



**MOUNTAIN AMERICA**  
CREDIT UNION

**Module: PRO-TECH**  
Guide For: Members

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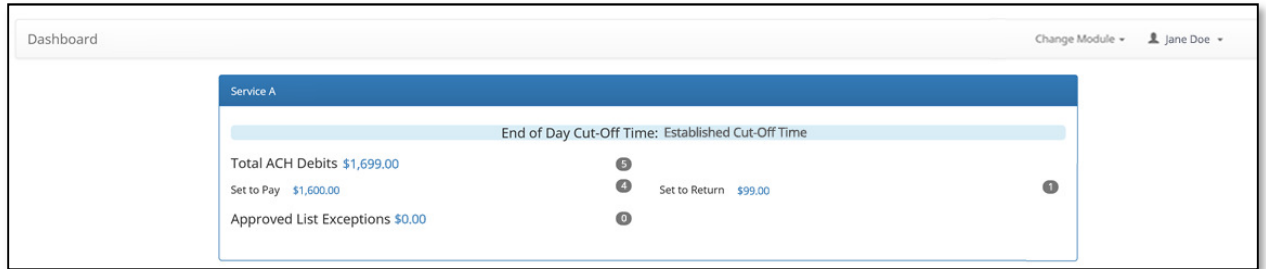
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# 1. DASHBOARD

## 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

The screenshot shows a dashboard window titled "ProTech". At the top right, it says "Change Module" and "User One". The main content area displays "End of Day Cut-Off Time: Monday 3:00 PM EST". Below this, there are three summary items: "Total ACH Debits \$152,202.00" with a "10" icon, "Set to Pay \$127,202.00" with a "9" icon, and "Approved List Exceptions \$148,602.00" with a "8" icon. On the right side, there is a "Set to Return \$25,000.00" with a "1" icon.

### 1.2.2. Direct links to Specific Transactions

→ Total ACH debits

User Privilege Required: Transaction History

→ All ACH debits will be displayed

The screenshot shows the "Transaction History" page. At the top right, it says "Date Range" and "December 5, 2016". Below this is a "Filters" dropdown. The main content area displays "10 transactions totaling \$152,202.00" and "Rows 1 - 10 of 10." Below this is a table with the following columns: Date, Company, Account #, Amount, Current Status, and Manage. The table contains 10 rows of transaction data. At the bottom left, there is a "Download As CSV" button.

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

PRO-TECH		
End of Day Cut-Off Time: Monday 3:00 PM EST		
Total ACH Debits	\$152,202.00	10
Set to Pay	\$127,202.00	9
System	\$123,600.00	6
User	\$2.00	1
Approved List	\$3,600.00	2
FI	\$0.00	0
Approved List Exceptions	\$148,602.00	8
Set to Return	\$25,000.00	1

⇒ System

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

Transaction History						Date Range
Filters						December 5, 2016
6 transactions totaling \$123,600.00						
Rows 1 - 6 of 6.						
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...	
Download As CSV						

⇒ User

ACH debits the Client User has selected to pay.

Transaction History						Date Range
Filters						December 5, 2016
1 transactions totaling \$2.00						
Rows 1 - 1 of 1.						
Date	Company	Account #	Amount	Current Status	Manage	
12/05/2016	Boc Co.	xxxx3000	\$2.00	Pay - User	Return...	
Download As CSV						

⇒ Approved List

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

Transaction History Date Range  
December 5, 2016

Filters

2 transactions totaling \$3,600.00  
Rows 1 - 2 of 2.

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.	xxxx5000	\$1,800.00	Approved List Pay	Return...

Download As CSV

⇒ Business User

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

Transaction History Date Range  
December 5, 2016

Filters

1 transactions totaling \$25,100.00  
Rows 1 - 1 of 1.

Date	Company	Account #	Amount	Current Status	Manage
12/05/2016	Boc Co.	xxxx2000	\$25,100.00	Pay - FI	Return...

Download As CSV

→ Set to Return

User Privilege Required: Transaction History

PRO-TECH

End of Day Cut-Off Time: Monday 3:00 PM EST

Total ACH Debits	\$261,501.00	14		
Set to Pay	\$162,202.00	10	Set to Return	\$99,299.00
			System	\$50,100.00
			User	\$25,000.00
			FI	\$24,199.00
Approved List Exceptions	\$257,901.00	12		

⇒ System

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

Transaction History Date Range  
December 5, 2016

Filters

2 transactions totaling \$50,100.00  
Rows 1 - 2 of 2.

Date	Company	Account #	Amount	Current Status	Manage
12/05/2016	ARC Co.	xxxx2000	\$25,100.00	Return - System	Pay
12/05/2016	ARC Co.	xxxx2000	\$25,000.00	Return - System	Pay

Download As CSV

⇒ User

ACH debits the Client User has selected to return.

Transaction History Date Range  
December 5, 2016

Filters

1 transactions totaling \$25,000.00  
Rows 1 - 1 of 1.

Date	Company	Account #	Amount	Current Status	Manage
12/05/2016	Boc Co.	xxxx1010	\$25,000.00	Return - User	Pay

Download As CSV

⇒ FI

ACH Debits that the FI User has selected to return.

Transaction History Date Range  
December 5, 2016

Filters

1 transactions totaling \$24,199.00  
Rows 1 - 1 of 1.

Date	Company	Account #	Amount	Current Status	Manage
12/05/2016	Boc Co.	xxxx1000	\$24,199.00	Return - FI	Pay

Download As CSV

➔ Approved List Exceptions

PRO-TECH

End of Day Cut-Off Time: Monday 3:00 PM EST

Total ACH Debits **\$152,202.00** 10

Set to Pay \$127,202.00 9 Set to Return \$25,000.00 1

Approved List Exceptions **\$148,602.00** 8

➔ Items not paid via Approved List Pay will display

Date Range  
December 5, 2016

Transaction History

Filters ➔

12 transactions totaling \$257,901.00  
Rows 1 - 12 of 12.

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

[Download As CSV](#)



## 1.3. VIEWING THE DASHBOARD AFTER EOD WITH ADDITIONAL 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 PRIVILEGES

### 2.1. USER PRIVILEGES

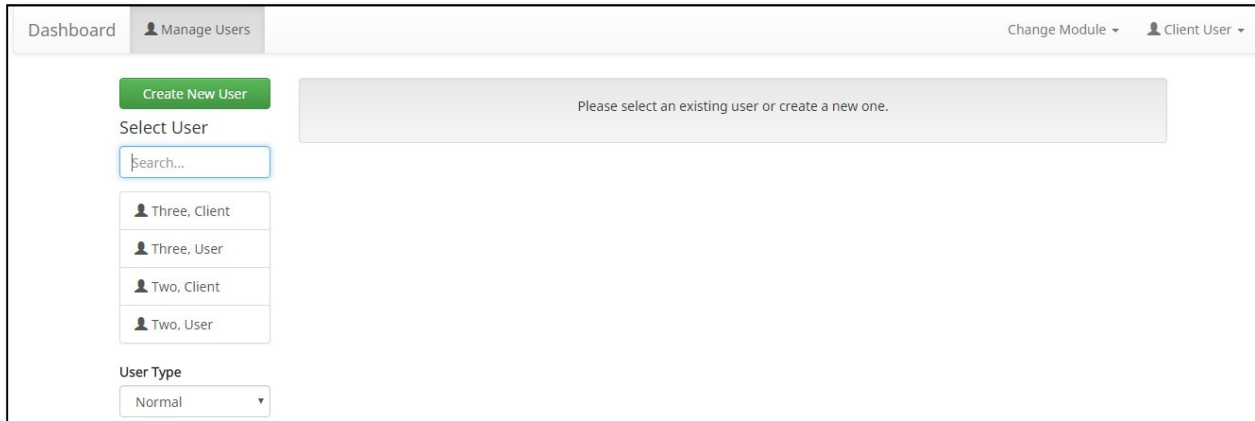
2.1.1. Click **Manage Users** to open the **Users** page.

*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. <ul style="list-style-type: none"><li>To search by name, enter the first character or first few characters of the Name in the Search box</li></ul>
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.

