# **Business Online Banking**

Quick Reference Integration Guide

## **Online Banking Quick Tips**

## Summary

LANB

This document provides useful information that can help you navigate key areas of interest when launching Enterprise Bank & Trust Online Banking platform for the first time.

## Accessing Online Banking

On or after May 27 Online Banking can be accessed via Enterprise Bank & Trust website <u>https://www.enterprisebank.com/</u>. Select "Online Banking" from the drop-down menu under the "Welcome" box on the right side of the page. Enter your existing LANB User ID and your Company ID number (i.e. Christine1234567). Do not include any spaces between your User ID and Company ID Number. You will then enter your password. If you have forgotten your password, enter Welcome1! as your password. You will then be prompted to change your password by receiving a one-time secure access code via phone or SMS text to a previously provided number. A separate communication will be sent if there is a need to change your User ID.









## Home Page > Account Listing

Upon successful login to Online Banking a *Home Page* will be presented with all your accounts and balances displayed as tiles.

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Velcome Reports	Transfers and Payments	Account Services	Administration 🔻	
Favorites: (Edit) Activity & balances Statement - deposit reconciliation	Welcome Your last Business Deposit Acco	eBanking sign on was Thursda	y, March 21, 2019 at 01:05 PM ET. 19/2019	Print this capt
Saved Reports: (Edit)	To view deposit ac	count details, click the Account I	Number.	
Daily report	ABATRC	Account Number	Description	Balance
	Checking Accou	ints		
	107001012		Amy's checking	\$44,866.95
	107001012		April Cleaning LLC Checking	\$10,052.27
	107001012		John and Jane Doe LLC	\$0.00
	107001012		John and Jane Doe LLC	\$0.00
	107001012		Mobile Test # 1 Pers. Check	\$0.00
	107001012		Mobile Test # 2 Money Market	\$0.00
	107001012		Mobile Test # 3 Corp. Check	\$0.00
	107001012		Mobile Test # 5 Money Market	\$0.00
	107001012		Mobile Test # 6 Corp. Check	\$0.00
	Savings Account	its		
	107001012		Amy's savings	\$49,380.02
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ENTERPRISE BANK & TRUST Messages Transactions V E-Statements Commercial V Treasury V Settings V Quick User Guide Log Off Home 2 Home ¢ TEST ACCOUNTS 🖉  $\sim$ ÷ ÷ REGULAR SAVINGS SAVINGS Test 1 Current Balance Current Balance \$96.84 \$3,909.88 Account Available Balance \$96.84 Account Available Balance \$3,909.88 ÷ ÷ 5040 C&I-VR PBA CHECKING CHECKING Next Payment Amount \$0.00 Current Balance \$105.91 Current Balance \$0.00 Account Available Balance \$105.91 ÷ REGULAR SAVINGS SAVINGS Current Balance \$14.79 Account Available Balance \$14.79



## Account Activity

Transaction activity can now be accessed by clicking on the applicable Account Tile on the *Home Page*. Use the search or filter actions to narrow your results. Additional functionality or customized report access will vary depending on your configuration. Please note transaction history will not be imported to Enterprise's Online Banking system.

#### LANB



	3	Disclosures   Help   Sign
Welcome Reports ¥	Transfers and Payments   Account Services   Administration	
Activity - deposit accounts Balances - deposit accounts Activity & balances	Activity - Deposit Accounts New search   Save this report   Mew account information	Print this cage
Forecast balances Manage saved searches	Report created: 04/22/2019 11:28:44 AM (ET) Account 02/22/2019 11:28:44 AM (ET) Date range: 32/02/2019 to 4/19/2019 Transaction hore: All transactions	
Saved Reports: (Edit) Daily balances Daily report	Detail option. Includes transaction detail Total by day: Includes totals by day within the selected date range Search completed transactions   Add manual transactions   Print selected transactions	Download as: CSV file • Go
Quick Links: Manage exceptions Stop check payments Statements & documents	107001012 • Checking • Amy's checking <u>Make a transfer</u> No dems to display	

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## Transfers

Internal transfers and loan payments are now located under the *Transactions* navigation menu.

