## **TREASURY MOBILE** Quick Reference Guide

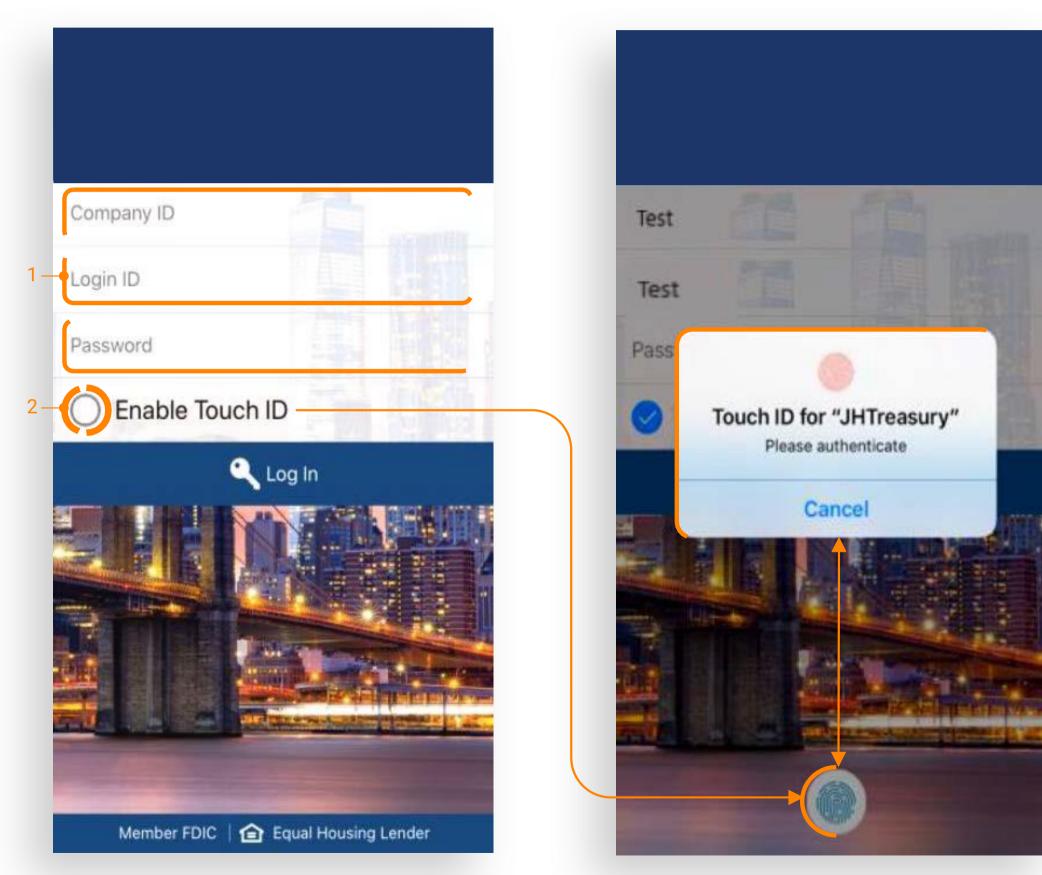


# OrrstownBank

**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



#### 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.

#### Dashboard Features

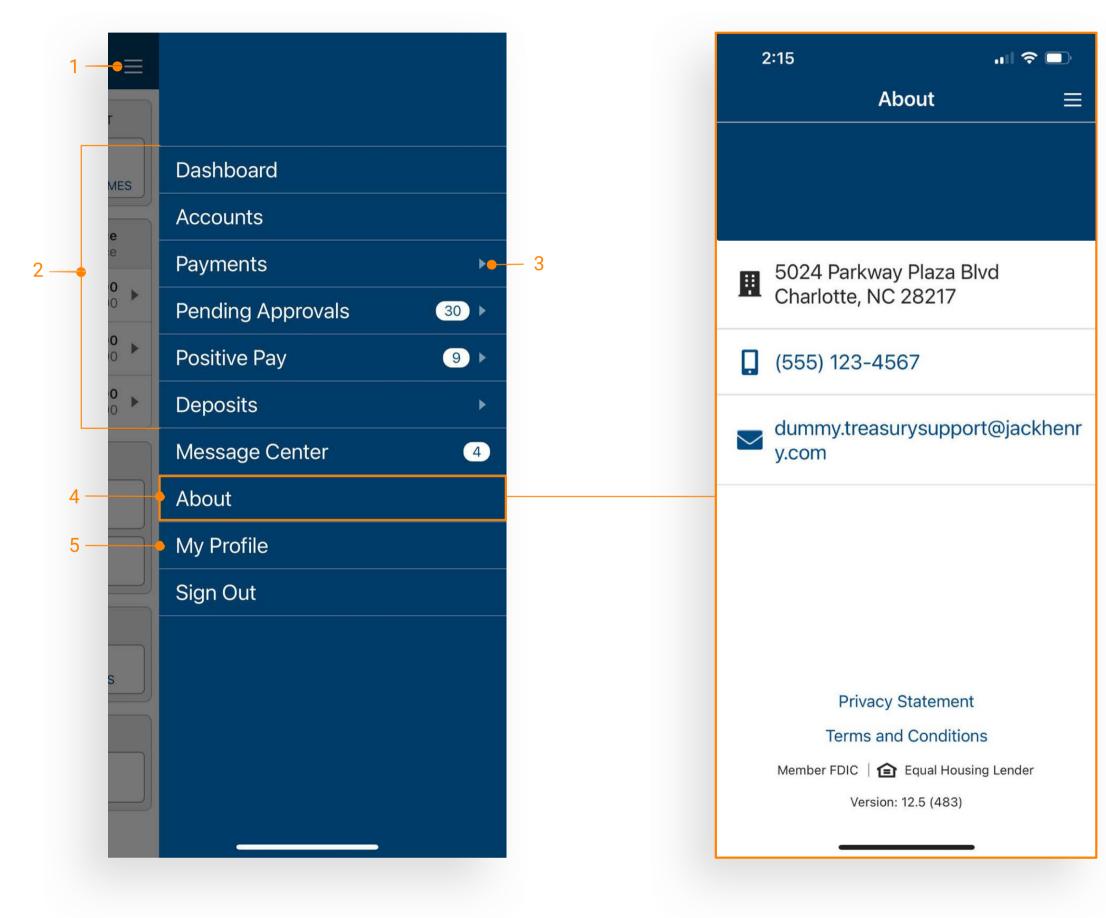
	My Dasł	nboard	
🔥 Welco	me! Last Login: 03	8/16/2020, 10:03 AM, E	ST
1 MESSAGES	s 2 C NOTIFICA	10 TIONS 3 CUT-OFF	TIMES
4 - Accounts		Available Balar Current Balar	
MyAccoun	ts (6)	<b>\$152,812</b> \$153,112	
WatchList	(1)	<b>\$69,330</b> \$69,380	
Savings (2)		<b>\$129,339</b> \$129,439	
5-	Pending A	pprovals	
4 ACH	14 WIRE		S
	5 SFERS	4 LOAN PAYMENT	s
6-	Positive Pay	Decisions	
ACH EXC	4 EPTIONS	5 СНЕСК ЕХСЕРТІО	NS
7-	Depo	sits	
	DEPOSIT	BATCH DEPOSI	r

- 1. Messages Select to view, reply and create mes
- 2. Notifications Select to view or filter notification
- 3. Cut-Off Times Displays a list of FI's specific pro 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.