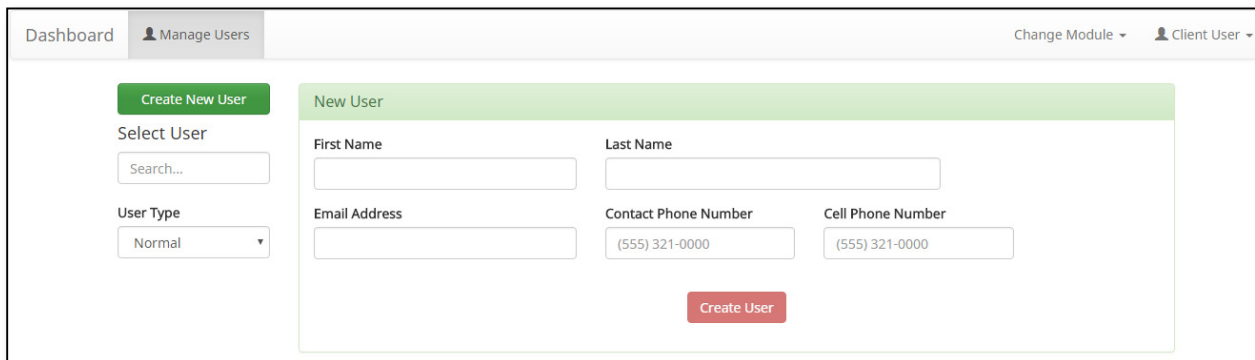
## 2.2. ASSIGNING USER PRIVILEGES

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



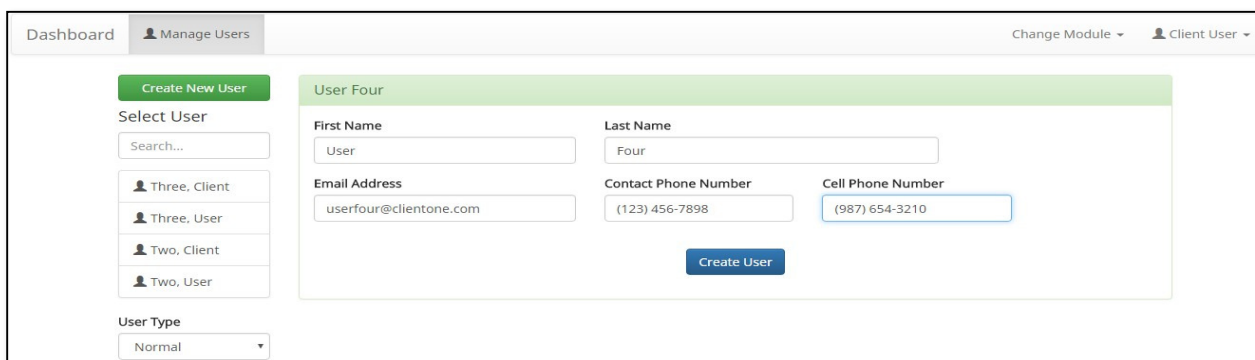
The screenshot shows the 'Manage Users' page. On the left, there is a 'Create New User' button and a 'Select User' dropdown menu. The dropdown menu is open, showing a search box and a list of users: 'Three, Client', 'Three, User', 'Two, Client', and 'Two, User'. Below the dropdown is a 'User Type' dropdown menu set to 'Normal'. The main content area has a message: 'Please select an existing user or create a new one.'

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



The screenshot shows the 'Create New User' page. On the left, there is a 'Create New User' button and a 'Select User' dropdown menu. The dropdown menu is open, showing a search box and a list of users: 'Three, Client', 'Three, User', 'Two, Client', and 'Two, User'. Below the dropdown is a 'User Type' dropdown menu set to 'Normal'. The main content area has a 'New User' header and a form with the following fields: 'First Name', 'Last Name', 'Email Address', 'Contact Phone Number', and 'Cell Phone Number'. There is a 'Create User' button at the bottom.

- 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.



The screenshot shows the 'Create New User' page with the form fields filled with data. The 'First Name' field contains 'User' and the 'Last Name' field contains 'Four'. The 'Email Address' field contains 'userfour@clientone.com', the 'Contact Phone Number' field contains '(123) 456-7898', and the 'Cell Phone Number' field contains '(987) 654-3210'. The 'Create User' button is now blue.

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.

The screenshot displays the 'Manage Users' interface. At the top, there is a 'Dashboard' link and a 'Manage Users' tab. On the right, there are 'Change Module' and 'Client User' dropdown menus. On the left, there is a 'Create New User' button and a 'Select User' section with a search box and a list of users: 'Four, User', 'Three, Client', 'Three, User', 'Two, Client', and 'Two, User' (which is selected). Below this is a 'User Type' dropdown set to 'Normal'. The main content area is titled 'User Two' and contains the following fields: 'Active' (checked), 'Username' (UserTwo), 'First Name' (User), 'Last Name' (Two), 'Email Address' (usertwo@clientone.com), 'Contact Phone Number' ((123) 456-7898), and 'Cell Phone Number' ((987) 654-3210). Below these fields is the 'PRO-TECH' section, which includes 'Available Accounts' (Operating Account (xxxx1100) and Payroll Account (xxxx1001)), 'Selected Accounts' (empty), and 'User Privileges' (all | none) with checkboxes for: Act on Approved List, Approved List, Change Transaction Status, Notification Rules, Notification Rules Report, and Transaction History. A 'Save User' button is located at the bottom of the form.

## 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.

The screenshot shows two panels: 'Available Accounts' on the left and 'Selected Accounts' on the right. In the 'Available Accounts' panel, 'Payroll Account (xxxx1001)' is highlighted with a blue background. In the 'Selected Accounts' panel, 'Operating Account (xxxx1100)' is listed. Between the panels are four arrow buttons: a single right arrow (>), a double right arrow (>>), a double left arrow (<<), and a single left arrow (<).

### 2.3.3. Selecting User Privileges

#### → Selecting **all** | **none**

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

The screenshot shows the 'User Privileges' section with '[ all | none ]' selected. Below are six checkboxes, all of which are checked:

<input checked="" type="checkbox"/> Act on Approved List	<input checked="" type="checkbox"/> Approved List	<input checked="" type="checkbox"/> Change Transaction Status
<input checked="" type="checkbox"/> Notification Rules	<input checked="" type="checkbox"/> Notification Rules Report	<input checked="" type="checkbox"/> Transaction History

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

The screenshot shows the 'User Privileges' section with '[ all | none ]' selected. Below are six checkboxes, all of which are unchecked:

<input type="checkbox"/> Act on Approved List	<input type="checkbox"/> Approved List	<input type="checkbox"/> Change Transaction Status
<input type="checkbox"/> Notification Rules	<input type="checkbox"/> Notification Rules Report	<input type="checkbox"/> Transaction History

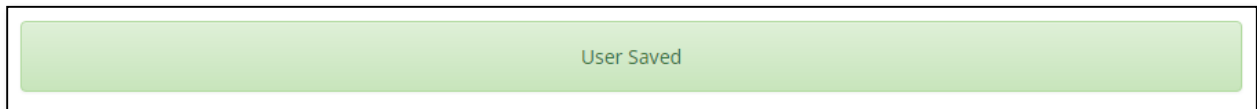
⇒ Click in the box beside each user privilege to add or remove the checkmark from the box. A checkmark will give the user that privilege, removing the checkmark will remove the privilege from the user.

### 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**

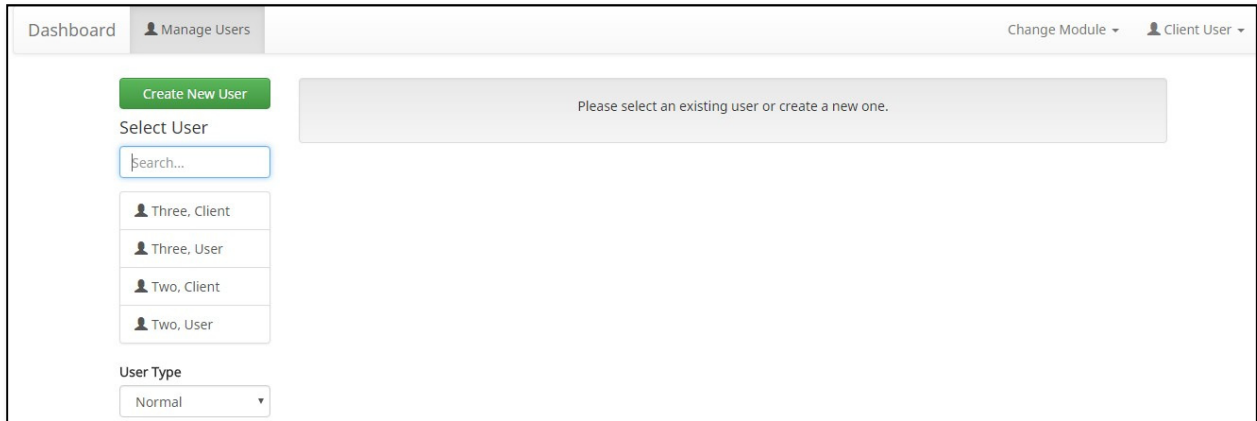
Success Message: User Saved



## 2.4. EDIT USER PRIVILEGES

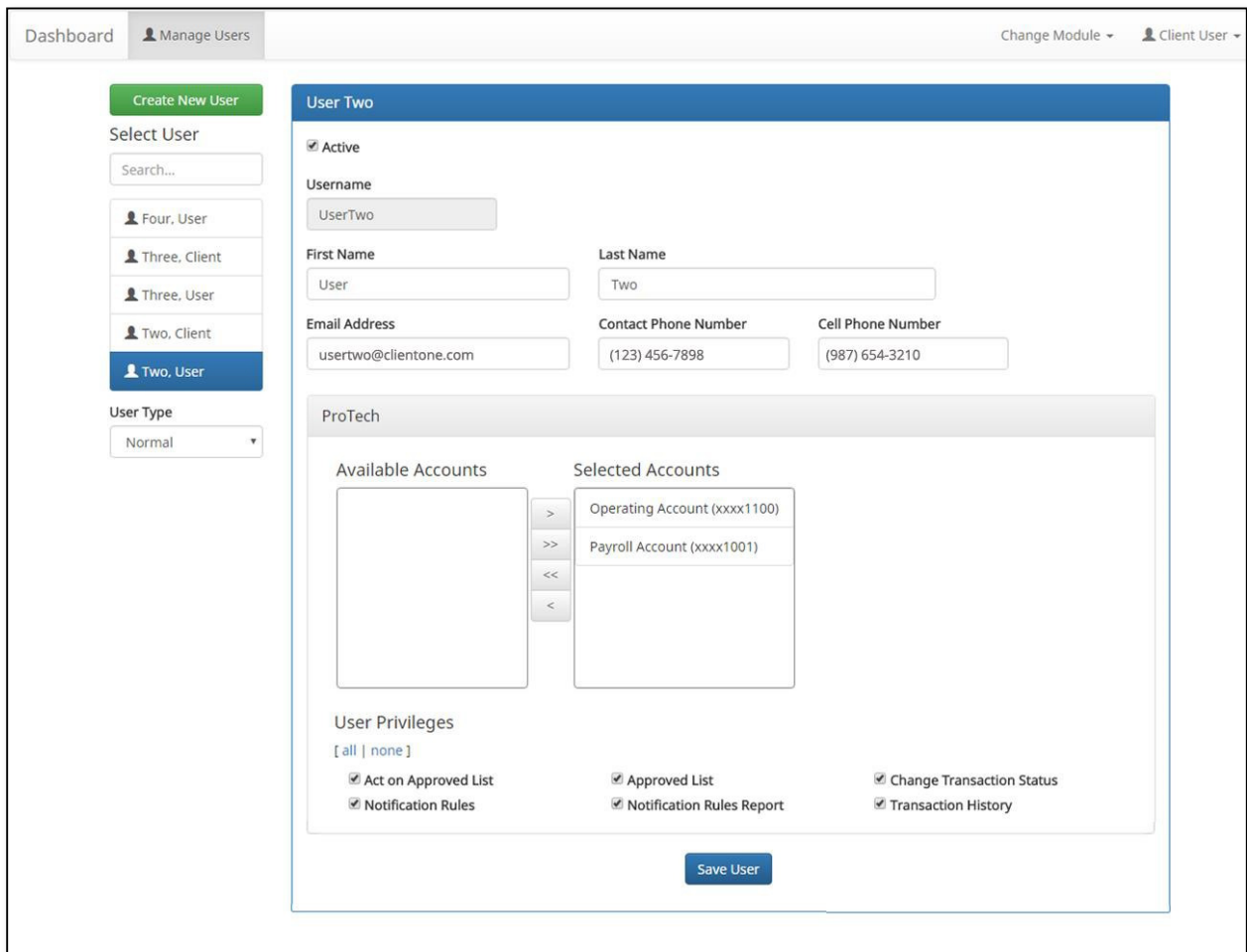
2.4.1. Click **Manage Users** to open the **Users** page.

