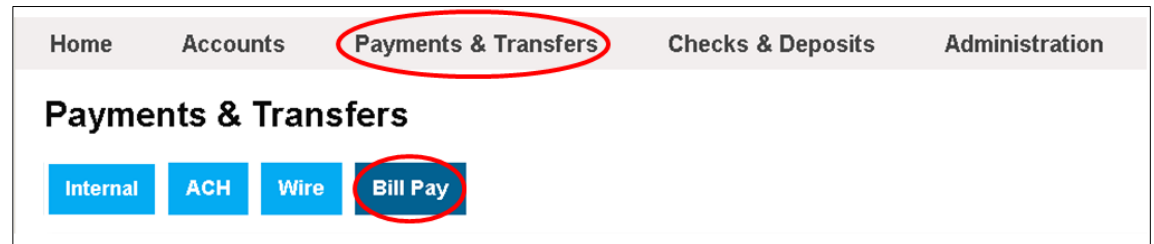
At this time, Wire Manager has the same look and functionality, but is now under one tab within the Payments & Transfers page without a pop-up window being opened.

The screenshot displays the 'Wire Manager' interface. At the top, a navigation bar includes 'Home', 'Accounts', 'Payments & Transfers' (highlighted with a red circle), 'Checks & Deposits', and 'Administration'. Below this, the 'Payments & Transfers' section is active, showing four tabs: 'Internal', 'ACH', 'Wire' (highlighted with a red circle), and 'Bill Pay'. The 'Wire' tab is selected, leading to the 'Wire' section. This section features a 'Select Wire Transfer Criteria' dropdown menu with options: 'Inquire Wire Transfer' (selected), 'Change Wire Transfer', 'New Wire Transfer', 'New Wire Transfer Using Existing Transfer', 'Delete Wire Transfer', 'Review Wire Transfer', 'Wire Transfer Template', and 'Review Wire Transfer Template'. To the right of the dropdown, there are input fields for 'Transfer Type:' (set to 'Outgoing'), 'Transfer Description:', 'Date Range:' (showing '07/12/2019' and 'To'), 'Amount Range:', 'Client Name:', 'Reference Number:', and 'Wire Number:'. A 'Submit' button is located at the bottom right of the form.

| BILL PAY

Bill Pay is now accessed by going to **Payments & Transfers** and then clicking on the **Bill Pay** tab.

Bill Pay will open in a separate tab/window as before and has the same look and functionality.



STOP PAYMENTS

Stop Payments are now accessed by going to the **Checks & Deposits** page and clicking on the **Stop Payments** tab.

With the new Business Online Banking, Stop Payments are easier to place and you can review any issued stop payments.

CASH MANAGEMENT

Home	Accounts	Management Tools	Administration	Review	Account Services	Print
Details Stop Payments Documents						
1GENERAL ACCOUNT XXXXX3497: Stop Payment Menu as of 05/28/2019 12:37 PM MDT						
Stop Payment Search				New Stop Payment		
Item Date: <input type="text"/>				Item Date: <input type="text"/>		
Number: <input type="text"/>				Item Type: <input type="text"/> Check ▼		
Amount: <input type="text"/> Through: <input type="text"/>				Number: <input type="text"/> Through: <input type="text"/>		
sort by: <input type="text"/> Item Type ▼				Amount: <input type="text"/> Through: <input type="text"/>		
<input type="button" value="Submit"/>				Payee: <input type="text"/>		
				Reason: <input type="text"/>		
				Comments: <input type="text"/>		
				<input type="button" value="Submit"/>		

NEW BUSINESS ONLINE BANKING

Home	Accounts	Payments & Transfers	Checks & Deposits	Administration
Checks & Deposits				
<input checked="" type="button" value="Stop Payments"/> <input type="button" value="Positive Pay"/> <input type="button" value="Deposit Checks"/>				
Create A Stop Payment				
Placing a stop payment on a check prevents it from being cashed if, for example, it was lost or stolen.				
Complete the following to prevent checks from being cashed. (Note that entering more search parameters will narrow your results.)				
Account *	1GENERAL ACCOUNT XXXXX3497 ▼			
Create A Stop Payment *	<input checked="" type="radio"/> For One Check			
Check Number *	<input type="text"/>			
Amount *	<input type="text"/>			
Date *	<input type="text"/> <input type="button" value="SELECT"/>			
Payee	<input type="text"/>			
Reason	<input type="text"/>			
* Indicates required field				
<input type="button" value="Preview Stop Payment"/>				

| POSITIVE PAY

Positive Pay is now accessed by going to the **Checks & Deposits** page and clicking on the **Positive Pay** tab.

