

Business Online Banking

User Guide

Mobile Banking

DollarBank[®]
Let's get you there.

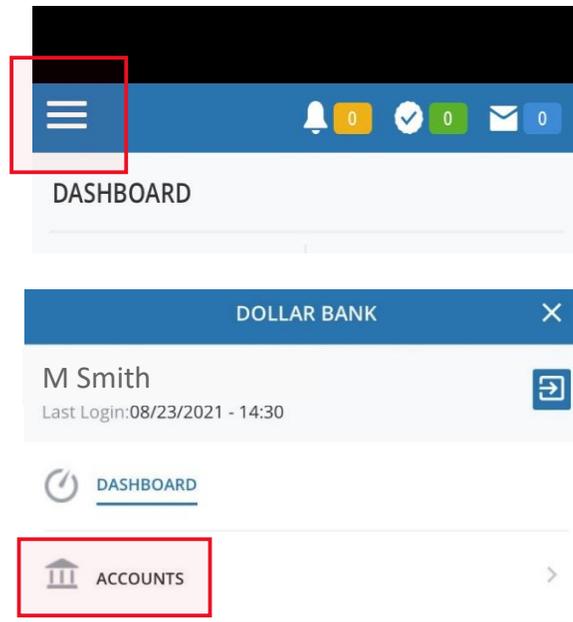
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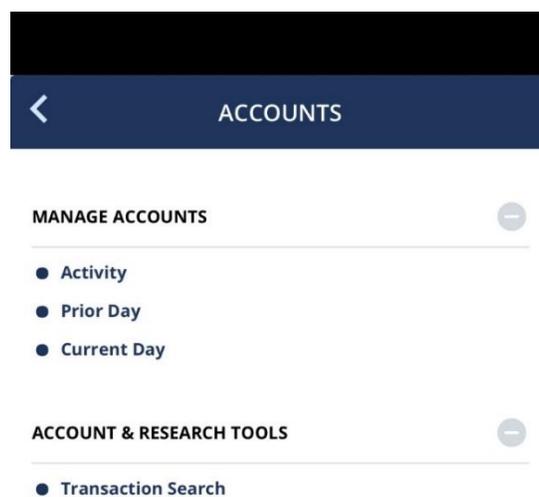
Activity

Task 1: Review Activity

Step 1. On the main Dashboard tap Menu (three lines on the left-hand side), select ACCOUNTS to review



Step 2. You will be able to review Activity, Prior Day or Current Day.

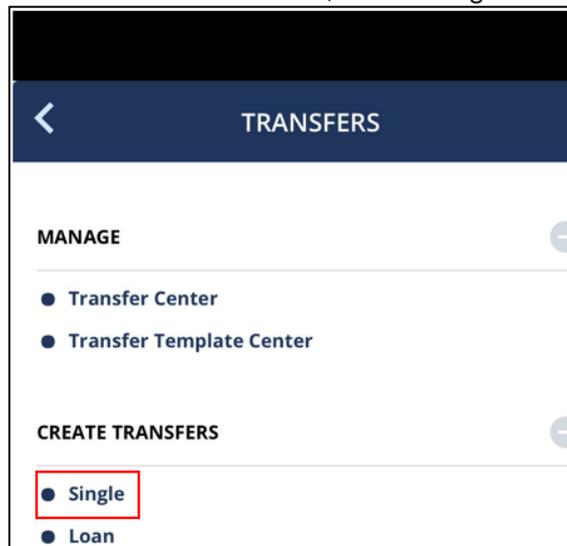


Create Transfers

Task 2: Create a Single Transfer

For a one-time single transfer, follow these steps.

Step 1: Tap Transfers and under Create Transfers, select Single.



Step 2: Fill in all required information. Required fields are marked with an asterisk (*).

Your Date options are:

- Today's date which will be processed on the current date.
- Future date which will be processed on the date selected.

Select your desired Frequency for the transfer:

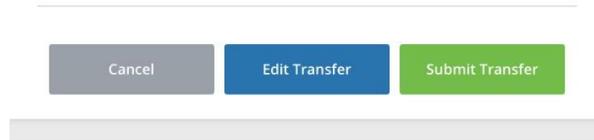
- One-Time Only
 - Recurring: Select Recurring Schedule and Number of Payments options.

The screenshot shows a mobile banking interface for a transfer. At the top, there are notification icons for messages, alerts, and a checkmark. The title is "TRANSF...". Below the title, there is a section for "Required Fields". The fields are: "Transfer From" with a dropdown menu showing "XYZ - xxxxxxx2205 - 163795.35"; "Transfer To" with a dropdown menu showing "ABC -xxxxxxx5022 - 34335.46"; "Amount" with the value "1.00"; and "Date" with the value "08/11/2021" and a calendar icon. Below these fields is the "Frequency" section with two radio buttons: "One-Time Only" (selected) and "Recurring". At the bottom is the "Options" section with a checkbox for "Add Memo Information". At the very bottom are two buttons: "Cancel" and "Continue".

