

Business Online and Mobile Banking User Guide

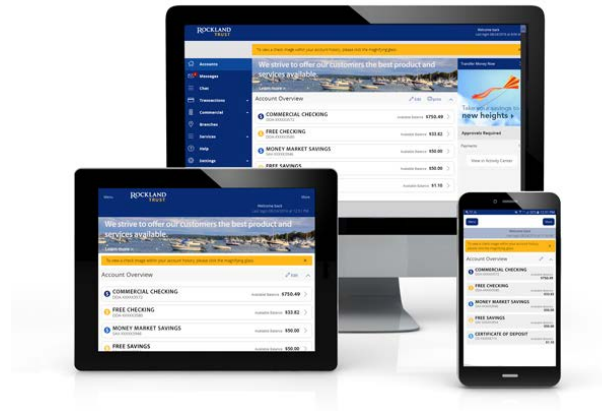


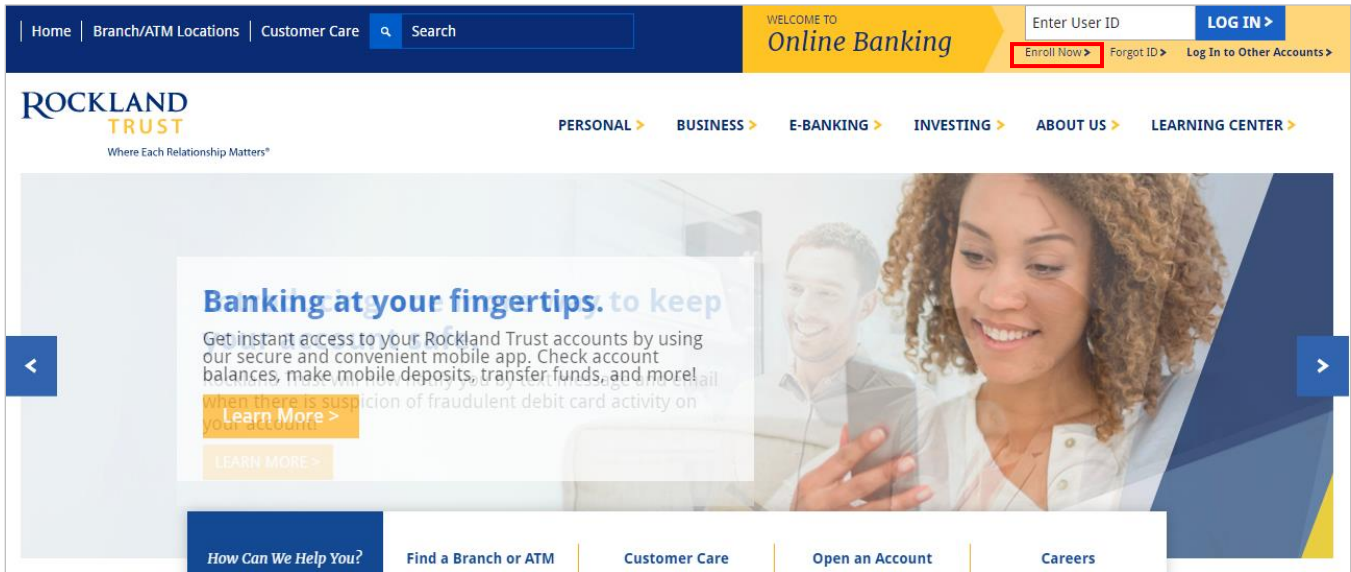
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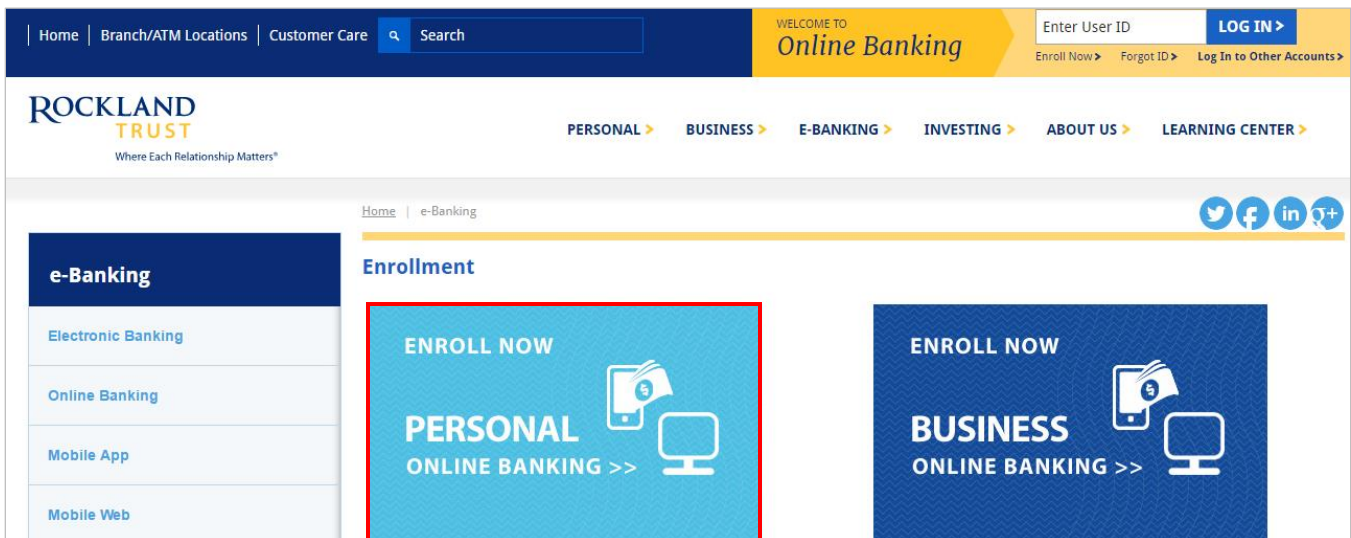
Online Enrollment

Business Enrollment


1. Go to <https://www.RocklandTrust.com>
2. Click the 'Enroll Now' button in the top right hand corner of the screen.



3. Click on the 'Enroll Now' Business Online Banking box.



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



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 style="width: 95%;" type="text"/>	TIN <input style="width: 95%;" type="text"/>
Street <input style="width: 95%;" type="text"/>	City <input style="width: 95%;" type="text"/>
State <input style="width: 95%;" type="text" value="Massachusetts"/>	Zip <input style="width: 95%;" type="text"/>
Business Phone <input style="width: 95%;" type="text"/>	Cell <input style="width: 95%;" type="text"/>
Email Address: <input style="width: 95%;" type="text"/>	

ACCOUNT NUMBERS

1. <input style="width: 95%;" type="text"/>	2. <input style="width: 95%;" type="text"/>	3. <input style="width: 95%;" type="text"/>
4. <input style="width: 95%;" type="text"/>	5. <input style="width: 95%;" type="text"/>	6. <input style="width: 95%;" type="text"/>
7. <input style="width: 95%;" type="text"/>	8. <input style="width: 95%;" type="text"/>	9. <input style="width: 95%;" type="text"/>

ADMINISTRATOR INFORMATION *MUST BE A SIGNER.

Administrator 1:

First Name <input style="width: 95%;" type="text"/>	Last Name <input style="width: 95%;" type="text"/>	
Social Security Number <input style="width: 95%;" type="text"/>	Daytime Phone Number <input style="width: 95%;" type="text"/>	
Mother's Maiden Name <input style="width: 95%;" type="text"/>	Business E-Mail Address <input style="width: 95%;" type="text"/>	
Date of Birth <input style="width: 95%;" type="text"/>	Requested Login ID <input style="width: 95%;" type="text"/>	

Administrator 2:

First Name <input style="width: 95%;" type="text"/>	Last Name <input style="width: 95%;" type="text"/>	
Social Security Number <input style="width: 95%;" type="text"/>	Daytime Phone Number <input style="width: 95%;" type="text"/>	
Mother's Maiden Name <input style="width: 95%;" type="text"/>	Business E-Mail Address <input style="width: 95%;" type="text"/>	
Date of Birth <input style="width: 95%;" type="text"/>	Requested Login ID <input style="width: 95%;" type="text"/>	

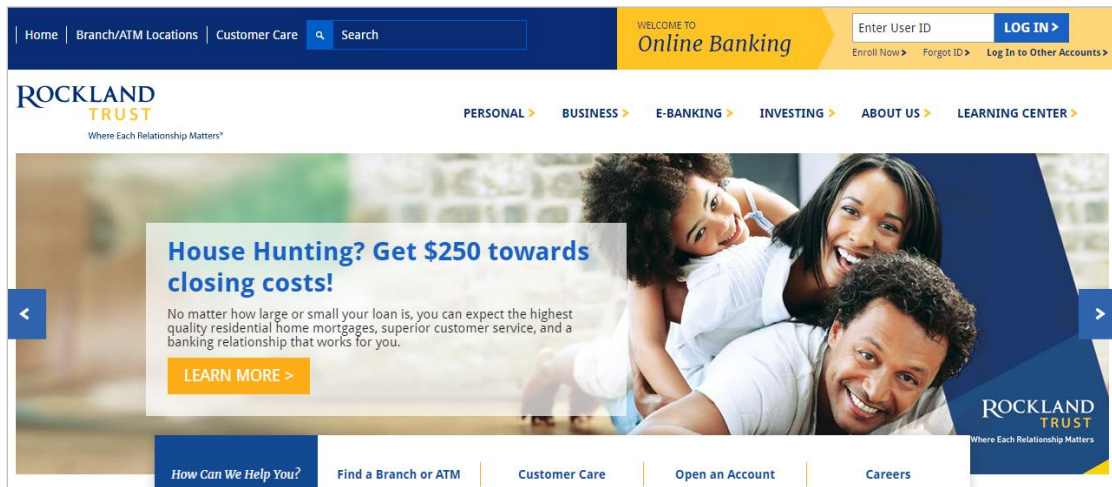
ADDITIONAL SERVICES

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

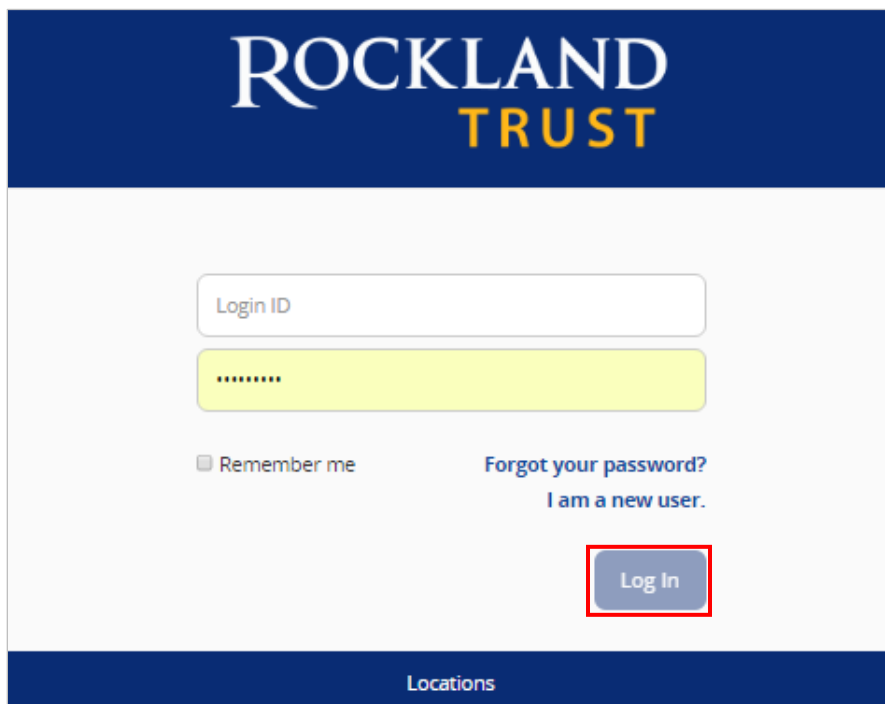
Login Process & Device Registration

Login Process

1. 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.



2. Enter your existing password in the box.
3. Click on the 'Log In' button.

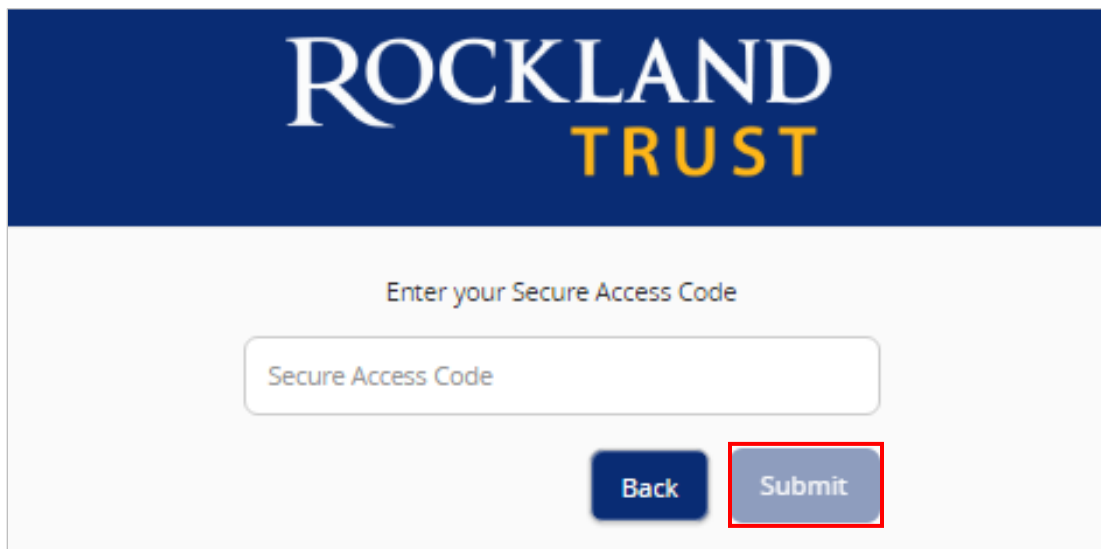


4. Select the location where you would like to have a Secure Access Code delivered.



The image shows a Rockland Trust login interface. At the top is the Rockland Trust logo in white and yellow on a dark blue background. Below the logo, the text "Send your Secure Access Code to:" is centered. There are five dark blue buttons stacked vertically, each with white text. The buttons are: "I have a Secure Access Code", "SMS : (xxx) xxx - 5531", "SMS : (xxx) xxx - 0718", "Phone to : (xxx) xxx - 3417", and "E-mail : xxxxxxpencer@xxxxxnking.com".

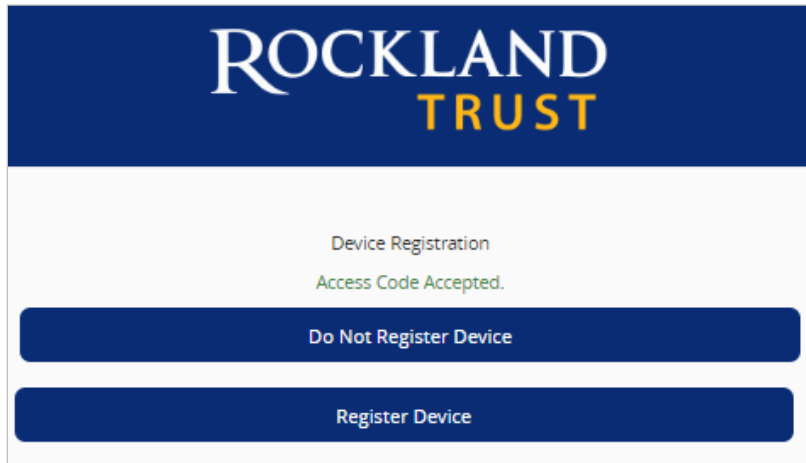
5. Enter the Secure Access Code in the box once it has been received. Note: Secure Access Codes are only valid for 15 minutes.
6. Click the 'Submit' button.



The image shows the next step in the Rockland Trust login process. It features the same Rockland Trust logo at the top. Below the logo, the text "Enter your Secure Access Code" is centered. There is a white text input field with the placeholder text "Secure Access Code". Below 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.

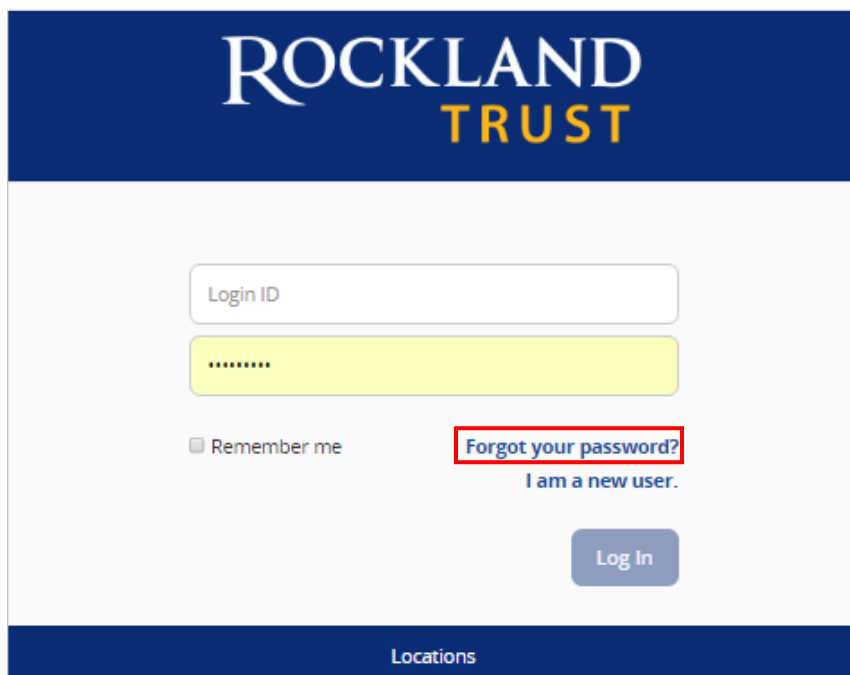
7. Select the appropriate registration option.

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.

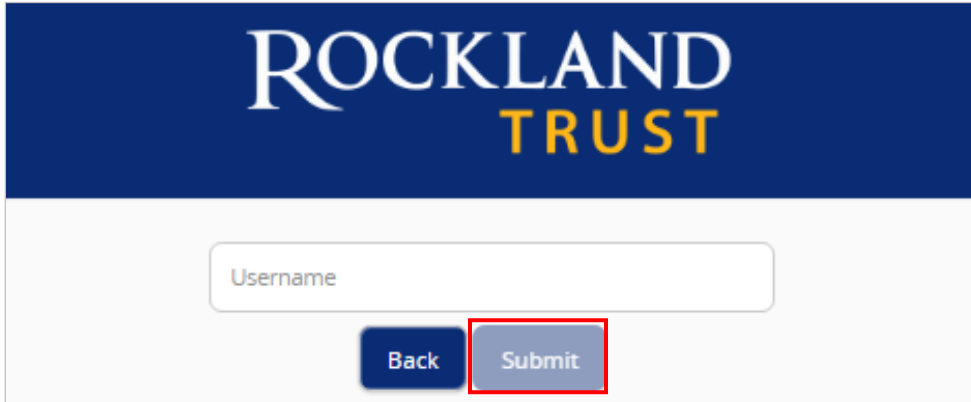


Forgot your password?

