

AmalgamatedOnline Treasury Manager®

# User Guide



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.

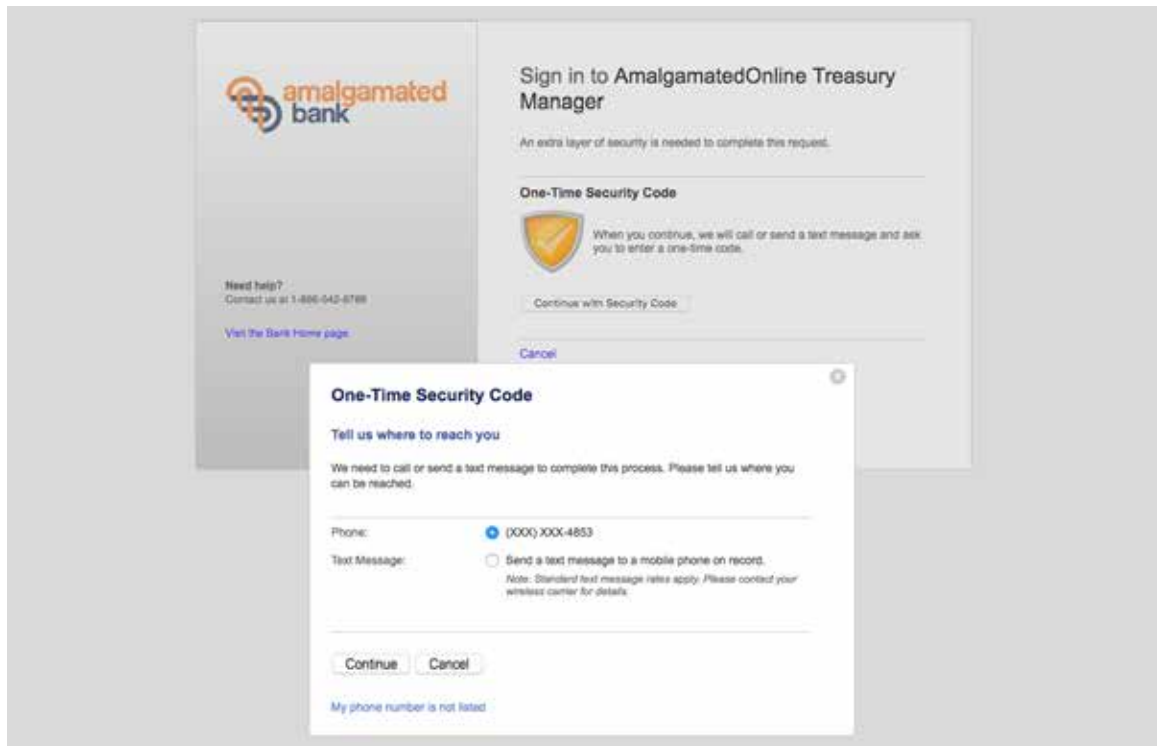
The screenshot shows the login page for AmalgamatedOnline Treasury Manager. On the left is a sidebar with the Amalgamated Bank logo, a "Need help?" section with the contact number 1-866-542-8788, and a link to "Visit the Bank Home page". The main content area is titled "Sign in to AmalgamatedOnline Treasury Manager" and includes the instruction "Please provide the information below and click Continue." Below this are two input fields: "Company ID:" and "User ID:". A "Continue" button is positioned below the input fields. At the bottom of the main content area, there is a note: "To protect your personal information, we collect your password on a separate page." and a link: "Can't sign on? Call Customer Support: 1-866-542-8788."

**STEP 2** Submit company ID and user ID to log into the account. Click “Continue.”

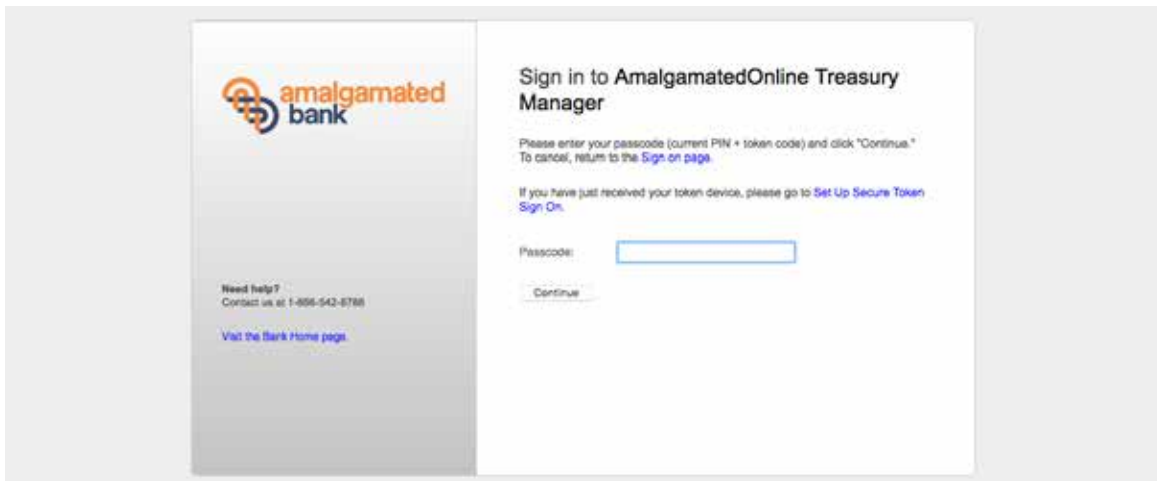
The screenshot shows the security code page for AmalgamatedOnline Treasury Manager. On the left is a sidebar with the Amalgamated Bank logo, a "Need help?" section with the contact number 1-866-542-8788, and a link to "Visit the Bank Home page". The main content area is titled "Sign in to AmalgamatedOnline Treasury Manager" and includes the instruction "An extra layer of security is needed to complete this request." Below this is a section titled "One-Time Security Code" with a shield icon. The text reads: "When you continue, we will call or send a text message and ask you to enter a one-time code." Below this text is a "Continue with Security Code" button and a "Cancel" link.

**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

**amalgamated bank** Bank Home | Disclosure | Help | Sign Off  
AmalgamatedOnline Treasury Manager

Welcome Reports Transfers and Payments Account Services Administration

Welcome Marketing Today is July 25, 2017. Your last login was July 17, 2017 at 02:01 PM ET. **Add Info Panels**

**Recent Alerts & Messages**  
You have received no alerts or bank messages within the last seven days.  
[Manage Alerts](#) | [Received Mail and Alerts](#)

**Important Account Balances**

Checking	As of 07/25/2017
3Live Wire Test 1156663, *5693	\$92.00 <a href="#">Available balance</a>
4Live Wire Test 1156694, *5694	\$14.00 <a href="#">Available balance</a>
Remove account, *9552	\$0.00 <a href="#">Available balance</a>

[Edit accounts displayed](#)

**Calendar**

July 2017

Su	Mo	Tu	We	Th	Fr	Sa
22	23	24	25	26	27	28
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

[Edit information displayed](#)

**Recent Transactions**  
You have not selected an account to be displayed in this panel.  
[Edit accounts and transactions displayed](#)

**Exceptions Decision**  
View by: My decisions | [All decisions](#)

Check Exceptions  
There are no exceptions waiting for your approval.

ACH Positive Pay  
There are no exceptions waiting for your approval.

