Quick Reference Guide



### **TM Mobile Experience**

The TM Mobile Experience allows users the ability to view accounts, account transactions, check images, notifications, messages, payment activity and deposit checks. In addition, users can approve payments (ACH, wires, transfers, loan payments), create new transfers, initiate payments from existing ACH, wire and transfer templates, create bill payments and more.



#### How to access from a mobile device

- To access the TM Mobile Experience on your mobile device, hold your phone and position the QR code within the frame of your camera or click the following link: <u>treasurymanagement.simmonsbank.com/</u> <u>pwa/simmonsbank/login</u>
- 2. Follow the instructions on page 2 based on your device.



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### How to install on an Android Device

- Select **Install** when prompted automatically.
- Or to **install manually**:
  - **1.** Select **settings** (3 dot icon) on Chrome.
  - 2. Select Add to Home Screen.
  - 3. Then select Install.

### How to Install on an Apple iOS Device

- 1. Select the **Share** icon at the bottom of the page.
- 2. Then select Add to Home Screen.

#### Key things to know

- The TM Mobile Experience cannot be accessed from an app store.
- Users may be prompted automatically to install TM Mobile Experience based on their individual device settings.
- The TM Mobile Experience is compatible with most browsers, excluding Internet Explorer and other outdated versions. It supports current and previous versions of Chrome and Safari.

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### **Company Login**

- To access the app, the user should enter the Company ID, Login ID and Password, then select Log In.
- 2. The user may be prompted to establish or answer three authentication questions on the next screen and be prompted to register for authentication via call/text or secure token if they have not registered.
- 3. Upon successful login, the user will be taken to the **Dashboard** page.

#### Key things to know

- Users cannot be logged in to both Treasury Connect and TM Mobile Experience at the same time.
- Changing the password in the app will change it on Treasury Connect, and vice versa.

### Dashboard

- 1. Select the **Message** icon to view, reply, archive and create messages.
- **2.** Select the **Notifications** icon to view or filter notifications.
- **3.** Select the **Cut-Off Times** icon to view the list of specific products' cutoff times.
- **4.** Select the **My Profile** icon to view and update user preference data such as light and dark mode and account security preferences.
- 5. Select a product tile such as ACH Payments, Business Bill Pay, Deposits, Transfers or Wires to quickly navigate to the specific product home page.
- 6. From the Account section, select an Account from an Account Group to access Details and Transactions or select Gear icon to create or update an account group.
- 7. Select an approval type on the **Approvals** section to view the specific approval page and initiate the approvals.
- 8. From the **Positive Pay Decisions** section, select **ACH** or **Check** exceptions to decision positive pay items.



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		Status	Pending Approval		
Amount	\$ 1.01	Payment Date	02/19/2025		
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Test 99712		Credit \$0.00
Checking		Debit \$1.00
Credit Confirmation F	Fee	Credit: \$0.00
Checking		Debit: \$15.00
Night Drop Service		Credit: \$0.00
Checking		Debit: \$8.54
PAYROLL Circle Dots	ACH PPD 99999446300	0002 Credit: \$0.00
Checking		Debit: \$0.00
Interest Deposit		Credit: \$51.0

### Dashboard Widgets - Quick Loan Payment

- 1. From the Dashboard, scroll down to the **Quick** Loan Payment widget.
- 2. Complete all required input fields.
- **3.** Select the **Make Loan Payment** button to quickly submit payment.
- 4. Select Done to return to the default widget.
  - Important: If two-factor authentication is established for a payment, the user will be prompted to authenticate upon initiating the transfer/loan payment.

### Dashboard Widgets - Information Reporting

- 1. From the Dashboard, scroll down to the **Reporting** widget.
- 2. Quickly favorite a report by selecting the star icon on the report. These reports will be located under the **Favorites** tab.
- **3.** The **Custom** tab contains reports saved with personalized settings.
- **4.** Run a report immediately by tapping anywhere on the report name or by selecting the ellipsis icon (...) on the report and select **Run Report**.
- **5.** Report **Results** page provides the summary total debit and credits for each account.

To view individual accounts, select the arrow icon (>) at the end of the row to expand account transaction details.

