



Altabank™

Division of Glacier Bank

Treasury and Payment Services Guide



Treasury Management 866-475-0015

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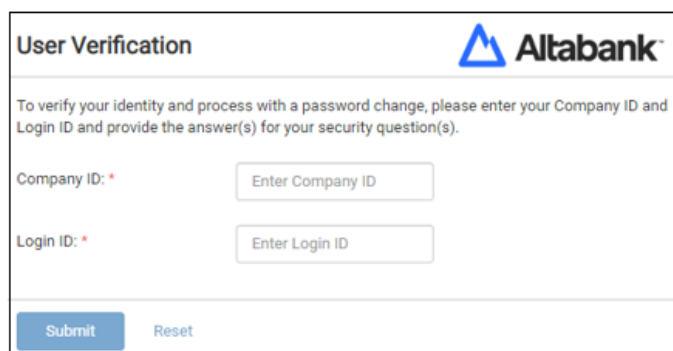
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Logging in to Treasury and Payment Services

Once you are established as a user, you will receive an email from tps@altabank.com. (If you do not see the email, check to see if it is in your Spam folder)

Click on the **Initial login** link from the email. (This link will expire in seven days. After seven days, the admin for your company will need to send you a new email.)

Enter the **Company ID** and **Login ID** credentials that have been provided to you and select **Submit**. Enter a password in the **New Password** and **Confirm Password** fields and select **Submit**.

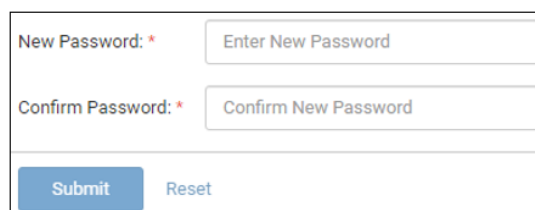


User Verification 

To verify your identity and process with a password change, please enter your Company ID and Login ID and provide the answer(s) for your security question(s).

Company ID: *

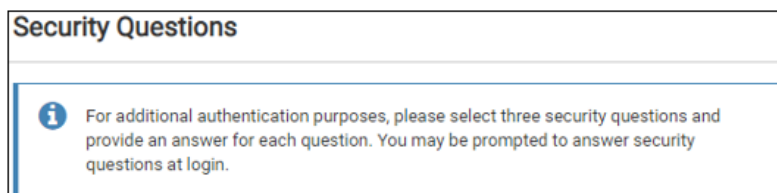
Login ID: *




New Password: *

Confirm Password: *

Submit and **Confirm** Security Questions from the Security Questions screens. (Security Question answers are not case sensitive.)

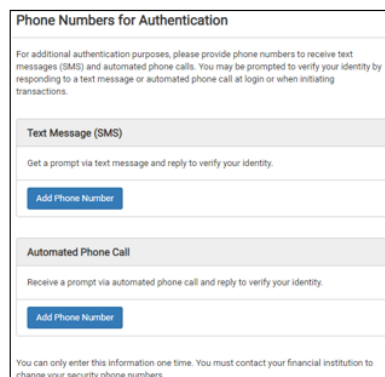


Security Questions

 For additional authentication purposes, please select three security questions and provide an answer for each question. You may be prompted to answer security questions at login.

*If you need your security questions reset you will need to contact Altabank.

Next you will set up your Authentication. Your company has been set up with either a **Text** Authentication (default) or **Token** Authentication (on request). (You will be asked to authenticate yourself while making certain transactions.)



Phone Numbers for Authentication

For additional authentication purposes, please provide phone numbers to receive text messages (SMS) and automated phone calls. You may be prompted to verify your identity by responding to a text message or automated phone call at login or when initiating transactions.

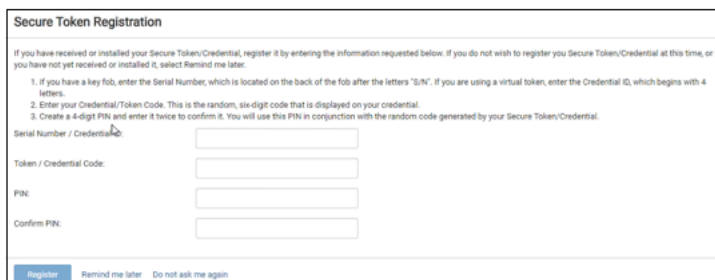
Text Message (SMS)

Get a prompt via text message and reply to verify your identity.

Automated Phone Call

Receive a prompt via automated phone call and reply to verify your identity.

You can only enter this information one time. You must contact your financial institution to change your security phone numbers.



Secure Token Registration

If you have received or installed your Secure Token/Credential, register it by entering the information requested below. If you do not wish to register your Secure Token/Credential at this time, or if you have not yet received or installed it, select Remind me later.

1. If you have a key fob, enter the Serial Number, which is located on the back of the fob after the letters "S/N". If you are using a virtual token, enter the Credential ID, which begins with 4 letters.

2. Enter your Credential/Token Code. This is the random, six-digit code that is displayed on your credential.

3. Create a 4-digit PIN and enter it twice to confirm it. You will use this PIN in conjunction with the random code generated by your Secure Token/Credential.

Serial Number / Credential ID:

Token / Credential Code:

PIN:

Confirm PIN:

Text – Complete the **Add Phone Number** fields. You have the option of receiving a text or a phone call to authenticate your profile.

During authentication, you will receive a text code. *Complete the authentication by re-entering the code on the computer.*

Token – Complete the following fields.


- **Serial Number/Credential ID** – If you have a physical token, you will need to enter the Serial Number located on the back (letters and numbers, no space). If you use the VIP Access mobile app, you will enter the Credential ID found at the top of your app (letters and numbers, no space).
- **Token/Credential Code** – Enter the six-digit security code displayed on the token/app.
- **PIN/Confirm Pin** – Enter a four-digit PIN of your choosing.

During authentication, you will **enter the token code followed by your 4-digit PIN.** (no spaces)

On the Terms & Conditions screen, read and select the **I agree** box then select **Accept**.

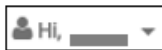
Your profile is now set up. You will be logged onto your Dashboard inside of Treasury and Payment Services.

*For future logins, bookmark the Subsequent Login URL from the enrollment email or go to <https://tps.altabank.com>

*Log off by clicking on the arrow next to your name in the top-right corner. 

***If you need your text or token reset, contact Altabank at 866-475-0015.**

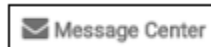
Welcome to Treasury and Payment Services



Through this icon you can modify personal settings and log off.

- **Profile & Preferences** – Update your email address, phone numbers and password.
- **Notification Setup** – Set up alerts to notify you of different events that take place in your Treasury and Payment Services (TPS) profile.
- **Log Off**

Message Center



Click this icon to send secured messages (with or without attachments) and receive messages from Altabank.

Dashboard

This will be the first page you see when you log in and is customizable. Choose to view Accounts, Favorite Report, Payments Pending Approval, Positive Pay, Stop Payment Pending Approval, Quick Loan Payment, or Quick Transfer.

Accounts

- **Account List** – View all of your accounts. Click on a specific account number to view transactions in that account. Select **Actions** to make transfers to or from that account.
- **Research Transactions** – Find a specific transaction using a variety of search criteria.

Payments

Work with Transfers, Wires, ACH, Positive Pay, Stop Payments, and Bill Pay.


Receivables

Directly connects you to the check scanning website.

Reporting

View All Reports, Favorite Reports, create Custom Reports, and access Electronic Documents including statements.

On each page of Treasury and Payment Support, where these features are available, you can:

- Sort information by selecting the column names.
- The question mark icon  provides more information if you hover over it.
- View last login time in the top-right corner.
- **Cut off times** - view in the top-right corner. Indicates the cut-off time a Wire, ACH, transfer, or Positive Pay needs to take place.
- **Notifications** – view in the top-right corner. You are able filter by type, archive by marking as read, search for a notification, and delete a notification.
- **Admin** – view in the top-right corner. Depending on your access, you are able to view the User List, Create Users, edit User permissions, and assign Nicknames to accounts.

***If you need further assistance, please call 866-475-0015 to reach our full-service treasury support team.**

Dashboard Widgets

The widgets below are available for your Dashboard. To add a widget select **Configure Dashboard** in the top-right corner. Select **Add Widget** to choose up to seven different options and again, select **Add Widgets**, in the bottom-left corner. You can add, remove, edit, resize, and drag widgets to customize the Dashboard to work best for you. When you have adjusted the layout, select **Save**.

