



Bangor Treasury Management User Guide

Learn how to use Bangor Treasury Management

For questions, please contact us at 1.888.276.8723

Member
FDIC

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Logging in to Treasury Management

Log in to Treasury Management after obtaining your Company ID and Login ID from your company administrator.

1. Open your enrollment email and click **Join**.
2. Select the *Initial Login URL* link from your enrollment email. The link directs you to the login page.
3. Enter your *Company ID*.
4. Enter your *Login ID*.
5. Select **Submit**.
6. Select **Create my Bangor Savings Bank ID** and complete the profile fields. Click **Next**.

Login

Input your Treasury Company ID and Treasury User ID to begin the enrollment process. You will be prompted to complete profile details, as well as select a user name and password.

Company ID *

Login ID *



You matter more.®

i Create your Bangor Savings Bank ID to establish your account access.

 Create my Bangor Savings Bank ID

ALREADY HAVE A BANGOR SAVINGS BANK ID?
Login to link an additional account.

Username

[Forgot?](#)


You matter more.®

i Create your Bangor Savings Bank ID to establish your account access.

Create your Bangor Savings Bank ID

Verify your profile information

First name (Required)

Last name (Required)

Email

Email (Required)

Phone Number

Country

Home

US/Canada

Country

Mobile

US/Canada

Country

Work

US/Canada

7. Create your *Username* and *Password*.
8. Click **Next**.
9. Click **Get Started** on the following screen.

Bangor
Savings Bank
You matter more.™

Create your Bangor Savings Bank ID credentials

Username

[Show rules](#)

Password

[Show rules](#)

Confirm password

Next

Protect your Bangor Savings Bank ID with 2-step verification

Each time you sign into your Bangor Savings Bank ID on an unrecognized device, we require your password and a verification code. Never share your code with anyone.

- Add an extra layer of security**
Enter your password and a unique verification code.
- Keep the bad people out**
Even if someone else gets your password, it won't be enough to sign into your account.

Get started

10. Choose your method of verification. We will prompt you to authenticate if unusual login activity is detected.

- **Passkey:** Use biometrics or a mobile device with a QR code.
- **Authenticator app:** Open your authenticator app and either scan the QR code or enter the code that appears manually. Enter the code that generates on your app.
- **Security key:** Tap or insert your device to register.
- **Symantec VIP:** Use Symantec VIP authentication to sign into your account.

11. Follow the process for the method of your choosing.

PLEASE NOTE: you may need to enter and verify your phone number for text and voice calls.

Choose your Bangor Savings Bank verification method

- Passkey**
Use built in biometrics or a mobile device with a QR code
- Authenticator app**
Use an authenticator app to generate a unique verification code. Any app that supports manual code entry can be used.
- Security key**
Use your security key to sign in securely anytime you sign in from a new computer or device.
- Symantec VIP**
Use Symantec VIP authentication to sign into your account. We support digital and hard tokens.

Register Secure Token

Bangor Savings Bank

Treasury Management

If you have received or installed your Secure Token/Credential, register it by entering the information requested below. If you do not wish to register your Secure Token/Credential at this time, or if you have not yet received or installed it, select Remind me later. Your secure token credentials will be used for authentication purposes when working with transactions within the Treasury Management platform.

1. If you have a key fob, enter the Serial Number, which is located on the back of the fob after the letters "S/N". If you are using a virtual token, enter the Credential ID, which begins with 4 letters.
2. Enter your Credential/Token Code. This is the random, six-digit code that is displayed on your credential.
3. Create a 4-digit PIN and enter it twice to confirm it. You will use this PIN in conjunction with the random code generated by your Secure Token/Credential.

Serial Number / Credential ID *

Token / Credential Code *

PIN *

Confirm PIN *

Register

Remind me later

When using Treasury Management, the system prompts you to enter a six-digit security code displayed on a virtual token, followed by your four-digit PIN to authenticate at challenge points.

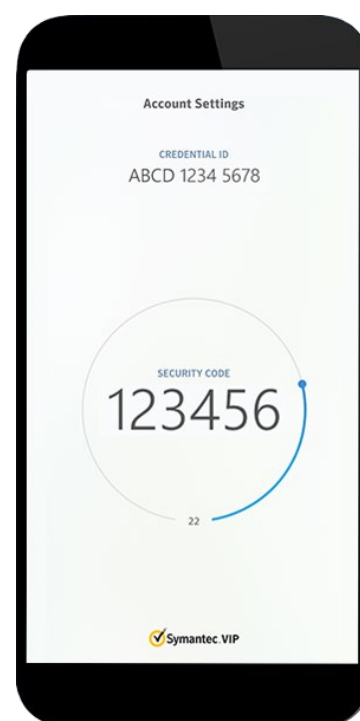
The system uses the *Symantec VIP Access* app. Download the app from the App Store or Google Play.



To register your secure token, read the following instructions.

Virtual tokens:

1. In the *Serial Number/Credential ID* field, enter the Symantec VIP **Credential ID** which begins with 4 letters. This code appears at the top of your screen. Code is not case sensitive. Ignore spaces.
2. In the *Token/Credential Code* field, enter **the Security Code** which is a random, six-digit code that appears in the circle.
3. In the *PIN* field, create a 4-digit PIN and enter it twice to confirm it. When using your secure token in the future, you will use this PIN in conjunction with your Security Code to authenticate.
4. Click **Register**.



Dashboard

Use the *Dashboard* menu to view your accounts, news items, favorite reports, payments pending approval, and other available widgets. You can also make transfers and quickly access commonly used resource links.

The default widgets are *Accounts*, *Information Center*, *Resource*, and *Favorite Reports*. Other widgets may be added by clicking the **Configure Dashboard** button.

Tip: Adjust the layout by selecting **Configure Dashboard** in the top-right corner of the *Dashboard*. You can add, remove, edit, resize, and drag widgets to customize the Dashboard to work best for you.

Bangor Savings Bank Treasury Management

Message Center Notifications Cut-Off Times Hi, testuser2 (SAF2789)

FDIC FDIC-Insured - Backed by the full faith and credit of the U.S. Government

DASHBOARD ACCOUNTS PAYMENTS REPORTING ADMIN

My Dashboard Explore the new Treasury experience **Configure Dashboard**

Accounts [Manage Groups](#) [Expand All](#) [Collapse All](#)

Group One (0) Group available balance: **\$0.00**
No accounts assigned to this group. Click [Manage Groups](#) to delete, rename, or add accounts to this group.

Group Two (0) Group available balance: **\$0.00**
No accounts assigned to this group. Click [Manage Groups](#) to delete, rename, or add accounts to this group.

[Account List](#)

Information Center

The information center is a place for us to communicate important bulletins, updates and reminders. When new messages are published, simply click the expansion icon to view the full text of the message. Some messages may contain icons denoting them as Warnings, Alerts, or simply Information.

Resource

The Resources tile is a place to find links to helpful or important information, including websites, forms and user guides. Check back soon for Resource information!

Favorite Reports

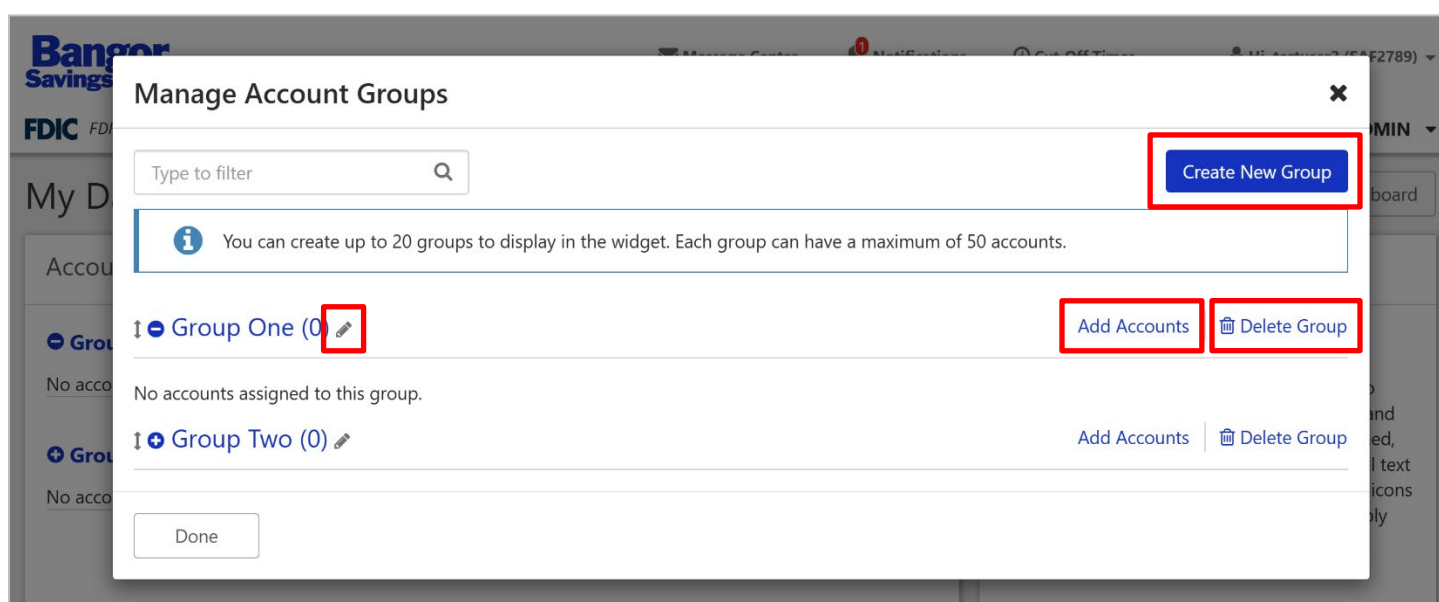
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Accounts Widget

Upon initial login, two account groups appear by default. No accounts appear until you assign accounts to the groups by selecting **Manage Groups**. You can also edit the group names and add or remove groups.

