



Business Online Banking

QUICK REFERENCE GUIDE



Member
FDIC

Dime Commercial Bank



Table of Contents

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

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OVERVIEW & FEATURES

Get More for Your Business.

More access. More tools. More security and control.

Introducing Dime's new Business Online Banking.

- **More access.**
 - Business Mobile Banking App* enables you to bank 24/7
 - Faster account access with Touch ID and Face ID on mobile devices
 - Manage your accounts from the office, home or on the go
- **More tools.**
 - Manage accounts from a single-view, customizable dashboard
 - Deposit checks anywhere with mobile deposit
 - Enhanced transaction/statement history and search
- **More security and control.**
 - Set permissions, control account access, and receive alerts
 - Make approvals from your desktop or mobile device

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

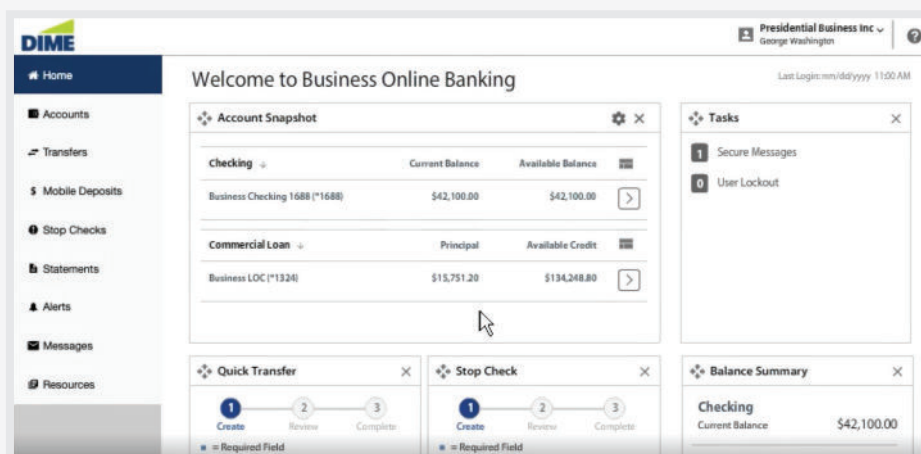


NAVIGATING BUSINESS ONLINE BANKING

Once you are logged into Business Online Banking, you will be automatically directed to the **HOME PAGE**.

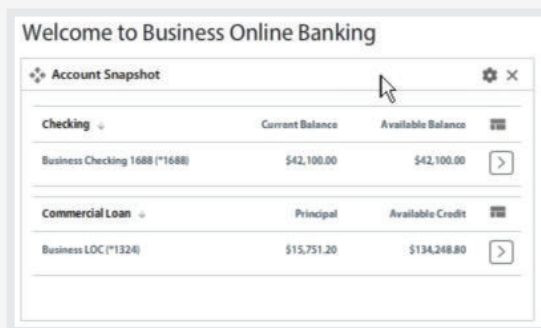
HOME PAGE

The **Home Page** provides a snapshot of your key accounts and important functions all from one view. And, you can personalize the screen for each user to show the information they most need. Right away, you'll see a snapshot of your accounts and know if there are new approvals, or messages, waiting for you.



ACCOUNT SNAPSHOT

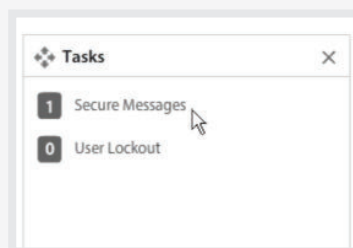
- **Account Snapshot** provides the **CURRENT** and **AVAILABLE BALANCE** for each account listed.
- Using the **SETTINGS** you can choose up to 10 accounts to display.





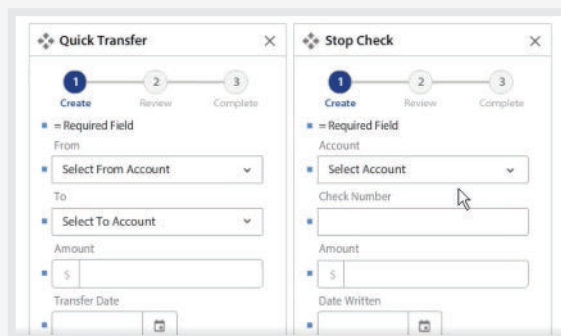
TASKS

- Tasks displays any items that need your attention. This includes:
 - **Pending Approvals or Secure Messages** that are awaiting your reply,
 - **User Lockouts** that require resetting, and
 - **Missed Payments** that have gone past the cutoff time.
- Click on each notification to go straight to the screen to take an action on the item.



QUICK TRANSFER/STOP PAYMENT

- **Quick Transfer** lets you easily move funds from one account to another.
- **Stop Check** allows you to request a stop payment on an issued check.





ACCOUNTS

The **Accounts** section displays the details for each of your authorized accounts.

The screenshot shows the DIME Accounts page for a user named George Washington. The page displays details for the Business Checking (*1234) account. The current balance is \$69,273.22, and the available balance is \$69,273.22. The float is \$69,273.22, and the interest paid prior year is \$XX.00. The date opened is dd/mm/yyyy, and the interest rate is XX.00%.

Date	Description	Amount	Balance
mm/dd/yyyy	Withdrawal Transfer to Business C...	-\$500.00	\$42,130.00

Simply **select an account from the drop down** to view its information.

The screenshot shows the DIME Accounts page with a dropdown menu open for selecting an account. The dropdown menu lists three accounts: Business Checking (*1234), Savings (*3456), and Business Loan (*2345). The Business Checking (*1234) account is currently selected.

Date	Description	Amount	Balance
mm/dd/yyyy	Withdrawal Transfer to Business C...	-\$500.00	\$42,130.00

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



"Accounts" continued from previous page...

