



How to Authorize a Transaction with Dual Approval Corporate Lite

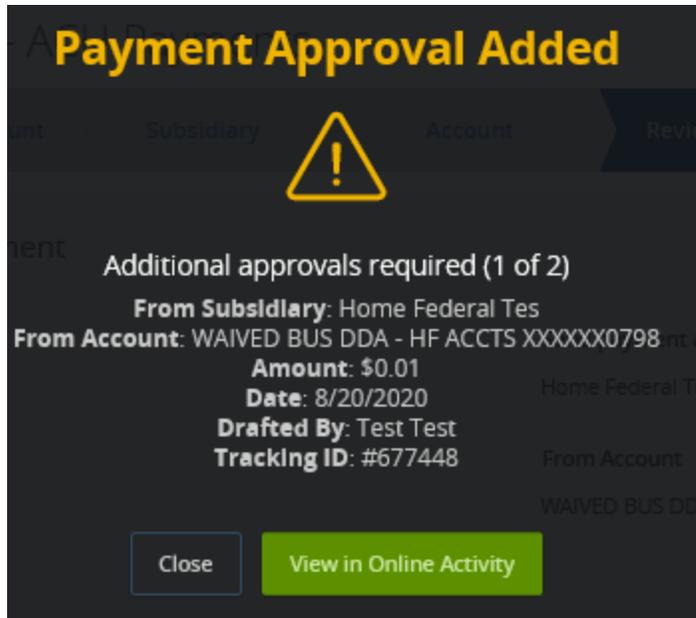
ACH and Wire transactions may require Dual Approval as determined by your business setup and bank policy.

1. A user will create an ACH or Wire transaction; the Draft and Approve options will both be available to select. In order for the transaction to be approved by the creator the "Approve" button will need to be selected. **If Draft is selected then 2 other users will need to approve the transaction in order for it to be processed.*

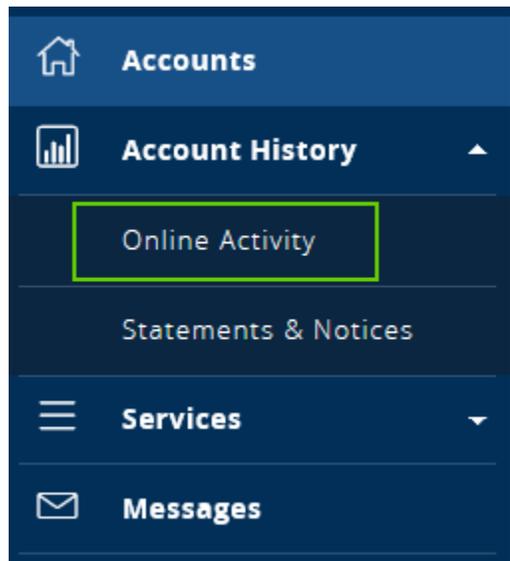
The screenshot shows a web interface for creating a Domestic Wire transaction. At the top, it says "Domestic Wire" with a "Change Type" link. Below this is the "Origination Details" section, which includes fields for "From Subsidiary" (with a search box "Search by name"), "Account" (with a search box "Search by name or number"), "Process Date" (with a calendar icon), and "Recurrence" (set to "None").

Below the origination details is a section for "Recipient/Account" and "Amount". The "Recipient/Account" field has a search box "Search by name or account." and the "Amount" field is set to "\$0.00". There is a vertical ellipsis menu icon to the right of the amount field. Below this is a section for "OPTIONAL WIRE INFORMATION" with a downward arrow.

At the bottom of the form, there are three buttons: "Cancel", "Draft", and "Approve". A red arrow points to the "Approve" button.



2. The approver would then log in on either their computer or mobile app and need to approve the transaction by navigating to the "Online Activity" page under the "Account History" menu.



- The approver would then select the transaction they would like to approve by clicking on "Actions" next to the transaction. The approver would then select "Approve."

IMPORTANT TO NOTE: Only transactions that are in drafted status can be approved, drafted transactions that pass their effective date will no longer be able to be approved.

Online Activity

Single Transactions Recurring Transactions Deposited Checks

Search transactions Filters Favorites Print Download

Created	Status	Approvals	Transaction Type	Account	Amount	
2/7/2018	Drafted	0 of 1	ACH Collection - Tracking ID: 178111	HOUS FBS (Original) (00000002)	\$0.00	<input type="checkbox"/> Actions
2/7/2018	Drafted	1 of 2	Domestic Wire - Tracking ID: 178111	HOUS FBS (Original) (00000002)	\$	Approve Cancel Inquire Copy Print Details
2/7/2018	Drafted	0 of 2	Domestic Wire - Tracking ID: 178111	HOUS FBS (Original) (00000002)	\$	
2/7/2018	Cancelled	N/A	Domestic Wire - Tracking ID: 178111	HOUS FBS (Original) (00000002)	\$	
2/7/2018	Cancelled	N/A	Domestic Wire - Tracking ID: 178111	HOUS FBS (Original) (00000002)	\$0.01	<input type="checkbox"/> Actions

*If multiple transactions need to be approved check the box next to the dollar amount for each item, then an "Actions" option will appear at the top of the list. Select "Approve Selected"