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### **Dashboard Widgets - Manage Account** Groups

- 1. From the Dashboard, select the gear icon on the Accounts widget.
- 2. Edit an existing group by selecting the Edit icon on a group card/widget.
- 3. Remove an account from a group by selecting the **Close** (X) icon.
- **4.** Add another account to the group by selecting the **Plus/Add** icon at the top of the page.
- 5. Change the position and reorder an account by dragging and dropping the account card to a desired location.
- 6. Use the Rename Group button to rename the account group.
- 7. Add a new account group by selecting the Plus (+) icon at the top of the account groups homepage, and then create an account group name to immediately start adding available accounts.

#### Key things to know

 The number of groups that a user can create is noted at the bottom of the homepage with an information icon.

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### Main Menu

- 1. Select the **hamburger menu** icon on the left to display full menu options.
- **2.** Select a menu item to be taken directly to the corresponding page.
- 3. Sub-menu items are available for **Payments** and **Positive Pay**.
- The About section contains contact information, the Privacy Statement and Terms and Conditions. Select Privacy Statement and Terms and Conditions to view details.
- 5. Click your name to view and update user preferences, including account security settings, light and dark mode options, and personal information such as telephone numbers.

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\$1,110,362,765.10 Available \$99,659,331.85 Available \$64,144.18 Available \$150,584,941.09

- **1. All Accounts** displays the total count of accounts across all menu options.
- 2. Accounts are separated by type:
  - Deposit
  - Time Deposit
  - Loan
- **3.** Tap anywhere on an account to view the details and transactions.



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Memo Debit, NSF item reentry Checking   Memo Debit	-\$18.07	
Memo Debit, NSF item reentry Checking   Memo Debit	-\$12.01	
Memo Debit, NSF item reentry Checking   Memo Debit	-\$11.70	
Memo Debit, NSF item reentry Checking   Memo Debit	-\$7.96	
Memo Debit, NSF item reentry Checking   Memo Debit	-\$6.05	
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Memo Debit, NSF item reentry Checking   Memo Debit	-\$1.78	

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#### **Research Transactions**

- **1.** Select **3 dots** in the top right corner of Accounts menu option.
- **2.** Download and Research Transactions Account options will be available.
  - **Download** option allows you to download all Accounts details in PDF or CSV formats.
  - **Research Transactions** allows you to search for specific transactions.

#### 3. Select Research Transactions.

- Accounts tab allows type to filter for a specific account. Once an account is selected, type to filter for today's specific transaction on that account.
- **Transactions** tab allows type to filter for today's transactions for all accounts.

#### 4. Select Advanced Filter.

- **5.** The following options will be available to narrow down the search:
  - Transaction Date
  - Account Type
  - Account
  - Check/Reference# (specific or range)
  - Amount (specific or range)
  - Transaction Type
- 6. Select **Search** to see the results.
- Click on the 3 dots in the top right corner to download the results in PDF or CSV formats.

#### Key things to know

• Download options are not instant. If you are downloading any files, please wait for the download to complete before going to a different screen.

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#### Transactions

- 1. The **Account Detail** displays the selected account's transaction history.
- **2.** For **Deposit Accounts**, a graph charts the daily available balance over the past 10 days.
- 3. Provides easy access to payment functions such as ACH Payments, Transfers, Bill Pay and Wire.
- **4.** Tap anywhere on a transaction to view additional details, including check images (if applicable).

### **Create Stop Payment**

- 1. Navigate to Stop Payment from the Main Menu.
- 2. Select Add stop payment.
- **3.** Select **Specific** or **Range** to place a stop payment on a specific check or range of checks.
- **4. Show Options** provides additional fields to enter check details.
- **5.** Complete the **check number field** to enable the review button.
- 6. Select Review, then Add stop payment.

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#### Create a One-to-One Transfer

#### 1. Navigate to Transfers from:

- The Main Menu, select Payments > Transfers > Create Transfer Payment > Create One-to-One Transfer
- The **Dashboard**, select Transfers > Create Transfer Payment > Create One-to-One Transfer
- An individual account, select Transfers > Create Transfer Payment > Create One-to-One Transfer
- 2. Complete Transfer fields to enable the review button.
- 3. Select Frequency to set up a recurring transfer.
- 4. Select Review, then transfer.
- 5. Select the Quick Dashboard Navigation icon to go back to the dashboard.



