



## Download, Install, and Navigate the Business Banking Mobile App Quick Reference Guide

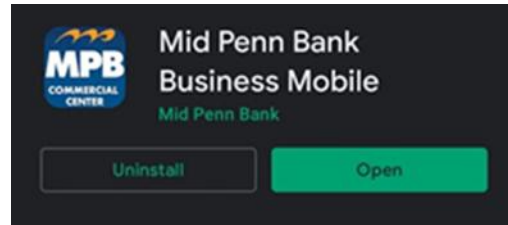
### Mobile App: Download and Install

- Open the app store on your device and search for “Mid Penn Bank Business Banking.”
- Depending on your device, download one of the following apps:

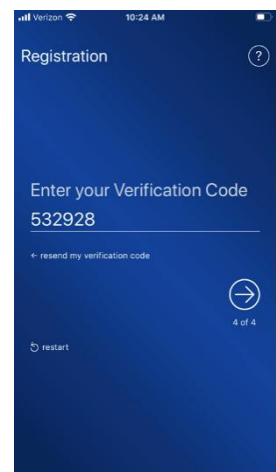
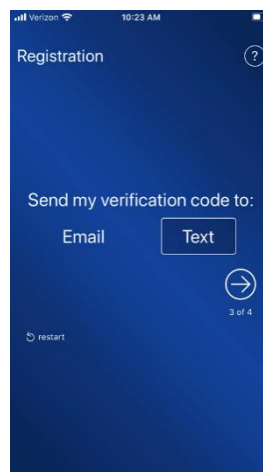
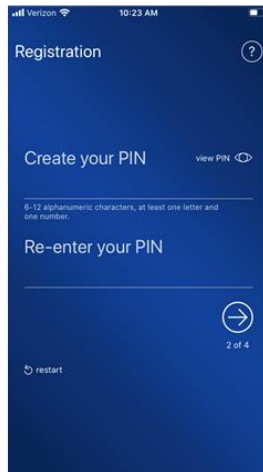
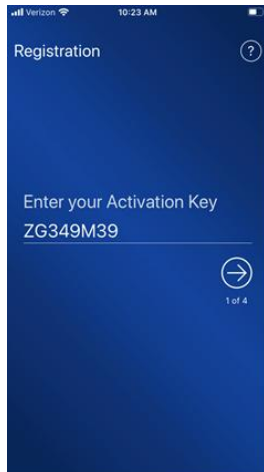
Apple App Store (for iPhone):



Google Play Store (for Android):



- Download the app and locate it on your home screen.
- Open the app and begin linking the app to your specific User ID using your Activation Key.





### Navigating the Business Banking Mobile App

- Enter your PIN to log in to the app. The PIN is a combination of letters and numbers – no special characters.
- Locate the menu (three horizontal lines) in the upper left corner of the app.
- From top to bottom, the following menu options exist:

#### Accounts

- The **Account Center** displays all accounts you have access to view.
- Select an account to:
  - Review transactions
  - View balances
  - Perform search functions
- To return to the full list of accounts, click the **left-facing triangle**.

#### Payments

**\*NOTE:** ACH and Wire Approvers may approve initiated ACH and Wire transactions within this section of the mobile app.

- The **Payment Center** displays recent payment transactions.
- Within the **Payment Center**, you can:
  - Review past payment transactions
  - Initiate a payment via Payee, ACH, Account Transfer, or Wire
  - Click the calendar (located on the right) to view future scheduled payments
  - Perform search functions
- Under **Payments** in the menu list, you can navigate directly to each specific payment type:
  - **Make ACH Payment** – ACH payments have limited capability in the mobile app and must be made using an existing template. ACH payments to non-existing templates must be completed via desktop.
  - **Make Wire Payment** – Wire payments have limited capability in the mobile app and must be made to an existing customer. Payments to non-existing customers must be completed via desktop.
  - **Make Transfer Payment** – Enables transfers between accounts.
  - **Make Payment to Payee** – Payments can be made to existing payees in the mobile app. Payments to non-existing payees must be completed via desktop.

#### Mobile Deposits

- The **Deposit Center** displays a list of historical deposits.
- To make a new deposit, click the blue **Make a Deposit** button.
- Use the orange drop-down field to select the appropriate account to **Deposit To**.
- Enter the deposit amount.



- Before taking photos of the check, ensure the back of the check includes the endorsement “**For mobile deposit only at Mid Penn Bank**” with no additional signature.
- Take a photo of the front of the check, then take a photo of the back.
- To deposit more than one check, click **Add Check** and add the next check. If depositing a single check, click **Review**.
- Click **Submit** to complete the deposit.

#### **Stop Payments**

Stop payments for a single check or a group of checks can be placed within this section of the mobile app.

- For an individual check, enter the check number, date written, amount, payee, and reason for the stop payment.
- For a range of checks, enter the reason for the stop payment, starting check number, and ending check number.

#### **Questions? Please Contact:**

Cash Management

Monday-Friday, 8:00 a.m-5:00 p.m. ET (Closed weekends and government holidays)

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