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



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



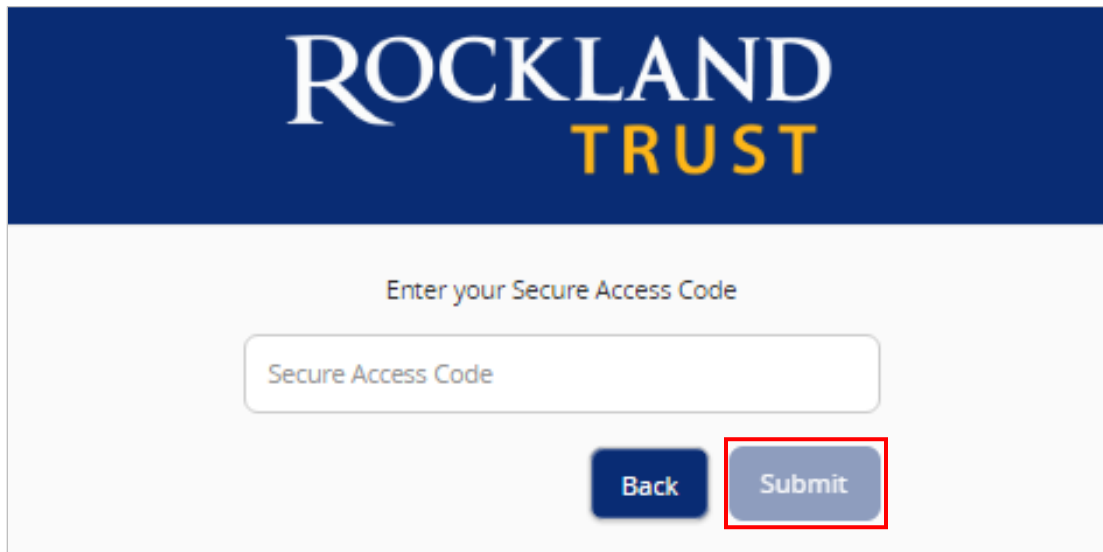
The image shows a login form for Rockland Trust. At the top, the Rockland Trust logo is displayed in white and yellow text on a dark blue background. Below the logo is a white input field with the placeholder text "Username". Underneath the input field are two buttons: a dark blue "Back" button and a grey "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.



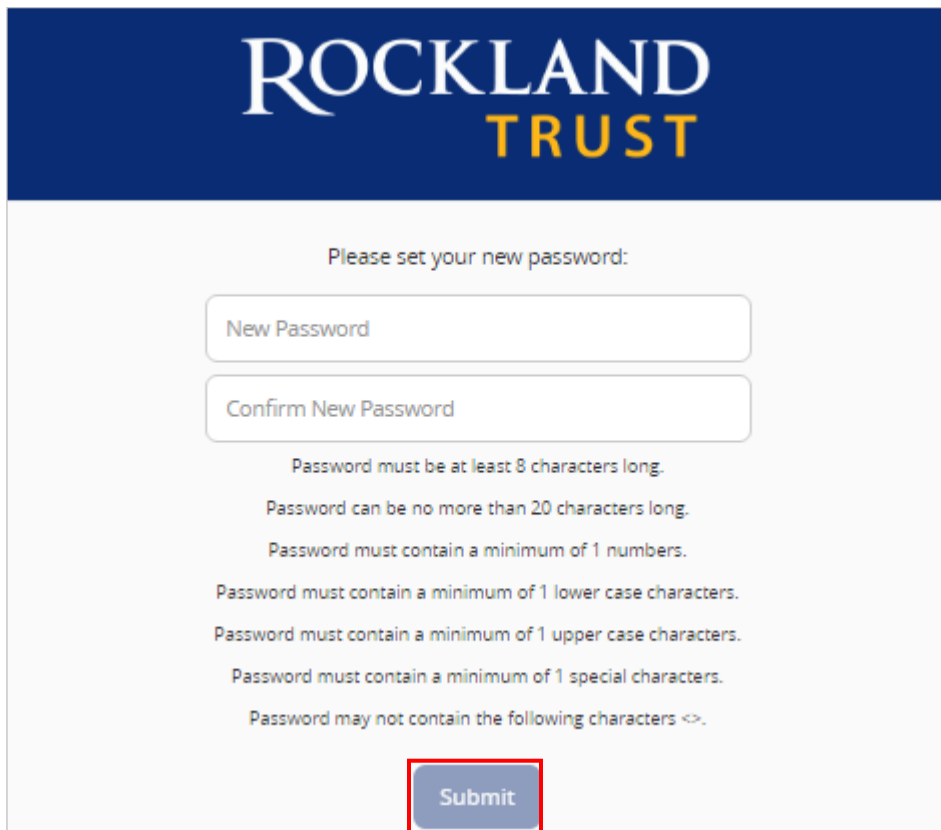
The image shows a screen for selecting the delivery method for a Secure Access Code. At the top, the Rockland Trust logo is displayed in white and yellow text on a dark blue background. Below the logo, the text "Send your Secure Access Code to:" is centered. There are five dark blue buttons stacked vertically, each with white text. The buttons are: "I have a Secure Access Code", "SMS : (xxx) xxx - 5531", "SMS : (xxx) xxx - 0718", "Phone to : (xxx) xxx - 3417", and "E-mail : xxxxxxpencer@xxxxxnking.com".

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 logo at the top. Below the logo, the text "Enter your Secure Access Code" is centered. There is a text input field with the placeholder text "Secure Access Code". Below the input field are two buttons: "Back" and "Submit". The "Submit" button is highlighted with a red border.

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



The screenshot shows the Rockland Trust logo at the top. Below the logo, the text "Please set your new password:" is centered. There are two text input fields: "New Password" and "Confirm New Password". Below the input fields are several password requirements listed in a bulleted format:



- 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 <>.

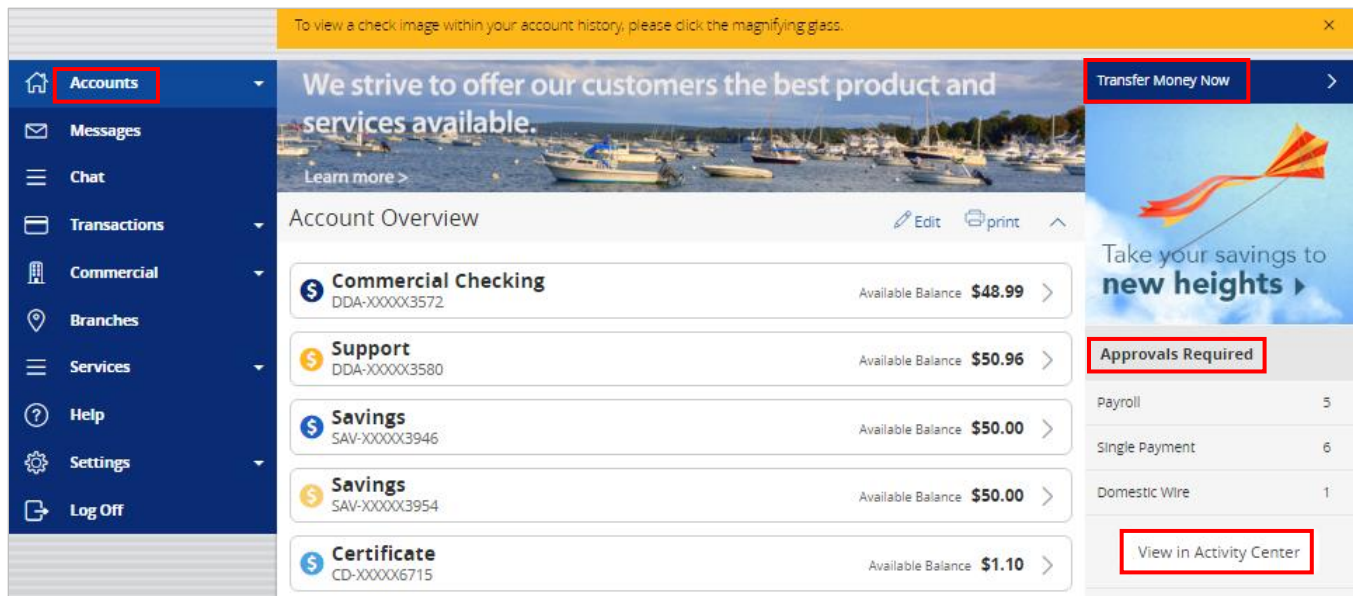
At the bottom of the form is a "Submit" button, which is highlighted with a red border.

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 appears 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. The 'Approvals Required' displays a listing of commercial or retail payments which are currently awaiting approval. Click the 'View in Activity Center' button to review the transactions awaiting approval.
4. Click the 'Edit' option  shown above the account listing towards the right side of the screen to assign 'Account Nicknames,' along with the 'order' you'd like your account to appear.
5. Click the 'print' option  shown above the account listing towards the right side of the screen to print a listing of accounts.
6. Click on any account to go to the 'Account Details' page to view account details and transaction history associated with the account.



To view a check image within your account history, please click the magnifying glass.

Accounts

Messages

Chat

Transactions

Commercial

Branches

Services

Help

Settings

Log Off

We strive to offer our customers the best product and services available.

Learn more >

Account Overview

Edit print

Commercial Checking
DDA-XXXXX3572 Available Balance **\$48.99**

Support
DDA-XXXXX3580 Available Balance **\$50.96**

Savings
SAV-XXXXX3946 Available Balance **\$50.00**

Savings
SAV-XXXXX3954 Available Balance **\$50.00**

Certificate
CD-XXXXX6715 Available Balance **\$1.10**

Transfer Money Now

Take your savings to new heights

Approvals Required

Payroll 5

Single Payment 6

Domestic Wire 1

View in Activity Center

Account Details & Transaction History

Account Details & Transaction History

1. A listing of the details associated with the account can be found listed in the grey box below the account name.
2. 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.

Question on a transaction? Click the far right of the transaction to inquire.

Account Details Ask about account Last Updated: 8/22/2016 1:20 PM

There have been 59 transactions on this account since 8/16/2015.


Commercial Checking
DDA-XXXX3572 **\$49.00**

Current Balance	\$48.99	Available Balance	\$49.00
Collected Balance	\$48.99	Last Statement Date	6/30/2016

Show Filters Reset Search

Subtotal: Credits: \$91.17 | Debits: \$-208.93 Export

Date	Description	Amount	Balance
Pending	ONLINE TRANSFER FROM DD XX3580	\$0.01	
8/8/16	ONLINE TRANSFER TO DD XX3580	-\$0.01	\$48.99
8/8/16	MDEPOSIT	\$0.04	\$49.00
8/3/16	ONLINE TRANSFER FROM CL XX3456	\$1.00	\$48.96

3. Transactions displaying an icon  to the left of the dollar amount have an associated image. Click on the transaction to view the front and back of the image.

Subtotal: Credits: \$0.00 | Debits: \$-3.00 Export

Date	Description	Amount
9/30/15	DEBIT MEMO 	-\$2.00
9/30/15	DEBIT MEMO 	-\$1.00

- 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.

Subtotal: Credits: \$91.16 Debits: \$-208.93			
Date	Description	Amount	
8/8/16	MDEPOSIT	\$0.04	
8/8/16	ONLINE TRANSFER TO DD XX3580	-\$0.01	
8/3/16	ONLINE TRANSFER FROM CL XX3456	\$1.00	
7/19/16	ONLINE TRANSFER FROM CL XX3456	\$1.00	\$47.96
7/19/16	ONLINE TRANSFER FROM SV XX3954	\$1.00	\$46.96

Export ▾

- Spreadsheet (xls)
- Spreadsheet (csv)
- Microsoft OFX (ofx)
- Quicken (qfx)
- Quickbooks (qbo)

Account Inquiry

- Click on the 'Ask about account' link in the top right hand corner of the page to initiate a secure message.

Question on a transaction? Click the far right of the transaction to inquire.

- Accounts
- Messages
- Chat
- Transactions
- Commercial
- Branches
- Services
- Help

Account Details

There have been 59 transactions on this account since 8/16/2015. Ask about account

Last Updated: 8/22/2016 1:20 PM

Commercial Checking
DDA-XXXXX3572 \$49.00

Current Balance	\$48.99	Available Balance	\$49.00
Collected Balance	\$48.99	Last Statement Date	6/30/2016

Show Filters ▾
Reset Search

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

Account Inquiry

with *: Customer Service
subject *: Inquiry regarding account: DDA-XXXXX3572

Supported Attachments


MESSAGE *

Sample message.


Cancel
Send

Inquiry Details:

Account Nickname	Commercial Checking
Account Type	COMMERCIAL CHECKING
Account	2483572
Description	Demand Dep

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.

Account Inquiry
 WITH * : Customer Service
 SUBJECT * : Inquiry regarding account: DDA-XXXXX3572

 [Supported Attachments](#)


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

Transaction Inquiry

- To inquire on a specific transaction, click on the transaction in question to see the details. Next, click on the 'Ask about transaction' link on the right side of the screen.


Subtotal: Credits: \$91.17 Debits: \$-208.93		Export ▾	
Date ▾	Description ▾	Amount ▾	Balance
Pending	ONLINE TRANSFER FROM DD XX3580	\$0.01	
8/8/16	MDEPOSIT	\$0.04	\$49.00

Date: 8/8/16
 Purpose for Payment: MDEPOSIT

[Ask about transaction](#) 

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


Transaction Inquiry
 WITH * : Customer Service
 SUBJECT * : Inquiry regarding transaction

 [Supported Attachments](#)


MESSAGE *

Sample message

Inquiry Details:	
Posted	8/8/2016 12:00 AM
Account	DDA-XXXXX3572
Amount	\$0.01
Type of Transaction	Posted
Description	ONLINE TRANSFER TO DD XX3580
Image	No

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 Transaction Inquiry.

Transaction Inquiry
WITH * : Customer Service
SUBJECT * : Inquiry regarding transaction

 [Supported Attachments](#)

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

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 'Single Transactions' tab on the screen to view one-time online transactions.
2. Click the 'Show Filters' option to reveal searchable fields.

The screenshot shows the 'Activity Center' page with the 'Single Transactions' tab selected. The left sidebar has 'Activity Center' highlighted. A search bar and a 'Show Filters' button are visible above the transaction list. The table below shows three transactions.

Created	Status	Type	Account	Amount	Actions
8/18/2016	Processed	Funds Transfer - Tracking ID: 4849776	FREE CHECKING DDA-XXXX3580	\$0.01	Actions
8/18/2016	Processed	Funds Transfer - Tracking ID: 4849775	FREE CHECKING DDA-XXXX3580	\$0.01	Actions
8/18/2016	Processed	Funds Transfer - Tracking ID: 4849774	FREE CHECKING DDA-XXXX3580	\$0.01	Actions

3. Search by the available fields to isolate the desired online transactions.
 - a. Transaction Type

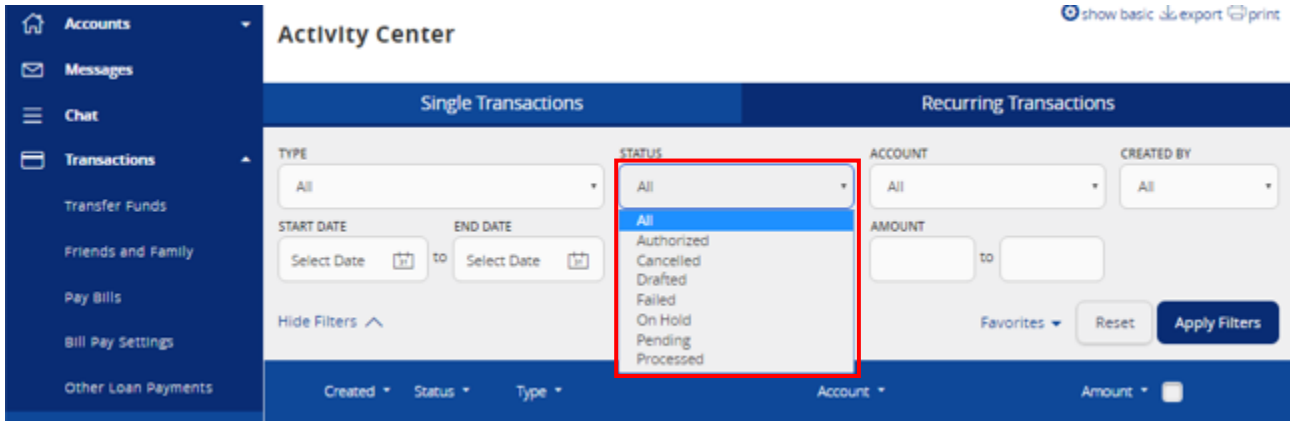
The screenshot shows the 'Activity Center' page with the 'Show Filters' dropdown menu open. The dropdown menu lists various transaction types. The 'Apply Filters' button is visible below the filters.

TYPE	STATUS	ACCOUNT	CREATED BY
All	All	All	All

TRANSACTION ID: [] AMOUNT: [] to []

Account	Amount	Actions	
- Tracking ID: 4849776	FREE CHECKING DDA-XXXX3580	\$0.01	Actions

b. Status



- i. Authorized – All approvals have been satisfied. Ready to be processed.
- ii. Cancelled – User has cancelled the online transaction.
- iii. Drafted – Additional approval outstanding. Transaction will not be processed.
- iv. Failed – Transaction has been denied.
- v. On Hold – Transaction is under review and may not be processed.
- vi. Pending – Transaction processing has been interrupted.
- vii. Processed – Transaction has been completed and can no longer be cancelled.

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

Created	Status	Type	Account	Amount	Actions
8/19/2016	Processed	Funds Transfer - Tracking ID: 4849776	FREE CHECKING DDA-XXXXX3580	\$0.01	Actions

Tracking ID: 4849776	Amount: \$0.01
Created: 08/19/2016 8:16 PM	Purpose for Payment: Online Banking
Created By: Q2 TEST	From Account: FREE CHECKING DDA-XXXXX3580
Authorized: 08/19/2016 8:16 PM	To Account: HIGH YIELD CHECKING DDA-XXXXX5060
Authorized By: Q2 TEST	
Will process On: 8/19/2016	
Processed Date: 8/19/2016	

- 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

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:

Approve

Cancel

Inquire

Copy

Print Details

Recurring Transactions

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

Accounts

Messages

Chat

Transactions

Transfer Funds

Friends and Family

Pay Bills

Bill Pay Settings

Other Loan Payments

Activity Center

Statements

Link External Accounts

Activity Center

Single Transactions
Recurring Transactions

TYPE: All | STATUS: All | ACCOUNT: All | CREATED BY: All

START DATE: Select Date | END DATE: Select Date | TRANSACTION ID: | AMOUNT: to

Reset | Apply Filters

Created	Status	Type	Account	Amount	Actions
8/19/2016	Cancelled	Payments - Tracking ID: 4849773	Support DDA-XXXXX3580	\$0.05	Actions
7/8/2016	Processed	Payments - Tracking ID: 4849397	Commercial Checking DDA-XXXXX3572	\$0.01	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.

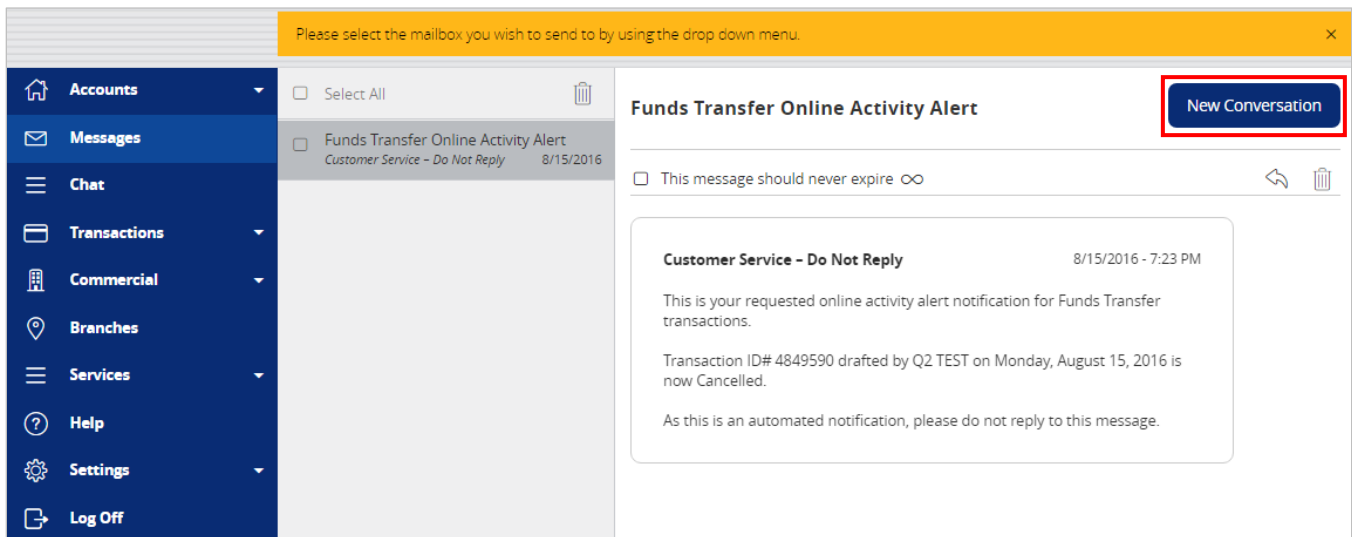
The screenshot displays the 'Activity Center' interface. On the left is a dark blue sidebar menu with the following items: Accounts, Messages, Chat, Transactions (expanded), Transfer Funds, Friends and Family, Pay Bills, Bill Pay Settings, Other Loan Payments, Activity Center (highlighted), Statements, and Link External Accounts. The main content area is titled 'Activity Center' and features three tabs: 'Single Transactions', 'Recurring Transactions', and 'Mobile Deposit History' (highlighted with a red box). Below the tabs is a filter section with the following fields: TYPE (Deposited Checks), TIME PERIOD (Any), AMOUNT (two empty input boxes with 'to' between them), and CREATED BY (empty input box). A second row of filters includes STATUS (All), START DATE (Select Date with a calendar icon), END DATE (Select Date with a calendar icon), and CHECK # (two empty input boxes with 'to' between them). There are 'Reset' and 'Apply Filters' buttons. The main content area below the filters is empty and contains the text 'No checks found'. A 'print' icon is visible in the top right corner of the main content area.

