AmalgamatedOnline Treasury Manager®

User Guide

amalgamated bank®

amalgamatedbank.com
Member FDIC

Overview

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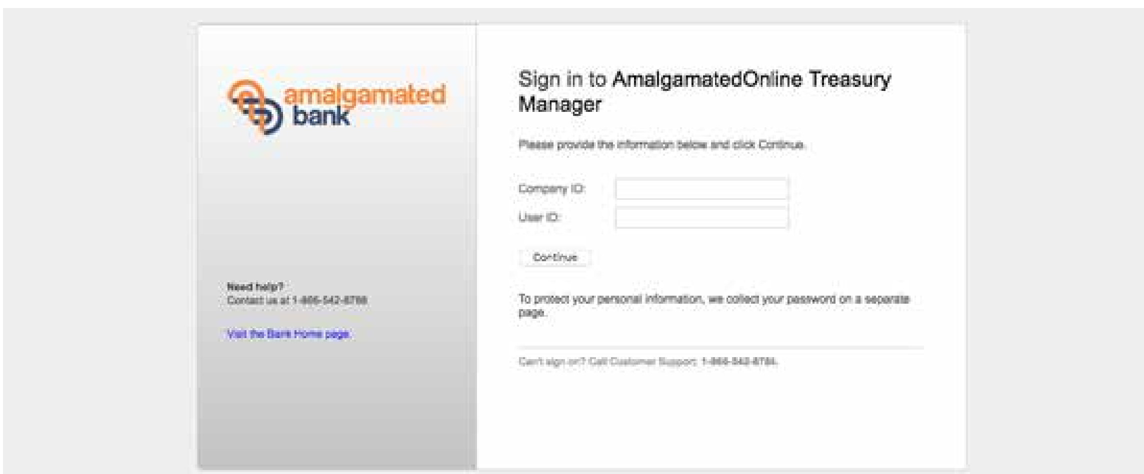
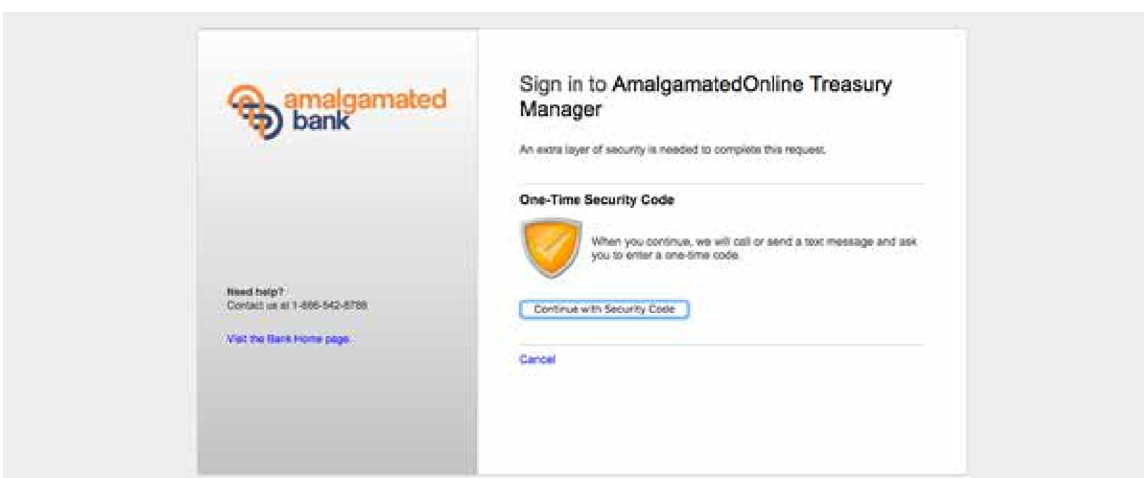
Sign-In

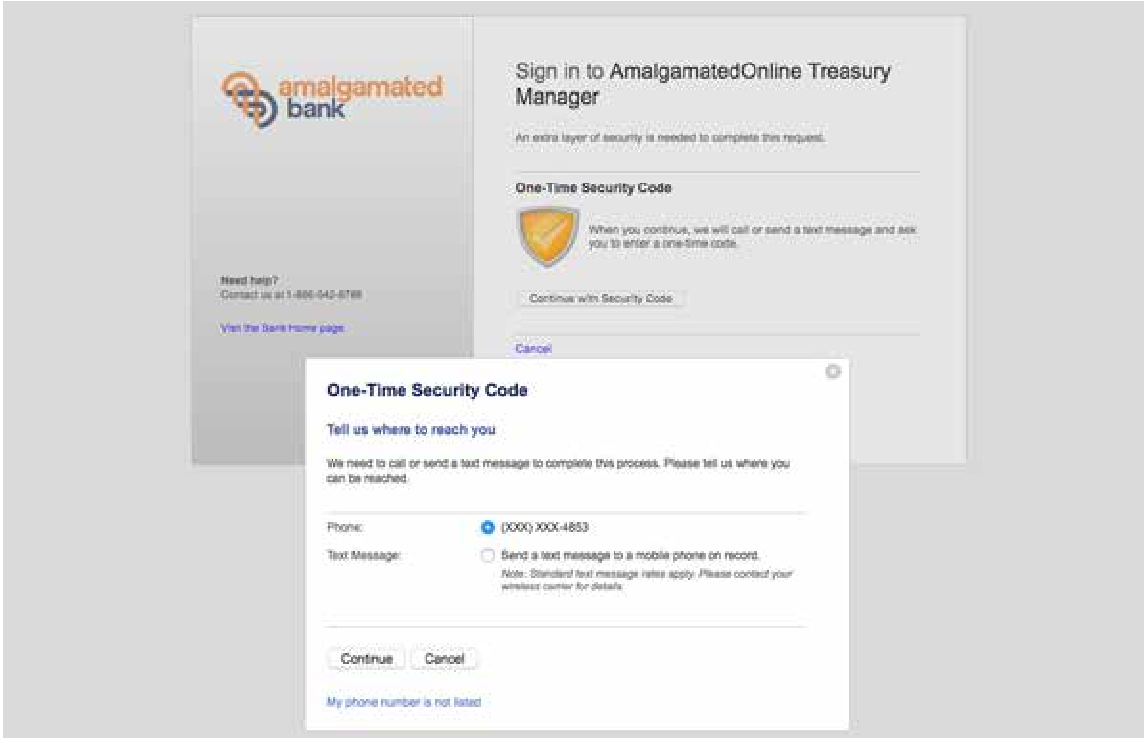
STEP 1 On the Amalgamated Bank website, click "Login" on the far upper right side of the screen. Select "Online Treasury Manager" and continue.



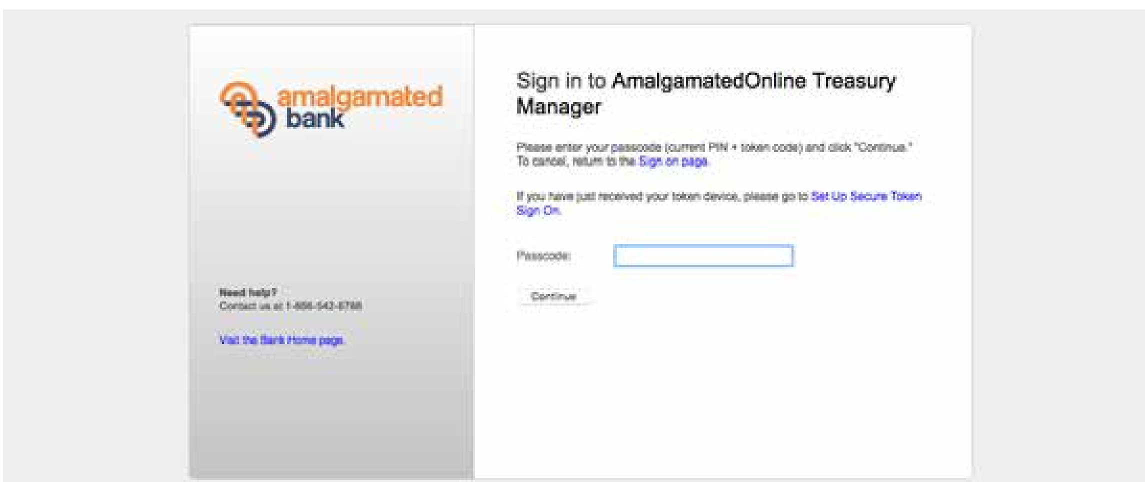
STEP 2 Submit company ID and user ID to log into the account. Click "Continue."



STEP 3 Initial login requires additional authentication. After submitting login information, select "Continue with Security Code."

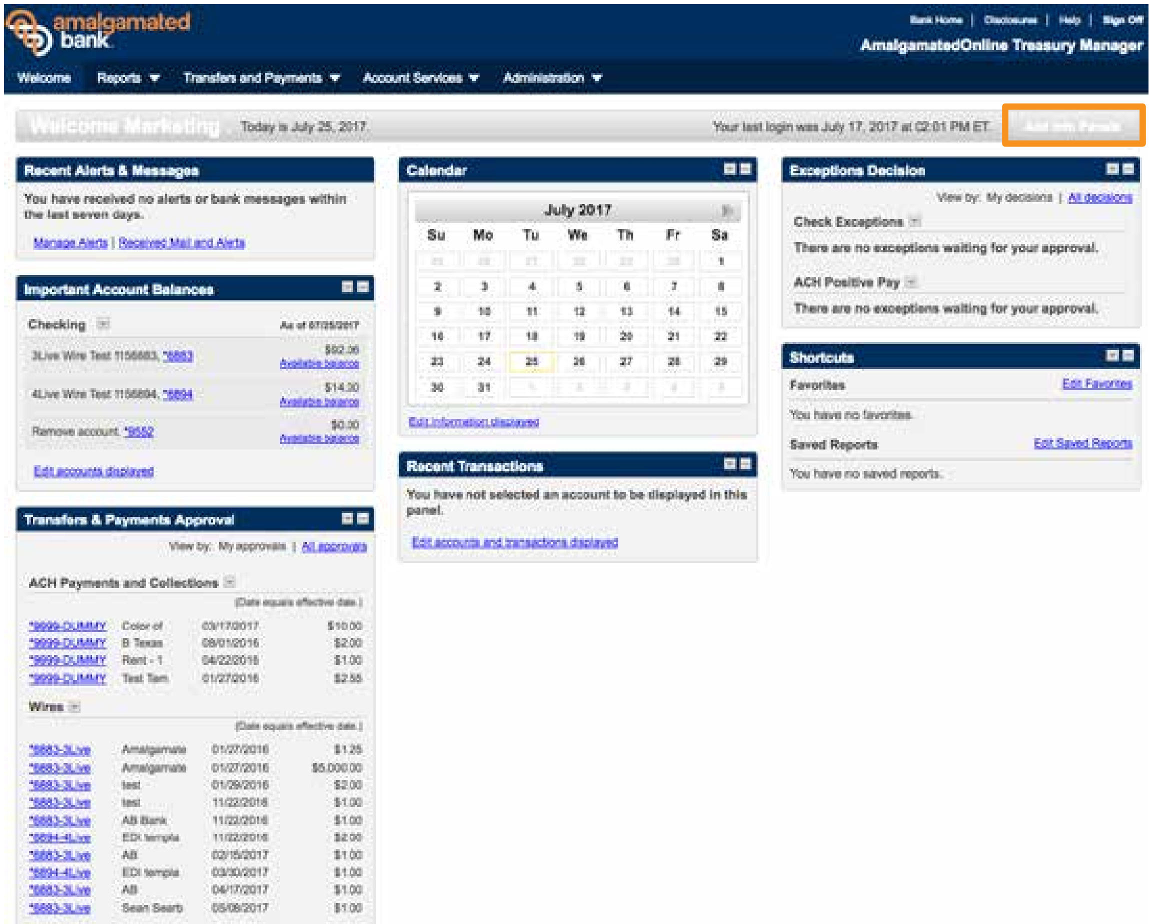


STEP 4 Opt to receive a security code by phone or text message. Select a method and enter the code when prompted.

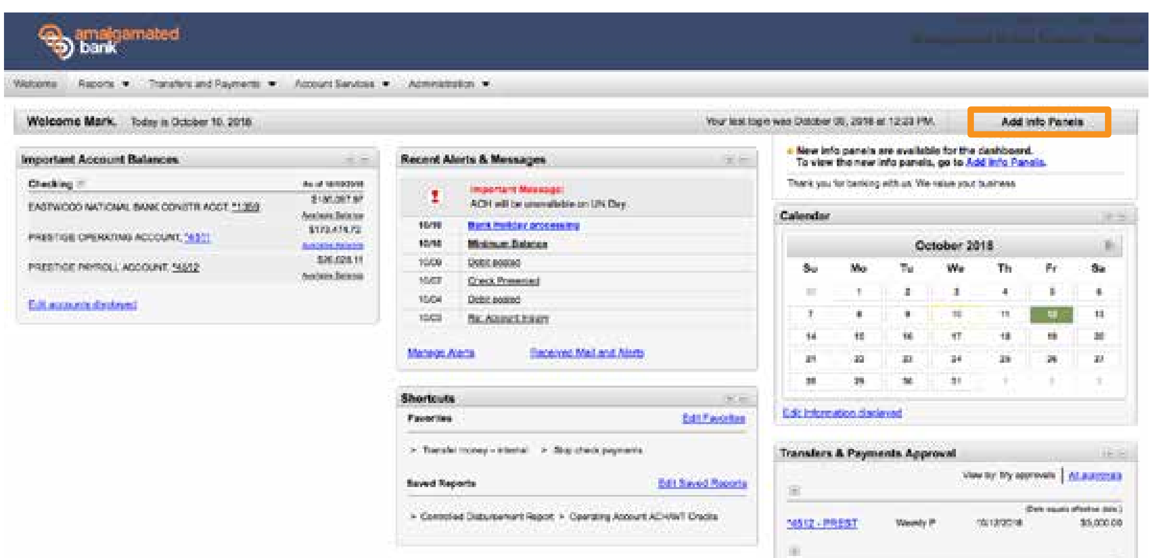


STEP 5 Enter the assigned passcode (user pin and token number with no spaces) and continue to user dashboard.

