Online Business Banking Client Guide Blue Ridge Bank, N.A.



# 

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### **Important to Note**

| Clients with 2 or less | services will view and access all services from     | Clients with 3 or more services will select New Payments option    |
|------------------------|---|--|
| the main menu.         |   | to view and access all services.                                   |
|                        |   | E BLUE RIDGE   |
| Dashboard              | Hi there!<br>II Bha Róge Bask                       | D Dashboard E Uku Kodge Back                                       |
| Messages               |   | Messages   |
| Accounts               | Accounts  | Accounts     Accounts  |
| 2 Transfers            | CBCking 0001 Analistic                              | 경 Transfers CBCkag 0001 Avulatio                                   |
| الله Remote deposits   |   | ى Remote deposits  |
| ¥, Positive pay        |   | 圓 Payments 📀 🕹 🗸 🕄 凡 🖳 🗅   |
| ê, ACH                 | Transfer Pay a bill Pay a person Messaga Documents. | Cash Management Travater Pay a bill Pay a person Message Documents |



# ACH

# **Creating an ACH Manually**

- Select from the Online Business Banking Dashboard the Payments drop-down arrow within the menu on the left side.
- Select ACH from the drop-down menu.

### This will display the ACH Home Screen.

|                      |                                  |                   | 0   | Dashboard         |
|----------------------|----------------------------------|-------------------|-----|-------------------|
|                      |                                  |                   | E   | 3 Messages        |
| - BANK               |                                  |                   | α   | Accounts          |
| Dashboard            |                                  |                   | 1   | Transfers         |
| Messages             |                                  |                   | ٩   | , Remote deposits |
|                      | Accounts                         |                   | 1   | Payments ^        |
| Le Accounts          | Accounts                         |                   |     | Bill pay          |
| ₽ Transfers          | CBCkng 0001                      | Available         |     | Positive pay      |
| . L. Remote deposits |                                  |                   |     | ACH               |
| 🛐 Payments 📀         | 之 🛙 🞗                            | E P               |     | Wires             |
| Cash Management      | Transfer Pay a bill Pay a person | Message Documents | a a | Cash Management   |
| Autobooks            |                                  |                   | 6   | Autobooks         |
|                      |                                  |                   | C   | ) Support         |

- Clients have the option to Create an ACH (manually) or upload ACH.
- Click on Create ACH.

| Active | History  |                        | t, | Constant |     | 1.<br>1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1. |     |      |          |         |
|--------|----------|------------------------|----|----------|-----|--|-----|------|----------|---------|
|        |          |                        |    | April 2  | 025 |  |     |      |          | < >     |
|        | No batch | es fourd at this time. |    | SUN      | MON | TUE<br>1                                   | WED | THUR | FRI<br>4 | SA<br>5 |
|        |          |                        |    | 6        | 7   | 8  | 9   | 10   | 11       | 12      |
|        |          |                        |    | 13       | 14  | 15   | 10  | 17   | 18       | 15      |
|        |          |                        |    | 20       | 21  | 22   | 23  | 24   | 25       | 20      |
|        |          |                        |    | 27       | 28  | 29   | 30  |      |          |         |
|        |          |                        |    |          |     |  |     |      |          |         |





- Enter a Batch name in the ACH name field.
- Click on the **Select Company** arrow to choose the company you will be paying from.
- The **Company Name** and **Company ID** will **default** from our system and will not be editable.

| <          | Create ACH          |                | <        | ACH Con         | npany              |
|------------|---------------------|----------------|----------|-----------------|--------------------|
| Batch name | ACH n               | ame            | COMPANY  | 10              | sec                |
| Company    |                     | Select company | BRB Demo | 541111111       | PPD                |
|            | Cancel Construction |                | You m    | av have one ACH | Company or Several |

#### STEP #4

New required fields will appear once a Company has been selected.

- Continue to select the requested information by using the arrow keys.
- Choose the **SEC code** based on the type of transaction you are sending.
- **Description** will automatically default to PAYMENT.
- **Discretionary data** is optional and can be used for internal purposes by the ACH originator.

| Batch name         | ACH name             | 200 Octoante Oceán es Dabit   |      |
|--------------------|----------------------|---|------|
| Company            | BRB Demo >           | CTX Corporate Trade Exchange  |      |
| Company ID         | 541111111 >          | PPD Prearranged Payment and Deposit Entry   | 1    |
| SEC                | 2.                   | WEB Internet-Initiated Entry  |      |
| Entry description  | 5 C                  |   |      |
| Discretionary data | Discretionary data > | < Entry description   |      |
| Recipients         | Add recipients       | Taxing desception   |      |
| Restrict batch ①   |                      | PRYMENT   |      |
| Cancel             | Cruate butch         |   |      |
|                    |                      | See   |      |
|                    |                      | < Discretionary data  |      |
|                    |                      | C Discretionary data Discretionary data (optional)  |      |
|                    |                      | C Discretionary data Discretionary data (optional) Discretionary data will be visible to other parties. | D/20 |



t Ô

#### STEP #4 Continued

- Add recipients manually or by using an import file.
- Enter **Recipients'** information.
- Select **Optional fields** to add an ID number or addenda.
- Create a prenote for this transaction or hold for future payments, such as payroll as needed.
- Click +Add another recipient option to add as many recipients as needed.
- Click on **Save recipients** when finished adding recipient(s) to be included in on the batch.
- Review the information on the Create ACH for accuracy, including number of recipients entered.

| <                  | Create ACH          |             |           |   | ×   |
|--------------------|---------------------|-------------|-----------|---|---|
| Batch name         | p.                  | CH name     |           | C | New recipient A   |
| Company            |                     | BRB         | Demo >    |   | Account number  |
| Company ID         |                     | 5411        | 11111 -   | ſ | Optional fields 🗸   |
| SEC                |                     |             | - 0       |   | Add another regin   |
| Entry description  |                     |             | а<br>С    |   | Muu anotnei reup  |
| Discretionary data |                     | Discretiona | ry data ⇒ |   | Rou   |
| Recipients         |                     | Add rec     | ipients > |   | <   |
| Restrict batch ①   |                     |             |           |   | Lara Test   |
|                    |                     |             |           |   | Lara Test   |
|                    | Cancel Cruste butch |             |           |   | Account number ——   |
|                    |                     |             |           |   | Optional fields ~<br>+ Add another rec  |
|                    |                     |             |           |   | Optional fields ~<br>+ Add another red  |
|                    |                     |             |           |   | Optional fields ~<br>+ Add another red<br>K<br>Batch name   |
|                    |                     |             |           |   | Company   |
|                    |                     |             |           |   | Company ID  |
|                    |                     |             |           |   | Company ID<br>SEC   |
|                    |                     |             |           |   | Company ID<br>SEC<br>Entry description  |
|                    |                     |             |           |   | Company ID<br>SEC<br>Entry description<br>Discretionary dat   |
|                    |                     |             |           |   | Company ID<br>SEC<br>Entry description<br>Discretionary dat<br>Recipients<br>Restrict batch (C)   |
|                    |                     |             |           |   | Company ID<br>SEC<br>Entry description<br>Discretionary dat<br>Recipients<br>Restrict batch ()  |
|                    |                     |             |           |   | Optional fields v<br>+ Add another red<br>Satch name<br>Company<br>Company ID<br>SEC<br>Entry description<br>Discretionary dat<br>Recipients<br>Restrict batch () |

| cipients                | /ailable          | £          |  |
|-------------------------|-------------------|------------|--|
|                         |                   | 8          |  |
| \$ 1.0                  | 00 Credit         | <b>*</b> 2 |  |
| - Routing number        | Q Checking        | -          |  |
| BLUE RIDGE BANK, NA, VA | Prenote           | Hold       |  |
| reate ACH               |                   |            |  |
| Test4                   | 121               |            |  |
|                         |                   |            |  |
|                         | BRB Dem           | 0          |  |
|                         | 54111111          | 1.2        |  |
|                         | pp                | D >        |  |
|                         | PAYMEN            | T >        |  |
|                         | Discretionary dat | a >        |  |
|                         | 1 recipier        | it i i     |  |
|                         | 100               |            |  |

Recipients

Ś

0.00

Credit



- Select **Restrict batch** if you have multiple ACH users and the batch should only be visible to those with access (payroll, dividends, etc.). Only users with this access will be able to view, edit, and send.
- Click on **Create batch** once completed.
- Originator will receive a confirmation that the template has been successfully completed.
- Click Done.

The ACH screen will once again display with the template in a Ready status.

| Batch name         | Test421            |   |                           | $\mathfrak{I}$ |  |
|--------------------|--------------------|---|---------------------------|----------------|--|
| Company            | BRB Demo           | a | ACH ba                    | tch created    |  |
| Company ID         | 54111111           | 2 | Test421                   |                |  |
| SEC                | PPD                | 3 | Credits \$1.00            | Debits \$0.00  |  |
| Entry description  | PAYMENT            |   |                           |                |  |
| Discretionary data | Discretionary data | ÷ | Recipients<br>ACH company | 1<br>BRB Demo  |  |
| Recipients         | 1 recipient        | 2 | SEC code                  | PPD            |  |
| Restrict batch (1) |                    |   | Discretionary             |                |  |
| Cancel             | Create batch       | - |                           | Done           |  |

#### STEP #6

- On the ACH screen the template will show with a **Ready** status.
- You may see prior ACHs that you have created in different statuses depending on the stage they are in.
- Select the **Template** to be reviewed and initiated.



#### ACH STATUS

**Ready:** ACH is ready to be initiated, edited, or deleted.

**Initiated:** ACH has been initiated and is waiting to be sent to the bank's system.

\*The ability to uninitiate an ACH is available at this stage.

**Processed:** ACH has been picked up by the bank and sent to the Federal Reserve. \*It can no longer be uninitiated and BRB will need at least 3 business days prior to the effective date to cancel.



| Beview the <b>Batch details</b> screen and use the   |   |                          |
|--|---|--------------------------|
| • Review the <b>Dater actang</b> Sereen and use the  | e <b>Edit arrow</b> to make anv final ch  | anges needed.            |
| Complete the necessary changes.  | · · · · · · · · · · · · · · · · · · ·   | 0                        |
| Click on <b>Review and initiate</b> to move forwar   | d in the process.   |                          |
| This will display the Initiate ACH screen.   | ·   |                          |
|  |   |                          |
| $\mathbf{X}$   | Batch details   | ×                        |
|  | Test421 Brade   |                          |
| If this is a <b>Dual Process ACH,</b> click on " Mark as Pending"  | ⊙ Gredits ⊙ Debits  |                          |
| and close out of the ACH batch.  | \$1.00 \$0.00   | Edit >                   |
| The <b>Dual Approver</b> will begin the approval process from  | Recipients  | 1 recipient >            |
| the active ACH screen  |   |                          |
|  | Company BRB Demo  |                          |
|  | SEC code PPO  |                          |
|  | Description PAYMENT   |                          |
|  | Batch restricted () No  |                          |
|  |   |                          |
|  | E Attach to a conversation  |                          |
|  | Mark as pending Review and  | f indfate                |
|  | -   |                          |
| STEP #8  |   |                          |
| • Select the Offset account, Frequency of tra  | nsmission (one time or reoccur  |                          |
|  |   | ring ), <b>Effective</b> |
| date (of the one time or first recurring transfe   | er) and select <b>Initiate</b> .  | ring ), <b>Effective</b> |
| date (of the one time or first recurring transfe   | er) and select <b>Initiate</b> .  | ring), <b>Effective</b>  |
| date (of the one time or first recurring transfe   | er) and select <b>Initiate</b> .  | ring), <b>Effective</b>  |
| date (of the one time or first recurring transfe   | er) and select <b>Initiate</b> .  | ring), <b>Effective</b>  |
| date (of the one time or first recurring transfe   | Initiate ACH  | ring), <b>Effective</b>  |
| date (of the one time or first recurring transfe   | Initiate ACH  | ring), <b>Effective</b>  |
| date (of the one time or first recurring transference)<br>In order to have your template amounts reset to<br>Zero after fully processing, check the box each time. | er) and select Initiate.  | ring), <b>Effective</b>  |
| date (of the one time or first recurring transference)<br>In order to have your template amounts reset to<br>Zero after fully processing, check the box each time. | Initiate ACH<br>0000002<br>© Credits<br>\$0.01<br>\$0.00  | ring), <b>Effective</b>  |
| date (of the one time or first recurring transference)<br>In order to have your template amounts reset to<br>Zero after fully processing, check the box each time. | Initiate ACH<br>0000002<br>© Credits<br>\$0.01<br>Show details ~  | ring), <b>Effective</b>  |
| date (of the one time or first recurring transference)<br>In order to have your template amounts reset to<br>Zero after fully processing, check the box each time. | er) and select Initiate.  | rring ), Effective       |
| date (of the one time or first recurring transference)<br>In order to have your template amounts reset to<br>Zero after fully processing, check the box each time. | Initiate ACH<br>O000002<br>O Credita<br>\$0.01<br>Show details ~<br>Offset account<br>Frequency   | rring ), Effective       |
| date (of the one time or first recurring transference)<br>In order to have your template amounts reset to<br>Zero after fully processing, check the box each time. | er) and select Initiate.  | rring ), Effective       |
| date (of the one time or first recurring transference)<br>In order to have your template amounts reset to<br>Zero after fully processing, check the box each time. | Initiate ACH<br>0000002<br>© Credits<br>\$0.01<br>Show details ~<br>Offset account<br>Frequency<br>Effective date   | rring ), Effective       |
| date (of the one time or first recurring transference)<br>In order to have your template amounts reset to<br>Zero after fully processing, check the box each time. | Initiate ACH<br>0000002<br>Credits<br>\$0.01<br>Show details ~<br>Offset account<br>Frequency<br>Effective date<br>Reset amounts to \$0.00 after processing | rring ), Effective       |
| date (of the one time or first recurring transference)<br>In order to have your template amounts reset to<br>Zero after fully processing, check the box each time. | er) and select Initiate.  | rring ), Effective       |
| date (of the one time or first recurring transference)<br>In order to have your template amounts reset to<br>Zero after fully processing, check the box each time. | er) and select Initiate.  | rring ), Effective       |



- The system will require you to click on the **Initiate button** one final time to help ensure no accidental initiations take place.
- Enter your online banking password when asked to confirm your credentials.
- Click on **Confirm password**.

| Initiate ACH  |                                 | Initiate ACH   |
|---|---------------------------------|--|
| 0000002<br>⊙ Credits ⊙ Debits<br>\$0.01 \$0.00 \$}          |                                 | 0000002<br>③ Credits ④ Debits<br>\$0.01 \$0.00       |
| Offset account CBOk<br>Frequency<br>Effective date          | ng 0001 ><br>Once ><br>Apr 22 > | BLUE RIDGE   |
| Reset amounts to \$0.00 after processing<br>Cancel Initiate |                                 | Confirm your credentials to continue Once > Password |
|   |                                 | Confirm password                                     |

- Review the confirmation and click **Done.** If email confirmations are turned on one will be received via email as well.
- **Batch details** screen will pop up automatically providing an opportunity to **Uninitiate** the ACH if needed for any reason. See **Uninitiate ACH** process for steps to take.
- Select the **"X"** in the upper right corner if batch details are correct to return to the ACH screen.

|   | ACH Batch details  |   |
|---|--|---|
| Batch initiated   | Active<br>Test421 Instand<br>INCOL © Credits © Debits<br>Test422 \$1.00 \$0.00 125   |   |
| 0000002<br>③ Credis<br>\$0.01 \$0.00<br>Effective date<br>Apr 22 b<br>Confirmation # 0421250029<br>Recipients 1 | 0000000<br>Intervent     Recipients     For<br>Exception     Recipients     For<br>Exception     Recipients     For<br>Exception       Company ID     541111111     SEC code     PPO     For<br>Exception     For<br>Exception <th>_</th> | _ |
|   | Use the <b>Attach to a conversation</b> link to<br>attach the screen to a conversation with BRB's<br>Call Center or Treasury Support Team.   |   |



