



**BUSINESS BANKING**  
**Administrator Guide**

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## Overview

The purpose of this document is to provide users guidance about Commercial Center: Small Business features and services.

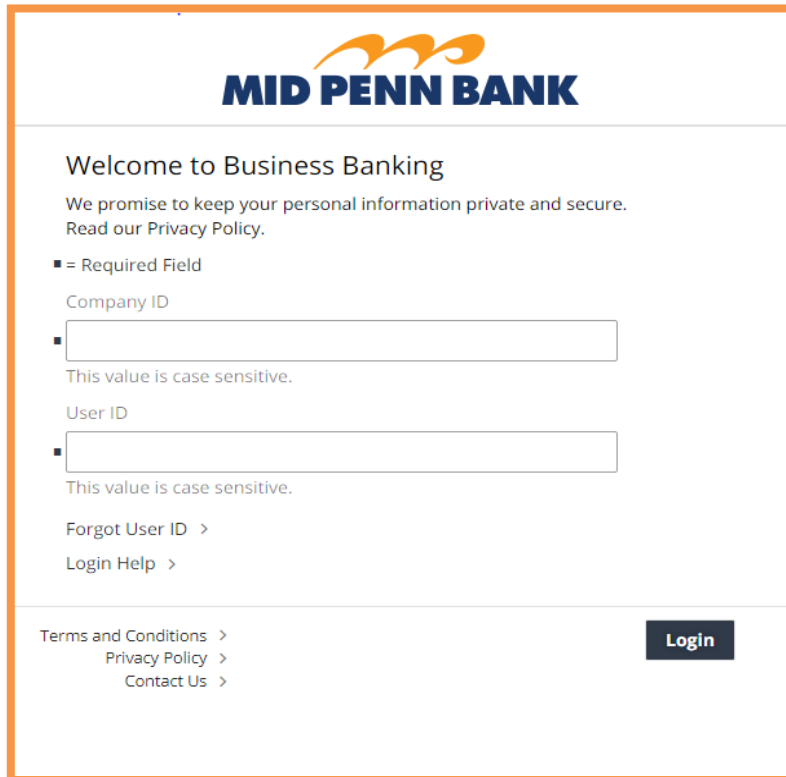
This site uses responsive design so that the user interface automatically adjusts itself based on the size of the window or device being used for access.

## Login

### Welcome Page

User needs the Company ID and User ID provided by the bank or company administrative user.

1. **Company ID** – enter the Company ID that has been assigned to company.
  - a. Value is case sensitive
2. **User ID** – enter the User ID that has been assigned to user.
  - a. Value is case sensitive
3. **Forgot User ID** – Select this link to begin the process of retrieving the user's ID if it was forgotten.
4. **Login Help** – Select this link to review the login help content.
5. **Terms and Conditions** – Select this link to review the financial institution's online banking terms and conditions.
6. **Privacy Policy** – Select this link to review the financial institution's online banking privacy policy.
7. **Contact Us** – Select this link to review the financial institution's contact details.

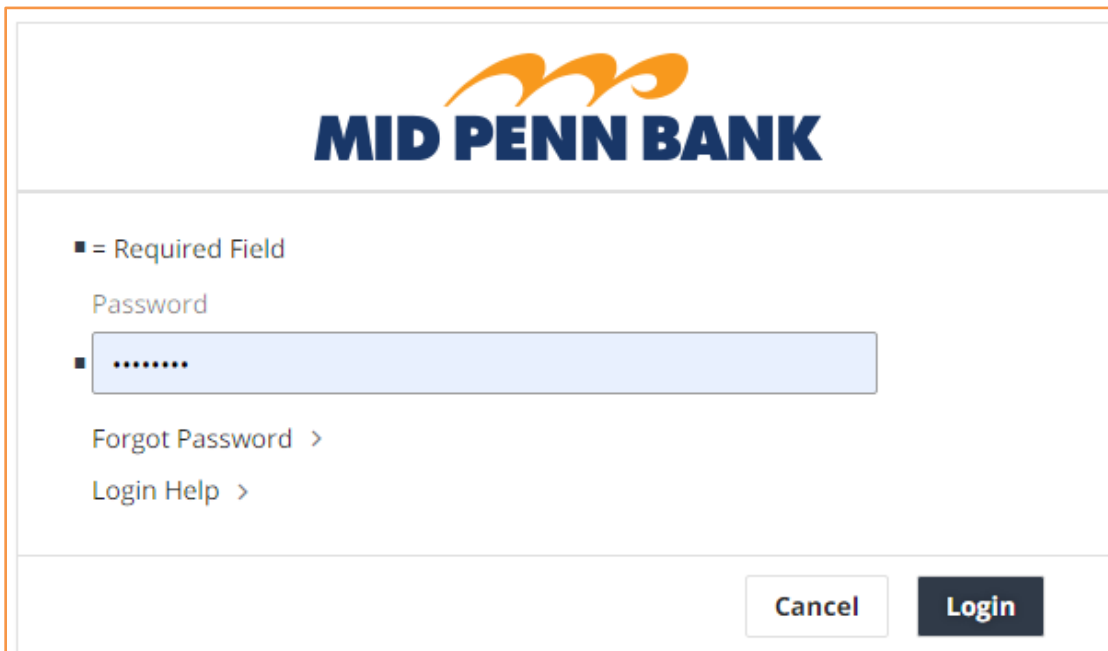


The screenshot shows the MID PENN BANK Business Banking Welcome Page. At the top is the MID PENN BANK logo. Below the logo, the text reads "Welcome to Business Banking" followed by "We promise to keep your personal information private and secure. Read our Privacy Policy." A legend indicates that a small square icon represents a "Required Field". The form contains two input fields: "Company ID" and "User ID", both marked as required. Below each input field is a note: "This value is case sensitive." There are three links: "Forgot User ID >", "Login Help >", and a "Login" button. At the bottom, there are three links: "Terms and Conditions >", "Privacy Policy >", and "Contact Us >".

## Temporary Password Entry

User who have never logged in before, or users who have had their password changed by a bank or company administrator must submit their temporary password before creating a permanent and secret password.

1. **Password** - Enter the temporary password provided by the bank or company administrator.
  - a. Value is case sensitive
2. **Forgot Password** – Select this link to have a temporary password delivered.
3. **Login Help** – Select this link to review the login help content.



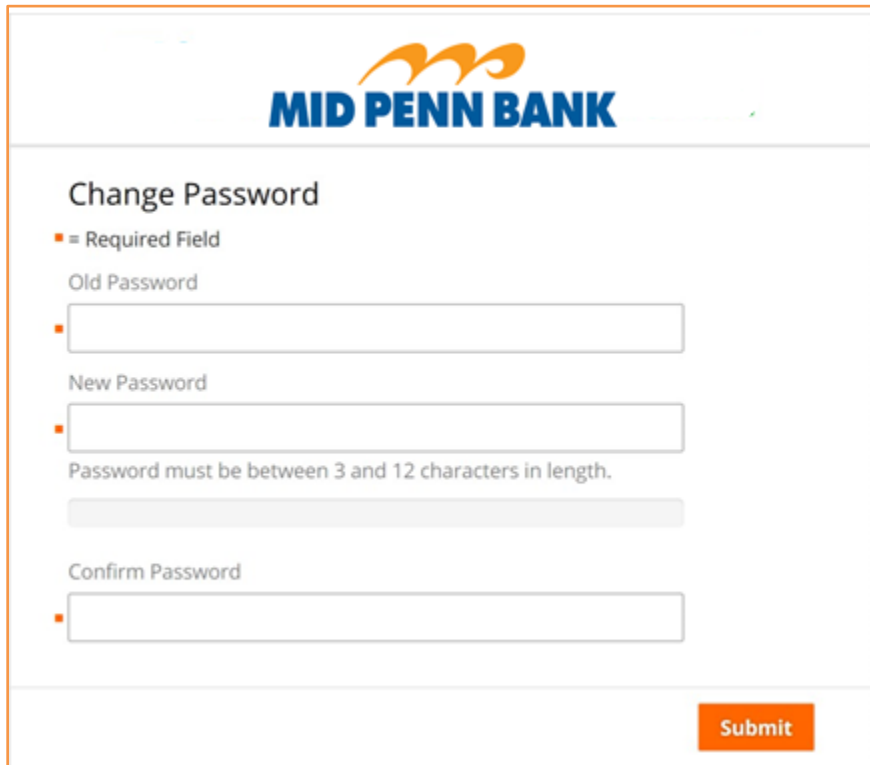
The image shows a screenshot of the Mid Penn Bank login interface. At the top, the Mid Penn Bank logo is displayed. Below the logo, there is a legend indicating that a small square icon represents a required field. The main form area contains a label 'Password' followed by a text input field. The input field has a small square icon to its left, indicating it is a required field. Below the input field, there are two links: 'Forgot Password >' and 'Login Help >'. At the bottom right of the form, there are two buttons: 'Cancel' and 'Login'.

## Permanent Password Creation

After a temporary password has been entered and verified, the user is next prompted to create a permanent secret password. The login method required for each individual user is determined by the financial institution during user setup or maintenance.

1. **Old Password** – Re-enter the temporary password.
2. **New Password** - Create a new Password. Ensure that the password complies with the requirements described under the field.
3. **Confirm Password** – Re-enter the new password to ensure no keying errors have been made.

***Tip:** It is NOT recommended that users write down their password. However, if the password must be written, it should be stored in a secure location.*



The image shows a screenshot of the Mid Penn Bank 'Change Password' web form. At the top is the Mid Penn Bank logo. Below it, the title 'Change Password' is displayed. A legend indicates that a small orange square represents a 'Required Field'. The form contains three input fields, each preceded by an orange square: 'Old Password', 'New Password', and 'Confirm Password'. Below the 'New Password' field, a text requirement states 'Password must be between 3 and 12 characters in length.' and there is a corresponding greyed-out feedback bar. An orange 'Submit' button is located at the bottom right of the form area.




## Out of Band PIN Creation

Personal Identification Numbers (PINs) are required to perform Out-of-band (OOB) logins.

The login method required for each individual user is determined by the financial institution during user setup or maintenance.

1. **New PIN** – Create a new PIN. Ensure that the PIN complies with the requirements described under the field.
2. **Confirm PIN** – Re-enter the new PIN to ensure no keying errors have been made.

*Tip: It is NOT recommended that users write down their PIN. However, if the PIN must be written, it should be stored in a secure location.*



### Setup PIN

For security reasons, you have been set up for Out-of-Band-Authentication. After entering your Company ID and User ID, you will be asked for this PIN and a One-Time Passcode. The One-Time Passcode will be sent via email or SMS text, depending on the options you set in your profile after your PIN has been entered.

New PIN

PIN must be between 6 and 12 characters in length.


Confirm PIN

Submit

## Forgot User ID

If the User ID is forgotten, the user must identify themselves by submitting the email address associated with their profile. If the email address entered is recognized, credentials (Company ID and User ID) are sent using the selected delivery method.

1. **Email Address** – enter the email address saved for the forgotten user ID.
2. **Email** – select this option to have the Company ID and User ID associated with the email address delivered as an email.
3. **Text Message** - select this option to have the Company ID and User ID associated with the email address delivered as an SMS text message.
4. **Login Help** – select this link to review the login help content.
  - On the Forgot User ID page, you'll need to identify yourself using the email address you have associated with this account.
  - You'll need to select the method of delivery to receive your User ID. Your choices are email or text message.
  - Your User ID will be sent to your email of record or the mobile phone number you have already set up to accept text messages upon enrollment or in a subsequent profile edit.



### Forgot User ID

Request a User ID reminder or contact us at MidPenn Small Business Support at [midpenn@olbanking.com](mailto:midpenn@olbanking.com) for assistance.

■ = Required Field

Email Address

How do you want to get your User ID reminder?

☒ Email

☐ Text Message

[Login Help >](#)

Cancel
Submit

## Miscellaneous Features

These features are available throughout the online banking site.

1. **Payment Progress** – this feature displays the current progress made in a multi-step process. The **Review** page always offers an **Edit** option so that changes can be made before final submission.



2. **Hover** – throughout the online banking site, place mouse cursor over icons to view the icon meaning, or over masked accounts to view the unmasked account number.

Transfer Date ↓		Transfer From	Amount	
02/06/2019 ↻	!	My Money Marke... (*...	\$5,000.00	>
02/06/2019 ↻	!	1005044 - MMA (My Money Marke... ) My Money Marke... (*...	\$6,200.00	>

Transfer Date ↓		Transfer From	Amount	
02/06/2019 ↻	!	My Money Marke... (*...	\$5,000.00	>
02/06/2019 ↻	!	Unsuccessful My Money Marke... (*...	\$6,200.00	>

3. **Paged Results** – search results display 10 at a time. When more than 10 results are available, select **Prev** to review previous pages one by one, **Next** to review subsequent pages one by one, or select a specific page number to jump to that page.

Showing 21 - 30 of 70 results

< Prev 1 2 3 4 5 6 7 Next >

#### 4. Payment Icons

- a. Account Transfer



#### 5. Payment Status and Transfer Status icons

- a. Pending Approval



- b. Canceled, Expired, Limits Exceed, Unsuccessful



- c. Pending Delivery, Scheduled



- d. Complete, Delivered



- e. Recurring Payment



6. **Repeat Payment** and **Repeat Transfer** – this feature is used to automatically recreate transactions in the future on a scheduled basis.

- a. **Frequency** – use options below to define how often transactions generate.

i. **Daily**

1. **Each business day** – select this option to allow transaction to automatically generate each banking day.
2. **Specific days of the week** – select this option to allow transaction to automatically generate on selected days of the week. Check the box beside desired days of the week.

- ii. **Weekly** – select the day of the week the transaction generates.

- iii. **Bi-weekly** – Bi-weekly Payments occur every two weeks, on the day of the week specified by user in the drop-down menu.

- iv. **Semi-monthly** – Semi-monthly Payments can be sent on two calendar days of the month a user specifies in the drop-down menu, or users can choose two specific days of the week in the month.

v. **Monthly**

1. **Choose the calendar day in the month** – select which date of the month the transaction generates.
2. **Choose the day of the week in the month** - select which instance of a day of the week the transaction generates.

- vi. **Annually** – select the date and month that the transaction generates.

- b. **Duration** – use the options below to define how long transactions generate from this schedule.
  - i. **Until I cancel** – select this option to generate transactions forever until someone manually cancels the schedule.
  - ii. **Until a specified end date** – select this option, then select an **End Date**, to generate transactions until the date selected.
  - iii. **A specified number of transactions** – select this option, then enter a number, to define the total number of transactions that generate from schedule.
- c. **Series Details** – use the options below to define when the schedule becomes active and provide a name.
  - i. **Start Date** – the date the series becomes active and is eligible to start generating transactions.
    1. **First Payment Date and First Transfer Date** - The date that the first payment will generate displays
    2. The First Payment Date, listed below the Start Date field, indicates the first possible date on which a user can begin a recurring Payment.
  - ii. **Series Name** – A unique name used to identify a specific payment series.

Transfer Frequency

Frequency

Daily

Weekly

Bi-weekly

Semi-monthly

Monthly

Annually

☒ Each business day  
☐ Specific days of the week

Duration

☒ Until I cancel  
☐ Until a specified end date  
☐ A specified number of transactions

Series Details

Start Date

02/07/2019

First Transfer Date: 02/07/2019

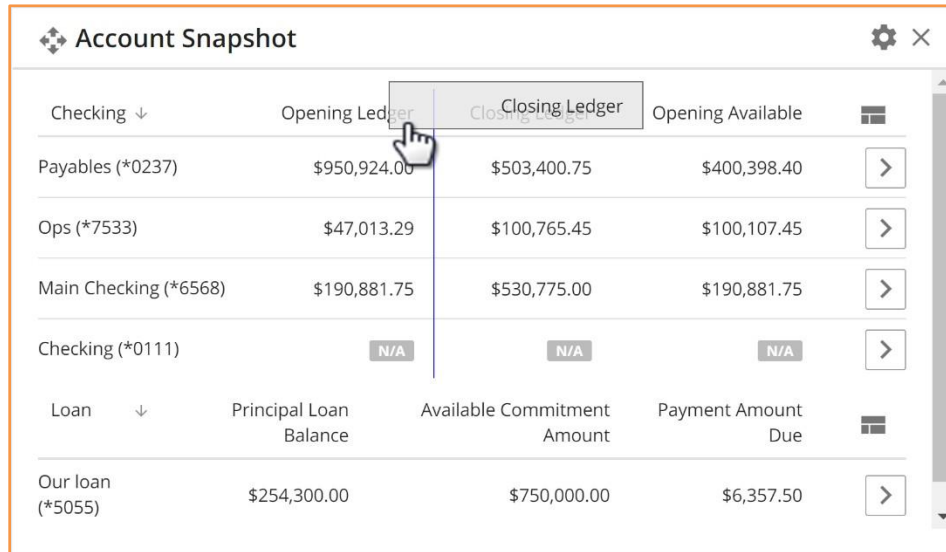
Recurring Series Name

123 This Way Street - Rent

Cancel

Save


7. **Reorder Columns** – drag and drop columns into preferred order






Checking ↓	Opening Ledger	Closing Ledger	Opening Available	
Payables (*0237)	\$950,924.00	\$503,400.75	\$400,398.40	>
Ops (*7533)	\$47,013.29	\$100,765.45	\$100,107.45	>
Main Checking (*6568)	\$190,881.75	\$530,775.00	\$190,881.75	>
Checking (*0111)	N/A	N/A	N/A	>

Loan ↓	Principal Loan Balance	Available Commitment Amount	Payment Amount Due	
Our loan (*5055)	\$254,300.00	\$750,000.00	\$6,357.50	>

8. **Select Columns** (  ) – select this to customize which columns display.

9. **View Details** (  ) – select this from a summary screen to view additional information available.

10. **View in Ascending/Descending Order** – select the column header to sort the table by that column and apply ascending (  ) or descending (  ) order.

## Home/Dashboard



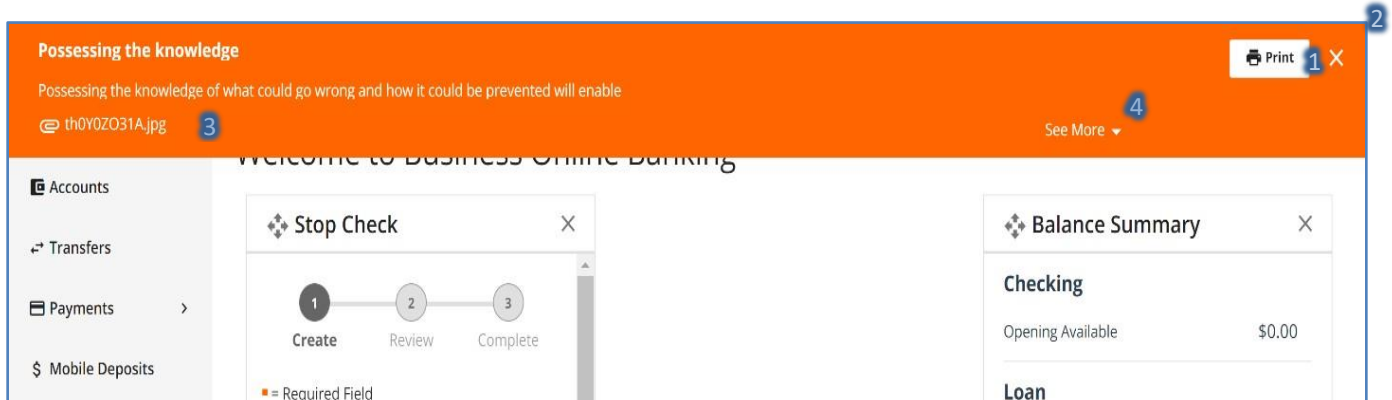
The Dashboard is the landing page provides quick access to common tasks including viewing balances, transferring funds, and placing stop check payment requests.

### Bulletin Banner

Bulletins provide users with pertinent information from the financial institution, such as payment cut-off time changes, planned maintenance, and security alerts. Bulletins ensure users see important information immediately upon login. Bulletins appear as one or more banners overlaid on top of the Dashboard.



The bulletin subject and a preview of the bulletin content displays in each banner.

1. **Print** – select this option to print the bulletin content.
2. **Dismiss Bulletin** (✕) – select this option to dismiss the bulletin. Once dismissed, the bulletin will no longer display on the home page. To review a dismissed bulletin, go to the *Messages* service.
3. **View Attachment** (📎) – select this icon to preview the content of attachments included with the bulletin, or to **Print** or **Download** the attachment.
4. **See More** – select this option to review additional bulletin content. If the content of a bulletin is lengthy, go to the *Messages* service to review the entire bulletin.



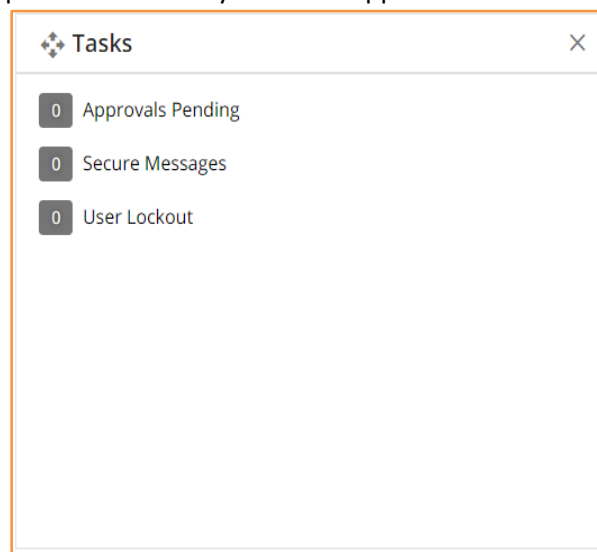
## General Features - Widgets

The Dashboard is configurable, with the ability to move, hide, and add widgets.

1. **Move Widget** (  ) – to move widgets, click and hold down the header bar of the widget (also known as ‘grabbing’), shift the widget to the desired spot on the screen (also known as ‘dragging’), then release the click (also known as ‘dropping’).
2. **Hide Widget** (  ) – Select the **X** on the top right of the widget to hide it from the dashboard.
3. **+ Add** – Retrieve widgets by selecting the **+ Add** button that appears to the right of the Dashboard when a widget is hidden, and clicking the description of the removed widget to reinstate to dashboard. If the add button is not displayed, all available widgets are already shown.

## Widget Details

1. **Tasks** – Provides notification about tasks that require the user’s attention. Users only see tasks for actions they are allowed to perform. Select the task name to go directly to the screen where that action can be performed. Tasks include:
  - a. **Approvals Pending** – displays the number of payments that are awaiting approval
  - b. **Secure Messages** – displays the number of messages created by the user that have a reply by the financial institution waiting
  - c. **User Lockout** – displays the number of user profiles that are currently locked
  - d. **Missed Payments** – displays the number of payments that are expired because they were not approved








2. **Balance Summary**- The sum of all accounts, per account type. Select an account type to access the *Accounts* screen and view more details.


Balance Summary	
<b>DDA</b>	
Memo Available Balance	\$309.15
<b>Loan</b>	
Payoff Amount	\$0.00
<b>Savings</b>	
Memo Available Balance	\$150.00

3. **Account Snapshot** – Provides the balances of up to 5 accounts.

- a. **Select Accounts** (  ) – select this to choose the 5 accounts to show in this widget.

Account Snapshot				
Checking ↓	Opening Ledger	Closing Ledger	Opening Available	
Payables (*0237)	\$950,924.00	\$503,400.75	\$400,398.40	>
Ops (*7533)	\$47,013.29	\$100,765.45	\$100,107.45	>
Main Checking (*6568)	\$190,881.75	\$530,775.00	\$190,881.75	>
Checking (*0111)	N/A	N/A	N/A	>
Loan ↓	Principal Loan Balance	Available Commitment Amount	Payment Amount Due	
Our loan (*5055)	\$254,300.00	\$750,000.00	\$6,357.50	>

4. **Quick Transfer** – Quickly create an account transfer in 3 steps: 1) Create, 2) Review, 3) Complete.
  - a. **From** – select the account to debit.
  - b. **To** – select the account to credit.
  - c. **Loan Transfer Options** – if a loan account is credited, select how the payment will be applied.
  - d. **Amount** – enter transfer amount.
  - e. **Transfer Date** - click the calendar tool (  ) to easily locate a date.
  - f. **Memo** – enter memo or reference information.
  - g. **Go To Transfers** (  ) – select this option to go to the Transfers screen to access all available account transfer features, including the ability to setup automatically recurring transfers and review historical and upcoming transfers.


**Quick Transfer**
×

1

Create

2

Review

3

Complete

▪ = Required Field

From

▪

Make a Selection

▼

To

▪

Make a Selection

▼

Amount


▪

\$


Transfer Date

▪

07/27/2020






Memo



Cancel

Review

5. **Stop Checks** – Quickly create a stop check request in 3 steps: 1) Create, 2) Review, 3) Complete.
  - a. **Account** – select the account from which check was written.
  - b. **Check Number** – enter the check number.
  - c. **Amount** – enter the dollar amount of the check.
  - d. **Date Written** – click the calendar tool (  ) to easily locate a date.
  - e. **Written To** – enter the name of the check recipient.
  - f. **Reason** – select the reason for the stop request.
  - g. **Go To Stop Checks** (  ) – select this option to go to the Stop Checks screen to access all available features, including the ability to submit a stop request for a range of checks and review historical requests.


**Stop Check**
×

1

Create

2

Review

3

Complete

■ = Required Field

Account

■

Make a Selection

▼

Check Number

■


Amount

■

\$

Date Written

■



Written To


■

Reason

■

Make a Selection



▼



Cancel

Review

**7. Offers/Marketing** – displays products and services offered by the financial institution

- a. **Go Back** (  ), **Go Forward** (  ) – select this option to review the previous or proceed to the next offer.



## Accounts




Review account balances, transactions, check images, and additional account activity details.

### Account Balances

1. **Select An Account** – choose an account to review its balances and transactions.
2. **Make Favorite** – select this option to make the current account the default account that displays when accessing the Accounts screen.

### Recent Transactions

1. **Search** – enter a key word, phrase, or dollar amount to quickly locate a specific transaction
2. **View Image** (  ) – select this to view image(s) associated with the transaction. If a check or reference number is available, it displays on the view image button.
3. **Stop Checks** – select this to access the *Stop Checks* screen with this account number populated in the Account field
4. **Transfer From** – select this to access the *Transfers* screen with this account number populated in the From field.
5. **Transfer To** - select this to access the *Transfers* screen with this account number populated in the To field.
6. **History** – select this to access the *Transaction Search* screen for additional filtering and export options

Accounts

Last Login: 01/23/2019 12:15 PM

Main Checking (\*6568) CHECKING

☆ Make Favorite

Select An Account

Main Checking (\*6568)

Opening Ledger

\$190,881.75

Closing Ledger

\$530,775.00

Opening Available

\$190,881.75

Recent Transaction

1

Search

Stop Checks


Transfer From



Transfer To

History

Date	Description	Amount	Balance
01/22/2019	Preauthorized ACH Credit 0077900000 PAY MGT SYSTEM HHS PAYMNT 092109 OMOS P OMOSP	\$10.02	\$110,391.61
01/22/2019	Check Paid 1234	-\$25,000.00	\$85,391.61












## Transaction Search

From the Home screen review the balances and transactions of an account by clicking 

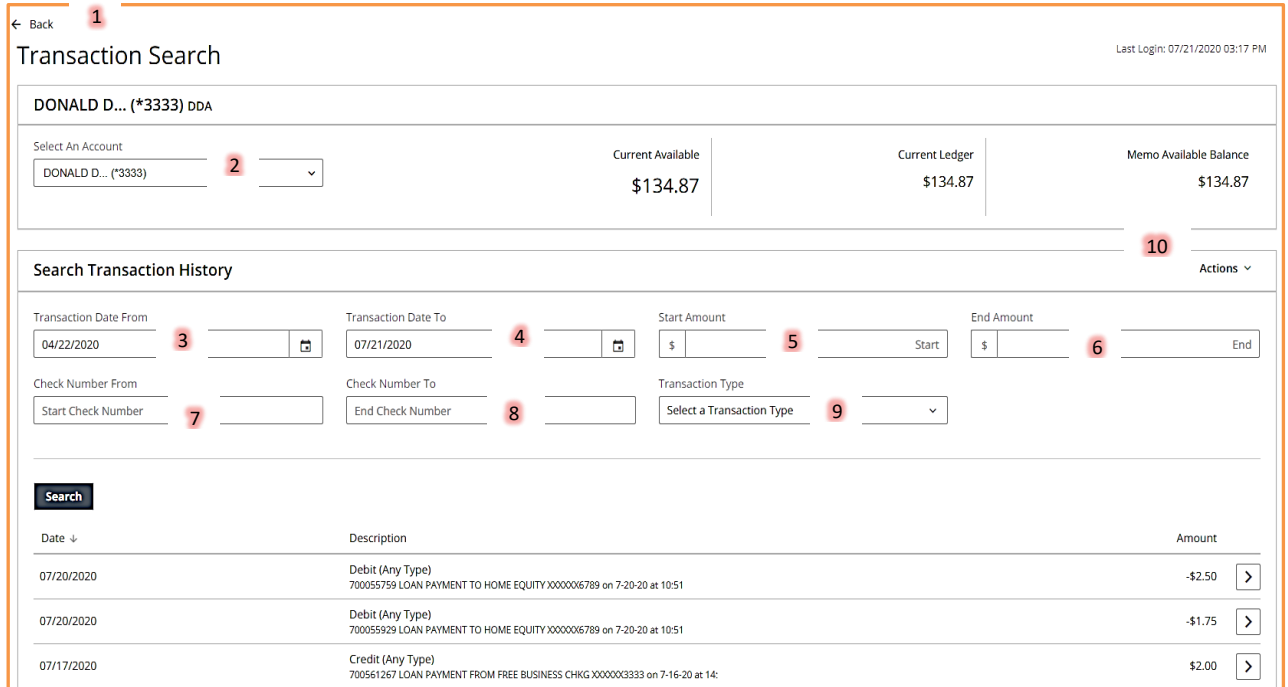
Account Snapshot				 
DDA	↓	Current Available	Current Ledger	Memo Available Balance
MPB DEMO (*5000)		\$150.00	\$150.00	\$150.00
MOUSE CLUB HOUSE INC (*9788)		\$7.01	\$7.01	\$7.01

The following screen will appear displaying the current transaction history. To search additional transaction history by date, amount, transaction type, or check number click

**History**


Accounts				
MPB DEMO (*5000) DDA				
Select An Account		Current Available	Current Ledger	Memo Available Balance
MPB DEMO (*5000)		\$150.00	\$150.00	\$150.00
Recent Transactions				
Search				
				   
Date	Description	Amount	Balance	
06/16/2020	ATM Debit ATM Withdrawal 06-16 PA ORWIGSBURG 1021 CENTRE TURNPIKE SEQ# 002400 1205	-\$20.00	\$0.00	
06/16/2020	Credit (Any Type) Deposit	\$20.00	\$20.00	
10/30/2019	ATM Debit ATM Withdrawal 10-30 PA STEELTON 51 S FRONT STREET SEQ# 005800 0298	-\$20.00	\$0.00	
10/30/2019	ATM Debit ATM Withdrawal 10-30 PA STEELTON 51 S FRONT STREET SEQ# 005799 0298	-\$5.00	\$20.00	
10/30/2019	Credit (Any Type) Deposit	\$25.00	\$25.00	
08/26/2019	Miscellaneous Credit TransferFromChing/ConsolidateDemoAccts	\$140.00	\$0.00	
Showing 1 - 6 of 6 results				

The following screen will be displayed:



The screenshot shows the 'Transaction Search' interface. At the top left is a 'Back' button (1). Below it is the account name 'DONALD D... (\*3333) DDA'. A 'Select An Account' dropdown menu (2) shows 'DONALD D... (\*3333)'. To the right are three balance fields: 'Current Available' (\$134.87), 'Current Ledger' (\$134.87), and 'Memo Available Balance' (\$134.87). Below these is the 'Search Transaction History' section (10) with a dropdown arrow. It contains several filter fields: 'Transaction Date From' (3) with date '04/22/2020', 'Transaction Date To' (4) with date '07/21/2020', 'Start Amount' (5) with '\$' and 'Start', 'End Amount' (6) with '\$' and 'End', 'Check Number From' (7) with 'Start Check Number', 'Check Number To' (8) with 'End Check Number', and 'Transaction Type' (9) with a dropdown 'Select a Transaction Type'. A 'Search' button is located below the filters. The results table has columns 'Date', 'Description', and 'Amount'. It lists three transactions: two debits on 07/20/2020 for -\$2.50 and -\$1.75, and one credit on 07/17/2020 for \$2.00. Each row has a right arrow button.


Apply one or more filters, then select **Search** to quickly locate desired transactions.

1. **Back** (  ) – select this to go back to the previous screen.
2. **Select An Account** – choose an account to review its balances and transactions.
3. **Transaction Date From** – select the date of oldest transactions to display.
4. **Transaction Date To** – select the date of newest transactions to display.
5. **Start Amount** – enter the lowest dollar amount transaction to display.
6. **End Amount** – enter the highest dollar amount transaction to display.
7. **Check Number From** – enter the lowest check number to display.
8. **Check Number To** – enter the highest check number to display.
9. **Transaction Type** – select the type of transactions to display.
10. **Actions** – select this to access print and export options. (Download CSV, Export QuickBooks, Export Quicken (Windows), Export Quicken (Mac), Print Report (Defaults to a PDF that can be downloaded or printed))

## Transfers

### ↔ Transfers

Quickly schedule money transfers between accounts at the bank.

1. **From Account** - click this field, search for and then select an account from the list. Funds will be withdrawn/debited from this account.
2. **To Account** - click this field, search for and then select an account from the list. Funds will be deposited/credited into this account.
3. **Amount** – enter the dollar amount of the transfer.
4. **Transfer Date** - click the calendar tool (  ) to easily locate a date. The earliest available payment date displays in the field by default.
5. **Memo** – enter memo or reference information for the transfer.
6. **Repeat Transfer** - select this option to create a schedule for this payment to automatically repeat in the future.

### Transfer Funds Between Accounts

1

2

3

Create

Review

Complete

■ = Required Field

From Account

■ Select From Account ▼


To Account

■ Select To Account ▼

Amount

■ \$

Transfer Date

■ 01/31/2019 

Memo

This is a one-time transfer. Repeat Transfer


Cancel
Review



## Transfer Activity

Select the **Recent Payments** tab to review and take action (approve, reject, cancel, reschedule) on transfers scheduled for delivery today, and review historical transactions. Select the **Upcoming Payments** tab to review and take action on future dated transfers.

### Activity Summary

1. **Transfer Date** – date of transfer.
2. **Transfer From** – the debit account.
3. **Transfer To** – the credit account.
4. **Amount** – dollar amount of transfer.
5. **Series Name** – the name of the recurring series that created the transfer. This field is blank for one-time payments.
6. **Print** – select this to print or download a PDF of payment activity displayed. Future dated transactions of a recurring series do not display a transaction ID.
7. **Export** – select this to generate a comma separated value (CSV) file of payment activity displayed.
8. **Transfer Details** – select (  ) to get more details on a specific transaction.

Recent Transfers		Upcoming Transfers				Print	Export
Transfer Date ↓		Transfer From	Transfer To	Amount	Series Name		
01/31/2019		Main Checking (*...	Main Savings ...	\$2,500.00	Weekly Savings Transfers		
01/30/2019		My Money Marke...	Main Checkin...	\$5,000.00	Transfers every Wednesday and Friday		
01/30/2019		My Money Marke...	Ops (*7533)	\$6,200.00	Transfers to cover supplier payments on Wednesday		
01/23/2019		Main Checking (*...	Ops (*7533)	\$10.00			
Showing 1 - 10 of 69 results							
				<div> Prev</div>			
				<div>1234567Next </div>			

## Transfer Details

1. **Print** – select this to print or download a PDF of transfer details.
2. **Download** – select this to generate a comma separated value (CSV) file of transfer details.
3. **Transaction Processing Actions** – each transfer includes a processing details section above the *Status History*. Any action the user is eligible to perform on the transfer is presented here.
  - a. **Reject Transfer** – select this option to reject a *Pending Approval* transfer and send it back to the creator for editing.
  - b. **Approve Transfer** – select this option to approve a transfer
  - c. **Cancel Transfer** – select this option to cancel a transfer to ensure it is not processed.
  - d. **Edit Transfer** – select this option to update a future dated transfer, or reschedule an expired transfer. If transfer is from a recurring series, this edit option updates only this single payment.
  - e. **Edit Series** – select this option to make changes to all future transfers created by this recurring series.
  - f. **Cancel Series** – select this option to cancel all future transfers created by this recurring series.

Account Transfer Details

Transfer Date

08/03/2020

Status

SCHEDULED

From Account

DONALD DUCK IN... (\*3333)

To Account

MOUSE CLUB HOU... (\*9788)

Amount

\$0.55

Transaction Number

Memo

Recurring Transfer Test

Print

Download

This transfer has not yet been processed.

Transfer will be processed on 08/03/2020.

Cancel Transfer

This transfer is part of a recurring series: **Recurring Transfer Test**

Changes made to this transfer will be applied to all transfers that are part of the series.

Frequency: **Monthly on the 3rd of the month starting on 08/03/2020 ending on 09/03/2020**

Edit Series

Cancel Series

Status History

Date/Time	Status	Initiator	Description
07/31/2020 12:21 PM EDT	Created	ACurran_Small	Transfer Created

OK

## Payments

 Payments 

Schedule, review, or approve payments to people or businesses as a BillPay Payment. Create and save payees to allow quick submission of payments in the future.

## Make a Payment

 Make a Payment

Access BillPay, review and take action (approve, edit, cancel) on scheduled payments.

### Make Payment

#### Make Payment



How fast should the payment be processed?



3-5 Business Days Standard Bill Pay

### 3-5 Business Days Standard BillPay

BillPay is optimal if user has several days to make a payment. Use this service to manage BillPay payees, schedule payments, and review payment history.

When this service is selected, the user is automatically logged into the BillPay website. Contact your bank for more information about BillPay.

## Make Payment

### Make Payment

1

2

3

4


Speed

Create

Review

Complete

How fast should the payment be processed?



3-5 Business Days Standard Bill Pay

## Mobile Deposits

### \$ Mobile Deposits

Take pictures of a check and remotely deposit it into your account. Save the physical check for your records for 30 days or until it is reconciled with your statement. Store checks in a secure location until they can be shredded.

1. **Bank Account or Location**- click this field, search for and then select an account from the list. The check will be deposited into this account.
2. **Amount** – enter the dollar amount of the check.
3. **Take Check Images** – select this option to use the device’s camera to take a picture of the front and back of check. If prompted, allow access to the device’s camera.
4. **Upload Check Images** – select this option if images of the front and back of check are saved as a file that the device is allowed to access.

**NOTE:** Checks must be endorsed as: **FOR MOBILE DEPOSIT ONLY AT MID PENN BANK** to be accepted.

### Make A Mobile Deposit

1

2

3

Create

Review

Complete

■ = Required Field

Bank Account

■

Make a Selection

▼

Amount

■

\$

Upload Check Images

Take Check Images

Checks must be endorsed as: FOR MOBILE DEPOSIT ONLY AT MID PENN BANK Checks will be reviewed for acceptance. Upon acceptance, funds will be available using our standard funds availability schedule. You can monitor the status of your deposit by viewing "MOBILE DEPOSIT HISTORY" in your App.








Cancel

Review

## Mobile Deposit History

Review details about submitted mobile check deposits.

1. **Print** - select this to print or download a PDF of deposit activity displayed.
2. **Search** – enter a transaction ID, account number, or dollar amount to filter results in the table below.
3. **Date** – date of deposit.
4. **Transaction ID** – the unique identifier created for the deposit.
5. **Bank Account** – the account credited by the deposit.
6. **Amount** – the amount of check deposited.

Mobile Deposit History					 Print
					<input type="text" value="Search"/> 
Date ↓	Transaction ID		Bank Account	Amount	
01/30/2019	RDC-00006987		NY Test (*0004)	\$2.00	
01/22/2019	RDC-00006920		CA Account (*0143)	\$10.00	

## Mobile Deposit Details

1. **Print** - select this to print or download a PDF of deposit details.

Deposit Details

Deposit Date

12/18/2018

Bank Account

CA Account (\*0143)

Amount

\$5.50

Status

FAILED

Transaction Number

RDC-00006809

Print

Status History

Date/Time	Status	Initiator	Description
12/18/2018 11:55 AM EST	Failed	JohnDoe	The amount you entered did not match the amount detected. Please re-enter amount and retake photo.: Real time IQA failed.
12/18/2018 11:55 AM EST	Created	JohnDoe	Remote Deposit Created.

OK

## Stop Checks

### ! Stop Checks

Submit a Stop Check request to render a check void and prevent it from being paid.

### Individual Check

1. **Account**- click this field, search for and then select an account from the list.  
This is the account the check is written from.
2. **Check Number** – enter the check number to stop.
3. **Amount** – enter the amount on the check.
4. **Date Written** – enter the date on the check.
5. **Written To** – enter the payee on the check.
6. **Reason** – select the reason for the stop request.

1

2

3

Create

Review

Complete

■ = Required Field

Account

■ Select Account ▼

Individual Range

Check Number

■

Amount

\$

Date Written

Written To

Reason

Select Reason ▼

Cancel Review



## Check Range

1. **Account** – click this field, search for and then select an account from the list.  
This is the account the check is written from.
2. **Range** – click this button submit a stop request for a range of checks.
3. **Start Range** – enter the first check number in the range of checks.
4. **End Range** – enter the last check number in the range of checks.
5. **Reason** – select the reason for the stop request.

Stop Checks

1

2

3

Create

Review

Complete

■ = Required Field

Account

■ Select Account

▼

Individual

Range

Start Range

■

End Range

■

Reason


■ Select Reason

▼

Cancel

Review

## Recent Stop Checks

1. **Check** – enter a check number, then select **Search** to filter results in table below.
2. **Account** – click this field, search for and then select an account from the list.  
Select **Search** to filter results in table below.
3. **Created** – date of stop check request.
4. **Transaction ID** - the unique identifier created for the stop request.
5. **Check** – the check individual number or range of checks in the stop request.
6. **Account** – the account the check is written from.
7. **Date Written** - the date on the check. This field is always blank for a range of checks.
8. **Amount** – the amount of the check. This field is always blank for a range of checks.
9. **Reason** – select the reason for the stop request.
10. **Written To** - the payee on the check. This field is always blank for a range of checks.
11. **Stop Check Detail** – select (  ) for more detail on the stopped item.

Recent Stop Checks

Check

Account

Ops (\*1111)

Search

Created ↓	Transaction ID	Check	Account	Date Written	Amount	Reason	Written To	
11/23/2018	STP-00016539	10001001	Ops (*1111)	11/15/2018	\$2,222.00	Duplicate	DKB	>
11/19/2018	<div><div></div>STP-00016355</div>	2	Ops (*1111)	11/19/2018	\$10.00	Stolen	ppa	>
10/03/2018	STP-00015045	51 - 55	Ops (*1111)			Lost		>

## Stop Check Details

1. **Print** - select this to print or download a PDF of stop request details

Stop Check Details

Created

11/23/2018

Account

Test Account 1 (\*1111)

Check Number

10001001


Amount

\$2,222.00

Date Written

11/15/2018

Status

PENDING 

Transaction Number

STP-00016539

Reason

Duplicate

Written To

DKB


Print

Status History

Date/Time	Status	Initiator	Description
11/23/2018 01:10 AM EST	PENDING	SYSTEM	Request initiated, pending response.
11/23/2018 01:10 AM EST	ACCEPTED	avra	Request entered into system.

OK

## Statements

1. **Statement** – click this field, search for and then select the desired statement type from the list.
2. **In The Past** – select the amount of statement history to display.
3. **Account** – select which account’s statements to review, then select **Search**. Available statements display in the table below.
4. **View Details** (  ) – select this to view, download, or print the statement.

### Statements and Reports

Statement  

Checking Statements




In The Past  

6 months

Account  

eStatementsTes... (\*1961)

Search

Statement Date ↑	Description	Account	
08/31/2018	Checking Statements	eStatementsTes... (*1961)	
09/28/2018	Checking Statements	eStatementsTes... (*1961)	
10/31/2018	Checking Statements	eStatementsTes... (*1961)	

## Alerts



Enable alerts about account balances, payment status updates, and security notifications. Review email and text message delivery attempts. NOTE: Some alerts are required by the Bank and cannot be unchecked.

To set alert delivery method, go to **Edit My Profile**.

### Set Active Alerts

#### Account Alerts

Alert me when:

☐ My account is overdrawn

☐ My balance reaches the specified threshold

#### Payment and Transaction Alerts

Alert me when:

☒ A transaction fails

☒ A transaction is successful

☒ A transaction was missed

☒ A transaction requires my approval

#### Security and Fraud Alerts

Alert me when:

☒ My password changes

☒ A user in my company has been locked out

☐ A new user is created

☒ A user is modified

☐ A user's password changes

Cancel

Submit

Recent Alerts

Search

Q

Date	Subject	
Jul 27, 2020 1:28 PM EDT	User Password Change Report	>
Jul 27, 2020 1:28 PM EDT	User Password Change Report	>
Jul 27, 2020 1:27 PM EDT	Forgot Password	>
Jul 22, 2020 2:42 PM EDT	Forgot Password	>
Jul 22, 2020 2:33 PM EDT	Forgot Password	>
Jul 22, 2020 2:29 PM EDT	Forgot Password	>
Jul 22, 2020 1:59 PM EDT	User Password Change Report	>
Jul 22, 2020 1:58 PM EDT	Forgot Password	>
Jul 22, 2020 1:56 PM EDT	User Password Change Report	>
Jul 22, 2020 1:49 PM EDT	Forgot Password	>

Showing 1 - 10 of 17 results

< Prev

1

2

Next >

OCTOBER 2020

Page | 37

## Account Alerts

Click **Alert me when my balance reaches the specific threshold** to view available balance alert options.

1. **Account** – check the checkbox beside the desired account to define balance thresholds. Once selected, a dollar amount must be entered in one of the fields presented for this account.
2. **Balance is Below** – enter a dollar amount. A notification is delivered if the account balance is below this amount at specific times throughout the day.
  - a. Do not enter negative dollar amounts. Enter a value of ZERO to create an 'overdrawn' balance alert.
3. **Balance is Above** - enter a dollar amount. A notification is delivered if the account balance is above this amount at specific times throughout the day.

### Account Alerts

▼ Alert me when my balance reaches the specified threshold.

Account	Balance is Below	Balance is Above
<input checked="" type="checkbox"/> Main Sa...	\$ <input type="text"/>	\$ <input type="text"/>
<input type="checkbox"/> My Mon...		
<input type="checkbox"/> Main Ch...		
<input checked="" type="checkbox"/> Ops (*7...	\$ <input type="text"/>	\$ <input type="text"/>
<input type="checkbox"/> Payable...		
<input type="checkbox"/> Checkin...		

## Payment and Transaction Alerts

Enable these alerts to receive notifications about transaction and payee updates.

1. **A transaction fails** – enable this to receive a notification if an Account Transfer enters a *Canceled* or *Unsuccessful* status.
2. **A transaction is successful** – enable this to receive a notification if an Account Transfer enters a *Completed* status.
3. **A transaction was missed** – enable this to receive a notification if an Account Transfer enters an *Expired* status.
4. **A transaction requires my approval** - enable this to receive a notification when an Account Transfer that must be processed today requires my approval.

### Payment and Transaction Alerts

Alert me when:

- ☒ A transaction fails
- ☒ A transaction is successful
- ☒ A transaction was missed
- ☒ A transaction requires my approval

## Security and Fraud Alerts

Enable these alerts to receive notifications about password and profile updates, updates made to teammates, or to receive a reminder email that Positive Pay checks still need review. Some alerts are only available to administrative users.

1. **My password changes** – enable this to receive a notification if your password changes; regardless if that action is performed by you, or by a teammate or the bank as a password reset.
2. **A user in my company has been locked out** – enable this to receive a notification if a teammate locks themselves out.
3. **A new user is created** – enable this to receive a notification if a new teammate is created.
4. **A user is modified** – enable this to receive a notification if a teammate's profile is updated.
5. **A user's password changes** – enable this to receive a notification if a teammate's 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
- ☒ A user is modified
- ☐ A user's password changes

## Additional Alerts

Enable this alert to receive notifications about general online banking updates.

1. **When a new bulletin is available** – enable this alert to have bulletin content published by the bank automatically emailed.


### Additional Alerts
























- ☒ When a new bulletin is available



## Recent Alerts

Review the 50 most recent email and text message delivery attempts.





1. **Search** – enter the date, time, or subject of an alert to filter results in the table below
2. **Date** – date and time of alert delivery attempt.
3. **Subject** – description of the email or text message alert
4. **View Details** (  ) – select this to view, download, or print the alert.

Recent Alerts			
<div> <input type="text" value="Search"/>  </div>			
Date ↓		Subject	
Jul 27, 2020 1:28 PM EDT		User Password Change Report	
Jul 27, 2020 1:28 PM EDT		User Password Change Report	
Jul 27, 2020 1:27 PM EDT		Forgot Password	
Jul 22, 2020 2:42 PM EDT		Forgot Password	
Jul 22, 2020 2:33 PM EDT		Forgot Password	
Jul 22, 2020 2:29 PM EDT		Forgot Password	
Jul 22, 2020 1:59 PM EDT		User Password Change Report	
Jul 22, 2020 1:58 PM EDT		Forgot Password	
Jul 22, 2020 1:56 PM EDT		User Password Change Report	
Jul 22, 2020 1:49 PM EDT		Forgot Password	
Showing 1 - 10 of 17 results			<div>  <div>12</div>  </div>

## Bulletins

Review important information published by the bank. The number of unread bulletins displays in the tab.

1. **Search** - enter the bulletin publish date or subject to filter the results shown in the table below.
2. **Date** – the date the bulletin was broadcast to users.
3. **Subject** – topic of the bulletin.

Messages <b>0</b>	<b>Bulletins 2</b>	Approvals <b>1</b>	
<input type="text" value="Search"/> 			
Date ↓	Subject		
01/29/2019	The branches will be closed on ...		
09/06/2017	Important Information About In...		
Showing 1 - 2 of 2 results			

### Bulletin Detail


1. **Print** - select this option to print the bulletin content.
2. **View** – select this option to view, print, or download an attachment of the bulletin.

Bulletin Detail

Print

### HOLIDAY OFFICE HOURS

Our Branch Offices will be closed on Wednesday, July 4<sup>th</sup> to celebrate the holiday.



Mid Penn Bank is available 24/7 Online, through your Mobile App and our network of ATM's.

File Name	Size	
	265 KB	View

## Approvals

Quickly locate Account Transfers that require approval. The number of payments in a *Pending Approval* status displays in the tab.


1. **Search** - enter the date, payee, or dollar amount to filter the results shown in the table Below.
2. **Date** – transaction Payment Date.
3. **Payee** - name of payee, name of Employee Pay Group, or the credit account of an Account Transfer. The number of payees displays in parenthesis for Employee Pay Group records.
4. **Amount** – dollar amount of transaction.

Messages 0	Bulletins 2	Approvals 1	
<input type="text" value="Search"/>			
Date ↓	Payee	Amount	
01/31/2019	↔ Main Savings (*5022)	\$180.00	>
Showing 1 - 1 of 1 results			

### Approval Detail

1. **Details** – select this to view additional details, such as the *Status History*, or to access options to cancel or edit the transaction.
2. **Reject** - select this option to reject a *Pending Approval* transaction and send it back to the creator for editing.
3. **Approve** - select this option to approve a transaction.

Approval Detail

Payment Date	01/31/2019
From Account	My Money Marke... (*5044)
Amount	\$180.00
Status	PENDING APPROVAL 
Transaction Number	ATR-00019438
Payment Type	Transfer

---

To Account	Main Savings (*5022)
Memo	Floral Vendor Deposit

Details

Reject

Approve

## Admin Manager



As an administrator, create and update teammate profiles and permissions, or update account descriptions/names.

## Users



Create new users, perform password resets, unlock teammates, and manage permissions.

Admin Manager - 2308802705
Last Login: 07/31/2020 01:27 PM

Angie Curran (ACurran\_Small)
ADMIN Actions

Select A User
Angie Curran
+ Add A New User

**Services**
View Accounts
Mobile Deposits
Transfer
Additional Access

**Administrative Permissions**
User Maintenance
Transfers
Mobile Deposits
Administrative Permissions

Statements
Account Alerts
Stop Checks

Accounts
Payments
Additional Access
Account Update

Last Login: Jul 31, 2020 1:35:00 PM

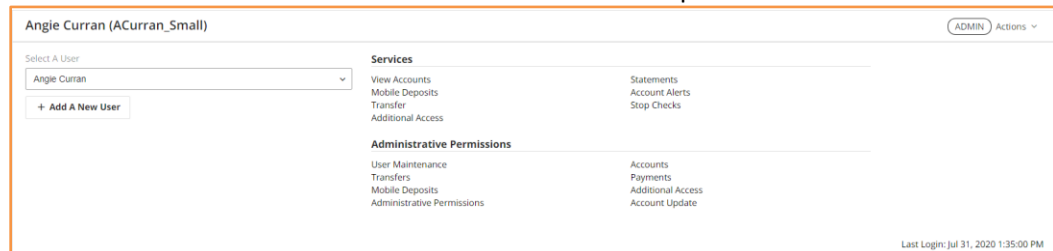
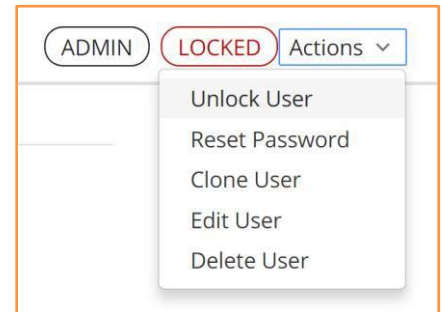
Angie Curran (ACurran\_Small)
ADMIN Actions

Accounts	Transfers	Mobile Deposits	Fraud Protection	Additional Access	Additional Services	Administrative Permissions	Statements
You are not permitted to change your own services and accounts.							
Account	View Access		Account Alerts				
	ON	OFF	ON	OFF			
DONALD DUCK INC (*3333)	ON		ON				
KATHY I BORDNER (*0804)	ON		ON				

## User Summary

For convenience, the *Actions* button offered in the user summary section is also available at the user details section.

1. **Actions** – select this to access additional options for this user. If the user being viewed is an administrative user, the term *ADMIN* displays beside this button.
  - a. **Lockout User** – select this to lockout the user and prevent online banking access. This option is not presented when a user is looking at their own permissions.
    - i. **Unlock User** – this option displays, as well as the term *LOCKED* beside the Actions button, if the user is currently locked out. Select this to unlock the user and permit online banking access.
  - b. **Reset Password** – select this to create a temporary password for the user. The new password must be communicated to the user. This option is not presented when a user is looking at their own permissions.
  - c. **Clone User** – select this to use this user as a template or model for the creation of a new user. The new user automatically inherits the permissions of this user. However, payment services of the new user still require review.
  - d. **Edit User** – select this to edit the user's profile.
  - e. **Delete User** – select this to delete the user. This action cannot be undone once confirmed.
2. **Select A User** - click this field, search for and then select a user from the list to review their summary and detail information.
3. **+ Add A New User** – select this to create a new user profile from scratch.

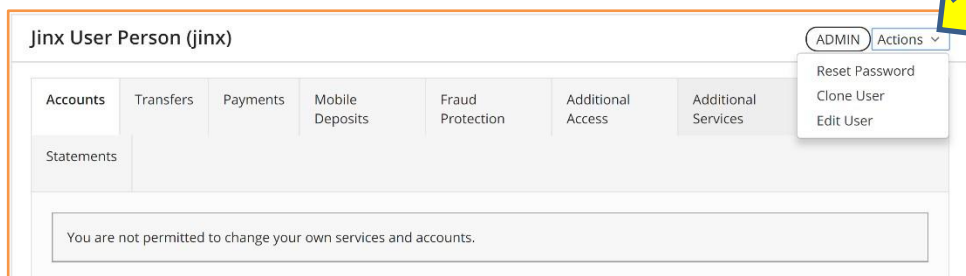


## User Details

Select the accounts for which users can review balances and transactions and perform stop payment requests. Enable which services a user is allowed to permit other users.

For convenience, the **Actions** button offered in the user details section is also available at the user summary section.

Administrative users can review their own permissions, but are not allowed to modify them.

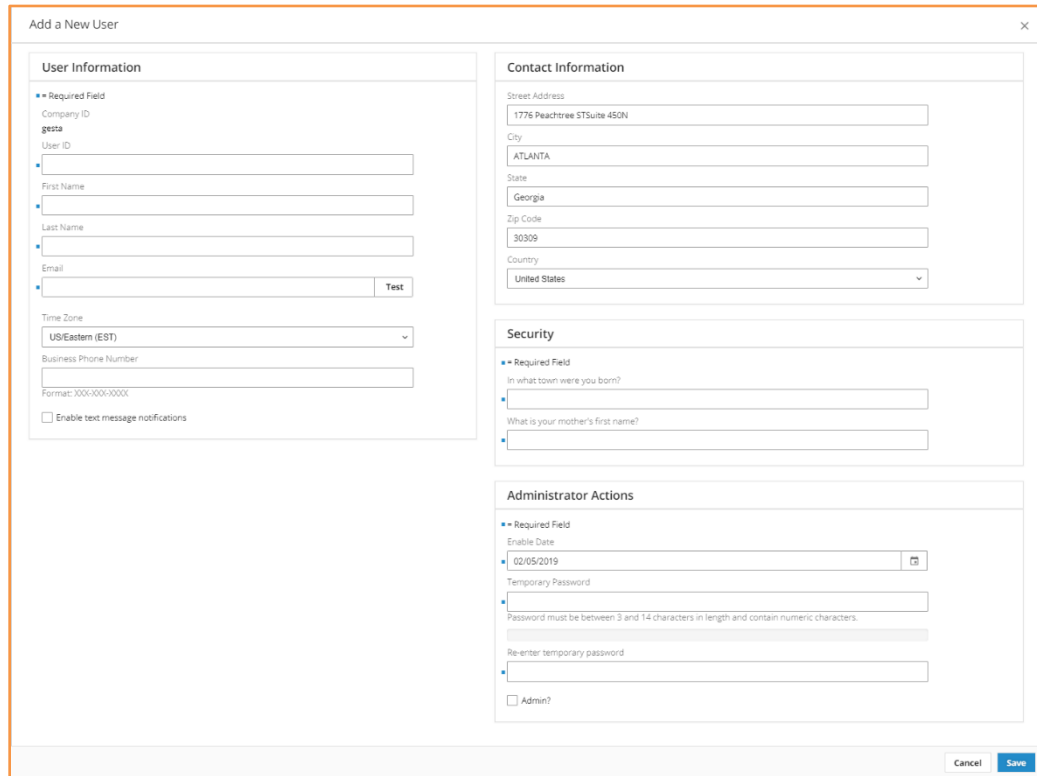


To save time, select **Save** after selecting each tab and making all desired changes to the user.




## Create or Edit User Profile

Select **Add A New User**, or locate an existing user and select **Clone User**, to create a new teammate.



1. **User ID** – enter a unique (never used before) ID for the user. Once saved, a user ID cannot be updated. User IDs are case sensitive.
2. **First Name** – enter user's first name
3. **Last Name** – enter user's last name
4. **Email** – enter user's email address. A valid email address must contain an at sign (@) and domain (such as .com, .org, .edu, .fiserv).
  - a. **Test** – select this option to have a test email delivered to the defined email address.
5. **Time Zone** – select the desired time zone. Times displayed in online banking are presented based on selected time zone.
6. **Business Phone Number** – enter a business phone number
7. **Software Activation Key** – this value displays when editing a user and is used to register for the mobile banking app.
  - a. **Reset** – select this option if the current key displayed is no longer valid (expired or used max number of times) to generate a new key.

8. **Enable text message notifications** – select this option to expose options to setup text messaging.
  - a. **Mobile Phone Number** – enter a phone number to receive online banking text messages.
    - i. **Test** - select this option to have a test text message delivered to the defined mobile phone number.
  - b. **Receive alerts via text message** – by adding a mobile phone and enables text message it will allow your users to enroll to receive text messages. Please note your user must accept the terms and conditions to be able to receive text message.
  - c. **I agree to the Text Terms & Conditions** – click this field to review the text messaging Terms & Conditions, then check the box. This is done by the End User.
9. **Street Address** – enter street address.
10. **City** – enter city.
11. **State** – enter state. Two-character postal abbreviation of state is recommended.
12. **Country** – select country. United States populates in field by default.
13. **Security Registration Question 1** – enter an answer for the question shown. This value is required during the registration process of some bank provided applications.
14. **Security Registration Question 2** – enter an answer for the question shown. This value is required during the registration process of some bank provided applications.
15. **Enable Date** - click the calendar tool (  ) to easily locate a date. The user cannot use their online banking services until this date. Today's date displays in the field by default.
16. **Temporary Password** – enter a temporary password for the user. This password must be communicated to the user. This field does not display when editing a user.
17. **Re-enter Temporary Password** – re-enter the temporary password to ensure no keying errors were made. This field does not display when editing a user.
18. **Admin?** – select this option to create an administrative user.

### Account Permissions

1. **View Access** – this service controls which accounts a user is allowed to view balances and transactions for when *Accounts* is selected from the main menu. To enable all accounts at once, click the **ON** button in the header area. To enable individual accounts, click the field beside the desired account number(s) and confirm button displays **ON**.
2. **Account Alerts** - this service controls which accounts a user is allowed to enable high and low balance notifications for when using the *Alerts* service. To enable all accounts at once, click the **ON** button in the header area. To enable individual accounts, click the field beside the desired account number(s) and confirm button displays **ON**.

Accounts	Transfers	Payments	Mobile Deposits	Fraud Protection	Additional Access	Additional Services	Administrative Permissions	Statements
<div> <div>View Access</div> <div> <div>ON</div> <div>OFF</div> </div> </div> <div> <div>Account Alerts</div> <div> <div>ON</div> <div>OFF</div> </div> </div>								
Account								
Main Savings (*5022)	ON							
My Money Market (*5044)	ON							
Our loan (*5055)	ON							
Checking (*0111)	ON							
Main Checking (*6568)	ON							
Ops (*7533)	ON							
Payables (*0237)	ON							

### Transfer Permissions

Select **Enable Transfer Money** to turn the service on for the user and expose additional options. This service allows the user to perform Account Transfers.

1. **Enable for Debit/Credit** – to permit the user to transfer money into (credit) and out of (debit) all accounts, click the **BOTH** button in the header area. To enable individual accounts, click one of the options beside the desired account number(s) and confirm button displays **ON**.
  - a. **Both** – user is permitted to perform credit and debit transfers for the account. This option is disabled if the account does not support both types of transfers.
  - b. **Debit** – user is permitted to perform debit transfers from the account. This option is disabled if the account does not support debits.
  - c. **Credit** – user is permitted to perform credit transfers from the account. This option is disabled if the account does not support credits.
  - d. **None** – user is not permitted to use this account for transfers.
2. **Approval Required for Debit** – to require approval for all account transfers created from all accounts, click the **ON** button in the header area. To enable individual accounts, click the field beside the desired account number(s) and confirm button displays **ON**.
3. **Can Approve** - to allow user to approve account transfers created by other users from any account, click the **ON** button in the header area. To enable individual accounts, click the field beside the desired account number(s) and confirm button displays **ON**.

Accounts	Transfers	Payments	Mobile Deposits	Fraud Protection	Additional Access	Additional Services	Administrative Permissions	Statements
<input checked="" type="checkbox"/> Enable Transfer Money								
		Enable for Debit/Credit <b>BOTH</b> <b>NONE</b>				Approval Required for Debit <b>ON</b> <b>OFF</b>		Can Approve <b>ON</b> <b>OFF</b>
Accounts								
Main Savings (*5022)	<b>Both</b>	Debit	Credit	None			<b>OFF</b>	<b>ON</b>
My Money Market (*5044)	<b>Both</b>	Debit	Credit	None			<b>OFF</b>	<b>ON</b>
Our loan (*5055)	Both	Debit	<b>Credit</b>	None				<b>ON</b>
Main Checking (*6568)	<b>Both</b>	Debit	Credit	None			<b>OFF</b>	<b>ON</b>
Ops (*7533)	<b>Both</b>	Debit	Credit	None			<b>OFF</b>	<b>ON</b>
Payables (*0237)	<b>Both</b>	Debit	Credit	None			<b>OFF</b>	<b>ON</b>

### Payment Permissions

1. **Enable BillPay** - check this box to turn the service on for the user and expose additional options.
  - a. **BillPay Admin** – check this box if user should be considered an administrative user in BillPay.
  - b. **Enable Account** - to permit user to access all accounts in BillPay, click the **ON** button in the header area. To enable individual accounts, click the field beside the desired account number(s) and confirm button displays **ON**.

☒ Enable Bill Pay

☒ Bill Pay Admin

Enable Account

ON OFF

Accounts	
Ops (*7533)	<input type="checkbox"/> OFF
Payables (*0237)	<input type="checkbox"/> OFF

### Mobile Deposit Permissions

Select **Enable Mobile Deposits** to turn the service on for the user and expose additional options.

1. **OBS User ID** – this creates the ID that should be used for mobile deposit enrollment of this user. A system-generated ID displays in this field by default. No action is needed to edit the default OBS User ID.
2. **Accounts** - to permit user to access all accounts for deposits, click the **ON** button in the header area. To enable individual accounts, click the field beside the desired account number(s) and confirm button displays **ON**.
3. **Daily Limit** - enter the maximum dollar amount user is allowed to deposit per day. The Bank maximum daily deposit limit will default.
4. **Enable Date** – enter the date the user is allowed to begin depositing checks.

Accounts	Transfers	Payments	Mobile Deposits	Fraud Protection	Additional Access	Additional Services	Administrative Permissions	Statements
<input checked="" type="checkbox"/> Enable Mobile Deposits								
OBS User ID <input type="text" value="pat"/>								
Accounts				Enable Accounts <input type="button" value="ON"/> <input type="button" value="OFF"/>				
Main Savings (*5022)				<input type="button" value="ON"/>				
My Money Market (*5044)				<input type="button" value="ON"/>				
<p>■ = Required Field</p> Daily Limit <input type="text" value="\$"/> <input type="text" value="10,000.00"/>								
Enable Date <input type="text" value="04/06/2016"/> <input type="button" value="📅"/>								

### *Fraud Protection Permissions*

1. **Stop Checks** - to permit user to use any account for stop check requests, click the **ON** button in the header area. To enable individual accounts, click the field beside the desired account number(s) and confirm button displays **ON**.

Angie Curran (ACurran\_Small)
ADMIN Actions

Accounts	Transfers	Mobile Deposits	Fraud Protection	Additional Access	Additional Services	Administrative Permissions	Statements
----------	-----------	-----------------	------------------	-------------------	---------------------	----------------------------	------------

You are not permitted to change your own services and accounts.

Account

Stop Checks  
ON OFF

DONALD DUCK INC (*3333)	ON
MPB DEMO (*5000)	ON
MICKEY MOUSE (*9440)	ON
MOUSE CLUB HOUSE INC (*9788)	ON
MID PENN BANK (*9820)	ON

### *Additional Access Permissions*

To permit access to Single Sign On (SSO) websites, check the box beside the website name.

Accounts	Transfers	Payments	Mobile Deposits	Fraud Protection	Additional Access	Additional Services	Administrative Permissions	Statements
<input type="checkbox"/> Bill Pay <input type="checkbox"/> Remote Deposit <input type="checkbox"/> Statements								

### *Additional Services Permissions*

To permit use of the online banking mobile app, available from the GooglePlay or iTunes store, click the field beside **Enable Banking App** and confirm button displays **ON**.

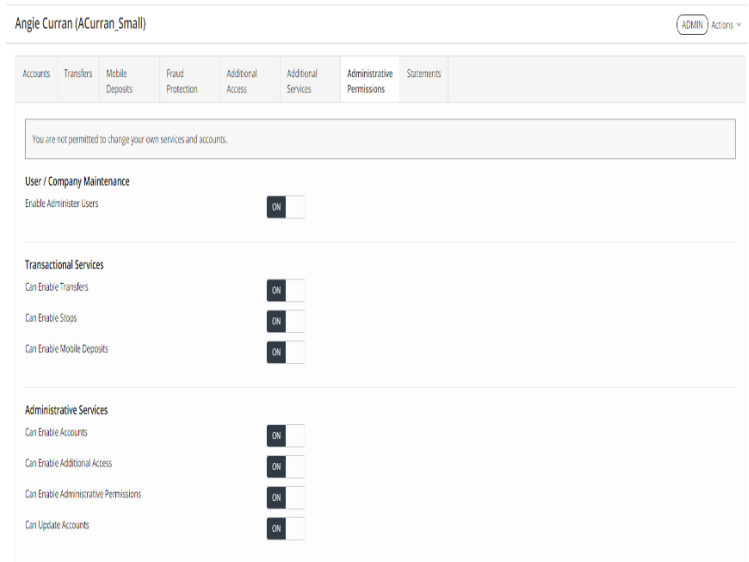
Accounts	Transfers	Payments	Mobile Deposits	Fraud Protection	Additional Access	Additional Services	Administrative Permissions	Statements
Enable Banking App <span>ON</span>								



### Edit Administrative Permissions

These options only display when editing an administrative user, and control what services this user can permit to their teammates.

1. **Enable Administer User** – enable this to allow user to create new teammates, and edit existing teammates
2. **Can Enable Transfers** – enable this to allow user to permit teammates to create account transfers, and edit their settings.
3. **Can Enable 3-5 Day Billpay** - enable this to allow user to permit teammates to the BillPay service, and edit their settings.
4. **Can Enable Stops** - enable this to allow user to permit teammates to create stop check requests, and edit their settings.
8. **Can Enable Mobile Deposits** - enable this to allow user to permit teammates to submit check deposits, and edit their settings.
9. **Can Enable Accounts** - enable this to allow user to permit teammates to review account balances and transactions, and edit their settings.
10. **Can Enable Additional Access** - enable this to allow user to permit teammates to SSO websites, and edit their settings.
11. **Can Enable Administrative Permissions** - enable this to allow user to permit teammates to administrative services (access this page), and edit their settings.
12. **Can Update Accounts** - enable this to allow user to update the name/description of their company's accounts.



### Statement Permissions

To permit user to view statements for any account, click the **ON** button in the header area for each statement type. To enable individual accounts, click the field beside the desired account number(s) and confirm button displays **ON**.

Accounts	Transfers	Payments	Mobile Deposits	Fraud Protection	Additional Access	Additional Services	Administrative Permissions	Statements
<div>Statement</div> <div>Account Analysis</div> <div> <div>ON OFF</div> <div> <input checked="" type="checkbox"/> Main Savings (*5022)  <input checked="" type="checkbox"/> My Money Marke... (*5044)  <input checked="" type="checkbox"/> Our loan (*5055)  <input checked="" type="checkbox"/> *0111  <input checked="" type="checkbox"/> Main Checking (*6568)  <input checked="" type="checkbox"/> Ops (*7533)  <input checked="" type="checkbox"/> Payables (*0237) </div> </div> <div>Loan Statement</div> <div> <div>ON OFF</div> <div> <input checked="" type="checkbox"/> Main Savings (*5022)  <input checked="" type="checkbox"/> My Money Marke... (*5044)  <input checked="" type="checkbox"/> Our loan (*5055)  <input checked="" type="checkbox"/> *0111  <input checked="" type="checkbox"/> Main Checking (*6568)  <input checked="" type="checkbox"/> Ops (*7533)  <input checked="" type="checkbox"/> Payables (*0237) </div> </div>								

## Accounts



Update the name/description of accounts. Updates made here are shown to all teammates. For each account, enter a value in the *Name* field, then select **Save**.

Update Accounts

Number	Type	Name	
1005022	Savings	<input type="text" value="Main Savings"/>	<button>Save</button>
1005044	Money Market	<input type="text" value="My Money Market"/>	<button>Save</button>
1005055	Loan	<input type="text" value="Our loan"/>	<button>Save</button>
111000111	Checking	<input type="text"/>	<button>Save</button>
3052516568	Checking	<input type="text" value="Main Checking"/>	<button>Save</button>
4046267533	Checking	<input type="text" value="Ops"/>	<button>Save</button>
7709140237	Checking	<input type="text" value="Payables"/>	<button>Save</button>

## Resources



Access documents, websites, and other valuable information provided by the bank.

### Resource Center

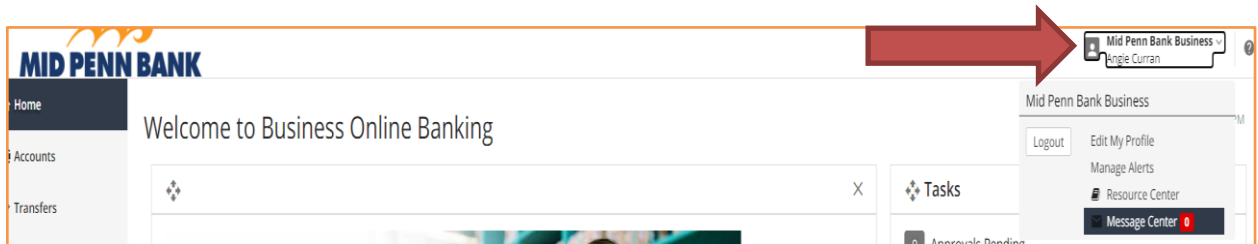
#### Small Business Commercial Center

Testing the addition of content for the Test Resource.

[LEARN MORE](#)

## User Settings

Select the *person icon* from the top right corner of the screen to access additional options.



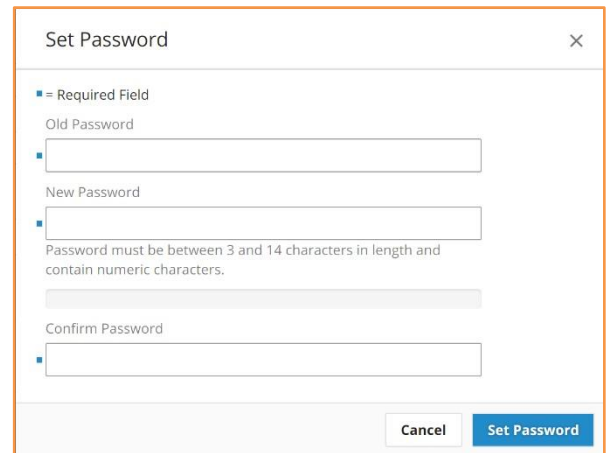
1. **Logout** – select this option to logout of your online banking session.
2. **Edit My Profile** – select this option to update your phone number, email address, alert delivery preferences and more. See EDIT MY PROFILE for more information.
3. **Manage Alerts** – select this to go to the Alerts page. See ALERTS for more information.
4. **Resource Center** – select this to go to the Resources page. See RESOURCES for more information.
5. **Message Center** – select this to go to the Messages page. The current number of unread messages displays beside this option. See MESSAGES for more information.

## Edit My Profile

User Information	Contact Information
<p><b>Required Field</b></p> <p>Company ID gesta</p> <p>User ID jinx</p> <p>First Name</p> <p><b>Required Field</b></p> <p>Jinx</p> <p>Last Name</p> <p><b>Required Field</b></p> <p>User Person</p> <p>Email test@onlinebankingsolutions.com <b>Test</b></p> <p>Time Zone US/Eastern (EST)</p> <p>Business Phone Number</p> <p>Format: XXX-XXX-XXXX</p> <p>Software Activation Key G3MQ7CQJ <b>Reset</b></p> <p>Remaining Uses: 3 Expires: Mar 31, 2019 12:51 PM EDT</p>	<p>Street Address 123 This Way</p> <p>City Atlanta</p> <p>State GA</p> <p>Zip Code 30309</p> <p>Country United States</p> <p><input checked="" type="checkbox"/> Receive email notifications</p> <p><input checked="" type="checkbox"/> Enable text message notifications</p> <p>Mobile Phone Number  <b>Test</b></p> <p>Format: XXX-XXX-XXXX</p> <p><input type="checkbox"/> Receive alerts via text message</p> <p>Text Message Terms &amp; Conditions</p> <p><b>Required Field</b></p> <p><input type="checkbox"/> I agree to the Text Terms &amp; Conditions</p> <p>To opt-out send STOP to 99453. To learn more, send HELP to 99453.</p> <p>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.</p> <p>Tier One Carriers: AT&amp;T, Verizon, T-Mobile @, Sprint, Metro PCS @, U.S. Cellular @</p> <p>For Support, please call MBC Bank at 1-800-435-4324.</p>
<p><b>Security</b></p> <p><b>Required Field</b></p> <p>Change Password &gt;</p> <p>Change Site Verification Image &gt;</p> <p>Change Site Security Questions &gt;</p> <p>In what town were you born?</p> <p><b>Required Field</b></p> <p>town</p> <p>What is your mother's first name?</p> <p><b>Required Field</b></p> <p>mom</p>	

- First Name** – enter your first name.
- Last Name** – enter your last name.
- Email** – enter your email address. A valid email address must contain an at sign (@) and domain (such as .com, .org, .edu, .fiserv).
  - Test** – select this option to have a test email delivered to the defined email address.
- Time Zone** – select the desired time zone. Times displayed in online banking are presented based on selected time zone.
- Business Phone Number** – enter a business phone number
- Software Activation Key** – use this value to register bank provided applications such as the and Mobile Banking app.
  - Reset** – select this option if the current key displayed is no longer valid (expired or used maximum number of times) to generate a new key.