Secure Messages

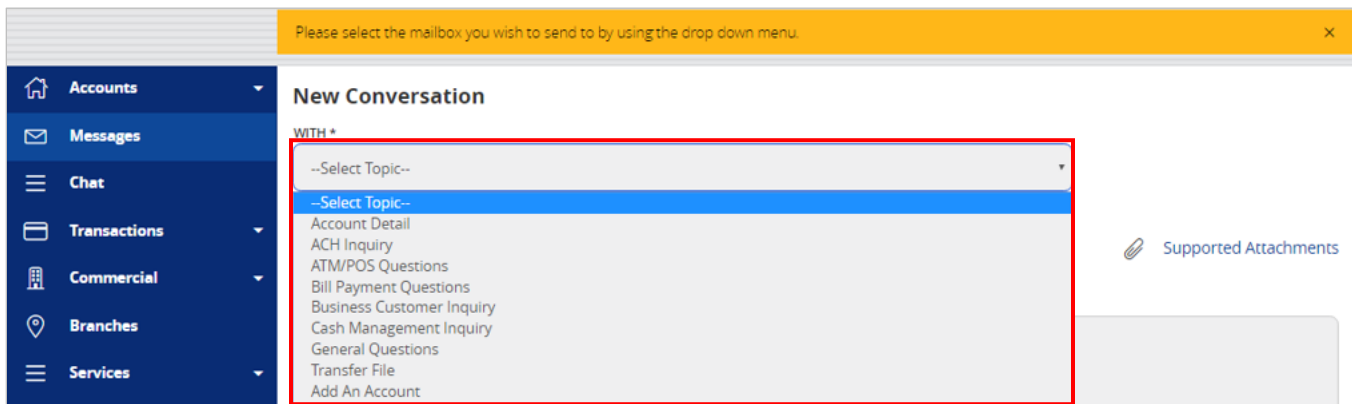
Secure Messages

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.

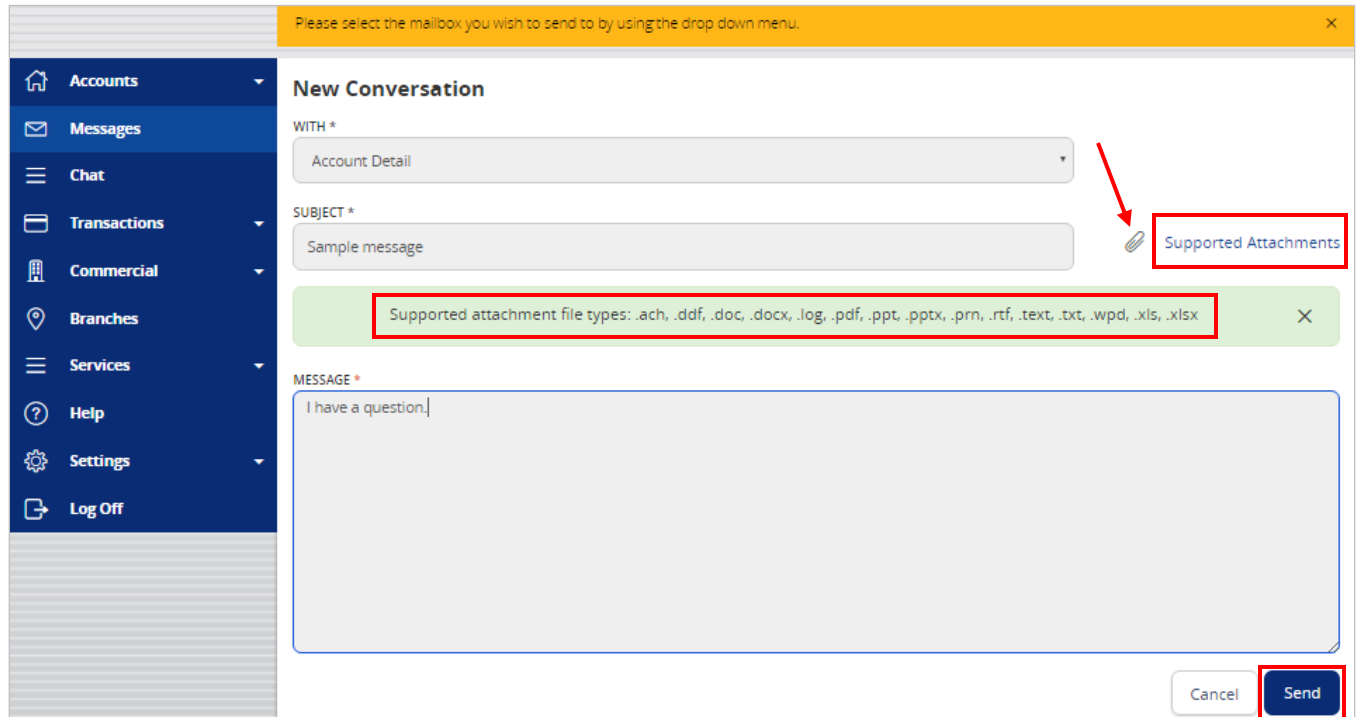
NOTE: The 'Messages' feature is a secure messaging function which allows for two-way communication between the online banking user and Rockland Trust. Since the message is delivered securely within Online Banking, sensitive material (i.e. SSN, account number(s)) may be safely included in the body of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



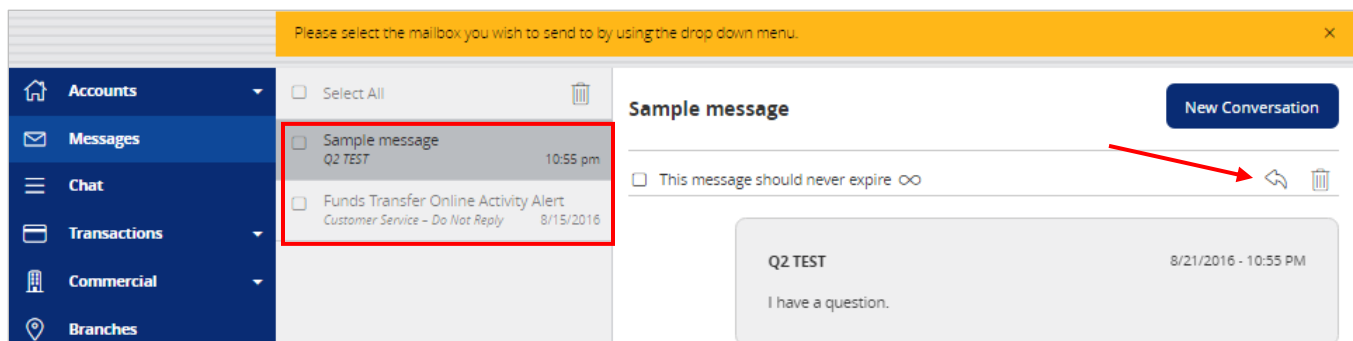
3. Select the appropriate topic from the drop-down menu.



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



7. Both incoming and outgoing messages will appear in the column directly to the right of the menus in descending date order (newest on top).
8. Click on the arrow icon beneath 'New Conversation' to reply to a secure message.



9. A numeric indicator will appear in red next to the 'Messages' menu indicating how many unread messages are currently listed in the online mailbox.



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.

Funds Transfer

FROM *
Commercial Checking DDA-XXXXX3572 \$66.10

TO *
Support DDA-XXXXX3580 \$33.85

AMOUNT *
\$1.00 Make this a recurring transaction

DATE *
8/22/2016

MEMO
Sample memo

* - Indicates required field

Clear **Transfer Funds**

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'.

Funds Transfer

FROM *
Commercial Checking DDA-XXXXX3572 \$66.10

TO *
Support DDA-XXXXX3580 \$33.85

AMOUNT *
\$1.00 Make this a recurring transaction

HOW OFTEN SHOULD THIS TRANSFER REPEAT? *
---Select Transaction Frequency---

START DATE * Please select a Start Date

END DATE * Please select an End Date

Repeat Forever

MEMO
Sample memo

* - Indicates required field

Clear Transfer Funds

6. Select the 'Transaction Frequency' from the drop down menu.

AMOUNT *
\$1.00 Make this a recurring transaction

HOW OFTEN SHOULD THIS TRANSFER REPEAT? *
---Select Transaction Frequency---

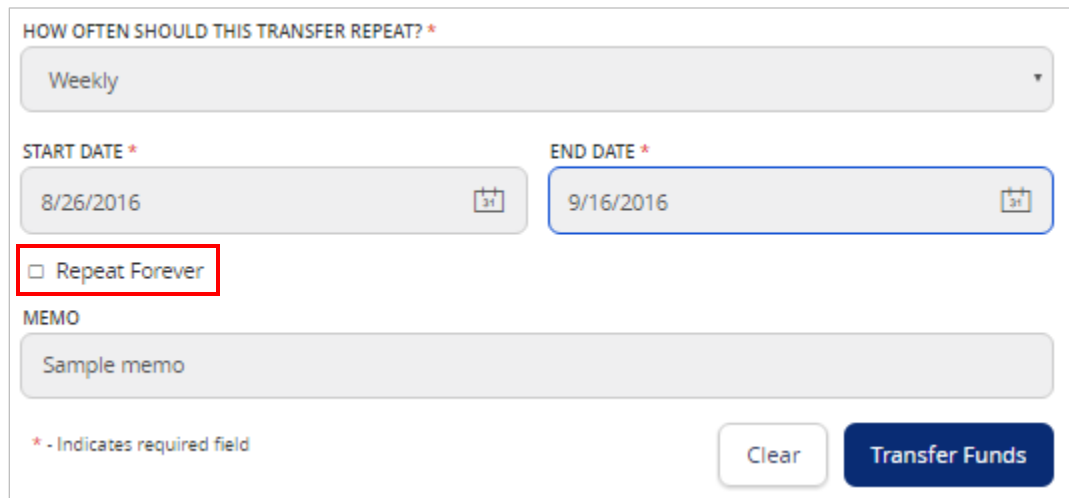
- Select Transaction Frequency---
- 1st of the month
- Last day of the month
- 1st & 15th of the month
- 15th & last day of the month
- Weekly
- Every other week
- Monthly
- Quarterly
- Semi-annually
- Yearly

7. 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.

8. Enter a 'Memo' (This is an optional step).

9. Click the 'Transfer Funds' button on the bottom right side of the screen.



HOW OFTEN SHOULD THIS TRANSFER REPEAT? *

Weekly

START DATE * 8/26/2016

END DATE * 9/16/2016

Repeat Forever

MEMO

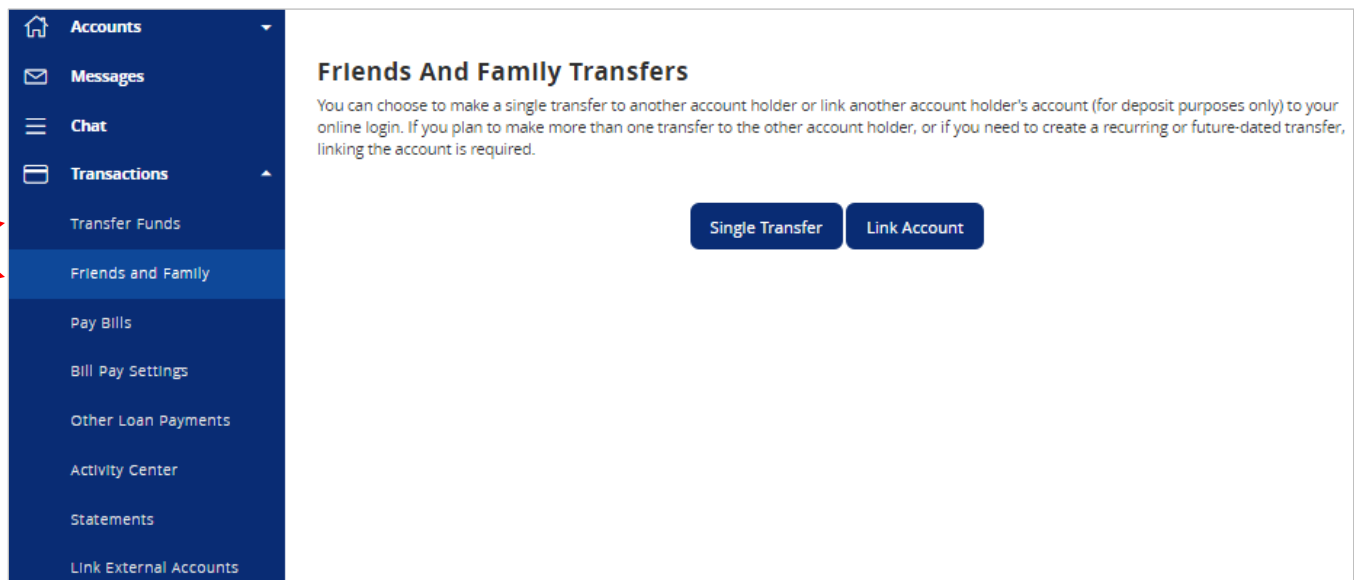
Sample memo

* - Indicates required field

Clear Transfer Funds

Friends and Family

1. Select the 'Friends and Family' option under the 'Transactions' menu.



Accounts

Messages

Chat

Transactions

Transfer Funds

Friends and Family

Pay Bills

Bill Pay Settings

Other Loan Payments

Activity Center

Statements

Link External Accounts

Friends And Family Transfers

You can choose to make a single transfer to another account holder or link another account holder's account (for deposit purposes only) to your online login. If you plan to make more than one transfer to the other account holder, or if you need to create a recurring or future-dated transfer, linking the account is required.

Single Transfer Link Account

2. Select 'Single Transfer' option to make a one-time transfer to another Rockland Trust customer's account. The customer must be enrolled in Rockland Trust Electronic Banking.
 - a. Enter the information in the required fields designated with an asterisk (*).
 - b. Click the 'Submit' button on the bottom right corner of the screen.

Friends And Family Transfers

Make a one-time transfer to another customer's account.

Enter Your Account Information

FROM ACCOUNT *

Commercial Checking: \$66.10

AMOUNT *

1.00

DESCRIPTION

Sample Friends and Family Transfer

Enter Recipient Customer Account Information

ACCOUNT TYPE *

Checking

RECIPIENT EMAIL ADDRESS *

customer@sample.com

LAST 4 DIGITS OF ACCOUNT # *

1234

* - Indicates required field

Back
Submit

3. Select 'Link Account' to link another Rockland Trust customer's account (deposit only) to your online login. The customer must be enrolled in Rockland Trust Electronic Banking.
 - a. Enter Recipient Customer Account Information. This data is to link a target account to be used in Funds Transfer under the Transaction tab.
 - b. Click the 'Submit' button on the bottom right corner of the screen.

Link An Account

Link another customer's account (deposit only) to your online login. Enter Recipient Customer Account Information. This data is to link a target account to be used in Funds Transfer under the Transaction tab.

ACCOUNT TYPE *

Checking

RECIPIENT EMAIL ADDRESS *

customer@sample.com

LAST 4 DIGITS OF ACCOUNT # *

1234

* - Indicates required field

Back
Submit

External Account Setup & Transfer

External Account Setup

1. Select the 'Link External Accounts' option under the 'Transactions' menu.
2. Enter the external Account Number.
3. Select the Account Type.
4. Enter the Routing Number of the external account.
5. Click the 'Continue' button at the bottom of the screen to submit the request.

Accounts

Messages

Chat

Transactions

Transfer Funds

Friends and Family

Pay Bills

Bill Pay Settings

Other Loan Payments

Activity Center

Statements

Link External Accounts

Commercial

Branches

Services

Help

Settings

Log Off


Add An External Account

This form will enable you to request that an external account (an account you have at another financial institution) be linked for electronic transfers.

There are two steps in this process:

- Step 1: Add Your Account
- Step 2: Verify Your Account

Please input the routing number and your account number located on your check (see the sample check below). If you want to add a savings account, please contact your financial institution for the routing number that they use for savings deposits. Also verify if your account is eligible for ACH transactions as not all savings accounts allow for ACH transactions. If you have issues with your micro deposit showing up in your account, verify the routing number with the other financial institution as not all financial institutions have one routing number for all account types.



YOUR BANK

MEMO

⑆ 0123456789⑆ 0123456789⑆ 1234

Routing Number Account Number

Step 1: Add Your Account

To begin, you will need to input the following information about the account you would like to add:

- Institution's Routing Number
- Your Account Number (Max length of 17 digits)
- Account Type (checking or savings)

Once this information has been entered, click on the Continue button. Two "micro" deposits will be generated and sent to your external account (typically within 5 business days). Micro deposits are random deposits in amounts less than \$1. Once you have received these two micro deposits in your external account, make note of both amounts as you will need them later in step 2, the verification process.

- **Please Note:** Only domestic (U.S.) banks are allowed.
- If the micro deposits do not appear in your account within the specified timeframe, contact the other financial institution to verify that you are using the correct routing number as some institutions do not use a single number for all account types.

ACCOUNT NUMBER:

ACCOUNT TYPE:

ROUTING NUMBER:

Step 2: Verify Your Account

Once you receive the amounts of your micro deposits, [please click here to enter the amounts and activate your external account.](#)

Continue

External Account Verification

NOTE: Once you have received the two micro deposits in the designated external account, perform the following steps.

1. Click the 'please click here to enter the amounts and activate your external account' link.

Step 2: Verify Your Account

Once you receive the amounts of your micro deposits, [please click here to enter the amounts and activate your external account.](#)

2. Click the radio button to select the external account for verification.
3. Enter the two micro deposit amounts received in your external account.
4. Click the 'Continue' button at the bottom of the page.

Account Verification

Please choose an account to verify using the amounts that were deposited to your account.

Account Number: 12345

Routing Number: 111111118

Account Type: Checking

Status: Funds have been sent to the target account

⊙

Verify Deposit Amounts

The deposit amounts should be entered in cents (example: \$0.05 should be entered as "05").

AMOUNT #1:

AMOUNT #2:

Continue

External Transfer

1. Select the 'Transfer Funds' option under the 'Transactions' menu.
2. If the external account for the transfer will be the 'From Account', select the account designated as 'EXTERNAL'.