Accounts

This widget allows you to choose what accounts you want to see and how you want to see them. You will need to assign your accounts to a group. Click **Manage Groups** to edit group names, add groups, and delete groups. This is also where you can edit which accounts are in each group. (Each account can only be assigned to one group.)

Favorite Reports

By default, the standard reports are shown until you select your favorites. To select reports as favorites, select **Reporting** in the top-right corner of the Dashboard. Choose **All Reports**. From the list of reports, click **Favorite**. Your favorite reports will show a blue star next to Favorite on the All Reports page. They will show on your Favorite Reports widget as well.

Information Center

View news items, added by Altabank, in this widget. Select the drop-down arrows to expand or collapse these messages. Different icons may appear in this widget. A blue icon indicates information. A yellow icon indicates a warning. A black bell icon indicates an alert. (This widget cannot be removed from the Dashboard.)

Payments Pending Approval

View, approve, or reject transfers, ACH, or wire payments that are pending approval.

Positive Pay

View, pay, or return checks and ACH exceptions that are pending approval.

Resources

Access helpful links and documents. (This widget cannot be removed from the Dashboard.)

Stop Payment Pending Approval

View, approve, or reject the stop payments that are pending approval.

Quick Loan Payment

Create a quick payment on a loan without leaving the Dashboard.

Quick Transfer

Create a one-to-one transfer by filling out the From Account, To Account, Amount, and Transfer Date. Select **Review** and **Confirm** to complete the transfer. To initiate a one-to-many or a many-to-one transfer, select **Advanced Transfer Options** in the bottom-right corner.

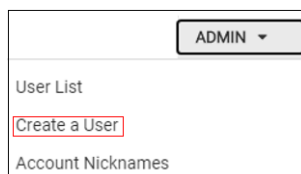
Admin Menu

Use the Admin menu to view the user list, create users, edit user permissions, and assign nicknames to accounts. (Only users granted **Admin** entitlement, shown below, will see the Admin menu.)

Create User

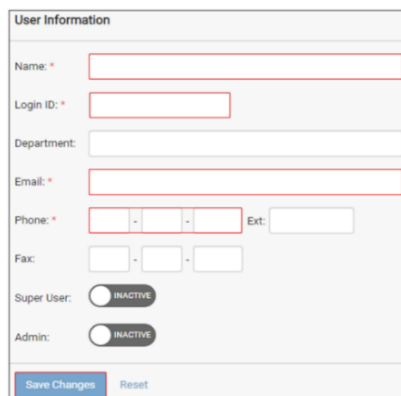
Select **Admin** in the top-right corner and select **Create a User**.

***Note** – Once a user has been added you have the option to **Copy User** for additional user profiles or to **Edit** existing users. Instructions for these options are in subsequent sections.

A screenshot of the Admin menu interface. At the top right, there is a dropdown menu labeled 'ADMIN'. Below it, the 'User List' section is visible, with the 'Create a User' link highlighted in red. The 'Account Nicknames' section is also visible below the User List.

Add the user's **Name**, **Login ID**, **Email**, and **Phone** number. As an admin, you will be able to grant users the entitlements and limits they need. You may also choose to make them a Super User or an Admin, if appropriate.

- **Super User** – A super user will automatically be given access to all accounts and product feature permissions that are enabled for your company. They will also have access to any accounts and product features enabled in the future.
- **Admin** – An admin can add, edit, delete, and approve any company users. You will still need to grant the user their entitlements and limits. Admins can also change their own entitlements and limits, but these changes will need to be approved by a second admin.

A screenshot of the 'User Information' form. It contains several input fields: 'Name: *', 'Login ID: *', 'Department:', 'Email: *', 'Phone: *' (with a format guide), 'Ext:', 'Fax:', 'Super User:' (with an 'INACTIVE' toggle), and 'Admin:' (with an 'INACTIVE' toggle). At the bottom, there are 'Save Changes' and 'Reset' buttons.

Select **Save Changes** at the bottom of the page when finished.


You will receive an Identity Verification message. Follow the prompt that displays.

Text Authentication – You will receive a text code. *Complete the authentication by re-entering the code on the computer, if you are using the app re-enter the code on the app.*

Token Authentication – You will enter the token code followed by your 4-digit PIN (no spaces).

On this page, you will give the user the permissions they need within Treasury and Payment Services (TPS). Click on each applicable tab on the left-hand side and grant the user's account access, time access, IP restrictions, entitlements and limits for each applicable service.

You can set entitlements and limits for ACH, Positive Pay, Reporting, Transfer/Loan Payment, Stop Payment, Wire, Receivables, and Integrated Services.

User Information	User Information
Account Access	Name: * <input type="text" value="test123"/>
IP Access	Login ID: * <input type="text" value="test123"/>
Time Access	Department: <input type="text"/>
ACH	Email: * <input type="text"/>
POSITIVE PAY	Phone: * <input type="text"/> - <input type="text"/> - <input type="text"/> Ext: <input type="text"/>
REPORTING	Fax: <input type="text"/> - <input type="text"/> - <input type="text"/>
TRANSFER/LOAN PAYMENT	MFA Blocked: No
STOP PAYMENT	Super User: <input type="checkbox"/> INACTIVE
WIRE	Admin: <input type="checkbox"/> INACTIVE
RECEIVABLES	<div>  The save button below applies to the current tab only. Once all tabs have been completed and saved, click the submit button at the top of the page. </div>
INTEGRATED SERVICES	
<div> <input type="button" value="Save Changes"/> <input type="button" value="Reset"/> </div>	

Account Access

Check the box to the right of each account that the user should have access to.

Account Number	CIF Number	Account Name	Account Type	User Has Access
				<input type="checkbox"/>

*Select **Save Change** at the bottom of the page when finished.

IP Access and Time Access

By default, IP Access and Time Access are *unrestricted*. To add restrictions, click the **Unrestricted** toggle button and make the necessary changes.

*Select **Save Change** at the bottom of the page when finished.

ACH

Select **Entitlements** and grant the ACH access for the user.

Restricted Batch <input type="checkbox"/>											
	Create ACH Template	Full Edit ACH Template	Partial Edit ACH Template	Delete ACH Template	Approve ACH Template	Create ACH Payment	Full Edit ACH Payment	Delete ACH Payment	Approve ACH Payment	Partial Edit ACH Payment	File Upload Edit
Toggle row	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create Recipient					Edit Recipient		Delete Recipient		Approve Recipient		
Toggle row		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

- **Restricted Batch** – If enabled, the user can restrict batch payments and batch approvals from the view of other users.
- **Partial Edit ACH Template** and **Partial Edit ACH Payments** – The user can only edit amounts, prenote and hold selections, and addenda information. *They cannot add or remove recipients from templates.*

Manage ACH Companies

Chose which ACH companies the user will have access to by selecting **Manage ACH Companies**.

<input type="checkbox"/>	Company Name	Company ID	SEC Code	Entry Description	Discretionary Data
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Check mark the **box** to the left of the company and **save**.

*Select **Save Change** at the bottom of the page when finished.

Select **User Limits** and grant the ACH limits for the user **profile** and the limits **per account**. The Product Daily Limit is the company profile limit. The ACH Company Limit is the limit for that ACH company.

Product Daily Limit:	<input type="text"/>
Daily Initiation Limit:	<input type="text" value="\$0.00"/>
Approval Limit:	<input type="text" value="\$0.00"/>

ACH Company Name	ACH Company ID	ACH Company Limit	Transaction Limit	Daily Limit
			<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>

*Select **Save Change** at the bottom of the page when finished.

*All ACH users are setup with Dual Control by the bank.

Positive Pay

Select **Entitlements** and check the appropriate box to allow access to the **Check Exceptions** and/or the **ACH Exceptions**.

Account Name	Upload/Create ARP Files	Download ARP Files	Work ARP Exceptions
Toggle all	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toggle row	5138	<input type="checkbox"/>	<input type="checkbox"/>
Account Name		Work ACH Exceptions	
Toggle all			<input type="checkbox"/>
Toggle row	5138		<input type="checkbox"/>

*Select **Save Change** at the bottom of the page when finished.

Reporting

Select **Entitlements** and grant the Report access for the user.

