



Business Online Banking Plus

Payments Maintenance



Member
FDIC

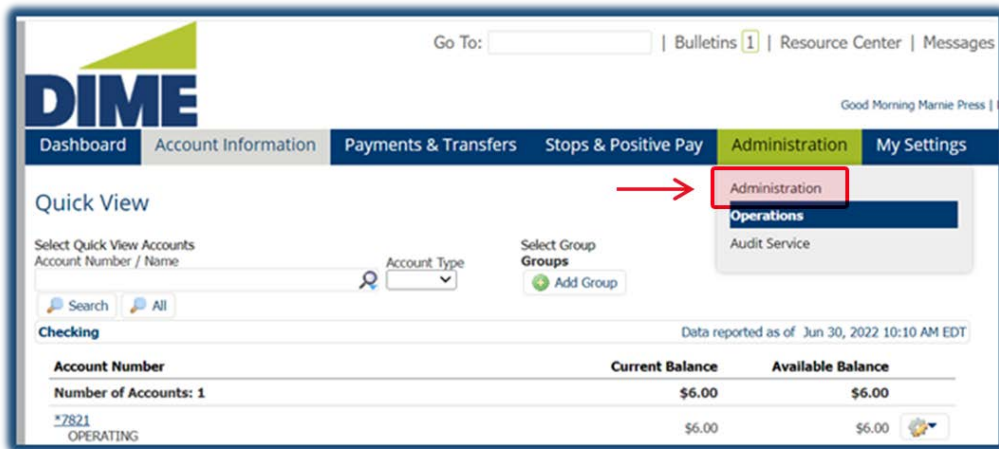
Dime Community Bank



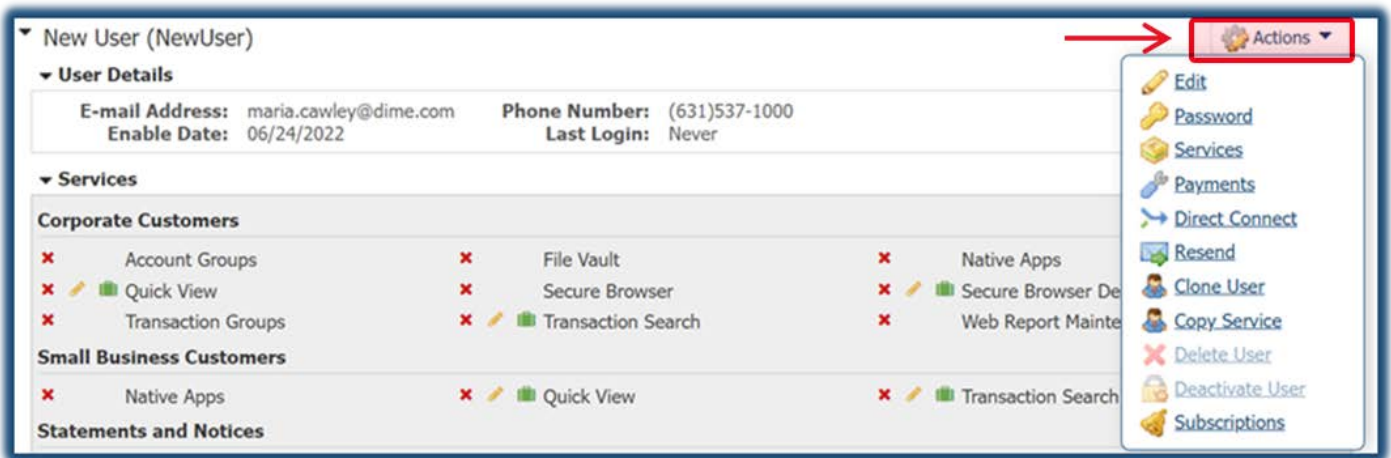
ACH/Wire/Account Transfer Permissions in Payments

To access the current users enrolled for your Company please see below. To add a new user, please refer to page 8.

1. From the home page, select the Administration menu.
2. Select Administration. All existing users will be displayed.



ACTIONS MENU: Use to make changes to entitlements of current users enrolled for your Company.