Below, you'll see the **transactions** for the selected account. Simply select a transaction to view its details.

Recent Transactions				
Search		Stop Checks	Statements	Transfer From
		Transfer To	History	
Date	Description	Amount	Balance	
mm/dd/yyyy	Withdrawal Transfer to Business LOC	-\$500.00	\$42,100.00	>
mm/dd/yyyy	Deposit Transfer from Checking 7654321	\$10,00.00	\$42,600.00	>
mm/dd/yyyy	Withdrawal Transfer to LGAN 6543210	-\$800.00	\$32,600.00	>
mm/dd/yyyy	Transfer Transfer from DDA 754322	-\$800.00	\$33,400.00	>
mm/dd/yyyy	CHECK CHECK	-\$150.00	\$34,200.00	>
mm/dd/yyyy	Transfer Transfer from DDA 754322	-\$800.00	\$34,350.00	>
mm/dd/yyyy	CHECK CHECK	-\$50.00	\$35,150.00	>

Selecting the column icon, lets you customize which columns appear in the list. To search for a specific transaction or a specific type of transaction, simply type the information you're looking for, such as the date, description or amount. You can place a stop on a check, should it be lost or stolen, and make internal transfers right from here.

← Back

TransactionSearch

Last Login: mm/dd/yyyy 11:00 AM

Business Checking (*1234) CHECKING

Select an Account

Business Checking (*1234)

Search Transaction History

Actions

Transaction Date From

mm/dd/yyyy

Transaction Date To

mm/dd/yyyy

Start Amount

\$

End Amount

\$

Check Number From

Check Number To

Transaction Type

Search

History opens a detailed transaction search and lets you search your transaction history by date, amount, check number and transaction type. You can then use the actions menu to download, export or print your results. When finished, the back arrow returns you to your previous accounts page.



TRANSFERS

Transfers is where authorized employees manage their internal transfers.

The screenshot shows the 'Transfer Money' page in the DIME system. The left sidebar contains navigation links: Home, Accounts, Transfers (selected), Mobile Deposits, Stop Checks, Statements, Alerts, Messages, and Resources. The main content area is titled 'Transfer Funds Between Accounts' and features a three-step process: 1. Create, 2. Review, and 3. Complete. The 'Create' step is active, showing a form with the following fields: 'From' (a dropdown menu with 'Select From Account' selected), 'To' (a dropdown menu with 'Select To Account' selected), 'Amount' (a text input field with a '\$' symbol), and 'Transfer Date' (a date input field with 'mm/dd/yyyy' placeholder). To the right of the form, there are tabs for 'Recent Transfers' and 'Upcoming Transfers', along with 'Print' and 'Export' buttons. Below these tabs is a table with columns for 'Transfer Date', 'Transfer From', and 'Amount'. The table shows one entry: 'mm/dd/yyyy', 'Business Checking...', and '\$500.00'. A status bar at the bottom of the table indicates 'showing 1 to 1 of 1 entries'.

They can review funds between accounts and review their recent and upcoming transfers.

This screenshot shows the 'Transfer Money' page with the 'Review' step selected. The 'From' dropdown menu is open, displaying a list of accounts: 'Business Checking' (highlighted with a mouse cursor), 'Payroll Checking', and 'Business Savings'. The 'To' dropdown menu remains closed, showing 'Select To Account'. The 'Amount' field is empty, and the 'Transfer Date' field shows 'mm/dd/yyyy'. The right sidebar and table are identical to the previous screenshot, showing the 'Recent Transfers' tab and a single entry in the table.

Transferring funds is easy. Just select the account the funds will be drawn from, the account they'll be moved to, the amount, date of the transfer, and an optional memo for any information you would like to store within the transfer.



"Transfers" continued from previous page...

Next, if your transfer should repeat, select the frequency and the specifics for handling future transfers, such as when to make the transfer, the duration, and the name for your recurring series.

The "Transfer Frequency" dialog box shows options for how often to make a transfer. The "Monthly" option is selected. A note states: "If the day of the month selected exceeds the number of days in the current month, the Transfer Request will default to the last business day of the month." Below this, there are two radio buttons: "Choose the calendar day in the month" (selected) and "Choose the day of the week in the month". A dropdown menu shows "1st".

Frequency
Daily
Weekly
Bi-Weekly
Semi-Monthly
Monthly
Annually

Duration

When finished, save, and when ready, review your transfer. If everything looks correct complete it. If asked to authenticate your identity, simply type your password.

The "Transfer Money" screen shows a progress bar with three steps: "Create" (checked), "Review" (active), and "Complete". The transfer details are as follows:

From Account
Business Checking (*1234) \$\$\$\$

To Account
Business Savings (*2345) \$\$\$\$

Amount
500.00

Memo

On the right, there are sections for "Recent Transfers" and "Upcoming Transfers". The "Upcoming Transfers" section shows a table with columns: "Transfer Date", "Transfer From", and "Amount". The first entry is "mm/dd/yyyy", "Business Checking...", and "\$500.00".

That's it, your transfer is complete. And if it's scheduled for today, it's added to your **Recent Transfers**. If your transfer repeats or is scheduled in the future, it's listed under **Upcoming Transfers**. Circular arrows indicate recurring transfers. Clocks indicate the transfer as scheduled.



PAYMENTS

In the **Payments** area, authorized users can access their **Bill Pay**. To enroll for **Bill Pay**,* please contact your Business Relationship Manager.

DIME

Home Accounts Transfers Payments **Make a Payment** Mobile Deposits Stop Checks Statements Alerts

Make Payment

Make Payment

1 Speed 2 Create 3 Review 4 Complete

How fast should the payment be processed?

> 5 Business Days Standard Bill Pay

After clicking the **Make a Payment** link, the **Bill Pay** site will load in a separate browser. If it does not load, they can click on the **Launch Bill Pay** button.

DIME

Home Accounts Transfers Payments **Launch Bill Pay** Mobile Deposits Stop Checks Statements Alerts Messages Admin Manager Resources Remote Official Check Terms and Conditions Privacy Policy Contact Us

Bill Pay

This link will take you to an external site.

Launch Bill Pay

Dime Bill Pay | Payment Center - Google Chrome

Payment Center Add a Bill Bill History Manage My Bills Messages

Welcome Sam Julum
Wednesday, June 09, 2021

Payment Center

Pay Bills

Pay From: Checking '8728' Preferred Account

Add/Manage Groups

Features	Bill Name	Amount	Pay Date
	BEATA GROCZKA	\$	
	Con Edison of New York	\$	
	Home Electric	\$	

Make Payments

Many of the bills you pay online are available electronically as e-Bills! Click to Learn More.

Bill Reminders

You can set up reminders to help you track when your bills are due. We alert you of any electronic versions of your bills you've set up too.

Set Up Reminders

Pending / Unapproved

You have no unapproved payments for the last 45 days at this time.

To view unapproved payments that are older than this, click the View All Unapproved Payments link.

View All Unapproved Payments

Recent Payments

You have not made any payments in the last 45 days.

View Bill History

* Subject to Dime approval. For more information, please see Treasury Management Fee Schedule.

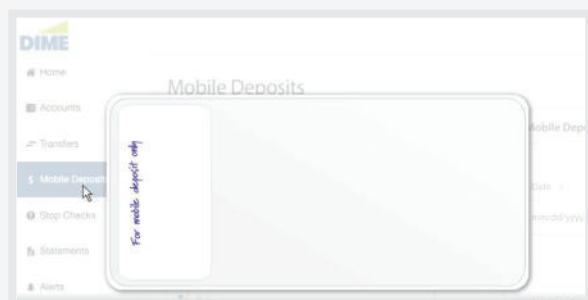
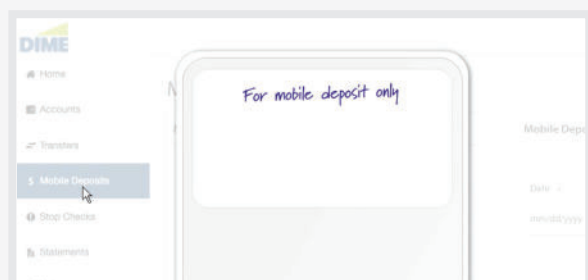


MOBILE DEPOSIT

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

The screenshot shows the DIME Mobile Deposits interface. On the left is a navigation menu with options: Home, Accounts, Transfers, Mobile Deposits (selected), Stop Checks, Statements, Alerts, Messages, and Resources. The main content area is titled 'Mobile Deposits' and includes a 'Make A Mobile Deposit' section with a progress indicator (1. Create, 2. Review, 3. Complete). Under 'Create', there are fields for 'Bank Account' (a dropdown menu), 'Amount' (a text field with a dollar sign), and 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 is a 'Mobile Deposit History' section with a search bar and a table with columns 'Date', 'Bank Account', and 'Amount'. The table shows one entry: 'mm/dd/yyyy', 'Business Checking...', '\$400.00'. Below the table, it 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.



"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.

A screenshot of a mobile deposit form. It includes a legend for required fields, a dropdown menu for "Bank Account" set to "Business Checking", an "Amount" field with a dollar sign and the value "500.00", and two buttons: "Take Check Images" and "Upload Check Images". A date field is on the right, and a "Showing 2" indicator is below it. A note at the bottom instructs the user to endorse the check and place it on a flat surface with a dark background.

■ = Required Field

Bank Account

■ Business Checking

Amount

■ \$ 500.00

Take Check Images

Upload Check Images

Please endorse your check and then place it on a flat surface with a dark background, so you capture a clear image.

mm/dd/yy

Showing 2

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.

A screenshot of the same mobile deposit form as above, but with a mouse cursor hovering over the "Take Check Images" button.

■ = Required Field

Bank Account

■ Business Checking

Amount

■ \$ 500.00

Take Check Images

Upload Check Images

Please endorse your check and then place it on a flat surface with a dark background, so you capture a clear image.

mm/dd/yy

Showing 2



"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

1301 7818 0370

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

1301 7818 0370

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



"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.

The screenshot shows the 'Mobile Deposit History' page for 'Presidential Business Inc' (George Washington). The page includes a progress bar with 'Review' (1) and 'Complete' (3) steps. The main content area displays a table of deposits:

Date	Bank Account	Amount
mm/dd/yyyy	Business Checking	\$500.00
mm/dd/yyyy	Business Checking	\$400.00

Each row has a green checkmark and a right arrow icon. A 'Print' button is located at the top right of the table. The footer indicates 'Showing 2 to 2 of 2 entries'.

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.

STOP CHECKS

Stop Checks* provides a convenient way to issue a stop payment request on a check, and to review previous stop payments that have recently been issued.

The screenshot shows the 'Stop Checks' page. The left sidebar contains navigation links: Home, Accounts, Transfers, Mobile Deposits, Stop Checks (highlighted), Statements, Alerts, and Messages. The main content area features a progress bar with 'Create' (1), 'Review' (2), and 'Complete' (3) steps. Below the progress bar, there are fields for 'Account' (with a dropdown menu), 'Check Number', and 'Range' (with 'Individual' and 'Range' buttons). A 'Review' button is located at the bottom right. The right sidebar shows 'Recent Stop Checks' with a table:

Created	Check
mm/dd/yyyy	4218

The footer indicates 'Showing 1 to 1 of 1 entries'.

* For terms and conditions please see conversion booklet.



"Stop Checks" continued from previous page...

To submit a **Stop Check** request, select the account the checks were drawn against.

Stop Checks Last Login: mm/dd/yyyy

Stop Checks

1 Create 2 Review 3 Complete

■ = Required Field

Account

Select Account

Payroll - Added on MFC side (*3726) - \$470.75

Operating - Added on MFC side. (*1627) - \$16.81

Amount

\$

Recent Stop Checks

Check Account

Review

Created	Check	Account
mm/dd/yyyy	4218	Business Checking (*1234)

Showing 1 to 1 of 1 entries

Next, specify if this is an individual check or a range of checks. For an individual check, provide the check number, and the amount, date written and payee.

Finally, select the reason for stopping the check.

Operating - Added on MFC side. (*1627) - \$16.81

Individual Range

Check Number

4487

4/18 Characters

Amount

\$ 28.22

Date Written

Written To

Reason

Lost

Created	Check	Account
mm/dd/yyyy	4218	Business Checking (*1234)

Showing 1 to 1 of 1 entries



"Stop Checks" continued from previous page...

Review. If the details appear correct, complete the request.

The screenshot shows the DIME 'Stop Checks' interface. On the left is a navigation menu with options: Home, Accounts, Transfers, Mobile Deposits, Stop Checks (selected), Statements, Alerts, and Messages. The main content area is titled 'Stop Checks' and features a progress bar with three steps: 1. Create (checked), 2. Review (active), and 3. Complete. Below the progress bar, the details for the stop check are displayed: Account: Operating - Added on MFC side. (*1627) - \$16.81, Check Number: 4487, Amount: 28.22. On the right, there is a 'Recent Stop Checks' section with a search bar labeled 'Check' and a 'Review' button. Below the search bar is a table with columns 'Created' and 'Check'. The table shows one entry: 'mm/dd/yyyy' and '4218'. At the bottom of the table, it says 'Showing 1 to 1 of 1 entries'.

You can look for recent stops by providing the check number and account to search.

The screenshot shows the DIME 'Stop Checks' interface for a user named 'Presidential Business Inc.' with the name 'George Washington'. The top right corner shows the last login as 'mm/dd/yyyy 11:00 AM'. The main content area is titled 'Stop Checks' and features a progress bar with three steps: 1. Create (checked), 2. Review (checked), and 3. Complete (active). Below the progress bar, the details for the stop check are displayed: Account: Operating - Added on MFC side. (*1627) - \$16.81, Check Number: 4487, Amount: 28.22, and Date Written: mm/dd/yyyy. On the right, there is a 'Recent Stop Checks' section with search fields for 'Check' and 'Account', and a 'Review' button. Below the search fields is a table with columns 'Created', 'Check', and 'Account'. The table shows two entries: 'mm/dd/yyyy' with '4487' and 'Operating - Adde... (*1627)', and 'mm/dd/yyyy' with '4218' and 'Business Checking (*1234)'. At the bottom of the table, it says 'Showing 1 to 2 of 2 entries'.



ALERTS

The **ALERTS** tool empowers you to set up notifications that will automatically be sent to you when certain account events happen.

Under **Account Alerts** you could be notified anytime a selected account falls below the selected balance amount, when it exceeds the selected balance amount, or both. You can also choose to be notified if the account ever becomes overdrawn.

In **Payment and Transaction Alerts**, notifications can be sent anytime a transaction fails, is successful, was missed or when a transaction occurs that is awaiting your approval. Once you have selected the alerts that are important to you, submit.



"Alerts" continued from previous page...

Security and Fraud Alerts are available to let you know when your own password is changed, when a user is locked out, a new user is created, a new user record is modified, or a new user password is changed.

Security and Fraud Alerts

Alert me when:

- ☒ My password changes
- ☒ A user in my company has been locked out
- ☐ A new user is created

Recent Alerts enables you to search for specific alerts or review the recent alerts that have been sent by date and subject line.

Recent Alerts

Search

Date Subject

mm/dd/yyyy Business Checking

To receive alerts in your email inbox or via text message, use **Edit My Profile**.

Recent Alerts

Search

Date Subject

mm/dd/yyyy Business Checking

Presidential Business Inc. George Washington

- Logout
- Edit My Profile
- Manage Alerts
- Resource Center
- Message Center

For email delivery, ensure that **Receive Email Notifications** is checked.

My Profile

User Information

- Company ID: 0002126
- User ID: Presidential Business Inc.
- First Name: [Text]
- Last Name: [Text]
- Inc.: [Text]
- Email: [Text]
- Time Zone: [Text]

Contact Information

- Street Address: 123 Presidents Lane
- City: [Text]
- State: [Text]
- Zip Code: [Text]
- Country: [Text]

Receive email notifications ☒

Receive text message notifications ☐



"Alerts" continued from previous page...

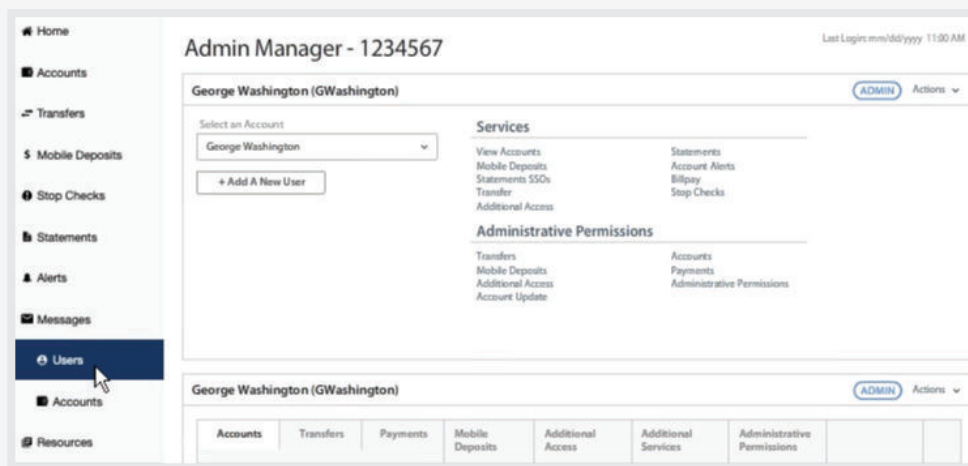
To enable **Text Message** notifications, provide a mobile phone number. Select **Receive Alerts Via Text Message** and agree to our text terms and conditions. Then, **Submit**.

You'll soon receive a text message on your mobile device. Simply respond with the enrollment code provided in the message, to complete your text alert enrollment. That's all it takes! Now you'll always be on top of your account activity using these convenient alerts.



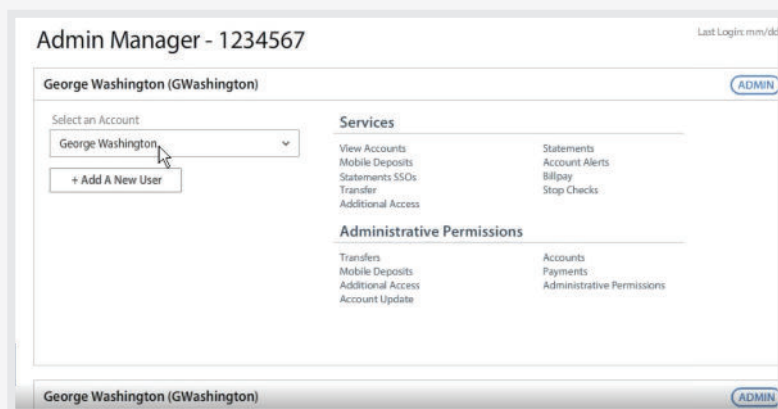
ADMIN MANAGER

Selecting the **Admin Manager** and then Users takes you to the screen where you control the permissions and accounts assigned to each user.



Initially, you'll be presented with:

- your own user record,
- the services you are authorized to access, and
- the administrative permissions you have the authority to work with are shown here.





"Admin Manager" continued from previous page...

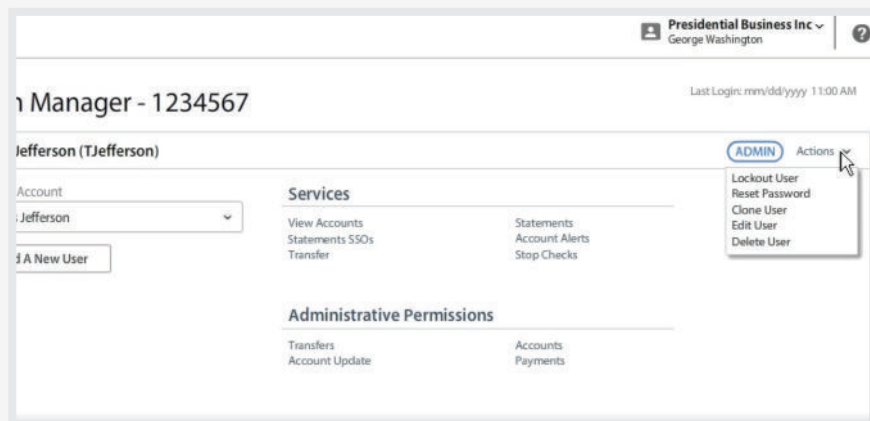
To see **other users**, select them from the drop-down menu. Depending on the responsibilities of that designated user, you may only see a few assigned services or permissions. If it's a new user, you may see none. Services are assigned to each user based on the settings of each service tab. And Administrative Permissions are controlled here.

Adding Areas of Responsibility for a User is easy. Simply open the tab that controls the function this user should be able to access. For example, if you want the user to be able to view balance and transaction information for accounts, click View Access to the On position. You can turn any of the accounts on and off individually. Save the setting and this new service now appears in the user record.



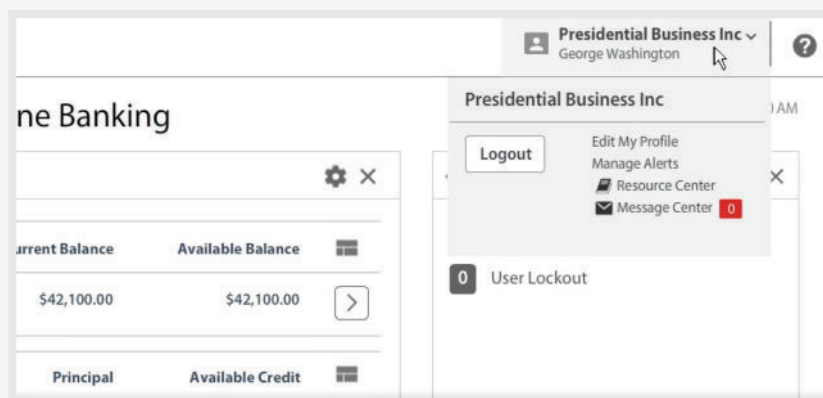
"Admin Manager" continued from previous page...

The **Actions Menu** enables you to do routine user maintenance. From here, you can lock out a user who is on vacation or leave, reset the user's password, clone the user to save time, edit the user or delete the user.



USER SETTINGS

Managing your profile information is as easy as clicking on your username.





"User Settings" continued from previous page...

Edit my profile opens the user information stored by the system. From here, you can edit your user information. To update your contact information, we recommend you contact your Business Relationship Manager.

Security is where you manage and make changes to your password, site verification image, and security questions.