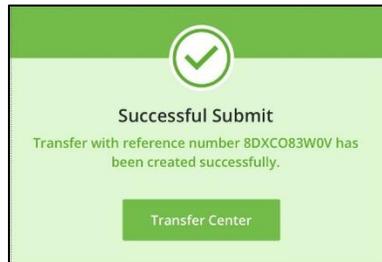
Tap Continue to review the transfer.

NOTE: Memo Information is visible in Transfer Center only when the transfer is Completed.

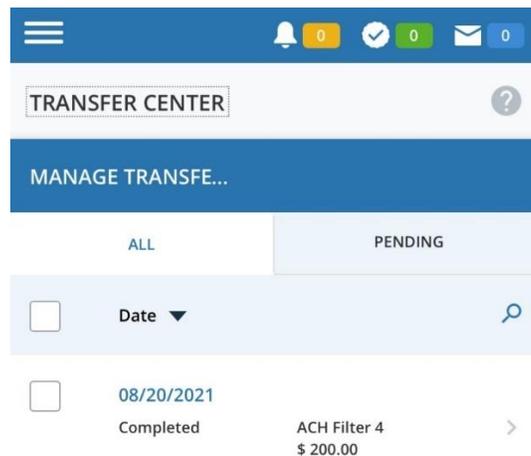
Step 3: To make changes, tap Edit Transfer. To cancel the whole transfer, tap Cancel.
If everything is correct, tap Submit Transfer.



The Successful Submit message will appear with the transfer reference number.



Step 4: To see the transfer details, tap Transfer Center.



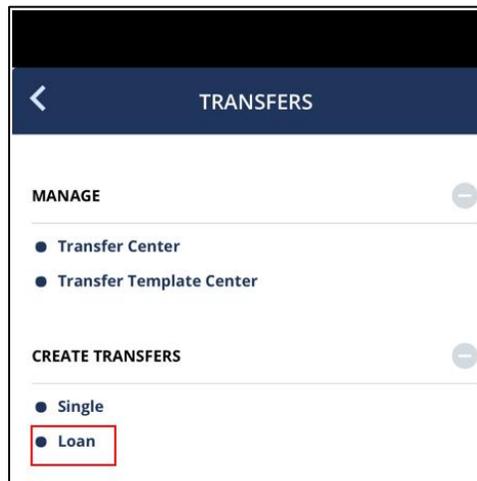
NOTE: If your company utilizes Dual Control on transfers, the transfer will be in the Pending tab of the Transfer Center with the status of Pending Approval. If your company does not require Dual Control, the transfer will be in the Pending tab of the Transfer Center with a status of Scheduled.

Task 3: Create a Loan Transfer

Transfers can be setup to loan accounts.

Below are the steps to perform a single loan transfer- from a single account to a single loan account.

Step 1: Under Create Transfers, select Loan.



Step 2: Provide the loan transfer details. Required fields are marked with an asterisk (*).

- Enter Loan Account.
- Other Amount Type allows the split of loan amount into Interest and Principal.
- Select Frequency and other options if required.
- Enter Recurring Frequency and Memo Information if needed.

CREATE LOAN TRANSFER

TRANSF...

* Required Fields

Transfer From *
Select an Account

Transfer To *
Select an Account

Amount *
Enter Amount

Other Amount Type
 Click for split amount options

Date *
08/10/2021

Frequency
 One-Time Only
 Recurring

Options
 Add Memo Information

Cancel Continue

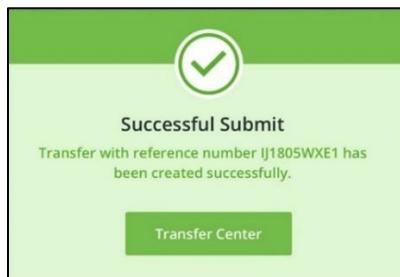
Tap Continue.

NOTE: For information on how loan payments are applied, please contact your lender.

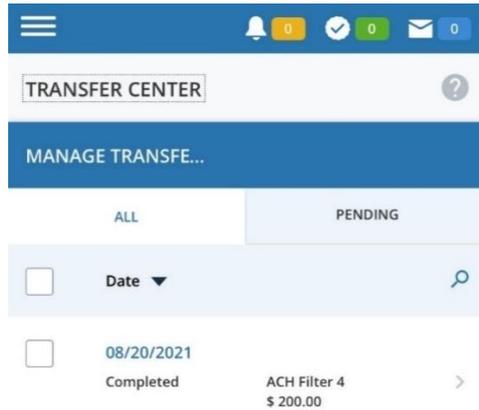
Step 3: Review the transfer. You have the ability to Cancel, Edit Transfer, or Submit Transfer. If the information is accurate, and you'd like to move forward, tap Submit Transfer.