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### **Create Transfer from a Template**

#### 1. Navigate to Transfers from:

- The Main Menu, select Payments > Transfers > Create Transfer Payment > Create Transfer from Template
- The **Dashboard**, select Transfers > Create Transfer Payment > Create Transfer from Template
- An individual account, select Transfers > Create Transfer Payment > Create Transfer from Template
- 2. Select an existing template or use the "Create a transfer template" button to create a new template.
- 3. Edit fields if needed.
- 4. Select Review, then transfer.
- 5. Select the Quick Dashboard Navigation icon to go back to the dashboard.

Important: If two-factor authentication is established for a payment, the user will be prompted to authenticate upon initiating the transfer/loan payment.

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### **Create a Transfer Template**

- 1. Navigate to Create Transfer Template.
  - Select the **Template** button from the Transfer Payment homepage
- **2.** Complete all required input fields to enable the review button.
- **3.** Select the "**Show options**" link to add optional data.
- 4. Select **Review**, then create a transfer template.
- 5. Select the **Quick Dashboard Navigation** icon to go back to the dashboard.

### **Create Loan Payment**

- 1. Navigate to Loans from:
  - The Main Menu, select Payments > Loans > Create Loan Payment
  - The **Dashboard**, select Loans > Create Loan Payment
  - An individual account, select Loans > Create Loan Payment
- **2.** Complete all required loan fields to enable the review button.
- 3. Select the "Show options" link to add optional data.
- 4. Select Review, then Pay Loan.
- 5. Select the **Quick Dashboard Navigation** icon to go back to the dashboard.



**Important:** If two-factor authentication is established for a payment, the user will be prompted to authenticate upon initiating the transfer/loan payment.

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### **Create ACH Payment from Template**

#### 1. Navigate to ACH Payments from:

- The Main Menu, select Payments > ACH Payments > Create ACH Payment from Template
- The **Dashboard**, select ACH Payments > Create ACH Payment from Template
- An individual account, select ACH Payments > Create ACH Payment from Template
- 2. Select a template.
- 3. Edit fields if needed.
- 4. Select **Recipients** to change or hold amounts for a specific individual.
- 5. Select the Quick Dashboard Navigation icon to go back to the dashboard.

Important: If two-factor authentication is established for a payment, the user will be prompted to authenticate upon initiating the ACH Payment.

#### Key Things to Know

- Only the dollar amount or hold feature can be edited on a recipient.
- On the Review Page, an option to "**Apply updates to the Template**" can be selected. If selected, any changes made for this payment would be saved to the template.

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weekly Tuesday S AD00000072187 S Initiated One Time (02/	1.84 CR 0.00 DR 18/2025)			Testing 999994463   Checks	ng \$1.45 >
Weekly Tuesday \$ A00000022355 \$ Initiated One Time (02/	8.54 CR 8.54 DR 18/2025)				Debit \$0.00 Credit \$1.45

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### **Create Wire from a Template**

- 1. Navigate to Wires from:
  - The Main Menu, select Payments > Wires > Create from Template
  - The **Dashboard**, select Wires > Create from Template
  - An **individual account**, select Wires > Create from Template
- 2. Select a template.
- 3. Edit fields if needed.
- 4. Add/Edit optional data by selecting the Show options link.
- 5. Select Review, then Initiate wire.
- 6. Select the Quick Dashboard Navigation icon to go back to the dashboard.



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### **Create a Free-Form Wire**

- 1. Navigate to Wires from:
  - The Main Menu, select Payments > Wire > Create Wire > Domestic USD wire
  - The **Dashboard**, select Wires > Create wire > Domestic USD wire
  - An individual account, select Wires > Create Wire > Domestic USD wire
- 2. Complete all required wire fields to enable the review button.
- 3. Select Frequency to set up a recurring wire.
- 4. Add optional data by selecting the Show options link.
- 5. Select **Review**, then Initiate wire.
- 6. Select the Quick Dashboard Navigation icon to go back to the dashboard.

Important: If two-factor authentication is established for a payment, the user will be prompted to authenticate upon initiating the wire.

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### **Transfer and Loan Payment Approval**

- 1. Select an **Individual Transfer** or **Loan Payment** for approval, or click the **Select All** option to approve or reject all payments.
- **2.** Tap on an individual transfer or loan payment to view the transfer details.
- **3.** Select the **Eligible Approvers** button to view the list of eligible approvers.
- **4.** Select the **View Audit** button to view the audit trail data.
- **5.** A confirmation page will display upon approval or rejection.