Manage Account Groups

- **Add Accounts:** Select this to assign accounts to groups. Select the box next to the accounts that you want to assign to the group. Select **Add Accounts** to save.
- **PLEASE NOTE:** An account can only be assigned to one group. If an account is assigned to a group, you must first remove it before you can add it to another group. A group can have a maximum of 50 accounts assigned.
- **Create New Group:** Select this to create an additional group to assign accounts to. Enter a unique Group Name and then select **Add Accounts** to assign accounts.
- **Delete Group:** Select this to remove the group.
- **Edit Group Name:** Select the *pencil icon* to rename a group.



Information Center Widget

View news items in this widget. Select the drop-down arrows to expand or collapse these messages. Different icons may appear in this widget. A blue “i” icon indicates information. A yellow icon indicates a warning. A black bell icon indicates an alert.

Resource Widget

Access links to helpful and commonly used sites in this widget.

Favorite Reports Widget

The reports that have been marked as favorite appear in this widget. Selecting a report in this widget takes you directly to that report, where you can view and customize the results, and create a custom report.

TIP: By default, the widget is blank. Mark reports as favorites in the Reporting Dashboard for them to appear.

Quick Transfer Widget

Create a simple one-to-one transfer without leaving the Dashboard in this widget.

TIP: By default, this widget may be hidden. Click **Configure Dashboard** to expose it.

Stop Payment Pending Approval Widget

View, approve, or reject the stop payments that are pending approval in this widget.

TIP: By default, this widget may be hidden. Click **Configure Dashboard** to expose it.

Positive Pay Widget

View, pay, or return the check and ACH exceptions that are pending approval in this widget.

TIP: By default, this widget may be hidden. Click **Configure Dashboard** to expose it.

Payments Pending Approval Widget

View, approve, or reject the transfer, ACH, or wire payments that are pending approval in this widget.

TIP: By default, this widget may be hidden. Click **Configure Dashboard** to expose it.

Quick Loan Payment Widget

Create a quick payment on a loan without leaving the Dashboard in this widget.

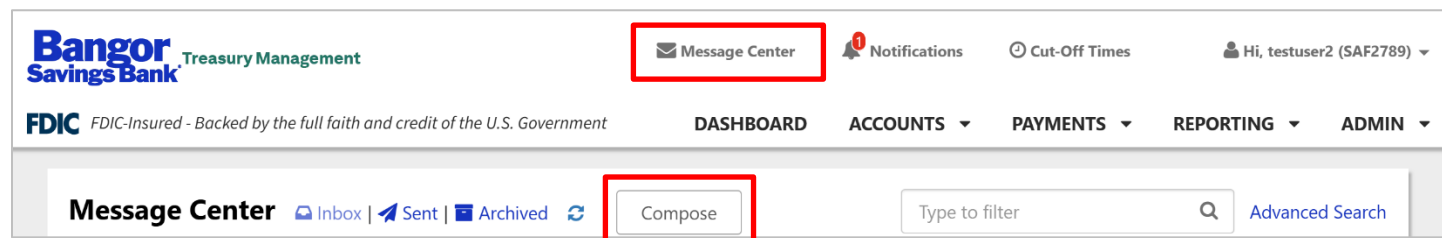
TIP: By default, this widget may be hidden. Click **Configure Dashboard** to expose it.

Check Lookup Widget

Lookup a check from any account without leaving the Dashboard in this widget.

TIP: By default, this widget may be hidden. Click **Configure Dashboard** to expose it.

Message Center



Use the *Message Center* to send and receive secure messages.

Click the **Message Center** button to access your inbox. You can also view your Sent or Archived messages.

When new messages are received, a notification is sent to your email address on record.

Composing a Message

Follow the steps outlined in this topic to create messages in the Message Center.

1. Select the **Message Center** button.
2. Select **Compose**.
3. Select a **Subject** from the drop-down list.
4. For the *Attach File* field, select **Select File**, and then choose the appropriate file if needed.
5. Accepted file type extensions are .csv, .doc, .docx, .gif, .jpeg, .jpg, .pdf, .png, and .txt.
6. Enter the Message to send.
7. Select **Send**.

Compose Message

Subject: *

- Select Subject -

Attach file: ⓘ

Select File...

Maximum file size of 3MB

Message: *

1000 of 1000 characters remaining

Send

Cancel

Archiving a Message

Archived messages disappear from your inbox but can still be viewed in the Message Center.

- 1. Select the **Message Center** button.
- 2. Select a message to archive from the Inbox.
- 3. Select **Archive**.
- 4. An **Archive Message** dialog box opens.
- 5. Select **Archive**.

