



LIBERTY STATE
B•A•N•K *of Powers Lake, ND*

BOX 228 POWERS LAKE, ND 58773
PHONE (701) 464-5421

GoBanking Customer

This manual was last revised on 08/10/2023. (BAS)

Contents

GOBANKING CUSTOMER	5
LOGIN	5
Accessing Online Banking for the First Time:	5
ACCOUNTS	8
ACCOUNTS SUMMARY	8
TRANSACTION HISTORY	9
PREPAID CARDS	11
INTEGRATED STATEMENTS/NOTICES	12
Viewing a Statement:	12
GoSTATEMENTS/GoNOTICES	13
Viewing Statements:	13
Registering to Receive Paperless Statements:	15
TRANSACTION SEARCH	19
Performing a Transaction Search:	19
ACCOUNT ALERTS	20
Creating a New Alert:	20
Editing an Alert:	21
Deleting an Alert:	21
Editing Text Alert Times:	22
CARD ALERTS	22
Creating a New Card Alert Contact Method:	23
Creating a New Card Alert:	23
Editing a Card Alert:	24
Editing Card Alert Delivery Times:	24
TRANSFERS	26
FUNDS TRANSFER ACCOUNTS	26
Creating a New External Transfer Account:	26
TRANSFER FUNDS	28
Creating a New Transfer:	29
TRANSFERS	30
BILL PAYMENTS	32
BILL PAY SINGLE SIGN-ON	32
BILL PAY PERSONAL INFO	32
BILL PAY ACCOUNTS	33
TEXT BANKING	34
TEXT BANKING SETUP	34
Setting Up Text Banking:	35
MOBILE BANKING HELP	36
INSTRUCTIONS	37

UNSUBSCRIBE.....	37
PREFERENCES	38
CUSTOMER PREFERENCES.....	38
CONTACT/AUTHORIZATION METHOD	38
Creating a New Contact Method:	39
EDIT LOGIN NAME	41
EDIT PASSWORD.....	41
Editing your Password:	41
EDIT CUSTOMER ACCOUNT INFO	42
Editing Customer Account Information:	42
EDIT EMAIL INFO	43
FRIENDLY NAMES	44
SECONDARY USERS.....	45
Creating a New Secondary User:.....	50
Editing a Secondary User:.....	51
Deleting a Secondary User:	51
OPT IN AGREEMENTS/POLICIES	51
CORRESPONDENCE.....	52
RECENT MESSAGES	52
COMPOSE MESSAGE	53
FORMS	54
LINKS	55
LINKS.....	55

GoBanking Customer

Login

New Users

Accessing Online Banking for the First Time:

1. Navigate to the Online Banking system via your financial institution website.
2. If you were an Online Banking user prior to conversion, use your previous login name to access the system. If you are a new Online Banking customer, enter your bank assigned temporary login name.

Good Afternoon

HOME LOCATIONS SIGN IN

Your current user name will be the same, your temp password is the **last 6 DIGITS of your Social Security Number.**

LOGIN

PASSWORD

REMEMBER ME

Submit

[Forgot password?](#)

You must be registered for Online Banking. If you are not a registered customer, you must contact the bank for authorization.

IMPORTANT! If this is your first time logging into the new system, use your OLD Login id. The last 6 of your SSN will be your NEW TEMPORARY PASSWORD. You will then be prompted to create a new password. To view a demo of this process, click here.

ONLINE FORMS

- Annual Percentage Rate
- Millionaire
- Mortgage
- Mortgage Qualification
- Retirement
- Savings
- Simple Loan Payment

FDIC

Version: 2022.4.3.0, © Copyright 1999-2022 Data Center, Inc.

TIP: Check the Remember Me check box to save your Login name.

TIP: Click the icon to display or hide the typed password.

NOTE: Login screens vary by financial institution.

3. Enter your assigned temporary password.

NOTES:

- This is typically the last six of your social security number or TIN.
 - A warning message will display under the Password field if Caps lock is on.
4. Click **Submit**.
 5. If prompted, create a new login name.

EDIT LOGIN NAME

For security reasons, your Login Name may not be the same as your Customer number. The Login Name you create may be up to 15 characters in length. The next time you sign in to Online Banking, you must use this Login Name.

LOGIN NAME
789789

Cancel Submit

6. Click **Submit**.
7. Provide a method for contact. This information will be used to send a confirmation code prior to login.
8. Select the type of contact method. *Options are: SMS/Text, Email or Google Authenticator.*
NOTE: *Selections may vary based on your financial institution.*
9. Enter a name for the contact method.
10. Enter the mobile phone number or the email address.

ADD CONTACT

Email

After entering in your contact information, a confirmation code will be sent to the email address or phone number provided.

NAME

EMAIL

Cancel Submit

11. Click **Submit**.

12. Enter the confirmation code received via SMS/Text or email. If needed, click **Resend** to receive a code again.
13. Click **Submit**.
14. If prompted, edit the password.
15. Enter the current password in the Current Password text box.
16. Enter a new password in the Password text box.
17. Enter the same password in the Confirm text box.
18. Click **Submit**.

EDIT PASSWORD

Password change required.

Your new password is case sensitive and may be any combination of letters, numbers, and keyboard characters. Your password must also meet the following requirements:
Passwords must contain a minimum of 6 to a maximum of 15 characters

CURRENT PASSWORD

NEW PASSWORD

CONFIRM NEW PASSWORD

Cancel Submit

19. If prompted, edit the email address. This is the email address notifications will be sent to regarding correspondence within the Online Banking system and when registering the email address to view online statements.
20. Enter the email address.
21. Select the checkbox to indicate if alerts should be sent to this email when secure messages are received.
22. Click **Submit**.

EDIT EMAIL INFO

Changing your email address will invalidate the email address previously registered.

EMAIL ADDRESS

SEND AN ALERT TO THIS ADDRESS WHEN I RECEIVE A SECURE MESSAGE.

Cancel Submit

Accounts

Accounts Summary

Accounts → Accounts Summary

The account summary screen displays a general overview of your accounts as well as Notifications, Account Summary Options, and Financial Tools. This screen is also the landing page for the Online Banking system.

NOTES:

- The options that display vary by Financial Institution.

TIP: Use the icons to switch between the tile and list view.

TIP: Click the account to navigate to the Account Details screen.

Account Type	Account Name	Balance
CHECKING	Charles Checking	AVAILABLE BALANCE: \$152,442.69 *
LOAN	Boat Loan	CURRENT BALANCE: \$0.00 *
	Mazda Loan	CURRENT BALANCE: \$40,349.06 *
	*****963	CURRENT BALANCE: \$7,000.00 *

Transaction History

Accounts → Accounts Summary → Select Account

The Transaction History screen displays detailed account information and transaction history for the selected account.

TRANSACTION HISTORY

Charles Checking - Checking

AVAILABLE BALANCE
\$152,442.69

CURRENT BALANCE
\$152,442.69

View Account Details

Customer ****0001 Account *****1

You are currently viewing all transactions from 3/18/2019 to 4/23/2019

ACCOUNTS SUMMARY OPTIONS

- Export Transactions
- Transfer Funds
- View Accounts Summary

DISPLAY OPTIONS

- Filter Transactions
- Reset Display
- Change Accounts
- Print All Transactions
- Print Page


VIEW	DATE	TYPE	DESCRIPTION	DEBITS	CREDITS	BALANCE
		Pending	Point Of Sale Debit	\$237.81		----
		Pending	Debit Card Payment	\$12.65		----

TIP: Search for transactions using key words or amounts.

View Account Details

Expands or collapses details regarding the selected account. Information varies based on the financial institution.

View

Indicates if there is an image associated with the transaction. Click  to see the image.

Date

Date the transaction posted.

Type

Type of transaction.

Description

Description of the transaction as returned from the processing vendor.

Debits

Dollar amount of the debit transaction.

Credits

Dollar amount of the credit transaction.

Balance

Balance for the account.

NOTE: The display for Debits, Credits and Balance may vary by financial institution.

