MOUNTAIN AMERICA
CREDIT UNION

Module: PRO-TECH

Guide For: Members

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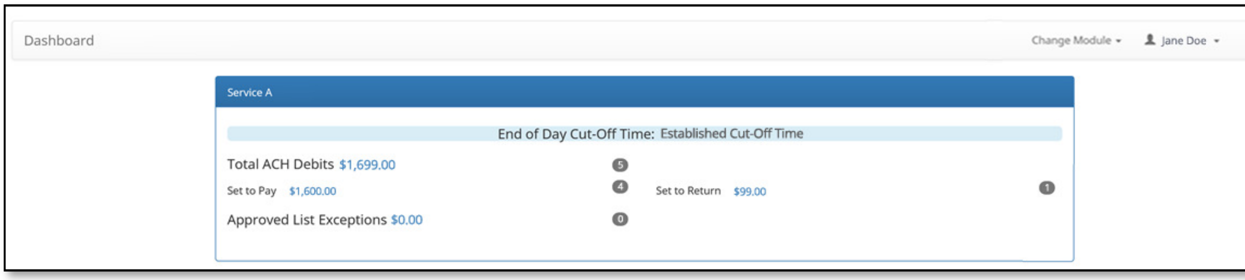
1. DASHBOARD

1.1. GENERAL

1.1.1. The ***Dashboard*** is a quick reference summary of the current day's file information.

- ➔ The End of Day Cut-Off Time is represented in the light blue bar
- ➔ Direct links will navigate the User to specific transactions
  - ⇨ Total ACH debits
  - ⇨ Total ACH debits Set to Pay
  - ⇨ Total ACH debits Set to Return
  - ⇨ Total ACH debits that are Approved List Exceptions



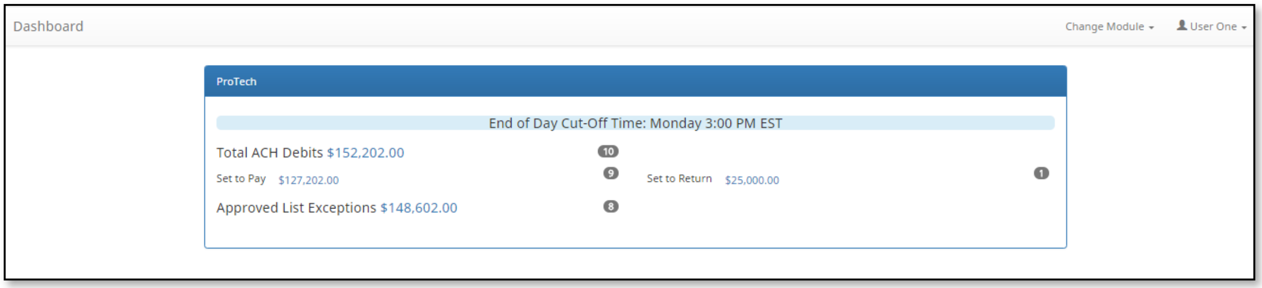
1.1.2. The ***Dashboard*** is a quick reference summary of the current day's file information.

1.1.3. The ***Dashboard*** allows you to access the individual product modules.

1.2. VIEWING THE DASHBOARD

1.2.1. End of Day Information

➔ The current Day, Time and Time Zone are listed

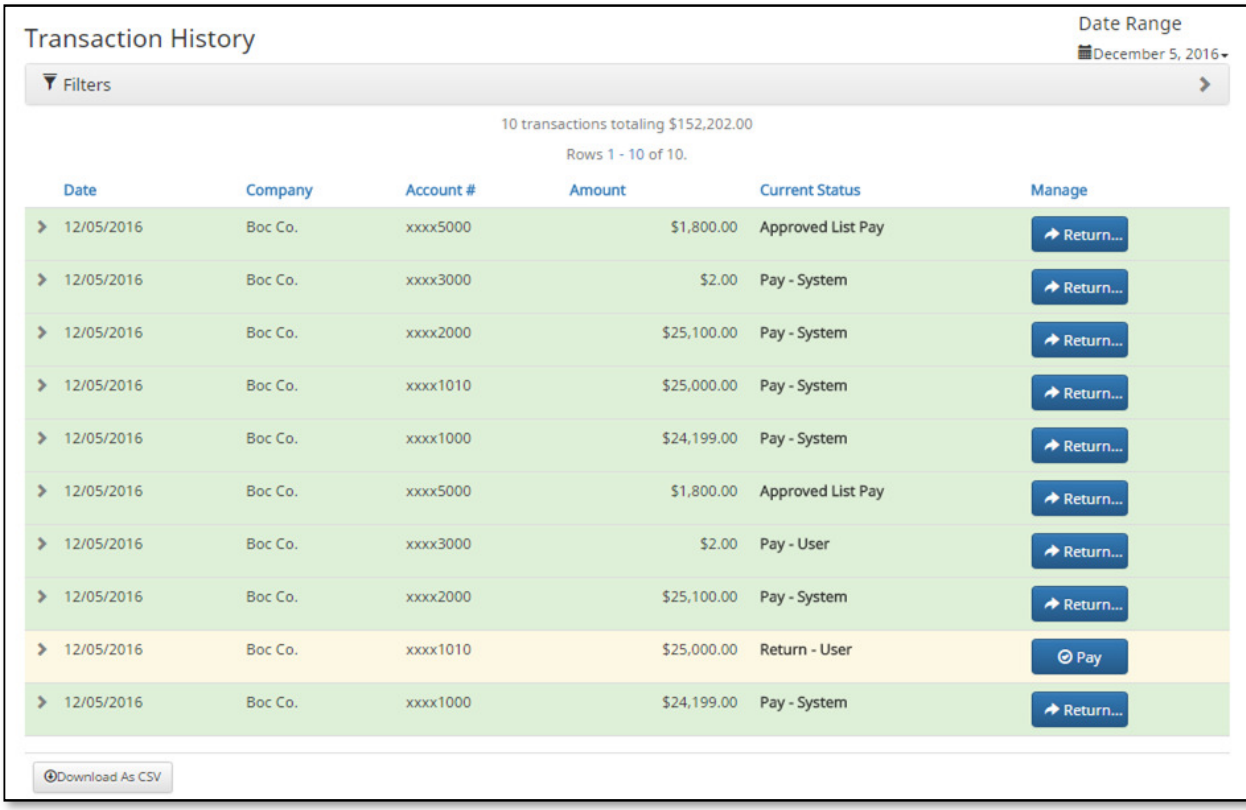


1.2.2. Direct links to Specific Transactions

➔ Total ACH debits

User Privilege Required: Transaction History

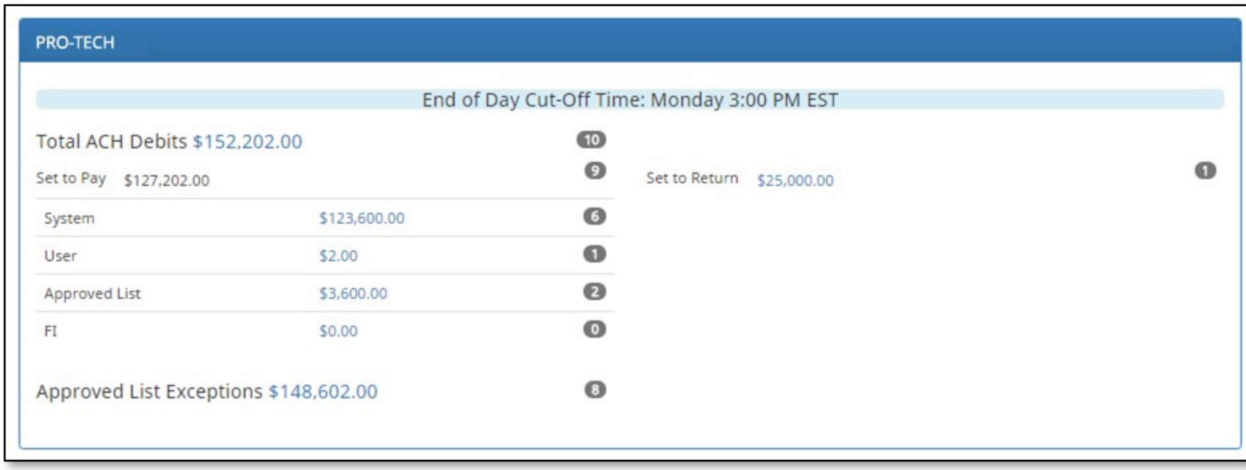
➔ All ACH debits will be displayed



Date	Company	Account #	Amount	Current Status	Manage
12/05/2016	Boc Co.	xxxx5000	$1,800.00	Approved List Pay	Return...
12/05/2016	Boc Co.	xxxx3000	$2.00	Pay - System	Return...
12/05/2016	Boc Co.	xxxx2000	$25,100.00	Pay - System	Return...
12/05/2016	Boc Co.	xxxx1010	$25,000.00	Pay - System	Return...
12/05/2016	Boc Co.	xxxx1000	$24,199.00	Pay - System	Return...
12/05/2016	Boc Co.	xxxx5000	$1,800.00	Approved List Pay	Return...
12/05/2016	Boc Co.	xxxx3000	$2.00	Pay - User	Return...
12/05/2016	Boc Co.	xxxx2000	$25,100.00	Pay - System	Return...
12/05/2016	Boc Co.	xxxx1010	$25,000.00	Return - User	Pay
12/05/2016	Boc Co.	xxxx1000	$24,199.00	Pay - System	Return...

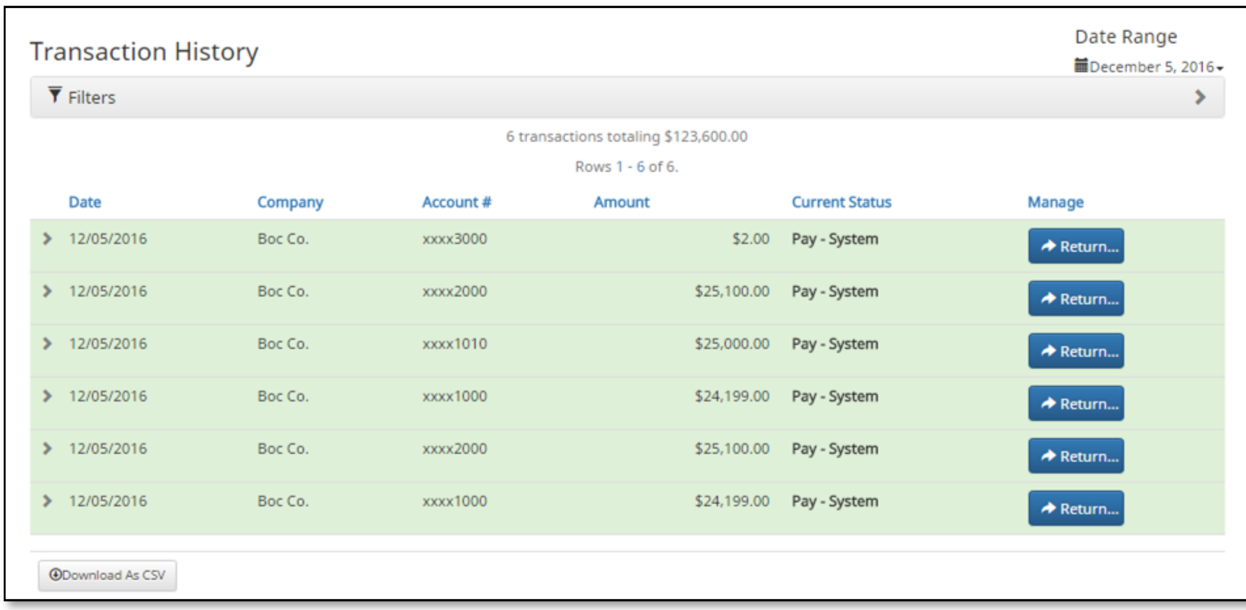
➔ Set to Pay

User Privilege Required: Transaction History



⇨ System

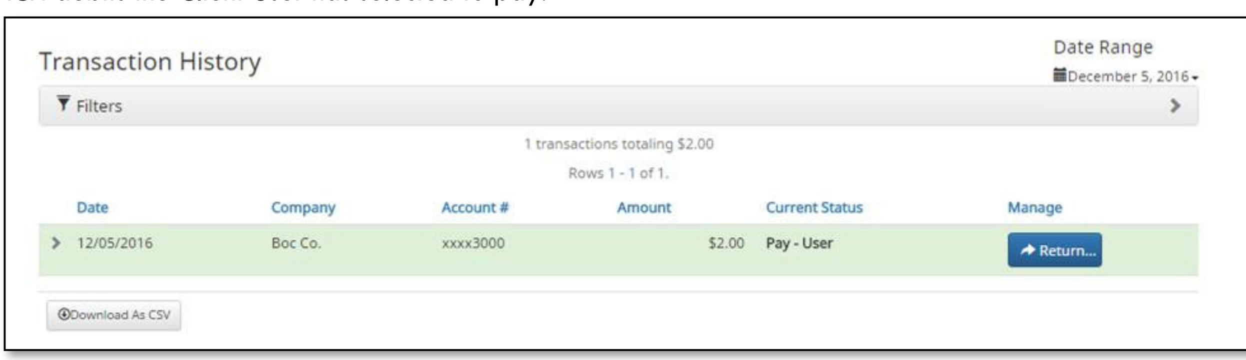
ACH debits set to pay based on Default selection setup by Mountain America Credit Union.



Date	Company	Account #	Amount	Current Status	Manage
12/05/2016	Boc Co.	xxxx3000	$2.00	Pay - System	Return...
12/05/2016	Boc Co.	xxxx2000	$25,100.00	Pay - System	Return...
12/05/2016	Boc Co.	xxxx1010	$25,000.00	Pay - System	Return...
12/05/2016	Boc Co.	xxxx1000	$24,199.00	Pay - System	Return...
12/05/2016	Boc Co.	xxxx2000	$25,100.00	Pay - System	Return...
12/05/2016	Boc Co.	xxxx1000	$24,199.00	Pay - System	Return...

⇨ User

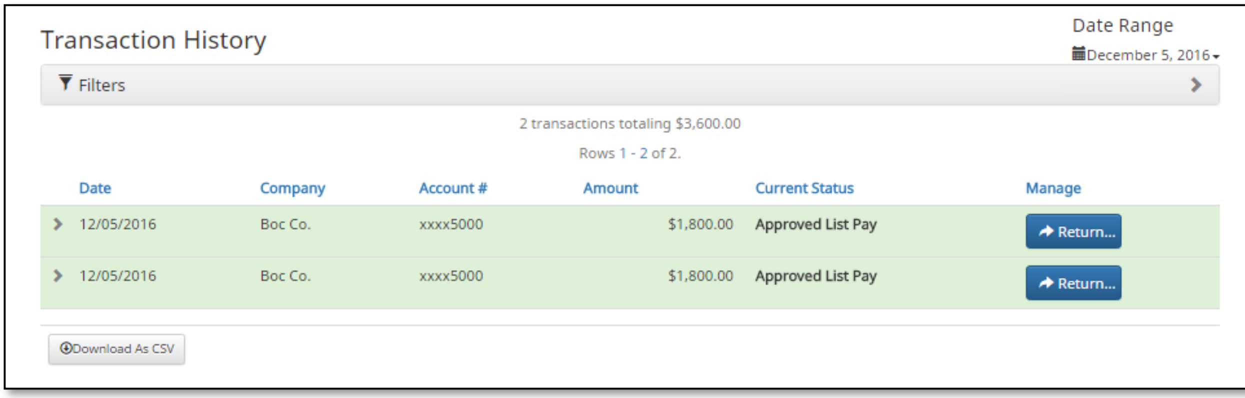
ACH debits the Client User has selected to pay.



Date	Company	Account #	Amount	Current Status	Manage
12/05/2016	Boc Co.	xxxx3000	$2.00	Pay - User	Return...

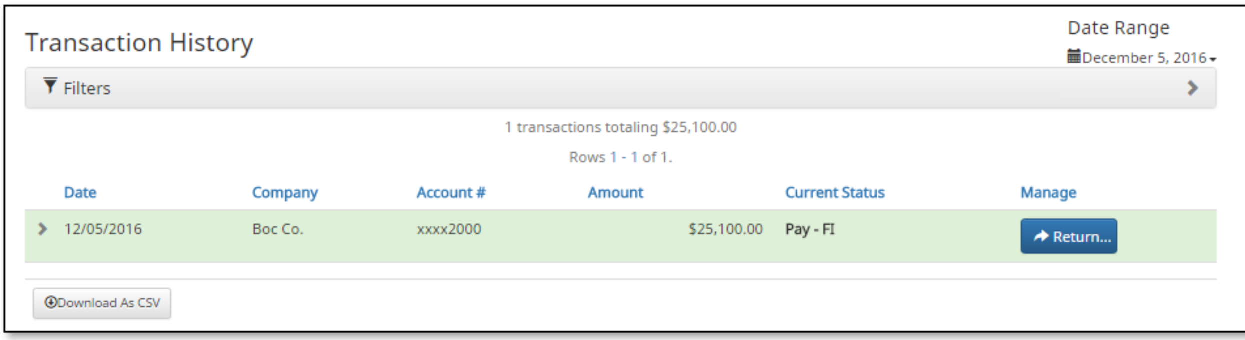
⇨ Approved List

ACH debits that fall with the parameters of the Approved List and are set to be paid.



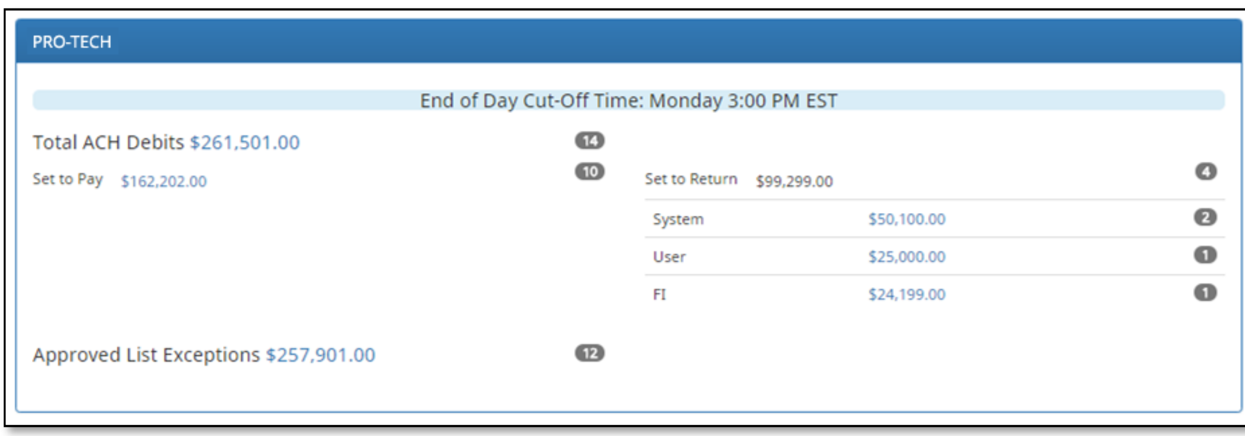
⇨ Business User

ACH debits that the Mountain America Business User has selected to pay.



