



Business Online Banking PLUS

QUICK REFERENCE USER GUIDE



Member
FDIC

Dime Commercial Bank



Table of Contents

We've created this **Quick Reference User Guide** for Dime Business Online Banking PLUS, to help provide an overview of the following topics:

Overview & Features	3
Navigating Business Online Banking PLUS	
• Dashboard	4
• Account Information	6
• Quick View	
• Balance Reporting	
• Intuit Quickbooks	
• Transaction Search	
• Statements	
• Report Delivery	
• Payments & Transfers	12
• Payments & Transfers	
• ACH Payments	
• Manage Batch Payments	
• Transaction Import	
• Wire Transfers	
• FX Wires	
• Account Transfers	
• Remote Deposit Capture	
Maintenance (Payee, Import)	31
Stops	34
Administration and Audit	36
User Settings	38
Dime Business Mobile App	41
Business Mobile Deposit	45



OVERVIEW & FEATURES

Introducing Dime's Business Online Banking PLUS.

With PLUS, you get MORE for your business.

- **More access.**
 - Bank 24/7 with Business Mobile Banking App*
 - Faster account access with Touch ID and Face ID on mobile devices
 - Manage accounts from the office, home or on the go
 - Unified experience across mobile devices and desktop
- **More tools.**
 - Manage accounts from a single-view, customizable dashboard
 - Deposit checks anywhere with mobile deposit
 - 24 months of transaction/statement history and search
 - Manage and move money easily for ACH Payments, Wire Transfers and Payments
 - Enhanced reporting and statements
- **More security and control.**
 - Company self-administration
 - Set permissions, control account access and receive alerts
 - Digital security tokens to initiate payments
 - Secure messaging within Business Online Banking PLUS
 - Improved notification via SMS text and email

* Must have registered for Dime Business Online Banking to use Dime Business Mobile. Dime Business Mobile App is available for select mobile devices. Business Mobile is a free service from Dime. However, your mobile carrier may charge for data and text message usage.



NAVIGATING BUSINESS ONLINE BANKING PLUS

Go To: | Bulletins | Resource Center | Messages | Help | Sitemap | Log Off

DIME

Dashboard | Account Information | Payments & Transfers | Stops & Positive Pay | Administration | My Settings

Welcome to Dime Business Online Banking Plus [Make this my home page](#)

Navigation Center

- Check Order
- Loans Security
- Payment Portal

Message Center

- 0 Bulletins
- 0 Messages
- 2 Notifications

Action Center

- 0 ACH Approvals Pending
- 0 Wire Approvals Pending
- 0 Transfer Approvals Pending
- 0 ACH Positive Pay Exceptions
- 0 Check Positive Pay Exceptions
- 10 Expired Payments
- 0 Users Locked Out

Account Center

Checking

Account Number	Current Balance	Available Balance
208305 Business Checking	\$55,644.22	\$55,644.22
304608 Free Business Checking 75 Checking	\$12,201.36	\$12,201.36
700012 Payroll Checking	\$38,555.91	\$38,555.91

DASHBOARD

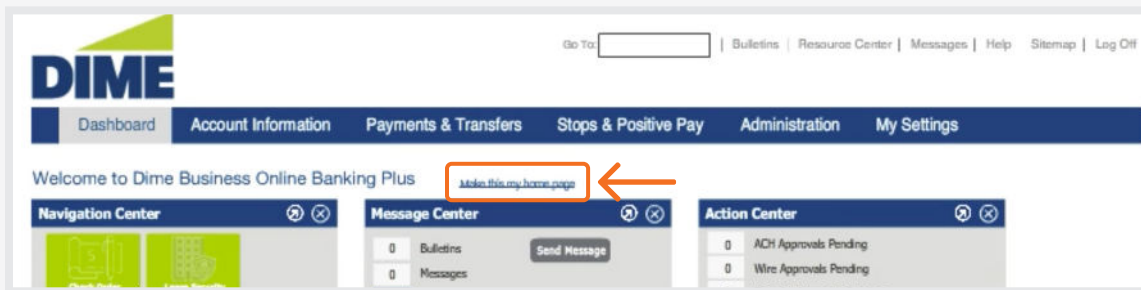
The **Dashboard** specializes in giving you the information that's important to your role in the company, all in one view. Dashboard provides a quick view of your company's recent activity for communications actions and accounts.



"Navigating Business Online Banking PLUS" continued from previous page...

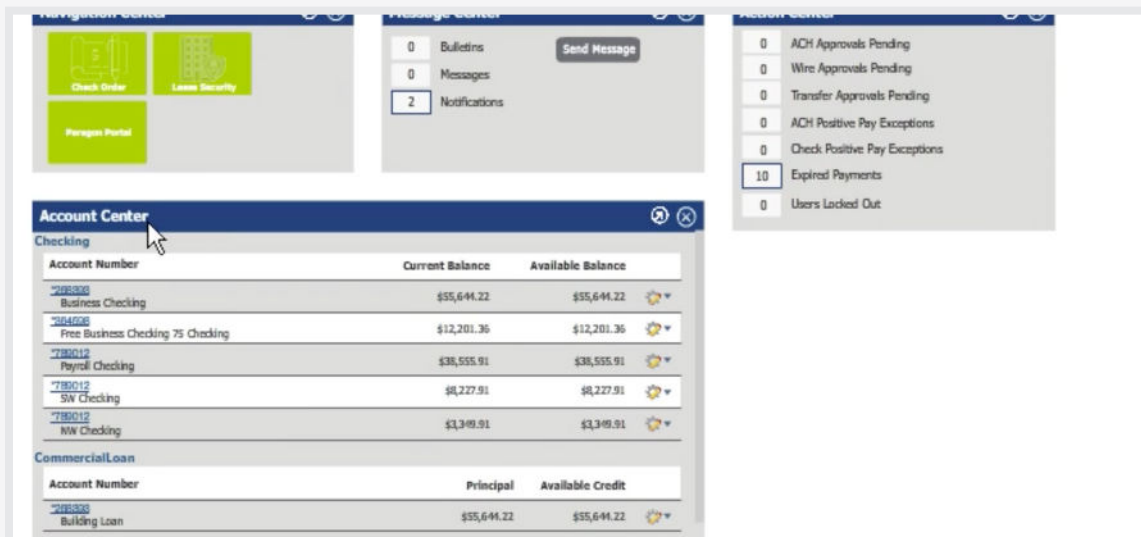
Right away, you'll see a snapshot of your accounts and know if there are new approvals, transactions or messages to address. And, you can personalize the screen for each user to show the information they most need.

To make this tab your landing page, click on **Make this my home page**.



From the **Navigation Center**, you'll find convenient access to various external sites. The **Message Center** lists bulletins, secure messages and reports you choose to receive, such as balance reports and end of day notifications.

Depending on your permissions, the **Action Center** helps identify items awaiting your approval, expired payments and users that are locked out.



In the **Account Center**, balance information for selected accounts are displayed. From here, you can quickly navigate to the account's quick view page, view an account's recent transactions, and if authorized, make quick transfers.

Finally, in the **Resource Center**, you can find information, documents and access to helpful links.

Customization is as easy as grabbing a widget and moving its position. Or remove the widget altogether. Once removed, you can easily re-add it by selecting it from the list.



"Navigating Business Online Banking PLUS" continued from previous page...

ACCOUNT INFORMATION

Account Information is the heart of cash management, giving you an at-a-glance view of your company's cash position.

The screenshot shows the DIME Account Information page. The top navigation bar includes links for Dashboard, Account Information (selected), Payments & Transfers, Stops & Positive Pay, Administration, and My Settings. The Quick View section displays a table of accounts with their current balances.

Account Number	Current Ledger
*123456 Business Account Checking	\$55,644.22
*789012 Our Business Bank Checking	\$12,197.91
*789012 Payroll Checking	\$38,555.91

Quick view displays your accounts. You can select the transfer icon to make a quick transfer or select an account to view recent transactions. Plus, you can create ad-hoc balance reports to organize information exactly the way you need, as well as search transactions, generate reports and add account alerts.

The screenshot shows the DIME Account Information page. The top navigation bar includes links for Dashboard, Account Information (selected), Payments & Transfers, Stops & Positive Pay, Administration, and My Settings. The Quick View section displays a table of accounts with their current balances.

Account Number	Current Ledger
*123456 Business Account Checking	\$55,644.22
*789012 Our Business Bank Checking	\$12,197.91
*789012 Payroll Checking	\$38,555.91
*789012 SW Checking	\$8,227.91
*789012 NW Checking	\$3,349.91

Savings

Account Number	Current Ledger
*789012 Our Business Bank Savings	\$68,380.55

Commercial Loan



"Navigating Business Online Banking PLUS" continued from previous page...

Deposit accounts may include the accounts balance information, hold amounts, available credit, float, amount pending authorization and interest information.

Balance Reporting provides on-demand customizable ad-hoc reports for a wide variety of activities. Including transactions by date by type or by status. From the reporting screen you can view each of your reports, download it to your desktop to make changes to the template, and clone a template to create a similar one. Or, if the template is no longer useful, delete it.

The screenshot shows the DIME Balance Reporting interface. At the top, there's a navigation bar with links like Dashboard, Account Information, Payments & Transfers, Stops & Positive Pay, Administration, and My Settings. Below this, the main content area is titled "Balance Reporting" and contains a table of existing report templates. Each row in the table includes a Name, a Date range, and a set of action buttons (View, Download, Edit, Clone). A "Create Report" button is located at the bottom left of the table. On the right side, there's a sidebar titled "Account Information" with a list of links including Quick View, Balance Reporting, Transaction Search, Checking Account Statements, Deposit Correction Notices, Loan Account Statements, Savings Account Statements, Report Delivery, Alerts, Transaction Groups, Account Groups, Return To My Home Page, Make This My Home Page, and Help For This Page.

