DIGITAL BANKING

QUICK GUIDE

TRUE

BUSINESS BANKING

CREATING AN ACH, CREATING AND ADDING PAYEES TO BUSINESS WIRE TRANSFERS AND CREATING BUSINESS ROLES IN DIGITAL BANKING

CREATING BUSINESS ROLES FOR DIGITAL BUSINESS BANKING

1. Click **Tools**
2. Click **Business Admin**
3. Click the **Roles** tab
4. Click **Add New Role**
5. Fill in the information and click **Create Role**
6. Select permissions, accounts and limits. **Save Changes**
7. Once the Role is created, click the **Users** tab
8. Click **Add a User**
9. Fill in the new user information and click **Create User**

HOW TO ADD A NEW PAYEE TO A BUSINESS WIRE TRANSFER

1. Click **Transfers**
2. Click **Business Wires**
3. Click **Add a New Payee**
4. Complete the information and click **Add Payee**
5. Complete the wire payment information and click **Save**
6. Verify the information and click **Submit**

OR

1. Click **Menu**
2. Click **Tools**
3. Click **Business Admin**
4. Under the Payees tab, click **Add New Payee**
5. Complete the information and click **Add Payee**
6. Complete the wire payment information and click **Save**
7. Verify the information and click **Submit**

HOW TO CREATE A BUSINESS ACH

1. Click **Transfers**
2. Click **Business ACH**
3. Create a new template or use one you're already created
    a. Choose a template name
    b. Choose the account the funds will come from
    c. Name the transaction and select access level
4. Click **Complete Template**
5. Verify the information and click **Submit**

HOW TO CREATE A BUSINESS WIRE TRANSFER

1. Click **Transfers**
2. Click **Business Wires**
3. Under the Submission tab, complete the information and click **Confirm Payment**
4. Verify the information and click **Submit**