Funds Transfer

FROM *

----Select From Account----

----Select From Account----

Commercial Checking DDA-XXXXX3572 \$66.10
 Support DDA-XXXXX3580 \$33.85
 Savings SAV-XXXXX3946 \$50.00
 Savings SAV-XXXXX3954 \$50.00
 EXTERNAL | External Checking XXXXXX4132

\$0.00 Make this a recurring transaction

DATE *

8/22/2016

MEMO

Enter letters and numbers only

* - Indicates required field

Clear Transfer Funds

3. If the external account for the transfer will be the 'To' account, select the account designated as 'EXTERNAL'.
4. Enter the 'Date' for the external transfer.
5. Enter a 'Memo' (this step is optional).
6. Click the 'Transfer Funds' button at the bottom of the screen. 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.

Funds Transfer

FROM *

Commercial Checking DDA-XXXXX3572 \$66.10

TO *

----Select To Account----

----Select To Account----

Support DDA-XXXXX3580 \$33.85
 Savings SAV-XXXXX3946 \$50.00
 Savings SAV-XXXXX3954 \$50.00
 EXTERNAL | External Checking XXXXXX4132

DATE *

8/22/2016

MEMO

Enter letters and numbers only

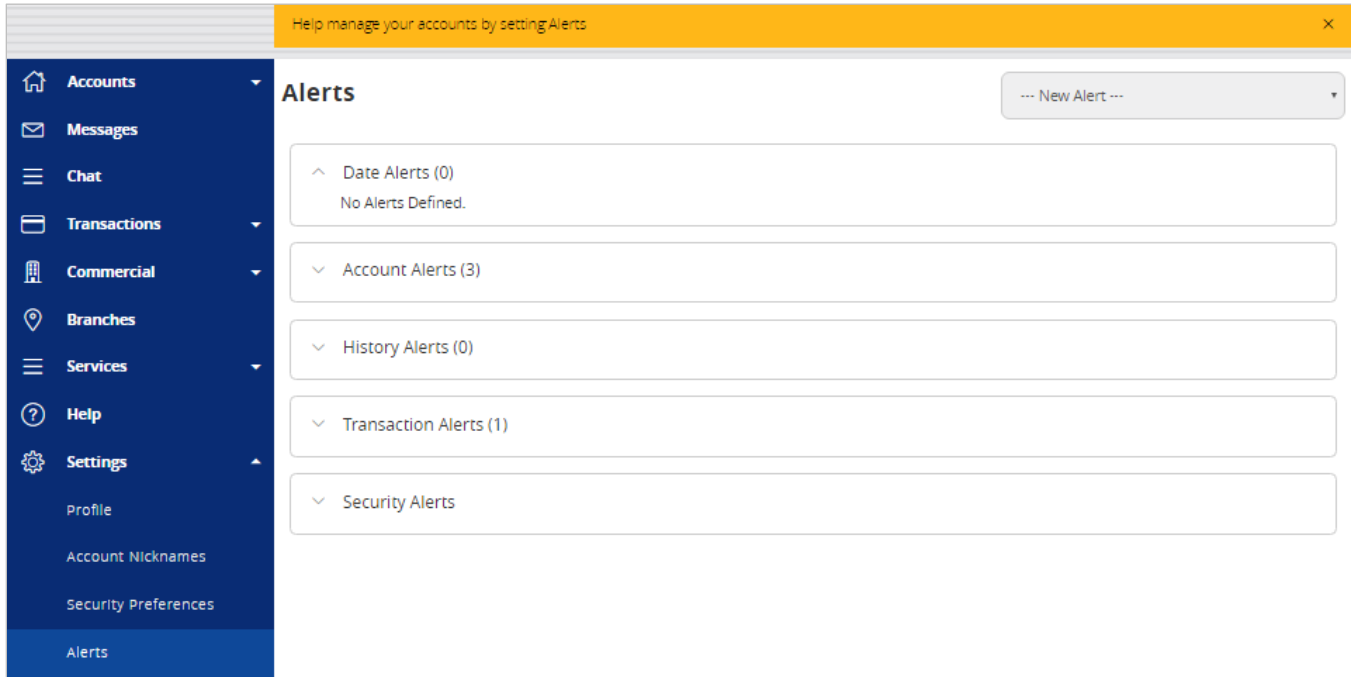
* - Indicates required field

Clear Transfer Funds

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.

[Back to Alerts](#)

New Date Alert

TYPE:
No Date Type Selected

DATE:
No Date Selected

MESSAGE:
No Message Entered

DELIVERY METHOD:
Send only a secure message

[Save](#)

Select a type

BIRTHDAY
ANNIVERSARY
MEETING
CALL
WAKEUP
APPOINTMENT
VACATION
TRAVEL
GENERAL

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

[Back to Alerts](#)

New Date Alert

TYPE:
Birthday

DATE:
No Date Selected

MESSAGE:
No Message Entered

DELIVERY METHOD:
Send only a secure message

[Save](#)

Select a date

◀ August ▶							◀ 2016 ▶
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	31				

RECURS EVERY YEAR

3. Enter a message for the date alert.

[Back to Alerts](#)

New Date Alert

TYPE:
Birthday

DATE:
No Date Selected

MESSAGE:
No Message Entered

DELIVERY METHOD:
Send only a secure message

[Save](#)

Message

Clear
Save

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

New Date Alert

[Back to Alerts](#)

TYPE:
Birthday

DATE:
No Date Selected

MESSAGE:
Sample Message

DELIVERY METHOD:
Send only a secure message

Save

Select a delivery method

Secure Message Only ▾

Secure Message Only

Email

Phone

Text Message

Account Alerts

- Select an account.

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 an account

COMMERCIAL CHECKING: DDA-XXXXX3572
SUPPORT: DDA-XXXXX3580
SAVINGS: SAV-XXXXX3946
SAVINGS: SAV-XXXXX3954
CERTIFICATE: CD-XXXXX6715

- Select a field from which the alert should reference.

New Account Alert

[Back to Alerts](#)

ACCOUNT:
DDA-XXXXX3572

FIELD:
No Field Selected

COMPARISON:
No Comparison Selected

Select a field

CURRENT BALANCE
COLLECTED BALANCE
AVAILABLE BALANCE

3. Select a comparison.

New Account Alert
[Back to Alerts](#)

ACCOUNT: DDA-XXXX3572	Select a comparison
FIELD: Available Balance	GREATER THAN
COMPARISON: No Comparison Selected	LESS THAN
AMOUNT: No Amount Entered	
DELIVERY METHOD: Send only a secure message	
FREQUENCY: <input checked="" type="checkbox"/> Every Occurrence	
<input type="button" value="Save"/>	

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

New Account Alert
[Back to Alerts](#)

ACCOUNT: DDA-XXXX3572	Enter an amount												
FIELD: Available Balance	<div style="display: flex; align-items: center; justify-content: center;"> \$ <input style="width: 150px; text-align: right; border: none;" type="text" value="1,000.00"/> × </div>												
COMPARISON: Less Than	<table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="width: 33%; border: 1px solid #ccc; padding: 5px;">1</td> <td style="width: 33%; border: 1px solid #ccc; padding: 5px;">2</td> <td style="width: 33%; border: 1px solid #ccc; padding: 5px;">3</td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 5px;">4</td> <td style="border: 1px solid #ccc; padding: 5px;">5</td> <td style="border: 1px solid #ccc; padding: 5px;">6</td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 5px;">7</td> <td style="border: 1px solid #ccc; padding: 5px;">8</td> <td style="border: 1px solid #ccc; padding: 5px;">9</td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 5px;">Delete</td> <td style="border: 1px solid #ccc; padding: 5px;">0</td> <td style="border: 2px solid red; padding: 5px;">Save</td> </tr> </table>	1	2	3	4	5	6	7	8	9	Delete	0	Save
1	2	3											
4	5	6											
7	8	9											
Delete	0	Save											
AMOUNT: No Amount Entered													
DELIVERY METHOD: Send only a secure message													
FREQUENCY: <input checked="" type="checkbox"/> Every Occurrence													
<input type="button" value="Save"/>													

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

New Account Alert
[Back to Alerts](#)

<p>ACCOUNT: DDA-XXXXX3572</p> <p>FIELD: Available Balance</p> <p>COMPARISON: Less Than</p> <p>AMOUNT: \$1,000.00</p> <p>DELIVERY METHOD: Send me an e-mail test@test.com</p> <p>FREQUENCY: <input checked="" type="checkbox"/> Every Occurrence</p>	<p>Select a delivery method</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Email ▼</div> <p>E-MAIL ADDRESS</p> <div style="border: 1px solid #ccc; padding: 2px;">test@test.com</div>
---	---

Save

History Alerts

1. Select the account.

New History Alert
[Back to Alerts](#)

<p>ACCOUNT: <i>No Account Selected</i></p> <p>TRANSACTION: <i>No Transaction Selected</i></p> <p>COMPARISON: <i>No Comparison Selected</i></p> <p>AMOUNT: <i>No Amount Entered</i></p> <p>DELIVERY METHOD: Send only a secure message</p> <p>FREQUENCY: <input checked="" type="checkbox"/> Every Occurrence</p>	<p>Select an account</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="border: 1px solid #ccc; padding: 2px;">COMMERCIAL CHECKING: DDA-XXXXX3572</td></tr> <tr><td style="border: 1px solid #ccc; padding: 2px;">SUPPORT: DDA-XXXXX3580</td></tr> <tr><td style="border: 1px solid #ccc; padding: 2px;">SAVINGS: SAV-XXXXX3946</td></tr> <tr><td style="border: 1px solid #ccc; padding: 2px;">SAVINGS: SAV-XXXXX3954</td></tr> <tr><td style="border: 1px solid #ccc; padding: 2px;">CERTIFICATE: CD-XXXXX6715</td></tr> </table>	COMMERCIAL CHECKING: DDA-XXXXX3572	SUPPORT: DDA-XXXXX3580	SAVINGS: SAV-XXXXX3946	SAVINGS: SAV-XXXXX3954	CERTIFICATE: CD-XXXXX6715
COMMERCIAL CHECKING: DDA-XXXXX3572						
SUPPORT: DDA-XXXXX3580						
SAVINGS: SAV-XXXXX3946						
SAVINGS: SAV-XXXXX3954						
CERTIFICATE: CD-XXXXX6715						

Save

2. Select a transaction type.

New History Alert [Back to Alerts](#)

ACCOUNT: DDA-XXXXX3572	Select a transaction
TRANSACTION: No Transaction Selected	DEBIT TRANSACTION
COMPARISON: No Comparison Selected	CREDIT TRANSACTION
AMOUNT: No Amount Entered	CHECK NUMBER
DELIVERY METHOD: Send only a secure message	DESCRIPTION
FREQUENCY: <input checked="" type="checkbox"/> Every Occurrence	
Save	

3. Select a comparison.

New History Alert [Back to Alerts](#)

ACCOUNT: DDA-XXXXX3572	Select a comparison
TRANSACTION: Debit Transaction	GREATER THAN
COMPARISON: No Comparison Selected	LESS THAN
AMOUNT: No Amount Entered	
DELIVERY METHOD: Send only a secure message	
FREQUENCY: <input checked="" type="checkbox"/> Every Occurrence	
Save	

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

New History Alert
[Back to Alerts](#)

ACCOUNT:
DDA-XXXX3572

TRANSACTION:
Debit Transaction

COMPARISON:
Less Than

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 History Alert
[Back to Alerts](#)

ACCOUNT:
DDA-XXXX3572

TRANSACTION:
Debit Transaction

COMPARISON:
Less Than

AMOUNT:
\$1,000.00

DELIVERY METHOD:
Send only a secure message

FREQUENCY:
 Every Occurrence

Save

Select a delivery method

Secure Message Only ▼

Secure Message Only

Email

Phone

Text Message

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](#)

<p>ACCOUNT: DDA-XXXXX3572</p> <p>TRANSACTION: Debit Transaction</p> <p>COMPARISON: Less Than</p> <p>AMOUNT: \$1,000.00</p> <p>DELIVERY METHOD: Call Me (555)555-5555</p> <p>FREQUENCY: <input checked="" type="checkbox"/> Every Occurrence</p> <p style="text-align: center; margin-top: 10px;">Save</p>	<p>Select a delivery method</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Phone ▼</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">United States ▼</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">(555)555-5555</div> <p>TIME:</p> <p><input type="checkbox"/> CALL IMMEDIATELY</p> <div style="display: flex; align-items: center; gap: 10px;"> <div style="border: 1px solid #ccc; padding: 2px 5px;">HH ▼</div> : <div style="border: 1px solid #ccc; padding: 2px 5px;">MM ▼</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">AM/PM ▼</div> </div>
---	--

Transaction Alerts

1. Select an online transaction type.

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

New Transaction Alert

[Back to Alerts](#)

<p>TRANSACTION: No Transaction Selected</p> <p>STATUS: No Status Selected</p> <p>DELIVERY METHOD: Send only a secure message</p> <p>FREQUENCY: <input checked="" type="checkbox"/> Every Occurrence</p> <p style="text-align: center; margin-top: 10px;">Save</p>	<p>Select a transaction</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>ACH PASS THRU</td></tr> <tr><td>COLLECTIONS</td></tr> <tr><td>DOMESTIC WIRE</td></tr> <tr><td>EFTPS</td></tr> <tr><td>EXTERNAL TRANSFER</td></tr> <tr><td>FUNDS TRANSFER</td></tr> <tr><td>INTERNATIONAL WIRE</td></tr> <tr><td>PAYMENTS</td></tr> <tr><td>PAYROLL</td></tr> <tr><td>SINGLE PAYMENT</td></tr> <tr><td>SINGLE RECEIPT</td></tr> <tr><td>STOP PAYMENT</td></tr> </table>	ACH PASS THRU	COLLECTIONS	DOMESTIC WIRE	EFTPS	EXTERNAL TRANSFER	FUNDS TRANSFER	INTERNATIONAL WIRE	PAYMENTS	PAYROLL	SINGLE PAYMENT	SINGLE RECEIPT	STOP PAYMENT
ACH PASS THRU													
COLLECTIONS													
DOMESTIC WIRE													
EFTPS													
EXTERNAL TRANSFER													
FUNDS TRANSFER													
INTERNATIONAL WIRE													
PAYMENTS													
PAYROLL													
SINGLE PAYMENT													
SINGLE RECEIPT													
STOP PAYMENT													

2. Select an account.

New Transaction Alert [Back to Alerts](#)

TRANSACTION: Domestic Wire	Select an account <table border="1"><tr><td>COMMERCIAL CHECKING: DDA-XXXXX3572</td></tr><tr><td>SUPPORT: DDA-XXXXX3580</td></tr><tr><td>SAVINGS: SAV-XXXXX3946</td></tr><tr><td>SAVINGS: SAV-XXXXX3954</td></tr><tr><td>CERTIFICATE: CD-XXXXX6715</td></tr></table>	COMMERCIAL CHECKING: DDA-XXXXX3572	SUPPORT: DDA-XXXXX3580	SAVINGS: SAV-XXXXX3946	SAVINGS: SAV-XXXXX3954	CERTIFICATE: CD-XXXXX6715
COMMERCIAL CHECKING: DDA-XXXXX3572						
SUPPORT: DDA-XXXXX3580						
SAVINGS: SAV-XXXXX3946						
SAVINGS: SAV-XXXXX3954						
CERTIFICATE: CD-XXXXX6715						
ACCOUNT: <i>No Account Selected</i>						
STATUS: No Status Selected						
DELIVERY METHOD: Send only a secure message						
FREQUENCY: <input checked="" type="checkbox"/> Every Occurrence						

[Save](#)

3. Select the status of the online transaction type to trigger the alert.

New Transaction Alert [Back to Alerts](#)

TRANSACTION: Domestic Wire	Select a status <input type="text" value="DRAFTED"/> <input type="text" value="AUTHORIZED"/> <input type="text" value="PROCESSED"/> <input type="text" value="CANCELLED"/> <input type="text" value="FAILED"/>
ACCOUNT: DDA-XXXXX3572	
STATUS: No Status Selected	
DELIVERY METHOD: Send only a secure message	
FREQUENCY: <input checked="" type="checkbox"/> Every Occurrence	
<input type="button" value="Save"/>	

4. Select a delivery method and frequency.

New Transaction Alert [Back to Alerts](#)

TRANSACTION: Domestic Wire	Select a delivery method <input type="text" value="Secure Message Only"/> <input type="text" value="Secure Message Only"/> <input type="text" value="Email"/> <input type="text" value="Phone"/> <input type="text" value="Text Message"/>
ACCOUNT: DDA-XXXXX3572	
STATUS: Processed	
DELIVERY METHOD: Send only a secure message	
FREQUENCY: <input checked="" type="checkbox"/> Every Occurrence	
<input type="button" value="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 Transaction Alert

[Back to Alerts](#)

TRANSACTION:
Domestic Wire

ACCOUNT:
DDA-XXXX3572

STATUS:
Processed

DELIVERY METHOD:
Send me a SMS Text Message
(555)555-5555

FREQUENCY:
 Every Occurrence

Select a delivery method

Text Message ▼

United States ▼

(555)555-5555

TIME:

SEND IMMEDIATELY

HH▼

:

MM▼

AM/PM▼

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 Edit Delivery Preferences

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

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

Delivery Preferences

E-MAIL ADDRESS

test@q2ebanking.com

PHONE NUMBER

COUNTRY

United States

AREA CODE **PHONE NUMBER**

SMS TEXT NUMBER

COUNTRY

United States

AREA CODE **PHONE NUMBER**

(512) 123-4567

NOTE: SMS Text Message: 1 msg/transaction, Msg&Data Rates May Apply

Cancel
Save

Edit Alerts

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

Alerts --- New Alert ---

Date Alerts (2)				
Description	Account	Frequency	Notification	Enabled
On the 8th of July.		○	Send only a secure message	<input checked="" type="checkbox"/> On Edit
On the 1st of July.		○	Send only a secure message	<input checked="" type="checkbox"/> On Edit

Account Alerts (1)				
Description	Account	Frequency	Notification	Enabled
When my Current Balance is greater than \$2.00.	COMMERCIAL CHECKING DDA-XXXXX3572		Send only a secure message	<input type="checkbox"/> Off Edit

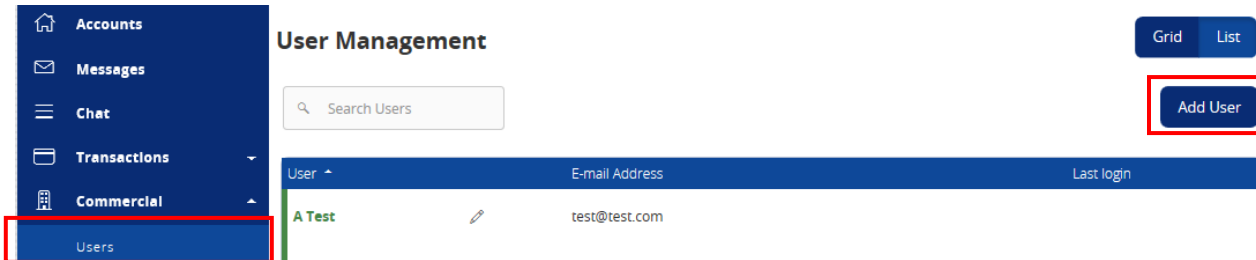
History Alerts (2)				
Description	Account	Frequency	Notification	Enabled
When a credit transaction less than \$100,000.00 posts.	COMMERCIAL CHECKING DDA-XXXXX3572	○	Send only a secure message	<input checked="" type="checkbox"/> On Edit
When a debit transaction less than \$1,000.00 posts.	COMMERCIAL CHECKING DDA-XXXXX3572	○	Call Me 5555555555	<input checked="" type="checkbox"/> On Edit

Transaction Alerts (2)				
Description	Account	Frequency	Notification	Enabled
When a transaction of type Collections is Cancelled.	free DDA DDA-XXXXX3572	○	Send only a secure message	<input checked="" type="checkbox"/> On Edit

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.



3. Enter the required fields for the new user.
4. Click the 'Save' button on the bottom right hand corner of the screen.

The 'New User' form contains the following fields and validation rules:

- FIRST NAME ***: Text input with value 'Sample'.
- LAST NAME ***: Text input with value 'User'.
- E-MAIL ADDRESS ***: Text input with value 'sample@company.com'.
- PHONE COUNTRY ***: Dropdown menu with value 'United States'.
- PHONE ***: Text input with value '(512)555-1111'.
- LOGIN ID ***: Text input with value 'sampleuser'.
- PASSWORD ***: Password input field with masked characters '.....'.
- CONFIRM PASSWORD ***: Password input field with masked characters '.....|'.