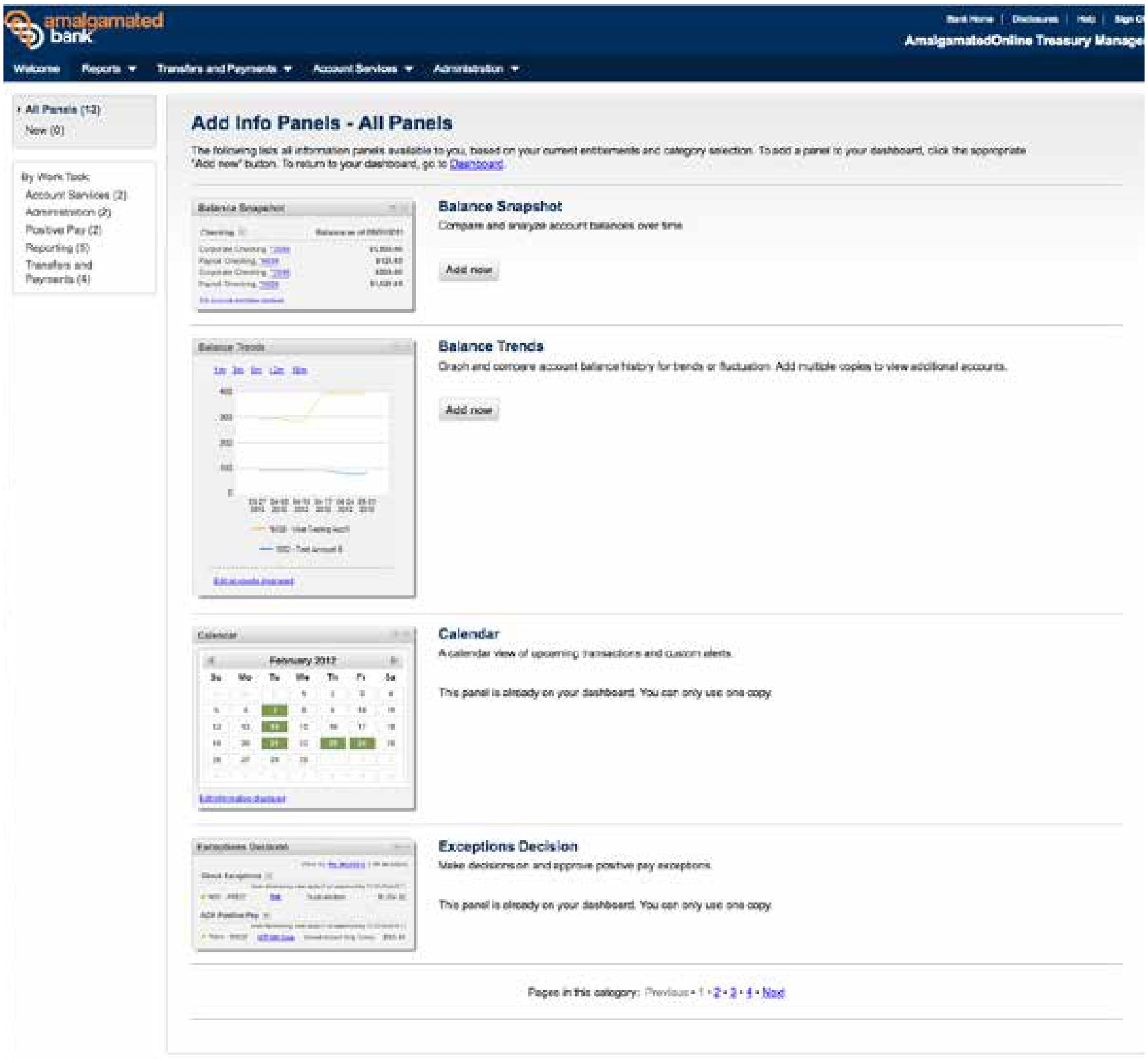
Dashboard



NOTE: The user dashboard is the home page of the AOTM account. From here, access account balances, transfer activity, exception decisions, and more.

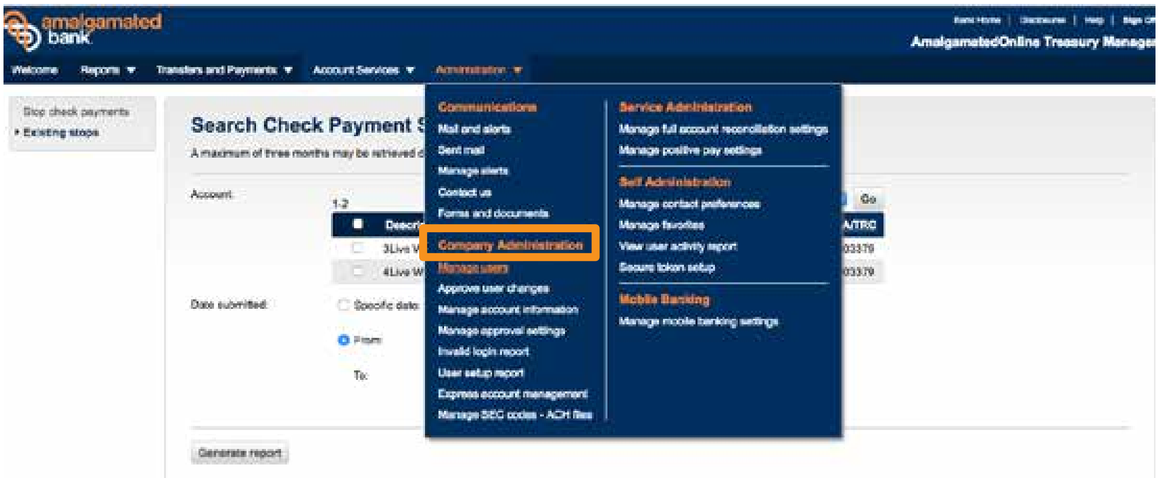


STEP 1 Customize the user dashboard by selecting “Add Info Panels” on the far right of the screen. Widgets can be managed by personal preference.

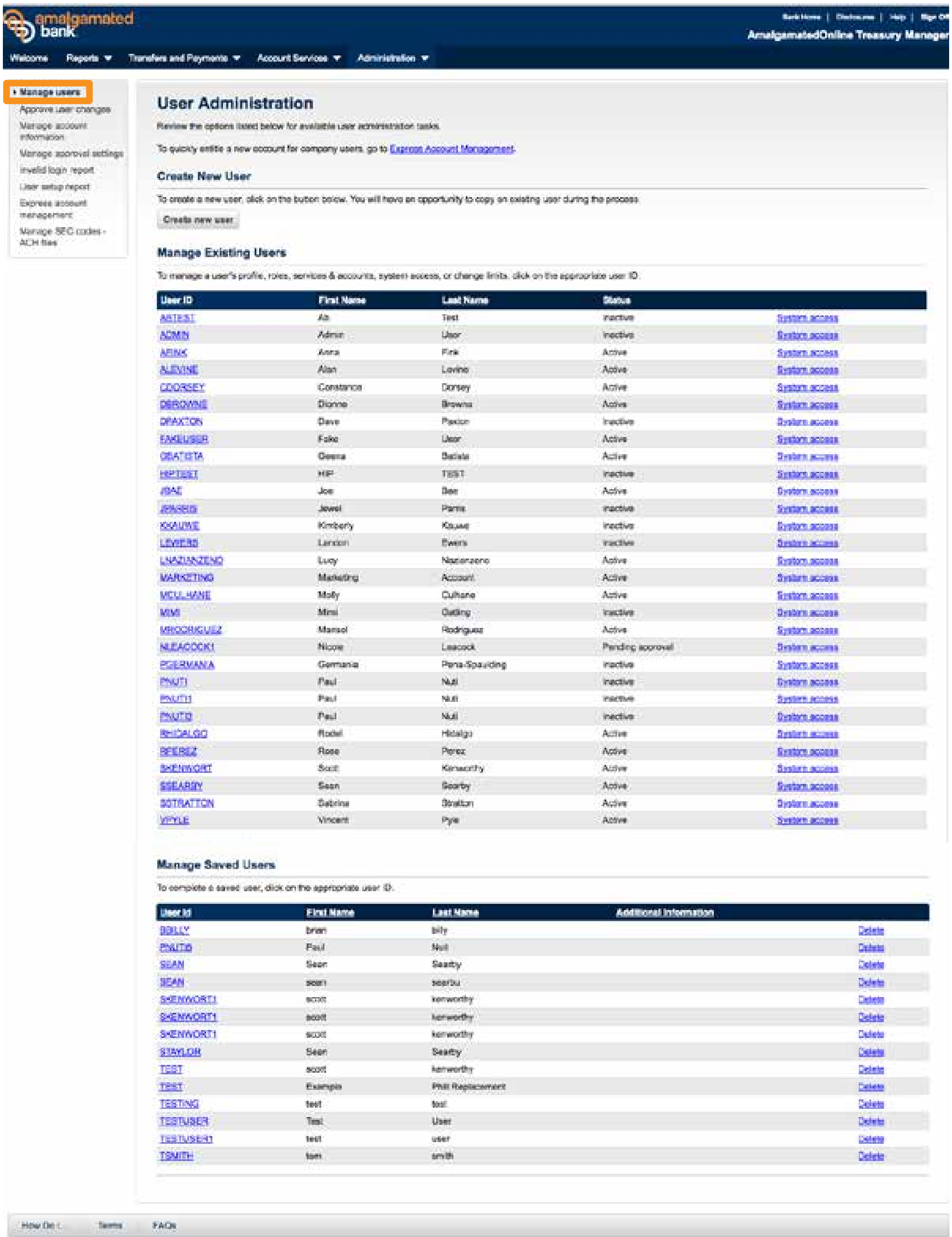


STEP 2 Customize the info panels by adding a Balance Snapshot, Balance Trends, Calendar, or Exceptions Decision.

User Management

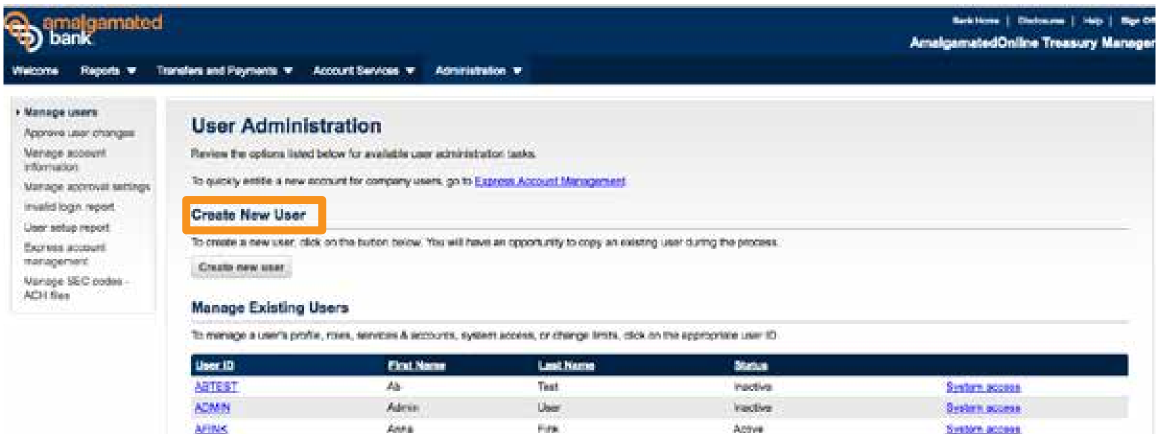


STEP 1 Under the Administration dropdown menu, select “Company Administration.”