Name	Date	View	Download	Edit	Clone
CSV Export - MyReport Balance Reporting	MM/DD/YYYY - MM/DD/YYYY				
All Accounts - WEB Report Balance Reporting	MM/DD/YYYY - MM/DD/YYYY				
BAT2 Balance Reporting	MM/DD/YYYY - MM/DD/YYYY				
CSV Export Balance Reporting	MM/DD/YYYY - MM/DD/YYYY				
Public Demo Template - Public Template Balance Reporting	MM/DD/YYYY - MM/DD/YYYY				
Quicken Balance Reporting	MM/DD/YYYY - MM/DD/YYYY				
Swift Balance Reporting	MM/DD/YYYY - MM/DD/YYYY				

To create a new report, simply define a template for your report. Begin by giving the report a nickname. Select the accounts and then determine what information to present. All includes the entire spectrum of data available.

The screenshot shows the "Create Report: Balance Reporting" wizard. It consists of four steps: 1. "What name would you like to use for this template?" with a "Template Name" field containing "Sample". 2. "Which accounts would you like on this report?" with a dropdown menu showing "Please select an account..." and buttons for "Add All", "Number", and "Name". 3. "What data should be presented on this report?" with radio button options for "All Data Types (ALL)", "Summary Transactions (SUMMARY)", "Status Transactions (STATUS)", "All Credit Transactions (CREDIT)", "All Debit Transactions (DEBIT)", and "Checks (Checks)". 4. "What dates would you like included in this report?" with radio button options for "Default date range - Current And Previous Business Day" and "Only New- Only include new information since the last time this report was generated". A note at the bottom states: "Note: 'Only New Data' is operational only when generating reports from a previously saved template, via the Template List screen."



"Navigating Business Online Banking PLUS" continued from previous page...

Next, select the time-period notification method, the format in which you want the report generated, and the type of file you wish to receive.

The screenshot shows a configuration form for generating a report. It includes several sections with radio button options:

- Time Period:** ☐ Current Day Only, ☐ Previous Business Day Only, ☐ Previous Week, ☐ Previous Month, ☐ Week To Date, ☐ Month To Date, ☐ Custom Date Range.
- Notification Method (5):** How would you like to be notified that new data for this report is available? ☒ EMAIL, ☐ SMS.
- Delivery Frequency (6):** When would you like this report delivered? ☒ BAI Version 2, ☐ CSV Transaction Report, ☐ QuickBooks Web Connect, ☐ Quicken (Mac) Web Connect, ☐ Quicken (Windows) Web Connect, ☐ Web Report.
- File Type:** What type of file would you like to receive? ☒ HTML, ☐ PDF, ☐ Encrypted PDF, ☐ Text.
- File Name:** What name would you like the file to have? [Text Box] .pdf

A [Microsoft Help](#) link is visible at the bottom left of the form.

Finally, you have the choice of adding macro information to your file name, such as the current day or time. When ready, you can generate your report download the file or save the template. Saving your template adds it to your list. Just select your report to view its details. These reports can be generated on demand at any time. You can also use report delivery to generate similar reports automatically and then be notified when new reports become available.

The screenshot shows the DIME Business Online Banking PLUS dashboard. The top navigation bar includes links for Dashboard, Account Information, Payments & Transfers, Stops & Positive Pay, Administration, and My Settings. The main content area is titled "Balance Reporting" and displays a table of available reports. Each report entry includes a Name, Date, and a set of action buttons (View, Download, Edit, Done). A "Create Report" button is located at the bottom left of the table.

Name	Date	View	Download	Edit	Done
☒ CSV Export - MyReport Balance Reporting	MM/DD/YYYY - MM/DD/YYYY				
☒ All Accounts - WEB Report Balance Reporting	MM/DD/YYYY - MM/DD/YYYY				
☒ BAI2 Balance Reporting	MM/DD/YYYY - MM/DD/YYYY				
☒ CSV Export Balance Reporting	MM/DD/YYYY - MM/DD/YYYY				
☒ Public Demo Template - Public Template Balance Reporting	MM/DD/YYYY - MM/DD/YYYY				
☒ Quicken Balance Reporting	MM/DD/YYYY - MM/DD/YYYY				
☒ Swift Balance Reporting	MM/DD/YYYY - MM/DD/YYYY				

[Create Report](#)



"Navigating Business Online Banking PLUS" continued from previous page...

Intuit QuickBooks/Quicken users will export their files in Balance Reporting by selecting the correct report type in Step 6 of Creating A Report.

Transaction Search provides an easy tool for locating specific transactions from any account.

Simply enter the criteria you're looking for. Such as the account number, check number or numbers, the posting date range, and amount range. Then, choose whether to search all transaction groups or only selected groups. When ready, select **Search** to display your results, including posted date, description and amount. Selecting an item in your results displays the image.

In **Statements**, authorized employees can access electronic statements for checking, savings and loan accounts.



"Navigating Business Online Banking PLUS" continued from previous page...

First, select the account number, if available, and then the statement period you'd like to display. And, if you'd like, choose the number of results to display per page along with your preferred sorting order. That's it. Any statements matching your search criteria will display.

Next, you can select a statement to view its details. From here, you can download the statement. When finished, just close the window.

Report Delivery offers authorized employees the ability to generate reports automatically based on the type of report they were interested in receiving and when or how often they like to receive their information. Reports can be automated for balance reports, as well as each of the different types of NACHA reports.

To create a new delivery template, select the type of report you're interested in receiving. Then, complete the form, which will vary depending on the report type.

Once you've entered the specific information you'd like to monitor, choose the schedule on which you'd like your report delivered: daily, weekly or monthly. You can also select any specific criteria that might trigger a new report.

When ready, save your template to add it to your list. That's it. You can make changes, clone it or delete it at any time. And, when a new report becomes available, you'll be notified through your preferred channel.



"Navigating Business Online Banking PLUS" continued from previous page...

PAYMENTS & TRANSFERS

Payments and Transfers provides powerful tools for managing and moving money. From here, authorized employees can view payment activity, create and manage ACH transactions, initiate wire transfers as well as internal transfers between accounts. They can add and manage payees and create templates to help import files from your accounting software. Plus, they can access their online bill payments and perform a variety of other useful tasks.

The screenshot shows the DIME Payments & Transfers interface. The top navigation bar includes links for Dashboard, Account Information, Payments & Transfers (selected), Stops & Positive Pay, Administration, and My Settings. The main content area is titled "Payment Activity: Current Activity" and features a table with columns for ACH Payments, Wire Transfers, Account Transfers, and ALL TRANSACTIONS. The table shows a summary of pending, complete, and all transactions, all with a balance of \$0.00(0). Below the table, a notice states: "NOTICE: You have 2 expired payments totalling \$10,250.00 for previous business days that require attention!". A search bar is available below the notice. The bottom section displays a list of transactions, with the first transaction being a payment of \$512.00 to Food Company - Account Number *123456, dated MM/DD/YYYY. The right sidebar contains a "Payments & Transfers" menu with options like Payment Activity, Current Activity, Future Payments, Payment History, Recurring Transfers, ACH Payments, Wire Transfer, Account Transfer, Payee Maintenance, Import Maintenance, Mobile Deposit, Bill Pay, Return To My Home Page, and Make This My Home Page.

	ACH Payments	Wire Transfers	Account Transfers	ALL TRANSACTIONS
PENDING	\$0.00(0)	\$0.00(0)	\$0.00(0)	\$0.00(0)
COMPLETE	\$0.00(0)	\$0.00(0)	\$0.00(0)	\$0.00(0)
ALL	\$0.00(0)	\$0.00(0)	\$0.00(0)	\$0.00(0)

NOTICE: You have 2 expired payments totalling \$10,250.00 for previous business days that require attention!

Search Transactions

Prev Next Go to page 1 Showing 1 - 10 of 10 Items to display: 10 20 50

+ / - Approve Release Approve And Release

DWR-00000012 \$512.00 Approved - MM/DD/YYYY View

Payment Date: MM/DD/YYYY
Originator: Thomas J 112234569 - DDA (Business Account Checking) - Sample Bank (112234569)
Beneficiary: Food Company - Account Number *123456

Payment Activity offers quick access to your current activity, future payments, payment history and recurring transfers.

This screenshot is identical to the one above, showing the DIME Payments & Transfers interface with the "Payment Activity: Current Activity" section. It displays a summary table of transactions, a notice about expired payments, a search bar, and a list of transactions. The right sidebar contains a "Payments & Transfers" menu with options like Payment Activity, Current Activity, Future Payments, Payment History, Recurring Transfers, ACH Payments, Wire Transfer, Account Transfer, Payee Maintenance, Import Maintenance, Mobile Deposit, Bill Pay, Return To My Home Page, and Make This My Home Page.



"Navigating Business Online Banking PLUS" continued from previous page...

Current Activity displays at-a-glance totals for both pending and posted items. Below, you'll see your recent activity. Depending on the item's status, authorized users may perform a variety of actions. They can view, edit and cancel pending items. Even request an ACH transaction be reversed.

Payment Activity: Current Activity

	ACH Payments	Wire Transfers	Account Transfers	ALL TRANSACTIONS
PENDING	\$0.00(0)	\$0.00(0)	\$0.00(0)	\$0.00(0)
COMPLETE	\$0.00(0)	\$0.00(0)	\$0.00(0)	\$0.00(0)
ALL	\$0.00(0)	\$0.00(0)	\$0.00(0)	\$0.00(0)

[Show Status Detail](#) [Refresh](#)

NOTICE: You have 2 expired payments totalling \$10,250.00 for previous business days that require attention!

