

PRIVATE BANKING WEALTH MANAGEMENT



Cambridge Trust Business Online & Mobile Banking with BizBanker User Guide



# Business Online & Mobile Banking with BizBanker

Providing you convenient and secure online access to your business accounts financial information is an extension of Cambridge Trust's private banking relationship with you. With BizBanker, our powerful, fully integrated digital treasury management portal, you can improve cost efficiency, streamline productivity, and transact with confidence.

### LET'S GET STARTED

We've created this User Guide to help you set up your business accounts in the BizBanker client portal. You'll find easy- to-follow instructions as well as links to self-guided video tutorials to set up the many features that your business requires.

If you have any questions or need assistance, contact your Private Banker or call our Client Resource Center at **844-251-4244**.

Thank you for your trust and we look forward to serving you and your business needs.



2

# Table of Contents

Log In	4
Main Menu	5
Account Activity	6
E-Statements	7
Transfers and Loan Payments	9
Bill Pay	
Initiating a Bill Payment	
Repetitive Wire Transfer	
ACH Template Payment	
ACH Transactions	
Payroll Direct Deposit (File Import)	23
Alerts	
Positive Pay	
Adding New Users	
Locations	





Log In

#### HOW TO LOG INTO YOUR ONLINE BANKING ACCOUNT

- 1. To sign on, navigate to www.cambridgetrust.com using your web browser.
- 2. Enter your user ID & or company ID into the field titled "Account Access" in the top left-hand corner of the page.



- 3. Click "Login"
- 4. Enter PIN to sign in. If you are using a secure token, enter your PIN followed by a six or eight-digit token code.



# Main Menu

#### MAIN MENU DISPLAY

The main menu page will display a series of tabs along the top of the page representing the services available to you.

CAMBRIDGE —TRUST—	entrales =								East Hos	izBanker	online Bar
Welcome Mark. Today is September 04, 2028.				Ye	ır last login was Sej	ptember 03,	2020 at 12:23 Pt	м.	Add	info Panel	
Balance Trends	Recent Tran	isactions			New info To view t	panels are a he new info	vailable for the panels, go to A	e dashboar Idd Info Pa	d. osis.		
in in in in in	Prestige Op	erating Account, '4511			Thank you fo	r banking with	us. We value you	r business.			
400	All Credits Transaction	All Credits Transaction within the last 30 days			Calendar						
300	TELLER DEP Depost (jj)	TIRO	09/04/2020 09/04/2020	\$3,185.72 \$1,500.00			Sep	ptember 2	1020		Þ
200	ACH CREDIT	I DIRCO	06493-0490	11 AT 14	30	-	10		in		
100	address of the second			Voltas			-		3		5
	LATE DEPOS	ESCR.	06/23/2020	\$131.23					10		
02.27 (6:03 (6:10 (6:17 (6:24 (6:01	Edit account	Edit account and transactions displayed			20	24	22	23	24	25	24
and and and and and					27	28	29	39			
	Recent Alert	ts & Messages		(r (c)	Edit Informati	on displayed					
	1	Important Message:     ACH will be unwashelide on UN Day			Transfers & Payments Approval						
12790 - Prestge Disbursing Act	0904	Dank Holiday processing							View by	My approval	ALapproval
	09/04	Meimum Balance			ACH Paymen	ts and Collec	tions 🖂				
Edit accounts displayed	09/03	Debit posted			1612 - PRE	st	Westly P		09/06/2020	(Data equ	sts effective date.) \$5.000-00
	09/01	Check Presented			14512 - PRE	ST	Weekly 5		09/05/2020		\$175.00
Balance Trends	0029	Debt.costed			Factore Acces	and Transfer					
40000	Manage Aler	ta Receiv	ed Mail and Alerts		18588 - 185 18588 - 185		Te: "7801 - E Te: "7801 - E	XESAD1 XESAD1			\$5,000.00 \$5,000.00
30000					Wire Transfe						
	Shortcuts									(Date equ	als effective (als.)
2000	Favorites			EditFavorites	3511-PRE	21	Prestige	D	09/04/2020		\$5,000.00
					Wire File Unit	ed H					



# Account Activity

 To view account activity, click on the "Reports" tab. Next, under the heading "Deposit Account Reporting" click "Activity – Deposit Accounts."

Activity – deposit accounts	Search Deposit A	count Activity
Balances – deposit accounts	Up to 3 months of data are availab	le.
Activity & balances	General Search Options	
Forecast balances		
Manage saved searches	Output to:	Screen (HTML)     Show more output options
aved Reports: (Edit)		
Operating Account ACH/WT Credits	Accounts:	1-6 All accounts V G
Operating Account		Description Type Account ABA/TRC Balance
Checks Paid Scheduled Deposit Account Report		PRESTIGE PAYROLL ACCOUNT     Checking *4512     081203790     Current     \$25,628.11
		PRESTIGE OPERATING ACCOUNT     Checking *4511     081203790     Current     \$178,160.44
		PRESTIGE CD2 CD *4390 081203790 Current \$6,643.21
Quick Links: Manage exceptions		✓ PRESTIGE CD1 CD *4370 081203790 Current \$150,000.00
Stop cneck payments Statements & documents		PRESTIGE HEALTH ACCOUNT Saving *2470 081203790 Current \$170,000.00
		EASTWOOD NATIONAL BANK Checking *1359 550000576 Current \$186,097.97
Date	Date range:	○ Specific date: 09 //04 //2020  □
		From: 06 //04 //2020
		To: 09 /04 / 2020 To
		Previous business day
		Since last download (valid for QuickBooks® download only.)
	Transaction types:	All transactions
		O All credits
		O All debits

- 2. By checking boxes on different accounts, dates, and transaction types, you will be able to create customized account activity reports containing the information you wish to see.
- 3. After making your selections, click "Generate Report" to generate your report.
- 4. Once you've generated your report, click on the camera icon to view the front and back of all checks posted to your account.
- 5. Reports on Loan account activity are also available. To reach them, simply click on the "Manage Loans" tab under the "Reports" section.





### E-Statements

- 1. To sign up for E-Statements, click on the "Reports" tab.
- 2. Click on "View and Maintain Documents—Preferences"

Tupito -	Transfers and Payments      Accourt	t Services      Administration			
Statements & documents	Search Statemer	ts and Documents			
	View and maintain document pr	Merences I Legal notices, agreements, and document dis	closures		
	New Requests				
	View:	C Latest documents for account type [     Documents for a specific account	V]		
		1-8			
		Description	Type	Account	ABA/TRC
		O PRESTIGE PAYROLL ACCOUNT	NT Checking	*4512	081203790
		PRESTIGE OPERATING ACCO	OUNT Checking	*4511	081203790
		O PRESTIGE OPERATING ACCO	OUNT Analysis	*4511	081203790
		PRESTIGE HEALTH ACCOUNT	l Savings	*2470	081203790
		PRESTIGE LOAN 3	Loan	*2013 - 00002	770110000
		PRESTIGE HIGH YIELD INVESTMENT FUND	Savings	*0740	081203790
				*0009 - 00001	770110000
		PRESTIGE LOAN 1	Loan		
		PRESTIGE LOAN 1     PRESTIGE LOAN 2	Loan	*0006 - 12345	770110000

- 3. In the resulting account listing, change the delivery method of each account to "Online."
- 4. Read the service agreement and click "I agree."
- 5. On the next screen, click "Save your preferences."



