

# TREASURY MOBILE

Quick Reference Guide

ORRSTOWNBANK





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# Orrstown Treasury Mobile

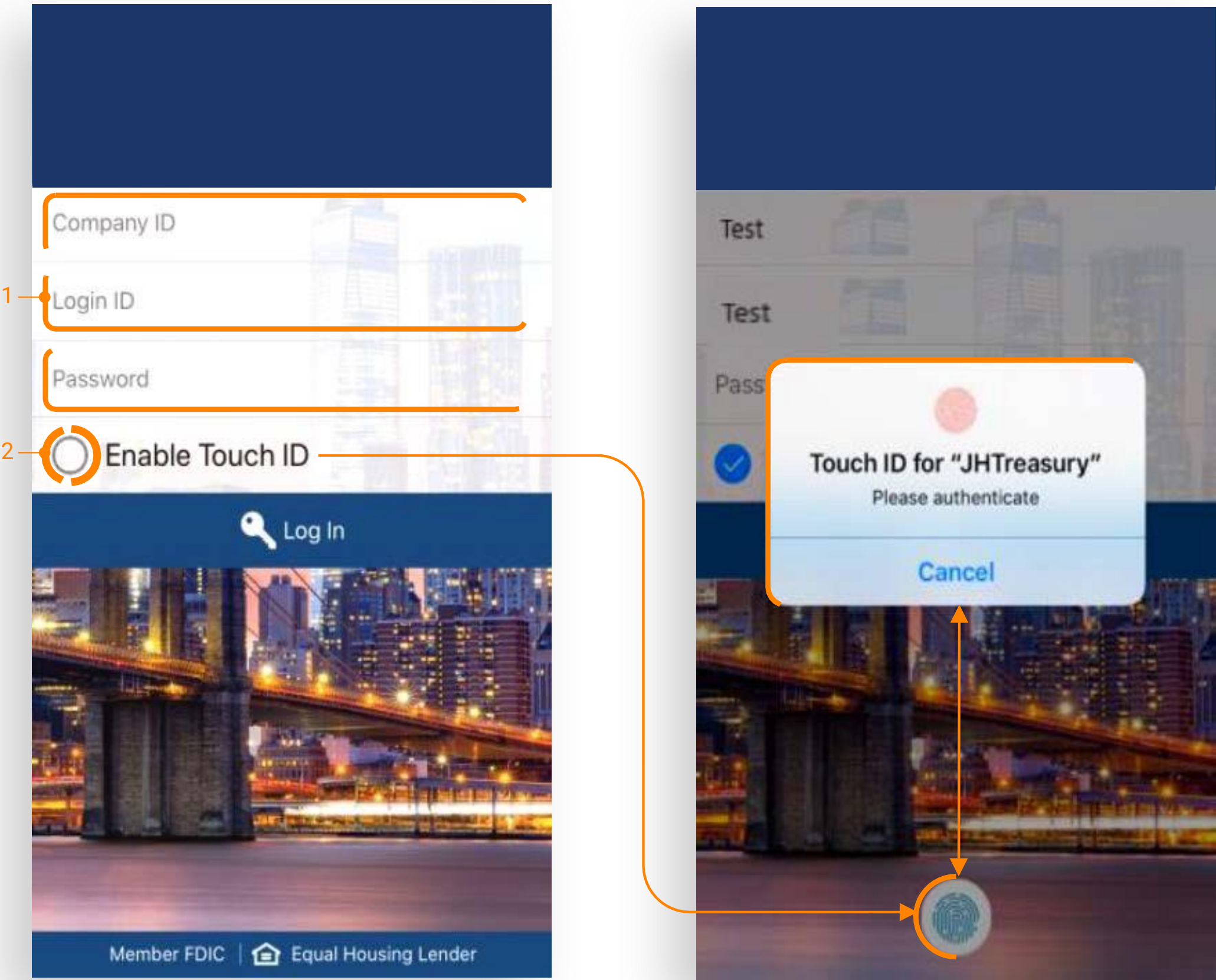
**Overview:** Orrstown Treasury Mobile allows users the ability to view accounts, account transactions, check images, notifications, messages, payment activity and deposit checks. In addition, users can approve payments (ACH, wires, transfers, loan payments), approve new or edited users, create new transfers, initiate payments from existing ACH, wire and transfer templates and create bill payments. The Treasury Management App is available for download in Google Play or the Apple Store.

## Benefits for Orrstown Clients?

- Mobility to view account transactions, notifications and payment activity
- Deposit Checks, decision positive pay items and create bill payments
- Initiate ACH payments, wires and transfers from templates
- Equally secure as the Orrstown Treasury Online desktop
- Approve ACH, wires and transfer payments
- Available for download on Google Play Store or the Apple Play Store

# Orrstown Treasury Mobile

## Login



### 1. Login Process

- Enter Company ID, Login ID and Password.
- The user may be prompted to establish or answer authentication questions.
- Upon successful login, the user is taken to the Dashboard.

### 2. Biometric Authentication

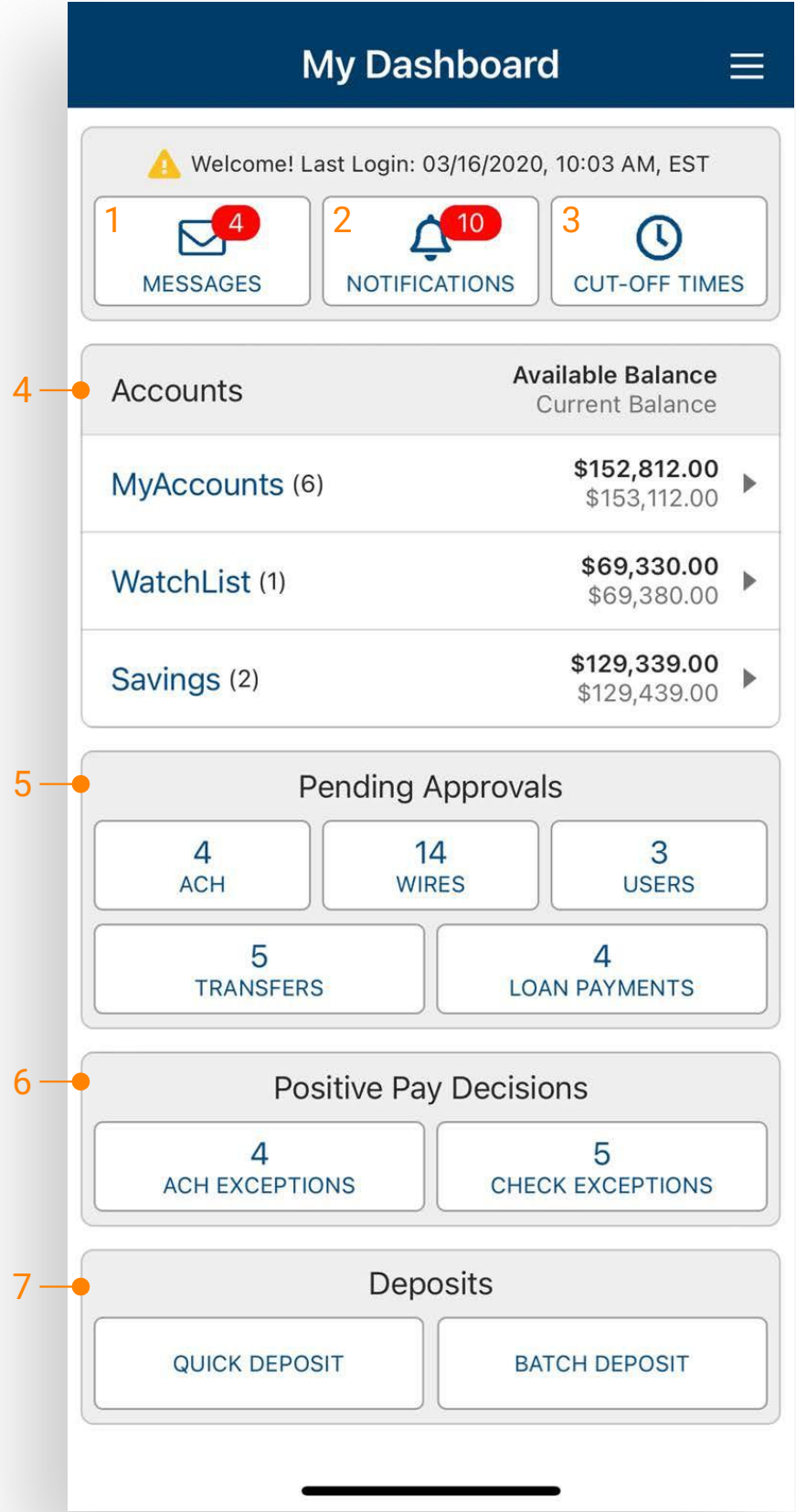
- To enroll in biometric login, select Enable Touch ID> Face ID> Fingerprint.

### NOTE:

- Users cannot be logged into channel and mobile at the same time.
- If biometric login is enabled and the users password has changed since enrollment, the user will need to login manually with the new password and re-enroll.