Account Name	CDR Balance	PDR Balance	Date Range Balance	CDR Transaction	PDR Transaction	Date Range Transaction	EDI Report
Toggle all	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Select **Save Change** at the bottom of the page when finished.

Transfer/Loan Payment

Select **Entitlements** and grant the Transfer/Loan Payment access for the user. Select **User Limits** and grant the Transfer/Loan Payment limits for the user.

Account Name	Create Internal Transfer/Loan Payment	Edit Internal Transfer/Loan Payment	Delete Internal Transfer/Loan Payment	Approve Internal Transfer/Loan Payment	Create Internal Transfer Template	Edit Internal Transfer Template	Delete Internal Transfer Template	Approve Internal Transfer Template
Toggle all	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Product Daily Limit:	<input type="text"/>
Daily Initiation Limit:	<input type="text" value="\$0.00"/>
Approval Limit:	<input type="text" value="\$0.00"/>

*Select **Save Change** at the bottom of the page after adding entitlements and after adding limits.

Stop Payment

Select **Entitlements** and grant the Stop Payment access for the user.

Account Name	Add Stop Payment	Approve Stop Payment	Cancel Stop Payment
Toggle all	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* Select **Save Change** at the bottom of the page when finished.

Wire

Select **Entitlements** and grant the Domestic and/or International Wire access for the user. Select **User Limits** and grant the Wire limits for the user.

Domestic		International							
		Create Beneficiary		Edit Beneficiary		Approve Beneficiary		Delete Beneficiary	
Toggle row		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Account Name	Create Domestic Wire Payment	Edit Domestic Wire Payment	Delete Domestic Wire Payment	Approve Domestic Wire Payment	Create Wire Template	Edit Wire Template	Approve Wire Template	Delete Wire Template	
Toggle all	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Domestic		International							
		Create International Wire Beneficiary		Edit International Wire Beneficiary		Delete International Wire Beneficiary		Approve International Wire Beneficiary	
Toggle row		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Account Name	Create International Wire Payment	Edit International Wire Payment	Delete International Wire Payment	Approve International Wire Payment	Create International Wire Template	Edit International Wire Template	Delete International Wire Template	Approve International Wire Template	
Toggle all	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Product Daily Limit:	<input type="text"/>
Daily Initiation Limit:	<input type="text" value="\$0.00"/>
Approval Limit:	<input type="text" value="\$0.00"/>

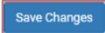

*Select **Save Change** at the bottom of the page after adding entitlements and after adding limits.

*All wire users are setup with Dual Control by the bank.

Receivables

Select **Entitlements** and grant the Remote Deposit Capture access for the user. (check scanning access) Input the User Name from the users scanning profile. (Note: If you are on Remote Deposit Now and the RDN ID is different than the User Name, use the RDN ID)

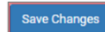

Remote Deposit Capture Entitlements	
User Has Access:	<input checked="" type="checkbox"/>
Username: *	<input type="text"/>

*Select **Save Change**   at the bottom of the page when finished.

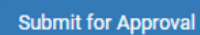
Integrated Services

Select **Entitlements** and grant Electronic Documents and/or Electronic Bill Payment.

Product	User Has Access
Electronic Documents	<input type="checkbox"/>
Electronic Bill Payment	<input type="checkbox"/>

* Select **Save Change**   at the bottom of the page when finished.

Once you have granted the user all permissions, select **Submit for Approval** in the top-right corner.



*All new users and any future edits will need to be approved by a second admin.

Copy User

You can copy an existing user to make a new user with the same access, entitlements and limits.

Select **Admin** in the top-right corner and select **User List**. Select the **Actions** drop down on the right-side of the user you want to copy and select **Copy User**.



Add the user's **Name**, **Login ID**, **Email**, and **Phone** number. As an admin, you will be able to grant users the entitlements and limits they need. You may also choose to make them a Super User or an Admin, if appropriate.

- **Super User** – A super user will automatically be given access to all accounts and product feature permissions that are enabled for your company. They will also have access to any accounts and product features enabled in the future.
- **Admin** – An admin can add, edit, delete, and approve any company users. You will still need to grant the user their entitlements and limits. Admins can also change their own entitlements and limits, but these changes will need to be approved by a second admin.

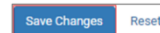
Select **Save Change** at the bottom of the page when finished.

You will receive an Identity Verification message. Follow the prompt that displays.

Text Authentication – You will receive a text code. *Complete the authentication by re-entering the code* on the computer, if you are using the app re-enter the code on the app.

Token Authentication – You will enter the token code followed by your 4-digit PIN (no spaces).

By default, the new user has the same access and entitlements as the copy-from user. Make any adjustments necessary to the user's access and click **Save Changes** on the bottom of the page to save changes.



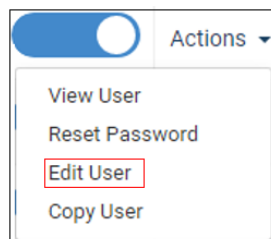
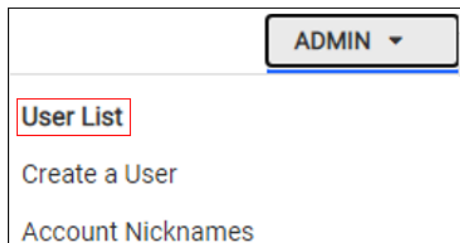
After you have made all necessary adjustments to the users access, select **Submit for Approval** in the top-right corner.





*All new users and any edits will need to be approved by a second admin.

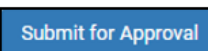
Edit User

To change a user's access, select **Admin** in the top-right corner and then select **User List**. Select the **Actions** drop-down on the right-side of the user you want to edit and select **Edit User**.



Make any edits necessary to the user's access and select **Save Changes**   at the bottom of the page to save changes.

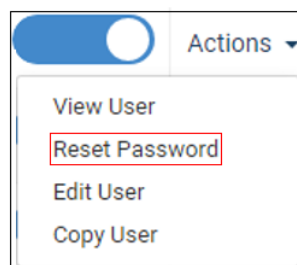
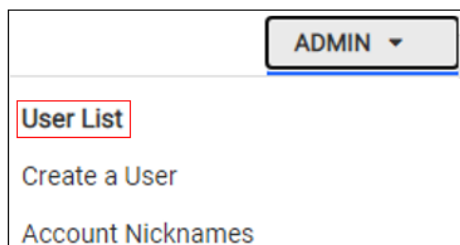
Select **Submit for Approval** in the top right-side corner.



*All new users and any edits will need to be approved by a second admin.

Reset User Password

To reset a user password, select **Admin** in the top-right corner and select **User List**. Select the **Actions** drop-down on the right-side of the user and select **Reset Password**. You can choose to email the user a password link or to manually set a new temporary password for the user.



*Select **Email Password Link** or enter a password and select **Save Password**.

Approve User

When a user has been created or a users edits are ready for approval, admins will receive an email from tps@altabank.com informing them that there is a User Pending Approval.

To approve a user, select **Admin** in the top-right corner > **User List > Actions > Approve/Reject**.

Review the new user's information and access and select **Approve**. Add any comments and select **Save**.

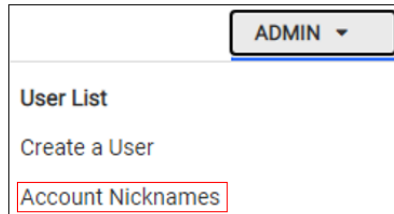
You will receive an Identity Verification message. Follow the prompt that displays.

Text Authentication – You will receive a text code. *Complete the authentication by re-entering the code* on the computer, if you are using the app re-enter the code on the app.

Token Authentication – You will enter the token code followed by your 4-digit PIN (no spaces).

Account Nicknames

You can give any account a Nickname. Select **Admin** in the top-right corner and select **Account Nicknames**. Select the pencil on the right-side of the account and input the Nickname of your choice. Click the check mark to save the change.



Payments

Wire

Within **Payments > Wire**, you can create domestic and/or international wires. You can also create domestic and/or international beneficiaries, view wire activity, search wires.

Create One-Time USD Wire

Go to **Payments > Wire > Create USD Wire**. From this screen, you can create a one-time Domestic wire, an International wire, or you can Create Multiple Wires using previously established beneficiaries. (See **Wire Beneficiaries** section to add beneficiaries.)