# E-Statements (cont.)

- 6. To view or print your statements, click on the "Reports" tab, then "Statements and Documents."
- 7. Choose the desired account, and then click "Continue."
- 8. Click on the link for the date of the statement you wish to see

ime Reports •	Transfers and Payments V Account Services V	Administration 💌		
tements & cuments	Statements and Docume New search Statements from the last 60 days - PRESTIG Search for older documents or specific docume	nts E OPERATING ACCOUNT = ^4511 = Checkling Its - Redisplay, default view		
	Document Date	Primary Account	Secondary Accounts	Account Type
	08/14/2020	14511		Checking
	07/09/2020	*4511		Checking

9. Your E-Statement will appear in a separate window, ready to be printed.



### Transfers

The "Internal Transfer" facility allows you to quickly make transfers between your linked Cambridge Trust accounts.

Transfers are immediate, and will be dated as of the current day if made before 7:00pm EST Monday-Friday.

- 1. To begin your transfer, click on the "Transfers and Payments" tab above the main menu.
- 2. Under the "Internal Transfer" heading, click "Transfer Money-Internal."
- 3. Select the accounts you wish to transfer funds to and from.

CAMBRI — TRUS	DGE T Transfers and Payments	Account Services 👻 Administration 👻	
Transfer money – internal     Approve transfers –	Transfer Mor	ney – Internal	
View completed transfers – internal	From account:	*4511 - PRESTIGE OPERATING ACCOUNT - Current \$173,474.42 (Balance as of: 09/04/2020 04:14:54 PM (ET) Hot a guarantee of available funds.)	~
Quick Links: Manage alerts	To account:	*4512 - PRESTIGE PAYROLL ACCOUNT - Current \$26,628.11 (Balance as of: 09/04/2020 04.14.54 PM (ET) Not a guarantee of available funds.)	~
	Amount: Description (optional):	\$ 5000.00 Payroll purpose	
	Frequency:	Today only	
	Continue		

- 4. Click "Continue" when you've completed the form.
- 5. Finally, click "Approve" to finalize the transaction, or "Submit for Approval" to enter the transfer for approval by the account administrator.

CAMBRIDGE — TRUST —						
Welcome Reports 🕶	Transfers and Payments 🔻	Account Services  Administration				
Transfer money – internal     Approve transfers – internal     View completed	Verify Trans	sfer				
transfers – internal	From account:	*4511 - PRESTIGE OPERATING ACCOUNT - Current \$173,474.42 (Balance as of 09/14/2020 03:13:45 PM (ET) Not a guarantee of available funds.)				
Quick Links: Manage alerts	To account:	*4512 - PRESTIGE PAYROLL ACCOUNT - Current \$26,628.11 (Balance as of: 09/14/2020 03:13:45 PM (ET) Not a guarantee of available funds.)				
	Amount:	\$5,000.00				
	Description:	Payroll purpose				
	Send on:	09/14/2020(today)				
	To schedule the reque	st without approving it, click submit for approval.				
	Approve					



### Transfers (cont.)

- 6. You should receive a Request Approval Confirmation number. Check this to ensure the transfer has been successfully completed.
- 7. Internal transfers can be used to make loan payments. Simply click "Loans" under the "Transfers and Payments" tab to make these transactions.

CAMBRI — TRUS	DGE T—			
Welcome Reports •	Transfers and Payments 🔻	Account Services 🔻	Administration -	
Manage loans     Approve loan payments     and advances  QuickLinks:     Manage next     scheduled requests	Manage Loa To display notes for a Current as of : 09/04/2 Display all notes	ans specific Ioan, click on the 2020 12:00:00 AM (ET)	appropriate loan. Click on th	e Actions menu to display tasks available fo
	Description		Account/Note ID	ABA/TRC
	> PRESTIGE L	OAN 1	*0009	770110000
	PRESTIGE L	OAN 2	*0006	770110000
	> PRESTIGE L	LOAN 3	*2013	770110000



10



# Bill Pay

The Bill Pay feature of BizBanker allows you to pay bills to any entity with a US mailing address.

If the vendor accepts electronic payments and is registered in our bill payment database, they will receive an electronic payment. If not, they will receive a check by US mail for your payment.

To ensure your payment arrives on time, initiate your payment at least 4 business days before the payment is due to vendors who do not accept electronic payments.

Before you make transfers, you must setup each vendor you wish to make bill payments to.

- 1. To set up a vendor for bill payments, click on the "Transfers and Payments" tab.
- 2. Under the "Bill Pay" heading, click "Pay Bills" to open the Bill Pay window.
- 3. Once you've opened the Bill Pay window, click on "add payee," then fill in the required vendor information.





# Bill Pay (cont.)

			Compa	ny: ABC I	Landscaping	1
Add payee Approvals	Make Payment	ts				
		View: All -	Find a payee	Acti	ivity Histor	y Resources
Pay To-	Bills & Reminders	Last Paid	\$ Amount Send On	Sche	duled Activity	Print
Pay From						Find a payee
CAPITAL - 	C 5 days	\$3.00 on 09/07/2020	3.00 09/10/2020	Send On	Paid To	\$ Amou
operang				09/06	CAPITAL	3.0
DTE- 1213	e Due in 6 days	\$4.00 on 09/10/2020	4.00 09/10/2020	E 09/07		14
Operating4511 +				03/07		
				09/10	DTE	4.0
AT&T			09/04/2020	8		
Operating,4511 +						

4. Once you have reviewed the payee's information, click "Add Payee."

Name:	ADT Security Services	
Nickname:	ADT Security Services	
Account number:	73263456	
Address line 1:	465 Main St.	
Address line 2:	optional	
City:	Milwaukee	
State:	WI <b>V</b> Zip: 34567-8910	3
Phone:	(734) 734-7342	
Category:	None	

### Initiating a Bill Payment

- 1. Choose either "Make a Payment" or "Pay Invoices" on the Bill Pay main page.
  - a. Click "Confirm All Payment" if you wish to make a standard payment. Just enter the amount and date.
  - b. Click "Pay Invoices" if you wish to include more information—invoice numbers, credit adjustments, etc.—to make clear precisely what you are paying for.

a cayment	My Bills						
typices	There are 2 payme	ints awaiting approva	I. You may review those	e payments now.			
Management	Your Bill Inbox pre payment, access t	sents the bills you re the Make Payments	ceived online. Select t page. To view schedul	he bills you want to pay ad and in process payme	and click "Schedule payments go to your Payment O	ents." For bills received in the r utbox.	mail or to make any oth
ent Records	Bill Inbox						
records th records	Due	Received Fr	200	Minimum Due	Total Due		
a CD	E 07/10/2012	ADT		62.50	62.50	View Bill • File	
ng Accounts	C 07/22/2012	CAPITAL ON	E SERVICES	15.00	18.17	View Bill • File	
ess.orofie :status ct.clent.services	Schedule par Payment Out	ments File	Select all bills • Desel	ect all			
ill Center	Send On	Send To	Pay From	Confirm Number	Amount		
ill Center ges	Send On 07/18/2012 (recurring)	Send To Cleaning	Pay From Operating	Confirm Number 7808C1Z4	Amount 230.00 View Payment	• Edit • Cancel • Notes	
lll Center ges Venu	Send On 07/18/2012 (recurring) 7/24/2012	Send To Cleaning UPS	Pay From Operating Operating	Confirm Number 78DBC1Z4 IBDBC1Z4	Amount 230.00 <u>View Payment</u> 700.00 <u>View Payment</u>	Edit - Cancel - Notes     Edit - Cancel - Notes	
ill Center ges Venu	Send On 07/18/2012 (recurring) 7/24/2012 7/31/2012	Send To Cleaning UPS Trash	Pay From Operating Operating Operating	Confirm Number 78D8C124 IBD8C124 88D8C124	Amount 230.00 <u>View Payment</u> 700.00 <u>View Payment</u> 150.00 <u>View Payment</u>	Edit - Cancel - Notes     Edit - Cancel - Notes     Edit - Cancel - Notes	
lll Center ges Menu	Send On 07/18/2012 (reouring) 7/24/2012 7/31/2012 8/7/2012 (reouring)	Send To Cleaning UPS Trash Water	Pay From Operating Operating Operating	Confirm Number 78080124 IBD80124 88080124 JBD80124	Amount 230.00 <u>View Payment</u> 700.00 <u>View Payment</u> 150.00 <u>View Payment</u> 98.00 <u>View Payment</u>	Edit - Cancel - Notes     Edit - Cancel - Notes     Edit - Cancel - Notes     Edit - Cancel - Notes	

