

# Business Online Banking

User Guide

Business Online Banking 101

**DollarBank**<sup>®</sup>  
Let's get you there.

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## First Time Login Information

Welcome to Dollar Bank Business Online Banking!

- Step 1:** Go to <https://businessonline.dollar.bank>. Save this link to your shortcuts or favorites for easier access. You can also go to the Dollar.Bank Small Business or Corporate homepages to log in.
- Step 2:** Enter your Company Number. All Company Numbers are a minimum of five digits.
- Step 3:** Enter your User ID. User IDs are case sensitive.
- Step 4:** Enter your Temporary Password. Your temporary password will be e-mailed to you. If you have not yet received your temporary password, please call 1-855-282-3888, Monday – Friday from 8:30 AM – 5:00 PM EST.
- Step 5:** Enter Security Login Information. If applicable, some services require an authentication device. Users with a security token should enter the passcode from their designated device. Users without an authentication device will be required to set up security questions at first login.

## Dashboard

Once logged in, the Dashboard screen will appear. This screen is customizable and provides a high-level view of your accounts and shortcuts to common tasks.

You can:

- **Manage Widget:** Click to add or delete the selected widget from the Dashboard.
- **Restore:** Click this icon to restore the Dashboard to the original default view.
- **Refresh:** Click this icon to update balances for real time-enabled accounts on the dashboard.

Available widgets may include the following:

- **Account Balances:** High-level account balance information.
- **Balance Charts:** Balance information for deposit accounts in a chart format.
- **Events:** Quick access to all payment and transfers.
- **Quick Transfers:** Create a single transfer from one account to another.
- **Shortcuts:** Quick access to your commonly used banking application features.
- **Special Reports Widget:** Dollar Bank defined reports such as a Sweep Collateral Report.

**NOTE:** You cannot move or remove the Account Balances widget from your Dashboard.

The dashboard features a top navigation bar with a 'DASHBOARD' title and utility icons for 'Manage Widgets', 'Restore', 'Refresh', and 'Help'. The main content area is divided into several sections:

- ACCOUNT BALANCES:** A table showing account details for 'All Accounts'. It includes columns for account name, available balance, and ledger balance.
 

Account Name	Available Balance	Ledger Balance	Actions
Active Link Chk 2	\$ 1,696.76	\$ 1,696.76	[Dropdown]
Dormant Check 1	\$ 0.00	\$ 0.00	[Dropdown]
Inactive Chk 1	\$ 170.20	\$ 170.20	[Dropdown]
<b>Savings</b>			
Active Link Sav 1	\$ 1,922.49	\$ 1,922.49	[Dropdown]
Active Link Sav 2	\$ 11.10	\$ 11.10	[Dropdown]
Inactive Sav 1	\$ 0.00	\$ 0.00	[Dropdown]
- SHORTCUTS:** A placeholder area with the text 'CLICK WIDGET SETTINGS ICON TO SET YOUR PREFERENCES'.
- QUICK TRANSFER:** A form titled 'Step 1 of 2: Enter Information' with fields for 'From' (Select an Account), 'To' (Select an Account), and 'Amount' (Enter Amount). It includes 'Clear' and 'Next' buttons.
- SPECIAL REPORTS:** A placeholder area with the text 'CLICK WIDGET SETTINGS ICON TO SET YOUR PREFERENCES'.
- BALANCES CHART:** A placeholder area with the text 'CLICK WIDGET SETTINGS ICON TO SET YOUR PREFERENCES'.
- EVENTS:** A placeholder area with the text 'CLICK WIDGET SETTINGS ICON TO SET YOUR PREFERENCES'.
- STATEMENTS:** A placeholder area with the text 'CLICK WIDGET SETTINGS ICON TO SET YOUR PREFERENCES'.

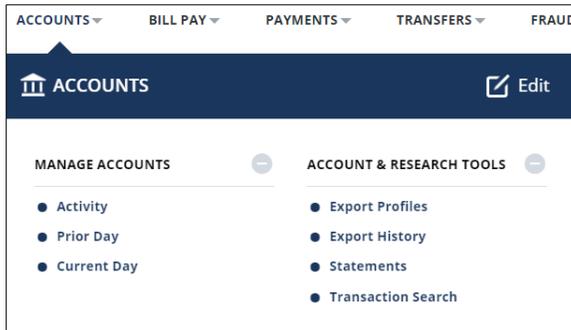
**NOTE:** Click Refresh at any time to update account balance and activity with real-time data.

