



# Business Online Banking

Quick Reference Integration Guide

# Online Banking Quick Tips

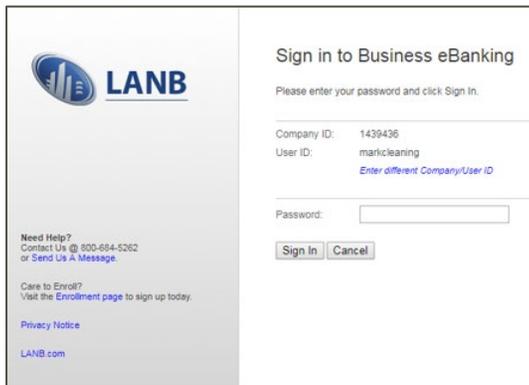
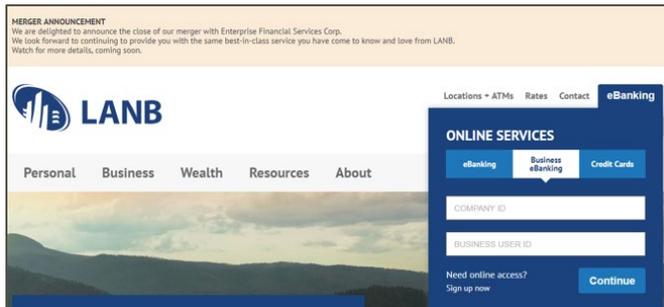
## Summary

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.

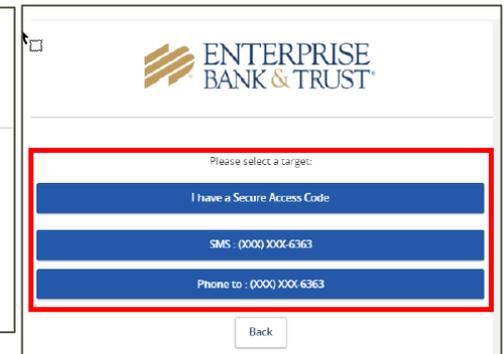
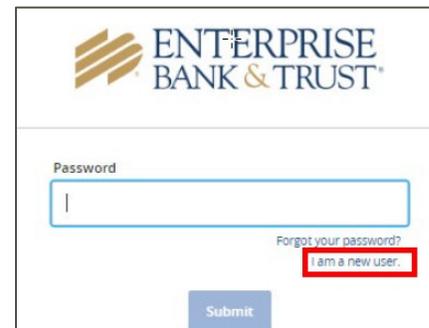
## Accessing Online Banking

On or after May 27 Online Banking can be accessed via Enterprise Bank & Trust website <https://www.enterprisebank.com/>. 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.

### LANB



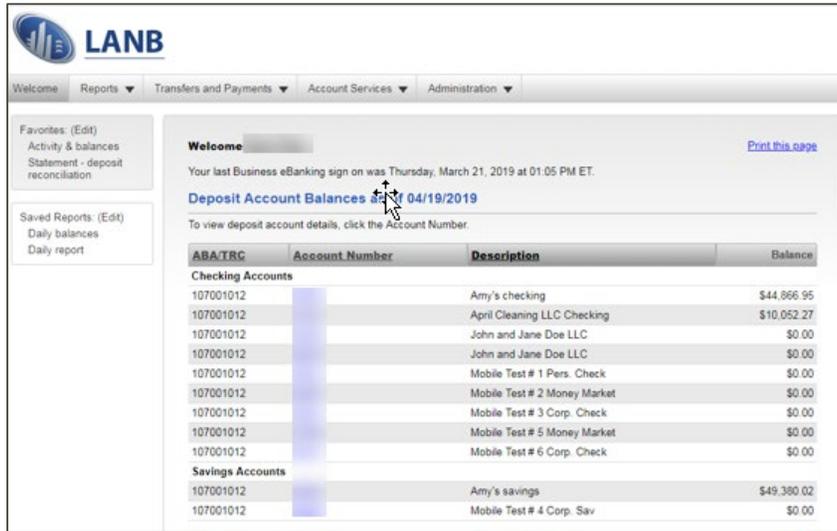
### EB & T



## 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.

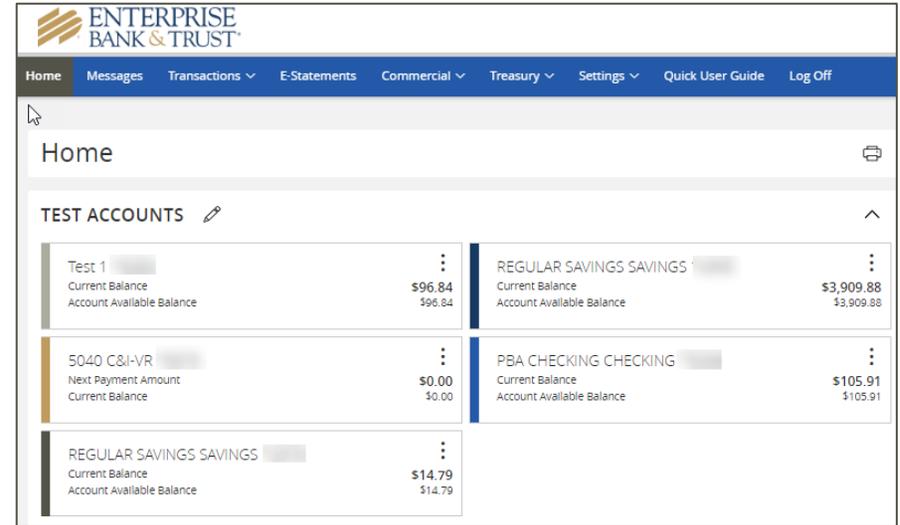
### LANB



The screenshot shows the LANB Home Page. The top navigation bar includes 'Welcome', 'Reports', 'Transfers and Payments', 'Account Services', and 'Administration'. A 'Favorites' sidebar on the left lists 'Activity & balances', 'Statement - deposit reconciliation', 'Daily balances', and 'Daily report'. The main content area features a 'Welcome' message, a 'Print this page' link, and a 'Deposit Account Balances as of 04/19/2019' section. Below this is a table of account balances.

ABA/TRC	Account Number	Description	Balance
<b>Checking Accounts</b>			
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
<b>Savings Accounts</b>			
107001012		Amy's savings	\$49,380.02
107001012		Mobile Test # 4 Corp. Sav	\$0.00

### EB & T



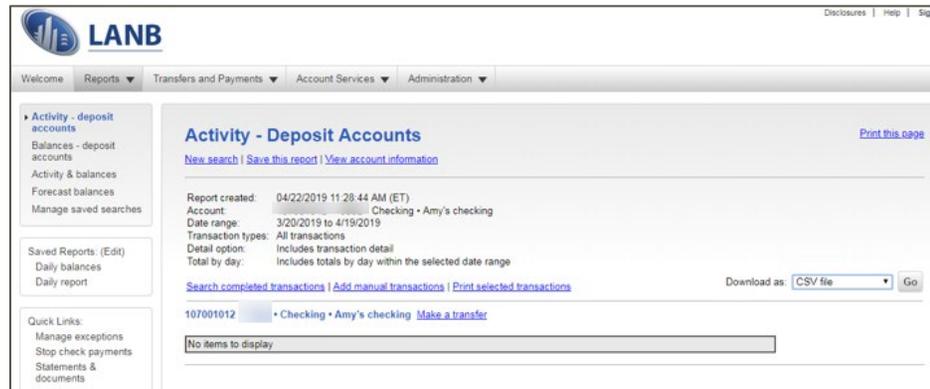
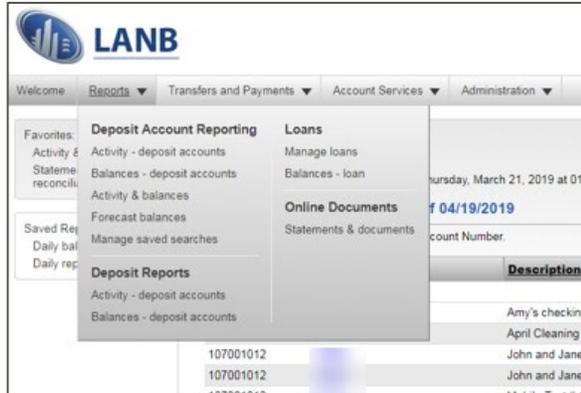
The screenshot shows the EB & T Home Page. The top navigation bar includes 'Home', 'Messages', 'Transactions', 'E-Statements', 'Commercial', 'Treasury', 'Settings', 'Quick User Guide', and 'Log Off'. The main content area features a 'Home' header, a 'TEST ACCOUNTS' section, and several account tiles displaying balances.

Account Name	Current Balance	Account Available Balance
Test 1	\$96.84	\$96.84
REGULAR SAVINGS SAVINGS	\$3,909.88	\$3,909.88
5040 C&I-VR	\$0.00	\$0.00
PBA CHECKING CHECKING	\$105.91	\$105.91
REGULAR SAVINGS SAVINGS	\$14.79	\$14.79

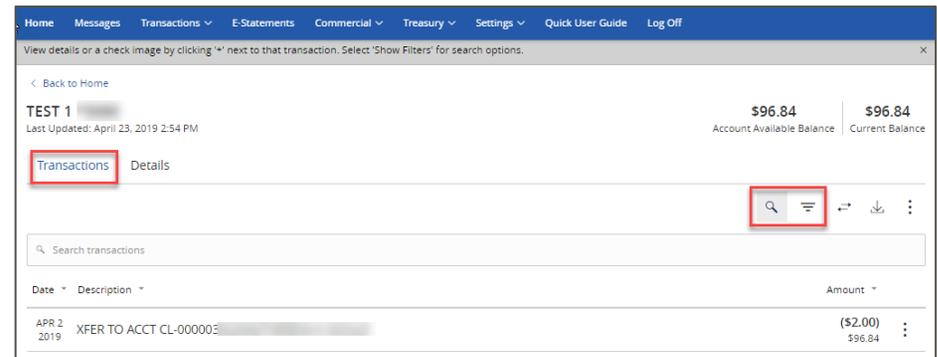
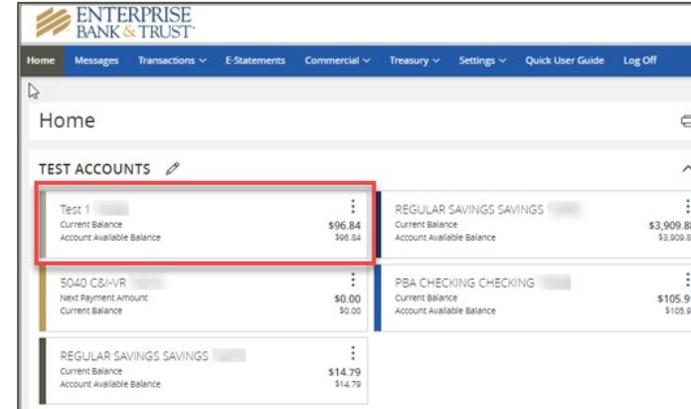
# Account Activity