Accounts Summary Options

View Statements - Directs you to the statement for the selected account.

Export Transactions - Used to export transactions to another software. Ex: QuickBooks.

Transfer Funds - Directs you to the Transfer Funds screen with the specified account displayed in the To field.

View Accounts Summary - Directs you to the Accounts Summary screen, which is the landing page for the Online Banking system.

Display Options

Filter Transactions - Ability to narrow down results based on date.

Reset Display - Returns the grid to the view prior to filtering or sorting.

Change Accounts - Click to select a different account to view.

Print All Transactions - Prints all transactions for the selected account.

Print Page - Prints the transaction on the selected page.

Prepaid Cards

Accounts → Prepaid Cards

The following information only displays if your financial institution offers prepaid cards through MOCA.

The Prepaid Card screen allows you to access your prepaid cards within the Online Banking system.

The screenshot shows the 'PRE PAID CARD' interface. At the top, there is a navigation bar with icons for Dashboard, Send Money, Cards, Rewards, Alerts, and a language selector. Below this, there are three summary cards: 'Prime CHARLES BANKER' with Account Balance and Spendable Balance both at \$0.00; 'My Cards at' with Account Balance and Spendable Balance both at \$0.00; and 'MOCA Coins' showing 0 Total Coins, 0 Monthly Coins, and 0/2 Qualifying Transactions. The main content area features a search bar and a table with columns for Description, Date, Amount, Coins, Category, Card, and Status. The table currently displays 'No Record Found'. To the right, there is a promotional banner for 'DOUBLE your rewards!' with 10 MOCA card purchases each month, and a filter for 'Year-Month' with the message 'No Data Available for the Selected Period'.


Integrated Statements/Notices

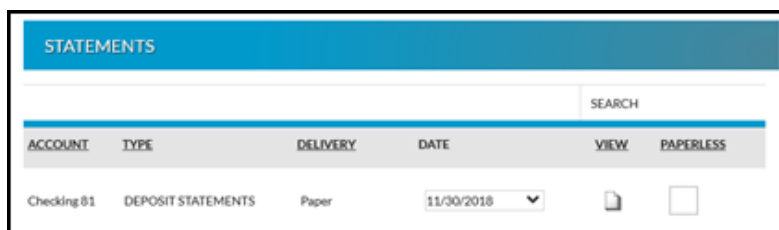
Accounts → View Statements and Notices

Integrated Statements/Notices gives customers the ability to view statements and/or notices within Online Banking.

NOTE: The View Statements option may be available on the Account Summary screen or on the Account Details screen.

Viewing a Statement:

1. Select the date of the statement from the Date drop-down.
2. Click .
3. View, print, or save the statement as needed.



Account Account number or account friendly name.

Type Type of account. Ex: Deposit, Loan, etc.

Delivery Method for receiving the statements for the associated account.

NOTE: The delivery type will always display Paper.

Date Date of the statement that will display.

View Click  to view a digital copy of the statement.

Paperless Indicates the customer will receive electronic statements instead of paper statements for the associated account.

NOTE: This option is **not** available for Integrated Statements and Notices. These check boxes will be grayed out.

GoStatements/GoNotices

The following information only displays if your financial institution has the GoStatements/GoNotices plug-in.

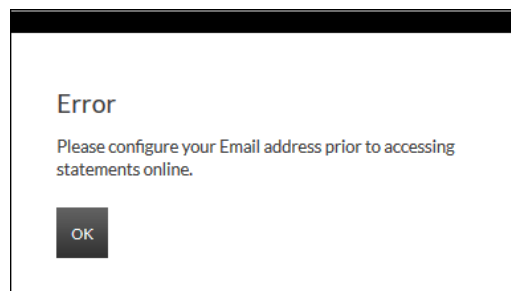
Accounts → View Statements and Notices

GoStatements/GoNotices gives users the ability to view statements and/or notices within Online Banking along with the option of going paperless.

NOTE: The View Statements option may be available on the Account Summary screen or the Account Details screen.

Viewing Statements:

1. If the customer has not configured their email address prior to accessing statements, they will receive the following message. (If an email address is registered, skip to step 6.)



2. Navigate to **Preferences → Update Email Address** to update the email address.
3. On the Edit Email Info screen, enter a valid email address and click **Submit**.

EDIT EMAIL INFO

By registering an email address you will be allowed to:

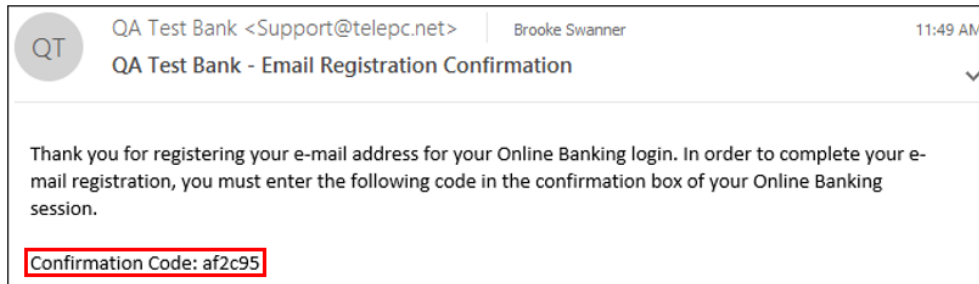
- receive email notification for secure messages from the Bank
- configure and receive email notifications
- reset your own Online Banking password

EMAIL ADDRESS
 bswanner@datacenterinc.com

SEND AN ALERT TO THIS ADDRESS WHEN I RECEIVE A SECURE MESSAGE.

Cancel
Submit

4. An email is then sent with a confirmation code that will be used to configure the email.



5. Enter the confirmation code and click **Submit**.

EDIT EMAIL INFO

Please enter the confirmation code that was sent to the email address you provided. If you did not receive the email or would like to use a different email address, click 'Reset'. Please note that it may take several minutes to receive the confirmation email.

CONFIRMATION CODE
af2c95

Reset Resend Submit

The customer will be directed to the Customer Preferences page with a message indicating that the email address was successfully updated.

Email Address was successfully changed

CUSTOMER PREFERENCES


PREFERENCE	CURRENT VALUE
Customer	50292
Login Name	50292
Email Address	bswanner@datacenterinc.com
Email alert for new message	Enabled
Mobile Phone #	* Not Activated *
Secondary Users	Allowed
Cash Management	Enabled


6. Select the date of the statement from the Date drop-down.

STATEMENTS

SEARCH

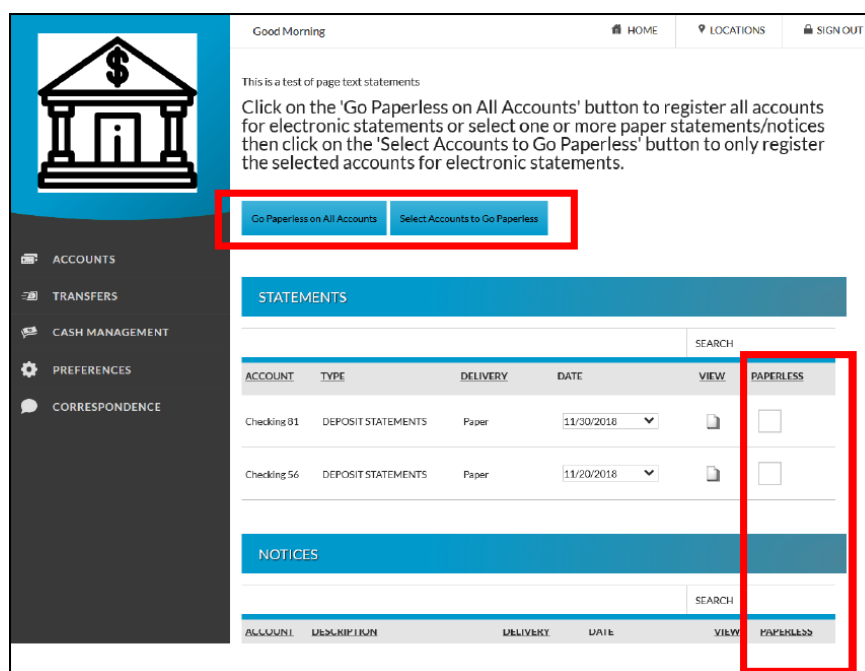
ACCOUNT	TYPE	DELIVERY	DATE	VIEW	PAPERLESS
Checking 81	DEPOSIT STATEMENTS	Paper	11/30/2018		<input type="checkbox"/>

7. Click .
8. View, print, or save the statement as needed.

Account	Account number or account friendly name.
Type	Type of account. Ex: Deposit, Loan, etc.
Delivery	Method for receiving the statements for the associated account.
Date	Date of the statement that will display.
View	Click  to view a digital copy of the statement.
Paperless	Indicates the customer will receive electronic statements instead of paper statements for the associated account. NOTE: Customers must complete the registration for paperless statements.