Message Center

Inbox

Sent

Archived

Compose

Type to filter

Advanced Search

Subject	Message ID	Date
Notifications Test Message	515218	9:02 PM 6/2/2026

515218 Notifications

Reply

Archive

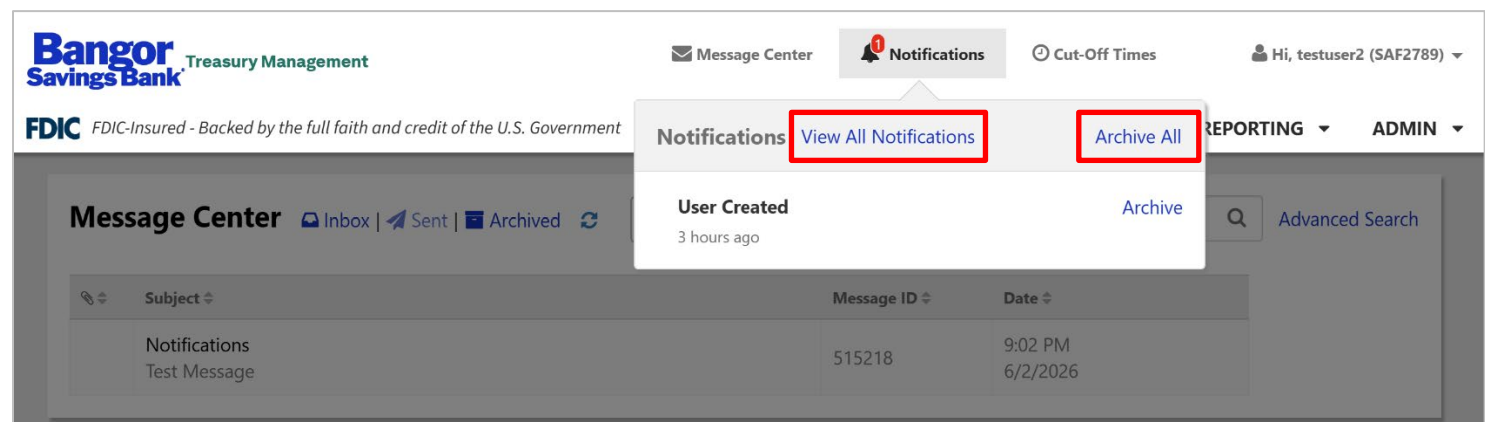
From: Test User Two

Test Message

9:02 PM 6/2/2026

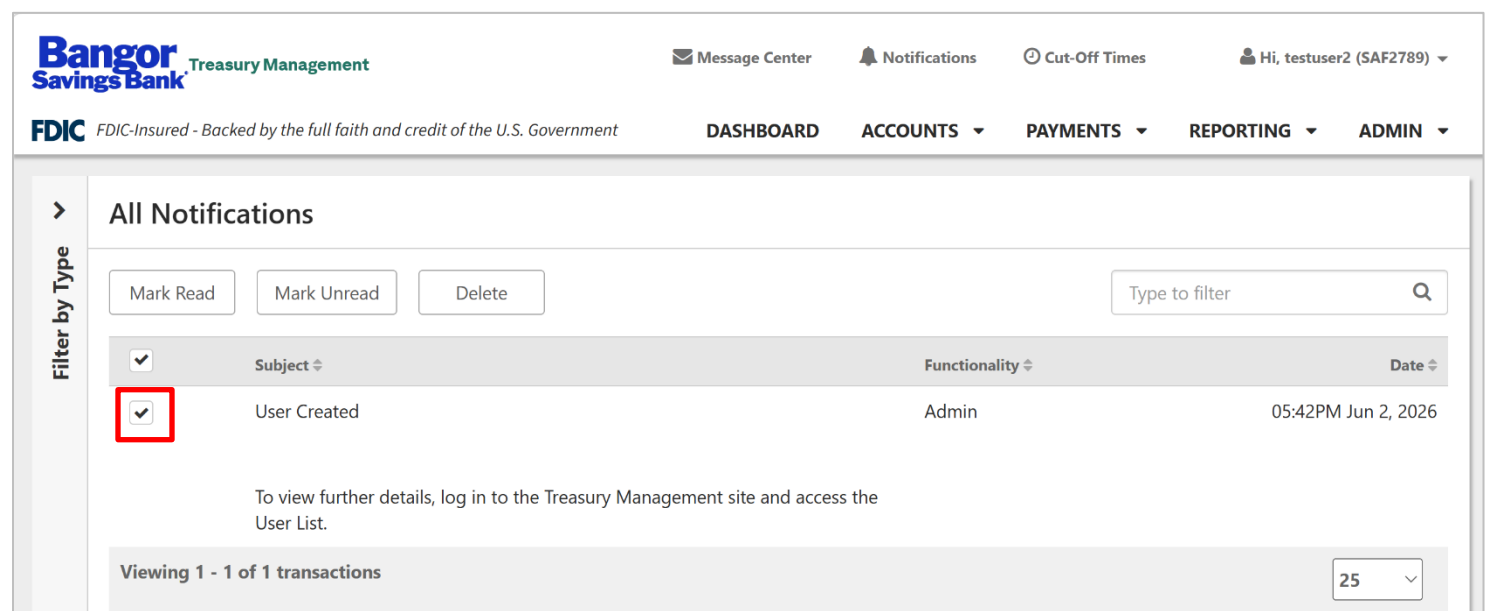
Notifications

Access Notifications from the top menu of Bangor Treasury Management. Notifications also appear in the bottom right corner of Bangor Treasury Management while working.



View All Notifications

- 1. Select the **View All Notifications** option to see an entire list of notifications, even those that have been archived. From this page, you can filter by type (All Notifications, Unread, Read, and High-Priority).
- 2. Select the check mark beside the notification, and then select **Mark Read**, **Mark Unread**, or **Delete**.
- 3. Filter the results by using the search box or by using the fly-out menu.

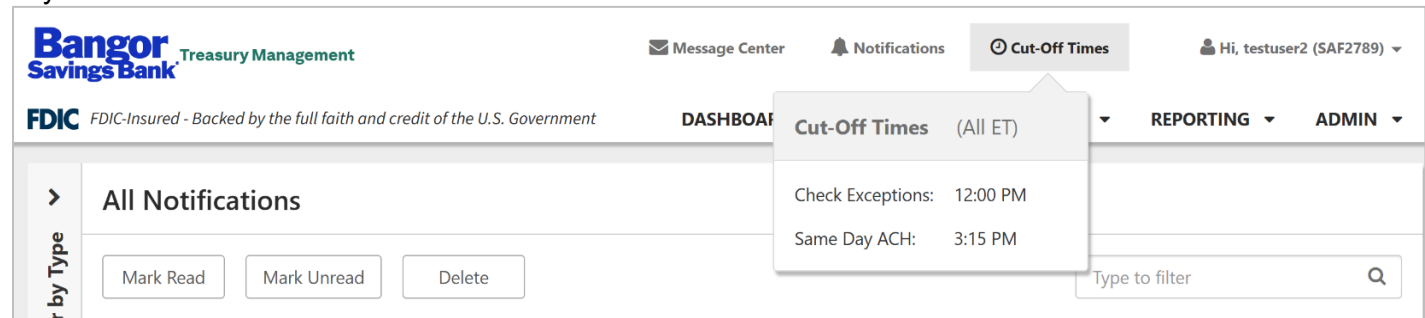


Archive All

- 1. Select the **Archive All** option to archive, not remove, all notifications.
- 2. Select **Archive** to confirm.

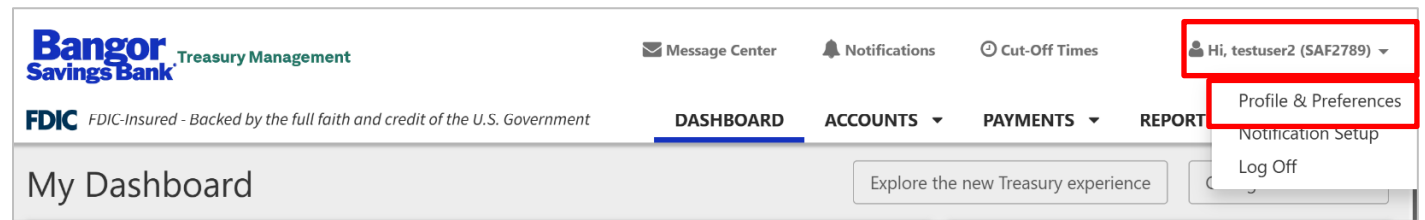
Cut-off Times

Access Cut-off Times in the top menu of Treasury Management. Cut-off times indicate when a wire, ACH, or internal transfer must take place by. For example, if the cut-off time for Transfers says 10:00 p.m., then all internal transfers should be submitted by 10:00 p.m. for processing that day. A notification is sent as a reminder.



User Menu

The user menu allows you to view and edit your personal and security information. It also allows you to set up alerts.



Profile and Preferences

Use the Profile & Preferences view to set up your personal and security information.

User Information

Use this section to update your personal information. The **Name** and **TM User ID** cannot be edited (your financial institution or company administrator configures this information). You may edit your email address and phone, mobile, and fax numbers.

Security Preferences

Use this section to update your Digital ID, password, or two factor authentication. Also, determine if you want to see account nicknames or account numbers.

Security and Password Settings

1. From the [User Name] Menu, select **Profile & Preferences**.
2. Select **Security and Password Settings** and enter your current credentials.
3. Click **Edit** to change your username or password, click **Add passkey** to add a Passkey, click **Manage** to manage your Connected Apps, or **Edit settings** to change 2-step verification settings.
4. Select **Save** if applicable.

Changing Your Account View

1. From the [User Name] Menu, select **Profile & Preferences**.
2. In the **Security Preferences** section, choose to show *Account Nicknames* or *Account Numbers* by default.
3. Choose to truncate account numbers by activating the **Account Number Masking** toggle.
4. Select **Save** if applicable.

Notification Setup

Use the **Notification Setup** view to set up your alert preferences for each module available in Treasury Management.

PLEASE NOTE: Some notifications may be set as required.

Bangor Savings Bank Treasury Management Message Center

FDIC FDIC-Insured - Backed by the full faith and credit of the U.S. Government **DASHBOARD**

My Profile

User Information

Name: Test User Two

TM User ID: testuser2

Digital ID: testuser2

Email: * bharnish@jackhenry.com

Phone #: * (417) 555-1234 Ext.

Mobile #: ⓘ

Fax #:

Security Preferences

☒ Account Nicknames ☐ Account Numbers

Account Number Masking: ⓘ **Active** ☐

Save **Cancel**

Bangor Savings Bank Treasury Management Message Center Notifications Cut-Off Times Hi, testuser2 (SAF2789) ▾

FDIC FDIC-Insured - Backed by the full faith and credit of the U.S. Government **DASHBOARD** ACCOUNTS ▾ PAYMENTS ▾ REPORTS ▾

My Dashboard Explore the new Treasury experience

Profile & Preferences
Notification Setup
Log Off

Configuring Notification Preferences

The preferences configured here determine how your notifications are sent and appear.

1. From the [User Name] Menu, select **Notification Setup**.
2. Enter or change your *Email address*.
3. Enter your *phone number* to receive text messages for the *Mobile #* field. This field is required if you select the **Text Message (SMS) checkbox**.
4. Categories of notifications are collapsed by default. Click the **plus sign** to expand.
5. Select the toggles for each item enable the notifications. If it is gray, you do not receive a notification.
6. Select the **Email**, **Desktop Notification**, or **Text Message (SMS)** check boxes for each enabled item to receive a notification.
7. Select **Submit**.

Treasury Management

Message Center
Notifications
Cut-Off Times
Hi, testuser2 (SAF2789)

FDIC
FDIC-Insured - Backed by the full faith and credit of the U.S. Government
DASHBOARD
ACCOUNTS
PAYMENTS
REPORTING
ADMIN

Notification Preferences

Email: *

Mobile #: - - Messaging and data rates may apply.

Account Recon

Type to filter

		FI Required	Email	Desktop Notification	Text Message (SMS)
Report Ready to Review	☒	☐	☐	☐	☐

ACH

Type to filter

		FI Required	Email	Desktop Notification	Text Message (SMS)
ACH Payment Created	☒	☐	☐	☐	☐
ACH Reversal Payment Created	☒	☐	☐	☐	☐

Logging Out of Treasury Management

1. From the [User Name] Menu, select **Log Out**.
2. Select **Log Out**.

Accounts

Use the *Accounts* menu to search for and view a list of accounts categorized by type (deposit, time deposits, and loans) and to search for specific transactions of accounts that you are entitled to view.

Account List

Use the **Account List** view to see specific account details.

To find an account, start typing either the account number, account name, status, current balance, collected balance, or available balance in the filter box at the top of the page.

