

Getting Started

Logging in to Treasury Management

Obtain your **Login ID** and **Password** from your company administrator.

1. Navigate to the Treasury Management login page.

User Verification

To verify your identity and process with a password change, please enter your Company ID and Login ID and provide the answer(s) for your security question(s).

Company ID: *

Login ID: *

2. Enter your **Company ID**.
3. Enter your **Login ID**.
4. Select **Submit**.
The following *Change Password* screen appears, prompting you to change your password.

Change Password

Please enter a new password following the password requirements listed below.

Password Requirements:

- Password maximum length : 20
- Password minimum length : 5
- Allow alphabets in password : Yes
- Allow numbers in password : Yes
- Allow special characters in password : Yes
- Alphabets in password are required : Yes
- Numbers in password are required : Yes
- Special characters in password are required : No
- Number of upper case required in password : 1
- Number of lower case required in password : 0
- Cannot be one of the previously used passwords : 2

Company ID:

Login ID:

New Password: *

Confirm Password: *

[Reset](#)


5. Enter your **New Password**, and then re-enter the new password for the **Confirm Password** field.

Ensure that your new password complies with the password requirements listed.

6. Select **Submit**.

The following *Security Questions* screen appears.

Security Questions

 For additional authentication purposes, please select three security questions and provide an answer for each question. You may be prompted to answer security questions at login or when initiating transactions.

Question 1: *

Answer: *

Question 2: *

Answer: *

Question 3: *

Answer: *

[Reset](#)

7. Set up your security questions, and then select **Submit**.
8. On the *Confirm Security Questions* screen, review the entries for accuracy, and then select **Confirm**.

Confirm Security Questions	
Security Question 1:	What is the first name of your grandmother (your mother's mother)?
Answer:	Jane
Security Question 2:	What is the first name of your closest childhood friend?
Answer:	Jack
Security Question 3:	What was your major during college?
Answer:	Business
<input type="button" value="Confirm"/> <input type="button" value="Edit"/>	

9. On the *Phone Numbers for Authentication* screen, add a phone number to receive a **Text Message (SMS)** and/or an **Automated Phone Call**.

This step is only applicable if enabled by your financial institution. You receive a code and PIN that you must enter within a given time frame to authenticate. You can also select **Remind Me Later** or **No Thanks** from this screen as well.

Phone Numbers for Authentication

For additional authentication purposes, please provide phone numbers to receive text messages (SMS) and automated phone calls. You may be prompted to verify your identity by responding to a text message or automated phone call at login or when initiating transactions.

Text Message (SMS)

Get a prompt via text message and reply to verify your identity.

[Add Phone Number](#)

Automated Phone Call

Receive a prompt via automated phone call and reply to verify your identity.

[Add Phone Number](#)

You can only enter this information one time. You must contact your financial institution to change your security phone numbers.

[Remind Me Later](#) [No Thanks](#)

NOTE

You are only asked to enter a PIN if your institution requires it.

Add Phone Number

Receive a text message (SMS) and reply to verify your identity.

Phone Number: - -

4 Digit Pin:

Use same number for automated phone calls.

10. On the *Terms & Conditions* screen, read and select the **I agree** check box, and then select **Accept**.

The *Dashboard* view of Treasury Management opens.

Helpful Hints

Approval Status Bar

If you hover over the *Approval* status bar, approver information appears. This information includes all approvers who approved that transaction, and eligible approvers who can approve it.

You can view the *Approval* status bar in the following locations:

- **Dashboard > Stop Payment Pending Approval**
- **Dashboard > Payments Pending Approval**
- **Transfer Menu**
- **Recurring Transfers**
- **Create Wire from Template**
- **Wire Activity**
- **Recurring Wires**
- **Wire Templates**
- **Wire Beneficiaries**
- **ACH Payment Activity**

- **Recurring ACH Payments**
- **ACH Templates**
- **Stop Payment Activity**

Downloadable Content

Select **Download** to download the information into PDF format. A **Print** option is also available. You can access this function in the following locations:

- **Research Transactions**
- **Account List**
- **Payments > Transfer > Create Transfer**
- **Payments > Transfer > Transfer Activity**
- **Payments > Wire > Create a Wire**
- **Payments > Wire > Create Wire from Template**

Out of Band (OOB) Authentication

You may be prompted for authentication by receiving a text or phone call that requires you to respond with a code combined with a PIN, within a time limit. The prompt may appear in the following locations:

- **Payments**
- **Payments > Transfer**
- **Payments > Transfer > Create Transfer**
- **Payments > Transfer > Transfer Activity**
- **Payments > Transfer > Recurring Transfers**
- **Payments > Wire**
- **Payments > Wire > Create a Wire**
- **Payments > Wire > Wire Activity**
- **Payments > Wire > Wire Beneficiaries**
- **Payments > ACH**
- **Payments > ACH > Create ACH Payments**
- **Payments > ACH > ACH Templates**
- **Payments > Positive Pay**
- **Payments > Stop Payment > Create Stop Payment**

User Menu

Use the **User** menu to access **Profile & Preferences**, **Notification Setup**, and **Log Off** options.

