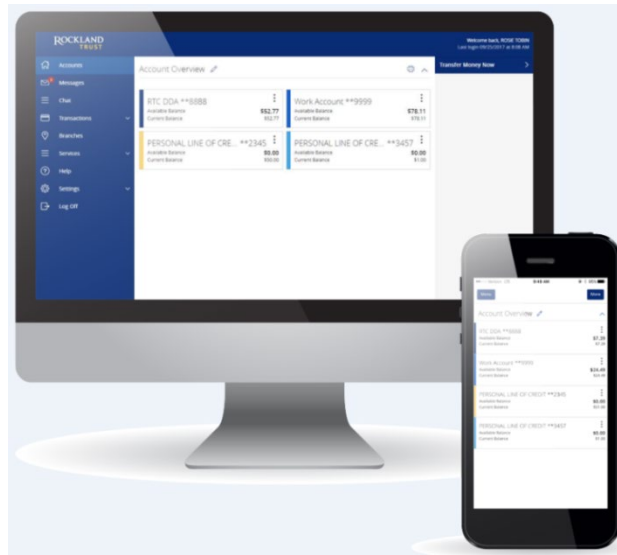


Business Online and Mobile Banking User Guide



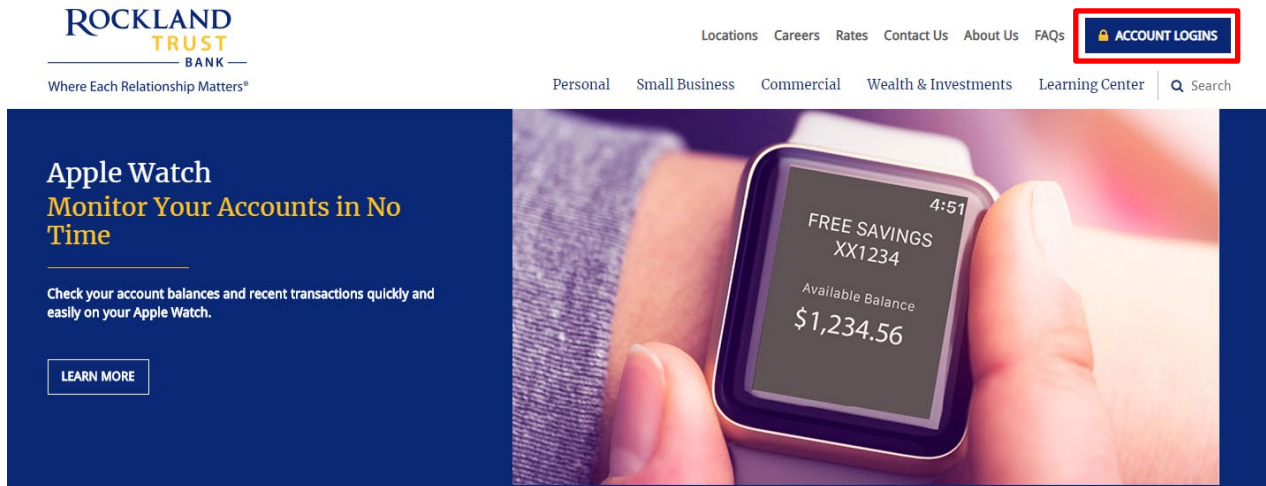
1. Online Enrollment
2. Login Process & Device Registration
3. Accounts & Accounts Details and Transaction History
4. Activity Center
5. Secure Messages
6. Transfers Funds
7. Online Banking Alerts
8. Online User Management
9. Recipient Management
10. ACH Template Management
11. Wire Transactions
12. Mobile Banking

Member FDIC

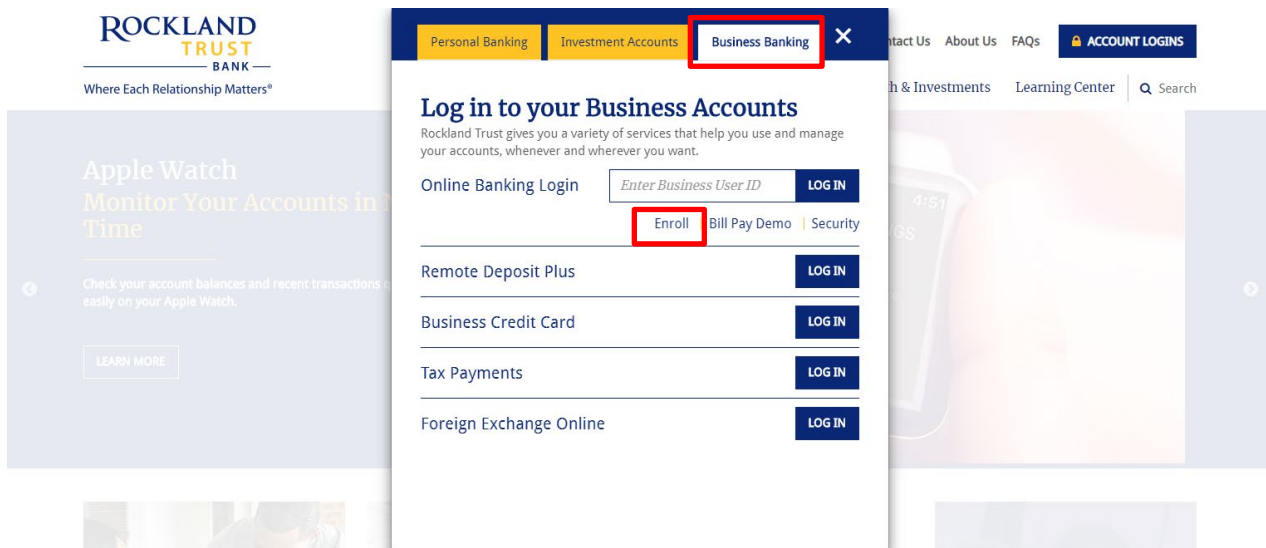
Online Enrollment

Business Enrollment

1. Go to <https://www.RocklandTrust.com>
2. Click the 'Account Logins' button.



3. Click on the 'Business Banking' tab. Click Enroll.



4. Enter the required fields.
5. Click the 'Submit Enrollment' button.

ROCKLAND TRUST**Business Online Banking Enrollment Form**

Please complete the form below to request enrollment into online banking. When completed, click on the submit button to securely forward the request to our E-Banking team for review and processing. We will contact you with your login credentials via email once the application is processed. Should you have any questions, please contact us at 888.878.7824 for assistance.

CUSTOMER INFORMATION

Company Name	<input type="text"/>	TIN	<input type="text"/>
Street	<input type="text"/>	City	<input type="text"/>
State	<input type="text" value="Massachusetts"/>	Zip	<input type="text"/>
Business Phone	<input type="text"/>	Cell	<input type="text"/>
Email Address:	<input type="text"/>		

ACCOUNT NUMBERS

1.	<input type="text"/>	2.	<input type="text"/>	3.	<input type="text"/>
4.	<input type="text"/>	5.	<input type="text"/>	6.	<input type="text"/>
7.	<input type="text"/>	8.	<input type="text"/>	9.	<input type="text"/>

ADMINISTRATOR INFORMATION ^{*} MUST BE A SIGNER.

Administrator 1:

First Name	<input type="text"/>	Last Name	<input type="text"/>
Social Security Number	<input type="text"/>	Daytime Phone Number	<input type="text"/>
Mother's Maiden Name	<input type="text"/>	Business E-Mail Address	<input type="text"/>
Date of Birth	<input type="text"/>	Requested Login ID	<input type="text"/>

Administrator 2:

First Name	<input type="text"/>	Last Name	<input type="text"/>
Social Security Number	<input type="text"/>	Daytime Phone Number	<input type="text"/>
Mother's Maiden Name	<input type="text"/>	Business E-Mail Address	<input type="text"/>
Date of Birth	<input type="text"/>	Requested Login ID	<input type="text"/>

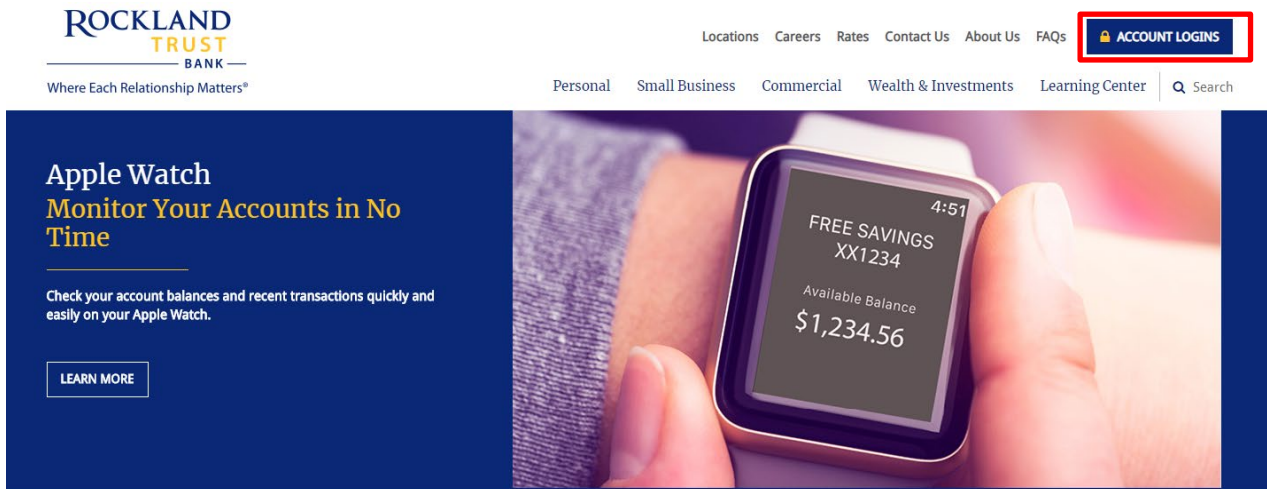
ADDITIONAL SERVICES

If you are interested in originating ACH capabilities from your business account, please email our Cash Management Officers at RTCCashManagement@rocklandtrust.com, if you are interested in Wire Transfer capabilities from your business account, please email our Wire Transfer Department at RTWireTransfer@rocklandtrust.com.

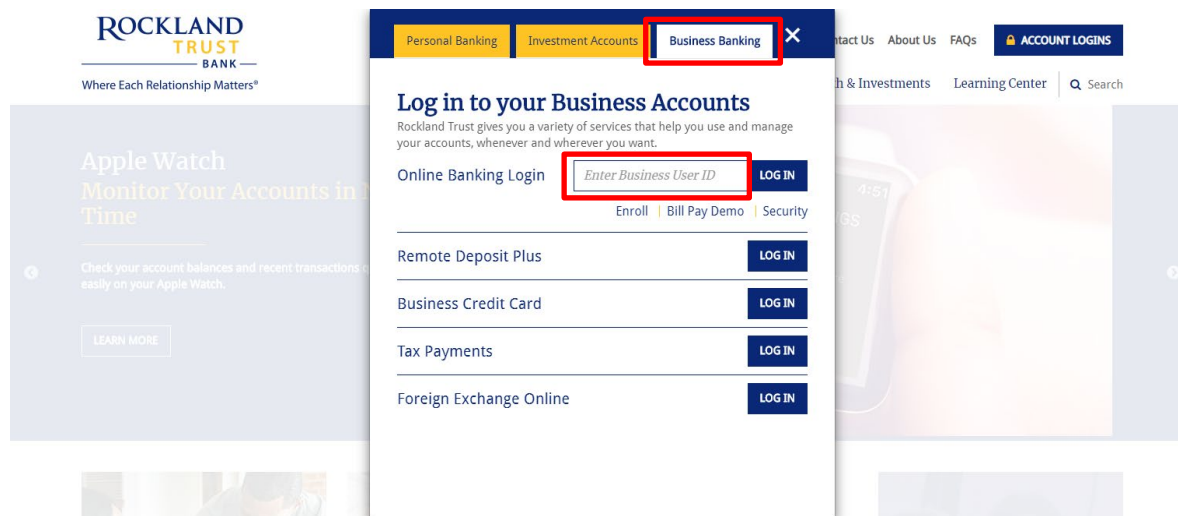
Login Process & Device Registration

Login Process

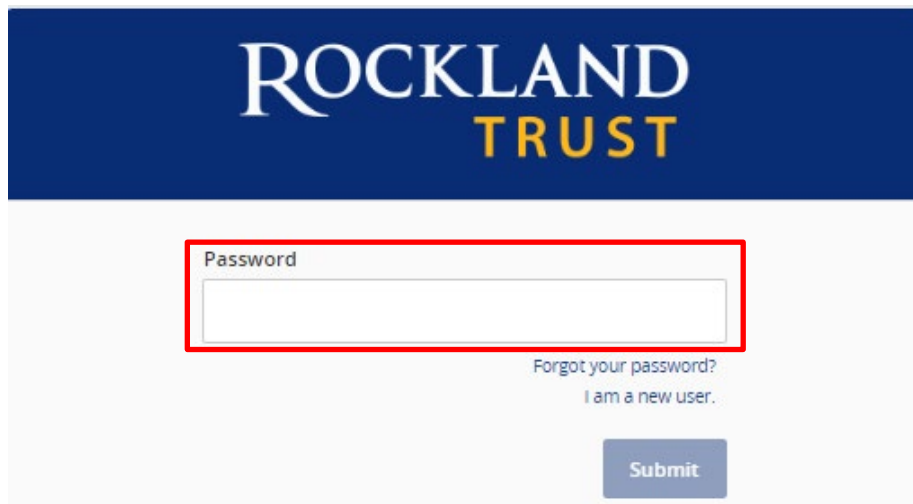
1. Click on Account Logins.



2. Enter your User ID in the box that is located in the top right hand corner of the screen and click on the 'Log In' button.

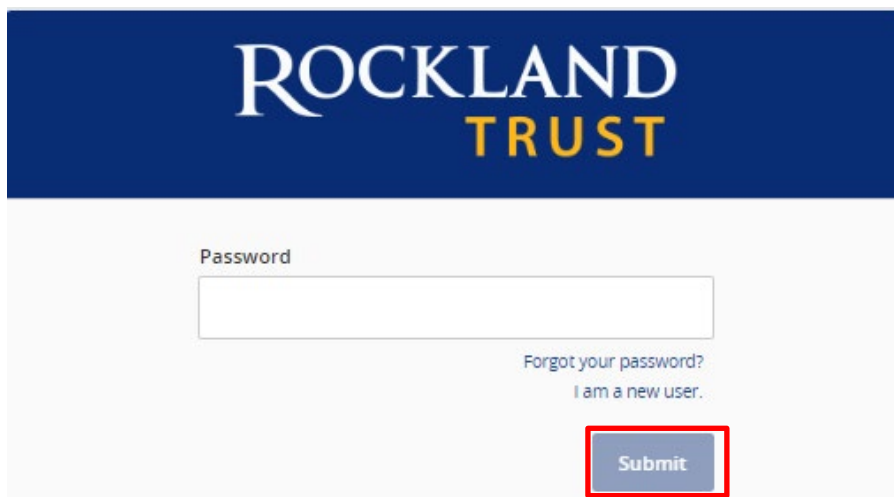


3. Enter your existing password in the box.



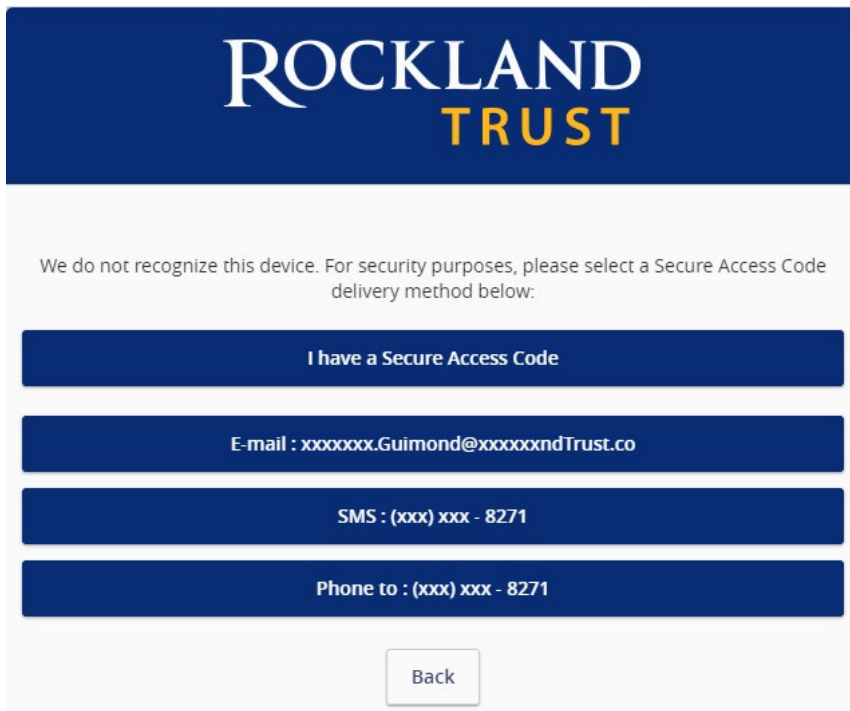
The image shows the Rockland Trust login page. At the top is a dark blue header with the "ROCKLAND TRUST" logo in white and gold. Below the header is a light gray login form. Inside the form, there is a label "Password" above a white text input field. This input field is highlighted with a red rectangular border. To the right of the input field are two links: "Forgot your password?" and "I am a new user.". At the bottom right of the form is a blue "Submit" button.

4. Click on the 'Submit' button



This image is identical to the one above, showing the Rockland Trust login page. However, in this version, the "Submit" button at the bottom right is highlighted with a red rectangular border, indicating the next step in the login process.

5. Select the location where you would like to have a Secure Access Code delivered.



ROCKLAND
TRUST

We do not recognize this device. For security purposes, please select a Secure Access Code delivery method below:

I have a Secure Access Code

E-mail : xxxxxxx.Guimond@xxxxxxxxdTrust.co

SMS : (xxx) xxx - 8271

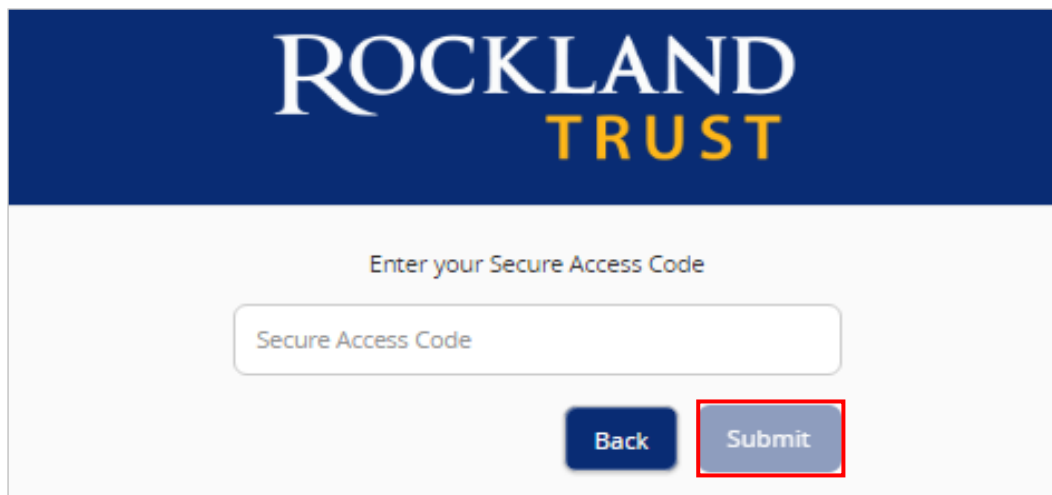
Phone to : (xxx) xxx - 8271

Back

6. Enter the Secure Access Code in the box once it has been received.

Note: Secure Access Codes are only valid for 15 minutes.

- a. Click the 'Submit' button.



ROCKLAND
TRUST

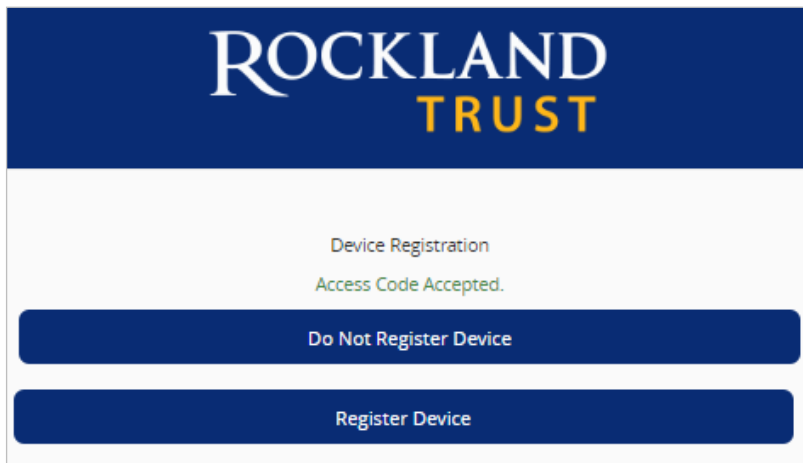
Enter your Secure Access Code

Secure Access Code

Back Submit

- b. Select the appropriate registration option.