[Search Transactions](#)

Prev 1 Next Go to page 1 Showing 1 - 10 of 10 Items to display: 10 20 50

+ / - [Approve](#) [Release](#) [Approve And Release](#)

DWR-0000012	\$512.00	Approved - MM/DD/YYYY	View
Payment Date: MM/DD/YYYY Originator: Thomas J 112234569 - DDA (Business Account Checking) - Sample Bank (112234569) Beneficiary: Food Company - Account Number *123456			
DWR-0000013	\$250.00	Expired - MM/DD/YYYY	View
Payment Date: MM/DD/YYYY Originator: Thomas J 112234569 - DDA (Business Account Checking) - Sample Bank (112234569) Beneficiary: Food Manufacturer - Account Number *5678			
ATR-00000123	\$7,000.00	Pending Approval - MM/DD/YYYY	View Edit Cancel
Payment Date: MM/DD/YYYY			

Payments & Transfers

- Payment Activity
 - Current Activity
 - Future Payments
 - Payment History
 - Recurring Transfers
- ACH Payments
- Wire Transfer
- Account Transfer
- Payee Maintenance
- Import Maintenance
- Mobile Deposit
- Bill Pay
- Return To My Home Page
- Make This My Home Page
- Help For This Page
- Print This Page
- Terms And Conditions
- Privacy Policy
- Contact Us

Search Transactions enables you to filter your list to help locate specific types of transactions, or a specific transaction within that type. And, selecting an item within the totals chart lets you quickly view only those items.

Payment Activity: Current Activity

	ACH Payments	Wire Transfers	Account Transfers	ALL TRANSACTIONS
PENDING	\$0.00(0)	\$0.00(0)	\$0.00(0)	\$0.00(0)
COMPLETE	\$0.00(0)	\$0.00(0)	\$0.00(0)	\$0.00(0)
ALL	\$0.00(0)	\$0.00(0)	\$0.00(0)	\$0.00(0)

[Show Status Detail](#) [Refresh](#)

NOTICE: You have 2 expired payments totalling \$10,250.00 for previous business days that require attention!

[Search Transactions](#)

Prev 1 Next Go to page 1 Showing 1 - 10 of 10 Items to display: 10 20 50

+ / - [Approve](#) [Release](#) [Approve And Release](#)

DWR-0000012	\$512.00	Approved - MM/DD/YYYY	View
Payment Date: MM/DD/YYYY Originator: Thomas J 112234569 - DDA (Business Account Checking) - Sample Bank (112234569) Beneficiary: Food Company - Account Number *123456			
DWR-0000013	\$250.00	Expired - MM/DD/YYYY	View
Payment Date: MM/DD/YYYY Originator: Thomas J 112234569 - DDA (Business Account Checking) - Sample Bank (112234569) Beneficiary: Food Manufacturer - Account Number *5678			

Payments & Transfers

- Payment Activity
 - Current Activity
 - Future Payments
 - Payment History
 - Recurring Transfers
- ACH Payments
- Wire Transfer
- Account Transfer
- Payee Maintenance
- Import Maintenance
- Mobile Deposit
- Bill Pay
- Return To My Home Page
- Make This My Home Page
- Help For This Page
- Print This Page
- Terms And Conditions



"Navigating Business Online Banking PLUS" continued from previous page...

Future Payments are displayed in calendar view. Just select an upcoming payment to view its details. You can also use the search filters to display only those payments you're interested in. If authorized, you can make changes or delete them.

Payment Activity: Future Payments

Month YYYY

Mon	Tue	Wed	Thu	Fri
29	30	31	1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Payment Activity: Future Payments

- Current Activity
- Future Payments**
- Payment History
- Recurring Transfers
- ACH Payments
- Wire Transfer
- Account Transfer
- Payee Maintenance
- Import Maintenance
- Mobile Deposit
- Bill Pay
- Return To My Home Page
- Make This My Home Page
- Help For This Page
- Print This Page
- Terms And Conditions
- Privacy Policy
- Contact Us

Payment History lets you research your past payment activity. To start, enter the criteria you're looking for then search.

Dashboard Account Information Payments & Transfers Stops & Positive Pay Administration My Settings

Payment Activity: Payment History

ALL TRANSACTIONS ACH Payments Wire Transfers Account Transfers

Show From MM/DD/YYYY To MM/DD/YYYY

Transaction Number: Name: Amount: Status: Entry Method: Import File: Recurring Payments Only: ☐

Show 10 results per page, grouped by Date in descending order

Search Print Export

Payment Activity: Payment History

- Current Activity
- Future Payments
- Payment History**
- Recurring Transfers
- ACH Payments
- Wire Transfer
- Account Transfer
- Payee Maintenance
- Import Maintenance
- Mobile Deposit
- Bill Pay
- Return To My Home Page
- Make This My Home Page



"Navigating Business Online Banking PLUS" continued from previous page...

Recurring Transfers provides a convenient way to research transactions that occur on a regular basis. Just select the type of transfer you're looking for, and then select any specific information regarding the transfer. You can also leave these fields blank to display all current transfers.

In **ACH Payments**, authorized employees can create Batches, Manage Batch Templates and create Mapping Files that help import your batch information. New ACH Batches are created by selecting a pre-existing template or, using the free-form batch to create a new one.



"Navigating Business Online Banking PLUS" continued from previous page...

Templates are helpful for batches that repeat and where much of the information remains constant, such as payroll. To start, select the template. Then, update information, such as the payment date and the amounts. If the template contains multiple payees, you can exclude a payee by selecting the checkbox. When ready, request the batch. And, if everything looks correct, confirm it.

To complete your request, you may be asked to enter a one-time passcode. Simply enter this code and submit your request. Your batch is added to payment activity and will be processed on the date you selected.



"Navigating Business Online Banking PLUS" continued from previous page...

To create a **Free-Form Batch**, begin by selecting the company. If applicable, then indicate whether your request will be credit or debit.

Next, **select the batch type** and complete the form. Make sure to include the date, offset account, company entry description, and any notifications you'd like to subscribe to. Once you've entered the specific information for each payee, **request the batch**.

Exclude +/-	Payee	Account	* Amount	Addenda	Remittance +/-
☐	George W.				☐ Remittance
☐	John A.				☐ Remittance

Below the table, there are navigation links (Prev, Next, Go to page 1) and a 'Showing 1 - 2 of 2' indicator. To the right of the table, there are 'Items to display' options (10, 20, 50).



"Navigating Business Online Banking PLUS" continued from previous page...

To **complete your request**, you'll be asked to enter a one-time passcode. Simply enter this code and submit your request. Your batch is now added to your payment activity and will be processed on your selected date.

Recurring Frequency: One-Time Payment

Please Reverify

Please enter your passcode:

Notify Initiator Options

- Pending Actions: Notify via EMAIL
- System Events: Notify via EMAIL
- Complete - Unsuccessful: Notify via EMAIL
- Complete - Successful: Notify via EMAIL
- Early Action Taken: Notify via EMAIL
- Early Action Removed: Notify via EMAIL
- Expired: Notify via EMAIL

Search Payee Records

Manage Batch Templates is where authorized employees create and make changes to the ACH Templates that are stored in this system.

Go To: | [Bulletins](#) | [Resource Center](#) | [Messages](#) | [Help](#) | [Sitemap](#) | [Log Off](#)

DIME

Dashboard Account Information Payments & Transfers Stops & Positive Pay Administration My Settings

ACH Payments: Manage Batch Templates

Search Templates

Template Name: Payee Name:

Batch Type: Payee ID:

ACH Company: Jefferson's

Show 10 results per page, grouped by: Date in descending order

[Search Templates](#) [Create Template](#) [Print Report](#)

Template Name	Batch Type	ACH Company	Last Used	Last Modified *
Mixed	Extended Addenda (CTX)	Jefferson's	Month DD, YYYY 9:00 AM EDT by 00000 / Papa	Edit

Items to display: 10 20 50

Prev Next Go to page: 1 Showing 1 - 2 of 2

Payments & Transfers

- Payment Activity
- ACH Payments
 - Create Batch
 - Manage Batch Templates
 - Transaction Import
- Wire Transfer
- Account Transfer
- Payee Maintenance
- Import Maintenance
- Mobile Deposit
- Bill Pay
- Return To My Home Page
- Make This My Home Page



"Navigating Business Online Banking PLUS" continued from previous page...

You can use the **search filters** to help locate specific templates. Search filters can create new templates and print reports that display template activity. Below, you'll see your templates including templates that were only partially completed, yet autosaved to preserve the information. From here, you can remove templates, view their details and if authorized, make changes.

To create a new template, begin by selecting the company, if applicable. Then, indicate whether your request will be credit or debit. Next, select the batch type and complete the form.



"Navigating Business Online Banking PLUS" continued from previous page...

Make sure to include the name, offset account and company entry description and if the template contains confidential information. Once you've entered the specific information to store for each payee, save your template. Your new template is now added to the list and is available for creating batches.

Go To: | Bulletins | Resource Center | Messages | Help | Sitemap | Log Off

DIME

Dashboard | Account Information | Payments & Transfers | Stops & Positive Pay | Administration | My Settings

Batch Template

* Template Name:

* ACH Company: **Commercial Center**

Batch Type: **Payroll (PPD) - Credit Only**

* Offset Account:

Company Discretionary Data:

* Company Entry Description:

Payees

	Payee	Account	Debit Credit	Amount	Addenda	Payee End Date
☒		None Selected				
☒		None Selected				

Payments & Transfers

- Payment Activity
- ACH Payments**
 - Create Batch
 - Manage Batch Templates
 - Transaction Import
- Wire Transfer
- Account Transfer
- Payee Maintenance
- Import Maintenance
- Mobile Deposit
- Bill Pay
- Return To My Home Page
- Make This My Home Page
- Help For This Page

Transaction Import provides authorized employees with a simple method for importing transactions that were originally created in a variety of formats. This includes NACHA, delimited, fixed width and XML formats. The information is mapped over-using predefined maps. Map names that appear as bold are custom maps that can be edited. Maps that appear in italics are default maps that have been provided and are not editable.

Go To: | Bulletins | Resource Center | Messages | Help | Sitemap | Log Off

DIME

Dashboard | Account Information | Payments & Transfers | Stops & Positive Pay | Administration | My Settings

Data Import : ACH Transaction Import

File Maps	Is Active	
☒ ED1820 ACH Transfer Import	☒ Set as Active	Edit File Map Upload Print
☒ ISO20022 ACH Transfer Import	☒ Set as Active	Upload
☒ NACHA ACH Transfer Import	☒ Set as Active	Upload

NACHA Import Preferences

Payments & Transfers

- Payment Activity
- ACH Payments**
 - Create Batch
 - Manage Batch Templates
 - Transaction Import
- Wire Transfer
- Account Transfer
- Payee Maintenance
- Import Maintenance
- Mobile Deposit
- Bill Pay



"Navigating Business Online Banking PLUS" continued from previous page...