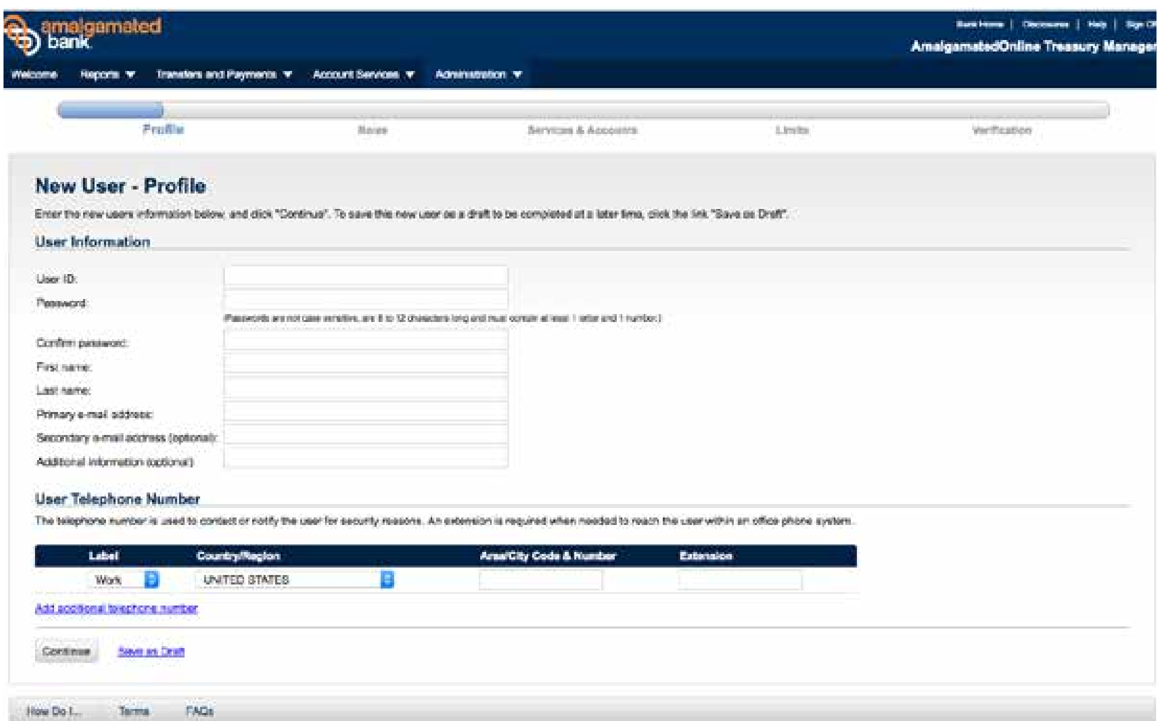
STEP 2 To manage users, select the option on the left side panel of the screen. From here, users can select a profile to update.

ADD USERS



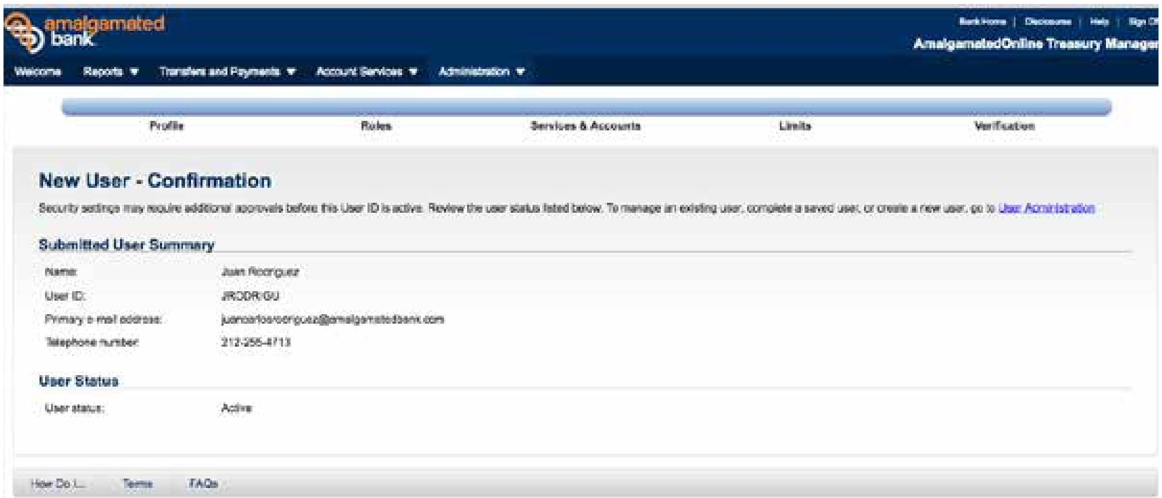
STEP 1 To add new users, create a new user profile by selecting “Create New User.”

NOTE: Only users with administrative access will be able to create new users and modify existing accounts.



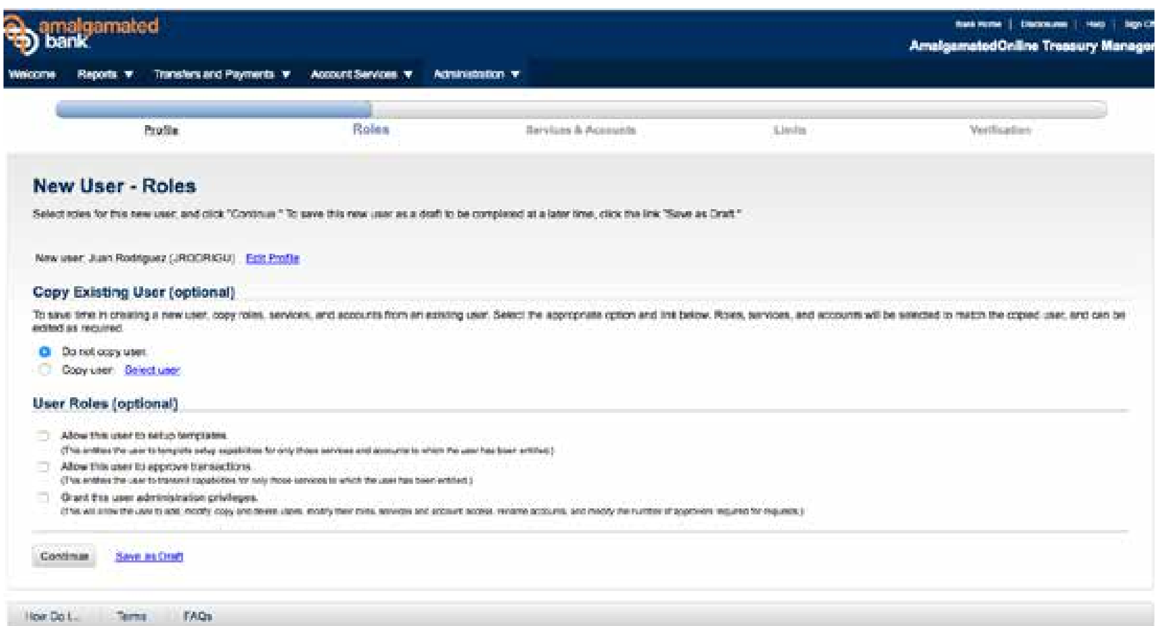
STEP 2 Provide user Id and password, and complete a new user profile. Mobile numbers are the preferred method of contact.

NOTE: The new user will not use the password you have created. This is replaced by the RSA token your new user will receive.

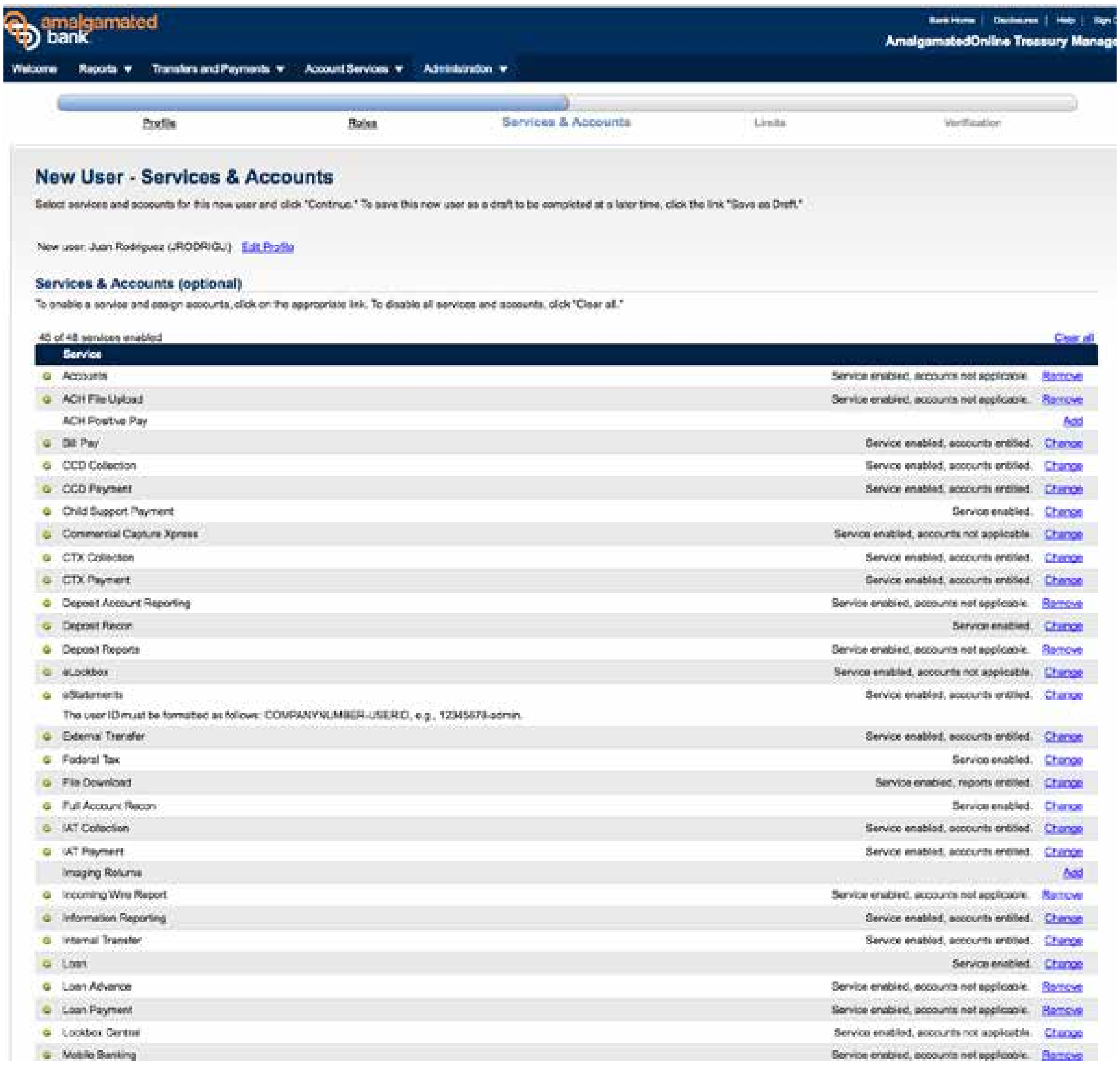


STEP 3 After user verification, the user will receive a confirmation message, and the user's status will be listed as active.

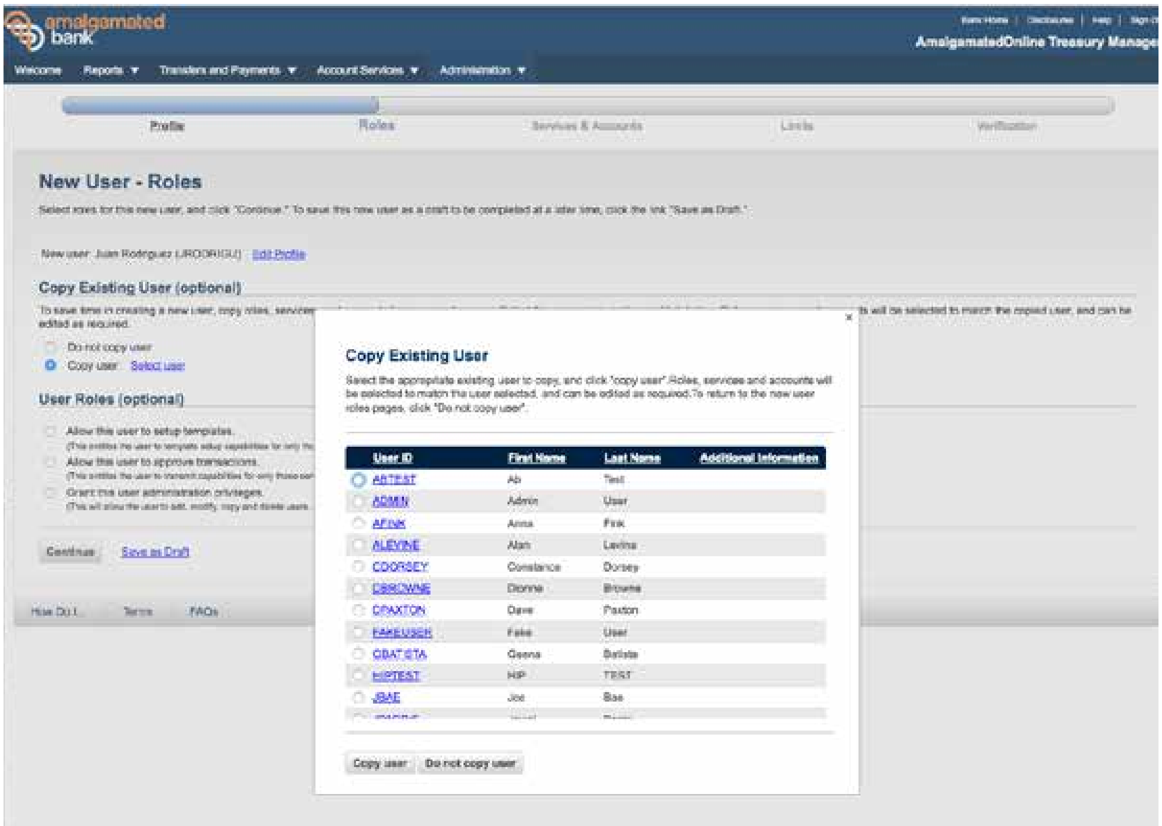
CREATING USER ROLES



STEP 1 Select roles to assign to the new user.

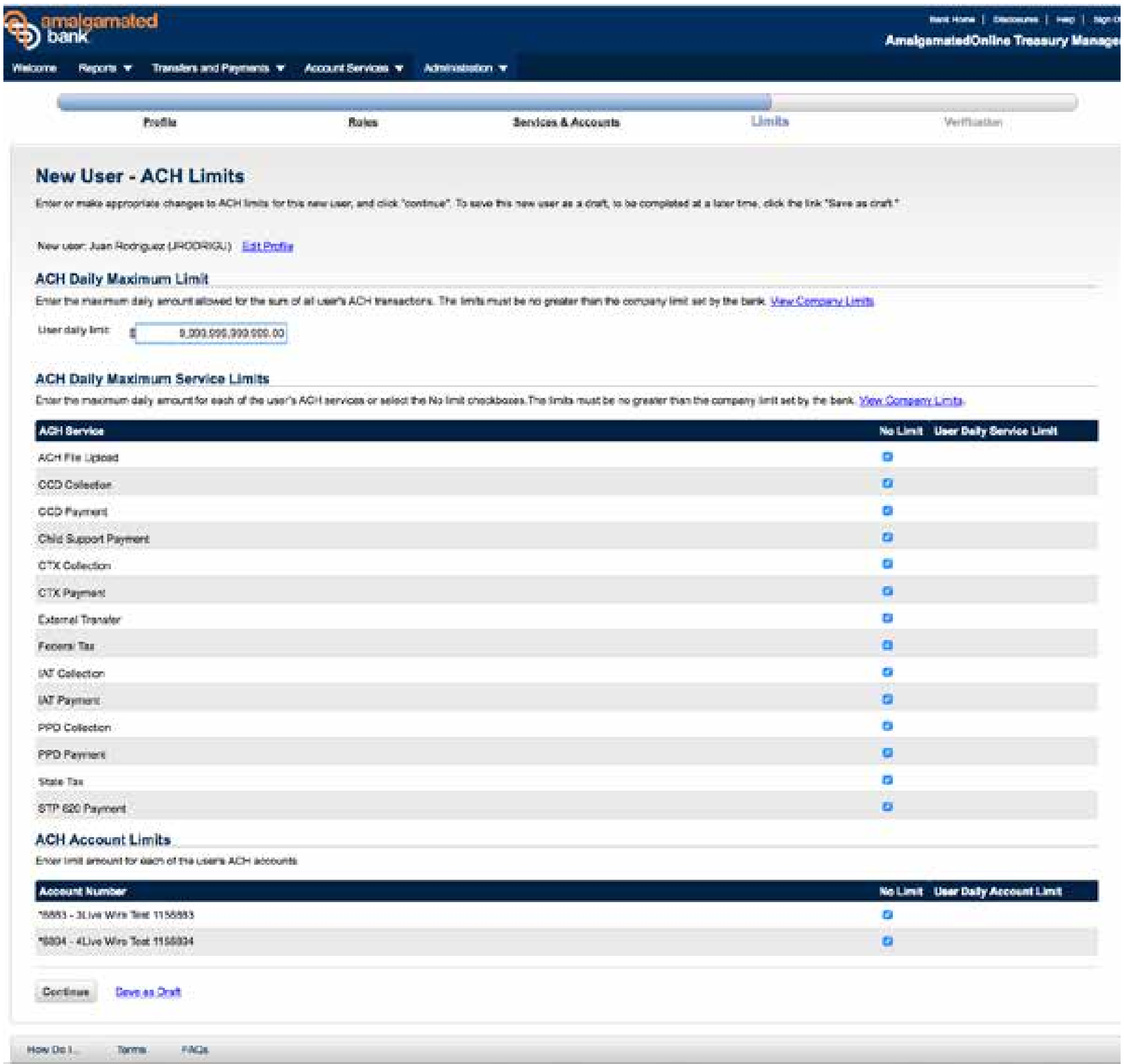


STEP 2 Select services and accounts for the new user and click “Continue.”

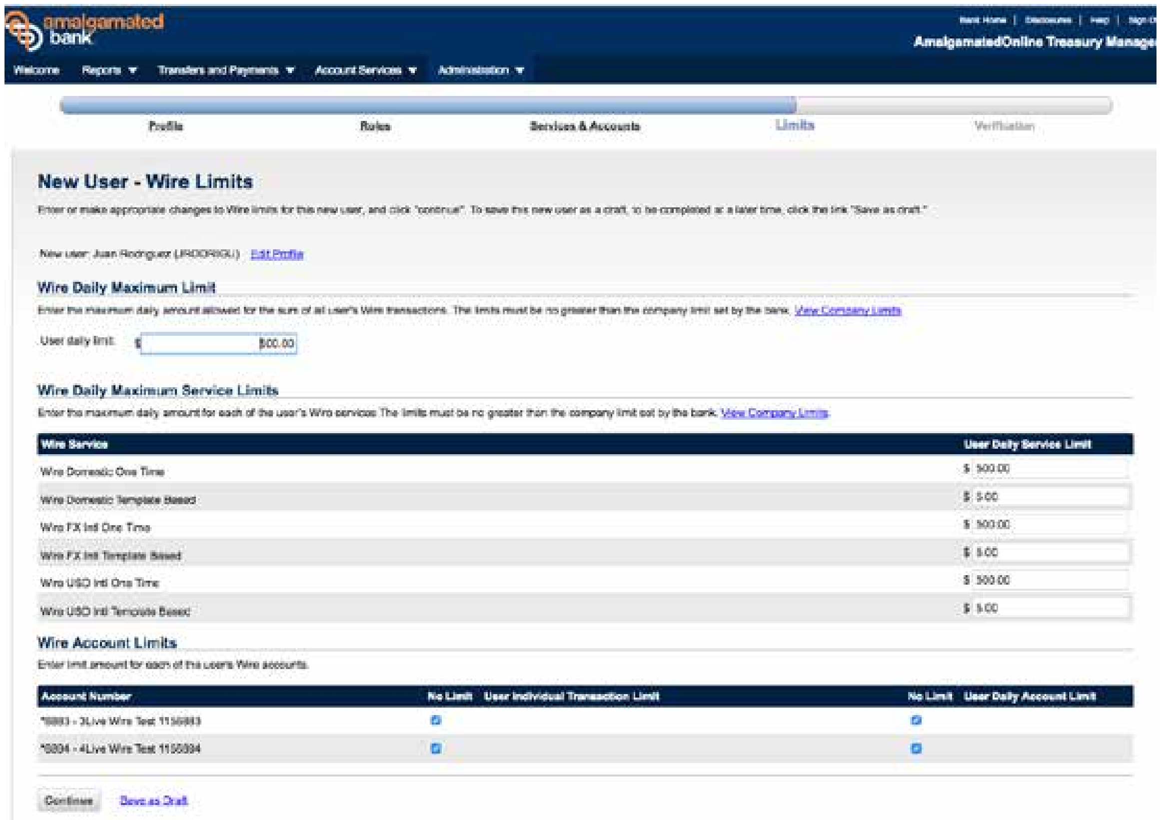


STEP 3 To copy existing user roles, select "Copy User." This will prompt a dropdown menu to select the user to be copied.

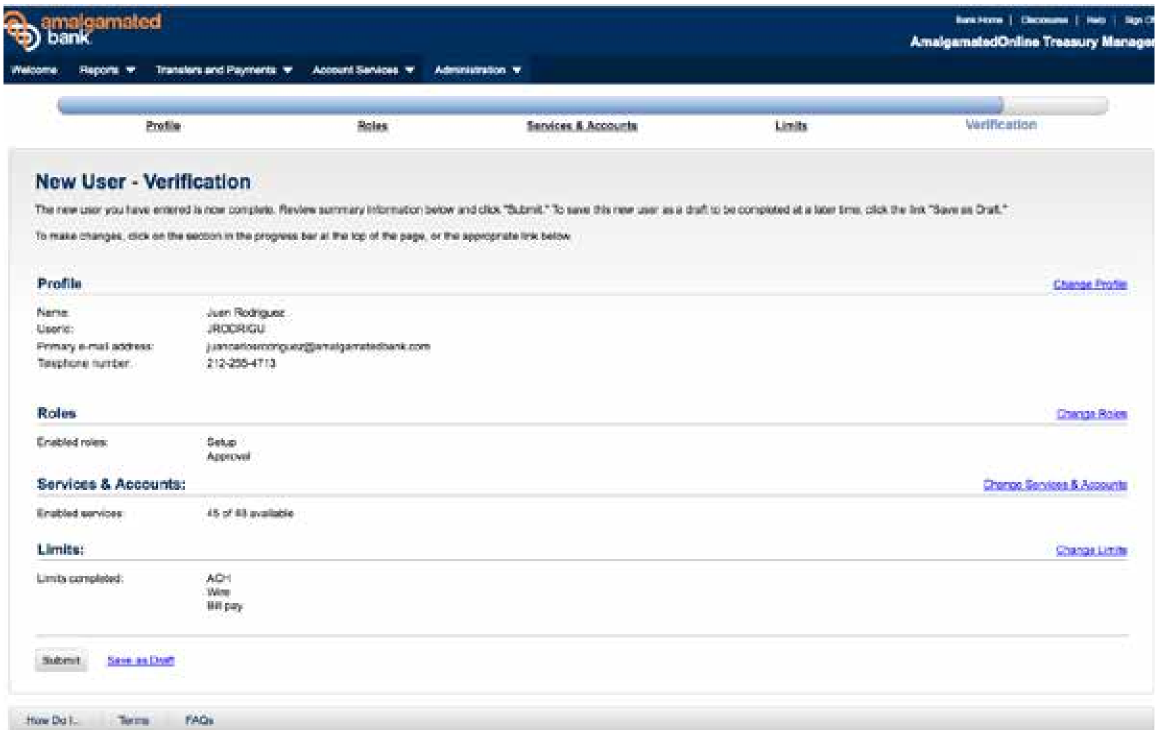
USER LIMITS



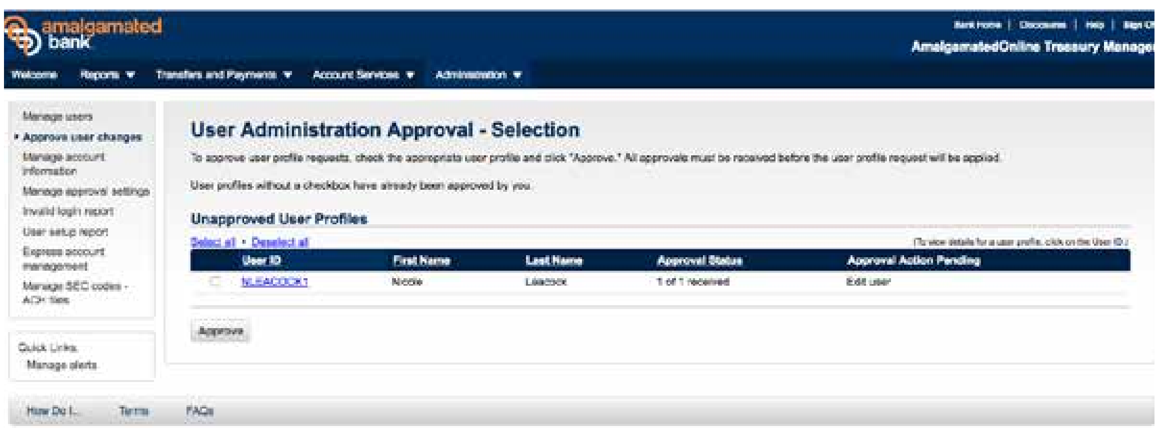
New users can have limits set to their profile, for ACH, Wire, and Bill Pay limits.



STEP 1 Enter the desired limits for ACH, Wires, or Bill Pay and click "Continue."



STEP 2 Upon profile submission, user will be asked to verify the inputted information.

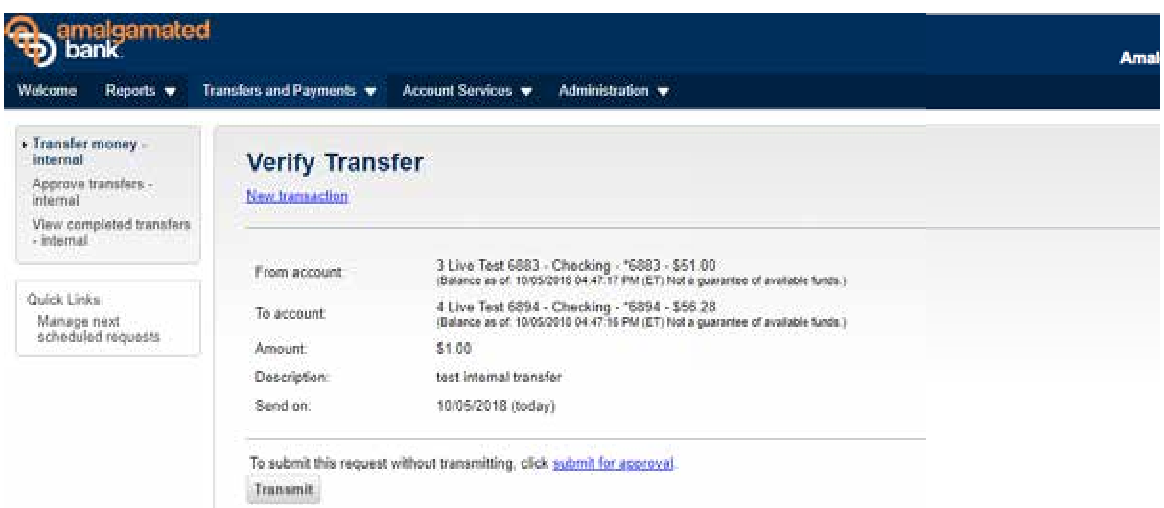


NOTE: Once a new user is created, your banker will receive notification. Please indicate to your banker if a hard or soft token is needed, and what type of mobile device your new user has (iPhone/Android) if a soft token is needed.

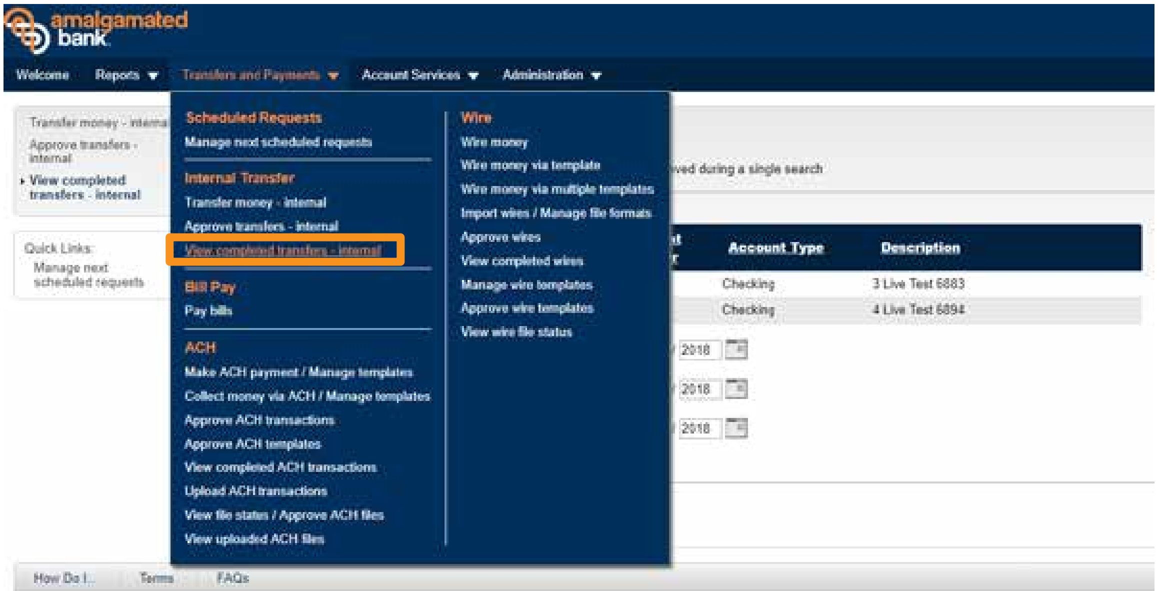
Internal Transfer

STEP 1 To access Internal Transfers, click the Transfers and Payments dropdown menu and select "Internal Transfer."

STEP 2 Select which accounts to send the transfer to and from.

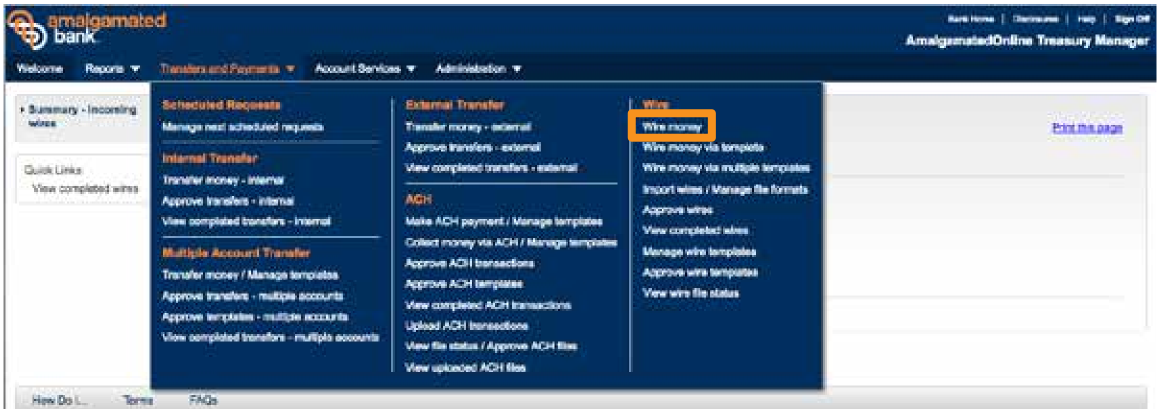


STEP 3 Submit for approval or transmit.

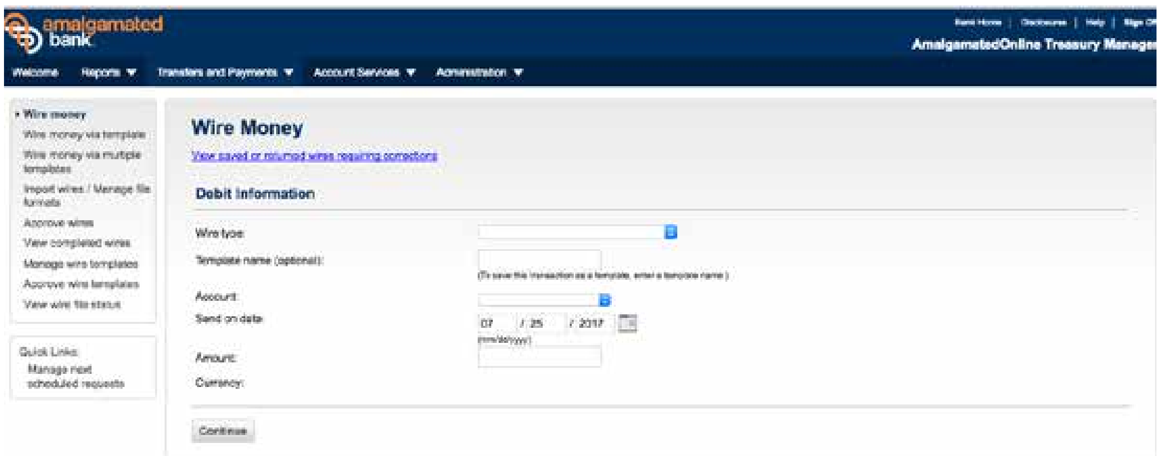


STEP 4 View completed transfers by selecting View completed transfers - Internal from the left side panel or the Transfers and Payments dropdown menu.

Wires

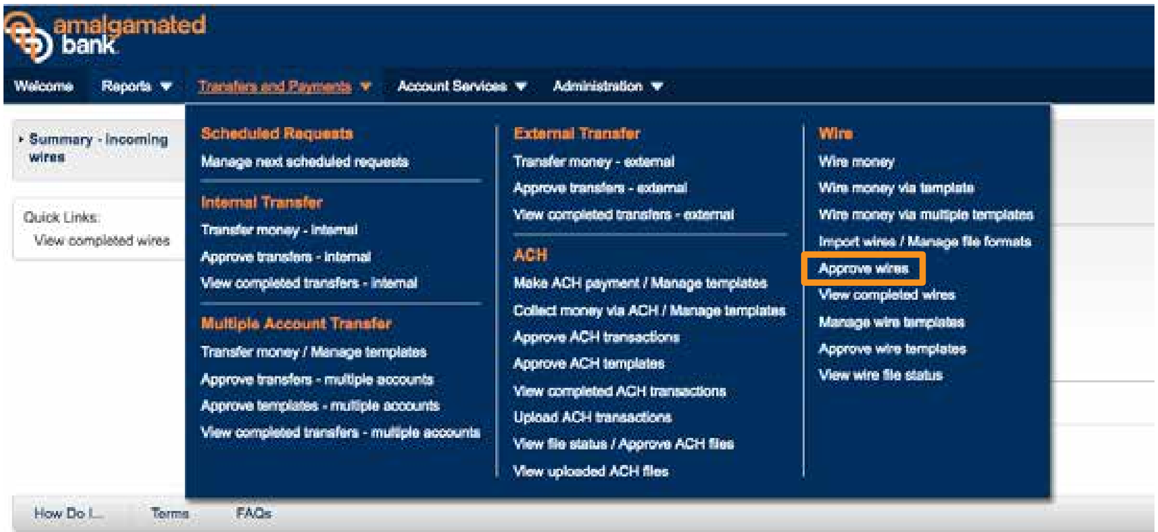


STEP 1 To access the Wires function, click on the Transfers and Payments dropdown menu to select "Wire Money."

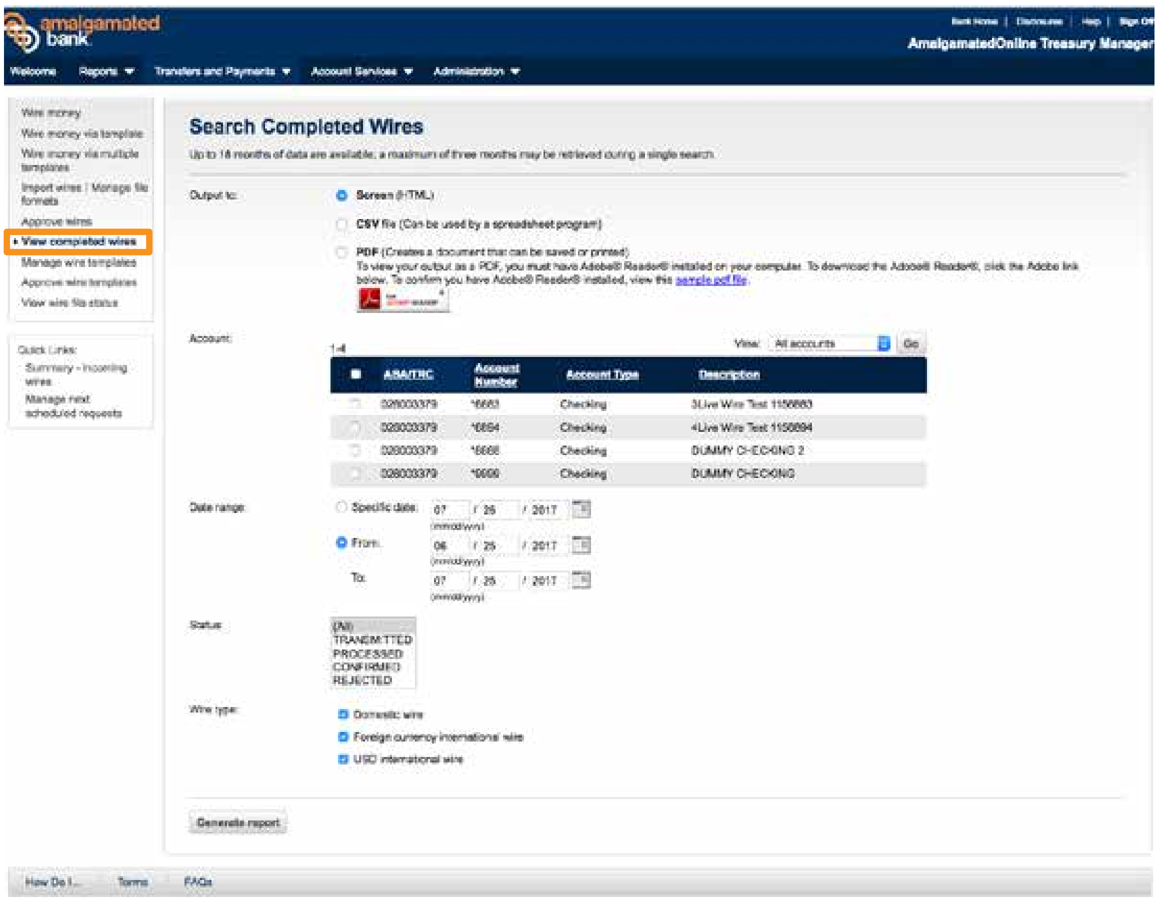


STEP 2 Select your wire type (domestic, international, or foreign currency), template name (if you would like to save), debit account, and amount.

STEP 3 Enter your recipient's ABA or SWIFT code, and click "Bank ID validate." Next, enter your recipient's account number or IBAN (used for some international recipients), name, and address. Select "Approve" or "Submit for Approval" and enter your passcode (PIN + token).

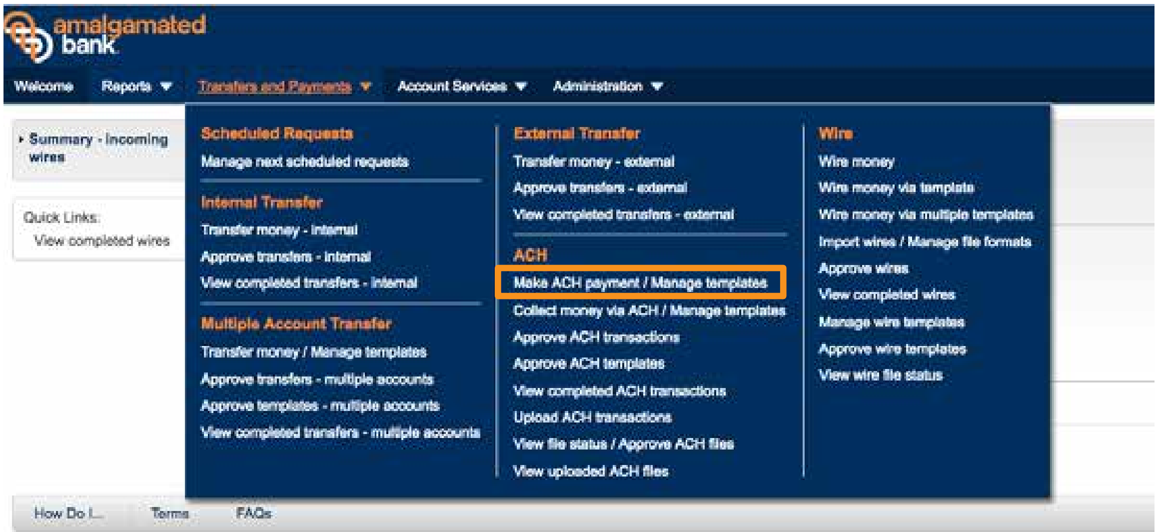


STEP 4 After your first user has approved, your secondary user can approve by selecting "Approve Wires" under the Transfers and Payments dropdown menu. The secondary user will select "Transmit" and type in their passcode (PIN + token).

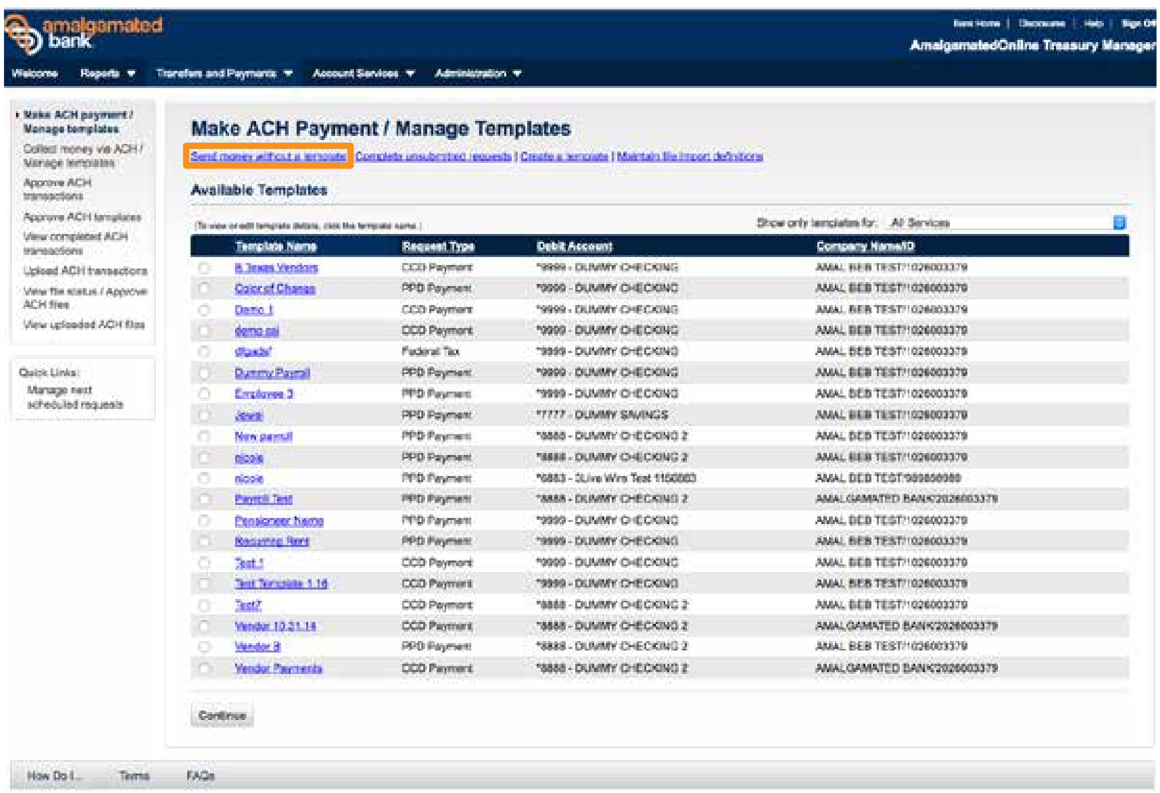


STEP 5 Search completed transactions by selecting "View Completed Wires" on the left side panel.

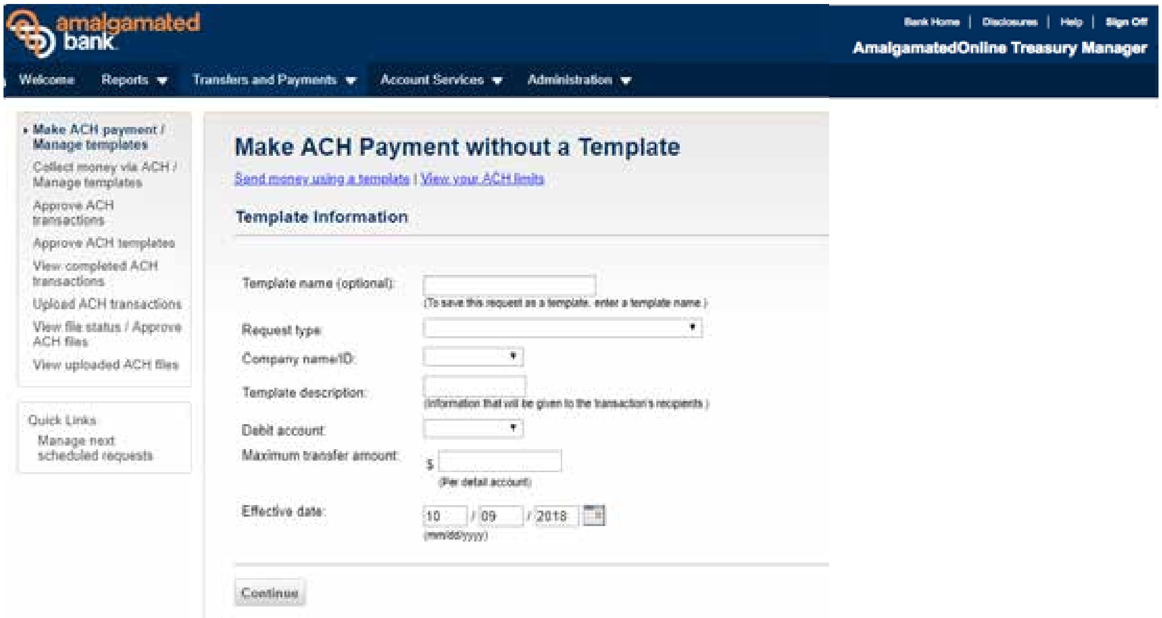
ACH



STEP 1 To access ACH, select the Transfer and Payments dropdown menu and click “Make ACH Payment/Manage Templates.”



STEP 2 Click “send money without a template” or use existing template.



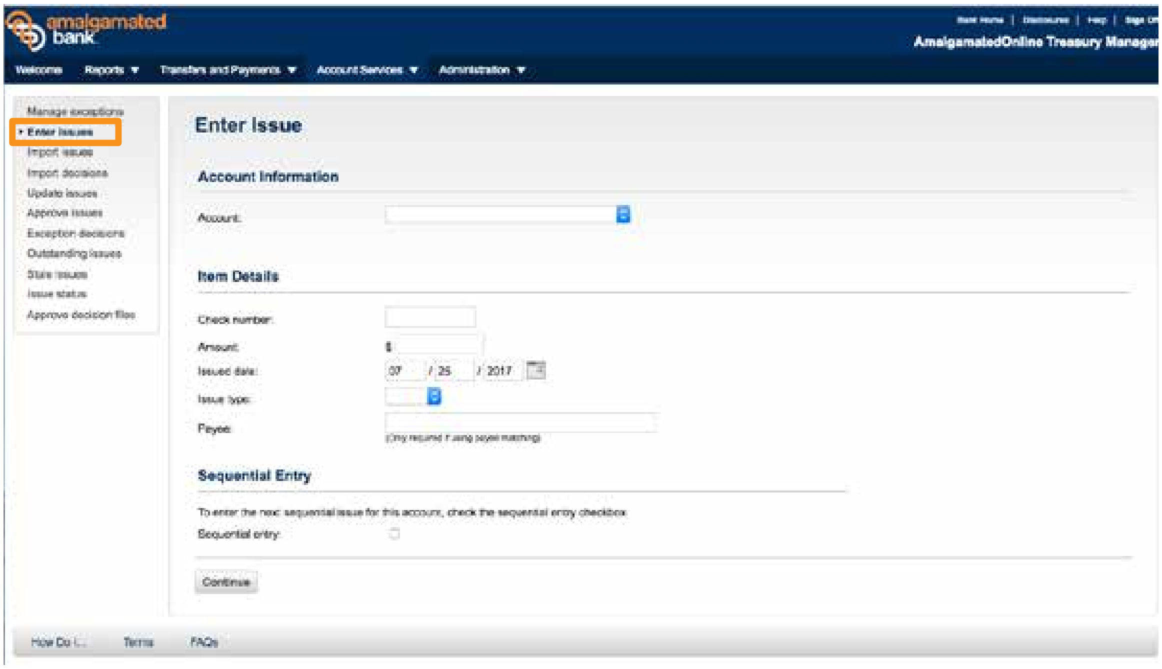
STEP 3 Enter the type of ACH: PPD or CCD (PPD = ACH to a personal recipient, CCD = ACH to a corporate recipient), company ID, template description, debit account, and transfer amount.

STEP 4 Enter your recipient's ABA, account number, and name, and click "Continue to approve" on following page.

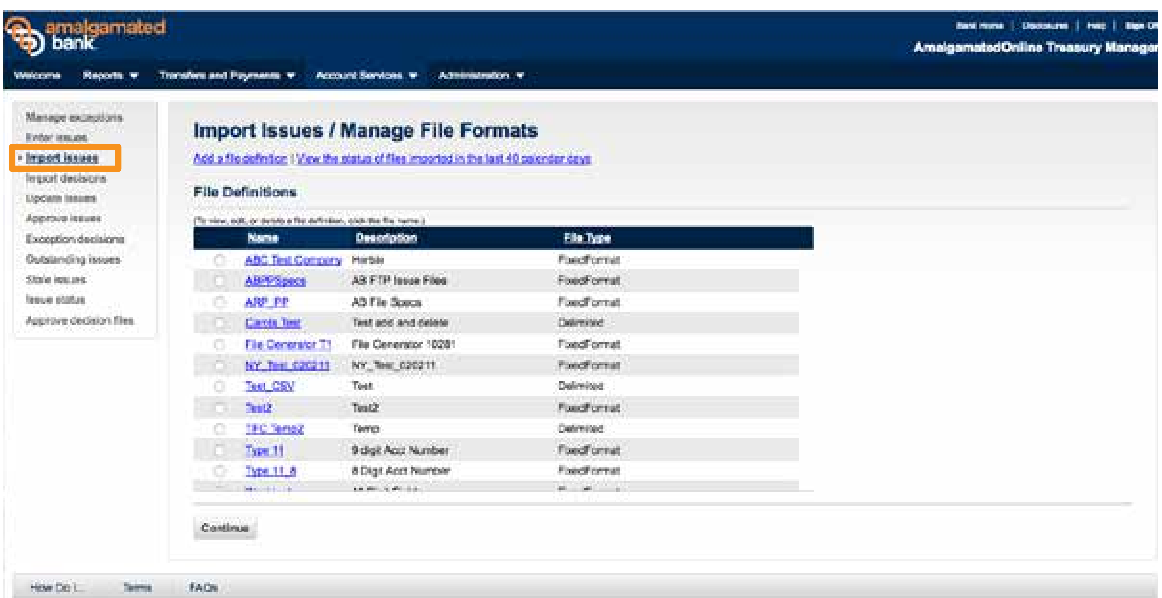
STEP 5 Once the first approval is given, the secondary user can approve the ACH by finding "Approve ACH Transactions" under the Transfers and Payments dropdown menu. Again, both users will need to type in their passcode (PIN + token) for approval.