Create USD Wire

1. Payment and Beneficiary Information 2. Review 3. Confirmation

Domestic Create Multiple Wires * Indicates Required Field

Payment Information

Wire Company Name: *

Debit Account: *

Beneficiary: *

Wire Amount: *

Frequency: *

Effective Date: *

Purpose:

Additional Information: *

Reference Beneficiary: *

Review Reset Cancel

Use the **Domestic** to do a domestic wire. (One-Time USD Wire is not recommended for international wires. Use the International Wire Beneficiary section or the Create/Initiate Wire Template Section's for international wires)

Fill out the following fields:

- **Wire Company Name** – From the drop-down, choose your wire company that is sending the wire.
- **Debit Account** – Click on the and choose the account to process the wire from.
- **Beneficiary** – Click on the and choose the beneficiary of the wire from your beneficiary list. If the beneficiary is not listed, select **Enter Beneficiary**. Fill in the required information for your beneficiary. (*Note: Beneficiary information added this way will not be added to the **Wire Beneficiaries** list. To add them to the Wire Beneficiary list, please see the Wire Beneficiary section.*)
- **Wire Amount** – Enter the amount of the wire.
- **Frequency** – From the drop-down, select the wire frequency. The default is One Time.
- **Effective Date** – Click the to select the effective date. (The date will default to earliest available date.)
- **Purpose** – State the purpose of this wire.

- **Additional Information** (optional) – Provide any remarks to the beneficiary.
- **Reference Beneficiary** (optional) – Provide contact information for the beneficiary.

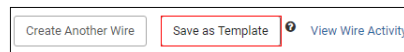
Select **Review** in the bottom-left corner. After reviewing the wire select **Confirm** in the bottom-left corner.

You will receive an Identity Verification message. Follow the prompt that displays.

Text Authentication – You will receive a text code. *Complete the authentication by re-entering the code* on the computer, if you are using the app re-enter the code on the app.

Token Authentication – You will enter the token code followed by your 4-digit PIN (no spaces).

*If you are sending a domestic wire and want to save the wire template for future use select **Save as a Template** and the wire template will be added to Wire Templates.



*All wires will need to be approved by a second user.

*To see a list of eligible approvers, go to **Payments > Wire Activity** then hover over the circle under Pending Approval.



Domestic Wire Beneficiaries

Prior to creating a Wire Template, you will need to create Wire Beneficiaries. Go to **Payments > Wire > Wire Beneficiaries**. From this screen, you can see a list of current beneficiaries or you can **Create New Beneficiary**.

Wire Beneficiaries

Create New BeneficiaryDownloadPrint

<input type="checkbox"/>	Beneficiary Name	Account Number	Bank ID	Bank Name	Country	Currency	Created Date	Status	Actions
<input type="checkbox"/>	test	1234	test	test		USD	05/26/2020	Ready	Actions

To add a beneficiary, select **Create New Beneficiary** in the top-right corner.

Domestic ☐ International * Indicates Required Field

Bank ID:

Bank Name:

Bank City:

Bank State:

Account Number:

Re-enter Account Number:

Name:

Address:

City:

State:

Zip Code: -

Notes:

The default is a **Domestic** wire beneficiary. You can also select **International** to create an international wire beneficiary. (See the **International Wire Beneficiary** section for instructions.)

- **Bank ID** – The routing number for the beneficiary's bank. Once you have entered a valid routing number, the rest of the banking information will automatically fill in for you.
- **Account Number** – the beneficiary's account number
- **Re-enter Account Number**
- **Name** – the name on the beneficiary's bank account
- **Address** (optional) – the beneficiary's address
- **City** – the beneficiary's city
- **State** – the beneficiary's state
- **Zip Code** – the beneficiary's zip code
- **Notes** (optional) – provide any additional information

When you have added all of the beneficiary's information, select **Review** in the bottom-left corner. After reviewing the beneficiary's information, select **Confirm** in the bottom-left corner. This beneficiary is now added to the Wire Beneficiary list.

International Wire Beneficiaries

Prior to creating an International Wire Template, you will need to create International Wire Beneficiaries. Go to **Payments > Wire > Wire Beneficiaries**. From this screen, you can see a list of current beneficiaries or you can **Create New Beneficiary**.

Wire Beneficiaries									
<div>Create New Beneficiary Download Print</div>									
<input type="checkbox"/>	Beneficiary Name	Account Number	Bank ID	Bank Name	Country	Currency	Created Date	Status	Actions
<input type="checkbox"/>	test	1234	test	test		USD	05/26/2020	Ready	Actions

To add a beneficiary, select **Create New Beneficiary** in the top-right corner and then select **International**.

☐ Domestic

☒ International

Indicates Required Field

Account Number *

Re-enter Account Number *

Name *

Address *

Address Line 1

Address Line 2

Address Line 3

Notes

Bank ID *

Bank Name *

Bank Address *

Swift Code

Address Line 1

Address Line 2

Address Line 3

Intermediary Bank Information

+ Add a Domestic Intermediary Bank

+ Add an International Intermediary Bank

- **Account Number** – the beneficiary’s account number or IBAN number (if they have given you both, use the IBAN number)
- **Re-enter Account Number**
- **Name** – the name on the beneficiary’s bank account
- **Address** – the beneficiary’s address, including the ISO code (two letter standard defining code for the name of the foreign country)
 - Go to <https://www.iso.org/obp/ui/#search> click on Country Codes, input the country your beneficiary is located in into the search bar and click search, the country code is listed under Alpha-2 code.
 - This two letter country code is to be added as the last two letters in the Address section, preceded by a space if it is added to a line with other address information.
- **Notes** (optional) – provide any additional information
- **Bank ID** – the Swift or BIC Code for the beneficiary’s bank
- **Bank Name** – the name of the beneficiary’s bank
- **Bank Address** – the address of the beneficiary’s bank

Altabank uses a domestic intermediary bank (Pacific Coast Bankers’ Bank) for foreign wires. Click on **Add a Domestic Intermediary Bank**.

- **Bank ID – 121042484**, the routing number for Pacific Coast Bankers' Bank. Once you have entered in the routing number and click **tab**, the rest of the banking information will automatically fill in for you.

If the information for the beneficiary lists an intermediary bank, click on **Add an International Intermediary Bank**. (if they did not list intermediary bank information, skip this section)

- **Bank ID** – the **Swift Code** or **BIC Code** for the intermediary bank
- **Bank Name** – the name of the intermediary bank
- **Bank Country** – the country of the intermediary bank

When you have added all of the beneficiary's information, select **Review** in the bottom-left corner. After reviewing the beneficiary's information, select **Confirm** in the bottom-left corner. This beneficiary is now added to the Wire Beneficiary list.

To edit a current beneficiary's information



Click on their **Beneficiary Name** and select **Edit**. Edit any information and select **Review** in the bottom-left corner. After reviewing the information, select **Confirm** in the bottom-left corner. The edited information is now saved.

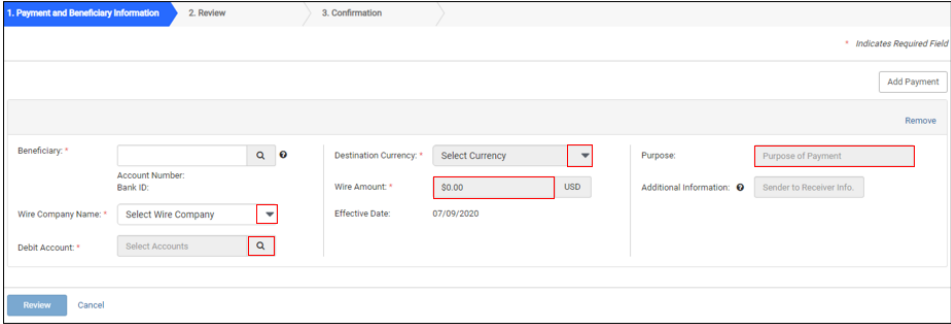
From the **Actions** drop-down, you can **View** the beneficiary's information, **Initiate** a wire to this beneficiary, or **Delete** a beneficiary from the beneficiaries list.

To initiate a wire from the Beneficiaries List

Select **Actions** from the right-side of the beneficiary and select **Initiate**.