# Orrstown Treasury Mobile

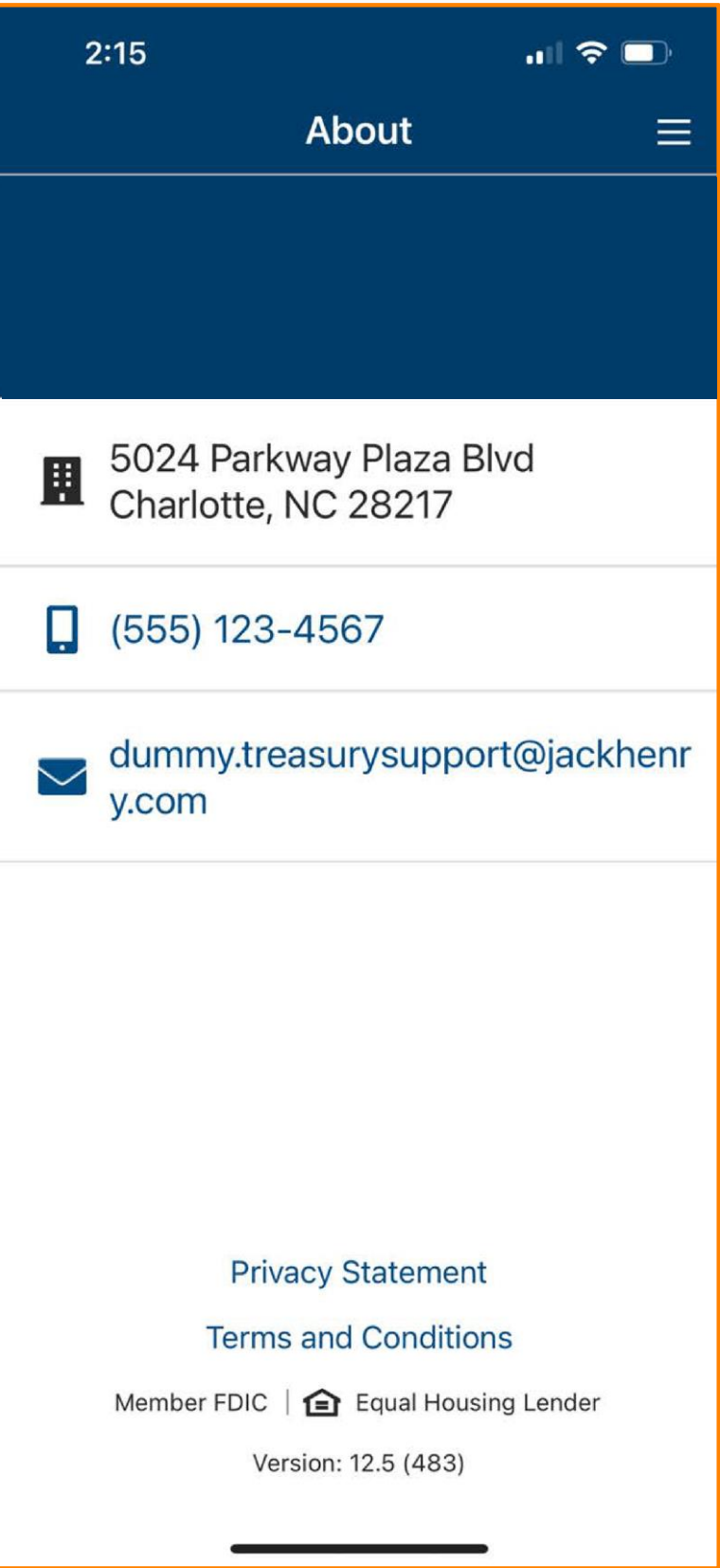
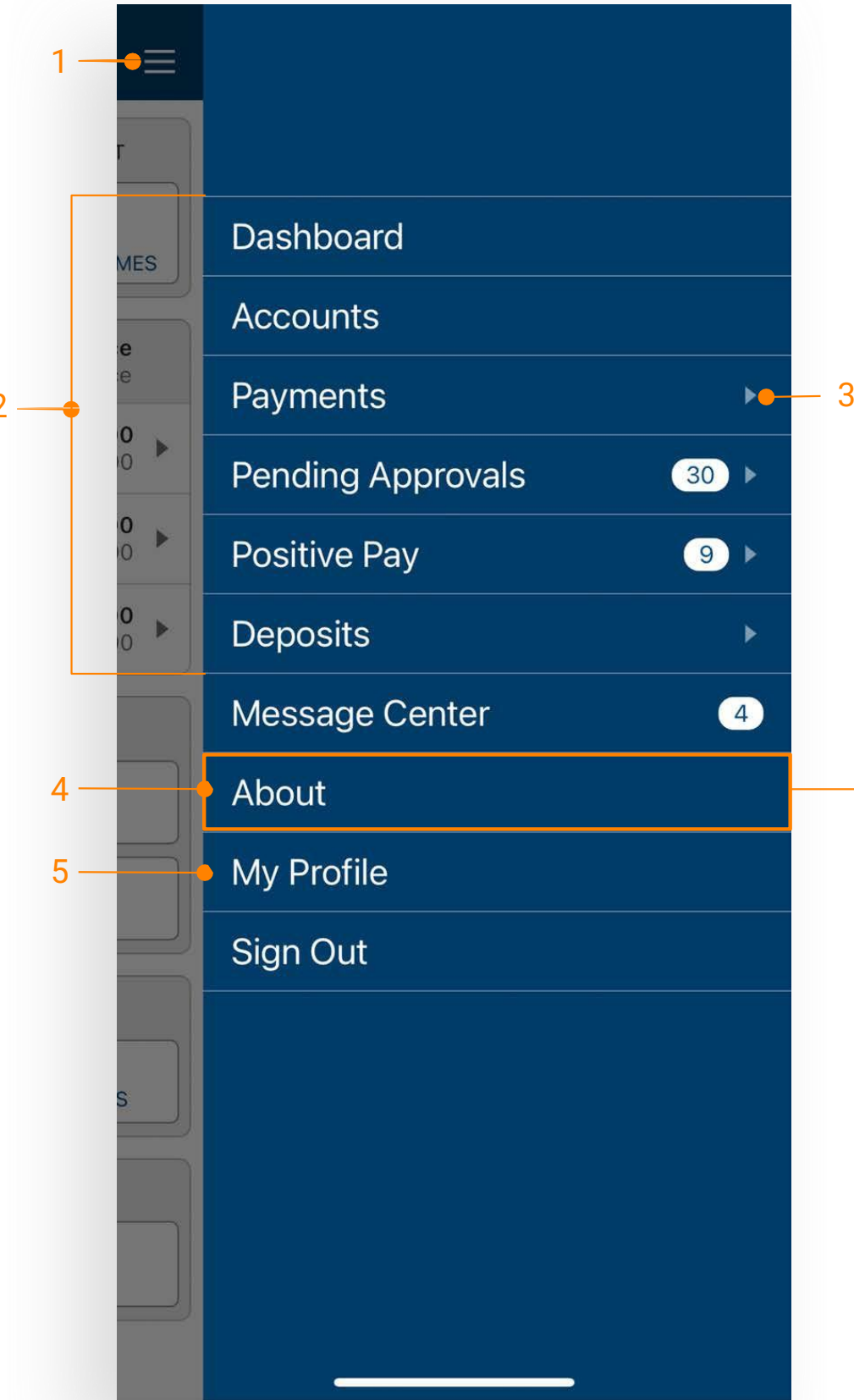
## Dashboard Features



1. **Messages** Select to view, reply and create messages.
2. **Notifications** Select to view or filter notifications.
3. **Cut-Off Times** Displays a list of FI's specific products cutoff times.
4. **Accounts** Select an account to access details and transactions
5. **Pending Approvals** Select an item under Pending Approvals to view the specific approval page.
6. **Positive Pay Decisions** Select from ACH or Check exception to decision positive pay items.
7. **Deposits** Select Quick Deposit to deposit a single check or Batch Deposit to deposit multiple checks.

# Orrstown Treasury Mobile

## Main Menu



- 1. **Main Menu** Select the menu icon to display full menu options.
- 2. **Menu Items** Select a menu item to be taken directly to the corresponding page.
- 3. **Menu Dropdown** Select the dropdown arrow next to an item to display the sub menu.
- 4. **About** Contains contact information, Privacy Statement and Terms and Conditions. Select Privacy Statement and Terms and Conditions to view details.
- 5. **My Profile** Select My Profile to change your password.



