

Business eBanking

Navigation Guide

If you need support, please contact Treasury Services Support at 877.920.6888, Monday – Friday 8 am – 5pm.

Business eBanking Navigation

About Business eBanking

Business eBanking is Atlantic Union Bank's way for you to access and manage your business accounts. The system allows clients to complete a variety of activities:

- View account balances, transactions, and statements
- Move funds in a variety of ways: ACH, Wire, Bill Pay, Transfer between accounts
- Approve requested transactions
- Adjudicate exceptions
- Reconcile accounts

These features are available from the Welcome Page that users see when they log in to the system. This guide will help users navigate around the welcome page.

Note: For users who were enrolled in Business eBanking prior to January 21, 2021, this guide will also show how the new user experience translates to the prior system.

Welcome Screen Functions

The four main tabs at the top of the Welcome Screen (and other pages) are the primary paths to the following functions:

- Reports access to Deposit, Incoming Wire and Returned Check reports as well as Statements.
- Money Movement location for originating Scheduled Requests, internal Transfers, ACH or Wires
- Account Services Stop Payment, Positive Pay and Image Search actions are accessed here
- Administration Area for administrators to manage users and for users to manage their own profiles

The following elements are available through the Welcome Screen

1.	The greeting, date and time you last accessed the system, and the Sign off link.
2.	Alerts and bank mail. Click the View All link to go to the Received Mail and Alerts page.
3.	Messages to you from Atlantic Union Bank
4.	The Account Summary shows account balances for up to 10 accounts. Click the Show More link to view remaining accounts. To assist in prioritizing your most frequently used accounts, the Display Options link allows you to select favorite accounts and change the order in which the accounts are displayed.
5.	The Other Accounts section is a catch-all for account types not captured by one of the tabs in the Account Summary section.
6.	The Approvals link is displayed on every page as you move through the system, if applicable to the user. You can view all pending approvals and next scheduled requests.
7.	Welcome message.
8.	If applicable to the user, the Exceptions link allows you to view and act on ACH and/or check positive pay exceptions awaiting decision or approval. Exceptions are also displayed in a section on the <i>Welcome</i> page
9.	Favorites icon. Users can click this to access links to their favorite pages. If you had favorites in the previous version, they have been retained and systematically moved to the new version.
10.	All saved reports/searches from the old version are retained and carried over to the new one. As a reminder, saved reports are available if you have the Deposit Account Reporting (Premium Reporting) service

Welcome Screen/Dashboard (prior to January 21, 2021)

Previous to January 21, 2021, users saw the following screen with each of the elements listed above.

usiness <mark>eBanking</mark>		Bark Home	Disclosures Help Sign O	
elcome Reports v Transfers and P	ayments 🔻 Account Se	rvices 🔻 Administration 👻		
Welcome Jamie. Today is Aug	ust 20, 2020.	Your last login was August 20, 2020 at 11:48 AM	ET. Add Info Panels	
Recent Alerts & Messages		User Profiles Approval	7	
Sample bulletin message.	2	View by: My approvals <u>All approvals</u>	v =	
08/18 Internal Transfer Approval Pendin			y: My decisions All decisions	
08/18 PPD Payment Failed		Issues & Issue Files Approval Check Exceptions 🐨		
Manage Alerts Received Mail and Alerts		View by: My approvals <u>All approvals</u> There are no exceptions waiting for a	There are no exceptions waiting for approval.	
Important Account Balances	4 📼	There are no issues or issue may waiting for your approval.		
Checking 🗵	As of 08/20/2020	Templates Approval Shortcuts	¥ -	
ACCESS CHECKING, 19992	\$9,997,661.52	View by: My approvals <u>All approvals</u> Favorites	Edit Favorites	
HOMETOWN CHECKING, 19999	(\$654.89)	ACH Payments and Collections 🗟 Collections		
CertificateOfDeposit Accounts	As of 08/19/2020	Add prenote CCD Pay "9992-ACCES Saved Reports	Edit Saved Reports	
1800916913 review, <u>\$9303</u>	Data not yet available	Edit Kubrick CCD Pay *7987-Check > My Saved Credit Report		
Loan Accounts 📼	As of 08/21/2020			
Loan Account, 10032	Data not yet available	Transfers & Payments Approval 🛛 🕾 🖃		
CreditCard Accounts 📼	As of 08/19/2020	View by: <u>Mv approvals</u> All approvals		
Biz CreditCard, 13456	Data not yet available	Indicates transactions waiting for your approval.		
Edit accounts displayed		(Date equals effective date.)		
		 <u>13999-C is</u> 04/26/2018 \$1.00 		
Other Account Balances	5	<u>18901-REGUL</u> 08/03/2020 \$90.00 <u>18789-Cherk</u> New CC t 05/13/2020 \$44.444.446.55		
Escrow Accounts	Balance as of 08/19/2020	1992-FEGUL 08199/020 \$30,00,00 1992-FEGUL 08195/020 \$20,00		
*6789, 23742 test2	Data not yet	ACH File Upload 🐨		
*9992, <u>430985</u> test	Data not yet available	<u>ACH File Uzioa</u> 08/03/2020 JAME		
Other Accounts		Next Scheduled Requests		
CREDIT CARD 10540		There are no scheduled requests. 📼		
TRUST 10002				
INVESTMENT 12001		6		

Welcome Screen (after January 21, 2021)

After January 21, 2021, users see the following screen with each of the elements listed above.

OurBank	Wolcome	Reports I	Money Movement	Account Services	Administration		Last Lopix Aug 19, 2020, 9:30:39 AM ET
igital One Busines					6 O Approvals	() Exceptions	6
Accounts Sum	mary				② Display Options (Balances 	Thank you for banking with us.
Checking	Savings	Certificate of [Deposit Inve	stment Loan	Credit Card Es	crow	We value your business.
Balances as o	of 08/12/2020	A	vailable Balance	Current Bal	ance Accessit	bie Balance	
ACCESS CH ASA/TRC - 7701 10002	HECKING		\$9,997,686.52	\$9,997,58	5.52 \$9,9	97,695.52	2 ① Sample bulletin message
DEMAND DE ACCOUNT. ABA/TRC - 7701 10001	EPOSIT 110000	Balanc	ce not available	Balance not avail	able Balance no	t available	3 Stop Payment 18/12/2020 10:44:04:AM (ET) View All
HOMETOWN ABA/TRC - 7701 1999	N CHECKING		(\$054.89)	(\$654	1.89)	(\$654.89)	10 Saved Reports
INVESTMEN 12001	NT				Belance no	t evailable	No leaves for the second car
INVESTMEN 12001	ΝT				Belance no	t evailable	No Security of consider
Exception Dec	cisions 📕				All decisions) My decisions	
Check							Protection
Disclosure	Privacy Statem	ent				🛈 FDI	·
						2211/26	Contact Us +