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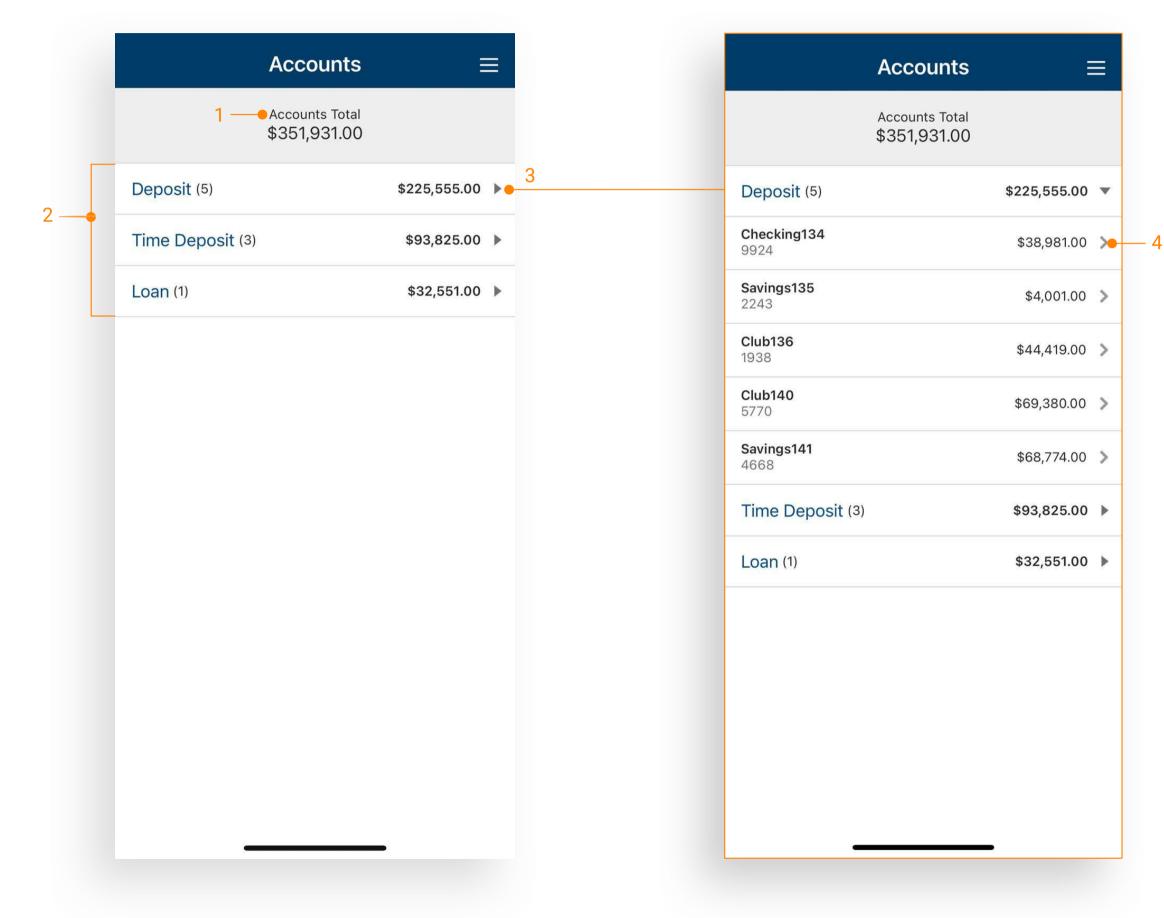
ssages.	6.	Positive Pay Decisions Select from ACH or Check exception to decision positive pay items.
IS.	7.	Deposits Select Quick Deposit to deposit a single check or Batch Deposit to deposit multiple checks.
oducts		

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



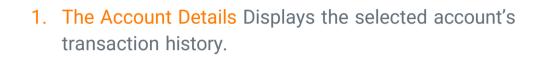


- 2. Deposit Groups Accounts are grouped by type:
  - Deposit
  - Time Deposit
  - Loan
- 3. Individual Accounts Select the arrow next to an account type to display individual accounts.
- 4. View Account Details Toggle the chevron to view details and transactions.

#### Transactions

	< Account	t Details (1	of 9)	
		necking134 9924		
		38,931.00	E	
	Current Balance Collected Balance		\$38,981	
	premiente presidente de delanement i de casa de la delanementa por esta del		\$39,031	.00
	Daily Bala	ince - Past 10	J Days	
	\$38.26K -	$\wedge$	$\wedge$	/
2 —	\$37.96K -		$ \setminus /$	
	\$37.65K -		V	
	\$37.34K - \$37.03K			
	6/30 7/2	7/4	7/6	7/8
	Ti	ransactions		
	Check 7/8/2022		s= (\$30.90)	>-
	Deposit 7/7/2022		\$275.10	>
	Check 7/6/2022		(\$801.00)	>
	Check 7/5/2022		ঃ≕ (\$177.30)	>
	Check		\$≡ (\$22.50)	>

