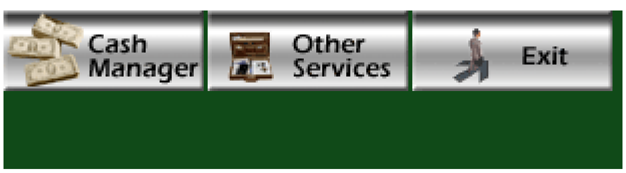
Internet Banking Business Cash Manager Changes

We've listened to your feedback and have upgraded our Internet Banking system to better meet your online banking needs. There are some minor name changes to tabs, as well as the addition of additional administrative functions for managing business users.

1. Business Internet Banking has the same changes as above, except the Transfers tab will be located under the **Business Apps** tab.

2. Business **Cash Manager** is now called **Business Apps**



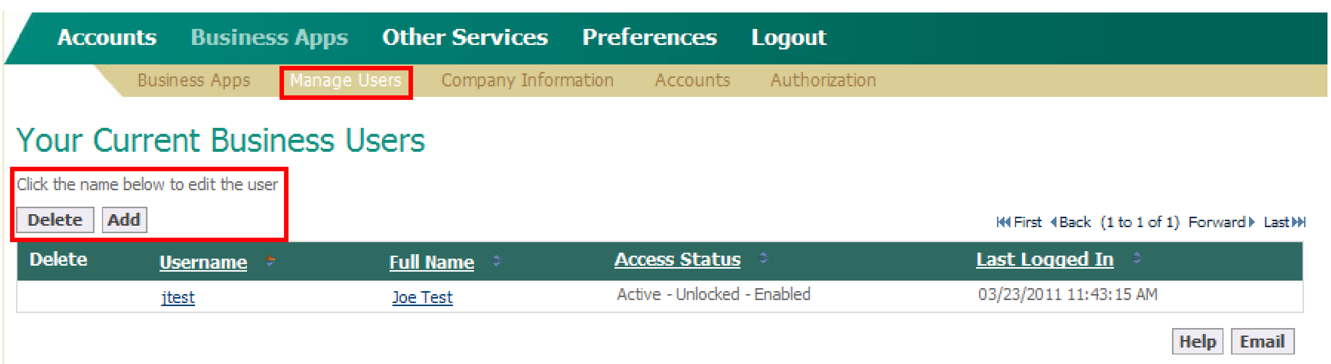
3. The Cash Manager Menu is the same, except the **Supervisor Functions** tab is now called **Administration**

4. The Supervisor Functions have changed in the Administration tab as follows:

- **Company Info** is now under the Business Apps **Administration** tab. You may continue to add or delete a subsidiary, if any.

5. Business Internet Banking administrators will now be responsible for adding and deleting authorized users to their Internet Banking account. Please note we will no longer be collecting this information at time of enrollment, nor upon request. It must be completed in the **Administration** function, as follows:

   - The new system will be set up with the Administrator only and additional users will need to be added, edited and deleted, as needed, utilizing the **Manage Users** function beneath Business Apps
   - To add a new user, simply click the **Add** button under **Manage Users**