2. After filling out the required information, click "Submit Invoices" or "Make Payments" to execute your payments.

CAMBRIDGE	
Payments Mix-bills Make a payment Pay-involues Pandino.approval Payee Management Mix paywes Add.new.payme	Pay Invoices Doyou need to make a standard payment? Learn Mere Please enter the details of your payment and click "Solaval invoices." To add another invoice to this payment, click <u>Add another invoice</u> . Please note, all payments will be made by check.
Manage categories Payment Records View reports Search records Order a CD Funding Account Let Administration Business profile	Send to:         ADT           Send don:         09/17/2012           Use funds form:         Operating: 4511 w           Payment category:         Building Expenses w           Memo:         Acct: "3456
Order status Contact client services	Invoices
Help Exit Bill Center	Type Invoice Amount Description
Vessages Main Menu	Invoice         Invoice         \$22.50         [Sacurity system at 123 Main St.]           Discount:         \$         \$         \$           Adjustment:         \$         \$         \$           Type:         \$         \$         \$           Net:         \$         \$         \$
	Total invoices: \$ 62.50 Update total
	Submit invoices Add another invoice How Da.L., Glossary, FAQ's



## Initiating a Bill Payment (cont.)

3. After completing your payment, you will receive a confirmation message.

CAMBRIDGE — TRUST —							Helb   Sign 0	l
Payments Mu 2018 Make a payment Pay Invoices Pending approval Payee Management Mu anyees	Pay Inv The following access the P	invoices were layment Outbo	Confirmation successfully scheduled a g now.	nd moved to	your Payment Outbox on 07/17/20	12. To change or stop these invoic	es, you may	
Add netw.setures Manales.seterators Payment Records Search.reaction Seterators Funding Accounts Funding Accounts Administration Business.arc/lin Scient status	Send to: Send on: Deliver by: Use funds fr Payment ca Memo: Note:	iom: itegory:	ADT 07/17/2012 7/24/2012 Operating, "4511 Building Expenses Acct. "3466 Add a note to this paym	ent				
Contact clent services Help	Invoices							
Exit Bill Center	Type	Invoice	Number	Amount	Description			
	Invoice	30526	Invoice:	62.50	Security service at 123 Main St.			
Messages Main Menu			Discount: Adjustment:	0.00				
I	Bill	73456	Bill	83.50				
I			Discount:	0.00				
I			Adjustment:	0.00				
I			Net:	83.50				
			Total	# 4 4 C E D				



14



### Repetitive Wire Payments

1. To make a repetitive wire transfer, navigate to the "Transfers and Payments" tab, click "Wire," and then select "Wire Money Via Template."

CAMBRIE — TRUST	DGE		
Welcome Reports -	Fransfers and Payments  Account Service	es 🕶 Administration 💌	
• Wire money via template Wire money via multiple templates	Wire Money		
Import wires / Manage file formats	View saved or returned wires requiring o	orrections   View your wire limits	
Approve wires View completed wires	Template Based Wire Transf	er Information	
Manage wire templates Approve wire templates	Template name:	Prestige Monthly	View template details
Upload wires Approve wire files	Currency	USD - US Dollars	
View wire file status	Additional information for recipient : Frequency:	Today only	~
Quick Links:		(Select a frequency to display scheduling options	s.)
Manage alerts	Security code (optional):	•••••	
	Continue		

- 2. On the next screen, click "Continue" to finalize the transaction, or "Approve."
- If your company uses dual approval and you wish to approve a wire, click on "Approve wire," choose the wires you wish to approve and then click "Continue."

ome Reports • Tra	ensfers and Payments • Account Services • Administration	•						
re money via template re money via multiple mplates port wires / Manage formats	Approve Wires At approvals must be received for a request before it will be tran View anat wire limits	smitted.						
perove wires							Vew: My	approvals V
tw completed wires	Search wire kansfers 1-2 total wire transfers: 4							
e completed wires nage wire templates	Search wire transfers 1-2 total wire transfers: 4 Account	Template	Recipient	Amount Currency	Effective.	Entered Dy	Approval Status	
e completed wires sage wire templates rove wire templates sad wires	Saachurio transfers 1-2 total wire transfers 4     Account     PRESTIGE OPERATING ACCOUNT - 16511	Lemplate Prestige Monthly	Recipient Prestige Design	Amount Carrency 5.000.00 USD	Effective. 09/02/2020	Entered By PATEON	Approval Status 1 of 2 received Ready to transmit	Delete
e completed wires sage wire templates rove wire templates sad wires rove wire files	Beach via transfers     1-2 total vice transfers 4     Account     PRESTOR OPERATING ACCOUNT14511     PRESTOR OPERATING ACCOUNT14511	Template Prestige Monthly Prestige Monthly	Recipient Prestige Design Prestige Design	Amount Summery 5,000.00 USD 5,000.00 USD	Effective 09/82/2020 09/04/2020	Entered By PAT004 AZMIN	Approval Status 1 of 2 received Ready to transmit 1 of 2 received Ready to transmit	Delete
e completed wires uage wire templates rove wire templates aid wires rove wire files r wire file status	Saamhudra tarathra     Accent     Accent     PELSTIGE OPERATING ACCOUNT1611     PELSTIGE OPERATING ACCOUNT1611     Addenal information for recipient Invicine/17022     Addenal information for recipient Invicine/17022	Template Prestige Monthly Prestige Monthly 56	Reclpinet Prestige Design Prestige Design	Amount Carrency 5.000.00 USD 5.000.00 USD	Effective. 09/02/2020 09/04/2020	Entered By PAT004 AZMIN	Approval States 1 of 2 received Ready to transmit 1 of 2 received Ready to transmit	Delete Delete



# Repetitive Wire Payments (cont.)

4. After verifying your wires, click "Transmit" to finalize the transaction(s), then enter your 8-digit PIN and token code. .

Cambrie — Trust	OGE							Bark Hone Disclosures Ho BizBanker Online
Welcome Reports •	Transfers and Payments · Account Services · A	dministration 💌						
Wire money via template Wire money via multiple templates Import wires / Manage	Verify Wire Approval New selection 1 View procession							
file formats	Account	Template	Recipient	Amount	Currency	Effective	Entered By	Approval Status
View completed wires	PRESTIGE OPERATING ACCOUNT - 14511	Prestige Monthly	Prestige Design	5,000.00	USD	09/13/2020	PAT004	1 of 2 received Ready to transmit
Manage wire templates Approve wire templates	PRESTIGE OPERATING ACCOUNT - 14511	Prestige Monthly	Prestige Design	5,000.00	USD	09/15/2020	ADMIN	1 of 2 received Ready to transmit
Upload wires	Additional information for recipient. Invoice#21024	6						
Approve wire files			Total 2 items for:	10,000 00 USD				
View wire Be status	Transmit							

16



# ACH Template Payment

To successfully complete an ACH transaction, you must have enough funds in your account to make the transaction on the day you request it.

