DIME
COMMERCIAL BANK

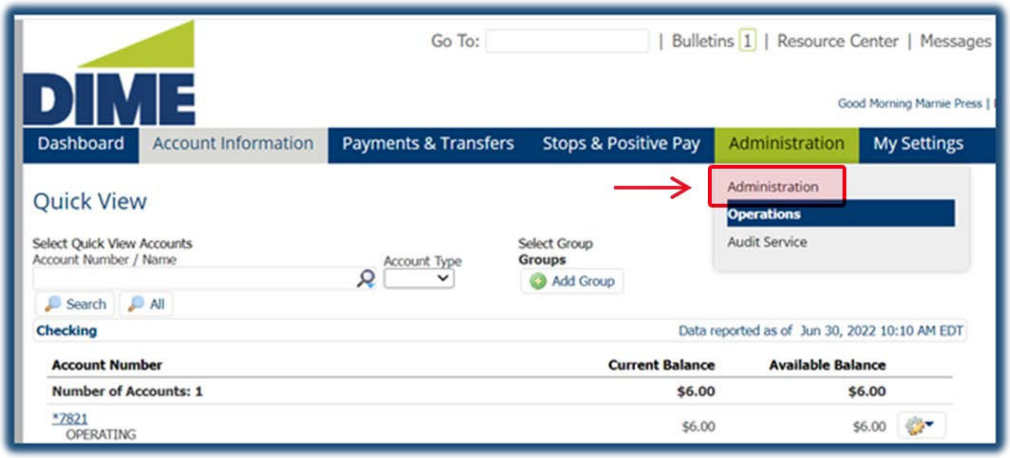
Business Online Banking Plus

Payments Maintenance

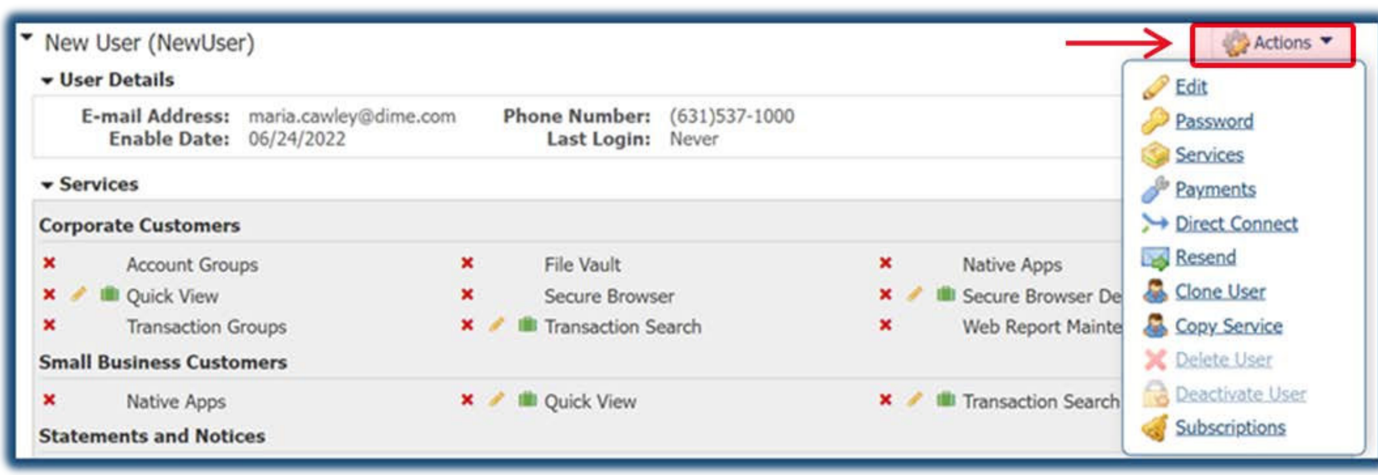
ACH/Wire/Account Transfer Permissions in Payments

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.

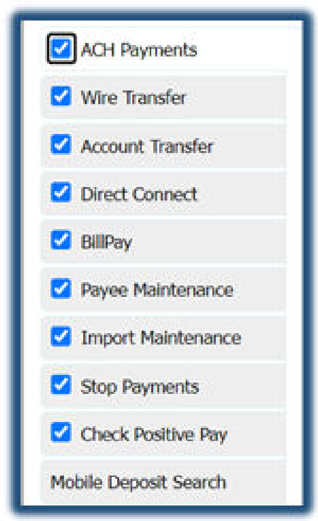


ACTIONS MENU: Use to **make changes to entitlements of current users** enrolled for your Company.



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.

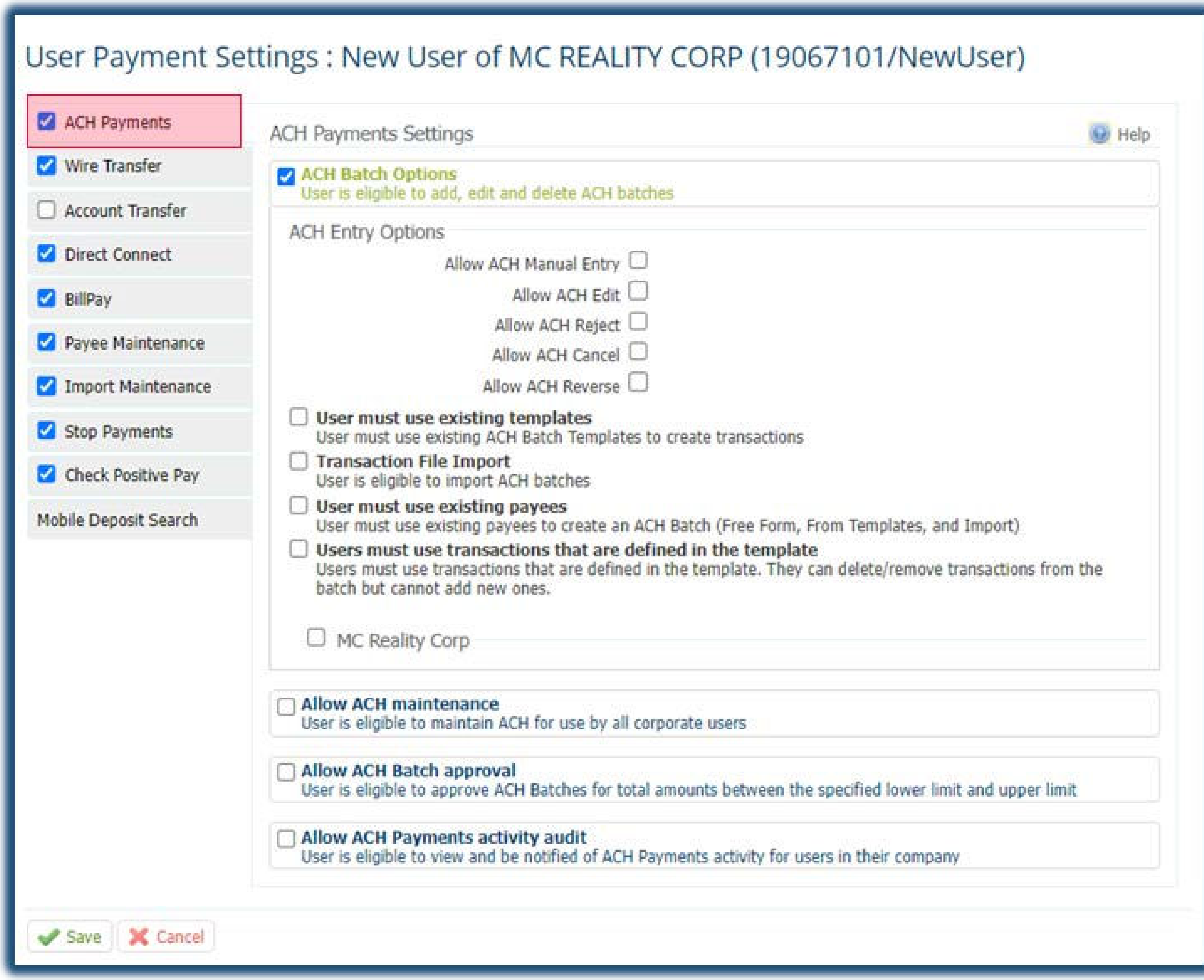
1. Select the **Actions** button to the right of the user.
2. Select **Payments**. The Payment or transaction services available to your company will display.
3. The Payments enabled for the user will have a Blue Check box next to the title.
4. Select the check box for Payment or transaction type to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



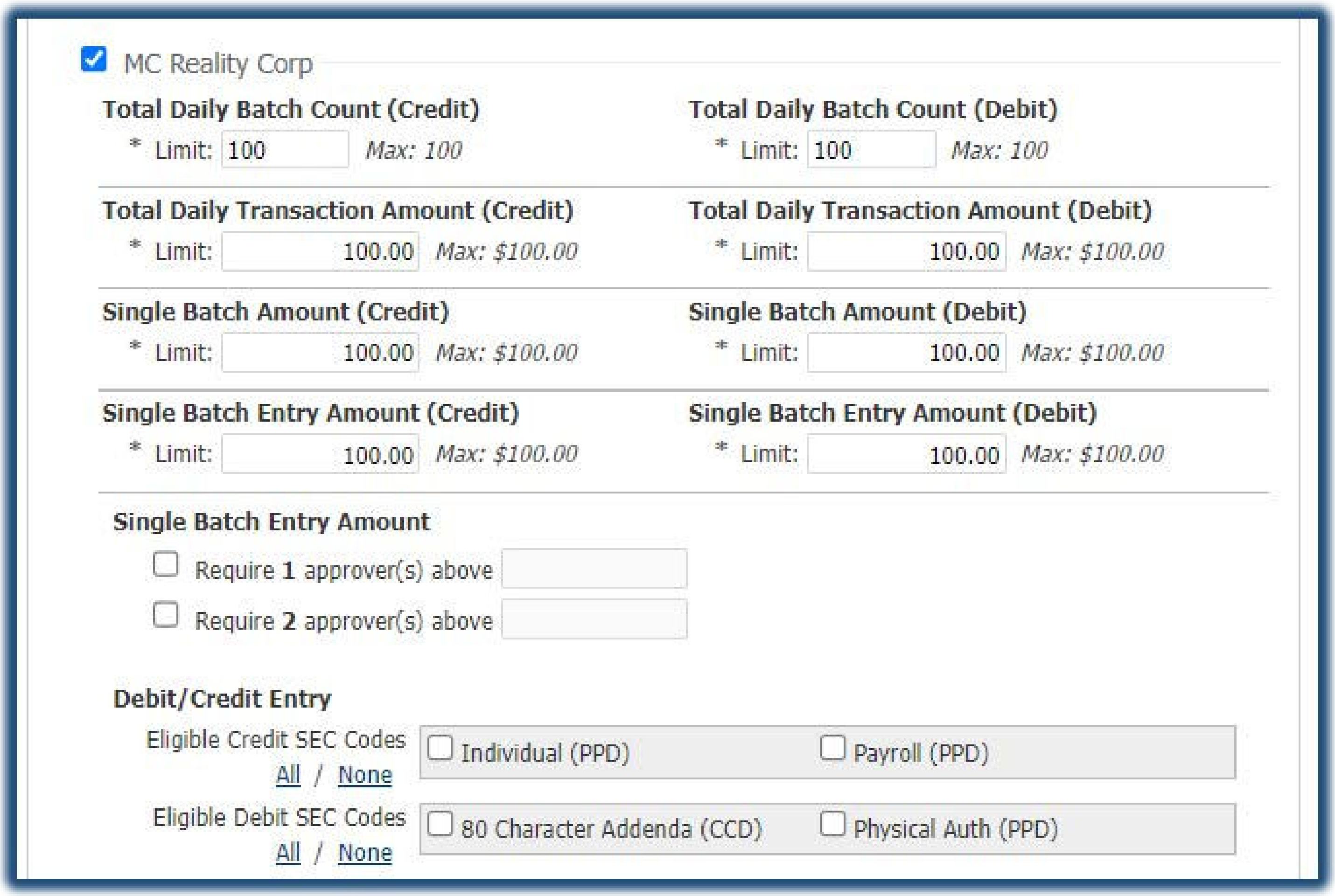
- **ACH Payments**
- **Wire Transfer**
- **Account Transfer**
- **Direct Connect** – for QuickBooks Desktop
- **BillPay** – Sends Electronic or Check Payments
- **Payee Maintenance** – Wires & ACH
- **Import Maintenance** – Wires, ACH, & Transfers
- **Stop Payments** – Stops for Checks
- **Check Positive 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.

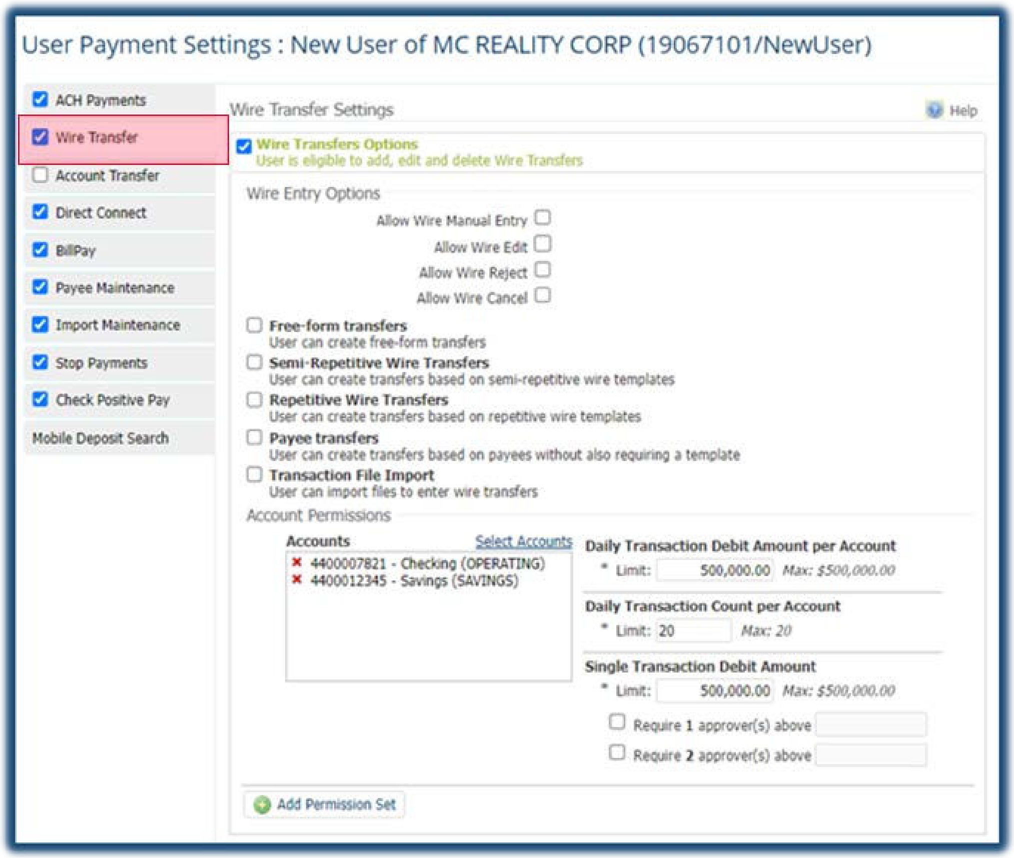


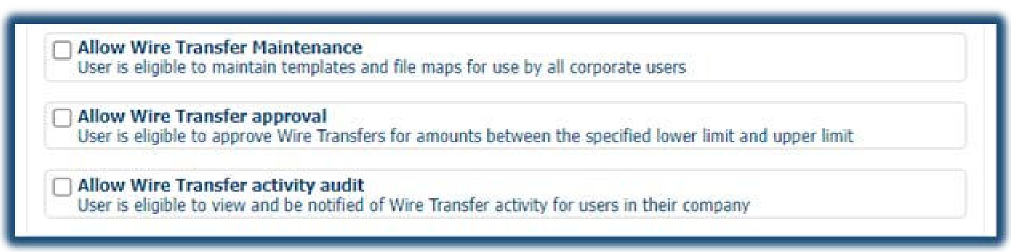
5. Under the Company selected, review and make any changes to the limits. Limits displays are the approved limits for the Company.
6. **Single Batch Entry Amount Credit/Debit** – this allows a limit to be placed on transactions that must be approved by other user(s),
7. **Debit/Credit Entry** types must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



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.