# **ACH Dual Approval Process**

The second approver will review the **Active tab** of the ACH dashboard and choose the appropriate ACH batch marked **Pending approval** and complete the following steps.

| proval and complete the following   | y steps.   |   |                 |               |
|---|--|---|-----------------|---------------|
| STEP # 1  |  |   |                 |               |
| <ul> <li>Review the ACH Active<br/>batch will be in a Pend</li> <li>Click on the ACH batch</li> </ul> | <b>tab</b> to locate the ACH t<br>ing approval status.<br>In to start the dual appro | he second approverse approverse approverse approvention approvention approve approve approve approvement of the second as second approvement of the | over is assigne | d to. The ACH |
|   | ACH  |   |                 |               |
|   | BATCH  | RECURRING   |                 |               |
|   | Test421<br>Intisted BR8 Demo   |   | \$1.00<br>PPD   |               |
|   | 0000002<br>Initiated RSB Demo  |   | \$0.01<br>PPD   |               |
|   | Pending approval 01/0 Demo   |   | \$0.01<br>PPD   |               |
| STEP #2   |  |   |                 |               |

- Select the offset account, frequency of transmission (one time or recurring), the effective date of the one time or first recurring transfer and select Initiate.
- Check the box to reset amounts to Zero after fully processing if that is preferred.
- Final review is provided to help ensure no accidental initiations take place.
- Select Initiate.

| Initiate ACH                             |                       | Initiat                                  | e ACH        |
|--|-----------------------|--|--------------|
| @ Credits 💿 Debits                       | 4                     | 0000002<br>ⓒ Credita 🗇 Debits            |              |
| \$0.01 \$0.00<br>Show details ~          |                       | \$0.01 \$0.00<br>Show details ~          | Þ            |
| Offset account                           | Select account >      | Offset account                           | CBCking 0001 |
| Frequency                                | Once >                | Frequency                                | Once         |
| Effective date                           | Select date           | Effective date                           | Apr 22       |
| Reset amounts to \$0.00 after processing |                       | Reset amounts to \$0.00 after processing | A            |
| Cancel                                   |                       | Cancel-                                  | Initiate     |
| Check the box to reset a                 | mounts to <b>Zero</b> |  |              |
| after fully proc                         | essina.               |  |              |



| STEP # 3  |  |
|---|--|
| <ul> <li>The system will ask you for your online banking</li> <li>Click Confirm password.</li> <li>Review the confirmation and click Done. If emarceived via email as well</li> </ul>   | ; password.<br>ail confirmations are turned on one will be   |
| Image: state stat | Batch initiated<br>0000002<br>O Credits O Baths<br>\$0.01 \$0.00<br>Offertados # 042125000<br>Recipieron 1<br>Confirmation # 042125000<br>Recipieron 1       |
| <ul> <li>Batch details screen will pop up automatically needed for any reason. See Uninitiate ACH pro</li> <li>Select the "X" in the upper right corner if batch If the batch is a reoccurring one that information will show here</li> </ul>   | / providing an opportunity to <b>Uninitiate</b> the ACH if<br>ocess for steps to take.<br>In details are correct to return to the ACH screen.<br>re as well. |
| Active<br>Active<br>Test421 (same<br>Condits<br>S1.00 \$0.00 U25  | ACH<br>Active History  |
| 0000002 Recipients Trecipient 3 MCR   | BATCH RECURRING AMOUNT   |
| Company Bis Serial<br>Company ID 541111111<br>SEC code PP0  | Test421 \$1.00<br>Initiated 898 Cemo PPD   |
| Description PAYMENT C 21<br>Butch restricted C No 21  | 0000002 \$0.01<br>initiated RRB Demo PPD   |
| Attach to a conversation     Uninitiate   |  |



# **ACH Uninitiate Process**

### STEP # 1

- An ACH batch can be uninitiated during the ACH setup process when the screen presents an **Uninitiate button** to select.
- Select Uninitiate to proceed.
- An **Uninitiate ACH?** pop-up will be displayed to have you confirm.
- Click Uninitiate a final time within the pop-up.

| Tes1421 resident<br>⊙ Credits ⊖ Desits<br>\$1.00 \$0.00 ♀  |               | De Uninitiate ACH?   |
|--|---------------|--|
| Receiptents Company BR9 Demo Company ID 54111111 SEC code PPD Description PAYMENT Sutch reatificited () No | 1 secilient 3 | This process is not always available, as it is set by BRB's ACH<br>Warehouse upload hours at approximately 9:00am, 1:15pm,<br>3:15pm, and 6:30 pm EST. |
| Uninitiate   |               |  |

• The ACH batch will return to a **Ready** status.

| Test421 Ready                      |               | 2  |            |
|------------------------------------|---------------|--|------------|
| (*) Dedas O Debže<br>\$1.00 \$0.00 | Edit >        | Active History   | ଡ          |
| Recipieria                         | 1 recipient 3 | BATCH REC  | URRING AMO |
| le le                              |               | 0000003  | s          |
| Company BRB Demo                   |               | Pending approval BRB Derro   |            |
| Company ID 54111111                |               | and the second |            |
| SEC code PPD                       |               | 0000002  | \$         |
| Description PAYMENT                |               | Initiated BRB Demo   |            |
| Batch restricted () No             |               | Test421  | \$         |
|                                    |               | Ready BRB Damo   |            |



# ACH Deleting Batch/Template

- Select the **ACH batch** to be deleted from the main ACH batch list screen.
- Choose the three-dot (or hamburger menu) in the top right corner and Select Delete payment.

| ACH  |   | Batch details<br>Batch details<br>Download<br>Orrests © Debhis<br>Delicis payment<br>Delicis payment<br>Deli |
|--|---|--|
| Active History                               |   | Recipients Lincipient 2  |
| 0000003<br>(Pending approval) B/D Demo       | \$0.01<br>PPD                             | Company : BR9 Demo<br>Company ID 541111111<br>BEC code : PPD   |
| 0000002<br>Initiated BR8 Demo                | \$0.01<br>PPD                             | Description: PRYMENT<br>Batch restricted () No   |
| Test421<br>Roady BRS Dumo                    | \$1.00<br>PPD                             | Attach to a conversation   |
|  |   |  |
| TEP #2<br>Click on <b>Delete</b> to confirm. |   |  |
|  | -   |  |
|  | (!)                                       |  |
|  | Delete ACH batc                           | sh?  |
| Y  | our ACH batch "0000003" will be deleted a | nd cannot be undone  |
|  | Cancel                                    |  |
|  |   |  |



# Uploading NACHA Files

| Select <b>U</b>   |   |  |  |   |  |  |  |   |             |  |                                       |
|---|---|--|--|---|--|--|--|---|-------------|--|---------------------------------------|
|   | pload ACH from th   | ne main ACH  | main screen.   | •   |  |  |  |   |             |  |                                       |
|   | ACH   |  |  |   |  |  |  |   |             |  |                                       |
|   | АСП   |  |  |   |  |  |  |   |             |  |                                       |
|   | Active History  |  | a ÷  |   | Г  | •  |  | 6   |             | ŝ  |                                       |
|   |   |  | ₽, ⇒   | Course A  | <b>G</b> H   | 니<br>Upload ACI  |  | Pay taxes   |             | Logs<br>Set import                                       |                                       |
|   | BAJOH   | RECURRING  | AMOUNT   |   |  |  |  |   |             | -  |                                       |
|   | Ready SHS Demo  |  | \$0.01<br>PPD  | April 2   | 2025   |  |  |   |             | $\langle \rangle$  |                                       |
|   | Test421   |  | \$1.00   | SUN   | MON  | TUE  | WED  | THUR  | FRI         | SAT  |                                       |
|   | (Ready) sets Damo   |  | PPO  |   |  | 1  | 2  | 3   | 4           | 5  |                                       |
|   | Ready SEE Damo  |  | \$0.01<br>PPD  | 6   | 7  | 8  | 9  | 10  | 11          | 12   |                                       |
|   | Test upload   |  | \$4.25   | 13  | 14   | 15   | 16   | 17  | 18          | 19   |                                       |
|   | Realy SRS Deno  |  | PPD  | 20  | 21   | 22   | 23   | 24  | 25          | 26   |                                       |
|   |   |  |  | 27  | 28   | 29   | 30   |   |             |  |                                       |
| Recent u<br>Once file   | ploads will be visi<br>has been uploade   | ble on this sc<br>ad and in plac   | <b>se</b> for file loca<br>reen.<br>se <b>Click Uplo</b>   | ation.<br>a <b>d</b> .  |  |  |  |   |             |  |                                       |
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| Recent u<br>Once file<br>Confirm<br>Select ba   | uploads will be visi<br>has been uploade<br><b>ation</b> is received t<br>ack arrow to return   | ble on this sc<br>ad and in plac<br>hat file has up<br>n to <b>main AC</b>         | se for file loca<br>reen.<br>ce Click Uplo<br>bloaded and i<br>H screen to p   | ation.<br>ad.<br>is visibl  | .e in<br>1 to p  | Rece<br>proce  | ent (<br>essii   | <b>uplo</b> a<br>ng the                                     | ads<br>e AC | area.<br>CH bat  | ch.                                   |
| Recent u<br>Once file<br><b>Confirm</b><br>Select ba  | ploads will be visi<br>has been uploade<br>ation is received t<br>ack arrow to return<br>Upload ACH   | ble on this sc<br>ed and in plac<br>hat file has up<br>n to <b>main AC</b>         | se for file loca<br>reen.<br>ce Click Uplo<br>bloaded and i<br>H screen to p   | ation.<br>•ad.<br>is visibl<br>oroceec  | e in<br>d to p   | Rece<br>proce<br>Upl   | ent (<br>essin<br>load Ad  | ng the  | ads<br>e AC | area.<br>CH bat  | ch.                                   |
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| Recent u Once file Confirm Select b Confirm Select b Confirm Select b Confirm   | Iploads will be visi<br>thas been uploads<br>ation is received t<br>ack arrow to return<br>Upload ACH<br>formatted files below to create new ACH batch<br>Upload ACH<br>(Upload ACH<br>formatted files below to create new ACH batche<br>(Upload ACH          | ble on this sc<br>ed and in plac<br>hat file has up<br>n to <b>main AC</b><br>hes. | se for file loca<br>reen.<br>ce Click Uplo<br>bloaded and i<br>H screen to p<br>Upload you<br>Vour file<br>D_Net<br>was uplo<br>minutes                  | ation.<br><b>ad</b> .<br>is visible<br>proceect<br>ar NACHA form<br>Teller Apps, we<br>for the batch                | e in<br>d to p<br>matted fi<br>ebroot_to<br>es to ap<br>Drag a                 | Rece<br>Droce<br>Upl<br>les below<br>ad 1 bate<br>pear.            | ent (<br>essil<br>oad A(<br>v to crec<br>59a5=0<br>h(es) ar            | ng the<br>cH<br>ate new A<br>08a96f16<br>re being c         | ads<br>e AC | area.<br>CH bat<br>chea.                                 | ch.<br>sch.txť<br>* a few             |
| Recent u<br>Once file<br>Confirm<br>Select ba<br>Confirm<br>Select ba<br>Select ba<br>S | Uploads will be visi<br>e has been uploade<br>ation is received t<br>ack arrow to return<br>Upload ACH<br>formatted files below to create new ACH batch<br>Drag and drop file here, or browse<br>Upload ACH<br>formatted files below to create new ACH batche | ble on this sc<br>ed and in plac<br>hat file has up<br>n to <b>main AC</b><br>hes. | se for file loca<br>reen.<br>ce Click Uplo<br>bloaded and i<br>H screen to p<br>Upload you<br>Your file<br>Upload you<br>Your file<br>Was upl<br>minutes | ation.<br>pad.<br>is visibl<br>proceec<br>r NACHA for<br>Teller Apps, we<br>of the batch<br>ploads<br>er Apps, webr | e in<br>d to p<br>matted fi<br>ebroot_te<br>sofully, ar<br>es to app<br>Drag a | Rece<br>Droce<br>Upl<br>les below<br>emp_35b<br>nd 1 bate<br>pear. | ent (<br>essil<br>oad A(<br>v to crev<br>59a5e0<br>h(ea) at<br>file he | ng the<br>cH<br>ste new A<br>08a9bf16<br>re, or bro         | Ads e AC    | area.<br>CH bat<br>ches.<br>2157418199a<br>11 could take | ch.<br>sch.bt <sup>*</sup><br>e a few |



- Recent uploaded ACH batch will show as **Ready**.
- **Click** on **batch** to be initiated.
- Proceed with any edits as needed using the Edit arrow, and/or Initiate.
- Prior ACHs initiated will show under **Recent uploads.**

| ACH                           |           |               | <   | Upload ACH                        | 1                            |       |
|-------------------------------|-----------|---------------|---|-----------------------------------|------------------------------|-------|
| Active History                |           | 0 ∻           | Upload your NACHA                               | formatted files below to create h | ew ACH batches.              |       |
| BATCH                         | RECURRING | AMOUNT        | Your file<br>'D_NetTellerApp<br>was unloaded as | s_webroot_temp_35b59a5e008a5      | 9bf16443aa21574f8f9a.ac      | h.btť |
| 0000003<br>Ready BRB Demo     |           | \$0.01<br>PPD | minutes for the b                               | atches to appear.                 | ing created. It could take i | THE W |
| Test421<br>Ready BRB Demo     |           | \$1.00<br>PPD |   |                                   |                              |       |
| 0000002<br>Ready BRB Demo     |           | \$0.01<br>PPD |   | ٦                                 |                              |       |
| Test upload<br>Ready ORB Demo |           | \$4.25<br>PPD |   | Drag and drop file here, o        | or browse                    |       |
| 0000005<br>Ready BRB Demo     |           | \$0.01<br>PPD | Recent uploads                                  |                                   |                              | ,     |
|                               |           |               | D_NetTellerApps_v                               | vebroot_temp_35b59a5e008a9bf      | 16 4/22/2025 10:59 AM        | Don   |
|                               |           |               | ACH Upload.cov                                  |                                   | 4/22/2025 10:54 AM           | Don   |



# Uploading ACH CSV file

### STEP # 1

- Select Create ACH from the ACH home screen.
- **Choose** the **company** you will be paying from.

|                     |               |         |                      |           |     |      |     |                   | <   | Create ACH          |
|---------------------|---------------|---------|----------------------|-----------|-----|------|-----|-------------------|---|---------------------|
| + History           | ₫ \$          | 4       |                      | <u>ث</u>  |     |      |     | ŝ                 | Batch name  | ACH name            |
| RELIREND            | AMOLINT       | -       | 1                    | up ter ac | _   |      |     | laya bi           |   |                     |
| 1<br>TRUE Device    | \$1.00<br>#PD | April 2 | 025                  |           |     |      |     | $\langle \rangle$ | Company   | Select company      |
| 10                  | 50.01         | SUN     | MON                  | TUE       | WED | THUR | FRI | SAT               |   |                     |
| 0FD Demo            | (193)         |         |                      | 1         | 2   | 3    | 4   | .5                |   | Cancel Create batch |
| foad<br>I MRR Denne | \$4.25<br>870 | 6       | $\mathbb{Z}_{2}^{n}$ | 8         | 9   | 10   | 11  | 12                |   |                     |
|                     |               | 10      | 34                   | 15        | 16  | 57   | 18  | 19                |   |                     |
|                     |               | 20      | 21                   | 22        | 23  | 24   | 25  | 26                | The second se | 1010                |
|                     |               | 27      | 28                   | 29        | 30  |      |     |                   | <   | ACH Company         |
|                     |               |         |                      |           |     |      |     |                   | COMPANY   | ID SEC              |
|                     |               |         |                      |           |     |      |     |                   |   |                     |
|                     |               |         |                      |           |     |      |     |                   | BRB Den   | 541111111 PPD       |

