



Commercial Center Administration Guide



Getting Started

Welcome to Commercial Center with Montecito Bank & Trust! Whether at home or in the office, from a mobile phone, tablet or laptop, we strive to make your Online Banking experience easy and convenient. Each section of this guide provides an overview and steps to help you during your online banking process.

For additional support using Commercial Center, please contact our Service Center and one of our associates will be happy to assist you.

Service Center

Monday – Friday • 7:00 AM – 6:00 PM

[\(800\) 348-0146](tel:(800)348-0146) • [\(805\) 963-7511](tel:(805)963-7511)

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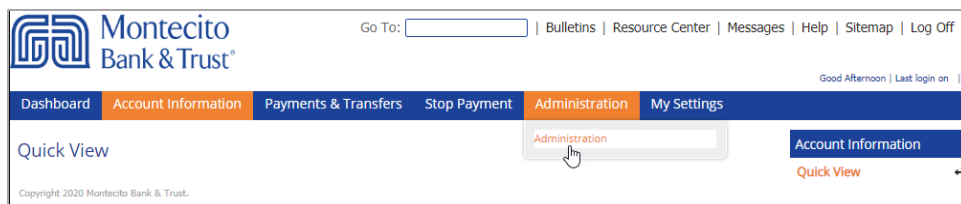
Administration

Within Commercial Center, company user administration duties are handled by the company administrator(s). In general, user administration refers to the following functions:

- Create and maintain user profiles
- Entitle users to services and reports
- Associate accounts to specific services and reports for users
- Maintain report templates for users
- Maintain payments limits and approval requirements for users
- Reset user passwords

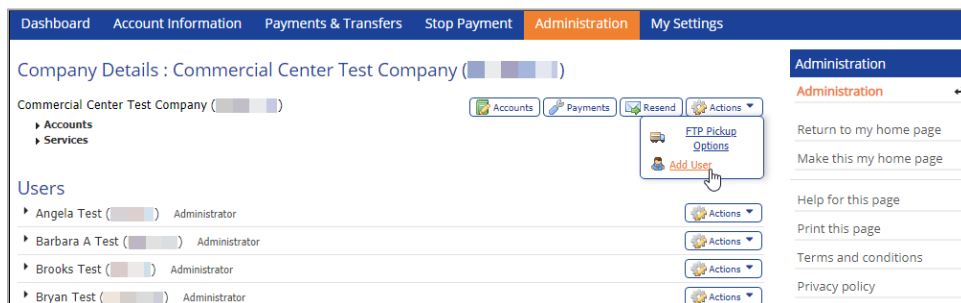
User Administration

From the Company Details page, company administrators can Create, Edit, or Clone a user. Once Commercial Center is launched, select **Administration** from the navigation bar, then select **Administration** from the drop down menu.



Creating a User

1. To create a new user, select the **Actions** button and then select **Add User** from the drop down menu.



2. On the **Add User** screen you will be asked to complete the following fields:



Note: An asterisk (*) indicates required fields.

- ***User ID** – Create a user name that the employee will use to sign in. Best practice would be to use an abbreviated version of the employee's name or an employee ID number.
- ***First Name** – Enter the first name of the user.
- ***Last Name** – Enter the last name of the user.
- **Administration User** – Check this box to enable this user to edit and grant permissions to other users' profiles.
- ***Enable Date** – Enter the date the user's profile will take effect within the system. This field will default to today's date.
- **Desktop Last Login (*not shown below*)** – The last desktop login date will be displayed. Click the **Test** button to send a message to the user's desktop.
- ***Email Address** – Enter the user's email address. Click the **Test** button to send a message to the user's email address with a verification code to set up the secure browser.
- ***Encrypted Report Password** – Enter a unique password that will be required when an encrypted PDF file or report is emailed to the user.
- **Phone Number** – Enter the user's contact number.
- **Enable SMS Messages** – Check this box to enable sending SMS text messages to the user's cell phone.
- **Terms and Conditions** – Check this box to accept our terms and conditions for receiving SMS text messages. **SMS text messages will not be sent until this box is checked.**
- **Message Enabled Cell Phone Number** – Enter the user's SMS-enabled cell phone number. A test message can only be sent after both of the previous check boxes have been agreed to. SMS messages are required for reverification of ACH and wire payments.
- **Fax Number** – Fax numbers are no longer used, so you will not need to complete this field.
- **Business Unit** – Enter the type of business unit for this company. Primarily used to identify large companies that have multiple departments or functions.
- **Address/City/State/Postal Code/Country** – The Company's address will default.
- **Time Zone** – Select the time zone for the user's location. This is used to display corresponding cutoff times for certain transactions.
- ***What is your favorite hobby?** – Answer this security question in order to reset a user's password. Used only for Secure Desktop.
- ***What is your mother's middle name?** – Answer this security question to reset a user's password. Used only for Secure Desktop.

Dashboard
Account Information
Payments & Transfers
Stop Payment
Administration
My Settings

Create User : Commercial Center Test Company (987654321)

Contact Information

* User ID

* First Name

* Last Name

Administrative User ☐

* Enable Date

* Email Address

* Encrypted Report Password

Phone Number Ext

Enable SMS Messages ☐

Terms and Conditions ☐ By clicking here, I agree to the [Terms and Conditions](#).

Commercial Center
To opt-out at any time, send **STOP** to 99453. To receive more information, send **HELP** to 99453.
Message and Data Rates May Apply. Number of Messages Varies Per User. Account holder authorizes charges to appear on wireless bill or be deducted from prepaid balance.
Tier One Carriers: AT&T, Verizon, T-Mobile, Sprint, Metro PCS, U.S. Cellular
To Contact Support: (800) 348-0146

Message Enabled Cell Phone Number

Fax Number

Business Unit

Street Address

City

State

Zip / Postal Code

Country

Time Zone

Language

* What is your favorite hobby?

* What is your mother's middle name?

Advanced

This field is only available if you toggle it open using the triangle beside it. All fields default to US standard.

- **Thousand Delimiter** – This function determines the character used when displaying amounts in the thousands.
- **Decimal Delimiter** - This function determines the character used as the separator between whole and partial currency amounts.
- **Web Date Input Format** – The date can be displayed in either North American format or International format.

▼ Advanced
Thousands delimiter (1,234.25 would be ',') - Comma
Decimal delimiter (1,234.25 would be '.') - Period
Web Date Input Format North American format (mm/dd/yy)

Set Password

Set a temporary password. The user will be prompted to create a new password during their

first log in. This field appears when creating a user only.