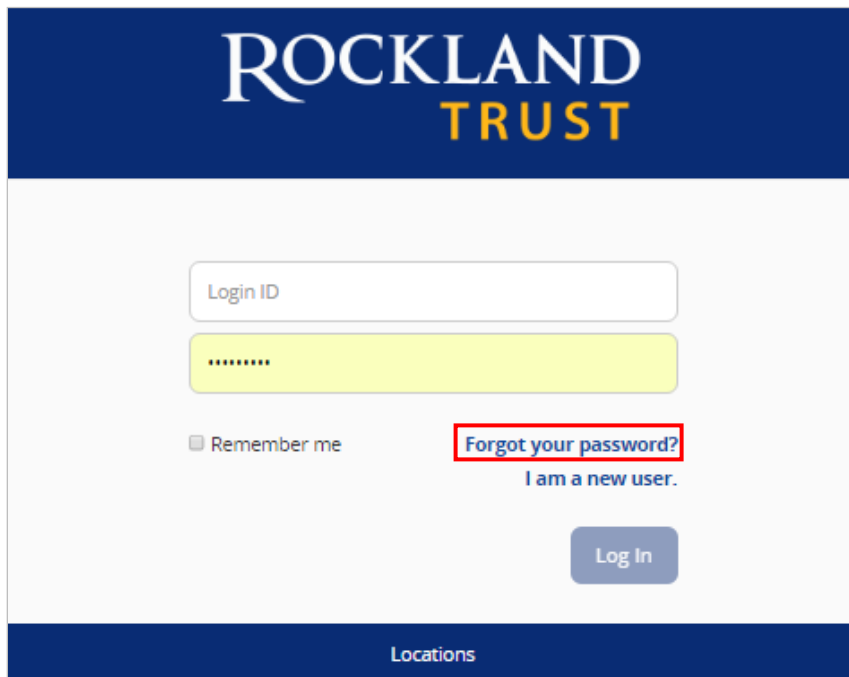
NOTE: Are you at a private computer that you will use regularly to access online banking? If so, you can register your browser for future access. If you are at a public computer, select 'Do Not Register Device' and this computer will not be registered. Note: To register your computer we will place a cookie in your browser. Your PC must be configured to accept 'cookies' from this site. The next time you log on, you will only need to enter your User ID and password.



The screenshot shows the Rockland Trust login interface. At the top is the Rockland Trust logo. Below it, the text 'Device Registration' and 'Access Code Accepted.' is displayed. There are two large blue buttons: 'Do Not Register Device' and 'Register Device'.

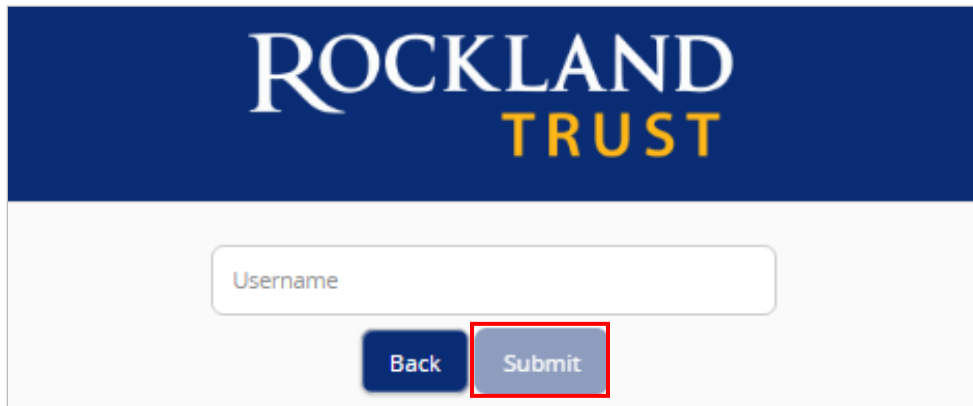
Forgot your password?

1. Click the 'Forgot your password?' link on the password screen.



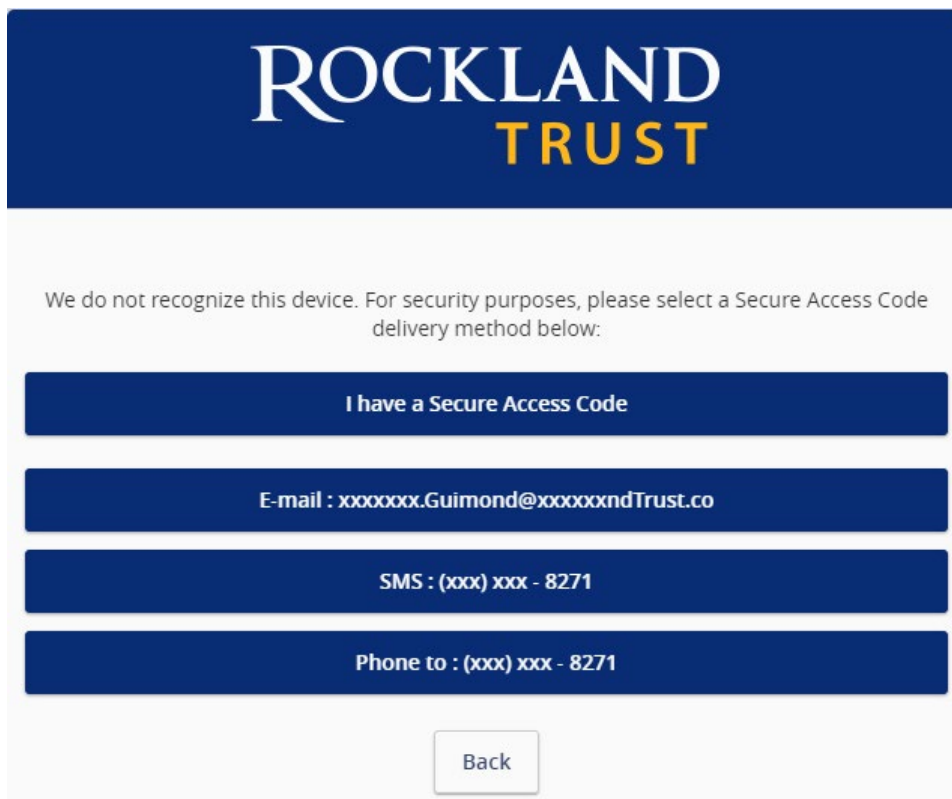
The screenshot shows the Rockland Trust login interface. At the top is the Rockland Trust logo. Below it, there is a login form with a 'Login ID' field, a password field (highlighted in yellow), and a 'Remember me' checkbox. A red box highlights the 'Forgot your password?' link, with the text 'I am a new user.' below it. A 'Log In' button is at the bottom right. The footer contains the text 'Locations'.

2. Enter your Username in the box.
3. Click the 'Submit' button.



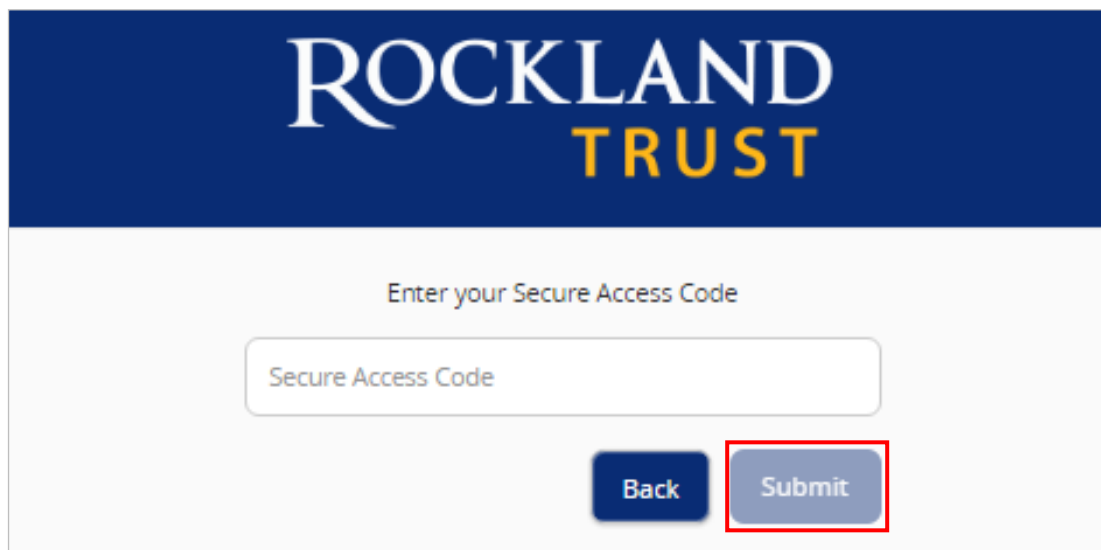
The image shows the Rockland Trust login interface. At the top is a dark blue header with the 'ROCKLAND TRUST' logo in white and yellow. Below the header is a light gray section containing a white text input field labeled 'Username'. Underneath the input field are two buttons: a dark blue 'Back' button and a light blue 'Submit' button. The 'Submit' button is highlighted with a red rectangular border.

4. Select the location where you would like to have a Secure Access Code delivered.



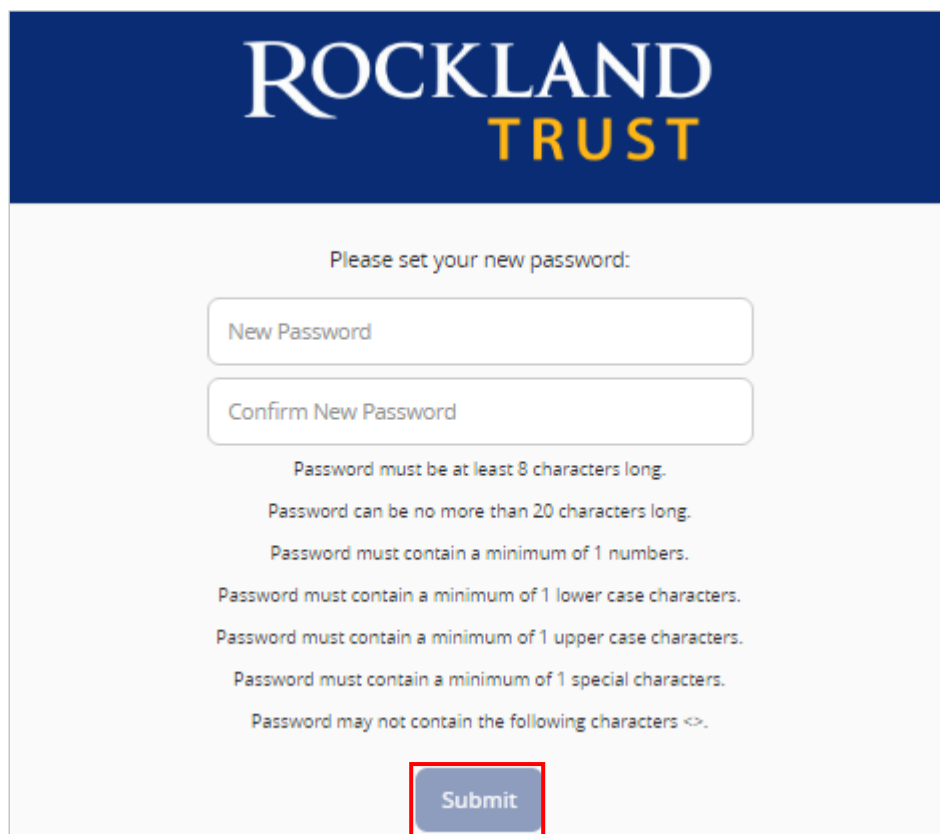
The image shows the Rockland Trust Secure Access Code delivery method selection screen. At the top is a dark blue header with the 'ROCKLAND TRUST' logo in white and yellow. Below the header is a light gray section with the text: 'We do not recognize this device. For security purposes, please select a Secure Access Code delivery method below:'. There are four dark blue buttons stacked vertically, each with white text: 'I have a Secure Access Code', 'E-mail : xxxxxx.Guimond@xxxxxndTrust.co', 'SMS : (xxx) xxx - 8271', and 'Phone to : (xxx) xxx - 8271'. At the bottom of the light gray section is a white 'Back' button with a gray border.

5. Enter the Secure Access Code in the box once it has been received.
Note: Secure Access Codes are only valid for 15 minutes.
6. Click the 'Submit' button.



The screenshot shows the Rockland Trust login interface. At the top is a dark blue header with the "ROCKLAND TRUST" logo in white and yellow. Below the header, the text "Enter your Secure Access Code" is centered. Underneath is a white input field with the placeholder text "Secure Access Code". At the bottom right of the form are two buttons: a dark blue "Back" button and a light blue "Submit" button, which is highlighted with a red rectangular border.

7. Select a new password using the requirements listed.
8. Click the 'Submit' button.



The screenshot shows the Rockland Trust password creation interface. At the top is a dark blue header with the "ROCKLAND TRUST" logo in white and yellow. Below the header, the text "Please set your new password:" is centered. Underneath are two white input fields: "New Password" and "Confirm New Password". Below the input fields, a list of password requirements is displayed: "Password must be at least 8 characters long.", "Password can be no more than 20 characters long.", "Password must contain a minimum of 1 numbers.", "Password must contain a minimum of 1 lower case characters.", "Password must contain a minimum of 1 upper case characters.", "Password must contain a minimum of 1 special characters.", and "Password may not contain the following characters <>.". At the bottom center of the form is a light blue "Submit" button, which is highlighted with a red rectangular border.

Note: You must be on a registered computer and browser to perform this action. If you are not on a registered computer and browser, please call 508.732.7072.


Accounts

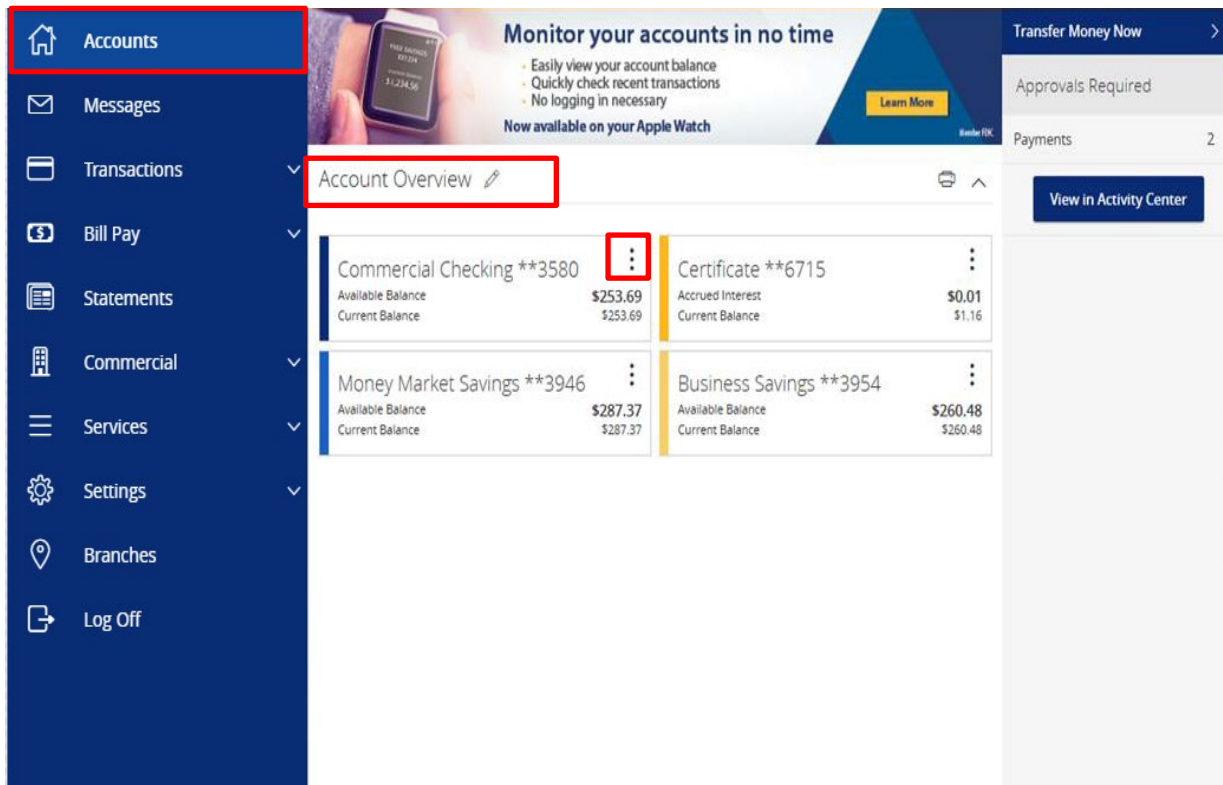
Accounts

1. A listing of accounts the user has access to appear in the middle of the screen.
2. The 'Transfer Money Now' option on the top right corner of the screen is a direct shortcut to the 'Transfer Funds' option within the 'Transactions' menu.

3. Click on the  icon next to the Group Name to rename accounts group.

NOTE: See below under Account Grouping to learn how to create groups.

4. Click the  icon shown above the account listing towards the right side of the screen to print a listing of accounts.
5. Click on any account to go to the 'Account Details' page to view account details and transaction history associated with the account.



Accounts

Messages

Transactions

Bill Pay

Statements

Commercial

Services

Settings

Branches

Log Off

Monitor your accounts in no time

- Easily view your account balance
- Quickly check recent transactions
- No logging in necessary

Now available on your Apple Watch

Transfer Money Now

Approvals Required

Payments 2

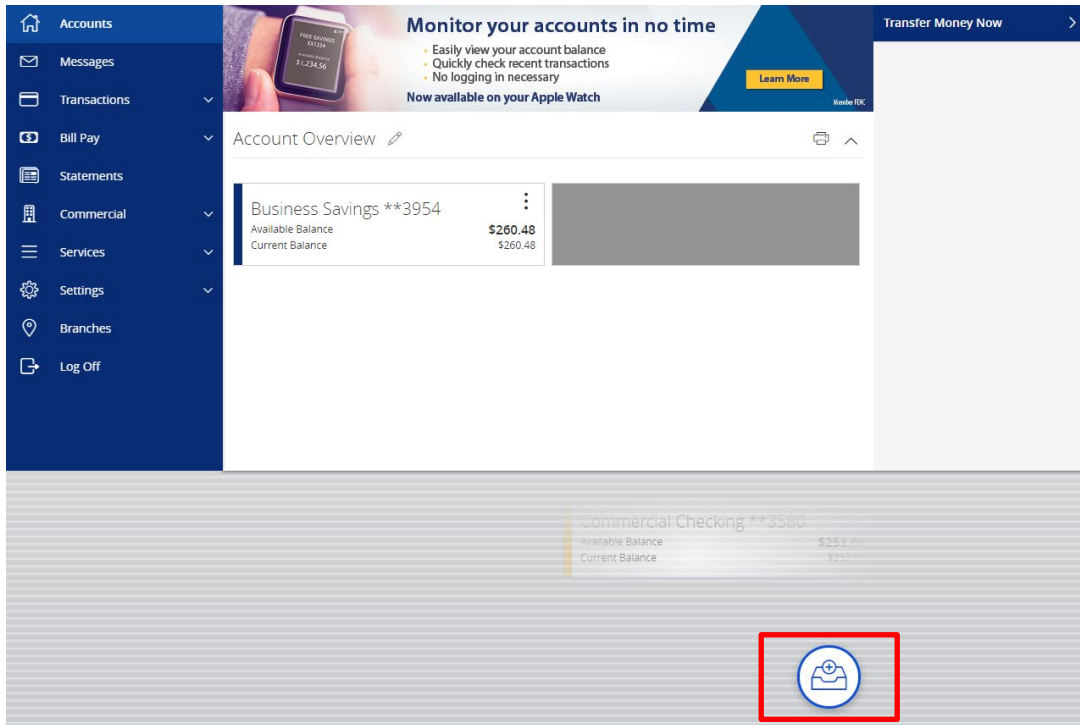
View in Activity Center

Account Overview

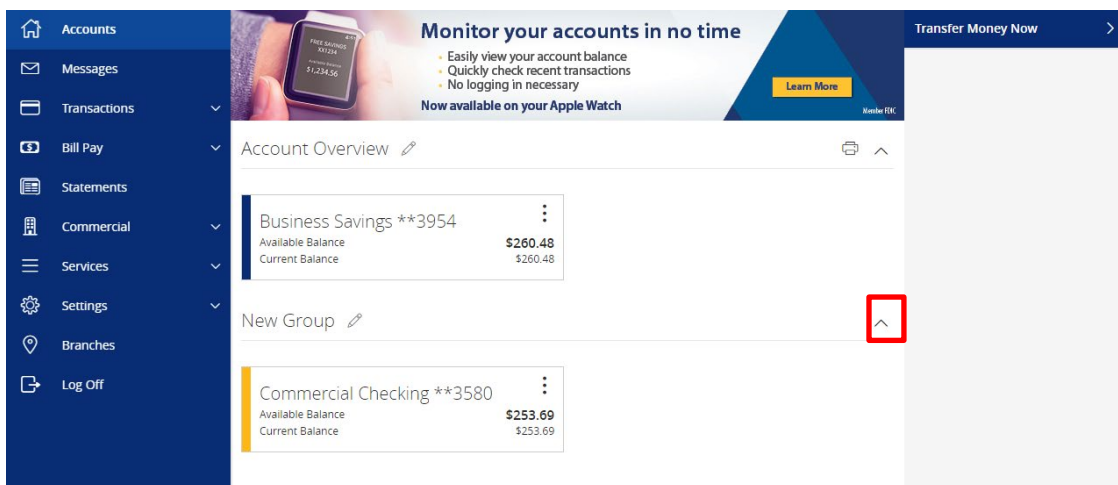
Commercial Checking **3580	⋮	Certificate **6715	⋮
Available Balance	\$253.69	Accrued Interest	\$0.01
Current Balance	\$253.69	Current Balance	\$1.16
Money Market Savings **3946	⋮	Business Savings **3954	⋮
Available Balance	\$287.37	Available Balance	\$260.48
Current Balance	\$287.37	Current Balance	\$260.48

Account Grouping

1. Click and drag the selected account to the tray icon that appears on your screen.
2. You will then be prompted to name your group.