Bangor Savings Bank Treasury Management

Message Center Notifications Cut-Off Times Hi, testuser2 (SAF2789)

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DASHBOARD **ACCOUNTS** PAYMENTS REPORTING ADMIN

Account List [Download](#) [Print](#)

\$326.00
Deposits
28 Accounts

Deposits

Type to filter [Refresh Balances](#)

Account Number	Account Name	Status	Current Balance	Collected Balance	Available Balance	Actions
28xxx3485	Checking	Active	\$1.00	\$1.00	\$1.00	Actions
28xxx4279	Bank On It Buz MMA	Active	\$5.00	\$5.00	\$5.00	Actions

Refresh Balances

Select **Refresh Balances** at any point to ensure that you are viewing the most up-to-date account balance information.

Account Number Link

Select this link to view more information about a particular account. An *Account Transactions* window appears where you are able to select **Transaction Dates** to view transactions for a set time period. From the *Account Transactions* window, if you select **Advanced Transaction Search**, you are redirected to the *Research Transactions* view.

Actions Drop-Down Menu

The following options are available from the *Actions* drop-down menu on the *Account List* page:

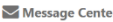
- **Transfer To** - Redirected to the *Create a Transfer* page with account prefilled.
- **Transfer From** - Redirected to the *Create a Transfer* page with account prefilled.
- **Download** - Allows you to download account transactions from a specific Date Range and in a specific Download Format.

Follow the steps outlined in this topic to download all account transactions that occurred during the specified date range.

- ## Research Transactions



Treasury Management





Last Login: 06/02/2026, 11:05 PM, EST

Hi, testuser2 (SAF2789)



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DASHBOARD

ACCOUNTS

PAYMENTS

REPORTING

ADMIN

Search Transactions

* Indicates required field.

Transaction Date:

Week-To-Date

Account Type: *

Multiple Selected

Accounts: *

All Selected

Check # / Reference #:

Specific #

Amount:

Specific Amount

Transaction Type:

Select Transaction Type

☐ Debit
☐ Credit
☒ Both

Search

Reset

Download

Print

Check / Reference Number	Description	Amount
View Check 1004	Check	(\$1.00)
View Deposit	Deposit	\$3.00
View Deposit	Deposit	\$3.00
View Deposit	Deposit	\$3.00
	Reverse Stop Payment Fee	\$34.00
	Stop Payment Charge	(\$34.00)
View Deposit	Deposit	\$3.00
View Check 1003	Check	(\$1.00)
View Check 1002	Check	(\$1.00)
View Check 504	Check	(\$1.00)
	TEST STACKS AND SNACK CCD	\$5.00
View Check 506	Check	(\$1.00)
View Check 503	Check	(\$1.00)
	TEST STACKS AND SNACK CCD	(\$5.00)
	Transfer	\$5.00
View Check 507	Check	(\$1.00)
View Check 508	Check	(\$1.00)

Follow the steps outlined in this topic to search for transactions that meet the specified criteria.

1. Go to Accounts > Research Transactions.
2. Complete the fields in the *Search Transactions* panel, as necessary.

Transaction Date

Select the desired date or date range.

Account Type

The type of account. Accounts can be Checking, Savings, or Loan.

Accounts

Select the appropriate account numbers, or leave all accounts selected by default.

Check # / Reference #

Select Specific # or Range from the drop-down list. Then, enter the check number or reference number used in the transaction.

Amount

Select Specific Amount or Range from the drop-down list. Then, enter the amounts in the text boxes available.

Payment Type

Select any combination from the drop-down list.

All payment types are selected by default. Then, select **Debit**, **Credit**, or Both.

3. Select **Search**.

The transactions meeting the criteria entered appear in the *Research Transactions* panel.

Select **Reset** for the fields to return to their default settings.

Payments

Use the *Payments* menu to work with various payments. Access Transfer, Wire, ACH, Positive Pay, and Stop Payment options from this menu.

Message Center
Notifications
Cut-Off Times
Last Login: 06/02/2026, 11:05 PM, EST
Hi, testuser2 (SAF2789)

FDIC FDIC-Insured - Backed by the full faith and credit of the U.S. Government
 DASHBOARD
ACCOUNTS
PAYMENTS
REPORTING
ADMIN

Transfers

Create various internal transfers, view the transfer list, search transfers, and approve or reject transfers. Three icons appear throughout the *Transfer* view. Hover over or select these icons to view an informational message.

- When this icon appears beside a transfer, it means that there is an information message available for this transfer.
- When this icon appears beside a transfer, it means that the transfer has been changed.
- When this icon appears beside a transfer, it means that the transfer has an error.

Create a Transfer

Use the *Create Transfer* view to create a one-to-one transfer, one-to-many transfer, or many-to-one transfer.

Message Center
Notifications
Cut-Off Times
Last Login: 06/03/2026, 11:01 AM, EST
Hi, testuser2 (SAF2789)

FDIC FDIC-Insured - Backed by the full faith and credit of the U.S. Government
 DASHBOARD
ACCOUNTS
PAYMENTS
REPORTING
ADMIN

Create Transfer

1. Create Transfer
2. Review
3. Confirmation

Internal Transfer

* Indicates Required Field

☒ One-to-One Transfers
☐ One-to-Many Transfers
☐ Many-to-One Transfers

Transfer From: *

Transfer To: *

Amount: *

Frequency: *

Transfer Date: *

Memo:

Use this option to submit a one-time or future-dated transfer from one account to one or more accounts.

1. Go to Payments > Transfer > Create Transfer.
2. On the *Create Transfer* tab, select the kind of transfer to create:
 - One-to-One Transfers - move money from one account to another.
 - One-to-Many Transfers - move money from one account to many accounts.
 - Many-to-One Transfers -move money from many accounts to one account.
3. Complete the fields:

Transfer From

Type the account number or select the icon to choose an eligible account from your account list.
The available balance appears under the account.

Transfer To

Type the account number or select the icon to choose an eligible account from your account list.
The available balance appears under the account.

Amount

Enter the amount of the transfer.

Frequency

To create a recurring transfer, select one of the following options:

- One Time
- Weekly
- Every Two Weeks
- Twice a Month
- Monthly
- Quarterly
- Every Six Months
- Yearly

Depending on your selection in the *Frequency* field, you may be prompted to enter data in the following field options:

- Effective Date
- Repeat On Day or Repeat On Days
- Repeat On
- Start On
- End On (*No End Date* is an option for this field when it appears)
- Transfer Date. Select the date of the funds transfer using the calendar icon.

Memo

Enter information related to the funds transfer.

4. Select **Review**.
5. Review the transfer information entered to ensure that it is accurate and click **Confirm**.

Use the Transfer Activity view to look at a list of transfers with various statuses and also view transaction history.

1. Go to Payments > Transfer > Transfer Activity.
2. Select the *Transaction ID* of the transfer to change.
3. Edit the fields as necessary.
4. Select **Confirm**.
5. Enter a comment in the field, and then select **Confirm**.

Treasury Management
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Message Center Notifications Cut-Off Times Last Login: 06/03/2026, 11:01 AM, EST Hi, testuser2 (SAF2789)

DASHBOARD
ACCOUNTS ▾
PAYMENTS ▾
REPORTING ▾
ADMIN ▾

> Transfer Activity ⓘ

Recurring Transfers | Transfer Templates

Create New Transfer Download Print

Transaction ID ▾	From Account ▾	To Account ▾
T000016871409 Scheduled		

Transaction ID: T000016871409

From Account: Checking

To Account: Checking

Amount: \$1.00

Transfer Date: 06/30/2026

Edit Transfer
Close

☐	T000016871424	Checking	Checking
--------------------------	---------------	----------	----------

Viewing 1 - 2 of 2 transactions

Approve
Reject

> Transfer Activity ⓘ

Recurring Transfers | Transfer Templates

Create New Transfer Download Print

Transaction ID ▾	From Account ▾	To Account ▾	Amount ▾	Created Date ▾	Transfer Date ▾	Status ▾	Actions
T000016871409 Scheduled							X

From Account:

To Account:

Amount:

Transfer Date:

Memo:

Audit: o 06/03/2026: testuser2: New - Comments: New

Confirm
Close

☐	T000016871424	Checking	Checking	\$1.00	06/03/2026	06/30/2026	Scheduled	Cancel Transfer
--------------------------	---------------	----------	----------	--------	------------	------------	-----------	-----------------

Viewing 1 - 2 of 2 transactions

Approve
Reject

25

Approving or Rejecting a Transfer

Follow the steps outlined in this topic to approve or reject transfers.

1. Go to Payments > Transfer > Transfer Activity.
2. Select the check box beside the Transaction ID to approve or reject.
3. Select either **Approve** or **Reject**.
4. Enter Comments for the approval or rejection, if necessary.
5. Select either **Approve Transfer** or **Reject Transfer**.

Canceling a Transfer

Follow the steps outlined in this topic to cancel selected transfers.

1. Go to Payments > Transfer > Transfer Activity.
2. Select **Cancel Transfer** beside the transaction to cancel.
3. Enter a comment in the field, and then select **Cancel Transfer**.

Recurring Transfers

Use the *Recurring Transfers* view to locate, approve, reject, and cancel a recurring transfer series. Use the Search on the side panel to lookup a specific recurring transfer if necessary.

