BusinessConnect Quick Reference Guide

1. **Log Out/Help**
2. **Home**
   - Event announcements
   - Default configuration set by bank
   - Widgets allow users to personalize homepage interactions
3. **Notifications** – Actions that occurred and items that need attention.
4. **Payment Center** (must be enabled) – Payments can be created by clicking Add a New Payment on the Payment Management List. You can originate payments by using a template or by creating a new payment.
5. **Account Summary** – Provides loan info and deposit account balance info (opening ledger, current ledger, opening available and current available), transaction details and account statement reports.
6. **Contact Center** (must be enabled) – Allows you to add, modify, view and delete beneficiaries (payees). Contact Center entries can then be used when creating a payment.
7. **Employees** – Provides the means to pay your associates for expense reimbursements, payroll and child support.
8. **Fraud/Risk Management** – Filter to view Reverse Positive Pay decisions. Click View to see the items requiring a decision to pay or return.

Mobile – Perform most of the same actions from your mobile device, smart phone or tablet. Actions that can be taken include check balances and monitor transactions, originate and approve payments, make Reverse Positive Pay decisions, mobile deposits, and manage users and entitlements.