3. To only view selected accounts within a group, click the ^ to collapse the group.



Account Details & Transaction History

Account Details & Transaction History

1. A listing of the details associated with the account can be found listed by clicking the vertical ellipsis to view history and quick transfer feature.

Account Overview

Account Name	Account ID	Available Balance	Current Balance
Commercial Checking	**3580	\$253.69	\$253.69
Certificate	**6715	\$0.01	\$1.16
Money Market Savings	**3946	\$287.37	\$287.37
Business Savings	**3954	\$260.48	\$260.48

View in Activity Center

2. To initiate a quick transfer, input the proper 'From' and 'To' accounts and proper 'Amount.'

Quick Transfer

From
FREE SAVINGS SAV-XXXXX3954 \$260.48

To

Amount

\$0.00

Earliest Available
4/24/2019

[Advanced Options](#)

Transfer Funds

3. A listing of historical transactions associated with the account are listed below the gray box. The newest transaction will appear on top by default.

NOTE: Transactions performed the same day which are waiting to post to the account will appear as 'Pending' in red type. All historical transactions will display the date the transaction posted to the account.

The screenshot shows the 'Business Savings **3954' account page. The left sidebar contains navigation links: Accounts, Messages, Transactions, Bill Pay, Statements, Commercial, Services, Settings, Branches, and Log Off. The main content area displays account information and a list of transactions.

Account Summary:

Current Balance	\$260.48	Interest Paid Last Year	\$0.00
Collected Balance	\$260.48	Last Statement Date	3/29/2019
Hold Amount	0.00	Interest Paid Current Year	\$0.00
Available Balance	\$260.48		

Transactions:

Date	Memo or Description	Amount
MAR 28 2019	WITHDRAWAL	(\$48.00) \$260.48
MAR 28 2019	WITHDRAWAL	(\$33.00) \$308.48
MAR 28 2019	WITHDRAWAL	(\$24.00) \$341.48
MAR 28 2019	DEPOSIT	\$24.00 \$365.48
MAR 28 2019	DEPOSIT	\$33.00 \$341.48
MAR 28 2019	DEPOSIT	\$48.00 \$308.48
JAN 17 2019	4201130 Testing branches for I20	\$200.00 \$260.48

Page totals: Credits: [4] \$305.00 | Debits: [3] (\$105.00)

4. Click on the 'Export' button on the right side of the screen to display a listing of available formats. The export will include all transactions specified in the filter by the user.

This screenshot shows the same account page as above, but with the 'Export' button (represented by a download icon) highlighted with a red box. The account summary and transaction list are identical to the previous screenshot.

Account Summary:

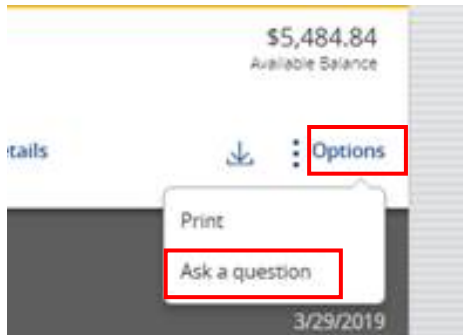
Current Balance	\$260.48	Interest Paid Last Year	\$0.00
Collected Balance	\$260.48	Last Statement Date	3/29/2019
Hold Amount	0.00	Interest Paid Current Year	\$0.00
Available Balance	\$260.48		

Transactions:

Date	Memo or Description	Amount
------	---------------------	--------

Account Conversations Inquiry

1. Click on the 'Options' button in the top right hand corner of the page and select 'Ask a Question' a secure message.



2. All account details will be automatically filled in. Type the inquiry in the 'Message' box and click the 'Send' button.

Account Inquiry

Subject
Inquiry regarding account: SAV-XXXX3954

Message *

Attachments

📎 Attach Support Documents 📎

Inquiry Details

Account Type:
Account:

FREE SAVINGS
9783954

Description:

FREE SAVINGS

Cancel

Send Message

NOTE: Click on the 'Supported Attachments' link to view a listing of supported file types.

Click on the paper clip icon to attach a file to the Account Inquiry.

Subject
Inquiry regarding account: DDA-XXXXX8888

 [Supported Attachments](#)

Supported attachment file types: .ach, .ddf, .doc, .docx, .log, .pdf, .ppt, .pptx, .prn, .rtf, .text, .txt, .wpd, .xls, .xlsx

Message *

Cancel

Send

Activity Center

'Activity Center' lists all user activity initiated from within Online Banking. This page can be accessed by selecting the 'Activity Center' option under the 'Transactions' menu.

Single Transactions

1. Click the 'Filters' option to reveal searchable fields.

Accounts

Messages

Transactions

Transfer Funds

Loan Payments - New

Activity Center

Bill Pay

Statements

Commercial

Services

Settings

Branches

Log Off

Activity Center

Single TransactionsRecurring TransactionsMobile Deposit History

Search transactions

Filters

Favorites

Created	Status	Transaction Type	Account	Amount	
8/31/2017	Drafted	Domestic Wire - Tracking ID: 6589886	COMMERCIAL CHECKING DDA-XXXXX3572	\$0.01	<div></div> Actions
8/28/2017	Drafted	Funds Transfer - Tracking ID: 6589885	FREE SAVINGS SAV-XXXXX3946	\$75.00	<div></div> Actions
8/28/2017	Processed	Funds Transfer - Tracking ID: 6589884	COMMERCIAL CHECKING DDA-XXXXX3572	\$0.50	<div></div> Actions

- To customize the search, select up to 6 fields (ex. Created date, Type/ID, etc.) Then click 'Apply' in the bottom right hand corner.

NOTE: Fields display may change depending on the transaction type.

Columns to display (max 6)

<input checked="" type="checkbox"/> Created date	<input type="checkbox"/> To account	<input type="checkbox"/> Process date	<input type="checkbox"/> Intermediary bank
<input checked="" type="checkbox"/> From account	<input type="checkbox"/> Created by	<input checked="" type="checkbox"/> Status	<input checked="" type="checkbox"/> Type / ID
<input checked="" type="checkbox"/> Amount	<input type="checkbox"/> Beneficiary bank	<input type="checkbox"/> Payment template	<input type="checkbox"/> Recipients
<input type="checkbox"/> Description	<input type="checkbox"/> Message to beneficiary		

Reset Apply

- To save the customized search for future inquiries, click 'Favorites' in the top right hand corner.

Activity Center

Single Transactions Recurring Transactions Mobile Deposit History

Search transactions Filters Favorites Print Download

Created	Status	Transaction Type	Account	Amount	
8/31/2017	Drafted	Domestic Wire - Tracking ID: 6589886	COMMERCIAL CHECKING DDA-XXXXX3572	\$0.01	<input type="checkbox"/> Actions
8/28/2017	Drafted	Funds Transfer - Tracking ID: 6589885	FREE SAVINGS SAV-XXXXX3946	\$75.00	<input type="checkbox"/> Actions
8/28/2017	Processed	Funds Transfer - Tracking ID: 6589884	COMMERCIAL CHECKING DDA-XXXXX3572	\$0.50	<input type="checkbox"/> Actions

Created ▾	Status ▾	Transaction Type ▾	Account ▾	Amount ▾ <input type="checkbox"/>	
8/28/2017	Drafted	Funds Transfer - Tracking ID: 6589885	FREE SAVINGS SAV-XXXXX3946	\$75.00 <input type="checkbox"/>	Actions ▾
8/28/2017	Processed	Funds Transfer - Tracking ID: 6589884	COMMERCIAL CHECKING DDA-XXXXX3572	\$0.50 <input type="checkbox"/>	Actions ▾
8/10/2017	Processed	Funds Transfer - Tracking ID: 6589846	COMMERCIAL CHECKING DDA-XXXXX3572	\$3.20 <input type="checkbox"/>	Actions ▾
7/13/2017	Processed	Funds Transfer - Tracking ID: 6589658	COMMERCIAL CHECKING DDA-XXXXX3572	\$0.01 <input type="checkbox"/>	Actions ▾
7/12/2017	Processed	Funds Transfer - Tracking ID: 6589618	COMMERCIAL CHECKING DDA-XXXXX3572	\$0.01 <input type="checkbox"/>	Actions ▾

1. Authorized – All approvals have been satisfied. Ready to be processed.
2. Cancelled – User has cancelled the online transaction.
3. Drafted – Additional approval outstanding. Transaction will not be processed.
4. Failed – Transaction has been denied.
5. On Hold – Transaction is under review and may not be processed.
6. Pending – Transaction processing has been interrupted.
7. Processed – Transaction has been completed and can no longer be cancelled.

a. Click on any listed online transaction to view the details in an expanded view.

Created ▾	Status ▾	Transaction Type ▾	Account ▾	Amount ▾ <input type="checkbox"/>	
8/28/2017	Drafted	Funds Transfer - Tracking ID: 6589885	FREE SAVINGS SAV-XXXXX3946	\$75.00 <input type="checkbox"/>	Actions ▾
<div> <div> Tracking ID: 6589885 Created: 08/28/2017 10:36 AM Created By: Stacey Coyne Will process On: 8/28/2017 </div> <div> Amount: \$75.00 Memo: From Account: FREE SAVINGS SAV-XXXXX3946 To Account: COMMERCIAL CHECKING DDA-XXXXX3572 </div> </div>					

- b. Click on 'Actions' to display a listing of available options corresponding with the transaction.

Created	Status	Type	Account	Amount	
8/22/2016	Drafted	Payroll - Tracking ID: 4849777	Commercial Checking DDA-XXXXX3572	\$0.50	<div> <div>Actions</div> <div> <div>Approve</div> <div>Cancel</div> <div>Inquire</div> <div>Copy</div> <div>Print Details</div> </div> </div>

Tracking ID: 4849777

Created: 08/22/2016 11:27 AM

Created By: Q2 TEST

Authorized:

Authorized By:

Will process On: 8/22/2016

Effective: 8/23/2016

Total Amount: \$0.50

Total Payments: 1

Purpose for Payment:

Recurring Transactions

1. Click on the 'Recurring Transactions' tab within the 'Activity Center' to view online transactions which are setup to occur in a series.

Accounts

Messages

Transactions

Transfer Funds

Loan Payments - New

Activity Center

Bill Pay

Statements

Commercial

Services

Settings

Branches

Log Off

Activity Center

Single Transactions

Recurring Transactions

Mobile Deposit History

Filters

Transaction Type

Status

Account

Created By

Start Date

End Date

Transaction ID

Amount

MM/DD/YYYY

to

MM/DD/YYYY

0.00

to

0.00

Reset

Apply

Created	Status	Transaction Type	Account	Amount	
7/19/2017	Drafted	Collections - Tracking ID: 6589788	COMMERCIAL CHECKING DDA-XXXXX3572	\$10.00	Actions

Mobile Deposit History

1. Click on the 'Mobile Deposit History' tab within the 'Activity Center' to view historical checks that have been deposited using the Mobile Deposit functionality.

The screenshot displays the 'Activity Center' interface. On the left is a dark blue sidebar with a list of navigation items: 'Accounts', 'Messages', 'Transactions', 'Transfer Funds', 'Loan Payments - New', 'Activity Center' (highlighted with a red rectangle), 'Bill Pay', 'Statements', 'Commercial', and 'Services'. The main content area is titled 'Activity Center' and features three tabs: 'Single Transactions', 'Recurring Transactions', and 'Mobile Deposit History' (which is the active tab). Below the tabs is a 'Filters' section with a 'print' icon. The filter section includes the following fields: 'Transaction Type' (set to 'Deposited Checks'), 'Time Period' (set to 'Any'), 'Amount' (range from '\$0.00' to '\$0.00'), 'Created By' (empty text field), 'Status' (set to 'All'), and 'Check #' (range from an empty field to another empty field). At the bottom right of the filter section are 'Reset' and 'Apply' buttons.

Secure Messages

Secure Messages

1. Click on the 'Messages' menu on the left side of the screen.
2. Click on the 'New Conversation' button on the right side of the screen.

NOTE: The 'Messages' feature is a secure messaging function which allows for two-way communication between the online banking user and Rockland Trust. Since the message is delivered securely within Online Banking, sensitive material (i.e. SSN, account number(s)) may be safely included in the body of the message.

The screenshot displays the Rockland Trust Online Banking interface. On the left, a dark blue sidebar contains a menu with options: Accounts, Messages (highlighted with a red box), Transactions, Bill Pay, Statements, Commercial, Services, Settings, Branches, and Log Off. The main content area is titled 'Conversations'. It features a list of messages on the left, including 'Security Alert Notification: Password Changed' (multiple instances) and 'Wakeup Reminder'. On the right, a 'New Conversation' button is highlighted with a red box. Below this button, a sample message is shown with the subject 'Security Alert Notification: Password Changed'. The message body states: 'This is your requested security alert notification. On 4/10/2017 9:46 AM, your password was changed for ROSIE TOBIN in the Internet channel. If you suspect fraudulent activity, please contact us at 508-732-7072 during business hours. As this is an automated notification, please do not reply to this message.'

3. Select the appropriate topic from the drop-down menu.

The screenshot shows the 'New Conversation' form. At the top, the text 'Conversations' is displayed. Below it, the heading 'New Conversation' is present. The form includes a 'With *' field with a dropdown menu showing '--Select Topic--', which is highlighted with a red box. Below this is a 'Subject *' field. To the right of the subject field is a link for 'Supported Attachments'. The main body of the form is a large text area labeled 'Message *'. At the bottom left, a note states '* - Indicates required field'. At the bottom right, there are 'Cancel' and 'Send' buttons.

- Click the 'Supported Attachments' link on the right side of the screen to show what file types are supported.
- Click the paper clip icon to attach a file or document if desired.
- Click 'Send' at the bottom of the screen to submit the message to Rockland Trust.

Conversations

New Conversation

With *


--Select Topic--

Subject *

Message *

* - Indicates required field

Cancel Send

 Supported Attachments

- Both incoming and outgoing messages will appear in the column directly to the right of the menus in descending date order (newest on top).
- A numeric indicator will appear in red next to the 'Messages' menu indicating how many unread messages are currently listed in the online mailbox.

Accounts

Messages ¹

Transactions

Bill Pay

Statements

Commercial

Services

Settings

Branches

Log Off

Conversations

Select All

Security Alert Notification: Password Changed
Customer Service - Do Not Reply 4/10/2017

Security Alert Notification: Password Changed
Customer Service - Do Not Reply 4/10/2017

Security Alert Notification: Password Changed
Customer Service - Do Not Reply 4/10/2017

Security Alert Notification: Password Changed
Customer Service - Do Not Reply 4/10/2017

Wakeup Reminder
Customer Service - Do Not Reply 3/21/2017

New Conversation

Security Alert Notification: Password Changed

☐ This message should never expire

Customer Service - Do Not Reply 4/10/2017 - 9:46 AM

This is your requested security alert notification.

On 4/10/2017 9:46 AM, your password was changed for ROSIE TOBIN in the Internet channel.

If you suspect fraudulent activity, please contact us at 508-732-7072 during business hours. As this is an automated notification, please do not reply to this message.

Transfer Funds

One Time Transfers

1. Select the 'Transfer Funds' option under the 'Transactions' menu.
2. Select a 'From' account from the drop down menu.
3. Select a 'To' account from the drop down menu.

NOTE: You can control the order and name of your accounts in Account Nicknames.

4. Enter a dollar amount for the transfer.
5. Select a 'Date' for the transfer.

NOTE: The date for the transaction may be the current day or a future date. Same day transfers occur in real-time. Internal transfers submitted after 9:00 pm EST may be credited to your account on the next business day. External transfers submitted after 4:30 pm EST may be credited to your account on the next business day but may take two business days to complete.

6. Enter a 'Memo' (This is an optional step and will only display in the Activity Center).
7. Click the 'Transfer Funds' button on the bottom right side of the screen.

The screenshot displays the 'Funds Transfer' screen. On the left, a dark blue sidebar contains a menu with 'Transfer Funds' highlighted. The main content area is titled 'Funds Transfer' and includes the following fields: 'From' (a dropdown menu), 'To' (a dropdown menu), 'Amount' (a text box with '0.00' and a checkbox for 'Make this a recurring transaction'), 'Date' (a text box with '4/25/2019' and a calendar icon), and 'Memo (optional)' (a text box with the placeholder 'Enter letters and numbers only'). At the bottom right, there are two buttons: 'Clear' and 'Transfer Funds', with the latter being highlighted. On the far right, there is a search bar and tabs for 'All', 'Pending', and 'Processed', with 'No history available' displayed below the tabs.

Recurring Transfers

1. Select the 'Transfer Funds' option under the 'Transactions' menu.
2. Select a 'From' account from the drop down menu.
3. Select a 'To' account from the drop down menu.
4. Enter a dollar amount for the transfer.
5. Click the check box next to 'Make this a recurring transaction'.

The screenshot shows the 'Funds Transfer' interface. On the left, a dark blue sidebar contains navigation links: Accounts, Messages, Transactions, **Transfer Funds** (highlighted with a red box), Loan Payments - New, Activity Center, Bill Pay, Statements, Commercial, Services, Settings, Branches, and Log Off. The main content area is titled 'Funds Transfer' and includes the following fields: 'From' (dropdown), 'To' (dropdown), 'Amount' (text input with '0.00' and a red box around the checkbox 'Make this a recurring transaction'), 'Date' (calendar picker showing '4/25/2019'), and 'Memo (optional)' (text input with placeholder 'Enter letters and numbers only'). At the bottom right are 'Clear' and 'Transfer Funds' buttons. On the far right, there is a search bar 'Search transactions', tabs for 'All', 'Pending', and 'Processed', and the text 'No history available'.

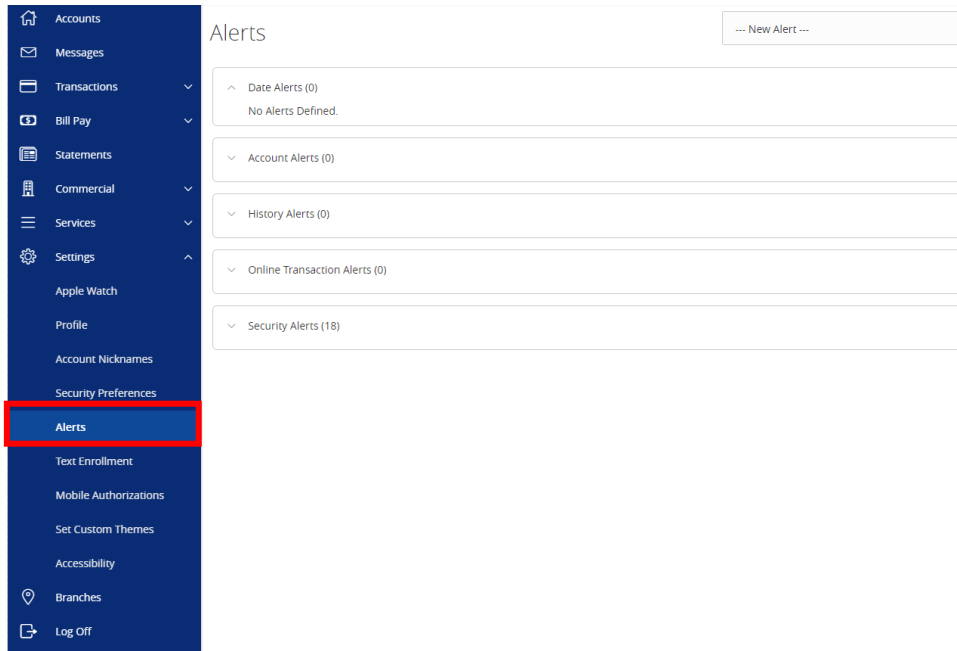
6. Select a 'Start Date' and an 'End Date' for the recurrence.