Below, you'll find your NACHA import preferences, which allows you to define whether your imported NACHA file contains offsets. To upload a file using an existing file map, simply browse your hard drive for the file you'd like to map. Then, upload your file.

To create a new file map, begin by choosing whether the map is used to create all the elements needed for a batch or a partial import that uses an existing template for part of the information.



"Navigating Business Online Banking PLUS" continued from previous page...

Next, give the map a name and upload a test file to use as a guide. Now, select the appropriate format. Depending on the selected format, continue to define the files structure. This allows the system to read your file properly and help place the data in the right template fields. When ready, continue.

The file will display errors for each unsuccessful piece of required information along with confirmations for each part that is successful. To correct any errors, select an error and update the information. Once all errors have been resolved, continue.

If your file uses a header and or a footer, your file will require validation. If not, simply proceed to step four and review your file map. If everything looks accurate, save your file and your new file map will be added to your list.

In **Wire Transfers**, authorized employees can initiate wire transfers, manage templates, and import wires created from your accounting software. There are several options available for creating wires. **Single wires** can be created from scratch. They can be created by selecting a semi repetitive or fully repetitive template, or by selecting the payee. **Multiple wires** can be requested at one time by including a series of pre-defined templates.



"Navigating Business Online Banking PLUS" continued from previous page...

To request a new single wire, complete the form, including payment date, debit account, originator and amount.

Go To: | Bulletins | Resource Center | Messages | Help | Sitemap | Log Off

DIME

Dashboard | Account Information | **Payments & Transfers** | Stops & Positive Pay | Administration | My Settings

Wire Transfer

For today's processing USD Wires must be submitted before 2:00 PM PST. FX Wires must be submitted before 2:00 PM PST.

Current Progress: 1 Select 2 **Request** 3 Review 4 Complete

Account Information

* Payment Date: mm/yy/yyyy

* Debit Account: 123456789 (Business Checking) - \$245.28

* Originator Name: Sample User

* Originator Address 1: 6950 Hollister Ave/Suite 102

* Originator Address 2: Goleta, CA 93117 US

* Originator Address 3:

* Payment Currency: US Dollar (USD)

* Amount: 0.01

Beneficiary / Payee Information

* Name: Beaverbrook Marketing

Beneficiary Bank Information

* Bank ID: 104901678 (ABA)

Payments & Transfers

Payment Activity

ACH Payments

Wire Transfer

Create Transfer

Manage Templates

Transaction Import

Account Transfer

Payee Maintenance

Import Maintenance

Mobile Deposit

Bill Pay

Return To My Home Page

Make This My Home Page

Help For This Page

Next, fill out the beneficiary information, and if necessary, the corresponding or intermediary financial institution. Finally, the complete the purpose of the payment, additional information for the beneficiary, and whether you'd like to save the payment as a recurring template. Then, save the payee. When ready, request your transfer. If everything looks correct, confirm it.

Beneficiary / Payee Information

* Name: Beaverbrook Marketing

* Beneficiary ID Type: Corporate

* Beneficiary ID: 123456789

* Address 1: 215 East 3rd Street

* Address 2: Grand Island

* Address 3: NE

Note: P.O. Boxes are not valid

* Beneficiary Country: United States

Contact Name: User

Phone Number: 5552221234

Beneficiary Bank Information

Bank Lookup: Bank ID: 104901678 (ABA) Bank Name: FIVE POINTS BANK Bank Address: GRAND ISLAND, NE

Name: FIVE POINTS BANK

Beneficiary Bank ID Type: Fed ABA

Beneficiary Bank ID: 104901678

Address 1:

Address 2:

Address 3:

International Bank: ☐

* Beneficiary Bank Country: United States

Int'l Routing Number:

Additional Bank Information

Correspondent Bank Lookup: Correspondent Bank ID Type: None Selected Correspondent Bank ID: Correspondent Bank Name:

Intermediary Bank Lookup: Intermediary Bank ID Type: None Selected Intermediary Bank ID: Intermediary Bank Name:

Additional Reference Information

Purpose of Payment: wire

Additional Information For Beneficiary: Note: Maximum 35 characters per field

Make This My Home Page

Help For This Page

Print This Page

Terms And Conditions

Privacy Policy

Contact Us



"Navigating Business Online Banking PLUS" continued from previous page...

To complete your request, you may be asked to enter a one-time passcode.

The screenshot shows the DIME Wire Transfer page. A modal dialog titled "Please Reverify" is displayed in the center, asking the user to "Please enter your passcode" with a text input field and "Submit" and "Cancel" buttons. The background page shows the "Wire Transfer" section with a progress bar (1 Select, 2 Request, 3 Review, 4 Complete) and a sidebar with various payment options.

Then, enter this code and submit your request. Your wire will be processed on the date you selected and will be added to payment activity. If authorized, you can approve and release the transaction from here.

The screenshot shows the DIME Wire Transfer page after the request has been accepted. A green checkmark and message state: "Your future transfer request is DWR-00001570. Request has been accepted as of MM/DD/YYYY 3:00 PM EST." The progress bar now shows "4 Complete" as the current step. The background page shows the "Wire Transfer" section with a progress bar (1 Select, 2 Request, 3 Review, 4 Complete) and a sidebar with various payment options.

Templates work similarly, however much of the information is pre-populated. Fully repetitive templates are great for payments that remain the same. Just make sure to update the date. Semi-repetitive templates allow greater flexibility, offering future control over dates, currency, amount and purpose.



"Navigating Business Online Banking PLUS" continued from previous page...

Both templates offer control over notification preferences and whether the wire should repeat. Once confirmed, and you've correctly verified your identity, your new wire is added to your payment activity. If authorized, you can approve and release the transaction right from here.

In **Account Transfers**, authorized employees can create internal transfers between your accounts with us 24/7. They can also import transactions created using your accounting software.

The screenshot shows the DIME Account Transfer page. At the top, there's a navigation bar with links: Dashboard, Account Information, Payments & Transfers (selected), Stops & Positive Pay, Administration, and My Settings. Below the navigation bar, the page title is "Account Transfer". A yellow box contains a message: "The cutoff time for Account Transfers is 8:00 PM PST. All current dat processing must be complete by this time." Below this, a progress bar shows "Current Progress" followed by steps 1 Request, 2 Review, and 3 Complete. The "Select Accounts" section has two rows for transfers. The first row is for "Transfer From Account" with a dropdown menu, a dollar sign, and an "Amount" field. The second row is for "Transfer To Account" with a dropdown menu, a dollar sign, and an "Amount" field. Both rows have an "Add Another" button. On the right side, there's a sidebar with a "Payments & Transfers" section containing links: Payment Activity, ACH Payments, Wire Transfer, Account Transfer (selected), Create Transfer, Payee Maintenance, Import Maintenance, Mobile Deposit, Bill Pay, Return To My Home Page, Make This My Home Page, Help For This Page, Print This Page, and Terms And Conditions.

To make a transfer, begin by selecting the account the funds should transfer from, along with the amount to transfer. If you'd like to fund the transfer using multiple accounts, you can easily add them. Then, associate a dollar amount and memo to each.

The screenshot shows the DIME Account Transfer page with two accounts selected for funding. The "Transfer From Account" section now has two rows. The first row is for "1234 - CHECKING (Business Checking)..." with a dollar sign, an "Amount" field containing "1.00", and a "Memo" field containing "memo 1". The second row is for "5678 - SAVINGS (Business Savings)..." with a dollar sign, an "Amount" field containing "1.00", and a "Memo" field containing "memo 2". Both rows have an "Add Another" button. The sidebar on the right is the same as in the previous screenshot.



"Navigating Business Online Banking PLUS" continued from previous page...

Next, select the account the funds should be transferred into. And, if you're transferring to a loan account, select how the money should be applied. Finally, select a transfer date and your notification preference. If your transfer should repeat, enter the number of transactions and how often it should take place.

The cutoff time for Account Transfers is 8:00 PM PST. All current dat processing must be complete by this time.

Current Progress — 1 Request — 2 Review — 3 Complete

Select Accounts

*Transfer From Account	Amount	Memo
*1234 - CHECKING (Business Checking)...	\$ 1.00	memo 1
*5678 - SAVINGS (Business Savings)...	\$ 1.00	memo 2

Add Another

*Transfer To Account: *9999 - LOAN (Business Loan Account)...

Payment Instructions: Regular P & I

Transfer Details

* Date: mm/dd/yyyy

Notify Me

Pending Actions: Notify via EMAIL
System Events: Notify via EMAIL
Complete - Unsuccessful: Notify via EMAIL
Complete - Successful: Notify via EMAIL
Early Action Taken: Notify via EMAIL
Early Action Removed: Notify via EMAIL
Expired: Notify via EMAIL

Recurring Options: None Selected

Request Transfer Cancel

Payment Activity
ACH Payments
Wire Transfer
Account Transfer
Create Transfer
Payee Maintenance
Import Maintenance
Mobile Deposit
Bill Pay
Return To My Home Page
Make This My Home Page
Help For This Page
Print This Page
Terms And Conditions
Privacy Policy
Contact Us

When ready, request your transfer. If everything looks correct, confirm it. Next, you'll receive a confirmation that your transfer was successful, and your transfer is added to your payment activity. Plus, if it was scheduled for today, your transfer is completed in real time.



"Navigating Business Online Banking PLUS" continued from previous page...

Foreign Currency and International US Dollar Wires

Foreign Currency (FX) and International US Dollar wires require specific additional information that is not required for domestic US Dollar wires. Similar to domestic wires, they can be entered as a Free-Form wire, can be saved as templates and payees for future use.

On the **Wire Transfer** page in the **Account Information** section, enter the required fields denoted with an asterisk (*). Select the **Payment Currency** of the wire to be sent.

Wire Transfer

For today's processing USD Wires must be submitted before 6:00 PM EDT. FX Wires must be submitted before 6:00 PM EDT.

Current Progress — 1 Select — 2 Request — 3 Review — 4 Complete —

Account Information

* Payment Date 10/08/2024

* Debit Account *5946 - Checking (House Account) - \$14,802.48 (USD)

* Originator Name Mpress Inc

* Originator Address 1 1 Main Street

* Originator Address 2 Southampton NY 11968

Originator Address 3

* Payment Currency Euro (EUR)

* Amount 5000

☒ Payment Amount

☐ Debit Amount

Foreign Currency Details

Contract Number

Option: Debit Amount - The value in the Amount field represents the total in USD currency to be withdrawn from the debit account. The amount delivered to the payee/beneficiary in FX currency will be calculated based this amount.

Payment Amount – The value in the Amount field represents the total in FX currency to be delivered to the payee/beneficiary. The amount withdrawn from the debit account in USD will be calculated based this amount.



"Navigating Business Online Banking PLUS" continued from previous page...

Beneficiary / Payee Information: Enter the Name (of Beneficiary), select **Beneficiary ID Type** as **Account number** or **IBAN**. Enter the **Account Number** or **IBAN** (International Bank Account Number).

The screenshot shows a web form titled "Beneficiary / Payee Information". It contains the following fields and values:

- * Name: Marisa Peters Design
- * Beneficiary ID Type: Account Number (dropdown menu)
- * Beneficiary ID: 12345678
- * Address 1: C. Hoyo, 1, 29620 Torremolinos
- * Address 2: Malaga Spain
- Address 3: (empty)
- Note: P.O. Boxes are not valid
- * Beneficiary Country: None Selected (dropdown menu)
- Contact Name: (empty)
- Phone Number: (empty)

Beneficiary Bank Information: Enter the **Bank Name**, select **Swift BIC** in **Beneficiary Bank ID Type**, enter the **Swift BIC** (8 or 11 characters) in **Beneficiary Bank ID** and enter the bank's address information. Enter the **Beneficiary Bank Country**.

The screenshot shows a web form titled "Beneficiary Bank Information". It contains the following fields and values:

- [Bank Lookup](#) (link)
- Name: Banco Santander
- Beneficiary Bank ID Type: SWIFT BIC (dropdown menu)
- Beneficiary Bank ID: BSCHESMMXXX
- Address 1: Av. Palma de Mallorca 17, 29620
- Address 2: Torremolinos, Malaga, Spain
- Address 3: (empty)
- International Bank: ☒
- * Beneficiary Bank Country: Spain (dropdown menu)
- Intl Routing Number: (empty)



"Navigating Business Online Banking PLUS" continued from previous page...

Additional Bank Information: If provided on the wire instructions, a **Correspondent** bank or **Intermediary** bank can be entered.

▼ Additional Bank Information

[Correspondent Bank Lookup](#)

Correspondent Bank ID Type: **None Selected** ▼

Correspondent Bank ID:

Correspondent Bank Name:

[Intermediary Bank Lookup](#)

Intermediary Bank ID Type: **None Selected** ▼

Intermediary Bank ID:

Intermediary Bank Name:

Additional Reference Information: Enter the **Purpose of the Payment** and if applicable enter Additional Information for Beneficiary.

Additional Reference Information

Purpose Of Payment: **Fabric Purchase**

Additional Information For Beneficiary: **Invoice #123123**

Note: Maximum 35 characters per field

Save As Repetitive Template: ☐

Save As Payee: ☐

[Notify Me](#)

Pending Actions: Notify via EMAIL

Pending Release: Notify via EMAIL

System Events: Notify via EMAIL

Complete - Unsuccessful: Notify via EMAIL

Complete - Successful: Notify via EMAIL

Early Action Taken: Notify via EMAIL

Early Action Removed: Notify via EMAIL

Expired: Notify via EMAIL

For Foreign Currency Wires Only: Upon completion of the required field, click the **Foreign Exchange Rate Lookup** in the bottom left-hand side of the Wire Transfer page. The **Confirm FX Rate** window will display the Foreign Currency total, the USD total, the Exchange Rate, Trade Date, Value Date and how long you have to accept the Rate. This rate is available to confirm within 60 seconds.

Foreign Currency Rate Request

[Foreign Exchange Rate Lookup](#)

Confirm FX Rate

EUR: **250.00**

USD: **275.18**

Exchange Rate: **1.100700**

Trade Date: **10/08/2024**

Value Date: **10/10/2024**

A purchase of 250.00 EUR
in exchange for 275.18 USD

You have 59 seconds to confirm this transaction.

Clicking Confirm constitutes a commitment to this contract.
Click Cancel to start over

Confirm **Cancel**



"Navigating Business Online Banking PLUS" continued from previous page...

Once the FX rate is confirmed, the **Foreign Currency Details** will appear in the top right-hand corner of the wire transfer screen. The funds will be debited from the selected account immediately, before the wire is approved.

Foreign Currency Details

Contract Number 83416424
Exchange Rate 1.100700
Trade Date 10/08/2024
Value Date 10/10/2024
Debit Amount USD 275.18
Payment Amount EUR 250.00

The Bank has no obligation, to amend or cancel a Payment Order once it has been received by Bank. Please refer to the Master Treasury Management Services Agreement for additional details.

Click **Request Transfer** to continue. Complete a final review of all wire details provided. Click **Confirm** to continue or click **Edit** to make necessary changes.

Wire Transfer
Current Progress — 1 Select — 2 Request — 3 Review — 4 Complete

Account Information
Recurring Frequency One-Time Payment
Debit Amount USD 220.14
Payment Amount EUR 200.00
Exchange Rate 1.1007
Contract Number 83419206
Debit Account *5946 - Checking (House Account) - Dime Community Bank (021406667)
Notify Initiator Options Pending Actions: Notify via EMAIL
Pending Release: Notify via EMAIL
System Events: Notify via EMAIL
Complete - Unsuccessful: Notify via EMAIL
Complete - Successful: Notify via EMAIL
Early Action Taken: Notify via EMAIL
Early Action Removed: Notify via EMAIL
Expired: Notify via EMAIL
Payment Date 10/08/2024

Originator Information
Originator Name Hpress Inc
Originator Address 1 1 Main Street
Originator Address 2 Southampton NY 11968
Originator Address 3

Beneficiary / Payee Information
Name Hatis
Beneficiary ID Type Account Number
Beneficiary ID *2131
Address 1 13123
Address 2 13213
Address 3
Beneficiary Country ES - Spain
Contact Name
Phone Number

Beneficiary Bank Information
Name bacno Santander
Beneficiary Bank ID Type SWIFT BIC
Beneficiary Bank ID BSCHESHQXXX
Address 1
Address 2
Address 3
Intl Routing Number
Beneficiary Bank Country ES - Spain

Additional Reference Information
Purpose Of Payment Fabric Purchase
Additional Information For Beneficiary Invoice #123123

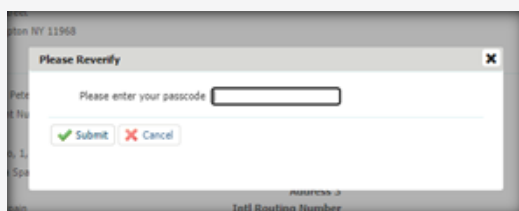
[Help for this page](#)
[Print this page](#)
[Terms and conditions](#)
[Privacy policy](#)
[Contact us](#)

[Confirm](#) [Edit](#) [Cancel](#)

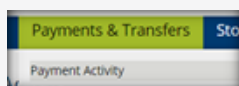


"Navigating Business Online Banking PLUS" continued from previous page...

The pop-up window to **Re-verify** the transaction will appear. If using a standard browser, approve with the passcode number provided in the **Dime Business Mobile -Token App**. If using the **Secure Browser**, enter the PIN used to login.



To **release** the wire, go to **Payments & Transfers** and **Payment Activity** and click on the wire to release. (If the company requires dual control for wires, one user will enter the wire and then another user will be required to approve and release the wire.) **The wire will not be sent until the release action is completed.**



List of countries/currencies we currently handle on Business Online Banking Plus.

Country/Currency		
UAE Dirham AED	Japanese Yen JPY	Hong Kong Dollar HKD
Australian Dollar AUD	Won KRW	Rupiah IDR
Bahamian Dollar BSD	Moroccan Dirham MAD	New Israeli Sheqel ILS
Canadian Dollar CAD	Mexican Peso MXN	Indian Rupee INR
Swiss Franc CHF	Malaysian Ringgit MYR	Turkish Lira TRY
Colombian Peso COP	Norwegian Krone NOK	New Romanian Leu RON
Costa Rican Colon CRC	New Zealand Dollar NZD	Swedish Krona SEK
Danish Krone DKK	Rial Omani OMR	Singapore Dollar SGD
Euro EUR	Pakistan Rupee PKR	Baht THB
Pound Sterling GBP	Zloty PLN	



"Navigating Business Online Banking PLUS" continued from previous page...

In **Remote Deposit Capture**, authorized employees have the option of reviewing deposits that have been deposited remotely. You can search previous deposits by transaction number, by the location checks were deposited from, by date range, or by user.

The screenshot shows the DIME online banking interface. At the top, there's a navigation bar with links: Dashboard, Account Information, Payments & Transfers, Stops & Positive Pay, Administration, and My Settings. Below this, the "Remote Deposit Capture" section is active. It features a search form with fields for Transaction Number, Location, and Deposit Date (From 07/14/2021 to 07/21/2021). A Status dropdown menu is set to "All". Below the search fields, it says "Show 10 results per page, sorted by Date in descending order". There are buttons for Search and Print.

In addition, you can refine the results to a particular status, such as deposits which have been delivered, or deposits that are still pending. When ready, select **Search** to generate your report.

By selecting Remote Deposit Capture, the Create A Deposit screen will open in a new window.

The screenshot shows the "Create A Deposit" screen in the DIME online banking system. It has a sidebar with "Home", "Create Deposit", and "Messages". The main area has tabs for "View Deposits", "View Items", and "Reports". Under "View Deposits", there are radio buttons for "Pending Deposits" (selected) and "All Deposits". A "Search" dropdown menu is visible. Below this is a table with columns: Deposit ID, Account #, Account Name, Work Type, Processing Date, Status, Deposit Total (\$), and Actions. The table is currently empty, and a message at the bottom says "No deposits to display". There are also "Page 1 of 1" and "Remove" buttons.

For more detailed instructions and additional information about Remote Deposit Capture, please see Dime's Remote Deposit Reference Guide.



MAINTENANCE

PAYEE MAINTENANCE

Payee Maintenance provides an easy, single point interface for creating and maintaining the Payees used for ACH and Wire transactions. Find a specific Payee record using Search Payees or create a new payee. In Payee Maintenance, you can edit Payee records and initiate Free-Form Payments.

When you create a new payee, you'll need their basic information, including a street address. Identify them as either an Individual or a Business. Add at least one payee account.

The screenshot shows the DIME Payee Maintenance interface. At the top is the DIME logo and a navigation bar with links: Dashboard, Account Information, Payments & Transfers, Stops & Positive Pay, Administration, and My Settings. Below the navigation bar is the "Payee Maintenance : Manage Payees" section. It features a search form with fields for Display Name, Payee ID, Payee Name, Payee Type (set to "All"), and Account Number. Below the search form are buttons for "Search Payees", "Print", and "Create Payee". A table below the search form shows a list of payees with columns for Display Name, Payee ID, Payee Name, and Payee Type. The table shows 4 results, with the first one being "Showing 1 - 4 of 4". On the right side, there is a sidebar with a "Payments & Transfers" section containing links: Payment Activity, ACH Payments, Wire Transfer, Account Transfer, Payee Maintenance (highlighted), Import Maintenance, Mobile Deposit, Bill Pay, Return To My Home Page, and Make This My Home Page.

This is the bank account owned by the payee that will be debited or credited in the ACH Transaction. Choose whether this account can be used for ACH transactions, Wire Transfers, or both. Then, save the account. When this Payee is used for ACH or Wire Transactions, their name, address and account information will be pre-populated into the request screen.

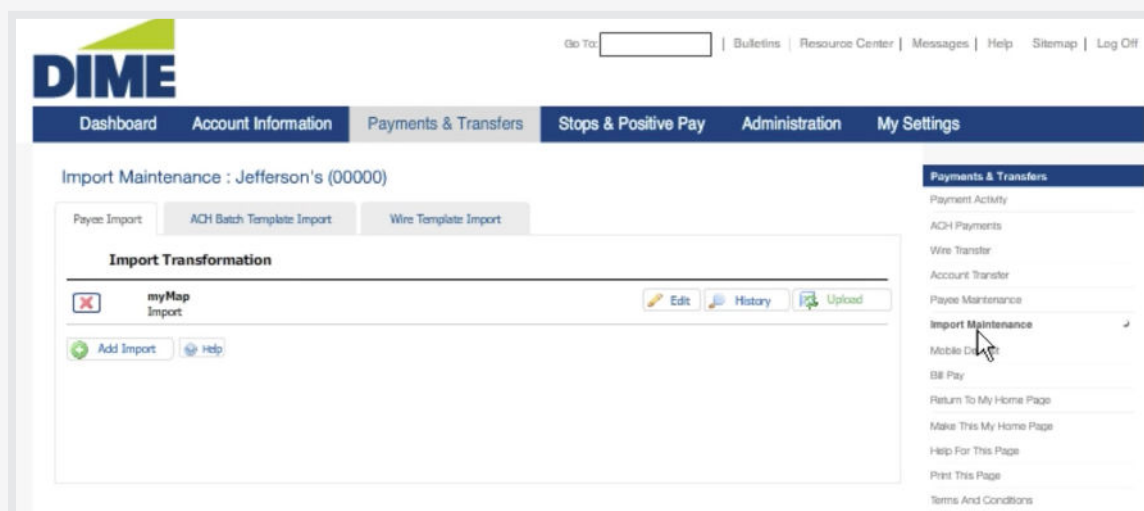
The screenshot shows the DIME Payee Maintenance interface with the "Create New Template" modal open. The modal has a title bar "Create New Template" and a close button (X). It contains a section for "Account Information" with fields for Account Name, Account Number, and Beneficiary ID Type (set to "Account Number"). Below this are two sections: "ACH Information" with a checkbox "Account can be used in ACH Templates and Batches" and "Wire Information" with a checkbox "Account can be used in Wire Templates and Transactions". The modal is overlaid on the "Payee Maintenance : Manage Payees" screen, which is partially visible in the background.



"Maintenance" continued from previous page...

IMPORT MAINTENANCE

Import Maintenance provides a convenient, central interface for creating and maintaining the import maps used for bringing in Payee lists, ACH batch data, and Wire Template data from your accounting software or spreadsheets.



The Import Maps you create in the **Transaction Import** screens for each type of transaction are listed here. Select the tab to show each type of import file map list: **Payee Import**, **ACH Batch Template Import** or **Wire Template Import**. From here, the file map can be edited. You can view a history of the map's use and upload a data file. In addition, you can use **Add Import** to create a new data map.



STOPS

STOP PAYMENT

Stop Payment enables authorized employees to request stop payments on checks, as well as manage Stop Payment Activity.

To request a stop payment, complete the form relating to the check or checks you'd like to stop. This includes the check's associated account and whether you're stopping an individual check or a range of checks.

If you are requesting to stop individual checks, enter the check number, amount and payee. Be sure to include the reason for your request, for each check you'd like to stop.



"Stops" continued from previous page...

When ready, review your request. If everything looks correct, complete it. Your request will be added to your activity list, and if the check is ever presented for payment, it will be stopped.

Go To: | [Bulletins](#) | [Resource Center](#) | [Messages](#) | [Help](#) | [Sitemap](#) | [Log Off](#)

DIME

Dashboard | Account Information | Payments & Transfers | **Stops & Positive Pay** | Administration | My Settings

Stop Payments : Request Stop Payment

Current Progress: 1 Request 2 Review 3 Complete

Please confirm this stop payment

Company Name Jefferson's
Contact Name George Washington
Phone Number (000)123-4567
Memo
Account

Stop Request	Check	Date Written	Amount	Written to	Reason
	12345	12/31/2020	\$20.00	Bob	Dispute

Stops & Positive Pay

- Stop Payments
 - Request Stop Payment**
 - Stop Payment Activity
- ACH Positive Pay
- Check Positive Pay
- Return To My Home Page
- Make This My Home Page
- Help For This Page
- Print This Page
- Terms And Conditions
- Privacy Policy
- Contact Us

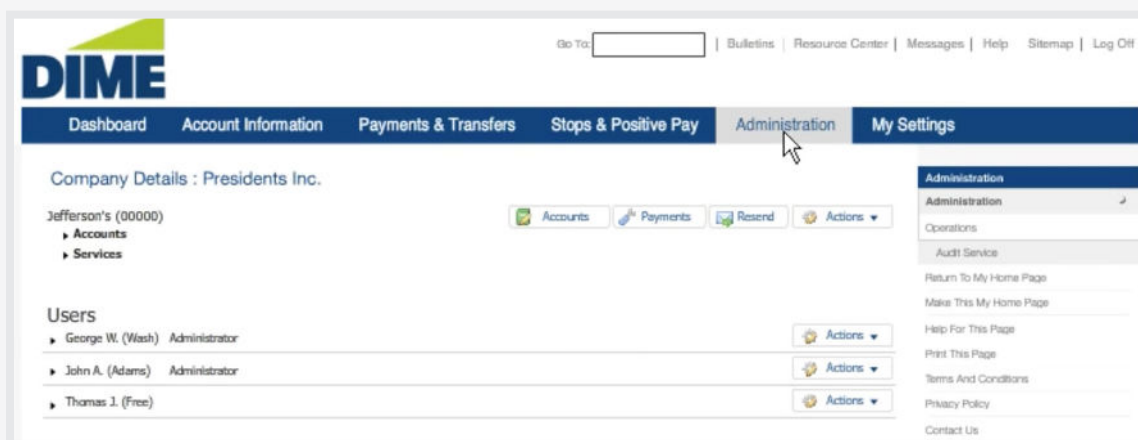
To search for a specific stop payment request, enter the type of information you're looking for. Then, select the item to view its details.



ADMINISTRATION & AUDIT

ADMINISTRATION

Administration empowers authorized administrators to control company details. Additionally, it provides granular control over the individual users.



Company Details includes an overview of all your accounts, as well as a quick reference to your company's available services.

Accounts features an administrator's view of accounts and capability to edit account descriptions.

In **Payments**, administrators can define company limits for ACH transactions, Wire transfers, Internal transfers and Bill payments.

Resend provides administrators with easy access to past communications. This includes user verification requests or changes to settings. And if necessary, administrators can quickly resend a notification.

In **Actions**, administrators can manage FTP Pickup Options, add users and research non-account identifiers.

Users displays an at-a-glance list of all users and indicates which users have administrative privileges. Selecting a user's name displays those services for which the user currently has access. If a service includes a delete icon, you can remove it. And, if a service includes an edit icon for services or accounts, you can change its preferences.

Actions also offers precise control over the user. You can edit the user's personal information, manage their password, or add/ remove services, set payment limits and resend notifications. If the user no longer needs access to the system, you can delete them or deactivate them.

Subscriptions enables administrators to monitor and receive notifications based on a user's activity.



"Administration & Audit" continued from previous page...

AUDIT

Audit service offers administrators a simple method for creating reports that show user activity. To generate a report, start by entering a time range for the report. Then, select the categories you'd like to include.

The screenshot displays the DIME Audit Service interface. At the top, there is a navigation bar with links: Dashboard, Account Information, Payments & Transfers, Stops & Positive Pay, Administration, and My Settings. Below this, the 'Audit Service' section is active. It features a search form with a 'Time Range' selector (MM/DD/YYYY 12:00 AM to MM/DD/YYYY 11:59 PM) and a list of 'Audit Categories' with checkboxes: Company Maintenance, Account Maintenance, Login and Timeouts, Transactions, User Maintenance, Service Maintenance, and TTY Sessions. The 'Advanced' option is selected. The 'Search' button is highlighted. The right sidebar shows the 'Administration' menu with 'Audit Service' selected.

Selecting **Advanced**, enables you to generate reports based on specific users. You can generate reports based on the user's activity or generate a report that includes all references to an employee, including the activities of other users.

When ready, select **Search** to generate a report. The report will include a timestamp for the activity, a description of the action and the user, and a target user involved in the activity. Selecting the magnify glass displays the audit details for the activity.



USER SETTINGS

SETTINGS

In **Settings**, you can manage your User Profile, history, messages, alerts, as well as the secured methods for logging in. There are also a variety of other user related activities.

Profile is the area for managing your personal contact information, as well as the credentials you use for logging in to Dime Business Online Banking PLUS. In addition, Profile enables you to manage preferences for bulletin and notifications.

History provides a history of the reports for those you have subscribed. This includes Balance Reports and NACHA Detail File Reports found under Account Information. It also includes reports generated by your subscriptions located under the Settings tab.

Secure Messaging displays your Message Center and is the area for composing your secure messages.

In **Activity Alerts**, you can subscribe to your alerts and identify your preferences for being notified.

File Vault is a secure file depository. It's the right place for storing and accessing forms, reference materials, applications and other documents commonly requested and shared.



"User Settings" continued from previous page...

SUBSCRIPTIONS

Subscriptions is a useful tool for staying up to date on a wide variety of activity within your online banking account. To manage your Subscriptions, and see what options are available, navigate to **Settings**. Then, select **Subscriptions**.

Go To: | [Bulletins](#) | [Resource Center](#) | [Messages](#) | [Help](#) | [Sitemap](#) | [Log Off](#)

DIME

Dashboard | Account Information | Payments & Transfers | Stops & Positive Pay | Administration | **My Settings**

Edit Subscriptions : George Washington of Jefferson's (00000/wash)

File Load Failed Validation

Delivery Settings	+/- Data Type	Format Preference
☐	ACH Transaction Import	HTML
☐	Check Positive Pay Issue File	HTML
☐	Wire Transaction Import	HTML

File Load Successful Validation

File Vault Notice

Payments Approver Notification

Secure Messaging Reply Received

User Lockout Report

User Password Change Report

User Profile Change Report

User Unlock Report

My Settings

- My Profile
- My History
- Secure Messaging
- Subscriptions**
- File Vault
- Dime Secure Browser
- Software Token Client
- Return To My Home Page
- Make This My Home Page
- Help For This Page
- Print This Page
- Terms And Conditions
- Privacy Policy
- Contact Us

In **Subscriptions**, you can subscribe to a wide variety of notifications, including ACH Batch Reports. Positive Pay Decisions that require Approval, Out of Band Authorization, and Wire Transfer notifications. There are also a variety of other subscriptions to consider.

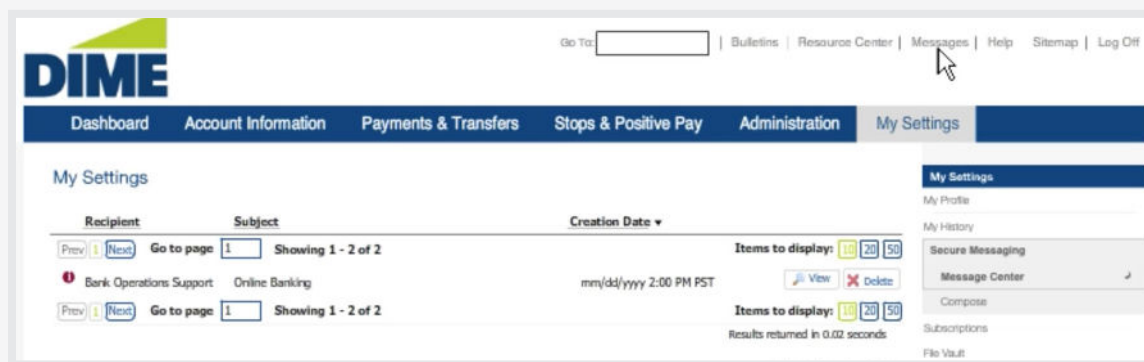
To receive notifications for a specific topic, simply subscribe to the event. Then, select your preferred delivery method and format preference.



"User Settings" continued from previous page...

SECURE MESSAGING

The **Secure Messaging** Center provides an easy forum for communicating with your Dime Treasury Management team. Through the Secure Messaging Center, you can send and receive emails and see a display of the messages you've sent us, along with our responses.



From the Secure Messaging Center, you can view individual messages and delete ones that are no longer relevant. Just select one to read it. Then, if you'd like to respond, click reply. You can also remove old messages and compose new ones.

Within Securing Messaging, you can safely include sensitive information such as account numbers. Then, let us know how we can be of service. Once finished, your new message will be included in your sent mail. We'll then get back to you in a prompt, responsive manner.

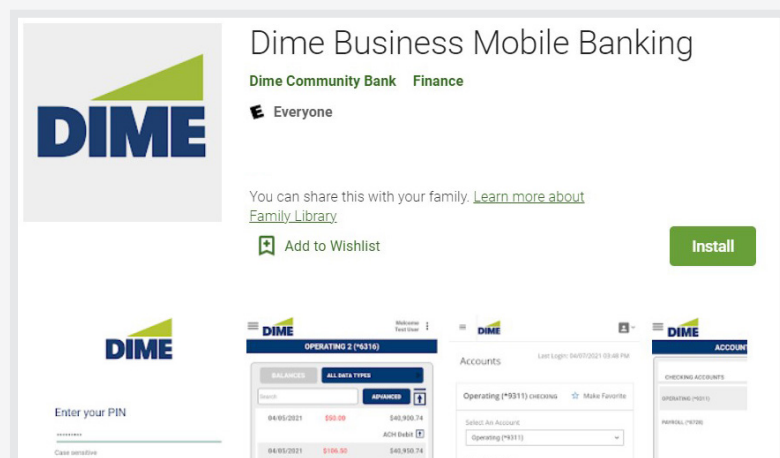


DIME BUSINESS MOBILE APP

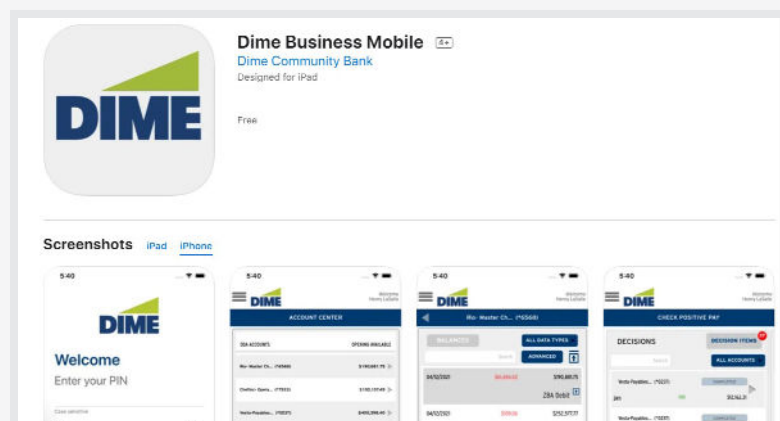
DOWNLOADING THE DIME BUSINESS MOBILE APP

The Dime Business Mobile App* is available in the Apple App Store and Google Play store. Search for “Dime Business Mobile” in the App Store or the Google Play Store, and download the app.

Google Play Store



Apple App Store



The activation key is needed to complete the set up the Dime Business Mobile app. Your activation key can be found by clicking on My Settings > My Profile. (administrator rights are necessary to access). For faster access you can set up Biometric Access (Touch or Face ID) on devices with these features.

* Must have registered for Dime Business Online Banking to use Dime Business Mobile. Dime Business Mobile App is available for select mobile devices. Business Mobile is a free service from Dime. However, your mobile carrier may charge for data and text message usage.



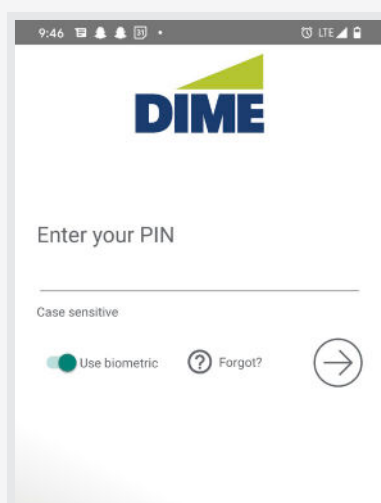
"Dime Business Mobile App" continued from previous page...

SETTING UP FACE ID AND TOUCH ID IN THE DIME BUSINESS MOBILE APP

For faster access, you can set up Touch ID or Face ID on IOS devices or the Biometric for Android devices

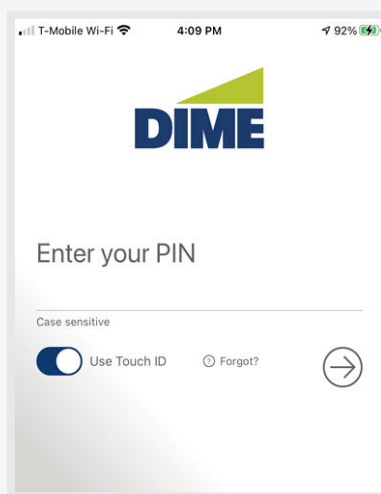
Setting up Touch ID and Face ID on Android Mobile Devices

For Android devices, when logging in to Dime Business Mobile Banking, enable the "Use Biometric" option under "Enter your PIN".



Setting up Touch ID on IOS Mobile Devices

For IOS devices, when logging in to Dime Business Mobile Banking, enable the "Use Touch ID" option under "Enter your PIN".