Under **Contact Information**, you'll find checkboxes that enable email, or text notifications. If you enable text message notifications, you'll be asked for additional information.



"User Settings" continued from previous page...

Enter your mobile phone number, check to permit alerts via text messages, and agree to the terms and conditions. Submit to save any changes.

22309

☒ Receive email notifications
☒ Enable text message notifications

Mobile Phone Number
 Test
Format: XXX-XXX-XXXX

☐ Receive alerts via text message

Text Message Terms & Conditions
= Required Field

☐ I agree to the Text Terms & Conditions >

To opt-out send STOP to 99453.
To learn more, send HELP to 99453.

Message and data rates may apply. Number of messages varies per user.
Account holder authorizes charges to appear on wireless bill or deducted from prepaid balance.

Tier One Carriers: AT&T, Verizon, T-Mobile®, Sprint, Metro PCS®, U.S. Cellular®

Manage alerts takes you to the same screen you'd reach by selecting Alerts in the main menu.

DIME

Presidential Business Inc. George Washington

Welcome to Business Online Banking

Account Snapshot

Checking	Current Balance	Available Balance
Business Checking 1688 (*1688)	\$42,100.00	\$42,100.00

Commercial Loan	Principal	Available Credit
Business LOC (*1324)	\$15,751.20	\$134,248.80

Quick Transfer | **Stop Check** | **Balance Summary**

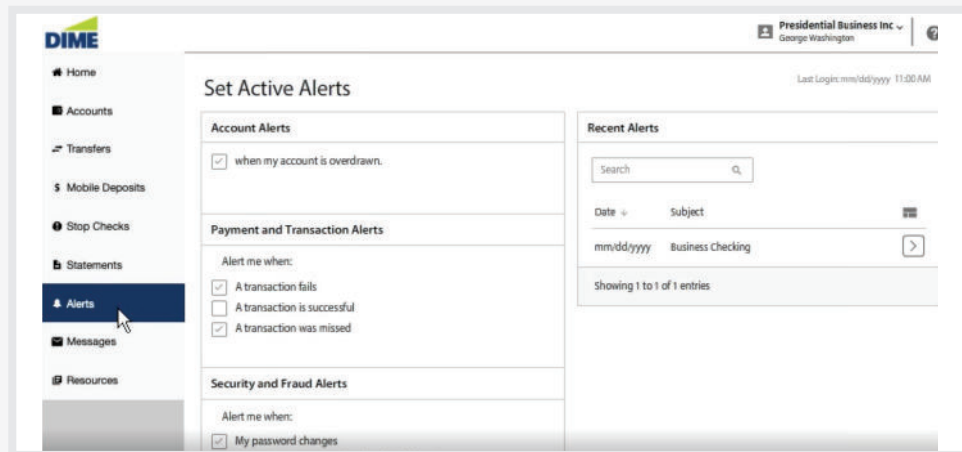
Checking Current Balance: \$42,100.00

Logout | Edit My Profile | Manage Alerts | Resource Center | Message Center | User Lockout

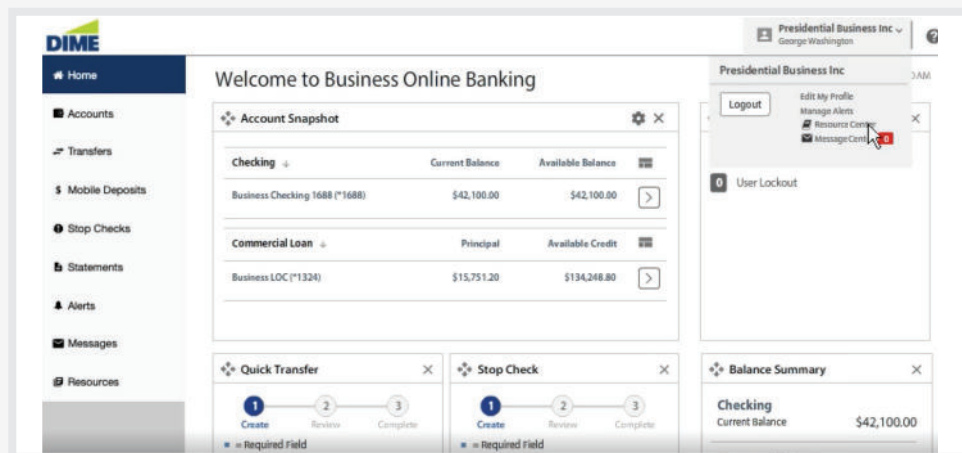


"User Settings" continued from previous page...

From here, you can make changes to the account notifications you receive.



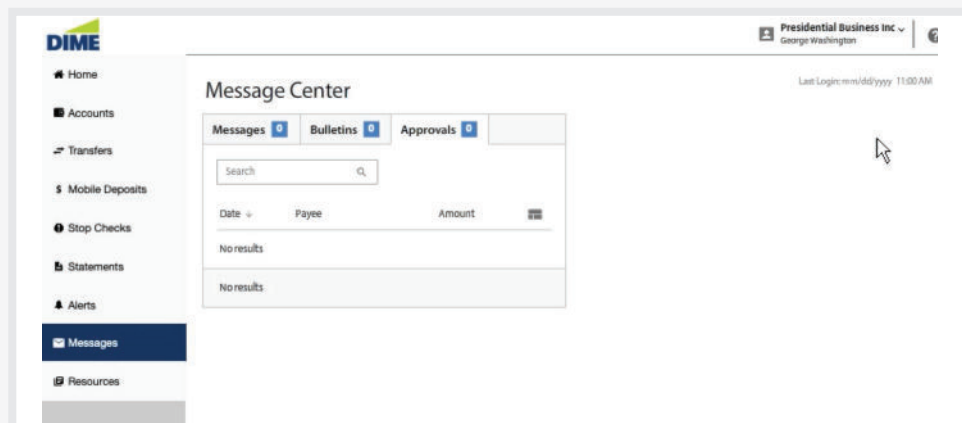
In the **resource center**, you'll find helpful information, bank documents, and other online resources.