Step 4: The Successful Submit message will appear with the transfer reference number.



To see the transfer details, tap Transfer Center.



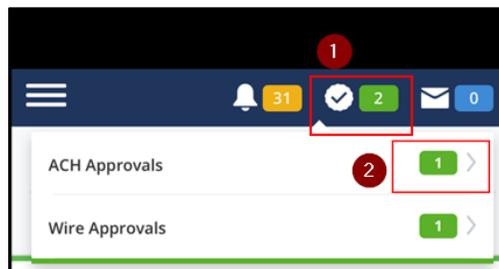
NOTE: If your company utilizes Dual Control on transfers, the transfer will be in the Pending tab of the Transfer Center with the status of Pending Approval. If your company does not require Dual Control, the transfer will be in the Pending tab of the Transfer Center with a status of Scheduled.

Payment Center

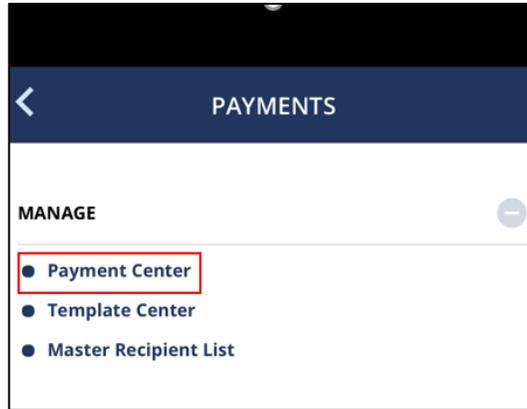
Task 4: Approve a Payment

If your company has elected to utilize Dual Control for Payments, follow the steps below to approve a payment.

Step 1: From the Notification Center, tap Approvals and select ACH Approvals.



Alternatively, go to the Payments menu and select the Payment Center under Manage.



Step 2: Under Pending tab select the transaction(s) to approve.

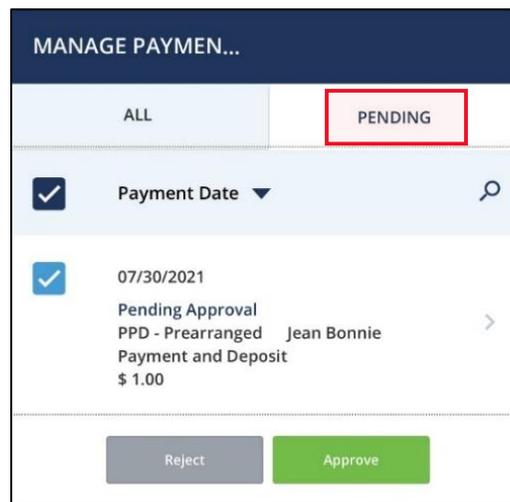
Step 3: Review the payment. The options are as follows:

Approve – This approves the request for processing by the bank.

- Review the payment instructions. Enter the Security Number and Password, then tap Approve.
- The Successful Submit message will appear.
- After the approval is complete, the Payment will be in a Scheduled status.

Reject – This stops further processing of the request in its current form.

- The request can be edited and submitted again for approval. In the Memo field, you can specify the reason to reject the payments.
- Review the payment instructions. Enter the Security Number and Password, then select Reject.



Tap Approve.

Step 4: On Approve Payments screen provide the Memo information, Passcode and tap Approve.

(Items)

AUTHORIZATI...

Memo
Enter a Memo

Challenge
214870

Passcode *
Enter Passcode

Cancel Approve

The Successful Submit message will appear.



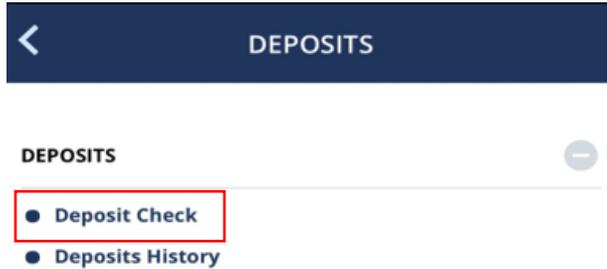
NOTE: You can approve payments only if you are designated in the system as an approver. You cannot approve any payments you created or last modified.

In addition, lack of account access or exceeding a limit can prevent you from successfully approving a payment.