The screenshot displays the Bangor Savings Bank Treasury Management interface. At the top, there's a navigation bar with links for Message Center, Notifications, Cut-Off Times, Last Login, and user information. Below this is a secondary navigation bar with tabs for DASHBOARD, ACCOUNTS, PAYMENTS (selected), REPORTING, and ADMIN. The main content area is titled 'Recurring Transfers' and includes a sidebar with a search filter. The main table lists recurring transfers with columns for Transaction ID, From Account, To Account, Frequency, Created Date, Next Transfer Date, End Date, Amount, Status, and Actions. A single transaction is shown with ID T000016871996, a scheduled status, and a 'Cancel Series' link. At the bottom, there are 'Approve' and 'Reject' buttons.

Approving or Rejecting a Recurring Transfer

Follow the steps outlined in this topic to approve or reject recurring transfers.

1. Go to Payments > Transfer > Recurring Transfers.
2. In the Recurring Transfer List panel, select the check box beside the *Transaction ID* to approve or reject.
3. Select either **Approve** or **Reject**.
4. Enter Comments appropriate for the approval or rejection.
5. Select either **Approve Transfers** or **Reject Transfers**.

Canceling a Recurring Transfer Series

Follow the steps outlined in this topic to cancel a series of recurring transfers.

1. Go to Payments > Transfer > Recurring Transfers.
2. Select **Cancel Series** beside the recurring transfer to cancel.
3. Enter Comments appropriate for the cancellation.
4. Select **Cancel Recurring Series**.

Transfer Templates

Create a Transfer Template

Follow the steps outlined in this topic to create one-to-one, one-to-many, and many-to-one transfer templates.

1. Go to Payments > Transfer > Transfer Templates.
2. Select **Create New Template**.
3. Select the type of transfer:
 - One-to-One Transfers
 - One-to-Many Transfers
 - Many-to-One Transfers
4. Complete the following fields on the *Transfer Template Details* tab.
5. Select **Review**.
6. Review the information entered to ensure that it is accurate.
7. Select **Confirm**.

The screenshot shows the Bangor Treasury Management interface. At the top, there's a navigation bar with links for Message Center, Notifications (17), Cut-Off Times, Last Login: 06/03/2026, 03:35 PM, EST, and a user profile (Hi, testuser2 (SAF2789)). Below this is a secondary navigation bar with links for DASHBOARD, ACCOUNTS, PAYMENTS (selected), REPORTING, and ADMIN. The main content area is titled 'Transfer Templates' with a sub-header 'Transfer Activity | Recurring Transfers'. A red box highlights the 'Create New Template' button. Below this is a search bar with the placeholder text 'Type to filter'.

The screenshot shows the 'Create Transfer Template' form. At the top, there's a navigation bar with links for Message Center, Notifications (17), Cut-Off Times, Last Login: 06/03/2026, 03:35 PM, EST, and a user profile (Hi, testuser2 (SAF2789)). Below this is a secondary navigation bar with links for DASHBOARD, ACCOUNTS, PAYMENTS (selected), REPORTING, and ADMIN. The main content area is titled 'Create Transfer Template' with a sub-header '1. Create Template | 2. Review | 3. Confirmation'. The 'Transfer Template Details' section includes radio buttons for 'One-to-One Transfers' (selected), 'One-to-Many Transfers', and 'Many-to-One Transfers'. Below this are input fields for 'Template Name', 'Transfer From' (From Account), 'Transfer To' (To Account), 'Amount' (\$0.00), and 'Memo'. A legend indicates that an asterisk (*) denotes a required field. At the bottom, there are buttons for 'Review', 'Reset', and 'Cancel'.

Create a Transfer from a Template

To create a template, please see the Transfer Template section of this guide.

1. Go to Go to Payments > Transfer > Create Transfer from Template.
2. Select which template to use.
PLEASE NOTE: You can only initiate templates with a **Ready** status.
3. Select **Initiate Payments**.

The screenshot shows the 'Transfer Templates' page. On the left is a sidebar with 'Search Transfers Templates'. The main area has tabs for 'Transfer Activity' and 'Recurring Transfers'. A search bar is at the top. Below it is a table with columns: Template Name, Transfer Type, From Account, To Account, Amount, Status, and Actions. One template is listed: 'one to many' (One-to-Many, 28xxxx6543, [Many], \$3.00, Ready). Below the table, it says 'Viewing 1 - 1 of 1 templates' and '25' items per page. At the bottom is a blue button 'Initiate Payments'.

4. Review the transfer information to ensure it is accurate and make any necessary changes to the Amount, Frequency, or Date fields.
5. Select **Review**.
6. Select **Confirm** to submit.

The screenshot shows the 'Create Transfer from Template' review screen. At the top is a navigation bar with 'Bangor Savings Bank Treasury Management', 'FDIC', and various user options. Below is a breadcrumb trail: DASHBOARD > ACCOUNTS > PAYMENTS > REPORTING > ADMIN. The main heading is 'Create Transfer from Template'. Below it are three steps: 1. Create Transfer (active), 2. Review, and 3. Confirmation. The 'Transfer Details' section includes: Template Name: one to many; Transfer From: Cash (Balance: \$0.00); Transfer Date: 06/03/2026 (with a calendar icon); Total Debit Amount: \$3.00. Below this is a table for 'Transfer To' details with columns: Transfer To, Amount, Memo, and a delete icon. There are two rows, both showing 'Checking' accounts with a balance of \$23.99, an amount of \$1.00, and a 'Memo' link. At the bottom are buttons for 'Review', 'Reset', and 'Cancel'.

Loan Payment Activity

Use the *Loan Payment Activity* view to look at a list of loan payments with various statuses and also view payment history. You can search for a specific payment, or approve, reject, and cancel payments from this view. **PLEASE NOTE:** You can only select *Edit Payment* when the payment status is *Approval Rejected*, *Scheduled*, or *Failed*.

Message Center

168 Notifications

Cut-Off Times

Last Login: 06/09/2026, 10:45 AM, EST

Hi, testuser2 (SAF2789)

Bangor Savings Bank

Treasury Management

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DASHBOARD

ACCOUNTS

PAYMENTS

REPORTING

ADMIN

Loan Payment Activity

Create New Loan Payment

Download

Print

Search Loan Payments

Type to filter

Transaction ID	From Account	To Account	Payment Option	Amount	Created Date	Payment Date	Status	Actions
☐ T000016945191	Bank On It Corp MMA	Loan	Principal Only	\$1.00	06/13/2026	06/15/2026	Submitted	

Viewing 1 - 1 of 1 transactions

25

ApproveReject

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Member FDIC | Equal Housing Lender

Editing a Loan Payment

The Transfer Activity list allows you to view and work with transfers that are in the following statuses: *Approval Rejected*, *Scheduled*, or *Failed*.

- 1. Go to Payments > Transfer > Transfer Activity.
- 2. Select the **Transaction ID** of the transfer to change.
- 3. Select **Edit Transfer**.
- 4. Edit the fields as necessary.
- 5. Select **Confirm**.

Bangor Treasury Management User Guide

25

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Member FDIC

Wires

Creating a Foreign Currency Wire

Use this process to create a wire in a foreign currency.

FX wires can be sent to individuals or companies banking outside the United States.

1. Go to **Payments > Wire > Create FX Wire**.
2. Upon your first login, accept the terms and conditions.
3. Choose three security questions and provide the answers. Click **Submit**.
4. If a password reset screen is presented, type in a new password of your choice. (This will only appear once and will not be required moving forward.)

Requesting a Rate Quote

1. Go to **Payments > Wire > Create FX Wire**.
2. Select the currencies you wish to buy and sell.
3. Enter the *Amount*.
4. Click **Get Quote**. The rate will display.

The screenshot shows the Corpay Cross-Border dashboard. The main section is titled 'Your Dashboard' and includes tabs for 'UPDATES', 'ARCHIVED NEWS', and 'RESOURCES & HELP'. Below these is a 'No Messages' notification. The 'SPOT TRADE' section is active, displaying a 'You Buy' dropdown set to 'CAD-Canadian Dollar' and a 'You Sell' dropdown set to 'USD-US Dollar'. The 'Amount' field is set to '10'. A red box highlights the 'GET QUOTE' button. The resulting rate is shown as '1.32885 / 0.75253' with the calculation 'CAD 10.00 = USD 7.53'. A 'RATE EXPIRY' indicator shows a '9' in a red circle. To the right, the 'ACTION ITEMS' section lists '3 Payment(s) awaiting approval', '1 Saved payment(s)', and '1 Rejected payment(s)'. The 'REPORTS' section includes 'End Of Day Report', 'Payment History', and 'Settlement History'.

Creating an FX Wire Beneficiary

1. Go to **Payments > Wire > Create FX Wire**.
2. Click **Templates > Beneficiaries**.

The screenshot shows the Corpay Cross-Border dashboard. The 'Templates' dropdown menu is open, and the 'Beneficiaries' option is highlighted with a red box. Other options in the menu include 'Beneficiary Requirements', 'IBAN Validation', and 'External Accounts'. The dashboard also shows the 'Your Dashboard' title and the 'SYSTEM DATE: Mar 3, 2026 FOR VALUE: Mar 3, 2026'.

3. Click **Create New Beneficiary**.

Corpay[^] | Cross-Border

Home Multi-Currency Accounts Payments Templates Upload Reporting ?

First Bank and Trust - Treasury management Account

SYSTEM DATE: Feb 27, 2026 FOR VALUE: Feb 27, 2026

Beneficiaries

SEARCH

CREATE NEW BENEFICIARY

4. Enter the *Beneficiary's Name*.
5. Enter a nickname in the *Beneficiary Identifier* field.
6. Select the *Destination Country* and *Currency*.
7. Choose the *Beneficiary Classification*.
8. Choose their *Method(s) of Payment* and the *Preferred Method of Payment*.
9. Click **Save & Continue**.

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Home Multi-Currency Accounts Payments Templates Upload Reporting ?

First Bank and Trust - Treasury management Account

SYSTEM DATE: Feb 27, 2026 FOR VALUE: Feb 27, 2026

Create New Beneficiary

1 Beneficiary Details 2 Contact Information 3 Bank Account Information 4 Additional Information

Beneficiary Name
Vendor One

Beneficiary Identifier
Vendor One

Destination Country
Canada

Currency
CAD-Canadian Dollar

Beneficiary Classification
Automotive / Trucking

Method(s) of Payment
☒ Wire ☐ IACH ☐ Draft

Preferred Method of Payment
Wire

CANCEL

SAVE & CONTINUE >

Complete the fields on this page, and then click **SAVE & CONTINUE** to move to the next step in the process. Mandatory fields are indicated by an asterisk.

5. Enter the beneficiary's *Contact Information*.
6. Click **Save & Continue**.

7. Search for the beneficiary's financial institution. Click **Select** to auto populate the financial institution's information in the *Bank Details* section.

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HomeMulti-Currency AccountsPayments▼Templates▼UploadReporting?

First Bank and Trust - Treasury management Account

SYSTEM DATE: Feb 27, 2026 FOR VALUE: Feb 27, 2026

Create New Beneficiary

1

2

3

4

✓Beneficiary Details

✓Contact Information

Bank Account Information

Additional Information

IBAN VALIDATION

BANK SEARCH

Canada

toronto

Q

FILTER

SELECT FILTER OPTIONS...

▼

SELECT ✓

THE TORONTO-DOMINION BANK (BANCROFT)

25 HASTINGS ST NORTH
BANCROFT
ONTARIO, K0L1C0

TDOMCATTOR

000420642

Branch

SELECT ✓

THE TORONTO-DOMINION BANK (BANCROFT)

25 HASTINGS ST NORTH
BANCROFT
ONTARIO, K0L1C0

TDOMCATTOR

000438442

Branch

Use the search feature to locate a specific bank or select it from the displayed list. You can also use the Filter Options to narrow your search. When you click SELECT, the BANK DETAILS section is populated with the bank's information.

Beneficiary Name

Vendor One

Beneficiary Country

Canada

Currency

CAD

8. Enter the beneficiary's *Account Number*.
9. Click **Save & Continue**.

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HomeMulti-Currency AccountsPayments▼Templates▼UploadReporting?

First Bank and Trust - Treasury management Account

SYSTEM DATE: Feb 27, 2026 FOR VALUE: Feb 27, 2026

BANK DETAILS

Account Number (Wire) ?

12345678900

Routing Code

000420642

SWIFT BIC Code

TDOMCATTOR

Name of Beneficiary's Bank

THE TORONTO-DOMINION BANK

Bank Country

Canada

Address Line 1

25 HASTINGS ST NORTH

City

BANCROFT

Address Line 2

Enter Address Line 2

State/Province

ONTARIO

Postal Code/Zip

K0L1C0

< BACK

CANCEL

SAVE & CONTINUE >

?

Beneficiary Name

Vendor One

Beneficiary Country

Canada

Currency

CAD

Method(s) of Payment

Wire

10. Check the Send Pay Tracker? box and enter the beneficiary's email address to send an email confirmation to the beneficiary once the wire is sent.
11. Drag and drop and files to include with the email.
12. Enter additional email addresses in the *Internal Payment Alert* and *External Payment Alert* fields if you wish to send confirmations to anyone else when sending wires to this beneficiary.

13. Enter *Further Credit Details* if applicable using the format displayed.
14. Check the box to confirm the beneficiary details and click **Finish**.

- 15. The beneficiary will appear in your list.
- 16. Click the down arrow or pencil icons to Edit or Deactivate the beneficiary.

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HomeMulti-Currency AccountsPayments▼Templates▼UploadReporting?

First Bank and Trust - Treasury management Account

Beneficiary 'Vendor One' has been saved.

Beneficiaries

Q

CREATE NEW BENEFICIARY

FILTER SELECT FILTER OPTIONS...

	Identifier	Beneficiary	Currency	Method	Status	Last Update
▼ ✎	Vendor One	Vendor One Toronto - Canada Bank Name: THE TORONTO-DOMINION BANK	CAD	Wire	Active	Feb 27, 2026

Creating an FX Wire

- 1. Go to **Payments > Wire > Create FX Wire**.
- 2. Click **Payments > Make Payments**.

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HomeMulti-Currency AccountsPayments▼Templates▼UploadReporting?

First Bank and Trust - Treasury management Account

Make Payments

SYSTEM DATE: Feb 27, 2026 FOR VALUE: Feb 27, 2026

Your Dashboard

UPDATES 1

ARCHIVED NEWS

RESOURCES & HELP

WHAT'S NEW

3. Select your *Beneficiary*. Their information will auto populate.
4. Ensure Wire is selected for the *Payment Method*.
5. Choose your *Settlement Account*.
6. Enter the *Amount*.
7. Enter a *Payment Reference* and the *Purpose of Payment*.
8. Include an *Internal Note* or drag and drop files to include if applicable.
9. Click **Add Payment**.

Corpay Cross-Border

Home Multi-Currency Accounts **Payments** Templates Upload Reporting

First Bank and Trust - Treasury management Account

SYSTEM DATE: Feb 27, 2026 FOR VALUE: Feb 27, 2026

Make Payment

NEW PAYMENT

Beneficiary
Vendor One

Payment Method
Wire

Settlement Account
1009567-D

Estimated Delivery Date
Mar 2, 2026

Payment Reference
Invoice 123

Internal Note
Enter a personal note or identifier to include with this payment

Payment Currency
CAD-Canadian Dollar

Settlement Currency
USD-US Dollar

Amount
CAD 1

Purpose of Payment
Purchase of Good(s)

Complete these fields, and then click **ADD PAYMENT** to save the payment details. Some fields are filled in automatically based on the beneficiary that you choose. Mandatory fields are indicated by an asterisk. Click **REVIEW PAYMENTS** to review and then book the payments.

DROP FILES HERE OR CLICK TO UPLOAD

10. Review the message. The payment needs approval prior to processing.
11. Click **Review Payment(s)**.

Corpay Cross-Border

Home Multi-Currency Accounts **Payments** Templates Upload Reporting

First Bank and Trust - Treasury management Account

Your payment needs approval and has been added to the approval queue.

Make Payment

NEW PAYMENT

1 REVIEW PAYMENT(S)

Beneficiary
Enter 3 or more characters of the beneficiary's name to search

Complete these fields, and then click **ADD PAYMENT** to save the payment details. Some

- 12. Click **Manage Approvers** to select which approvers to notify about the pending wire.
- 13. Click **Notify Approver**.

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Cross-Border

Home

Multi-Currency Accounts

Payments

Templates

Upload

Reporting

First Bank and Trust - Treasury management Account

SYSTEM DATE: Feb 27, 2026 FOR VALUE: Feb 27, 2026

Make Payment

NEW PAYMENT

1 REVIEW PAYMENT(S)

1 payment(s) awaiting approval.
Click **Manage Approvers** to select approvers to notify. All approvers are selected by default.
Click **NOTIFY APPROVER** to email the selected approvers.

Manage Approvers 6

1 PAYMENT(S) AWAITING APPROVAL

	Status	Beneficiary	Method	Amount	Settlement Amount	Fee	Settlement Account
	✓	VENDOR ONE	Wire	CAD 1.00			1009567-D

TOTAL: 1

NOTIFY APPROVER

Approving an FX Wire

- 1. Go to **Payments > Wire > Create FX Wire**.
- 2. Click **Payment(s) awaiting approval** under the *Action Items* section.

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Cross-Border

Home

Multi-Currency Accounts

Payments

Templates

Upload

Reporting

First Bank and Trust - Treasury management Account

SYSTEM DATE: Feb 27, 2026 FOR VALUE: Feb 27, 2026

Your Dashboard

UPDATES 1

ARCHIVED NEWS

RESOURCES & HELP

WHAT'S NEW

Previous

Next

SPOT TRADE

You Buy *

- Please Select -

GET QUOTE

BOOK NOW

ACTION ITEMS

4 Payment(s) awaiting approval

1 Saved payment(s)

- 3. Click the circle to Approve.
- 4. Click *Submit*.

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HomeMulti-Currency AccountsPayments▼Templates▼UploadReporting?

First Bank and Trust - Treasury management Account

SYSTEM DATE: Feb 27, 2026 FOR VALUE: Feb 27, 2026

Payment(s) Awaiting Approval

Select payments to approve or reject, then click **SUBMIT**.?