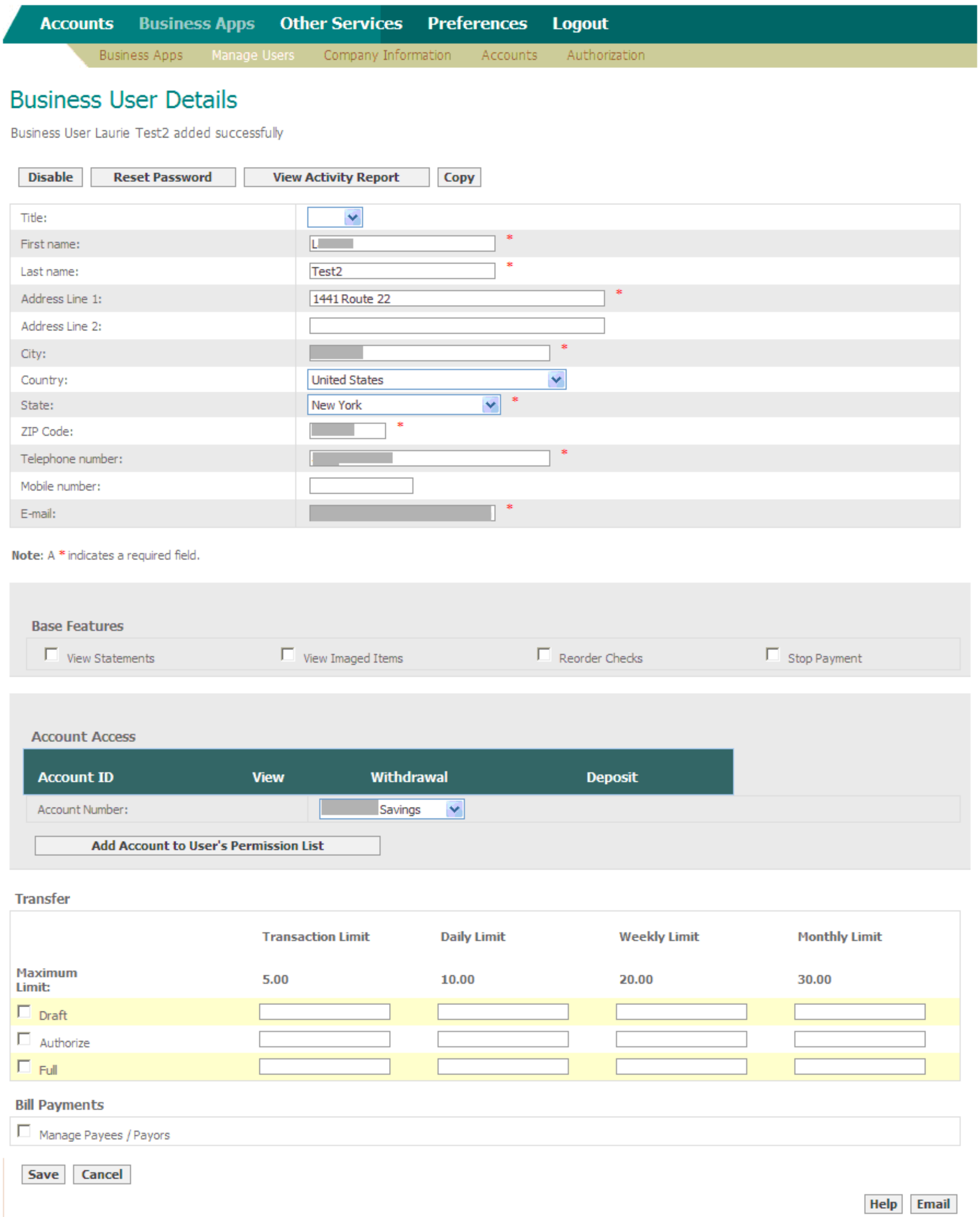
- You will then be prompted to enter the users contact information and once submitted, the following screen will display. The system will automatically generate a Username and Password, which may be changed at this point, if so desired.

Once the Enroll button is clicked, you will then see the following screen, which allows you to

- Identify which accounts the user will have access to and their permissions for each Business App function, such as Bill Pay, ACH Payments, etc. You will then click **Save** to store the user's permissions.

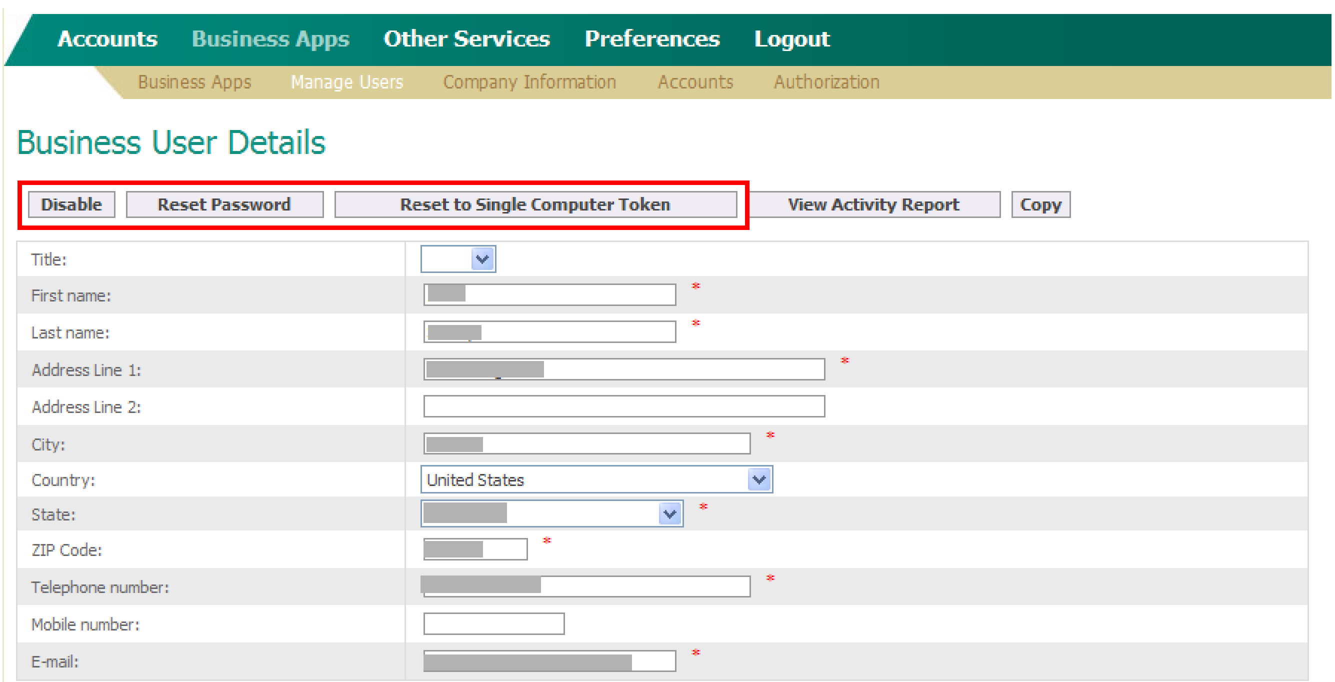
- To edit a user, simply click on their name on the **Manage Users** screen.