#### Creating an ACH Template

- 1. Each group of ACH transactions requires a template.
- 2. To begin, click on the "Transfers and Payments" tab, then—under the "ACH" heading—select "Make ACH Payment" or "Collect money."

	TRUS	Г—		
ome	Reports <b>v</b>	Transfers and Payments 🔻	Account Services 🔻	Administration 🔻
_	_			
Tra	ansfers a	nd Payments		
The T	ransfers and Pay	yments section supports moving	g money in and out of your	accounts.
Sch	eduled Req	uests		
View	and manage sch	heduled requests.		
Mar	lage next schedu	iled requests		
Inte	rnal Transfe	ər		
Tran	sfer money from	one account to another accoun	t within your financial organ	nization.
Trar	nsfer money – int	ernal		View completed transfers – internal
Арр	<u>rove transfers – i</u>	internal		
Mul	tiple Accour	nt Transfer		
Tran	sfer money from	one account to many accounts	within your financial organi	ization.
Trar	nsfer money / Ma	nage templates		Approve templates – multiple accounts
Арр	<u>rove transfers – i</u>	multiple accounts		View completed transfers – multiple acc
Loa	ns			
Mana	age loan transact	tion activities.		
Mar	lage loans			Approve loan payments and advances
	Pay			
Bill	age bill payment	activities.		
<u>Bill</u> Mana				
Bill Mana <u>Pay</u>	bills			
Bill Mana Pay	<u>bills</u>			
Bill Mana Pay ACI Mana	bills H age ACH activitie	s.		
Bill Mana Pay ACI Mana Mak	bills H age ACH activitie te ACH payment	is. /Manage templates		View completed ACH transactions
Bill Mana Pay ACI Mana <u>Mak</u> Coll	bills H age ACH activitie e ACH payment ect money via A(	is. / <u>Manage templates</u> 2H / Manage templates		View completed ACH transactions Upload ACH transactions
Bill Mana Pay ACI Mana Mak Coll App	bills H age ACH activitie e ACH payment ect money via AC rove ACH transa	is. / <u>Manage templates</u> 2H / Manage templates c <u>tions</u>		View completed ACH transactions Upload ACH transactions View file status / Approve ACH files



# ACH Template Payment (cont.)

3. After clicking either "Make ACH Payment" or "Collect Money," select "add template."

ne Reports ▼ Tra	ansfers and Payments   Account	Services 🔻 Administrati	n 🔻	
ke ACH payment / nage templates lect money via ACH / nage templates prove ACH sactions prove ACH templates w completed ACH sactions	Make ACH Payme Send money without a template I Available Templates	complete unsubmitted requests a reported Notice of Change	emplates ests   Create a template   Maintain file ge that must be applied before the tem	import.definitions plate can be used.
nsactions	(To view or edit template details, click the	Poquest Type	Dabit Account	Company Name//D
w file status / prove ACH files	Weekly Pay Template	PPD Payment	*4512 - PRESTIGE PAYROLL ACCOUNT	Prestige Design / 007619340
ew uploaded ACH files	Meekly Pay Template NOC	PPD Payment	*4512 - PRESTIGE PAYROLL ACCOUNT	Prestige Design / 007619340
ick Links: of change	O Weekly Pay Edit Template	PPD Payment	*4512 - PRESTIGE PAYROLL ACCOUNT	Prestige Design / 007619340
anage alerts	O Weekly Pay Delete Templa	te PPD Payment	*4512 - PRESTIGE PAYROLL ACCOUNT	Prestige Design / 007619340
	O Weekly Support	Child Support Payment	*4512 - PRESTIGE PAYROLL ACCOUNT	Prestige Design / 007619340
	Meekly Support NOC	Child Support Payment	*4512 - PRESTIGE PAYROLL ACCOUNT	Prestige Design / 007619340
	O Wages Payment	CCD Payment	*4512 - PRESTIGE PAYROLL ACCOUNT	Prestige Design / 007619340
	O Quarterly Tax Return	Federal Tax	*4511 - PRESTIGE OPERATING ACCOUNT	Prestige Design / 007619340
	O Quarterly State Tax	State Tax	*4511 - PRESTIGE OPERATING ACCOUNT	Prestige Design / 007619340
	O Corporate Trading	CTX Payment	*4512 - PRESTIGE PAYROLL ACCOUNT	Prestige Design / 007619340

4. Fill in the required template information.

DGE [	
Transfers and Payments  Acc	count Services   Administration
Add Template	
Send money using an existi	ng ACH template
Template Information	on
Template name:	
Request type:	 
Company name/ID:	✓
Template description:	(Information that will be given to the transaction's recipients, e.g. Payroll, Gas Bill.)
Debit account:	
Maximum transfer amount	S(Per detail account)
	Transfers and Payments  Acc Add Template Send money using an existin Template Informatic Template Informatic Template name: Request type: Company name/ID: Template description: Debit account: Maximum transfer amount.



# ACH Template Payment (cont.)

- 5. On the next page, you can manually enter information about the destination accounts or import the information from your accounting or payroll software.
  - a. Importation of account details can only be used with a NACHA formatted file from your accounting or payroll software.
  - b. Instead of manually adding destination data, click "Import details."
  - c. Choose the default file definition (NACHA), and click "Continue."
  - d. Browse your computer to find the correct file, then click "Import file."
  - 6. After completing this information, click "Save Template" to complete the process.







### ACH Transactions

#### Directions for initiating an ACH transaction:

- 1. Click on the "Transfer and Payments" tab on the Main Menu.
- 2. Click "Make ACH Payment" or "Collect Money" under the ACH heading.
- 3. Select the template you wish to use by clicking on the circle to its left.
- 4. Click "Continue."

Cambric — Trust	GE				
alcome Reports • 1	ransfers and l	Payments  Account S	ervices 👻 Administrati	n <b>v</b>	
Make ACH payment / Manage templates Collect money via ACH / Manage templates Approve ACH transactions	Mak Send m Avail	te ACH Paymer	nt / Manage Te omplete unsubmitted reque	mplates sts   Create a template   Maintain f	ile import definitions
Approve ACH templates View completed ACH transactions	🛆 ind	icates that the template has	a reported Notice of Chan	e that must be applied before the t	emplate can be used.
Upload ACH	(To view	r or edit template details, click the ta	emplate name.)		
View file status /	L	emplate Name	Request Type	Debit Account	Company NamelID
pprove ACH files	۰ ۷	leekly Pay Template	PPD Payment	*4512 - PRESTIGE PAYROLL ACCOUNT	Prestige Design / 007619340
new uploaded ACH tiles	A M	leekly Pay Template NOC	PPD Payment	*4512 - PRESTIGE PAYROLL ACCOUNT	Prestige Design / 007619340
uick Links: Notices of change	0 1	leekly Pay Edit Template	PPD Payment	*4512 - PRESTIGE PAYROLL ACCOUNT	Prestige Design / 007619340
Manage alerts	0 1	eekly Pay Delete Template	PPD Payment	*4512 - PRESTIGE PAYROLL ACCOUNT	Prestige Design / 007619340
	0 1	leekly Support	Child Support Payment	*4512 - PRESTIGE PAYROLL ACCOUNT	Prestige Design / 007619340
	A M	leekly Support NOC	Child Support Payment	*4512 - PRESTIGE PAYROLL ACCOUNT	Prestige Design / 007619340
	0 1	lages Payment	CCD Payment	*4512 - PRESTIGE PAYROLL ACCOUNT	Prestige Design / 007619340
	0 0	warterly Tax Return	Federal Tax	*4511 - PRESTIGE OPERATING ACCOUNT	Prestige Design / 007619340
	0 0	uarterly State Tax	State Tax	*4511 - PRESTIGE OPERATING ACCOUNT	Prestige Design / 007619340
	0 0	orporate Trading	CTX Payment	*4512 - PRESTIGE PAYROLL ACCOUNT	Prestige Design / 007619340