Positive Pay has the same look and functionality, but is now under one tab within the Checks & Deposits page without a pop-up window being opened.

Home Accounts Payments & Transfers **Checks & Deposits** Administration

Checks & Deposits

Stop Payments **Positive Pay** Deposit Checks

Positive Pay

Overview Review Import a File Import Exceptions Items Import Templates

Positive Pay Overview

Item Review

No Items To Review

Import a File

File Name No file chosen

Template CM Training 2018

Add an Item

Account Number 1GENERAL ACCOUNT

Check Number

Date

Amount

Payee

Reference Number

Type Issue

File Template List

Template	Type
CM Training 2018	Delimited
djk9kl	Delimited
Filer SD	Delimited
General	Delimited
Jen Pos Pay	Delimited

1 - 5 of 13 Templates

Item Search

Account All

Tran Date Through

Amount Through

Check Number Through

Status Not Reconciled

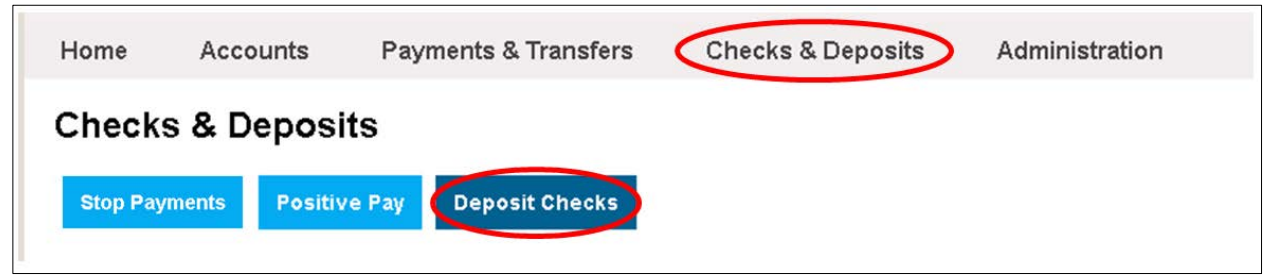
Import Exceptions

File Name	Import Date/Time	Template	Exception Count
Copy of 02-17-19 to 02-23-19.txt	February 26, 2019 at 4:53 PM	TEST PT	8
Copy A of 3-26-19.txt	March 28, 2019 at 6:05 PM	Test Con	16
DL Evans Pos Pay Test.txt	April 03, 2019 at 12:09 PM	CM Training 2018	6
FilerSDPositivePay4-4-2019 (1).txt	April 04, 2019 at 12:34 PM	POS Pay Test April 3	6
FilerSDPositivePay4-4-2019.txt	April 04, 2019 at 12:41 PM	Filer SD	3
FilerSDPositivePay4-4-2019.txt	April 04, 2019 at 12:42 PM	Filer SD	3
FilerSDPositivePay4-4-2019 (2).txt	April 04, 2019 at 12:47 PM	Filer SD	6

1 - 7 of 7 Files

| DEPOSIT CHECKS

Remote Deposit/Business Capture is now accessed by going to **Checks & Deposits** and clicking on **Deposit Checks**. Remote Deposit will open in a separate tab/window as before and has the same look and functionality.



| ADMINISTRATION

Administrative options now have tabs to navigate between Employee Profile & Permissions, Employee Accounts, and Business Role Definitions.

Within these options, the look and functionality is the same, but is now under one tab within the Administration page without a pop-up window being opened.

CASH MANAGEMENT

Administration	Review	Account Services	
Employee	Fund Transfer Groups		
Profile & Permissions			
Accounts			
Inquire Fund Transfer Access			
Change Fund Transfer Access			
Inquire File Transfer Access			
Change File Transfer Access			
Business			
Role Definitions			

NEW BUSINESS ONLINE BANKING

Administration

Employee Profile & Permissions

Employee Accounts

Business Role Definitions

Employee Profile & Permissions

Select User Criteria

☒ Inquire Employee
Go To... Codes ▼
☐ Change Employee
☐ New Employee
☐ New Employee Using Existing Employee
☐ Delete Employee

Name:
Username: