



Business Online Banking Plus

Payments Maintenance



Member
FDIC

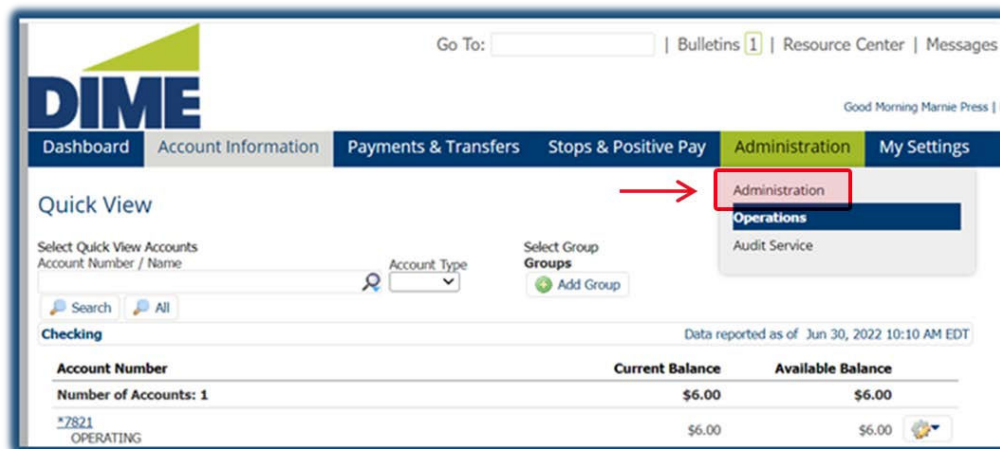
Dime Commercial Bank



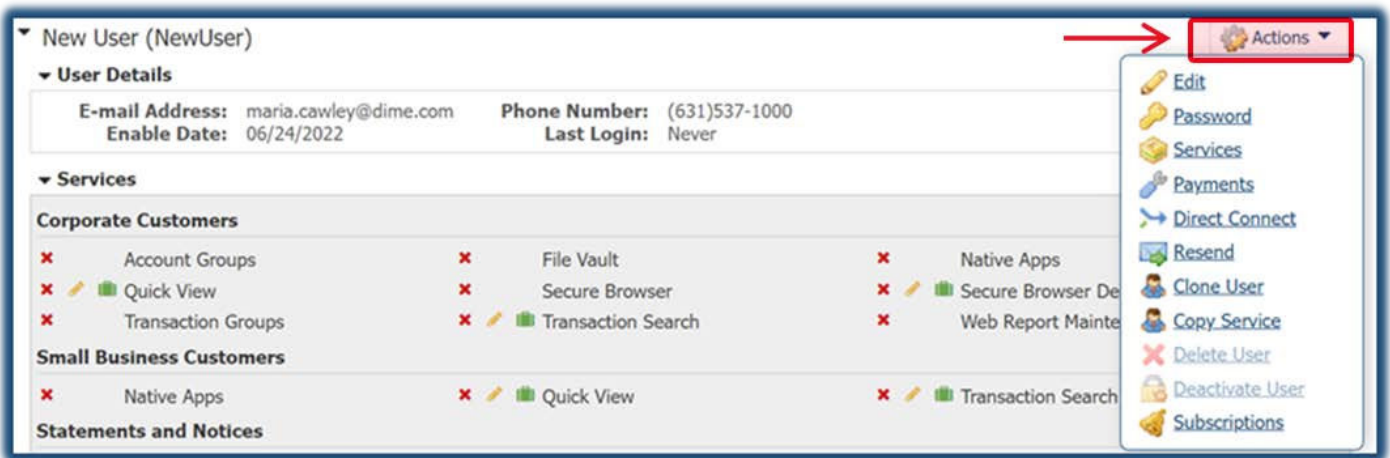
ACH/Wire/Account Transfer Permissions in Payments

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.



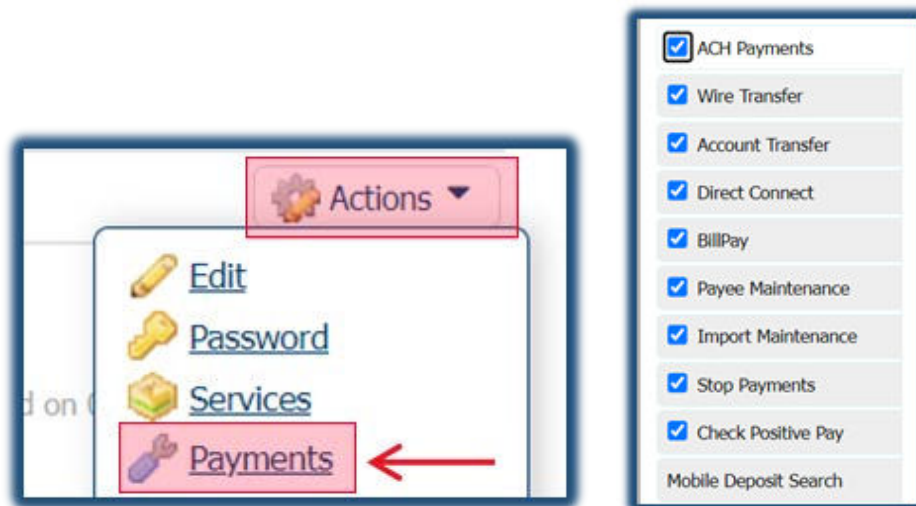
ACTIONS MENU: Use to make changes to entitlements of current users enrolled for your Company.





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

☒ **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

Save

Cancel

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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: 100 Max: 100	Total Daily Batch Count (Debit) * Limit: 100 Max: 100
Total Daily Transaction Amount (Credit) * Limit: 100.00 Max: \$100.00	Total Daily Transaction Amount (Debit) * Limit: 100.00 Max: \$100.00
Single Batch Amount (Credit) * Limit: 100.00 Max: \$100.00	Single Batch Amount (Debit) * Limit: 100.00 Max: \$100.00
Single Batch Entry Amount (Credit) * Limit: 100.00 Max: \$100.00	Single Batch Entry Amount (Debit) * Limit: 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 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

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



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

☒ **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

Daily Transaction Amount per Account
* Limit: 999,999,999.00 Max: \$999,999,999.00

Daily Transaction Count per Account
* Limit: 999999999 Max: 999999999

Single Transaction Amount
* Limit: 999,999,999.00 Max: \$999,999,999.00

☐ Require 1 approver(s) above

☐ Require 2 approver(s) above

☐ **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

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