Registering to Receive Paperless Statements:

1. Navigate to **Accounts → View Statements and Notices.**





Good Morning HOME LOCATIONS SIGN OUT

This is a test of page text statements

Click on the 'Go Paperless on All Accounts' button to register all accounts for electronic statements or select one or more paper statements/notices then click on the 'Select Accounts to Go Paperless' button to only register the selected accounts for electronic statements.

[Go Paperless on All Accounts](#) [Select Accounts to Go Paperless](#)

STATEMENTS

ACCOUNT	TYPE	DELIVERY	DATE	VIEW	PAPERLESS
Checking 01	DEPOSIT STATEMENTS	Paper	11/30/2018		<input type="checkbox"/>
Checking 56	DEPOSIT STATEMENTS	Paper	11/20/2018		<input type="checkbox"/>

NOTICES

ACCOUNT	DESCRIPTION	DELIVERY	DATE	VIEW	PAPERLESS
---------	-------------	----------	------	------	-----------

- To go paperless on all accounts, click **Go Paperless on All Accounts**. If only certain accounts should go paperless, check the Paperless checkbox next to the appropriate account(s) and then click **Select Accounts to Go Paperless**.
- Some Financial Institutions may require PDF verification. Review the terms and conditions that appear next. Click the **Click Here to Open Verification PDF** link to receive the necessary verification code.

Good Morning

Consent to Receive Electronic Statements

Following is important information concerning your request and consent to access electronic statements for your accounts (Electronic Statements). [If, after reading the following information, and you consent to electronically receive Electronic Statement\(s\), the In Case of Errors or Questions About Your Electronic Transfers disclosure, and the In Case of Errors or Questions About Your Bill disclosure, you may still receive a paper statement via U.S. mail in addition to your Electronic Statement\(s\).](#) If you select Electronic Statement(s), you will still receive all other communications such as statements for non-Deposit Accounts and regulatory notices via U.S. mail. Statement activity prior to bank approval of your Electronic Statement registration will not be available online.

Fees

Our fee for Electronic Statement(s) are as listed in our most recent Fee Schedule. If you need information concerning our Fee Schedule, please contact Customer Support at the phone number or address found by clicking the [Help](#) link at the top of the page.

E-Mail Notification and Electronic Statements

With Electronic Statement(s), we will notify you by e-mail when your account statement is ready for viewing. Generally, the e-mail notification is sent out within one day after the account statement is produced. The e-mail notification will contain a link for you to access our Website where, after you log in, you will find your electronic account statement under the Account tab for Electronic Statement(s). From the time you enroll, we will maintain at the same location your most recent statements as follows: for daily statements, the 90 most recent statements; for monthly statements, the 13 most recent statements; for quarterly statements, the 13 most recent statements. Document images are available online for a minimum of 3 months from the current business day. To view or save your Electronic Statement(s) Adobe® Reader® must be installed on your computer.

Electronic Formats and Access

[Click Here to Open Verification PDF](#)

VERIFICATION CODE

Cancel Accept

- This opens a new window with the PDF verification code. Make note of the code, type it in the Verification Code box on the Terms and Conditions page, and click the **Accept** button.


PDF Reader Verification

Please enter the following code in the verification code box in online banking to complete the opt in agreement: **32058517**

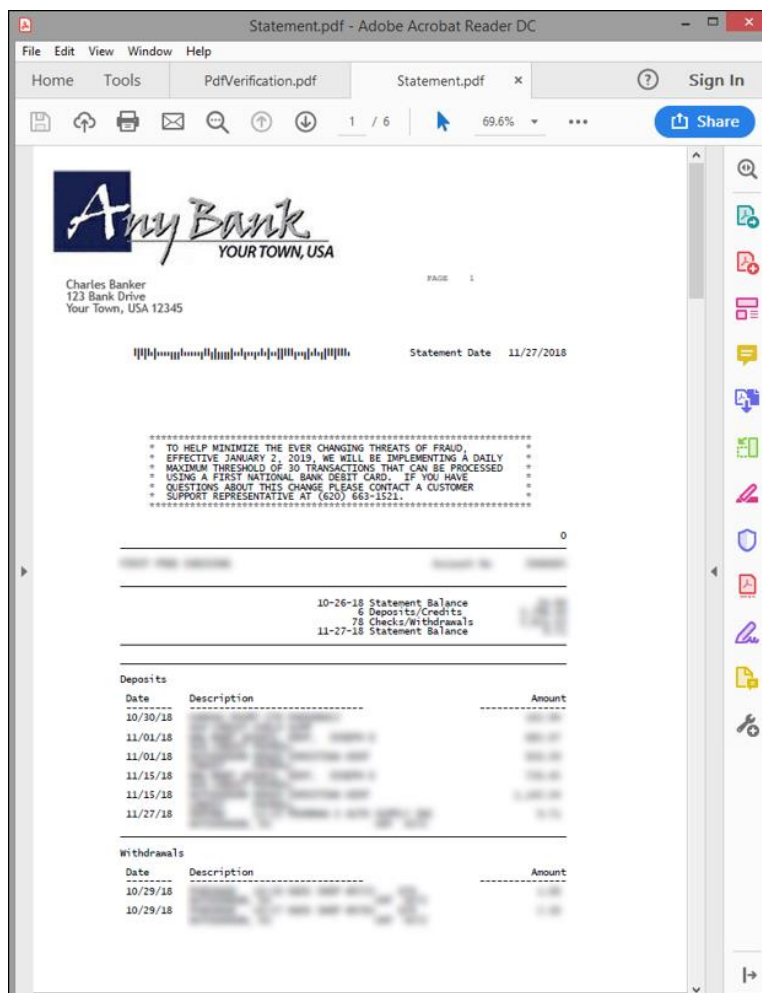
NOTES:

- Any previously registered accounts display a Delivery method of "Electronic" with the Paperless box checked. Accounts that have not been registered display a Delivery

method of "Paper," with the Paperless box not checked. Paperless accounts can be switched back to Paper at any time by the bank in iCore360.

- Current GoStatements/GoNotices customers that want to register a new account, simply need to check the Paperless check box for the accounts to register and then click **Go Paperless**. Since the customer is already registered, the terms and conditions will not be reviewed.
- The customer can view statements, notices, year-end notices, and bank documents in separate sections as displayed below. To view an item, select the appropriate date from the drop-down if applicable, and then click .
- Integrated GoStatements/GoNotices will display the last 13 statements (monthly, quarterly, or weekly statements). 90 statements will display if the statements are set to days. Yearend notices will be available for 7 years. Please contact your DCI Customer Relationship Manager if the values should be modified.

Example of how the statement displays:



Notification Emails

Customers will receive the following email notifications when new statements or notices are available to be viewed.

- If the customer has *more* than six statements and/or notices available for viewing, extra verbiage "(and additional accounts not listed here)" will be printed at the bottom of the "Account Numbers Ending In" list.

NOTE: *Portions of the text in these emails can be customized for your bank on the GoStatements General Parameters screen in iCore360.*

From: Education National Bank <DONOTREPLY@educationnationalbank.com>

Sent: Friday, April 30, 2021 10:00 PM

To: Bank Customer <acustomer@email.com>

Subject: Account Statement Notification



Statement Date: 04/30/2021

Account numbers ending in:
XXXXXXXX9999

Your Account Statement for 04/30/2021 is now available for viewing online.