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



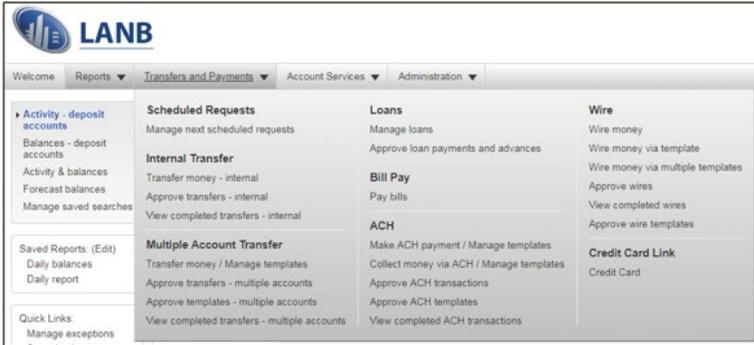
## EB & T



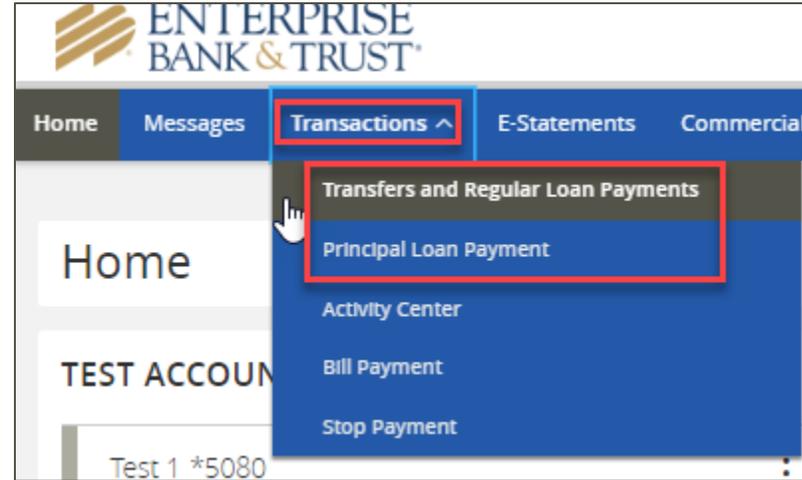
# Transfers

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

## LANB



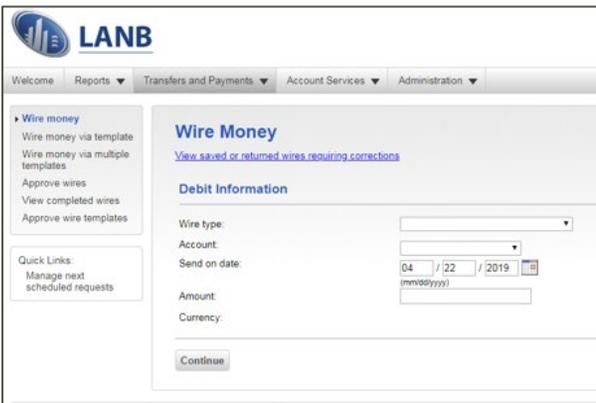
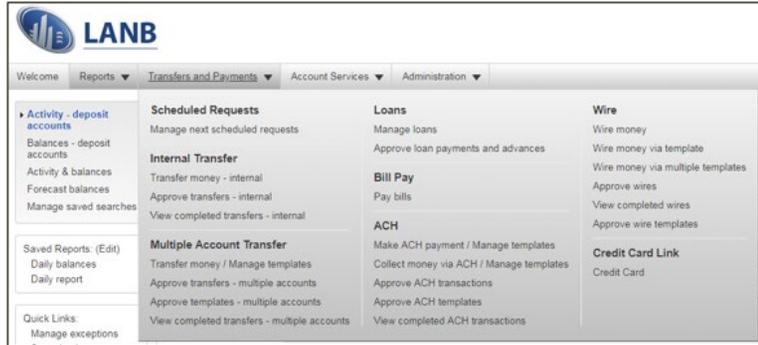
## EB & T



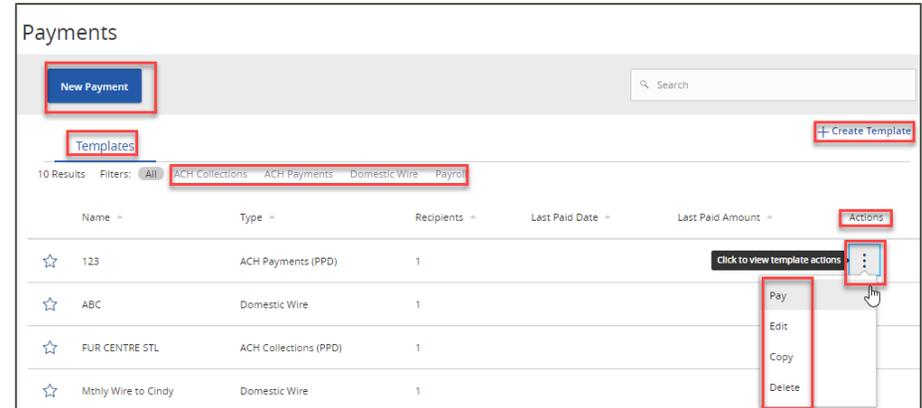
# ACH & Wire Transfer Templates and Payments