- You will then be on the **Business User Details screen**, which will allow you to:
    - View their activity report
    - Copy the users information to create a new user if they have the same contact information
    - Establish their account access and cash management function permissions



You can also perform the following security tasks from the **Business User Details** (Edit Business User) screen:

- Disable/enable the business user by clicking the **Disable** or **Enable** button (as applicable).
- Reset the business user's password by clicking the **Reset Password** button. The **Business User Credentials** screen is displayed.
- Unlock Multi Factor Authentication (MFA) access for a business user who has been locked out of internet banking due to an MFA access error by clicking the **Unlock MFA Access** button. This allows the business user supervisor to reset the MFA details of another business user for logging in to internet banking. Note that this button is only visible to business user's who are configured as a supervisor with the necessary permissions, and if the business user has already been locked out of MFA due to an incorrect MFA log in to internet banking.
- To allow yourself or other business users to log in to internet banking from a different computer, click the **Reset to Single Computer Token** button. Note that this button is only visible if configured by a supervisor with the necessary permissions, and if the business customer and business user internet access has been restricted to a single computer.



The **Accounts** function under Administration will allow you to identify which Business App (Cash Management) function will be permitted for each account. Click **Save** to set your permissions.

Accounts | Business Apps | Other Services | Preferences | Logout

Business Apps | Manage Users | Company Information | Accounts | Authorization

Account Entitlements

Select All | Deselect All

Account Number	Transfer	Bill Payments	Payroll	Collections	Wire	International Wire
44534 - Delivery Truck Loan	☑					☑
6555666677778888 - Gold Mastercard	☑					☑
98765 - Line of Credit	☑					☑
22345678 - Primary Checking	☑	☑	☑	☑	☑	☑
201 - Premises Mortgage	☑					☑
21111 - CD Super Saver	☑					☑
7000000 - Savings	☑		☑	☑		☑
38764 - Petty Cash	☑	☑	☑	☑	☑	☑
89765 - Commercial Loan	☑					☑

Account Number	Tax Payments	ACH Payments	ACH Receipt	Send a File
44534 - Delivery Truck Loan				☑
6555666677778888 - Gold Mastercard				☑
98765 - Line of Credit				☑
22345678 - Primary Checking	☑	☑	☑	☑
201 - Premises Mortgage				☑
21111 - CD Super Saver				☑
7000000 - Savings	☑	☑	☑	☑
38764 - Petty Cash	☑	☑	☑	☑
89765 - Commercial Loan				☑

Any account permissions added/removed will be reflected next time you login.

Save

The **Authorization** function beneath the Administration function allows you to set up dual authorization, if desired. This means that two different users have to authorize certain transactions before they can continue. This feature applies when the transaction amount exceeds the dual authorization limit set on the **Dual Authorization Limits** screen below.

To specify dual authorization limits:

1. Select the check box next to each transaction category for which you wish to enable the dual authorization limits feature, e.g. Transfer, Bill Payments, ACH Payment, Payroll, Tax Payment, Send a File, International Wire, Child Support Payment, etc.

2. Enter the required limits for each selected category.

Click **Save** to save the specified selections and limits. A message is displayed confirming that the selections/changes have been saved.