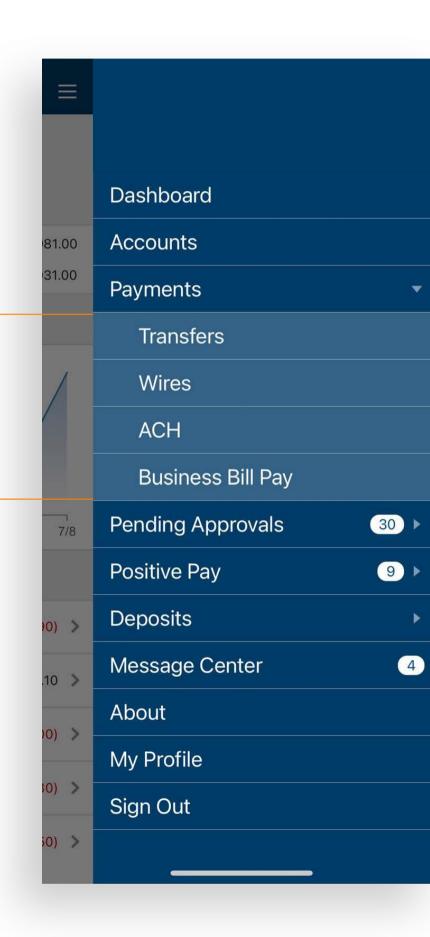
<	Transaction Det	ail
Check 7/8/2022		
	(\$30.90)	
Check Refere	nce No.	27
Transaction T	уре	Che
	Check Images	
4 sight Sample Check		
		2/27/2017
PAY TO THE ORDER OF Five & 0/100		\$5.00
MEMO		AUTHORIZED SIGNATURE
~ P99 %e 02-27-2017		
	299 13990070000300 02-27-2017 13990070000300	
		•



- 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).

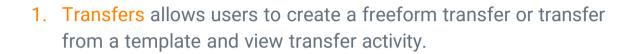
Payments

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



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- 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

	< Cre	eate Transfer	-
	Transfer From	xx9924 Balance: \$38,931.00	>
2	Transfer To	<b>xx1938</b> Balance: \$44,369.00	>
	Amount	\$1.00	>
3—	Frequency	One Time	>
	Transfer Date	7/8/2022	>
	Memo	option	al
	_		
	🗙 Reset	✓ Review	
	_		

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

<	Select Transfer	Template 🛔
Q	Template Search	
	<b>plate 1</b> xx1133 to xx4323	\$1,234.00
	<b>plate 2</b> xx1253 to xx48764	\$876.00
	<b>plate 3</b> xx5368 to [Many]	\$17,424.00
	<b>plate 4</b> xx12342 to [Many]	\$56,223.00
	plate 5 [Many] to xx2442	\$2,521.00
	<b>plate 6</b> [Many] to xx134578	\$5,642.00

1

<b>C</b> reate	e Transfer =
Template Name	Template
Transfer From	xx224 Balance: \$3,951.0
Transfer To	xx193 Balance: \$44,369.0
Amount	\$1,234.00
Frequency	One Time
Transfer Date	7/8/2022
Memo	Mem

🗙 Cancel

🗸 Review



4

- 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.

#### Create ACH from Template

Select ACH Ter	nplate 📥	Create A	CH Payment
Q Template Search		Payment Name ACH Company Name ACH Company ID SEC Code	Templa Deb's D 5843856
mplate 1 b's Disco	\$1,234.00	\$970.00 DEBIT	\$150.30 CREDIT
mplate 2 o's Disco	\$876.00	Frequency	One Tim
nplate 3 's Disco	\$17,424.00	Effective Date	7/11/202
emplate 4 ab's Disco	\$56,223.00	Offset Account	Checkin
emplate 5 eb's Disco	\$2,521.00	Entry Description	
emplate 6 b's Disco	\$5,642.00	Discretionary Data	opti
		Recipients	
		O Restrict Payment	
		* Cancel	✓ Review



- 5

- 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.