Continue



# ACH Transactions (cont.)

5. For manual entry, fill in the required information to complete your transfer.

CAMBRIE — TRUST	GE 						tai	BizBanker Online
Welcome Reports • 1	Transfers and Payments    Ac	count Services 💌	Administration 👻					
Make ACH payment / Manage Integration     Collect meny with ACH / Manage Integration     Approve ACH Integration     Approve     Approve     Approve     Approve     Approve     Approve     Ap	Make ACH Pay Determined and the second secon	weekly f PPD Pay Presige Pay *2512 - F \$10.000	Alle, a request with this template   y) Tay Tamplate mean Design / 2070 5340 SETSTOR FAVENOL ACCOUNT 00 five data account 00 f	me your ACH limits				Edit this template
	Credit/Destination /	Accounts						Save as draft
	These are the accounts whi Payment instructions:	ch will receive the	recorded amount when a payment Do not process detail Send details with amo	request is transmitted. To save thi s with amounts of \$0.00 nunts of \$0.00 as payments	s request without submitting it for transm	mit, click "Save as draff".		
							Set all amounts to: \$	Change
	ABA/ERC	Account	Account Type	Name	DetaiLID			Amount
	00000008	-7123	Checking	Henry Black	1965			a 1.500.00
	Additional information (op6	onal):						
	999999992 Additional information (opti	*4876 onal):	Savings	John Brown	3485			\$ 1,000.00

- 6. To import payment information from a NACHA file, replicate all steps preceding step number four.
- 7. Instead of manually entering payment information, choose "Edit Template"

110001							6420	sanker Onlin
ome Reports • T	Transfers and Payments 🔻	Account Services      Administration	n <b>v</b>					
ike ACH payment / image templates	Edit Templ	late						
Bect money via ACH / nage templates	Template changes w	ill affect scheduled requests that are based	f on the template. Once a request is in Tr	ansmit status, it is no longer impacted I	by changes to the template used to creat	wit.		
orove ACH	View current templat	te details I View your ACH limits						
rove ACH templates	Template Info	rmation						
# completed ACH succions								
and ACH	Template name:	Weekly Pay Template						
sactions w Sie status /	Request type:	PPD Payment						
rove ACH Bes	Company namenU	Prestge Design/02/9150	40 V					
e uprozono Accel mes	Template description	information that will be assess to b	he kanadior's missients e o Dans. Bant I					
s Links	Debit account	PRESTIGE PAYROLL AC	COUNT - 14512 V					
ik Links: rfices of change	Debit account. Maximum transfer i	PRESTIGE PAYROLL AC amount \$ 10,000.00 (he detail account)	COUNT - '4512 V					
sk Links: rfices of change anage alerts	Debit account: Maximum transfer o	PRESTIGE PAYROLL AC amount \$ 10.000.00 phy detail account	COUNT - 16512					
k Links: lices of change nage alerts	Debit account Maximum transfer o Gredit/Destina	PRESTIGE PAYROLL AC amount 5 10.000.00 Pre-bial accounts	COUNT-4512 V					Import Data
Links: ces of change age alerts	Debil account: Maximum transfer a Credit/Destina These are the detail electronic ACH trans	PRESTICE PARTICUL AC     Sector 2 (10.00 %)     the dela access      this access	COUNT -16512 V amount when a payment request is transach for an authorized financial institution	vitted. To add detail account information	n from external files, click "Import Detaile	". ABA numbers must be for financial or Default amount for all d	ganizations authorized for the Intalis (optional) 5	Import Data exchange of Change
t Links: Icons of change nage alerts	Debit account: Maximum transfer a Credit/Destina These are the detail electronic ACH trans	PRESTOC PAYROLL AC for ball acoust thon Accounts thon Accounts acourts which will receive the recorded a accounts and ABA number, see ADATRIC	COUNT - 16512	vitted. To add detail account information	n from external files, click "Import Details Name	". ABA numbers must be for financial or Default amount for all d Denait 80 Explored	ganizations authorized for the Intalls (optional): 5[	Import Datall exchange of Change Cristin Amount Copiestin
Lieks: ces of change age alerts	Debit account: Maximum transfer of Credit/Destina These are the detail electronic ACH trans	PRESTICE PAYBOLI AC     TO 400 (6)     Por data sector      tion Accounts      accounts which will receive the recorded a     accounts which will receive the recorded a     accounts which will receive the recorded a	COUNT - 1612   import when a payment request in turns on the or an authorized financial immittee   ficencest  [87123]	atted. To add detail account informatio Account. Lype Checking V	n from external lites, click "Import Details Name (Henry Black	* . ABA numbers must be for financial or Default amount for all di Configure 0 (protocold) [1563]	ganizations authorized for the letalls (optional) 5	Import Datable exchange of Change Cristin Amount Optional 1,500 80
Links: con of change age alerts	Debit account Maximum transfer of Credit/Destina These are the detail electronic ACH trans Electronic ACH trans	Anvert: PERSTOR FANDEL AC 1 500 P PERMIT RECORD PERMIT RECORD	COUNT -1612 V mout when a payment request is trans mout when a payment request is trans mout when a payment request is trans for the second institution for	Notes to add detail account information Account Type Checking V Checking V	n from external lites, click "Import Details Name Henry Black John Brown	* .ABA numbers must be for financial or Default amount for all d Continues 1966 1985	ganizations authorized for the letails (optional) 5 5 5 5	Import Datal exchange of Change Sefects Amount (optional 1,500.00 1,000.00
t Links: lons of change nage alerts	Debit account: Maximum transfer of Credit/Destina These are the detail electronic ACR trans Betteose Betteose Betteose Betteose	PRESTOR FAVIOUR AC     PRESTOR FAVIOUR AC     PRESTOR FAVIOUR FAV	COUNT - 1812 V  minord shan a payment request is transitioned frances in the fran	inted. To add detail account informatio Account Lype (Checking V) (Saming V)	n hun external files, skick "Import Datab Name Hann Black Jahn Brown Links Gary	* ABA numbers must be for financial org Default amount for all do toptioning 5956 5825 6832	ganizations authorized for the letalls (optional) 5 5 5 5 6	Import Datall exchange of Change Default Amoun 1,500 00 1,250 00 1,250 00
Lieks: cos of change age alerts	Debit account: Maximum transfer of Credit/Destina These are the detail declosed: ACH than Bettoos Bettoos Bettoos Bettoos	Image: Test State (FARSTER)           Image: Test State (FARSTER) </td <td>COUNT - 1652 V mmont when a payment request is there  Mocrosoft Mocrosoft Mocrosoft  Payment  Payment Payment P</td> <td>Account Figure Checking V Checking V Checking V Checking V</td> <td>None external files, click "legont Datab None (intern files) (intern files) (into Gray (into Gray) (into Gray)</td> <td>* JRA numbers must be for financial or Default amount to all do testions (996) (996)</td> <td>ganizations authorized for the brails (optional) S S S S S S</td> <td>Import Datal exchange of Change Controls Software 1,500 00 1,250 00 750 00</td>	COUNT - 1652 V mmont when a payment request is there  Mocrosoft Mocrosoft Mocrosoft  Payment  Payment Payment P	Account Figure Checking V Checking V Checking V Checking V	None external files, click "legont Datab None (intern files) (intern files) (into Gray (into Gray) (into Gray)	* JRA numbers must be for financial or Default amount to all do testions (996) (996)	ganizations authorized for the brails (optional) S S S S S S	Import Datal exchange of Change Controls Software 1,500 00 1,250 00 750 00
Leks: so of change sge alerts	Debit account Maximum trender of Credit/Destina Those are the detail electronic ACH trans Battoox Battoox Battoox Battoox	PRESTACT PARSELLE (* 1995)           Standard Park	COUNT - 1612 V  mmout when a payment request is trans mout when a payment request is trans	Head To add detail account information Account Type (Detailing V) (Detailing V) (Detailing V) (Sersing V)	None None Many Many Many Many Many Many Many Many	ABA numbers must be for Seascist ory     Default amounts for all      Order amounts for all      Order      Order     Order      Order     Order      Order	ganizations authorized for the instals (optional) 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	Import Data exchange of Change Strate Amoun Sociona 1,500 0 1,250 0 750 0 500 0