Fill out the following fields:

- **Wire Company Name** – From the drop-down, choose the wire company the funds are coming from.
- **Debit Account** – Click on the  and choose the account to process the wire from.
- **Destination Currency** – From the drop-down, select USD currency.
- **Wire Amount** – Input the amount of the wire. **If you are sending funds in foreign currency, see **International Wires Sent in Foreign Currency** at the end of the wire section.*
- **Purpose** – Input the purpose of the wire payment.
- **Additional Information** (optional on domestic wires) – Provide any remarks to the beneficiary.
- **Additional Information** (required on international wires) – In the first box input FRGN, click the  in the second box input the beneficiary name and phone number. The remaining boxes are optional.



Select **Review** in the bottom-left corner. After reviewing the wire, select **Confirm** in the bottom-left corner.

You will receive an Identity Verification message. Follow the prompt that displays.

Text Authentication – You will receive a text code. *Complete the authentication by re-entering the code on the computer, if you are using the app re-enter the code on the app.*

Token Authentication – You will enter the token code followed by your 4-digit PIN (no spaces).

*All wires will need to be approved by a second user.

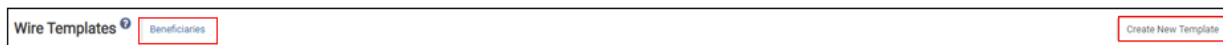
*To see a list of eligible approvers, go to **Payments > Wire Activity** then hover over the circle under Pending Approval.



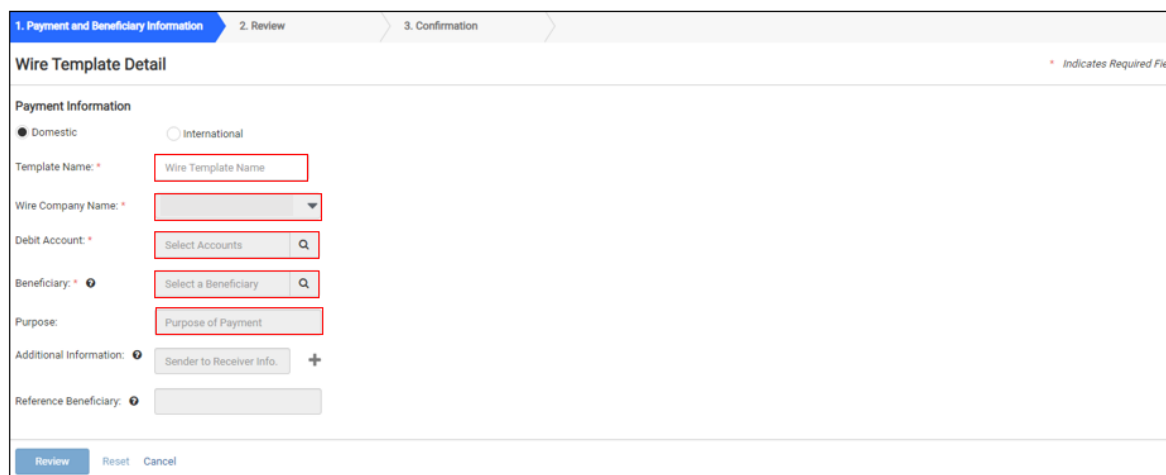
Create Wire Template Domestic or International

Go to **Payments > Wire > Wire Templates**. This screen will list any previously created wire templates. From this screen, you can create a new wire template that can be saved, edited, and used for future wires.




To create a new template, select **Beneficiaries** and check to see if the beneficiary is listed on the Wire Beneficiaries page. If the beneficiary is not listed on this screen, you will need to create the beneficiary before creating the wire template. (See **Domestic Wire Beneficiaries** or **International Wire Beneficiaries** section to add beneficiaries.)

A horizontal navigation bar with a light blue background. On the left, it says "Wire Templates" followed by a question mark icon. In the center, there is a red-outlined button labeled "Beneficiaries". On the right, there is a red-outlined button labeled "Create New Template".

Once the beneficiary has been created, select **Create New Template** in the top-right corner. Select whether the wire template is for a **Domestic** or **International** wire.

A screenshot of the "Wire Template Detail" form. At the top, there are three tabs: "1. Payment and Beneficiary Information" (active), "2. Review", and "3. Confirmation". Below the tabs, the form is titled "Wire Template Detail" with a small red asterisk and the text "Indicates Required Field". The form has two radio buttons: "Domestic" (selected) and "International". Below these are several fields: "Template Name:" with a text input field; "Wire Company Name:" with a drop-down menu; "Debit Account:" with a "Select Accounts" button and a magnifying glass icon; "Beneficiary:" with a "Select a Beneficiary" button and a magnifying glass icon; "Purpose:" with a "Purpose of Payment" button; "Additional Information:" with a "Sender to Receiver Info." button and a plus icon; and "Reference Beneficiary:" with a text input field. At the bottom left, there are three buttons: "Review" (blue), "Reset", and "Cancel".

Fill out the following fields:

- **Template Name** – This will be how you choose to identify this template (usually the name of the beneficiary).
- **Wire Company Name** – From the drop-down, choose the wire company the funds are coming from.
- **Debit Account** – Click on the  and choose the account to process the wire from.
- **Beneficiary** – Click on the  and choose the beneficiary of the wire from your beneficiary list.
- **Purpose** – State the purpose of this wire.
- **Additional Information** (optional on domestic wires) – Provide any remarks to the beneficiary.
- **Additional Information** (required on international wires) – In the first box input FRGN, click the  , in the second box input the beneficiary name and phone number. The remaining boxes are optional.
- **Reference Beneficiary** (optional on domestic templates only) – Provide contact information for the beneficiary.

Select **Review** in the bottom-left corner. After reviewing the wire, select **Confirm** in the bottom-left corner. This wire template is now added to the wire template list.

Initiate Wire Template

Go to **Payments > Wire > Wire Templates**.



Select **Actions > Initiate**.

Fill out the following fields:

- **Wire Amount** – Enter the amount of the wire. **If you are sending funds in foreign currency, see **International Wires Sent in Foreign Currency** at the end of the wire section.*
- **Frequency** – From the drop-down, select the wire frequency. The default is One Time.
- **Effective Date** – Click the to select the effective date. (The date will default to earliest available date.)
- **Purpose** – State the purpose of this wire.
- **Additional Information** (optional on domestic wires) – Provide any remarks to the beneficiary.
- **Additional Information** (required on international wires) – In the first box input FRGN, click the in the second box input the beneficiary name and phone number. The remaining boxes are optional.
- **Reference Beneficiary** (optional on domestic templates only) – Provide contact information for the beneficiary.

Select **Review** in the bottom-left corner. After reviewing the wire, select **Confirm** in the bottom-left corner.

You will receive an Identity Verification message. Follow the prompt that displays.

Text Authentication – You will receive a text code. *Complete the authentication by re-entering the code on the computer, if you are using the app re-enter the code on the app.*

Token Authentication – You will enter the token code followed by your 4-digit PIN (no spaces).

*All wires will need to be approved by a second user.

*To see a list of eligible approvers, go to **Payments > Wire Activity** then hover over the circle under Pending Approval.



Approve and Initiate Wire to Altabank

When a wire is ready for approval, approved users will receive an email from tps@altabank.com informing them that there is a wire for them to approve.

You can approve a wire payment from your **Dashboard** in the **Payments Pending Approval** widget. **Click on the box** on the left-side of the **Wire** and select **Approve** and then **Confirm** in the bottom-left corner.



The screenshot shows a web interface titled "Payments Pending Approval". It has four tabs: "Transfer (0)", "Loan Payment (0)", "Wire (0)", and "ACH (0)". The "Wire (0)" tab is highlighted with a red box. Below the tabs is a table with columns: Transaction ID, From Account, To Account, Amount, Transfer Date, Created Date, and Status. The table is currently empty.

You can also approve the wire by going to **Payments > Wire Payment Activity > Click on the box** on the left-side of the **Wire** and select **Approve** and then **Confirm** in the bottom-left corner.

You will receive an Identity Verification message. Follow the prompt that displays.

Text Authentication – You will receive a text code. *Complete the authentication by re-entering the code* on the computer, if you are using the app re-enter the code on the app.



Token Authentication – You will enter the token code followed by your 4-digit PIN (no spaces).