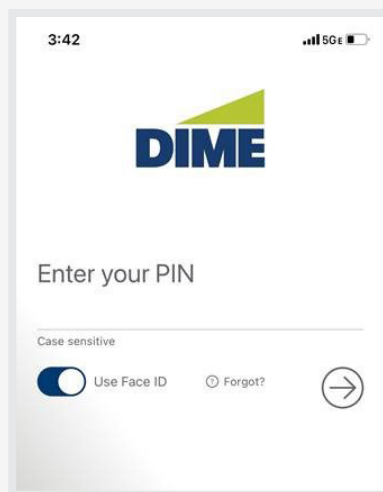




"Dime Business Mobile App" continued from previous page...

Setting up Face ID on IOS Mobile Devices

For IOS devices, when logging in to Dime Business Mobile Banking, enable the "Use Face ID" option under "Enter your PIN".





"Dime Business Mobile App" continued from previous page...

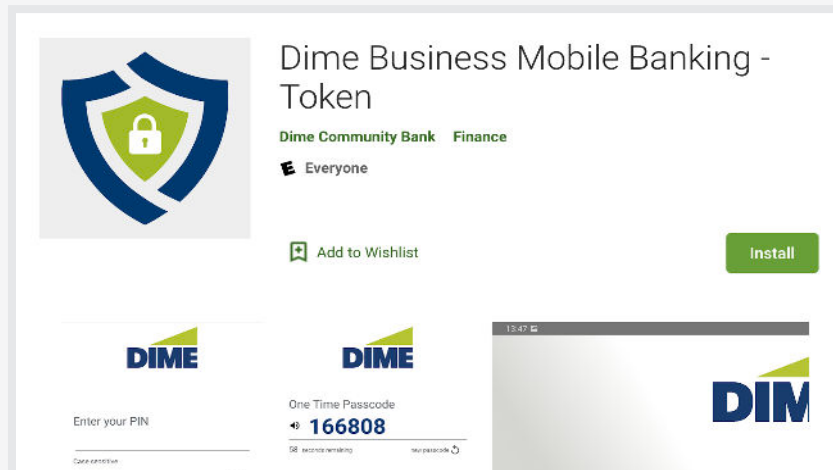
DIME BUSINESS MOBILE TOKEN

To release **ACH** and **Wire** transactions, you will need to replace the token you currently use in ACI Bridge Business Connect.

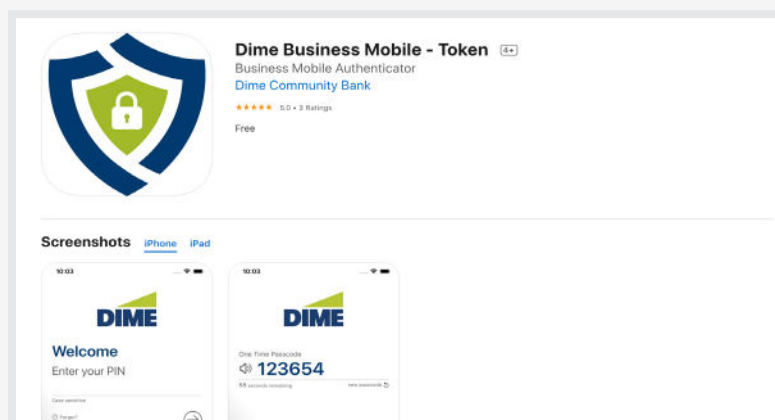
Downloading the Dime Business Mobile Token

Simply go to Apple App Store or Google Play and download the **Dime Business Mobile - Token**.

Google Play Store



Apple App Store



The activation key is needed to complete the set up the Dime Business Mobile-Token app. Your activation key can be found by clicking on My Settings > My Profile. (administrator rights are necessary to access). For faster access you can set up Biometric Access (Touch or Face ID) on devices with these features.

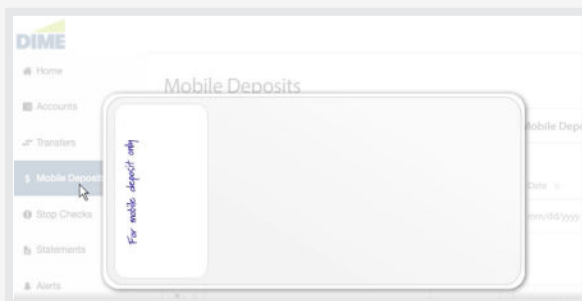
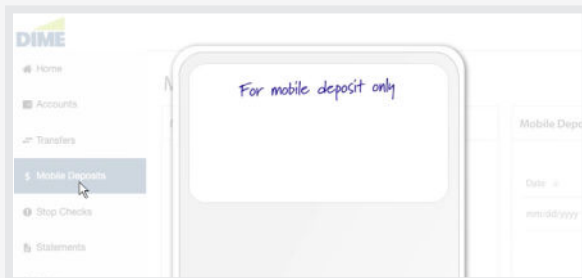


BUSINESS MOBILE DEPOSIT

Mobile Deposit offers a simple solution for depositing paper checks right from your desktop or mobile device.

The screenshot shows the DIME Business Online Banking interface. The left sidebar contains navigation links: Home, Accounts, Transfers, Mobile Deposits (highlighted), Stop Checks, Statements, Alerts, Messages, and Resources. The main content area is titled 'Mobile Deposits' and features a 'Make A Mobile Deposit' section with a three-step process: 1. Create, 2. Review, and 3. Complete. The 'Create' step is active, showing a 'Required Field' for 'Bank Account' with a dropdown menu labeled 'Select From Account'. Below this is an 'Amount' field with a dollar sign and a text input. There are buttons for 'Take Check Images' and 'Upload Check Images'. A note at the bottom says 'Please endorse your check and then place it on a flat surface with a'. To the right, the 'Mobile Deposit History' section includes a 'Print' button and a table with columns for Date, Bank Account, and Amount. The table shows one entry: 'mm/dd/yyyy', 'Business Checking...', and '\$400.00'. A search bar is located above the table, and a note at the bottom says 'Showing 2 to 2 of 2 entries'.

To make an electronic deposit begin by properly endorsing the check you'll be depositing. For checks deposited electronically we ask that you follow federal banking regulations recommendation as demonstrated here.



When ready and making a deposit by desktop, please scan the check or checks you'd like to deposit.



"Business Mobile Deposit" continued from previous page...

Once the images have been saved, select **Deposit** and enter the information for the first check including the account to transfer funds into, and the amount.

The screenshot shows a web form for depositing a check. On the left, there's a legend: a blue square followed by "= Required Field". Below this, the "Bank Account" section has a dropdown menu with "Business Checking" selected. The "Amount" section has a text input field with a dollar sign icon on the left and "500.00" entered on the right. Below the amount field are two buttons: "Take Check Images" and "Upload Check Images". At the bottom, a text box contains the instruction: "Please endorse your check and then place it on a flat surface with a dark background, so you capture a clear image." On the right side of the form, there's a date input field with the placeholder "mm/dd/yy" and a "Showing 2" button.

Next, if you're making a deposit from a mobile device with an attached camera, select **Take Check Images**. If you're using a desktop use the **Upload Check Images** option.

This screenshot is identical to the one above, showing the same deposit form. In this version, the mouse cursor is pointing at the "Take Check Images" button, which is highlighted with a light gray border.



"Business Mobile Deposit" continued from previous page...

Locate the image for the front of your check then the back. If both images appear readable, and show all edges, select **Review**.

Mobile Deposits

Make A Mobile Deposit

1 Create 2 **Review** 3 Complete

* = Required Field

Bank Account
Business Checking

Amount
\$500.00

Front of Check

Check

130 1 70 10 03 10

Mobile Deposit History

Date	Bank Account	Am
mm/dd/yyyy	Business Checking..	\$4

Showing 2 to 2 of 2 entries

Then, if everything looks correct, complete your deposit. That's it.

Mobile Deposits

Make A Mobile Deposit

1 Create 2 Review 3 **Complete**

* = Required Field

Bank Account
Business Checking

Amount
\$500.00

Front of Check

Check

130 1 70 10 03 10

Mobile Deposit History

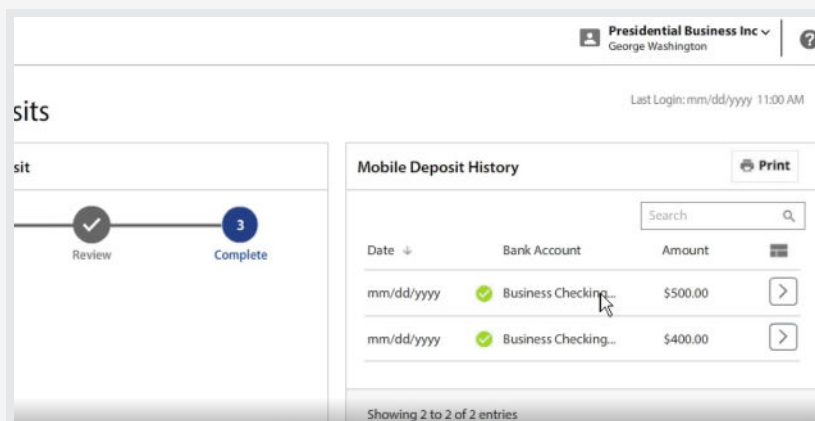
Date	Bank Account	Am
mm/dd/yyyy	Business Checking..	\$500
mm/dd/yyyy	Business Checking..	\$400

Showing 2 to 2 of 2 entries



"Business Mobile Deposit" continued from previous page...

Your new deposit will appear under your **Deposit History** and if received successfully, you'll see a green checkmark.



From here, you can print a record for your files, search for specific deposits or review a deposit's details, including the deposit status. Once a check has been successfully uploaded, we recommend securely storing the document for at least ten days before safely destroying it.

QUESTIONS? NEED ASSISTANCE?

For all questions or requests for assistance, please contact **Treasury Management Support** at 631-723-7620 or email TMsupport@dime.com.