# ACH Transactions (cont.)

- 8. On the next screen, select the NACHA file format and click "Continue."
- 9. .Select "Import File" on the left side of the screen to execute your ACH transactions.

alcome Reports • Ti	ransfers and Payments 💌	Account Services   Administration
Make ACH payment / Manage templates	Select File 1	to Import
Collect money via ACH / Manage templates	New selection	
Approve ACH transactions	File Definitions	
Approve ACH templates View completed ACH transactions Upload ACH transactions View file status / Approve ACH files View uploaded ACH files	Service name: Template name: Definition name: Description: File type: Match records by:	PPD Payment Weeky Pay Template WkPay1 Payroll Accounts - delimited Delimited Account number Account type
Quick Links:	File to import:	Browse
Manage alerts	Update by:	Adding new and updating existing transactions     Adding new transactions only     Updating existing transactions     Delete existing and add new transactions

10. Select "ACH transmit" on the left side of the screen to execute your ACH transactions.

elcome Reports • Tra	Insfers and Payments   Account Services	Administration •				
Make ACH payment / Manage templates Collect money via ACH / Manage templates Approve ACH	Approve ACH Templates ACH Templates Pending Approva					
Approve ACH templates View completed ACH transactions	Templates without a checkbox have already be Select all • Deselect all	en approved by you.				
Upload ACH	(To delete or view defails for a request, click on the templati Tempolation Name	Rennet Type	Tubit/ rudit Account	Company NamelD	Annexed Status	Show only templates for Template Action Proding
View file status / Accesso &CH files	Yearly Bonus With Approvals	PPD Payment	14512 - PRESTIGE PAYROLL ACCOUNT	Prestige Design/007619340	1 of 2 received	New template - pending appr
New uploaded ACH files	Weekly Pay Delete Template	PPD Payment	*4512 - PRESTIGE PAYROLL ACCOUNT	Prestige Design/007619340	1 of 2 received	Delete - pending approval
uick Links:	Weekly Pay Edit Template	PPD Payment	14512 - PRESTIGE PAYROLL ACCOUNT	Prestige Design/007619340	1 of 2 received	Change - pending approval
Notices of change Manage alerts	Weekly Collect Template - Edit	PPD Collection	14511 - PRESTIGE OPERATING ACCOUNT	Prestige Design/007619340	1 of 2 received	Change - pending approval
	✓ Weekly Bonus	PPD Payment	2470 - PRESTIGE HEALTH ACCOUNT	Prestige Design/007619340	1 of 2 received	Delete - pending approval
	Wages Payment	CCD Payment	*4512 - PRESTIGE PAYROLL ACCOUNT	Prestige Design/007619340	1 of 2 received	Delete - pending approval
	Quarterly Mgmt Fees with Approval	CCD Collection	14511 - PRESTIGE OPERATING ACCOUNT	Prestige Design/007619340	1 of 2 received	New template - pending appr
	Monthly Mgmt Fees - Edit	CCD Collection	14511 - PRESTIGE OPERATING ACCOUNT	Prestige Design/007619340	1 of 2 received	Change - pending approval
	Monthly Mgmt Fees - Delete	CCD Collection	14511 - PRESTIGE OPERATING ACCOUNT	Prestige Design/007619340	1 of 2 received	Delete - pending approval
	Monthly Bonus	PPD Payment	*2470 - PRESTIGE HEALTH ACCOUNT	Prestige Design/007619340	1 of 2 received	Change - pending approval
	Weekly Collect Template - Edit	PPD Collection	14511 - PRESTIGE OPERATING ACCOUNT	Prestige Design/007619340	1 of 2 received	Change - pending approval
	CCD Large Template Edit	CCD Collection	14511 - PRESTIGE OPERATING	Prestige Design/007619340	1 of received	Change - pending approval





# Payroll Direct Deposit—File Import

### To update your existing template with current pay period information:

- 1. Navigate to "Transfers and Payments," then ACH.
- 2. Click on "Make ACH Payment."
- 3. Select a template.
- 4. Click on "Edit Template."
- 5. As before, enter "0" in the "Default amount for all details" field. Click "Change" so quantities in the pre-existing template are reduced to zero.
- 6. Click "Import Details."
- 7. Find the file you wish to import.
- 8. As before, select "adding new and update existing transactions."
- 9. Click "Import file."

### To transmit the updated template:

- 1. Navigate to "Transfers and Payments," then ACH.
- 2. Click "Make ACH Payment."
- 3. Select the desired template.
- 4. Click "Continue."
- 5. Review the template and check whether the "effective date" is the correct date.
- 6. Enter the total amount of the direct deposit in the "Control Amount" field.
- 7. Ensure the "variance amount" is equal to zero.
- 8. Click "Continue."
- 9. Review your transaction on the "Transmit Verification" screen, click "Transmit," and enter your PIN.





### BizBanker enables you to setup email alerts signaling the occurrence of specific events in your account.

- 1. To begin setting up alerts, navigate to the "Administration" tab from the main page.
- 2. Next, under the "Communications" heading, click "Manage Alerts."
- 3. Choose the accounts from which you wish to receive alerts, and customize the actions you wish to trigger the alerts.