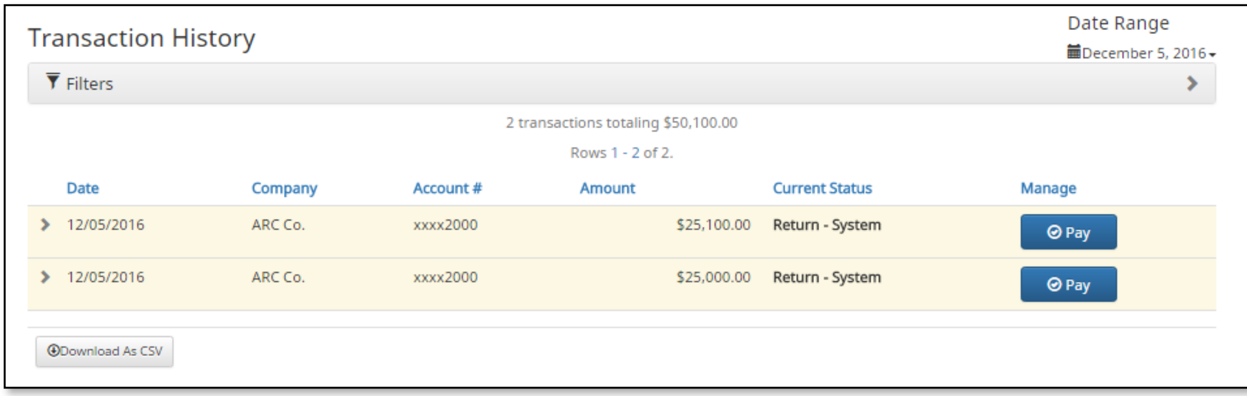
➔ Set to Return

User Privilege Required: Transaction History



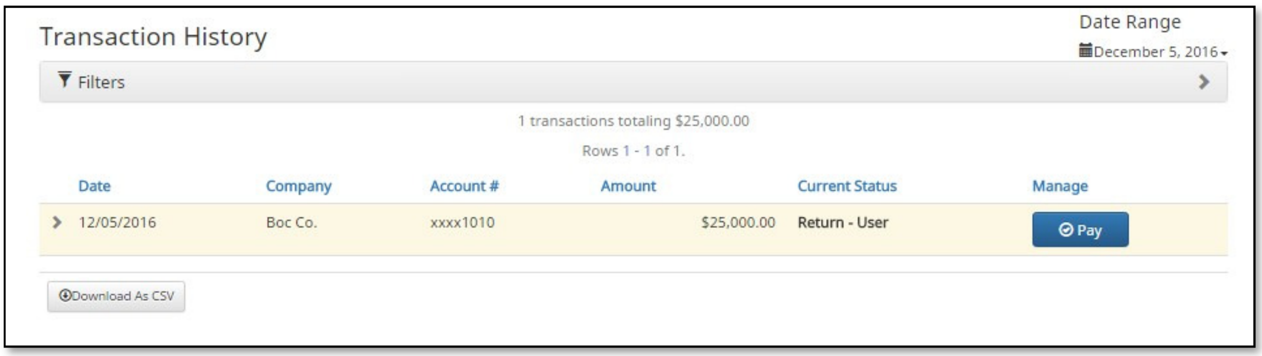
⇨ System

ACH debits set to return based on Default selection setup by Mountain America Credit Union.



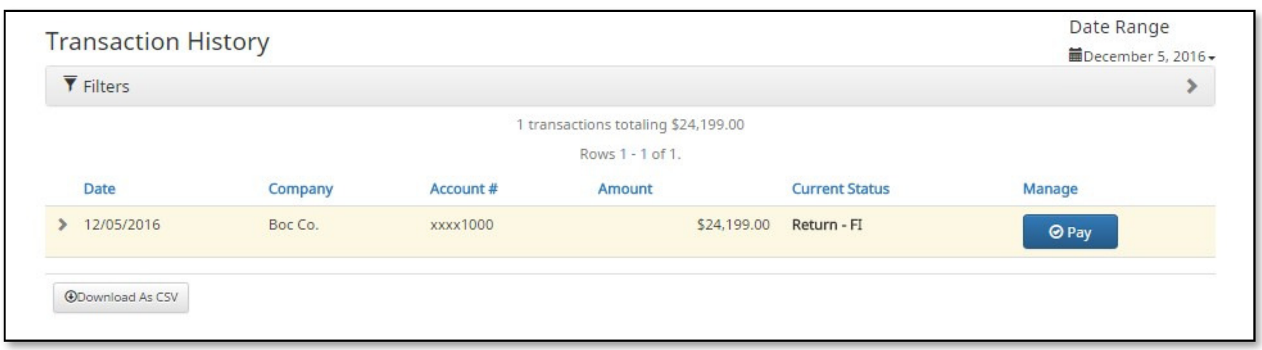
⇨ User

ACH debits the Client User has selected to return.

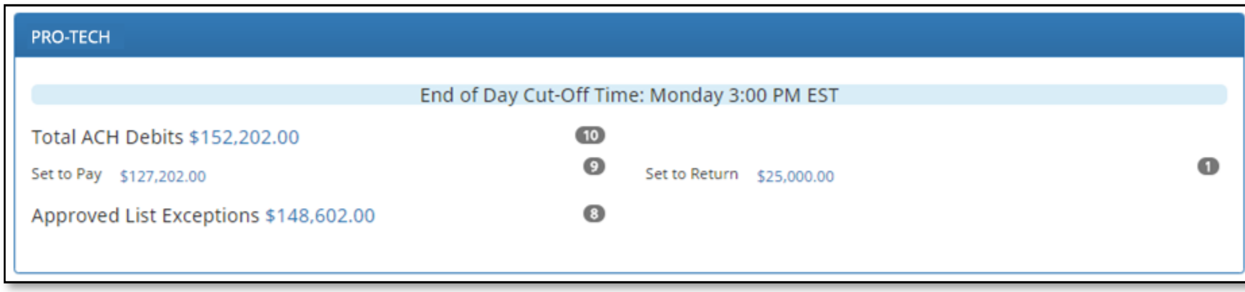


⇨ FI

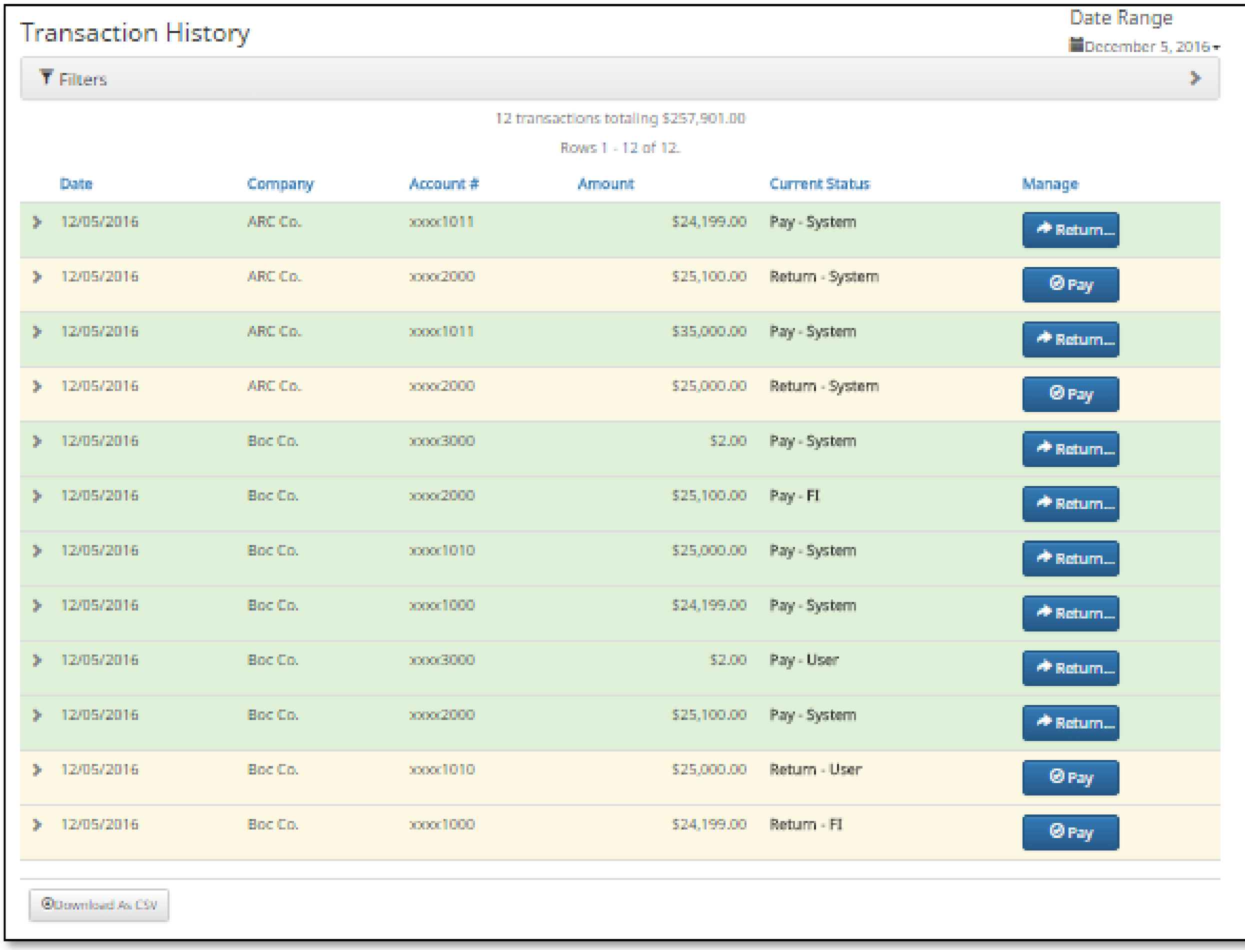
ACH Debits that the FI User has selected to return.



➔ Approved List Exceptions



➔ Items not paid via Approved List Pay will display



Date	Company	Account #	Amount	Current Status	Manage
12/05/2016	ARC Co.	xxxx1011	$24,199.00	Pay - System	Return...
12/05/2016	ARC Co.	xxxx2000	$25,100.00	Return - System	Pay
12/05/2016	ARC Co.	xxxx1011	$35,000.00	Pay - System	Return...
12/05/2016	ARC Co.	xxxx2000	$25,000.00	Return - System	Pay
12/05/2016	Boc Co.	xxxx3000	$2.00	Pay - System	Return...
12/05/2016	Boc Co.	xxxx2000	$25,100.00	Pay - FI	Return...
12/05/2016	Boc Co.	xxxx1010	$25,000.00	Pay - System	Return...
12/05/2016	Boc Co.	xxxx1000	$24,199.00	Pay - System	Return...
12/05/2016	Boc Co.	xxxx3000	$2.00	Pay - User	Return...
12/05/2016	Boc Co.	xxxx2000	$25,100.00	Pay - System	Return...
12/05/2016	Boc Co.	xxxx1010	$25,000.00	Return - User	Pay
12/05/2016	Boc Co.	xxxx1000	$24,199.00	Return - FI	Pay

Download As CSV

1.3. VIEWING THE DASHBOARD AFTER EOD WITH ADDITONAL FILE LOAD

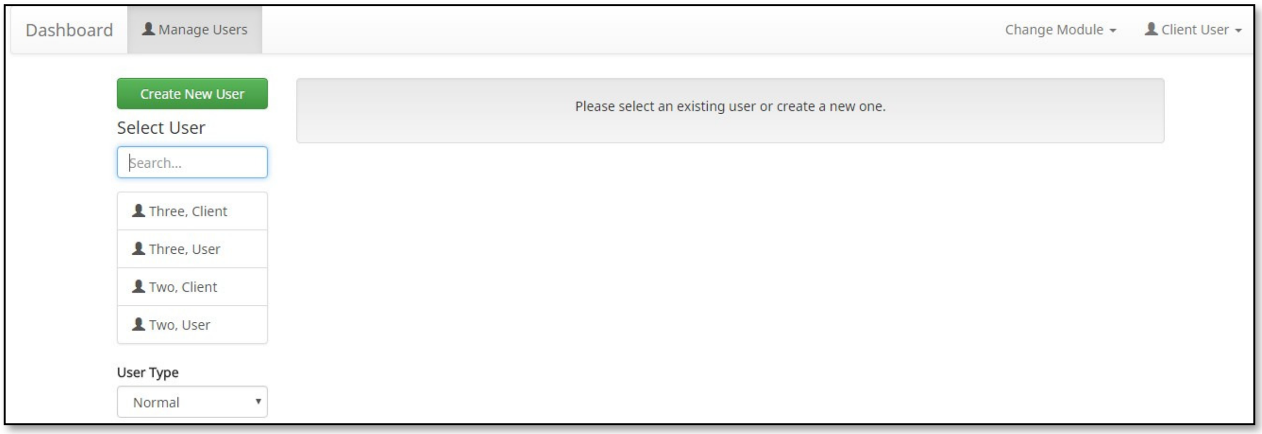
1.3.1. Parameters to view the additional dashboard after End of Day

- ➔ End of Day for the current day has completed
- ➔ A second file is loaded with the next business day transaction
- ➔ Prior to Midnight on the current day

2. User Privleges

2.1. User Privileges

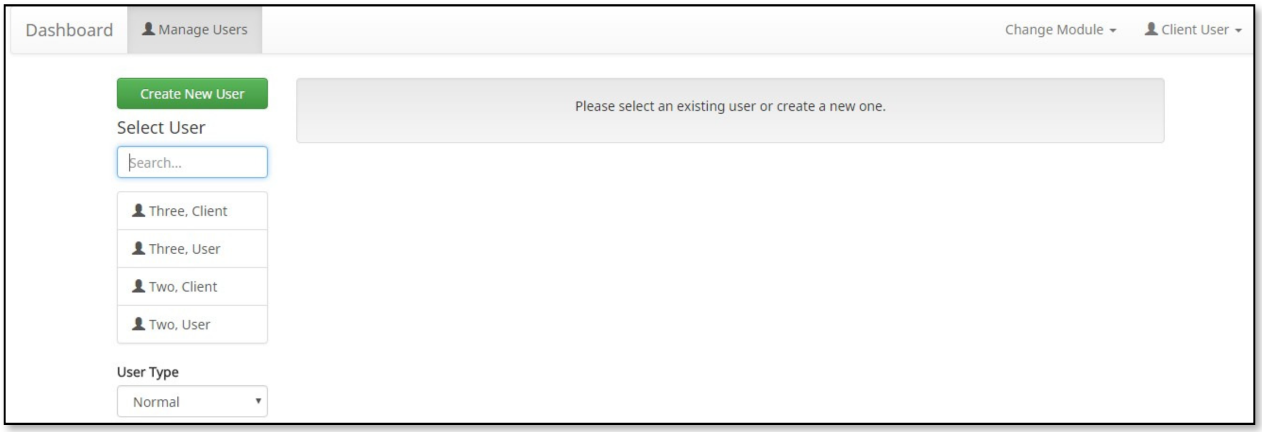
2.1.1. Click **Manage Users** to open the ***Users*** page.
User Privilege Required: Admin (Manage other non-admin users)



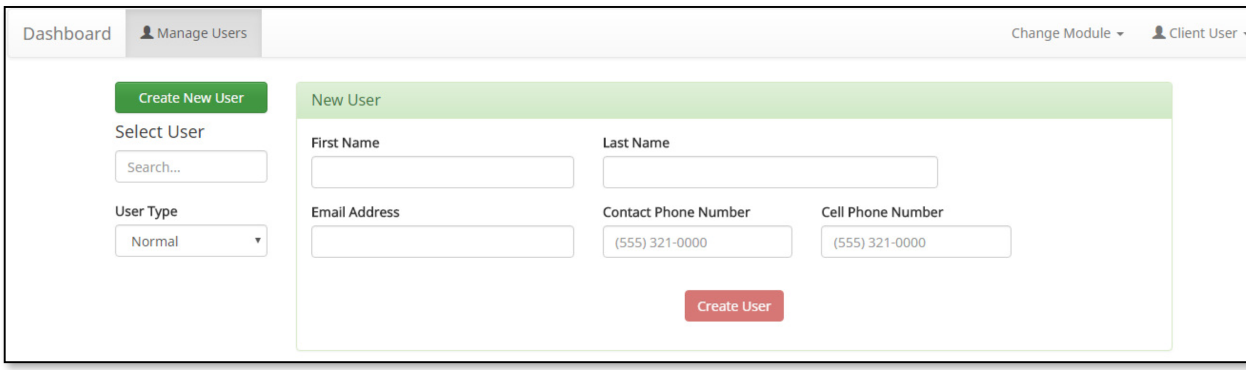
Option	Description
Create New User	Click Create New User
Search	The Name is the First Name and Last Name entered on the Create New User page. • To search by name, enter the first character or first few characters of the Name in the Search box
To Edit User	Click the user's name to go to their User Information page.
User Type	A Client User with the Manage Users privilege can view and edit Normal and Inactive Users. Mountain America Credit Union can view and edit Admin Users.

2.2. Assigning User Privileges

2.2.1. Click **Manage Users** to open the ***Users*** page.
User Privilege Required: Admin (Manage other non-admin users)



2.2.2. Click Create New User to open the ***Create New User*** page.



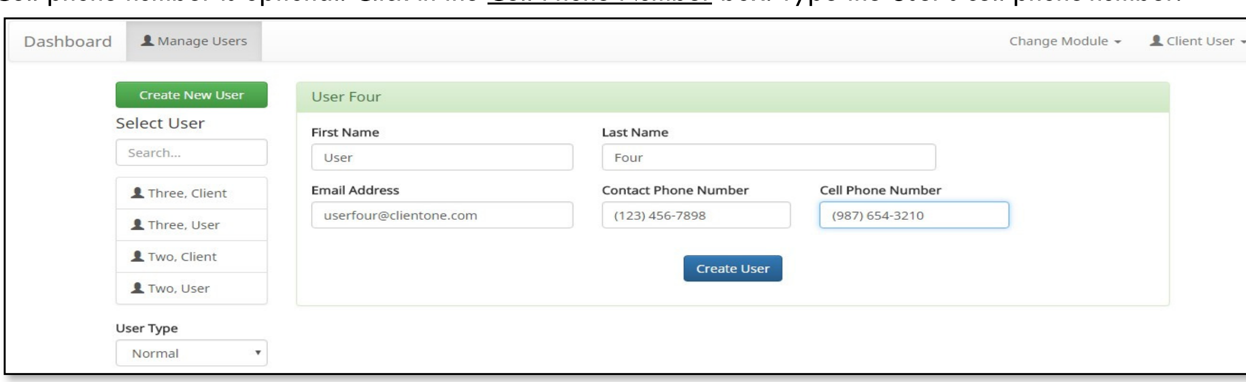
2.2.3. Click in the First Name box. Type the User's first name. User's First Name will appear in the box and in the Green Box above the User Information.

2.2.4. Click in the Last Name box. Type the User's last name. User's Last Name will appear in the box and in the Green Box above the User Information.