Make a Deposit

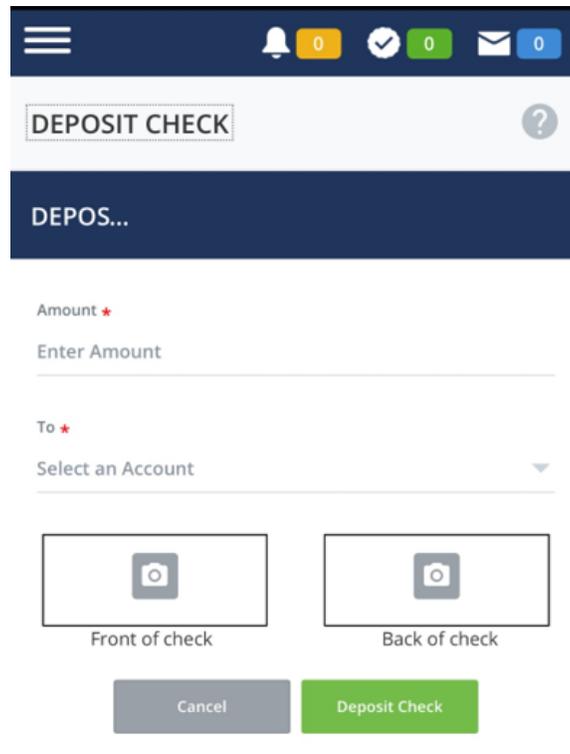
Task 5: Deposit Check

Step 1. Tap Deposit Check.



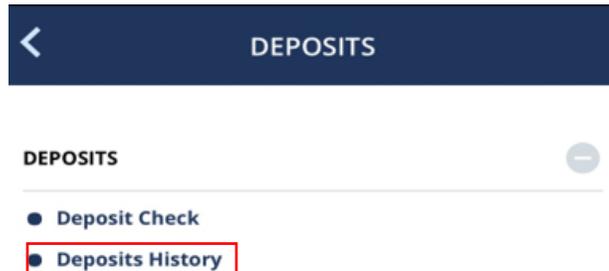
Step 2. Enter all deposit information: Amount, which account it will be applied to, along with a picture of Check (Front & Back).

Step 3: Click on Deposit Check.

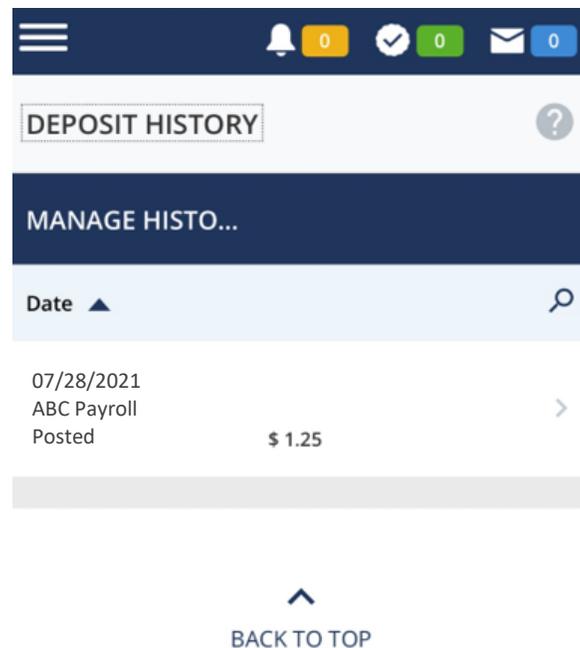


Task 6: Deposits History

Step 1: Select Deposits History.



Step 2: View and Manage Deposit History.

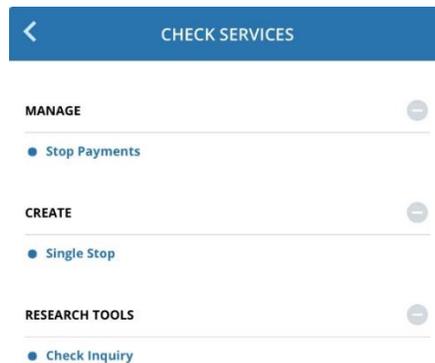


Check Services

Task 7: Manage Stop Payments

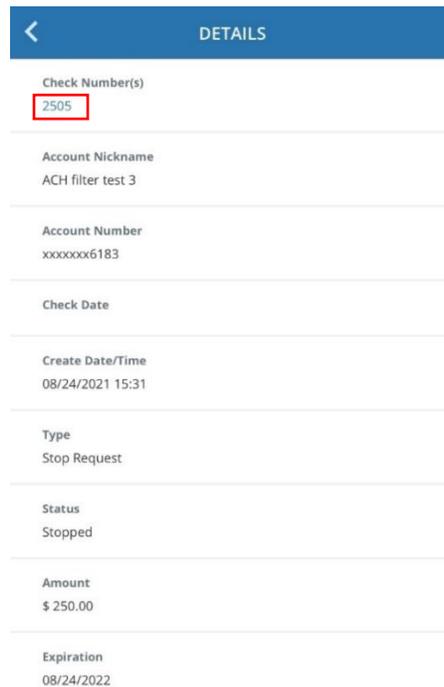
Step 1. From Dashboard, select Check Services. Here you will see manage stop payments, create single stop, along with how to research check images.