- Go directly to Add recipients and choose Import from file. The File layouts screen will display.
- Customize your **file layout** here, customize your file to the parameters already set, or contact us at <u>treasurysupport@mybrb.bank</u> for a personalized tutorial.

| Batch name                                 | ACH name                                | CSV Tab delimited Fixed position   | on   |
|--|---|--|--|
| Company                                    | BRB Demo >                              | Enter the column positions of each l<br>are not using a label then leave it bla  | abel as it is placed within your file. If you<br>nk. |
| Company ID                                 | 541111111 >                             | Name   | Column 1   |
| SEC  | PPD >                                   |  |  |
| Entry description                          | PAYMENT >                               | Account number   | 4  |
| Discretionary data                         | Discretionary data >                    |  |  |
| Recipients                                 | Add recipients >                        | Routing number   | 5  |
| Restrict batch ③                           |   |  | - Column   |
| Cancel                                     | Create batch                            | ID number  | 7  |
| < Add                                      | recipients                              | Amount   | 2  |
| thoose how you'd like to add recipients to | your batch. Only one method can be used | Use transaction code   |  |
| when creating the batch.                   |   |  |  |
| i Add manually                             | 2                                       | Enter the column positions of each la<br>are not using a label then leave it bia | bel as it is placed within your fi<br>nk             |
| T. Import from file                        |   | Enter the column positions of ea   | ch label as it is place                              |
|  |   |  |  |



- **Choose** the **type of file** prior to dragging and dropping or browse for location.
- ACH Upload.csv indicates that the csv file has been uploaded.
- Select Save. This will return you to the Create ACH screen.

| Import n   | ecipients   | 10                                  | <   | Import recipients   | 1  |
|--|---|-------------------------------------|---|---|--|
| File layouts   |   | >                                   | 83 File layouts                                       |   |  |
| type   | Select a file type<br>Select a file type  |                                     | File type   |   | CSV  |
| ے<br>Drag and drop fil   | csv<br>Tab delimited TXT<br>Fixed poention TXT<br>e here, or browse   |                                     |   | ACH Upload.csv  |  |
| Cancel   | Save  |                                     |   | Cancel  |  |
| After submission, please   | allow time for processing.  |                                     |   | After submission, please allow time fr  | or processing.   |
| Δ  |   |                                     |   |   |  |
| er a Batch name  | Select Create ba  | tch.                                |   |   |  |
| firmation will be  | received and the  | ACH batch                           | will be visible                                       | on the <b>ACH m</b>   | ain screen   |
|  | i cocivea, ana the  |                                     |   |   |  |
| <b>h is now ready</b> to Init  | iate as needed  |                                     |   |   |  |
| h is now ready to Init   | iate as needed.   |                                     |   |   |  |
| h is now ready to Init   | iate as needed.   |                                     |   | ACH batch created   |  |
| h is now ready to Init   | te ACH<br>Quarterly upload  |                                     |   | ACH batch created   |  |
| h is now ready to Init   | te ACH<br>Quarterly upload<br>BRB Dem   | <b>)</b><br>• •                     |   | ACH batch created<br>Quarterly upload<br>Recipients File imported   |  |
| th is now ready to Init  | iate as needed.<br>te ACH<br>Quarterly upload<br>BRB Dem<br>54111111  | <b>)</b><br>0                       |   | ACH batch created   |  |
| th is now ready to Init  | iate as needed.<br>te ACH<br>Quarterly upload<br>BRB Dem<br>54111111  | 0 ,<br>1 ,<br>D ,                   |   | ACH batch created<br>ACH batch created<br>Cuarterly upload<br>Redpients File imported<br>ACH company BRB Demo<br>BEC code PPD<br>Decorption RMMENT<br>Discretionary   |  |
| th is now ready to Init  | iate as needed.<br>te ACH<br>Quarterly upload<br>BRB Dem<br>54111111<br>PPI<br>PAYMEN                                     | 0                                   |   | ACH batch created<br>Currerly upload<br>ACH company BRB Demo<br>BED code PPD<br>Becerption PMMB/T<br>Discretionary  |  |
| h is now ready to Init<br>h is now ready to Init<br>c Crea<br>atch name<br>ompany<br>ompany ID<br>EC<br>ntry description<br>iscretionary data                            | iate as needed.<br>te ACH<br>Quarterly upload<br>BRB Dem<br>54111111<br>PPI<br>PAYMEN<br>Discretionary dat                | 0 ><br>1 ><br>D ><br>T ><br>a >     |   | ACH batch created<br>Currerly upload<br>ACH company BRB Comp<br>BEC code PP<br>Becerption PMMENT<br>Discretionary   |  |
| h is now ready to Init<br>h is now ready to Init<br>c Crea<br>atch name<br>ompany<br>ompany ID<br>EC<br>ntry description<br>iscretionary data<br>ecipients               | iate as needed. te ACH Quarterly upload BRB Dem 54111111 PPI PAYMEN Discretionary dat File importe                        | 0 ><br>1 ><br>2 0 ><br>1 3 3<br>4 3 | ACH   | Currerly upload<br>ACH batch created<br>Quarterly upload<br>ACH company BRB Dumo<br>ACH company BRB Dumo  |  |
| h is now ready to Init<br>h is now ready to Init<br>C Crea<br>atch name<br>ompany<br>ompany ID<br>EC<br>ntry description<br>iscretionary data<br>ecipients               | iate as needed. te ACH Quarterly upload BRB Dem 54111111 PPI PAYMEN Discretionary dat File importe                        | 0 ><br>1 ><br>2 0 ><br>1 ><br>4 >   | ACH   | ACH batch created<br>Currerly upload<br>ACH company BRB Dumo<br>SEC code PP<br>Decorption WMMENT<br>Decorption WMMENT<br>Decorptiony<br>History   | _<br><br>₽ %   |
| th is now ready to Init<br>th is now ready to Init<br>created atch name<br>tompany<br>tompany ID<br>EC<br>ntry description<br>riscretionary data<br>recipients<br>Cancel | iate as needed.<br>te ACH<br>Quarterly upload<br>BRB Dem<br>5411111<br>PPI<br>PAYMEN<br>Discretionary dat<br>File importe | 0 ><br>1 ><br>2 ><br>1 ><br>4 >     | ACH<br>Active<br>BATCH                                | ACH batch created<br>Currery uploa<br>Recipiens Rie imported<br>Actor and Recipients Rie imported<br>Actor and Recipients Rie imported<br>Actor and Recipients Rie imported<br>Actor and Recipients Rie imported<br>Besorption Rie imported<br>Besorption Rie imported<br>Besorption Rie imported<br>Recipients Rie imported<br>Recipients Rie imported<br>Besorption Rie imported<br>Recipients Rie imported  | С<br>С<br>П<br>С<br>П<br>С<br>П<br>С<br>П<br>С<br>П<br>С<br>П<br>С<br>П<br>С<br>П<br>С<br>П<br>С |
| h is now ready to Init<br>h is now ready to Init<br>c Crea<br>atch name<br>ompany<br>ompany ID<br>EC<br>ntry description<br>iscretionary data<br>ecipients<br>Cancel     | iate as needed. te ACH Quarterly upload BRB Dem 54111111 PPI PAYMEN Discretionary dat File importe Create betch           | 0 ><br>1 ><br>2 0 ><br>1 ><br>4 >   | ACH<br>Active<br>BATCH<br>TestA21<br>Redy BORD OF     | Currery uploof<br>ACH batch created<br>Uurrery uploof<br>Recipients Rie imported<br>ACH course RIB Dane<br>SEC code PO<br>Beception WMENT<br>Discretionary<br>Interer   | С<br>П<br>П<br>П<br>П<br>П<br>П<br>П<br>П<br>П<br>П<br>П<br>П<br>П                               |
| h is now ready to Init<br>c Crea<br>atch name<br>ompany<br>ompany ID<br>EC<br>htry description<br>iscretionary data<br>ecipients<br>Cancel                               | iate as needed.   | 0 ><br>1 ><br>2 ><br>1 ><br>4 >     | ACTIVE<br>ACTIVE<br>BATCH<br>Test421<br>Ready and Def | ACH batch created<br>Quartery upload<br>Recipients Rie imported<br>ACH batch created<br>Participients Rie imported<br>ACH batch created<br>Participients Rie imported<br>ACH batch created<br>Participients Rie imported<br>Participients Rie imported<br>Participients Rie imported<br>Participients Rie imported<br>Participients Rie imported<br>Participients Rie imported<br>Recipients Rie imported<br>Participients Rie imported<br>Rie imported | С<br>С<br>С<br>С<br>С<br>С<br>С<br>С<br>С<br>С<br>С<br>С<br>С<br>С                               |



# **Creating Recurring ACH Batch**

Setting up a recurring ACH batch begins on the Initiate ACH screen.

- Edit the Frequency at the Initiate ACH stage (screen).
- **Choose** the Start date, Frequency and if applicable the End date. •
- **Confirmation** containing Start date, Recurring frequency will display. •

| Initiate Ach  |   |  | $\bigcirc$                    | 1  |
|---|---|--|-------------------------------|--|
| 0000002   |   |  | $\bigcirc$                    |  |
| ⊕ Credits   |   |  | · ·                           |  |
| \$0.01 \$0.00   |   |  | Batch initiated               |  |
| Show details ¥  |   | 000002   |                               |  |
|   | 0.1.1   | ④ Credits  | ) Debits                      |  |
| Offset account  | Select account  | \$0.01   | \$0.00                        |  |
|   |   | ta Becurir   | ng.                           |  |
|   |   | Starts   | Apr 24, repeats weekly on     |  |
|   |   | Thu a  | uuja                          |  |
|   |   | Enda   | May 1                         |  |
| Reset amounts to \$3.00 after processing  | <u> </u>  | Recipients   | 1                             |  |
| Cancel Initiate   | Ĩ   |  | Dope                          |  |
|   |   |  |                               |  |
|   |   |  |                               |  |
|   |   |  |                               |  |
| ° #2  |   |  |                               |  |
| 9 #2<br>atch details screen will  | provide an <b>ontion t</b>  | <b>delete</b> the recurring t  | hatch if needed               |  |
| 2 #2<br>atch details screen will  | provide an <b>option t</b>  | o delete the recurring b   | batch if needed               |  |
| 2 #2<br>atch details screen will<br>choose the <b>"X"</b> in the rig  | provide an <b>option t</b><br>tht corner of screen  | <b>o delete</b> the recurring t<br>to return to the main A   | batch if needed<br>CH screen. |  |
| 2 #2<br>atch details screen will<br>choose the <b>"X"</b> in the rig<br>ccurring ACH now setup will s   | provide an <b>option t</b><br>(ht corner of screen<br>show the <b>date</b> of the <b>nex</b>  | o delete the recurring t<br>to return to the main A(<br>t transfer.                                | batch if needed<br>CH screen. |  |
| 9 #2<br>atch details screen will<br>choose the <b>"X"</b> in the rig<br><b>curring ACH</b> now setup will s   | provide an <b>option t</b><br>ght corner of screen<br>show the <b>date</b> of the <b>nex</b>  | o delete the recurring to return to the main A(<br>to return to the main A(<br><b>t transfer</b> . | batch if needed<br>CH screen. |  |
| 2 #2<br>atch details screen will<br>choose the <b>"X"</b> in the rig<br>ccurring ACH now setup will s   | provide an <b>option t</b><br>ght corner of screen<br>show the <b>date</b> of the <b>nex</b>  | o delete the recurring t<br>to return to the main A(<br>t transfer.                                | batch if needed<br>CH screen. |  |
| 2 #2<br>atch details screen will<br>choose the <b>"X"</b> in the rig<br>ccurring ACH now setup will s<br>Batch details  | provide an <b>option t</b><br>tht corner of screen<br>show the <b>date</b> of the <b>nex</b>  | o delete the recurring to return to the main Ad<br>to return to the main Ad<br>t transfer.         | batch if needed<br>CH screen. |  |
| 2 #2<br>atch details screen will<br>choose the <b>"X"</b> in the rig<br>ccurring ACH now setup will s<br>Betch details  | provide an <b>option t</b><br>ght corner of screen<br>show the <b>date</b> of the <b>nex</b>  | o delete the recurring b<br>to return to the main Ad<br>t transfer.                                | batch if needed<br>CH screen. |  |
| e #2<br>atch details screen will<br>choose the <b>"X"</b> in the rig<br>curring ACH now setup will s<br>Betch details<br>Repeats weekly on Thursdays  | provide an <b>option t</b><br>ght corner of screen<br>show the <b>date</b> of the <b>nex</b>  | o delete the recurring to return to the main A(<br>to return to the main A(<br>t transfer.<br>ACH  | batch if needed<br>CH screen. |  |
| atch details screen will<br>choose the <b>"X"</b> in the rig<br>curring ACH now setup will s<br>Betch details<br>Repeats weekly on Thursdays<br>Reciptents  | provide an option to<br>the corner of screen<br>show the date of the nex  | o delete the recurring to return to the main Ad<br>to return to the main Ad<br>t transfer.         | batch if needed<br>CH screen. |  |
| atch details screen will<br>choose the <b>"X"</b> in the rig<br>ccurring ACH now setup will s<br>Betch details<br>Receivents<br>Recipients  | provide an <b>option t</b><br>sht corner of screen<br>show the <b>date</b> of the <b>nex</b>  | o delete the recurring b<br>to return to the main Ad<br>t transfer.                                | batch if needed<br>CH screen. | Ø \$   |
| atch details screen will<br>choose the <b>"X"</b> in the rig<br>curring ACH now setup will s<br>Betch details<br>Recurring<br>Repeats weekly on Thursdays<br>Recipients   | provide an <b>option t</b><br>sht corner of screen<br>show the <b>date</b> of the <b>nex</b>  | o delete the recurring b<br>to return to the main Ad<br>t transfer.                                | batch if needed<br>CH screen. | ∂ ≎  |
| atch details screen will<br>choose the <b>"X"</b> in the rig<br>curring ACH now setup will s<br>Betch details<br>Repeats weekly on Thursdays<br>Recipients<br>Star date Apr 24<br>Ends May 1<br>Operany BEE Davo  | provide an <b>option t</b><br>sht corner of screen<br>show the <b>date</b> of the <b>nex</b>  | o delete the recurring b<br>to return to the main Ad<br>t transfer.                                | batch if needed<br>CH screen. | @ \$<br>Амоллт   |
| atch details screen will<br>choose the <b>"X"</b> in the rig<br>curring ACH now setup will s<br>Betch details<br>Repeats weekly on Thursdays<br>Recipients<br>Start date Apr 24<br>Ends May 1<br>Company BRE Demo   | provide an <b>option t</b><br>sht corner of screen<br>show the <b>date</b> of the <b>nex</b>  | o delete the recurring b<br>to return to the main Ad<br>t transfer.                                | batch if needed<br>CH screen. | @ Ф<br>Амолит<br>\$4.25  |
| atch details screen will<br>choose the <b>"X"</b> in the rig<br>curring ACH now setup will s<br>Betch details<br>Repeats weekly on Thursdays<br>Recipients<br>Sterr date Apr 24<br>Ends May 1<br>Company BRE Demo<br>Company ID 54111111<br>SEC code PPD  | provide an option to<br>the corner of screen<br>show the date of the nex  | o delete the recurring b<br>to return to the main Ad<br>t transfer.                                | batch if needed<br>CH screen. | Э Ф<br>Амблит<br>54 25<br>590                                    |
| atch details screen will<br>choose the <b>"X"</b> in the rig<br>curring ACH now setup will s<br>Betch details<br>Recurring<br>Repeats weekly on Thursdays<br>Recipients<br>Start date<br>Apr 24<br>Ends<br>May 1<br>Company ID<br>Set Code<br>Decription<br>Recipient   | provide an option to<br>the corner of screen<br>show the date of the nex  | o delete the recurring b<br>to return to the main Ad<br>t transfer.                                | batch if needed<br>CH screen. | Д Ф<br>Амолит<br>\$4.25<br>550<br>\$1.00                         |
| atch details screen will<br>choose the <b>"X"</b> in the rig<br>curring ACH now setup will s<br>Betch details<br>Recurring<br>Repeats weekly on Thursdays<br>Recipients<br>Start date<br>Ends<br>Apr 24<br>Ends<br>Apr 24<br>Ends<br>BRE Demo<br>Company ID<br>SEC code<br>PFD<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Des | provide an option to<br>show the date of the next<br>many of th | o delete the recurring b<br>to return to the main Ad<br>t transfer.                                | batch if needed<br>CH screen. | Э Ф<br>Анолит<br>\$4.25<br>Этр<br>\$1.00<br>Этр<br>\$1.00<br>Этр |
| atch details screen will<br>choose the "X" in the rig<br>curring ACH now setup will s<br>Betch details<br>Recurring<br>Repeats weekly on Thursdays<br>Recipients<br>SEC code<br>PPD<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Descr               | provide an option to<br>the corner of screen<br>show the date of the nex  | o delete the recurring b<br>to return to the main Ad<br>t transfer.                                | batch if needed<br>CH screen. | Э<br>Анолит<br>\$4.25<br>.000<br>\$1.00<br>.000<br>.000          |
| atch details screen will<br>choose the "X" in the rig<br>curring ACH now setup will s<br>ecurring ACH now setup will s<br>Betch details<br>Repeats weekly on Thursdays<br>Recipients<br>Bet Apr 24<br>Ends<br>May 1<br>Company BEB Demo<br>Company ID<br>SEC code<br>PP0<br>Description<br>Description<br>Discretionary<br>Eatch restricted ()<br>No  | provide an option to<br>the corner of screen<br>show the date of the nex  | o delete the recurring b<br>to return to the main Ad<br>t transfer.                                | RED.RENG                      | Амоцит<br>54.25<br>590<br>\$1.00<br>790<br>\$2.81                |
| atch details screen will<br>choose the "X" in the rig<br>curring ACH now setup will s<br>Betch details<br>Repeats weekly on Thursdays<br>Recipients<br>Batch date Apr 24<br>Ends May 1<br>Company ID 54111111<br>SEC code PFD<br>Description PAYMENT<br>Discretionary TEST<br>Batch is a propersuition  | provide an option to<br>show the date of the nex  | o delete the recurring b<br>to return to the main Ad<br>t transfer.                                | RED.RENG                      | Эмонит<br>54.25<br>.990<br>\$1.00<br>.990<br>\$2.01              |



# **Initiate Bulk ACH Batches**

### STEP # 1

- Select checkbox titled Bulk actions in the upper right corner above the batch listing.
- **Choose** the ACH batches you want to initiate in bulk by using the checkboxes.

|                           |                      |                        | 0 selected: >> Initiate         |            | Cance         |
|---------------------------|----------------------|------------------------|---------------------------------|------------|---------------|
| ctive History             |                      | P S                    | BATCH                           | RECURRING  | AMOUN         |
| СН                        | RECURRING            | Bulk actions<br>AMOUNT | Test upload<br>Ready Brits Damo |            | \$4,25<br>PPC |
| st upload<br>ady BRB Demo |                      | \$4.25<br>PPD          | Test421                         |            | \$1.00        |
| t421<br>ady BRB Demo      |                      | \$1.00<br>PPD          | 0000002                         | Weakly     | 9PT           |
| 00002                     | C Weekly<br>Apr 24th | \$0.01                 | Ready BRB Demo                  | C Apr 24th | PP            |

- Choose Initiate at the top of the pop-up to display the Initiate batches screen.
- Choose the Effective dates (can be different) and the Accounts to be debited.
- Select Initiate #\_ batches.

| BATCH                         | RECURRING            | AMOUNT        | Test upload \$4.25                               |
|-------------------------------|----------------------|---------------|--|
| Test upload<br>Ready BRB Demo |                      | \$4.25<br>PP0 | Effective date 💼 Offset account Q 🗋 Reset to \$0 |
| Test421<br>Ready BRB Demo     |                      | \$1.00<br>PPD | Test421 \$1.00                                   |
| 0000002<br>Ready BRB Demo     | C Weekly<br>Apr 24th | \$0.01<br>PPD |  |



- **Confirm** by entering online banking password.
- A confirmation will display. Slide bars can be used for reviewing.
- Click Done.

|          | Batches initiated  |
|----------|--|
| Password | Test upload<br>Apr 23 . CBCking 0001<br>Confirmation #: 0422230031     S4.25<br>Confirmation #: 0422230031<br>S1.00     Apr 24 . CBCking 0001<br>S1.00 |
|          | Confirmation #: 0422250032   |



# **Quick Edit ACH**

| STEP     | •#1 |  |
|----------|-----|--|
| <u> </u> |     |  |

- Locate ACH batch from Active column on main ACH screen to change.
- Batch details information will display. Select [# recipients].

|  |  |                        | Batch details ···· ×                                       |                       |
|--|--|------------------------|--|-----------------------|
| ACH  |  |                        | O Credits         ○ Debits           \$0.01         \$0.00 |                       |
| Active Histo   | ry   | 0 \$                   | Recipients 1 recipient >                                   |                       |
| BATCH  | RECURRING  | AMOUNT                 | Company BRB Demo   |                       |
| TestDebit  |  | \$4.00                 | Company ID 54111111  |                       |
| (initiated) lates being  |  | PPD                    | SEC code PPD   |                       |
| Ready BRB Demo   | C Weekly<br>Apr 24th   | \$0.01<br>PPD          | Batch restricted (D) No                                    |                       |
| 0000003  |  | 50.01                  |  |                       |
| Ready BRB Dema   |  | PPD                    | (Ⅲ) Attach to a conversation                               |                       |
|  |  |                        |  |                       |
|  |  |                        | Mark as pending Review and initiste                        |                       |
| Select the <b>E</b><br>Complete e  | Edit/Pencil.   |                        |  |                       |
| Select the <b>E</b><br>Complete e<br>Click <b>Save.</b><br>er will only be a | Edit/Pencil.<br>edits as needed.<br>ble to edit fields accord  | ding to entitlement pe | rmission.<br>د Recipients<br>موموروی                       | ۲× ۲                  |
| Select the E<br>Complete e<br>Click <b>Save.</b><br>or will only be a        | Edit/Pencil.<br>edits as needed.<br>ble to edit fields accord<br>Recipients<br>00000003<br>HOLD PRENOTE          | ding to entitlement pe | rmission.<br>K Recipients PRENDICE A                       | ¥ ×<br>AMOUNT         |
| Select the E<br>Complete e<br>Click Save.<br>er will only be a               | Edit/Pencil.<br>edits as needed.<br>ble to edit fields accord<br>Recipients<br>0000003<br>HOLD PRENOTE<br>Credit | ding to entitlement pe | rmission.  | ₹ ×<br>AMOUNT<br>0.01 |



# Wires

# **Sole Control Wires**

## STEP # 1

- Select the **Payments drop-down arrow** from the menu on the left side of the Online Business Banking Dashboard
- Select **Wires** from the drop-down menu.

### This will display the Wires Home Screen.

|    |                   |                     |                           |           | I                 |
|----|-------------------|---------------------|---------------------------|-----------|-------------------|
|    |                   |                     |                           |           | ∐H Dashboard      |
|    |                   |                     |                           |           | 🖂 Messages        |
|    |                   |                     |                           |           | C Accounts        |
| 09 | ] Dashboard       | Hi there!           |                           |           | 🔁 Transfers       |
|    |                   |                     |                           |           | → Remote deposits |
| M  | Messages          |                     |                           |           | Payments          |
|    | Accounts          | Accounts            |                           |           | Bill pay          |
| \$ | ; Transfers       | CBCkng 0001         |                           | Available | Positive pay      |
| بل | , Remote deposits |                     |                           |           | ACH               |
| 5  | Payments 📀        | 2 8                 | え 団 [                     | 3         | Wires             |
| A  | Cash Management   | Transfer Pay a bill | Pay a person Message Docu | iments    | 🛄 Cash Management |
| ē  | Autobooks         |                     |                           |           | Autobooks         |
|    |                   |                     |                           |           | (?) Support       |

### STEP #2

• Select **Create Wire** from the Wire home screen.

This will display the Wire template to be completed.

| Active History Templates     | R)        | Create | wire |     |      |     |    |
|------------------------------|-----------|--------|------|-----|------|-----|----|
| Account<br>CBCking 0001      | , April 2 | 025    |      |     |      |     | <  |
|                              | SUN       | MON    | TUE  | WED | THUR | FRI | SA |
| v.                           |           |        | 1    | 2   | 3    | 4   | 5  |
| No wires found at this time. | 6         | 7      | 8    | 9   | 10   | 11  | 12 |
|                              | 13        | 14     | 15   | 16  | 17   | 18  | 11 |
|                              | 20        | 21     | 22   | 23  | 24   | 25  | 26 |
|                              | 27        | 28     | 29   | 30  |      |     |    |



| ST       | FΡ | # | 3        |
|----------|----|---|----------|
| <u> </u> | _  |   | <u> </u> |

- Enter a **Wire Name** for record keeping purposes.
- Click on the **Select account** arrow to click on the account to be debited for the wire.

| <                  | Create wire<br>Wire template                               |                    |         |
|--------------------|--|--------------------|---------|
| Wire name          | Wire name  | < From ac          | count   |
| From               |  | Q. Search accounts |         |
| То                 | · · · · · · · · · · · · · · · · · · ·                      | A                  |         |
| Amount             | \$ 0.00  | CBCking 0001       | \$19.00 |
| Notes Please       | use as much detail/, description as possible $\rightarrow$ | Test Account 2     | \$3.00  |
| Save as template ① |  |                    |         |
|                    | Create wire  |                    |         |
|                    |  |                    |         |

- Click on **Add recipient.** Add the **exact match** of the name of the Business or Individual you are wiring the funds to.
- Use the **Find Institution** search functionality if unsure of the **ABA/Routing number**.

| Designed same                              |                  |                     |                                       |           |
|--|------------------|---------------------|---------------------------------------|-----------|
| Business or Individual's Name Here         |                  |                     |                                       |           |
| Account number                             |                  |                     |                                       |           |
| *  | _                | Financial instituti | on lookup                             | 2         |
| Address line 1                             | _                |                     | enneenap                              |           |
| 17 West Main St                            |                  |                     |                                       |           |
|  | Q 051402372      |                     |                                       |           |
| Address line 2                             |                  |                     |                                       |           |
|  | INSTITUTION      | ROUTING/ABAR        | CITY                                  | STATE     |
| City State Zip Zip 22935                   |                  |                     |                                       |           |
|  | BLUE RIDGE BK NA | 051402372           | MARTINSVILLE                          | VA        |
| eceiving financial institution Q Find inst | m                |                     |                                       |           |
| Routing/ABA number                         | Vou cap coarch h | winstitution's na   | mo or routing n                       | mbor      |
| 051402372                                  | Tou can search L | by miscilution's na | The of fouring hu                     | inder.    |
| Testile they wanted                        |                  |                     |                                       |           |
| BLUE RIDGE BK NA                           | Searching by rou | iting number will   | vorify if it's still                  | an active |
|  | Scarening by roc |                     | · · · · · · · · · · · · · · · · · · · |           |
|  | routing number   | and that it accept  | s wires as some                       | routing   |
| uly sa                                     |                  |                     |                                       |           |



- Provide notes, in the **Notes section** being as detailed as possible with the purpose of the wire. This will help to prevent delays.
- **Example:** Avoid notes that are vague such as "sale of house" and provide "Sale of 114 Blue Street property/house".
- Click Save. This will take you back to the Create wire template.
- Review the information for accuracy and completeness.
- Check the box next to Save as a template to save it as a reusable template.
- Select **Create wire**.

| < Notes                    | < Create wir<br>Wire templa | e                                  |
|----------------------------|-----------------------------|------------------------------------|
| Piease use as much detail/ | Wire name                   | Wire name                          |
| Notes Inc 2                | From                        | CBCkng 0001                        |
| Sets ine t                 | То                          | BLUE RIDGE BK NA                   |
| 0/35<br>Notes line 4       | Amount                      | \$ 0.00                            |
| 0/25                       | Notes Please use as much    | detail/, description as possible > |
| SUV                        | Save as template ①          |                                    |
|                            | Create wird                 |                                    |
| STEP #6                    |                             |                                    |

- A confirmation of the **Wire template being created** will be received.
- Review and note that the notification is confirming that the wire has been created but it must still be initiated.
- Click Done.

This will return you to the Wires home screen to begin wire initiation process.

| Wire created<br>Wire Test<br>\$0.00<br>To Blue Bank Test<br>To Blue Bank Test                | <ul> <li>Your wire has been created but<br/>must still be initiated in the wire<br/>details to send it.</li> </ul> |
|--|--|
| Your wire has been created but<br>mourt will be instanted in the wire<br>details to send it. |  |



- Select **Templates** from the Wires home screen to initiate the wire.
- Select the **wire Template** to be used to send the wire.
- Click on **Edit** arrow if the template or amount needs to change.
- Select **Review and initiate** button to initiate the wire.

If the wire process is under dual control the originator still **MUST click on the Review and initiate button** in order to ready the wire for the 2<sup>nd</sup> approver.

| Active History Templatees Account CBCkerg 0001  V Viter Test to BLUE RDDE BK NA S0.00  | Wire details     X       To save a copy of this template cick prime     Prime       Vire Test     Final       \$1.00     Edit       2: Template     Edit       From     CBCkeg       0001     Nates       Recipient data/ls       Recipient marris     Bite Ridge Bank Test       Account marrise     12# Ridge Bank Test       Address     17 Woot Nain St       Lung, VA.22735 |
|--|--|
|  | Receiving Institution Institution name EULE RIDGE BK NA Recuting number 061400372 Address MARTINSVILLE, VA Receiver and Infiture Receiver and Infiture   |
| <ul> <li>Click Initiate. If wire is under "sole control" Initiate will s<br/>Processing team. If wire is under "dual control" it will app<br/>the 2<sup>nd</sup> approver.</li> <li>Enter your online banking password to confirm.</li> </ul>          | end the wire through to our Wire<br>prove the wire's first step and ready it for   |
| ✓     Initiate wire       Test     \$1.00       ☑ Template       From     CBCking 0001       To     Blue Ridge Bank Test       Repetitive     0421250002       Remarks     Please use as much dietail/<br>description as possible       Show details ↓ | ✓       Initiate wire         Test       \$1.00         It imprime       Tempine         It imprime       X         Enderstand       Confirm your credentials to continue         Pareneed   |
| <b>Repetitive</b> indicates the wire is saved as a template to be used again at any time and provides the template number.   |  |



WIRE DETAILS

Processed, to BLUE RIDGE BK NA (x9996)

Appreval to BLUE RIDGE BK NA (x9998)

Test2

Test

- When wire is under **"Sole Control"** the confirmation displayed will have a **"confirmation #"** indicating the wire has been **fully initiated**.
- When wire is under "Dual Control" the confirmation displayed will have a "confirmation # of All Zeros" indicating the wire is ready for the 2<sup>nd</sup> approver to begin their process.
- Click **Done**. If email confirmations are turned on an email confirmation will be received as well.