You may also view your disclosure(s) on the Statements page.

Please visit www.educationnationalbank.com to view your statement.

If you have any questions, please contact us:

By Phone: (555) 555-5555

By Email: webstatements@educationnationalbank.com

By Mail: Education National Bank
1234 ANYWHERE STREET
HUTCHINSON, KS 55555

At Education National Bank, we do not send unsolicited e-mails. You received this e-mail because you have chosen a statement option that requires e-mail notification. Thank you for banking with Education National Bank.

Transaction Search

Accounts → Transaction Search

The Transaction Search screen gives you the ability to filter transactions by date, check number, amount, category, or a combination of these filters.

TRANSACTION SEARCH

<small>FROM DATE</small> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="3/16/2020"/>	<small>TO DATE</small> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="4/16/2020"/>
<input style="width: 95%; border: 1px solid #ccc;" type="text"/>	<input style="width: 95%; border: 1px solid #ccc;" type="text"/>
<input style="width: 95%; border: 1px solid #ccc;" type="text"/>	<input style="width: 95%; border: 1px solid #ccc;" type="text"/>

Checking ALL CHECKING ACCOUNTS

CHARLES CHECKING

Loan ALL LOAN ACCOUNTS

*****100 *****1 MAZDA LOAN

Categories

<input type="checkbox"/> DEBIT	<input type="checkbox"/> CREDIT	<input type="checkbox"/> CHECK
<input type="checkbox"/> ATM	<input type="checkbox"/> ACH	<input type="checkbox"/> WEB
<input type="checkbox"/> PHONE	<input type="checkbox"/> WIRE	<input type="checkbox"/> CHARGE/FEE

Performing a Transaction Search:

1. Enter the Start and End date.
2. Enter the check number or range of check numbers.
3. Enter the amount or amount range.
4. Select the accounts to search.
5. Click **Categories** to view and select categories for the search.

6. Click **Submit**.

The transactions that fall within the search requirements display. The results can then be exported or printed, if needed.

TRANSACTION SEARCH RESULTS						
						SEARCH
ACCOUNT	CHECK #	DATE	TYPE	DESCRIPTION	AMOUNT	
Charles Checking		2/22/2019 12:00:00 AM	Direct Deposit	STORE CHK-INTRNT TYPE: TRANSFER CO: STORE CHK-INTRNT	\$200.00	
Charles Checking		2/27/2019 12:00:00 AM	Direct Deposit	STORE CHK-INTRNT TYPE: TRANSFER CO: STORE CHK-INTRNT	\$200.00	

Cancel Export Print

Account Alerts

Accounts → Account Alerts

The Account Alerts screen is used to create alerts notifying you of specific account information.

ALERTS					ALERT OPTIONS	
					Create New Alert	
					Edit Text Alert Times	
NAME	ACCOUNT	TYPE	VIA	STATUS	TEXT ALERT SETTINGS	
Balance under \$200	Charles Checking	Account Balance Less Than \$200.00	Email	Active	Phone	(800) 955-0775
Car Loan	Mazda Loan	7 days prior to loan payment due date	Text	Active	Receive Text	8:00 AM - 8:00 PM CST

Creating a New Alert:

1. Click *Create New Alert*.

ACCOUNT ALERT

TYPE: Account Balance

NAME: Susan Banker

CHECKING: Charles Checking \$152,442.69

WHEN ACCOUNT BALANCE: Greater Than AMOUNT: 500.00

SEND EMAIL EMAIL ADDRESS:

SEND SMS Send SMS Alert to Phone: (800) 955-0775

Active

Alert emails are NOT encrypted and may be viewed by third parties. Do not include any private information in your Alert Name

Cancel Submit

2. Select the type of alert. *Options are:*
 - Account Balance
 - CD Maturity Date
 - Loan Payment Due Date
 - Pending Transactions
3. Enter a name for the alert.
4. Select the account the alert is associated with.
5. Based on the type of alert, different fields display. Complete the displayed fields.
 - Account Balance Alert – Indicate if the alert should be prompted when the balance is greater than or less than the indicated dollar value.
 - CD Maturity Date – Indicate the number of days prior to the maturity date the alert should be sent.
 - Loan Payment Due Date – Indicate the number of days prior to the loan payment date the alert should be sent.
 - Pending Transactions – No extra fields display.
6. Indicate if you would like to have the alert sent via SMS/Text and/or Email.
NOTE: *The phone number must be setup in the Text Banking section first.*
7. Indicate if the alert is Active or Inactive. By default, the alert is set to Active once the alert is created. To deactivate the alert, click **Active** and the status will then change.
8. Click **Submit**.

Editing an Alert:

1. Click *Options*.
2. Click *Edit Alert*.
3. Make changes as needed.
4. Click **Submit** to save changes. Click **Cancel** to return to the Alerts screen.

Deleting an Alert:

1. Click *Options*.
2. Click *Delete Alert*.
3. Click **OK** to delete the alert. Click **Cancel** to return to the Alerts screen.

Editing Text Alert Times:

1. Click *Edit Text Alert Times*.

Text Alert Times

When you set up alerts, you can elect to also receive the alerts as a text message on your phone.

You can use the following to select the hours between which you wish to receive the alerts.

Send text alerts between the hours of (times in **CST (GMT -6:00)**)

Start Time

8:00 AM ^

and

End Time

8:00 PM v

Cancel
Submit

2. Select the Start and End time for text alerts.
3. Click **Submit**.

Card Alerts


The following information only displays if your financial institution has card alert parameters setup in iCore360.

Accounts → Card Alerts

The Card Alerts screen is used to create alerts notifying you of specific card account information. Before any alerts can be created, a contact method must be established.

CARD ALERTS				ALERT OPTIONS	
ALERT NAME	ACCOUNT	ALERT TYPE	DELIVERY		
Fuel Alert	██████████	Fuel	1-SMS	Create New Alert Setup Alert Contacts Edit Delivery Times Alert Delivery Times Email Any time of day Text Any time of day Time zone Central	

Creating a New Card Alert Contact Method:

1. Click *Create New Contact*.
2. Select Email Address or Text Phone Number as the contact method.
3. Enter the email address or mobile phone number.
4. Click **Save Changes**.
5. If a mobile phone number was selected, the customer must accept the Opt-In agreement.
6. Click  to resend the opt-in agreement, if needed.
7. Repeat the steps as needed to add additional contact methods.

CARD ALERT CONTACTS

ALERT CONTACT OPTIONS

EMAIL ADDRESS

kmcginnes@datacenterinc.com ✕


Maximum of three email contacts

TEXT PHONE NUMBER

STATUS

OPT-IN DATE

Opt-in request sent

↻

✕

Maximum of three text contacts
Message and data rates may apply
At any time, you may text:
STOP to 39334 to cancel
HELP to 39334 for help

Create New Contact

Card Alerts

Click ✕ to remove the contact

Creating a New Card Alert:

1. Navigate to the Card Alerts screen.
2. Click *Create New Alert*.

CARD ALERT

ACCOUNT [redacted]

TYPE Choose Alert Type

NAME

SEND EMAIL

EMAIL ADDRESS

kmcginnes@datacenterinc.com

SEND TEXT

PHONE #

(555) 555-5555


ACTIVE INACTIVE



Cancel Save Changes


Let's talk!

3. Select the Card Account the alert is associated with.
4. Select the type of alert.
NOTE: Alert options will vary based on your financial institution.
5. Enter a name for the alert.
6. Click the box next to the contact methods where you would like to have the alert sent.
7. Indicate if the alert is Active or Inactive. By default, the alert is set to Active once the alert is created.
8. Click **Save Changes**.