Set Password

* Please enter a temporary password

* Please re-enter a temporary password

Online Bulletin Service

Users receive notifications for services to which they are assigned. Once a user is authorized, select the preferred notification type and format from the **Bulletin Channel**. Notifications can also be sent via Cell Phone.

- [Authorize Bulletin Delivery](#) – Check this box to enable notifications to be sent to the user.
- [Bulletin Channel](#) – Select your preference for notification, either email or SMS. If SMS is selected, the checkboxes to enable SMS messaging and approve the Terms and Conditions in the **Add User** section must both be checked in order to receive notifications by SMS.
- [Bulletin Format](#) – Select your preference for format. Options include: HTML, PDF, Text, and Encrypted PDF.
- [Cell Phone Notification](#) – This box must be checked to send notifications to a cell phone.

Online Bulletin Service

Authorize Bulletin Delivery

☒

Bulletin Channel

EMAIL ▼

Bulletin Format

HTML ▼

Cell Phone Notification

☐

SMS Notification

SMS Notification is used to select which days and hours of the week notifications are available to be sent. Left and Right arrows adjust the time field and the Up and Down arrows scroll through the time.

SMS

SMS Notification Window

Day Of Week	Enabled	From	To
Monday	<input checked="" type="checkbox"/>	07:00 PM	07:00 PM
Tuesday	<input checked="" type="checkbox"/>	07:00 PM	07:00 PM
Wednesday	<input checked="" type="checkbox"/>	07:00 PM	07:00 PM
Thursday	<input checked="" type="checkbox"/>	07:00 PM	07:00 PM
Friday	<input checked="" type="checkbox"/>	07:00 PM	07:00 PM
Saturday	<input checked="" type="checkbox"/>	07:00 PM	07:00 PM
Sunday	<input checked="" type="checkbox"/>	07:00 PM	07:00 PM

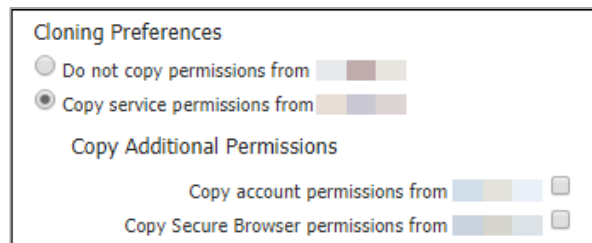
Save

Cancel

Cloning a User

When creating a new user, there is an option to clone a user to help prefill information. The **User ID** will remain blank for a cloned user, but the **First** and **Last Names** and **Email Address** will prefill to the cloned user. When cloning a user, you will have the option during the user set up to copy all the service permissions. Permissions are covered later in this user guide. These radio buttons control whether the new user will be entitled to the permissions currently entitled to the original user.

- **Do not copy permissions from user** – Select this radio button if you wish the new user to have no entitled permissions. This would require the administrator to individually entitle permissions to the user.
- **Copy service permissions from user** – Select this radio button to see additional options for copying permissions:
 - **Copy account permissions** – Check this box to allow the new user to receive the same account permissions associated with the original user.
 - **Copy Secure Browser permissions** – Check this box allow the new user to receive the same Secure Browser permissions associated with the original user.



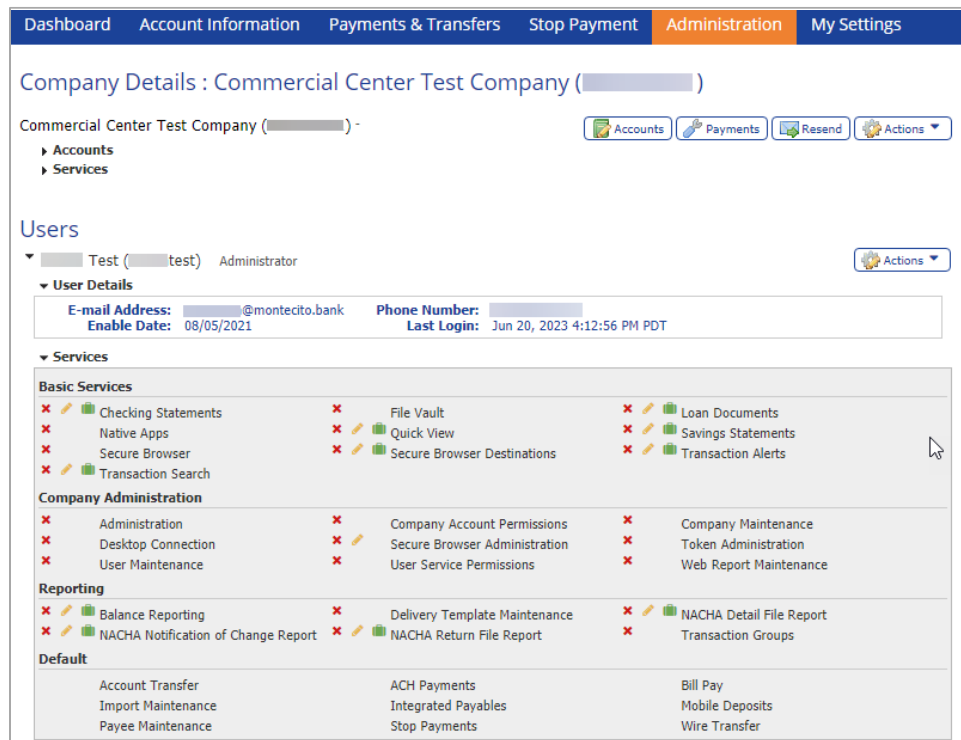
The image shows a 'Cloning Preferences' dialog box. It has two radio buttons: 'Do not copy permissions from' (unselected) and 'Copy service permissions from' (selected). Below these, under the heading 'Copy Additional Permissions', there are two checkboxes: 'Copy account permissions from' (unchecked) and 'Copy Secure Browser permissions from' (unchecked).

Users

From the **Users** section of the **Company Details** page, the company administrator(s) will be able to edit existing users and assign services and permissions. Toggling a user's details will show the current services that are assigned to them. To edit a user, use the **Actions** button to the right of the user's name. The next section will cover the Actions menu further.