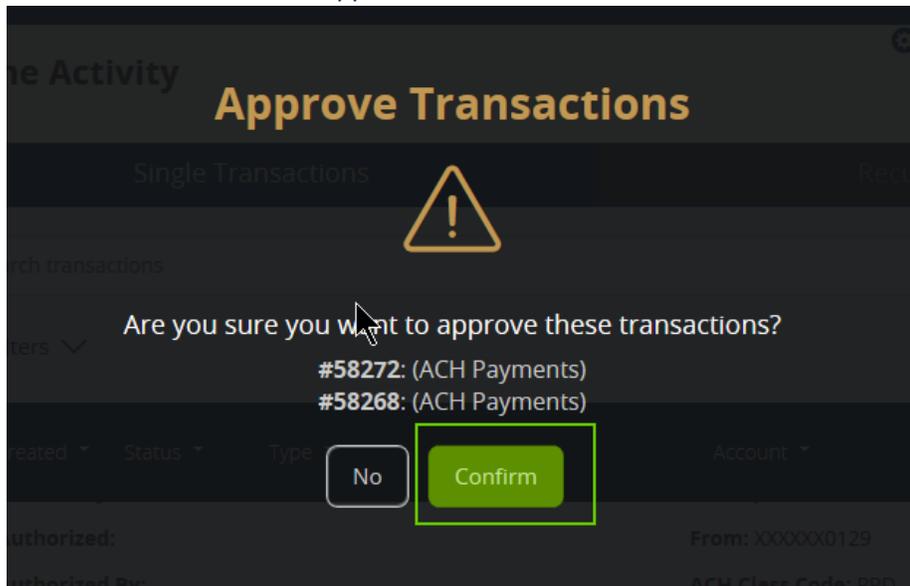
Online Activity

Single Transactions Recurring Transactions Deposited Checks

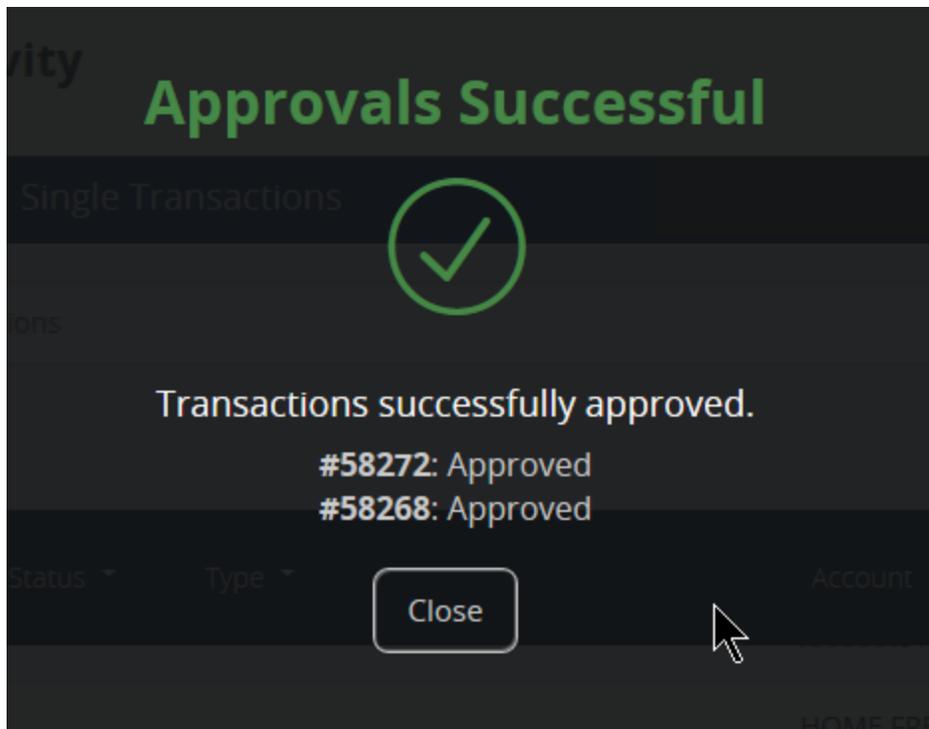
Search transactions Filters Favorites Print Download

Created	Status	Approvals	Transaction Type	Account	Amount	Actions
2/7/2018	Drafted	0 of 1	ACH Collection - Tracking ID: 178137	HOME FREE CHECKING XXXXXX0129	\$	Approve Selected Cancel Selected Print Selected Details
2/7/2018	Drafted	1 of 2	Domestic Wire - Tracking ID: 178120	HOME FREE CHECKING XXXXXX0129	\$	
2/7/2018	Drafted	0 of 2	Domestic Wire - Tracking ID: 178113	HOME FREE CHECKING XXXXXX0129	\$0.01	<input checked="" type="checkbox"/> Actions
2/7/2018	Cancelled	N/A	Domestic Wire - Tracking ID: 178111	HOME FREE CHECKING XXXXXX0129	\$0.01	<input type="checkbox"/> Actions

1. A confirmation screen will appear – select “Confirm”



2. Another screen will appear stating “Successful” and list the approved transactions.



3. The transaction status will now change from “Drafted” to “Authorized” and be sent to the bank for processing.