#### Create Wire from Template

JSD Wire ≡	Create U		Select Wire Templa
Wire Template One Domestic BuSBank Inc 45645645	Template Name Template Type Wire Company Name Debit Account		Q Template Search
Beneficiary Two	Beneficiary	Domestic	Wire Template One From 45645645 to Beneficiary Two
\$2.00	Amount	International	<b>Vire Template Two</b> rom 45645645 to Beneficiary One
One Time	Frequency		
7/8/2022	Effective Date		
Purpose One	Purpose		
3	Additional Information		
tes	Reference Beneficiary		
✓ Review	🗙 Cancel		



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

Transfer and Loan Payment Approval

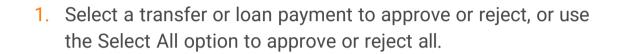
ment Details				
	<b>K</b> ACH Payn		Approvals $\equiv$	ACH Pending
	A0000000263 March Payroll	2	0 of 4	ect All
3856738	5843		\$1,020.30	263
\$1,020.30 CREDIT	\$1,020.30 DEBIT		\$1,283.30 >	000264
7/11/	Effective Date		\$2,002.75	00265
EXPE	Type Entry Description Discretionary Data Offset Account		\$2,013.15 >	00266
e	Recipients			
	More Information			
Pending Approv	Payment Status			



- 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.

Transfers & Loan Approvals

fer Details	<b>C</b> Transfe	Approval $\equiv$	ers Pendi
	<b>45645645</b> from 7643456	0 of 5 2	
945.00	\$8,9	\$1,501.00	
7/13/2	Transfer Date	\$25,648.00 >	
Т0000000	Transaction ID		
No M	Memo Created Date	\$8,945.00 >	
7/8/2	Created Date	\$125.00 >	
	More Information	\$7,632.00 >	
Pending Approva	Payment Status		