Editing a Card Alert:

1. Click .
2. Make changes as needed.
3. Click **Save Changes**. Click **Cancel** to return to the Card Alerts screen.

CARD ALERTS			
ALERT NAME	ACCOUNT	ALERT TYPE	DELIVERY
Add Money!	[REDACTED]	Minimum Transaction Amount	1-Email  

Click  to delete the

Editing Card Alert Delivery Times:

1. Click *Edit Delivery Times*.

ALERT DELIVERY TIMES	ALERT OPTIONS
<input checked="" type="radio"/> SEND EMAIL ALERTS ANY TIME OF DAY <input type="radio"/> SEND EMAIL ALERTS BETWEEN THE HOURS OF 12:00 AM AND 12:00 AM <input checked="" type="radio"/> SEND TEXT MESSAGE ALERTS ANY TIME OF DAY <input type="radio"/> SEND TEXT MESSAGE ALERTS BETWEEN THE HOURS OF 12:00 AM AND 12:00 AM TIME ZONE: Central OBSERVE DAYLIGHT SAVINGS TIME: Yes	Save Changes Cancel

2. Select the radio button *Send Email Alerts Between The Hours* to designate a delivery timeframe for email alerts. Set the start and end times as needed.
3. Select the radio button *Send Text Message Alerts Between The Hours* to designate a delivery timeframe for text alerts. Set the start and end times as needed.
4. Set the Time Zone.
5. Indicate if your location observes daylight savings time.
6. Click **Save Changes**.

Transfers



Funds Transfer Accounts





Transfers → External Transfer Setup

The External Transfer Accounts screen is used to create, edit and view linked accounts.

EXTERNAL TRANSFER ACCOUNTS

Checking

TIP: Click  to edit the external account Name, Financial Institution information and update the status of the account.
 Click  to delete the linked account.








ACCOUNT	NAME	FINANCIAL INSTITUTION	STATUS		
123123	Cindy Banker	DCI Education	Confirmed Active		
3144	Lindsay Hildebrand	DCI Bank	Confirmed Active		



Creating a New External Transfer Account:

1. Click *Create External Transfer Account*.
2. Enter the Name.
3. Enter the Financial Institution.
4. Enter the routing number.
5. Reenter the routing number.
6. Enter the account number.
7. Reenter the account number.
8. Indicate the Account Type.

Checking

SEARCH

ACCOUNT	NAME	FINANCIAL INSTITUTION	STATUS		
123123	Cindy Banker	DCI Education	Confirmed Active		
3144	Lindsay Hildebrand	DCI Bank	Confirmed Active		
98745	Sally Smith	Training	 Approved Awaiting Confirmation		

Once the financial institution has approved the linked account, a  displays. Select the  to enter the confirmation amounts, then click **Submit**. Once the confirmation amounts are entered correctly, an external transfer can be performed.

EXTERNAL FUNDS TRANSFER CONFIRMATION

Account:	98745
Name:	Sally Smith
Financial Institution:	Training

<div style="border: 1px solid gray; padding: 2px; font-size: small;">CONFIRMATION AMOUNT</div> <div style="border: 1px solid gray; padding: 2px; text-align: center;">36</div>	<div style="border: 1px solid gray; padding: 2px; font-size: small;">CONFIRMATION AMOUNT</div> <div style="border: 1px solid gray; padding: 2px; text-align: center;">48</div>
--	--

Cancel
Submit

NOTES:

- Amounts should be entered as cents. For example, if the micro deposits were for \$0.36 and \$0.48, enter 36 and 48 or .36 and .48 in the confirmation amount fields.
- When the external account is a loan account, there will not be a micro deposit transaction or confirmation amounts to be entered. Based on your financial institution's settings, additional approval may be needed before the external loan account is active.

Transfer Funds

Transfers → New Transfer

The New Transfer screen is used to transfer money to and from internal and external deposit and loan accounts.

NOTE: External deposit and loan accounts must be created, approved, and confirmed on the External Transfer Setup screen in order for them to display within the Transfer Funds screen.

Creating a New Transfer:

1. Select the From account.
2. Select the To account.
3. Enter the Amount.
4. Select the frequency. *Options are:*
 - One Time
 - Future, One Time
 - Future, Scheduled
5. If a future option was selected, enter the date the transfer should process.
6. If the transfer falls on a holiday, indicate if the transfer should process the business day before or after the scheduled date.
7. If transferring to a loan, select the type of loan payment.
8. Enter a Memo, if applicable.
9. Click **Continue**.
10. Click **Confirm** to complete the transfer.

NOTES:

- *When creating a transfer, one of the accounts must be an internal account.*
- *Transfers involving external accounts may take 1-2 business days to be effective.*

TRANSFER FUNDS

FROM:
Select Account ▼

TO:
Select Account ▼

AMOUNT:

FREQUENCY:
One Time ▼

MEMO:

Cancel Continue

Transfers

Transfer → View Transfers

The Transfers screen is used to view pending transfers and transfer history. Sort options are available by clicking in the *Sort By* section. Use the *Search* section to search for transfers using key words or amounts including the memo information.

From Account

Account the transfer is originating from.

To Account

Account the transfer is going to.

Schedule

Depending on the tab being viewed, multiple items may display in this area.

- Pending tab – Indicates the schedule of the transfer.
- History tab – Status of the transfer.

Approve

Click to approve the transaction. If this button displays, the transaction must be approved prior to the transaction being submitted to the financial institution.

Approved

Indicates the transfer has been approved.

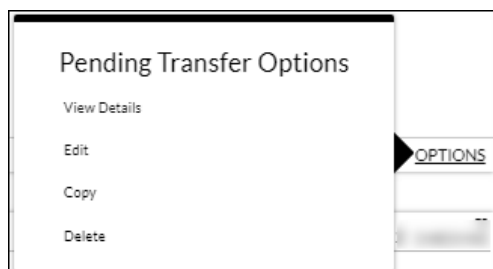
Date

Date the transfer is scheduled to occur.

NOTE: If the Approval button is grayed out, this indicates the user has self-approval rights and has already approved the transaction.

Pending Transfer Options

Pending Transfer Options are available by clicking *Options* while on the Pending tab.



View Details – Displays the details for the selected transfer.

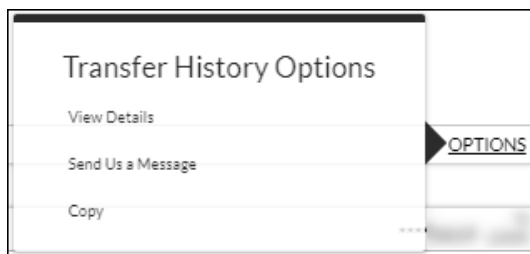
Edit – Directs you to the Edit Funds Transfer screen. If the transfer is recurring, the option to edit the next occurrence or series displays.

Copy – Directs you to the Transfer Funds screen, giving you the ability to copy a previously created transfer.

Delete – Directs you to the Delete Funds Transfer screen, giving you the ability to delete the next occurrence or delete the series.

Transfer History Options

Transfer History Options are available by clicking *Options* while on the History tab.



View Details – Displays the details for the selected transfer.

Send Us a Message – Directs you to the Compose Message screen giving you the ability to send a message to the Financial Institution.

Copy – Directs you to the Transfer Funds screen giving you the ability to copy a previously created transfer.

Bill Payments

Bill Pay Single Sign-On

Bill Payment → Go to Bill Pay

Bill Payment is used to single sign on to the Bill Pay application. This option only displays if your financial institution offers a Bill Payment solution.

Bill Pay Personal Info

Bill Payments → Personal Information

The following information only displays if your financial institution offers Bill Pay through Allied.

The Bill Pay Personal Info screen is used to modify the account owner's name and address. This information will be used when paying a bill.

BILLPAY PERSONAL INFO

EMAIL
bswanner@datacenterinc.com

PHONE
620-921-5396

SMS/TEXT CAPABLE

ALTERNATE PHONE NUMBER 620-921-5544	<input checked="" type="checkbox"/> SMS/TEXT CAPABLE	<input type="button" value="Remove"/>
ALTERNATE PHONE NUMBER 620-921-5555	<input checked="" type="checkbox"/> SMS/TEXT CAPABLE	<input type="button" value="Remove"/>

Bill Pay Accounts

Bill Payments → Account Information

The following information only displays if your financial institution offers Bill Pay through Allied.