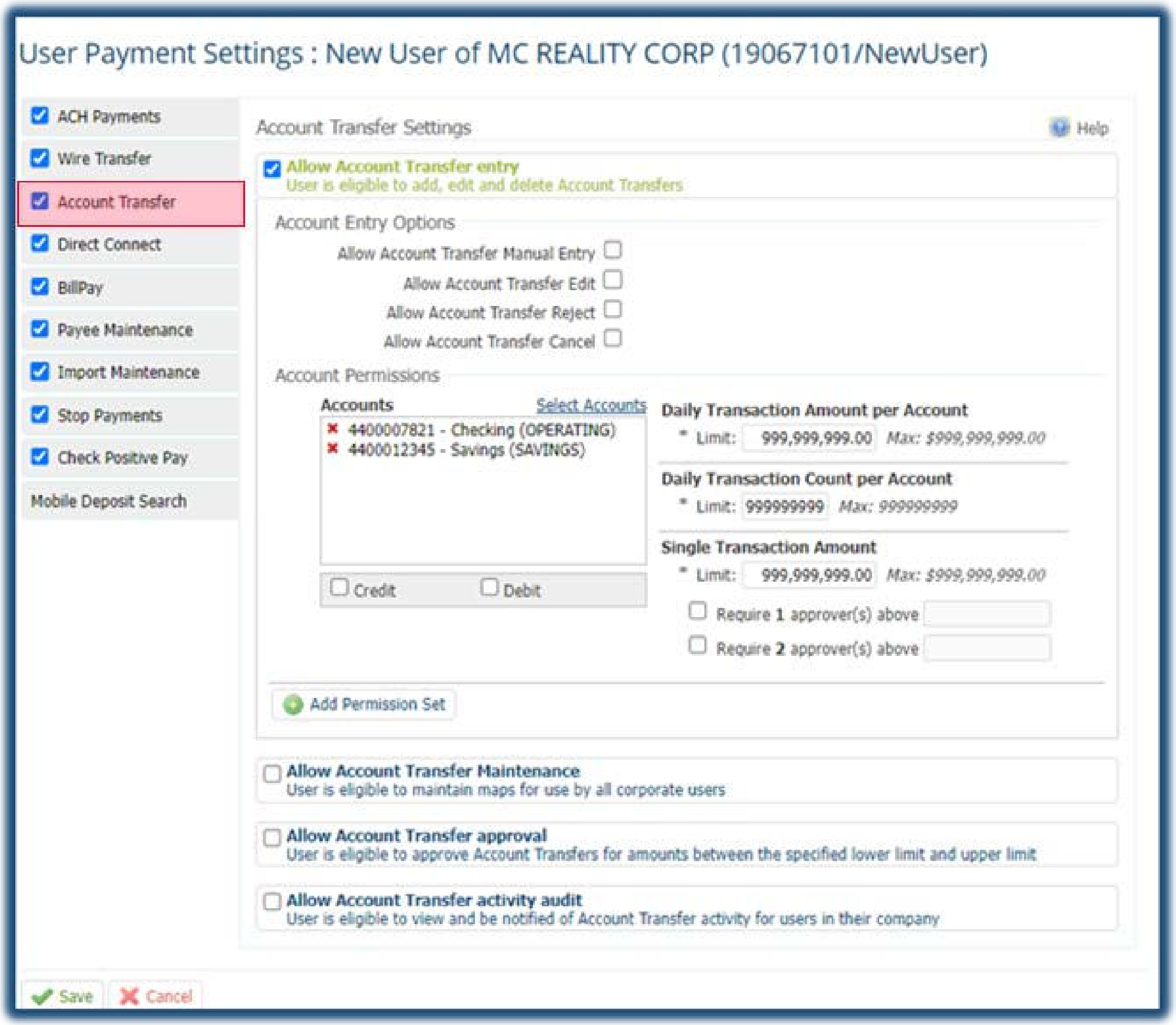




Have Questions or Need Assistance, please contact the Treasury Management Support Team at 631-723-7620 or email tmsupport@dime.com

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.



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