2.2.5. Click in the Email box. Type the User's email.

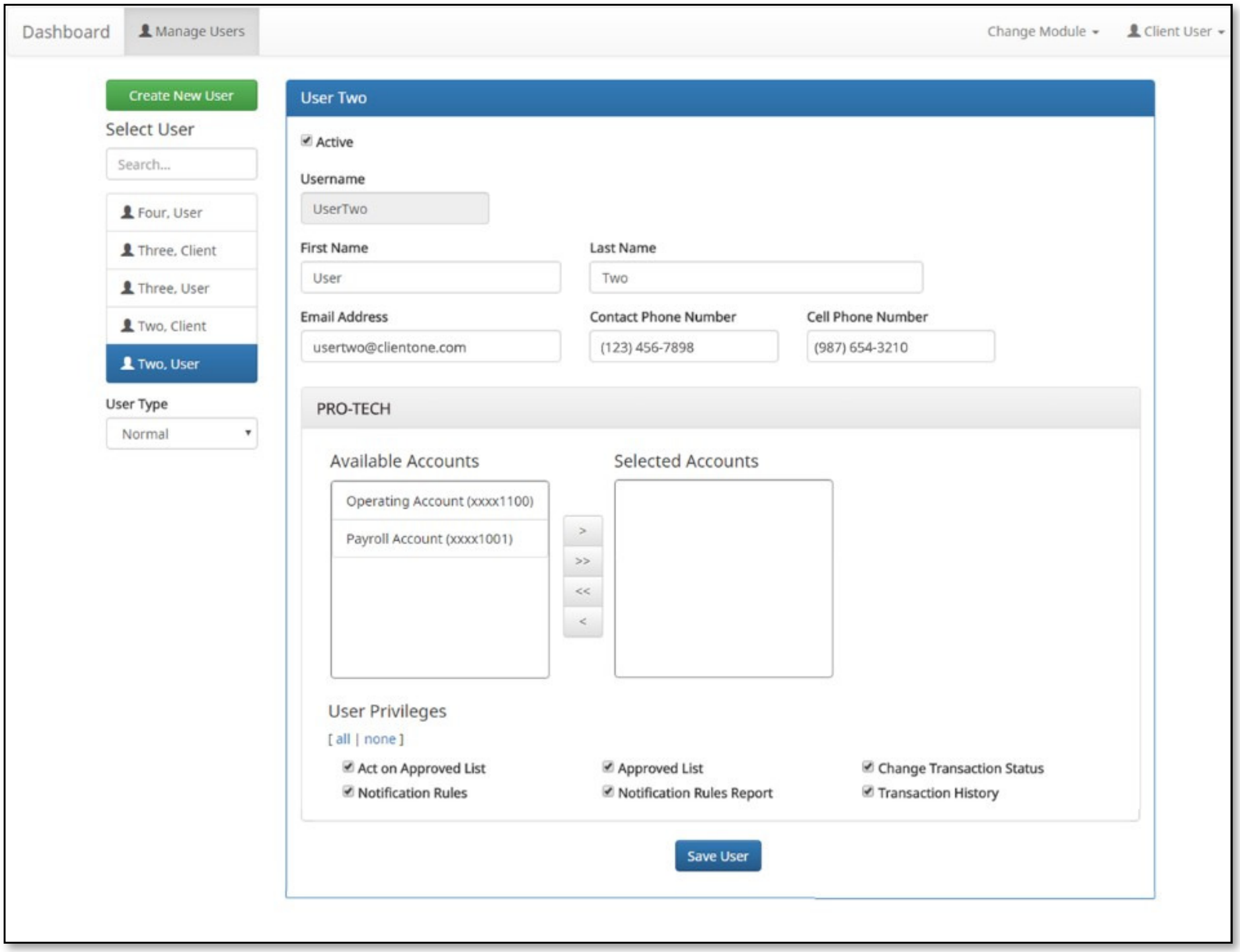
2.2.6. Click in the Contact Phone Number box. Type the User's contact phone number.

2.2.7. Cell phone number is optional. Click in the Cell Phone Number box. Type the User's cell phone number.



2.2.8. Click **Create User** to expand the page.

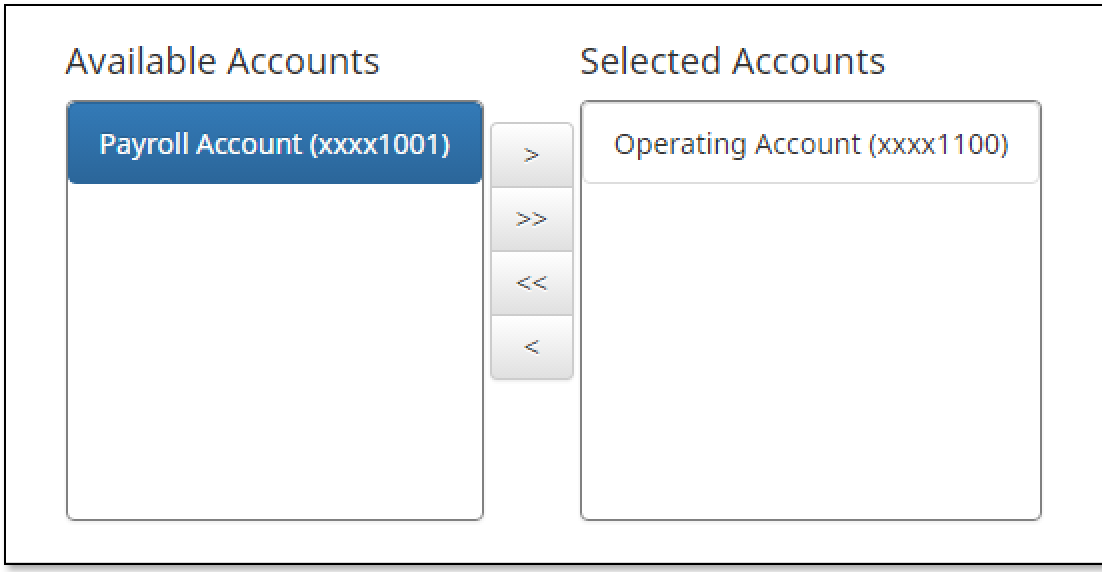
2.2.9. The PRO-TECH section appears, which includes the Accounts and User Privileges.



2.3. To Add Accounts

2.3.1. Select the accounts the User will have access to from the Available Accounts and use the arrows in the middle to move the accounts to Selected Accounts.

2.3.2. Double click the account under Available Accounts to move the account to Selected Accounts.



2.3.3. Selecting User Privileges

➔ Selecting **all | none**

⇨ By selecting **all**, the user will be assigned all user privileges

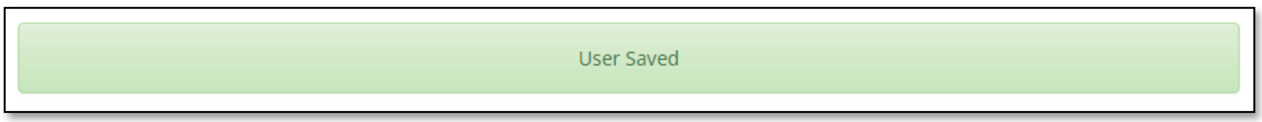
⇨ By selecting **none**, the user will not be assigned any user privileges. Previously assigned user privileges will be removed when **none** is selected.

⇨ Click in the box beside each user privilege to add or remove the checkmark from the box. A checkmark will give the user that privilege, removing the checkmark will remove the privilege from the user.

2.3.4. Defining User Privileges

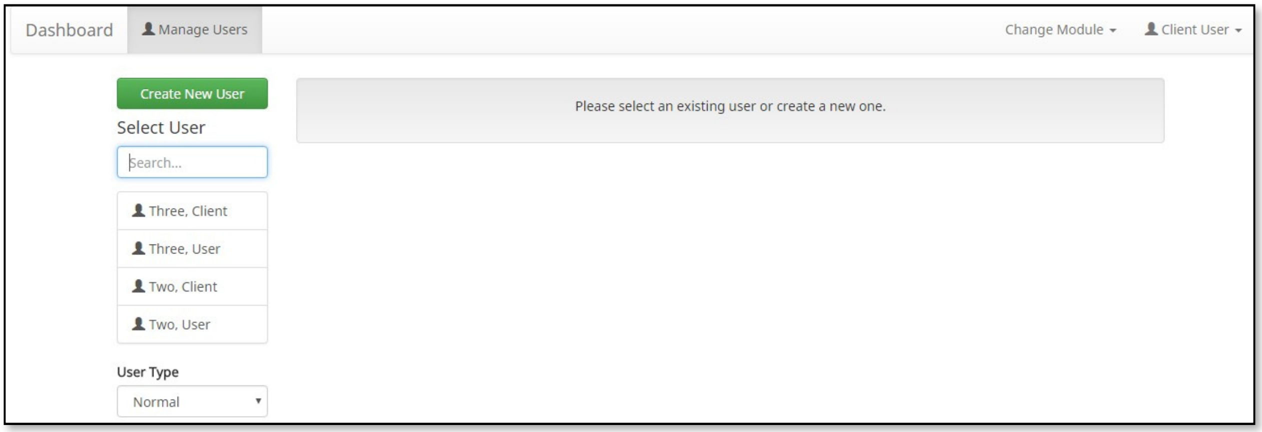
User Privilege	Description	Setup	View Transaction	Decision Transaction
Act on Approved List	User has the privilege to view transactions and add companies to the Approved List.			✓
Approved List	User has the privilege to view Approved List report.	✓		
Change Transaction Status	User has the privilege to view transactions and to change the status of transactions. User must also have User Privilege Transaction History.			✓
Notification Rules	User has the privilege to configure the notification conditions for accounts.	✓		
Notification Rules Report	User has the privilege to view Notification Rules for accounts.	✓		
Transaction History	User has the privilege to view transactions.		✓	

2.3.5. Click **Save User**
Success Message: User Saved

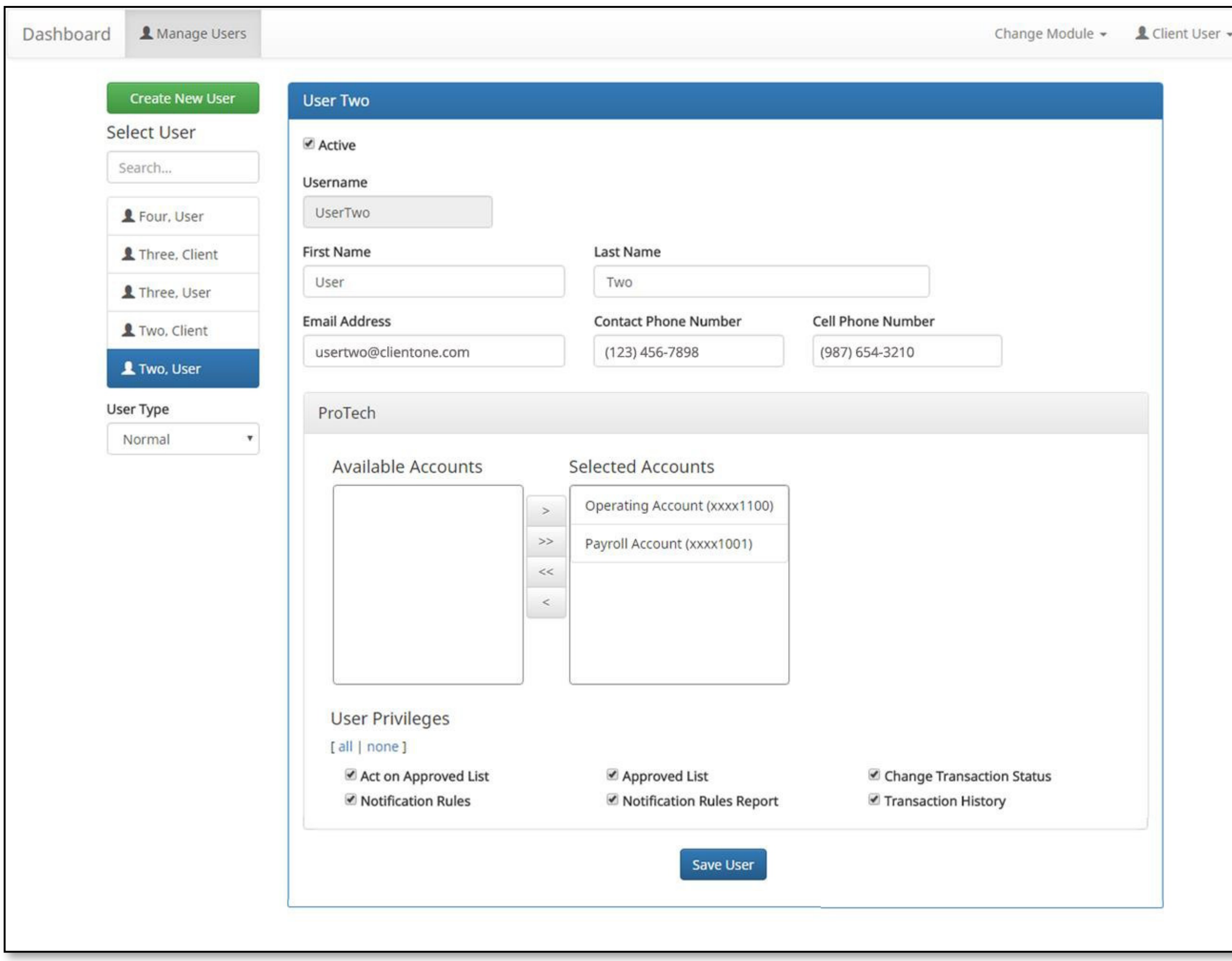


2.4. Edit User Privileges

2.4.1. Click **Manage Users** to open the ***Users*** page.
User Privilege Required: Admin (Manage other non-admin users)



2.4.2. Click the User Name to Edit



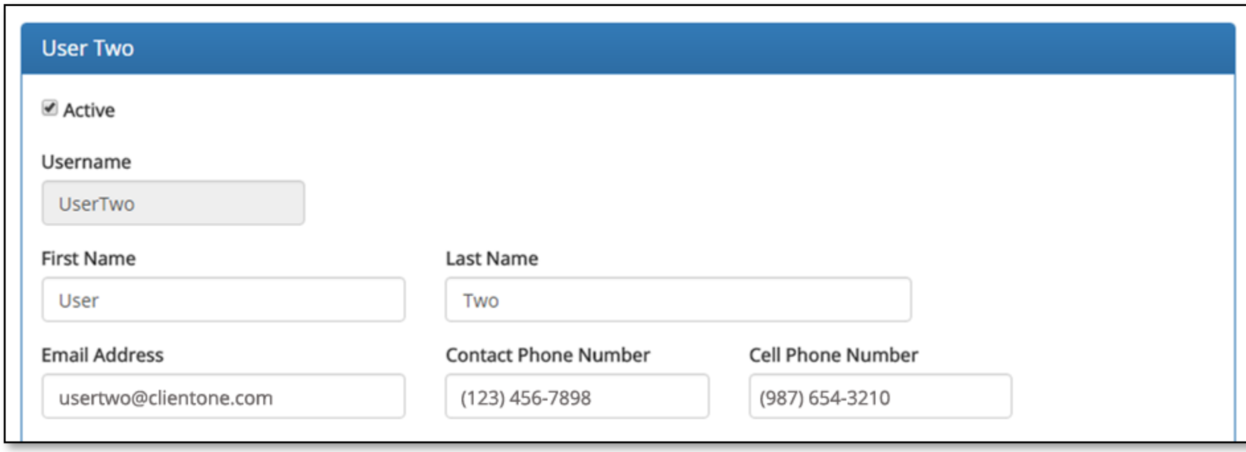
2.4.3. Click in the First Name box. Edit the User’s first name. User’s First Name will appear in the box and in the Green Box above the User Information.

2.4.4. Click in the Last Name box. Edit the User's last name. User's Last Name will appear in the box and in the Green Box above the User Information.

2.4.5. Click in the Email box. Edit the User's email.

2.4.6. Click in the Contact Phone Number box. Edit the User's contact phone number.

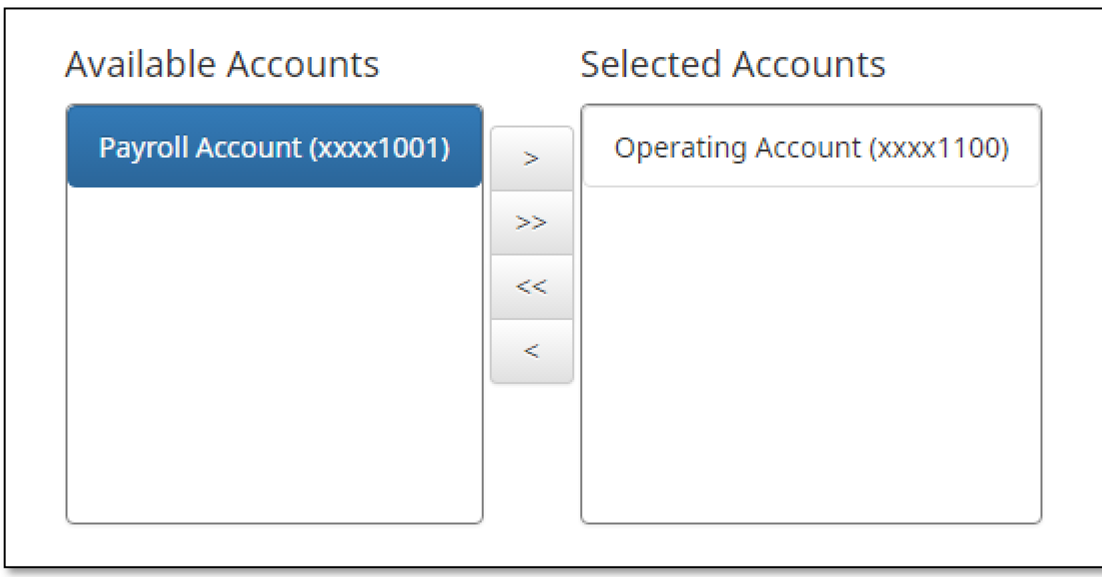
2.4.7. Cell phone number is optional. Click in the Cell Phone Number box. Edit the User's cell phone number.



2.4.8. To Edit Add Accounts

➔ Select the accounts the User will have access to from the Available Accounts and use the arrows in the middle to move the accounts to Selected Accounts.

➔ Double click the account under Available Accounts to move the account to Selected Accounts.



2.4.9. Selecting User Privileges

➔ Selecting **all | none**

⇨ By selecting **all**, the user will be assigned all user privileges

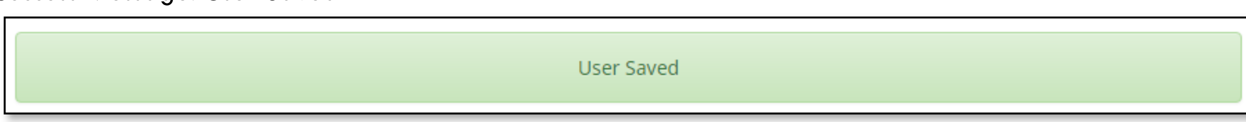
⇨ By selecting **none**, the user will not be assigned any user privileges. Previously assigned user privileges will be removed when **none** is selected.

⇨ Click in the box beside each user privilege to add or remove the checkmark from the box. A checkmark will give the user that privilege, removing the checkmark will remove the privilege from the user.

User Privilege	Description	Required to Perform		
		Setup	View Transaction	Decision Transaction
Act on Approved List	User has the privilege to view transactions and to add companies to the Approved List.			✓
Approved List	User has the privilege to view Approved List report.	✓		
Change Transaction Status	• User has the privilege to view transactions and to change the status of transactions. • User must also have User Privilege: Transaction History.			✓
Notification Rules	User has the privilege to configure the notification conditions for accounts.	✓		
Notification Rules Report	User has the privilege to view Notification Rules for accounts.	✓		
Transaction History	User has the privilege to view transactions.		✓	

2.4.10. Select **Save User**

Success Message: User Saved

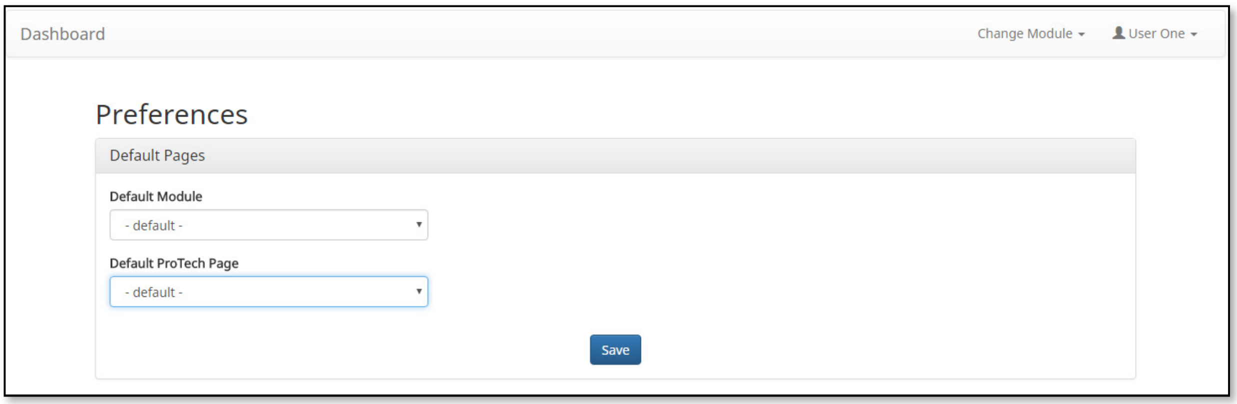


3. PREFERENCES

3.1. PREFERENCES

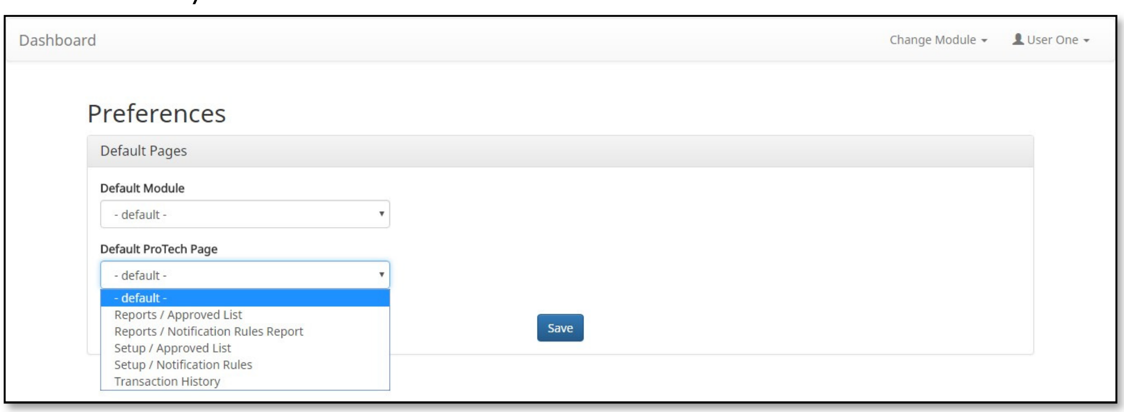
3.1.1. Click on the **User's Name** to open the ***Preferences*** page.

3.1.2. Default Pages gives the user the ability to choose the default landing page.



3.1.3. Default PRO-TECH Page allows the user to select the default landing page within PRO-TECH.

- ➔ Reports/Approved List
- ➔ Reports/Notification Rules Report
- ➔ Setup/Approved List
- ➔ Setup/Notification Rules
- ➔ Transaction History



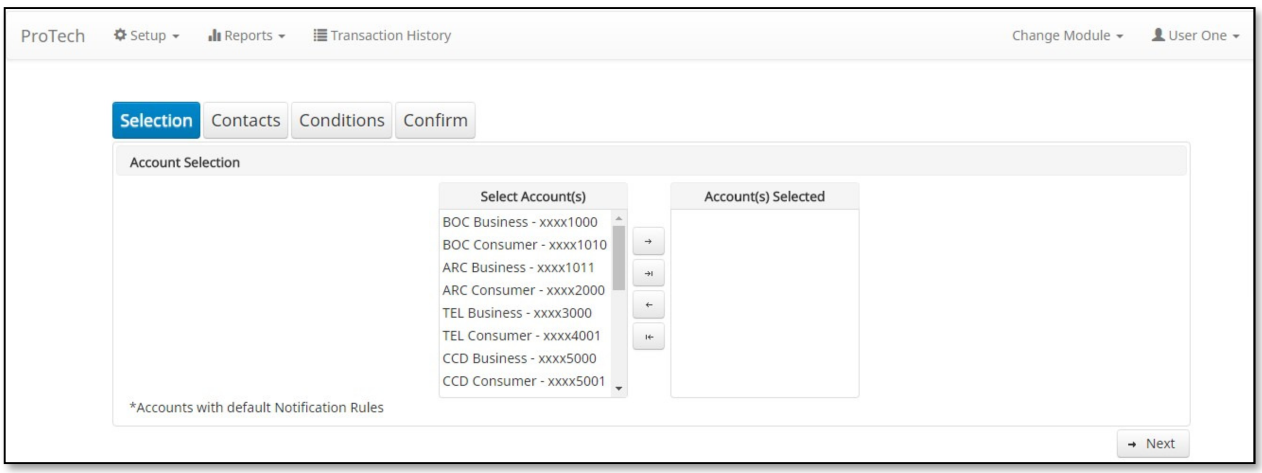
4. Notification Rules

4.1. Setup Notification Method and Condition Privileges

NOTE:
- The default notification method is sent via email to the default client user.
- The notification condition is to Notify for all Debits.
- The default client user can be changed once multiple users are setup in the system.

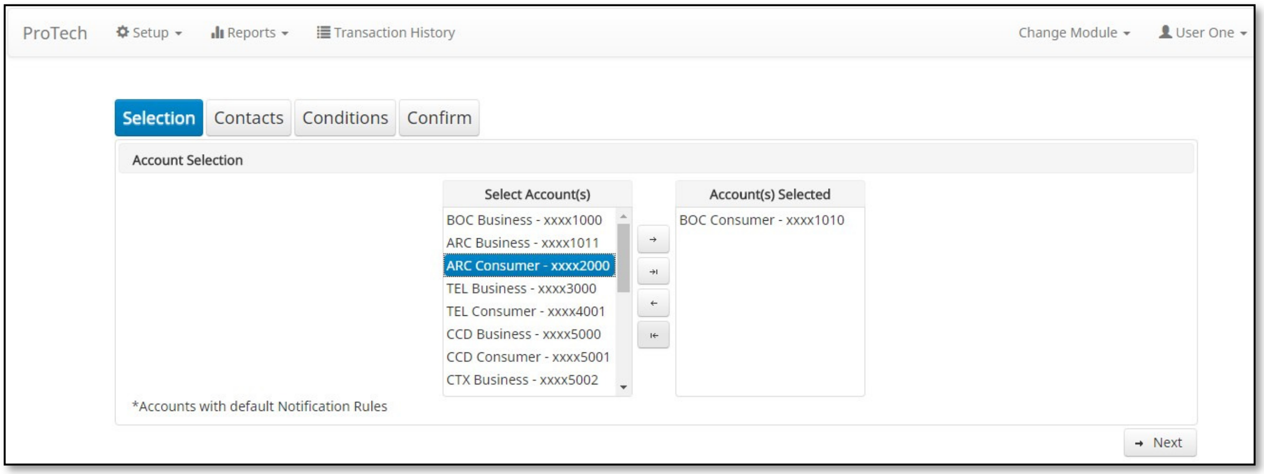
4.1.1. Click **Setup** and then **Notification Rules** to open the ***Notification Rules*** page.
User Privilege Required: Notification Rules

4.1.2. The Select Account(s) is a listing of all Account Numbers for which the User has access.

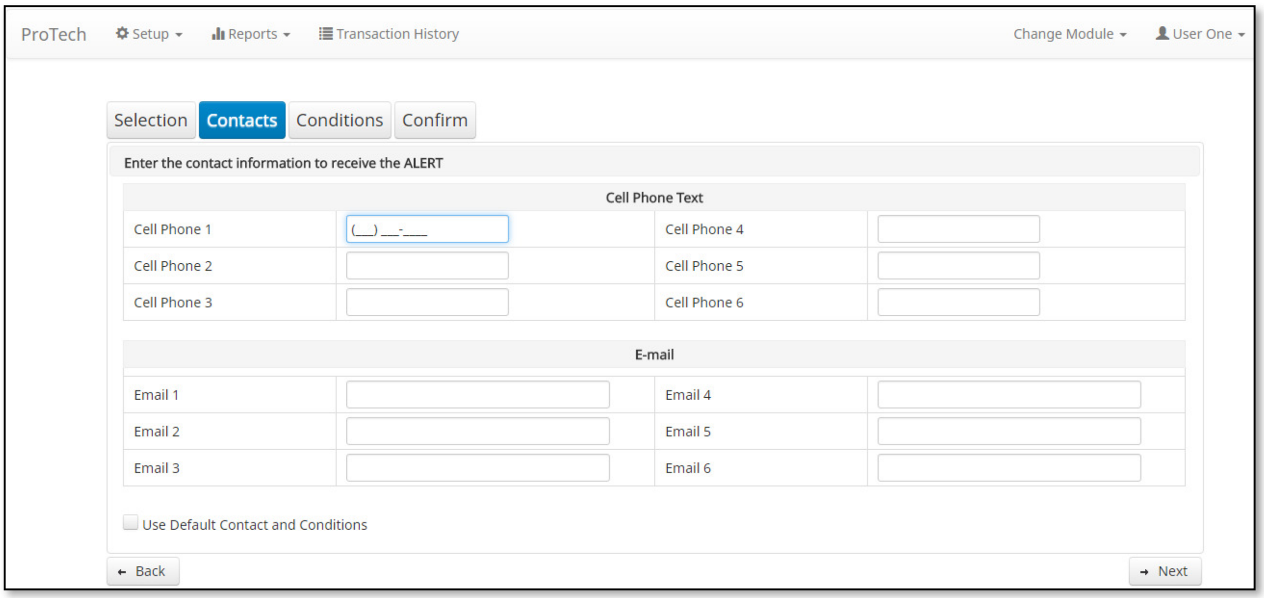


4.1.3. Account numbers with an asterisk have the default notification rules. An email notification is sent to the default client user for these accounts. The notification condition is to Notify for all ACH debits.

4.1.4. Select Accounts and use the arrows in the middle to move the Select Accounts(s) to the Account(s) Selected section.



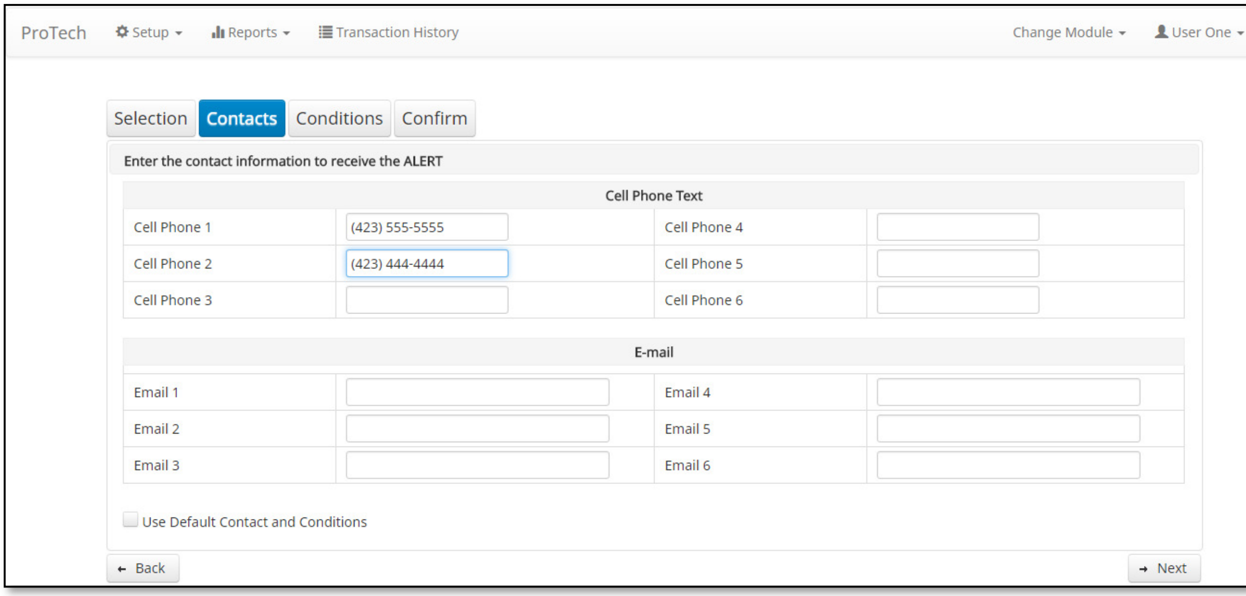
4.1.5. Click **Next** to go to the ***Contacts*** page.



4.1.6. Contact Phone Text

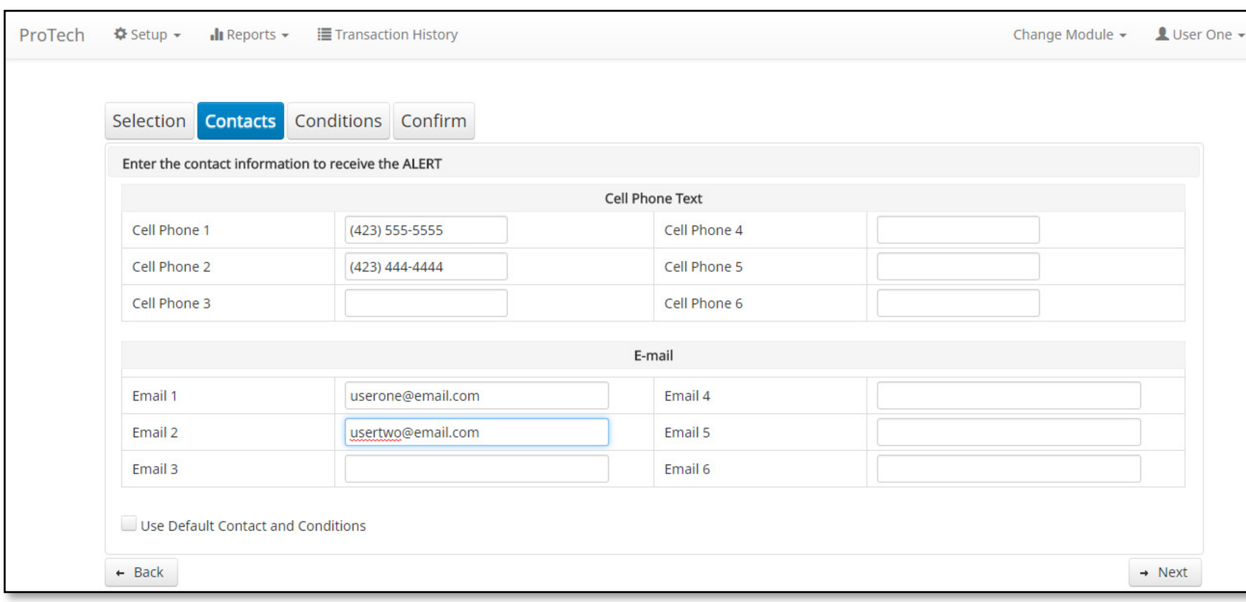
> **NOTE:**
> Text messaging is an option Mountain America Credit Union may or may not have chosen. This section will only appear if Mountain America elected to offer text message alerts.

➔ To add a cell phone number, click in the Cell Phone 1 box. Type the 10-digit cell phone number.
➔ Add up to 6 cell phone numbers total.

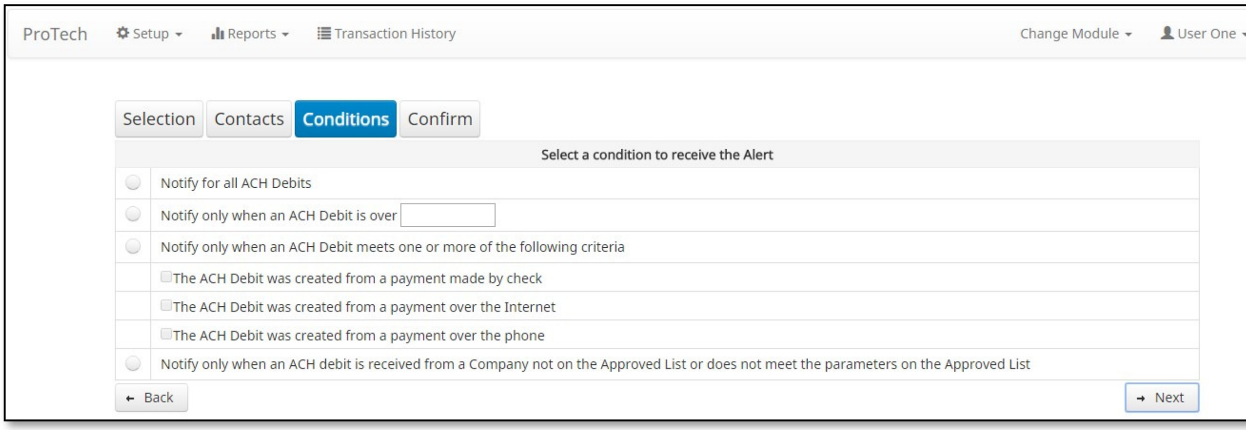


4.1.7. Email

➔ To add an Email Address, click in the Email 1 box. Type the email address.
➔ Add up to 6 email addresses total.



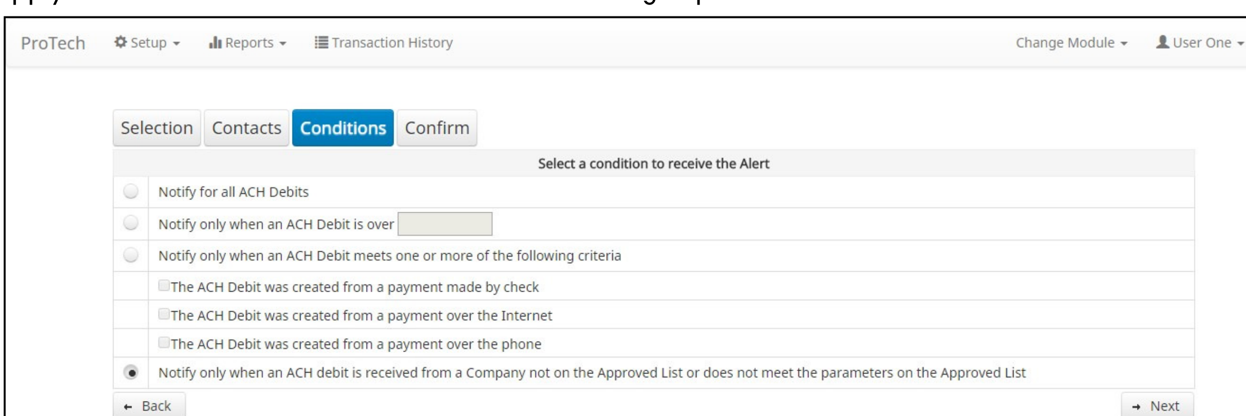
4.1.8. Click **Next** to go to the ***Conditions*** page.



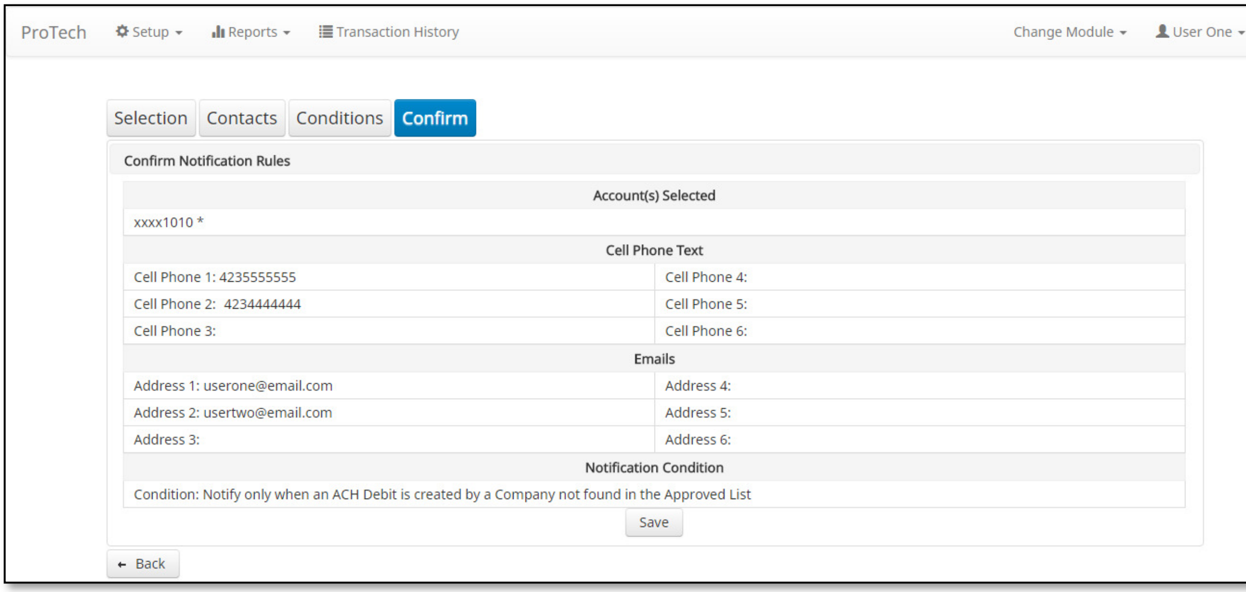
4.1.9. Review the explanations of the Notification Conditions for when you will receive an ALERT.

Condition	Explanation
Notify for all ACH Debits.	You will receive an ALERT for every ACH Debit to your account.
Notify only when an ACH Debit is over [ ]	Enter the dollar amount You will receive an ALERT for all ACH Debits greater than the dollar amount. You will not receive an ALERT for an ACH Debit equal to or less than the dollar amount.
Notify only when an ACH Debit meets one or more of the following criteria	You will receive an ALERT for the criteria you select. Select one, two or all three criteria: • Payment made by check • Payment made online • Payment made over the phone
Notify only when an ACH debit is received from a Company not on the Approved List or does not meet the parameters on the Approved List	You will receive an ALERT for ACH Debits: • From a Company not on the Approved List • Does not meet the parameters of a Company on the Approved List You will not receive an ALERT for ACH Debits that meet the parameters of a Company on the Approved List.

4.1.10. Apply a notification condition to this account number or group of account numbers.



4.1.11. Click **Next** to go to the ***Confirm*** page.



4.1.12. Review the Account(s), Contact(s) and Condition.
➔ To make a change, click **Back**.

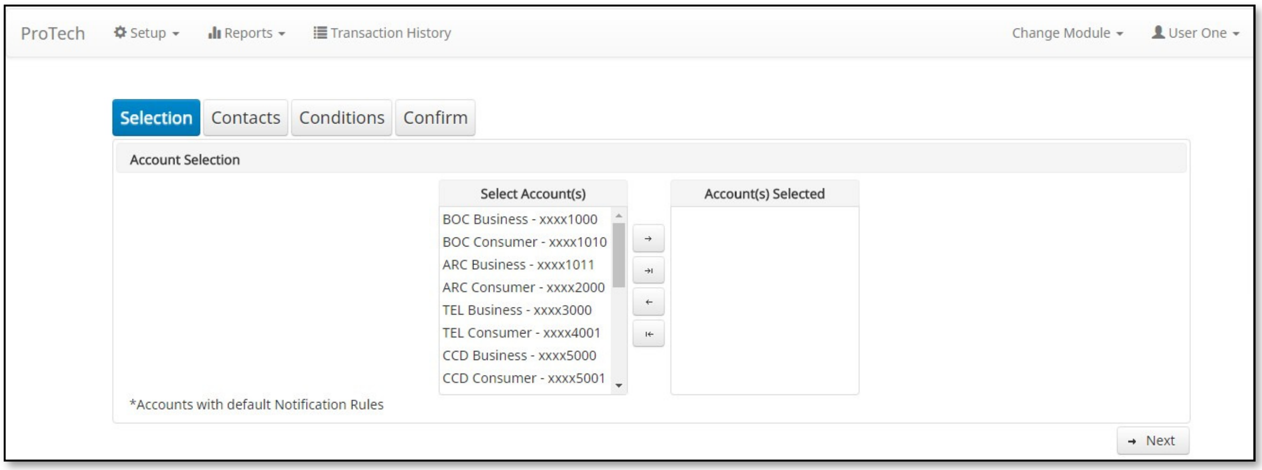
4.1.13. Click **Save**
Success Message: Notification Rules have been configured successfully

NOTE:
If the default Notification Rules have been changed, the Account will no longer have an asterisk.

4.2. Restoring Notification Contact and Condition to Default Client User

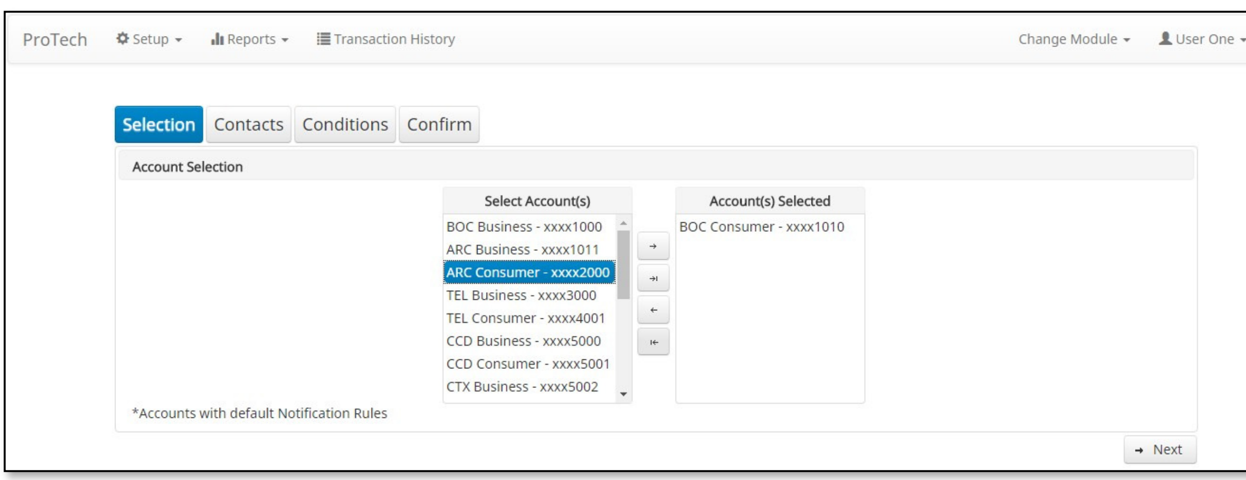
4.2.1. Click **Setup** and then **Notification Rules** to open the ***Notification Rules*** page.
User Privilege Required: Notification Rules

4.2.2. The Select Account(s) is a listing of all Account Numbers for which the User has access.

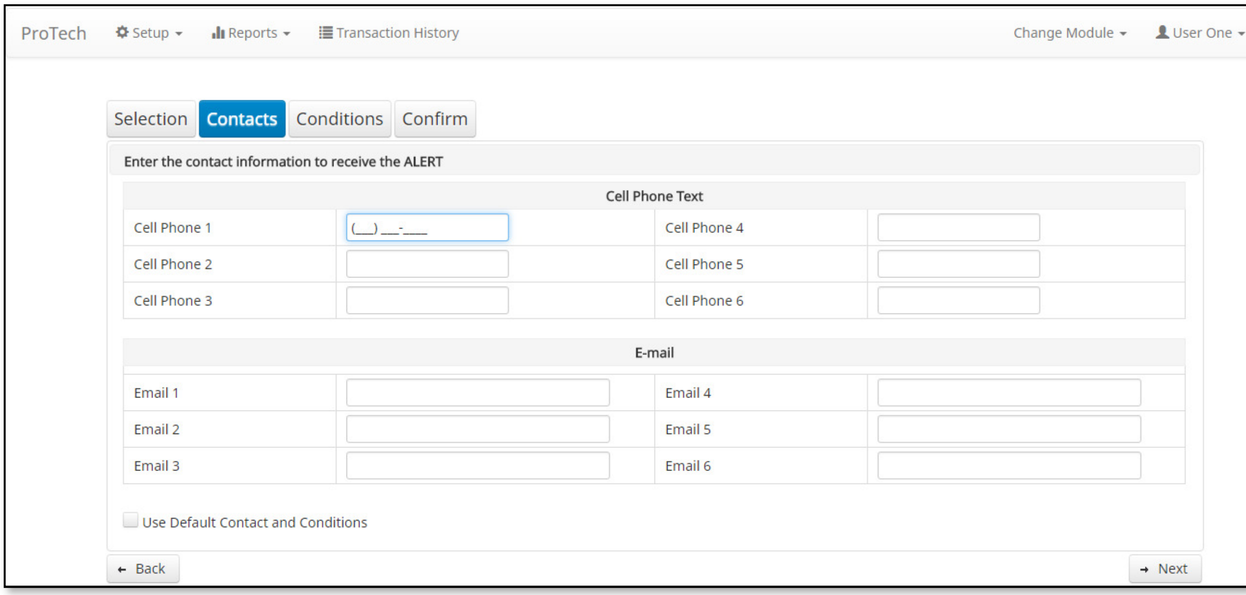


4.2.3. Account numbers with an asterisk have the default notification rules. An email notification is sent to the default client user for these accounts. The notification condition is to Notify for all ACH debits.

4.2.4. Select Accounts and use the arrows in the middle to move the Select Account(s) to the Account(s) Selected section.



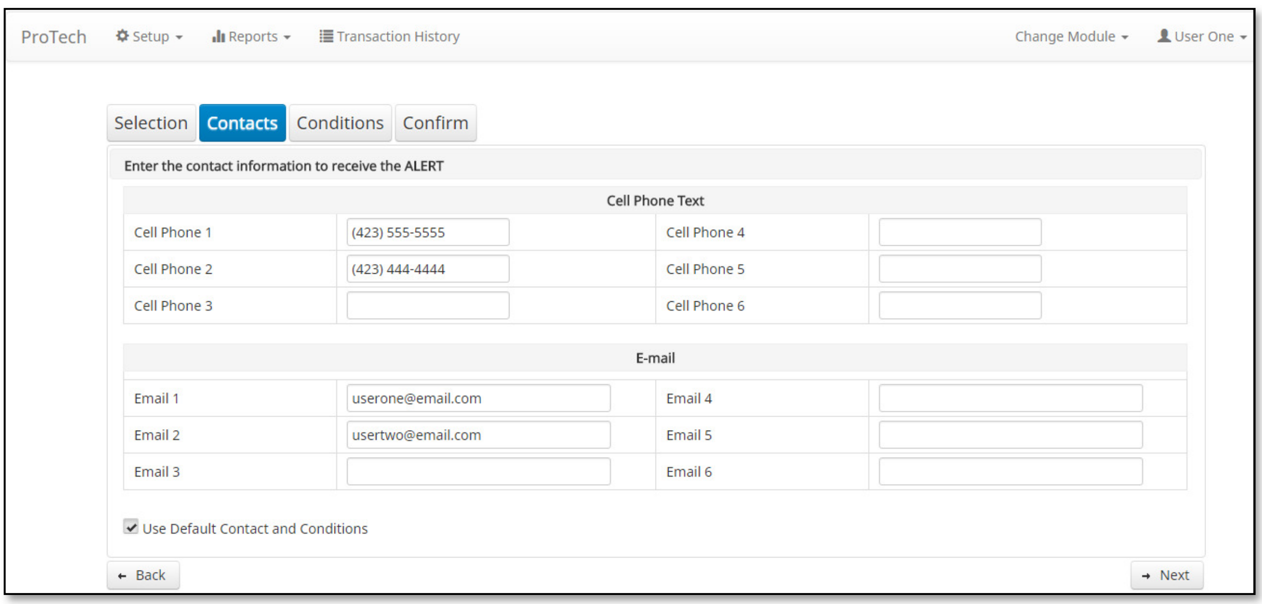
4.2.5. Click **Next** to go to the ***Contacts*** page.



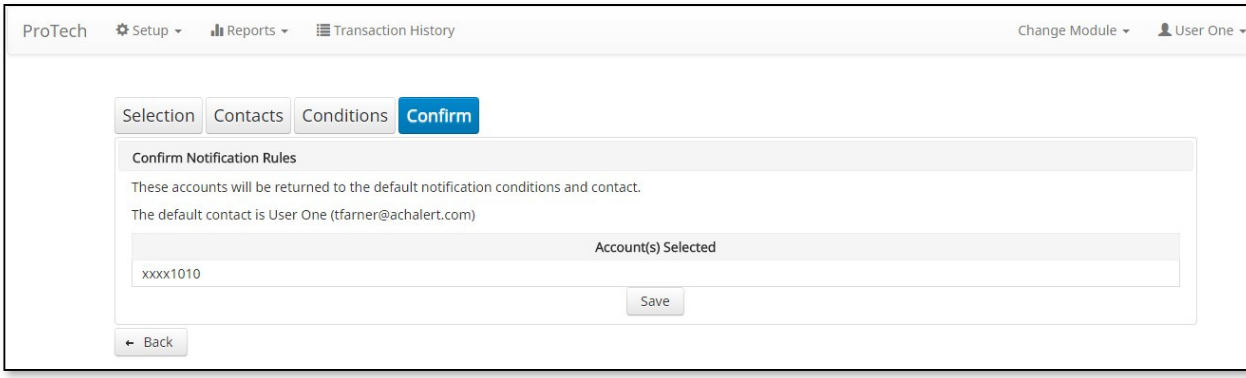
4.2.6. Use Default Contact and Condition

➔ Select the box

➔ Checkmark appears in box



4.2.7. Click **Next** to go to the ***Confirm*** page.



4.2.8. Review the Account(s), Contact(s) and Condition.
➔ To make a change, click **Back**.

4.2.9. Click **Save**
Success Message: Notification Rules have been configured successfully

NOTE:
If the default Notification Rules have been changed, the Account will no longer have an asterisk.

4.3. ACCOUNT ADDED AFTER INITIAL SETUP

NOTE:

- In the Notification Rules, an account added after initial setup will be included in the Account List and display for the Client Users that have access to that account.
- The Account Number will have an asterisk indicating the default notification rules with the notification email going to the Default Client User and the notification condition to Notify for all ACH debits.

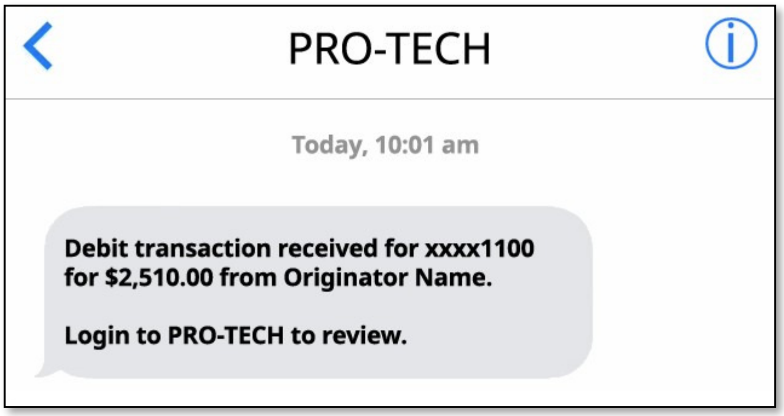
5. Alert Notifications

5.1. Alert Notifications Per Transaction

NOTE:
ALERT email and text messages will be sent to the Contact(s) for every transaction in the file.

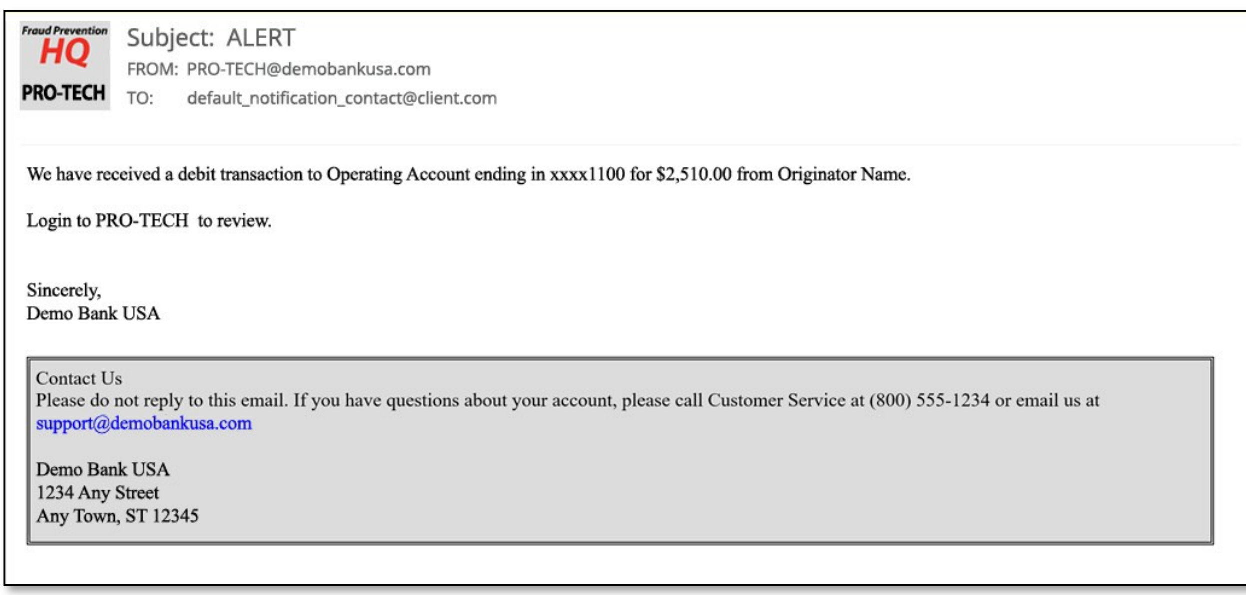
5.1.1. Text Message

➔ Sample Text Message ALERT



5.1.2. Email Message

➔ Sample Email ALERT


Fraud Prevention HQ PRO-TECH

Subject: ALERT
FROM: PRO-TECH@demobankusa.com
TO: default_notification_contact@client.com

We have received a debit transaction to Operating Account ending in xxxx1100 for $2,510.00 from Originator Name.

Login to PRO-TECH to review.

Sincerely,
Demo Bank USA

Contact Us
Please do not reply to this email. If you have questions about your account, please call Customer Service at (800) 555-1234 or email us at support@demobankusa.com

Demo Bank USA
1234 Any Street
Any Town, ST 12345

5.2. Alert Notifications Per Account

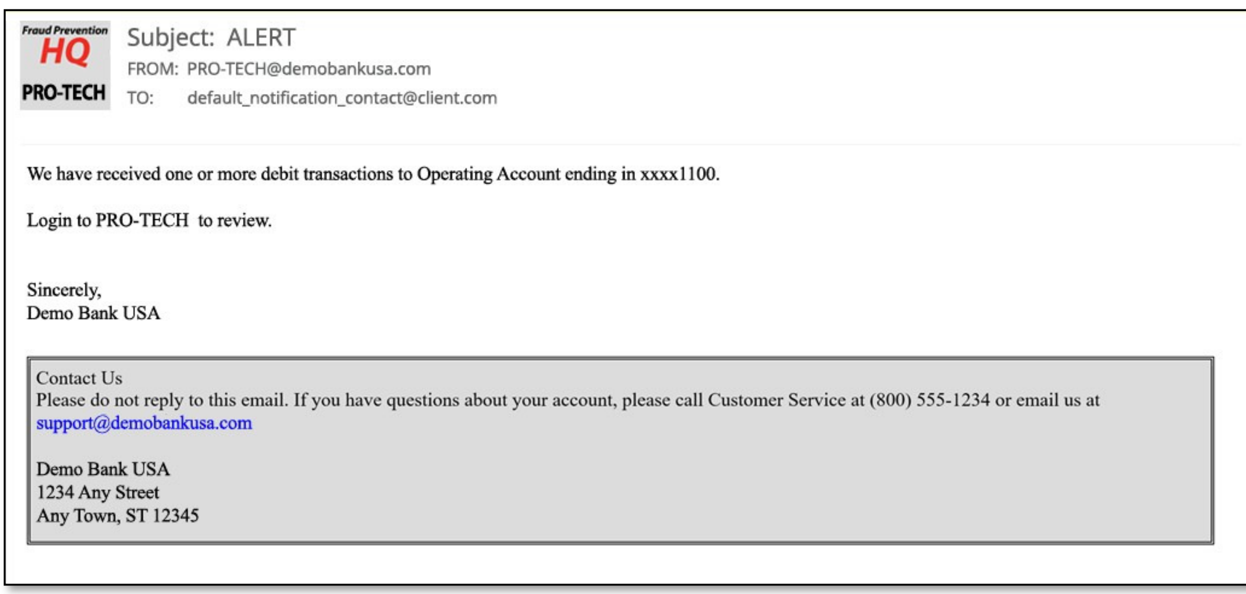
NOTE:
ALERT email and text messages will be sent to the Contacts for every account in the file regardless of the number of transactions per account.