Validation rules listed on the right side of the form:

- 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 <-.


* - Indicates required field

Buttons: 'Cancel' and 'Save' (highlighted with a red border).

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

Sample 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	\$999,999,991,000	999,999,990 / \$999,999,999,990	999,999,990 / \$999,999,999,990	99,999,990 / \$999,999,999,990	✓	✓	✓	
ACH Passthru	\$999,999,999,990	999,999,990 / \$999,999,999,990	999,999,990 / \$999,999,999,990		✓	✓	✓	
ACH Payment - Single	\$999,999,991,000	999,999,999 / \$999,999,999,990	999,999,990 / \$999,999,999,990	999,999,990 / \$999,999,999,990	✓	✓	✓	
ACH Payments	\$999,999,999,990	999,999,990 / \$999,999,999,990	999,999,990 / \$999,999,999,990	999,999,990 / \$999,999,999,990	✓	✓	✓	
ACH Receipt - Single	\$999,999,991,000	999,999,990 / \$999,999,999,990	999,999,990 / \$999,999,999,990	999,999,990 / \$999,999,999,990	✓	✓	✓	
Bill Pay								
Change Address		999,999,990	999,999,990	999,999,990	✓	✓	✓	

- 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.

Sample 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 own transactions.

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

Sample User
User Policy Save ⓘ

Overview Features Accounts

ACH COLLECTION Change Enabled

Rights Approval Limits

<p>MAXIMUM AMOUNT</p> <p>PER TRANSACTION \$10,000 </p> <p>PER ACCOUNT PER DAY \$10,000 </p> <p>PER DAY \$10,000 </p> <p>PER MONTH \$50,000 </p> <p>MAXIMUM COUNT</p> <p>PER ACCOUNT PER DAY 5 </p> <p>PER DAY 5 </p> <p>PER MONTH 15 </p>	<p>Maximum transaction count per month</p> <p><input type="text" value="15"/> ^x</p> <table border="1"> <tr> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> </tr> <tr> <td>7</td> <td>8</td> <td>9</td> </tr> <tr> <td>Delete</td> <td>0</td> <td>Clear</td> </tr> </table>	1	2	3	4	5	6	7	8	9	Delete	0	Clear
1	2	3											
4	5	6											
7	8	9											
Delete	0	Clear											

Ac
Go

8. Select the appropriate non-transactional features.

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

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.

Internal Number	Name	View <input checked="" type="checkbox"/>	Deposit <input type="checkbox"/>	Withdraw <input type="checkbox"/>
DDA-XXXXX3572	Demand Dep	✓	⊘	⊘
DDA-XXXXX3580	Demand Dep	✓	⊘	⊘
SAV-XXXXX3946	Savings	✓	⊘	⊘
SAV-XXXXX3954	Savings	✓	⊘	⊘

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

Overview Features **Accounts**

ACCOUNTS

Hide unassigned accounts

Internal Number	Name	View <input type="checkbox"/>	Deposit <input type="checkbox"/>	Withdraw <input type="checkbox"/>
DDA-XXXXX3572	Demand Dep	✓	✓	✓
DDA-XXXXX3580	Demand Dep	✓	✓	✓
SAV-XXXXX3946	Savings	✓	✓	✓
SAV-XXXXX3954	Savings	⊘	⊘	⊘

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

Sample User
User Policy

Save

Overview Features **Accounts**

ACCOUNTS

Internal Number	Name	View <input type="checkbox"/>	Deposit <input type="checkbox"/>	Withdraw <input type="checkbox"/>
XXXXXX4132	External Checking	<input type="checkbox"/>	✓	✓
DDA-XXXXX3572	Commercial Checking	✓	⊘	✓
DDA-XXXXX3580	Support	✓	✓	⊘
SAV-XXXXX3946	Savings	✓	✓	⊘
SAV-XXXXX3954	Savings	✓	⊘	⊘
CD-XXXXX6715	Certificate	✓	<input type="checkbox"/>	<input type="checkbox"/>
XXXXXX2345	External Checking	<input type="checkbox"/>	✓	✓

12. 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) * LAST NAME (MAX 50 CHARACTERS) *

A Test

E-MAIL ADDRESS *
test@test.com

PHONE COUNTRY * PHONE *

United States (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 displays the 'Recipient Management' interface. On the left, a dark blue sidebar contains a navigation menu with the following items: Accounts, Messages, Chat, Transactions, Commercial (expanded), Users, ACH and Wire, Recipients (highlighted), Subsidiaries, ACH Pass-Thru, Tax Payment, Transaction Monitoring, Branches, Services, Help, Settings, and Log Off. A red arrow points from the 'Recipients' menu item to the main content area. The main content area has a white background and a dark blue header with the title 'Recipient Management'. In the top right corner of the main area, there are two buttons: 'Grid' and 'List'. Below the header is a search bar with a magnifying glass icon and the text 'Search'. To the right of the search bar is a red-bordered button labeled 'Add Recipient'. Below the search bar is a table with the following columns: 'Display Name', 'Number of Accounts', and 'E-mail Address'. The table contains the following data rows:

Display Name	Number of Accounts	E-mail Address
01-04-13 Int Wire	1 account(s)	
01-04-13 test	8 account(s)	
11-26-12 Q2 Test	3 account(s)	
12-22-12 Domestic Wire	1 account(s)	
12-24-12 Intl Test	3 account(s)	
12-24-12 test	0 account(s)	
12-27-12 Test	0 account(s)	
12-31-12 International&a	1 account(s)	
12-31-12 test	1 account(s)	

3. 'Display Name' is used for sorting/referencing the recipient in the 'Recipients' menu.
4. 'ACH Name' is the name to be inserted into the batch header record in the NACHA file.
5. 'Wire Name' is the name to be inserted into the Fed Wire file.
6. 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.

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

Add Sample Recipient

Recipient Detail

DISPLAY NAME *
Sample Recipient

ACH NAME
Recipient Name

WIRE NAME
Recipient Name

E-MAIL ADDRESS
recipient@company.com

Send e-mail notifications

COUNTRY
United States

ADDRESS 1

ADDRESS 2

CITY
STATE
Select State

ZIP

* - Indicates required field

Cancel **Next**

9. 'Payment Types Allowed' designates what transaction type(s) the account is eligible for.
 - a. 'ACH Only' will display only fields corresponding with ACH. Enter the recipient's account type, account number, and ACH routing number.
 - b. Click 'Add another account' to add an additional account or click 'Save Recipient' to complete the setup.

Recipient Detail Checking - New

PAYMENT TYPES ALLOWED **ACH Only** ACH and Wire Wire Only Remove this account

Account Detail

ACCOUNT TYPE *
Checking

ACCOUNT *
12345

ACH ROUTING NUMBER *
111111118

* - 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.

The screenshot shows a web form titled "Recipient Detail" for "Account - New". At the top, there are tabs for "PAYMENT TYPES ALLOWED": "ACH Only", "ACH and Wire", and "Wire Only" (which is selected and highlighted with a red box). A "Remove this account" link is visible in the top right. The form is divided into three main sections: "Account Detail", "Beneficiary Financial Institution", and "Intermediary Financial Institution".

Account Detail: Includes a required field "ACCOUNT *" with the value "123456".

Beneficiary Financial Institution: Includes fields for "NAME *" (Sample Bank), "COUNTRY" (United States), "WIRE ROUTING NUMBER *" (11111111), "ADDRESS 1", "ADDRESS 2", "CITY", "STATE" (Select State), and "POSTAL CODE".

Intermediary Financial Institution: Includes fields for "NAME", "COUNTRY" (United States), "WIRE ROUTING NUMBER", "ADDRESS 1", "ADDRESS 2", "CITY", "STATE" (Select State), and "POSTAL CODE".

At the bottom left, a note states "* - Indicates required field". At the bottom right, there are three buttons: "Cancel", "Save Recipient" (highlighted with a red box), and "Add another account" (highlighted with a red box).

- 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 9b.
- f. Click 'Add another account' to add an additional account or click 'Save Recipient' to complete the setup.

Recipient Detail Checking - New

PAYMENT TYPES ALLOWED ACH Only ACH and Wire Wire Only Remove this account

<p>Account Detail</p> <p>ACCOUNT TYPE * <input type="text" value="Checking"/></p> <p>ACCOUNT * <input type="text" value="123456"/></p> <p>ACH ROUTING NUMBER * <input type="text" value="111111111"/></p>	<p>Beneficiary Financial Institution</p> <p>NAME * <input type="text" value="Sample Bank"/></p> <p>COUNTRY <input type="text" value="United States"/></p> <p>WIRE ROUTING NUMBER * <input type="text" value="111111111"/></p> <p>ADDRESS 1 <input type="text"/></p> <p>ADDRESS 2 <input type="text"/></p> <p>CITY <input type="text"/></p> <p>STATE <input type="text" value="Select State"/></p> <p>POSTAL CODE <input type="text" value="--"/></p>	<p>Intermediary Financial Institution</p> <p>NAME <input type="text"/></p> <p>COUNTRY <input type="text" value="United States"/></p> <p>WIRE ROUTING NUMBER <input type="text"/></p> <p>ADDRESS 1 <input type="text"/></p> <p>ADDRESS 2 <input type="text"/></p> <p>CITY <input type="text"/></p> <p>STATE <input type="text" value="Select State"/></p> <p>POSTAL CODE <input type="text" value="--"/></p>
--	---	--

* - Indicates required field

Add International 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' page. On the left, the 'Commercial' menu is expanded, and 'Recipients' is selected. The main content area displays a table of recipients. The 'Add Recipient' button is highlighted with a red box. A red arrow points from the 'Recipients' menu item to the table area.

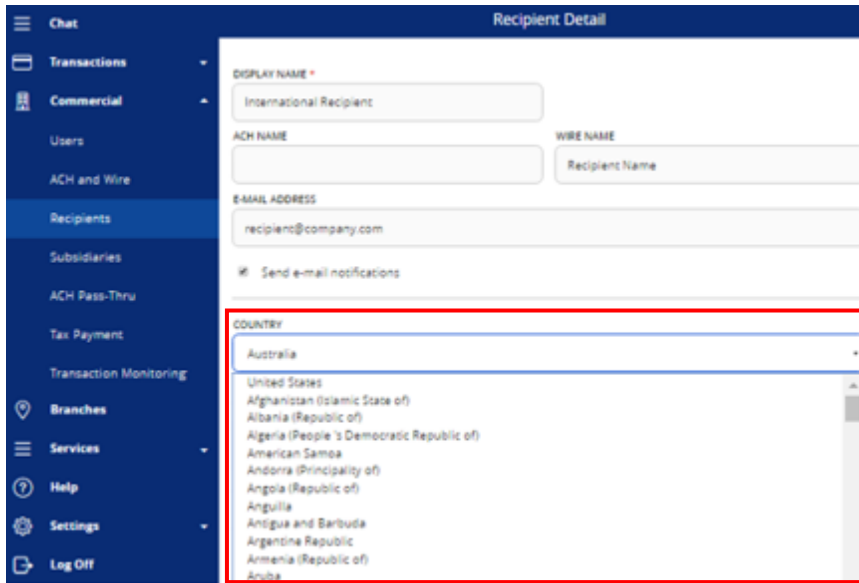
Display Name	Number of Accounts	E-mail Address
01-04-13 Int Wire	1 account(s)	
01-04-13 test	8 account(s)	
11-26-12 Q2 Test	3 account(s)	
12-22-12 Domestic Wire	1 account(s)	
12-24-12 Intl Test	3 account(s)	
12-24-12 test	0 account(s)	
12-27-12 Test	0 account(s)	
12-31-12 International&a	1 account(s)	
12-31-12 test	1 account(s)	

3. 'Display Name' is used for sorting/referencing the recipient in the 'Recipients' menu.
4. 'ACH Name' is the name to be inserted into the batch header record in the NACHA file.
5. 'Wire Name' is the name to be inserted into the Fed Wire file.

6. 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.

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



8. Enter the address information on the bottom half of the screen. This is the recipient's address.

9. Click 'Next' to add a recipient account.



10. Select the 'Wires Only' option next to 'Payment Types Allowed.'

11. Enter the account number under the 'Account Detail' heading.

12. Select the appropriate 'Country' from the drop down menu. The Wire Routing Number will be replaced with IBAN and SWIFT/BIC options.

13. Enter the financial institution's name.

14. Click on 'SWIFT' to enter the SWIFT #. 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.

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

Recipient Detail
Checking - New

PAYMENT TYPES ALLOWED: ACH Only ACH and Wire Wire Only Remove this account

<p>Account Detail</p> <p>ACCOUNT * <input style="width: 100%;" type="text" value="123456"/></p>	<p>Beneficiary Financial Institution</p> <p>NAME * <input style="width: 100%;" type="text" value="International Bank"/></p> <p>COUNTRY <input style="width: 100%;" type="text" value="Australia"/> ▼</p> <p>INTERNATIONAL ACCOUNT TYPE IBAN SWIFT/BIC</p> <p>SWIFT/BIC * <input style="width: 100%;" type="text" value="AAAAAAAAAA"/></p> <p>ADDRESS 1 <input style="width: 100%;" type="text"/></p> <p>ADDRESS 2 <input style="width: 100%;" type="text"/></p> <p>ADDRESS 3 <input style="width: 100%;" type="text"/></p>	<p>Intermediary Financial Institution</p> <p>NAME <input style="width: 100%;" type="text"/></p> <p>COUNTRY <input style="width: 100%;" type="text" value="United States"/> ▼</p> <p>WIRE ROUTING NUMBER <input style="width: 100%;" type="text"/></p> <p>ADDRESS 1 <input style="width: 100%;" type="text"/></p> <p>ADDRESS 2 <input style="width: 100%;" type="text"/></p> <p>CITY <input style="width: 100%;" type="text"/></p> <p>STATE <input style="width: 100%;" type="text" value="Select State"/> ▼</p> <p>POSTAL CODE <input style="width: 100%;" type="text" value="__-__"/></p>
---	---	---

Cancel
Save Recipient
Add another account

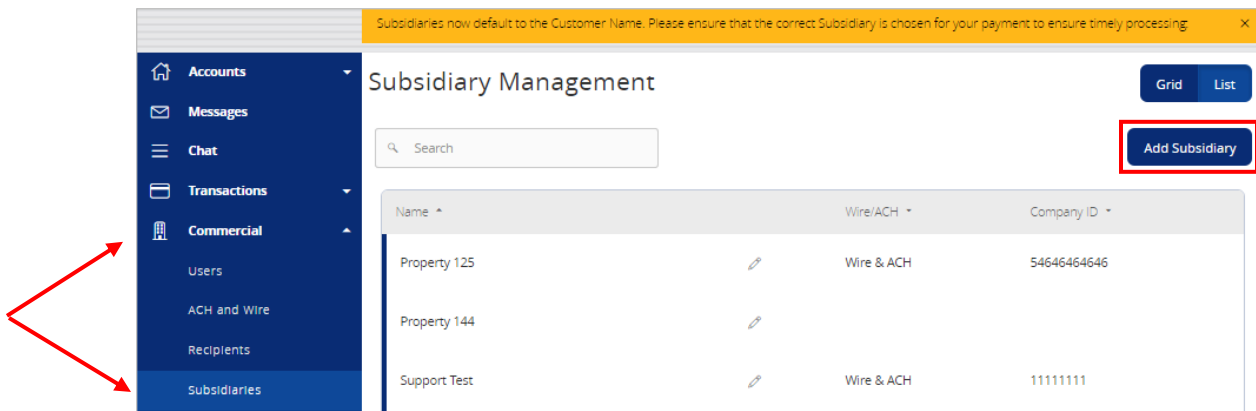
* - Indicates required field

Subsidiary Management

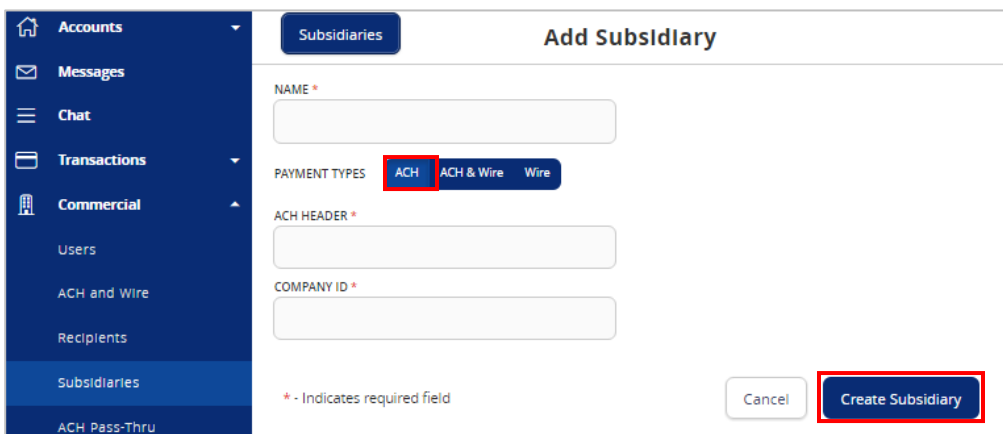
Subsidiaries are sub companies owned by a parent corporation having their own business name and Tax ID number. The Online Banking system enables the user to incorporate subsidiary information into ACH and/or Wire Transfer files.

Add Subsidiary – ACH Payment Type

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



3. Indicate the 'Name' of the subsidiary. This will be the display name that will appear in the Subsidiary tab when initiating an ACH transaction.
4. Select the 'ACH' Payment Type. (The screen will then only show ACH related fields).
5. Indicate the ACH Header (Name of the company to be included in the ACH file).
6. Indicate the Company ID (Tax ID Number to be included in the ACH file).
7. Click the 'Create Subsidiary' button.



Add Subsidiary – Wire Payment Type

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

Subsidiaries now default to the Customer Name. Please ensure that the correct Subsidiary is chosen for your payment to ensure timely processing.

Subsidiary Management Grid List

Search

Add Subsidiary

Name ^	Wire/ACH ^	Company ID ^
Property 125	Wire & ACH	54646464646
Property 144	Wire & ACH	
Support Test	Wire & ACH	11111111

3. Indicate the 'Name' of the subsidiary. This will be the display name appearing in the Subsidiary tab when initiating a Wire Transfer.
4. Select the 'Wire' payment type. (The screen will then only show Wire related fields).
5. Indicate the Wire Header (Name of the company to be included in the Wire file).
6. Complete the required subsidiary address fields indicated with an asterisk (*).
7. Click the 'Create Subsidiary' button.