Accounts

Accounts

Accounts Total  
\$351,931.00

Deposit (5)  
\$225,555.00

Time Deposit (3)  
\$93,825.00

Loan (1)  
\$32,551.00

Accounts

Accounts Total  
\$351,931.00

Deposit (5)  
\$225,555.00

Checking134  
9924  
\$38,981.00

Savings135  
2243  
\$4,001.00

Club136  
1938  
\$44,419.00

Club140  
5770  
\$69,380.00

Savings141  
4668  
\$68,774.00

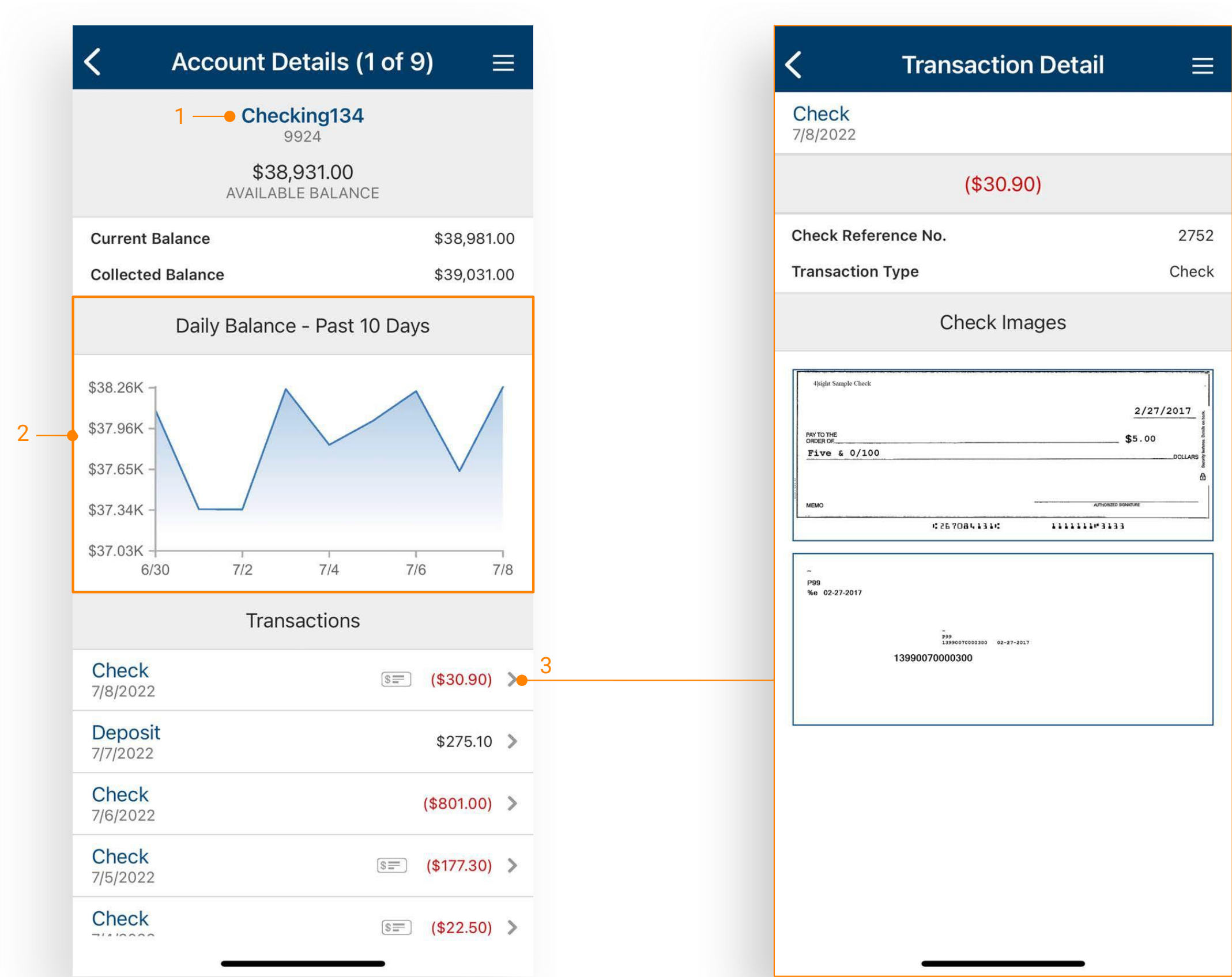
Time Deposit (3)  
\$93,825.00

Loan (1)  
\$32,551.00

- 1. **Accounts Total** Displays the total balance across all accounts.
- 2. **Deposit Groups** Accounts are grouped by type:
  - Deposit
  - Time Deposit
  - Loan
- 3. **Individual Accounts** Select the arrow next to an account type to display individual accounts.
- 4. **View Account Details** Toggle the chevron to view details and transactions.

# Orrstown Treasury Mobile

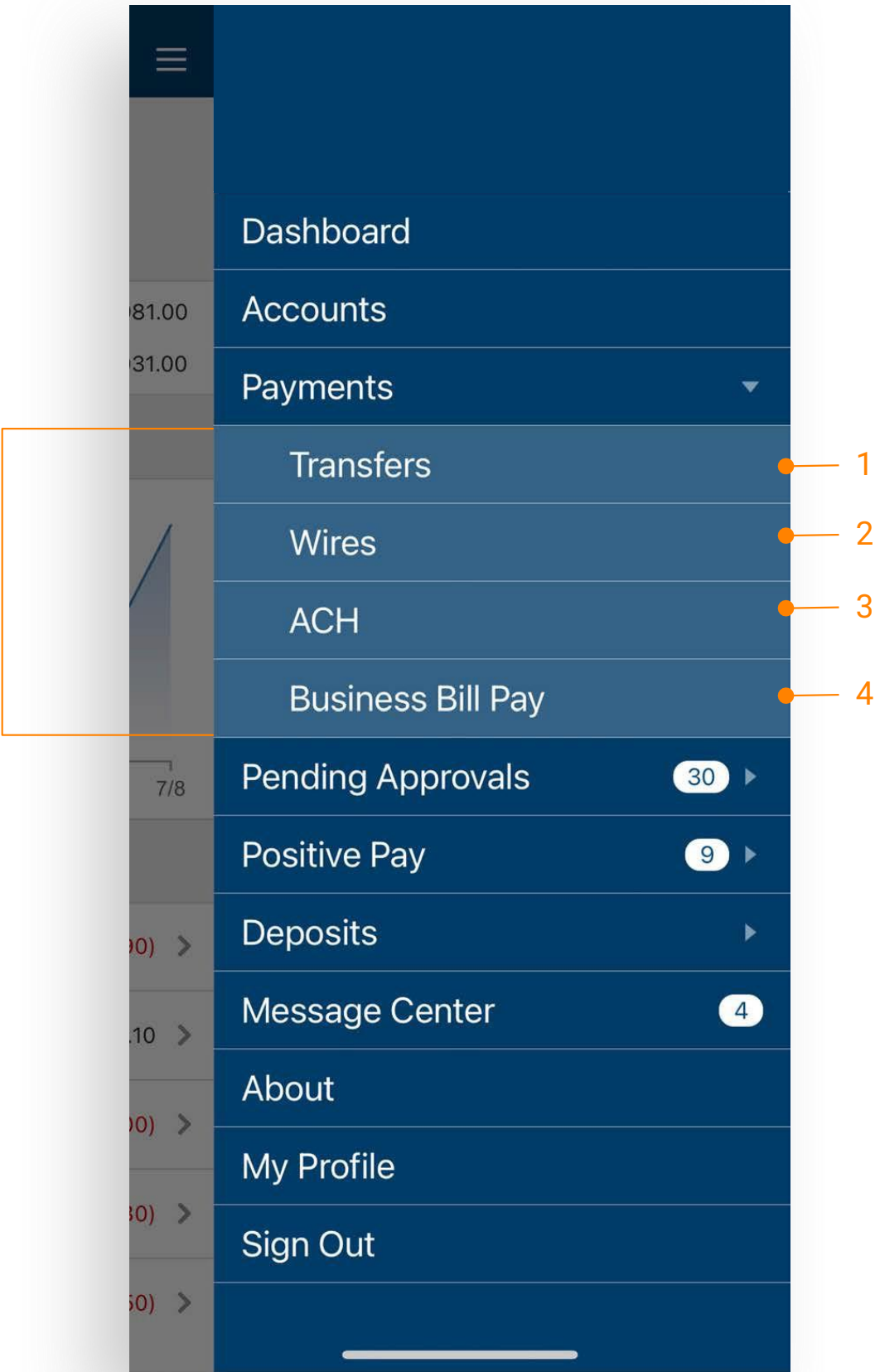
## Transactions



1. **The Account Details** Displays the selected account's transaction history.
2. **Daily Average Balance** For deposit accounts, a graph charts the daily available balance over the past 10 days.
3. **Transaction Details** Select the chevron next to a transaction to view additional details, including check images (if applicable).

Payments

Select a payment type to navigate to the respective payment page where actions can be executed.



- 1. **Transfers** allows users to create a freeform transfer or transfer from a template and view transfer activity.
- 2. **Wires** allows users to create a usd wire from a template and view wire activity.
- 3. **ACH** allows users to create an ACH Payment from a template and view ACH activity.
- 4. **Business Bill Pay** allows users to create a payment, view payees, payment activity and scheduled payments.