NOTE: Click the check box next to 'Repeat Forever' if the recurrence will be for an indefinite period of time.

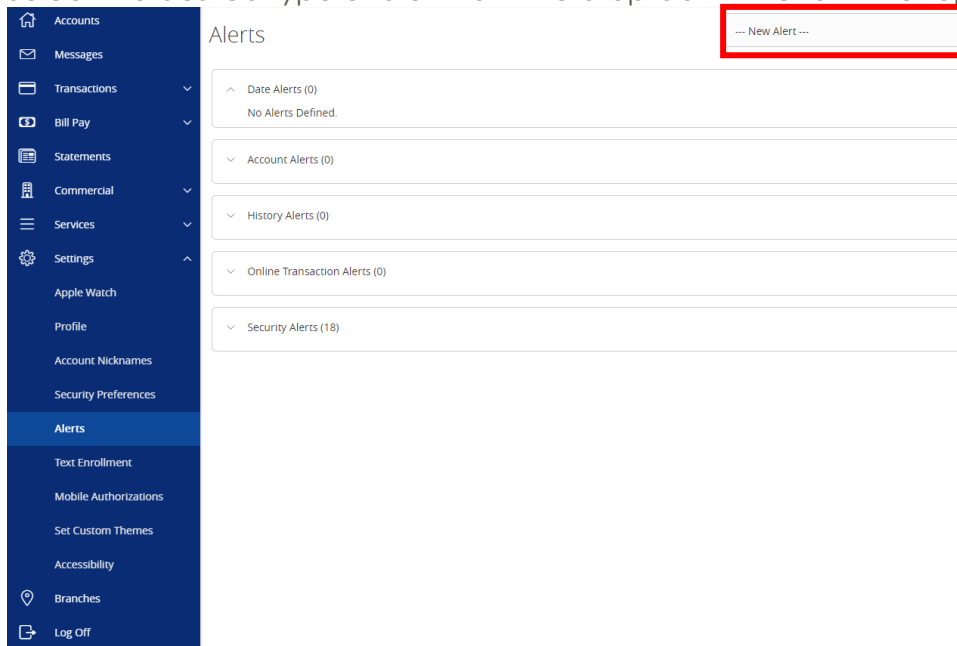
Online Banking Alerts

Online Banking Alerts

1. Select the 'Alerts' option under the 'Settings' menu.



2. Select the desired type of alert from the drop-down menu in the top right corner of the screen.



Date Alerts

1. Select the type of date alert.

The screenshot shows the 'New Date Alert' form. On the left is a dark blue sidebar with a menu. The 'Alerts' option is highlighted with a red rectangle. The main form area has a title 'New Date Alert' and a 'Back to Alerts' link. It contains fields for 'TYPE' (No Date Type Selected), 'DATE' (No Date Selected), 'MESSAGE' (No Message Entered), and 'DELIVERY METHOD' (Send only a secure message). A 'Save' button is at the bottom left. On the right, the 'Select a type' section lists various alert types with checkboxes: Birthday, Anniversary, Meeting, Call, Wakeup, Appointment, Vacation, Travel, and General.

Alerts

New Date Alert [Back to Alerts](#)

TYPE:
No Date Type Selected

DATE:
No Date Selected

MESSAGE:
No Message Entered

DELIVERY METHOD:
Send only a secure message

Select a type

- ☐ Birthday
- ☐ Anniversary
- ☐ Meeting
- ☐ Call
- ☐ Wakeup
- ☐ Appointment
- ☐ Vacation
- ☐ Travel
- ☐ General

Save

2. Select the date of the alert. Uncheck the 'Rekurs Every Year' box if the alert is for one date only.

The screenshot shows the 'New Date Alert' form with the 'Select a date' section. The 'TYPE' field is 'No Date Type Selected', 'DATE' is 'No Date Selected', 'MESSAGE' is 'No Message Entered', and 'DELIVERY METHOD' is 'Send only a secure message'. A 'Save' button is at the bottom left. The 'Select a date' section has a checkbox labeled 'Rekurs Every Year' which is checked and highlighted with a red rectangle. Below this is a calendar for September 2017. The date '12' is selected and highlighted with a grey background.

New Date Alert [Back to Alerts](#)

TYPE:
No Date Type Selected

DATE:
No Date Selected

MESSAGE:
No Message Entered

DELIVERY METHOD:
Send only a secure message

Select a date

☒ Rekurs Every Year

September 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Save

3. Enter a message for the date alert.

New Date Alert

[Back to Alerts](#)

TYPE:
Birthday

DATE:
No Date Selected

MESSAGE:
No Message Entered

DELIVERY METHOD:
Send only a secure message

Message

Clear

Save

Save

Select a delivery method for the date alert. 'Secure Message Only' will send the alert to the Messages menu within Electronic Banking.

New Online Transaction Alert

[Back to Alerts](#)

TRANSACTION:
No Transaction Selected

STATUS:
No Status Selected

DELIVERY METHOD:
Send only a secure message

FREQUENCY:
☒ Every Occurrence

Save

Select a delivery method

Secure Message Only

Account Alerts

1. Select an account.

New Online Transaction Alert

[Back to Alerts](#)

TRANSACTION:
Collections

ACCOUNT:
No Account Selected

STATUS:
No Status Selected

DELIVERY METHOD:
Send only a secure message

FREQUENCY:
☒ Every Occurrence

Save

Select an account

<input type="checkbox"/>	Commercial Checking: DDA-XXXXX3580
<input type="checkbox"/>	Certificate: CD-XXXXX6715
<input type="checkbox"/>	Money Market Savings: SAV-XXXXX3946
<input type="checkbox"/>	Business Savings: SAV-XXXXX3954

2. Select a field from which the alert should reference.

New Account Alert

[Back to Alerts](#)

ACCOUNT:
DDA-XXXXX3580

FIELD:
No Field Selected

COMPARISON:
No Comparison Selected

AMOUNT:
No Amount Entered

DELIVERY METHOD:
Send only a secure message

FREQUENCY:
☒ Every Occurrence

Save

Select a field

<input type="checkbox"/>	Current Balance
<input type="checkbox"/>	Collected Balance
<input type="checkbox"/>	Available Balance

3. Select a comparison.

New Account Alert

Back to Alerts

ACCOUNT:
No Account Selected

FIELD:
No Field Selected

COMPARISON:
No Comparison Selected

AMOUNT:
No Amount Entered

DELIVERY METHOD:
Send only a secure message

FREQUENCY:
☒ Every Occurrence

Save

Select a comparison

☐ greater than

☐ less than

4. Enter an amount and select 'Save' in the lower right corner.

New Account Alert

Back to Alerts

ACCOUNT:
No Account Selected

FIELD:
No Field Selected

COMPARISON:
No Comparison Selected

AMOUNT:
No Amount Entered

DELIVERY METHOD:
Send only a secure message

FREQUENCY:
☒ Every Occurrence

Save

Enter an amount

\$1,000.00 ×

1	2	3
4	5	6
7	8	9
Delete	0	Save

5. Select the delivery method and frequency for the alert.

New Account Alert

[Back to Alerts](#)

ACCOUNT:
No Account Selected

FIELD:
No Field Selected

COMPARISON:
No Comparison Selected

AMOUNT:
No Amount Entered

DELIVERY METHOD:
Send only a secure message

FREQUENCY:
☒ Every Occurrence

Save

Select a delivery method

Secure Message Only

History Alerts

1. Select the account.

New History Alert

[Back to Alerts](#)

ACCOUNT:
No Account Selected

TRANSACTION:
No Transaction Selected

COMPARISON:
No Comparison Selected

AMOUNT:
No Amount Entered

DELIVERY METHOD:
Send only a secure message

FREQUENCY:
☒ Every Occurrence

Save

Select an account

<input type="checkbox"/>	Commercial Checking: DDA-XXXXX3580
<input type="checkbox"/>	Certificate: CD-XXXXX6715
<input type="checkbox"/>	Money Market Savings: SAV-XXXXX3946
<input type="checkbox"/>	Business Savings: SAV-XXXXX3954

2. Select a transaction type.

New History Alert

[Back to Alerts](#)

ACCOUNT:
No Account Selected

TRANSACTION:
No Transaction Selected

COMPARISON:
No Comparison Selected

AMOUNT:
No Amount Entered

DELIVERY METHOD:
Send only a secure message

FREQUENCY:
☒ Every Occurrence

Save

Select a transaction

<input type="checkbox"/>	Debit Transaction
<input type="checkbox"/>	Credit Transaction
<input type="checkbox"/>	Check Number
<input type="checkbox"/>	Description

3. Select a comparison.

New History Alert

[Back to Alerts](#)

ACCOUNT:
No Account Selected

TRANSACTION:
No Transaction Selected

COMPARISON:
No Comparison Selected

AMOUNT:
No Amount Entered

DELIVERY METHOD:
Send only a secure message

FREQUENCY:
☒ Every Occurrence

Save

Select a comparison

<input type="checkbox"/>	greater than
<input type="checkbox"/>	less than

4. Enter an amount and select 'Save' in the lower right corner.

New History Alert

[Back to Alerts](#)

ACCOUNT:
No Account Selected

TRANSACTION:
No Transaction Selected

COMPARISON:
No Comparison Selected

AMOUNT:
No Amount Entered

DELIVERY METHOD:
Send only a secure message

FREQUENCY:
☒ Every Occurrence

[Save](#)

Enter an amount

\$

1,000.00 ×

1	2	3
4	5	6
7	8	9
Delete	0	Save

5. Select a delivery method and frequency.

New Account Alert

[Back to Alerts](#)

ACCOUNT:
No Account Selected

FIELD:
No Field Selected

COMPARISON:
No Comparison Selected

AMOUNT:
No Amount Entered

DELIVERY METHOD:
Send me an email

FREQUENCY:
☒ Every Occurrence

[Save](#)

Select a delivery method

Email ▾

Email Address

6. Selecting 'Phone' for delivery method will give you the option to 'Call Immediately' or select a specific time to call.

New History Alert

[Back to Alerts](#)

ACCOUNT:
No Account Selected

TRANSACTION:
No Transaction Selected

COMPARISON:
No Comparison Selected

AMOUNT:
No Amount Entered

DELIVERY METHOD:
Call Me

FREQUENCY:
☒ Every Occurrence

Select a delivery method

Phone

United States

Phone Number

Time:
☒ Call Immediately

Save

Online Transaction Alerts

1. Select an online transaction type.

NOTE: You will only see options that are applicable to your user rights.

New Online Transaction Alert

[Back to Alerts](#)

TRANSACTION:
No Transaction Selected

STATUS:
No Status Selected

DELIVERY METHOD:
Send only a secure message

FREQUENCY:
☒ Every Occurrence

Select a transaction

☐ Collections

☐ Domestic Wire

☐ Funds Transfer

☐ International Wire

☐ Payments

☐ Payroll

☐ Single Payment

☐ Single Receipt

☐ Stop Payment

Save

2. Select an account.

New Online Transaction Alert

[Back to Alerts](#)

TRANSACTION:
Collections

ACCOUNT:
No Account Selected

STATUS:
No Status Selected

DELIVERY METHOD:
Send only a secure message

FREQUENCY:
☒ Every Occurrence

Save

Select an account

<input type="checkbox"/>	Commercial Checking: DDA-XXXXX3580
<input type="checkbox"/>	Certificate: CD-XXXXX6715
<input type="checkbox"/>	Money Market Savings: SAV-XXXXX3946
<input type="checkbox"/>	Business Savings: SAV-XXXXX3954

3. Select a status.

New Online Transaction Alert

[Back to Alerts](#)

TRANSACTION:
No Transaction Selected

STATUS:
No Status Selected

DELIVERY METHOD:
Send only a secure message

FREQUENCY:
☒ Every Occurrence

Save

Select a status

<input type="checkbox"/>	Drafted
<input type="checkbox"/>	Authorized
<input type="checkbox"/>	Processed
<input type="checkbox"/>	Cancelled
<input type="checkbox"/>	Failed

4. Select a delivery method and frequency.

New Online Transaction Alert

[Back to Alerts](#)

TRANSACTION:
No Transaction Selected

STATUS:
No Status Selected

DELIVERY METHOD:
Send only a secure message

FREQUENCY:
☒ Every Occurrence

Select a delivery method

Secure Message Only ▼

Save

5. Selecting 'Text Message' for a delivery method will give you the option to 'Send Immediately' or select a specific time to receive the message. You must check the box and 'Agree to Terms' before you can save the alert by Text Message.

New Online Transaction Alert

[Back to Alerts](#)

TRANSACTION:
No Transaction Selected

STATUS:
No Status Selected

DELIVERY METHOD:
Send me a SMS Text Message

FREQUENCY:
☒ Every Occurrence

Select a delivery method

Text Message ▼

United States ▼

Phone Number

Time:

☒ Send Immediately

☐ Agree To Terms

Save

SMS Terms and Conditions

Rockland Trust - 864-34


Program Description

Rockland Trust allows our customers to receive certain account information by text message.

Supported Carriers

Alltel, Appalachian Wireless, AT&T, Bluegrass Cellular, Boost Mobile, Cellcom, Cellular South, Centennial Wireless, Cincinnati Bell, GCI, Immix Wireless, Inland Cellular, IV Cellular, Nex-Tech Wireless, nTelos, Sprint PCS, T-Mobile, U.S. Cellular, United Wireless, Verizon Wireless, Virgin Mobile USA, and West Central Wireless.

Security Alerts

NOTE: Security alerts are listed at the bottom of the screen. Click the carrot  icon to expand the listing of available alerts. Some alerts are clickable and may be turned on or off. The most critical alerts are mandatory and cannot be turned off. These alerts are greyed out.

Alerts

--- New Alert ---

^ Date Alerts (0)

No Alerts Defined.

^ Account Alerts (3)

^ History Alerts (0)

^ Transaction Alerts (1)

^ Security Alerts

Description

Alert me when an address is changed

Alert me when my password is changed

Alert me when secure access code contact information is changed

Alert me when my login ID is changed

Enabled

Off

On

On

On

Edit Delivery Preferences

- Click 'Edit Delivery Preferences' to modify how and where to receive security alerts.

Delivery Preferences

Email Address

robert.delaney-brown@rocklandtrust.com

Phone Number

Country

United States

Area Code

Phone Number

SMS Text Number

Message and data rates may apply. Expect 1 message/transaction.

Country

United States

Area Code

Phone Number

Cancel

Save

Edit Alerts

1. Enable/Disable and edit saved alerts from the Alerts menu.

Alerts --- New Alert ---

^ Date Alerts (0)
No Alerts Defined.

^ Account Alerts (3)

^ History Alerts (0)

^ Transaction Alerts (1)

^ Security Alerts

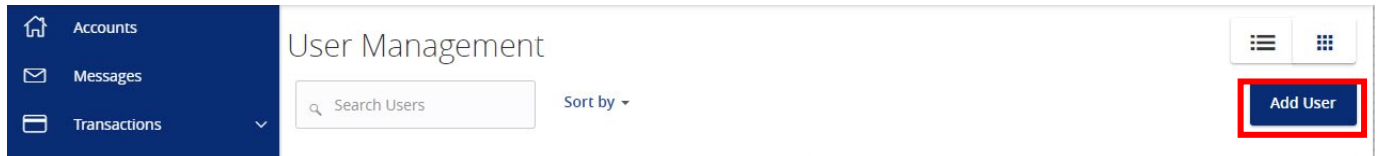
Edit Delivery Preferences

Description	Enabled
Alert me when an address is changed	<input type="checkbox"/> Off
Alert me when my password is changed	<input checked="" type="checkbox"/> On
Alert me when secure access code contact information is changed	<input checked="" type="checkbox"/> On
Alert me when my login ID is changed	<input checked="" type="checkbox"/> On

Online User Management

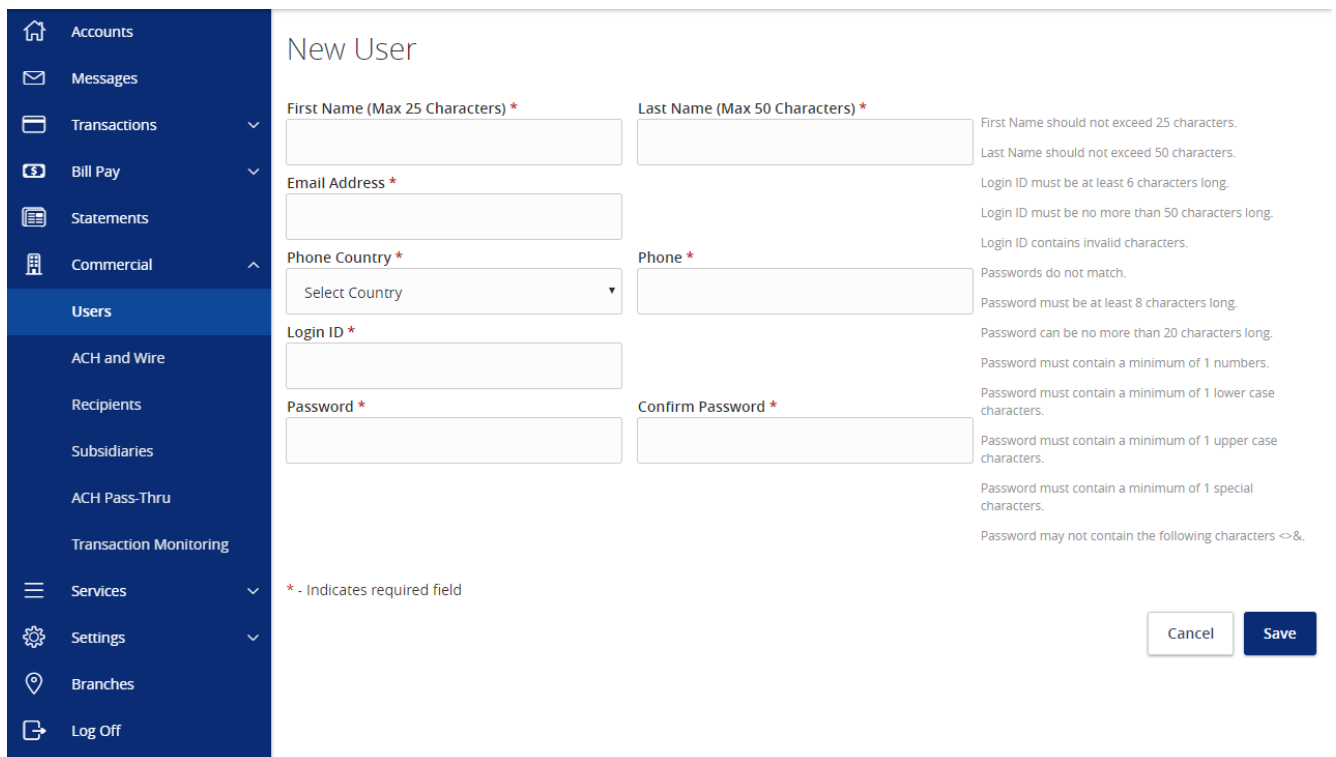
Creating Online Users

1. Select the 'Users' option under the 'Commercial' menu.
2. Click the 'Add User' button on the right side of the screen



The screenshot shows the 'User Management' interface. On the left is a dark blue sidebar with a menu containing 'Accounts', 'Messages', 'Transactions', and 'Commercial'. Under 'Commercial', 'Users' is highlighted. The main area has a title 'User Management', a search bar labeled 'Search Users', and a 'Sort by' dropdown. On the right, there are two icons (list and grid) and a red-bordered button labeled 'Add User'.

3. Enter the required fields for the new user.



The screenshot shows the 'New User' form. The left sidebar is the same as in the previous screenshot, but 'Users' is now selected. The main area contains the 'New User' title and a form with the following fields:

- First Name (Max 25 Characters) ***: Text input field.
- Last Name (Max 50 Characters) ***: Text input field.
- Email Address ***: Text input field.
- Phone Country ***: Dropdown menu with 'Select Country'.
- Phone ***: Text input field.
- Login ID ***: Text input field.
- Password ***: Text input field.
- Confirm Password ***: Text input field.