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

## LANB



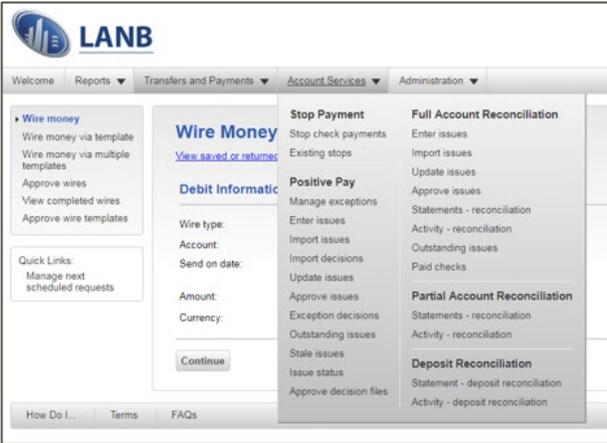
## EB & T



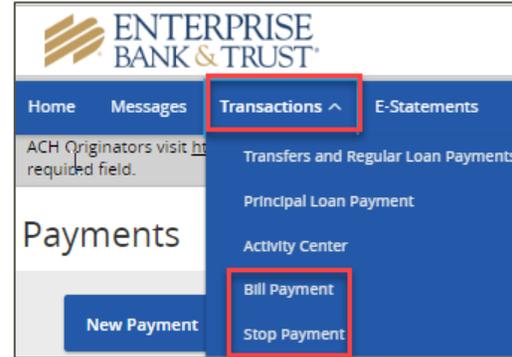
# Bill Payment & Stop Payments

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

LANB



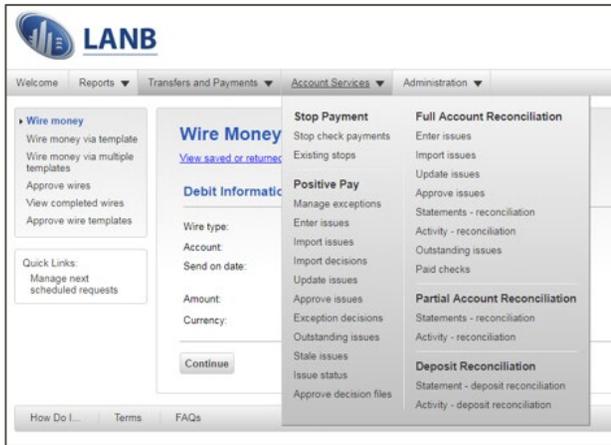
EB & T



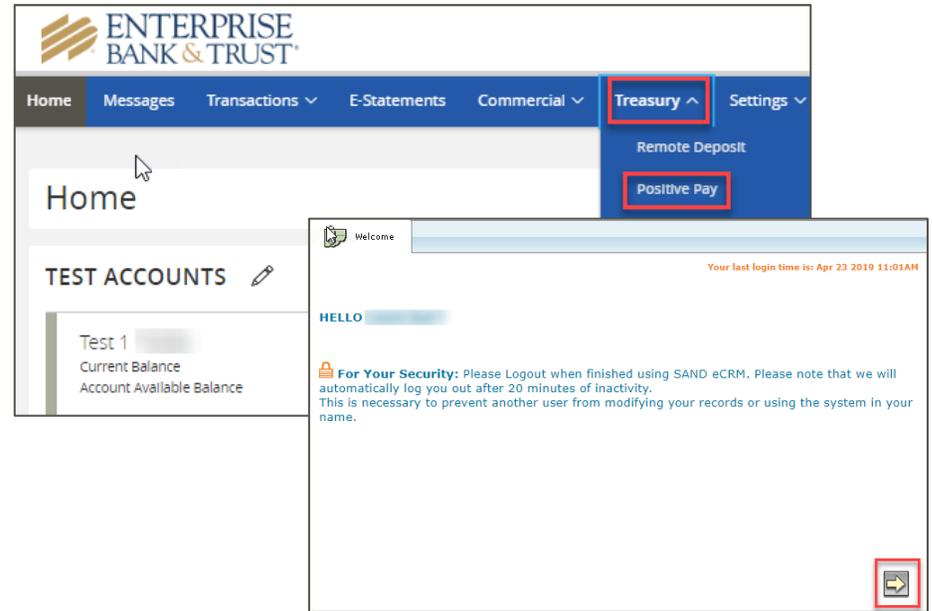
# Positive Pay

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



## EB & T



## 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

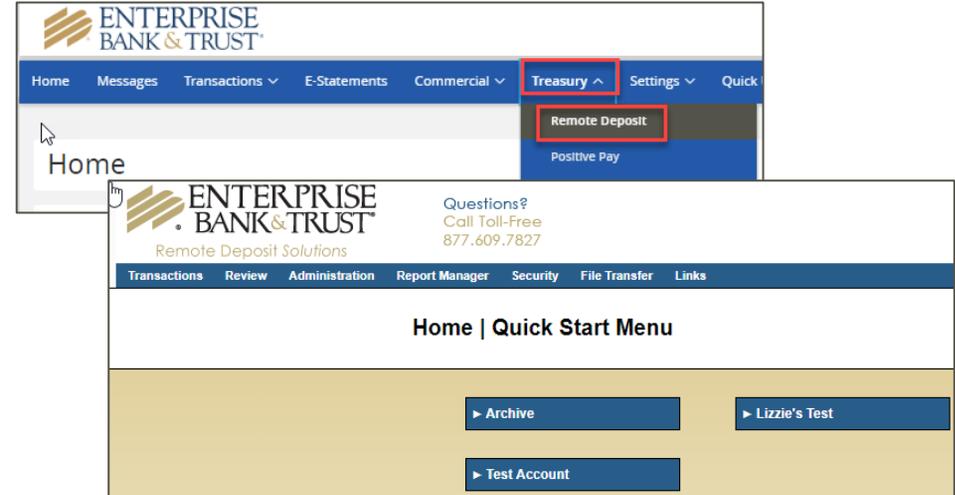
Remote Deposit Capture can now be located under *Treasury > Remote Deposit* in the navigation menu

LANB



The screenshot shows the LANB RDC Login page. At the top left is the LANB logo. The main heading is "Los Alamos National Bank RDC Login". Below this are three input fields: "Office:", "Login:", and "Password:". A "Login" button is positioned below the password field. A note at the bottom left states "\* Required fields".

EB & T



The screenshot shows the Enterprise Bank & Trust navigation menu. The top navigation bar includes "Home", "Messages", "Transactions", "E-Statements", "Commercial", "Treasury", "Settings", and "Quick". The "Treasury" menu is expanded, showing "Remote Deposit" and "Positive Pay". Below this is a "Home" link. The main content area features the Enterprise Bank & Trust logo, contact information ("Questions? Call Toll-Free 877.609.7827"), and a secondary navigation bar with "Transactions", "Review", "Administration", "Report Manager", "Security", "File Transfer", and "Links". The main heading is "Home | Quick Start Menu", followed by three buttons: "Archive", "Lizzie's Test", and "Test Account".