Step 2. Under MANAGE, select Stop Payments. A list of all Stop Payments will appear.

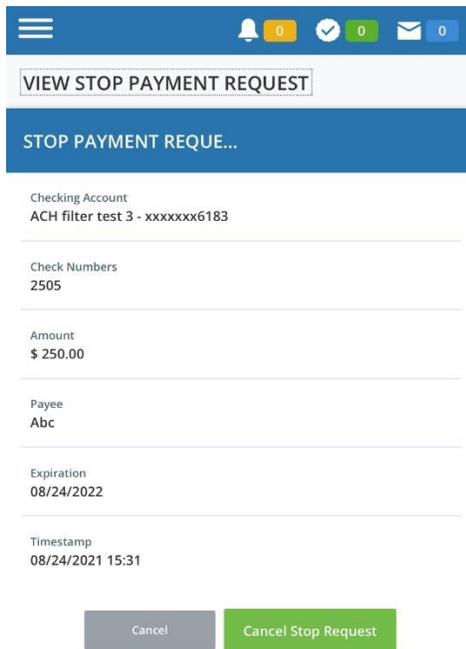


Step 3. To view details, tap gray arrow next to the Stop Payment you want to view.

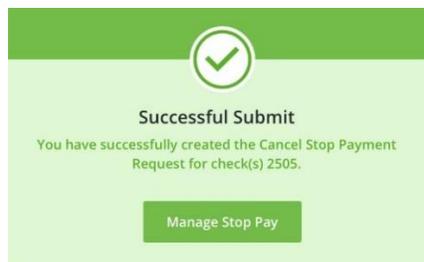
Step 4. To Cancel the Stop Request, tap the Check Number(s) shown in blue.



Step 5. Tap Cancel Stop Request.



The Successful Submit Box message will appear. You will have the ability to Manage Stop Pay from this box.



Task 8: Create a Single Stop

Step 1. From Dashboard, select Check Services. This is the same area you Manage a Stop Payment.

Step 2. Under CREATE, select Single Stop. Required fields are marked with an asterisk (*). You have the ability to Enter Memo.

The screenshot shows the 'CREATE SINGLE STOP PAYMENT' screen in a mobile app. At the top, there is a blue header with a menu icon, notification icons (0), and a help icon (?). Below the header is a blue bar with the text 'STOP PAYMENT INFORMATI...'. A red asterisk indicates required fields. The form contains the following fields: 'Account' (dropdown menu with 'ACH filter test 3 - xxxxxxx6183'), 'Expiration Term' (text field with '12 months'), 'Stop Type' (radio buttons for 'Single' and 'Range', with 'Single' selected), 'Check Number' (text field with '2505'), 'Date Written' (text field with 'mm/dd/yyyy' and a calendar icon), 'Amount' (text field with '250.00'), 'Payee' (text field with 'Abc'), 'Reason' (dropdown menu with 'Select Reason'), and 'Memo' (text area with '0 of 50 Characters' and 'Enter Memo'). At the bottom, there are two buttons: 'Cancel' (grey) and 'Continue' (green).

Step 3. Select Continue

Step 4. Preview Stop Payment Information. You will have the ability to Select, Cancel, Edit, or Submit.

Step 5. If all information looks correct and you want to move forward, select Submit.

PREVIEW STOP PAYMENT

STOP PAYMENT INFORMATI...

Account
ACH filter test 3 - xxxxxxx6183

Expiration Term
12 months

Stop Type
Single

Check Number
2505

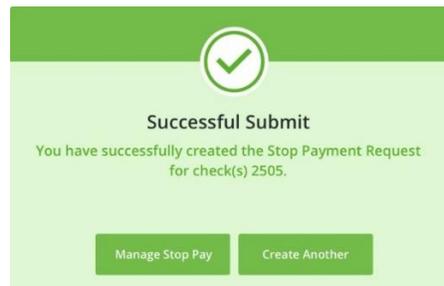
Amount
\$ 250.00

Payee
Abc

Reason
Lost Check

Cancel Edit Submit

The Successful Submit message will appear. You will have the ability to Manage Stop Pay or Create Another Stop Pay from this box.



Bill Payment

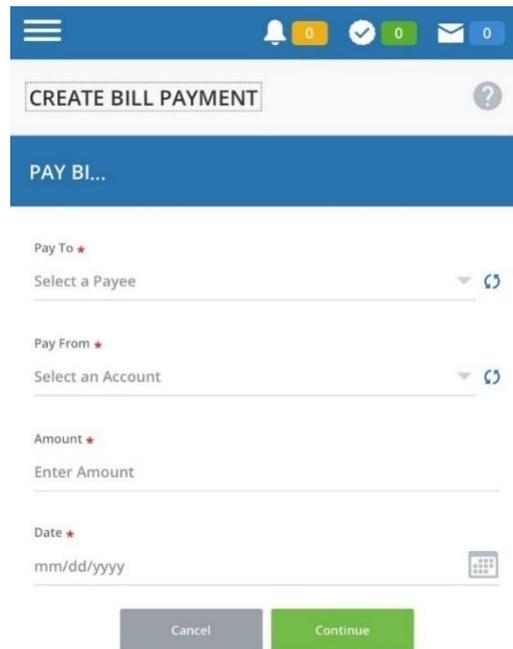
You can easily pay your bills with a tap of the finger. All vendors/merchants must be added through the desktop version of Business Online Banking. Once added, payments can be managed through mobile app.