**Shortcuts**

**Favorites** [Edit Favorites](#)  
You have no favorites.

**Saved Reports** [Edit Saved Reports](#)  
You have no saved reports.

**Transfers & Payments Approval**  
View by: My approvals | [All approvals](#)

**ACH Payments and Collections**  
(Date equals effective date.)

*9999-DUMMY	Color of	03/17/2017	\$10.00
*9999-DUMMY	B Texas	08/01/2016	\$2.00
*9999-DUMMY	Rent - 1	04/22/2016	\$1.00
*9999-DUMMY	Test Item	01/27/2016	\$2.55

**Wires**  
(Date equals effective date.)

*5683-3Live	Amalgamated	01/27/2016	\$1.25
*5683-3Live <td>Amalgamated</td> <td>01/27/2016</td> <td>\$5,000.00</td>	Amalgamated	01/27/2016	\$5,000.00
*5683-3Live	test	01/29/2016	\$2.00
*5683-3Live	test	11/22/2016	\$1.00
*5683-3Live	AB Bank	11/22/2016	\$1.00
*5683-4Live	EDI templa	11/22/2016	\$2.00
*5683-3Live	AB	02/15/2017	\$1.00
*5683-4Live	EDI templa	03/30/2017	\$1.00
*5683-3Live	AB	04/17/2017	\$1.00
*5683-3Live	Sean Seab	05/08/2017	\$1.00

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

**amalgamated bank** Bank Home | Disclosure | Help | Sign Off  
AmalgamatedOnline Treasury Manager

Welcome Reports Transfers and Payments Account Services Administration

Welcome Mark Today is October 10, 2016. Your last login was October 06, 2016 at 12:23 PM. **Add Info Panels**

**Important Account Balances**

Checking	As of 10/09/2016
EASTWOOD NATIONAL BANK CONTR ACCT 11352	\$130,267.87 <a href="#">Available balance</a>
PRESTIGE OPERATING ACCOUNT, *5511	\$179,414.72 <a href="#">Available balance</a>
PRESTIGE PAYROLL ACCOUNT, *5652	\$26,628.11 <a href="#">Available balance</a>

[Edit accounts displayed](#)

**Recent Alerts & Messages**

**Important Message:**  
ACH will be unavailable on UN Day.

10/09 [Bank holiday processing](#)

10/09 [Withdrawal Balance](#)

10/09 [DEBIT 800000](#)

10/03 [Check Processed](#)

10/04 [Debit posted](#)

10/03 [Re-Account Entry](#)

[Manage Alerts](#) [Received Mail and Alerts](#)

**Shortcuts**

**Favorites** [Edit Favorites](#)  
> Transfer money - Internal > Stop check payments

**Saved Reports** [Edit Saved Reports](#)  
> Control Disbursement Report > Operating Account AC-VW1 Credits

**Calendar**

October 2016

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

[Edit information displayed](#)

**Transfers & Payments Approval**  
View by: My approvals | [All approvals](#)

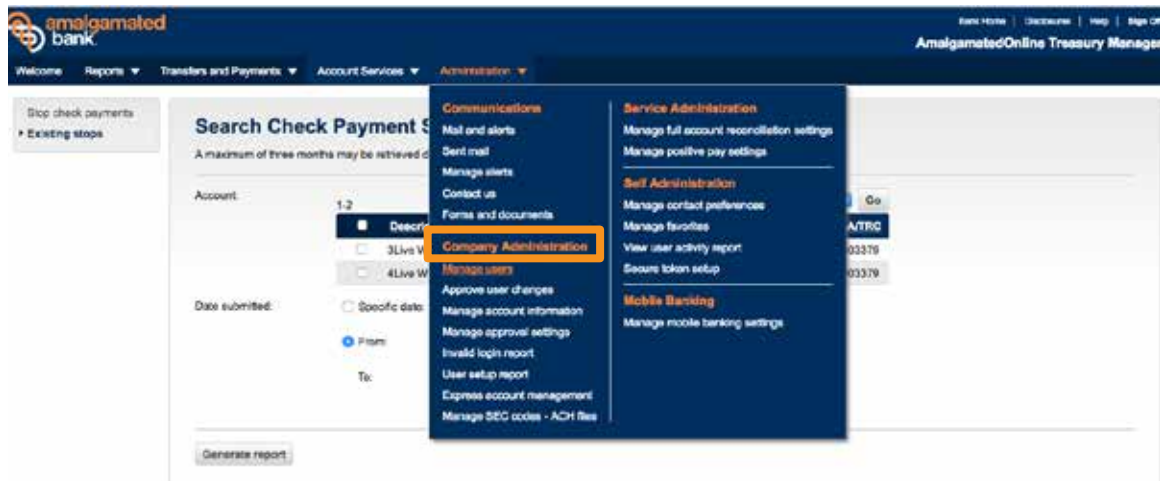
*5512 - PREST	Weekly P	10/10/2016	\$5,000.00

**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.






## User Management



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





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AmalgamatedOnline Treasury Manager

[Welcome](#) | [Reports](#) | [Transfers and Payments](#) | [Account Services](#) | [Administration](#)

Manage users

[Approve user changes](#)  
[Manage account information](#)  
[Manage approval settings](#)  
[Invalidate login report](#)  
[User setup report](#)  
[Express account management](#)  
[Manage SEC codes - ACH files](#)

## User Administration

Review the options listed below for available user administration tasks.

To quickly entitle a new account for company users, go to [Express Account Management](#).

### Create New User

To create a new user, click on the button below. You will have an opportunity to copy an existing user during the process.

[Create new user](#)

### Manage Existing Users

To manage a user's profile, roles, services & accounts, system access, or change limits, click on the appropriate user ID.

User ID	First Name	Last Name	Status	
<a href="#">ARTEST</a>	Ab	Test	Inactive	<a href="#">System access</a>
<a href="#">ADMIN</a>	Admin	User	Inactive	<a href="#">System access</a>
<a href="#">ANKS</a>	Anra	Fink	Active	<a href="#">System access</a>
<a href="#">ALEVINE</a>	Alan	Levine	Active	<a href="#">System access</a>
<a href="#">CORSEY</a>	Constance	Dorsey	Active	<a href="#">System access</a>
<a href="#">BROWNE</a>	Dionne	Browna	Active	<a href="#">System access</a>
<a href="#">DAXTON</a>	Dave	Paxon	Inactive	<a href="#">System access</a>
<a href="#">FAGLUSIB</a>	Fake	User	Active	<a href="#">System access</a>
<a href="#">GASTOTA</a>	Gema	Bacile	Active	<a href="#">System access</a>
<a href="#">HPTSET</a>	HIP	TEST	Inactive	<a href="#">System access</a>
<a href="#">JAC</a>	Joe	Bea	Active	<a href="#">System access</a>
<a href="#">JENSON</a>	Jewel	Parris	Inactive	<a href="#">System access</a>
<a href="#">KSAVUE</a>	Kimberly	Kauae	Inactive	<a href="#">System access</a>
<a href="#">LEWERS</a>	Landon	Ewers	Inactive	<a href="#">System access</a>
<a href="#">LNAZANZENO</a>	Lucy	Nazanzeno	Active	<a href="#">System access</a>
<a href="#">MARKETING</a>	Marketing	Account	Active	<a href="#">System access</a>
<a href="#">MCULHANE</a>	Molly	Culhane	Active	<a href="#">System access</a>
<a href="#">MINI</a>	Mini	Gutting	Inactive	<a href="#">System access</a>
<a href="#">MRODRIGUEZ</a>	Mansol	Rodriguez	Active	<a href="#">System access</a>
<a href="#">NEACOCKI</a>	Nicole	Leacock	Pending approval	<a href="#">System access</a>
<a href="#">PGERMANA</a>	Germana	Pera-Spaulding	Inactive	<a href="#">System access</a>
<a href="#">PNU1</a>	Paul	Null	Inactive	<a href="#">System access</a>
<a href="#">PNU11</a>	Paul	Null	Inactive	<a href="#">System access</a>
<a href="#">PNU12</a>	Paul	Null	Inactive	<a href="#">System access</a>
<a href="#">RISCALGO</a>	Rodol	Hiceliga	Active	<a href="#">System access</a>
<a href="#">REBEREZ</a>	Rose	Perez	Active	<a href="#">System access</a>
<a href="#">SHENWORT</a>	Scott	Kenworthy	Active	<a href="#">System access</a>
<a href="#">SEARBY</a>	Sean	Searby	Active	<a href="#">System access</a>
<a href="#">SOTRATON</a>	Sabrina	Stratton	Active	<a href="#">System access</a>
<a href="#">VIVYLE</a>	Vincent	Pyle	Active	<a href="#">System access</a>

### Manage Saved Users

To complete a saved user, click on the appropriate user ID.