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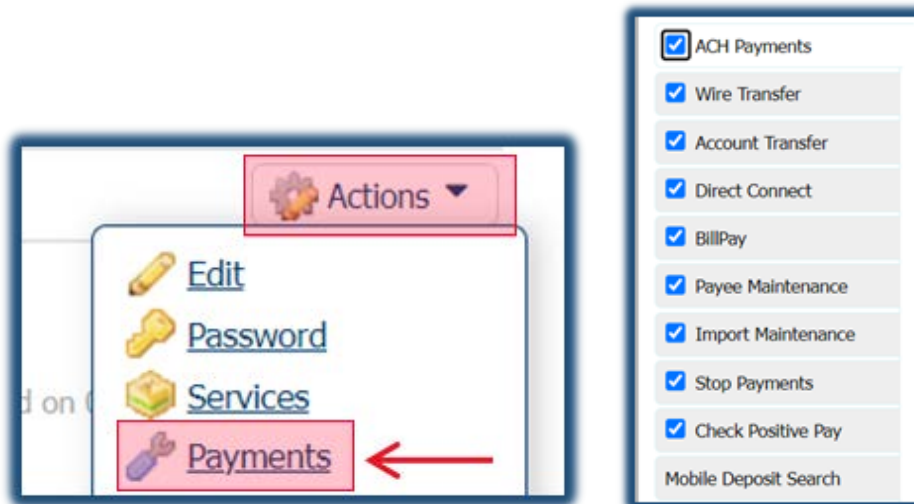
Have Questions or Need Assistance, please contact the Treasury Management Support Team at 631-723-7620 or email tmsupport@dime.com

Dime Business Online Banking Plus — Payment Maintenance



Payments – the Payments selection in the Actions menu is used to add/delete/edit ability of a user to make transfers, deposits, and other Treasury Management products.

1. Select the **Actions** button to the right of the user.
2. Select **Payments**. The Payment or transaction services available to your company will display.
3. The Payments enabled for the user will have a Blue Check box next to the title.
4. Select the check box for Payment or transaction type to assign to the user.
5. Additional settings will present to enable for the service selected. 6. Click Save when complete



- **ACH Payments**
- **Wire Transfer**
- **Account Transfer**
- **Direct Connect** – for QuickBooks Desktop
- **BillPay** – Sends Electronic or Check Payments
- **Payee Maintenance** – Wires & ACH
- **Import Maintenance** – Wires, ACH, & Transfers
- **Stop Payments** – Stops for Checks
- **Check Positive Pay**
- **Mobile Deposit Search** – Includes **Remote Deposit Capture** and **Mobile Deposit** settings



ACH Payments – ACH Payment Settings control the entitlements of the user to perform ACH transactions.

1. Select the **ACH Payments** tab on the left-hand side.
2. Put a check mark in the box next to **ACH Payments**.
3. Select the appropriate entitlements in **ACH Entry Options**.
4. Select the **ACH Company(s)** that the user will perform ACH transactions for.

User Payment Settings : New User of MC REALITY CORP (19067101/NewUser)

ACH Payments

Wire Transfer

Account Transfer

Direct Connect

BillPay

Payee Maintenance

Import Maintenance

Stop Payments

Check Positive Pay

Mobile Deposit Search

ACH Payments Settings Help

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.

MC Reality Corp

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

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



- 5. Under the Company selected, review and make any changes to the limits. Limits displays are the approved limits for the Company.
- 6. **Single Batch Entry Amount Credit/Debit** – this allows a limit to be placed on transactions that must be approved by other user(s),
- 7. **Debit/Credit Entry** types must be selected. These SEC Codes presented are those that are enabled on the Company level.