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Velcome	Reports 🔻	Transfers and Payments  Account Service	s 🔻 Administration 👻	
Activity	deposit	Scheduled Requests	Loans	Wire
accounts		Manage next scheduled requests	Manage loans	Wire money
Balances accounts	- deposit	Internal Transfer	Approve loan payments and advances	Wire money via template
Activity &	balances	Transfer money - internal	Bill Pay	Wire money via multiple templates
Forecast	balances	Approve transfers - internal	Pay bills	Approve wires
Manage s	saved searches	View completed transfers - internal		View completed wires
			ACH	Approve wire templates
Saved Re	ports: (Edit)	Multiple Account Transfer	Make ACH payment / Manage templates	Credit Card Link
Daily bal	lances	Transfer money / Manage templates	Collect money via ACH / Manage templates	Credit Card
Daily rep	port	Approve transfers - multiple accounts	Approve ACH transactions	Credit Card
		Approve templates - multiple accounts	Approve ACH templates	
Quick Link Manage	exceptions	View completed transfers - multiple accounts	View completed ACH transactions	





## ACH & Wire Transfer Templates and Payments

ACH Payment and Collection and Wire Transfers are now located under Commercial > ACH/Wires

#### LANB

Velcome Reports V	Transfers and Payments  Account Service	Administration V		
Activity - deposit accounts Balances - deposit accounts Activity & balances Forecast balances Manage saved searches Saved Reports: (Edit) Daily balances	Scheduled Requests Manage next scheduled requests Internal Transfer Transfer money - internal Approx transfers - internal View completed transfers - internal Multiple Account Transfer Transfer money / Manage templates	Loans Manage loans Approve loan payments and advances Bill Pay Pay bils ACH Make ACH payment / Manage templates Collect money via ACH / Manage templates	Wire Wire money via template Wire money via template Wire money via multiple templates Approve wires Approve wire templates Credit Card Link Credit Card	
Daily report Quick Links: Manage exceptions	Approve transfers - multiple accounts Approve templates - multiple accounts View completed transfers - multiple accounts	Approve ACH transactions Approve ACH templates View completed ACH transactions		
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Daily report Quick Links: Manage exceptions Manage exceptions LAN Welcome Reports • Make ACH payment / Manage tempilates Approve ACH Paranaetons	Approve transfers - multiple accounts Approve templates - multiple accounts Wew completed transfers - multiple accounts Transfers and Payments  Account Servi Make ACH Collection Collect money without a template I Con Available Templates	Approve ACH templates Approve ACH templates View completed ACH transactions ces  Administration  Administration  Administration  Cesate a templates Include unsubmitted requests   Create a template	I Maintain file import definitions	Disclosure

• Wire money Wire Money Wire money via template Wire money via multiple templates View saved or returned wires requiring corrections Approve wires **Debit Information** View completed wires Approve wire templates Wire type: ۳ Account: . Quick Links: Send on date 04 / 22 / 2019 Manage next scheduled requests Amount Currency: Continue

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## Bill Payment & Stop Payments

Bill Pay and Stop Payments are now located under the *Transaction* navigation menu.

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Welcome Reports 🕶 1	Transfers and Payments 🔻	Account Services 🔻	Administration 🔻
• Wire money Wire money via template Wire money via multiple templates Approve wires View completed wires Approve wire templates Quick Links: Manage next scheduled requests	Wire Money View saxed or returned Debit Informatic Wire type: Account: Send on date: Amount: Currency: Continue	Stop Payment Stop check payments Existing stops Positive Pay Manage exceptions Import decisions Update issues Exception decisions Outstanding issues State issues State issues	Full Account Reconcillation         Enter issues         Import issues         Update issues         Approve issues         Statements - reconciliation         Activity - reconciliation         Outstanding issues         Partial Account Reconciliation         Statements - reconciliation         Activity - reconciliation         Statements - reconciliation         Statement - deposit Reconciliation





## Positive Pay

Positive Pay is now located under the *Treasury > Positive Pay* navigation menu. Select the arrow upon entry. Choose the radio dial next to the account you wish to enter/upload issue data for then click on Options.

#### LANB



ENTERPRISE BANK & TRUST			
Home Messages Transactions	✓ E-Statements Commercial ✓	Treasury ^ Settings ~	
لم Home		Remote Deposit Positive Pay	
	Welcome		
TEST ACCOUNTS OF	HELLO For Your Security: Please Logout when 1 automatically log you out after 20 minutes of This is necessary to prevent another user fro name.	Veur last login time in inished using SAND eCRM. Please not inactivity. m modifying your records or using the	Apr 23 2019 11:01AM



#### **Positive Pay - Continued**



#### **Positive Pay Exceptions**



#### **Positive Pay - Continued**



#### **Positive Pay Exceptions**

While in the Positive Pay system, click on the *Account Items* tab. Select the applicable exception action under the Report Options drop down menu.





## Remote Deposit Capture

Remote Deposit Capture can now be located under *Treasury > Remote Deposit* in the navigation menu

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Login			
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## E-Statements / Important Documents & Notices

E-Statements and other important notices are now located under **E-Statement** in the navigation menu.

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Welcome Reports	<ul> <li>Transfers and Payments</li> </ul>	Account Services   Administration			
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