Create Transfer

<

Create Transfer

Transfer From

xx9924  
Balance: \$38,931.00

>

Transfer To

xx1938  
Balance: \$44,369.00

>

Amount

\$1.00

>

Frequency

One Time

>

Transfer Date

7/8/2022

>

Memo

optional

✕ Reset

✓ Review

<

Frequency Settings

Frequency

Every Two Weeks

>

Repeat On

Weekday

Monday

>

Date Range

Start

7/11/2022

>

End

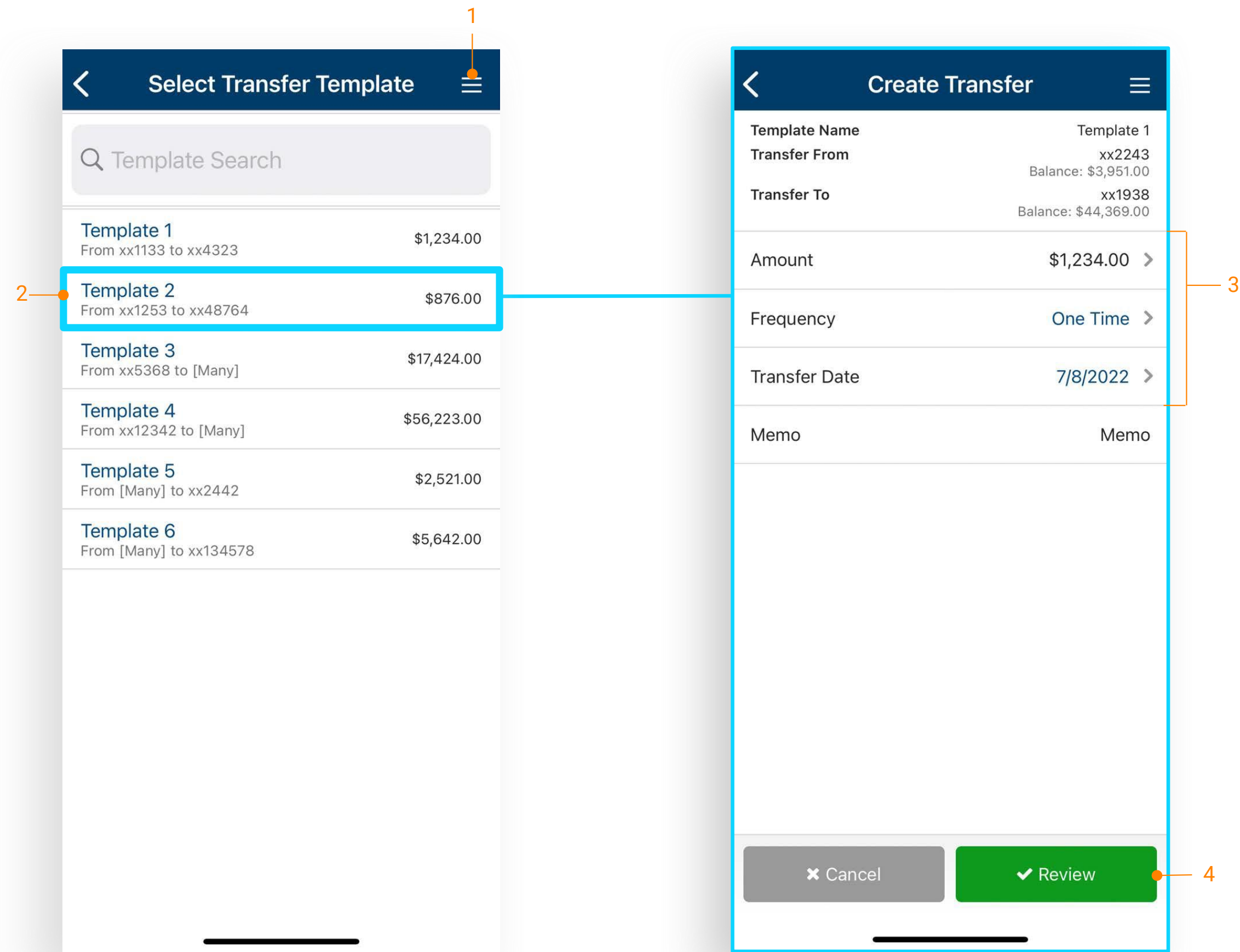
11/30/2022

>

☐ No End Date

- 1. From the Main Menu select Payments > Transfers > Create Transfer.
- 2. Complete transfer fields.
- 3. Select Frequency to set up a recurring transfer.
- 4. Select Review, then Confirm.

Create Transfer from Template

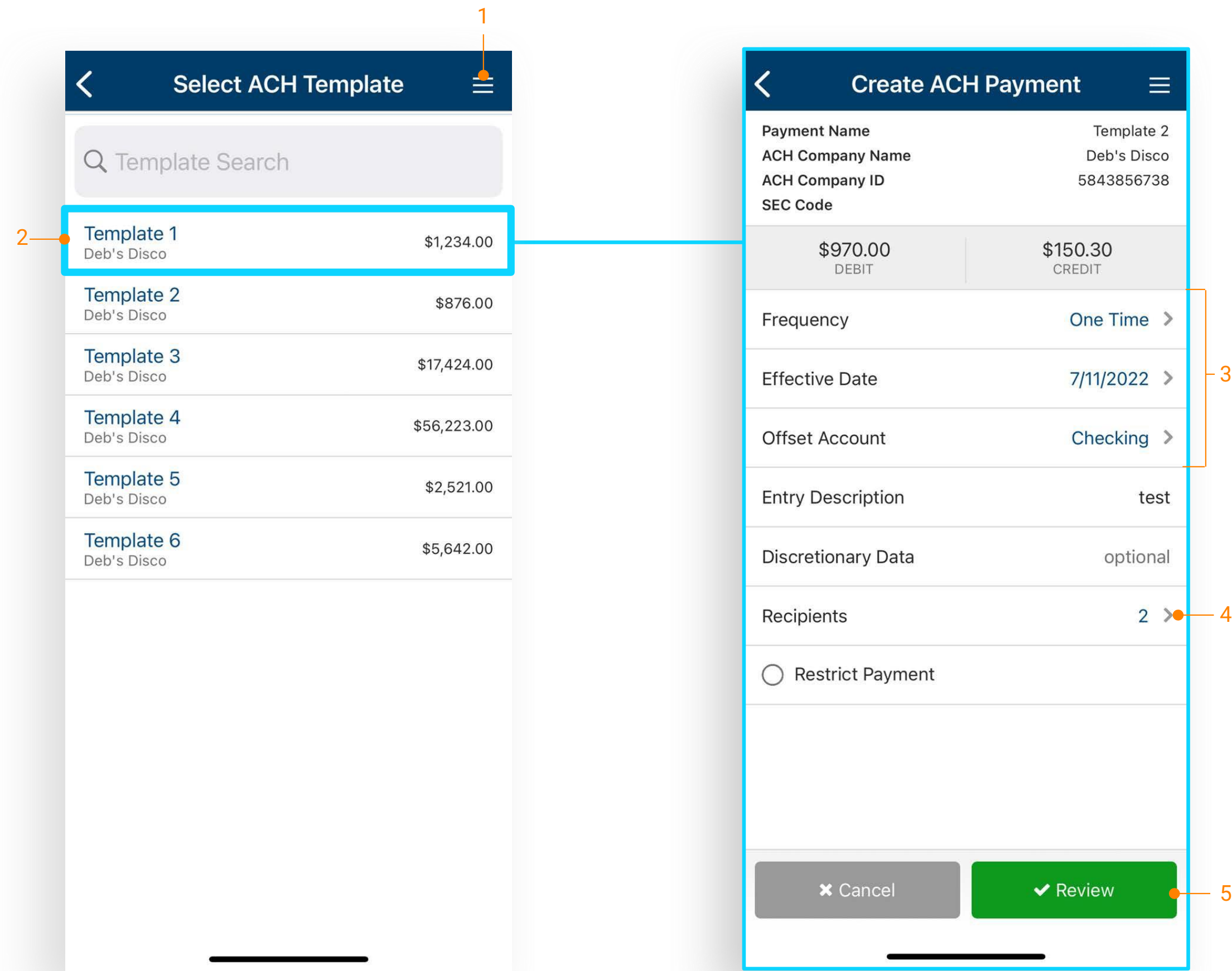


1. From the Main Menu select Payments - Transfers - Create Transfer from Template
2. Select a template (One-to-One, One-to-Many, & Many-to-One are supported).
3. Edit fields if needed.
4. Select Review, then Confirm.

**Note:** If two-factor authentication is established for a payment type, the user will be prompted to authenticate upon selecting approve or reject.



Create ACH from Template



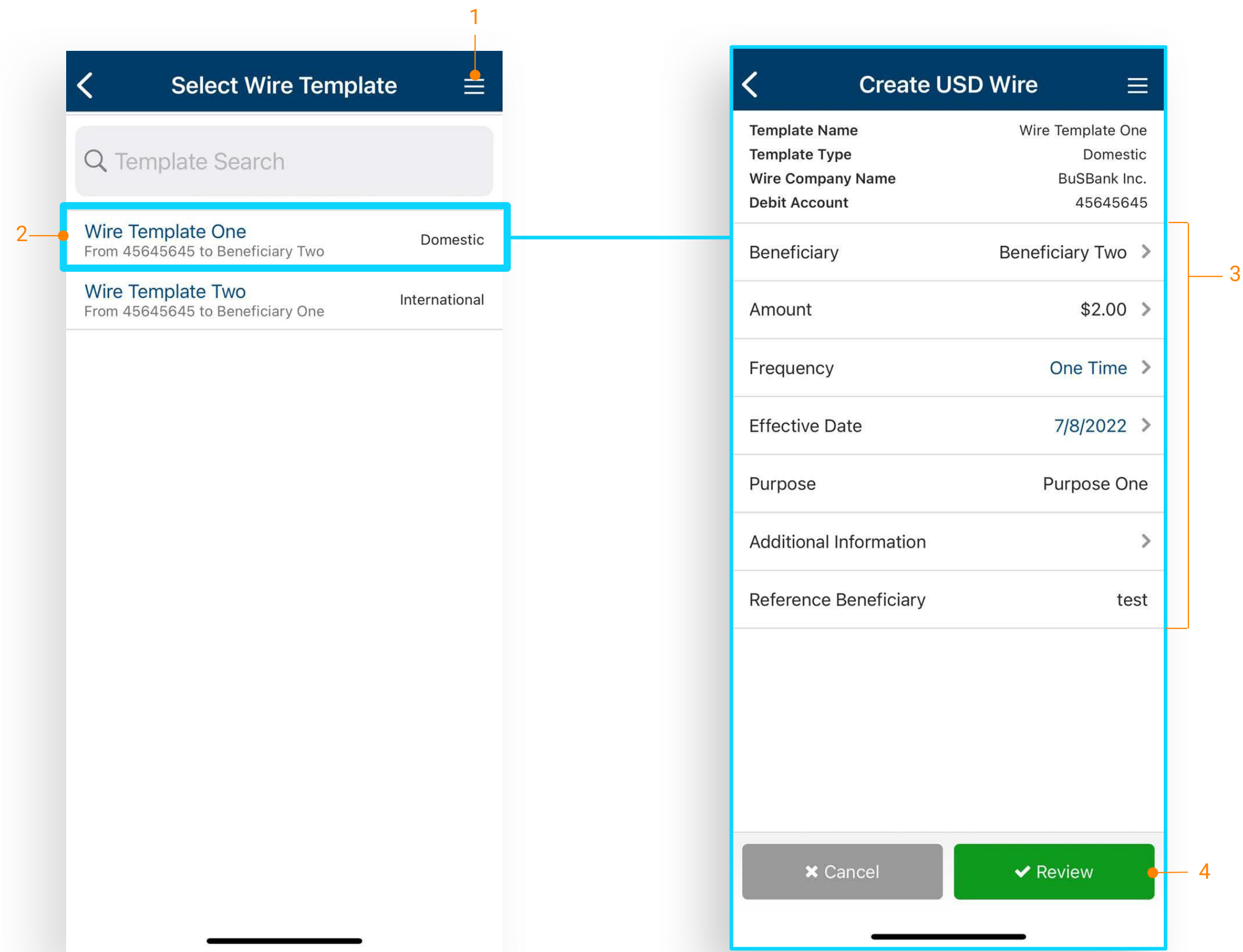
1. Open the Main Menu and select Payments > ACH > Create ACH from Template.
2. Select a template.
3. Edit fields if needed.
4. Select Recipients to change or hold amounts for a specific individual.
5. Select Review then Confirm.