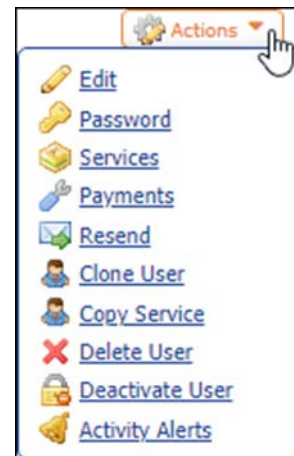
Note: A user that is an administrator will be indicated with the words "Administrator" listed to the right of the User Name/ID.



User Actions Menu

Any user editing will take place in the **Actions** menu. From this menu you will be able to:

- **Edit** – Update the user's information. This is also where you can find the user's **Activation Key** which is necessary when installing the Secure Browser or resetting the PIN.
- **Password** – Reset a user's password. A temporary password will be assigned and the user will be prompted to change the password when logging in. This password is used to access the online website page, not for Secure Browser.
- **Services** – Enable or disable service permissions for the user. This is covered further in the **User Services Settings** section.
- **Payments** – Set payment limits for services like ACH, wire transfers and account transfers. This will be covered further in the **User Payment Settings** section.
- **Resend** – Resend distribution notifications to the intended users. These notifications detail service transactions such as ACH Batches, account transfers and wire transfers.
- **Clone User** – Clone an existing user. This is covered further under the **Cloning a User** section.
- **Copy Service** – Copy the service settings from one user and clone them to the selected user. This function will bring up a new page and ask for the **User ID** to clone the services



from.

- [Delete User](#) – Remove the user from the company profile.
- [Deactivate User](#) – Deactivate the user by not allowing them to log in to Commercial Center, however, all user information will be saved to the company profile.
- [Activity Alerts](#) – Enable which **Activity Alerts** are sent to the user and in what format they are sent.

User Services Settings

The services available to each user depend on which services are permitted to the company. To enable a service to a user, check the box to the left of the service.

Dashboard Account Information Payments & Transfers Stop Payment **Administration** My Settings

User Services : [Test of Commercial Center Test Company]

Basic Services

Select All Unselect All Filter: []

<input type="checkbox"/> Checking Statements	<input type="checkbox"/> File Vault
<input type="checkbox"/> Loan Documents	<input type="checkbox"/> Native Apps
<input type="checkbox"/> Quick View	<input type="checkbox"/> Savings Statements
<input type="checkbox"/> Secure Browser	<input type="checkbox"/> Secure Browser Destinations
<input type="checkbox"/> Transaction Alerts	<input type="checkbox"/> Transaction Search

Company Administration

Select All Unselect All Filter: []

<input type="checkbox"/> Administration	<input type="checkbox"/> Company Account Permissions
<input type="checkbox"/> Company Maintenance	<input type="checkbox"/> Desktop Connection
<input type="checkbox"/> Secure Browser Administration	<input checked="" type="checkbox"/> Token Administration
<input type="checkbox"/> User Maintenance	<input type="checkbox"/> User Service Permissions
<input type="checkbox"/> Web Report Maintenance	

Reporting

Select All Unselect All Filter: []

<input type="checkbox"/> Balance Reporting	<input type="checkbox"/> Delivery Template Maintenance
<input type="checkbox"/> NACHA Detail File Report	<input type="checkbox"/> NACHA Notification of Change Report
<input type="checkbox"/> NACHA Return File Report	<input type="checkbox"/> Transaction Groups

Save Cancel

Basic Services

By checking the corresponding boxes, the user will be allowed to do the following:

- [Checking Statement](#) – View statements for enabled checking accounts.
- [Loan Documents](#) – View statements and notices for enabled loan accounts.
- [Quick View](#) – Access the Quick View option under Account Information.
- [Secure Browser](#) – Log in through Secure Browser.
- [Transaction Alerts](#) – Enable transaction alerts.
- [File Vault](#) – Access the **File Vault** option.
- [Native Apps](#) – Access the Commercial Center mobile app.
- [Savings Statements](#) – View statements for enabled savings accounts.
- [Transaction Search](#) – Search for a transaction on enabled accounts.

Company Administrator

These services are commonly enabled for Company Administrators. Companies can enable

multiple Administrators through Commercial Center. By checking the corresponding boxes, the user will be allowed to do the following:

- [Administration](#) – This must be enabled for the user to utilize Administrator functions.
- [Company Account Permissions](#) – Manage account settings for the company.
- [Company Maintenance](#) – Manage other user's settings.
- [Desktop Connection](#) – Download Secure Desktop.
- [Secure Browser Administration](#) – Manage Secure Browser settings for other users.
- [Secure Browser Destinations](#) – Direct access the Secure Browser application.
- [User Maintenance](#) – Create and manage other users.
- [User Service Permissions](#) – Manage other user's services settings.
- [Web Report Maintenance](#) – View all reports generated and sent by Commercial Center.

Reporting

The following services allow users to run the corresponding report type:

- [Balance Reporting](#)
- [Delivery Template Maintenance](#)
- [NACHA Detail File Report](#)
- [NACHA Notification of Change Request](#)
- [NACHA Return File Report](#)
- [Transaction Groups](#)

Once completed, click the **Save** button to assign the services to the user.

Enabling Accounts for Selected Services

After Services have been assigned, the accounts must be enabled for the user. From the **Users** screen, expand the user information by selecting the triangle to the left of him/her. For services that require an account to be enabled, there will be a green briefcase next to the service. Select the green briefcase and select or unselect the accounts the user should or shouldn't have access to.

<input checked="" type="checkbox"/> Alerts	<input checked="" type="checkbox"/> Balance Reporting	<input checked="" type="checkbox"/> Delivery Template Maintenance
<input checked="" type="checkbox"/> Desktop Connection	<input checked="" type="checkbox"/> File Vault	<input checked="" type="checkbox"/> M-Secure Browser
<input checked="" type="checkbox"/> Mobile	<input checked="" type="checkbox"/> NACHA Detail File Report	<input checked="" type="checkbox"/> NACHA Notification of Change Report
<input checked="" type="checkbox"/> NACHA Return File Report	<input checked="" type="checkbox"/> Quick View	<input checked="" type="checkbox"/> Software Token Client
<input checked="" type="checkbox"/> Tablet	<input checked="" type="checkbox"/> Transaction Groups	<input checked="" type="checkbox"/> Transaction Search
<input checked="" type="checkbox"/> Web Report Maintenance		

Once account numbers are enabled for the appropriate service, select **Save**. Selecting **Cancel** will return the user to the company overview page.