CAMBRIE	OGE				
Welcome Reports •	Transfers and Pay	yments • Account Services • Administra	tion 🔻		
Mail and alerts Sent mail	Mana	ge Alerts			
Manage alerts     Contact us	Use this po the contact	age to manage the alerts you receive and how you t information you enter in <u>Personal Preferences</u> .	u receive them. You can add new alerts, change existing	alerts, or delete non-mandatory alerts. Enabled alerts are always delivered to	your online banking mailbox. A
Forms and documents	If you choo you choos come from	ose to receive text message alerts, you are agreek e. You can change your alert selections at any tim your bank as Bank Alerts.	ng to the <u>Text Message Terms and Conditions</u> and our p e. Messages can be discontinued by removing your mo	posted <u>Privacy Policy</u> . Messages and Data Rates May Apply, see your Carrier f bile phone number, changing your alert selections, or by sending STOP as a re	or details. The frequency of tex ply to an alert message or di
	For addition	inal assistance, type HELP in response to a men	ssage from 20736 or send an email to <u>sms_support[]b</u>	ank.com. You can also contact us in Secure email using the Contact us Link on	this site.
		Account Alerts	Non-account Alerts	Custom Alerts	
	Alerts f	or PRESTIGE HEALTH ACCOUNT - '	2470	Send To	
	Balance a	and Activity Alerts			
		Check Presented		Alert is off	Add
	1	Credit - Posted LETTER OF CREDIT (213) greater than \$10.0 CASH(123) le	00.00 ss than \$1.00	Mark.Spencer@Organization.com Mark.Spencer@Mobile.com (734) 171-1313 (text message)	Change • Delete
		Debit - Posted		Alert is off	Add
		Maximum Balance		Alert is off	Add
		Minimum Balance		Alert is off	Add
		Negative Balance		Alert is off	Add
	Transfer	and Payment Alerts			
		ACH Approval Pending		Alert is off	Add
		ACH Template Activity		Alert is off	Add
		ACH Template Approval Pending		Alert is off	Add
		ACH Transaction Returned for Edit		Alert is off	L. I. K. K.
					Add

4. Select the correct email address, then click "Add Alert."



## Positive Pay

### First, navigate to the "Account Services" tab, then click on "Positive Pay."

Uploading a check issue file:

- 1. Under the "Positive Pay" heading, click "Import Issues"
- 2. Select the appropriate file description, then click "Continue."

Cambrie — Trust	OGE						
Velcome Reports -	Transfers and Payments	Account Services      Administr	ration 💌				
Manage exceptions Enter issues	Import Iss	ues / Manage File Fo	rmats				
Import issues	Add a file definition I View the status of files imported in the last 40 calendar days						
Import decisions Update issues	File Definitions						
Approve issues	(To view, edd, or delete a file definition, click a file name.)						
Exception decisions		Name.	Description	File Type			
Outstanding issues	۰	Payables	Accounts Payable	Delimited			
State issues		Payroll	Employee Payroll	FixedFormat			
Corrected exceptions	0	Taxes-Fed	Federal Taxes	FixedFormat			
Approve decision files		Taxes-State	State Taxes	FixedFormat			
	0	Vendors	Vendor Invoices	Delimited			
	Continue						

- 3. Browse your computer and/or network for the correct file, then click "Import File."
- 4. Verify your information on the confirmation screen.





# Positive Pay (cont.)

#### Manual and Void Entries

- 1. Under the "Account Services" tab, navigate to the "Positive Pay" heading.
- 2. Under the "Positive Pay" heading, select "Enter Issues."

elcome Reports •	Transfers and Payments 🔻	Account Services   Administration			
Manage exceptions Enter issues	Enter Issue				
Import issues	Account Inform	ation			
Import decisions	Account morma	auon			
Approve issues	Account:	PRESTIGE OPERATING ACCOUNT - *4511			
Exception decisions					
Outstanding issues	Item Details				
Stale issues					
Issue status	Check number:	34482			
Corrected exceptions	Amount	\$721 57			
Approve decision files	laws didates				
	issued date.	09 / 04 / 2020			
	Issue type:	Issue 🗸			
	Payee:	State of Wisconsin			
		(only requires in using purcer introving)			
	Sequential Entry	v			
	Enter next issue item	with sequential serial number.			
	Sequential entry:				

3. Fill out required information and click "Continue."



26

### Positive Pay (cont.)

#### **Positive Pay Exceptions**

Prior to 10:30AM EST every business day, an authorized user is required to login to see if there is an Exception Report.

- 1. To see if there are pending Exception Items, click "Manage Exceptions" under the "Positive Pay" heading.
- 2. On the resulting Exceptions report screen, choose to either "Pay" or "Return" each check. The Bank will return the item by default if no decision is received by 10:30AM EST on the day the item is reported.