Profile and Preferences

Use the *Profile & Preferences* view to set up your personal and security information.

Select **Save** after making any updates. You then receive a notification to the provided email address detailing the changes made to your profile.

NOTE

The **Save** button is not available until all the required fields have been populated.

User Information

This information auto-populates when you open this page the first time.

Use this section to update your personal information. The **Name** and **Login ID** cannot be edited. Your financial institution configures this information. You are able to change your email address and phone, mobile, and fax numbers.

NOTE

If you enter your phone number, messaging and data rates may apply.

Security Preferences

Use this section to update your password. Also, determine if you want to see account nicknames or account numbers throughout Treasury Management.

Changing Your Password

The specific requirements for the new password are based on your financial institution's Treasury Management password policy.

1. Navigate to the Treasury Management website.
2. From the **[User Name] Menu**, select **Profile & Preferences**.
3. Select **Change Password** in the *Security Preferences* section.
4. Enter your **Current Password**.
5. Enter your **New Password**.
6. Re-enter the new password for the **Re-enter New Password** field.
7. Select **Save**.

Notification Setup

Use the *Notification Setup* view to set up your notification preferences for each module available in Treasury Management.

Filtering is also available. To find information quickly, start typing the notification name in the filter box at the top of each section.

You can set up notifications in the following modules.

- Login
 - User Credentials Locked
 - User Email Address Changed
- Transfer
 - Transfer Created
 - Transfer Pending Approval
 - Transfer Approved
 - Transfer - Approval Rejected
 - Transfer - Edited / Deleted
 - Transfer Failed
- Wire
 - Wire Payment Created
 - Wire Payment Pending Approval
 - Wire Payment Approved
 - Wires - Approval Rejected
 - Wire Failed
 - Wire Beneficiary Created
 - Wire Beneficiary Pending Approval
 - Wire Beneficiary Approved
 - Wire Beneficiary - Edited / Deleted
 - Wire Beneficiary - Approval Rejected
 - Wire - Edited / Deleted
 - Rate Quote/Contract Accepted
 - Rate Quote/Contract Approval Rejected
- ACH
 - ACH Payment Created
 - ACH Payment Pending Approval
 - ACH Payment Approved
 - ACH Payment - Approval Rejected
 - ACH Payment - Edited / Deleted

- ACH Payment Failed
- ACH Payment Uninitiated
- ACH Batch Created
- ACH Batch Pending Approval
- ACH Batch Approved
- ACH Batch - Approval Rejected
- ACH Batch - Edited / Deleted
- Positive Pay & Stop Payment
 - Stop Payment Created
 - Stop Payment Pending Approval
 - Stop Payment Approved
 - Stop Payment - Approval Rejected
- Admin
 - User Created
 - User Pending Approval
 - User Approved
 - User Approval Rejected
 - User Information / Entitlements Changed
- Account
 - Statements or Notices

Configuring Notification Preferences

The preferences configured here determine how your notifications are sent and appear within Treasury Management.

1. From the **[User Name] Menu**, select **Notification Setup**.
2. Enter or change your **Email** address.
3. Select the toggle to enable the notification.

The toggle appears green if you want to receive a notification. If it is gray, you do not receive a notification.
4. Select the **Email** and **Desktop Notification** check boxes for each enabled (green) item to receive a notification using that method.

Repeat this step for every item in all sections.
5. Select **Submit**.

Select **Reset** for the fields to return to their default settings.

Logging Off Treasury Management

1. From the **[User Name] Menu**, select **Log Off**.

A *Confirm Log Out* dialog box appears.

2. Select **Log Out**.

Cut-off Times

Access **Cut-off Times** in the top-right corner of Treasury Management.

Cut-off times indicate when a wire, ACH, or internal transfer takes place by. For example, if the cut-off time for **Internal Transfers** says *8:00 p.m.*, then all internal transfers should be submitted by 8:00 p.m. for processing that day. A notification reminder is sent as a reminder.

Your financial institution manages the cut-off times.

Notifications

Access **Notifications** in the top-right corner of Treasury Management.

Notifications also appear in the bottom right corner of Treasury Management while working. These notifications can be filtered by functionality. They can be prioritized, archived, marked as read or unread, and deleted.

Select **Archive All** to archive, not remove, all notifications. A *Confirm Archive* dialog box appears stating: ***Would you like to archive all of the notifications?*** Select **Archive** to proceed.

Select **View All Notifications** for the entire list of notifications to appear, even those notifications archived. From this page, you can filter by type (**All Notifications**, **Unread**, **Read**, and **High-Priority**).

Select the check mark beside the notification, and then select either **Mark Read**, **Mark Unread**, or **Delete**.

You can filter the notifications by entering functionality type information into the **Filter** text box. For example, if you enter *ACH*, any notifications marked as *ACH* in the *Functionality* column of the table appear.

Message Center

Use the Message Center to send secured messages and receive messages from your financial institution.

Click the **Message Center** button to access your inbox. You can also view your **Sent** or **Archived** messages. When new messages are received, a notification is sent to your email address on record.

Select the column headings to sort the messages in each of the available folders. You can also enter information from one of the column headings in the **Filter** text box to search for a specific message.