Validation messages are displayed on the right side of the form:

- First Name should not exceed 25 characters.
- Last Name should not exceed 50 characters.
- Login ID must be at least 6 characters long.
- Login ID must be no more than 50 characters long.
- Login ID contains invalid characters.
- Passwords do not match.
- Password must be at least 8 characters long.
- Password can be no more than 20 characters long.
- Password must contain a minimum of 1 numbers.
- Password must contain a minimum of 1 lower case characters.
- Password must contain a minimum of 1 upper case characters.
- Password must contain a minimum of 1 special characters.
- Password may not contain the following characters <>@.

A legend at the bottom left states: * - Indicates required field. At the bottom right are 'Cancel' and 'Save' buttons.

- Click on each transaction type to configure the user's entitlements and limits.

Accounts

Messages

Transactions

Bill Pay

Statements

Commercial

Users

ACH and Wire

Recipients

Subsidiaries

ACH Pass-Thru

Transaction Monitoring

TEST USER

User Policy

Overview

Features

Accounts

Transaction Type	Approval Limit	Per Day Approval Limits	Per Month Approval Limits	Per Account Approval Limits	Draft	Approve	Cancel	View
ACH Collection	\$500,000	999,999,999 / \$500,000	999,999,999 / \$500,000	999,999,999 / \$500,000	✓	✓	✓	
ACH Passthru	\$500,000	999,999,999 / \$500,000	999,999,999 / \$500,000		✓	✓	✓	
ACH Payment - Single	\$11	999,999,999 / \$11	999,999,999 / \$253	999,999,999 / \$11	✓	✓	✓	
ACH Payments	\$100,000	999,999,999 / \$100,000	999,999,999 / \$500,000	999,999,999 / \$100,000	✓	✓	✓	

5. Click on any transaction type to edit the user's limits and rights. Please note that if you disable the transaction type completely, the user's rights to view those types of transactions in the Activity Center do not change. You must manually change their view rights, if applicable.

Accounts

Messages

Transactions

Bill Pay

Statements

Commercial

Users

ACH and Wire

Recipients

Subsidiaries

ACH Pass-Thru

Transaction Monitoring

TEST USER

User Policy

Overview

Features

Accounts

ACH COLLECTION Change

Enabled ☐

Rights

Approval Limits

Draft	✓	Can draft.
Approve	✓	Can approve.
Cancel	✓	Can cancel.
View Online Activity		Can view all transactions.

6. Enter the user's transaction dollar and count limits.

ACH COLLECTION

Change

Disa

Rights

Approval Limits

MAXIMUM AMOUNT

Per transaction

\$500,000

Per Account Per Day

\$500,000

Per Day

\$500,000

Per Month

\$500,000

MAXIMUM COUNT

Per Account Per Day

999,999,999

Per Day

999,999,999

Per Month

999,999,999

Maximum transaction amount

\$

500,000

×

1	2	3
4	5	6
7	8	9
Delete	0	Clear

7. Select the appropriate non-transactional features.

Overview Features Accounts

FEATURES

RIGHTS

Can view all recipients	Allow one-time recipients	✓
Manage Templates	Manage Users	✓
Manage Recipients	Statement Image	✓
Enable Centrix Positive Pay		✓

8. Designate the user's account rights. Selecting the checkbox next to each will enable or disable the right for all accounts.

ACCOUNTS

[Hide unassigned accounts](#)

Number	Name	View <input type="checkbox"/>	Deposit <input type="checkbox"/>	Withdraw <input type="checkbox"/>
CD-xxx6715	Certificate	✓		
DDA-xxx3580	Commercial Checking	✓	✓	✓
SAV-xxx3954	Business Savings	✓	✓	✓
SAV-xxx3946	Money Market Savings	✓	✓	✓
DDA-xxx3572	COMMERCIAL CHECKING			

NOTE: If you assign rights to a user to deposit into one of your business account(s) and the user makes a check deposit using the mobile banking app, please be aware that the user will receive all future deposit e-mail notifications for all of your business accounts. This includes any check deposit(s) made into any of your business accounts by any user, regardless of the user's rights to view or deposit into that account. Users who have made a deposit will continue to receive deposit e-mail notifications until you notify Rockland Trust to delete them.

9. Select the link to show or hide unassigned accounts.

ACCOUNTS

[Hide unassigned accounts](#)

Number	Name	View <input type="checkbox"/>	Deposit <input type="checkbox"/>	Withdraw <input type="checkbox"/>
CD-xxx6715	Certificate	✓		
DDA-xxx3580	Commercial Checking	✓	✓	✓
SAV-xxx3954	Business Savings	✓	✓	✓
SAV-xxx3946	Money Market Savings	✓	✓	✓
DDA-xxx3572	COMMERCIAL CHECKING			

10. Click the 'Save' button in the top right corner of the screen.

Leigh-anne Lydon

User Policy

[Save](#)

Overview

Features

Accounts

ACCOUNTS

Number	Name	View <input type="checkbox"/>	Deposit <input type="checkbox"/>	Withdraw <input type="checkbox"/>
CD-xxx6715	Certificate	✓		
DDA-xxx3580	Commercial Checking	✓	✓	✓
SAV-xxx3954	Business Savings	✓	✓	✓
SAV-xxx3946	Money Market Savings	✓	✓	✓
DDA-xxx3572	COMMERCIAL CHECKING	✓		

11. Go back to the 'Users Menu' and click on the pencil icon to modify their rights and view user details, including their Login Name, Channel, Status, and Last Logon date.

View User

FIRST NAME (MAX 25 CHARACTERS) *

A

LAST NAME (MAX 50 CHARACTERS) *

Test

E-MAIL ADDRESS *

test@test.com

PHONE COUNTRY *

United States

PHONE *

(555)555-5555

Login Name	Channel	Status	Last Logon
Tester	Internet	Password Change Required	

* - Indicates required field

Cancel

Delete

Assign Rights

Recipient Management

A 'Recipient' is an individual or company which is either debited or credited via ACH or Wire.

Add Domestic Recipient

1. Select the 'Recipients' option under the 'Commercial' menu.
2. Click on 'Add Recipient' on the right side of the screen.

The screenshot shows the 'Recipient Management' interface. At the top right, there are two menu icons (a list icon and a grid icon). Below them is a red button labeled 'Add Recipient'. On the left, there is a search bar with a magnifying glass icon and the text 'Search', and a 'Sort by' dropdown menu. The main area displays a grid of eight recipient cards. Each card has a header with a number (1 or 241), a body with a name and account count, and a footer with a trash icon and an edit icon. The recipients are: 1 account(s), 0 account(s), 0 account(s), 241 Fitness (1 account(s), 241Fitness@gmail.com), a blank ben fi country (1 account(s)), abc (0 account(s)), ABC CO (2 account(s)), and ABC Company new (3 account(s)).

3. 'Display Name' is used for sorting/referencing the recipient in the 'Recipients' menu.
4. Required 'Recipient ACH Name' is the name to be inserted into the batch header record in the NACHA file.
5. Required 'Recipient Wire Name' is the name to be inserted into the Fed Wire file.
6. ACH ID field (optional) can be used to indicate something specific to the recipient (ie. Employee ID)
7. Enter the recipient's e-mail address.

NOTE: 'Send e-mail notifications' generates an e-mail to the recipient at the time the ACH or Wire transaction is processed by Rockland Trust. Although wires have been processed by Rockland Trust, they are still subject to verification and may be cancelled.

8. The address fields on the bottom half of the screen are the recipient's address. These are optional for ACH recipients and required for wire recipients.
9. Click 'Next' to add a recipient account.

Add Recipient

Recipient Detail

Display Name *

Recipient ACH Name

Recipient Wire Name

ACH ID

☐ Set ACH recipient type for filtering

Email Address

☐ Send email notifications for template payments

Country

United States

Address 1

Address 2

City

State

Select State

ZIP

* - Indicates required field

Cancel

Next

10. 'Payment Types Allowed' designates what transaction type(s) the account is eligible for.

- 'ACH Only' will display only fields corresponding with ACH. Enter the recipient's account type, account number, and ACH routing number.
- Click 'Add another account' to add an additional account or click 'Save Recipient' to complete the setup.

Add SAMPLE 1

Recipient Detail

Account - New

Payment Types Allowed

☒ ACH Only

☐ Wire Only

☐ ACH and Wire

[Remove this account](#)

Account Detail

Account Type *

ACCOUNT/IBAN *

ACH Routing Number *

Account Type

Ex. 129398123

* - Indicates required field

Cancel

Save Recipient

Add another account

- c. 'Wire Only' will only display fields corresponding with Wires. Enter the recipient's Account Number and the Beneficiary Financial Institution's Name and Wire Routing Number.
- d. Click 'Add another account' to add an additional account or click 'Save Recipient' to complete the setup.

Payment Types Allowed

☐ ACH Only
 ☒ Wire Only
 ☐ ACH and Wire

Beneficiary Type

☒ Domestic
 ☐ International

Remove this account

Account Detail

ACCOUNT/IBAN *

Ex. 129398123

Beneficiary Financial Institution

Name *

Country

Wire Routing Number *

Address 1

Address 2

City

State

Postal Code

Intermediary Financial Institution

Name

Country

Wire Routing Number

Address 1

Address 2

City

State

Postal Code

* - Indicates required field

Cancel

Save Recipient

Add another account

- e. 'ACH and Wire' will only display fields corresponding with both ACH and Wires. Complete the fields for both ACH and Wires in accordance to steps 9a and 9c.
- f. Click 'Add another account' to add an additional account or click 'Save Recipient' to complete the setup.

Payment Types Allowed

☐ ACH Only
☐ Wire Only
☒ ACH and Wire

Beneficiary Type

☒ Domestic
☐ International

Remove this account

Account Detail

Account Type *

ACCOUNT/IBAN *

ACH Routing Number *

Account Type

Ex. 129398123

Beneficiary Financial Institution

Name *

Country

Wire Routing Number *

United States

Address 1

Address 2

City

State

Postal Code

Select State

Intermediary Financial Institution

Name

Country

Wire Routing Number

United States

Address 1

Address 2

City

State

Postal Code

Select State

* - Indicates required field

Cancel

Save Recipient

Add another account

Add International Recipient

1. Select the 'Recipients' option under the 'Commercial' menu.
2. Click on 'Add Recipient' on the right side of the screen.

Recipient Management

Search

Sort by

Add Recipient

1 account(s)

0 account(s)

0 account(s)

241 Fitness

1 account(s)

241Fitness@gmail.com

a blank ben fi country

1 account(s)

abc

0 account(s)

ABC CO

2 account(s)

ABC Company new

3 account(s)

3. 'Display Name' is used for sorting/referencing the recipient in the 'Recipients' menu.
4. Required 'Recipient Wire Name' is the name to be inserted into the Fed Wire file.

Accounts

Messages

Transactions

Bill Pay

Statements

Commercial

Users

ACH and Wire

Recipients

Subsidiaries

ACH Pass-Thru

Transaction Monitoring

Services

Settings

Branches

Log Off

Add Recipient

Recipient Detail

Display Name *

Recipient ACH Name

Recipient Wire Name

ACH ID

☐ Set ACH recipient type for filtering

Email Address

☐ Send email notifications for template payments

Country

Address 1

Address 2

City

State

ZIP

United States

Select State

Cancel

Next

Search transactions

Pending Processed

No history available

* - Indicates required field

5. Add is the recipient's e-mail address.

NOTE: 'Send e-mail notifications' generates an e-mail to the recipient at the time the ACH or Wire transaction is processed by Rockland Trust. Although wires have been processed by Rockland Trust, they are still subject to verification and may be cancelled.

6. Select the desired country from the drop-down list.

Add Recipient

Recipient Detail

Display Name *

Recipient ACH Name

Recipient Wire Name

ACH ID

Email Address

example@example.com

☐ Send email notifications for template payments

Country

United States

Address 1

Address 2

7. Enter the address information on the bottom half of the screen. This is the recipient's address.
8. Click 'Next' to add a recipient account.
9. Select the 'Wire Only' option beneath 'Payment Types Allowed'. Select 'International' beneath the Beneficiary Type

Payment Types Allowed

☐ ACH Only

☒ Wire Only

☐ ACH and wire

Beneficiary Type

☐ Domestic

☒ International

International Account Type

☐ IBAN

☒ SWIFT/BIC

☐ IBAN & SWIFT/BIC

[Remove this account](#)

Account Detail

ACCOUNT/IBAN

Ex. 129398123

Beneficiary Financial Institution

Name *

Country

Select Country

SWIFT/BIC *

Address 1

Address 2

Address 3

Intermediary Financial Institution

Name

Country

United States

Wire Routing Number

Address 1

Address 2

City

State

Select State

Postal Code

* - Indicates required field

[Cancel](#)

[Save Recipient](#)

[Add another account](#)

10. Enter the account number /IBAN under the 'Account Detail' heading.
11. Select the appropriate 'Country' from the drop down menu.
12. Enter the financial institution's name.
13. Enter the SWIFT/BIC #. Rockland Trust requires a 'SWIFT' code for international wires.

NOTE: Intermediary Bank information may still be needed even though the IBAN or SWIFT/BIC is being entered.

14. Click 'Add another account' to add an additional account or click 'Save Recipient' to complete the setup.

Payment Types Allowed <input type="radio"/> ACH Only <input checked="" type="radio"/> Wire Only <input type="radio"/> ACH and Wire	Beneficiary Type <input type="radio"/> Domestic <input checked="" type="radio"/> International	International Account Type <input type="radio"/> IBAN <input checked="" type="radio"/> SWIFT/BIC <input type="radio"/> IBAN & SWIFT/BIC	Remove this account
--	---	---	-------------------------------------

Account Detail

ACCOUNT/IBAN

Ex. 129398123

Beneficiary Financial Institution

Name *	Country	SWIFT/BIC *
<div style="border: 1px solid #ccc; height: 20px;"></div>	<div style="border: 1px solid #ccc; padding: 2px;">Select Country ▼</div>	<div style="border: 1px solid #ccc; height: 20px;"></div>
Address 1	Address 2	Address 3
<div style="border: 1px solid #ccc; height: 20px;"></div>	<div style="border: 1px solid #ccc; height: 20px;"></div>	<div style="border: 1px solid #ccc; height: 20px;"></div>

Intermediary Financial Institution

Name	Country	Wire Routing Number
<div style="border: 1px solid #ccc; height: 20px;"></div>	<div style="border: 1px solid #ccc; padding: 2px;">United States ▼</div>	<div style="border: 1px solid #ccc; height: 20px;"></div>
Address 1	Address 2	City
<div style="border: 1px solid #ccc; height: 20px;"></div>	<div style="border: 1px solid #ccc; height: 20px;"></div>	<div style="border: 1px solid #ccc; height: 20px;"></div>
State	Postal Code	
<div style="border: 1px solid #ccc; padding: 2px;">Select State ▼</div>	<div style="border: 1px solid #ccc; height: 20px;"></div>	

* - Indicates required field

Cancel

Save Recipient

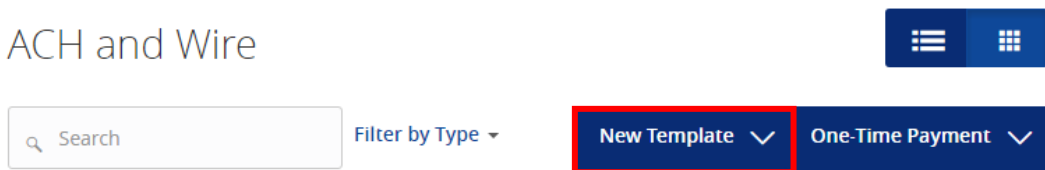
Add another account

ACH Template Management

ACH Template Creation

1. Select the 'ACH and Wire' option under the 'Commercial' menu.
2. Click the 'New Template' button and select the desired type of ACH transaction.

ACH and Wire



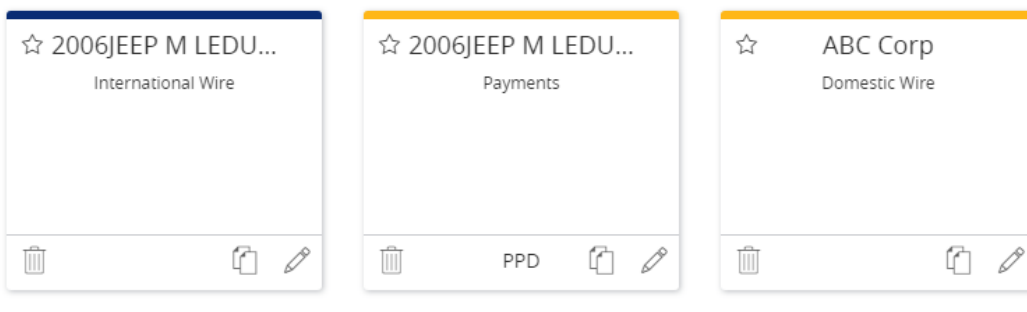
ACH and Wire

Search

Filter by Type ▾

New Template ▾ One-Time Payment ▾

Available Templates



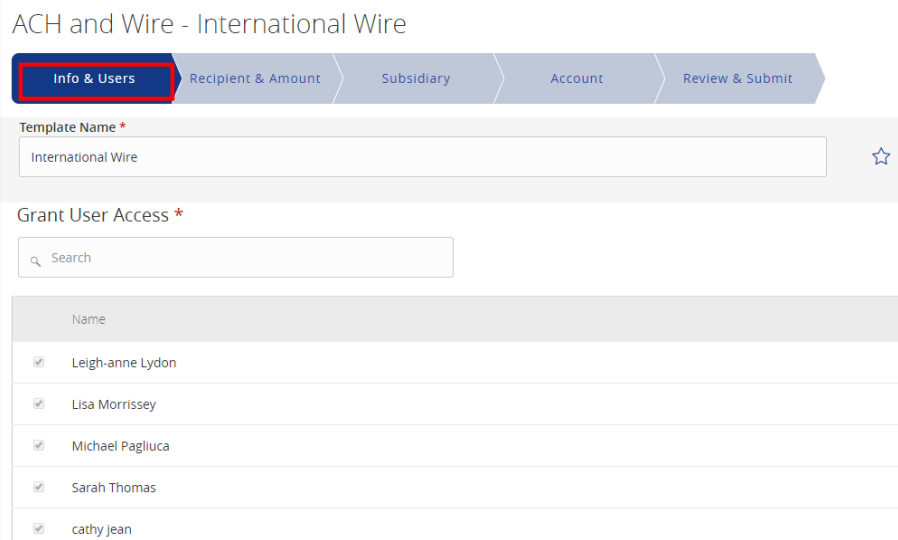
☆ 2006JEEP M LEDU...
International Wire

☆ 2006JEEP M LEDU...
Payments

☆ ABC Corp
Domestic Wire

Info & Users

1. The 'Info & Users' screen allows the user to name the template and to determine who else at the company is allowed access to the template.
2. Click the 'Next' button at the bottom of the screen or 'Recipient and Amount' in the workflow ribbon at the top of the page to move to the next step.



ACH and Wire - International Wire

Info & Users Recipient & Amount Subsidiary Account Review & Submit

Template Name *
International Wire ☆

Grant User Access *

Search

Name
<input checked="" type="checkbox"/> Leigh-anne Lydon
<input checked="" type="checkbox"/> Lisa Morrissey
<input checked="" type="checkbox"/> Michael Pagliuca
<input checked="" type="checkbox"/> Sarah Thomas
<input checked="" type="checkbox"/> cathy jean

Recipient & Amount

1. The 'Recipient & Amount' screen allows the user to select which recipients are tied to the template and designate a dollar amount for each. Company Entry Description field is an optional field to enter in the file type (ie. Payroll, Reversal)

NOTE: Only recipients with at least one account eligible for ACH transactions will show in the list of recipients to select. The 'Add Recipient' button is used to add a new recipient while remaining within the workflow of the existing payment template.

ACH and Wire - Collections

Info & Users Recipient & Amount Subsidiary Account Review & Submit

Template Name:
Test

ACH Class Code
PPD - Prearranged Payment and Deposit

Company Entry Description
Max 10 characters

Search

New Recipient

Name	Account	Pay	Notify	Amount	Addendum
ABC CO					
ABC Company new					
abc corp					
ach and wire					
art sullivan					

2. Click the 'Next' button at the bottom of the screen or 'Subsidiary' in the workflow ribbon at the top of the page to move to the next step.

NOTE: Subsidiaries are only applicable for a business with multiple companies that can initiate payments. This screen will not appear if you only have one subsidiary.

ACH and Wire - Payroll

Info & Users Recipient & Amount Subsidiary Account Review & Submit

Template Name:
TEST

Send payment as:
ROCKLAND TRUST COMPANY/TEST

Search

ABC Condos

Wire & ACH

*This subsidiary is not valid.
Please correct*

Company ID: *****5678

XYZ Law Firm

ACH

Company ID: *****4819

Condo Association

Wire & ACH

Company ID: *****6789

3. If applicable, select the subsidiary that will be used to initiate the payment, and match the account that will initiate the payment to/from.
4. Click the 'Next' button at the bottom of the screen or 'Account' in the workflow ribbon at the top of the page to move to the next step.