Task 9: Pay a Bill

Step 1. From Dashboard Menu, select BILL PAY and then Pay Bill



Step 2. Required fields are marked with an asterisk (*). Tap Continue.



NOTE: The day you select is the day you want your payment(s) to be delivered to your vendor. This is the same day the funds will come out of your account.

Step 3. Preview your Bill Payment. You have the option to Cancel or Submit. If all the information looks correct and you'd like to move forward, select Submit.

PREVIEW BILL PAYMENT ?

PAY BI...

Pay To
Office Supplies Inc

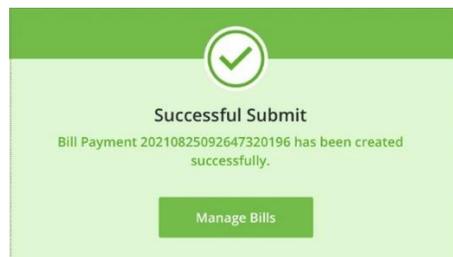
Pay From
ACH Test - xxxxxxx2205

Amount
\$ 25.00

Date
09/06/2021

Cancel Submit

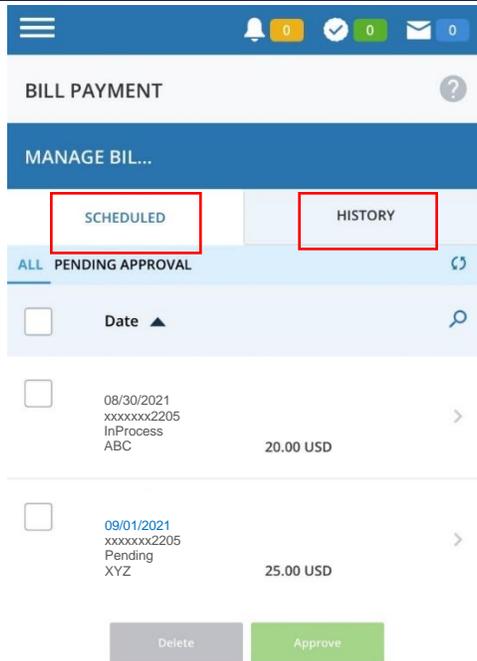
The Successful Submit message will appear. You will have the ability to Manage Bills from here.



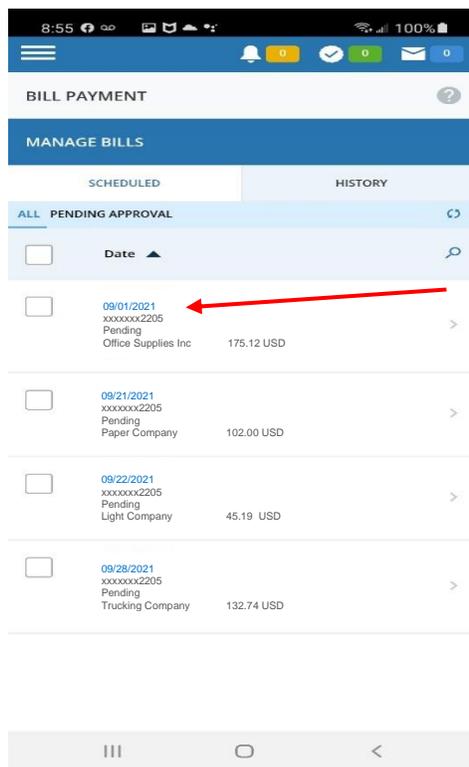
Task 10: Manage Bill Payments

Step 1. From Dashboard Menu, select BILL PAY and then Manage Bill Pay. Same location as Create Bill Payment.

From here you will see a list of all Scheduled Bill Payments (separate tab for Bill Payment History). You will also see the status of the payment.