*User Privilege Required: Admin (Manage other non-admin users)*



The screenshot shows the 'Manage Users' interface. At the top, there are tabs for 'Dashboard' and 'Manage Users', and a 'Change Module' dropdown set to 'Client User'. A green 'Create New User' button is on the left. Below it is a 'Select User' section with a search box containing 'Search...'. A list of users is displayed: 'Three, Client', 'Three, User', 'Two, Client', and 'Two, User'. At the bottom left, there is a 'User Type' dropdown menu set to 'Normal'. A large grey box in the center contains the text: 'Please select an existing user or create a new one.'

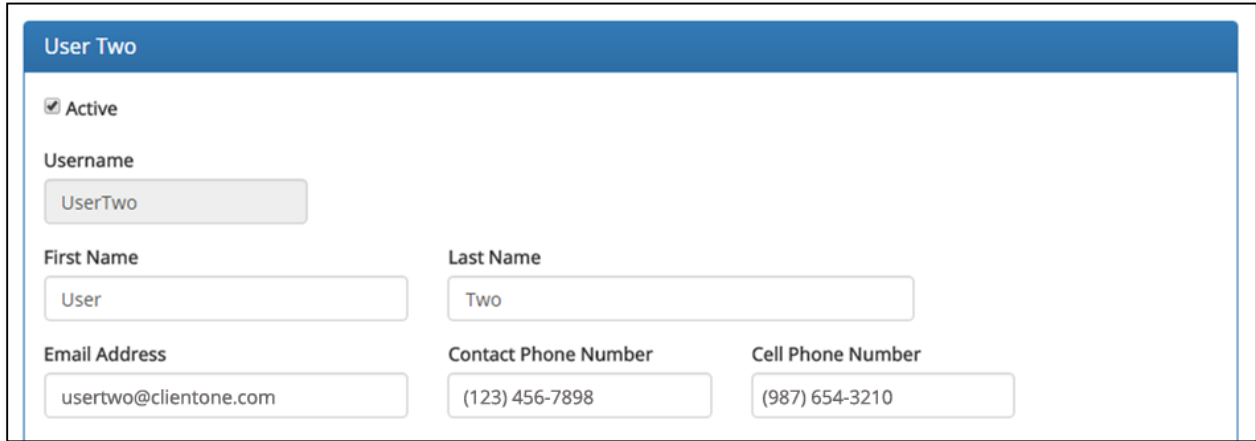
2.4.2. Click the User Name to Edit



The screenshot shows the 'User Two' edit page. The left sidebar is the same as in the previous screenshot, but the 'Two, User' option is highlighted in blue. The main content area is titled 'User Two' and includes a 'User Two' header. Below the header, there is a 'User Information' section with the following fields: 'Active' (checked), 'Username' (UserTwo), 'First Name' (User), 'Last Name' (Two), 'Email Address' (usertwo@clientone.com), 'Contact Phone Number' ((123) 456-7898), and 'Cell Phone Number' ((987) 654-3210). Below this is a 'ProTech' section with 'Available Accounts' and 'Selected Accounts' (Operating Account (xxxx1100) and Payroll Account (xxxx1001)). At the bottom, there is a 'User Privileges' section with a '[ all | none ]' link and several checked options: 'Act on Approved List', 'Notification Rules', 'Approved List', 'Notification Rules Report', 'Change Transaction Status', and 'Transaction History'. A 'Save User' button is at the bottom right.

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.



**User Two**

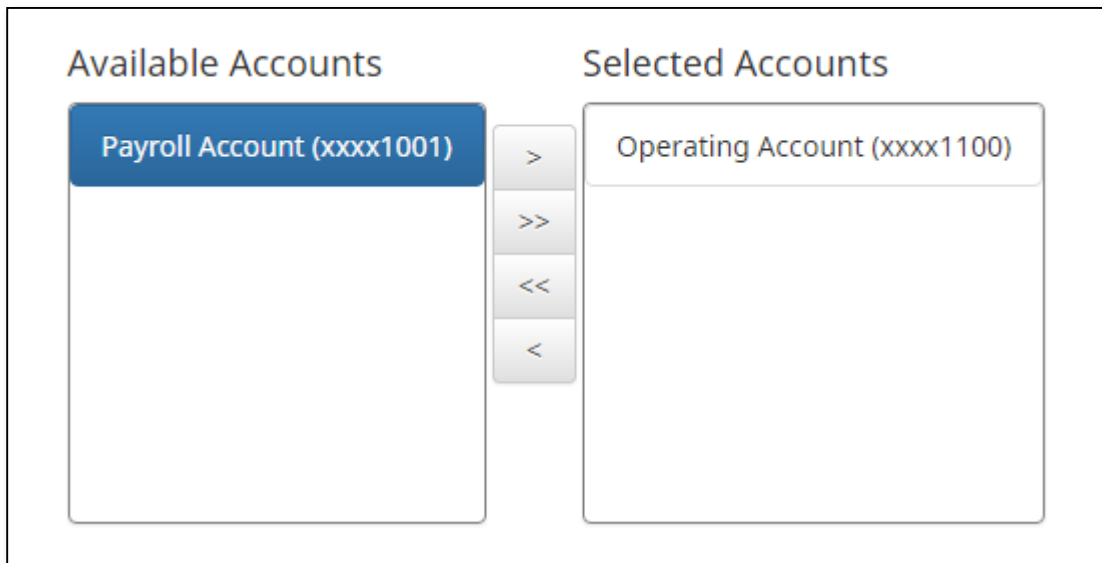
Active

Username  
UserTwo

First Name: User      Last Name: Two

Email Address: usertwo@clientone.com      Contact Phone Number: (123) 456-7898      Cell Phone Number: (987) 654-3210

- 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.



**Available Accounts**

Payroll Account (xxxx1001)

**Selected Accounts**

Operating Account (xxxx1100)

> >> << <



## 2.4.9. Selecting User Privileges

### → Selecting **all** | **none**

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

User Privileges

[ [all](#) | [none](#) ]

<input checked="" type="checkbox"/> Act on Approved List	<input checked="" type="checkbox"/> Approved List	<input checked="" type="checkbox"/> Change Transaction Status
<input checked="" type="checkbox"/> Notification Rules	<input checked="" type="checkbox"/> Notification Rules Report	<input checked="" type="checkbox"/> Transaction History

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

User Privileges

[ [all](#) | [none](#) ]

<input type="checkbox"/> Act on Approved List	<input type="checkbox"/> Approved List	<input type="checkbox"/> Change Transaction Status
<input type="checkbox"/> Notification Rules	<input type="checkbox"/> Notification Rules Report	<input type="checkbox"/> Transaction History

⇒ 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	<ul style="list-style-type: none"> <li>• User has the privilege to view transactions and to change the status of transactions.</li> <li>• User must also have User Privilege: Transaction History.</li> </ul>			✓
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

User Saved

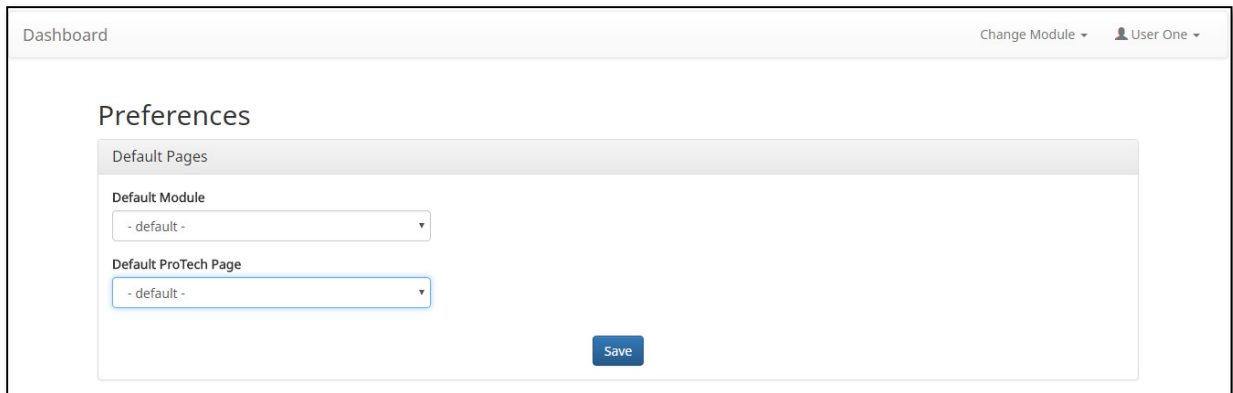
# 3. PREFERENCES

## 3.1. PREFERENCES

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

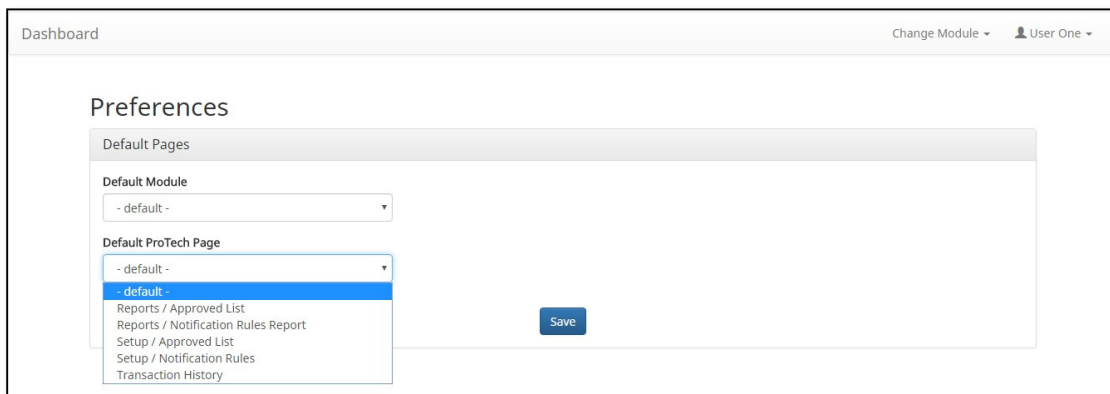


3.1.2. Default Pages gives the user the ability to choose the default landing page.



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



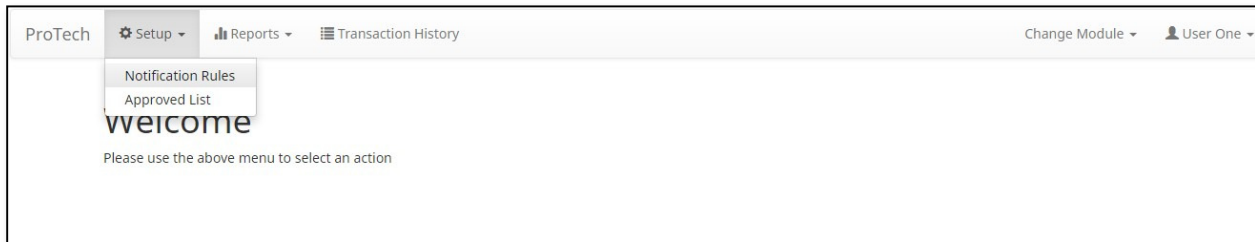
## 4. NOTIFICATION RULES

### 4.1. SETUP NOTIFICATION METHOD AND CONDITION PRIVILEGES

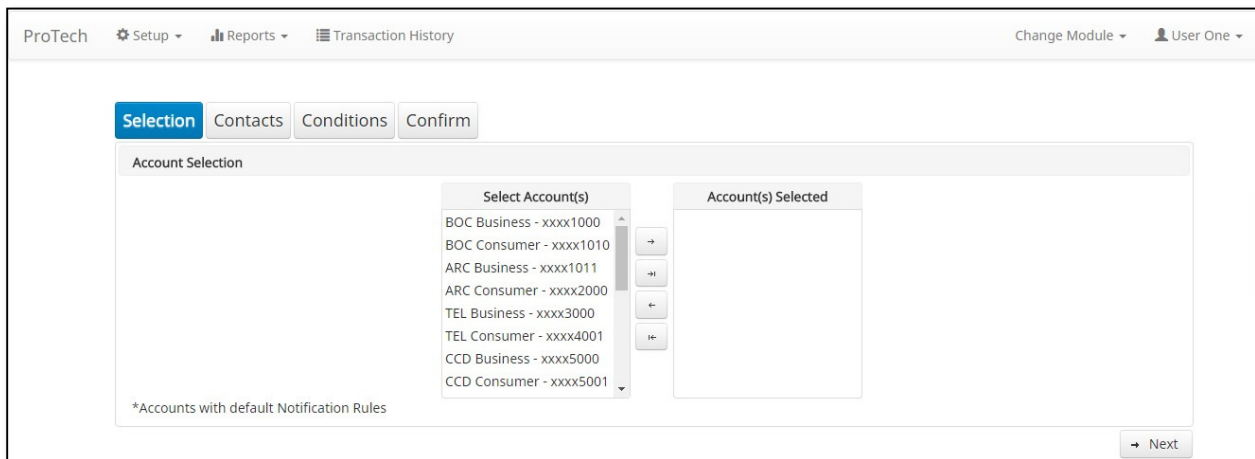
**NOTE:**

- 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.

\*Accounts with default Notification Rules

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

ProTech Setup Reports Transaction History Change Module User One

Selection Contacts Conditions Confirm

Account Selection

Select Account(s)	Account(s) Selected
BOC Business - xxxx1000	BOC Consumer - xxxx1010
ARC Business - xxxx1011	
<b>ARC Consumer - xxxx2000</b>	
TEL Business - xxxx3000	
TEL Consumer - xxxx4001	
CCD Business - xxxx5000	
CCD Consumer - xxxx5001	
CTX Business - xxxx5002	

\*Accounts with default Notification Rules

Next

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

ProTech Setup Reports Transaction History Change Module User One

Selection **Contacts** Conditions Confirm

Enter the contact information to receive the ALERT

Cell Phone Text

Cell Phone 1	( ) - -	Cell Phone 4	
Cell Phone 2		Cell Phone 5	
Cell Phone 3		Cell Phone 6	

E-mail

Email 1		Email 4	
Email 2		Email 5	
Email 3		Email 6	

Use Default Contact and Conditions

Back Next

#### 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.

The screenshot shows the 'Contacts' form in the ProTech system. The form is titled 'Enter the contact information to receive the ALERT'. It has three tabs: 'Selection', 'Contacts' (active), and 'Confirm'. Below the tabs, there are two main sections: 'Cell Phone Text' and 'E-mail'. The 'Cell Phone Text' section contains six input fields for Cell Phone 1 through Cell Phone 6. Cell Phone 1 contains '(423) 555-5555' and Cell Phone 2 contains '(423) 444-4444'. The 'E-mail' section contains six input fields for Email 1 through Email 6. At the bottom, there is a checkbox labeled 'Use Default Contact and Conditions' and 'Back' and 'Next' buttons.

#### 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.

This screenshot shows the same 'Contacts' form as above, but with email addresses entered. In the 'E-mail' section, Email 1 contains 'userone@email.com' and Email 2 contains 'usertwo@email.com'. The 'Cell Phone Text' section remains the same as in the previous screenshot. The 'Back' and 'Next' buttons are visible at the bottom.

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 <input type="text"/>	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: <ul style="list-style-type: none"> <li>• Payment made by check</li> <li>• Payment made online</li> <li>• Payment made over the phone</li> </ul>
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: <ul style="list-style-type: none"> <li>• From a Company not on the Approved List</li> <li>• Does not meet the parameters of a Company on the Approved List</li> </ul> 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.

The screenshot shows the ProTech interface with the 'Confirm' tab selected. The page is titled 'Confirm Notification Rules'. It contains several sections for configuration:

- Account(s) Selected:** A text field containing 'xxxx1010 \*'.
- Cell Phone Text:** A table with two columns for cell phone numbers:

Cell Phone 1: 4235555555	Cell Phone 4:
Cell Phone 2: 4234444444	Cell Phone 5:
Cell Phone 3:	Cell Phone 6:
- Emails:** A table with two columns for email addresses:

Address 1: userone@email.com	Address 4:
Address 2: usertwo@email.com	Address 5:
Address 3:	Address 6:
- Notification Condition:** A text field containing 'Condition: Notify only when an ACH Debit is created by a Company not found in the Approved List'.

At the bottom of the form, there is a 'Save' button and a 'Back' button.

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

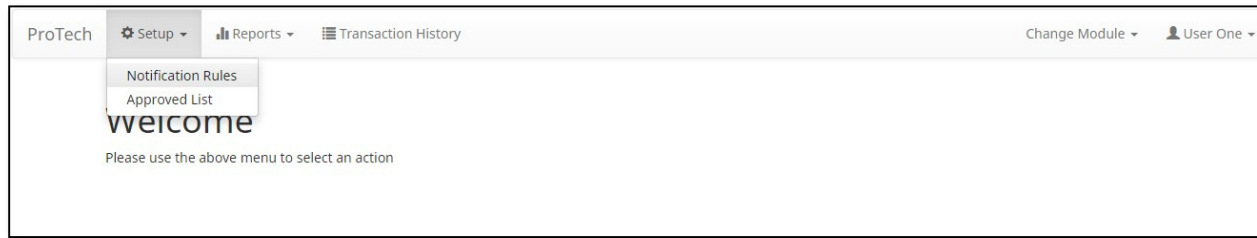
4.1.13. Click **Save**  
Success Message: Notification Rules have been configured successfully

Notification Rules have been configured successfully

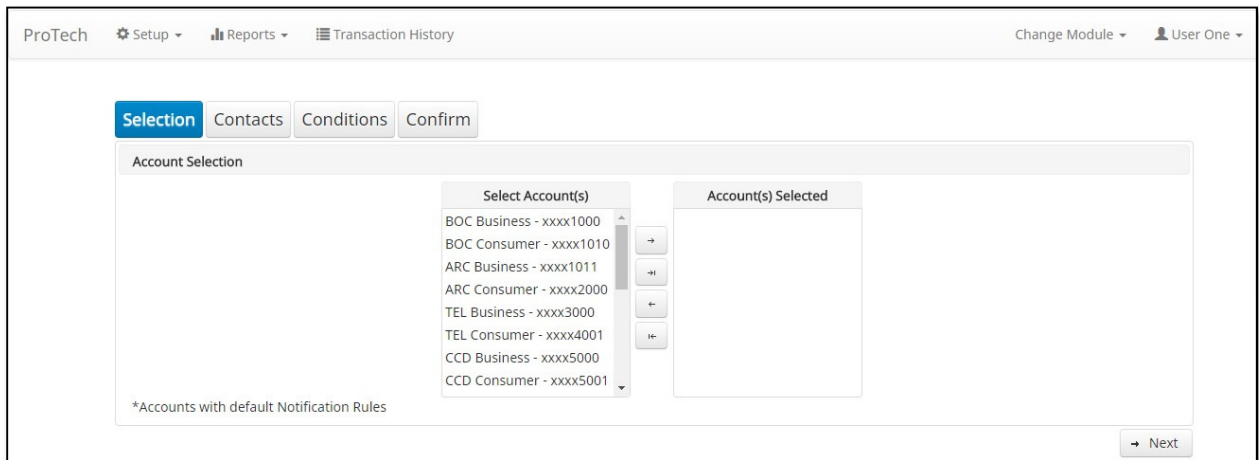
**NOTE:**  
If the default Notification Rules have been changed, the Account will no longer have an asterisk.

## 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*



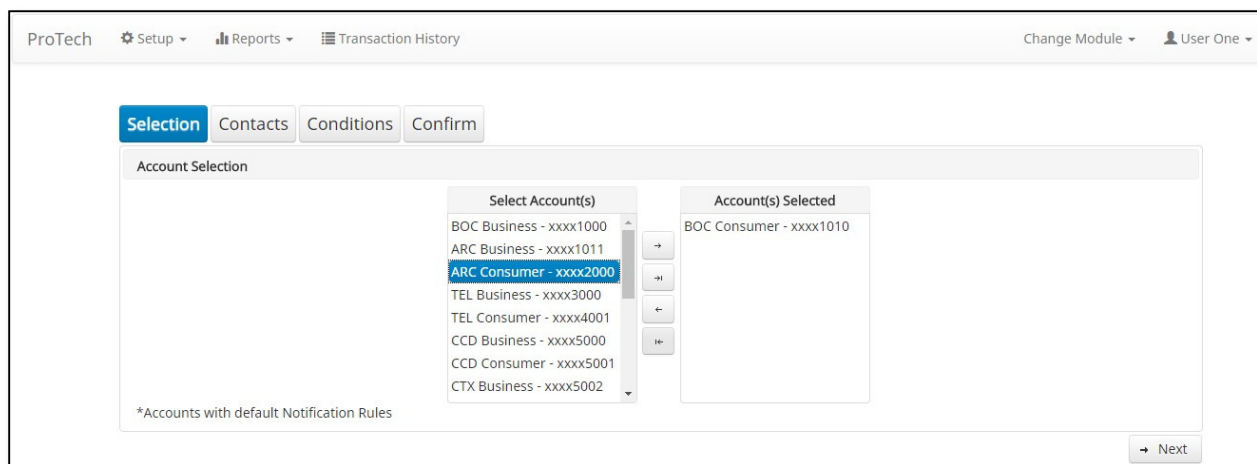
- 4.2.2. The **Select Account(s)** is a listing of all Account Numbers for which the User has access.



- 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.

\*Accounts with default Notification Rules

- 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.

The screenshot shows the ProTech interface with the 'Contacts' tab selected. The page title is 'Enter the contact information to receive the ALERT'. It features two main sections: 'Cell Phone Text' and 'E-mail'. Each section contains six rows of input fields. The 'Cell Phone Text' section has a dropdown menu for the area code, currently showing '( ) - - -'. The 'E-mail' section has six empty text input fields. At the bottom, there is a checkbox labeled 'Use Default Contact and Conditions' which is currently unchecked. Navigation buttons for 'Back' and 'Next' are located at the bottom left and right respectively.

4.2.6. Use Default Contact and Condition

- Select the box
- Checkmark appears in box

This screenshot shows the same ProTech 'Contacts' page, but with sample data entered into the input fields. In the 'Cell Phone Text' section, Cell Phone 1 has '(423) 555-5555' and Cell Phone 2 has '(423) 444-4444'. In the 'E-mail' section, Email 1 has 'userone@email.com' and Email 2 has 'usertwo@email.com'. The 'Use Default Contact and Conditions' checkbox is now checked. The 'Back' and 'Next' navigation buttons remain at the bottom.

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

The screenshot shows the ProTech interface with the 'Confirm' tab selected. The page title is 'Confirm Notification Rules'. Below the title, there is explanatory text: 'These accounts will be returned to the default notification conditions and contact. The default contact is User One (tfarner@achalert.com)'. A text input field labeled 'Account(s) Selected' contains the value 'xxxx1010'. A 'Save' button is positioned below the input field. At the bottom left, there is a 'Back' button. The top navigation bar includes 'ProTech', 'Setup', 'Reports', 'Transaction History', 'Change Module', and 'User One'.

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

A light blue banner with a white information icon on the left and the text '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

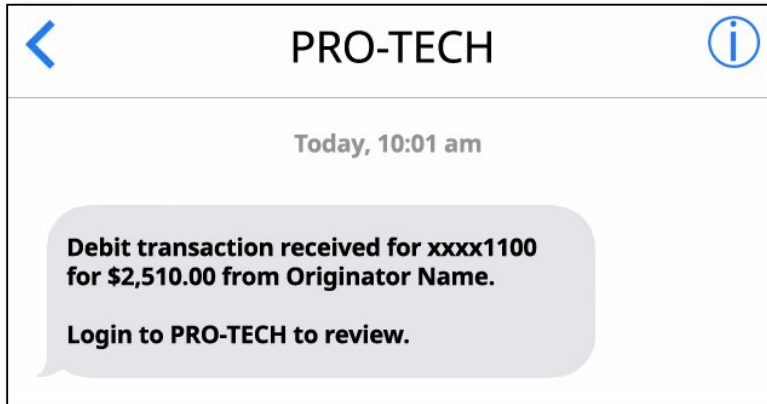
### 5.1. ALERT NOTIFICATIONS PER TRANSACTION

**NOTE:**

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

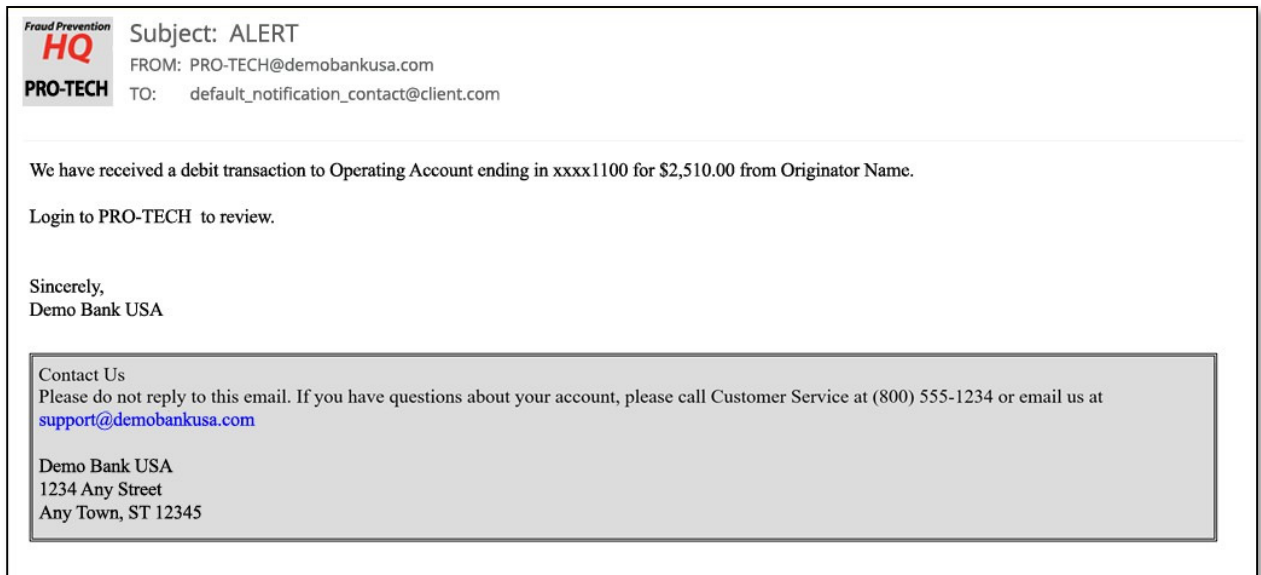
#### 5.1.1. Text Message

→ Sample Text Message ALERT



#### 5.1.2. Email Message

→ Sample Email ALERT



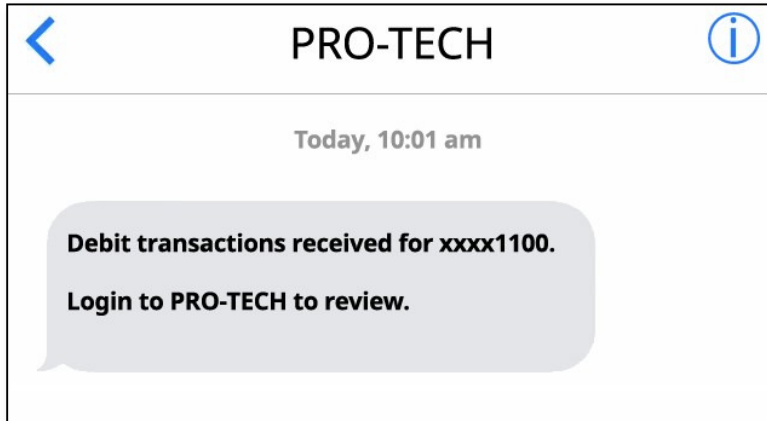
## 5.2. ALERT NOTIFICATIONS PER ACCOUNT

**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.

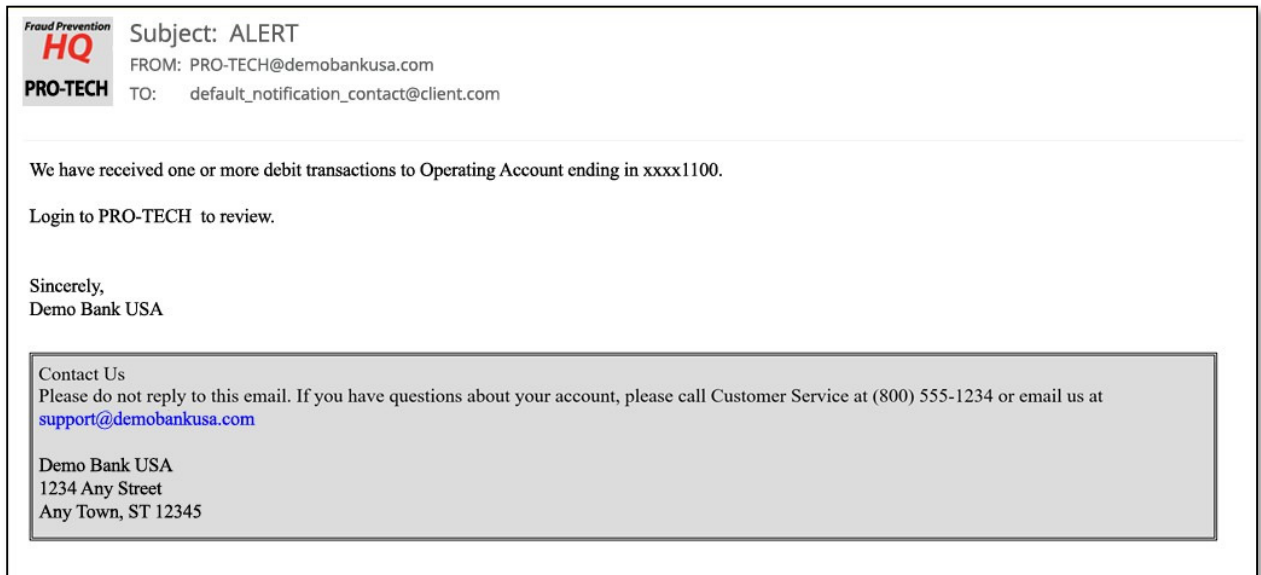
### 5.2.1. Text Message

→ Sample Text Message ALERT



### 5.2.2. Email Message

→ Sample Email ALERT



## 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*

ProTech Setup Reports Transaction History Change Module User One

Transaction History Date Range  
December 14, 2016

Filters

15 transactions totaling \$228,303.00  
Rows 1 - 15 of 15.

Date	Company	Account #	Amount	Current Status	Manage
12/14/2016	Boc Co.	xxxx5000	\$1,800.00	Approved List Pay	Return...
12/14/2016	Boc Co.	xxxx3000	\$2.00	Return - User	Pay
12/14/2016	Boc Co.	xxxx2000	\$25,100.00	Pay - User	Return...
12/14/2016	Boc Co.	xxxx1010	\$25,000.00	Pay - System	Return...
12/14/2016	Boc Co.	xxxx1000	\$24,199.00	Pay - System	Return...
12/14/2016	Boc Co.	xxxx5000	\$1,800.00	Approved List Pay	Return...

## 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.

The screenshot shows the 'Transaction History' page in ProTech. At the top, there are navigation tabs for 'Setup', 'Reports', and 'Transaction History'. The page title is 'Transaction History' and the date range is set to 'December 14, 2016'. A summary bar indicates '15 transactions totaling \$228,303.00' and 'Rows 1 - 15 of 15'. The main table has columns for Date, Company, Account #, Amount, Current Status, and Manage. The first row shows a transaction on 12/14/2016 for Boc Co. with account xxx5000 and amount \$1,800.00, with a status of 'Approved List Pay'. A 'Return...' button is visible next to the status. Below the table row, the transaction details are expanded, showing: Account: CCD Business xxx5000, Transaction ID: 65175823, Individual Name: BOC Consumer, SEC Code: ARC, Description: BOC, Trace #: 064208470000850, Company ID: 4532178999, and Deadline To Return: 02/10/2017 3:00 PM EST. There is also an 'Add to Approved List' button.

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

The screenshot shows the 'Transaction History' page with the 'Filters' panel expanded. The filters include:
 

- Min Amount:** A text input field with a dollar sign icon and the placeholder 'minimum amount'.
- Max Amount:** A text input field with a dollar sign icon and the placeholder 'maximum amount'.
- Transaction Status:** A dropdown menu with options: Pay (Pay - System, Pay - User, Approved List Pay, Pay - FI), Return (Return - System, Return - User, Return - FI). A note below says 'Use the "Ctrl" key to select multiple status types above.'
- Accounts:** A text input field with the placeholder 'Type an account name or last 4 digits of the number' and a note 'All accounts shown' below.
- Companies:** A text input field with the placeholder 'Type a company name or id below' and a note 'All companies shown' below.

 At the bottom of the filters panel are 'Apply' and 'Reset' buttons.

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	<ul style="list-style-type: none"> <li>• Pay – System: File Load Status of Transaction from Account set to Pay All</li> <li>• Pay – User: Client User Change Status from Return – System or Return – User</li> <li>• 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</li> <li>• Pay – FI: Mountain America Change Status from Return – System or Return – User</li> <li>• Return – System: File Load Status of Transaction from Account set to Return All</li> <li>• Return – User: Client User Change Status from Pay – System or Pay – User or Approved List Pay</li> <li>• Return – FI: Mountain America Change Status from Pay – System or Pay – User or Approved List Pay</li> </ul>
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.

The screenshot shows the ProTech Transaction History page. At the top, there are navigation tabs for Setup, Reports, and Transaction History. The Transaction History tab is active. On the right side, there is a 'Date Range' dropdown menu currently set to 'December 14, 2016'. The dropdown menu is open, showing options: Tomorrow, Today (highlighted), Yesterday, Last 7 Days, This Month, Last Month, and Custom Range. Below the dropdown, there are 'FROM' and 'TO' date input fields, both containing '12/14/2016', and 'Apply' and 'Cancel' buttons. The main table displays transaction history with columns: Date, Company, Account #, Amount, and Current Status. The table shows 15 transactions totaling \$228,303.00, with rows 1-15 of 15 displayed. The first four rows are visible:

Date	Company	Account #	Amount	Current Status
12/14/2016	Boc Co.	xxxx5000	\$1,800.00	Approved List Pay
12/14/2016	Boc Co.	xxxx3000	\$2.00	Return - User
12/14/2016	Boc Co.	xxxx2000	\$25,100.00	Pay - User
12/14/2016	Boc Co.	xxxx1010	\$25,000.00	Pay - System

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 The 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*

ProTech Setup Reports Transaction History Change Module User One

Transaction History Date Range December 14, 2016

Filters

15 transactions totaling \$228,303.00  
Rows 1 - 15 of 15.

Date	Company	Account #	Amount	Current Status	Manage
12/14/2016	Boc Co.	xxxx5000	\$1,800.00	Approved List Pay	Return...
12/14/2016	Boc Co.	xxxx3000	\$2.00	Return - User	Pay
12/14/2016	Boc Co.	xxxx2000	\$25,100.00	Pay - User	Return...
12/14/2016	Boc Co.	xxxx1010	\$25,000.00	Pay - System	Return...
12/14/2016	Boc Co.	xxxx1000	\$24,199.00	Pay - System	Return...
12/14/2016	Boc Co.	xxxx5000	\$1,800.00	Approved List Pay	Return...
12/14/2016	Boc Co.	xxxx3000	\$2.00	Pay - System	Return...

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.

> 12/15/2016	Boc Co.	xxxx2000	\$25,100.00	Pay - User	Debit will be paid. <a href="#">+ Add to Approved List</a>
--------------	---------	----------	-------------	------------	---

→ Click [Add to Approved List](#) to open the **Add Company to Approved List** window.

Add Company to Approved List ✕

Company Id	Company Name	Max Amount	Frequency	Start Date	End Date
<input type="text" value="4532178999"/>	<input type="text" value="Boc Co."/>	<input type="text" value="1800"/>	<input type="text" value="-- none --"/>	<input type="text" value="12/14/2016"/>	<input type="text" value="mm/dd/yyyy"/>

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	✓

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

Written Statement of Unauthorized Debit ✕

To return this transaction you are required to complete a Written Statement of Unauthorized Debit.

This transaction is a ARC ACH debit for \$25,100.00 to Boc Co. from your account xxxx2000

An ARC (Accounts Receivable Entry) is a single entry debit initiated by a Business to the check writer's account based on an eligible source document provided to the Business by the check writer via (1) the U.S. mail or delivery service (2) at a dropbox location or (3) in person for payment of a bill at a manned location. An eligible source document is defined as: For the routing number, account number and check serial number pre-printed on the check; and the amount on the check.