**Note:** Only the dollar amount or hold feature can be edited on a recipient.

**Note:** On the Review Page an option to “Apply updates to the Template” can be selected. If selected, any changes made for this payment would be saved to the template.

**Note:** If two-factor authentication is established for a payment, the user will be prompted to authenticate upon selecting approve or reject.

Create Wire from Template

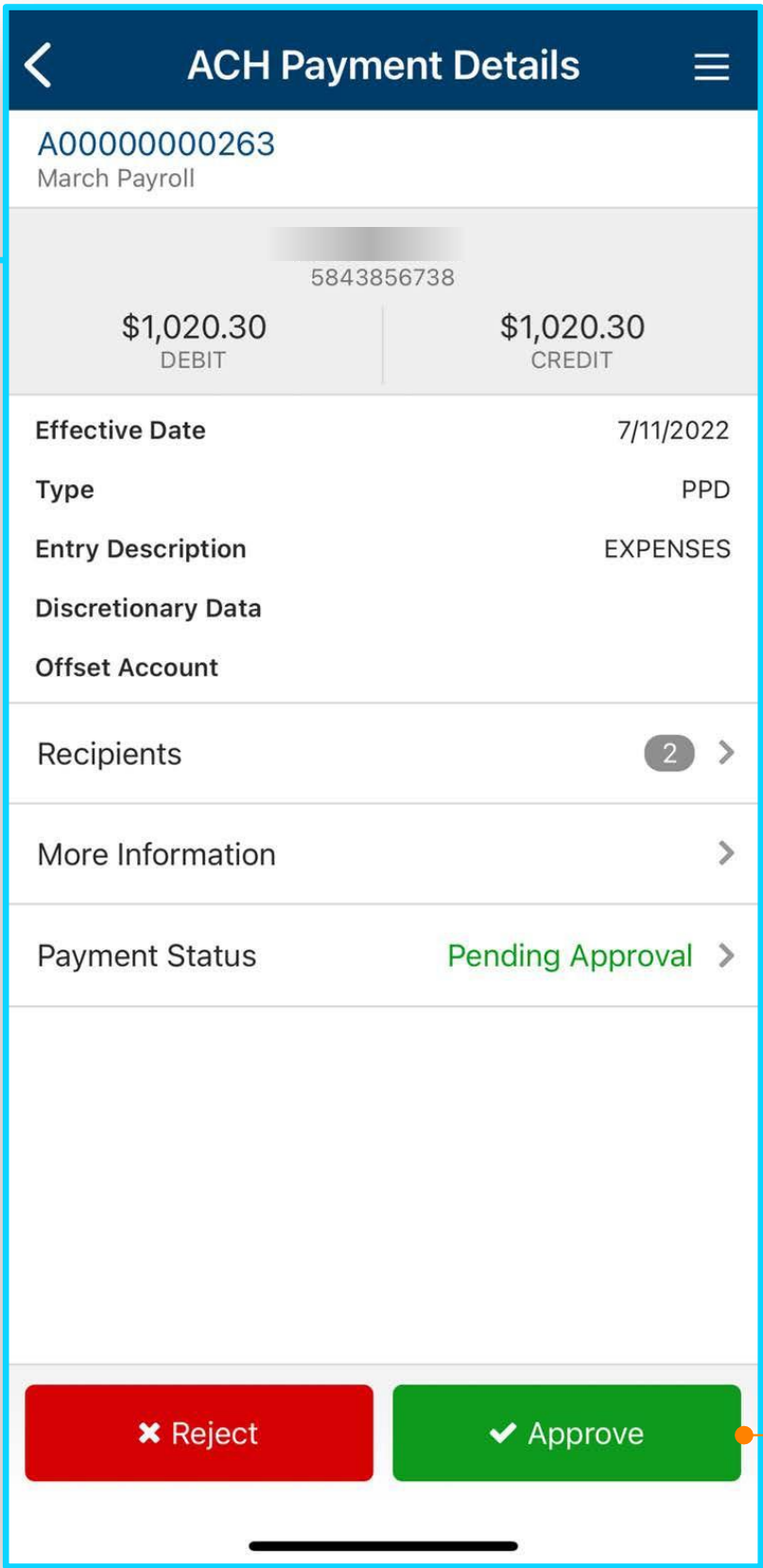
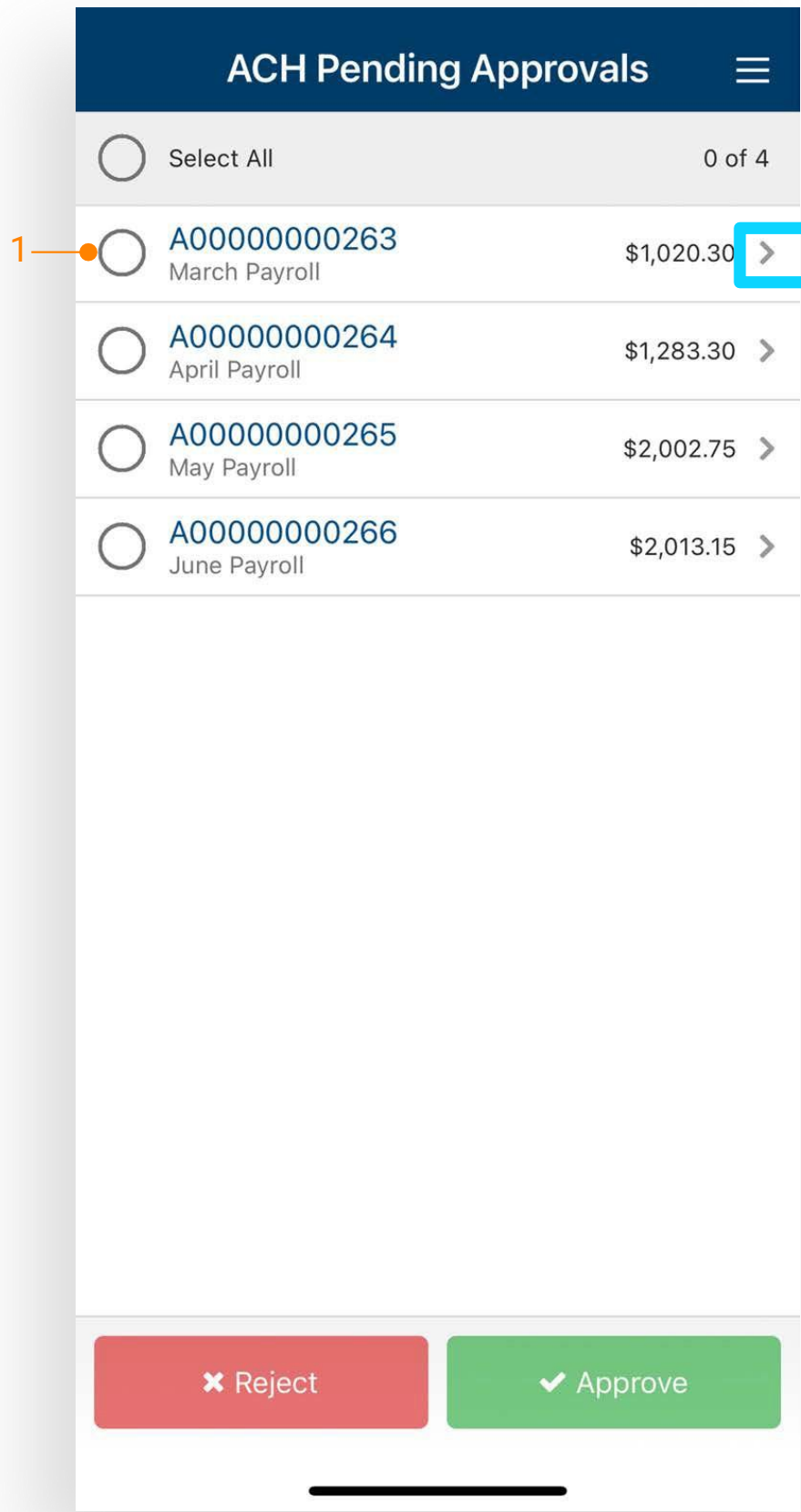


- 1. From the Main Menu select Payments > Wires > Create USD Wire from Template
- 2. Select a template.
- 3. Edit fields if needed.