User ID	First Name	Last Name	Additional Information
<a href="#">BILLY</a>	Brian	Billy	<a href="#">Delete</a>
<a href="#">PNU10</a>	Paul	Null	<a href="#">Delete</a>
<a href="#">SEAN</a>	Sean	Searby	<a href="#">Delete</a>
<a href="#">SEAN</a>	sean	searby	<a href="#">Delete</a>
<a href="#">SHENWORT1</a>	scott	kenworthy	<a href="#">Delete</a>
<a href="#">SHENWORT1</a>	scott	kenworthy	<a href="#">Delete</a>
<a href="#">SHENWORT1</a>	scott	kenworthy	<a href="#">Delete</a>
<a href="#">STAYLOR</a>	Sean	Searby	<a href="#">Delete</a>
<a href="#">TEST</a>	scott	kenworthy	<a href="#">Delete</a>
<a href="#">TEST</a>	Example	Phil Replacement	<a href="#">Delete</a>
<a href="#">TESTING</a>	test	test	<a href="#">Delete</a>
<a href="#">TESTUSER</a>	Test	User	<a href="#">Delete</a>
<a href="#">TESTUSER1</a>	test	user	<a href="#">Delete</a>
<a href="#">TSMITH</a>	tom	smith	<a href="#">Delete</a>

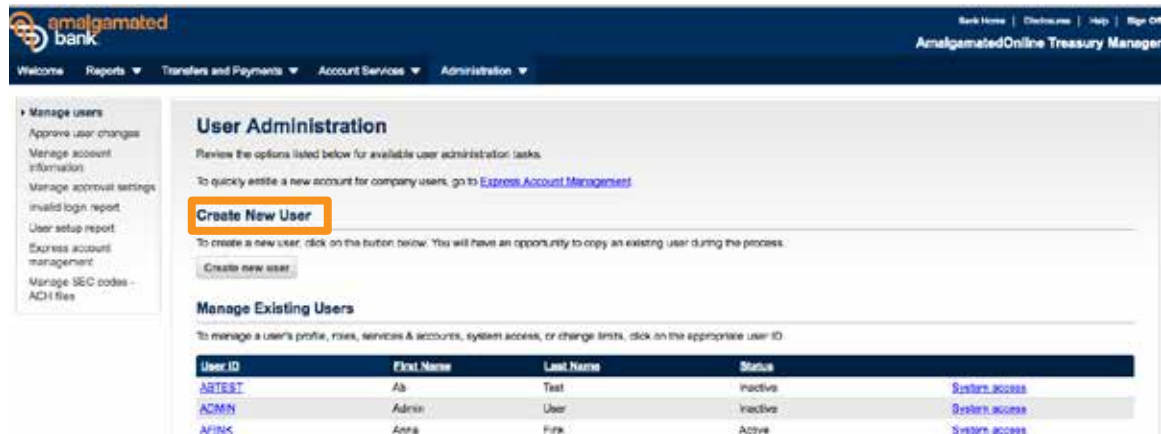
[How Do I...](#) | [Terms](#) | [FAQs](#)

**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



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**Manage users**  
 Approve user changes  
 Manage account information  
 Manage approval settings  
 Invald login report  
 User setup report  
 Express account management  
 Manage SEC codes - ACH files

### User Administration

Review the options listed below for available user administration tasks.

To quickly entitle a new account for company users, go to [Express Account Management](#).

**Create New User**

To create a new user, click on the button below. You will have an opportunity to copy an existing user during the process.

[Create new user](#)

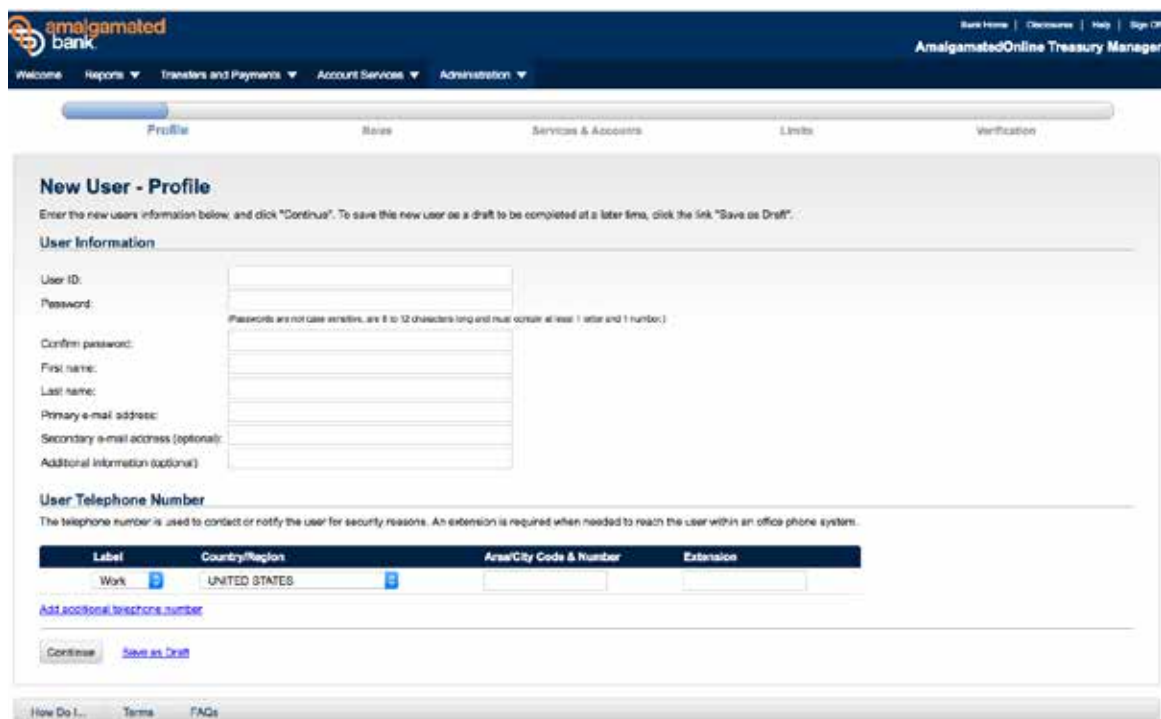
### Manage Existing Users

To manage a user's profile, roles, services & accounts, system access, or change limits, click on the appropriate user ID.

User ID	First Name	Last Name	Status	
<a href="#">ABTEST</a>	Ab	Test	Inactive	<a href="#">System access</a>
<a href="#">ADMIN</a>	Admin	User	Inactive	<a href="#">System access</a>
<a href="#">APINK</a>	Anna	Pink	Active	<a href="#">System access</a>

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.**



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### New User - Profile

Enter the new users information below, and click "Continue". To save this new user as a draft to be completed at a later time, click the link "Save as Draft".