If the wire is under "Dual Control" then the 2<sup>nd</sup> approver will follow the "Dual Control Wires" steps to fully initiate the wire.

| Wire initiated<br>Text<br>\$1.00<br>From CBCEng 0001<br>To Ellue Rodge Bank Text<br>Conformation # 000000000  | Figure Receive a wire named Test to BLUE RIDGE<br>BK NA.<br>Minount 1.00<br>Account<br>Recipient: Blue Ridge Bank Test<br>Frequency: one-time<br>If you did not initiate this wire, please call<br>(888) 331-6521<br>immediately. |
|---|---|
| <ul> <li>STEP #10</li> <li>Once the wire has been initiated fully by sole <b>Processed</b>.</li> <li>Reach out to <u>treasurysupport@mybrb.bank</u> in received.</li> </ul> | control it will display on the main Wires screen as<br>f at any time during the process an <b>Error message</b> is  |

AMOUNT

\$1.00

\$1.00

Please by again later

95



# **Dual Control Wires**

The dual control approver will review the **Active tab** from the Wires dashboard and choose the appropriate Wire marked Approval and complete the following steps.

| ST | EP # 1  |
|----|---|
| •  | Select the wire marked Approval from the Wires dashboard. This will display the Wire details                        |
|    | screen.   |
| •  | Click on Review and Initiate if No Edits are needed skip to Step #3. This will conduct the final                    |
|    | approval and send the wire through to BRB Wire Processing.  |
|    |   |
|    | Wires   |
|    | Wires   |
|    |   |
|    | Active History Templates \$1.00 Edit  |
|    | Accessed First Cables 0801  |
|    | CBCking 0001 Notes Please use at much detail description at possible  |
|    | WIRE CRETALS OMAGINAT Recipient details   |
|    | Account number Address 17 Wet Main 0;   |
|    | Test S1.00 Luisy V 22853 Apprendi to BLUE R/DGE BK NA (x9/998) Receiving hutbulan                                   |
|    | Institution same BLUE BDGE BK NA<br>Bkuthspishter 051402372   |
|    | Address MARTINSPILLE VA   |
|    | Review and Hilling  |
|    |   |
| ST | EP # 2  |
| •  | When edits are needed use the Edit arrow to display the editing screen Or if needed Click on the                    |
|    | Trash Can to delete the wire fully.   |
| •  | Complete the edits and Click on <b>Initiate</b> . <b>Any edits</b> made on the Edit screen will place the wire back |
|    | into an <b>Unapproved</b> status and the dual control steps started over.   |

• Contact <a href="mailto:treasurysupport@mybrb.bank">treasurysupport@mybrb.bank</a> for a personalized tutorial if needed.

| Alter  | Wave details B ×                  | <              | Instate wire               |
|--|-----------------------------------|----------------|----------------------------|
| CECKIN Test Autor  | w                                 | Test           |                            |
| \$1.00   | Edt +                             |                |                            |
| 2 from ten   | nglate                            | \$1.00         |                            |
| Parties From   | CBCkrg 0001                       |                |                            |
| Feet Notes   | Please use as much details'       |                |                            |
| And a local division of the local division o | and the second second             | From           | CBCkng 0001                |
| Recipient des  | sals                              |                |                            |
| Recipient ran  | me Blue Ridge Bonk Test           | То             | Blue Ridge Bank Test       |
| Account name   | ther                              | Remarks        | Please use as much detail/ |
| Abbess   | 17 West Main Dt<br>Lang, VA 22803 |                | description as possible    |
| Receiving in   | allution                          |                |                            |
| Talkator to  | atter BLUE HDGE EK NA             | snow octails - |                            |
| Radiopart  | 0er 051402372                     |                |                            |
| Altest   | MARTINEVILLE, VA                  |                | Cancel Initiate            |
|  |                                   |                |                            |



- Enter your online banking password.
- Click Confirm password.
- A confirmation will be displayed. If email confirmations are turned on a confirmation will be received via email as well.

| Initiale wire     Test   \$1.00   Template     Implate     Confirm your credentials to continue     Parended     Confirm your credentials to continue | Wire initiated<br>Tran<br><b>\$1.00</b><br>From ESChap.0001<br>To ElsarRogalisek Next<br>Conferencies of 00000000 |
|---|---|
| STEP # 4  |   |
| <ul> <li>Once the wire has been initiated fully by sole of Processed.</li> <li>Peace out to tracsup support@mybrb back if it</li> </ul>               | control it will display on the Wires dashboard as   |
| received.   | at any time during the process an <b>error message</b> is   |

|   |        | Test   |
|---|--------|--|
| Active History Templates                        |        | \$1.00   |
| Account<br>CBCkng 0001                          |        | iner (Belang Soci<br>Ta Edua Reigo Socia Tent              |
| WIRE DETAILS                                    | AMOUNT |  |
| Test2<br>Processed, to BLUE RIDGE BK NA (x9996) | \$1.00 |  |
| Test<br>Apprenal to BLUE RIDGE BK NA (v0998)    | \$1.00 | uopi, extensi ji vert wing or our end. Piešle by kjän läär |



# **Approving Wires**

#### STEP # 1

- Select the wire marked **Approval** from the Wires dashboard. This will display the Wire details screen
- Click on **Review and Initiate** if **No Edits** are needed and **skip Step #2**. This will conduct the **final approval** and send the wire through to BRB Wire Processing.

| ires                                 |            | Active            |                      | Wire details  | a x   |
|--------------------------------------|------------|-------------------|----------------------|---|-------|
|                                      |            | CECkry            | Test Approval        |   |       |
|                                      |            | The second second | \$1.00               |   | Edt > |
| Active History Templetes             |            | Test2             | From template        |   |       |
| Account                              |            | PRESIDE           | From                 | CBCkng 0001   |       |
| CBCkmg 0001                          |            | Test              | Notes                | Please use as much detail/<br>description as possible |       |
| and the second second                |            |                   | Recipient details    |   |       |
|                                      | 44479-1947 |                   | Recipient name       | Blue Ridge Bank Test                                  |       |
| De De tals                           | ALMOUNT 1  |                   | Account number       |   |       |
| ent                                  | 0.000      |                   | Address              | 17 West Main St<br>Luray, VA 22885                    |       |
| Approval to BLUE RIDGE BK NA (x9996) | \$1.00     |                   | Receiving institutio |   |       |
|                                      |            |                   | Institution name     | BLUE RIDGE BK NA                                      |       |
|                                      |            |                   | Routing number       | 051402372   |       |
|                                      |            |                   | Address              | MARTINSVILLE, VA                                      |       |

- When edits are needed use the Edit arrow to display the editing screen.
- Complete the edits and Click on **Initiate**. **Any edits** made on the Edit screen will place the wire back into an **Unapproved** status and the dual control steps started over.
- Contact <u>treasurysupport@mybrb.bank</u> for a personalized tutorial if needed.

| CARDOUT              |   |        |                |   |
|----------------------|---|--------|----------------|---|
| DECKYE Test Approval |   |        | Test           |   |
| \$1.00               |   | Edit > | \$1.00         |   |
| 2 From templa        | ste   |        | 01.00          |   |
| Platerine, From      | CBCkrg 0001   |        |                |   |
| Test Notes           | Please use as much detail/<br>description as possible |        |                |   |
| Asses                |   |        | From           | CBCkrg 0001   |
| Recipient details    |   |        | To             | Blue Ridge Bank Test                                  |
| Recipient name       | Blue Ridge Bank Test                                  |        |                |   |
| Account number       | ·   |        | Remarks        | Please use as much detail/<br>description as possible |
| Address              | 17 West Main Bt<br>Laray, VA 22835                    |        |                | deachpoint as possible                                |
| Receiving institu    | ation   |        | Show details ~ |   |
| Institution name     | BLUE RIDGE BK NA                                      |        |                |   |
| Routing number       | 051402372   |        |                |   |
| Address              | MARTINSVILLE, VA                                      |        |                | Cancel Initiate                                       |
|                      |   |        |                |   |
|                      | Beview and initiate                                   |        |                |   |



- Enter your online banking password.
- Click Confirm password.
- A confirmation will be displayed. If email confirmations are turned on a confirmation will be received via email as well.

| Imitiate w/w       Test       \$1.00       Tempore       Tempore       Confirm your oredentials to continue       Parenotic       Confirm your oredentials to continue       Confirm your oredentials to continue       Parenotic       Confirm your oredentials to continue       Parenotic       Confirm your oredentials to continue       Parenotic       STEP # 4 | Wire initiated<br>Tex<br>\$1.00<br>From EBGage Bank Hask<br>Conferences or 000000000 |
|--|--|
| Once the wire has been initiated fully by sole c   | ontrol it will display on the Wires dashboard as                                     |
|  | ond other with diopidy on the wires duonbound do                                     |
| Processed.   |  |

• Reach out to <u>treasurysupport@mybrb.bank</u> if at any time during the process an **Error message** is received.

|   |        | Test                                       |
|---|--------|--|
| Active History Templates                        |        | \$1.00                                     |
| Account<br>CBCking 0001                         |        | inor (BCB rg 100)<br>Ta Dia Raja Sara Teat |
| WIRE DETAILS                                    | AMDUNT |  |
| Test2<br>Processed, to BLUE RIDGE BK NA (x9996) | \$1.00 |  |
| Test<br>Acareval to BLUE RIDGE BK NA (<9996)    | \$1.00 |  |



# **Positive Pay**

# Creating Template for Positive Pay Uploads

| STEP #1  |  |                              |                                 |
|--|--|------------------------------|---------------------------------|
| <ul> <li>Select from the Online<br/>menu on the left side.</li> <li>Select <b>Positive pay</b> from<br/>This will display the Positive page</li> </ul> | e Business Banking Dashboa<br>om the drop-down menu.<br>y home screen. | ard the <b>Payments dr</b>   | <b>op-down arrow</b> within the |
|  |  |                              |                                 |
|  |  |                              | Dashboard                       |
|  | Hi there!  |                              | Messages                        |
| Dashboard  | 🛄 Blue Ridge Bank  |                              | ₽ Transfers                     |
| Messages   |  |                              | د الله Remote deposits          |
| C Accounts   | Accounts   |                              | S Payments ^                    |
| ₽ Transfers  | CBCkng 0001  | Available                    | Bill pay                        |
| کی Remote deposits   |  |                              | Positive pay                    |
| 🛐 Payments 🥥   |  | e e                          | ACH                             |
| 🛄 Cash Management  | Transfer Pay a bill Pay a person                                       | Message Documents            | Cash Management                 |
|  |  |                              | a Autobooks                     |
|  |  |                              | ⑦ Support                       |
|  |  |                              |                                 |
| SIEP #2  | nlatae on the <b>Cattings</b> tile                                     |                              |                                 |
| Choose Manage Term     Note: there is a pre-saved term   | late that you can match your unlo                                      | ad to Tyt format is not av   | vailable at this time           |
|  |  |                              |                                 |
| Positive   | pay  |                              |                                 |
| Check entries  |  | + Add checks                 |                                 |
|  |  | 😁 Work check except          | lons                            |
|  | Yaur check uplaads wil cliptay here                                    | ③ Work ACH exception         | ins                             |
|  |  | Settings<br>Manage templates |                                 |
|  |  | View ACH filter rules        |                                 |



- Select Review once columns are entered. The Create delimited template pops with column order.
- Ensure the **Column Number** information matches file order.
- **Review** the template and **click Save**.
- A confirmation will display that the template has been saved and ready to use. **Click Done**. **Note:** if required information is missing (ex. Date format) the review button will be greyed out.

| _ Templa   | e name                            |   |
|--|-----------------------------------|---|
| Template name csv Te   | mplate                            | Template parteevy Template  |
|  | 13/50                             | tempiate name Cavienpiate   |
| In the second of the second se |                                   | Field delimiter Comme ()  |
| Anount format  | Decimal included >                | Text welling None   |
| Field delimiter ()   | Comma (.) >                       | Column order 1 trave date   |
| Text qualifier ()  | None >                            | 2. Payee<br>3. Hem amount<br>4. Hem Number<br>5. Void indicator<br>Void |
| Column order<br>Enter which column each label annears in your file. Leave ar   | y columns you're not using blank. |   |
| enter miner esterni esterni este appeare in poer me seare e  |                                   |   |
| LABEL COLUMN NUMBER  | CONFIGURATION(S)                  |   |
| LABEL COLUMN NUMBER Required Col # 4   | CONFIGURATION(S)                  | Edit Save   |
| LABEL COLUMN NUMBER Required Required Cool # 4 Cool # 3 C | CONFIGURATION(S)                  | Edit  |
| LABEL COLUMN NUMBER Required Required Required Col # Account number Col #  | CONFIGURATION(S)                  | Edit Save   |
| LABEL     COLUMN NUMBER       Item Number     4       Required     4       Item Amount     001 #       Required     3       Account number     Col #       Account type     Col #  | CONFIGURATION(S)                  | Edit Save   |

### STEP #4

The following steps and screenshots are for uploads. For Manual uploads skip to page 35.

| ٠ | Select +Add Check | <b>(s</b> from the widget tile on the rig | ght.  |  |
|---|-------------------|---|---|--|
|   |                   | Positive pay                              |   |  |
|   |                   | Check entries                             | + Add checks Work object exceptions Work ACH exceptions |  |
|   |                   |   | Settings<br>Manage templates<br>View ACH filter rules   |  |



- **Choose** the template, associated account, and then drag the file for uploading or browse to upload.
- Click Submit . Confirmation will be displayed.
- Allow time for the file to load.
- Below **Check entries** the file will be listed under the file name and in a **Pending** Status.
- Select Review & approve to bring up the Review checks screen.

**Reach out** to <u>treasurysupport@mybrb.bank</u> for assistance with template formatting.

| <          | Add checks  |                           |
|------------|---|---------------------------|
| P          | Add your checks manually                                    | \$                        |
| <b>1</b> s | Select template   | csv Template<br>Delimited |
| <b>2</b> c | Choose associated account ()                                | CBCkng 0001<br>×9997      |
| <b>3</b> U | Jpload file 💿 Default temp                                  | ate formatting guide      |
|            |   |                           |
|            | 🕒 Banno PP csv Upload .csv 🥤                                |                           |
|            | Submit<br>After submission, please allow time for processin |                           |
|            | Successi Unload in progre                                   | s                         |
| Ļ          | After submission, please allow time for processin           | ss.                       |

#### STEP # 6

- **Review** the information for All the items on the **Review checks screen**.
- If any edits are needed Click on the Cancel button, make the edits and then upload the file again.
- Select Approve if everything is correct.

Note: This approves the Upload, a second approval is still needed to approve the items into the Banks Positive Pay system.

|                                      |   | Review checks                     |            |                                  |    |
|--------------------------------------|---|-----------------------------------|------------|----------------------------------|----|
| (                                    | File upload summary                                 |                                   |            |                                  |    |
|                                      | File name Banno PP csv Upload .csv<br>Total items 3 |                                   |            |                                  |    |
|                                      | Total amount \$6.00                                 |                                   |            |                                  |    |
|                                      | DATE PAYEE/AMDUNT                                   |                                   | CHECK Ø    |                                  |    |
|                                      | 23 Test Inc   | 0000                              | 00002275   |                                  |    |
|                                      | 23 Banno Test                                       | 0000                              | 00002276   |                                  |    |
|                                      | S2.00<br>Treasury Test                              | 0000                              | 00002277   |                                  |    |
| ·                                    | If any modifications are needed, canc               | Cancel Approve                    | ,          |                                  |    |
| If any modifications are needed, can | cel this upload and resubmit v                      | vith corrected issued item(s). On | ice Approv | ed you can no longer edit the fi | le |

32



- Confirmation will display. Select Done to proceed to the additional step for final approval.
- The status of the upload now Pending.
- Select **Review & approve** to complete the final step.