4 Payment(s) Awaiting Approval

Beneficiary	Method	Amount	Reference	Source	Created By	Info	Attachment(s)	☐ Approve All	Reject
Vendor One Bank Name: THE TORONTO-DOMINION BANK Bank Account: 12345678900	Wire	CAD 1.00	Invoice 123	Payment	Danielle	i		✓	✕

SUBMIT

?

Within Payments > ACH, you can create ACH payments and templates, import layouts, view templates, ACH payments, and recurring ACH payment lists, and search ACH recipients. You can also work with ACH tax payments.

Use the Create ACH Payment view to create an ACH payment manually, initiate an ACH payment from a template, or upload a NACHA formatted file.

Use this process when manually creating an automated clearing house (ACH) payment.

1. Go to Payments > ACH > Create ACH Payment.
2. Within the Create Payment tab, select **Manual Entry**.

3. Enter a *Payment Name*.
4. Select the *ACH Company Name*, and modify the SEC Code, Entry Description, and Discretionary Data fields if necessary.
5. Select the *Restrict Payment* check box, if appropriate.
PLEASE NOTE: Only users with the Restricted Batch entitlement can see restricted payments.
6. Select an option from the Frequency drop-down list. Options are:

- One Time
 - Weekly
 - Every Two Weeks
 - Twice a Month
 - Monthly
 - Quarterly
 - Every 6 Months
 - Annually
7. Select the Effective Date of this ACH payment using the **calendar** icon.
 8. Click **Add Recipients**.
 9. Complete the recipient information.
PLEASE NOTE: Select + to add a recipient row if necessary and then complete the information.

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Message Center
Notifications 17
Cut-Off Times
Last Login: 06/03/2026, 03:35 PM, EST
Hi, testuser2 (SAF2789) ▾

DASHBOARD
ACCOUNTS ▾
PAYMENTS ▾
REPORTING ▾
ADMIN ▾

Create ACH Payment [?]

1. Create Payment
2. Manage Recipients
3. Review
4. Confirmation

Manage Recipients * Indicates Required Field

Payroll
⌵

ACH Company Name: **STACKS AND SNACK**

ACH Company ID: **1333221111**

SEC Code: **PPD**

Entry Description: **ACH PYMNT**

Discretionary Data:

☐ Restrict Payment

Debit: **\$0.00**

Credit: **\$0.00**

Effective Date: **07/31/2026**

☐ Prenote Only (0)
 ☐ Hold Only (0)
 ☐ Errors (1)

Recipient Name [*]	ID Number [⌵]	Account Number [*]	Account Type [⌵]	Routing Number [*]	Credit/Debit [*]	Amount [*]	Prenote [⌵]	Hold [⌵]	Addenda
			Checking ▾	Type tc Q	CR ▾	\$0.00	☐	☐	Addenda 🗑 +

Viewing 1 - 1 of 1 recipients
25 ▾

Review
⚠
Back
Cancel

10. Select **Review** and choose your *Offset Account*.
11. Select **Confirm**.

Uploading a Nacha Formatted File

1. Go to Payments > ACH > Create ACH Payment.
2. Within the *Create Payment* tab, select **Upload NACHA File**.
3. Select **Select File** and browse for the appropriate file.
Your file must be formatted to Nacha® specifications and all ABA numbers must be accurate. The company header record must match a company that you are entitled to create ACH batches for.
4. Select **Upload**.

Recipient Name	ID Number	Account Number	Account Type	Routing Number	Credit/Debit	Amount	Prenote	Hold	Addenda
Employee One	S1245	123456	Checking	101000925	CR	\$0.01	No	No	Addenda
Employee Two	J4565	456815	Checking	082901855	CR	\$0.01	No	No	Addenda
Employee Three	H5698	159415	Checking	082901855	CR	\$0.01	No	No	Addenda
OFFSET	B32333	4024118560	Checking	211274382	DR	\$0.03	No	No	Addenda

5. Change the name of the payment if desired.
6. Select an option from the Frequency drop-down list.
7. Enter the *Effective Date* of the payment as it does not pull from the file.
8. Select **Review** and choose your *Offset Account*.
9. Select **Confirm**.

Create ACH Tax Payment

Creating an ACH Tax Payment Manually

Follow the steps outlined in this topic to create ACH tax payments manually.

1. Go to Payments > ACH > Create ACH Tax Payment.
2. Within the *Create Payment* tab, select **Manual Entry**.

3. Enter the *Tax Payment Name*, *Tax Period End Date*, and the *Tax Code*.
A drop-down menu with tax codes allows you to select the correct code. If the necessary tax code is not available, you can enter the code manually.
4. Enter the *Tax Payer ID*, *ACH Company Name*, and *Pay from Account*.
5. Select the *Effective Date* of this ACH payment using the **calendar icon**.
6. Enter the *Amount*.
7. Enter the *Amount Type* field, if applicable.

Federal taxes allow the following entries:

- 1 SOCS = Social Security amount
- 2 MEDI = Medicare amount
- 3 WITH = Withholding amount
- 1 FICA = Tier 1 if code CT-1 was used
- 2 Industry = Tier 2 if code CT-1 was used
- 6 Supplemental = Tier 3 if code CT-1 was used

PLEASE NOTE: If you use a tax code that does not require subcategories, the Amount Type Code field does not appear.

8. To include up to two additional Amount/Amount Type fields, select the **+** option.
9. Complete the recipient fields.
10. Select **Review**.
11. Select **Confirm**.

Create Child Support Payment

Creating a Child Support Payment Manually

1. Go to Payments > ACH > Create Child Support Payment.
2. Within the *Create Payment* tab, select **Manual**.
3. Complete the *Payment Header Information*.

4. Select **Add Recipients** after completing all fields.
5. Complete the recipient fields.
TIP: The recipient is usually the state's information for who is receiving the child support payment.
6. Complete the non-custodial parent fields.
TIP: For more information or additional instructions, contact your state's Child Support EFT representative.
7. Select **Review**.
8. Select **Confirm**.

ACH File Activity

The ACH File Activity screen shows a list of ACH files that users have uploaded. Users can access this information via the navigation menu by selecting Payments > ACH > ACH File Activity.

</

ACH Payment Activity

Use the *ACH Payment Activity* view to work with ACH payments.

TIP: The Transaction ID for a tax payment shows a T at the end. It shows a C at the end for child support payments.

Approving or Rejecting an ACH Payment

Follow the steps outlined in this topic to approve or reject selected ACH payments.

1. Go to Payments > ACH > ACH Payment Activity.
2. Select the check box beside the Transaction ID.
3. Select **Approve** or **Reject**.
The Comments For Status Change dialog box appears.
4. Enter a comment in the field, and then select **Approve** or **Reject**. A confirmation message appears.

Editing an ACH Payment

Follow the steps outlined in this topic to edit selected ACH payments.

1. Go to Payments > ACH > ACH Payment Activity.
2. Select the *Transaction ID*.
3. Select **Edit Payment**.
You can only edit if the ACH payment has a status of:
 - Approval Rejected
 - Cancelled
 - Failed
 - Uninitiated
4. Edit the fields as necessary.
5. Select **Review**.
6. Select **Confirm**.

Bangor Savings Bank

Treasury Management

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Message Center

Notifications

Cut-Off Times

Last Login: 06/04/2026, 01:22 PM, EST

Hi, testuser2 (SAF2789)

DASHBOARD

ACCOUNTS

PAYMENTS

REPORTING

ADMIN

ACH Payment Activity

ACH File Activity

Recurring ACH Payments

Create New Payment

Download

Print

Search ACH Payment Activity

Type to filter

PENDING APPROVAL2\$0.04 DR \$0.04 CR

PENDING PROCESS0\$0.00 DR \$0.00 CR

INITIATED1\$0.00 DR \$5.00 CR

UNINITIATED0\$0.00 DR \$0.00 CR

SCHEDULED2\$1.03 DR \$1.03 CR

APPROVAL REJECTED0\$0.00 DR \$0.00 CR

EXPIRED0\$0.00 DR \$0.00 CR

FAILED0\$0.00 DR \$0.00 CR

CANCELLED1\$1.00 DR \$1.00 CR

Transaction ID	Batch Name	File Name	ACH Company Name	SEC Code	Initiated Date	Effective Date	Debit Amount	Credit Amount	Status	Actions
☐ A000015943335	Commission	BSB.txt	STACKS AND SNACK	PPD		06/30/2026	\$0.03	\$0.03	SCHEDULED	Cancel
☐ A000015966693	Payroll		STACKS AND SNACK	CCD		06/30/2026	\$0.01	\$0.01	PENDING APPROVAL	Cancel
☐ A000015975501	STACKS AND SNACK 0000001	BSB.txt	STACKS AND SNACK	PPD		06/30/2026	\$0.03	\$0.03	PENDING APPROVAL	Cancel
☐ A000015625645	TEST		STACKS AND SNACK	CCD	05/29/2026	06/01/2026	\$0.00	\$5.00	INITIATED	
☐ A000015942710	Payroll		STACKS AND SNACK	PPD		06/30/2026	\$1.00	\$1.00	CANCELLED	
							\$2.07	\$7.07		