#### User Information

User ID:

Password:  (Passwords are not case sensitive, are 8 to 12 characters long and must contain at least 1 letter and 1 number.)

Confirm password:

First name:

Last name:

Primary e-mail address:

Secondary e-mail address (optional):

Additional information (optional):

#### User Telephone Number

The telephone number is used to contact or notify the user for security reasons. An extension is required when needed to reach the user within an office phone system.

Label	Country/Region	Area/City Code & Number	Extension
Work	UNITED STATES	<input type="text"/>	<input type="text"/>

[Add additional telephone number](#)

[Continue](#) [Save as Draft](#)

[How Do I...](#) [Terms](#) [FAQs](#)

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.**



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Welcome Reports Transfers and Payments Account Services Administration

Profile Roles Services & Accounts Limits Verification

### New User - Confirmation

Security settings may require additional approvals before this User ID is active. Review the user status listed below. To manage an existing user, complete a saved user, or create a new user, go to [User Administration](#).

#### Submitted User Summary

Name:	Juan Rodriguez
User ID:	JRODRIGU
Primary e-mail address:	juancarlosrodriguez@amalgamatedbank.com
Telephone number:	212-255-4713

#### User Status

User status:	Active
--------------	--------

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**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

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### New User - Roles

Select roles for this new user, and click "Continue." To save this new user as a draft to be completed at a later time, click the link "Save as Draft."

New user: Juan Rodriguez (JRODRIGU) [Edit Profile](#)

#### Copy Existing User (optional)

To save time in creating a new user, copy roles, services, and accounts from an existing user. Select the appropriate option and link below. Roles, services, and accounts will be selected to match the copied user, and can be edited as required.

☒ Do not copy user.  
☐ Copy user [Select user](#)

#### User Roles (optional)


☐ Allow this user to setup templates.  
(This entitles the user to template setup capabilities for only those services and accounts to which the user has been entitled.)  
☐ Allow this user to approve transactions.  
(This entitles the user to transmit capabilities for only those services to which the user has been entitled.)  
☐ Grant this user administration privileges.  
(This will allow the user to add, modify copy and delete users, modify their roles, services and account access, rename accounts, and modify the number of approvals required for requests.)

[Continue](#) [Save as Draft](#)

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**STEP 1** Select roles to assign to the new user.




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Profile | Roles | **Services & Accounts** | Limits | Verification

### New User - Services & Accounts

Select services and accounts for this new user and click "Continue." To save this new user as a draft to be completed at a later time, click the link "Save as Draft."

New user: Juan Rodriguez (JRODRIGU) [Edit Profile](#)

#### Services & Accounts (optional)

To enable a service and assign accounts, click on the appropriate link. To disable all services and accounts, click "Clear all."

45 of 48 services enabled [Clear all](#)

Service		
Accounts	Service enabled, accounts not applicable.	<a href="#">Remove</a>
ACH File Upload	Service enabled, accounts not applicable.	<a href="#">Remove</a>
ACH Positive Pay		<a href="#">Add</a>
Bill Pay	Service enabled, accounts entitled.	<a href="#">Change</a>
CCD Collection	Service enabled, accounts entitled.	<a href="#">Change</a>
CCD Payment	Service enabled, accounts entitled.	<a href="#">Change</a>
Child Support Payment	Service enabled.	<a href="#">Change</a>
Commercial Capture Xpress	Service enabled, accounts not applicable.	<a href="#">Change</a>
CTX Collection	Service enabled, accounts entitled.	<a href="#">Change</a>
CTX Payment	Service enabled, accounts entitled.	<a href="#">Change</a>
Deposit Account Reporting	Service enabled, accounts not applicable.	<a href="#">Remove</a>
Deposit Recon	Service enabled.	<a href="#">Change</a>
Deposit Reports	Service enabled, accounts not applicable.	<a href="#">Remove</a>
eLockbox	Service enabled, accounts not applicable.	<a href="#">Change</a>
eStatements	Service enabled, accounts entitled.	<a href="#">Change</a>
The user ID must be formatted as follows: COMPANYNUMBER-USERID, e.g., 12345678-admin.		
External Transfer	Service enabled, accounts entitled.	<a href="#">Change</a>
Federal Tax	Service enabled.	<a href="#">Change</a>
File Download	Service enabled, reports entitled.	<a href="#">Change</a>
Full Account Recon	Service enabled.	<a href="#">Change</a>
IMT Collection	Service enabled, accounts entitled.	<a href="#">Change</a>
IMT Payment	Service enabled, accounts entitled.	<a href="#">Change</a>
Imaging Rollup		<a href="#">Add</a>
Incoming Wire Report	Service enabled, accounts not applicable.	<a href="#">Remove</a>
Information Reporting	Service enabled, accounts entitled.	<a href="#">Change</a>
Internal Transfer	Service enabled, accounts entitled.	<a href="#">Change</a>
Loan	Service enabled.	<a href="#">Change</a>
Loan Advance	Service enabled, accounts not applicable.	<a href="#">Remove</a>
Loan Payment	Service enabled, accounts not applicable.	<a href="#">Remove</a>
Lockbox Control	Service enabled, accounts not applicable.	<a href="#">Change</a>
Mobile Banking	Service enabled, accounts not applicable.	<a href="#">Remove</a>

**STEP 2** Select services and accounts for the new user and click "Continue."



The screenshot shows the 'Amalgamated bank' logo and navigation menu at the top. The main heading is 'New User - Roles'. Below it, there's a section for 'Copy Existing User (optional)' with a 'Select user' button. A modal window titled 'Copy Existing User' is open, displaying a table of existing users.


User ID	First Name	Last Name	Additional Information
ADTEST	Ad	Test	
ADMIN	Admin	User	
AFENK	Anna	Fink	
ALEVINE	Alan	Levin	
CDORSEY	Constance	Dorsey	
CDROWNE	Dionne	Browne	
CPAXTON	Dave	Paxton	
FAMEUSER	Fake	User	
GBATISTA	Geena	Batista	
HIPTEST	HP	TEST	
JBAE	Joe	Bae	

At the bottom of the modal, there are buttons for 'Copy user' and 'Do not copy user'.

**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



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New User - ACH Limits

Enter or make appropriate changes to ACH limits for this new user, and click "continue". To save this new user as a draft, to be completed at a later time, click the link "Save as draft."

New user: Juan Rodriguez (JRODRIGU) [Edit Profile](#)

ACH Daily Maximum Limit

Enter the maximum daily amount allowed for the sum of all user's ACH transactions. The limits must be no greater than the company limit set by the bank. [View Company Limits](#)

User daily limit:

ACH Daily Maximum Service Limits

Enter the maximum daily amount for each of the user's ACH services or select the No limit checkboxes. The limits must be no greater than the company limit set by the bank. [View Company Limits](#)

ACH Service	No Limit	User Daily Service Limit
ACH File Upload	<input checked="" type="checkbox"/>	
CCD Collection	<input checked="" type="checkbox"/>	
CCD Payment	<input checked="" type="checkbox"/>	
Child Support Payment	<input checked="" type="checkbox"/>	
CTX Collection	<input checked="" type="checkbox"/>	
CTX Payment	<input checked="" type="checkbox"/>	
External Transfer	<input checked="" type="checkbox"/>	
Federal Tax	<input checked="" type="checkbox"/>	
INT Collection	<input checked="" type="checkbox"/>	
INT Payment	<input checked="" type="checkbox"/>	
PPD Collection	<input checked="" type="checkbox"/>	
PPD Payment	<input checked="" type="checkbox"/>	
State Tax	<input checked="" type="checkbox"/>	
STP 620 Payment	<input checked="" type="checkbox"/>	

ACH Account Limits

Enter limit amount for each of the user's ACH accounts

Account Number	No Limit	User Daily Account Limit
*5553 - 3Live Wire Test 1155553	<input checked="" type="checkbox"/>	
*5504 - 4Live Wire Test 1155034	<input checked="" type="checkbox"/>	

Continue


Save as Draft

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



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**AmalgamatedOnline Treasury Manager**

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### New User - Wire Limits

Enter or make appropriate changes to Wire limits for this new user, and click "continue". To save this new user as a draft, to be completed at a later time, click the link "Save as draft."