*International Wires Sent In Foreign Currency

If you are sending your wire in foreign currency, you will need to email the following information to Altabanks wire department at wireach@altabank.com

- The **Template Name** of you wire template
- The requesting rate for the foreign currency

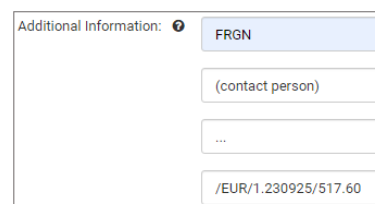
Altabanks wire department will email you back the foreign exchange information. Input this information in the following fields:

- **Additional Information** (required on international wires) – In the first box input FRGN, click the  in the second box input the recipient's name and phone number. Click the  in the last box, copy and paste the foreign exchange information emailed back to you. Including the /FRG2FX/ that precedes the foreign exchange information.

Example

(The exchange rate should be added to the fourth box. Put 3 "... " in the third box if you are not using this box to transmit information to the beneficiary.)

- Input the USD amount in the **Wire Amount** field



The screenshot shows a form titled "Additional Information:". It has four input fields. The first field contains "FRGN". The second field contains "(contact person)". The third field contains "...". The fourth field contains "/EUR/1.230925/517.60".

*Use the **Create Wire Template Domestic or International** section to create a template for foreign wires using an exchange rate.

ACH



Within **Payments > ACH**, you can create ACH payments and templates, upload NACHA files or import .csv files. You can also search ACH activity and recipients.

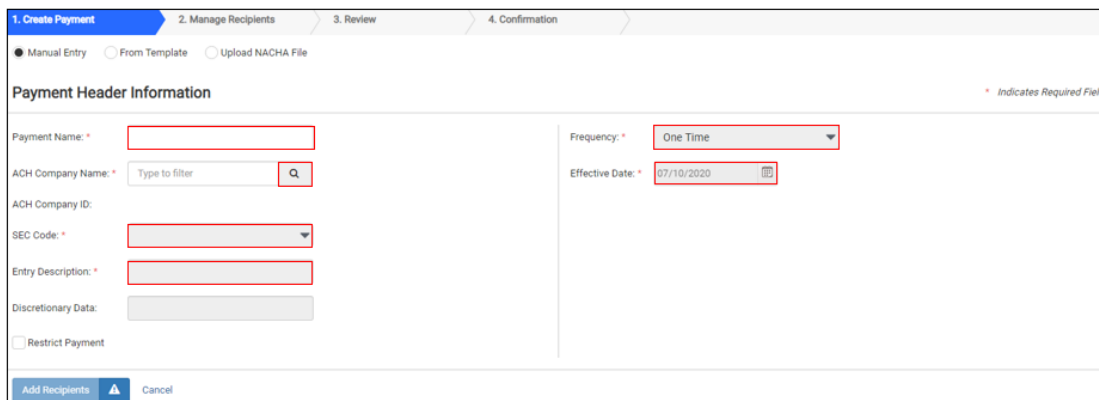
Create ACH Payment

Go to **Payments > ACH > Create ACH Payment**. From this screen, you can create a Manual Entry payment or import a .csv file. (This is also where you upload NACHA files.)

Create ACH Payment or Import a .csv File


Use the **Manual Entry** to do an **ACH** (you can save this as a template) or to **import a .csv file**. Fill out the following fields:

- **Payment Name** – This will be how you choose to identify this ACH batch.
- **ACH Company Name** – Click on the  and choose the account to process the ACH from.
- **SEC Code** – From the drop-down, pick “**PPD** – Prearranged Payments and Deposits” if the recipient is an individual or “**CCD** – Cash Concentration or Disbursement” if the recipient is a business. (All recipients within a batch must have the same SEC code.)
- **Entry Description** – prefilled (if applicable, change the description)
- **Discretionary Data** (optional)
- **Frequency** – It will default to One Time. If this is a repetitive ACH, choose one of the applicable options.
- **Effective Date** – Select the Effective Date for the ACH.
- **Offset Account** – Click on the  and choose the available offset account.



To add recipients, click on the **Add Recipients** in the bottom-left corner

You can choose to add recipients manually, from a recipient list, or from a .csv file.

- **Manually** – Fill in the required fields on the bottom of the page. Click the  or the **Add Recipient** to add more recipients to the ACH file.
- **Select from Recipient List** – You can select recipients from your previously created ACH Recipients. (Create a list of recipients by going to **Payments > ACH Recipients**.)
- **Import Recipients From File** – If you are importing a .csv file, you will use the Import Recipients From File tab. (Note: .csv files must not contain file headers or footers.)

Before you can import a file, you will need to specify the import layout by going to **Payments > ACH Recipient Import Layout**. Specify each of the columns that the required information is in and **Save**. See the example below.

* Your information will vary according to the layout of your file.

Excel File

	A	B	C	D	E	F	G
1	Name	Amount		Account Number	Transaction Type	Account Type	Routing Number

Import Layout

Upload Format:

Select the order of the fields in your file.

Delimiter:

Name *

1

ID Number

Routing Number *

7

Account Number *

4

Amount *

2

Account Type * Use Transaction Code instead ⓘ

6

Checking Equals:

Savings Equals:

Loan Equals:

GL Equals:

Transaction Type *

5

Debit Equals:

Credit Equals:

Select **Review** in the bottom-left corner. After reviewing the ACH, select **Confirm** in the bottom-left corner.

You will receive an Identity Verification message. Follow the prompt that displays.

Text Authentication – You will receive a text code. *Complete the authentication by re-entering the code on the computer, if you are using the app re-enter the code on the app.*

Token Authentication – You will enter the token code followed by your 4-digit PIN (no spaces).

*If you want to save the ACH template for future use select **Save as a Template** and the ACH template will be added to ACH Templates.

*All ACH will need to be approved by a second user.


*To see a list of eligible approvers, go to **Payments > ACH File Activity** then hover over the circle under Pending Approval.



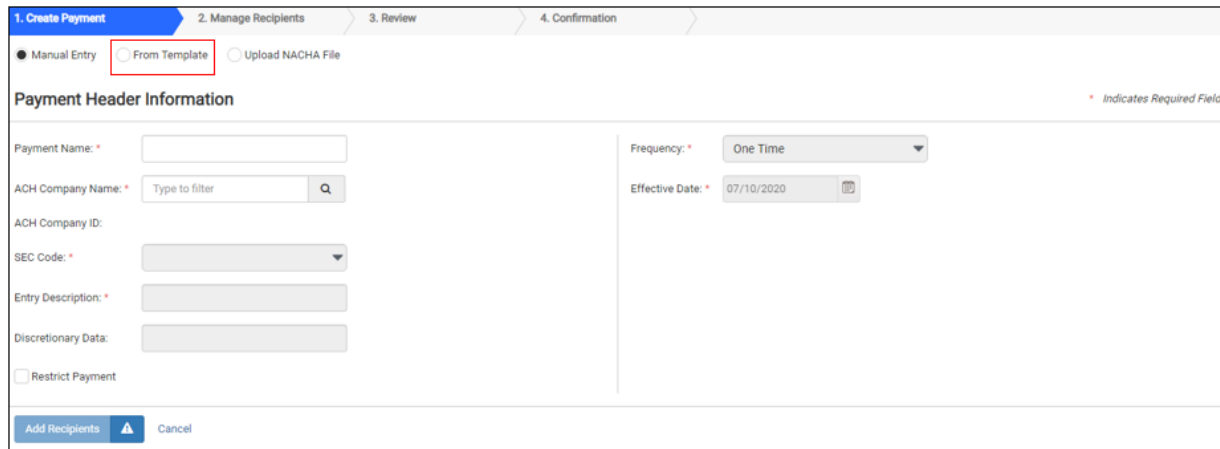
Create ACH Template

To create a new ACH template or use an existing template, go to **Payments > Create ACH Payment > From Template > Create New Template** (in the upper-right corner).