- Review the items a second time.
- Select **Approve** for the final time, which sends them into the Banks Positive Pay system.

| File upload summary           Pile name         AppManualEntry_TestBanBus_280418.txt           Total Inters         2           Total amount         \$2.00   |                 | $\bigcirc$                                      |
|---|-----------------|---|
| DATE PRIFECOMOLOVYT<br>INA 53.00<br>18 Blue Ridge Bank Test   | CHECK#          | 3 checks approved                               |
| ***     *     *     *     *     Cancel     Cancel     Cancel     Fery modifications are needed, cancel this uppead and resubmit with corrected issued tem(s). | 0000002241<br>> | Banno PP csv Upload<br>.CSV Uploaded & approved |
|   |                 | Upload date Apr 23, 2025 Done Upload another    |



## **Potential Errors**

- If you try to upload a file that's been previously uploaded with **NO Changes** an **Error** will display.
- However, if items are added to the file and uploaded again, the system may recognize the items already uploaded on the original file and remove them.
- Confirm the items showing are the items that were added to initial upload and **Approve**.

| (!)                                    | File upload<br>File name<br>Tatal items  | Review checks<br>ad summary<br>Banne PP cor Upload .cov<br>1 32 55  |  |                                |
|--|--|---|--|--------------------------------|
| UploadFile err                         | or oute ewo  | VEC-2014 VIET   |  | CHECK #                        |
| duplicate items fo                     | und 23 Tr  | 2.00<br>reesury Test  |  | 0000002288                     |
| Cancel                                 |  | Cancel Approve<br>If any modifications are needed, cancel this upload an  | nd resubmit with corrected issued ite  | m(s).                          |
|  |  |   |  |                                |
| When duplicated<br>{# } checks in this | items/checks a<br>f <b>ile may be dupl</b>   | re uploaded inadvertently a messag<br>licates of previously approved checks   | ge will be returned<br><b>s. Please review b</b>                                   | l stating:<br>efore approving. |
|  | Ihree checks in this file may be dupl<br>Ile upload summary<br>Ile name Banno PP csv Upload J<br>atalitems 5<br>btal amount \$3,50<br>ATE PAYEE/AMOUNT<br>AMA \$2.00<br>ATE \$2.00<br>ATE \$3.00<br>Call Test Inc<br>© Duploate<br>AMA \$2.00<br>Tressury Test<br>© Duploate<br>S1.00<br>Call Banno Test<br>© Duploate<br>S2.00<br>Tressury Test<br>© Duploate<br>AMA \$2.00<br>Tressury Test<br>© Duploate | Review checks ploates of previously approved checks. Please review before approving.  Lesv  Cancel Approve modifications are needed, cancel this upload and resubmit with corrected issued item | CHECK #<br>00000002288<br>00000002289<br>00000002275<br>00000002276<br>00000002277 |                                |



# Manual Uploads

| <ul> <li>Stelect + Add Checks on the Positive pay main screen.</li> <li>Select Add your checks manually at the top of the Add Checks screen.</li> <li>Select Add your checks manually at the top of the Add Checks screen.</li> </ul>  |   |
|--|---|
| <ul> <li>Select +Add Checks on the Positive pay main screen.</li> <li>Select Add your checks manually at the top of the Add Checks screen.</li> <li>Positive pay</li> <li>Interview and the select screen is such from the listing of accounts available account number in the Search Accounts field.</li> <li>Enter Check #, Amount, Payee (as written on check), Type (use drop-down), and the select screen is such from the listing of accounts available account number in the Search Accounts field.</li> <li>Enter Check #, Amount, Payee (as written on check), Type (use drop-down), and the search accounts field.</li> <li>Enter Check #, Amount, Payee (as written on check), Type (use drop-down), and the search accounts field.</li> </ul>  |   |
| <ul> <li>Select Add your checks manually at the top of the Add Checks screen.</li> <li>Positive pay</li> <li>Intermediate and a second state a second state and second state</li></ul>   |   |
| Positive pay       Image: market in the second the checks were issued from the listing of accounts available account number in the Search Accounts field.         Step #2         • Select the account the checks were issued from the listing of accounts available account number in the Search Accounts field.         • Enter Check #, Amount, Payee (as written on check), Type (use drop-down), and the market issue from the listing of accounts available account number in the Search Accounts field.         • Enter Check #, Amount, Payee (as written on check), Type (use drop-down), and the market issue from the listing of accounts available account number in the Search Accounts field.         • Enter Check #, Amount, Payee (as written on check), Type (use drop-down), and the market issue from the listing of accounts available issue from the listing of accounts issue from the listing of accounts available issue from the listing of accounts issue from the listing of account issue from the listing of account issue from the listing of accounts issue from the listing of account i   |   |
| Positive Pay             Control of the con                                       | Add checks  |
| Costine pay          Cost decision       Image: decision         Image: decision       Image: decision   |   |
| Image: Step #2         • Select the account the checks were issued from the listing of accounts available account number in the Search Accounts field.         • Enter Check #, Amount, Payee (as written on check), Type (use drop-down), and         Positive Pay         (method model)         (method model) </th <th>2</th>  | 2   |
| STEP #2 • Select the account the checks were issued from the listing of accounts available account number in the Search Accounts field. • Enter Check #, Amount, Payee (as written on check), Type (use drop-down), and the function of account is available in the search account field. • Enter Check #, Amount, Payee (as written on check), Type (use drop-down), and the function of account is available in the search account field. • Enter Check #, Amount, Payee (as written on check), Type (use drop-down), and the function of account is available in the search account field. • Enter Check #, Amount, Payee (as written on check), Type (use drop-down), and the function of account is available in the search account  | Select template >                                     |
| STEP #2 • Select the account the checks were issued from the listing of accounts available account number in the Search Accounts field. • Enter Check #, Amount, Payee (as written on check), Type (use drop-down), and the field account is an accoun                  |   |
| STEP #2 • Select the account the checks were issued from the listing of accounts available account number in the Search Accounts field. • Enter Check #, Amount, Payee (as written on check), Type (use drop-down), and on the search account is in the Search Accounts field. • Enter Check #, Amount, Payee (as written on check), Type (use drop-down), and on the search account is intervent account in the search account is intervent account in the search account is intervent account is intervent account in the search accounts field. • Enter Check #, Amount, Payee (as written on check), Type (use drop-down), and the search account is intervent account in the search account in the se                                | Select >  |
| STEP #2 • Select the account the checks were issued from the listing of accounts available account number in the Search Accounts field. • Enter Check #, Amount, Payee (as written on check), Type (use drop-down), and • <b>Positive Pay</b> • • • • • • • • • • • • • • • • • • •  | <ul> <li>Default template formatting guide</li> </ul> |
| STEP #2 • Select the account the checks were issued from the listing of accounts available account number in the Search Accounts field. • Enter Check #, Amount, Payee (as written on check), Type (use drop-down), and the listing of accounts available account number in the Search Accounts field. • Enter Check #, Amount, Payee (as written on check), Type (use drop-down), and the listing of accounts available account number in the Search Accounts field. • Enter Check #, Amount, Payee (as written on check), Type (use drop-down), and the listing of accounts available account number in the Search Accounts field. • Enter Check #, Amount, Payee (as written on check), Type (use drop-down), and the listing of accounts available account in the search accou                                       |   |
| STEP #2 Select the account the checks were issued from the listing of accounts available account number in the Search Accounts field. Enter Check #, Amount, Payee (as written on check), Type (use drop-down), and Positive Pay Image: A count of the second from the listing of accounts available account in the second field. Image: A count of the second field. Image: A   | and drop file here, or browse                         |
| STEP #2  Select the account the checks were issued from the listing of accounts available account number in the Search Accounts field.  Enter Check #, Amount, Payee (as written on check), Type (use drop-down), and the listing of accounts available accounts field.  Positive Pay  |   |
| STEP #2 • Select the account the checks were issued from the listing of accounts available account number in the Search Accounts field. • Enter Check #, Amount, Payee (as written on check), Type (use drop-down), and a content work of accounts in the second from the listing of accounts available account number in the Search Accounts field. • Enter Check #, Amount, Payee (as written on check), Type (use drop-down), and a content the second from the sec                         | 2ubull  |
| STEP #2 Select the account the checks were issued from the listing of accounts available account number in the Search Accounts field. Enter Check #, Amount, Payee (as written on check), Type (use drop-down), and the second produces are used from the issue of the second produces are used from the issue of the second produces are used from the second produce are used from the se                  | s please allow time for processing.                   |
| STEP #2 Select the account the checks were issued from the listing of accounts available account number in the Search Accounts field. Enter Check #, Amount, Payee (as written on check), Type (use drop-down), and   Positive Pay   Select Type dealers   Select Type - Void if a check #   |   |
| <ul> <li>Select the account the checks were issued from the listing of accounts available account number in the Search Accounts field.</li> <li>Enter Check #, Amount, Payee (as written on check), Type (use drop-down), and</li> </ul>   |   |
| <ul> <li>Enter Check #, Amount, Payee (as written on check), Type (use drop-down), and</li> <li>Positive Pay         <pre></pre></li></ul>   | ilable <b>OR</b> type the                             |
| Enter Check #, Amount, Payee (as written on check), Type (use drop-down), and      Positive Pay  |   |
| Positive Pay <ul> <li>Select account</li> <li>Sector the social type decks were lawed from</li> <li>Sector the social type deck were lawed from</li> <li>Sector type - Void if a check kere</li> </ul>  | , and Check Date.                                     |
| Positive Pay   |   |
| Positive Pay         ( Select account         Select fixe consts         Chick accounts         Chick account         ( Chick accounts   |   |
| Select account     Select fue accounts     Select fue accounts     Check number  | ecks  |
| Check mumber  Check mumber  Check mumber  Check amount  Check date  Check date |   |
| Select Type - Void if a check H  | 2240  |
| Check amount Check amount Check amount Check amount Check amount Check date Check date Save and enter another Save and enter another Save and enter another Check date Save and enter another Save | 4/14  |
| CBCkag 0001   Type   Type   Check date   Save and enter another  | \$ 1.00   |
| CBC.blig 0001       Payee       B         Type       Det         Save and enter another       R         Type       Det         Select Type - Void if a check h   |   |
| 102.00 AVAILUDE         102.00 AVAILUDE         Type         Check date         Save and enter another         Type         Select Type - Void if a check h  | Blue Ridge Bank Test                                  |
| Type       Check date       Save and enter another       Type       Select Type - Void if a check h  | 21/31   |
| Check date   Save and enter another     Type        Select Type - Void if a check here   | DebR  |
| Save and enter another   |   |
| Save and enter another Red   | Agria TE, 2023 >                                      |
| Type         Select Type - Void if a check h   | Review 1 check  |
| Type         Select Type - Void if a check h   |   |
| Select Type - Void if a check h  |   |
| Select Type - Void if a check h  | Debit ~   |
| Select Type - Void if a check h  | Credit  |
| Select Type - Void if a check h  | – Void  |
| Select Type - Void if a check h  |   |
|  | neck has been issued                                  |
| and needs to be voided after a   | after a previous upload.                              |
|  |   |
| and needs to be voided after a   | neck has been issued                                  |



- Select Save and enter another if more checks are to be added. Once complete Select Review.
- **Review All** the information on the **Review checks** screen.
- When Edits are needed select the arrow next to the Green Check Number to edit.
- Click on Enter another to add additional items from this screen.
- **Select Approve** if all the information is correct and the file is ready to move forward with the approval process. This will display an Approval screen.

| <u> </u>   | DBCkrg 0001  |   |                                       |                    |     |
|--|--|---|---------------------------------------|--------------------|-----|
| Check number   | 2240   | 4710                                    | <                                     | Review checks      |     |
| Check amount   | \$   | 1.00                                    | Account                               | CBCkng 0001        | >   |
| Payee  | Blue Ridge Ban   | k Test                                  | Upload summary                        |                    |     |
|  |  | 21/35                                   | Total items 2<br>Total amount \$2     | 2.00               |     |
| Type   | Deor   |   | DATE PAYEE/AMOUNT                     | CHECK #            |     |
| Check date   | April  | 18, 2025 >                              | APR \$1.00<br>18 Blue Didne Bank Tect | 2240               | >   |
| Save and ent   | ter another Review 1 check   |   | APR \$1.00                            | 2241               |     |
| Save and en<br>Confirmation of che<br><b>"Save and</b><br>Check #2240 s  | er another Review 1 check<br>eck # each time you<br>enter another."<br>aved.   | Select                                  | 18 S1.00<br>Blue Ridge Bank Test      | er another Approve | >   |
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|  | Positive Pay       |
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| Approve 2 Checks This is final and cannot be edited afterwards | 2 Checks approved. |
| Go back Approve  | Add more Done      |



Note there are multiple opportunities throughout the stages to upload additional items.

- Final Confirmation will display. Select Done if there are no additional items to upload.
- Upon selecting **Done** the status of the upload has changed to **Successful**.

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| Visit the Cash Management ta<br>ed further assistance or for a personaliz<br>Bill Pay<br>Ceth Manager Dashboard Retention<br>ACH Wires ARP Users Reporting File Ster<br>Prior Day Current Day Position Activity Summer<br>Positive Pay Reporting from 04/17/2025 to 04/18/2025 | ab on the<br>zed tutorial,<br>Options<br>y Positive Pay<br>Built Radie &<br>Po Box 609<br>LUBAY VA 228<br>Account<br>Number<br>CBOing<br>0001<br>CBOing<br>0001<br>CBOing<br>0001 | Dashboa<br>contact tre                 | Entered         C         E           4/10/2025         12:00:00 AM         12:00:00 AM | Find   Mer<br>Exc<br>ssued : Pr<br>Date : C<br>V10/2025 | e Pay report<br>hybrb.bank.<br>hybrb.bank.<br>teption Items<br>ested : Payee :<br>the Ridge Bark.<br>Test<br>the Ridge Bark.<br>Test   | Issued :<br>Amount<br>\$1.00  | Pested :<br>Amount<br>\$0.00<br>\$0.00 | S.<br>SRatus :<br>Issued<br>Issued | Exception :<br>Reason<br>Page 1 of 1<br>New Search |



## **Working Positive Pay Check Exceptions**

### STEP # 1

- Select **Positive Pay** on the **Payments** drop-down arrow.
- Review for any **check or ACH exceptions** (#displayed in **red**).
- Click on the appropriate the Work check exceptions link.

Next Steps are related to Check exceptions.

|   | 5 BANK  | Positive pay   |  |   |
|---|---|--|--|---|
|   | Deensoure     Messages     Accounts   | Check entrice  | cockay oose Nevers & Ryprove 3   | + Altichecks  |
|   | Franctors     Formula deposits     Formula deposits     till pay     Positive pay     ACM | Applanualizity, TextBankler, 216418 Ld.  | (active one) is a grant of the second of the | Wark Add exceptions  Menage lengthine  Vex Add filter tube  |
|   | When<br>Cash Management<br>Support  | Cool Desition to use in the  |  |   |
| P #2  |   |  |  |   |
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- Indicate using the box next to an item to either Pay or Return the item by:
  - **Checking** the box pays the item.
  - Not checking (leaving blank) the box returns the item.
- Paying & Returning status above Submit shows the number being paid and/or returned.
- Click on Submit once all exceptions have been reviewed and decisioned.
- **Confirmation** will be received that all check exceptions have been decisioned and submitted.