**Important:** If two-factor authentication is established for an approval type, the user will be prompted to authenticate upon selecting **Approve** or **Reject**.



### **ACH Payment Approval**

- 1. Select an **Individual ACH Payment** for approval or click the **Select All** option to approve or reject all payments.
- **2.** Tap on an individual ACH Payment to view the ACH payment details.
- **3.** Select the **Eligible Approvers** button to view the list of eligible approvers.
- **4.** Select the **View Audit** button to view the audit trail data.
- **5.** A confirmation page will display upon approval or rejection.

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	Approvals	Users		Approval Status	Wire Detail
-1-	Q Search Wires		3 -	Eligible Approver	5
2-	RiverRun Travel from Indirect Operations	\$145.65		Marketing	DOMESTIC
	Swirt innovations from Business Operations	\$11.22		\$11.22	C Pending Approv
	Lofty Logistics from Economic Operations	\$879.00		Wire Company SMA Debit Account Busin	IC INC
	Swift Innovations from Reserves Operatione	\$32.54		Creditor Swift Frequency One	t Innovations Time
	Midwest Manufacturing from Dusiness Operations	\$987.11		Effective Date 04/1 Transaction ID W00	0/2024
	Penn Partners from Baseres Coperations	\$754.11		Purpose	payoff loan
	RiverRun Travel Hum Business Operations	\$45.65		Additional Information	n
	Penn Partners from Balaness Operations	\$20.55		End to End ID	attn payoffs
	NewTech Inc from Business Operations	\$2.25		Creation Date April 10	ith, 2024
	MACINC from Business Operations	\$150.01	4	View Audit	
	Services (1)		5 —	Reject	Approve

### Wire Approvals

- Users can easily search for a wire that requires approval by typing in the search field (magnifying glass icon) to Filter and narrow the results.
- **2.** Tap anywhere on an individual wire to view the wire details.
- **3.** Select the **Eligible Approvers** button to view the list of eligible approvers.
- **4.** Select the **View Audit** button to view the audit trail data.
- **5.** A confirmation page will display upon approval or rejection.



Important: If two-factor authentication is established for an approval type, the user will be prompted to authenticate upon selecting **Approve** or **Reject**.

### **Payment Activity**

Users can View and Filter Transfer, ACH or Wire Activity.

- 1. Select a payment type from the main menu, dashboard or an individual account.
- **2.** The payment activity is readily available on the home page of each payment type.
- **3.** Tap anywhere on an individual item to view the full details of the activity.
- **4.** Select the **Advanced Filter** icon to filter based on selected criteria.

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		O Create Transfer Pay	ment $\rightarrow$	Transfer Date Date Range	Ý
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		BC XXX788     From Operations     Scheduled	\$1,200.00 04/17/2024	Select All × From Account Select All ×	Ŷ
2-4		Business Operations     From Checking 0714     Scheduled	\$1.14 04/15/2024	To Account Select All ×	~
		Checking 0714 From Business Operations Pending Approval	\$150.00 04/15/2024	Amount All Amounts	~
		BC XXX788     From Business Operations     Pending Approval	\$523.22 04/15/2024	Transaction ID	
	3 —	<ul> <li>BC XXX788</li> <li>From Operations Submitted</li> </ul>	\$1,200.00 04/10/2024	Created Date	۷.
		Payroll XXX1984     From BC XXX788     Pending Approval	\$1,500.00 04/10/2024		
		24		Арр	ly Filters
					Reset



Quick Reference Guide

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New Message     Subject     Select     Select Subject     Select Subject     Select	≡ Message Center	ф ©	← Ne	ew Message
Messages C hbox Sent Archived Q. Search Sent Datasof Stop Payment 44/2023-846 AM Provide Pay 9/72/2023-846 AM Provide Top Concel Sected	💿 New Message	÷	Subject	Select Subject
hbox Sent Archived Q. Search Sent Q. Search Sent Houseed 4/6/2025/3.47 PM House a 6 frig 0 Attachment Cancel Send	Messages	C	Message	
Q. Search Sent 24657 Stop Payment 44752023 8-3 APM Pen a 6 ting 4752022 8-6 AM Cancel Cancel Cond	box Sent Archived		meanin	
244657 Stop Payment         4/8/2026/3.47 PM           Biogond         0           191729 Positive Pay         9/12/2023 8.43 AM           Pres a 6 ling         0           Cancel         Seried	Q Search Sent			
191739 Positive Pay 9/12/2023 8-40 AM Pers a 6 ting Attachment	246657 Stop Payment Stopped	4/8/2024 3:47 PM		
Cancel	191739 Positive Pay Pwa a di ting	9/12/2023 8:40 AM	@ Attachment	0/10
Gancel			Cancol	
			Calicer	(1997)