User Payment Settings

Company administrators can configure the payment settings based upon the user's needs (services listed to the right). Once enabled, the payment will be ready for use. Users who are not company administrators will not have access to this area.

Each payment can be configured with a subset of permissions. Only payment types the company has signed up for will display on this screen. This guide will walk through each payment section and subset of permissions.

☒ ACH Payments

☒ Wire Transfer

☒ Account Transfer

☒ Integrated Payables

☒ Bill Pay

☒ Payee Maintenance

☒ Import Maintenance

☒ Stop Payments

☒ Mobile Deposits

ACH Payments

To enable ACH Payments check the box to the left of the payment. This will open the subcategories to further define how those payments can be created, edited, cancelled or approved.



Note: Users cannot set or edit their own permissions. A company administrator must enable permissions for them.

☒ ACH Payments

☒ Wire Transfer

☒ Account Transfer

☒ Integrated Payables

☒ Bill Pay

☒ Payee Maintenance

☒ Import Maintenance

☒ Stop Payments

☒ Mobile Deposits

ACH Payments Settings

Help

☐ **ACH Confidential User**
User can create, edit, approve confidential templates & batches (if permissions are assigned)

☐ **ACH Batch Options**
User is eligible to add, edit and delete ACH batches

☐ **Allow ACH maintenance**
User is eligible to maintain ACH for use by all corporate users

☐ **Allow ACH Payments service administration**
User is eligible to entitle the ACH Payments service to other users in their company

☐ **Allow ACH Batch approval**
User is eligible to approve ACH Batches for total amounts between the specified lower limit and upper limit

☐ **Allow ACH Payments activity audit**
User is eligible to view and be notified of ACH Payments activity for users in their company

ACH Confidential User

Allow the user to access templates marked as confidential for ACH payments. The Company must be selected for the user as well.

☒ **ACH Confidential User**
User can create, edit, approve confidential templates & batches (if permissions are assigned)

Eligible ACH Companies /

☒ Commercial Cent2 ☒ Commercial Cente

ACH Batch Options

Allow the user to create batches (single item or multiple items) for ACH payments. Further subcategories give the user additional or less access to ACH payments.

☒ **ACH Batch Options**
 User is eligible to add, edit and delete ACH batches

ACH Entry Options

Allow ACH Manual Entry ☒
 Allow ACH Edit ☒
 Allow ACH Reject ☒
 Allow ACH Cancel ☒
 Allow ACH Reverse ☒

☐ **User must use existing templates**
 User must use existing ACH Batch Templates to create transactions

☒ **Transaction File Import**
 User is eligible to import ACH batches

☐ **User must use existing payees**
 User must use existing payees to create an ACH Batch (Free Form, From Templates, and Import)

☐ **Users must use transactions that are defined in the template**
 Users must use transactions that are defined in the template. They can delete/remove transactions from the batch but cannot add new ones.

ACH Entry Options

By checking the corresponding boxes, the user will be allowed to do the following:

- [Allow ACH Manual Entry](#) – Create ACH payments manually.
- [Allow ACH Edit](#) – Edit pending ACH payments.
- [Allow ACH Reject](#) – Reject pending ACH payments.
- [Allow ACH Cancel](#) – Cancel pending ACH payments.
- [Allow ACH Reverse](#) – Reverse completed ACH payments.

The remaining options have their descriptions displayed on screen. Once completed, the user's limits must be set for each ACH company created in ACH Payments.

Enable access to an ACH company by selecting the checkbox next to the ACH company name. For any limit setting, there is a company max that is shown to the right of each category.



Note: A user's max cannot exceed the company's limit.

☒ Commercial Cent2

Total Daily Batch Count (Credit) * Limit: <input type="text" value="99"/> Max: 99	Total Daily Batch Count (Debit) * Limit: <input type="text" value="99"/> Max: 99
Total Daily Transaction Amount (Credit) * Limit: <input type="text" value="1.00"/> Max: \$1.00	Total Daily Transaction Amount (Debit) * Limit: <input type="text" value="1.00"/> Max: \$1.00
Single Batch Amount (Credit) * Limit: <input type="text" value="1.00"/> Max: \$1.00	Single Batch Amount (Debit) * Limit: <input type="text" value="1.00"/> Max: \$1.00
Single Batch Entry Amount (Credit) * Limit: <input type="text" value="1.00"/> Max: \$1.00	Single Batch Entry Amount (Debit) * Limit: <input type="text" value="1.00"/> Max: \$1.00

Single Batch Entry Amount

☐ Require 1 approver(s) above

☐ Require 2 approver(s) above

Debit/Credit Entry

Eligible Credit SEC Codes	<input checked="" type="checkbox"/> Payroll (PPD)	<input checked="" type="checkbox"/> Business (CCD)
	<input checked="" type="checkbox"/> Business Tax Payment (CCD+TXP)	<input checked="" type="checkbox"/> Individual (PPD)
		<input checked="" type="checkbox"/> Extended Addenda (CTX)
Eligible Debit SEC Codes	<input checked="" type="checkbox"/> 80 Character Addenda (CCD)	<input checked="" type="checkbox"/> Physical Auth (PPD)
	<input checked="" type="checkbox"/> Extended Addenda (CTX)	

Allow Mixed Batches ☐

- **Total Daily Batch Count (Credit/Debit)** – This limit drives the number of batches the user can create per day.
- **Total Daily Transaction Amount (Credit/Debit)** – This limit drives the total dollar amount per day a user can send/debit for ACH. This includes all batches sent for the day.
- **Single Batch Amount (Credit/Debit)** – This limit drives the maximum dollar amount a single batch can total for the user.
- **Single Batch Entry Amount (Credit/Debit)** – This limit drives the maximum dollar amount a single item in a batch can total for the user.
- **Single Batch Entry Amount (Approval)** – Require an approval (one or two) for any ACH batch exceeding the amount(s) entered. If left blank, all batches will require an approval.
- **Debit/Credit Entry** – Set the types of ACH SEC codes the user can use.
- **Allow Mixed Batches** – Allow ACH batches containing credits and debits to be sent.

Allow ACH Maintenance

The following options allow for the user to maintenance ACH templates. The descriptions are displayed on screen.

☒ **Allow ACH maintenance**
User is eligible to maintain ACH for use by all corporate users

☒ **Allow ACH Batch Template maintenance**
User is eligible to maintain ACH Batch Templates for all users in their company

☐ **User must use existing payees**
User must use existing payees to create ACH Batch Templates

☒ **Allow Import Map maintenance**
User is eligible to maintain import ACH Payments import maps to be used by all users in their company

Allow ACH Payments Service Administration

Allow the user to enable ACH Payments for other users in the company. The user must be an Administrator for this option to appear.