2. Select the arrow next to a transfer to view details.

-3

3. A confirmation page will display upon approval or rejection.

#### Wire Approvals

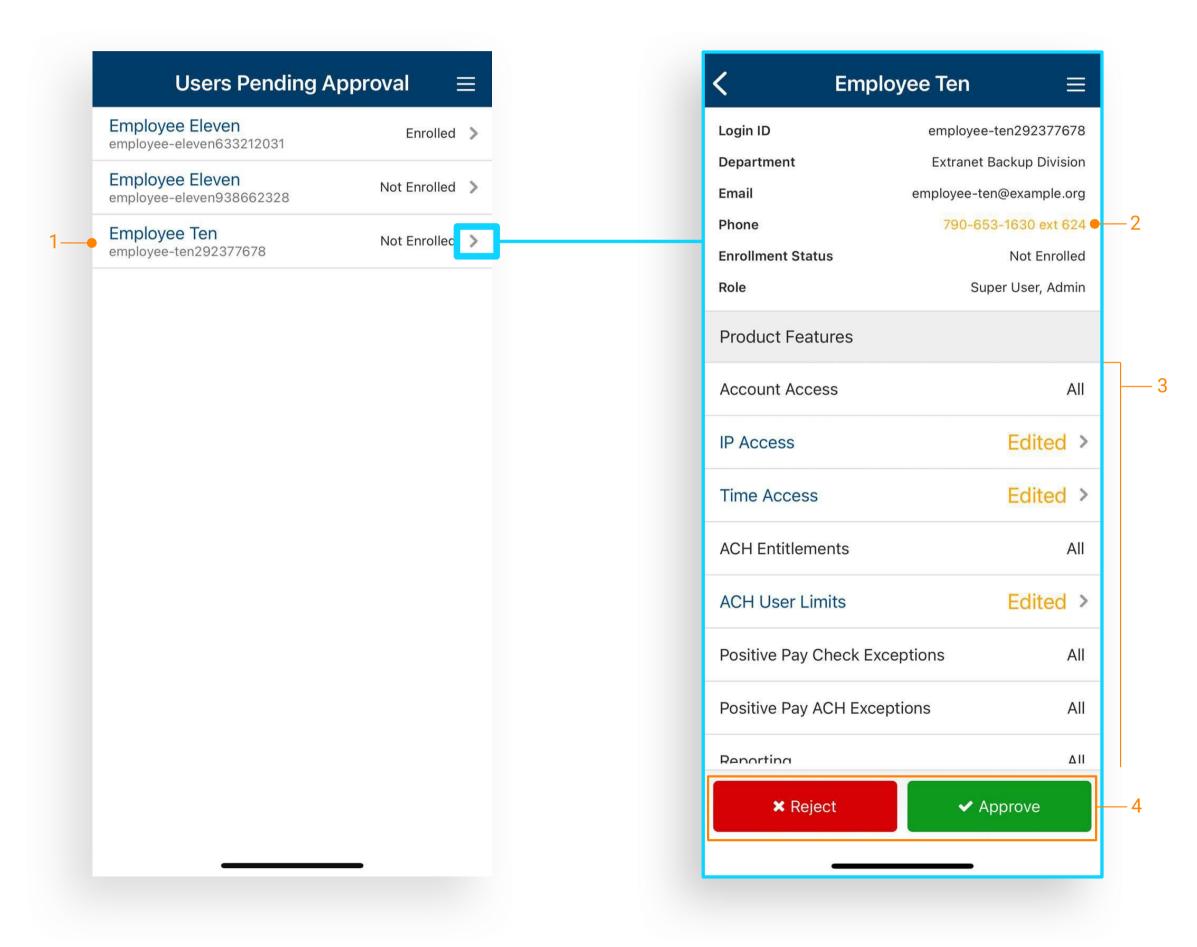
eneficiary Two m 45645645       \$1,283.3       Domestic         eneficiary Three m 45645645       \$2,345.42 >       Debit Account         eneficiary Four m 45645645       \$6,534.77 >       Debit Account         eneficiary Five m 45645645       \$2,435.28 >       Purpose         eneficiary Six m 45645645       \$843.45 >       Reference Beneficiary         Additional Information       Created Date       Created Date         eneficiary Six m 45645645       \$765.93 >       Created Date         eneficiary Eight       \$5,432.65 >       S5,432.65 >
Account Numbereneficiary Two om 45645645\$1,283.3Domesticeneficiary Three om 45645645\$2,345.42 >Debit Accounteneficiary Four om 45645645\$6,534.77 >Effective Dateom 45645645\$2,435.28 >Purposeeneficiary Five om 45645645\$2,435.28 >Reference Beneficiaryom 45645645\$843.45 >Created Dateom 45645645\$765.93 >Created Dateom 45645645\$5,432.65 >Created By
15645645       \$1,203.32       Domestic         Debit Account       Effective Date         15645645       \$6,534.77       Purpose         15645645       \$2,435.28       Reference Beneficiary         15645645       \$843.45       Additional Information         15645645       \$765.93       Created Date         15645645       \$5,432.65       Created By
45645645       \$2,040.42 >         eficiary Four       \$6,534.77 >         45645645       \$6,534.77 >         eficiary Five       \$2,435.28 >         45645645       \$2,435.28 >         eficiary Five       \$2,435.28 >         45645645       \$843.45 >         eficiary Six       \$843.45 >         eficiary Seven       \$765.93 >         eficiary Eight       \$5,432.65 >
Purpose   45645645   45645645   45645645   45645645   45645645   \$843.45   45645645   \$765.93   45645645   \$765.93   eficiary Eight   45645645
45645645       \$2,435.28 >         eficiary Six 45645645       \$843.45 >         eficiary Seven 45645645       \$765.93 >         eficiary Eight 45645645       \$5,432.65 >
eficiary Six 45645645 eficiary Seven 45645645 eficiary Eight 45645645 \$5,432.65 >
45645645 Created By
eficiary Eight \$5,432.65 >
More information
A 45645645 \$23,213.19 Payment Status
neficiary Ten \$867.00 \$
neficiary Eleven \$5,678.86 >
neficiary Twelve \$9,436.62 >
poficiary Thirtoon
× Reject ✓ Approve × Reject



-3

- 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.