Positive Pay

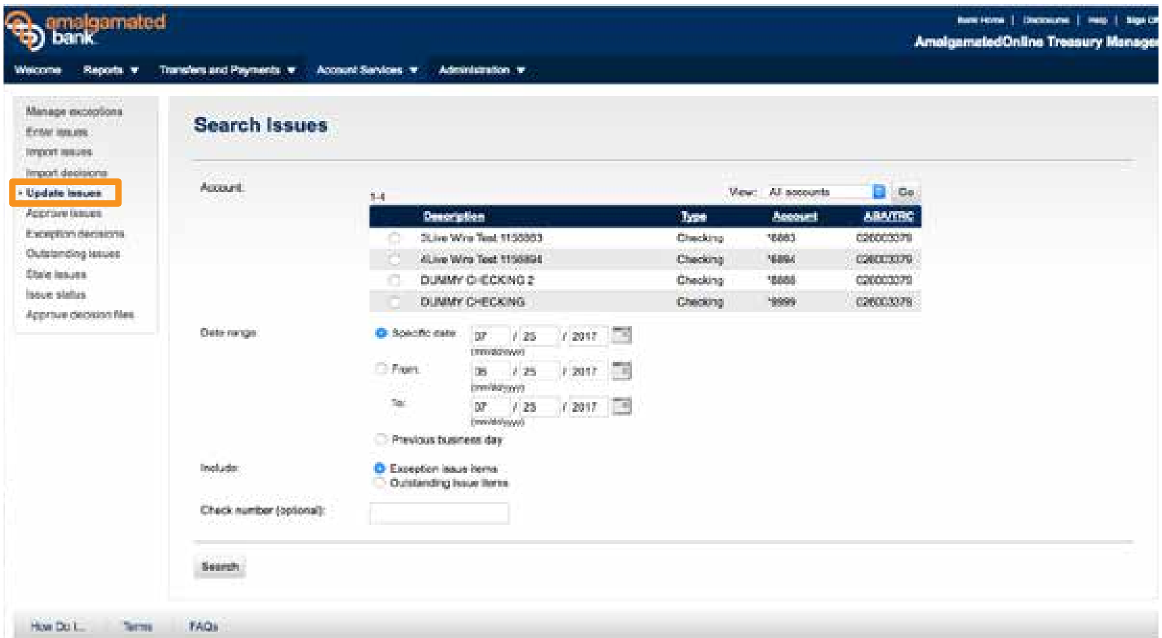
ISSUING



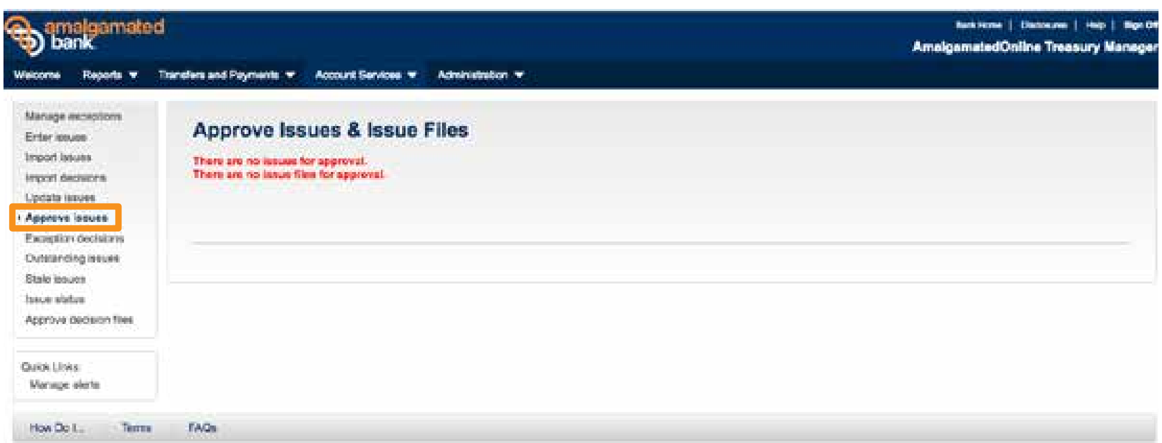
STEP 1 To enter a new issue, select “Enter Issue” from the left side panel. Select an account, enter issue details, and determine sequential entry. Upon completion, select “Continue.”



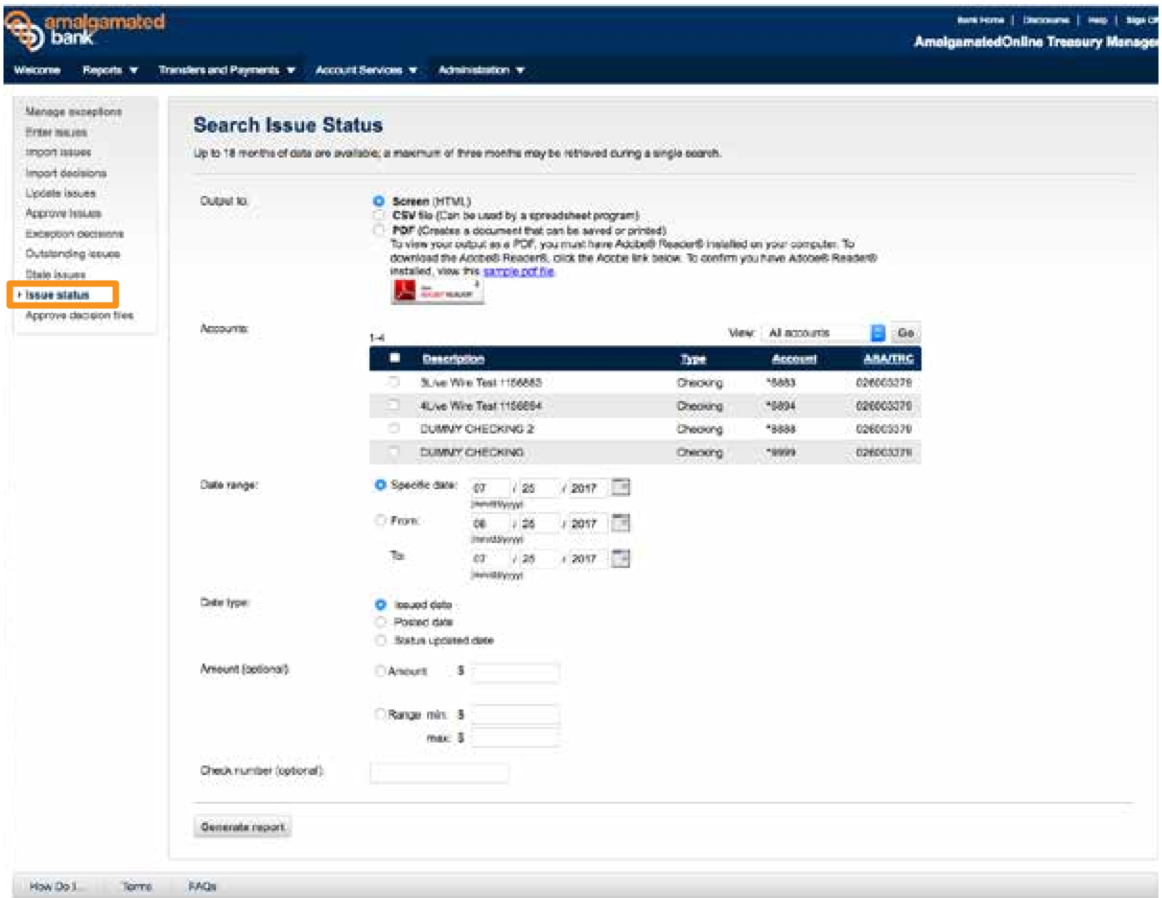
STEP 2 To import issues or manage file formats, select “Import Issues” from the left side panel.

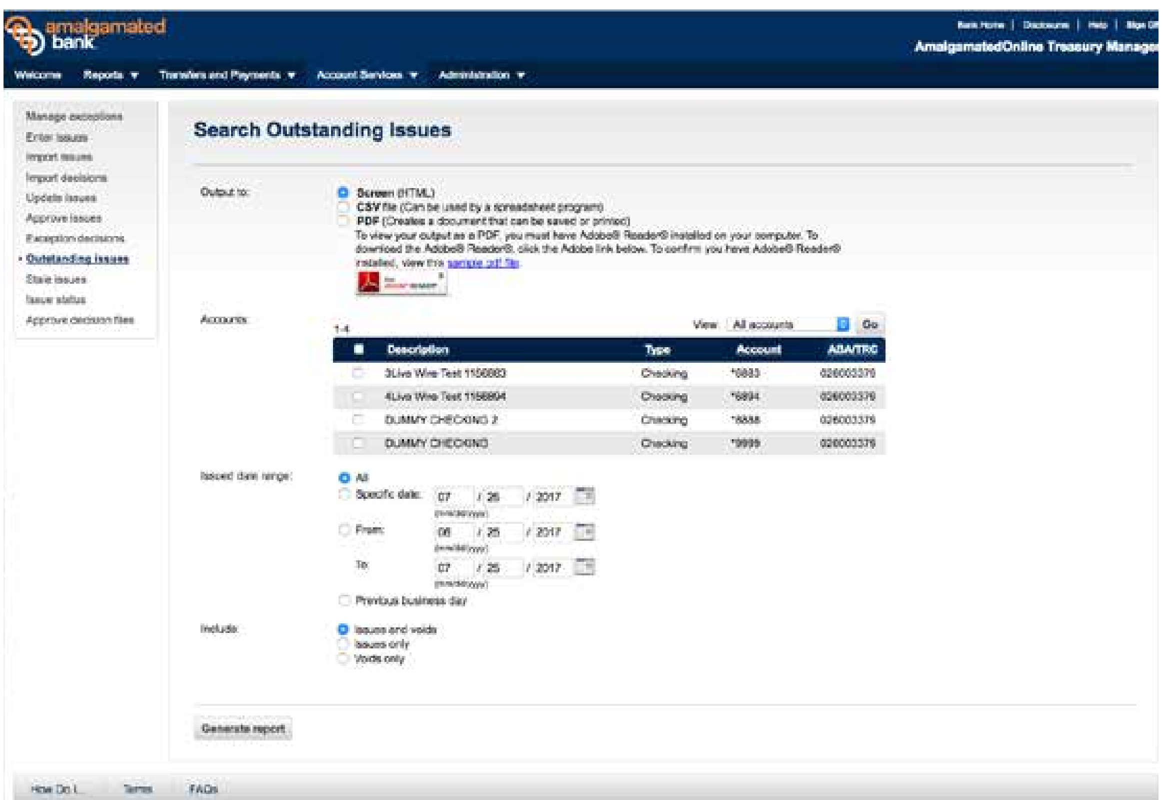


STEP 3 Once issues have been uploaded, users can search through them by selecting "Upload Issues" from the left side panel. Provide the search criteria and select "Search."

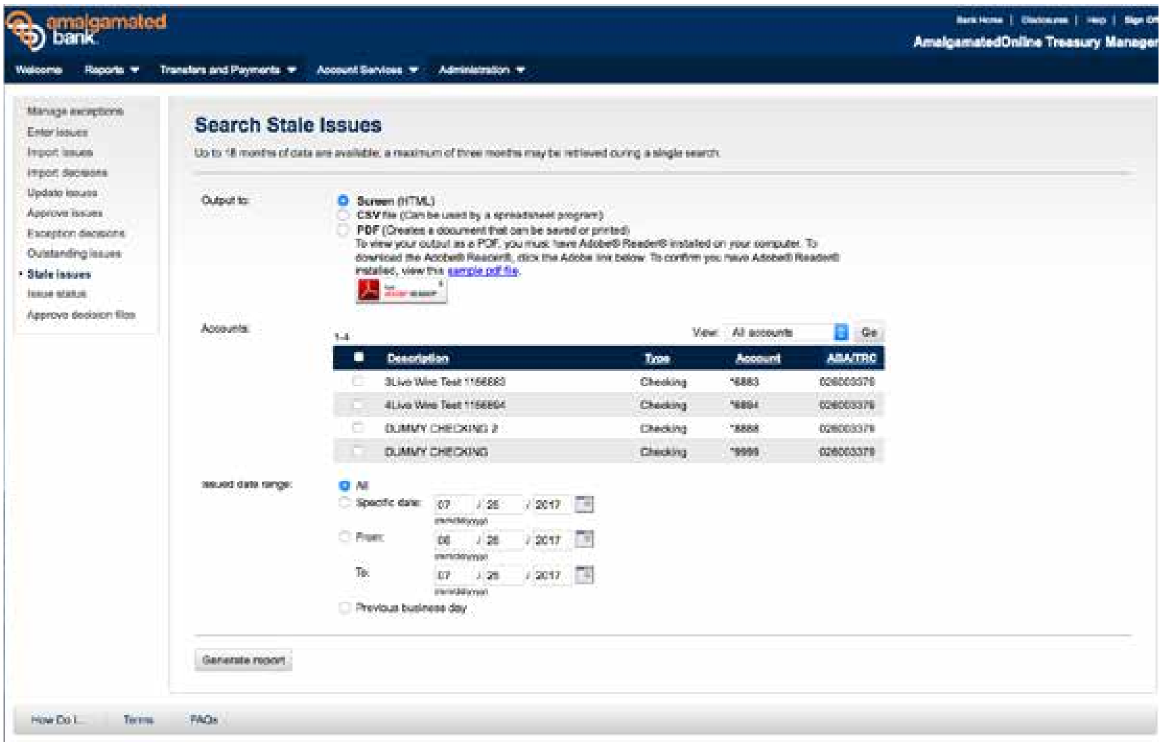


STEP 4 Once issues have been uploaded, approval is required. Select "Approve Issues" from the left side panel to approve issues and issue files.