## Accounts

The Accounts menu provides all-in-one access to Current and Prior Day account balances, Account Activity and Account & Research Tools.

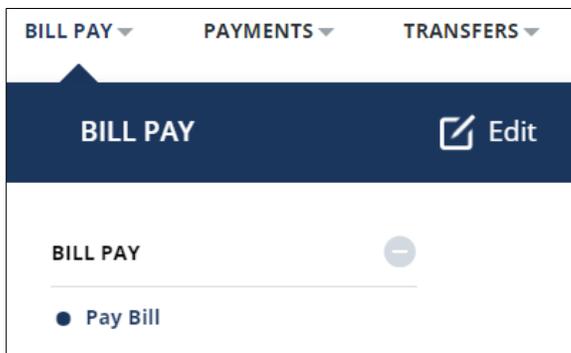
Use Account & Research Tools to:

- Create export profiles, export data and view export history.
- Access 18 months of statements.
- Search for a specific transaction type or group of transactions.



## Bill Pay

Through Business Online Bill Pay, you can make one-time payments, set up automatic payments, receive bills online, send detailed invoice information with your payments and more. Refer to the Bill Payments Guide for further information.



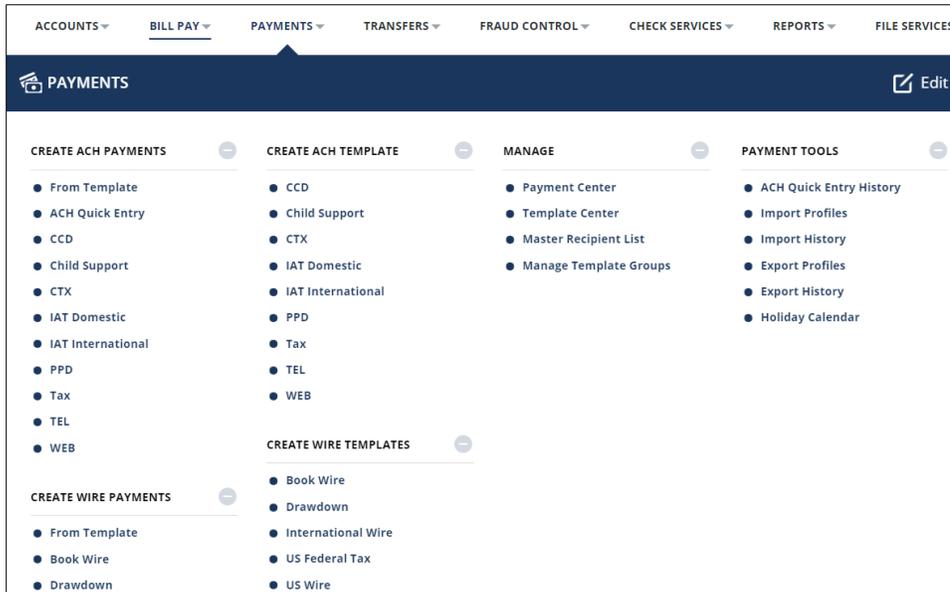
## Payments

Under Payments you can create ACH and Wire payments directly or through templates. Manage your templates, payments, master recipient list and template groups. Refer to the ACH and Wires Guides for more information.

If you are interested in adding either of these services, please call 1-800-282-3888, Monday – Friday from 8:30 AM – 5:00 PM.

Use Payment Tools to:

- Create Export and Import Profiles.
- View Export or Import History.
- View ACH Quick Entry History.
- View Dollar Bank's holiday processing calendar.



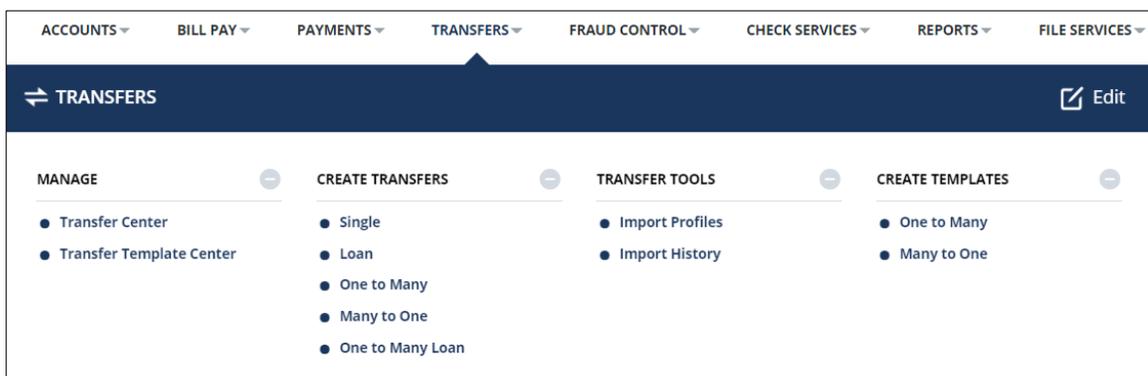
## Transfers

Under Transfers you can:

- Transfer funds from a Dollar Bank account to one or many Dollar Bank account(s).
- Transfer funds from many Dollar Bank accounts to a Dollar Bank account.
- Transfer funds from a Dollar Bank account to one or many Dollar Bank loan account(s).
- Save or create Transfer Templates for recurring use.
- Create Import Profiles and View Import History.

Refer to the Transfers Guide for further information.

**NOTE:** Security of these transactions can be enhanced with Dual Control activation.



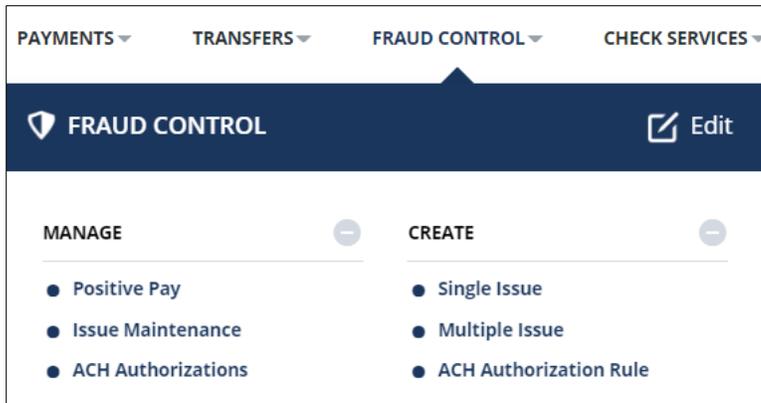
## Fraud Control

Under Fraud Control you can:

- Create single and multiple Issues or Void Instructions.
- Review and make decisions on suspect items through Positive Pay.

- Modify, approve, reject or delete Issues or Void Instructions.
- Create ACH Authorization Rules and manage them.

Refer to the Fraud Control with Positive Pay and Reconciliation Guide for further information.



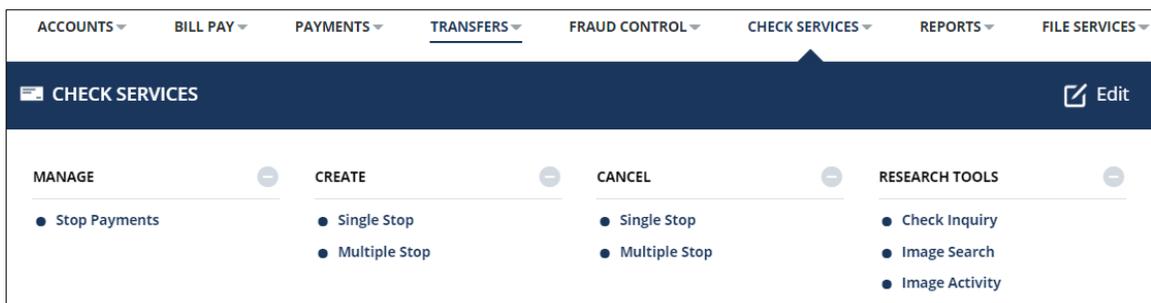
## Check Services

Under Check Services you can:

- Create or Cancel stop payments. Multiple stops and cancels may be placed on one screen.
- Search for checks, perform Image Search and View Image Activity.

Refer to the Check Services Guide for further information.

**NOTE:** Stop payments expire after 12 months. A new stop must be entered to extend a stop.

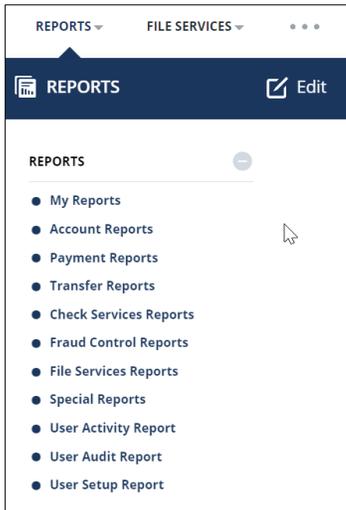


## Reports

Use Reports to:

- Add and manage your favorite Custom or Standard Reports.
- Create reports related to Payments, Transfers, Check Services, Fraud Control and File Services.
- View Special Reports.
- Create user specific reports such as:
  - View activity of company users over designated periods.
  - Search Audit Trail Reports displaying user changes.
  - View user access to services and service limits.