☒ **Allow ACH Payments service administration**
User is eligible to entitle the ACH Payments service to other users in their company

Allow ACH Batch Approval

Allow the user to approve ACH batches. The user must be enabled for the ACH Company in order to approve their ACH batches.

☒ **Allow ACH Batch approval**
User is eligible to approve ACH Batches for total amounts between the specified lower limit and upper limit

☒ Commercial Cent2

Lower Limit (\$)

Upper Limit (\$)

Eligible Credit SEC Codes /

<input checked="" type="checkbox"/> Payroll (PPD)	<input checked="" type="checkbox"/> Business (CCD)
<input checked="" type="checkbox"/> Business Tax Payment (CCD+TXP)	<input checked="" type="checkbox"/> Individual (PPD)
	<input checked="" type="checkbox"/> Extended Addenda (CTX)

Eligible Debit SEC Codes /

<input checked="" type="checkbox"/> 80 Character Addenda (CCD)	<input checked="" type="checkbox"/> Physical Auth (PPD)
<input checked="" type="checkbox"/> Extended Addenda (CTX)	

☒ Commercial Cente

Lower Limit (\$)

Upper Limit (\$)

Eligible Credit SEC Codes /

<input checked="" type="checkbox"/> Payroll (PPD)	<input checked="" type="checkbox"/> Business (CCD)
<input checked="" type="checkbox"/> Business Tax Payment (CCD+TXP)	<input checked="" type="checkbox"/> Individual (PPD)
	<input checked="" type="checkbox"/> Extended Addenda (CTX)

Eligible Debit SEC Codes /

<input checked="" type="checkbox"/> 80 Character Addenda (CCD)	<input checked="" type="checkbox"/> Physical Auth (PPD)
<input checked="" type="checkbox"/> Extended Addenda (CTX)	

- **Lower/Upper Limit** – Provide the dollar amount range the user is able to approve. If left blank, the user will be able to approve any dollar amount.
- **Eligible Credit/Debit SEC Codes** – Enable the user to approve specific SEC codes. Only checked codes will be eligible for approval by the user.

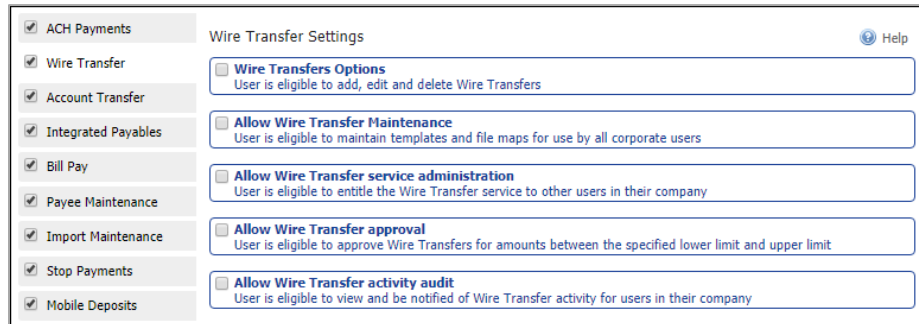
Allow ACH Payments activity audit

Allow the user to receive and view activity alerts related to ACH transactions.

☒ **Allow ACH Payments activity audit**
User is eligible to view and be notified of ACH Payments activity for users in their company

Wire Transfer

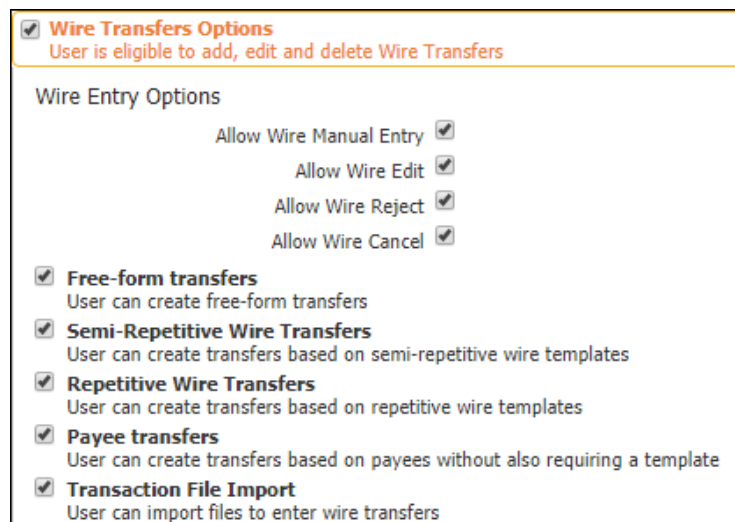
To enable wire transfers check the box to the left of the payment. This will open the subcategories to further define how those payments can be created, edited, cancelled or approved.



Note: Users cannot set or edit their own permissions. A company administrator must enable the permissions for them.

Wire Transfers Options

Enable the user to add, edit and delete wire transfers.



Wire Entry Options

By checking the corresponding boxes, the user will be allowed to do the following:

- [Allow Wire Manual Entry](#) – Create manual wire entries.
- [Allow Wire Edit](#) – Edit pending wires.
- [Allow Wire Reject](#) – Reject pending wires.
- [Allow Wire Cancel](#) – Cancel pending wires.
- [Free-Form Transfers](#) – Create free-form transfers.

- [Semi-Repetitive Wire Transfers](#) – Create transfers based on semi-repetitive wire templates.
- [Repetitive Wire Transfers](#) – Create transfers based on repetitive wire templates.
- [Payee Transfers](#) – Create transfers based on payees without also requiring a template.
- [Transaction File Import](#) – Import files to enter wire transfers.

Account Permissions

Account permissions need to be established for each account being used for wire transfers. Permissions can be set up per account or for a grouping of accounts. Accounts are grouped by clicking **Select Accounts** and adding them to the permission group. Additional groups can be created by selecting the **Add Permission Set** button at the bottom.