### **Message Center**

- 1. From the Dashboard or Main Menu, select Message Center.
- 2. Select the **New Message** button to compose a message with a predefined message subject.
- 3. Select Inbox, Sent or Archived.
- **4.** Selecting a message allows the user to:
  - View the details and any attachments associated with the message.
  - Archive the message or reply to it.

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### **ACH and Check Positive Pay**

The **Positive Pay** feature within the TM Mobile Experience allows users to pay or return ACH and check exceptions, and view essential details for these items while on the go.



### **Dashboard and Main Menu**

Users can select **Positive Pay Exceptions** from the side menu or the Dashboard tile.

- 1. View the summary count of items for ACH and check exceptions under the **Positive Pay Decisions** section of the dashboard.
- 2. Select the ACH Exceptions or Check Exceptions to view and decision the items.
- **3.** To view ACH and check exceptions cut-off times, select the **Cut-Off Times** icon at the top of the dashboard.



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### **Decisioning ACH Exceptions**

Navigate to the **ACH Exceptions** screen from the **Dashboard** or **Main Menu**.

- Select the appropriate decision button to Pay (green) or Return (red) an item.
- A counter at the bottom of the screen displays a running total of items to decision: Total, Undecisioned, Pay, and Return.
- 3. Selecting Select All exposes the Pay All and Return All options.
- **4.** Tap anywhere on the item's description to view exception details. The item can be paid or returned from the details screen.
- 5. Type in the search field (magnifying glass icon) to Filter results or use the Advanced Filter (toggle bar) to refine your search.
- 6. A message reminder is presented to the user on the **Review Decisions** page prior to decisioning the item.
- 7. Quick navigation back to the dashboard.

#### Note:

- The **Advanced Search Filter** is the same as the fly-out filter on the desktop.
- Items are removed from the **ACH Exceptions** screen once decisioned.
- The decisioned items can be viewed on the ACH Exceptions Decisioned Activity page.

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15:06	ul 🗢 🕼	10:01	al 🕈 🖬
■ Positive Pay - Checks		÷	Check Exception Detail 6-08
To Decision Decisioned Today A	ll items	Check	Paid item without issue (post all)
Check Exceptions 4	Q	Paid \$0.10	\$0.00
<ul> <li>xxxxx714</li> <li>105221 Pair 56.43</li> <li>Payee mismatch</li> <li>xxxx0714</li> <li>xxxxx714</li> <li>xxxx714</li> </ul>		Account Posted Date Issued Date Issued Payee Protected	4/16/2025 none No
100519   Paid: \$1,005.19     Payee mismatch     xxxx0714     100520   Paid: \$1,005.20		View Aud Return Reas	on none >
Payee mismatch xxxx0714 100526 (Paid: \$73.48 Amount mismatch		Comment Check Image	none >
xxxxx9714 100527   Paid: \$79.43 Amount mismatch xxxx1984		No check imag	Correction Request
252151 Paye mismatch     5     12 Total 12 Undecisioned     Cancel Pay All Return	n All		
Review (3)		Ret	urn Pay

### **Decisioning Check Exceptions**

Navigate to the **Check Exceptions** screen from the **Dashboard** or **Main Menu**.

All check exceptions under the **"To Decision"** view are the unworked exception items. The item's default decision of **Pay** or **Return** will display with the default decision radio (unfilled green or red).

- Select the appropriate decision button to Pay (green) or Return (red) an item.
- 2. Selecting Select All exposes the Pay All and Return All functionality.
- **3.** Type in the search field (magnifying glass icon) to **Filter** your results.
- **4.** Tap the item's description to view **Exception Details**. The item can be Paid or Returned from the details screen.
- At the bottom of the screen, you'll see a running count of items to decision. The count is categorized into: Total, Undecisioned, Pay, and Return.
- **6.** Quick navigation back to the dashboard.