If there are multiple items you can choose to pay all, return all, or a mix of both.

| < Work check exceptions  | < Work check exceptions  |
|--|--|
| Account: CBCkng 0001 (x9997)  Select any check exceptions you would like to pay.                 | Account: CBCkng 0001 (x9997)  Select any check exceptions you would like to pay. |
| PAY PAYEE/AMOUNT   | PAY PAYEE/AMOUNT   |
| Payal<br>S2.00<br>Blue Ridge Bank Test<br>Pay<br>Returning 0 Paying 1<br>Reset Return all Submit | Pay all Subar State Returning 1 Paying 0 Reset Return all Submit                 |
| Check exceptions submitted.  | Check exceptions submitted.  |
| STEP # 4   |  |
| Once all exception items have been decisioned there should no                                    | longer be any red numbers displayed.   |
| Positive pay   |  |
| Check entries  | + Add checks   |
| ArpManualEntry_TestBanBus_250418.txt CBCking 0001     Review & app      Pending                  | Drove > B Work check exceptions  |
| ArpManualEntry_TestBanBus_250418.txt CBCking 0001 2 Successaful                                  | days ago 🚯 Work ACH exceptions   |
|  | Settings   |
|  | Manage templates   |
|  | View ACH filter rules  |
|  |  |



# Working Positive Pay ACH Exceptions

| ~~~ |                 | ШВ        |                                 | dy AOT EXCEP                                    |                                    |                |               |                 |                   |                    |           |
|-----|-----------------|-----------|---------------------------------|---|------------------------------------|----------------|---------------|-----------------|-------------------|--------------------|-----------|
| ST  | EP #            | ŧ 1       |                                 |   |                                    |                |               |                 |                   |                    |           |
| •   | Sel             | lect      | Positive Pay                    | on the <b>Payments</b>                          | drop-down ar                       | row.           |               |                 |                   |                    |           |
| ٠   | Rev             | view      | / for any <b>che</b>            | ck or ACH excepti                               | <b>ons</b> (#display               | ed in          | red)          |                 |                   |                    |           |
| •   | Cli             | ck c      | n the approp                    | oriate the Work AC                              | H exception:                       | s link.        |               |                 |                   |                    |           |
| The | follo           | owin      | g steps are rela                | ted to ACH exceptions.                          |                                    |                |               |                 |                   |                    |           |
|     |                 |           |                                 |   |                                    |                |               |                 |                   |                    |           |
|     |                 |           |                                 |   |                                    |                |               |                 |                   |                    |           |
|     | F               | 208       | sitive pay                      |   |                                    |                |               |                 |                   |                    |           |
|     |                 |           |                                 |   |                                    |                |               |                 |                   |                    |           |
|     | 1               | Che       | ck entries                      |   |                                    |                |               |                 |                   |                    |           |
|     |                 | one       | ok ullulus                      |   |                                    |                | +             | Add checks      |                   |                    |           |
|     |                 | ß         | ArpManualEntry_Test             | tBanBus_250418.txt CBCkng 0001                  | Review & approve                   | >              |               | Work check exce | entions           |                    |           |
|     |                 |           |                                 |   | t davia a                          |                | _             | HOIR OILOR CASE | -puolis           |                    |           |
|     |                 | ß         | Successful                      | IBanBus_250418.txt CBCking 0001                 | 4 days a                           | go             | \$            | Work ACH excep  | tions             | 0                  |           |
|     |                 |           |                                 |   |                                    | - 1            | Ľ             |                 |                   |                    |           |
|     |                 |           |                                 | Good Practice t                                 | to review for any                  | except         | ions          | on a daily ba   | sis.              |                    |           |
| 07  | = D //          | 10        |                                 |   |                                    |                |               |                 |                   |                    |           |
| SI  | EP #            | \$2       |                                 |   |                                    |                |               |                 | <b>D</b>          | <b>D</b> .         |           |
| •   | Sel             | lect      | Account to v                    | view a different acc                            | ount when ha                       | iving <b>r</b> | nore          | e than one      | Positive          | e Pay acct.        |           |
| •   | AC              | Не        | xceptions w                     | ill automatically de                            | fault to an U                      | ndeci          | ded           | status as       | seen in t         | he snapshot b      | elow.     |
| •   | NO <sup>®</sup> | te ti     | ne Exceptior                    | Reason is provide                               | ed <b>below</b> the <b>I</b>       | ישע.<br>יי     |               |                 |                   |                    |           |
| •   | Sel             | lect      | the <b>arrow</b> h              | ext to <b>PPD</b> to view t                     | ne ACH deta                        | ils scr        | een           | •               | <b>.</b>          |                    |           |
| •   | Ke              | viev      | v the ACH ex                    | ception details.                                | when ready re                      | eturn t        |               | e prior scr     | een tor c         | aecisioning.       |           |
| •   | Ind             |           | clicking on                     | the aircle next to                              | an ACH to en                       | ner Pa         | ay o<br>nu n  | r Return It     | by:               |                    |           |
|     |                 | 2         | Clicking on                     | the circle <b>next to t</b>                     | he item unde                       | r Potu         | an p<br>Irn a | I roturne       | :111.<br>the item |                    |           |
|     | Day             | -<br>vinc | Clicking off                    | d status above Sul                              | me item unue                       |                | n n a         |                 | d and/or          | returned           |           |
|     | Сіі             | ok (      | s <b>a returnin</b>             | <b>g status</b> above <b>Sur</b>                | ave been <b>rev</b>                |                | l an          | d decision      |                   | letumeu.           |           |
| •   | Cu              |           | JII Submit of                   |   |                                    | lewet          | an            |                 | ieu.              |                    |           |
|     |                 |           |                                 |   |                                    |                |               |                 |                   |                    |           |
| <   |                 |           |                                 | Work ACH Exceptions                             |                                    |                |               |                 |                   | ACH exception      | n details |
| Acr | ount: CB        | R koa 0   | 001                             |   |                                    |                |               | ,               |                   | , torr encoption   | dotano    |
| -   | oune ou         | Joking U  |                                 |   |                                    |                |               | BRB D           | emo               |                    |           |
| ()  | Select an       | ny ACH es | coeptions you would like to pay | y. Exceptions not decisioned will have the defa | ult decision applied after cutoff. |                |               | \$0.0           | )1                |                    |           |
| PAY | RETUR           | RN PAYE   | E/AMOUNT/DESCRIPTION            |   |                                    |                | SEC/REAS      | ION             |                   |                    |           |
| Pay | all Retu        | rn all    |                                 |   |                                    |                |               | Accour          | nt name           | CBCkng 0001        |           |
| 0   | 0               | \$0.01    | Debit                           |   |                                    | 0.000          | PF            | туре            |                   | Debit              |           |
| L   |                 | BAB DA    | mo: PAYMENT BRB Demo            | Undecided 1 Returning 0 Pavin                   | g 0                                | U Desita       | HUL BROWN     | SEC co          | de                | PPD                |           |
|     |                 |           |                                 | Reset Submit                                    |                                    |                |               | Descrip         | otion             | PAYMENT BRB Demo   |           |
|     |                 |           |                                 |   |                                    |                |               | Protect         | ted               | No                 |           |
|     |                 |           |                                 |   |                                    |                |               | Except          | ion reason(s)     | Debits not allowed |           |
|     |                 |           |                                 |   |                                    |                |               |                 |                   |                    |           |



- Use the **Submit a correction** option when an item being reviewed needs **added or adjusted** to your ACH Filter. The **Submit a correction** screen will display.
- Click on Start a new conversation option to submit the request.

| ¢0.01               |                    |     |   |
|---------------------|--------------------|-----|---|
| 30.01               |                    |     |   |
|                     |                    | Sub | mit your correction request by adding it to a conversation. |
| Account name        | CBCkng 0001        |     |   |
| Туре                | Debit              | 민   | Add to existing conversation                                |
| SEC code            | PPD                |     |   |
| Description         | PAYMENT BRB Demo   | Ð   | Start a new conversation                                    |
| Protected           | No                 |     |   |
| Exception reason(s) | Debits not allowed | S   | Call us at 888.331.6521                                     |

- Click on New conversation at the top of the Inbox.
- Enter the **request** and **Click on Send.** Our team will assist with any updates needed.

|   | Messages  | D) Start a conversal   |
|---|---|--|
|   | Index Elter - New core  | reation Canad  |
|   | C New conversation ESTAN Blue Rid   | r Bank 🛞 📀   |
| If a correction is needed with the ACH or | SMS Text Message Scame  |  |
| nave a time sensitive request contact us  | C3 Update: 1999-0A Tax Form Jan 23<br>Most Tax May Law mediat an enail tax -        | Blue Ridge Bank  |
| at <u>treasurysupport@mybrb.bank</u> .    | inclement Weather Branch Hos., Jun 7<br>As we cardinaria montar Telecomet work.     |  |
|   | EB UPDATED Delayed Opening for, Jun 5<br>UPDATED As we contrusts much ritedu.       |  |
|   | Pravel Allert Sept. 2004<br>the have basic its be avone of a DMD hard in .          | the typically respond within 2 - 4 hours during<br>regular business hours (Monific, Basis Spac (ST.) |
|   | California a gener schope all der ante.   |  |
|   | En Severe of Calls Appearl., Aug 21, 2023<br>Do provided that appears are imperana. |  |
|   |   |  |
|   |   |  |
|   |   |  |
|   | Engl     Acce   | a connection request for the following exception:  |



Once all exception items have been decisioned the **Work ACH exceptions** area will not have any red numbers displayed.

- ACH Filter rules are available from the Settings tile.
- Click on View ACH filter rules to access.

|           | Po              | sitive pay   |      |                       |                |   |
|-----------|-----------------|--|------|-----------------------|----------------|---|
| - 1       | Ch              | eck entries  |      |                       | +              | + Add checks  |
|           | ۵               | ArpManualEntry_TestBanBus_250418.txt CBCking 0001 Revie<br>Pending | ew ( | & approve >           | 6              | Work check exceptions                               |
|           | ß               | ArpManualEntry_TestBanBus_250418.txt CBCking 0001<br>Successful    |      | 4 days ago            | \$             | Work ACH exceptions                                 |
|           |                 |  |      |                       | Set<br>Ma      | ettings<br>fanage templates<br>iew ACH filter rules |
| STEP #2   |                 |  |      |                       |                |   |
| • Sele    | ct tl           | ne filter arrow on the right side of the                           | э А  | ACH filter ı          | rules          | s to see filter details.                            |
|           |                 |  |      |                       |                |   |
| <         |                 | ACH filter rules   |      | <                     |                | Filter rule details                                 |
| Test Acco | ount 2<br>not a | 2<br>allowed 😣 Credits not allowed                                 |      | CBCkng 0<br>Oebits no | 001<br>t allow | wed 🛞 Credits not allowed                           |
| CBCkng (  | 0001<br>not a   | allowed 🛞 Credits not allowed 🛛 1 filter 🔸                         |      | Filter rule           | s (1)          | )   |
|           |                 |  |      | 😣 Credits             | not all        | allowed for:  |
|           |                 |  |      | Compan                | ny nan         | me  |
|           |                 |  |      | Compan                | ny ID          |   |
|           |                 |  |      | Amount                | from           | \$0.00  |
|           |                 |  |      | Amount                | to             | \$0.00  |
|           |                 |  |      | ABA nur               | nber           | 00000000  |
|           |                 |  |      |                       |                |   |



# **Bill Pay**

| ST           | EP # 1  |  |  |   |
|--------------|---|--|--|---|
| •            | Click on the <b>Payme</b>   | <b>nts</b> drop-down arrow.  |  |   |
| •            | Select Bill Pay to E  | nroll or to Access.  |  |   |
|              | BLUE RIDGE     BANK     BANK     Dashboard     Messages     Accounts  | Hi there!  |  | Image: Dashboard         Image: Dashboard |
|              | Accounts       Image: Construction of the second secon | CBCking 0001<br>CBCking 0001<br>CBCking 0001<br>Signature<br>Transfer Pay a bill Pay a person  | Arailable                                  | Payments Bill pay Positive pay ACH  |
| ST<br>•<br>• | EP #2<br>First Time enrollme<br>Click on Enroll and<br>Confirmation will b<br>Click Continue to b   | ent will display the <b>Enroll in pay</b><br>I follow the in app instructions.<br>De displayed upon successful er<br>De taken to the <b>Bill Pay</b> home pa | <b>ments</b> screen.<br>nrollment.<br>age. | Wires   |
|              | Conveniently make payments to poo<br>G Conveniently make payments to poo<br>for easy, I<br>In<br>It   | vroll in payments<br>pic or companies. Enroll your eligible accounts today<br>ast and secure payments.   | You succe<br>Can                           | Congratulations!  |



- Use the Quick links available on the home page to Pay a bill, Pay an individual, and +New payee.
- View upcoming and past payments within the calendar.

O No transactions are scheduled.

• Click on the Manage payments options for more robust functionality available.

| Payments             |  |   |                           | 40x payee                | []<br>Pay     |                         | Pt            | Д<br>N D IDEFEX | an I            | yanage (      | re<br>poyments                  |
|----------------------|--|---|---------------------------|--------------------------|---------------|-------------------------|---------------|-----------------|-----------------|---------------|---------------------------------|
|                      | We couldn't 5                                      | nic any payments of                       | pavees.                   |                          | April 2       | 025                     |               |                 |                 | 9             | < >                             |
| -                    |  |   |                           |                          | SUN           | MON                     | TUE           | WED             | THER            | 690           | 847                             |
|                      |  |   |                           |                          |               |                         |               | 27              | 3               | Ф);           | 5                               |
|                      |  |   |                           |                          | 6             | 10                      |               | .0              | 10              | 11            | 12                              |
|                      |  |   |                           |                          | 13            | 14                      | 15            | 18              | 17              | 18            | 10                              |
|                      |  |   |                           |                          | 20            | 21                      | 22            | 23              | 24              | 26            | 26                              |
|                      |  |   |                           |                          |               |                         |               |                 |                 |               |                                 |
|                      |  |   | to our to D               |                          | Deer          |                         |               |                 | -1-11-1         |               |                                 |
| he Optic<br>ss FAQ's | ons drop-dov<br>s that provide                     | <b>vn arrow</b><br>e a helpfu             | to create P<br>l breakdow | ayments,<br>n of servio  | Paye<br>ces a | ees, a<br>Ind o         | nd a<br>otior | dd a<br>is wh   | dditio<br>nen c | onal<br>reati | acco<br>ng pa                   |
| he Optic<br>SS FAQ's | ons drop-dov<br>that provide                       | wn arrow<br>e a helpfu<br>rol Cokrider Op | to create P<br>l breakdow | ayments,<br>n of servio  | Paye<br>ces a | ees, a<br>ind o         | nd a<br>otior | dd a<br>ns wh   | dditio          | onal<br>reati | acco<br>ng pa<br>accos          |
| ne Optic<br>ss FAQ's | ons drop-dov<br>that provide<br>ments* Payaes* Pay | wn arrow<br>e a helpfu<br>rol Ceiender Op | to create P<br>l breakdow | ayments,<br>in of servio | Paye<br>ces a | ees, a<br>ind o<br>read | nd a<br>otior | dd a<br>ns wh   | dditio          | onal<br>reati | acco<br>ng pa<br>accos<br>ng pa |

O No transactions were processed.