New user: Juan Rodriguez (JRODRIGU) [Edit Profile](#)

#### Wire Daily Maximum Limit

Enter the maximum daily amount allowed for the sum of all user's Wire transactions. The limits must be no greater than the company limit set by the bank. [View Company Limits](#)

User daily limit: \$

#### Wire Daily Maximum Service Limits

Enter limit amount for each of the user's Wire services. The limits must be no greater than the company limit set by the bank. [View Company Limits](#)

Wire Service	User Daily Service Limit
Wire Domestic One Time	\$ <input type="text" value="\$00.00"/>
Wire Domestic Template Based	\$ <input type="text" value="\$00.00"/>
Wire FX Int One Time	\$ <input type="text" value="\$00.00"/>
Wire FX Int Template Based	\$ <input type="text" value="\$00.00"/>
Wire USD Int One Time	\$ <input type="text" value="\$00.00"/>
Wire USD Int Template Based	\$ <input type="text" value="\$00.00"/>

#### Wire Account Limits

Enter limit amount for each of the user's Wire accounts.

Account Number	No Limit	User Individual Transaction Limit	No Limit	User Daily Account Limit
*0803 - 3Live Wire Test 1150803	<input checked="" type="checkbox"/>	<input type="text" value="\$00.00"/>	<input checked="" type="checkbox"/>	<input type="text" value="\$00.00"/>
*0804 - 4Live Wire Test 1150804	<input checked="" type="checkbox"/>	<input type="text" value="\$00.00"/>	<input checked="" type="checkbox"/>	<input type="text" value="\$00.00"/>

[Continue](#) [Save as Draft](#)

**amalgamated bank** Bank Home | Disclosures | Help | Sign Out  
**AmalgamatedOnline Treasury Manager**

Welcome | Reports | Transfers and Payments | Account Services | Administration

Profile | Rules | Services & Accounts | **Limits** | Verification

### New User - Bill Pay Limits

[Edit Profile](#)

New user: Juan Rodriguez (JRODRIGU)

#### Bill Pay Company Limits

Enter user limit amounts for each of the Bill Pay companies. The limit cannot be greater than the company limit set by the bank. [View Bill Pay Company Limits](#)

Company	User Transaction Limit	User Transaction Approval Limit
AMALGAMATED BANK TEST COMPANY	<input type="text" value="\$000.00"/>	<input type="text" value="\$000.00"/>

[Continue](#) [Save as Draft](#)

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



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Welcome Reports Transfers and Payments Account Services Administration

Profile Roles Services & Accounts Limits Verification

### New User - Verification

The new user you have entered is now complete. Review summary information below and click "Submit." To save this new user as a draft to be completed at a later time, click the link "Save as Draft." To make changes, click on the section in the progress bar at the top of the page, or the appropriate link below.

**Profile** [Change Profile](#)

Name: Juan Rodriguez  
User ID: JRODRIGU  
Primary e-mail address: juanrdriguez@amalgamatedbank.com  
Telephone number: 212-255-4713

**Roles** [Change Roles](#)

Enabled roles: Setup Approval

**Services & Accounts:** [Change Services & Accounts](#)

Enabled services: 45 of 88 available

**Limits:** [Change Limits](#)

Limits completed: ACH, Bill pay

[Save as Draft](#)

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

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AmalgamatedOnline Treasury Manager

Welcome Reports Transfers and Payments Account Services Administration

Manage users  
Approve user changes  
Manage account information  
Manage approval settings  
Invalid login report  
User setup report  
Express account management  
Manage SEC codes - ACH fees

Quick Links:  
Manage alerts

### User Administration Approval - Selection

To approve user profile requests, check the appropriate user profile and click "Approve." All approvals must be received before the user profile request will be applied. User profiles without a checkbox have already been approved by you.

**Unapproved User Profiles**

Select all • Deselect all (To view details for a user profile, click on the User ID.)

User ID	First Name	Last Name	Approval Status	Approval Action
<input type="checkbox"/> <a href="#">JLSACOCK1</a>	Nico	Lisabook	1 of 1 received	Edit user

[How Do I...?](#) [Terms](#) [FAQs](#)

**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.





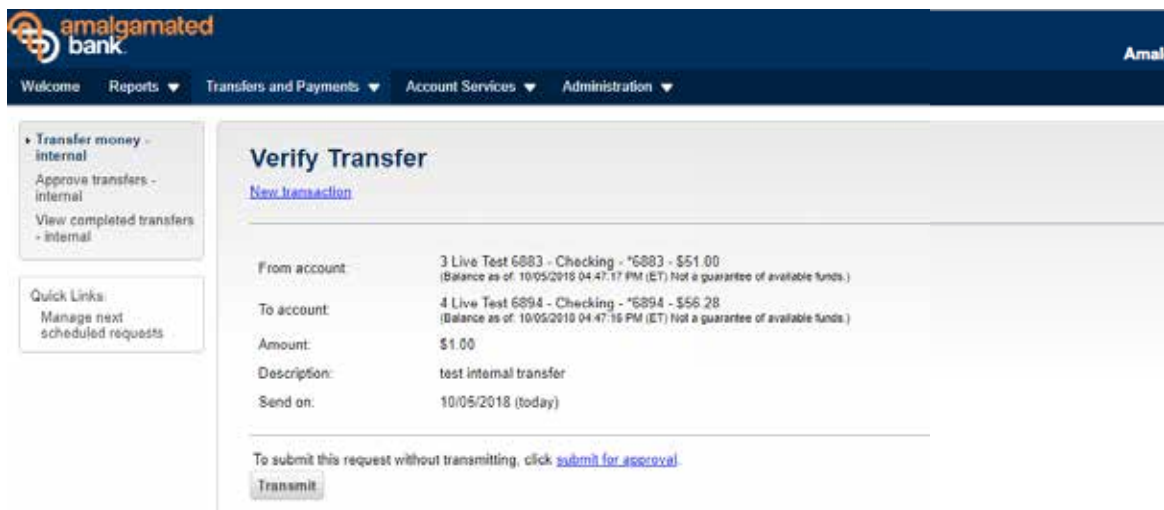
# Internal Transfer



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.