"User Settings" continued from previous page...

The **message center** is a secure email system we use for communicating with you.

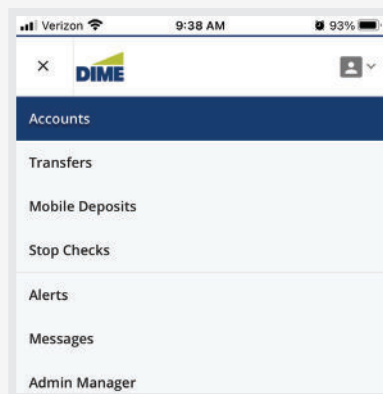


You'll find email style messages, bulletins announcing bank events, and notifications of transactions awaiting your approval. When you are finished with your online banking, we recommend that you always log out.

DIME BUSINESS MOBILE BANKING APP

OVERVIEW

With Dime Business Mobile Banking,* you can bank wherever you are: check balances, make transfers, pay bills, make deposits, and find locations. You can also send and receive secure messages to/from the bank.



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

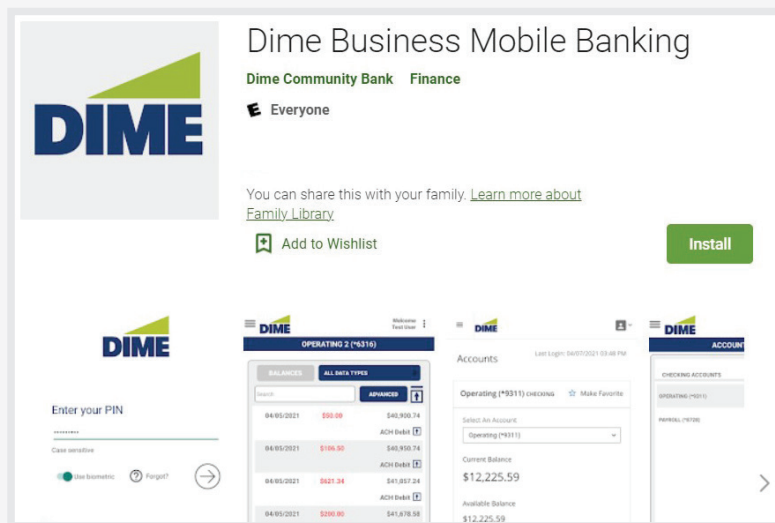


"Dime Business Mobile Banking App" continued from previous page...

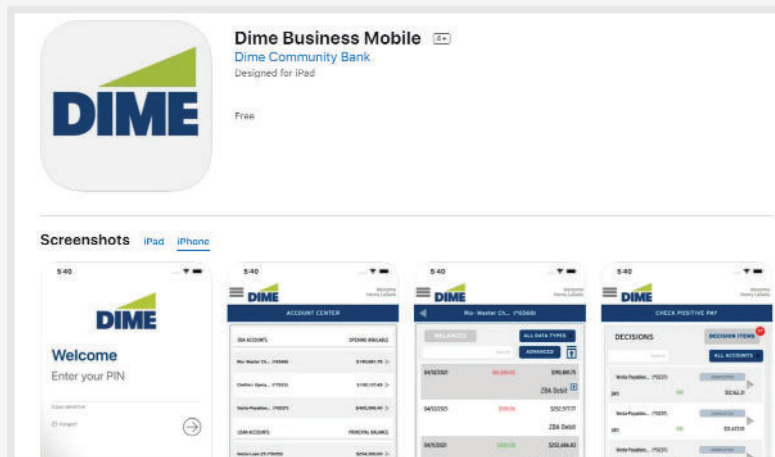
HOW TO ACCESS AND DOWNLOAD THE DIME BUSINESS MOBILE BANKING APP

You can find the **Dime Business Mobile Banking App** in the Google Play Store and Apple App Store - look for "Dime Business Mobile Banking".

Google Play Store



Apple App Store



Once you've located the appropriate app for your mobile device (Android or IOS), simply download the Dime Business Mobile Banking App.



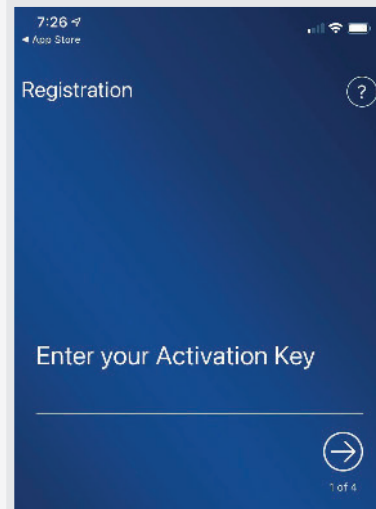
"Dime Business Mobile Banking App" continued from previous page...

LOGGING IN TO DIME BUSINESS MOBILE BANKING APP FOR THE FIRST TIME

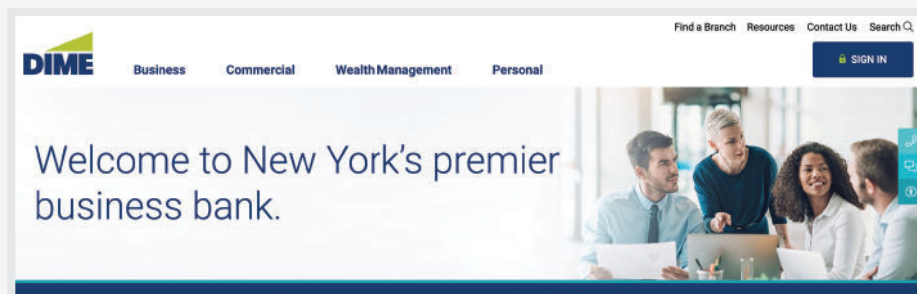
Locating your activation key

To log in for the first time, you will need to enter an **Activation Key**.