5.2.1. Text Message

➔ Sample Text Message ALERT

5.2.2. Email Message

➔ Sample Email ALERT


Fraud Prevention HQ PRO-TECH

Subject: ALERT
FROM: PRO-TECH@demobankusa.com
TO: default_notification_contact@client.com

We have received one or more debit transactions to Operating Account ending in xxxx1100.

Login to PRO-TECH to review.

Sincerely,
Demo Bank USA

Contact Us
Please do not reply to this email. If you have questions about your account, please call Customer Service at (800) 555-1234 or email us at support@demobankusa.com

Demo Bank USA
1234 Any Street
Any Town, ST 12345

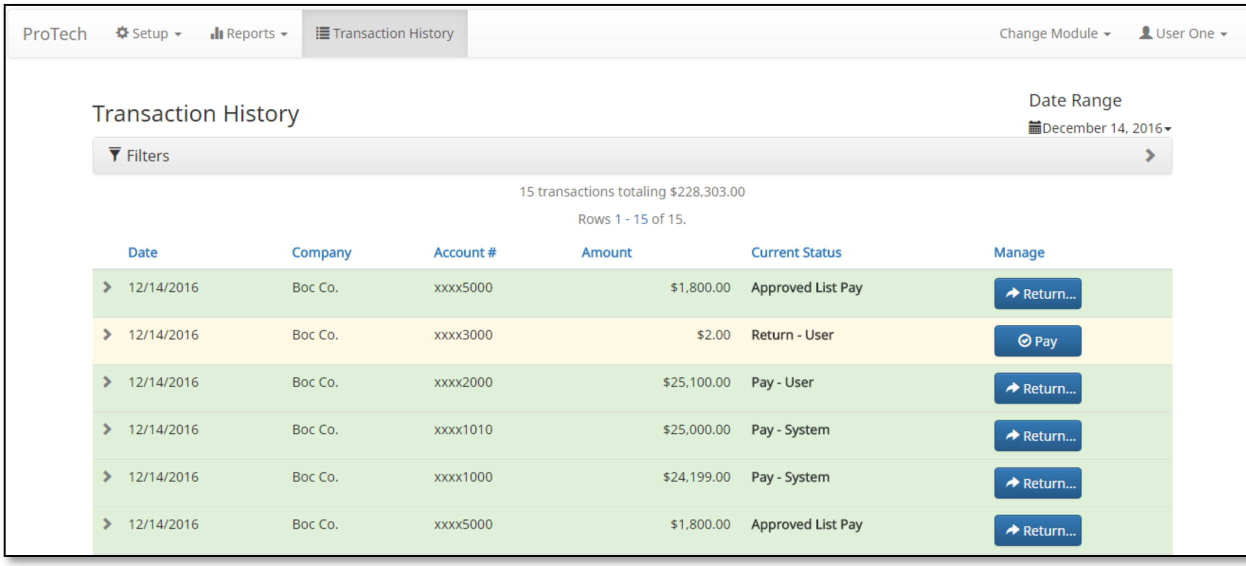
6. Transaction History

NOTE:

- Transactions that will be paid will have green background shading.
- Transactions that will be returned will have yellow background shading.

6.1. View Transaction History

6.1.1. Click **Transaction History** to open the ***Transaction History*** page.
User Access Right: Transaction History



6.2. Transaction Status

6.2.1. Accounts set to Pay All

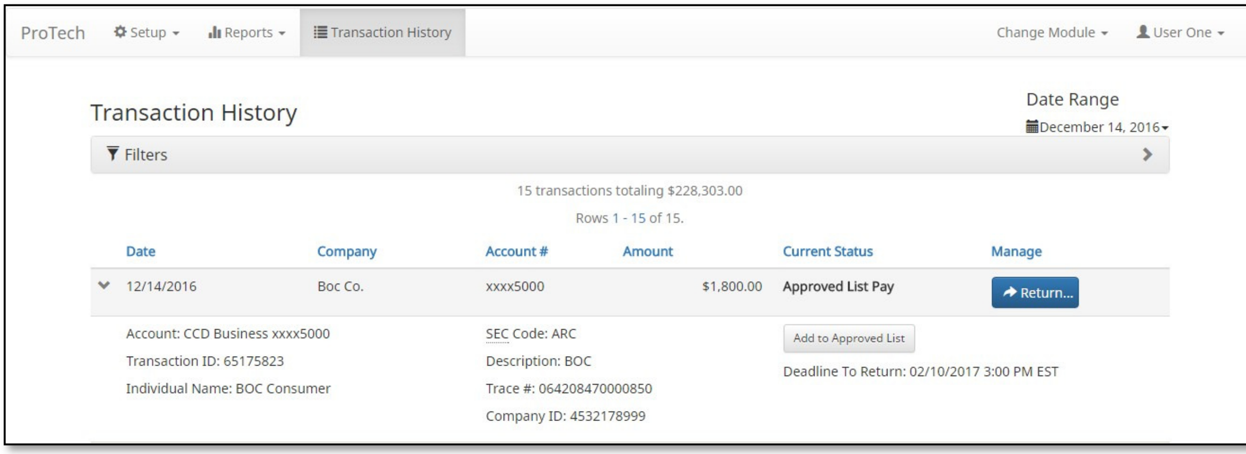
Starting Status	Changed To	Description	Change Allowed Until
Pay – System		Transaction loads with status Pay – System if Company ID does not meet Approved List parameters.	Return Deadline Rule Expires
Approved List Pay		Transaction loads with status Approved List Pay if Company ID does meet Approved List parameters.	Return Deadline Rule Expires
Pay – System	Return – User	Client User may change transaction status to return the transaction which will change the status to Return – User. This action must be performed within the Return Deadline Rules.	End of Day
Approved List Pay	Return – User	Client User may change transaction status Approved List Pay to return the transactions which will change the status to Return – User. This action must be performed within the Return Deadline Rules.	End of Day
Return – User	Pay – User	Client User may change transaction status Return – User to pay the transaction which will change the status to Pay – User. This action must be performed before the end of day. Transactions with status Return – User after end of day cannot be changed to pay.	Return Deadline Rule Expires
Pay – User	Return – User	Client User may change transaction status Pay – User to return the transaction which will change the status to Return – User. This action must be performed within the Return Deadline Rules.	End of Day

6.2.2. Accounts set to Return All

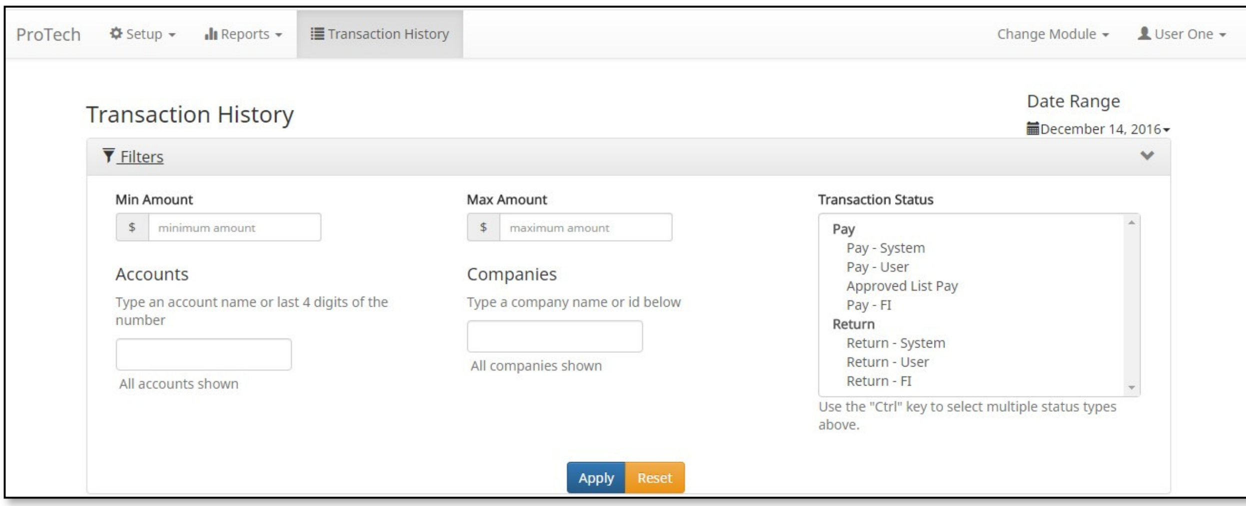
Starting Status	Changed To	Description	Change Allowed Until
Return – System		Transaction loads with status Return – System if Company ID does not meet Approved List parameters.	Return Deadline Rule Expires
Approved List Pay		Transaction loads with status Approved List Pay if Company ID does meet Approved List parameters.	Return Deadline Rule Expires
Return – System	Pay – User	Client User may change transaction status Return – System to pay the transaction which will change the status to Pay – User.	End of Day
Approved List Pay	Return – User	Client User may change transaction status Approved List Pay to return the transaction which will change the status to Return – User.	Return Deadline Rule Expires
Return – User	Pay – User	Client User may change transaction status Return – User to pay the transaction which will change the status to Pay – User.	End of Day
Pay – User	Return – User	Client User may change transaction status Pay – User to return the transaction which will change the status to Return – User.	Return Deadline Rule Expires

6.2.3. The transaction details are displayed for files loaded on the date shown in the upper right-hand corner.

6.2.4. Clicking on the > will expand the detailed information for each transaction listed.

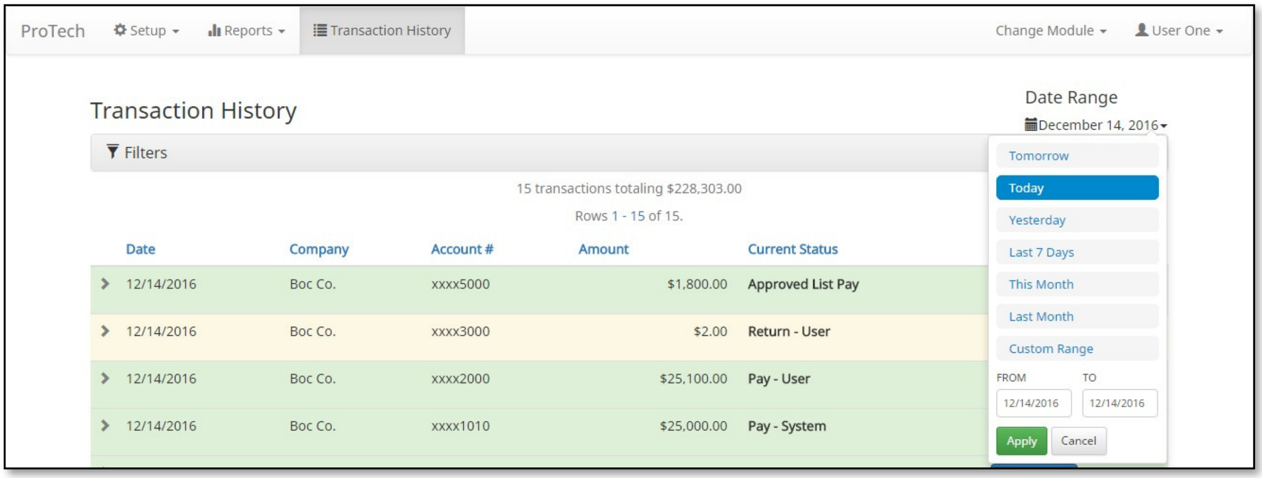


6.2.5. Click **Filters** to customize the search options.



Option	Results
Min Amount	Enter a minimum dollar amount to search for transactions with at least this dollar amount or more.
Max Amount	Enter a maximum dollar amount to search for transactions with this amount or less.
Transaction Status	• Pay – System: File Load Status of Transaction from Account set to Pay All • Pay – User: Client User Change Status from Return – System or Return – User • Approved List Pay: File Load Status of Transaction from Account set to Return All or from Account set to Pay All and the Transaction met the parameters of the Company on Approved List • Pay – FI: Mountain America Change Status from Return – System or Return – User • Return – System: File Load Status of Transaction from Account set to Return All • Return – User: Client User Change Status from Pay – System or Pay – User or Approved List Pay • Return – FI: Mountain America Change Status from Pay – System or Pay – User or Approved List Pay
Account	Enter a specific account number
Companies	Enter a specific company name

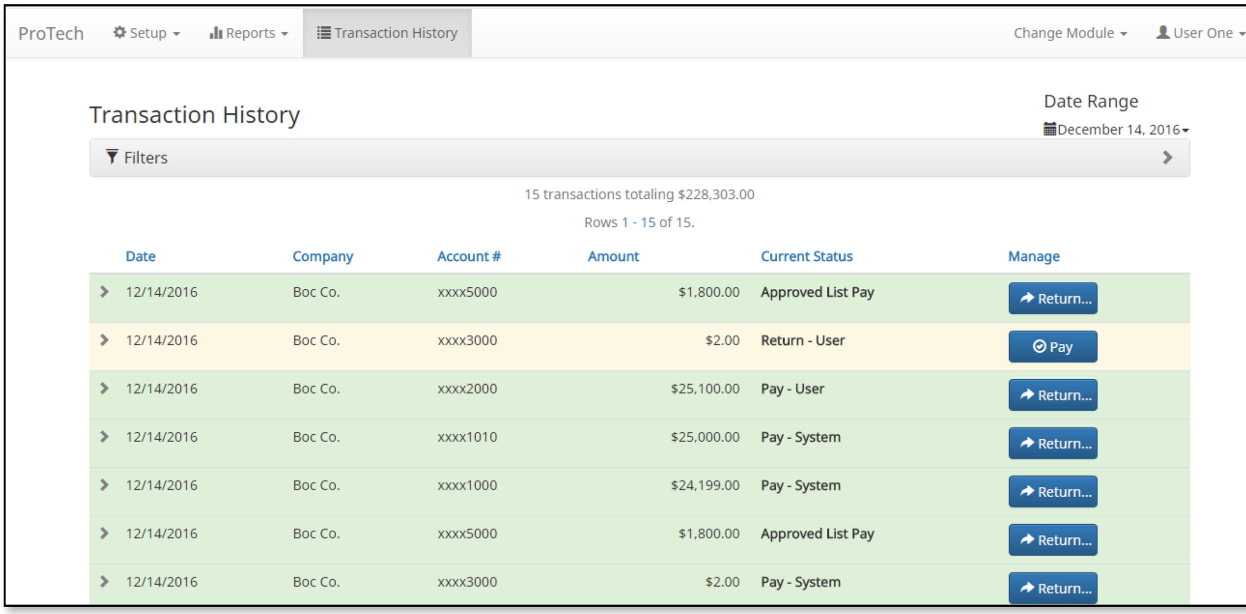
6.2.6. Date Range can be selected to search for a specific Date or Date Range.



Condition	Explanation
Tomorrow	• Transactions for the next business day
Today	• Transactions for the current day
Yesterday	• Transactions for the previous day
Last 7 Days	• Transactions from the last seven days
This Month	• Transactions for the current month
Last Month	• Transactions from the previous month
Custom Range	• Enter a date range to search Tthe system will store transactions up to 90 days

6.3. CHANGE STATUS

6.3.1. Click **Transaction History** to open the ***Transaction History*** page.
User Access Right: Transaction History and Change Transaction Status

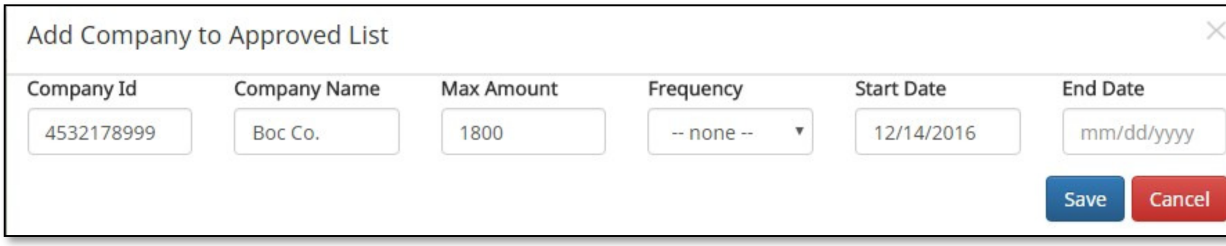


6.3.2. To change the transactions status, click the box in the Manage column:

Status	Change Status
Pay – System	Return – User
Pay – User	Return – User
Approved List Pay	Return – User
Return – System	Pay – User
Return – User	Pay – User
Pay – FI	Return – User
Return – FI	Pay – User

6.3.3. The user can also Add to Approved List by clicking the Pay box to pay a transaction.

➔ Click Add to Approved List to open the ***Add Company to Approved List*** window.

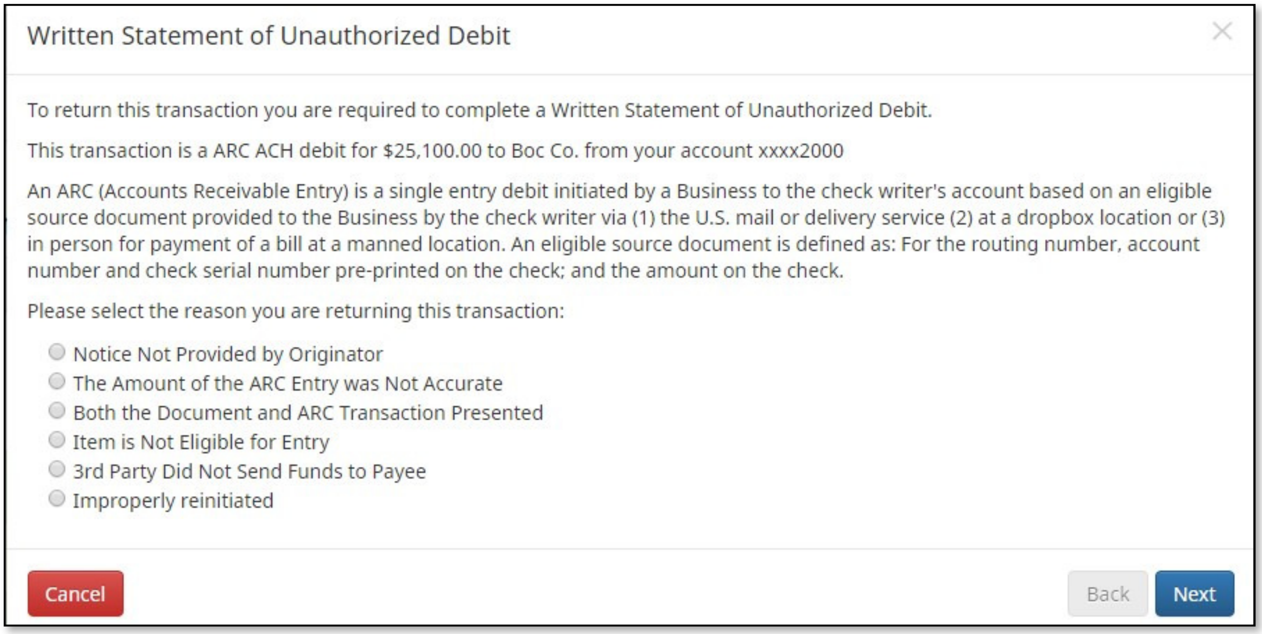


Field	Description	Can Be Modified
Company ID	Populated with data in the transaction	
Company Name	Populated with data in the transaction	
Max Amount	Populat ed with amount of transaction	✓
Frequency	Left blank	✓
Start Date	Populated with date of transaction	✓
End Date	Left blank	✓