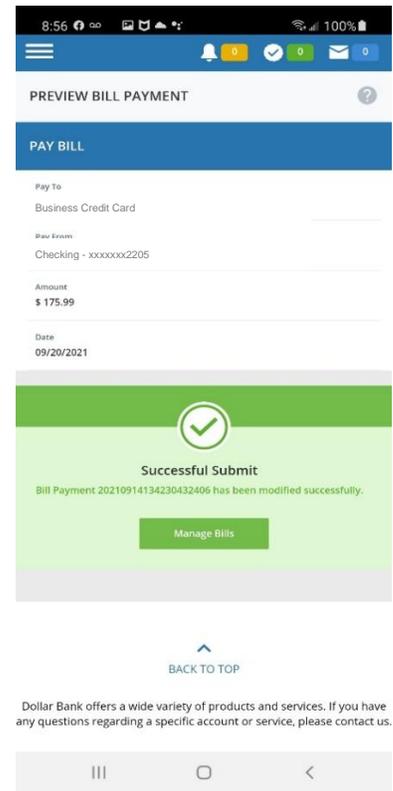
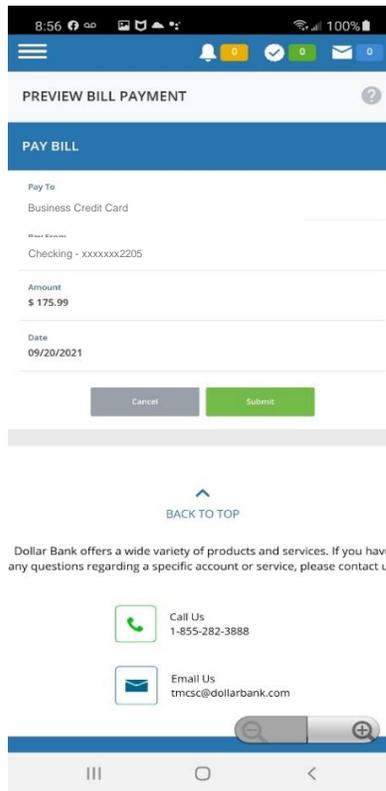
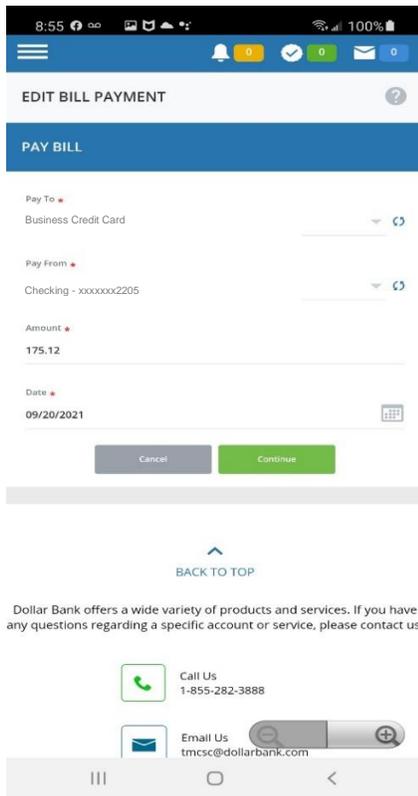


To edit a bill payment, under manage payments, you will click on the date.



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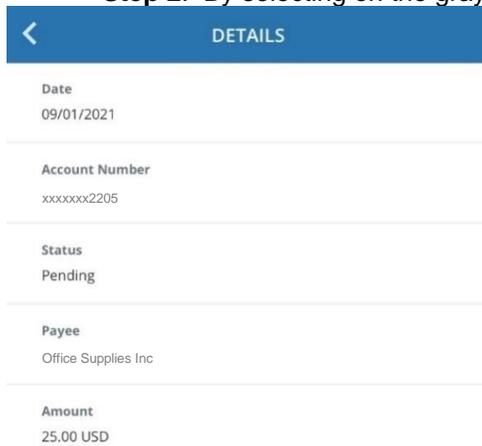
The next screen will show up for you to edit the amount or date of the payment.



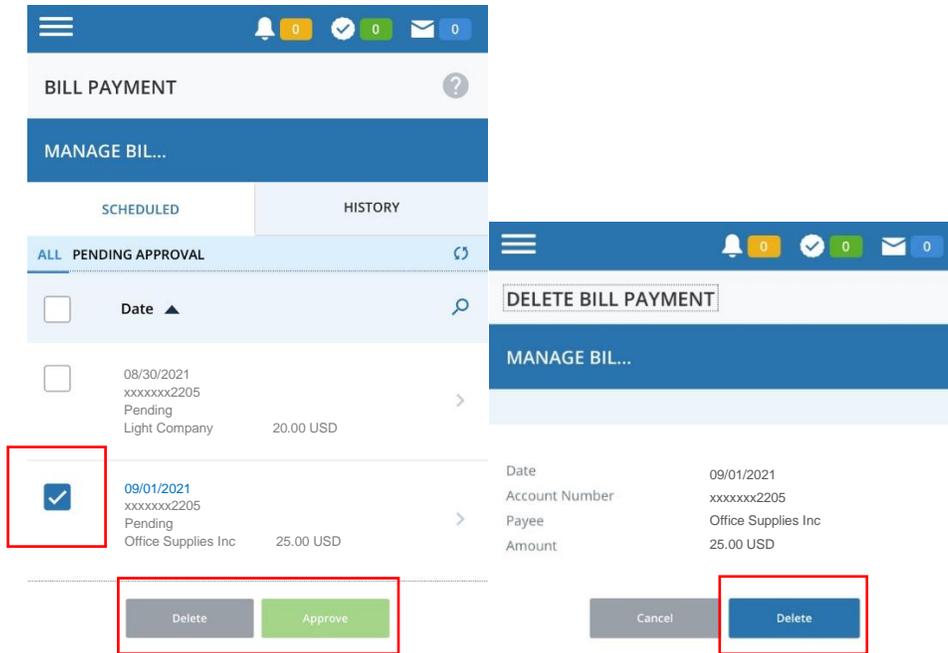
Any Bill Payments that require approval, will be listed under PENDING APPROVAL.