Account

1. Select the corresponding offset account for the commercial payment.

ACH and Wire - Payroll

Info & Users

Recipient & Amount

Subsidiary

Account

Review & Submit

Template Name:
TEST

Choose "From" Account

	Account Name ^	Account Type ^	Account Number ^	Balance ^
<input type="checkbox"/>	COMMERCIAL CHECKING	Checking	DDA-XXXXX3572	\$60.76
<input type="checkbox"/>	FREE CHECKING	Checking	DDA-XXXXX3580	\$1.64
<input type="checkbox"/>	FREE SAVINGS	Savings	SAV-XXXXX3946	\$71.69

Cancel

Next

2. Click the 'Next' button at the bottom of the screen or 'Review & Submit' in the workflow ribbon at the top of the page to move to the next step.

Review & Submit

1. Review the information on the screen for accuracy and then click 'Save'.

NOTE: The 'Effective Date' field is not required to save the template even though an asterisk marks the field. This is only required when the template is being used to generate a payment file.

ACH and Wire - Payroll

Info & Users

Recipient & Amount

Subsidiary

Account

Review & Submit

Template Name:

TEST

Company Entry Description

Payroll

Send payment as

ROCKLAND TRUST COMPANY/TEST

Total Amount

\$0.00 to 1 recipient

From Account

FREE CHECKING DDA-XXXXX3580 1.64

Effective Date

Select Date

31

Recurrence

None

Selected Recipients

Name ^	Account ^	Pay	Notify	Amount ^	Addendum
ach and wire	54656	Yes	No	\$0.00	

* - Indicates required field

Cancel

Save

Draft

Approve

Existing ACH Templates

1. Click on the pencil  icon next to the desired ACH template.

ACH and Wire

Filter by Type ▾

New Template ▾

One-Time Payment ▾

Available Templates

<div>☆ 2006JEEP M LEDU...</div> <div>International Wire</div> <div> </div>	<div>☆ 2006JEEP M LEDU...</div> <div>Payments</div> <div> <div>PPD</div> </div>	<div>☆ ABC Corp</div> <div>Domestic Wire</div> <div> </div>
<div>☆ ABC Payroll</div> <div>Payroll</div> <div>LAST PAYMENT</div> <div>0.01</div> <div>Sent on: 10/20/2016</div> <div> </div>	<div>☆ Andy</div> <div>Payments</div> <div> <div>PPD</div> </div>	<div>☆ art</div> <div>Payments</div> <div> <div>CCD</div> </div>

2. Confirm the Template Name and User Access.
3. Click the 'Next' button at the bottom of the screen or 'Recipient & Amount' in the workflow ribbon at the top of the page to move to the next step.

ACH and Wire - Payroll

Info & Users
Recipient & Amount
Subsidiary
Account
Review & Submit

Template Name:
Lisa's payroll ☆

Choose "From" Account

	Account Name ▾	Account Type ▾	Account Number ▾	Balance ▾
<input type="checkbox"/>	Commercial Checking	Checking	DDA-XXXX3580	\$253.69
<input type="checkbox"/>	Money Market Savings	Savings	SAV-XXXX3946	\$287.37
<input type="checkbox"/>	Business Savings	Savings	SAV-XXXX3954	\$260.48

Cancel
Next

- Designate the recipients to be included in the ACH file by checking the boxes in the 'Pay' column. The 'Pay All' link selects all for large numbers of recipients. Please note that the notify box is defaulted on. The 'Notify None' link unchecks this option for large number of recipients.
- Enter the dollar amount for the recipient's selected to pay.

ACH and Wire - Collections

Recipient & Amount

Subsidiary

Account

Review & Submit

One Time Payment

ACH Class Code

Individual (PPD) Company (CCD)

Company Entry Description

Max 10 characters

Search

Pay All Notify None

New Recipient

TEMPLATE RECIPIENTS

Name	Account	Pay	Notify	Amount	Addendum
<input type="checkbox"/>					
<input type="checkbox"/> 241 Fitness					
<input type="checkbox"/> ABC CO					
<input type="checkbox"/> ABC Company new					
<input type="checkbox"/> abcDEF					
<input type="checkbox"/> ABD Co					
<input checked="" type="checkbox"/> ach and wire	54656	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00	

- Click the 'Next' button at the bottom of the screen or 'Subsidiary' in the workflow ribbon at the top of the page to move to the next step and confirm the account to be used for the ACH file.

NOTE: Subsidiaries are only applicable for a business with multiple companies that can initiate payments. This screen will not appear if you only have one subsidiary.

ACH and Wire - Collections


Recipient & Amount Subsidiary Account Review & Submit

One Time Payment

ACH Class Code
Individual (PPD) - [Change](#)

Send payment as:
Condo association

Search

 Condo association
Wire & ACH

Company ID: *****6789

Cancel Next

- If applicable, select the subsidiary that will be used to initiate the payment, and match the account that will initiate the payment to/from.
- Click the 'Next' button at the bottom of the screen or 'Account' in the workflow ribbon at the top of the page to move to the next step and confirm the account to be used for the ACH file.

ACH and Wire - Collections

Recipient & Amount Subsidiary Account Review & Submit

One Time Payment

ACH Class Code
Individual (PPD) - [Change](#)

Choose "To" Account

Search

	Account Name ^	Account Type ^	Account Number ^	Balance ^
<input type="checkbox"/>	COMMERCIAL CHECKING	Checking	DDA-XXXXX3572	\$60.76
<input checked="" type="checkbox"/>	FREE CHECKING	Checking	DDA-XXXXX3580	\$1.64
<input type="checkbox"/>	FREE SAVINGS	Savings	SAV-XXXXX3946	\$71.69

Cancel Next

9. Click the 'Next' button at the bottom of the screen or 'Review & Submit' in the workflow ribbon at the top of the page to move to the next step
10. Select the 'Effective Date' of the file and, depending on access, click 'Draft' or 'Approve.'

ACH and Wire - Collections

Recipient & AmountSubsidiaryAccountReview & Submit

One Time Payment

Company Entry Description

AchCollect

ACH Class Code

Individual (PPD)

Send payment as

Condo association

Total Amount

\$0.00 to 1 recipient

To Account

FREE CHECKING DDA-XXXX3580 1.64

Effective Date

9/22/2017

Recurrence

Set schedule

Selected Recipients

Name

Account

Pay

Notify

Amount

Addendum

ach and wire

54656

Yes

No

\$0.00

* - Indicates required field

Cancel

Draft

Approve

Creating a One-Time ACH Transaction

1. Select the 'ACH and Wire' option under the 'Commercial' menu.
2. Click the 'One-Time Payment' button and select the desired type of ACH transaction.

ACH and Wire

Search Filter by Type New Template One-Time Payment

Available Templates

☆ 2006JEEP M LEDU...
International Wire

PPD

☆ 2006JEEP M LEDU...
Payments

PPD

☆ ABC Corp
Domestic Wire

PPD

3. The 'Recipient & Amount' screen allows the user to select which recipients are tied to the transaction and designate a dollar amount for each.

ACH and Wire - Collections

Info & Users Recipient & Amount Subsidiary Account Review & Submit

Template Name:
AR ☆

ACH Class Code
PPD - Prearranged Payment and Deposit

Choose "To" Account

Search

	Account Name ^	Account Type ^	Account Number ^	Balance ^
<input type="checkbox"/>	Commercial Checking	Checking	DDA-XXXXX3580	\$253.69
<input type="checkbox"/>	Money Market Savings	Savings	SAV-XXXXX3946	\$287.37
<input type="checkbox"/>	Business Savings	Savings	SAV-XXXXX3954	\$260.48

Cancel Next

- Click the 'Next' button at the bottom of the screen or 'Subsidiary' in the workflow ribbon at the top of the page to move to the next step.

NOTE: Subsidiaries are only applicable for a business with multiple companies that can initiate payments. This screen will not appear if you only have one subsidiary.

ACH and Wire - Collections


Recipient & Amount Subsidiary Account Review & Submit

One Time Payment

ACH Class Code
Individual (PPD) - [Change](#)

Send payment as:
Condo association

Search

 Condo association
Wire & ACH

Company ID: *****6789

[Cancel](#) [Next](#)

- If applicable, select the subsidiary that will be used to initiate the payment, and match the account that will initiate the payment to/from.
- Click the 'Next' button at the bottom of the screen or 'Account' in the workflow ribbon at the top of the page to move to the next step.

ACH and Wire - Payments

Recipient & Amount Subsidiary Account Review & Submit

One Time Payment

ACH Class Code
Individual (PPD) - [Change](#)

Choose "From" Account

Search

	Account Name ^	Account Type ^	Account Number ^	Balance ^
<input type="checkbox"/>	COMMERCIAL CHECKING	Checking	DDA-XXXXX3572	\$60.76
<input checked="" type="checkbox"/>	FREE CHECKING	Checking	DDA-XXXXX3580	\$1.64
<input type="checkbox"/>	FREE SAVINGS	Savings	SAV-XXXXX3946	\$71.69

[Cancel](#) [Next](#)

7. Click the 'Next' button at the bottom of the screen or 'Review & Submit' in the workflow ribbon at the top of the page to move to the next step
8. Select the effective date of the file and, depending on access, click 'Draft' or 'Approve.'

ACH and Wire - Payments

Recipient & AmountSubsidiaryAccountReview & Submit

One Time Payment

Company Entry Description

AchBatch

ACH Class Code

Individual (PPD)

Send payment as

ROCKLAND TRUST COMPANY/TEST


Total Amount

\$0.00 to 1 recipient

From Account

FREE CHECKING DDA-XXXXX3580 1.64

Effective Date

Select Date 

Recurrence

None

Selected Recipients

Name ^	Account ^	Pay	Notify	Amount ^	Addendum
241 Fitness	12345	Yes	No	\$0.00	

* - Indicates required field

Cancel

Draft

Approve

Multiple Account (Normal)

This option allows the user to select multiple accounts for one recipient.

1. Select the recipient to be linked to the commercial template or payment.

ACH and Wire - Payments

Recipient & Amount Subsidiary Account Review & Submit

One Time Payment

ACH Class Code Company Entry Description

Individual (PPD) Company (CCD) Max 10 characters

Search New Recipient

Name	Account	Pay	Notify	Amount	Addendum
<input type="checkbox"/>					
<input checked="" type="checkbox"/> 241 Fitness					
<input type="checkbox"/> ABC CO					

2. Select the 'Normal' option above the listing of accounts.
3. Designate the account(s) to be included by selecting the check box(es).

ACH and Wire - Payments

Info & Users Recipient & Amount Subsidiary Account Review & Submit

Template Name:
art ☆

ACH Class Code
CCD - Cash Concentration and Disbursement

Choose "From" Account

Search

	Account Name	Account Type	Account Number	Balance
<input checked="" type="checkbox"/>	Commercial Checking	Checking	DDA-XXXXX3580	\$253.69
<input type="checkbox"/>	Money Market Savings	Savings	SAV-XXXXX3946	\$287.37
<input type="checkbox"/>	Business Savings	Savings	SAV-XXXXX3954	\$260.48

Cancel Next

4. Enter the dollar amount for each account.

ACH and Wire - Payments

Recipient & Amount

Subsidiary

Account

Review & Submit

One Time Payment

ACH Class Code

Individual (PPD) Company (CCD)

Company Entry Description

Max 10 characters

Search

Pay All Notify None

New Recipient

AVAILABLE RECIPIENTS

Name	Account	Pay	Notify	Amount	Addendum
<input checked="" type="checkbox"/> ABC Company new	654321	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<div>\$0.00</div>	<div></div>

Cancel

Next

Split Transactions

Multiple Account (Split)

NOTE: This option allows the user to designate a total dollar amount and then designate a primary and secondary account(s) to distribute the funds. This option is only available for Payroll transactions.

1. Select the recipient to be linked to the commercial template or payment.

ACH and Wire - Payroll

Recipient & Amount

Subsidiary

Account

Review & Submit

One Time Payment

Grid

List

New Recipient

Name	Account	Pay	Notify	Amount	Addendum
<input type="checkbox"/> Sample ACH Recipient					

Cancel

Next

ACH and Wire - Payroll

Recipient & Amount
Subsidiary
Account
Review & Submit

One Time Payment

Sample ACH Recipient
Sample ACH Recipient

Select Account

Normal **Split**

Primary	Secondary	Account Type	Account
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Checking	1234567
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Savings	2345678

Cancel
OK

4. Click on the blue primary account link.

Name	Account	Pay	Notify	Amount	Addendum
<input checked="" type="checkbox"/> Sample AC...	1234567	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00	
	2345678			\$0.00	

Cancel
Next

Enter the total amount of the ACH transaction.

Click on the '2 accounts' link.

Name	Account	Pay	Notify	Amount	Addendum
<input checked="" type="checkbox"/> Sample AC...	2 accounts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$100.0	

5. Enter the dollar amount for the secondary account.

NOTE: The primary account amount will automatically decrease accordingly.

Name	Account	Pay	Notify	Amount	Addendum
<input checked="" type="checkbox"/> Sample AC...	1234567	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$60.00	
	2345678			\$40.00	

Wire Transactions

Domestic Wire Template Creation

1. Select the 'ACH and Wire' option under the 'Commercial' menu.
2. Click the 'New Template' button and select the 'Domestic Wire' option from the drop down menu.

ACH and Wire




Filter by Type ▾

New Template ▾




One-Time Payment ▾

Available Templates




☆ 2006JEEP M LEDU...
International Wire

☆ 2006JEEP M LEDU...
Payments

PPD   

☆ ABC Corp
Domestic Wire

Info & Users

3. The 'Info & Users' screen allows the user to name the template and to determine who else in the company is allowed access to the template.
4. Click the 'Next' button at the bottom of the screen or 'Recipient and Amount' in the workflow ribbon at the top of the page to move to the next step.

ACH and Wire - Domestic Wire

Info & Users

Recipient & Amount

Subsidiary

Account

Review & Submit

Template Name *

Grant User Access *

Name
<input checked="" type="checkbox"/> Wendy Fredlund
<input checked="" type="checkbox"/> Leigh-anne Lydon
<input checked="" type="checkbox"/> Andrea Morelli
<input checked="" type="checkbox"/> Lisa Morrissey

Recipient & Amount

- The 'Recipient & Amount' screen allows the user to select which recipient is tied to the template and designate a dollar amount. The 'Purpose of Wire' field is required to complete. There is an option to add an internal Memo or Description by clicking on the 'Additional Fields' link. This data can be edited when initiating the wire payment.

NOTE: Recipients with at least one account eligible for Wire transactions will show in the list of recipients to select. The 'Add Recipient' button is used to add a new recipient while remaining within the workflow of the existing payment template.

ACH and Wire - Domestic Wire

Template Name:
SAMPLE

Search

AVAILABLE RECIPIENTS

Name	Account	Notify	Amount
<input checked="" type="checkbox"/> ABC CO	Checking: 4567	<input type="checkbox"/>	\$0.00

Purpose Of Wire *

Maximum length is 35 characters

Additional Fields

Cancel Next

- Click the 'Next' button at the bottom of the screen or 'Subsidiary' in the workflow ribbon at the top of the page to move to the next step.

NOTE: Subsidiaries are only applicable for a business with multiple companies that can initiate payments. This screen will not appear if you only have one subsidiary.

ACH and Wire - Domestic Wire

Info & Users Recipient & Amount Subsidiary Account Review & Submit

Template Name:
test

Send payment as:
ROCKLAND TRUST COMPANY/TEST

Search

ABC CO

Wire

Company ID:

ABC Condos

Wire & ACH

*This subsidiary is not valid.
Please correct*

Company ID: *****5678

Condo association

Wire & ACH

Company ID: *****6789

3. If applicable, select the subsidiary that will be used to initiate the payment, and match the account that will initiate the payment to/from.
4. Click the 'Next' button at the bottom of the screen or 'Account' in the workflow ribbon at the top of the page to move to the next step.

Account

1. Select the corresponding offset account for the commercial payment.

ACH and Wire - Domestic Wire

Info & Users Recipient & Amount Subsidiary **Account** Review & Submit

Template Name:
SAMPLE

Choose "From" Account

Account Name	Account Type	Account Number	Balance
<input checked="" type="checkbox"/> COMMERCIAL CHECKING	Checking	DDA-XXXXX3572	\$60.76
<input type="checkbox"/> FREE CHECKING	Checking	DDA-XXXXX3580	\$1.64
<input type="checkbox"/> FREE SAVINGS	Savings	SAV-XXXXX3946	\$71.69

Cancel Next

2. Click the 'Next' button at the bottom of the screen or 'Review & Submit' in the workflow ribbon at the top of the page to move to the next step.

Review & Submit

1. Review the information on the screen for accuracy and then click 'Save'.

ACH and Wire - Domestic Wire

Info & UsersRecipient & AmountSubsidiaryAccountReview & Submit


Template Name:
SAMPLE

Send payment as
ROCKLAND TRUST COMPANY/TEST

Total Amount
\$0.01 to 1 recipient

From Account
COMMERCIAL CHECKING DDA-XXXXX3572 60.76



Purpose Of Wire
TEST

Process Date
Select Date 

Message to Beneficiary

Recurrence
None

Selected Recipients



Name	Account	Notify	Amount	Memo or Description
ABC CO	Checking: 4567	No	\$0.01	

* - Indicates required field

CancelSaveDraftApprove

Existing Domestic Wire Templates

- Click on the pencil  icon next to the desired domestic wire template.

ACH and Wire

Search Filter by Type ▼ New Template ▼ One-Time Payment ▼

Available Templates

☆ 2006JEEP M LEDU... International Wire [Trash] [Copy] [Pencil]	☆ 2006JEEP M LEDU... Payments [Trash] PPD [Copy] [Pencil]	☆ ABC Corp Domestic Wire [Trash] [Copy] [Pencil]
☆ ABC Payroll Payroll LAST PAYMENT 0.01 Sent on: 10/20/2016 [Trash] [Copy] [Pencil]	☆ Andy Payments [Trash] PPD [Copy] [Pencil]	☆ art Payments [Trash] CCD [Copy] [Pencil]

- Confirm the 'Template Name' and 'User Access.'

ACH and Wire - Domestic Wire

Info & Users Recipient & Amount Subsidiary **Account** Review & Submit

Template Name:

Domestic wire test ☆

Choose "From" Account

Search

	Account Name ^	Account Type ^	Account Number ^	Balance ^
<input checked="" type="checkbox"/>	Commercial Checking	Checking	DDA-XXXXX3580	\$253.69
<input type="checkbox"/>	Money Market Savings	Savings	SAV-XXXXX3946	\$287.37
<input type="checkbox"/>	Business Savings	Savings	SAV-XXXXX3954	\$260.48

Cancel

Next

3. Enter the dollar amount for the domestic wire recipient. The 'Purpose of Wire' field is required to complete. There is an option to add an internal Memo or Description by clicking on the 'Additional Fields' link. This data can be edited when initiating the wire payment.

ACH and Wire - Domestic Wire

Info & UsersRecipient & AmountSubsidiaryAccountReview & Submit

Template Name:
ABC Corp ☆

Search

New Recipient

AVAILABLE RECIPIENTS

Name	Account	Notify	Amount	
<input checked="" type="checkbox"/> Cisco Dog foods	Checking: 36974581	<input type="checkbox"/>	\$50,000.00	<div><div>Purpose Of Wire *</div><div>Storage Unit</div><div>Additional Fields</div></div>

Cancel

Next

4. Click the 'Next' button at the bottom of the screen or 'Subsidiary' in the workflow ribbon at the top of the page to move to the next step.

NOTE: Subsidiaries are only applicable for a business with multiple companies that can initiate payments. This screen will not appear if you only have one subsidiary.

ACH and Wire - Domestic Wire

Info & Users

Recipient & Amount

Subsidiary

Account

Review & Submit

Template Name:

ABC Corp ☆


Send payment as:

ABC CO

≡

⌵

🔍 Search



ABC CO

Wire

Company ID:

Cancel

Next

5. If applicable, select the subsidiary that will be used to initiate the payment, and match the account that will initiate the payment to/from.
6. Click the 'Next' button at the bottom of the screen or 'Account' in the workflow ribbon at the top of the page to move to the next step.

7. Confirm the account to be used for the domestic wire.

ACH and Wire - Domestic Wire

Info & Users
Recipient & Amount
Subsidiary
Account
Review & Submit

Template Name:
ABC Corp ☆

Choose "From" Account

Account Name ^	Account Type ^	Account Number ^	Balance ^
<input checked="" type="checkbox"/> COMMERCIAL CHECKING	Checking	DDA-XXXXX3572	\$60.76
<input type="checkbox"/> FREE CHECKING	Checking	DDA-XXXXX3580	\$1.64
<input type="checkbox"/> FREE SAVINGS	Savings	SAV-XXXXX3946	\$71.69

Cancel
Next

8. Click the 'Next' button at the bottom of the screen or 'Review & Submit' in the workflow ribbon at the top of the page to move to the next step.
9. Designate the 'Process Date' and complete the 'Message to Beneficiary' field, if applicable. Next, depending on your access, click 'Draft' or 'Approve.'