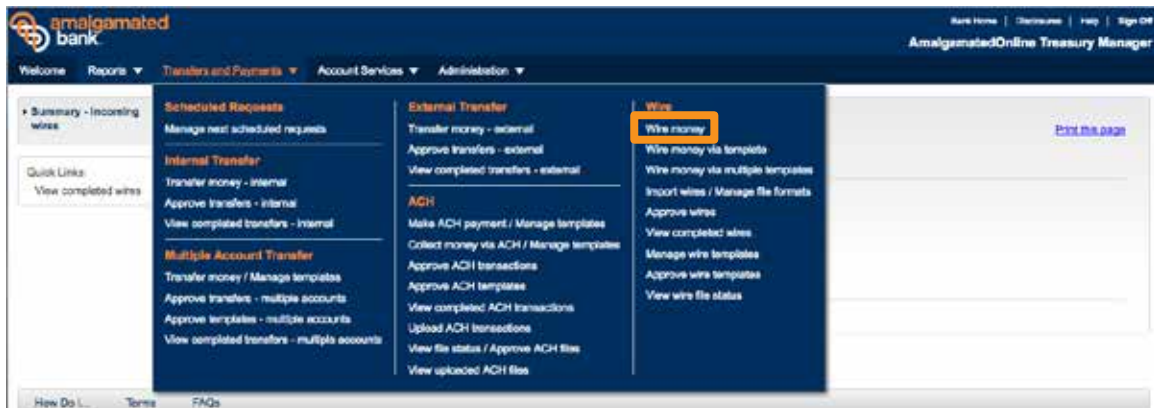
The screenshot shows the Amalgamated Bank web interface. The top navigation bar includes links for Welcome, Reports, Transfers and Payments, Account Services, and Administration. A dropdown menu for 'Transfers and Payments' is open, displaying several categories: Scheduled Requests, Internal Transfer, Bill Pay, and ACH. The 'Internal Transfer' category is expanded, showing options like 'Transfer money - Internal', 'Approve transfers - Internal', and 'View completed transfers - Internal', which is highlighted with an orange box. Other options include 'Manage next scheduled requests', 'Pay bills', and various ACH and Wire transfer functions. On the left side, there are quick links for 'Transfer money - Internal', 'Approve transfers - Internal', and 'View completed transfers - Internal'. The main content area on the right shows a table with columns 'Account Type' and 'Description', containing two rows of test data.

Account Type	Description
Checking	3 Live Test 6883
Checking	4 Live Test 6894

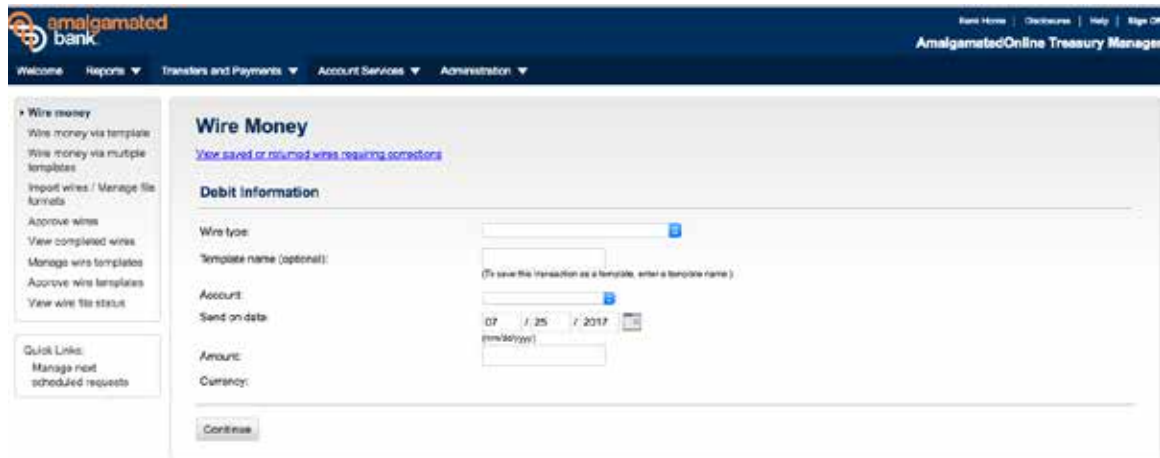
**STEP 4** View completed transfers by selecting View completed transfers - Internal from the left side panel or the Transfers and Payments dropdown menu.



# 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.

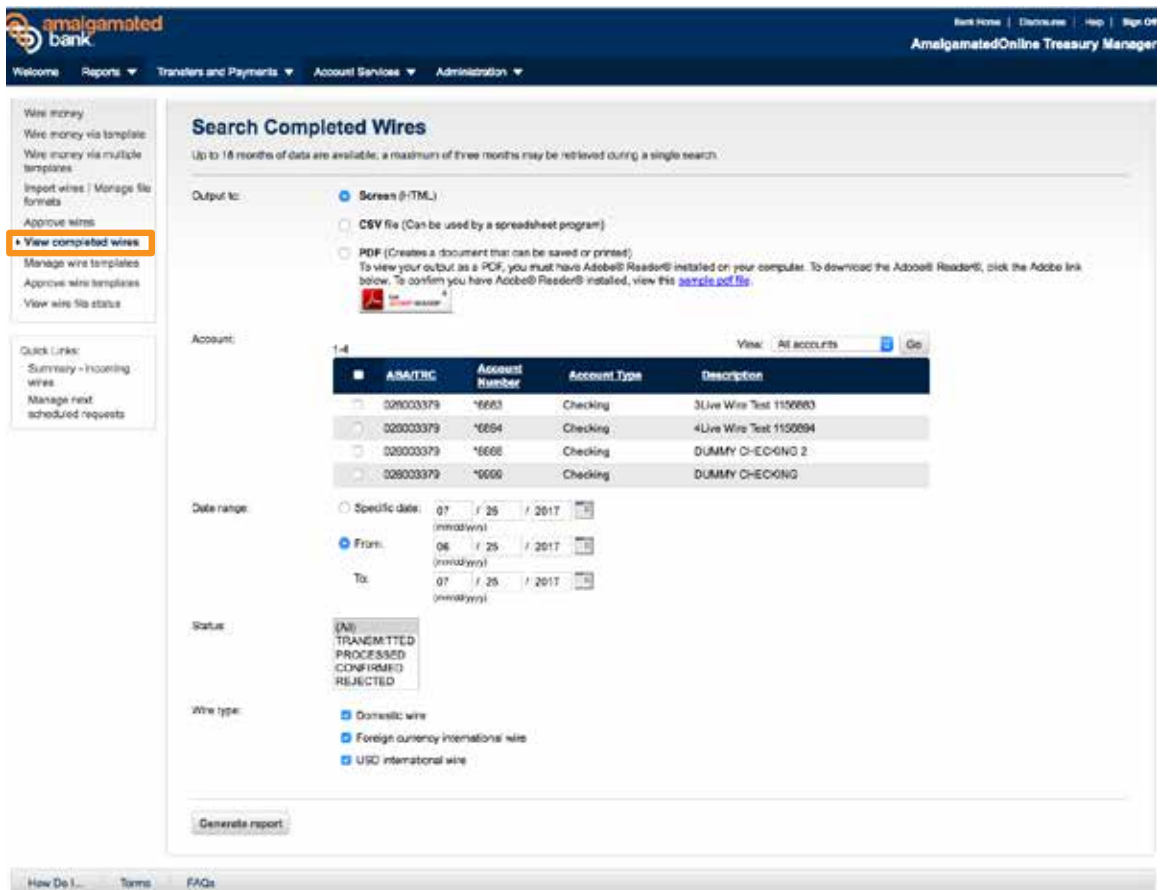


**STEP 3** Enter your recipient’s ABA or SWIFT code, and click “Bank ID validate.” Next, enter your recipient’s account number or IBAN (used for some international recipients), name, and address. Select “Approve” or “Submit for Approval” and enter your passcode (PIN + token).