#### User Approvals



- 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

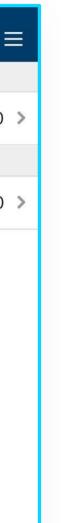
ceptions	Check Ex		ACH Exceptions - Ξ		
\$2,365.00 PAID	2,365.00 ISSUED	\$2,3 IS	\$7.00 >	142 er One	
Chec		xx7671 No Payee	\$18.80 >	242 er Two	
PAID N		7/10/2022	\$15.00 >	<b>137</b> Three	
	Y		\$2.00 >	92 Four	
\$12,875.0 PAID	12,875.00 ISSUED	\$12, IS			
Chec DU	e	xx1782 No Payee 7/10/2022			
	Y RETURN				
\$189.36 PAID	\$109.36 ISSUED	\$1 IS			
Chec	3	xx7423			
Return All	Pay All	P			
1 TO PAY 1 T	3 UNDECISIONED	5 TOTAL			
🗸 Review	× Reset	×			



- 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

Quick Deposit 🗕 🔤		Deposit	Activity
		Friday, Ju	ıly 8, 2022
		Location 1001 Submitted	\$2,060.70
ront of check		Sunday, J	uly 3, 2022
Tont of check		Location 1002 Open for scanning	\$0.00
of check			
DEPOSIT ONLY" n below your signature	e		
	>		
\$0.00	) >		
optional	al >		
✔ Submit Deposit			



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

TestFlight , I ♀ 9:39 AM	6 4%	<b>3</b>	◀ TestFlight 🖬 🛜	9:40 AM	€ 4% <b>[∱</b> ] <sup>,</sup>	◀ TestFlight 🖬 🛜	9:43 AM	⊾ 7% <b>. †</b>
Message Cer	ter 🚽	₹	<	Message Detail	≡	Co	ompose Messag	е
Inbox Sent	Archived		<sup>218</sup> Positive Pay		06/08/2020 11:42 AM	Subject		required >
Q Message Search			From: John Smith Question regarding F	Positive Pay.		Add Attachment		3MB Max >
Tuesday, June 9,	2020		D Attack manual had	<b>B</b> Auto-barren 0 Au		Enter Message		
217.2 ACH Another question regarding ACH	09:15 AM	>	Attachment1.txt	Attachment2.tx	a 🗸			
Monday, June 8, 2	2020							
219 <b>Reports</b> Info regarding data. This information multiple lines to test that we are for	10:53 AM n is going to go onto matting it correctly.	>						
218 <b>Positive Pay</b> Question regarding Positive Pay.	11:42 AM	>						
Sunday, June 7, 2	020							
217 ACH Question regarding ACH	09:05 AM	>						
216 Notifications Question regarding notification	09:24 AM	>						
215 Stop Payment Question regarding stop payment	09:39 AM	>		5				
					1	1000 of	1000 characters rem	aining
Compose Mess			Archive		ply	Cancel		✓ Send

- 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

Dayee	Landscaping Greenscape Lawncare
From Account	Primary Checking >
Amount	\$25.48 >
Process Date Estimated Arrival Date	7/8/2022 >
Frequency	Once >
Nemo	optional

<b>C</b> Scheduled Pay	ments Ξ
Q Payment Search	
Friday, July 8, 20	022
Engergy Company Utility	\$786.65 Processed
Lawcare Service	\$12,124.12 Pending
Tuesday, July 12, 2	2022
Lawcare Service Landscaping	\$123.73 Approved
Friday, July 15, 20	022
Engergy Company Utility	\$56.23 Scheduled
Mobile Phone Service Utility	\$5,367.00 Scheduled
Friday, July 22, 20	022
Lawcare Service Landscaping	\$52.36 Scheduled
Friday, August 26,	2022
Property Managment Real Estate Commitments	\$1,008.20 Scheduled

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

 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

Transfer Activity		Activity	Filter
1	T	Date	
ay,	July 13, 2022	Filter By	Transfer
	\$8,945.00 Pending Approval	Date Selection	Date F
onday	<i>ı</i> , July 11, 2022	From	7/8/
	\$125.00 Pending Approval		707
Sunday,	, July 10, 2022	То	7/15/
<b>.</b> 3456	\$7,632.00 Pending Approval	Transfer Status	
		Status	All Sel
		Account	
		Account Selection	
		Both Accounts	All Sel
		Amount	
		Filter By	All Am
		Cancel	Confirm

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> >

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