The temporary password provided in the email will serve as your activation key for the Business Mobile Banking app. The **Activation Key** may be located by visiting **dime.com**, clicking on the **Sign In** button, and then logging in to **Dime Business Online Banking**.



To access your Dime Business Online Banking account, simply visit **dime.com**. Click the **"Sign in"** link in the upper right-hand corner.





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

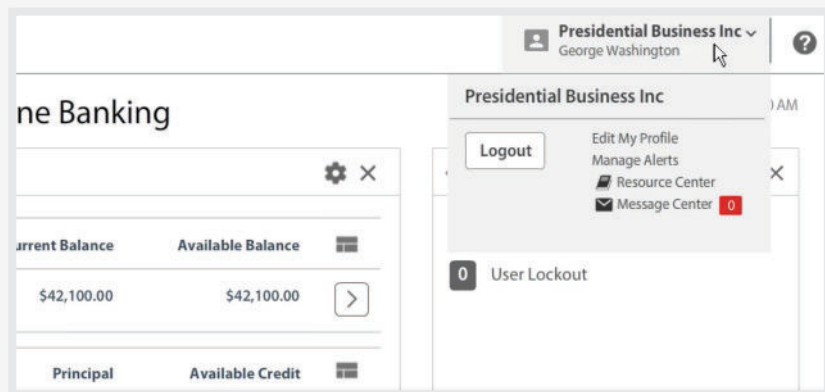
Next, you will see a login screen.
Select Dime **"Business Banking"**.



Then, enter your current **Company ID**
and your current **Username**. Please note:
These credentials have not been
changed from your Bridge Business
Connect credentials.

Then, click **"Sign In"**.

Once, you've logged in to your account, then click on your name on the top right.





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

Select **Edit My Profile**, and then you will see the **Activation Key** on the bottom left.

Entering your activation key

Now that you have the **Activation Key**, enter it to begin using Dime Business Mobile Banking.



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

Next, you need to create your **PIN**. Enter your desired **PIN** and then re-enter to confirm it.

A screenshot of the "Registration" screen in the Dime Business Mobile Banking App. The screen has a dark blue background. At the top, it says "Registration" with a question mark icon. Below that, it says "Create your PIN" with a "view PIN" link and an eye icon. A text input field is shown with a hint: "6-12 alphanumeric characters, at least one letter and one number." Below the input field, it says "Re-enter your PIN" with another text input field. At the bottom right, there is a large white arrow icon in a circle, and below it, "2 of 4". At the bottom left, there is a "restart" link with a circular arrow icon.

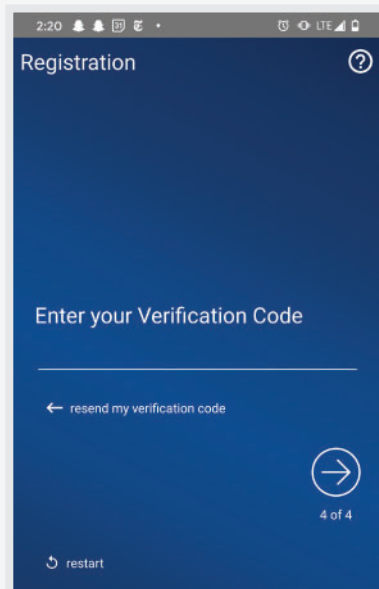
You can select a preferred channel (Email or Text) for receiving your verification code to confirm that your **PIN** is successfully setup. The **Text** option will only appear if you have already opted in for **SMS messages** in Business Online Banking.

A screenshot of the "Registration" screen in the Dime Business Mobile Banking App. The screen has a dark blue background. At the top, it says "Registration" with a question mark icon. Below that, it says "Send my verification code to:". There are two buttons: "Email" and "Text". At the bottom right, there is a large white arrow icon in a circle, and below it, "3 of 4". At the bottom left, there is a "restart" link with a circular arrow icon.



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

Enter the **verification code** provided to you through by **email** or **text** message.



You'll then receive a confirmation message.





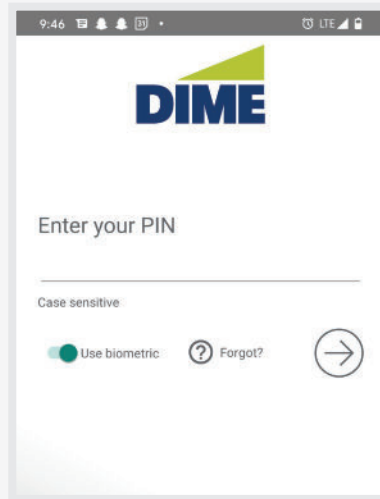
"Dime Business Mobile Banking App" continued from previous page...

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

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

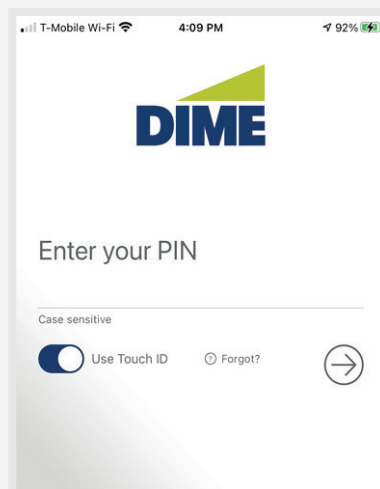
Setting up Touch ID and Face ID on Android Mobile Devices

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 Banking 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".

