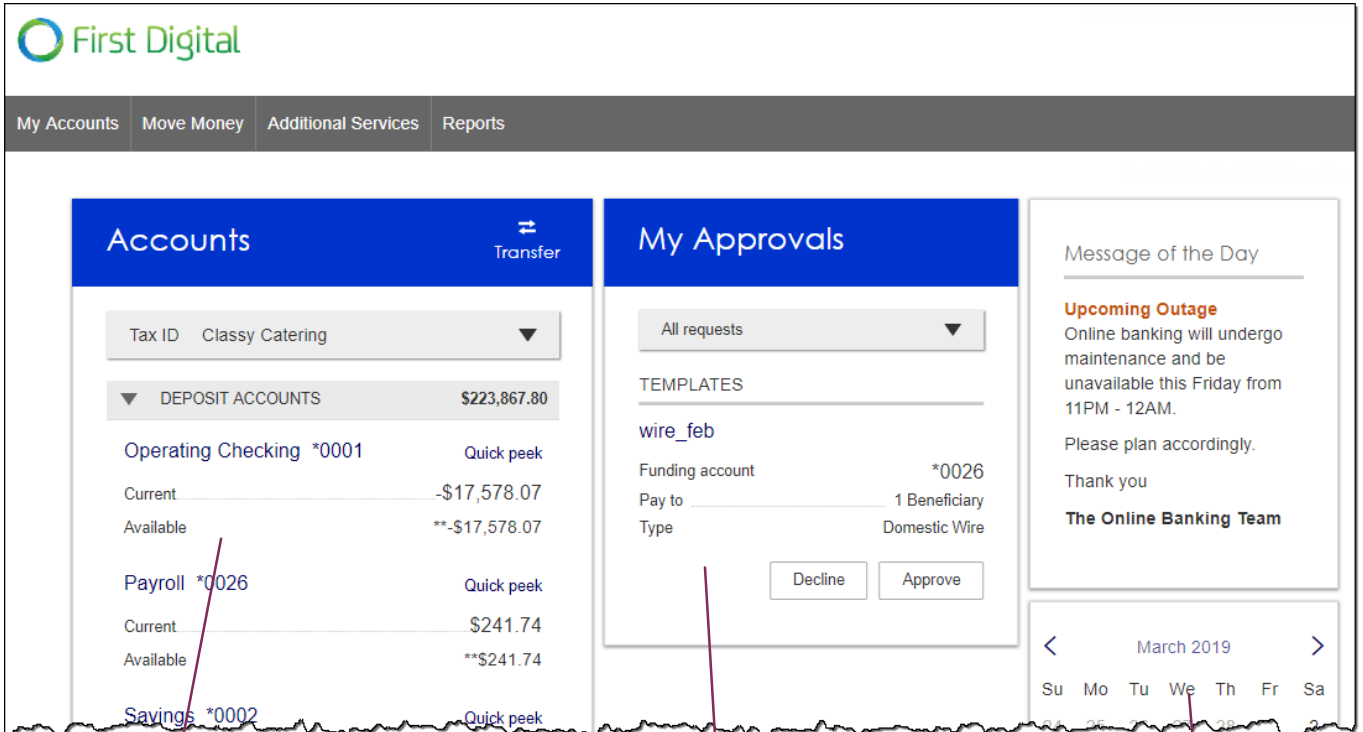


**Main navigation:** My Accounts, Move Money, Additional Services, and Reports. Primary Admins and Secondary Admins have full access to all accounts and services based on their segment. Business Admins manage other business users; business users' access is based on entitlements.



**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 payments, ACH and Wires 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 Services	Reports
Transfers		ACH/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:**

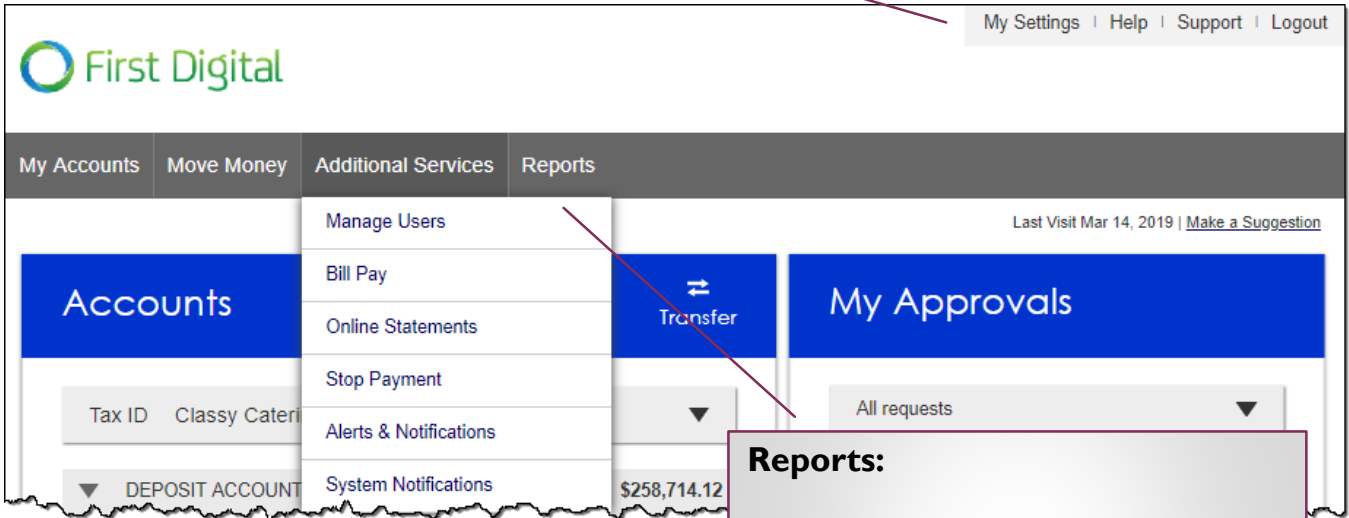
- Make a Transfer** – internal, aka intra-institution transfer. Cross-TIN transfers are core dependent.
- Request Loan Advance** – an internal transfer to make a draw from a loan account
- Make Loan Payment** – internal transfer to pay a loan
- Scheduled Transfers** – manage future and recurring internal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

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

**My Settings:** edit password, User ID, email, phone number, account nicknames, etc.  
**Help:** answers common questions.  
**Support:** look up the FI Support number and hours.  
**Logout:** properly end the Business Banking session; users are automatically logged out after 20 minutes of inactivity.



**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; core dependent  
**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