6.3.4. Click **Save**
Go back to the ***Transaction History*** page.

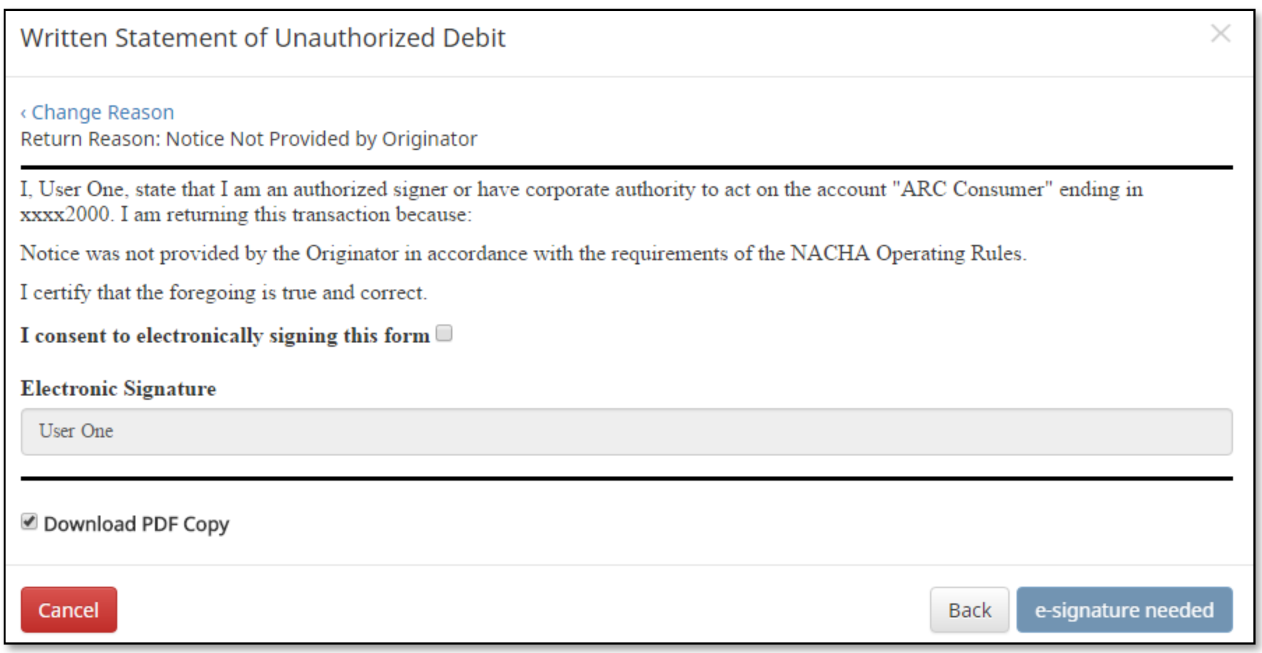
6.4. Change Status With Written Statement of Unauthorized Debit

6.4.1. If the Transaction is changed to Return – User and requires a Written Statement, the ***Written Statement of Unauthorized Debit*** window will open. The Written Statement must be completed to Return the Transaction



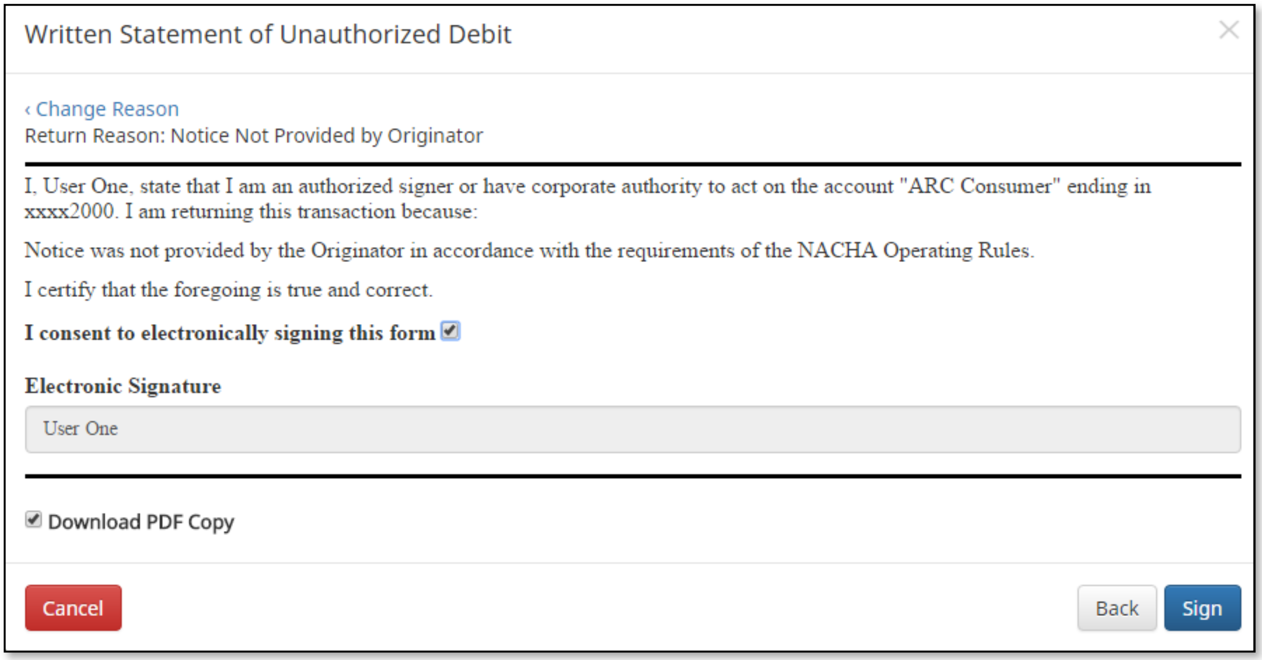
6.4.2. Select the reason for the return.

6.4.3. Select **Next**



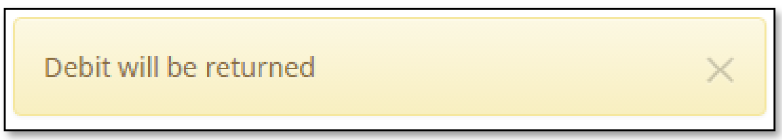
6.4.4. Click the <u>I consent to electronically signing this form</u> acknowledgement box.

6.4.5. Electronic signature box will change to Sign

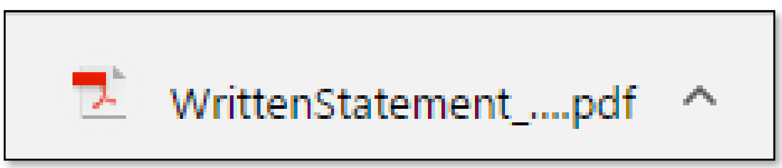


6.4.6. Click the **Electronic Signature** box and type your name.

6.4.7. Click **Sign**.
Success Message: Debit will be returned.



6.4.8. Click **Download PDF** for a copy of the Written Statement



7. Approved List

7.1. Approved List Field Definitions

Field Name	Optional or Required Field	Field validated	Field Content	Notes
Company ID	Required	Exact match	Maximum: 10	Valid Characters: A-Z period . a-z number sign # 0-9 comma , dash - space underscore _
Company Name	Optional	Not validated	Maximum: 16	Valid Characters: A-Z period . a-z number sign # 0-9 comma , dash - space underscore _
Max Amount	Optional However, it is recommended to enter an amount	• The transaction meets the parameters when the amount is less than or equal to the Max Amount. • The transaction does not meet the parameters when the amount is greater than the Max Amount.	• Blank: any amounts meet the parameters • Zero: no amount meets the parameters • Highest amount: $99,999,999.99	Valid Characters: 0-9
Frequency	Optional	• If multiple transactions are on a file, the sort order is highest to lowest dollar value. • If the transaction with the highest dollar value exceeds the Max Amount, all transactions on the file are not approved. • If the transaction with the highest dollar value is equal to or less than the Max Amount, that transaction is approved and all other transactions on the file are not approved.	• DAILY: 1 business day • WEEKLY: 7 calendar days • BIWEEKLY: 14 calendar days • MONTHLY: Monthly date to date • QUARTERLY: Quarterly date to date • YEARLY: Yearly date to date Date to Date exceptions: • Non-Leap Year January 29, 30, 31: February 28 • Lear-Year January 30, 31: February 29 • March 31: April 30 • May 31: June 30 • August 31: September 30 • October 31: November 30	Counter • The counter begins with the first transaction received after the Company and Account is added to the Approved List regardless if the transaction meets or does not meet the parameters of the Approved List.
Start Date	Required	• The transaction meets the parameters when the date is equal to or after the Start Date. • The transaction does not meet the parameters when the date is before the Start Date.	The Start Date is based on the settlement date.	Valid Characters: 0-9
End Date	Optional	• The transaction meets the parameters when the date is equal to or before the End Date. • The transaction does not meet the parameters when the date is after the End Date. • The transaction meets the parameters when the field is blank.	The End Date is based on the settlement date.	Valid Characters: 0-9

7.1.1. Trusted trading partners that you have authorized for ACH debit payment may be added to the Approved List.

- ➔ ALERT Notification

  If the Account Notification Condition is "Notify only when an ACH debit is created by a Company not found in the Approved List":

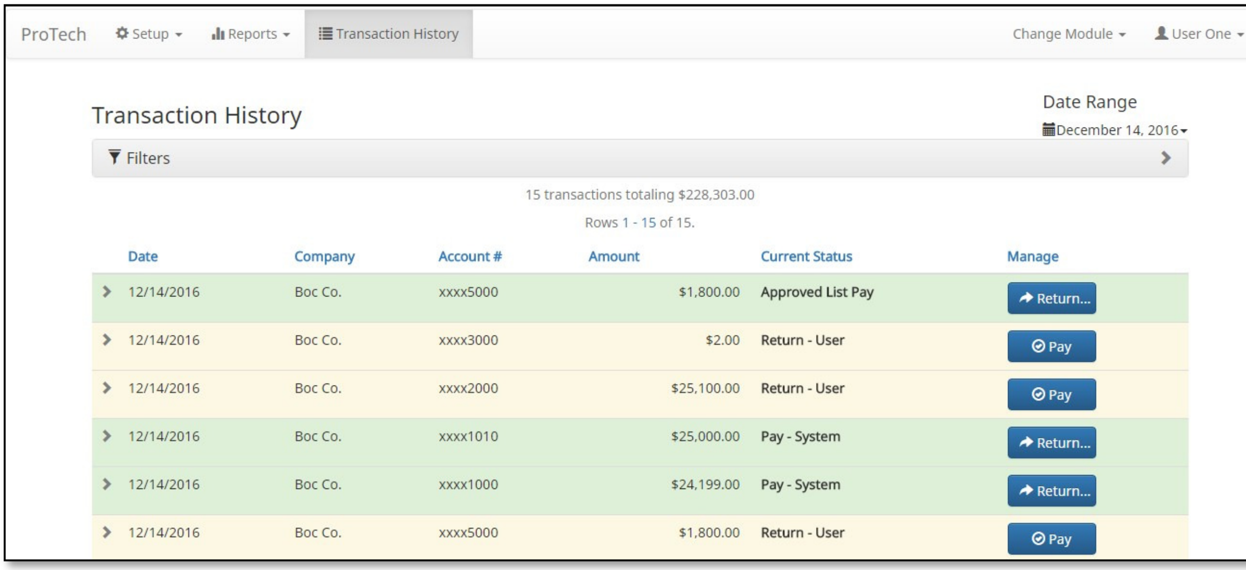
  - ⇨ You will receive an ALERT for transactions that do not meet the parameters of a Company on the Approved List.
  - ⇨ You will not receive an ALERT for transactions that meet the parameters of a Company on the Approved List.
- ➔ Review the Notification Conditions if the Account Notification Condition is *not* "Notify only when an ACH Debit is created by a Company not found in the Approved List".

7.1.2. Transaction Status

- ➔ Account set to Pay All:
  - ⇨ The file load status is **Pay – System** for transactions that do not meet the parameters of a Company on the Approved List.
  - ⇨ The file load status is **Approved List Pay** for transactions that do meet the parameters of a Company on the Approved List.
- ➔ Account set to Return All:
  - ⇨ The file load status is **Return – System** for transactions that do not meet the parameters of a Company on the Approved List.
  - ⇨ The file load status is **Approved List Pay** for transactions that do meet the parameters of a Company on the Approved List.

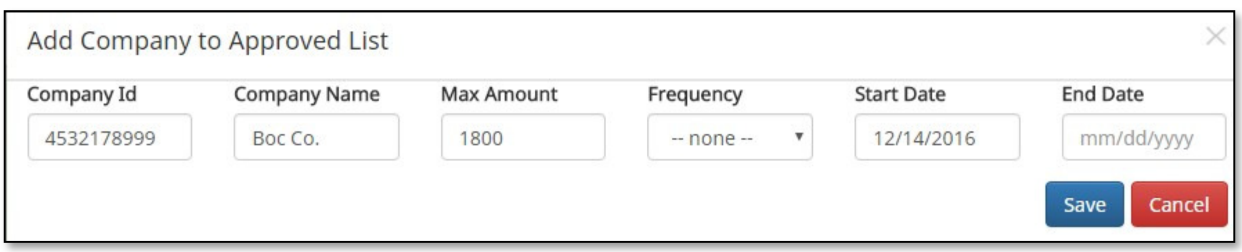
7.2. Add to Approved List From Transaction History

7.2.1. Click **Transaction History** to open the ***Transaction History*** page.
User Access Right: Transaction History and Change Transaction Status



7.2.2. Click the > beside the transaction.

7.2.3. Click <u>Add to Approved List</u> to open the ***Add Company to Approved List*** window.

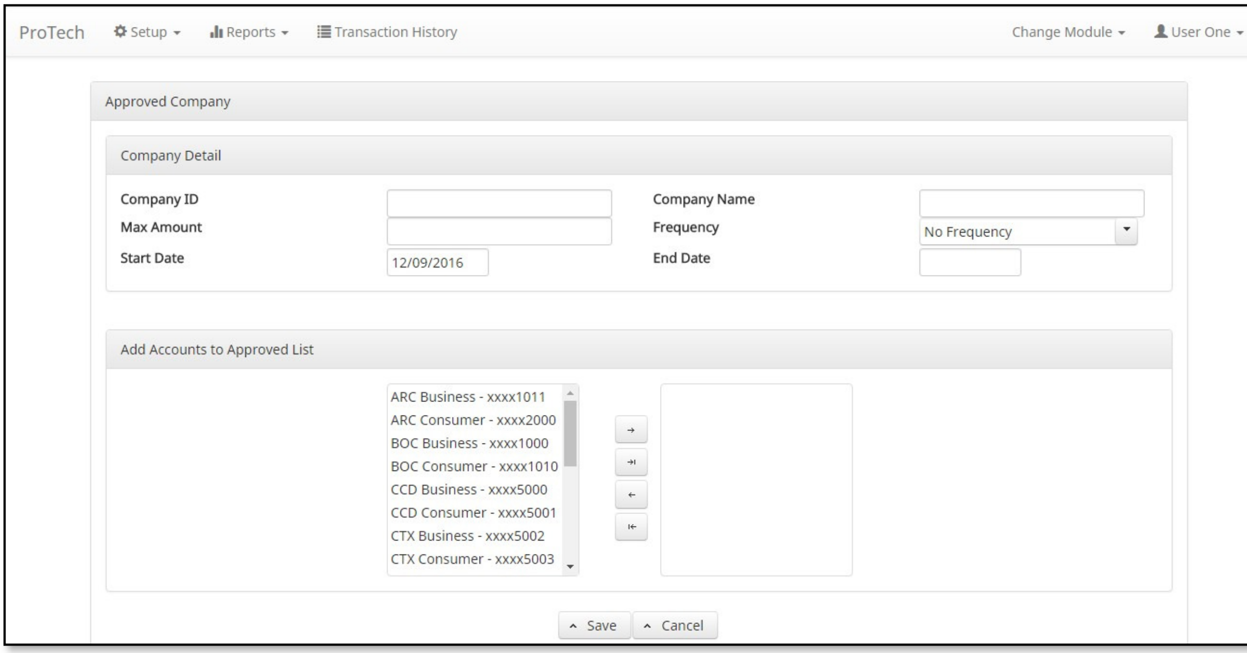


Field	Description	Can Be Modified
Company ID	Populated with data in the transaction	
Company Name	Populated with data in the transaction	
Max Amount	Populated with amount of transaction	✓
Frequency	Left blank	✓
Start Date	Populated with date of transaction	✓
End Date	Left blank	✓

7.2.4. Click **Save**
Go back to the ***Transaction History*** page.

7.3. Add to Approved List From Setup

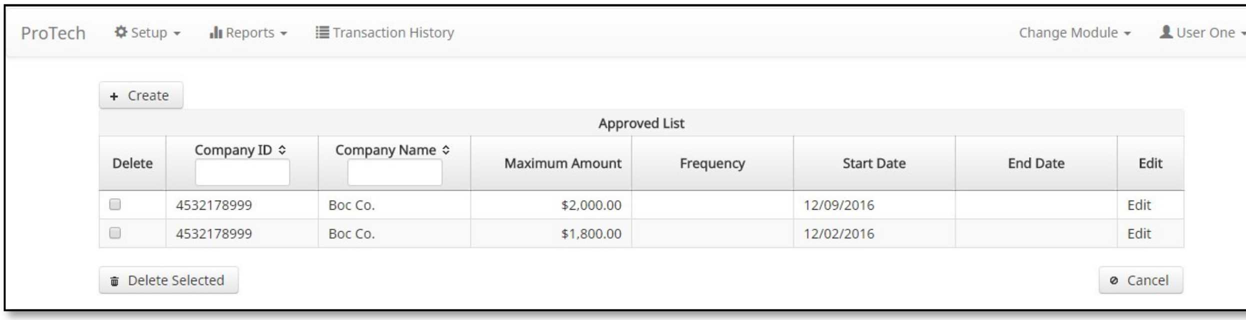
7.3.1. Click **Setup** and then **Approved List** to open the ***Approved List*** page.
User Privilege Required: Approved List



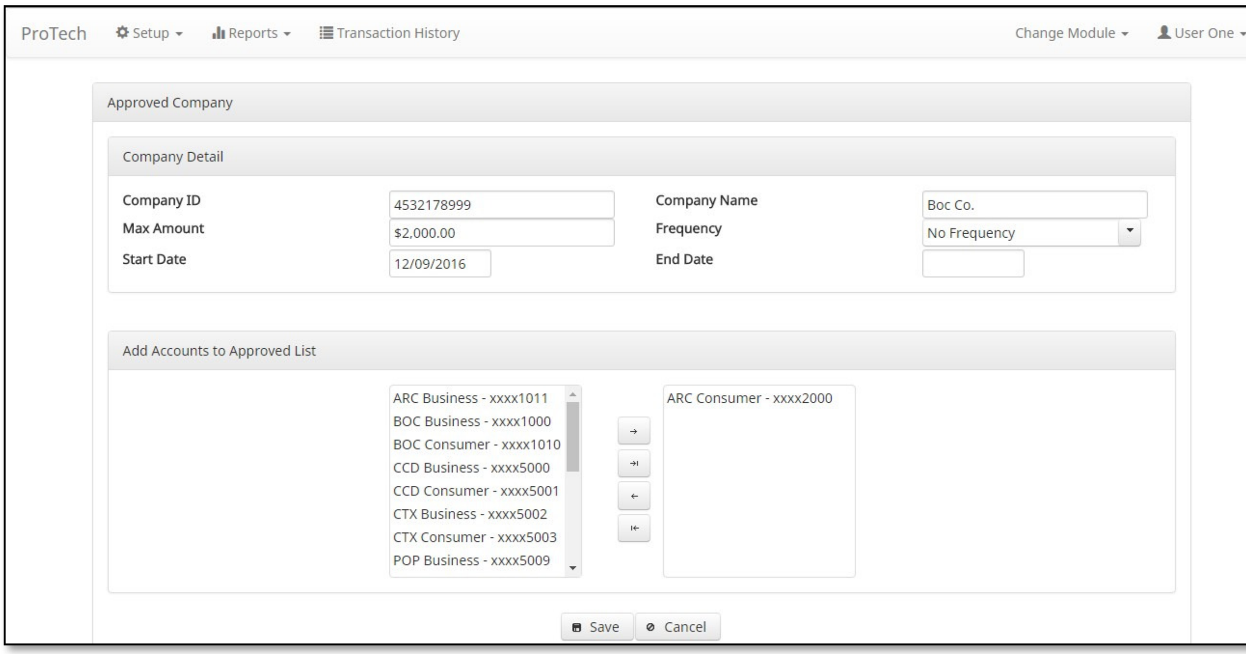
7.3.2. View Approved List Field Definitions for details to complete the Approved List entry.