**Note:** If two-factor authentication is established for a payment, the user will be prompted to authenticate upon selecting approve or reject.

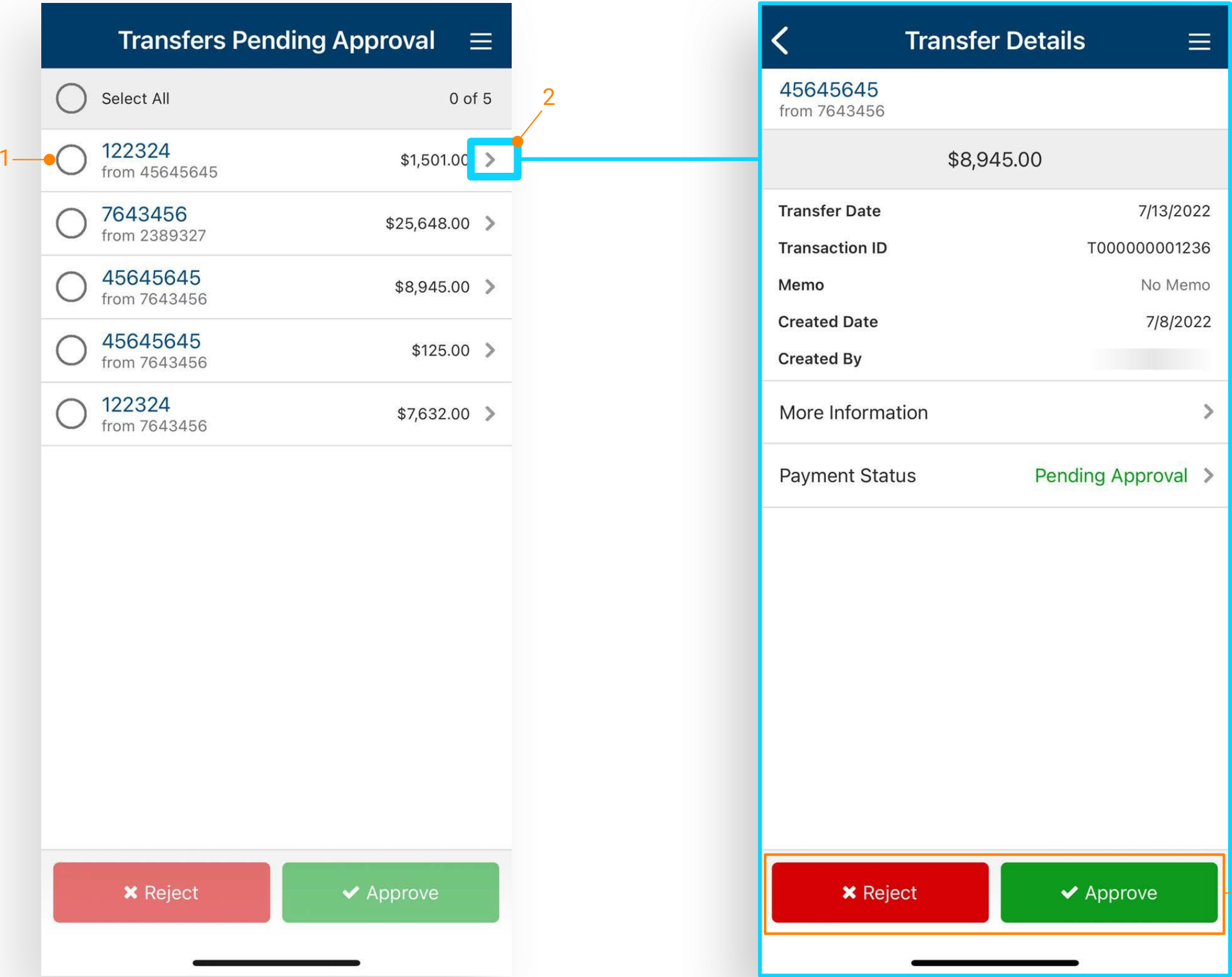


Transfer and Loan Payment Approval



- 1. Select an ACH payment to approve or reject, or use the Select All option to approve or reject all payments.
  - 2. Select the arrow next to the payment to view details.
  - 3. A confirmation page will display upon approval or rejection.
- Note:** If two-factor authentication is established for a payment, the user will be prompted to authenticate upon selecting approve or reject.

## Transfers & Loan Approvals

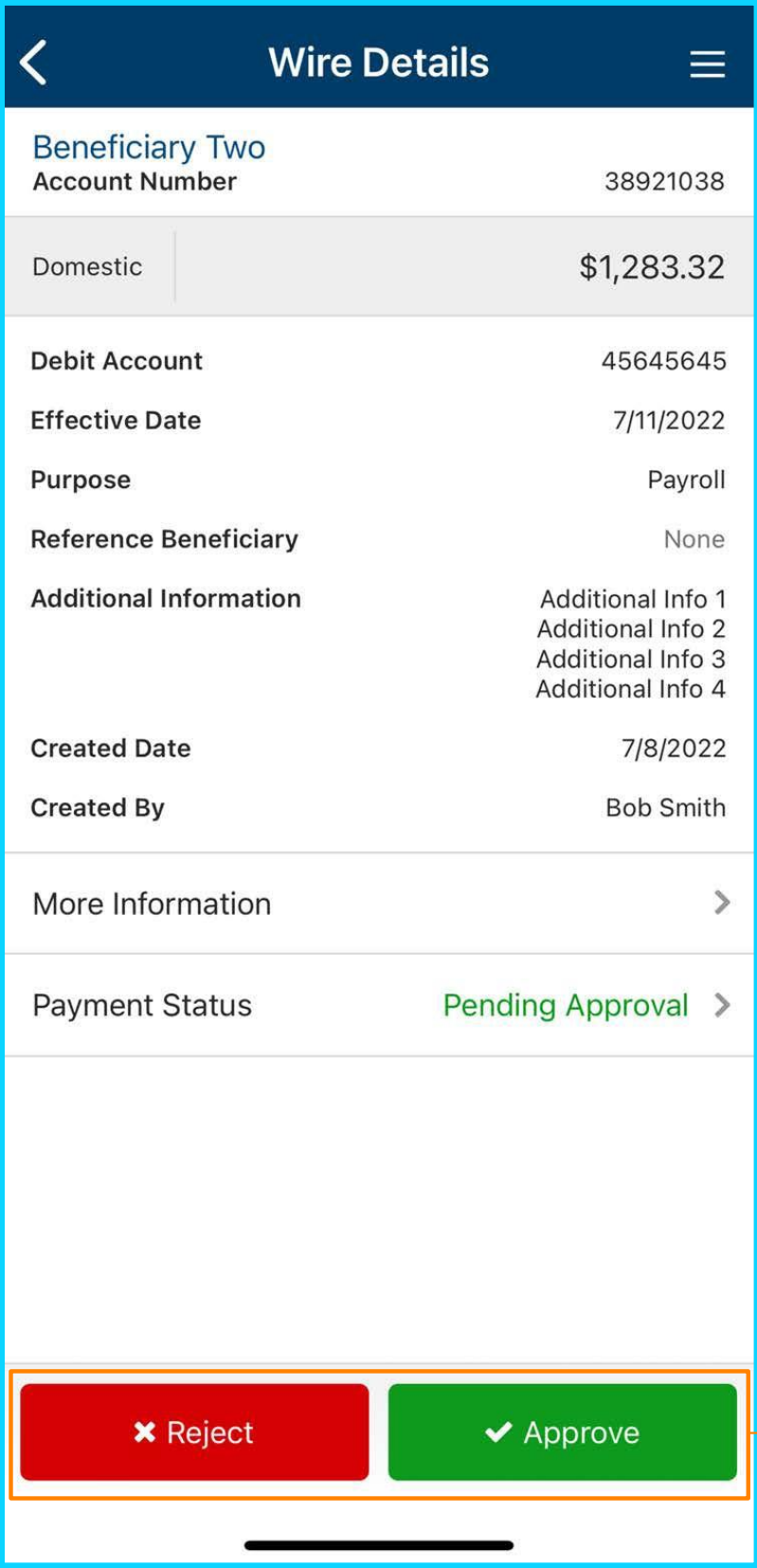
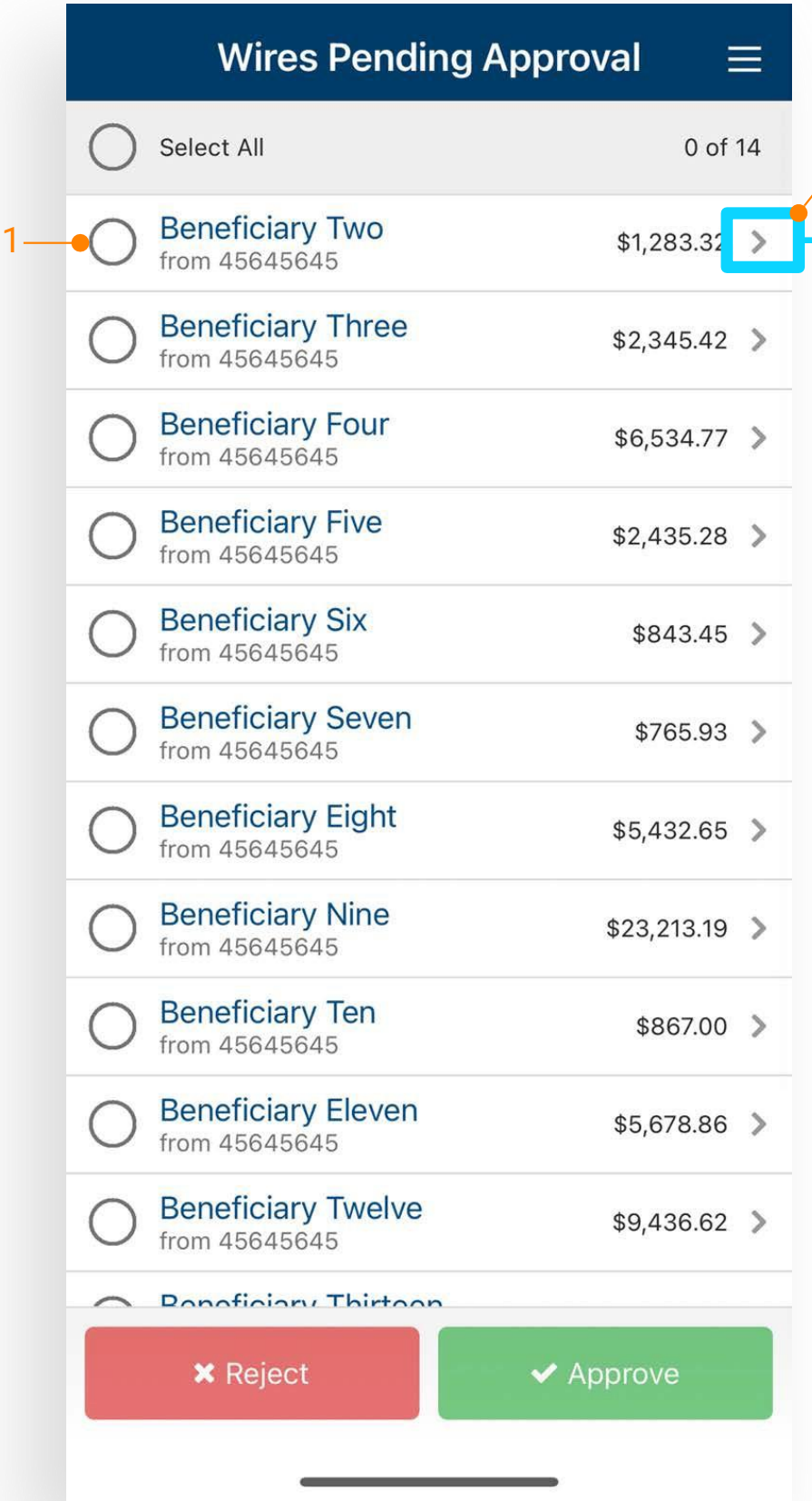