Subsidiaries **Add Subsidiary**

NAME *

COUNTRY

PAYMENT TYPES ACH ACH & Wire Wire

ADDRESS 1 *

WIRE HEADER *

ADDRESS 2

CITY *

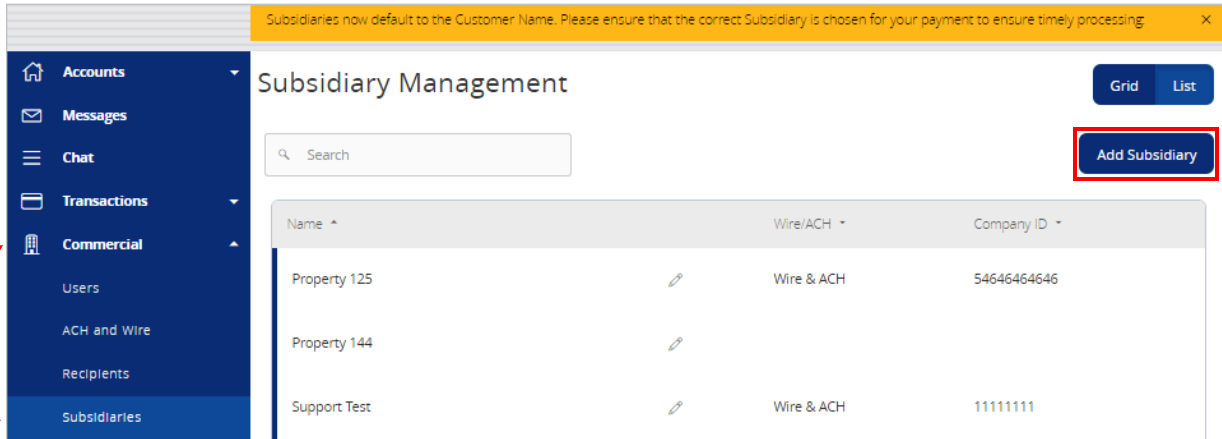
STATE *

POSTAL CODE *

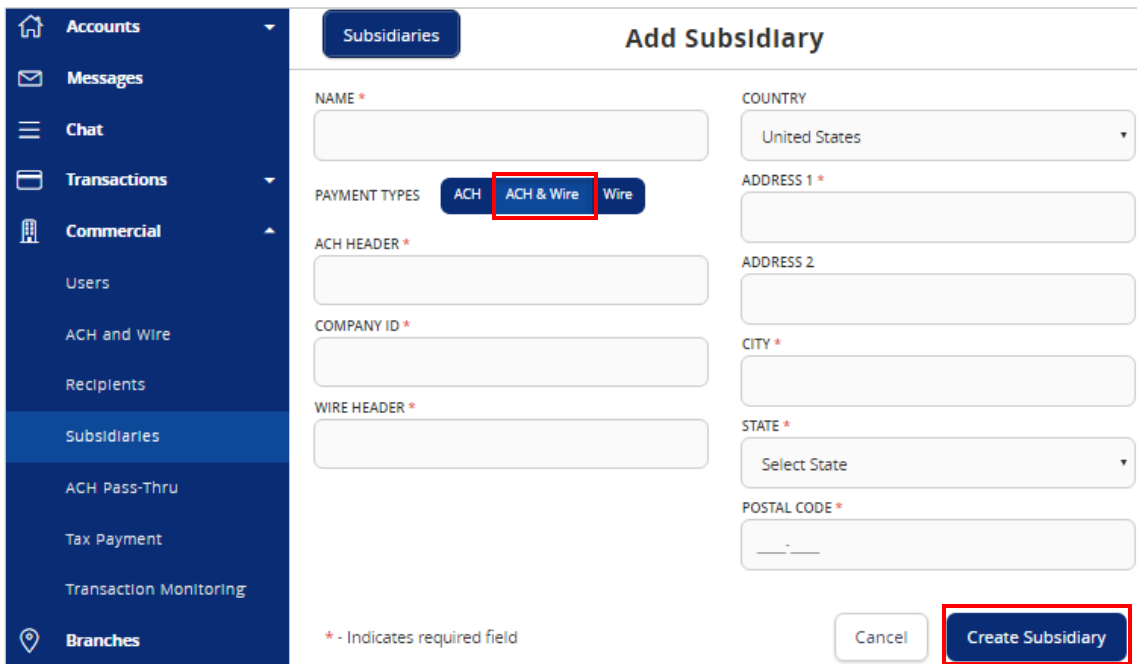
* - Indicates required field

Add Subsidiary – ACH & Wire Payment Type

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



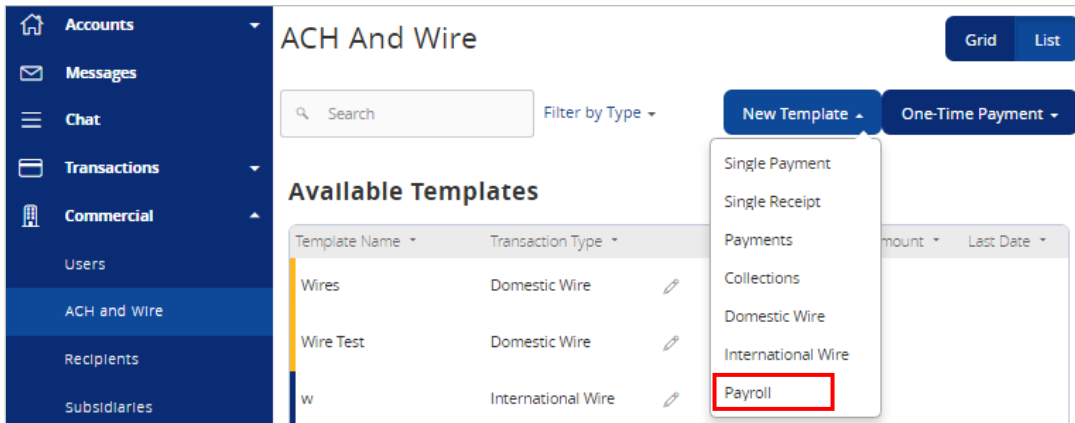
3. Indicate the 'Name' of the subsidiary. This will be the display name appearing in the Subsidiary tab when initiating a Wire Transfer or an ACH transaction.
4. Select the 'ACH & Wire' payment type. (The screen will show ACH & Wire related fields).
5. Indicate the ACH Header (Name of the company to be included in the ACH file).
6. Indicate the Company ID (Tax ID Number to be included in the ACH file).
7. Indicate the Wire Header (Name of the company to be included in the Wire file).
8. Complete the required address fields for wire transfers indicated with an asterisk (*).
9. Click the 'Create Subsidiary' button.



ACH Transactions

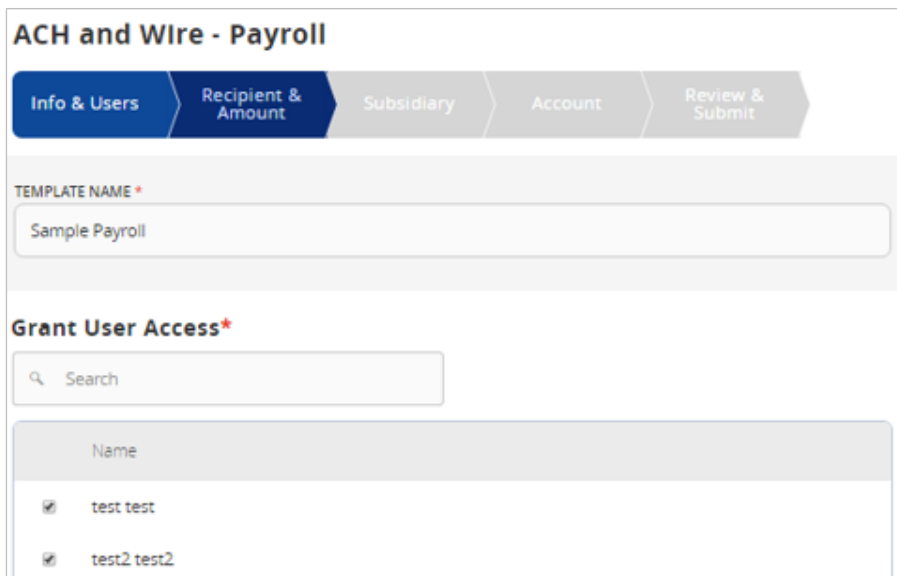
ACH Template Creation

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.



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.



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.

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

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 - Payroll

Info & Users
Recipient & Amount
Subsidiary
Account
Review & Submit

TEMPLATE NAME:
 Sample Payroll

Grid
List

Show Payments
Pay All | Notify None

New Recipient

Name ^	Account	Pay	Notify	Amount	Addendum		
<input type="checkbox"/> ach only test							
<input checked="" type="checkbox"/> ACH Paym...	5646546	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$25.00		≡	
<input type="checkbox"/> Sample ACH Recipient							

Cancel
Next

Subsidiary

1. Select the appropriate 'Subsidiary' to be used for this transaction. If one is not selected, the company name and tax ID associated with the primary corporation will be used.

2. 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.

NOTE: If a company only has one name and tax ID, the 'Subsidiary' tab will not appear in the workflow.

ACH and Wire - Payroll

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

TEMPLATE NAME:
Sample Payroll

SEND PAYMENT AS:
Q2 TEST

Search Grid List

Name	ACH/Wire	Company ID
<input type="checkbox"/> Property 125	Wire & ACH	*****4646
<input type="checkbox"/> Support Test	Wire & ACH	****1111

Cancel **Next**

Account

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

ACH and Wire - Payroll

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

TEMPLATE NAME:
Sample Payroll

Choose "From" Account

Search

Account Name	Account Type	Account Number	Balance
<input checked="" type="checkbox"/> Commercial Checking	Checking	DDA-XXXXX3572	\$66.10
<input type="checkbox"/> Support	Checking	DDA-XXXXX3580	\$33.85
<input type="checkbox"/> BUSINESS SAVINGS	Savings	SAV-XXXXX3946	\$50.00
<input type="checkbox"/> FREE SAVINGS	Savings	SAV-XXXXX3954	\$50.00

Cancel **Next**

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:
Sample Payroll

SEND PAYMENT AS
Q2 TEST

TOTAL AMOUNT
\$25.00 to 1 recipient

FROM ACCOUNT
Commercial Checking - DDA-XXXXX3572

EFFECTIVE DATE *

RECURRENCE
None

Selected Recipients Show Split Details

Grid
List

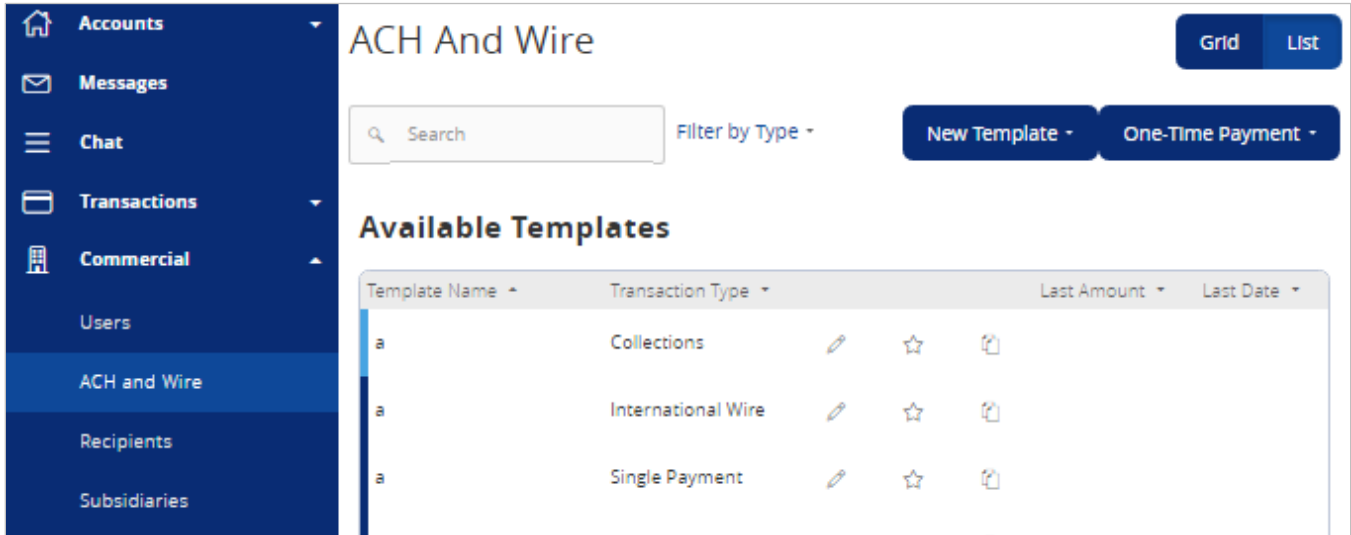
Name	Account	Pay	Notify	Amount	Addendum
ACH Payments	5646546	Yes	No	\$25.00	

* - Indicates required field

Cancel
Save
Draft
Approve

Existing ACH Templates

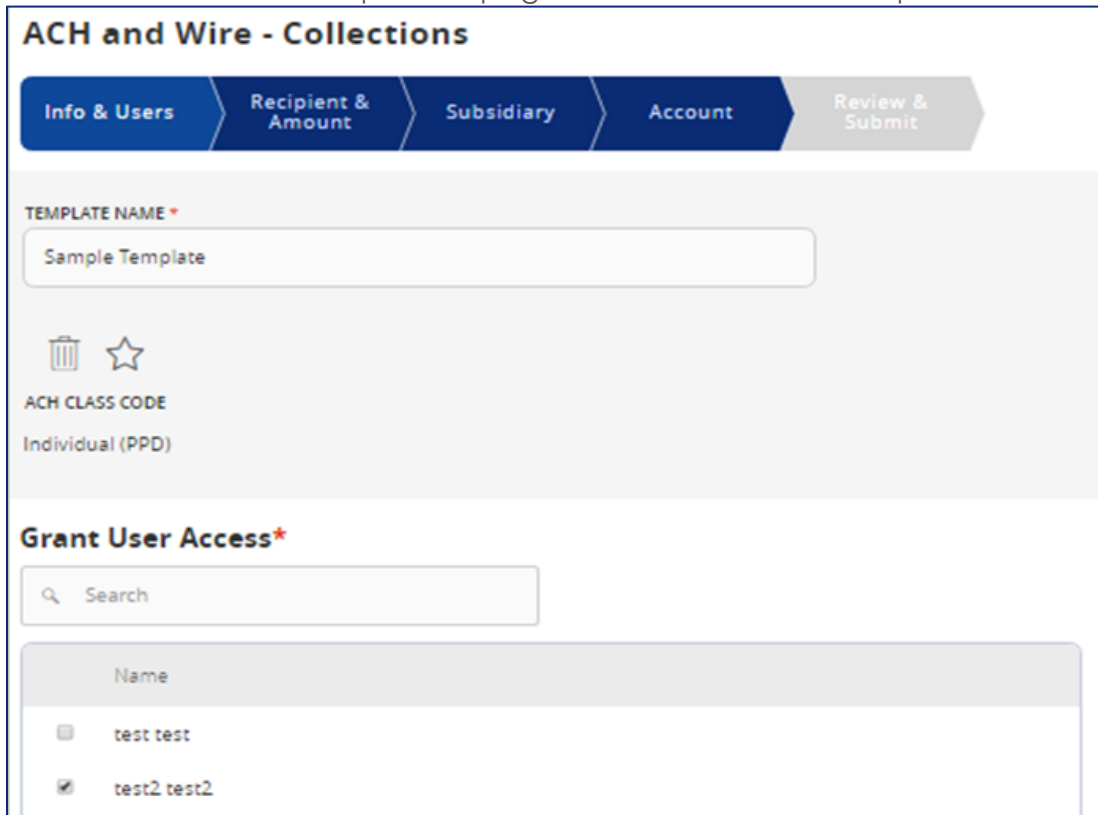
1. Click on the pencil  icon next to the desired ACH template.



The screenshot shows the 'ACH And Wire' section of a software interface. On the left is a dark blue navigation sidebar with options: Accounts, Messages, Chat, Transactions, Commercial, Users, ACH and Wire (selected), Recipients, and Subsidiaries. The main content area is titled 'ACH And Wire' and includes a search bar, a 'Filter by Type' dropdown, and two buttons: 'New Template' and 'One-Time Payment'. Below this is a section titled 'Available Templates' containing a table with columns for Template Name, Transaction Type, Last Amount, and Last Date. The table lists three templates: 'a' for Collections, 'a' for International Wire, and 'a' for Single Payment. Each row has edit, star, and trash icons.

Template Name	Transaction Type	Last Amount	Last Date
a	Collections		
a	International Wire		
a	Single Payment		

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.



The screenshot shows the 'ACH and Wire - Collections' workflow step. At the top is a horizontal ribbon with five steps: 'Info & Users', 'Recipient & Amount' (current step), 'Subsidiary', 'Account', and 'Review & Submit'. Below the ribbon, the 'TEMPLATE NAME' field contains 'Sample Template'. Underneath are icons for a trash can and a star, followed by the 'ACH CLASS CODE' field set to 'Individual (PPD)'. The 'Grant User Access*' section includes a search bar and a list of users: 'test test' (unchecked) and 'test2 test2' (checked).

4. 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.
5. Enter the dollar amount for the recipient's selected to pay.
6. Click the 'Next' button at the bottom of the screen or 'Subsidiary' (if applicable) in the workflow ribbon at the top of the page to move to the next step.

ACH and Wire - Collections

Info & Users
Recipient & Amount
Subsidiary
Account
Review & Submit

TEMPLATE NAME:
Sample Template ☆ Import Amounts

ACH CLASS CODE
Individual (PPD)

Grid
List

Show Recipients
Pay All
Notify None
New Recipient

Name ^	Account	Pay	Notify	Amount	Addendum			
<input checked="" type="checkbox"/> 01-04-13 t...	12345678...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.00	<input style="width: 100%;" type="text"/>	☰	🗑️	✎
<input checked="" type="checkbox"/> a	1234	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.00	<input style="width: 100%;" type="text"/>	☰	🗑️	✎

Cancel
Next

7. Confirm the subsidiary to be used for the ACH file under 'SEND PAYMENT AS.'
8. 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 - Collections

Info & Users
Recipient & Amount
Subsidiary
Account
Review & Submit

TEMPLATE NAME:
Sample Template Delete Template

ACH CLASS CODE
Individual (PPD)

SEND PAYMENT AS:
Property 125

Grid
List

Name	ACH/Wire	Company ID
<input checked="" type="checkbox"/> Property 125	Wire & ACH	*****4646

Cancel
Next

9. Confirm the account to be used for the ACH file.
10. 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.

ACH and Wire - Collections

Info & Users
Recipient & Amount
Subsidiary
Account
Review & Submit

TEMPLATE NAME:
Sample Template Delete Template

ACH CLASS CODE
Individual (PPD)

Choose "To" Account

Account Name	Account Type	Account Number	Balance
<input checked="" type="checkbox"/> Commercial Checking	Checking	DDA-XXXXX3572	\$66.10
<input type="checkbox"/> Support	Checking	DDA-XXXXX3580	\$33.85
<input type="checkbox"/> BUSINESS SAVINGS	Savings	SAV-XXXXX3946	\$50.00
<input type="checkbox"/> FREE SAVINGS	Savings	SAV-XXXXX3954	\$50.00

Cancel
Next

11. Select the 'Effective Date' of the file and, depending on access, click 'Draft' or 'Approve.'

ACH and Wire - Collections

Info & Users
Recipient & Amount
Subsidiary
Account
Review & Submit

TEMPLATE NAME:
Sample Template Delete Template

ACH CLASS CODE: Individual (PPD) SEND PAYMENT AS: Property 125

TOTAL AMOUNT: \$0.00 to 2 recipient TO ACCOUNT: Commercial Checking - DDA-XXXXX3572

EFFECTIVE DATE *
8/26/2016 📅

RECURRENCE
[Set schedule](#)

Selected Recipients

Grid List

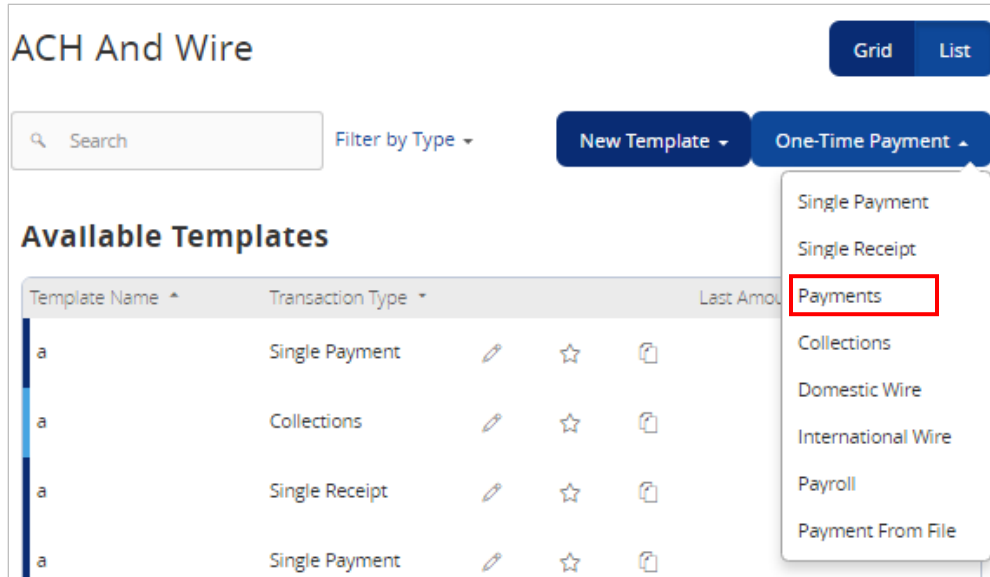
Name	Account	Pay	Notify	Amount	Addendum
a	1234	Yes	Yes	\$0.00	
01-04-13 test	12345678901234567	Yes	Yes	\$0.00	