–TRUS	DGE T—									Baik Home   Disclosures BizBanker C
ome Reports •	Transfers	and Payments •	Account Services	<ul> <li>Administration</li> </ul>						
nage exceptions ler issues	N	Manage Exce	ptions							
port issues	Te	make a decision on an	n exception, choose	an applicable decision, chec	k the appropriate exceptions, and then o	click "Continue".				
ort decisions	U	se the following links fo	r easy access to sp	ecific sections of this page.						
ate issues		- Check Exceptions Aw	alting Approval							
ove issues often decisions		Check Exceptions Aw	aiting Decision							
tanding issues										
issues		Check Exception	s Awaiting Ap	proval						Return to b
status										
cted exceptions	4	oprovals for decisions	can be made from (	4.00.00 PM to 05.00.00 PM I	ET.					
	0	Thecks converted to AC	H electronic payme	nts appear with "ACH" beside	the check number.					
	0	Thecks converted to AC	H electronic payme	nts appear with "ACH" beside	the check number.					
	c	Thecks converted to AC	H electronic payme	nts appear with "ACH" beside	the check number.					
	S	interies converted to AC	H electronic payme Search exceptions Account	ofs appear with "ACH" beside	the check number. Issued Date	lasued Amount	Amount Paid	Exception	Pagent	Approval
	s	ielect all - Deselect all - Decision	H electronic payme Search exceptions Account '4511	ets appear with "ACH" beside Check 24454	the check number. Issued Date 09/02/020	Issued Amount \$10,018.34	Amount Paid \$16,818.34	Exception Basson Amount Mismatch	Payest Able Construction	Approval Mittas 1 of 2 received Ready to transmit
	s	Interface converted to AC Interface all - Deselect all - Decision Pay Pay Pay	H electronic payme Search exceptions Account "4511 "4321	nts appear with "ACH" beside Check 34654 72349	the check number. Issued Date 09/02/020	Issued Annound \$10,018.34	Amount Paid \$16,018.34 \$7,153.78	Exception Beason Amount Mismatch No Issue Found	Payne Able Construction	Aspecoval Status 1 of 2 received Ready to transmit 2 of 3 received Ready to transmit
	S	Inecks converted to AC	Helectronic payme Search exceptions Account 14511 14321 14511	nts appear with "ACH" beside Check 24454 72349 34478	the check number	issued Annount 510,010.34 5341.05	Amount Paid \$16,018.34 \$7,153.78 \$431.05	Exception Reason Amount Mismatch No Issue Found Amount Mismatch Payee Mismatch	Prant Able Construction State of Illinois	Approval Satures 1 of 2 received Ready to transmit 2 of 3 received Ready to transmit 1 of 2 received Ready to transmit
	s	Recks converted to AC Recks converted to AC Decision Pay Pay Return - Payee Return - Not Authon	Helectronic payme Search exceptions Account 14511 14321 14511 rized 14512	Check 24654 24654 24472 24472 255553 ACH	be deck number	Insued Annound \$10,010.34 \$341.05 \$341.05 \$650.00	Amound 2015 516,018,34 57,153,78 5431,05 5650,00	Eirception Reston Annout Mismatch No Issue Found Annout Mismatch Payre Mismatch No Issue Found	Parent Able Construction State of Illinois	Approval 2017s 1 of 2 received Ready to transmit 2 of 3 received Ready to transmit 1 of 2 received Ready to transmit 1 of 2 received Ready to transmit
	S	Interface converted to AC Interface and the action Interface and the	21 electronic payme Stearch exceptions Account 44511 4321 4321 4511 4512 4512 4511	Check 24654 24428 24428 24428 25555 ACH 62329	Be check number     Issued Data     e9402020     e9402020     e9402020     e9402020	Insued Antoine \$10,010.34 \$341.05 \$650.00	Amount 2015 516,818,34 57,153,78 5431,05 5431,05 5450,00 54,203,18	Exception Reason Answer Minnatch No Issue Found No Issue Found No Issue Found	Essee Able Construction State of Illinois	Aspectoral 2010/95 1 of 2 received Ready to transmit 2 of 3 received Ready to transmit 1 of 2 received Ready to transmit
	S	Interface scenare for AC Interface and Action Interface and Acti	21 electronic payme Search acceptions Account 44511 44321 44321 44511 44512 44513 44513	Check 24664 24654 24673 24673 24673 24673 24673 24673 24673 24673 24673 24673 24673 24673 24673 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24674 24675 24674 24675 24674 24675 24674 24675 24674 24675 24674 24675 24675 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 247575 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775 24775	Interface         Interface           Interface         Interface	Naxood Annound 518,818,34 3341,95 5650,00	Attours Para 516,818,34 57,153,78 5431,05 5659,00 544,203,18 5467,65	Exception Reason Ansort Nismatch No Issue Found No Issue Found No Issue Found No Issue Found	Ergen Able Construction State of Illinois	Adoptical Addate I of 2 received Ready to transmit Ready to transmit Ready to transmit 1 of 2 received Ready to transmit 1 of 2 received 1 of 2
	S	Interface sconverted to AC	24 electronic payme Search exceptions Account 14511 14321 14511 14512 14511 14511 14511 14511	<ul> <li>chock</li> <li>24454</li> <li>24454</li> <li>24453</li> <li>24552</li> <li>26552</li> <li>ACH</li> <li>62229</li> <li>62306</li> <li>80385</li> </ul>	Itsued Rate         9422023           9452023         9452023           9452023         9452023	hasaad 518,815,34 5341,05 5650,00	Attours Para \$16,818.34 \$7,153.78 \$431.05 \$659.00 \$44,203.18 \$442,03.18 \$567.65 \$209.50	Exception Reason Amount Mismatch No Issue Found Amount Mismatch Payre Mismatch No Issue Found No Issue Found No Issue Found	Ergent Able Construction State of Illinois	Aspectoval Status Ready to transmit 2 of 3 received Ready to transmit Ready to transmit 8 of 2 received Ready to transmit 1 of 2 received Ready to transmit
	3	becks converted to AC  becks converted to AC  beckston  Pay  Pay  Ratum - Payee  Ratum - Not Autho Pay  Ratum - Payee  Ratum - Not Autho Ratum Ratum - Not Autho Ratum	24 electronic payme Search exceptions Account 44511 44321 44512 4511 4511 4511 4511 4511 4511 4511 4511 4511	Clesk Clesk 2466 2245 3467 3467 3467 3467 3467 3467 3467 3467	based fate         9902020           9962020         9962020           9962020         9962020	based Annotat \$18,815,34 \$341,05 \$650,00	Amount Pad \$16,818.34 \$513.78 \$531.65 \$659.00 \$4,203.18 \$567.65 \$289.50 \$787.00	Exception Research Annuert Minnatch Nei Issee Fond Nei Issee Fond Nei Issee Fond Nei Issee Fond Nei Issee Fond Nei Issee Fond Serla Enre	Zapat Able Construction State of Blook	Assessed Nation 1 of 2 encoded Ready to transmit 1 of 2 received Ready to transmit Ready to transmit Ready to transmit 1 of 2 received Ready to transmit







### Adding BizBanker Users

### If you are using a BizBanker secure token, please call the Customer Resource Center at 844-251-4244.

- 1. To set up additional users, navigate to the "Administration" tab.
- 2. Next, select "Manage Users" under the "Company Administration" heading.
- 3. Click on the "Create new user" link.

CAMBRIE — TRUST	OGE				Bask Hune Uncommen P			
Welcome Reports •	Transfers and Payments   Account S	ervices • Administration •						
Manage users     Approve user changes     Manage account     information     Manage approval     settings     Invatio legin report     User setup-report     Express account     manage sEC codes -     ACH files	User Administration Rever we protein birth daw for and which are a childrather back. To globy with a were another for company some give <u>Equator Another Monogenet</u> . Cestab New User To cruste a some some, data me the bulles blobs. You will have an expendedly to cogy as antidig user during the process. Center were and Manage Eclistica Users							
	To manage a user's profile, roles, e	vervices & accounts, system access, or change limits,	click on the appropriate user ID.					
	0544/ID	Exclusion	Last	same Status	Puller sides			
	01/203	Devid	(here)	- Patra	Distant Access			
	MADER	Mark	Snan	ar Artis	Sofam arcess			
	PATODA	Pat	Pater	Active	System access			
	SUSAN3	Susan	Wate	s Active	System access			
	Manage Saved Users							
	To complete a saved user, click on	the appropriate user ID.						
	User ID	EisstName	LastName	Additional Information				
	MROGER	Mark	Rogers		Delete			

4. Complete the required fields as instructed below.

	Profile	Roles	Services & Accounts
New User	r - Profile		
inter the new use	rs information below, and click "Continue"	To save this new user as a draft to be completed at a later time, c	lick the link "Save as Draff".
User Informa	ation		
User ID:		MROGER	
Password:		•••••	
		(Passwords are not case sensitive, are 8 to 1	12 characters long and must contain at least 1 letter and 1 number
Confirm Passwor	d:	••••••	
First Name:		Mark	
Last Name:		Rogers	
Primary e-mail ad	idress:	Mark.Rogers@Organization.com	
Secondary e-mail	l address (optional):	Mark.Admin@Mobile.com	
Additional informa	ation (optional):		
User Teleph	one Number		
The telephone nu	mber is used to contact or notify the user	for security reasons. An extension is required when needed to reac	ch the user within an office phone system.
	Label	Country/Region	Area/City Code & Number
Distant.	Work	United States	7341711212

# Adding BizBanker Users (cont.)

- 5. On the next screen, check of all the privileges you wish the new user to have, and then click "Continue."
- 6. On the following screen, select which services you wish the new user to have ("add") and which accounts they will have access to.
- 7. Click "Continue" until user verification screen appears then "Save user."





# Locations

At Cambridge Trust, personal service means convenient access and exceptional personalized service for all your financial needs.

#### **BANKING OFFICES**

#### MASSACHUSETTS

Belmont Boston (3) Cambridge (4) Concord Lexington Needham – North Hill\* Newton Wellesley (3) Weston

#### NEW HAMPSHIRE

Bedford Dover North Hampton Portsmouth Portsmouth – Pease Tradeport\* Stratham

#### WEALTH MANAGEMENT OFFICES

Boston, MA Wellesley, MA Concord, NH Manchester, NH Portsmouth, NH

\* Limited Service

Visit **www.CambridgeTrust.com/findlocation** for a map, directions, office hours, and phone numbers.

### How to Contact Us



Go to CambridgeTrust.com for more information

Call 844-251-4244 and speak with a Cambridge Trust client advisor.

Visit your nearest Cambridge Trust office.