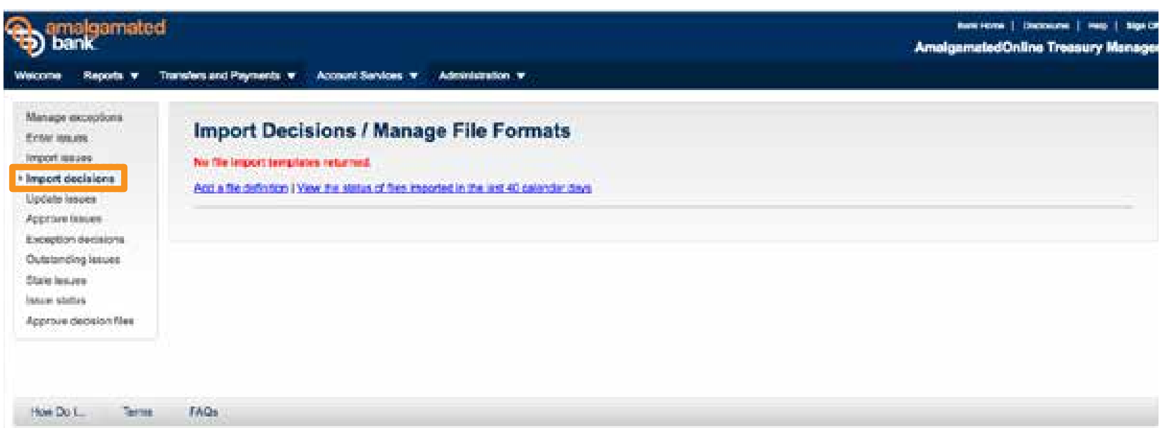




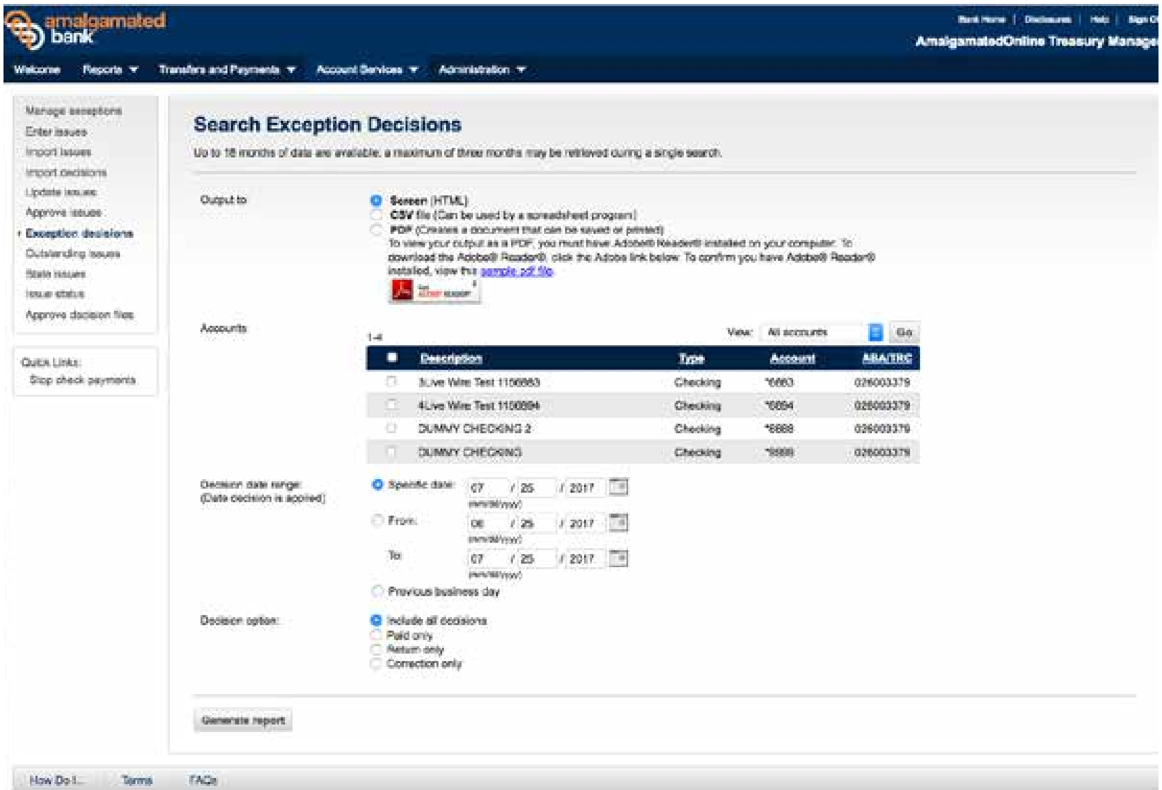
STEP 5 Find the status of a submitted issue by selecting "Issue Status" from the left side panel. To receive the status of an issue, users will need to provide the account, date range, and data type.



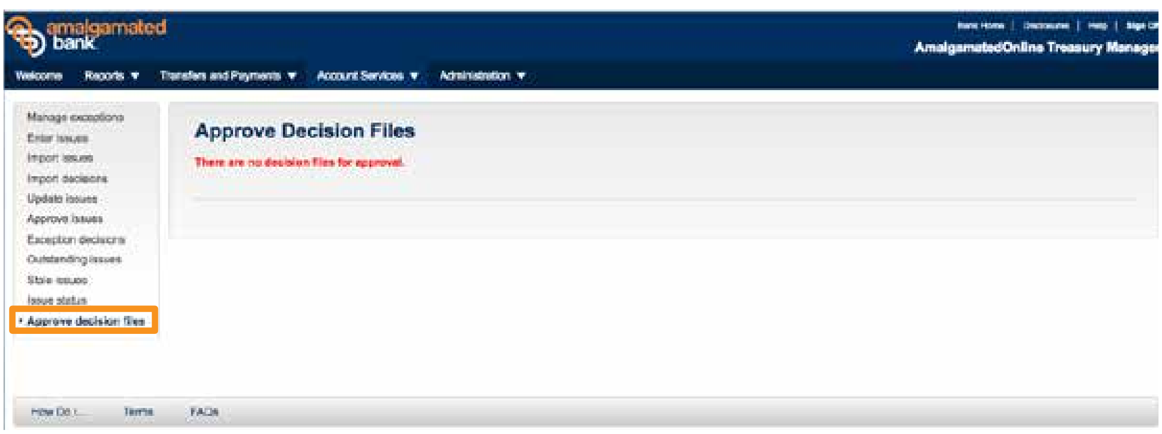
STEP 6 After submission, users can search for issues that are outstanding or stale by selecting the option from the left side panel menu. To retrieve the issue, users will need to provide the account and date range.



STEP 7 Decisions can also be imported. Select "Import Decisions" from the left side panel to import decisions and to manage file formats.

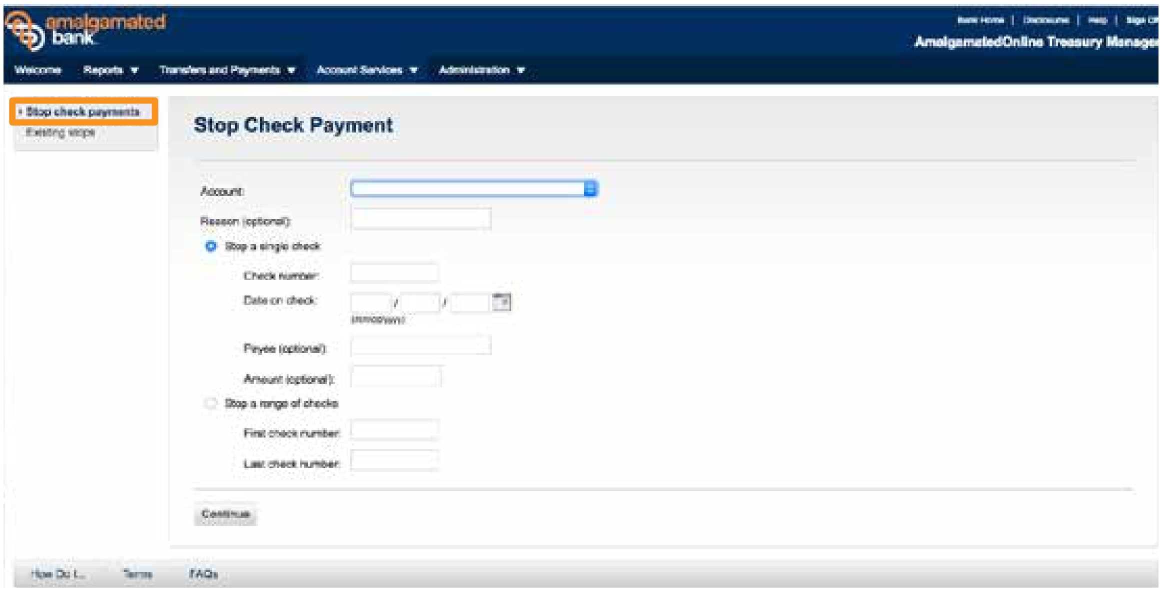


STEP 8 To search previous exception decisions, choose the format, date, and description of the decisions.

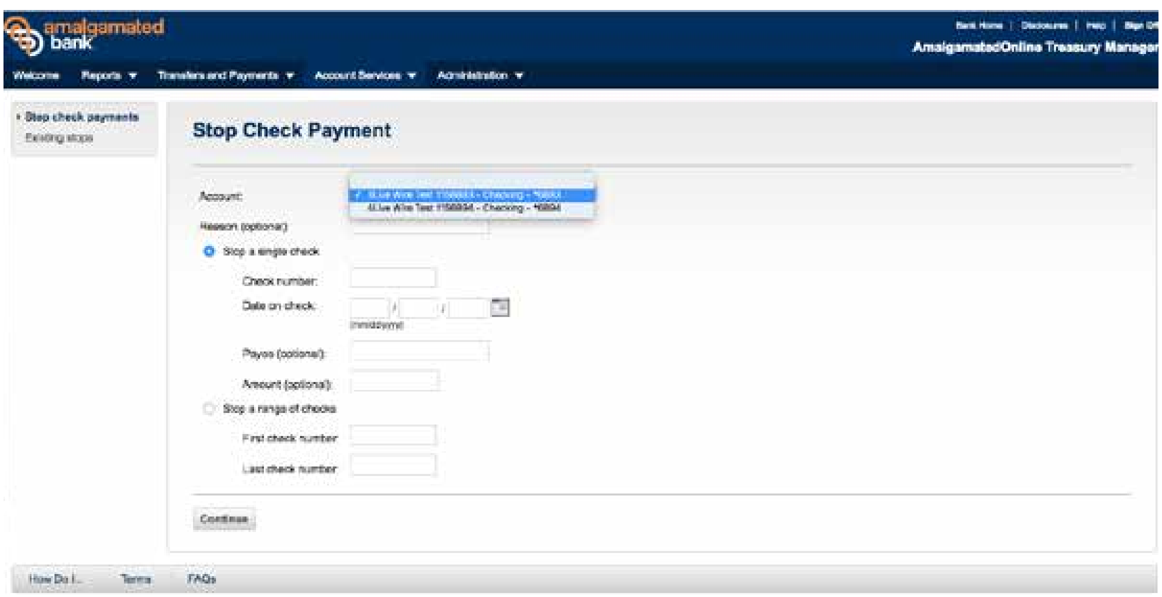


STEP 9 After complete information is provided, complete the decisioning by selecting "Approve Decision Files" from the left side panel.

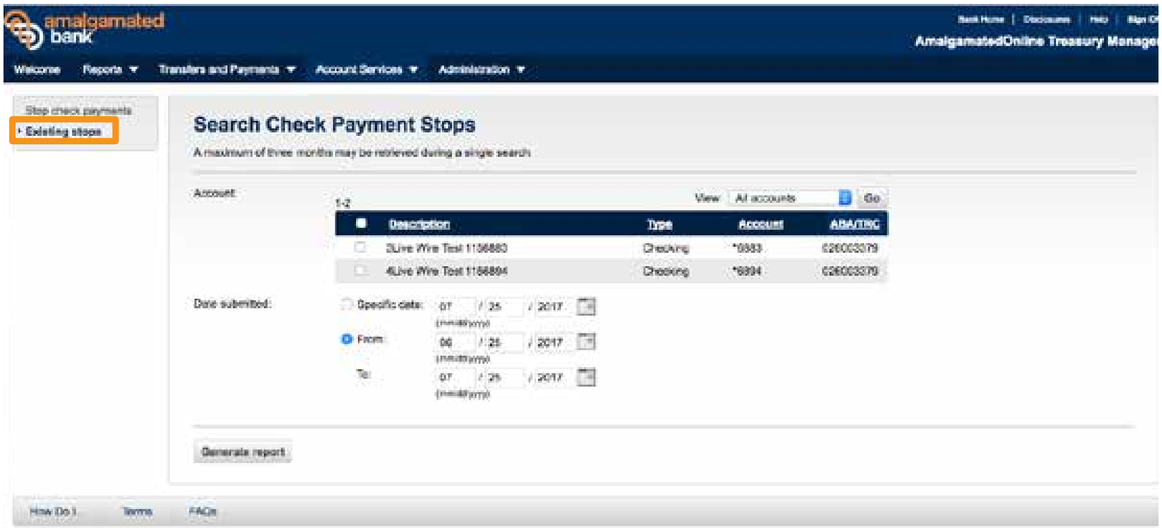
Stop Payment



STEP 1 To Stop a Payment, click on the Account Services dropdown menu and select "Stop Check Payments."



STEP 2 Select account, check payment amount, check number, date, and payee to be stopped.



STEP 3 Search stop payments by selecting "Existing Stops" on the left side panel.