**Note:** Items that have been paid or returned will be moved from the **'To Decision'** view to the **'Decisioned Today'** view.

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### Mobile Remote Deposit Capture

TM Mobile Experience **Mobile Remote Deposit Capture** enables users to deposit checks and monitor deposit activity. Users have the option to submit either a single check or multiple checks at once.

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	Deposits	Ø	÷	Select Location		÷	Create Deposit	7
0	Create a Deposit	÷	Q inter					
Q			Circle Dots	Main		(a) Front		
0	Circle Dots Main Devn Por Bosining	\$0.00	Circle Dots	West				
8	Circle Dots Main Rejected	\$0.00 2-	Circle Dots	Downtown				
1	Circle Dots Main Deposited	\$24.17	Circle Dots	Uptown				
0	Circle Dots Main	\$0.00	Circle Dot C	Cust-Inv-Tran Req		Ø Back		
0	Circle Dots Main Open For Bosining	\$0.00						
0	Circle Dots Main	\$0.00				Amount		s o
1	Circle Dots Main Deposited	\$26.37				Transaction Months	5	
~	Circle Dots Main Deposited	\$51.26			6	The orders		
0	Circle Dot Cust-Inv-Tran	\$0.00			0		Add Cheels	
0	Circle Dots Main Open For Bosenikg	\$0.00					Jed Check	
0	Circle Dots Main	\$0.00						
0	Circle Dots Downtown	\$0.00						

### Making a Deposit

Navigate to **Deposits** from the side menu or Dashboard tile.

- On the Deposits home page, tap the Create a Deposit button to start a new deposit.
- **2.** Choose a location from the list provided.
- **3.** Once you select a location, your device's camera will open automatically to capture the check images.
- **4.** If prompted to provide access to the device's camera, allow access to the camera to start capturing the front and back images of the deposit.
- **5.** Enter the amount of the deposit and transaction number.
- **6.** Tap the **Show/Hide Options** link to display or hide additional optional fields.
- 7. Quick navigation back to the dashboard.

### Making a Deposit (Continued)

- **1.** Scan and add additional checks by selecting Add another check.
- **2.** Tap a check to view the front and back of the uploaded check image.
- 3. To delete, select Delete Deposit.
- **4.** Select Deposit to submit and complete the remote deposit.
  - The number of checks included in the deposit is displayed on the deposit button.
- **5.** Quick navigation back to the dashboard.





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		← Deposit Detail
① Create a Deposit	÷	Deposit Total
Deposit Activity	2Q	SZ4. 17 Location Circle Dots Main
<ul> <li>Wednesday, April 17, 2024</li> </ul>		Deposit Date Tuesday March 19, 2024
Circle Dot Cust-Inv-Tran	\$0.00	View Deposit Events
Circle Dots Downtown	\$0.00	Checks 1
Circle Dots Main	\$0.00	VQY49XWWQLS1 Sent to Processing \$24.

### **Deposit Activity and Details**

- 1. Deposits are listed by date in descending order.
- **2.** Type in the search field (magnifying glass icon) to Filter and narrow your results.
- **3.** Tap on an item to view full deposit details.

### Deposit Activity and Details (Continued)

- 1. Select View Deposit Events to view the full list of events.
- **2.** Tap on a check to view the front and back images.
- **3.** For deposits with a status of **Open For Scanning**, you can update the details by adding more checks, deleting the deposit, or completing the deposit.
- **4.** Quick navigation back to the dashboard.

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← Deposit Detail	← Deposit Events	← Check Detail	← Review Deposit 4 — 408
Deposit Total \$24.17 Location Circle Dots Main Deposit Date Tuesday March 19, 2024	Mar 19, 2024     12:00:40 FM     Sent to Processing       Mar 19, 2024     12:00:46 FM     Ready for Processing       Mar 19, 2024     12:00:46 FM     Needs No Reacon       Mar 19, 2024     12:00:46 FM     Needs No Attention       Mar 19, 2024     12:00:97 FM     Closed       Mar 19, 2024     12:00:98 FM     Updated       Mar 19, 2024     12:00:97 FM     Updated       Mar 19, 2024     12:00:10 FM     Rejected items in batch       Mar 19, 2024     12:00:10 FM     Rejected items in batch       Mar 19, 2024     11:50:10 AM     Rejected items in Datch       Mar 19, 2024     11:50:21 AM     Opened	\$26.37       Sent to Processing         Date Added       Descharp March 19, 2024         Tocossing Status       Approved         Beterence Humber       HYB0,US	PDC Proceedsessing of the full state and credit of the UX Countried Deposit Total \$1.13 Location Reddy Main Deposit Date Wednesday, April 2, 2025 Add another check *Checks 1 Pending S1.13 Delete Deposit Deposit(1)