1. Select a transfer or loan payment to approve or reject, or use the Select All option to approve or reject all.
2. Select the arrow next to a transfer to view details.
3. A confirmation page will display upon approval or rejection.

**Note:** If two-factor authentication is established for a payment, the user will be prompted to authenticate upon selecting approve or reject.



## Wire Approvals



1. Select a wire to approve /reject or select all to approve/reject all wires.
2. Select the arrow next to a wire to view wire details.
3. Confirmation page displays after approval or rejection.

**Note:** If two-factor authentication is established for a payment, the user will be prompted to authenticate upon selecting approve or reject.

User Approvals

Users Pending Approval

Employee Eleven  
employee-eleven633212031

Enrolled

Employee Eleven  
employee-eleven938662328

Not Enrolled

Employee Ten  
employee-ten292377678

Not Enrolled

Employee Ten

Login ID  
employee-ten292377678

Department  
Extranet Backup Division

Email  
employee-ten@example.org

Phone  
790-653-1630 ext 624

Enrollment Status  
Not Enrolled

Role  
Super User, Admin

Product Features

Account Access

All

IP Access

Edited

Time Access

Edited

ACH Entitlements

All

ACH User Limits

Edited

Positive Pay Check Exceptions

All

Positive Pay ACH Exceptions

All

Reporting

All

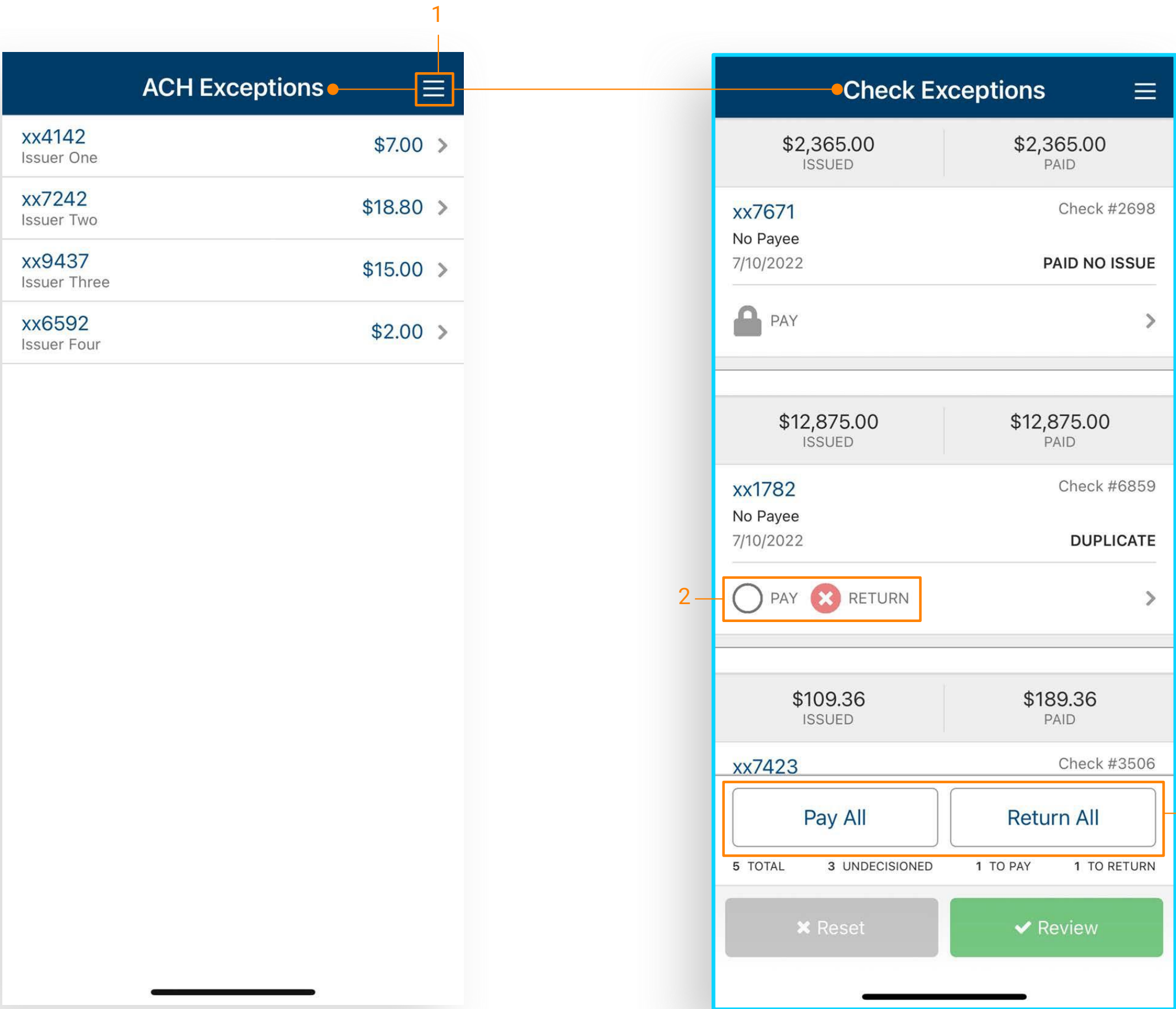
Reject

Approve

- 1. Select a user to view details.
- 2. Edited permissions will display in yellow.
- 3. Under Product Features, select the feature to view additional details.
- 4. Select to approve or reject the user.