- [Accounts](#) – Accounts are grouped by clicking **Select Accounts** and adding them to the permission group. Only eligible accounts will be displayed on the **Select Accounts** screen. Additional groups can be created by selecting the **Add Permission Set** button at the bottom.
 - Below the accounts box, the Administrator can enable USD (United States Dollar) and/or FX (Foreign Exchange) wires for the accounts in the group.
- [Daily Transaction Debit Amount per Account](#) – Set the maximum dollar amount the user can debit an account per day.
- [Daily Transaction Count per Account](#) – Set the maximum number of transactions the user can complete per day.
- [Single Transaction Debit Amount](#) – Set the maximum dollar amount the user can debit per transaction.
 - The Administrator can check the following boxes to require approvals for the entered dollar amount(s). If the field is checked and no dollar amount is entered, all wire transfers will require an approval.

Allow Wire Transfer Maintenance

Allow the user to maintenance the templates for wire transfers. The descriptions are displayed on screen for the options available. The permissions must be enabled to the user by adding the accounts using the **Select Accounts** button.

☒ **Allow Wire Transfer Maintenance**
 User is eligible to maintain templates and file maps for use by all corporate users

☒ **Allow Wire Template maintenance**
 User can create, edit, and delete repetitive and semi-repetitive templates

☒ **Allow Import Map maintenance**
 User can create, edit, and delete wire import file maps

Account Permissions

Accounts

Select Accounts

✗

- Checking (Checking)

✗

- Savings (Savings)

Allow Wire Transfer Service Administration

Allow the user to enable wire transfers to other users. The user must be an Administrator for this option to be available.

☒ **Allow Wire Transfer service administration**
 User is eligible to entitle the Wire Transfer service to other users in their company

Allow Wire Transfer Approval

Allow the user to approve wire transfers. The user can be assigned to approve a specific dollar range or if the spaces are left blank, the user can approve all wire transfers. There is also an option to allow the user to approve USD, FX or both types of wires.

☒ **Allow Wire Transfer approval**
 User is eligible to approve Wire Transfers for amounts between the specified lower limit and upper limit

Account Permissions

Accounts

Select Accounts

✗

- Checking (Checking)

✗

- Savings (Savings)

Debit Amount Range

Lower Limit (\$)

Upper Limit (\$)

☒ USD
 ☒ FX

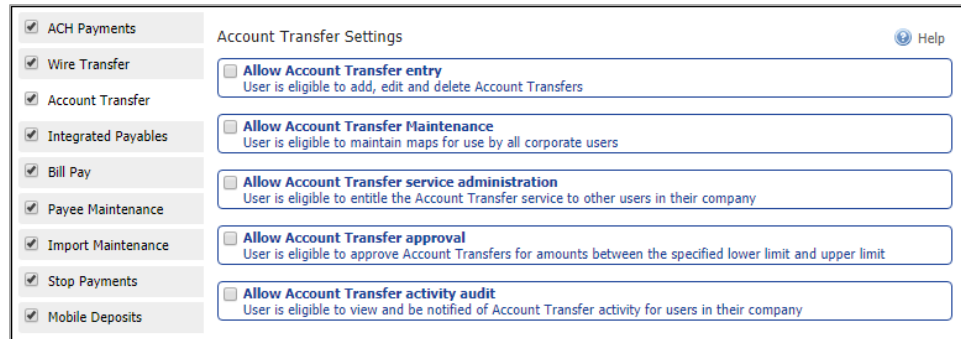
Allow Wire Transfer Activity Audit

Allow the user to receive and view activity alerts related to wire transfer transactions.

☒ **Allow Wire Transfer activity audit**
 User is eligible to view and be notified of Wire Transfer activity for users in their company

Account Transfers

To enable account transfers check the box to the left of the payment. This will open the subcategories to further define how those payments can be created, edited, cancelled or approved.



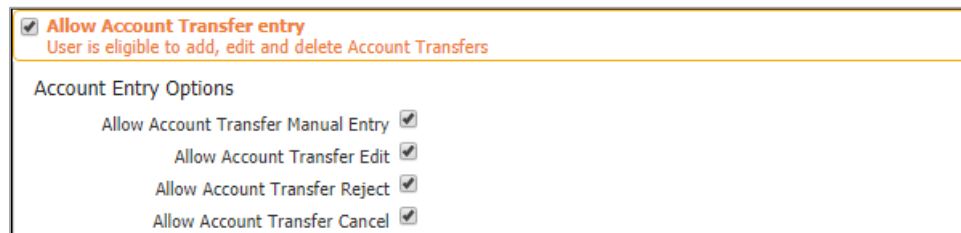
The screenshot shows the 'Account Transfer Settings' window. On the left is a sidebar with a list of payment types, each with a checkbox: ACH Payments, Wire Transfer, Account Transfer, Integrated Payables, Bill Pay, Payee Maintenance, Import Maintenance, Stop Payments, and Mobile Deposits. The 'Account Transfer' checkbox is selected. On the right, under the 'Account Transfer Settings' header, there are five settings, each with an unchecked checkbox and a description: 'Allow Account Transfer entry' (User is eligible to add, edit and delete Account Transfers), 'Allow Account Transfer Maintenance' (User is eligible to maintain maps for use by all corporate users), 'Allow Account Transfer service administration' (User is eligible to entitle the Account Transfer service to other users in their company), 'Allow Account Transfer approval' (User is eligible to approve Account Transfers for amounts between the specified lower limit and upper limit), and 'Allow Account Transfer activity audit' (User is eligible to view and be notified of Account Transfer activity for users in their company). A 'Help' icon is in the top right corner.



Note: Users cannot set or edit their own permissions. A company administrator must enable the permissions for them.

Allow Account Transfer Entry

Enable the user to add, edit and delete wire transfers.



The screenshot shows the 'Allow Account Transfer entry' settings. At the top, there is a header with a checked checkbox and the text 'Allow Account Transfer entry' and 'User is eligible to add, edit and delete Account Transfers'. Below this is a section titled 'Account Entry Options' which contains four sub-options, each with a checked checkbox: 'Allow Account Transfer Manual Entry', 'Allow Account Transfer Edit', 'Allow Account Transfer Reject', and 'Allow Account Transfer Cancel'.

Account Entry Options

By checking the corresponding boxes, the user will be allowed to do the following:

- [Allow Account Transfer Manual Entry](#) – Create manual entries.
- [Allow Account Transfer Edit](#) – Edit pending transfers.
- [Allow Account Transfer Reject](#) – Reject pending transfers.
- [Allow Account Transfer Cancel](#) – Cancel pending transfers.

Account Permissions

Account permissions need to be established for each account being used for account transfers. Permissions can be set up per account or for a grouping of accounts. Accounts are grouped by clicking **Select Accounts** and adding them to the permission group. Additional groups can be created by selecting the **Add Permission Set** button at the bottom.