The Update Bill Pay Accounts screen is used to select accounts that should be available in Bill Pay.

Bill Payments → Update Bill Pay Accounts → Edit Account Info

When *Edit Account Info* is selected, the Account Info screen displays for the associated account. Update information as needed and click **Submit**.

Text Banking

Text Banking Setup

Text Banking → Sign Up

The Text Banking Setup screen is used to register for Text Banking. This option will only display if you are not currently signed up for text banking.

TEXT BANKING SETUP

Text Banking allows you on-demand access to your accounts directly from your cell phone. Please review and accept the terms and conditions below to get started.

Supported Carriers:

- AT&T Mobility
- T-Mobile
- Verizon Wireless
- Sprint
- Nextel
- Alltel
- Dobson
- U.S. Cellular
- MetroPCS
- Virgin Mobile
- Boost

To get started now, please take a moment to review these important agreements and click **Submit** below:

- You may be charged access rates or text messaging fees from your mobile phone carrier depending on your service plan. These fees are independent of any fees imposed by the bank. Web access is required to use our web-enabled Mobile Banking service. Check with your mobile service provider for details on specific fees and charges.
- Must be account holder or have permission from the account holder to subscribe.
- All subscriptions renew automatically until canceled.

I ACCEPT

Message frequency is dependent upon individual user settings.

Submit **Cancel**

Setting Up Text Banking:

TEXT BANKING SETUP

TEXT BANKING OPTIONS
[Terms & Conditions](#)
[Unsubscribe](#)

- Enter your Mobile Phone Number
- Determine whether or not you wish to receive a text message containing balances for all text messaging enabled accounts.
- Determine which day of the week and time of day you wish to receive the weekly text message.
- At any time, you may Text **STOP to 44660 to cancel**, or text **HELP to 44660 for HELP**

ENABLE WEEKLY BALANCE MESSAGE FOR TEXT MESSAGING ENABLED ACCOUNTS*

MOBILE PHONE #

SEND WEEKLY BALANCE MESSAGE ON
Monday

AT
9:00 AM

CST (GMT -6:00)

*Msg&Data Rates May Apply| Msg frequency varies by user

- Check the boxes next to the accounts you want to enable.
- You may use the names assigned, or you may enter your own friendly name for each account. Your friendly name may be **up to 5 digits and/or characters**.

Checking

ACCOUNT	CUSTOMER	TEXT MESSAGING	MOBILE FRIENDLY NAME
Donut Fund	513747949	<input type="checkbox"/>	<input type="text" value="ck1"/>
Checking 2	513747949	<input type="checkbox"/>	<input type="text" value="ck2"/>

TIP: Customize the Mobile Friendly Name to make it easier to identify the account being used.

1. Select the "I Accept" check box.
2. Click **Submit**.
3. Enter the mobile phone number that should be registered for Text Banking.
4. Select the *Enable weekly balance message for text messaging enabled accounts* checkbox to automatically receive balance(s) for enabled accounts via text message, if applicable. *(If not selected, skip to step 6.)*
5. Select the day of the week and time of day for the messages to be delivered.
NOTE: *The reflected time will always be Central Standard Time.*
6. In the account grid, select checkbox in the Text Messaging column for any accounts that should be enabled for Text Banking.
7. In the Mobile Friendly Name column, edit the mobile friendly name as needed.
8. Click **Submit**.
9. An activation text is sent to the mobile phone provided. Reply to the text with the displayed activation code. If the text message should be resent, click **Resend**.

MOBILE BANKING TERMS & CONDITIONS

Your activation is pending confirmation by you via text message. Please reply to your confirmation text message with the following activation code OK 174223

Resend

NOTE: Once text banking has been set up, edits to your settings can be made by navigating to the Text Banking Setup screen. **Text Banking → Edit My Settings.**

Mobile Banking Help

Text Banking → Help

The Mobile Banking Help screen is used to contact the financial institution regarding issues with text banking.

1. Enter an email address.
2. Enter a contact phone number if desired.
3. Enter a description of the issue.
4. Click **Submit Help Request**.

Mobile Banking Help

Please type in your email address and a brief description of the problem you are experiencing with our Mobile Banking service.

*Email Address:

Contact Phone:

*Description:

***REQUIRED Entries**

Instructions

Text Banking → Instructions

The Instructions screen provides the following information:

- How to use the Mobile Text Message Service
- Terminology for text messaging requests
- List of supported carriers
- Messaging examples
- Opting out
- Terms and Conditions

MOBILE BANKING TERMS & CONDITIONS	TEXT BANKING OPTIONS
<p>To Use Mobile Text Message Service:</p> <ul style="list-style-type: none"> • Send text with the one of the requests listed below to: 44660 • Message frequency is dependent upon individual user settings. <p>Text Messaging Requests:</p> <ul style="list-style-type: none"> • sum - Receive summary information for all enabled accounts • bal - Receive balances for enabled accounts • msg - Text message directly to designated bank contact • sum ck1 - Receive summary information for account ck1 • bal sv2 - Receive balance information for account sv2 • help - text HELP to 44660 for help <p><small>Remember, you may use your own mobile friendly names, up to 5 characters, to replace the example account names (IE: ck1, sv2).</small></p>	<p>Settings</p> <p>Unsubscribe</p> <p>TIP: Click <i>Unsubscribe</i> to discontinue using Text Banking.</p>

Unsubscribe

Text Banking → Unsubscribe

The Text Banking Unsubscribe screen is used to unsubscribe from text banking services.

TEXT BANKING UNSUBSCRIBE

Unsubscribing from Text Banking will disable all features for this customer and any associated secondary users.

- No account information will be accessible via SMS text messaging
- No account alerts will be sent to your mobile device

If you wish to use this service in the future, you will need to go through the entire registration process again. Do you wish to UNSUBSCRIBE from mobile banking at this time?

Cancel
Unsubscribe

Preferences

Customer Preferences

Preferences → Security Options → Customer Preferences

The Customer Preferences screen displays basic information regarding the customer along with the additional applications the customer has access to.

CUSTOMER PREFERENCES	
PREFERENCE	CURRENT VALUE
Customer	****0001
Login Name	SusanBanker
Email Address	*****@*****.com
Email alert for new message	Enabled
Mobile Phone #	* Not Activated *
Secondary Users	Allowed
Cash Management	Enabled

Contact/Authorization Method

Preferences → Security Options → Change Security Contact

The Contact/Authorization Method screen displays contact methods that have been created.

Contact / Authorization Method			CONTACT METHOD
These are the contact methods you have previously entered. When signing into Online Banking, you may be asked to select a contact method to have your security code sent to.			New Contact Method
CONTACT LIST			
			SEARCH
NAME	VERIFICATION DATE	CONTACT	
Lindsay		*****@*****.com	Validate ×
Kayla	8/31/2020 10:24:09 AM	Google Authenticator	
New			

Creating a New Contact Method:

1. Click **New** or *New Contact Method* to create a new contact method.
2. Indicate the method for contact in the Contact Type field.
3. Enter a name in the Name field. This is only used to reference the contact method.
4. Enter the Phone Number, Email or Google Authenticator information.
5. Click **Submit**.

ADD CONTACT

CONTACT TYPE
 SMS ▼

After entering in your contact information, a confirmation code will be sent to the phone number provided. You must enter this code on the 'Contact Method' page prior to use.

NAME
 Bobby Banker

PHONE NUMBER
 555-555-5555

Cancel
Submit

6. Select an established contact to authorize this new contact method.

SELECT CONTACT

This action requires additional authentication

SEARCH

NAME	VERIFICATION DATE	CONTACT	
Brandi	12/28/2016 8:55:18 AM	brandi@bobbybanker.com	select
Kayla	5/5/2020 8:36:54 AM	kayla@bobbybanker.com	select

7. Enter the verification code received via email or text message, or enter the code generated in Google Authenticator. If needed, click **Resend** to receive a new code.