MC Reality Corp

Total Daily Batch Count (Credit) * Limit: <input type="text" value="100"/> Max: 100	Total Daily Batch Count (Debit) * Limit: <input type="text" value="100"/> Max: 100
Total Daily Transaction Amount (Credit) * Limit: <input type="text" value="100.00"/> Max: \$100.00	Total Daily Transaction Amount (Debit) * Limit: <input type="text" value="100.00"/> Max: \$100.00
Single Batch Amount (Credit) * Limit: <input type="text" value="100.00"/> Max: \$100.00	Single Batch Amount (Debit) * Limit: <input type="text" value="100.00"/> Max: \$100.00
Single Batch Entry Amount (Credit) * Limit: <input type="text" value="100.00"/> Max: \$100.00	Single Batch Entry Amount (Debit) * Limit: <input type="text" value="100.00"/> Max: \$100.00

Single Batch Entry Amount

Require 1 approver(s) above

Require 2 approver(s) above

Debit/Credit Entry

Eligible Credit SEC Codes Individual (PPD) Payroll (PPD)
[All](#) / [None](#)

Eligible Debit SEC Codes 80 Character Addenda (CCD) Physical Auth (PPD)
[All](#) / [None](#)



Wire Transfer – Wire Transfer Settings control the entitlements of the user to perform Wire transactions.

1. Select the **Wire Transfer** tab on the left-hand side.
2. Put a check mark in the box next to **Wire Transfer**.
3. Select the appropriate entitlements by selecting **Wire Transfer Options**.
4. Select the types of wire transfers that the user will be able to perform.
5. Select the Account(s) that the user will perform wire transfers for.

User Payment Settings : New User of MC REALTY CORP (19067101/NewUser)

ACH Payments

Wire Transfer

Account Transfer

Direct Connect

BillPay

Payee Maintenance

Import Maintenance

Stop Payments

Check Positive Pay

Mobile Deposit Search

Wire Transfer Settings

Wire Transfers Options
User is eligible to add, edit and delete Wire Transfers

Wire Entry Options

Allow Wire Manual Entry

Allow Wire Edit

Allow Wire Reject

Allow Wire Cancel

Free-form transfers
User can create free-form transfers

Semi-Repetitive Wire Transfers
User can create transfers based on semi-repetitive wire templates

Repetitive Wire Transfers
User can create transfers based on repetitive wire templates

Payee transfers
User can create transfers based on payees without also requiring a template

Transaction File Import
User can import files to enter wire transfers

Account Permissions

Accounts [Select Accounts](#)

4400007821 - Checking (OPERATING)

4400012345 - Savings (SAVINGS)

Daily Transaction Debit Amount per Account
* Limit: 500,000.00 Max: \$500,000.00

Daily Transaction Count per Account
* Limit: 20 Max: 20

Single Transaction Debit Amount
* Limit: 500,000.00 Max: \$500,000.00

Require 1 approver(s) above

Require 2 approver(s) above

[Add Permission Set](#)

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

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

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

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Dime Business Online Banking Plus – User Maintenance



Account Transfers – Account Transfer settings control the entitlements of the user to perform internal account transfers

1. **Account Entry Options:** allows the users to complete, edit, reject and/or cancel internal transfers
2. **Select Accounts:** determines which accounts a user is enabled to make transfers on. Credit or debit option are also available.
3. **Daily Transaction Amount Per Account:** This will limit the user to only transact up to the limit per account.
4. **Single Transaction Amount:** This will limit the user to only perform single transactions up to the limit.

User Payment Settings : New User of MC REALITY CORP (19067101/NewUser)

ACH Payments
 Wire Transfer
 Account Transfer
 Direct Connect
 BillPay
 Payee Maintenance
 Import Maintenance
 Stop Payments
 Check Positive Pay
Mobile Deposit Search

Account Transfer Settings Help

Allow Account Transfer entry
User is eligible to add, edit and delete Account Transfers

Account Entry Options

Allow Account Transfer Manual Entry
Allow Account Transfer Edit
Allow Account Transfer Reject
Allow Account Transfer Cancel

Account Permissions

Accounts Select Accounts

✘ 4400007821 - Checking (OPERATING)
✘ 4400012345 - Savings (SAVINGS)

Credit Debit

➕ Add Permission Set

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

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

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

Save Cancel

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