- **Accounts** – Accounts are grouped by clicking **Select Accounts** and adding them to the permission group. Only eligible accounts will be displayed on the **Select Accounts** screen. Additional groups can be created by selecting the **Add Permission Set** button at the bottom.
 - Below the accounts box, the Administrator can enable Credit, Debit or both transaction types for the accounts in the group.
- **Daily Transaction Amount per Account** – Set the maximum transfer amount per account per day.
- **Daily Transaction Count per Account** – Set the maximum transaction count the user can complete per day.
- **Single Transaction Amount** – Set the maximum dollar amount the user can transfer per transaction.

Allow Account Transfer Maintenance

Allow the user to maintenance the templates for account transfers.

☒ **Allow Account Transfer Maintenance**
 User is eligible to maintain maps for use by all corporate users

Allow Account Transfer Service Administration

Allow the user to enable account transfers to other users. The user must be an Administrator for this option to be available.

☒ **Allow Account Transfer service administration**
 User is eligible to entitle the Account Transfer service to other users in their company

Allow Account Transfer Approval

Allow the user to approve account transfers. The user can be assigned to approve a specific dollar range or if the spaces are left blank, the user can approve all account transfers. The permissions must be set per account.

☒ **Allow Account Transfer approval**
 User is eligible to approve Account Transfers for amounts between the specified lower limit and upper limit

Account Permissions

Accounts

- Loan (Real Estate Commercial)

- Line (Commercial Line of Credit)

- Line (Wealth Maximizer Business Line of Credit)

Select Accounts

Amount Range
 Lower Limit (\$)
 Upper Limit (\$)

Add Permission Set

Allow Account Transfer Activity Audit

Allow the user to receive and view activity alerts related to account transfer transactions.

☒ **Allow Account Transfer activity audit**
 User is eligible to view and be notified of Account Transfer activity for users in their company

Integrated Payables

Allow the user to create custom mapping of created templates for wires and/or ACH. This option will allow the import of XML, Delimited and Fixed Width files.

☒ ACH Payments
☒ Wire Transfer
☒ Account Transfer
☒ Integrated Payables
☒ Bill Pay
☒ Payee Maintenance
☒ Import Maintenance
☒ Stop Payments
☒ Mobile Deposits

Integrated Payables Settings

☐ **Allow Integrated Payables service administration**
 User is eligible to add, edit, and delete Integrated Payables

Help

Bill Pay

Allow the user to access Business Bill Pay. Enabling this function will open subcategories to further define how Bill Pay will work.

Bill Pay Settings

☐ **Allow Bill Pay Service Access**
User is permitted to access the Bill Pay site

☐ **Allow Bill Pay administration**
User is eligible to entitle the Bill Pay service to other users in their company

Allow Bill Pay Service Access

Allow the user to access Bill Pay from the Commercial Center launch page.

☒ **Allow Bill Pay Service Access**
User is permitted to access the Bill Pay site

☐ **Admin User Access (Level 2)**
User is able to access Bill Pay, add/edit profiles, and entitle user access to Bill Pay.

☐ **User Access (Level 3)**
User is able to access Bill Pay but has no administrative privileges.

Account Permissions

Accounts [Select Accounts](#)

<input checked="" type="checkbox"/> - Checking (Business Checking)
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- **Admin/User Access Level** – Select the level of access to give the user. The description are displayed on screen for the available access types.
- **Account Permissions** – Select which accounts the user will have access to in Bill Pay.

Allow Bill Pay Administration

Allow the user to enable Bill Pay to other users. The user must be an Administrator for this option to be available.

☒ **Allow Bill Pay administration**
User is eligible to entitle the Bill Pay service to other users in their company

Payee Maintenance

Allow the user to access maintenance payees in Commercial Center. Enabling this function will open subcategories to further define how **Payee Maintenance** will work. The descriptions are displayed on screen for the options available.

The screenshot shows the 'Payee Maintenance Settings' window. On the left is a sidebar with a list of features, each with a checked checkbox: ACH Payments, Wire Transfer, Account Transfer, Integrated Payables, Bill Pay, Payee Maintenance, Import Maintenance, Stop Payments, and Mobile Deposits. The main area is titled 'Payee Maintenance Settings' and contains three settings, each with an unchecked checkbox and a description: 'Allow Payee Maintenance' (User can create, maintain and delete payees for use by all corporate users), 'Allow Payee Maintenance service administration' (User is eligible to entitle the Payee Maintenance service to other users in their company), and 'Allow Payee Maintenance activity audit' (User is eligible to view existing payees). A 'Help' icon is in the top right corner.

Import Maintenance

Allow the user to import standard (CSV, XML, Fixed Width Files) templates for payees, ACH and/or Wires.

The screenshot shows the 'Import Permissions' window. The left sidebar is identical to the previous screenshot, with 'Import Maintenance' checked. The main area is titled 'Import Permissions' and contains three settings, each with an unchecked checkbox and a description: 'Allow data import' (User is eligible to import payees, ACH batch templates and/or Wire templates), 'Allow Import Maintenance service administration' (User is eligible to entitle the Import Maintenance service to other users in their company), and 'Allow Import Maintenance activity audit' (User is eligible to view and be notified of import activity for users in their company). A 'Help' icon is in the top right corner.

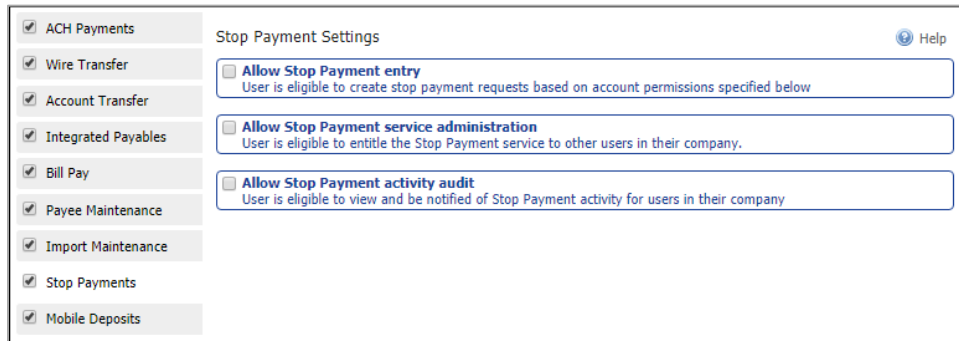
Allow Data Import

Allow the user to access **Import Maintenance**. The descriptions are displayed on screen for the options available.