**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).



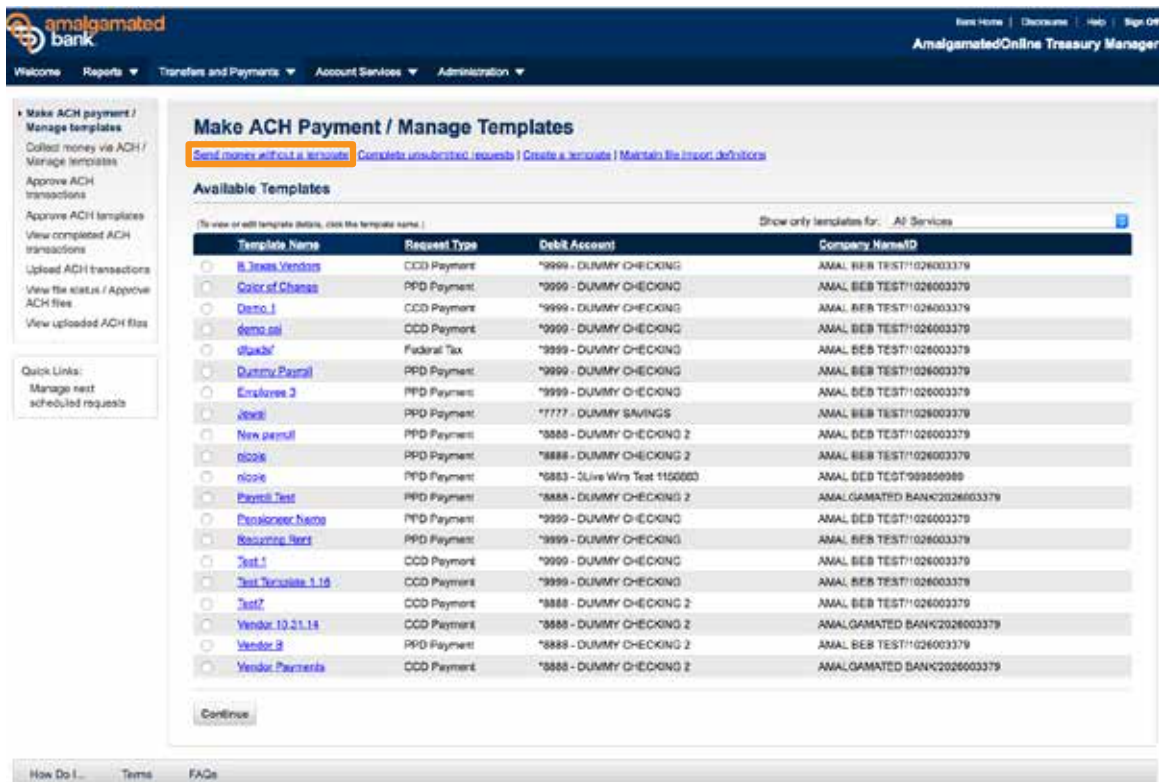
**STEP 5** Search completed transactions by selecting “View Completed Wires” on the left side panel.



# 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.





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**Make ACH Payment without a Template**  
[Send money using a template](#) | [View your ACH limits](#)

**Template Information**

Template name (optional):   
(To save this request as a template, enter a template name.)

Request type:

Company name/ID:

Template description:   
(Information that will be given to the transaction's recipients.)

Debit account:

Maximum transfer amount: \$   
(Per detail account)

Effective date:  /  /    
(mm/dd/yyyy)

**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.

Maximum transfer amount: \$ 1.00

Effective date:  /  /    
(mm/dd/yyyy)

Control amount (optional): \$  0.00  
(Intended value for the entire template)

**Credit/Destination Accounts**

These are the accounts which will receive the recorded amount when a payment request is transmitted. ABA numbers must be for financial organizations authorized for the exchange of electronic ACH transactions. To enter financial institution.

Payment instructions:  Do not process details with amounts of \$0.00  
 Send details with amounts of \$0.00 as payments

ABA/TRC	Account Number	Account Type	Name	Detail ID (optional)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Additional information (optional):

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

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**Scheduled Requests**  
 Manage next scheduled requests

**Internal Transfer**  
 Transfer money - internal  
 Approve transfers - internal  
 View completed transfers - internal

**Multiple Account Transfer**  
 Transfer money / Manage templates  
 Approve transfers - multiple accounts  
 Approve templates - multiple accounts  
 View completed transfers - multiple accounts

**External Transfer**  
 Transfer money - external  
 Approve transfers - external  
 View completed transfers - external

**ACH**  
 Make ACH payment / Manage templates  
 Collect money via ACH / Manage templates  
**Approve ACH transactions**  
 Approve ACH templates  
 View completed ACH transactions  
 Upload ACH transactions  
 View file status / Approve ACH files  
 View uploaded ACH files

**Wire**  
 Wire money  
 Wire money via template  
 Wire money via multiple templates  
 Import wires / Manage file formats  
 Approve wires  
 View completed wires  
 Manage wire templates  
 Approve wire templates  
 View wire file status

**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.



## ISSUING

The screenshot shows the 'Enter Issue' form in the Amalgamated Online Treasury Manager. The left sidebar has 'Enter Issues' highlighted. The form is divided into three sections: 'Account Information', 'Item Details', and 'Sequential Entry'. The 'Account Information' section has a dropdown for 'Account:'. The 'Item Details' section includes fields for 'Check number:', 'Amount:' (with a dollar sign), 'Issued date:' (set to 07/25/2017), 'Issue type:' (with a dropdown), and 'Payee:' (with a note '(Only return Filing payee numbers)'). The 'Sequential Entry' section has a checkbox for 'Sequential entry:' and a 'Continue' button at the bottom.

**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.”

The screenshot shows the 'Import Issues / Manage File Formats' form in the Amalgamated Online Treasury Manager. The left sidebar has 'Import Issues' highlighted. The form has a title 'Import Issues / Manage File Formats' and a link 'Add a file definition | View the status of files imported in the last 40 calendar days'. Below is a 'File Definitions' section with a table of file definitions. Each row has a radio button, a name, a description, and a file type. At the bottom is a 'Continue' button.

Name	Description	File Type
<a href="#">ABC_Test_Concurrency</a>	Herbie	FixedFormat
<a href="#">ABPPSpecs</a>	AB FTP Issue Files	FixedFormat
<a href="#">ARP_PP</a>	AD File Specs	FixedFormat
<a href="#">Cards_Test</a>	Test add and delete	Delimited
<a href="#">File_Generator_T1</a>	File Generator '0201'	FixedFormat
<a href="#">NY_Test_020211</a>	NY_Test_020211	FixedFormat
<a href="#">Test_CSV</a>	Test	Delimited
<a href="#">Test2</a>	Test2	FixedFormat
<a href="#">TFC_Series2</a>	Temp	Delimited
<a href="#">Type_T1</a>	9 digit Acct Number	FixedFormat
<a href="#">Type_T1_8</a>	8 Digit Acct Number	FixedFormat

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



**Search Issues**

Account: 1-4 View: All accounts Go

Description	Type	Account	ABA/TRC
<input type="radio"/> 2Live Wire Test 1130303	Checking	*6663	C26003379
<input type="radio"/> 4Live Wire Test 1156894	Checking	*6864	C26003379
<input type="radio"/> DUMMY CHECKING 2	Checking	*6666	C26003379
<input type="radio"/> DUMMY CHECKING	Checking	*9999	C26003379

Date range: ☒ Specific date 07 / 25 / 2017 From: 06 / 25 / 2017 To: 07 / 25 / 2017 ☐ Previous business day

Include: ☒ Exception issue items ☐ Outstanding issue items

Check number (optional):

Search:

**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.”

**Approve Issues & Issue Files**

There are no issues for approval.  
There are no issue files for approval.

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



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Welcome Reports Transfers and Payments Account Services Administration

Manage exceptions  
Enter issues  
Import issues  
Import decisions  
Update issues  
Approve issues  
Exception decisions  
Outstanding issues  
State issues  
**Issue status**  
Approve decision files

### Search Issue Status

Up to 18 months of data are available; a maximum of three months may be retrieved during a single search.