Please select the reason you are returning this transaction:

- Notice Not Provided by Originator
- The Amount of the ARC Entry was Not Accurate
- Both the Document and ARC Transaction Presented
- Item is Not Eligible for Entry
- 3rd Party Did Not Send Funds to Payee
- Improperly reinitiated

Cancel Back Next

6.4.2. Select the reason for the return.

6.4.3. Select **Next**

Written Statement of Unauthorized Debit ✕

[◀ Change Reason](#)

Return Reason: Notice Not Provided by Originator

---

I, User One, state that I am an authorized signer or have corporate authority to act on the account "ARC Consumer" ending in xxxx2000. I am returning this transaction because:

Notice was not provided by the Originator in accordance with the requirements of the NACHA Operating Rules.

I certify that the foregoing is true and correct.

I consent to electronically signing this form

**Electronic Signature**

User One

---

Download PDF Copy

Cancel Back e-signature needed

6.4.4. Click the I consent to electronically signing this form acknowledgement box.

6.4.5. Electronic signature box will change to Sign

Written Statement of Unauthorized Debit

< Change Reason  
Return Reason: Notice Not Provided by Originator

I, User One, state that I am an authorized signer or have corporate authority to act on the account "ARC Consumer" ending in xxxx2000. I am returning this transaction because:  
Notice was not provided by the Originator in accordance with the requirements of the NACHA Operating Rules.  
I certify that the foregoing is true and correct.

I consent to electronically signing this form

Electronic Signature  
User One

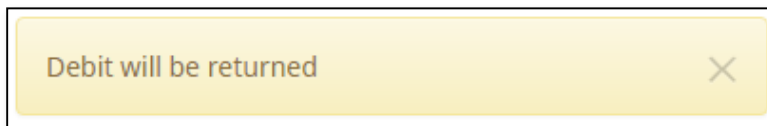
Download PDF Copy

Cancel Back Sign

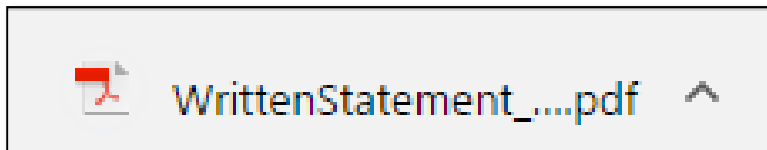
6.4.6. Click the **Electronic Signature** box and type your name.

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	<ul style="list-style-type: none"> <li>The transaction meets the parameters when the amount is less than or equal to the Max Amount.</li> <li>The transaction does not meet the parameters when the amount is greater than the Max Amount.</li> </ul>	<ul style="list-style-type: none"> <li>Blank: any amounts meet the parameters</li> <li>Zero: no amount meets the parameters</li> <li>Highest amount: \$99,999,999.99</li> </ul>	Valid Characters: 0-9
Frequency	Optional	<ul style="list-style-type: none"> <li>If multiple transactions are on a file, the sort order is highest to lowest dollar value.</li> <li>If the transaction with the highest dollar value exceeds the Max Amount, all transactions on the file are not approved.</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>DAILY: 1 business day</li> <li>WEEKLY: 7 calendar days</li> <li>BIWEEKLY: 14 calendar days</li> <li>MONTHLY: Monthly date to date</li> <li>QUARTERLY: Quarterly date to date</li> <li>YEARLY: Yearly date to date</li> </ul> <p>Date to Date exceptions:</p> <ul style="list-style-type: none"> <li>Non-Leap Year January 29, 30, 31: February 28</li> <li>Leap Year January 30, 31: February 29</li> <li>March 31: April 30</li> <li>May 31: June 30</li> <li>August 31: September 30</li> <li>October 31: November 30</li> </ul>	Counter <ul style="list-style-type: none"> <li>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.</li> </ul>
Start Date	Required	<ul style="list-style-type: none"> <li>The transaction meets the parameters when the date is equal to or after the Start Date.</li> <li>The transaction does not meet the parameters when the date is before the Start Date.</li> </ul>	The Start Date is based on the settlement date.	Valid Characters: 0-9
End Date	Optional	<ul style="list-style-type: none"> <li>The transaction meets the parameters when the date is equal to or before the End Date.</li> <li>The transaction does not meet the parameters when the date is after the End Date.</li> <li>The transaction meets the parameters when the field is blank.</li> </ul>	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*

Transaction History

Date Range: December 14, 2016

Filters

15 transactions totaling \$228,303.00  
Rows 1 - 15 of 15.

Date	Company	Account #	Amount	Current Status	Manage
12/14/2016	Boc Co.	xxxx5000	\$1,800.00	Approved List Pay	Return...
12/14/2016	Boc Co.	xxxx3000	\$2.00	Return - User	Pay
12/14/2016	Boc Co.	xxxx2000	\$25,100.00	Return - User	Pay
12/14/2016	Boc Co.	xxxx1010	\$25,000.00	Pay - System	Return...
12/14/2016	Boc Co.	xxxx1000	\$24,199.00	Pay - System	Return...
12/14/2016	Boc Co.	xxxx5000	\$1,800.00	Return - User	Pay

- 7.2.2. Click the > beside the transaction.

12/14/2016 Boc Co. xxx1010 \$25,000.00 Pay - System Return...

Account: BOC Consumer xxx1010 SEC Code: ARC Add to Approved List  
 Transaction ID: 65175820 Description: BOC  
 Individual Name: BOC Consumer Trace #: 064208470000846 Deadline To Return: 02/10/2017 3:00 PM EST  
 Company ID: 4532178999

- 7.2.3. Click **Add to Approved List** to open the **Add Company to Approved List** window.

Add Company to Approved List

Company Id	Company Name	Max Amount	Frequency	Start Date	End Date
4532178999	Boc Co.	1800	-- none --	12/14/2016	mm/dd/yyyy

Save Cancel

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*

The screenshot shows the 'Approved Company' setup page in the ProTech software. The page has a top navigation bar with 'ProTech', 'Setup', 'Reports', and 'Transaction History' menus, and 'Change Module' and 'User One' options on the right. The main content area is divided into two sections: 'Company Detail' and 'Add Accounts to Approved List'. The 'Company Detail' section contains input fields for 'Company ID', 'Max Amount', 'Start Date' (pre-filled with '12/09/2016'), 'Company Name', 'Frequency' (a dropdown menu with 'No Frequency' selected), and 'End Date'. The 'Add Accounts to Approved List' section features a list of accounts on the left, including 'ARC Business - xxxx1011', 'ARC Consumer - xxxx2000', 'BOC Business - xxxx1000', 'BOC Consumer - xxxx1010', 'CCD Business - xxxx5000', 'CCD Consumer - xxxx5001', 'CTX Business - xxxx5002', and 'CTX Consumer - xxxx5003'. There are four arrow buttons (right, left, double right, double left) between the list and an empty box on the right. At the bottom of the page are 'Save' and 'Cancel' buttons.

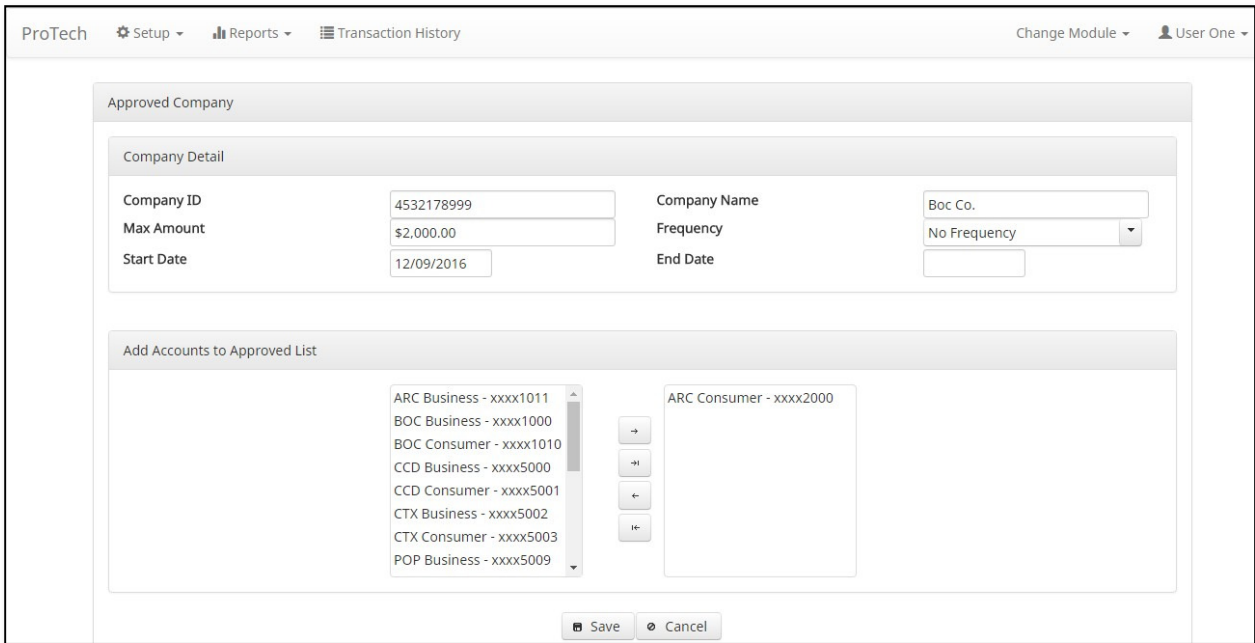
- 7.3.2. View Approved List Field Definitions for details to complete the Approved List entry.