Fill out the following fields:

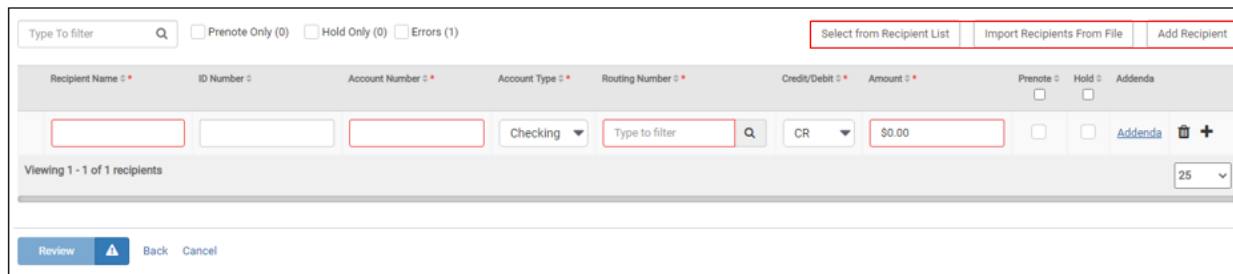
- **Template Name** – This will be how you choose to identify this ACH template.
- **ACH Company Name** – Click on the  and choose the account to process the ACH from.
- **SEC Code** – From the drop-down, pick **“PPD – Prearranged Payments and Deposits”** if the recipient is an individual or **“CCD Cash Concentration or Disbursement”** if the recipient is a business. (All recipients within a batch must have the same SEC code.)
- **Entry Description** – prefilled (if applicable, change the description)
- **Discretionary Data** (optional)

To add recipients, click on the **Add Recipients** in the bottom-left corner.



You can choose to add recipients **manually** or from a **CSV file**.

- **Manually** – Fill in the required fields on the bottom of the page. Click the  or the **Add Recipient** to add more recipients to the ACH file.
- **Import Recipients From File** – If you are importing a .csv file, you will use the **Import Recipients From File** tab. (Note: .csv files must not contain file headers or footers.)



Before you can import a file, you will need to specify the import layout by going to **Payments > ACH Recipient Import Layout**. Specify each of the columns that the required information is in and **Save**. See the example below.

* Your information will vary according to the layout of your file.

Excel File

	A	B	C	D	E	F	G
1	Name	Amount		Account Number	Transaction Type	Account Type	Routing Number

Import Layout

Upload Format:

Select the order of the fields in your file.

Delimiter:

Name *

1

ID Number

Routing Number *

7

Account Number *

4

Amount *

2

Account Type * Use Transaction Code instead ⓘ

6

Checking Equals:

Savings Equals:

Loan Equals:

GL Equals:

Transaction Type *

5

Debit Equals:

Credit Equals:

When you have added all of your recipients, select **Review** in the bottom-left corner. After reviewing the template, select **Confirm** in the bottom-left corner. The template is now created and added to your ACH Templates list.

Edit Existing ACH Template



To edit an ACH template, go to **Payments > Create ACH Payment > From Template** or go to **Payments > ACH Templates**.

From **Actions**, you can Delete, Clone, or Initiate an existing batch. To **edit** the batch, select the **Template Name**.

The screenshot shows the 'ACH Templates' interface. At the top, there's a 'Create New Template' button and 'Download' and 'Print' links. Below is a search bar labeled 'Type to filter'. A table follows with columns: Template Name, ACH Company Name, SEC Code, Last Updated, Debit Amount, Credit Amount, Status, and Actions. The first row has 'test' in the Template Name column and 'Ready' in the Status column. The Actions dropdown menu is open, showing options: Delete, Clone, and Initiate.

Select **Edit Template** in the bottom-left corner.

The screenshot shows the details of an ACH template. It includes a search bar, checkboxes for 'Prenote Only (0)' and 'Hold Only (0)', and a table with columns: Recipient Name, ID Number, Account Number, Account Type, Routing Number, Credit/Debit, Amount, Prenote, Hold, and Addenda. The table shows one recipient with 'No' in the Prenote and Hold columns. Below the table, there's a 'Viewing 1 - 1 of 1 recipients' message and a dropdown set to '25'. At the bottom, there are buttons for 'Edit Template', 'Close', and 'Delete'.

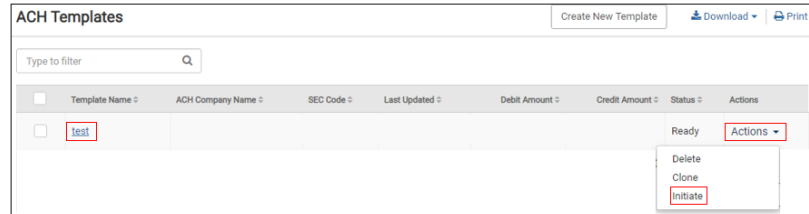
This will open up the template and allow you to update any information, as well as Add  or Delete  recipients.

When you have edited your template, select **Review** in the bottom-left corner. After reviewing the edits, select **Confirm** in the bottom-left corner.

Initiate ACH Template for Approval

After creating the template, you have the option to immediately **Initiate Payment** (bottom-left corner) or you can go to **Payments > ACH Templates** and choose any of your previously created templates.

From the **Actions** drop-down on the right-side of the template, select **Initiate**.



From this screen, you will select an **effective date** for the ACH and select **Add Recipients** from the bottom-left corner.

- **Frequency** – This will default to One Time. If this is a repetitive ACH, choose one of the applicable options.
- **Effective Date** – Select the Effective Date for the ACH.

Click on **Add Recipients** and edit any applicable information.

Select **Review** in the bottom-left corner. After reviewing the ACH, select **Confirm** in the bottom-left corner.

You will receive an Identity Verification message. Follow the prompt that displays.

Text Authentication – You will receive a text code. *Complete the authentication by re-entering the code* on the computer, if you are using the app re-enter the code on the app.

Token Authentication – You will enter the token code followed by your 4-digit PIN (no spaces).

*All ACH will need to be approved by a second user.

*To see a list of eligible approvers, go to **Payments > ACH File Activity** then hover over the circle under Pending Approval.

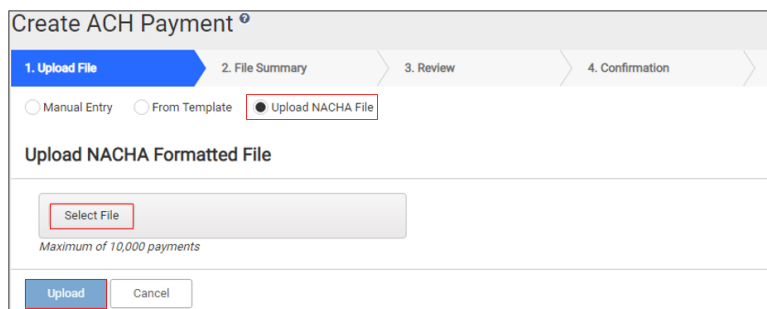



Upload NACHA File

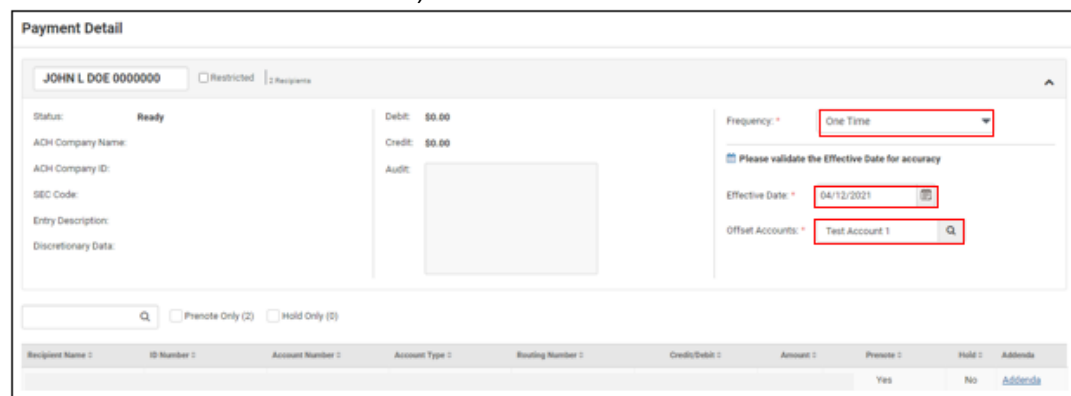
To upload a NACHA file, go to **Payments > ACH > Create ACH Payment**.

Select **Upload NACHA File** and then **Select File**. Browse to select the appropriate file.

Your file must be formatted to NACHA specifications and all ABA numbers must be accurate. The company header record must match a company that we have established for you. Select **Upload** in the bottom-left corner.



- Enter an **Effective Date** and **Offset Accounts** (Select Click on the  and choose the available offset account.)