* - Indicates required field

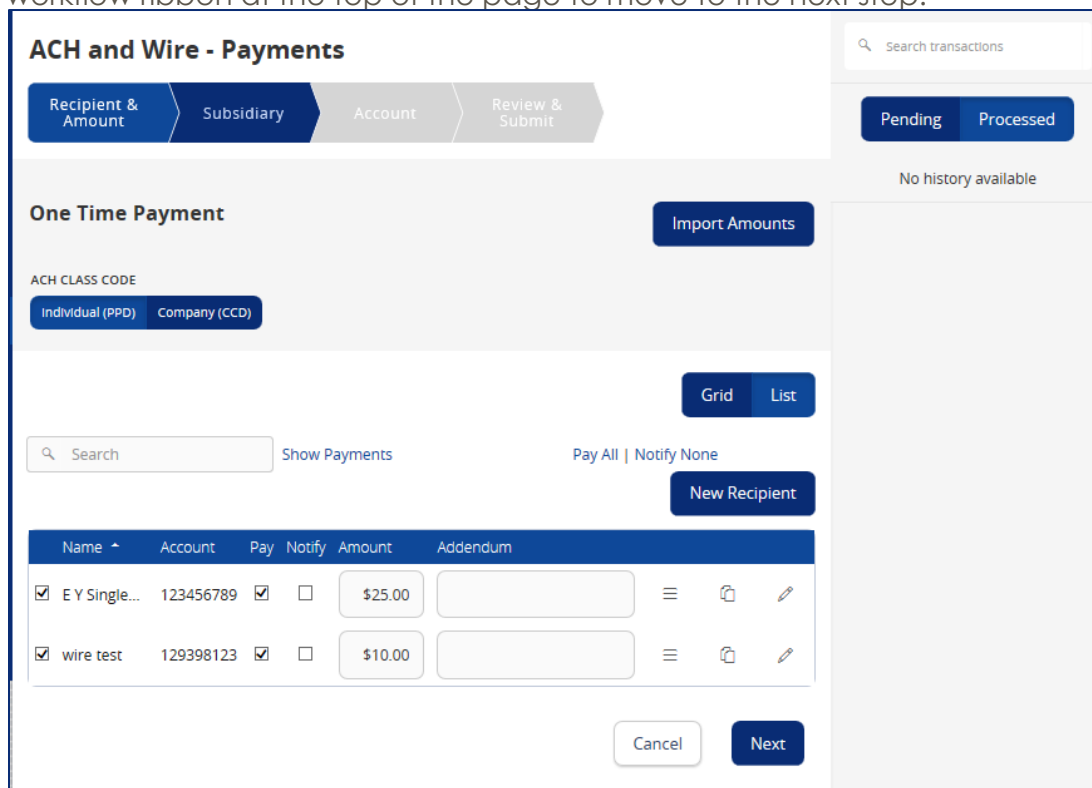
Cancel Save Draft Approve

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.



3. The 'Recipient & Amount' screen allows the user to select which recipients are tied to the transaction and designate a dollar amount for each.
4. Click the 'Next' button at the bottom of the screen or 'Subsidiary' (if applicable) in the workflow ribbon at the top of the page to move to the next step.



5. Select the subsidiary for the ACH transaction.
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.

NOTE: If a company only has one name and tax ID, the 'Subsidiary' tab will not appear in the workflow.

ACH and Wire - Payments

Recipient & Amount

Subsidiary

Account

Review & Submit

One Time Payment

ACH CLASS CODE: Individual (PPD) - Change SEND PAYMENT AS: ACH and Wire

Grid
List

Name	ACH/Wire	Company ID	
<input checked="" type="checkbox"/>	ACH and Wire	Wire & ACH	*****6789 ✎

Cancel
Next

- Select the account for the ACH transaction.
- 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.

ACH and Wire - Payments

Recipient & Amount

Subsidiary

Account

Review & Submit

One Time Payment

ACH CLASS CODE
Individual (PPD) - Change

Choose "From" Account

	Account Name	Account Type	Account Number	Balance
<input type="checkbox"/>	Demand Dep	Checking	DDA-XXXXX3572	\$0.59
<input checked="" type="checkbox"/>	Demand Dep	Checking	DDA-XXXXX3580	\$28.42
<input type="checkbox"/>	Savings	Savings	SAV-XXXXX3946	\$1.00
<input type="checkbox"/>	Savings	Savings	SAV-XXXXX3954	\$27.99

Cancel
Next

9. Select the effective date of the file and, depending on access, click 'Draft' or 'Approve.'

ACH and Wire - Payments

Recipient & Amount

Subsidiary

Account

Review & Submit

One Time Payment

<p>ACH CLASS CODE Individual (PPD)</p> <p>TOTAL AMOUNT \$35.00 to 2 recipient</p> <p>EFFECTIVE DATE * 9/12/2016 </p> <p>RECURRENCE Set schedule</p>	<p>SEND PAYMENT AS ACH and Wire</p> <p>FROM ACCOUNT Demand Dep - DDA-XXXXX3580</p>
---	--

Selected Recipients

Grid
List

Name ▾	Account ▾	Pay	Notify	Amount ▾	Addendum
wire test	129398123	Yes	No	\$10.00	
E Y Single Payment	123456789	Yes	No	\$25.00	

* - Indicates required field

Cancel
Draft
Approve

Multiple Account (Normal)

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

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

 x

New Recipient

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

Cancel Next

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

ACH and Wire - Payroll

Recipient & Amount
Subsidiary
Account
Review & Submit

One Time Payment

Sample ACH Recipient
Sample ACH Recipient

Select Account

Normal
Split

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

Cancel
OK

3. Enter the dollar amount for each account.

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

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

2. Select the 'Split' option above the listing of accounts.
3. Designate the Primary account and Secondary account(s) by selecting the check boxes.

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.

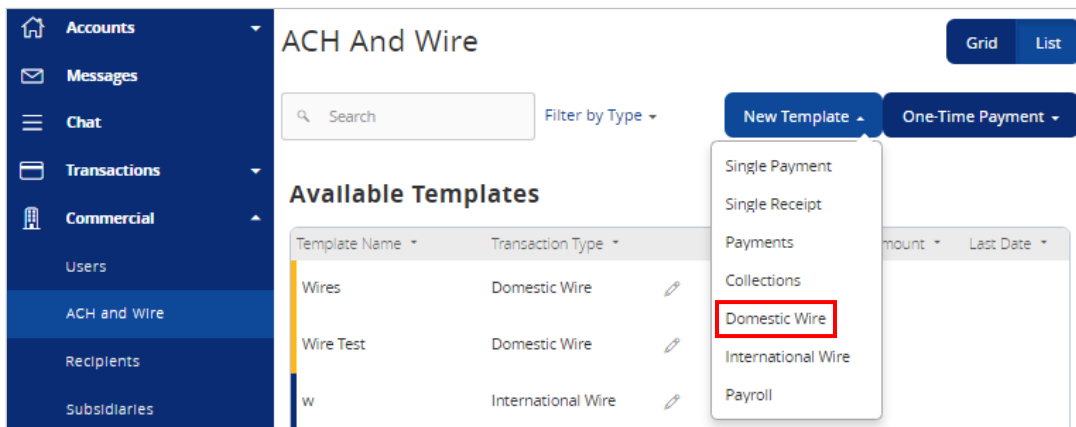
NOTE: The primary account amount will automatically decrease accordingly.

Name ^	Account	Pay	Notify	Amount	Addendum			
<input checked="" type="checkbox"/> Sample AC...	1234567	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$60.00	<input type="text" value=""/>	≡	📄	✎
	2345678			<input type="text" value="\$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.



Info & Users

1. 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.
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.



Recipient & Amount

3. The 'Recipient & Amount' screen allows the user to select which recipient is tied to the template and designate a dollar amount.
4. Click the 'Next' button at the bottom of the screen or 'Subsidiary' (if applicable) in the workflow ribbon at the top of the page to move to the next step.

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

Info & Users
Recipient & Amount
Subsidiary
Account
Review & Submit

TEMPLATE NAME:
 Sample Domestic Wire

Grid
List

x Show Recipients
New Recipient

Name ^	Account	Notify	Amount	Message to Beneficiary		
<input checked="" type="checkbox"/> Sample Wi...	1234567	<input type="checkbox"/>	\$10.00		≡	✎

Cancel
Next

Subsidiary

5. Select the appropriate 'Subsidiary' to be used for this transaction. If one is not selected, the company name and tax ID associated with the primary corporation will be used.
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.

NOTE: If a company only has one name and tax ID, the 'Subsidiary' tab will not appear in the workflow.

ACH and Wire - Domestic Wire

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

TEMPLATE NAME:
Sample Domestic Wire

SEND PAYMENT AS:
Q2 TEST

Search

Grid List

Name ^	ACH/Wire	Company ID ^	
<input type="checkbox"/> Property 125	Wire & ACH	*****4646	
<input type="checkbox"/> Support Test	Wire & ACH	****1111	
<input type="checkbox"/> testing	Wire		

Cancel Next

Account

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

ACH and Wire - Domestic Wire

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

TEMPLATE NAME:
Sample Domestic Wire

Choose "From" Account

Search

Account Name ^	Account Type ^	Account Number ^	Balance ^
<input checked="" type="checkbox"/> Commercial Checking	Checking	DDA-XXXXX3572	\$66.10
<input type="checkbox"/> Support	Checking	DDA-XXXXX3580	\$33.85
<input type="checkbox"/> BUSINESS SAVINGS	Savings	SAV-XXXXX3946	\$50.00
<input type="checkbox"/> FREE SAVINGS	Savings	SAV-XXXXX3954	\$50.00

Cancel Next

Review & Submit

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

NOTE: The 'Process 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.

ACH and Wire - Domestic Wire

Info & Users
Recipient & Amount
Subsidiary
Account
Review & Submit

TEMPLATE NAME:
Sample Domestic Wire

TOTAL AMOUNT
\$10.00 to 1 recipient

SEND PAYMENT AS
Q2 TEST

FROM ACCOUNT
Commercial Checking - DDA-XXXXX3572

PROCESS DATE *
Select Date

PURPOSE FOR PAYMENT

RECURRENCE
None

Selected Recipients

Grid
List

Name	Account	Notify	Amount	Message to Beneficiary
Sample Wire Recipient	1234567	No	\$10.00	

* - Indicates required field

Cancel
Save
Draft
Approve

Existing Domestic Wire Templates







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

ACH And Wire

Grid List

Filter by Type ▾
New Template ▾
One-Time Payment ▾

Available Templates



Template Name ▾	Transaction Type ▾	Last Amount ▾	Last Date ▾
Wires	Domestic Wire		 
Wire Test	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 once complete.

ACH and Wire - Domestic Wire

Info & Users Recipient & Amount Subsidiary Account Review & Submit

TEMPLATE NAME *

Grant User Access*

Name
<input type="checkbox"/> test test
<input checked="" type="checkbox"/> test2 test2

- Enter the dollar amount for the domestic wire recipient.
- Click the 'Next' button at the bottom of the screen or 'Subsidiary' (if applicable) 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:
Wire Test ☆

Grid List

Search: Sampl x Show Recipients New Recipient

Name ^	Account	Notify	Amount	Message to Beneficiary
<input checked="" type="checkbox"/> Sample Wi...	1234567	<input type="checkbox"/>	\$10.00	

Cancel Next

- Confirm the subsidiary to be used for the Domestic Wire under 'SEND PAYMENT AS'.
- 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 - Domestic Wire

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

TEMPLATE NAME:
Wire Test ☆ Delete Template

SEND PAYMENT AS
Property 125

Search Grid List

Name ^	ACH/Wire	Company ID ^
<input checked="" type="checkbox"/> Property 125	Wire & ACH	*****4646

Cancel Next

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

ACH and Wire - Domestic Wire

Info & Users Recipient & Amount Subsidiary Account Review & Submit

TEMPLATE NAME:
Wire Test ☆ Delete Template

Choose "From" Account

Account Name	Account Type	Account Number	Balance
<input checked="" type="checkbox"/> Commercial Checking	Checking	DDA-XXXXX3572	\$66.10
<input type="checkbox"/> Support	Checking	DDA-XXXXX3580	\$33.85
<input type="checkbox"/> BUSINESS SAVINGS	Savings	SAV-XXXXX3946	\$50.00
<input type="checkbox"/> FREE SAVINGS	Savings	SAV-XXXXX3954	\$50.00

Cancel Next

10. Designate the 'Process Date' and enter the 'Purpose for Payment.' Next, depending on your access, click 'Draft' or 'Approve.'

ACH and Wire - Domestic Wire

Info & Users
Recipient & Amount
Subsidiary
Account
Review & Submit

TEMPLATE NAME:
Wire Test ☆ Delete Template

SEND PAYMENT AS
Property 125

TOTAL AMOUNT
\$10.00 to 1 recipient

FROM ACCOUNT
Commercial Checking - DDA-XXXX3572

PROCESS DATE * [calendar icon]

PURPOSE FOR PAYMENT

RECURRENCE
[Set schedule](#)

Selected Recipients

Grid
List

Name	Account	Notify	Amount	Message to Beneficiary
Sample Wire Recipient	1234567	No	\$10.00	

* - 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' interface. At the top right, there are 'Grid' and 'List' buttons. Below them is a search bar and a 'Filter by Type' dropdown. A 'New Template' dropdown is open, showing a list of options: Single Payment, Single Receipt, Payments, Collections, Domestic Wire (highlighted with a red box), International Wire, Payroll, and Payment From File. Below the dropdown is a table of 'Available Templates' with columns for Template Name, Transaction Type, and Last Amount.

Template Name	Transaction Type	Last Amount
a	Single Payment	
a	Collections	
a	Single Receipt	
a	Single Payment	

3. Select a recipient from the list.
4. Enter the dollar amount for the domestic wire.
5. Click the 'Next' button at the bottom of the screen or 'Subsidiary' (if applicable) in the workflow ribbon at the top of the page to move to the next step.

The screenshot shows the 'ACH and Wire - Domestic Wire' interface. At the top, there is a workflow ribbon with four steps: Recipient & Amount, Subsidiary (highlighted), Account, and Review & Submit. Below the ribbon is a 'One Time Payment' section. On the right, there are 'Grid' and 'List' buttons. Below them is a search bar with 'sample' entered and a 'Show Recipients' button. A 'New Recipient' button is also present. Below the search bar is a table of recipients with columns for Name, Account, Notify, Amount, and Message to Beneficiary.

Name	Account	Notify	Amount	Message to Beneficiary
Sample Wi...	1234567	<input type="checkbox"/>	\$10.00	

At the bottom of the screen, there are 'Cancel' and 'Next' buttons.

6. Select the subsidiary for the wire transaction.
7. 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.

NOTE: If a company only has one name and tax ID, the 'Subsidiary' tab will not appear in the workflow.

ACH and Wire - Domestic Wire

Recipient & Amount Subsidiary Account Review & Submit

One Time Payment

SEND PAYMENT AS:
Property 125

Search

Grid List

Name	ACH/Wire	Company ID
<input checked="" type="checkbox"/> Property 125	Wire & ACH	*****4646

Cancel Next

8. Select the account for the domestic wire transaction.

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.

ACH and Wire - Domestic Wire

Recipient & Amount Subsidiary Account Review & Submit

One Time Payment

Choose "From" Account

Search

Account Name	Account Type	Account Number	Balance
<input checked="" type="checkbox"/> Commercial Checking	Checking	DDA-XXXX3572	\$66.10
<input type="checkbox"/> Support	Checking	DDA-XXXX3580	\$33.82
<input type="checkbox"/> BUSINESS SAVINGS	Savings	SAV-XXXX3946	\$50.00
<input type="checkbox"/> FREE SAVINGS	Savings	SAV-XXXX3954	\$50.00

Cancel Next

10. Designate the 'Process Date' and enter the 'Purpose for Payment' before you click 'Draft' or 'Approve' depending on access.

ACH and Wire - Domestic Wire

Recipient &
Amount

Subsidiary

Account

Review &
Submit

One Time Payment

SEND PAYMENT AS

Property 125

TOTAL AMOUNT

\$10.00 to 1 recipient

FROM ACCOUNT

Commercial Checking - DDA-XXXXX3572

PROCESS DATE *

8/23/2016



PURPOSE FOR PAYMENT

RECURRENCE

Set schedule

Selected Recipients

Grid

List

Name	Account	Notify	Amount	Message to Beneficiary
Sample Wire Recipient	1234567	No	\$10.00	

* - Indicates required field

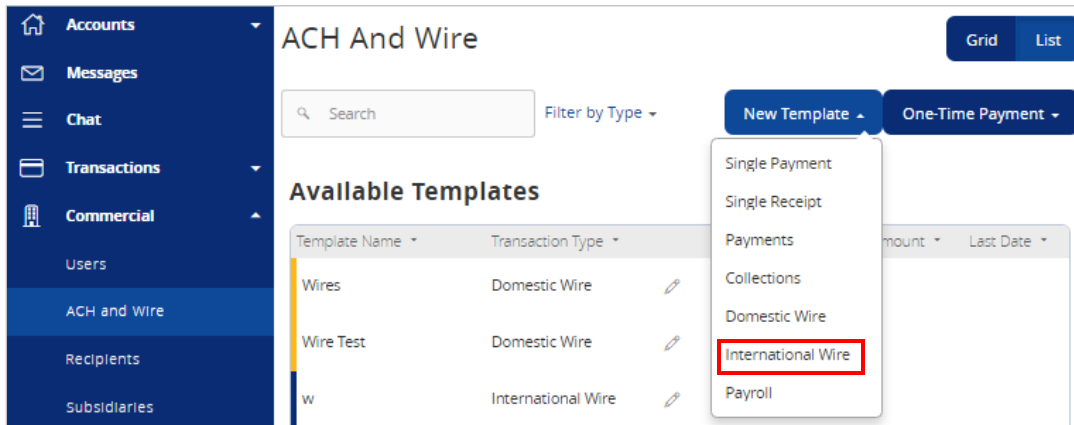
Cancel

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.



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 - International Wire

Info & Users
Recipient & Amount
Subsidiary
Account
Review & Submit

TEMPLATE NAME *

Grant User Access*

	Name
<input checked="" type="checkbox"/>	test test
<input checked="" type="checkbox"/>	test2 test2

Recipient & Amount

- The 'Recipient & Amount' screen allows the user to select which recipient is tied to the template and designate a dollar amount.
- Select the currency from the drop down box and enter the amount.
- Click the 'Next' button at the bottom of the screen or 'Subsidiary' (if applicable) in the workflow ribbon at the top of the page to move to the next step.

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 ☆

Grid

List

Show Recipients

New Recipient

Name ^	Account	Notify	Amount	Currency	Message to Beneficiary
<input checked="" type="checkbox"/> Q2 Server ...	123af4s65...	<input checked="" type="checkbox"/>	\$100.00	USD - ▾	<div style="display: flex; justify-content: space-between; align-items: center;"> ☰ ✎ </div>

Cancel

Next

Subsidiary

- Select the appropriate 'Subsidiary' to be used for this transaction. If one is not selected, the company name and tax ID associated with the primary corporation will be used.
- 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.

NOTE: If a company only has one name and tax ID, the 'Subsidiary' tab will not appear in the workflow.