# 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

Delete	Company ID	Company Name	Maximum Amount	Frequency	Start Date	End Date	Edit
<input type="checkbox"/>	4532178999	Boc Co.	\$2,000.00		12/09/2016		Edit
<input type="checkbox"/>	4532178999	Boc Co.	\$1,800.00		12/02/2016		Edit

7.4.5. Edit the fields and Accounts as needed

**Company Detail**

Company ID: 4532178999  
 Max Amount: \$2,000.00  
 Start Date: 12/09/2016  
 Company Name: Boc Co.  
 Frequency: No Frequency  
 End Date:

**Add Accounts to Approved List**

ARC Business - xxxx1011  
 BOC Business - xxxx1000  
 BOC Consumer - xxxx1010  
 CCD Business - xxxx5000  
 CCD Consumer - xxxx5001  
 CTX Business - xxxx5002  
 CTX Consumer - xxxx5003  
 POP Business - xxxx5009

ARC Consumer - xxxx2000

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*

ProTech Setup Reports Transaction History Change Module User One

+ Create

Delete	Company ID	Company Name	Maximum Amount	Frequency	Start Date	End Date	Edit
<input type="checkbox"/>	1234567890	Testing Company	\$99,999,999.99	DAILY	12/12/2016	01/31/2017	Edit
<input type="checkbox"/>	4532178999	Boc Co.	\$2,000.00		12/09/2016		Edit
<input type="checkbox"/>	4532178999	Boc Co.	\$1,800.00		12/02/2016		Edit

Delete Selected Cancel

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

ProTech Setup Reports Transaction History Change Module User One

+ Create

Delete	Company ID	Company Name	Maximum Amount	Frequency	Start Date	End Date	Edit
<input checked="" type="checkbox"/>	1234567890	Testing Company	\$99,999,999.99	DAILY	12/12/2016	01/31/2017	Edit
<input type="checkbox"/>	4532178999	Boc Co.	\$2,000.00		12/09/2016		Edit
<input type="checkbox"/>	4532178999	Boc Co.	\$1,800.00		12/02/2016		Edit

Delete Selected Cancel

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

ProTech Setup Reports Transaction History Change Module User One

+ Create

Delete	Company ID	Company Name	Maximum Amount	Frequency	Start Date	End Date	Edit
<input type="checkbox"/>	4532178999	Boc Co.	\$2,000.00		12/09/2016		Edit
<input type="checkbox"/>	4532178999	Boc Co.	\$1,800.00		12/02/2016		Edit

Delete Selected Cancel

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	Maximum Amount	Frequency	Start Date	End Date	Edit
<input type="checkbox"/>	4532178999	Boc Co.	\$2,000.00		12/09/2016		Edit
<input type="checkbox"/>	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
<input checked="" type="checkbox"/>	1234567890	Testing Company	\$99,999,999.99	DAILY	12/12/2016	01/31/2017	Edit
<input type="checkbox"/>	4532178999	Boc Co.	\$2,000.00		12/09/2016		Edit
<input type="checkbox"/>	4532178999	Boc Co.	\$1,800.00		12/02/2016		Edit

Delete Selected Cancel

7.5.6. Success Message: Approved Companies Deleted Successfully

**Approved Companies Deleted Successfully**

## 8. REPORTS

### 8.1. NOTIFICATION RULES REPORT

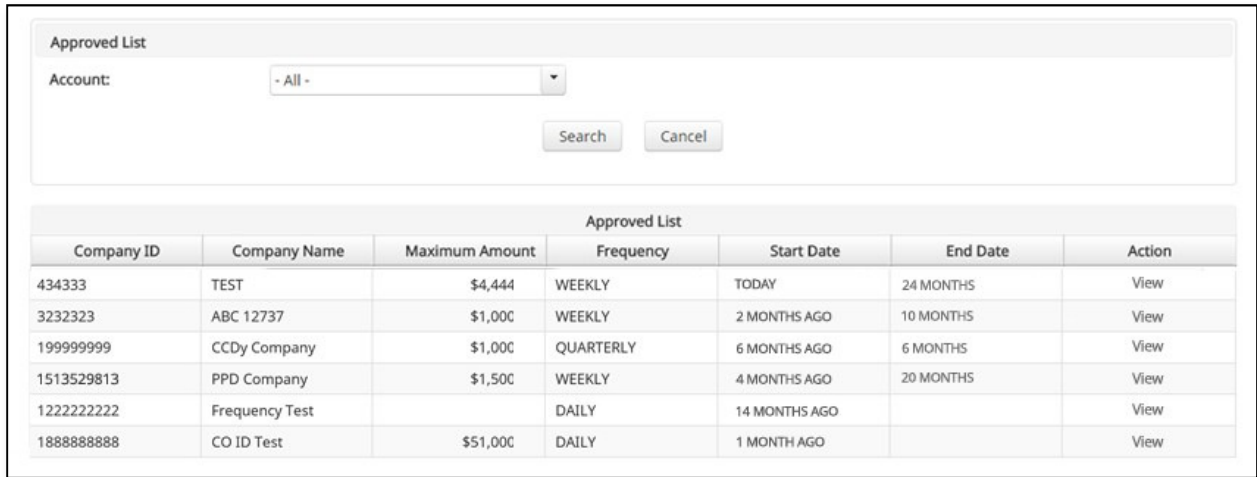
8.1.1. Click **Reports** and then **Notification Rules Report** to open the **Notification Rules Report** page.  
*User Privilege Required: Notification Rules Report*

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	<ul style="list-style-type: none"> <li>Pay All</li> <li>Return All</li> </ul>
Notification Condition	<ul style="list-style-type: none"> <li>All Debits</li> <li>Debit Only with the Debit Amount</li> <li>Company Not in Approved List</li> </ul>
Debit Amount	If Notification Condition is Debit Only with the Debit Amount, the amount entered will be displayed.
Check	<ul style="list-style-type: none"> <li>If Notification Condition is ACH Debits with Check/Internet/Phone is selected</li> <li>If Check is selected, Y will be present</li> </ul>
Internet	<ul style="list-style-type: none"> <li>If Notification Condition is ACH Debits with Check/Internet/Phone is selected</li> <li>If Internet is selected, Y will be present</li> </ul>
Phone	<ul style="list-style-type: none"> <li>If Notification Condition is ACH Debits with Check/Internet/Phone is selected</li> <li>If Phone is selected, Y will be present</li> </ul>
Email	Email address(es) that will receive email ALERTs
Cellphone	Cellphone numbers(s) that will receive email ALERTs

## 8.2. APPROVED LIST

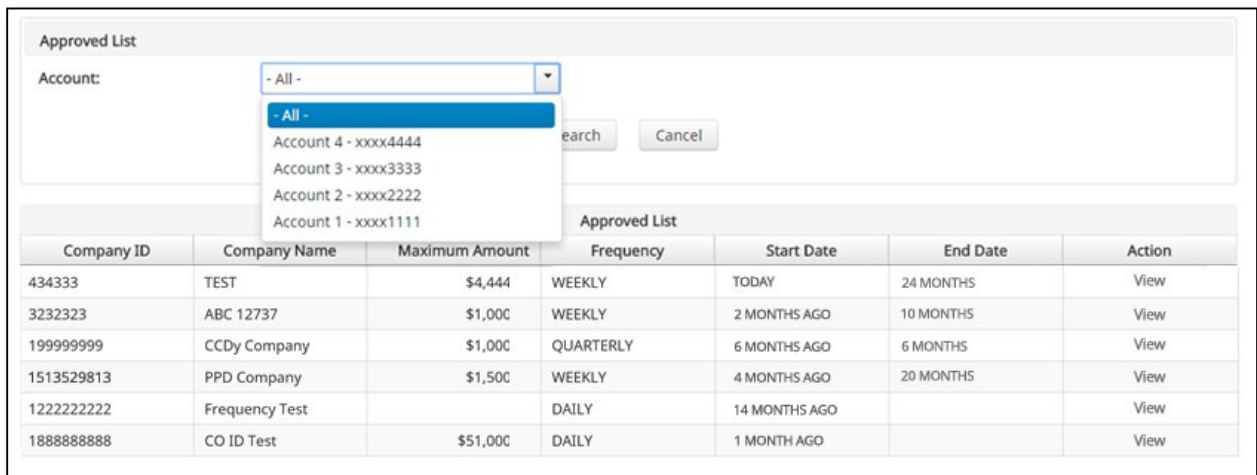
- 8.2.1. Click **Reports** and then **Approved List Report** to open the **Approved List Report** page.  
*User Privilege Required: Approved List*



The screenshot shows the 'Approved List' report interface. At the top, there is a search form with an 'Account:' label and a dropdown menu currently set to '- All -'. Below the dropdown are 'Search' and 'Cancel' buttons. The main content is a table titled 'Approved List' with the following columns: Company ID, Company Name, Maximum Amount, Frequency, Start Date, End Date, and Action. The table contains six rows of data.

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
122222222	Frequency Test		DAILY	14 MONTHS AGO		View
188888888	CO ID Test	\$51,000	DAILY	1 MONTH AGO		View

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



This screenshot is similar to the previous one, but the 'Account:' dropdown menu is open, displaying a list of options: '- All -', 'Account 4 - xxxx4444', 'Account 3 - xxxx3333', 'Account 2 - xxxx2222', and 'Account 1 - xxxx1111'. The 'Search' and 'Cancel' buttons are still visible to the right of the dropdown.

- 8.2.3. Click **Search**

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

The screenshot shows the ProTech software interface. At the top, there are navigation tabs for 'Setup', 'Reports', and 'Transaction History'. The user is logged in as 'User One'. The main content area is titled 'Approved List' and contains a search form with a dropdown menu for 'Account' set to 'ARC Business - xxxx1011'. Below the search form are 'Search' and 'Cancel' buttons. A table below the search form displays the results for the selected account.

Approved List						
Company ID	Company Name	Maximum Amount	Frequency	Start Date	End Date	Action
4532178999	Boc Co.	\$2,000.00		2016-12-09		View

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