7.4. Edit a Company on the Approved List

7.4.1. Click **Setup** and then **Approved List** to open the ***Approved List*** page.
User Privilege Required: Add to the Approved List



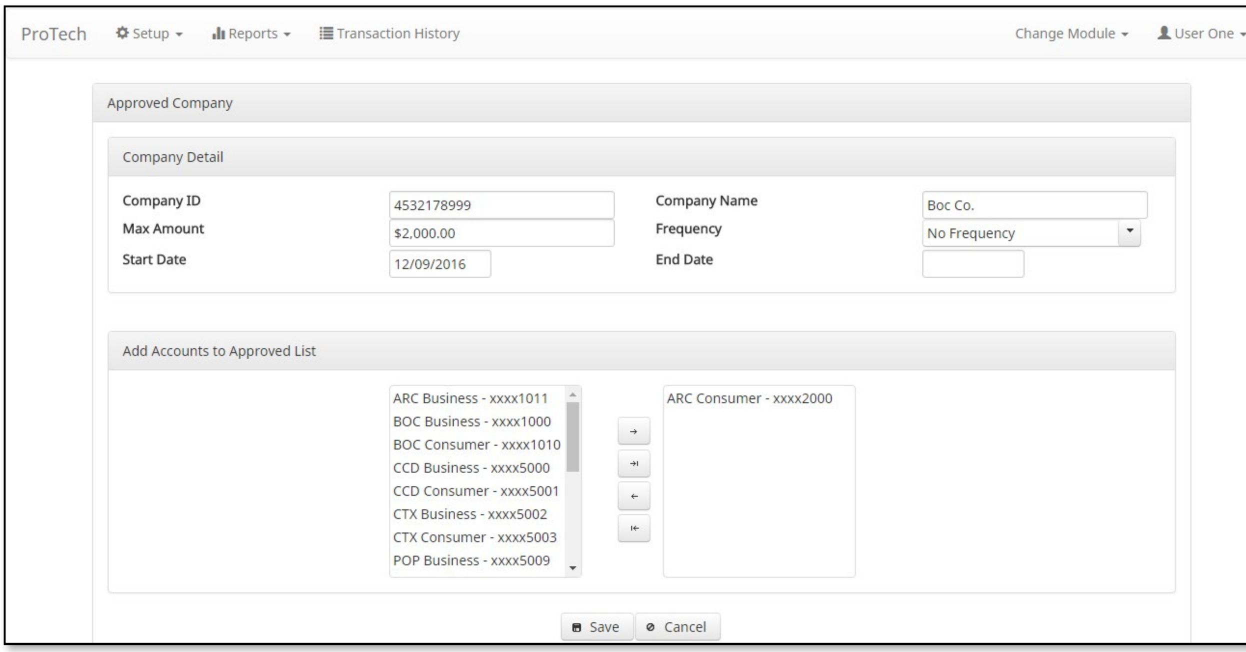
7.4.2. Locate the Company. Click **Edit** in the Edit Column to open the ***Approved Company*** page.



7.4.3. To search by Company ID, enter the first character or first few characters of the Company ID in the Company ID box

7.4.4. To search by Company Name, enter the first character or first few characters of the Company Name in the Company Name box

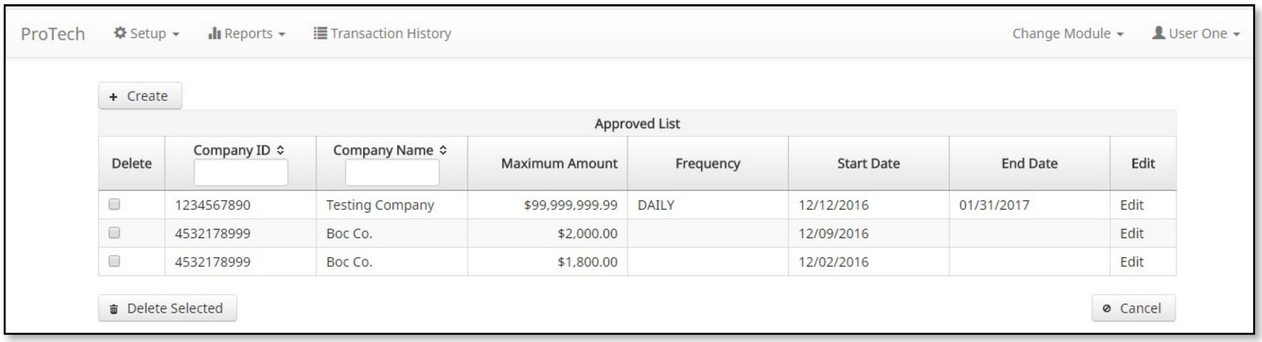
7.4.5. Edit the fields and Accounts as needed



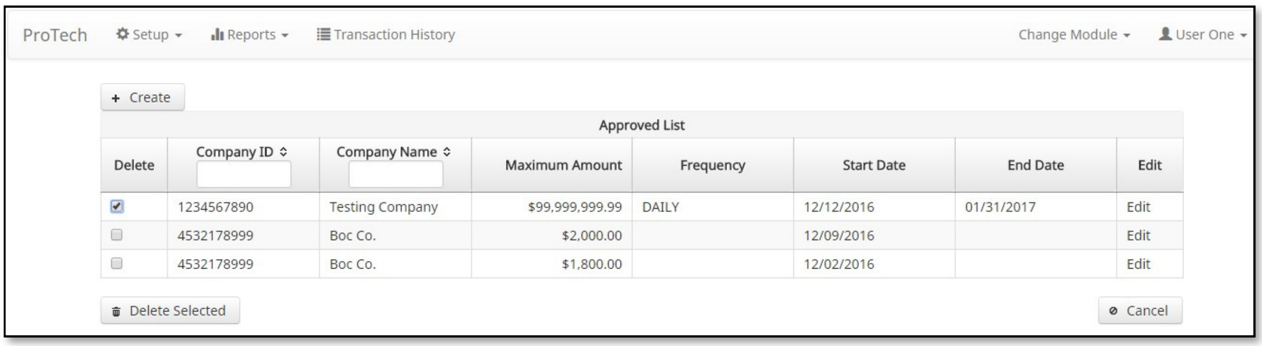
7.4.6. Click **Save**
Go to ***Approved List*** page
Success Message: Approved Company Saved Successfully

7.5. Delete a Company From the Approved List for all Accounts

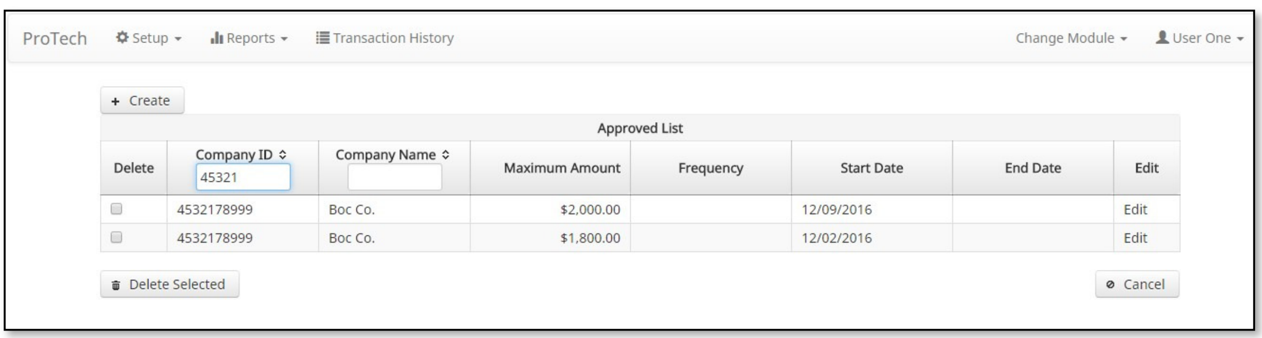
7.5.1. Click **Setup** and then **Approved List** to open the ***Approved List*** page.
User Privilege Required: Add to Approved List



7.5.2. Locate the Company. Check the box in the Delete Column. You may select more than one Company to delete.



7.5.3. To search by <u>Company ID</u>, enter the first character or first few characters of the Company ID in the Company ID box



7.5.4. To search by Company Name, enter the first character or first few characters of the Company Name in the Company Name box

ProTech | Setup | Reports | Transaction History | Change Module | User One

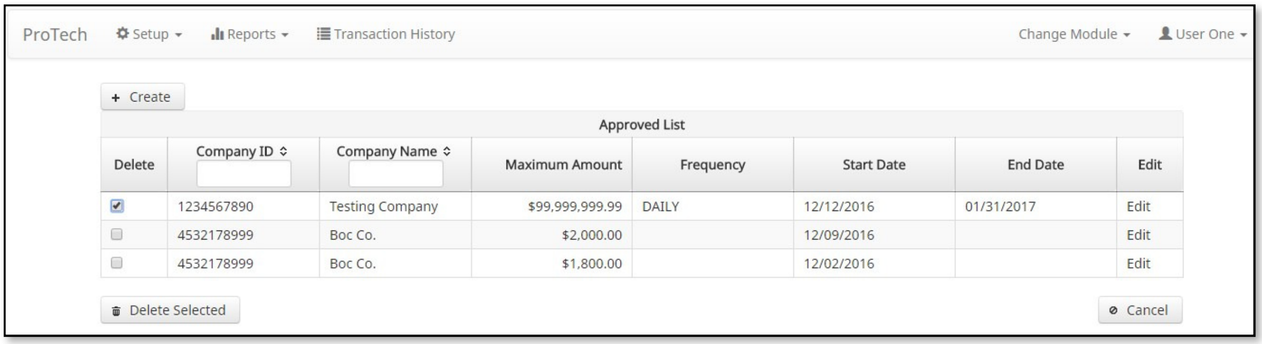
+ Create

Approved List

Delete	Company ID	Company Name (Boc C)	Maximum Amount	Frequency	Start Date	End Date	Edit
☐	4532178999	Boc Co.	$2,000.00		12/09/2016		Edit
☐	4532178999	Boc Co.	$1,800.00		12/02/2016		Edit

Delete Selected | Cancel

7.5.5. Click **Delete** Selected



ProTech | Setup | Reports | Transaction History | Change Module | User One

+ Create

Approved List

Delete	Company ID	Company Name	Maximum Amount	Frequency	Start Date	End Date	Edit
☑	1234567890	Testing Company	$99,999,999.99	DAILY	12/12/2016	01/31/2017	Edit
☐	4532178999	Boc Co.	$2,000.00		12/09/2016		Edit
☐	4532178999	Boc Co.	$1,800.00		12/02/2016		Edit

Delete Selected | Cancel

7.5.6. Success Message: Approved Companies Deleted Successfully

8. Reports

8.1. Notification Rules Report

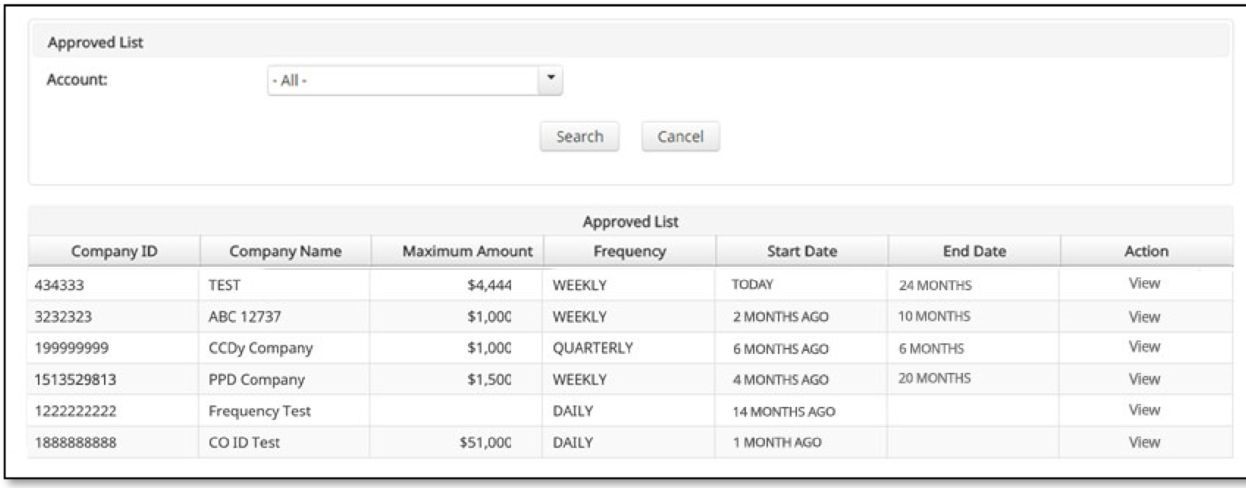
8.1.1. Click **Reports** and then **Notification Rules Report** to open the ***Notification Rules Report*** page.
User Privilege Required: Notification Rules Report

Notification Conditions for Client 1								
Account Number	Account Setting	Notification Condition	Debit Amount	Check	Internet	Phone	Email	Cellphone
xxxx1111	Pay All	Company Not In Approved List	-	-	-	-	1. default_notification_contact@client.com 2. 3. 4. 5. 6.	1. 2. 3. 4. 5. 6.
xxxx2222	Pay All	All Debits	-	-	-	-	1. 2. 3. 4. 5. 6.	1 888-555-1212 2 3. 4. 5. 6.
xxxx3333	Pay All	All Debits	-	-	-	-	1. default_notification_contact@client.com 2. additional_contact@client.com 3. 4. 5. 6.	1. 888-555-1212 2. 3. 4. 5. 6.

Field	Description
Account Number	The full account number
Account Setting	• Pay All • Return All
Notification Condition	• All Debits • Debit Only with the Debit Amount • Company Not in Approved List
Debit Amount	If Notification Condition is Debit Only with the Debit Amount, the amount entered will be displayed.
Check	• If Notification Condition is ACH Debits with Check/Internet/Phone is selected • If Check is selected, Y will be present
Internet	• If Notification Condition is ACH Debits with Check/Internet/Phone is selected • If Internet is selected, Y will be present
Phone	• If Notification Condition is ACH Debits with Check/Internet/Phone is selected • If Phone is selected, Y will be present
Email	Email address(es) that will receive email ALERTs
Cellphone	Cellphone numbers(s) that will receive email ALERTs

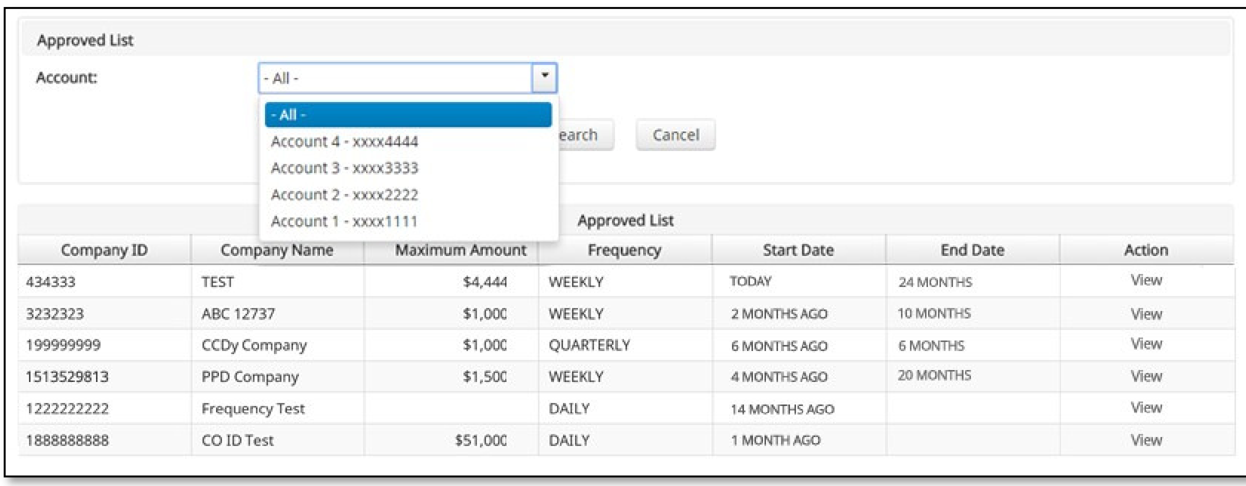
8.2. Approved List

8.2.1. Click **Reports** and then **Approved List Report** to open the ***Approved List Report*** page.
User Privilege Required: Approved List



Company ID	Company Name	Maximum Amount	Frequency	Start Date	End Date	Action
434333	TEST	$4,444	WEEKLY	TODAY	24 MONTHS	View
3232323	ABC 12737	$1,000	WEEKLY	2 MONTHS AGO	10 MONTHS	View
199999999	CCDy Company	$1,000	QUARTERLY	6 MONTHS AGO	6 MONTHS	View
1513529813	PPD Company	$1,500	WEEKLY	4 MONTHS AGO	20 MONTHS	View
1222222222	Frequency Test		DAILY	14 MONTHS AGO		View
1888888888	CO ID Test	$51,000	DAILY	1 MONTH AGO		View

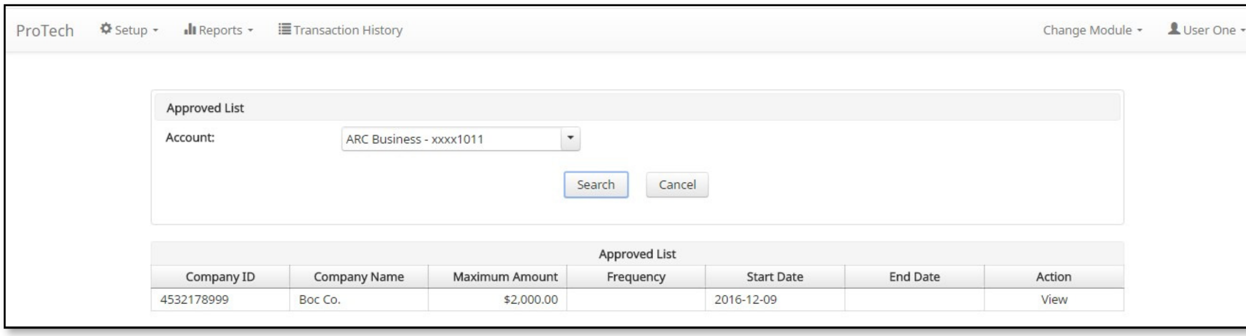
8.2.2. The <u>Account</u> drop-down menu will allow the user to search approved list entries by account number. Select the account number from the drop-down menu



Company ID	Company Name	Maximum Amount	Frequency	Start Date	End Date	Action
434333	TEST	$4,444	WEEKLY	TODAY	24 MONTHS	View
3232323	ABC 12737	$1,000	WEEKLY	2 MONTHS AGO	10 MONTHS	View
199999999	CCDy Company	$1,000	QUARTERLY	6 MONTHS AGO	6 MONTHS	View
1513529813	PPD Company	$1,500	WEEKLY	4 MONTHS AGO	20 MONTHS	View
1222222222	Frequency Test		DAILY	14 MONTHS AGO		View
1888888888	CO ID Test	$51,000	DAILY	1 MONTH AGO		View

8.2.3. Click **Search**

8.2.4. All approved list entries will appear for the account number selected.



8.2.5. Click **Cancel**
Return to the ***Client Base*** main page