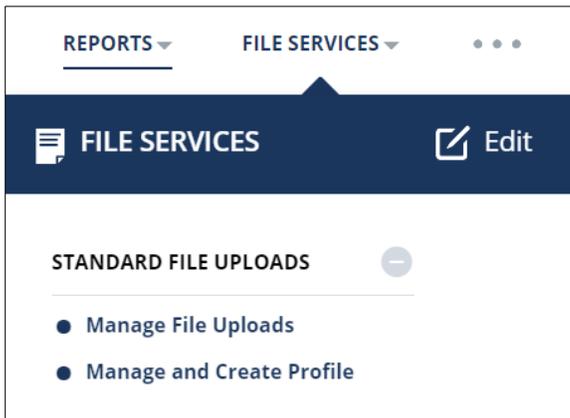
Refer to the Information Reporting Guide for further information.



## File Services

Under File Services you can:

- Manage and Create Profile for Standard file uploads.
- Perform and manage Standard File uploads using the Upload Profiles.

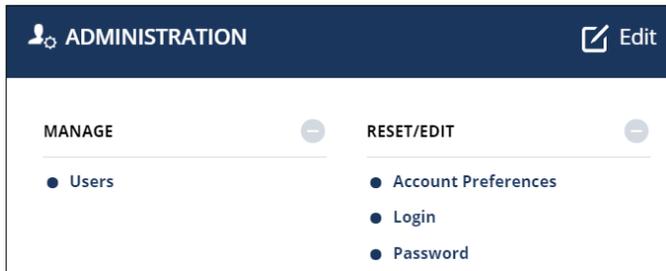


## Administration

Use the Administration menu to access below sections:

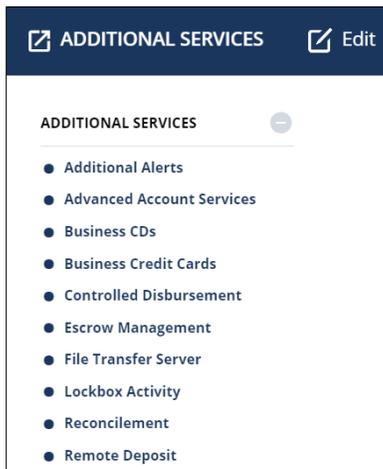
- **Account Preferences:** Define account names/nicknames in account preferences.
- **Login:** Reset the User ID for users who have been locked out of the system.
- **Password:** Change or reset user passwords.

**NOTE:** Only designated users with administrative entitlement will have this access.



## Additional Services

Use Additional Services to access additional products and services offered by Dollar Bank such as CDs, credit cards, Remote Deposit and more.



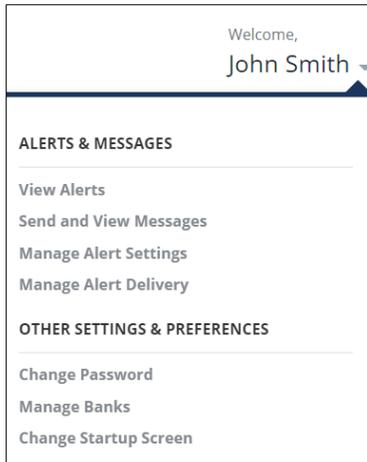
## Alerts & Messages

View, Add and Manage alerts. Alert types include:

- Check number cleared
- Personal Reminders
- Payment status of a Wire, ACH or Transfer
- Positive Pay and ACH authorization related alerts
- Recipient status change
- Secure message notification
- Change in template status

## Other Settings & Preferences

- **Change Password:** You can change your password within Business Online Banking and no longer need to call the bank to reset it.
- **Change Startup Screen:** Change your default dashboard screen it will take effect on your next login.



**NOTE:** For videos and more information visit [Dollar.Bank/BusinessOnline](http://Dollar.Bank/BusinessOnline).

If you need assistance, please call Treasury Management at 1-855-282-3888, Monday – Friday from 8:30 AM – 5:00 PM.



**Treasury Management**

1-855-282-3888

Dollar.Bank/BusinessOnline