ACH and Wire - Domestic Wire

Info & Users
Recipient & Amount
Subsidiary
Account
Review & Submit

Template Name:
ABC Corp ☆

Send payment as
ABC CO

Total Amount
\$5.00 to 1 recipient

From Account
COMMERCIAL CHECKING DDA-XXXXX3572 60.76

Purpose Of Wire
Storage Unit

Process Date
Select Date

Message to Beneficiary
ABC Corp

Recurrence
None

Selected Recipients

Name ^	Account ^	Notify	Amount ^	Memo or Description
Cisco Dog foods	Checking: 36974581	No	\$5.00	

* - Indicates required field

Cancel
Save
Draft
Approve

Creating a One-Time Domestic Wire Transfer

1. Select the 'ACH and Wire' option under the 'Commercial' menu.
2. Click the 'One-Time Payment' button and select the 'Domestic Wire' option from the drop down menu.

The screenshot shows the 'ACH and Wire' section of a software interface. At the top, there is a search bar and a 'Filter by Type' dropdown. Below these are two buttons: 'New Template' and 'One-Time Payment', with the latter highlighted by a red rectangle. Underneath, the 'Available Templates' section displays three cards. The first card is for '2006JEEP M LEDU...' labeled 'International Wire'. The second card is for '2006JEEP M LEDU...' labeled 'Payments'. The third card is for 'ABC Corp' labeled 'Domestic Wire'. Each card has a trash icon, a copy icon, and an edit icon at the bottom.

3. Select a recipient from the list. Enter the dollar amount for the domestic wire. The 'Purpose of Wire' field is required and the internal Memo/Description is optional under the 'Additional Fields' link.

The screenshot shows the 'ACH and Wire - Domestic Wire' form. At the top, there is a progress bar with four steps: 'Recipient & Amount' (active), 'Subsidiary', 'Account', and 'Review & Submit'. Below the progress bar, the 'One Time Payment' section is highlighted. It contains a search bar and a 'New Recipient' button. Underneath, the 'AVAILABLE RECIPIENTS' section displays a table with columns: Name, Account, Notify, and Amount. The table has one row for 'ABC CO' with account 'Checking: 4567' and amount '\$0.00'. The 'Amount' field is highlighted with a red rectangle. Below the table, the 'Purpose Of Wire' field is highlighted with a red rectangle, with a note 'Maximum length is 35 characters'. Below this is an 'Additional Fields' dropdown menu. At the bottom right, there are 'Cancel' and 'Next' buttons.

- Click the 'Next' button at the bottom of the screen or 'Subsidiary' in the workflow ribbon at the top of the page to move to the next step.

NOTE: Subsidiaries are only applicable for a business with multiple companies that can initiate payments. This screen will not appear if you only have one subsidiary.

ACH and Wire - Domestic Wire

Recipient & Amount
Subsidiary
Account
Review & Submit

One Time Payment

Send payment as:
ROCKLAND TRUST COMPANY/TEST

ABC CO
Wire
Company ID:

ABC Condos
Wire & ACH
*This subsidiary is not valid.
Please correct*
Company ID: *****5678

Condo association
Wire & ACH
Company ID: *****6789

- If applicable, select the subsidiary that will be used to initiate the payment, and match the account that will initiate the payment to/from.
- Click the 'Next' button at the bottom of the screen or 'Account' in the workflow ribbon at the top of the page to move to the next step.
- Select the account for the domestic wire transaction.

ACH and Wire - Domestic Wire

Info & Users
Recipient & Amount
Subsidiary
Account
Review & Submit

Template Name:
Domestic wire test ☆

Choose "From" Account

	Account Name	Account Type	Account Number	Balance
<input checked="" type="checkbox"/>	Commercial Checking	Checking	DDA-XXXXX3580	\$253.69
<input type="checkbox"/>	Money Market Savings	Savings	SAV-XXXXX3946	\$287.37
<input type="checkbox"/>	Business Savings	Savings	SAV-XXXXX3954	\$260.48

Cancel
Next

8. Click the 'Next' button at the bottom of the screen or 'Review & Submit' in the workflow ribbon at the top of the page to move to the next step.
9. Designate the 'Process Date' and complete the 'Message to Beneficiary' field, if applicable. Next, depending on your access, click 'Draft' or 'Approve.'

ACH and Wire - Domestic Wire

Recipient & Amount Subsidiary Account Review & Submit

One Time Payment

Send payment as
ROCKLAND TRUST COMPANY/TEST

Total Amount
\$0.00 to 1 recipient

From Account
COMMERCIAL CHECKING DDA-XXXXX3572 60.76

Purpose Of Wire
TEST

Process Date
Select Date

Message to Beneficiary

Recurrence
None

Selected Recipients

Name	Account	Notify	Amount	Memo or Description
ABC CO	Checking: 4567	No	\$0.00	

* - Indicates required field

Cancel Draft Approve

International Wire Template Creation

1. Select the 'ACH and Wire' option under the 'Commercial' menu.
2. Click the 'New Template' button and select the 'International Wire' option from the drop down menu.

The screenshot shows the 'ACH and Wire' section of a software interface. At the top, there's a search bar and a 'Filter by Type' dropdown. Below these are two buttons: 'New Template' (highlighted with a red border) and 'One-Time Payment'. Underneath, there's a section titled 'Available Templates' with three cards. The first card is for '2006JEEP M LEDU...' International Wire, the second is for '2006JEEP M LEDU...' Payments, and the third is for 'ABC Corp' Domestic Wire. Each card has a trash icon, a copy icon, and an edit icon at the bottom.

Info & Users

3. The 'Info & Users' screen allows the user to name the template and to determine who else in the company is allowed access to the template.
4. Click the 'Next' button at the bottom of the screen or 'Recipient and Amount' in the workflow ribbon at the top of the page to move to the next step.

ACH and Wire - Domestic Wire

The screenshot shows the 'Info & Users' screen for creating a Domestic Wire template. At the top, there's a workflow ribbon with five steps: 'Info & Users' (active), 'Recipient & Amount', 'Subsidiary', 'Account', and 'Review & Submit'. Below the ribbon, there's a 'Template Name' field with the text 'Domestic wire test' and a star icon. Underneath, there's a 'Choose "From" Account' section with a search bar. Below the search bar is a table with four columns: 'Account Name', 'Account Type', 'Account Number', and 'Balance'. The table has three rows of data. At the bottom right, there are 'Cancel' and 'Next' buttons.

	Account Name	Account Type	Account Number	Balance
<input checked="" type="checkbox"/>	Commercial Checking	Checking	DDA-XXXXX3580	\$253.69
<input type="checkbox"/>	Money Market Savings	Savings	SAV-XXXXX3946	\$287.37
<input type="checkbox"/>	Business Savings	Savings	SAV-XXXXX3954	\$260.48

Recipient & Amount

5. The 'Recipient & Amount' screen allows the user to select which recipient is tied to the template and designate a dollar amount. The 'Purpose of Wire' field is required and the internal Memo/Description is optional under the 'Additional Fields' link. This data can be edited when initiating the wire payment.
6. Select the currency from the drop down box and enter the amount.

NOTE: Only the recipients with at least one account eligible for Wire transactions will show in the list of recipients to select. The 'Add Recipient' button is used to add a new recipient remaining within the workflow of the existing payment template.

ACH and Wire - International Wire

Info & Users

Recipient & Amount

Subsidiary

Account

Review & Submit

Template Name:
TEST

Search

New Recipient

AVAILABLE RECIPIENTS

Name ^	Account	Notify	Amount		
<input checked="" type="checkbox"/> ABC Company new	SWIFT/BIC: H 123456	<input type="checkbox"/>	USD ▾	\$0.00	<div>⋮</div> <div>✎</div>

Purpose Of Wire *

Maximum length is 35 characters

Additional Fields ^

Memo or Description

Maximum length is 140 characters

Cancel

Next

- Click the 'Next' button at the bottom of the screen or 'Subsidiary' in the workflow ribbon at the top of the page to move to the next step.

NOTE: Subsidiaries are only applicable for a business with multiple companies that can initiate payments. This screen will not appear if you only have one subsidiary.

ACH and Wire - International Wire

Info & Users

Recipient & Amount

Subsidiary

Account

Review & Submit

Template Name:

test

Send payment as:

ROCKLAND TRUST COMPANY/TEST

Search

ABC CO

Wire

Company ID:

ABC Condos

Wire & ACH

This subsidiary is not valid.
Please correct

Company ID: *****5678

Condo association

Wire & ACH

Company ID: *****6789

- If applicable, select the subsidiary that will be used to initiate the payment, and match the account that will initiate the payment to/from.
- Click the 'Next' button at the bottom of the screen or 'Account' in the workflow ribbon at the top of the page to move to the next step.

Account

10. Select the corresponding offset account for the commercial payment.

ACH and Wire - International Wire

Info & Users Recipient & Amount Subsidiary **Account** Review & Submit

Template Name:
TEST

Choose "From" Account

Search

Account Name	Account Type	Account Number	Balance
<input checked="" type="checkbox"/> COMMERCIAL CHECKING	Checking	DDA-XXXXX3572	\$60.76
<input type="checkbox"/> FREE CHECKING	Checking	DDA-XXXXX3580	\$1.64
<input type="checkbox"/> FREE SAVINGS	Savings	SAV-XXXXX3946	\$71.69

Cancel Next

11. Click the 'Next' button at the bottom of the screen or 'Review & Submit' in the workflow ribbon at the top of the page to move to the next step.

Review & Submit

12. Review the information on the screen for accuracy and then click 'Save'.

ACH and Wire - International Wire

Info & Users Recipient & Amount Subsidiary **Account** Review & Submit

Template Name:
TEST

Send payment as
ROCKLAND TRUST COMPANY/TEST

Total Amount
\$0.00 to 1 recipient usd

From Account
COMMERCIAL CHECKING DDA-XXXXX3572 60.76

Purpose Of Wire
TEST

Process Date
Select Date

Message to Beneficiary

Recurrence
None

Selected Recipients

Name	Account	Notify	Amount	Memo or Description
ABC Company new	SWIFT/BIC: H 123456	No	\$0.00	

* - Indicates required field

Cancel Save Draft Approve

Existing International Wire Templates




1. Click on the pencil  icon next to the desired international wire template.

ACH and Wire




Search Filter by Type ▼ New Template ▼ One-Time Payment ▼

Available Templates




☆ 2006JEEP M LEDU...
International Wire

☆ 2006JEEP M LEDU...
Payments

 PPD  


☆ ABC Corp
Domestic Wire

2. Confirm the 'Template Name' and 'User Access.'
3. Click the 'Next' button at the bottom of the screen or 'Recipient & Amount' in the workflow ribbon at the top of the page to move to the next step.

ACH and Wire - International Wire

Info & Users Recipient & Amount Subsidiary Account Review & Submit

Template Name * 

Grant User Access *

Name
<input checked="" type="checkbox"/> Wendy Fredlund
<input checked="" type="checkbox"/> Leigh-anne Lydon
<input checked="" type="checkbox"/> Andrea Morelli

- Select the currency from the drop down box and enter the amount. The 'Purpose of Wire' field is required and the internal Memo/Description is optional under the 'Additional Fields' link.

ACH and Wire - International Wire

Info & Users Recipient & Amount Subsidiary Account Review & Submit

Template Name:
2006JEEP M LEDUC_1 ☆

Search

AVAILABLE RECIPIENTS

Name	Account	Notify	Amount
<input checked="" type="checkbox"/> International Wire Tester	SWIFT/BIC: rtcous33 123123123...	<input type="checkbox"/>	USD \$1.00

Purpose Of Wire +
International Test

Additional Fields ▾

Cancel Next

- Click the 'Next' button at the bottom of the screen or 'Subsidiary' in the workflow ribbon at the top of the page to move to the next step.

NOTE: Subsidiaries are only applicable for a business with multiple companies that can initiate payments. This screen will not appear if you only have one subsidiary.

ACH and Wire - International Wire

Info & Users Recipient & Amount Subsidiary Account Review & Submit

Template Name:
2006JEEP M LEDUC_1 ☆

Send payment as:
ROCKLAND TRUST COMPANY/TEST

Search

ABC CO
Wire

Company ID:

ABC Condos
Wire & ACH

*This subsidiary is not valid.
Please correct*

Company ID: *****5678

Condo association
Wire & ACH

Company ID: *****6789

- If applicable, select the subsidiary that will be used to initiate the payment, and match the account that will initiate the payment to/from.

- Click the 'Next' button at the bottom of the screen or 'Account' in the workflow ribbon at the top of the page to move to the next step.
- Confirm the account to be used for the international wire.

ACH and Wire - International Wire

Info & Users

Recipient & Amount

Subsidiary

Account

Review & Submit

Template Name:
International Wire ☆

Choose "From" Account

Account Name	Account Type	Account Number	Balance
<input type="checkbox"/> Commercial Checking	Checking	DDA-XXXXX3580	\$253.69
<input type="checkbox"/> Money Market Savings	Savings	SAV-XXXXX3946	\$287.37
<input type="checkbox"/> Business Savings	Savings	SAV-XXXXX3954	\$260.48

Cancel

Next

- Click the 'Next' button at the bottom of the screen or 'Review & Submit' in the workflow ribbon at the top of the page to move to the next step.
- Designate the 'Process Date' and complete the 'Message to Beneficiary' field, if applicable. Next, depending on your access, click 'Draft' or 'Approve'.

ACH and Wire - International Wire

Info & Users

Recipient & Amount

Subsidiary

Account

Review & Submit

Template Name:
2006JEEP M LEDUC_1 ☆

Send payment as
ROCKLAND TRUST COMPANY/TEST

Total Amount
\$1.00 to 1 recipient usd

From Account
COMMERCIAL CHECKING DDA-XXXXX3572 60.76

Purpose Of Wire
International Test

Process Date

Message to Beneficiary

Recurrence
None

Selected Recipients

Name	Account	Notify	Amount	Memo or Description
International Wire Tester	SWIFT/BIC: rtcous33 123123123	No	\$1.00	Test

* - Indicates required field

Cancel

Save

Draft

Approve

Creating a One-Time International Wire Transfer

1. Select the 'ACH and Wire' option under the 'Commercial' menu.
2. Click the 'One-Time Payment' button and select the 'International Wire' option from the drop down menu.

ACH and Wire



ACH and Wire

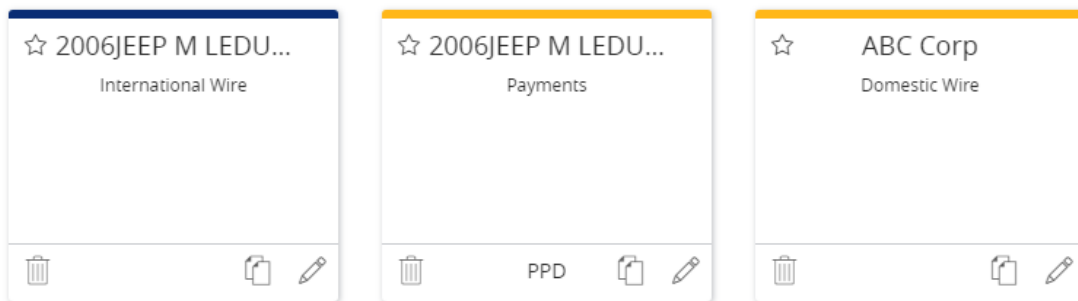
Search

Filter by Type

New Template

One-Time Payment

Available Templates



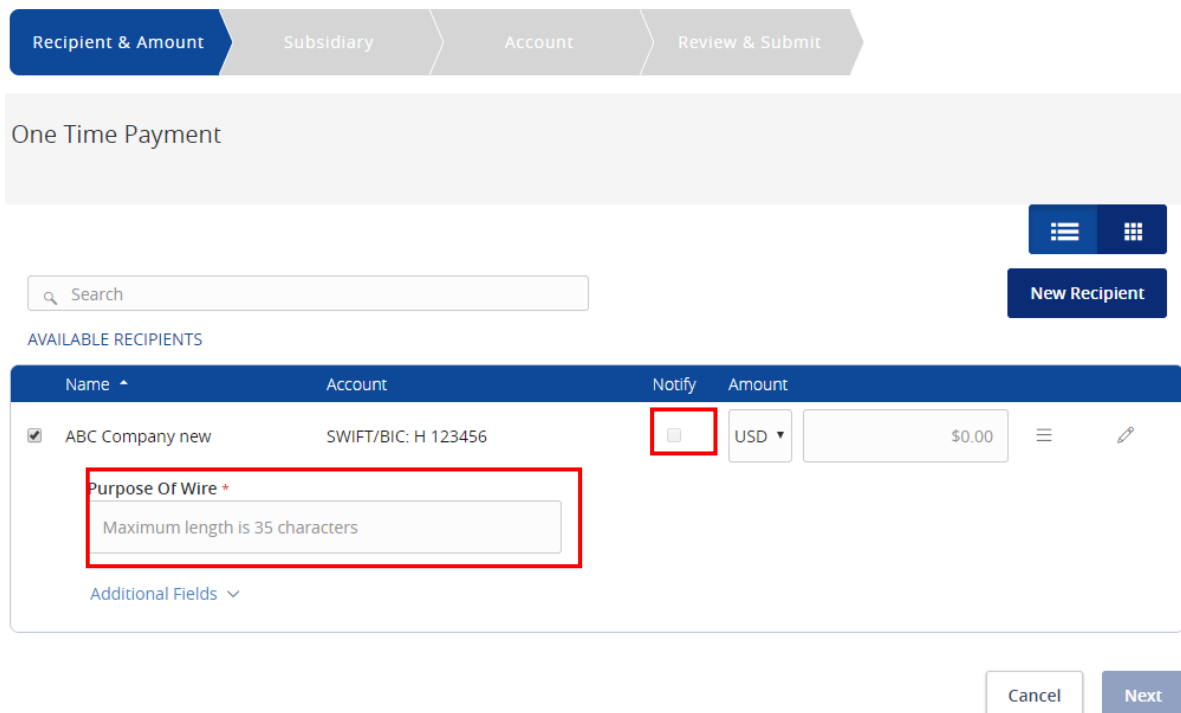
☆ 2006JEEP M LEDU...
International Wire

☆ 2006JEEP M LEDU...
Payments

☆ ABC Corp
Domestic Wire

3. Select the currency from the drop down box and enter the amount. The 'Purpose of Wire' field is required and the internal Memo/Description is optional under the 'Additional Fields' link.

ACH and Wire - International Wire



Recipient & Amount

Subsidiary

Account

Review & Submit

One Time Payment

Search

New Recipient

AVAILABLE RECIPIENTS

Name	Account	Notify	Amount
<input checked="" type="checkbox"/> ABC Company new	SWIFT/BIC: H 123456	<input type="checkbox"/>	USD \$0.00

Purpose Of Wire *

Maximum length is 35 characters

Additional Fields

Cancel

Next

- Click the 'Next' button at the bottom of the screen or 'Subsidiary' in the workflow ribbon at the top of the page to move to the next step.

NOTE: Subsidiaries are only applicable for a business with multiple companies that can initiate payments. This screen will not appear if you only have one subsidiary.

ACH and Wire - International Wire

Recipient & Amount Subsidiary Account Review & Submit

One Time Payment

Send payment as:
ROCKLAND TRUST COMPANY/TEST

Search

ABC CO Wire Company ID:	ABC Condos Wire & ACH <i>This subsidiary is not valid. Please correct</i> Company ID: *****5678	Condo association Wire & ACH Company ID: *****6789
-------------------------------	--	--

- If applicable, select the subsidiary that will be used to initiate the payment, and match the account that will initiate the payment to/from.
- Click the 'Next' button at the bottom of the screen or 'Account' in the workflow ribbon at the top of the page to move to the next step.
- Select the account to be used for the international wire.

ACH and Wire - International Wire

Info & Users Recipient & Amount Subsidiary Account Review & Submit

Template Name:
International Wire ☆

Choose "From" Account

Search

Account Name	Account Type	Account Number	Balance
<input type="checkbox"/> Commercial Checking	Checking	DDA-XXXXX3580	\$253.69
<input type="checkbox"/> Money Market Savings	Savings	SAV-XXXXX3946	\$287.37
<input type="checkbox"/> Business Savings	Savings	SAV-XXXXX3954	\$260.48

Cancel Next

8. Click the 'Next' button at the bottom of the screen or 'Review & Submit' in the workflow ribbon at the top of the page to move to the next step.
9. Designate the 'Process Date' and enter a 'Message to Beneficiary', if applicable. Next, depending on your access, click 'Draft' or 'Approve.'

