

# **Business eBanking**

# **Business eBanking Mobile App**

For iOS Devices

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#### Welcome to Business eBanking Mobile App.

As a Business eBanking user, you have the capability to stay connected with your business anytime, anywhere. The Business eBanking Mobile App offers the ability to view account balances and transaction history, transfer funds between Atlantic Union accounts, deposit checks, manage and pay bills as well as decision items related to wire transfer, ACH or Positive Pay.

If you need support at any point in time, please feel free to call us at 877.920.6888, Monday – Friday 8 am – 5 pm. We look forward to continue to support your business banking needs.

#### **Downloading the Business eBanking Mobile App**

• To start, download the "Atlantic Union Bank Business" mobile app from the <u>App Store</u>.



#### Login

- Enter the "Company Id" and the "User ID".
- Select the "Save my Company Id" and "Save my User ID" radio buttons to save the Company Id and the User Id for the future login.

Atlantic Continue
ENTER COMPANY ID & USER ID
Company ID
O Save my Company ID
User ID
O Save my User ID
O Locations
? Help >
(i) About >
③ 2019 Atlantic Union Bank   Member FDIC   Privacy Palicy

• Enter the password and the click on "Continue"

Cancel	Atlantic Union Bank	Continue
Enter your pa	assword to complete	sign on.
		0

• Once the login attempt is successful, the Account Dashboard screen appears and lists the user entitled accounts and their available balances.



#### Accounts

• To view account transaction history, click on the right arrow next to the account on the Account Dashboard screen.



- The tab "Activity" will display the recent transaction history and the tab "Summary" will display the current balance. Click on any transaction to view the transaction details.
- To search for a transaction, click on the icon



- Type the transaction description in the "**Search**" bar and the then click on "**Search**" button.
- To search for a transaction with additional criteria, click on "Filter" link on the upper bar.

Cancel	Search	Filter
Q Search		Cancel
DEBIT (ANY T 04/23/2020	YPE)	(\$0.01) Pending
DEBIT (ANY T 04/10/2020	YPE)	(\$0.13)
CREDIT (ANY 04/03/2020	TYPE)	\$0.05
DEBIT (ANY T 04/03/2020	YPE)	(\$0.22)
DEBIT (ANY T 04/03/2020	YPE)	(\$0.02)
a w e	ertvui	αο
as	d f g h j	k I
δZ	x c v b n	m 🗵
123 😅	space	search
		Ŷ

The "Filter" screen will prompt the user with four options to search by:

- o By Date
- o By Amount
- o By Check #
- o By Transaction Type

Click on the required criteria, set the criteria and then click "Continue"

	Filter Screen	
<b>〈</b> Search	Search Activity	
by Data		
by Date		1
by Amount		>
by Check #		>
by Transactio	on Type	>

Example	of	searching	bv	Date
LAUNPIC	<b>U</b> .	Scurening	Ny	Duic

Back	by Date	Continue
Start Date		
End Date		

#### **Internal Transfer**

• Click on the + icon on the Account Dashboard screen



• Click on "Transfer" option



- Complete the following steps:
  - Select the "From Account".
  - Select the "To Account".
  - o Enter the amount to be transferred in the "Amount" field
  - o Click on "Continue"

Cancel	Transfer	Continue
Transfer From	Test Chec Availab	king x107 >
Transfer To	X19 Cl Availabl	heck *0819 >
Amount		\$0.01 >
For information on c transfers are proces: Banking Agreement i	utoff times and th sed, see the Busin in our Terms and	ie times when ness Online Conditions.

• To approve the transfer, click on "Approve".

Cancel	Transfer	
Transfer From	Test Chec	king x107 >
Transfer To	X19 C Availab	heck *0819 >
Amount		\$0.01 >
Banking Agreeme	number (entre and	
Banking Agreeme	na na saur renna ana.	
Banking Agreeme	Approve Transfer	
De you approv *0107 to X19 Cl	Approve Transfer e a transfer from Test eck *0819, for the ar	Checking x107 nount of \$0.01?
Do you approv *0197 to X19 Ci	Approve Transfer a transfer from Test ack *0819, for the ar Approve	Checking x107 nount of \$0.01?

• Once the transfer completed successfully, the app will prompt the message "Your Transfer has been completed".



#### **Mobile Check Deposit**

- Note: The user will need to have entitlements to "Mobile RDC" to use Mobile Deposit
- Click on the + icon on the Account Dashboard screen



• Click on "**Deposit**" option



• Follow the instructions provided on screen and then click on "Continue"

Cancel	Deposit	Continue	
Depositing Checks is Easy Place your check on a flat surface with a dark background and good lighting.			
Tap Continue t	o get started.		
Pr HORE 0 1 2 3 4 5 6 7		1001  \$0 \$0 }	

• Read the notice and then click on "Continue"



• The app will prompt the message **"AtlanticUnion" Would Like to Access the Camera**. Click on **"OK**" to allow the app to capture the check images.