# **User Management**

# **Create New User**

Administrators can access administrative option by clicking on the arrow next to "My Profile" in the upper right corner of their

|              | ne Business Banking Dashboard .   |   |                       |
|--------------|---|---|-----------------------|
| ST           | EP # 1  |   |                       |
| •            | Click on My profile in the upper right corne  | r of the dashboard and <b>Select Business Managemen</b> t   | t.                    |
| ٠            | Select User Management from the menu of   | on the left side and then <b>Click on +Create User</b> in the   |                       |
|              | upper right-hand corner of the pop-up.  |   |                       |
|              |   | Settings  |                       |
|              |   | encours User management + Grote ser   |                       |
|              | Personal settings   | Profile     Q. Search same  |                       |
|              | 🔲 Business management   | Security NAME ROLE EDITOR     And   |                       |
|              | Account settings  | B Admn √ Adme   |                       |
|              | er Assounce tings   | C User agreement C Virker v Active  |                       |
|              | ← Sign out  | BUSINESS MANAGEMENT 5 Admin V Admin   |                       |
|              | S My profile 🗸 🗸  | 28. User management   |                       |
|              |   | Accounts  |                       |
|              |   | Ej True Rége Bost   |                       |
|              |   |   |                       |
| ST           | EP #2   |   |                       |
|              |   |   |                       |
| •            | Enter their Name, Email Address, and Choo   | ose their User Role from the drop-down menu .   |                       |
| •<br>•<br>•  | Enter their Name, Email Address, and Choo<br>When prompted enter your Online Busines  | <b>ose their User Role</b> from the drop-down menu .<br>Is Banking password.  |                       |
| •<br>•<br>Th | Enter their Name, Email Address, and Choo<br>When prompted enter your Online Busines<br>e Enable Accounts screen will be displayed next.  | ose their User Role from the drop-down menu .<br>Is Banking password.   |                       |
| •<br>•<br>Th | Enter their Name, Email Address, and Choo<br>When prompted enter your Online Busines<br>e Enable Accounts screen will be displayed next.  | ose their User Role from the drop-down menu .<br>So Banking password.   |                       |
| •<br>Th      | Enter their Name, Email Address, and Choo<br>When prompted enter your Online Busines<br>e Enable Accounts screen will be displayed next.  | ose their User Role from the drop-down menu .<br>So Banking password.<br>User Roles – Definitions   |                       |
| •<br>•<br>Th | Enter their Name, Email Address, and Choo<br>When prompted enter your Online Busines<br>e Enable Accounts screen will be displayed next.  | ose their User Role from the drop-down menu .<br>as Banking password.<br>User Roles – Definitions<br>User role is for users whose jobs involve performing day-1   | to-                   |
| •<br>Th      | Enter their Name, Email Address, and Choo<br>When prompted enter your Online Busines<br>e Enable Accounts screen will be displayed next.  | ose their User Role from the drop-down menu .<br>ss Banking password.<br>User Roles – Definitions<br>User role is for users whose jobs involve performing day-to<br>day banking activities that don't require management  | to-                   |
| •<br>Th      | Enter their Name, Email Address, and Choo<br>When prompted enter your Online Busines<br>e Enable Accounts screen will be displayed next.  | ose their User Role from the drop-down menu .<br>as Banking password.<br>User Roles – Definitions<br>User role is for users whose jobs involve performing day-t<br>day banking activities that don't require management<br>rights. Users can move money based on their entitlement  | to-<br>ts             |
| •<br>Th      | Enter their Name, Email Address, and Choo<br>When prompted enter your Online Business<br>e Enable Accounts screen will be displayed next. | ose their User Role from the drop-down menu .<br>as Banking password.<br>User Roles – Definitions<br>User role is for users whose jobs involve performing day-1<br>day banking activities that don't require management<br>rights. Users can move money based on their entitlement<br>and permissions, but they don't have access to use or vie<br>the User Management screen   | to-<br>ts<br>ew       |
| •<br>Th      | Enter their Name, Email Address, and Choo<br>When prompted enter your Online Business<br>e Enable Accounts screen will be displayed next. | ose their User Role from the drop-down menu .<br>as Banking password.<br>User Roles – Definitions<br>User role is for users whose jobs involve performing day-to<br>day banking activities that don't require management<br>rights. Users can move money based on their entitlement<br>and permissions, but they don't have access to use or vie<br>the User Management screen.   | to-<br>ts<br>ew       |
| •<br>•<br>Th | Enter their Name, Email Address, and Choo<br>When prompted enter your Online Business<br>e Enable Accounts screen will be displayed next. | ose their User Role from the drop-down menu .<br>as Banking password.<br>User Roles – Definitions<br>User role is for users whose jobs involve performing day-to<br>day banking activities that don't require management<br>rights. Users can move money based on their entitlement<br>and permissions, but they don't have access to use or vie<br>the User Management screen.<br>Viewer role gives the user access to view information, the   | to-<br>ts<br>ew       |
| •<br>Th      | Enter their Name, Email Address, and Choo<br>When prompted enter your Online Business<br>e Enable Accounts screen will be displayed next. | ose their User Role from the drop-down menu .<br>as Banking password.<br>User Roles – Definitions<br>User role is for users whose jobs involve performing day-t<br>day banking activities that don't require management<br>rights. Users can move money based on their entitlement<br>and permissions, but they don't have access to use or vie<br>the User Management screen.<br>Viewer role gives the user access to view information, the<br>have the same access as an Admin, but they cannot edit  | to-<br>ts<br>ew       |
| •<br>Th      | Enter their Name, Email Address, and Choo<br>When prompted enter your Online Busines<br>e Enable Accounts screen will be displayed next.  | ose their User Role from the drop-down menu .<br>as Banking password.<br>User Roles – Definitions<br>User role is for users whose jobs involve performing day-<br>day banking activities that don't require management<br>rights. Users can move money based on their entitlement<br>and permissions, but they don't have access to use or vie<br>the User Management screen.<br>Viewer role gives the user access to view information, the<br>have the same access as an Admin, but they cannot edit<br>entitlements or set permissions.   | to-<br>ts<br>ew<br>ey |
| •<br>Th      | Enter their Name, Email Address, and Choo<br>When prompted enter your Online Business<br>e Enable Accounts screen will be displayed next. | ose their User Role from the drop-down menu .<br>as Banking password.<br>User Roles – Definitions<br>User role is for users whose jobs involve performing day-1<br>day banking activities that don't require management<br>rights. Users can move money based on their entitlement<br>and permissions, but they don't have access to use or vie<br>the User Management screen.<br>Viewer role gives the user access to view information, the<br>have the same access as an Admin, but they cannot edit<br>entitlements or set permissions.<br>Admin role gives the user access to view or modify  | to-<br>ts<br>ew       |
| •<br>Th      | Enter their Name, Email Address, and Choo<br>When prompted enter your Online Business<br>e Enable Accounts screen will be displayed next. | <ul> <li>ose their User Role from the drop-down menu .</li> <li>as Banking password.</li> <li>User Roles – Definitions</li> <li>User role is for users whose jobs involve performing day-day banking activities that don't require management rights. Users can move money based on their entitlement and permissions, but they don't have access to use or vie the User Management screen.</li> <li>Viewer role gives the user access to view information, the have the same access as an Admin, but they cannot edit entitlements or set permissions.</li> <li>Admin role gives the user access to view or modify entitlements, set permissions for all users, and create,</li> </ul>   | to-<br>ts<br>ew       |
| •<br>Th      | Enter their Name, Email Address, and Choo<br>When prompted enter your Online Busines<br>Enable Accounts screen will be displayed next.    | ose their User Role from the drop-down menu .<br>as Banking password.<br>User Roles – Definitions<br>User role is for users whose jobs involve performing day-<br>day banking activities that don't require management<br>rights. Users can move money based on their entitlement<br>and permissions, but they don't have access to use or vie<br>the User Management screen.<br>Viewer role gives the user access to view information, the<br>have the same access as an Admin, but they cannot edit<br>entitlements or set permissions.<br>Admin role gives the user access to view or modify<br>entitlements, set permissions for all users, and create,<br>delete, etc. They can also edit company profile details.   | to-<br>ts<br>ew<br>ey |
| •<br>Th      | Enter their Name, Email Address, and Choo<br>When prompted enter your Online Busines<br>Enable Accounts screen will be displayed next.    | <ul> <li>ose their User Role from the drop-down menu .</li> <li>as Banking password.</li> <li>User Roles – Definitions</li> <li>User role is for users whose jobs involve performing day-day banking activities that don't require management rights. Users can move money based on their entitlement and permissions, but they don't have access to use or vie the User Management screen.</li> <li>Viewer role gives the user access to view information, the have the same access as an Admin, but they cannot edit entitlements or set permissions.</li> <li>Admin role gives the user access to view or modify entitlements, set permissions for all users, and create, delete, etc. They can also edit company profile details. Admins cannot change their own roles; however, they can also edit for the same access and their own roles; however, they can also edit for the same access and their own roles; however, they can also edit for the same access and their own roles; however, they can also edit for the same access and their own roles; however, they can also edit for the same access and their own roles; however, they can access access and their own roles; however, they can also edit company profile details.</li> </ul> | to-<br>ts<br>ew<br>ey |
| •<br>Th      | Enter their Name, Email Address, and Choo<br>When prompted enter your Online Busines<br>e Enable Accounts screen will be displayed next.  | <ul> <li>ose their User Role from the drop-down menu .</li> <li>as Banking password.</li> <li>User Roles – Definitions</li> <li>User role is for users whose jobs involve performing day-day banking activities that don't require management rights. Users can move money based on their entitlement and permissions, but they don't have access to use or vie the User Management screen.</li> <li>Viewer role gives the user access to view information, the have the same access as an Admin, but they cannot edit entitlements or set permissions.</li> <li>Admin role gives the user access to view or modify entitlements, set permissions for all users, and create, delete, etc. They can also edit company profile details. Admins cannot change their own roles; however, they care edit fellow admin's roles.</li> </ul>  | to-<br>ts<br>ew<br>ey |



| STEP # 3  |   |
|---|---|
| <ul> <li>The new user will shaccess to the approximate of the slider to the account(s).</li> <li>Select Done.</li> <li>If you chose Enable the account(s) that</li> <li>Select Enable account(s)</li> </ul> | iow as <b>Pending</b> . <b>Select Enable accounts</b> green arrow to proceed to granting<br>priate accounts.<br>The right of the account(s) or <b>Select Enable all</b> to enable the authorized<br>a <b>all</b> , it will return with <b>All accounts</b> indicated on the screen below, or a listing of<br>were chosen.   |
| ✓ Enable at<br>MM Marsha Mellow<br>Role: User<br>③ Pending Enable accounts Users must have access to at least one account. Enable at  | counts     Select 1     Select 1     Cancel     Cancel |
| <ul> <li>Confirmation will d</li> <li>Select Send email<br/>and password. See</li> <li>Note: Future access ch</li> <li>Success!</li> <li>You successfully created an account.</li> </ul>                    | isplay and another sent via email that the user was created successfully. invite to send a secure invite to the new user to create their unique username example below. The link will expire after the new user selects it. anges should be done at www.mybrb.bank. You have recently been added as a user for our online system. Please click the link below to complete setup. If you have questions, please contact Treasury Support at 888.331.6521. Click here to establish your credentials. NOTICE: This electronic mail message and any files transmitted with it are intended                            |
| Marsha Mellow Send Marsha Mellow an email invitation to accept their account and create credentials.  Send email invite Edit permissions Done   | exclusively for the individual or entity to which it is addressed. The message,<br>together with any attachment, may contain confidential and/or privileged information.<br>Any unauthorized review, use, printing, saving, copying, disclosure or distribution<br>is strictly prohibited. If you have received this message in error, please<br>immediately advise the sender by reply email and delete all copies.  |



# Set Up User Entitlements/Permissions

### STEP # 5

- Select the user from the User management screen.
- Choose the Additional Services that apply to your user by using the sliders.

For a more in-depth tutorial contact Support at <a href="mailto:treasurysupport@mybrb.bank">treasurysupport@mybrb.bank</a> .

| Jser management<br>Q. Search users |        | + Create user | Marsha Mellow  State  Preding  Def Marsha Mellow  G State  Def Marsha Mellow  C State  C State C Sta | el permissione as reeded |
|------------------------------------|--------|---------------|--|--------------------------|
| NAME                               | ROLE   | STATUS        | (mil Account A | ACCESS                   |
| L                                  | Viewer | ✓ Active      | Additional services     O     Manage Marsha Mellow's solidity to     vine the additional services establed     by the Ridge fame (but next     second) account of     the second se      | C                        |
| Marsha Mellow                      | User   | U venang      | Accept Other Payments  Autobooks Cash Management Cash Manageme | nline payment            |
|                                    |        |               | Manage payments OD Cash Mgmt reporting & a   | lerts tool.              |

- Click on Set permissions to access entitlements. A listing of Permissions will be displayed.
- Walk thru the listing of Permissions:
  - **Setting up access** for Bill Pay, Card mgmt., Documents, and Stop Payments.
  - Setting both access and limits for ACH, Transfer, Wires and Positive Pay using Show options.
  - Setting up Admins and Viewers also select User management.

|   |                  | < Marsha Mellow     |    |
|---|------------------|---------------------|----|
| Permissions   |                  | Permissions         | T. |
| Set Marsha Mellow's user permissions and adjust account level permissions as needed.  |                  | A, ACH              | () |
| Q. Search accounts  | 0                | Enable Show options |    |
| ACCOUNT   | ACCESS.          | Bill Pay            |    |
| Marsha Mellow must have access to at least<br>one account before they can be invited. |                  | Enable              |    |
|   |                  | 🖻 Card management   |    |
| 2009997   | · · ·            | Enable              |    |
| Test Account 2<br>XXX9998   | œ »              | Documents           |    |
| **Note: Entitlements/Dermissions cannot be set bid                                    | abor than your   | Enable              |    |
| ACH or Wire Company If a temporary or permanen  | it adjustment is | ③ Positive Pay      | 0  |
| peeded contact your Treasury Mant Team at   | a adjustinent is |                     |    |
| troosurvsupport@mybrb.bank  |                  | Enable Carlos       |    |
| icasurysupport(willybid.ballk.  |                  |                     |    |



# **Deleting a User**

### STEP # 1

- Select the User to be deleted from the User management screen.
- Select the three-dot icon next to User's name in the upper left tile.
- Select Delete user from the list of actions that are available to pick from.

Available actions also include Hold account access, Send password reset link, and edit their name, email and role.

| User management         |        | + Create user | C Edit user   | Permissions Set Marsha Mellow's user permissions and adjust account level permissions as needed. |         |
|-------------------------|--------|---------------|---|--|---------|
| Q. Search users<br>NAME | ROLE   | STATUS        | Hold account access     Send password reset link  | Set permissions Q. Search accounts   | _<br>_¢ |
| В                       | Admin  | ✓ Active      | Delete user   | ACCOUNT  | ACCESS  |
| 0                       | Viewer | ✓ Active      | Additional services   | Marsha Mellow must have access to at least<br>one account before they can be invited.            |         |
| Marsha Mellow           | User   | ✓ Active      | Manage Marsha Mellow's ability to<br>view the additional services enabled<br>by Blue Ridge Bank (for test<br>accounte) acco | CBCkng 0001<br>XXXX997   | •       |
|                         |        |               | Accept Online Payments  | Test Account 2<br>XXX3998  | •       |



# **Setting Alerts**

# **Positive Pay, ACH and Wires**

### STEP # 1

- Select Cash Management from the main Dashboard.
- Review the information on the **Options** page.

Note: If Text Alerts are wanted in addition to email alerts the mobile phone number must be provided.



• Click Submit.

| ×4              | B           | &<br>Patastion         | X           |             |                               |
|-----------------|-------------|------------------------|-------------|-------------|-------------------------------|
| Cost monoger    |             | Recention              | options     |             |                               |
| Personal        | Account Dis | spray Aterros          |             |             |                               |
| Alerts Listing  | Events      | item Personal          |             |             |                               |
|                 |             |                        |             |             |                               |
| Edit Event Aler | ts 🕜        |                        |             |             |                               |
| Alert Type:     |             | When the following     | g occurs:   | Alert Type: | When the following occurs:    |
| 🖬 Email         |             | Receiving Incoming     | Wires       | 🖾 Email     | Wire Approval                 |
| 🖬 Email         |             | Receiving Incoming     | ACH Credits | C Email     | Wire Transfer Update          |
| Email           |             | Receiving Incoming     | ACH Debits  | C Email     | Recurring Wires Expired       |
| C Email         |             | Receiving Incoming     | ACH EDI     | C Email     | Recurring Wires Upcoming      |
| C Email         |             | Insufficient Funds (N  | (SF)        | Email       | Recurring ACH Batch Failed    |
| Email Email     | Text        | Positive Pay Exception | ons         | C Email     | Recurring ACH Batch Expiring  |
| C Email         |             | Unmatched Recon II     | tems        | C Email     | Recurring ACH Batch Expired   |
| 🗆 Email         |             | Statements or Notic    | es          | C Email     | ACH Batch Updated             |
| C Email         |             | Maturing Loans         |             | 🖾 Email     | ACH Batch is pending approval |
| C Email         |             | Maturing CD's          |             | C Email     | Upcoming Recurring ACH Batch  |
| 🖬 Email         | 🖾 Text      | Receiving ACH Except   | ption Items | C Email     | Entitlement Changed           |
| 🗆 Email         |             | ACH Batches Initiate   | d           | C Email     | Email Address Change          |
| C Email         |             | ACH Batches Proces     | sed         | C Email     | Mobile Number Change          |
| 🖬 Email         | Text        | Wires Submitted        |             | C Email     | Company Email Address Change  |
| C Email         |             | ACH Batches Uniniti    | ated        | Email       | Company Mobile Address Change |
| C Email         |             | Wire Transfer Pendi    | ng          | C Email     | Password Changes              |
| C Email         |             | Recurring Wires Exp    | iring       | Email       | Pos Pay Review Time ending    |