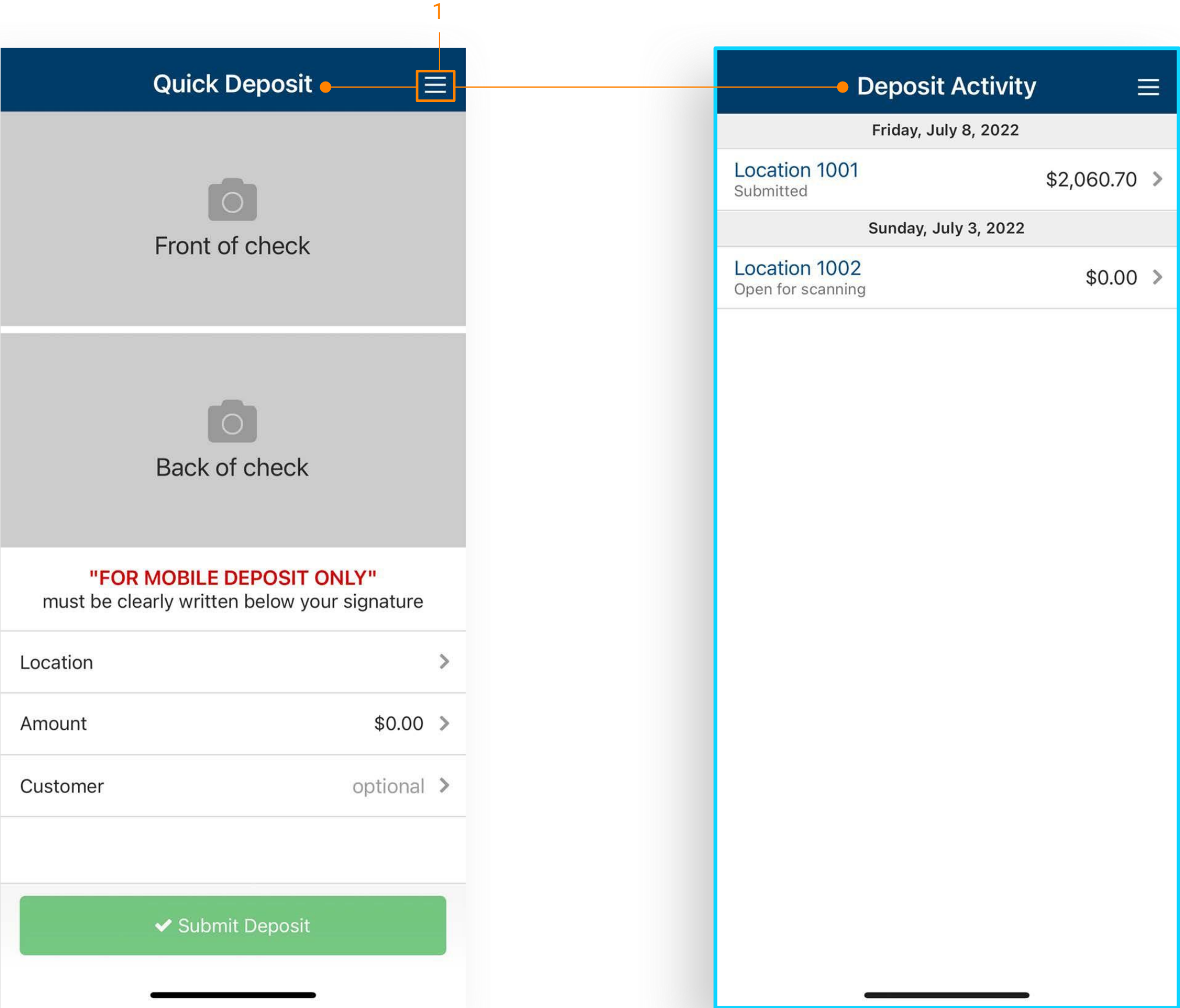


Positive Pay Decisions



1. From the dashboard or Main Menu select Check or ACH Exceptions.
2. Select an Exception to Pay or Return.
3. Option to Pay All/Return All displays for Check Exceptions.

Deposits – **Contact Us to Enroll**

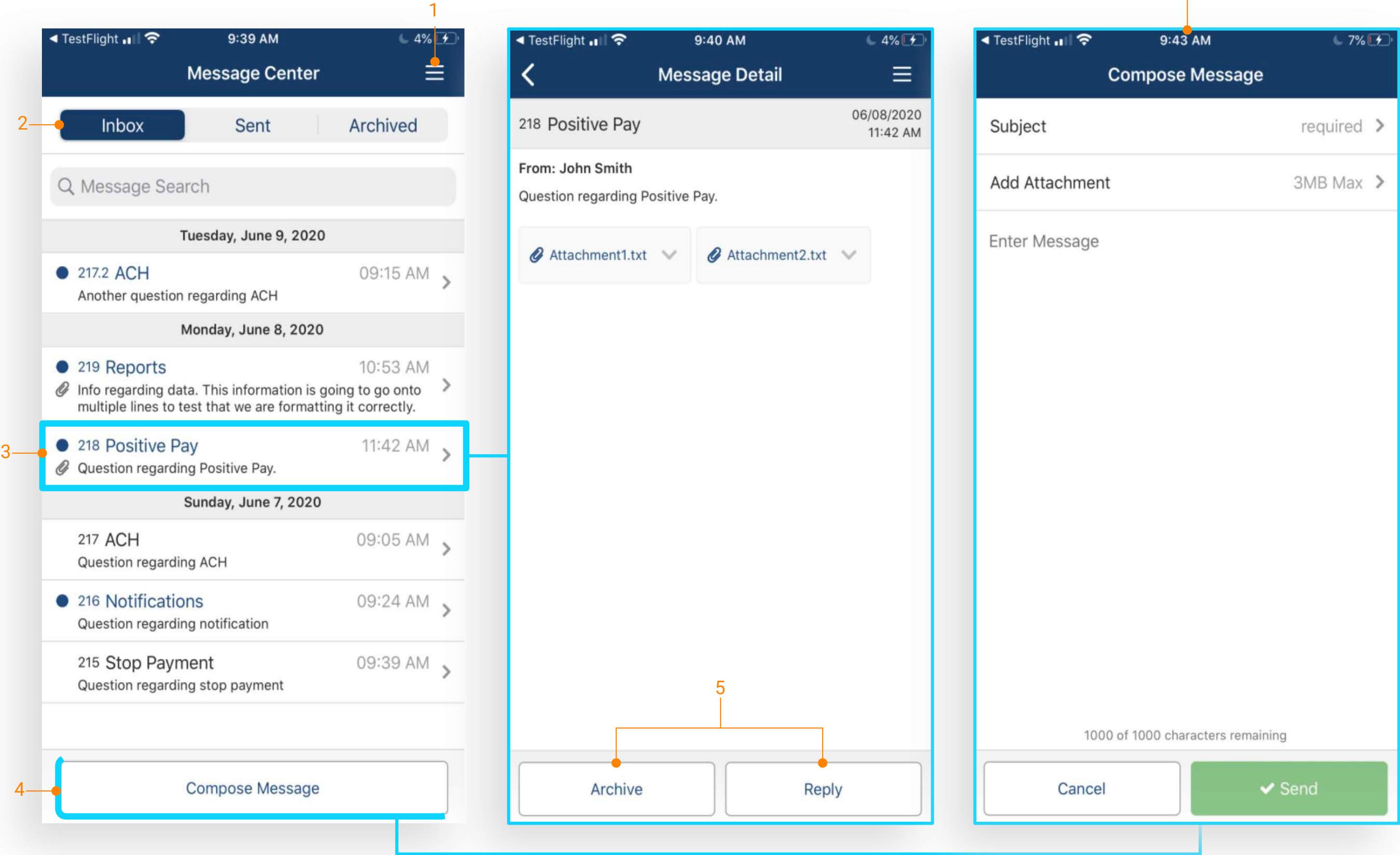


1. From the dashboard or Main Menu select:
- Quick Deposit
  - Batch Deposit or
  - Deposit Activity



# Orrstown Treasury Mobile

## Message Center



1. From the dashboard or flyout menu select Message Center.
2. Select Inbox, Sent or Archived.
3. Selecting a message allows the user to view the details and an attachments associated with the message.
4. All three options allow the user to compose a message.
5. The user will be able to archive the message as well as reply to the message.
6. Compose Message allows user to customize Subject, and Add Attachments.

Business Bill Pay

1

Create Payment

Payee

Landscaping  
Greenscape Lawncare

From Account

Primary Checking >

Amount

\$25.48 >

Process Date

7/8/2022 >

Estimated Arrival Date

7/13/2022

Frequency

Once >

Memo

optional

✕ Reset

✓ Review

Scheduled Payments

Payment Search

Friday, July 8, 2022

Engergy Company

Utility

\$786.65  
Processed >

Lawcare Service

Landscaping

\$12,124.12  
Pending >

Tuesday, July 12, 2022

Lawcare Service

Landscaping

\$123.73  
Approved >

Friday, July 15, 2022

Engergy Company

Utility

\$56.23  
Scheduled >

Mobile Phone Service

Utility

\$5,367.00  
Scheduled >

Friday, July 22, 2022

Lawcare Service

Landscaping

\$52.36  
Scheduled >

Friday, August 26, 2022

Property Managment

Real Estate Commitments

\$1,008.20  
Scheduled >

Business Bill Pay allows users to create payments and view payees, payment history and scheduled transactions.

1. From the fly out menu select Payments > Business Bill Pay to create a payment. From here users can create payments by completing the required fields and select Review.



Payment Activity

1

2

<

Transfer Activity

Q Search

Wednesday, July 13, 2022

45645645

from 7643456

\$8,945.00

Pending Approval

>

Monday, July 11, 2022

45645645

from 7643456

\$125.00

Pending Approval

>

Sunday, July 10, 2022

122324

from 7643456

\$7,632.00

Pending Approval

>

Activity Filter

Date

Filter By

Transfer Date

>

Date Selection

Date Range

>

From

7/8/2022

>

To

7/15/2022

>

Transfer Status

Status

All Selected

>

Account

Account Selection

Both

>

Both Accounts

All Selected

>

Amount

Filter By

All Amounts

>

Cancel

Confirm

View and filter Transfer, ACH or Wire Activity

- 1. From the Main Menu select the Payments > Payment Type > Activity.
- 2. Select the filter icon to filter based on selected criteria