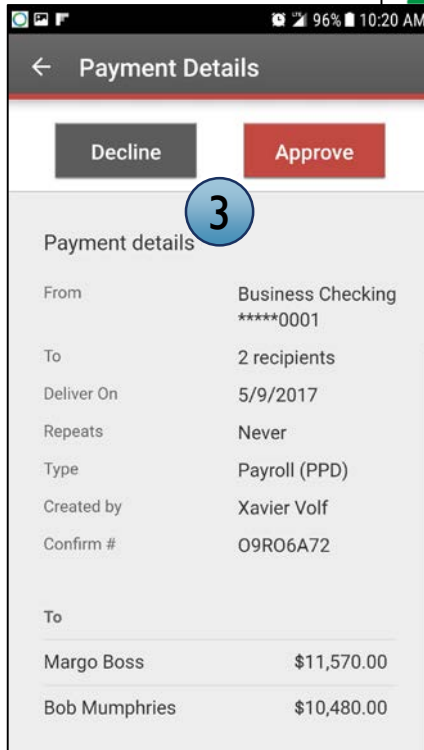
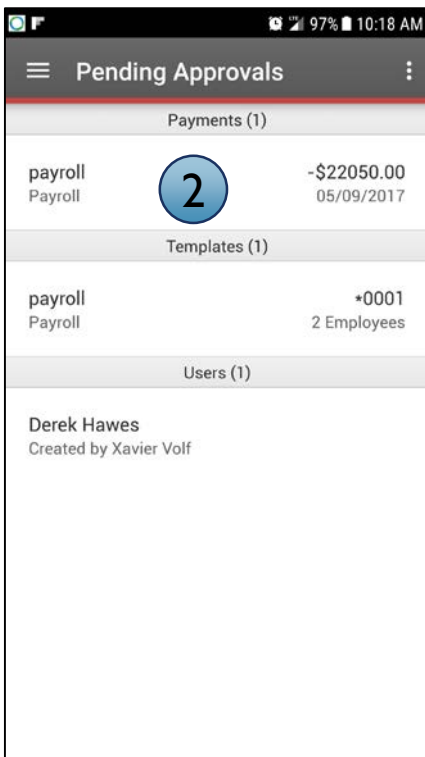
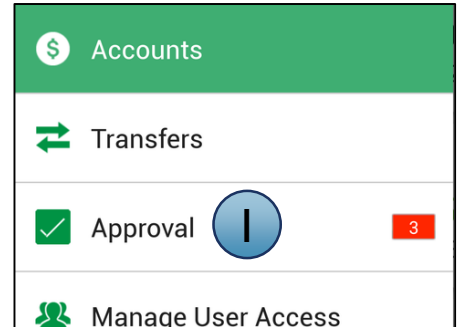


In Business Mobile, it's convenient to manage pending approvals for payments, templates, and users. Only Business Admins and users with Approval access see "Approval" in the menu.

1. Select Approval in Business Mobile menu (the red "3" indicates three items need approval).
2. Select a payment, template, or user to review.
3. Review details and select Decline or Approve.
4. If Approve is selected, authenticate identity (not required to approve a template).



Approve option:

- **Call Me** – always an option (add 2nd number in BB web)
- **Text Me** – enabled in Business Banking web (BB web)
- **Token** – displays if offered by your FI and the user has enabled the token in BB web
- **Touch ID (iOS) / Fingerprint ID (Android)** – displays if your device supports it and the user enables it in Settings.

Notes: If **Approval caching** is enabled, identity verification is required for the first approval but not subsequent ones within a certain timeframe (set by the FI). **Decline** sends an email notification to the person who created it.