- Complete the following steps:
  - o Click on "Front" to capture the front side of the check
  - o Click on "Back" to capture the back side of the check
  - $\circ$  ~ In the "Deposit To" field, select the account into which the funds will be deposited
  - Enter the check amount in the "Amount" field.
  - Enter the email address in the "Email Receipt To" to get a notification when the check is processed.
  - Click on "Continue" to proceed with depositing the check.



# **Approving Wire and ACH Transactions**

• Click on the "More" icon on the Account Dashboard screen



• Click on the "Approvals" option.



• The app will display the list of all ACH and Wire transaction that require approval. Click on the transaction that needs to be approved.

<b>≺</b> More	Approvals	Refres	sh	
Today		Scheduled		
WIRE DOMESTIC T	WIRE DOMESTIC TEMPLATE BASED			
*0107-Test Chec S1.00	king x	Hani 12/17/2019	>	
*0107-Test Chec \$5.00	king x	Hani 10/31/2019	>	
*0107-Test Chec \$5.00	king x	Hani 87/25/2019	>	
*0107-Test Chec \$5.00	king x	Hani 09/19/2019	>	
*0107-Test Chec 55.00	king x	Hani 05/13/2019	>	
*0107-Test Chec \$1.01	king x	Donna Rosson 04/08/2020	>	
*0107-Test Chec \$5.00	king x	Hani 11/14/2019	>	
*0107-Test Chec \$5.00	king x	Hani 08/08/2019	>	
*0107-Test Chec \$5.00	cking x	Hani 10/03/2019	>	

• View the details of the transaction and then click "Transmit" to approve the transaction

<b>&lt;</b> Back	Details
Wire Domestic Ten	nplate Based Transmit
Originating account	*0107-Test Checking x107
Template name	Vendor Payment
Recipient name	Hani
Destination account	*3456
Effective date	12/17/2019
Amount	\$1.00
Entered by user ID	SUNDSTROM
Entry date and time	12/17/2019 08:18 AM
Approval status	1 of 1 remaining

• Enter the "Passcode" generated by the Hard Token or the Soft Token and then click on "Continue". If you need support, please contact Corporate Services at 877.920.6888, Monday – Friday 8 am – 5pm.

Enter Passcode Passcode
Passcode
The activity you have requested requires the entry of a secure passcode.

# **Approving Positive Pay Exception Items**

• Click on the "More" icon on the Account Dashboard screen



• Click on the "Positive Pay" option.



## Locations

• Click on the "Location" item in the bottom bar.



- The app by default will display the nearby locations.
- To search for a specific location, enter the required address or the zip code in the "Address or Zip Code" search bar



• To view the location in a list format, click on the link "List" in the upper bar

Sign Off	Locations	Мар
Q Address or 2	Zip Code	Filter
Atlantic Union Ban 11163 Nuckols Rd, Glen Alk ATM Available, Safe Deposi	<b>k-Twin Hickory</b> m, VA, 23059 1 Box	0.73mi >
Atlantic Union Ban Broad Village 11263 W Broad St, Glen AB ATM Available, Safe Deposi	<b>k-West</b> an, VA, 23060 I Box	2.50mi >
Atlantic Union Ban 12090 W Broad St, Richmo ATM Available, Safe Deposi	k-Short Pump nd, VA, 23233 t Box	2.70mi >
Atlantic Union Ban 8209 W Broad St, Richmon ATM Available, Safe Deposi	K-Broad Street d, VA, 23294 1 Box	5.04mi >
Atlantic Union Ban 1773 N Parham Rd, Henrico ATM Available, Safe Deposi	<b>k-Parham</b> , VA, 23229 t Box	5.44mi >
Atlantic Union Ban 8983 Staples Mill Rd, Henri ATM Available, Safe Deposi	k-Staples Mill ico, VA, 23228 t Box	5.46mi >
Atlantic Union Ban 9605 Gayton Rd, Richmond ATM Available, Safe Deposi	<b>k-Gayton</b> I, VA, 23238 t Box	5.64mi >
Atlantic Union Ban 7019 Three Chopt Rd, Ste F ATM Available, Safe Deposi	<b>k-The Village</b> 5, Richmond, VA, 23226 I Box	7.39mi >
Atlantic Union Ban 302 Ashcake Rd, Ashland, ' ATM Available, Safe Deposi	k-Ashland <sup>VA, 23005</sup> t Box	8.01mi >
Atlantic Union Ban Avenue ATM	k-Libbie	8.72mi >
(§ ) Accounts Recent	+ Locati	ons More

## Help

• To get help with the mobile app functionalities, click on the "**More**" icon on the Account Dashboard screen



• Click on the "**Help**" option.



• The screen will show the Atlantic Union Bank contact details and the ability to click on the right arrow to view Frequently Asked Questions for different functions.

KMore Help			
Phone: (877) 920-6888 Email: onlinebankingsupport@atlanticunionba nk.com Website: https://www.atlanticunionbank.com/ About/Contact-Us			
FAQS - HELP TOPICS			
View Accounts & Activity	>		
Find Locations / ATMs	>		
Transfer Funds	>		
Pay a Bill	>		
Deposit a Check	>		
Manage Payees	>		
Sign on with Username and Password	>		
Sign on with Company ID	>		
Security	>		
Accounts Recent Locations More			