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### **Business Bill Pay**

TM Mobile Experience Business Bill Pay allows enrolled users in iPay Business Bill Pay to create payments, view payees, stop payments or series of payments, view scheduled transactions, and access payment history.



- 1. Select Business Bill Pay from the side menu or Dashboard tile.
- 2. Based on user entitlements, the following options will display:
  - Create Payment
  - Payees
  - Scheduled Payments
  - Payment History

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÷	Paye	es	← Create Paymer
Q	Search	\$	FDIC Insured - Backed by the full faith a Government
-8	Business TEST BUSINESS	Check >	3 — Payee
8	CC CHASE MASTERCARD	Electronic >	From
8	Honda AMERICAN HONDA FINANCE O	CORPORATION Electronic >	Amount
8	Phone A T AND T	Electronic >	Frequency
8	Tester Company TESTER PAYEE	Check >	Mana
8	Trash TRASH SERVICE	Check >	Mento
8	TV DIRECTV	Electronic >	
			Roview

FDIC FDIC-Insured		
• Payee		Trash 3
From	3	Select account
Amount	s	0.00
Frequency	Se	lect frequency
Memo		
		0/30

#### **Create a Payment**

- 1. Select Create Payment to navigate to the Select Payee page.
- 2. Choose a Payee to advance to the Create Payment screen.
- 3. The selected Payee will pre-populate.
- 4. Select the From Account, Amount, Frequency, and Date. Adding a memo is optional.



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### Create a Payment (Continued)

- Select Frequency to display calendar options.
- Use the Recurring toggle/switch to set up a recurring payment. Leave it unselected to create a one-time payment.
- **3.** Select **Review** to verify payment information.
- **4.** Select **Initiate Payment** to submit and complete the payment.
- 5. Quick navigation back to the dashboard.

8	Business TEST BUSINESS	c	heck	>
8	CC CHASE MASTERCARD	Electr	onic	>
3	Honda AMERICAN HONDA FINANCE CORPORATION	Electr	onic	>
8	Phone A T AND T	Electr	onic	>
2	Tester Company TESTER PAYEE	c	heck	>
2	Trash TRASH SERVICE	C	heck	>
2	TV DIRECTV	Electr	onic	>

		п
	Payee Detail	
TEST COMPA	NY	Checl
Address	123 CLEVELAND AVE, MON 65708, United States	ETT, MO
Phone Number	4172356652	
Default Pay From	none	
Account Number	xxx6978	
Account Type	none	

#### Payees

- 1. Select **Payees** on the Business Bill Pay home screen.
- Type in the search field (magnifying glass icon) to Filter results or use the Advanced Filter (toggle bar) to refine your Payee results.
- 3. Tap on a Payee to view their full details.
- **4.** Users can create a bill payment from the Payee details page.
- 5. Quick navigation back to the dashboard.



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### **Scheduled Payments**

- **1. Scheduled Payments** is the default view on the Business Bill Pay home screen.
- 2. Type in the search field (magnifying glass icon) to Filter results or use the Advanced Filter (toggle bar) to refine your search.
- **3.** Tap a **Scheduled Payment** to view the full payment details.
- 4. Use the **Stop Payment** button to stop a payment.
- **5. Stop Payment** options are available for scheduled and recurring payments:
  - Stop Series Immediately
  - Stop After Next Payment
  - Skip Next Payment

### **Payment History**

- **1.** Select the **History** tab under Payments to view payment history.
- Type in the search field (magnifying glass icon) to Filter results or use the Advanced Filter (toggle bar) to refine your search.
- **3.** Click on a payment activity to view the full details of that payment.

**Note:** Only the last 90 days of payment history are displayed.