This is a detailed view of the 'Allow data import' setting. It features a header with a checked checkbox, the title 'Allow data import' in orange, and the description 'User is eligible to import payees, ACH batch templates and/or Wire templates' in orange. Below this are three sub-items, each with a checked checkbox and a description: 'Can import payees' (Can create new payee records by importing CSV, XML or fixed width files), 'Can import ACH batch templates' (Can create new ACH batch templates by importing CSV, XML or fixed width files), and 'Can import wire templates' (Can create new wire templates by importing CSV, XML or fixed width files).

Stop Payments

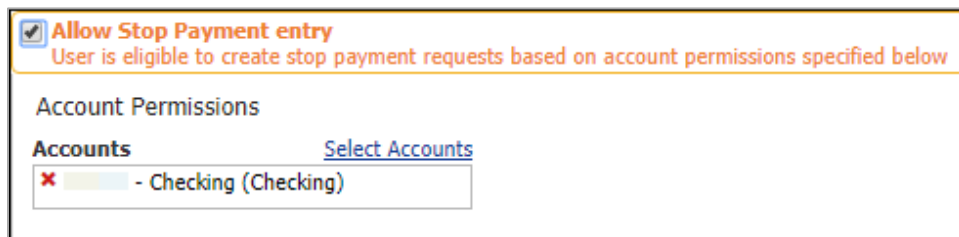
Allow the user to place stop payments on checks through Commercial Center. The descriptions are displayed on screen for the options available.



The screenshot shows the 'Stop Payment Settings' window. On the left is a sidebar with a list of features: ACH Payments, Wire Transfer, Account Transfer, Integrated Payables, Bill Pay, Payee Maintenance, Import Maintenance, Stop Payments, and Mobile Deposits. All features have a checked checkbox. The main area is titled 'Stop Payment Settings' and includes a 'Help' icon. It contains three toggleable settings, each with a description: 'Allow Stop Payment entry' (User is eligible to create stop payment requests based on account permissions specified below), 'Allow Stop Payment service administration' (User is eligible to entitle the Stop Payment service to other users in their company), and 'Allow Stop Payment activity audit' (User is eligible to view and be notified of Stop Payment activity for users in their company).

Allow Stop Payment Entry

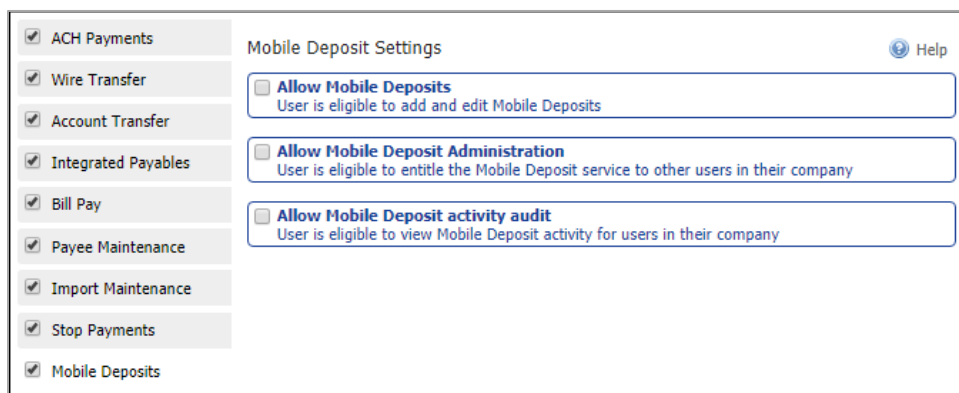
The accounts must be enabled for the user to place stop payments. Use the **Select Accounts** button to enable access to eligible accounts for the user.



The screenshot shows the 'Allow Stop Payment entry' configuration window. It has a title bar with a checkmark icon and the text 'Allow Stop Payment entry' and 'User is eligible to create stop payment requests based on account permissions specified below'. Below the title bar is a section titled 'Account Permissions'. Under this section, there is a label 'Accounts' and a 'Select Accounts' link. A list of accounts is shown, with the first one being '- Checking (Checking)' and having a red 'x' icon next to it.

Mobile Deposit

Allow the user to complete **Mobile Deposits** through the Commercial Center mobile app. The descriptions are displayed on screen for the options available.



The screenshot shows the 'Mobile Deposit Settings' window. On the left is a sidebar with a list of features: ACH Payments, Wire Transfer, Account Transfer, Integrated Payables, Bill Pay, Payee Maintenance, Import Maintenance, Stop Payments, and Mobile Deposits. All features have a checked checkbox. The main area is titled 'Mobile Deposit Settings' and includes a 'Help' icon. It contains three toggleable settings, each with a description: 'Allow Mobile Deposits' (User is eligible to add and edit Mobile Deposits), 'Allow Mobile Deposit Administration' (User is eligible to entitle the Mobile Deposit service to other users in their company), and 'Allow Mobile Deposit activity audit' (User is eligible to view Mobile Deposit activity for users in their company).

Allow Mobile Deposits

Allow the user to create and edit mobile deposits in the Commercial Center app.

☒ **Allow Mobile Deposits**
User is eligible to add and edit Mobile Deposits

* Daily Cumulative Deposit Amount (\$)

20,000.00

Max: \$20,000.00

* Single Deposit Amount (\$)

20,000.00

Max: \$20,000.00

* Daily Transaction Count

5

Max: 5

Eligible Locations

Montecito (122234783)

Select All Accounts

Unselect All Accounts

☒ - Checking (Checking)

Options

* OBS User ID

* "Make Deposit" Enable Date

01/02/2020

- **Daily Cumulative Deposit Account** – Set the maximum dollar amount the user can deposit per day.
- **Single Deposit Amount** – Set the maximum dollar amount the user can deposit per transaction.
- **Daily Transaction Count** – Set the maximum number of deposits a user can complete per day.
- **Eligible Locations** – The accounts must be enabled for the user to make deposits. All eligible accounts will display.
- ***OBS User ID** – Input a User ID. This will display in reports to show who completed the mobile deposit. The value in this field should not be changed.
- ***"Make Deposit" Enable Date** – Input the date the user can begin making mobile deposits.

You've reached the end of this guide. We hope you found it helpful.

Did you learn something during set-up that wasn't included in this guide?

Please share and help us improve the process for others.