# E-Statements / Important Documents & Notices

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

## LANB

The screenshot shows the LANB website interface. The navigation menu includes 'Welcome', 'Reports', 'Transfers and Payments', 'Account Services', and 'Administration'. The main content area is titled 'Search Statements and Documents' and includes a 'New Requests' section with radio buttons for 'Most recent documents for an account type' and 'Documents for a specific account (select account below)'. A table lists account information with columns for Description, Type, Account, and ABA.

Description	Type	Account	ABA
John and Jane Doe LLC	Checking	107001012	
Test XAA account	Analysis	107001012	
John and Jane Doe LLC	Checking	107001012	
Mobile Test # 1 Pers. Check	Checking	107001012	

## EB & T

The screenshot shows the Enterprise Bank & Trust website. The navigation menu includes 'Home', 'Messages', 'Transactions', 'E-Statements', and 'Commercial'. The 'E-Statements' menu item is highlighted with a red box. Below the navigation menu, there is a 'Statements' section with a table listing various bank statements with columns for Description, Account Number, Date, and All. The 'View all accounts' and 'View all dates' buttons are highlighted with red boxes.

Description	Account Number	Date	All
Bank Statement		03/31/2019	<input type="checkbox"/>
Bank Statement		12/31/2018	<input type="checkbox"/>
Bank Statement		09/30/2018	<input type="checkbox"/>
Bank Statement		06/30/2018	<input type="checkbox"/>
Bank Statement		03/31/2018	<input type="checkbox"/>
Bank Statement		01/31/2018	<input type="checkbox"/>
Bank Statement		12/31/2017	<input type="checkbox"/>