VERIFY CONTACT

Please enter the confirmation code that was sent to the phone number you provided. (555-555-5555) If you did not receive the code click 'Resend'. Please note that it may take several minutes to receive the confirmation text.

CODE

Cancel
Submit


8. Enter the verification code received at the new contact method via email or text message, or enter the code generated in Google Authenticator. If needed, click **Resend** to receive a new code.
9. Click **Submit**.

VERIFY CODE

For your protection, additional authentication is required for this action. If you did not receive the code click 'Resend'. Please note that it may take several minutes to receive the confirmation email. Please enter the code

CODE

Cancel
Submit

If **Cancel** was selected, the contact method can still be verified on the Contact/Authorization Method screen. Select  to be returned to the Verify Contact screen.

Contact / Authorization Method


These are the contact methods you have previously entered. When signing into Online Banking, you may be asked to select a contact method to have your security code sent to.

CONTACT METHOD


New Contact Method


CONTACT LIST

SEARCH

NAME	VERIFICATION DATE	CONTACT
Lindsay		[Redacted] Validate  X
Kayla	8/31/2020 10:24:09 AM	Google Authenticator

New

Click  to delete the contact method.

Click  to enter the verification code for the contact method.

Edit Login Name

Preferences → Security Options → Change Login Name

The Edit Login Name screen is used to edit your login name.

EDIT LOGIN NAME

For security reasons, your Login Name may not be the same as your Customer number. The Login Name you create may be up to 15 characters in length. The next time you sign in to Online Banking, you must use this Login Name.

LOGIN NAME
SusanBanker

Cancel Submit

Edit Password

Preferences → Security Options → Change Password

Editing your Password:

1. Enter the current password used to login to Online Banking.
2. Enter the new password in the New Password field.
3. Re-enter the password in the Confirm Password field.
4. Click **Submit**.

EDIT PASSWORD

Your new password is case sensitive and may be any combination of letters, numbers, and keyboard characters. Your password must also meet the following requirements:
Passwords must contain a minimum of 6 to a maximum of 15 characters

CURRENT PASSWORD

NEW PASSWORD

CONFIRM NEW PASSWORD

Cancel Submit

Edit Customer Account Info

Preferences → Internet Banking Options → Edit Customer Account Info

The Edit Customer Account Info screen is used to display the customer record and all online banking accounts. Any fields that were enabled in iCore360 and GoBanking System Administrator will be available to edit. Once edited, the changes will be updated in iCore360.

The screenshot shows a summary view of the customer's account information. It includes three main sections: a header for the customer's name and address/contact info, a section for the checking account (****3464), and a section for a loan account (****3401). At the bottom, there are two buttons: 'Cancel' and 'Submit'.

Editing Customer Account Information:

1. Click on the tile to edit.
2. Make the changes as needed.
3. Click **Submit**.

TIP: Check this box to copy the customer address to all accounts.

The screenshot shows the full form for editing customer account information. The form is titled 'Address/Contact Info' and contains the following fields:

- STREET ADDRESS: [REDACTED]
- CITY: CHERRYVALE
- STATE: KS (dropdown menu)
- ZIP: 67335-1113
- UPDATE ALL ACCOUNT ADDRESSES TO CUSTOMER ADDRESS
- * TO UPDATE INTERNATIONAL ADDRESS(ES) CONTACT YOUR FINANCIAL INSTITUTION
- HOME EMAIL: [REDACTED]
- BUSINESS EMAIL: [REDACTED]@datacenterinc.com
- HOME PHONE: [REDACTED]
- CELL PHONE: 000 777-0000
- BUSINESS PHONE: [REDACTED]

Edit Email Info

Preferences → Internet Banking Options → Update Email Address

The Edit Email Info screen is used to edit the email address utilized within Online Banking. This is the address notifications will be sent to regarding correspondence within the Online Banking system.

EDIT EMAIL INFO

Changing your email address will invalidate the email address previously registered.

EMAIL ADDRESS
bbanker@none.com

SEND AN ALERT TO THIS ADDRESS WHEN I RECEIVE A SECURE MESSAGE.

Cancel Submit

Friendly Names

Preferences → Internet Banking Options → Friendly Names

The Friendly Names screen is used to create and edit user defined names for the displayed accounts. Once a name has been created, that name will display throughout Online Banking instead of the account number.

NOTE: *If your bank offers remote deposit capture and there is duplication of names or usage of special characters in these fields, this will cause errors during the registration process.*

Use the sort order column to indicate the order the accounts should display. Sorting will only take effect per account type. For example, you cannot sort checking and loan accounts so they display in a mixed order.

FRIENDLY NAMES				
Checking				
ACCOUNT # 1	AVAILABLE BALANCE \$152,442.69	BALANCE \$152,442.69	ACCOUNT NAME Charles Checking	SORT ORDER
Loan				
ACCOUNT # 100	AVAILABLE BALANCE \$6,000.00	BALANCE \$7,000.00	ACCOUNT NAME	SORT ORDER 1
ACCOUNT # 1	AVAILABLE BALANCE \$0.00	BALANCE \$0.00	ACCOUNT NAME	SORT ORDER 2
ACCOUNT # 20	AVAILABLE BALANCE \$13.25	BALANCE \$40,349.06	ACCOUNT NAME Mazda Loan	SORT ORDER 3
Cancel	Submit			

Secondary Users

The Secondary Users screen gives account owners the ability to grant non-account owners individualized access to the Internet Banking/Cash Management system.

Preferences → Internet Banking Options → Secondary Users

This screen is used to view, edit, or remove secondary users from the system.

SECONDARY USERS			SECONDARY USER OPTIONS
			Create New Secondary User
			SEARCH
CUSTOMER ID	CREATE DATE	LAST LOGGED IN	
****0001-JohnBanker	07/24/2017 08:48 AM	04/17/2019 03:11 PM	Edit

Preferences → Internet Options → Secondary Users → Create New Secondary User

Customer Number Customer number for the primary account owner.

User Name User name for the secondary user.

Password Password for the secondary user.
NOTE: Based on Secondary User Rights, the secondary user may be forced to change their password upon login.

Confirm Password Confirm password for the secondary user.

New Secondary User

Customer Number: 100001

USER NAME

PASSWORD

CONFIRM PASSWORD

Cancel Continue

Preferences → Internet Banking Options → Secondary Users → Edit

EDIT SECONDARY USER	
<input type="button" value="Cancel"/> <input type="button" value="Save Changes"/>	SECONDARY USER OPTIONS Change Password Generate Temporary Verification Code Delete Secondary User Delete Secondary User Contacts
Customer Number 497827136	<input type="text" value="USER NAME"/> Kayla
Status Enabled	Last Login N/A

Customer Number Customer number for the primary account owner.

User Name User name for the secondary user.

Status Indicates the status of the secondary user.

Last Login Displays the last time the secondary user logged in.

Secondary User Options

Change Password – Allows the primary account owner to reset the secondary user’s password.

Generate Temporary Verification Code – Allows the primary account owner to create a temporary verification code for the secondary user.

NOTE: *The code will be valid for 10 minutes.*

Delete Secondary User – Allows the primary account owner to delete the secondary user.

Delete Secondary User Contacts – Allows the primary account owner to reset the contact method used for the secondary user.

Secondary User Rights

Secondary User Rights		
<input type="checkbox"/> CAN CHANGE PASSWORD	<input type="checkbox"/> FORCE PASSWORD CHANGE	<input type="checkbox"/> ALLOW MESSAGING
<input type="checkbox"/> ALLOW BILLPAY	<input type="checkbox"/> ALLOW PREPAID	<input type="checkbox"/> USE PRIMARY USER'S ACCOUNT FRIENDLY NAMES
<input type="checkbox"/> ALLOW REMOTE DEPOSIT CAPTURE	<input type="checkbox"/> EXTERNAL ACCOUNT SETUP	

Secondary User Rights

Indicates which rights the secondary user has within Online Banking. *Options are:*

- Can Change Password – Secondary user is able to change their password.
- Force Password Change – Secondary user will be forced to change their password upon login.
- Allow Messaging – Secondary user has access to messaging.
- Allow Bill Pay – Secondary user has access to Bill Pay.
- Allow Prepaid – Secondary user has access to MOCA.
- Use Primary User's Account Friendly Names – Indicates the accounts display the user friendly name established by the primary user.
- Allow Remote Deposit Capture – Secondary user has access to submit deposits via remote deposit capture.
- External Account Setup – Secondary user has the capability to create external transfer accounts.