Output to:  
☒ Screen (HTML)  
☐ CSV file (Can be used by a spreadsheet program)  
☐ PDF (Creates a document that can be saved or printed)  
 To view your output as a PDF, you must have Adobe® Reader® installed on your computer. To download the Adobe® Reader®, click the Adobe link below. To confirm you have Adobe® Reader® installed, view this [sample.pdf file](#).

Accounts: 1-4 View: All accounts Go

Description	Type	Account	ABA/TRC
<input type="checkbox"/> 3Live Wire Test 1156655	Checking	*5883	026003378
<input type="checkbox"/> 4Live Wire Test 1156894	Checking	*5894	026003370
<input type="checkbox"/> DUMMY CHECKING 2	Checking	*5888	026003370
<input type="checkbox"/> DUMMY CHECKING	Checking	*5999	026003378

Date range:  
☒ Specific date: 07 / 25 / 2017  
☐ From: 06 / 25 / 2017 To: 07 / 25 / 2017  
☐ Issued date  
☐ Process date  
☐ Status updated date

Date type:  
☒ Issued date  
☐ Process date  
☐ Status updated date

Amount (optional):  
☐ Amount: \$  
☐ Range min: \$ max: \$

Check number (optional):

Generate report

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AmalgamatedOnline Treasury Manager

Welcome Reports Transfers and Payments Account Services Administration

Manage exceptions  
Enter issues  
Import issues  
Import decisions  
Update issues  
Approve issues  
Exception decisions  
Outstanding issues  
State issues  
Issue status  
**Outstanding issues**  
Approve decision files

### Search Outstanding Issues

Output to:  
☒ Screen (HTML)  
☐ CSV file (Can be used by a spreadsheet program)  
☐ PDF (Creates a document that can be saved or printed)  
 To view your output as a PDF, you must have Adobe® Reader® installed on your computer. To download the Adobe® Reader®, click the Adobe link below. To confirm you have Adobe® Reader® installed, view this [sample.pdf file](#).

Accounts: 1-4 View: All accounts Go

Description	Type	Account	ABA/TRC
<input type="checkbox"/> 3Live Wire Test 1156683	Checking	*5883	026003378
<input type="checkbox"/> 4Live Wire Test 1156894	Checking	*5894	026003370
<input type="checkbox"/> DUMMY CHECKING 2	Checking	*5888	026003370
<input type="checkbox"/> DUMMY CHECKING	Checking	*5999	026003378

Issued date range:  
☒ All  
☐ Specific date: 07 / 25 / 2017  
☐ From: 06 / 25 / 2017 To: 07 / 25 / 2017  
☐ Previous business day

Include:  
☒ Issues and voids  
☐ Issues only  
☐ Voids only

Generate report

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**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.





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Manage exceptions  
Enter issues  
Import issues  
Import decisions  
Update issues  
Approve issues  
Exception decisions  
Outstanding issues  
• **Stale issues**  
Issue status  
Approve decision files

### Search Stale Issues

Up to 18 months of data are available; a maximum of three months may be retrieved during a single search.

Output to:

- ☒ Screen (HTML)
- ☐ CSV file (Can be used by a spreadsheet program)
- ☐ PDF (Creates a document that can be saved or printed)  
To view your output as a PDF, you must have Adobe® Reader® installed on your computer. To download the Adobe® Reader®, click the Adobe link below. To confirm you have Adobe® Reader® installed, view this [sample pdf file](#).

Accounts:

1-4 View: All accounts Go

Description	Type	Account	ABA/TRC
<input type="checkbox"/> 3Live Wire Test 1156883	Checking	*8883	026003379
<input type="checkbox"/> 4Live Wire Test 1156884	Checking	*8884	026003379
<input type="checkbox"/> DUMMY CHECKING 2	Checking	*8888	026003379
<input type="checkbox"/> DUMMY CHECKING	Checking	*9999	026003379

Issued date range:

☒ All

☐ Specific date: 07 / 25 / 2017

☐ From: 06 / 26 / 2017

☐ To: 07 / 26 / 2017

☐ Previous business day

Generate report

How Do I... | Terms | FAQs

**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.

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AmalgamatedOnline Treasury Manager

Welcome | Reports | Transfers and Payments | Account Services | Administration

Manage exceptions  
Enter issues  
Import issues  
• **Import decisions**  
Update issues  
Approve issues  
Exception decisions  
Outstanding issues  
Stale issues  
Issue status  
Approve decision files

### Import Decisions / Manage File Formats

No file import templates returned.

[Add a file definition | View the status of files imported in the last 40 calendar days](#)

How Do I... | Terms | FAQs

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



**Search Exception Decisions**

Up to 18 months of data are available; a maximum of three months may be retrieved during a single search.

Output to:

- ☒ Screen (HTML)
- ☐ CSV file (Can be used by a spreadsheet program)
- ☐ PDF (Creates a document that can be saved or printed)  
To view your output as a PDF, you must have Adobe® Reader® installed on your computer. To download the Adobe® Reader®, click the Adobe link below. To confirm you have Adobe® Reader® installed, view this [sample.pdf file](#).

Accounts:

Description	Type	Account	ABA/RTG
3-Live Wire Test 1100003	Checking	*0003	026003379
4-Live Wire Test 1100004	Checking	*0004	026003379
DUMMY CHECKING 2	Checking	*0002	026003379
DUMMY CHECKING	Checking	*0001	026003379

Decision date range: (Data decision is applied)

☒ Specific date: 07 / 25 / 2017

☐ From: 06 / 25 / 2017

To: 07 / 25 / 2017

☐ Previous business day

Decision option:

- ☒ Include all decisions
- ☐ Paid only
- ☐ Return only
- ☐ Correction only

[Generate report](#)

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

**Approve Decision Files**

There are no decision files for approval.

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



# Stop Payment

The screenshot shows the 'Stop Check Payment' form on the Amalgamated Bank website. The 'Account' dropdown menu is highlighted with a blue box. The form includes the following fields and options:

- Account:** A dropdown menu with a blue highlight.
- Reason (optional):** A text input field.
- Stop a single check:** A radio button that is selected.
- Check number:** A text input field.
- Date on check:** A date picker with a calendar icon.
- Payee (optional):** A text input field.
- Amount (optional):** A text input field.
- Stop a range of checks:** An unselected radio button.
- First check number:** A text input field.
- Last check number:** A text input field.
- Continue:** A button at the bottom of the form.

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

The screenshot shows the 'Stop Check Payment' form with the 'Account' dropdown menu open. The dropdown menu displays a list of accounts, including 'Savings and Checking - New York' and 'Blue Wire Transfer - Checking - 40894'. The 'Continue' button at the bottom of the form is highlighted with a blue box.

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



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Welcome | Reports | Transfers and Payments | Account Services | Administration

Stop check payments

**Existing stops**

### Search Check Payment Stops

A maximum of three months may be retrieved during a single search.

Account: 1-2 View: All accounts Go

Description	Type	Account	ABA/ITIC
<input type="checkbox"/> 3Live Wire Test 1156880	Checking	*0883	026003279
<input type="checkbox"/> 4Live Wire Test 1156884	Checking	*8994	026003279

Date submitted:

☐ Specific date: 07 / 25 / 2017 (mm/dd/yyyy)

☒ From: 06 / 25 / 2017 (mm/dd/yyyy)

To: 07 / 25 / 2017 (mm/dd/yyyy)

Generate report

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**STEP 3** Search stop payments by selecting “Existing Stops” on the left side panel.