ACH and Wire - International Wire

Recipient & Amount Subsidiary Account Review & Submit


One Time Payment

Send payment as
ROCKLAND TRUST COMPANY/TEST

Total Amount
\$0.00 to 1 recipient usd

From Account
COMMERCIAL CHECKING DDA-XXXXX3572 60.76

Purpose Of Wire
TEST

Process Date
Select Date 

Message to Beneficiary

Recurrence
None

Selected Recipients

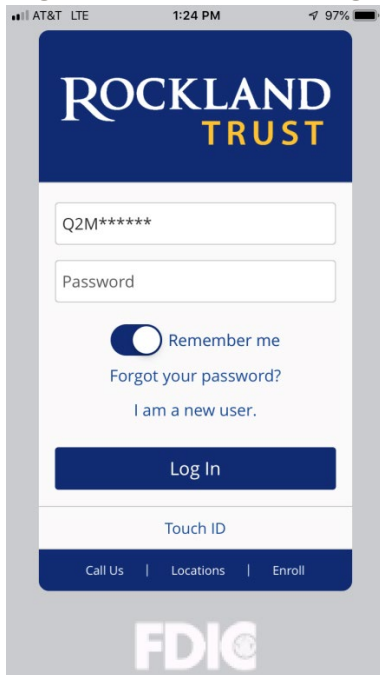
Name	Account	Notify	Amount	Memo or Description
ABC Company new	SWIFT/BIC: H 123456	No	\$0.00	

* - Indicates required field

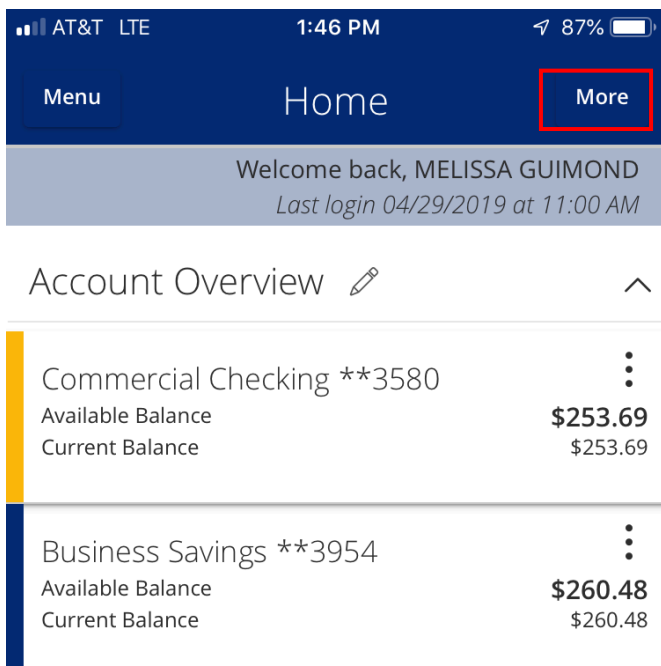
Cancel Draft Approve

Mobile Banking

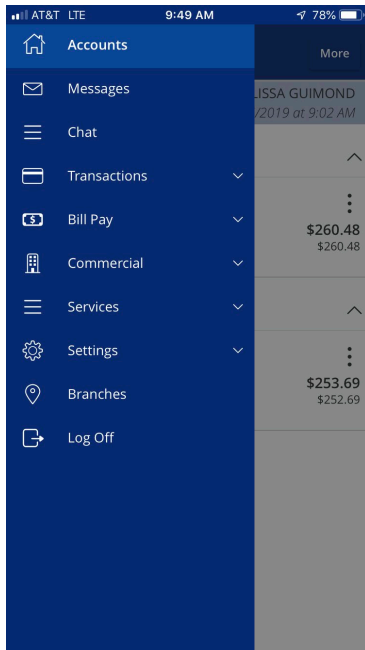
1. Download the Rockland Trust Mobile Banking app from the App or Google Play Store. If you are an existing customer, login using your online banking Login ID and Password. If you are a new user without a password, select 'I am a new user' to login to Mobile Banking.



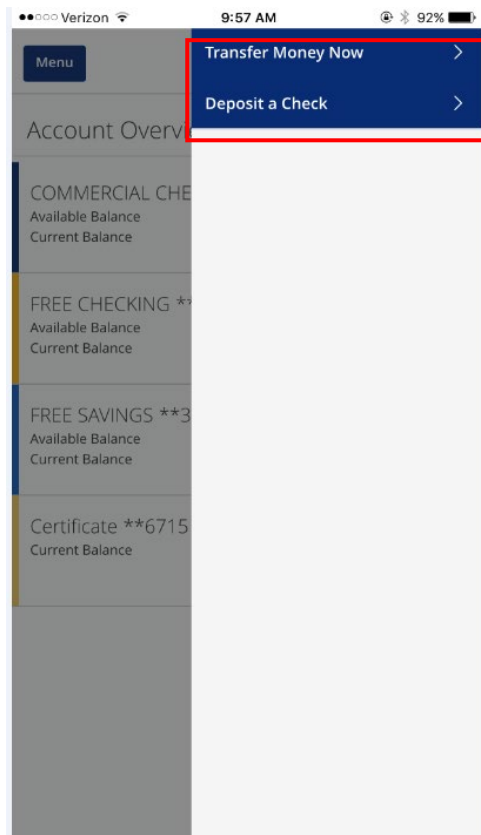
2. The homepage displays a listing of accounts accessible to the user. Click on the 'Menu' button and 'More' button to reveal user options.



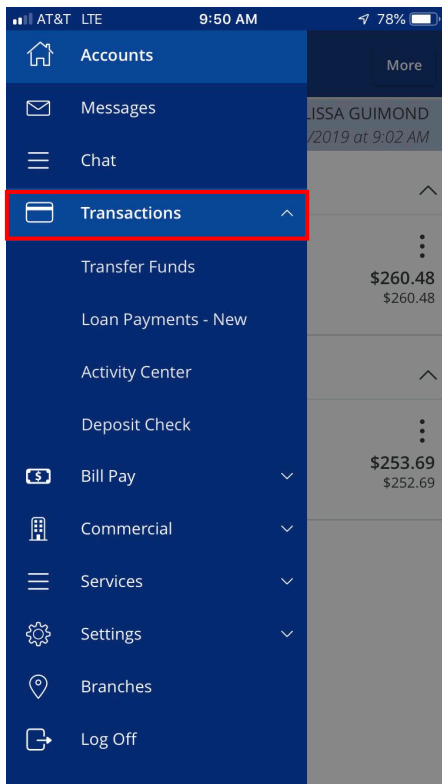
3. The left side navigation menus are revealed when clicking on the 'Menu' button on the top left side of the screen.



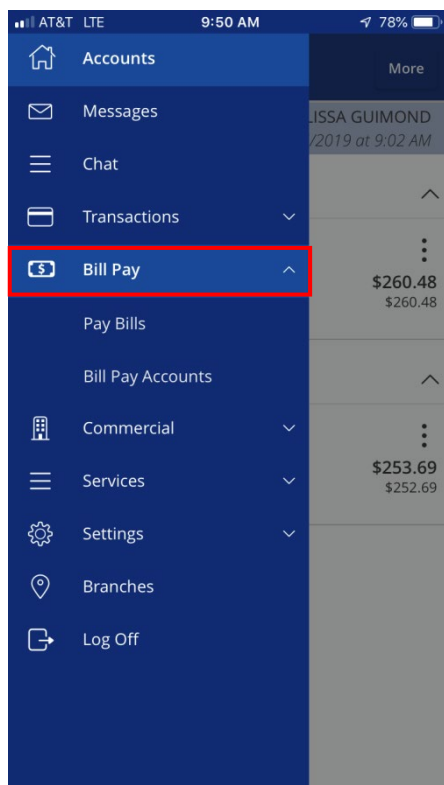
4. Quick Actions are revealed when clicking on the 'More' button on the top right side of the screen.



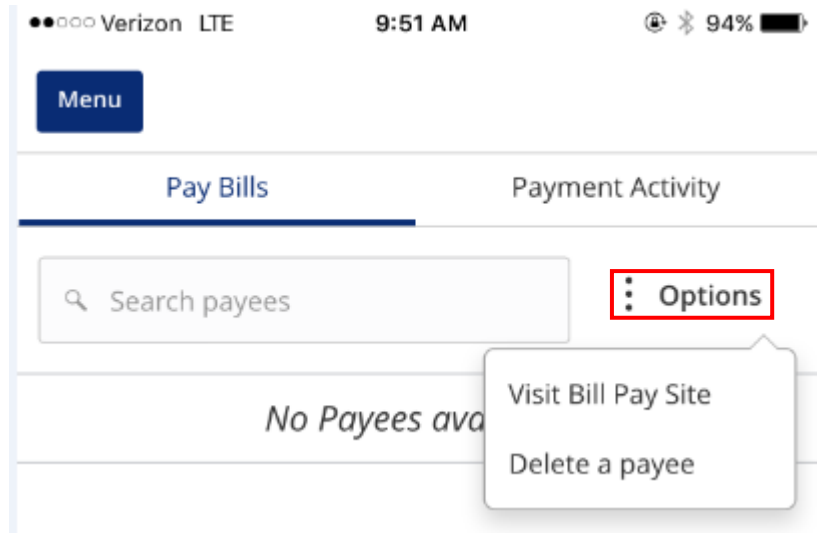
5. All transaction option are located in the 'Transactions' menu.



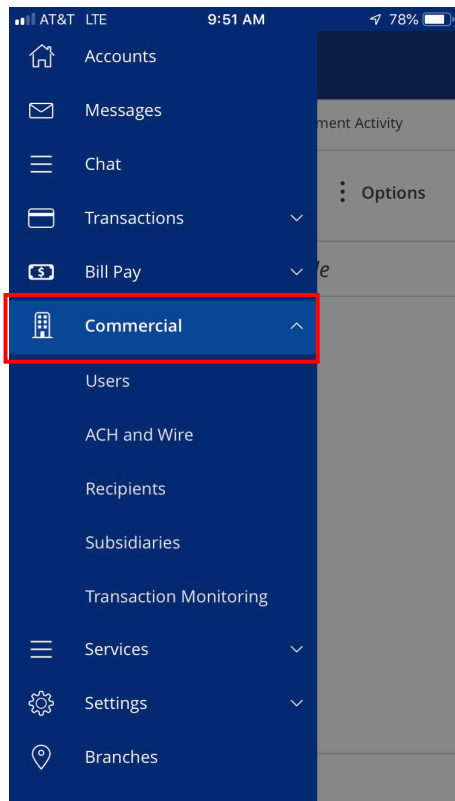
6. Click on 'Pay Bills' to use the new bill pay feature. In Bill Pay you can easily view payments and add payees.

A screenshot of the 'Add Payee' form in the mobile banking app. The form is white with a blue header bar containing a 'Menu' button. The form fields are: Name, Address 1, Address 2, Address 3, City, State (a dropdown menu), ZIP, Area Code, and Phone. The form is titled 'Add Payee'.

7. Click 'Visit Bill Pay Site' within the 'Options' link for all bill pay options.

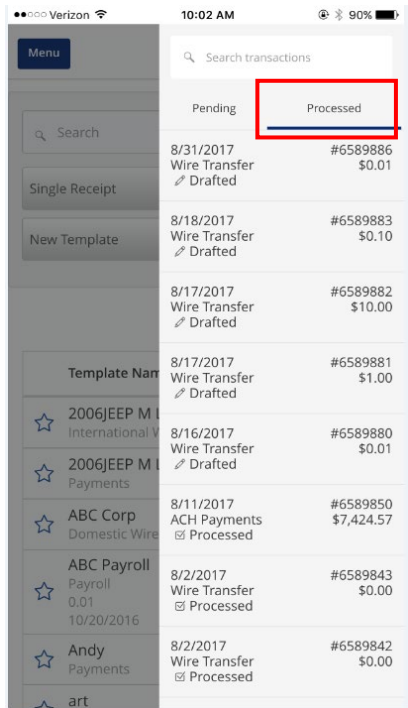


8. The 'Commercial' menu including options is shown expanded below.

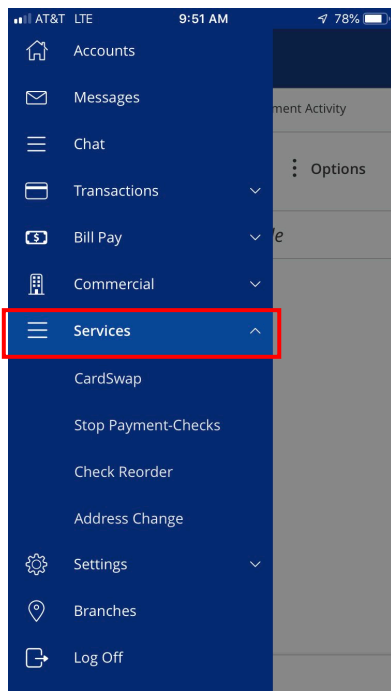


9. View a listing of pending and processed commercial transactions in the right side pane while working with online transactions.

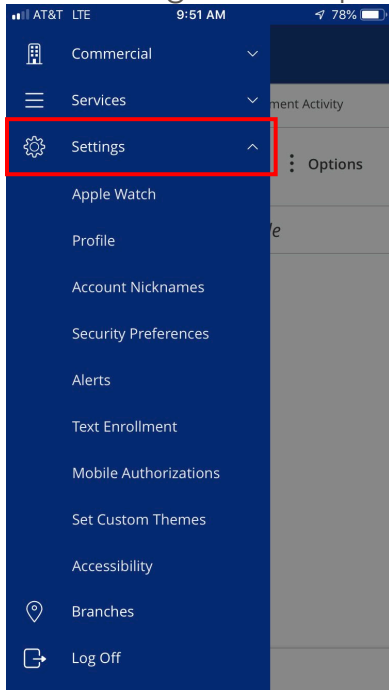
NOTE: Pending transactions are those awaiting approval or processing. Processed transactions have either passed their processing date or have already been approved and processed by Rockland Trust.



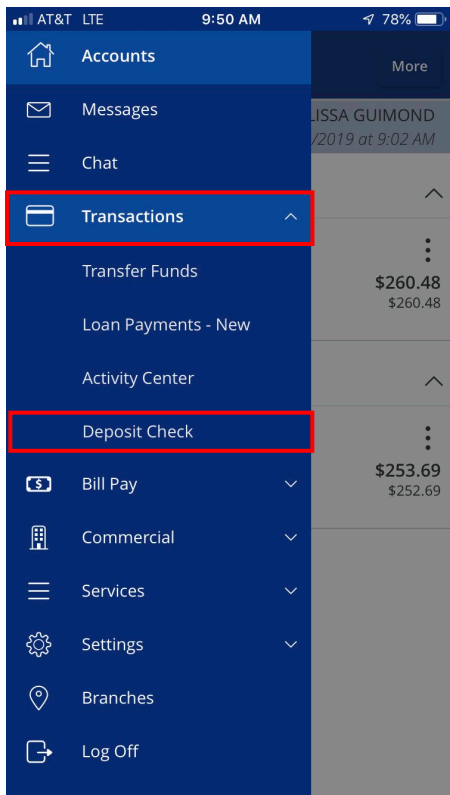
10. The 'Services' menu options are shown expanded below.

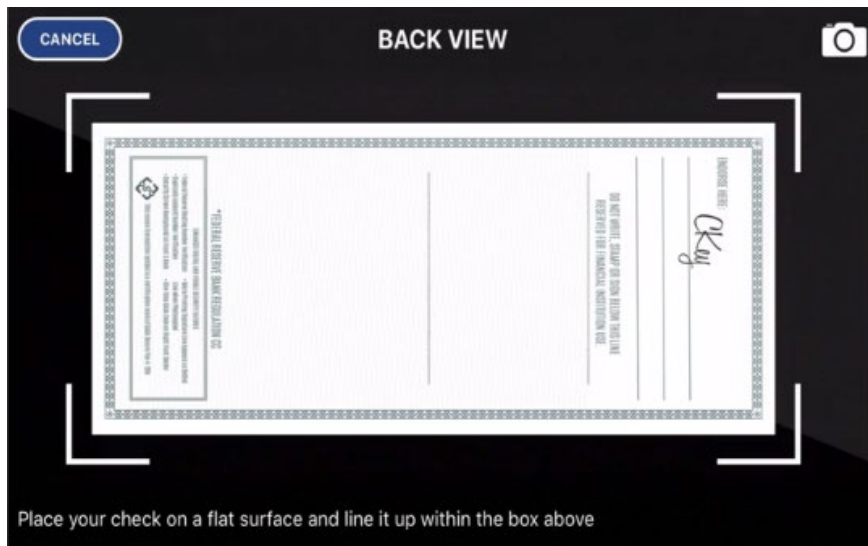


11. The 'Settings' menu options are shown expanded below.

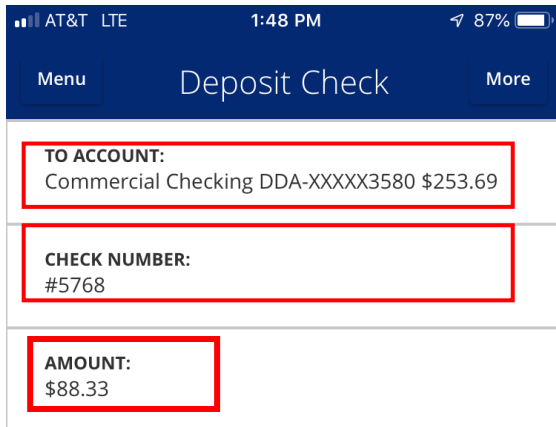


12. To make a mobile deposit, click the 'Deposit Check' option under Transactions.





14. Enter the account to deposit into, the check number, and clicking the submit button.



AT&T LTE 1:48 PM 87%

Menu Deposit Check More

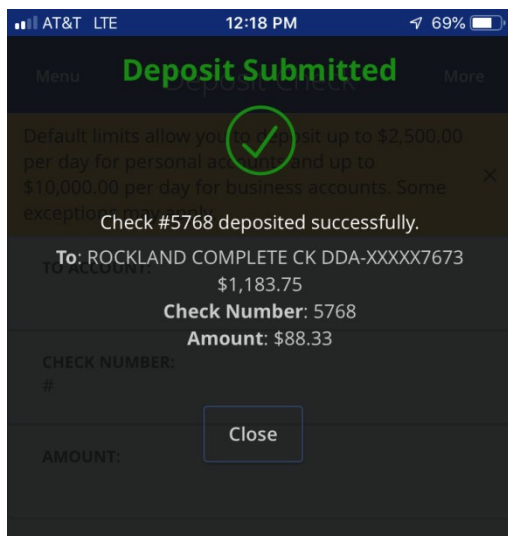
TO ACCOUNT:
Commercial Checking DDA-XXXXX3580 \$253.69

CHECK NUMBER:
#5768

AMOUNT:
\$88.33

Capture Image Clear

15. You will receive 2 emails with the deposit feature. The first is to let you know we receive your deposit and the second email will be the decision of whether the deposit was accepted or not.



AT&T LTE 12:18 PM 69%

Menu Deposit Submitted More

Default limits allow you to deposit up to \$2,500.00 per day for personal accounts and up to \$10,000.00 per day for business accounts. Some exceptions apply.

Check #5768 deposited successfully.

To: ROCKLAND COMPLETE CK DDA-XXXXX7673
\$1,183.75

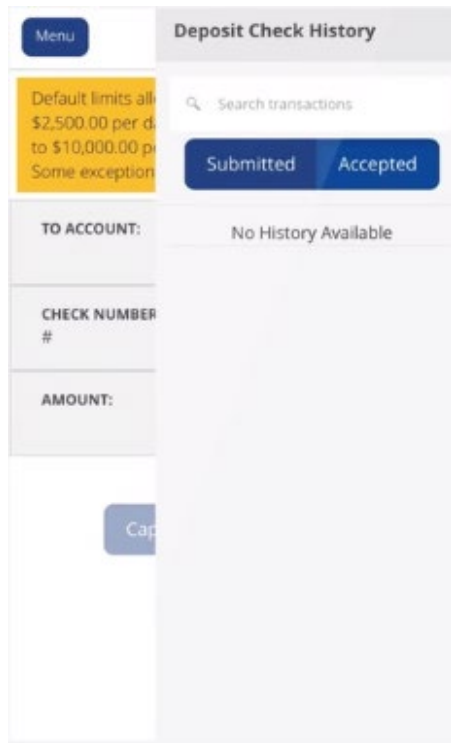
Check Number: 5768
Amount: \$88.33

CHECK NUMBER:
#

AMOUNT:

Close

16. Your deposit will show in the transactions as pending until approved. Approved deposits into a savings account will not show in history until the next business day.



17. Click 'Log Off' to exit the app on your mobile device.

