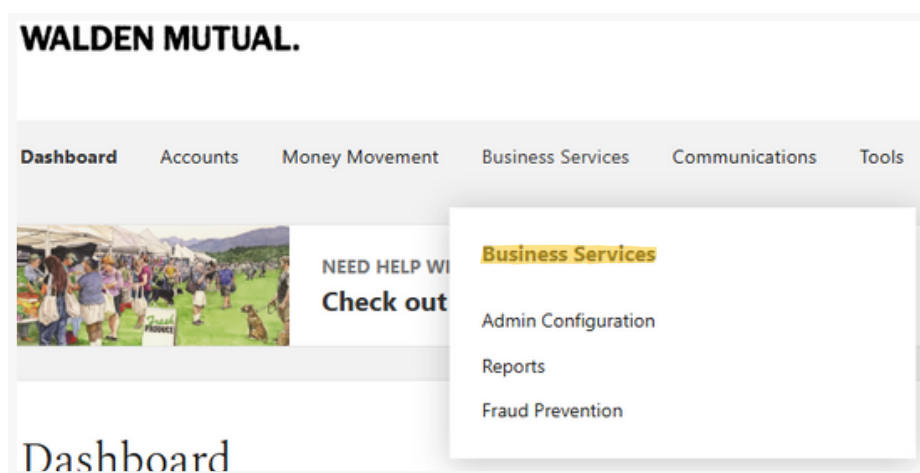


Get to Know Business Services

ADMIN CONFIGURATION

The **Business Services** feature provides you with the tools to set up, maintain and manager the various aspects of your online banking. It is the foundation for all the other features of our online banking platform including Internal Transfers, External ACH, Wires, Deposit Checks, Bill Pay, Reports and Fraud Prevention.

Under **Business Services** is the **Admin Configuration** feature. **Admin Configuration** serves as the central part of the system for Authorizations, Payees, and User Management



AUTHORIZATIONS

The Admin Configuration feature automatically defaults to the Authorizations tab. Select the transaction type to view transactions that are in the **Needs Authorization Status**. You will then be able to authorize or reject the transactions.

NOTE: Administrators can automatically approve any transactions needing authorization. Users will need to be granted the ability to approve transactions that need authorization under the **Users→ Payment Permissions→ Manage Permissions→** Select Access Level as **Authorize** or **Submit & Authorize**.

Admin Configuration

Authorizations Payees Users

Authorization Requests

ACH
Internal Transfers
Wires

Sort By: Date ↑ ↓

DATE	ACCOUNTS	AMOUNT	STATUS
PENDING REQUESTS			
You have no pending ACH authorization requests.			
HISTORY			
OCT 17 2024	Test 1 Spend Local Business —0264 CCD, CREDITS	\$1.00	EXPIRED
JUL 5 2024	Test Template Spend Local Business —0264 CCD, CREDITS	\$0.04	EXPIRED

FRAUD PREVENTION

Minimize the risk of payment fraud with Enhanced Fraud Prevention. You maintain a list of approved payees (for both checks and ACH). Payment made to anyone else generate an exception for your review.

This service is part of our Enterprise Package. If you are enrolled in the Enterprise Package, please refer to our Fraud Prevention User Guide.

Interested in our Enterprise Package? Reach out to our Partner Experience team for more information!