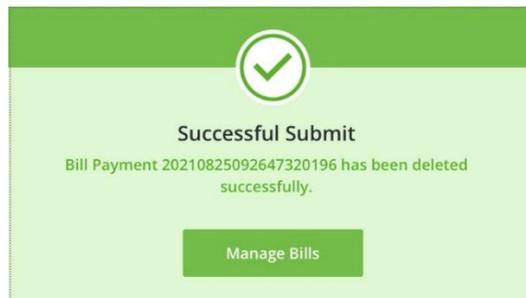
Step 2. By selecting on the gray arrow box, you will have the ability to view Details of the payment.



Step 3. To Delete or Approve a payment, select the payment you wish to delete/approve, followed by Delete/Approve button. From here it will confirm you wish to Delete/Approve.



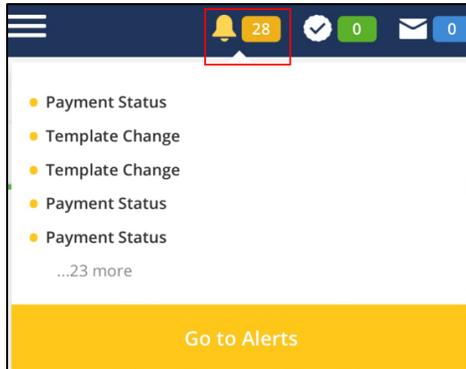
A Successful Submit Box will pop up. You will have the ability to Manage Bills from this box.



Alerts

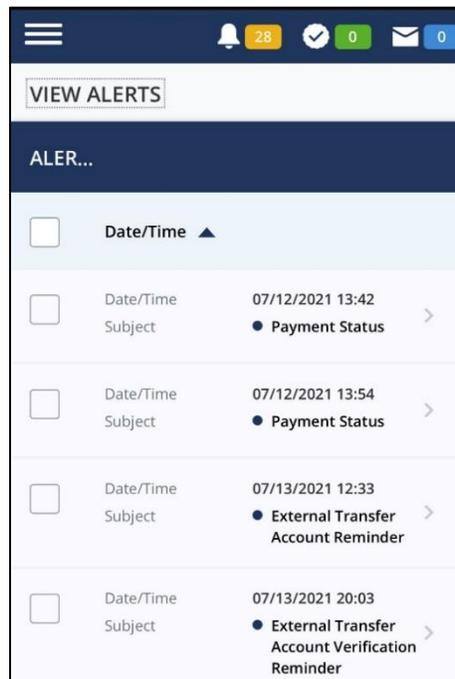
Task 11: View Alerts

Step 1: To view the alerts for you, tap Bell icon on top of the screen.



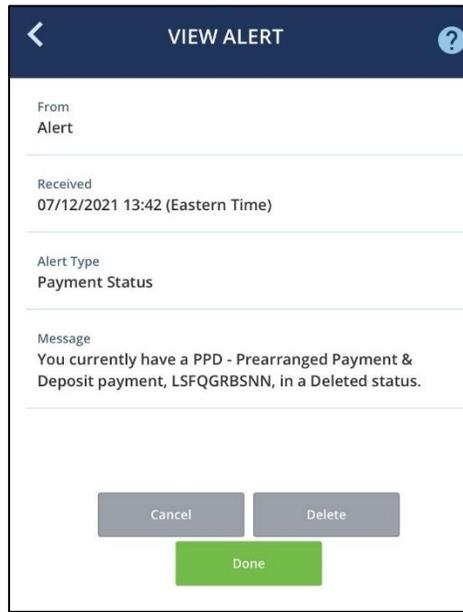
Step 2: You will see a list of Alerts present for you. Tap Go to Alerts to view the details.

Step 3: View Alerts screen will have the list of all Alerts.



Tap the Subject to view the details of the Alert. The details will be displayed as below:

- Tap Done to go back to the View Alerts screen.
- Tap Delete to delete the alert.
- Tap Cancel to cancel the viewing.





Treasury Management

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