

# BusinessConnect Quick Reference Guide

The screenshot shows the BusinessConnect Home page. A vertical sidebar on the left contains icons and labels for Home, Payments Center, Accounts, Contact Center, Employees, and Fraud, each with a corresponding number (2-8). The main content area is titled 'Home' and includes a 'Notifications' section with five items: 'New users need your review and approval.', 'Rejected payments need your review.', 'Payments await your approval.', 'Transfers await your approval.', and 'Rejected transfers need your review.' Each notification has a 'View' link. Below the notifications is a section for 'Accounts' showing 'Cash on Hand' as 86,944,765.06 and a date of 08/05/2021 01:40 PM. At the bottom, there are three 'Checking Accounts' cards for Operating A, B, and C, each showing a balance and a 'Transfer' link.

1. Log Out/Help

2. Home

3. Notifications

4. Payment Center

5. Account Summary

6. Contact Center

7. Employees

8. Fraud

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.