7. **Change Password** – select this option to perform a password reset. Enter the current password, then enter a new password twice.



**Set Password** [X]

■ = Required Field

Old Password

New Password

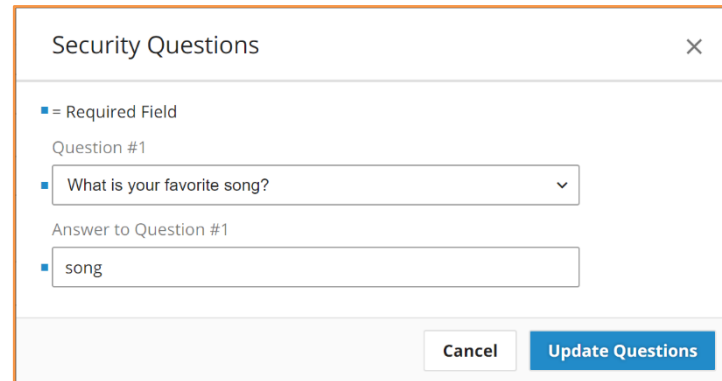
Confirm Password

Password must be between 3 and 14 characters in length and contain numeric characters.

Cancel Set Password

8. **Change Site Security Questions** – select this option to select new security questions or provide new answers.

9. **Security Registration Question 1** – enter an answer for the question shown. This value is required during the registration process of some bank provided applications.



**Security Questions** [X]

■ = Required Field

Question #1

Answer to Question #1

Cancel Update Questions

10. **Security Registration Question 2** – enter an answer for the question shown. This value is required during the registration process of some bank provided applications.
11. **Street Address** – enter street address.
12. **City** – enter city
13. **State** – enter state. Two-character postal abbreviation of state is recommended.
14. **Country** – select country. United States populates in field by default.

15. **Receive email notifications** – select this option to receive alerts by email.
16. **Enable text message notifications** – select this option to expose options to setup text messaging.
  - a. **Mobile Phone Number** – enter a phone number to receive online banking text messages.
    - i. **Test** - select this option to have a test text message delivered to the defined mobile phone number.
  - b. **Receive alerts via text message** – select this option to receive alerts by text message.
  - c. **I agree to the Text Terms & Conditions** – click this field to review the text messaging Terms & Conditions, then check the box.



## Mobile App Features

Access to Small Business online banking is also offered as an iOS or Android mobile app for phones and tablets. Minor feature differences exist when accessing online banking from the mobile apps.

## System Requirements

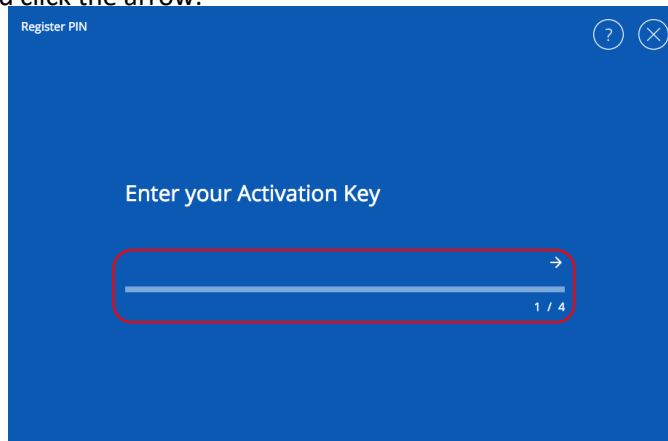
- **Apple**
  - iPads and iPhones running iOS 9 or newer
    - Note: Only the most recent release of an OS version is supported. For example, if iOS 10.4.9 is publicly available, then release 10.4.8 is no longer supported. However, the most recent release of iOS 9 would still be supported.
- **Android**
  - Phones and tablets running OS 4.1 or newer
    - 1.2 GHZ dual core chip or better
    - 1 GB or more of RAM

## App Registration

Complete the registration process after downloading the mobile app. The following is needed to complete registration:

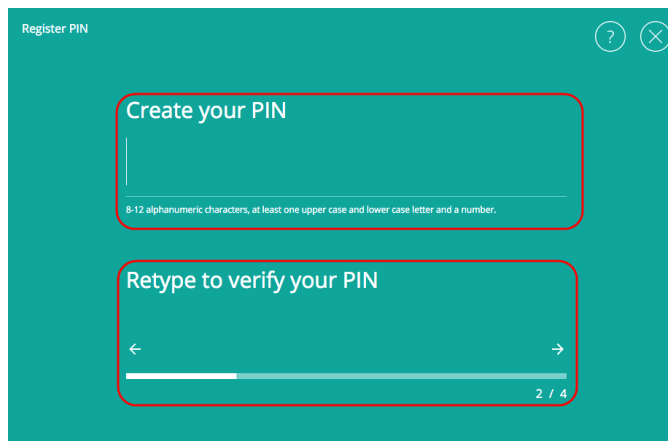
- Activation Key
- Access to email or mobile phone number saved to user's profile

1. **Provide credentials:** Enter the Activation Key the financial institution provided and click the arrow.



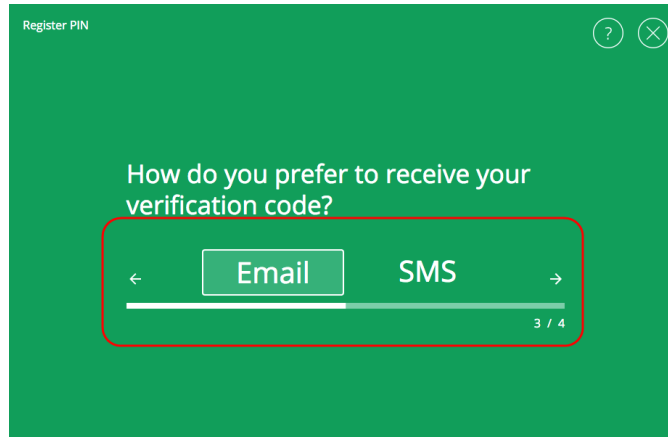
The screenshot shows a blue screen titled "Register PIN" with a question mark and close button in the top right. The main instruction is "Enter your Activation Key". Below this is a text input field with a red border, a right arrow button, and a "1 / 4" indicator at the bottom right.

2. **Create a PIN:** In the "Create your PIN" field, type in a value that adheres to your FI's defined PIN structure. Advance to the next field, "Retype to verify your PIN", and type in the same value entered in the previous field. Select the right arrow to submit the PIN and advance to the next step. Or, if needed, select the left arrow to start over.



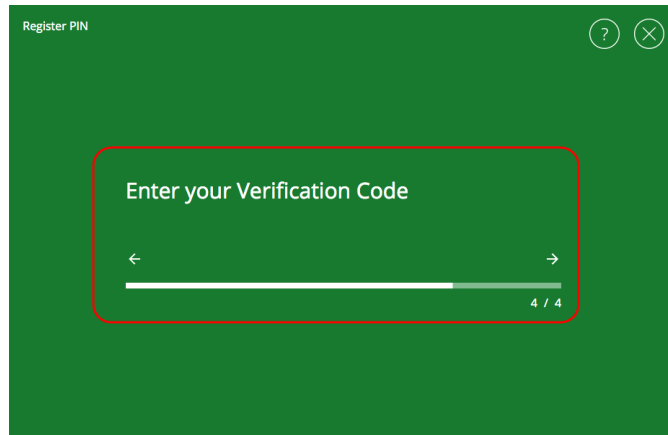
The screenshot shows a teal screen titled "Register PIN" with a question mark and close button in the top right. There are two input fields with red borders. The first field is labeled "Create your PIN" and has a note below it: "8-12 alphanumeric characters, at least one upper case and lower case letter and a number." The second field is labeled "Retype to verify your PIN" and has left and right arrow buttons and a "2 / 4" indicator at the bottom right.

3. **Select user verification code delivery method:** To confirm your identity, the system sends a verification code to you. You must enter this verification code on the next screen. Select whether to receive the verification code via "Email" or "SMS" (text message) and click the right arrow to advance to the next step.



The screenshot shows a green screen titled "Register PIN" in the top left corner. In the top right corner, there are two circular icons: a question mark and a close (X) button. The main text in the center asks, "How do you prefer to receive your verification code?". Below this text is a selection bar with two options: "Email" and "SMS". The "Email" option is currently selected, indicated by a white bar underneath it. Navigation arrows (left and right) are positioned at the ends of the selection bar. In the bottom right corner of the selection bar, it says "3 / 4".

4. **Enter verification code:** Verification codes are sent immediately, but there may be a small delay before they appear in your inbox or on your mobile device. Enter the verification code you receive and click the right arrow.




The screenshot shows a green screen titled "Register PIN" in the top left corner. In the top right corner, there are two circular icons: a question mark and a close (X) button. The main text in the center asks, "Enter your Verification Code". Below this text is a text input field with a white bar indicating the current position. Navigation arrows (left and right) are positioned at the ends of the input field. In the bottom right corner of the input field, it says "4 / 4".

5. **Success!:** If the registration is completed user is presented a "Success!" message, below which will display the "Launch App" button, which the user may select to login to the Tablet app with his / her PIN.

*Note: PINs are device-specific and managed independently from other passwords/PINs used to perform browser logins, or PINs used to access online banking app installed on other devices.*

## Features Differences in Mobile App

The following features may not be available or may behave differently when accessing Small Business from the mobile app, or when space is not available because the browser screen is too small.

1. **Accounts**
  - a. To access *Transaction Search*, select **Actions** then **History**.
2. **Admin Manager**
  - a. **Users** – select **Services** from the *User Details* section to access available user settings.
3. **Bulletins Banner** – go to **Messages** to access this feature.
4. **Home/Dashboard** – This page and its associated widgets are not offered when using the phone app and some tablet apps. If this page is offered, widgets cannot be moved around.
5. **Hover** – this feature is not supported in the mobile apps.
6. **Main Menu** () – select this icon to access available services.
7. **Miscellaneous**
  - a. **Reorder Columns** – this feature is not supported in the mobile apps.
  - b. **Select Columns** – this feature is not supported in the mobile apps.
  - c. **Sort** – this feature is not supported in the mobile apps.
8. **Mobile Deposit** – to upload checks, select **Add Check Images**, then select **Choose File** and follow the prompts.
9. **Payments**
  - a. **BillPay** – this service is not supported in the mobile apps.
  - b. **Manage Payees**
    - i. Payee IDs do not display in the results table. View payee details for this information.
    - ii. The payee's eligible payment types do not display in the results table. View payee details for this information.