Select **Review** in the bottom-left corner. After reviewing the uploaded NACHA file, select **Confirm** in the bottom-left corner.

You will receive an Identity Verification message. Follow the prompt that displays.

Text Authentication – You will receive a text code. *Complete the authentication by re-entering the code on the computer, if you are using the app re-enter the code on the app.*

Token Authentication – You will enter the token code followed by your 4-digit PIN (no spaces).

*All ACH will need to be approved by a second user.

*To see a list of eligible approvers, go to **Payments > ACH File Activity** then hover over the circle under Pending Approval.



Approve and Initiate ACH to Altabank

When an ACH is ready for approval, approved users will receive an email from tps@altabank.com informing them that there is an ACH to approve.

You can approve an ACH payment from your **Dashboard** in the **Payments Pending Approval** widget. **Check the box** on the left-side of the **ACH** and select **Approve** and then **Confirm** in the bottom-left corner.

Payments Pending Approval							
Transfer (0)		Loan Payment (0)		Wire (0)		ACH (0)	
<input type="checkbox"/>	Transaction ID ▾	From Account ▾	To Account ▾	Amount ▾	Transfer Date ▾	Created Date ▾	Status ▾

You can also approve the ACH by going to **Payments > ACH Payment Activity > Check the box** on the left-side of the **ACH** and select **Approve** and then **Confirm** in the bottom-left corner.

You will receive an Identity Verification message. Follow the prompt that displays.



Text Authentication – You will receive a text code. *Complete the authentication by re-entering the code* on the computer, if you are using the app re-enter the code on the app.

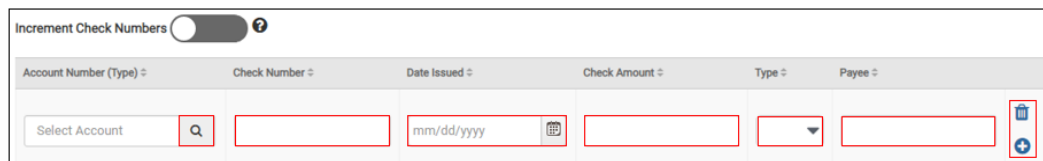
Token Authentication – You will enter the token code followed by your 4-digit PIN (no spaces).

Positive Pay

Check Positive Pay – Manual Item Entry

To manually enter an individual check or several checks, go to **Payments > Create/Import Check Issues > Enter checks**.

Choose the appropriate account by clicking the  next to **Select Account**. Then complete the rest of the required fields. Delete or add  rows as needed.

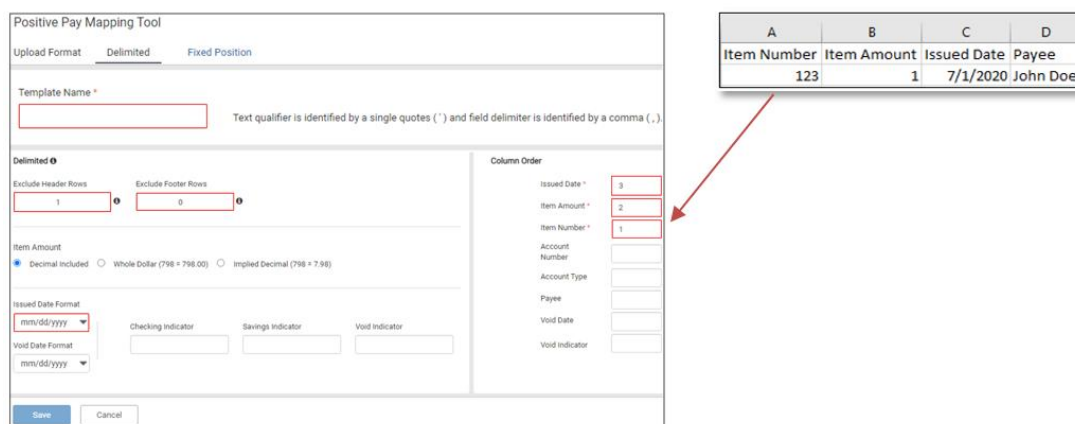


When you have entered all issued checks, select **Review** in the bottom-left corner. After reviewing the issued checks, select **Confirm** in the bottom-left corner. You will receive the message “Successfully processed (the number) of Positive Pay items”. The check(s) have been uploaded to the bank.

Check Positive Pay – Upload File

Before you can upload a file, you will need to specify the file layout by going to **Payments > Check Upload Formats > Create New Format**. See the example below.

*Your information will vary according to the layout of your Excel file. Save the Excel file as a CSV (Comma delimited).

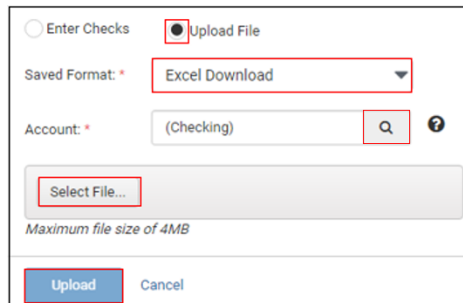


A	B	C	D
Item Number	Item Amount	Issued Date	Payee
123	1	7/1/2020	John Doe

- **Template Name** – the name you are giving this format
- **Exclude Header Rows/Exclude Footer Rows** – Indicate whether or not your file has headers/footers.
- **Item Amount** – Indicate the decimal placement of the amount.
- **Issued Date Format** – the date format
- **Checking, Savings, Void Indicator** (optional)
- **Column Order** – Indicate the column the required information is in.

Upload File

When you have your file format established and you are ready to upload the file, go to **Payments > Create/Import Check Issued Items > Upload File**.



Saved Format – Excel Download

Account – Positive Pay account

Select File – browse for the Excel file

Click on **Upload**. After reviewing the file, click **Review** in the bottom-left corner. Click **Confirm** in the bottom-left corner. You will receive the message “Successfully processed (the number) of Positive Pay items”. The check(s) have been uploaded to the bank.

Check Exceptions and ACH Exceptions

Your exceptions need to be worked each banking business day by 11:00 AM.

You can work your exceptions from your **Dashboard** in the **Positive Pay** widget or go to **Payments > Positive Pay > ACH Exceptions and or Check Exceptions**.

- Change the **Pay** or **Return** options as needed for each exception item.
- You have the option to *View Check* or see *Details*.
- Select **Review**.
- Ensure that the changes are accurate.
- Select **Save**.

The following confirmation message appears: **Check / ACH Exception Decisions Saved Successfully!**

Transfer

Within **Payments > Transfer**, you can create various internal transfers, view the transfer list, search transfers, and approve or reject transfers.

Three icons appear throughout the *Transfer* view. Hover over or select these icons to view an informational message.



This icon means that there is an information message available for that transfer.



This icon means that the transfer has been changed.



This icon means that the transfer has an error.

A negative account balance appears in red and a positive account balance appears in black beneath the account numbers.

Use the **Create Transfer** to create a one-to-one transfer, one-to-many transfer, or many-to-one transfer.

Stop Payment

Within **Payments > Stop Payments**, you can view and create stop payments. (Note: There may be a charge assessed with processing a stop payment.)

Bill Pay

Within **Payments > Bill Pay** you can make payments for bills online that you would normally send through the mail.

- Schedule one-time or recurring payments from any Altabank account.
- Easily access your transaction history and pending payments.
- View images of cleared transactions.
- Manage multi-user access and rights.

Other Treasury and Payment Services

Receivables

Use the **Receivables** menu to work with remote deposit capture (check scanner).

Reporting

Use the **Reporting** menu to view various reports.

The default view is All Reports and it contains a combination of the Favorite Reports, Custom Reports, and Standard Reports view.

Available reports:

- Current Day Balance
- Prior Day Balance
- Current Day Transaction
- Prior Day Transaction
- Date Range Balance
- Date Range Transaction
- EDI

You can choose to make any report a **Favorite Report** by clicking **Favorite** on that report's tile. Favorited reports will show with a blue star.

Electronic Documents, eStatements

Within **Reporting > Electronic Documents**, you can enroll in Electronic Documents allowing you to view and manage statements and other available documents.

Available Documents:

- Statements and Notices
- Documents and Settings
- Disclosures
- Email Settings
- Additional Recipients

***If you need further assistance, please call 866-475-0015 to reach our full-service treasury support team.**