ACH and Wire - International Wire

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

TEMPLATE NAME:
Sample Intl Wire

SEND PAYMENT AS:
Property 125

Search Grid List

Name	ACH/Wire	Company ID
<input checked="" type="checkbox"/> Property 125	Wire & ACH	*****4646

Cancel Next

Account

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

ACH and Wire - International Wire

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

TEMPLATE NAME:
Sample Intl Wire

Choose "From" Account

Search

Account Name	Account Type	Account Number	Balance
<input checked="" type="checkbox"/> Commercial Checking	Checking	DDA-XXXXX3572	\$66.10
<input type="checkbox"/> Support	Checking	DDA-XXXXX3580	\$33.85
<input type="checkbox"/> BUSINESS SAVINGS	Savings	SAV-XXXXX3946	\$50.00
<input type="checkbox"/> FREE SAVINGS	Savings	SAV-XXXXX3954	\$50.00

Cancel Next

Review & Submit

12. Designate the 'Process Date' and enter the 'Purpose for Payment.' Next, depending on your access, click 'Draft' or 'Approve.'

NOTE: The 'Process 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.

ACH and Wire - International Wire

Info & Users
Recipient & Amount
Subsidiary
Account
Review & Submit

TEMPLATE NAME:
Sample Intl Wire

SEND PAYMENT AS
Property 125

TOTAL AMOUNT
\$0.00 to 1 recipient usd

FROM ACCOUNT
Commercial Checking - DDA-XXXXX3572

PROCESS DATE * PURPOSE FOR PAYMENT

Select Date 📅

RECURRENCE
None

Selected Recipients

Grid
List

Name ▾	Account ▾	Notify	Amount ▾	Message to Beneficiary
Sample Intl Wire Recipient	234567	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

Grid List

× Filter by Type ▾
New Template ▾
One-Time Payment ▾

Available Templates

Template Name ▾	Transaction Type ▾	Last Amount ▾	Last Date ▾
Test1	International Wire		 
test IFI foreign RN	International 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 type="checkbox"/> test test
<input checked="" type="checkbox"/> test2 test2

- Select the currency from the drop down box and enter the amount.
- Click the 'Next' button at the bottom of the screen or 'Subsidiary' (if applicable) 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:
test ☆

Grid List

Search Show Recipients New Recipient

Name	Account	Notify	Amount	Message to Beneficiary
Q2 Server ...	123af4s65...		\$100.00	USD - U.S. Dollar

USD - U.S. Dollar
CAD - Canadian dollar
AED - United Arab Emirates dirham
ALL - Albanian lek
ARS - Argentine peso
AUD - Australian dollar
BAM - Bosnia and Herzegovina convertible mark
BDT - Bangladeshi taka

- Confirm the Subsidiary to be used for the international wire.
- 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.

NOTE: If a company only has one name and tax ID, the 'Subsidiary' tab will not appear in the workflow.

ACH and Wire - International Wire

Info & Users Recipient & Amount Subsidiary Account Review & Submit

TEMPLATE NAME:
test ☆ Delete Template

SEND PAYMENT AS:
Property 125

Search Grid List

Name	ACH/Wire	Company ID
Property 125	Wire & ACH	*****4646

Cancel Next

- Confirm the account to be used for the international wire.
- 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.

ACH and Wire - International Wire

Info & Users Recipient & Amount Subsidiary Account Review & Submit

TEMPLATE NAME:
test ☆ Delete Template

Choose "From" Account

Account Name	Account Type	Account Number	Balance
<input checked="" type="checkbox"/> Commercial Checking	Checking	DDA-XXXXX3572	\$66.10
<input type="checkbox"/> Support	Checking	DDA-XXXXX3580	\$33.82
<input type="checkbox"/> BUSINESS SAVINGS	Savings	SAV-XXXXX3946	\$50.00
<input type="checkbox"/> FREE SAVINGS	Savings	SAV-XXXXX3954	\$50.00

Cancel Next

10. Designate the 'Process Date' and enter the 'Purpose for Payment.' Next, depending on your access, click 'Draft' or 'Approve.'

ACH and Wire - International Wire

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

TEMPLATE NAME:
test ☆ Delete Template

SEND PAYMENT AS
Property 125

TOTAL AMOUNT
\$100.00 to 1 recipient used

FROM ACCOUNT
Commercial Checking - DDA-XXXXX3572

PROCESS DATE* 📅

PURPOSE FOR PAYMENT

RECURRENCE
[Set schedule](#)

Selected Recipients

Grid List

Name	Account	Notify	Amount	Message to Beneficiary
Q2 Server Move - International	123af4s65fa9df7a9	Yes	\$100.00	

* - 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.

The screenshot shows the 'ACH And Wire' interface. At the top right, there are 'Grid' and 'List' buttons. Below the search bar, there is a 'Filter by Type' dropdown and two main buttons: 'New Template' and 'One-Time Payment'. The 'One-Time Payment' button is active, and its dropdown menu is open, showing options: 'Single Payment', 'Single Receipt', 'Payments', 'Collections', 'Domestic Wire', 'International Wire' (highlighted with a red box), 'Payroll', and 'Payment From File'. Below the dropdown, there is a table titled 'Available Templates' with columns for 'Template Name', 'Transaction Type', and 'Last Amount'. The table contains four rows of data.

Template Name	Transaction Type	Last Amount
a	Single Payment	
a	Collections	
a	Single Receipt	
a	Single Payment	

3. Select the currency from the drop down box and enter the amount.
4. Click the 'Next' button at the bottom of the screen or 'Subsidiary' (if applicable) in the workflow ribbon at the top of the page to move to the next step.

The screenshot shows the 'ACH and Wire - International Wire' interface. At the top, there is a workflow ribbon with four steps: 'Recipient & Amount' (active), 'Subsidiary', 'Account', and 'Review & Submit'. Below the ribbon, there is a 'One Time Payment' section. On the right side, there are 'Grid' and 'List' buttons, and a 'New Recipient' button. Below these, there is a search bar with 'sample' entered and a 'Show Recipients' button. Below the search bar, there is a table with columns: 'Name', 'Account', 'Notify', 'Amount', 'Message to Beneficiary', and 'Action'. The table contains one row of data.

Name	Account	Notify	Amount	Message to Beneficiary	Action
<input checked="" type="checkbox"/> Sample Int...	234567	<input type="checkbox"/>	\$10.00	USD - U	<input type="text"/> <input type="text"/>

At the bottom of the screen, there are 'Cancel' and 'Next' buttons.

- Confirm the Subsidiary to be used for the international wire under 'SEND PAYMENT AS.'
- 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.

NOTE: If a company only has one name and tax ID, the 'Subsidiary' tab will not appear in the workflow.

ACH and Wire - International Wire

Recipient & Amount Subsidiary Account Review & Submit

One Time Payment

SEND PAYMENT AS:
Property 125

Search

Grid List

Name	ACH/Wire	Company ID
<input checked="" type="checkbox"/> Property 125	Wire & ACH	*****4646

Cancel Next

- Select the account to be used for the international wire.

- 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.

ACH and Wire - International Wire

Recipient & Amount Subsidiary Account Review & Submit

One Time Payment

Choose "From" Account

Search

Account Name	Account Type	Account Number	Balance
<input checked="" type="checkbox"/> Commercial Checking	Checking	DDA-XXXXX3572	\$66.10
<input type="checkbox"/> Support	Checking	DDA-XXXXX3580	\$33.82
<input type="checkbox"/> BUSINESS SAVINGS	Savings	SAV-XXXXX3946	\$50.00
<input type="checkbox"/> FREE SAVINGS	Savings	SAV-XXXXX3954	\$50.00

Cancel Next

9. Designate the 'Process Date' and enter the 'Purpose for Payment.' Next, depending on your access, click 'Draft' or 'Approve.'

ACH and Wire - International Wire

Recipient & Amount
Subsidiary
Account
Review & Submit

One Time Payment

TOTAL AMOUNT
\$10.00 to 1 recipient usd

PROCESS DATE *
8/23/2016

RECURRENCE
Set schedule

SEND PAYMENT AS
Property 125

FROM ACCOUNT
Commercial Checking - DDA-XXXXX3572

PURPOSE FOR PAYMENT

Selected Recipients

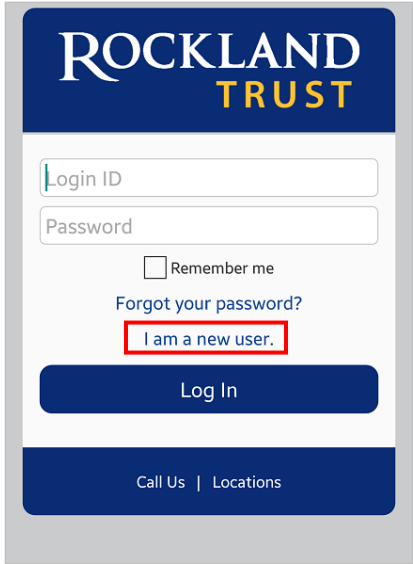
Grid List

Name ▾	Account ▾	Notify	Amount ▾	Message to Beneficiary
Sample Intl Wire Recipient	234567	No	\$10.00	

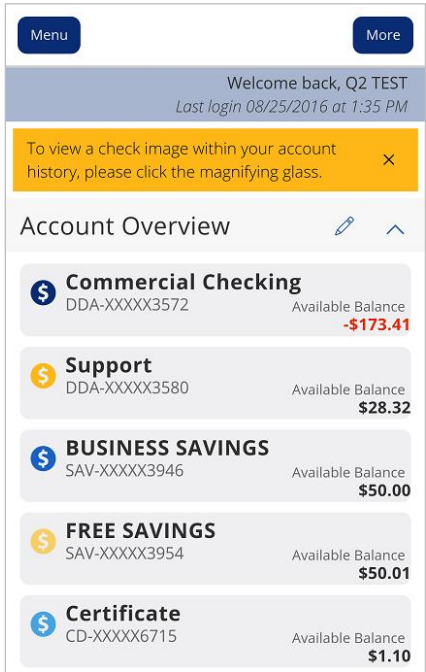
* - Indicates required field

Mobile Banking

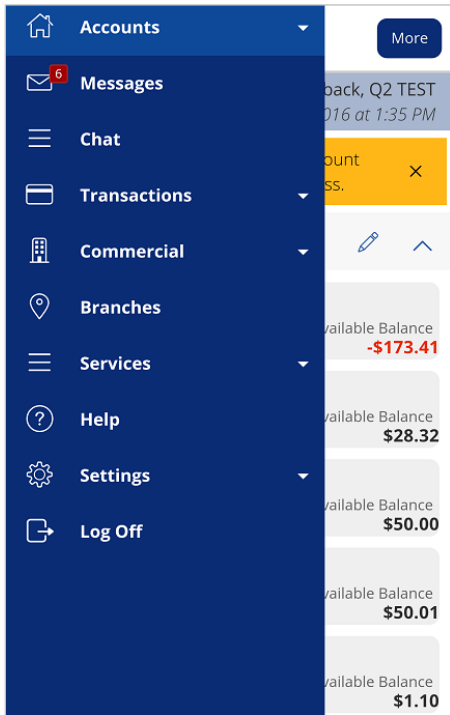
1. Download the Rockland Trust Mobile Banking app from the App or Google Play Store. If you are an existing customer, login using your online banking Login ID and Password. If you are a new user without a password, select 'I am a new user' to login to Mobile Banking.



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

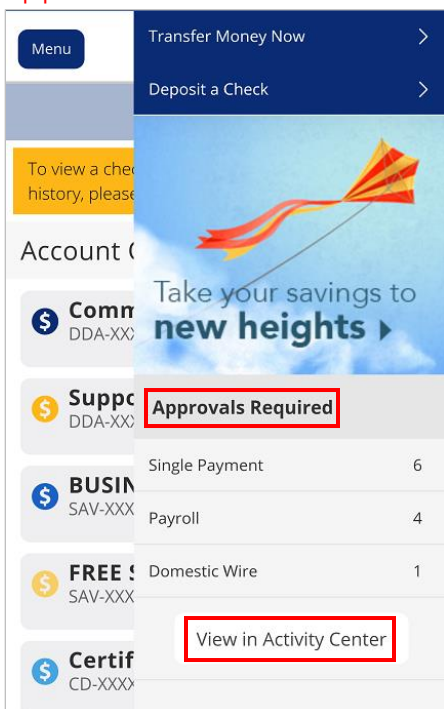


- The left side navigation menus are revealed when clicking on the 'Menu' button on the top left side of the screen.

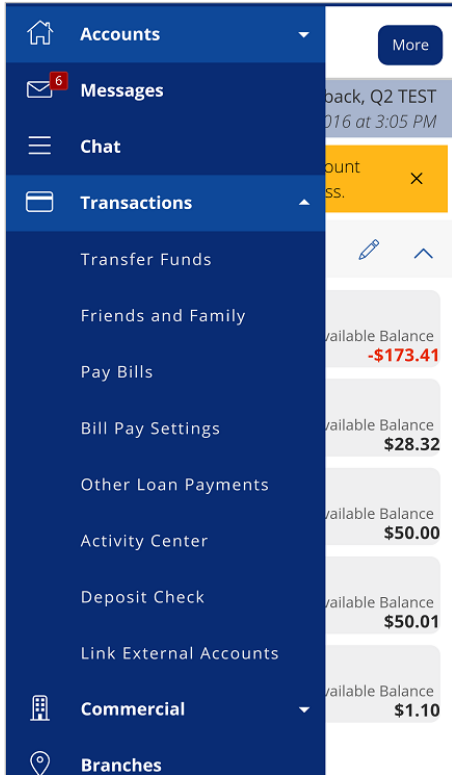


- Quick Actions are revealed when clicking on the 'More' button on the top right side of the screen.

NOTE: 'Approvals Required' summarizes how many online transactions are currently awaiting approval. Click 'View in Activity Center' to be brought to the 'Activity Center' page.



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.

Menu

Add Payee

NAME *

ADDRESS 1 *

ADDRESS 2

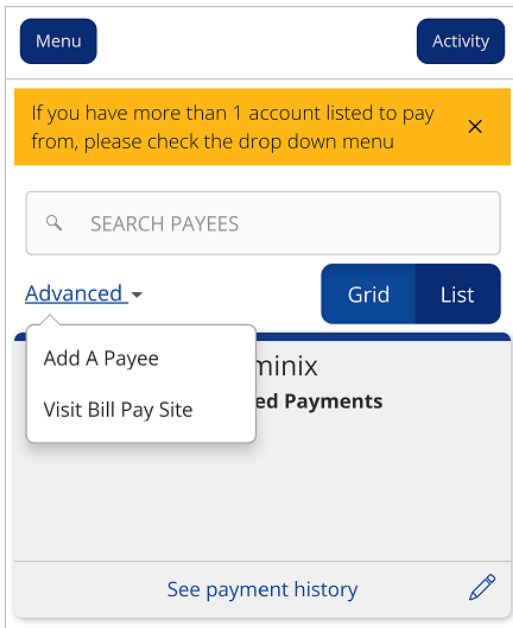
ADDRESS 3

CITY *

STATE * ZIP *

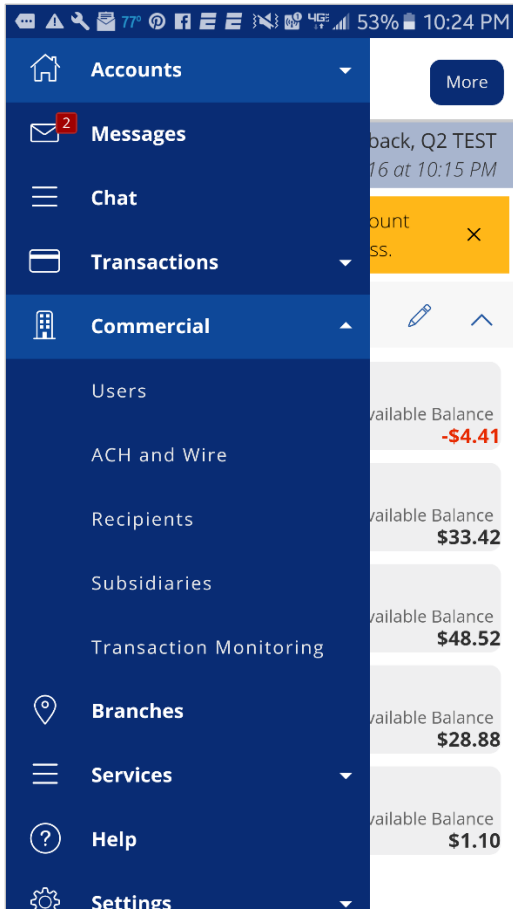
AREA CODE * PHONE *

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



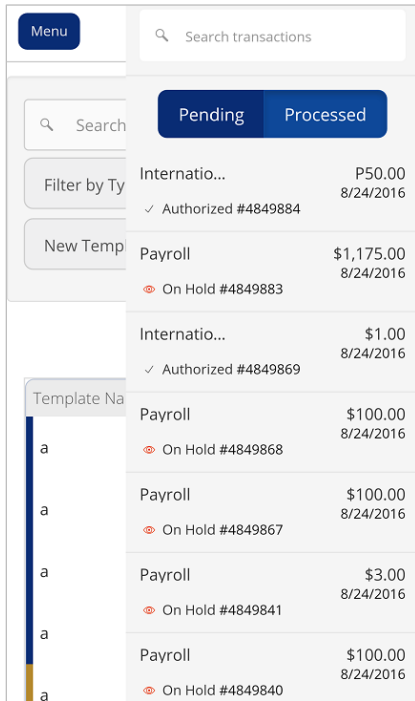
8. The 'Commercial' menu including options is shown expanded below.

NOTE: This is for commercial users only.

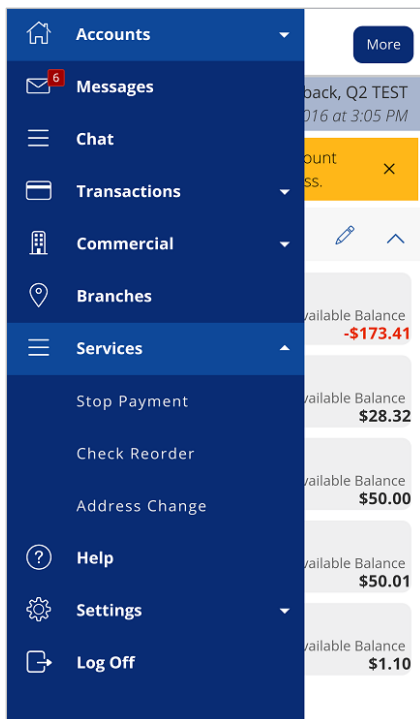


9. View a listing of pending and processed commercial transactions in the right side pane while working with online transactions.

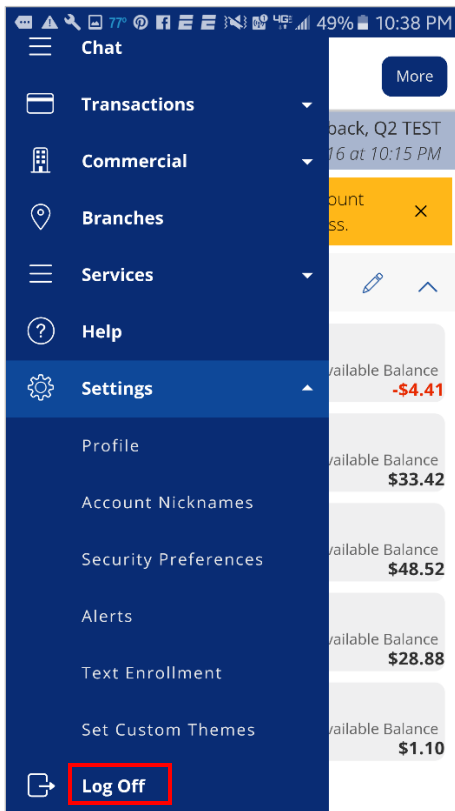
NOTE: Pending transactions are those awaiting approval or processing. Processed transactions have either passed their processing date or have already been approved and processed by Rockland Trust.



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



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



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