NOTE: *Secondary user rights available vary by financial institution.*

iCore Customer/Account Info Update Options

iCore Customer/Account Info Update Options		
<input type="checkbox"/> VIEW CUSTOMER/ACCOUNT ADDRESS INFO	<input type="checkbox"/> EDIT CUSTOMER/ACCOUNT ADDRESS INFO	<input type="checkbox"/> EDIT CUSTOMER ADDRESS
<input type="checkbox"/> EDIT ACCOUNT ADDRESS(ES)	<input type="checkbox"/> EDIT PERSONAL PHONE	<input type="checkbox"/> EDIT BUSINESS PHONE
<input type="checkbox"/> EDIT CELL PHONE	<input type="checkbox"/> EDIT PERSONAL EMAIL	<input type="checkbox"/> EDIT BUSINESS EMAIL

iCore Customer/Account Info Update Options Indicates which information can be viewed/updated within Online Banking by the secondary user. Any updates made will also be updated in iCore360.

NOTE: Options will vary based on the financial institution's GoBanking System Administrator parameters.

Cash Management Rights

Cash Management Rights		
<input type="checkbox"/> EDIT ACH COMPANY	<input type="checkbox"/> VIEW ACH REPORTS	<input type="checkbox"/> EDIT ACH PARTICIPANTS
<input checked="" type="checkbox"/> POSITIVE PAY ENABLED	<input type="text" value="POSPAY SSO ID:"/>	
<input checked="" type="checkbox"/> CORPORATE CAPTURE 21 ENABLED	<input type="text" value="CC21 SSO ACCOUNT ID:
M5"/>	<input type="text" value="CC21 SSO USER ID:
Bswanner"/>

Refer to the Cash Management Education Manual for information on the fields in this section.

Accounts

Checking																					
ACCOUNT	VIEW	XFER IN	XFER OUT	EXTER IN	EXTER OUT	APPR	APPR SELF	VIEW STMT	ACH DB	ACH CR	\$\$ ONLY	PART ONLY	TAX PAY	DOM WIRE	DOM TMPL	DOM USE	INTL WIRE	INTL TMPL	INTL USE	APPR	APPR SELF
Charles Checking	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Account Limits	External Funds Transfer In		External Funds Transfer Out		ACH Debit Batch		ACH Credit Batch		ACH Tax Payment		Domestic Wire		Intl Wire								
Daily Amount Approval	\$		\$		\$		\$		\$		\$		\$								
Transaction Amount Approval	\$		\$		\$		\$		\$		\$		\$								

Click the account link to display the account limits.

View	Indicates if the secondary user is able to view the account.
Xfer In	Indicates if the secondary user is able to transfer funds into the account.
Xfer Out	Indicates if the secondary user is able to transfer funds out of the account.
Exter In	Indicates if the secondary user is able to create external transfers in.
Exter Out	Indicates if the secondary user is able to create external transfers out.
Appr	Indicates if the secondary user is able to approve external transfers for another user that fall under the account limits.
Appr Self	Indicates if the secondary user is able to approve their own external transfers under the account limits.
View Stmt	Indicates if the secondary user is able to view the accounts statements and notices.

NOTES:

- The secondary user would also be able to register or maintain paperless statements.

- This is only available for financial institutions using iCore360.

The remaining fields in this section are specific to Cash Management, refer to the Cash Management Education Manual for additional information.

Account Limits

Daily Amount Indicates the daily amount the secondary user can approve or self

Approval approve for External funds transfer in/out, ACH debit/credit transaction batches, ACH Tax payments, and wire transfers.

Transaction Amount Indicates the per batch transaction amount the secondary user can approve for External funds transfer in/out, ACH debit/credit transaction batches, ACH tax payments, and wire transactions.

Approval

NOTES:

- Approval rights are based on the Appr and Appr Self check box.
- If these fields are left blank and the Appr or Appr Self check box is selected, the user will have infinite approval limits.

Creating a New Secondary User:

1. On the Secondary Users screen, select *Create New Secondary User*.
2. Enter a user name.
3. Enter a password.
4. Confirm the entered password.
5. Click **Continue**.
6. Select the Secondary User Rights as needed.
7. Select the iCore360 Customer/Account Info Update Options as needed.
8. Select the Cash Management Rights as needed.
9. Check the account rights needed for each account.
10. Click the checking and/or savings account number to enter approval amounts.
11. Click *Save Changes*.
12. The user will then need to login and complete the authentication process designated by your financial institution.

Editing a Secondary User:

1. On the Secondary Users screen, select *Options* for the appropriate customer ID.
2. Click *Edit Secondary User*.
3. Make changes as needed.
4. Click *Save Changes*.

Deleting a Secondary User:

1. On the Secondary Users screen, select *Options* for the appropriate customer ID.
2. Click *Delete Secondary User*.
3. Click **Continue** to delete the secondary user.

NOTE: To restore a secondary user that has been deleted, click *Options* → *Restore Secondary User*.

Opt In Agreements/Policies

Preferences → Internet Banking Options → Opt In Agreements/Policies

The Opt In Agreements screen displays opt in agreements/policies for the financial institution.

OPT-IN AGREEMENTS		
		SEARCH
NOTICE	UPDATED	STATUS
Account Changes	04/04/2018	Opted In on 04/04/2018
E-Mail Address Registration	09/04/2012	Opted In on 03/06/2019
Test Notice	01/31/2019	N/A

POLICIES		
		SEARCH
NOTICE	UPDATED	STATUS
Card Chargeback Policy	06/08/2017	N/A
Privacy Policy	06/26/2017	Accepted on 09/07/2018

Correspondence

Recent Messages

Correspondence → Recent Messages

The Recent Messages section displays correspondence between the user and the financial institution. Click the message to be directed to the Message Inbox to view the entire message. Select *View All Messages* to be directed to the Message Inbox screen.

Cash Management Pending Items
There Are One Or More Cash
Management Items That Are Pending
Your Approval. Please Review These
Items By ...

SEND US A MESSAGE

VIEW ALL MESSAGES

MESSAGES INBOX

INBOX

ACH Items Processed

4/11/2019 2:10:18 PM

One or more Cash Management items have been processed by your financial institution.

Delete

Reply

Click Reply to send a response to the
Financial Institution.

Compose Message

Correspondence → Send Us A Message

The Compose Message screen is used to send a message to the Financial Institution in a secure method.

The screenshot displays the 'COMPOSE MESSAGE' interface. At the top, there is a dark header with the text 'COMPOSE MESSAGE'. Below this, there are four main input areas: a 'CATEGORY' dropdown menu currently set to 'General', an 'ACCOUNTS' dropdown menu currently set to 'None', a 'SUBJECT' text input field, and a 'BODY' text area. The 'BODY' area includes a rich text editor toolbar with icons for text color (abc), bold (B), italic (I), underline (U), and text background color (abc). At the bottom left of the form, there are two buttons: a light gray 'Cancel' button and a dark gray 'Send' button.

Forms

Correspondence → Forms

The Forms section displays a list of forms provided by the financial institution, giving you the ability to send information directly to the financial institution in a secure method.

NOTE: *The availability of forms varies by financial institution.*

FORMS

- Change Of Address
- Lost/Stolen Card
- Mobile Banking Help
- New Account
- On-Line Banking
- Personal Loan
- Re-Order Checks
- Savings Bonds
- Secure Feedback
- Secure Upload
- Stop Payment
- Wire Transfer

Links

Links

Links → Select the link

The Links section will display links to additional URL's provided by your financial institution.