Viewing 6 payments

ApproveReject

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Bangor Savings Bank

Treasury Management

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Message Center

Notifications

Cut-Off Times

Last Login: 06/04/2026, 01:22 PM, EST

Hi, testuser2 (SAF2789)

DASHBOARD

ACCOUNTS

PAYMENTS

REPORTING

ADMIN

Payment Detail - A000015942710

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Payroll 2 Recipients

Status:Cancelled

ACH Company Name:STACKS AND SNACK

ACH Company ID:1333221111

SEC Code:PPD

Entry Description:Payroll

Discretionary Data:Payroll

Debit:\$1.00

Credit:\$1.00

Effective Date:06/30/2026

Audit:06/04/2026 14:00:50 : Test User Two : Cancelled : Cancel Payment
06/04/2026 13:55:57 : Test User Two : Approved : Approved
06/02/2026 13:20:23 : Test User One : Created

☐ Prenote Only (0) ☐ Hold Only (0)

Recipient Name	ID Number	Account Number	Account Type	Routing Number	Credit/Debit	Amount	Prenote	Hold	Addenda
Employee One		123123123	Checking	124084834	CR	\$1.00	No	No	Addenda
Offset		4024118560	Checking	211274382	DR	\$1.00	No	No	Addenda

Viewing 1 - 2 of 2 Recipients

25

Back

Canceling ACH Payment Activity

1. Go to Payments > ACH > ACH Payment Activity.
2. In the Actions column, Select **Cancel**.
3. Enter Comments about the cancellation, and then select **Cancel Payment**.

Canceling an ACH payment removes the payment from processing entirely.

- An ACH payment can only be canceled if the transaction has **not been processed** and the Cancel action is available.
- A canceled payment cannot be re-initiated and must be recreated if needed.

Bangor Savings Bank Treasury Management

Message Center Notifications Cut-Off Times Last Login: 06/04/2026, 01:22 PM, EST Hi, testuser2 (SAF2789)

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DASHBOARD ACCOUNTS PAYMENTS REPORTING ADMIN

ACH Payment Activity ACH File Activity Recurring ACH Payments

Create New Payment Download Print

Type to filter

Status	Count	Debit	Credit
PENDING APPROVAL	2	\$0.04 DR	\$0.04 CR
PENDING PROCESS	0	\$0.00 DR	\$0.00 CR
INITIATED	1	\$0.00 DR	\$5.00 CR
UNINITIATED	0	\$0.00 DR	\$0.00 CR
SCHEDULED	2	\$1.03 DR	\$1.03 CR
APPROVAL REJECTED	0	\$0.00 DR	\$0.00 CR
EXPIRED	0	\$0.00 DR	\$0.00 CR
FAILED	0	\$0.00 DR	\$0.00 CR
CANCELLED	1	\$1.00 DR	\$1.00 CR

Transaction ID	Batch Name	File Name	ACH Company Name	SEC Code	Initiated Date	Effective Date	Debit Amount	Credit Amount	Status	Actions
A000015943335	Commission	BSB.txt	STACKS AND SNACK	PPD	06/30/2026		\$0.03	\$0.03	SCHEDULED	Cancel
A000015966693	Payroll		STACKS AND SNACK	CCD	06/30/2026		\$0.01	\$0.01	PENDING APPROVAL	Cancel
A000015975501	STACKS AND SNACK 0000001	BSB.txt	STACKS AND SNACK	PPD	06/30/2026		\$0.03	\$0.03	PENDING APPROVAL	Cancel
A000015625645	TEST		STACKS AND SNACK	CCD	05/29/2026	06/01/2026	\$0.00	\$5.00	INITIATED	

Uninitiating ACH Payment Activity

1. Go to Payments > ACH > ACH Payment Activity.
2. Select **Uninitiate**.
3. The **Confirm Uninitiate** dialog box appears.
4. Enter Comments, and then select **Uninitiate Payment**.

Uninitiating an ACH payment removes the payment from processing and returns it to a **Ready** status so it can be edited or initiated again.

- An ACH payment can be uninitiated only when the payment is in an **Initiated** status.
- Once uninitiated, the payment will not be processed unless it is initiated again.

Recurring ACH Payments

Editing a Recurring ACH Payment

1. Go to Payments > ACH Payment Activity > Recurring ACH Payments.
2. Select the **Transaction ID**.

The screenshot shows the 'Recurring ACH Payments' page in the Bangor Treasury Management system. The page includes a search bar, a table of payments, and action buttons. The table has columns for Transaction ID, Batch Name, ACH Company Name, SEC Code, Created Date, Debit Amount, Credit Amount, Frequency, Next Payment D., Status, and Actions. One payment is listed with Transaction ID A000015975442, which is highlighted with a red box. The status is 'PENDING APPROVAL'.

Transaction ID	Batch Name	ACH Company Name	SEC Code	Created Date	Debit Amount	Credit Amount	Frequency	Next Payment D.	Status	Actions
A000015975442	STACKS AND SNACK 0000001	STACKS AND SNACK	PPD	06/04/2026	\$0.03	\$0.03	Quarterly	06/30/2026	PENDING APPROVAL	Cancel

3. Select **Edit Payment**.
PLEASE NOTE: You cannot edit a recurring ACH payment in Pending Approval status.
4. Edit the fields, as necessary.
5. Select **Review**.
6. Select **Confirm**.

Canceling a Recurring ACH Payment

1. Go to Payments > ACH > Recurring ACH Payments.
2. Select Cancel beside the recurring ACH payment. The Confirm Cancel Payment dialog box appears.
3. Enter Comments about the cancellation, and then select **Cancel Payment**.

ACH Templates

Creating an ACH Template

1. Go to Payments > ACH > ACH Templates.
2. Select **Create New Template**.
3. On the Create Template tab, choose **Manual Entry** or **Upload Nacha File**.
4. Browse for your file and click Upload if you chose Upload Nacha File.
5. Complete the fields if you chose Manual Entry.

Template Name

Enter the name of the template.

ACH Company Name

Either enter the *name of the ACH company* or select the **Search icon**, and then choose **Select** beside the appropriate Company Name.

ACH Company ID

The identification number of the ACH company.

SEC Code

Select the code from the drop-down list that corresponds to the previous selection.

Entry Description

Enter a description.

Discretionary Data

Enter any other necessary information.

6. Select **Add Recipients**.
7. Complete the recipient information fields.
8. Select **Review**.
9. Select **Confirm**.

PLEASE NOTE: The template may require approval before you can initiate it.



Treasury Management

[Message Center](#) [36 Notifications](#) [Cut-Off Times](#) [Last Login: 06/04/2026, 03:16 PM, EST](#) [Hi, testuser2 \(SAF2789\)](#)

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[DASHBOARD](#) [ACCOUNTS](#) [PAYMENTS](#) [REPORTING](#) [ADMIN](#)

Create ACH Template

1. Create Template

2. Manage Recipients

3. Review

4. Confirmation

☒ Manual Entry ☐ Upload Nacha File

Template Header Information

* Indicates Required Field

Template Name: *

ACH Company Name: *

Type to filter

Q

ACH Company ID:

SEC Code: *

Entry Description: *

Discretionary Data:

☐ Restrict Template

Add Recipients

Cancel

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Creating ACH Payments from Templates

To create a template, please see the ACH Templates section of this guide

1. Go to Payments > ACH > Create ACH Payment.
2. Within the Create Payment tab, select **From Template**.

Bangor Savings Bank Treasury Management

Message Center Notifications Cut-Off Times Last Login: 06/04/2026, 03:16 PM, EST Hi, testuser2 (SAF2789)

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DASHBOARD ACCOUNTS **PAYMENTS** REPORTING ADMIN

Create ACH Payment ¹

1. Create Payment 2. Manage Recipients 3. Review 4. Confirmation

☒ Manual Entry
 ☐ **From Template**
☐ Upload Nacha File

3. Select the check box beside the appropriate template name, and then select **Initiate Selected Templates**.

Bangor Savings Bank Treasury Management

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DASHBOARD ACCOUNTS **PAYMENTS** REPORTING ADMIN

ACH Templates

ACH Tax Templates ACH Child Support Templates

Create New Template Download Print

Type to filter

☒	Template Name	ACH Company Name	SEC Code	Last Updated	Debit Amount	Credit Amount	Status	Actions
☒	Payroll	STACKS AND SNACK	CCD	06/04/2026	\$0.30	\$0.30	Ready	Actions
					\$0.30	\$0.30		

Viewing 1 - 1 of 1 templates

25

Initiate Selected Templates

4. Change the *SEC Code*, *Entry Description*, and *Discretionary Data* fields, as needed.
5. Select the *Restrict Payment* check box, if appropriate.
6. Select an option from the Frequency drop-down list.
Options are:
 - One Time
 - Weekly
 - Every Two Weeks
 - Twice a Month
 - Monthly
 - Quarterly
 - Every 6 Months
 - Annually
7. Select the Effective Date of this ACH payment using the **calendar** icon.
8. Select **Add Recipients** to proceed to the *Manage Recipients* tab.

9. Edit the recipient information, as needed.
PLEASE NOTE: Select **+ Add** to add a recipient row, if necessary, and then complete the information.
10. Select **Review** and choose your *Offset Account*.
11. Select the *Apply Updates to the Template* check box, if appropriate. This step updates the template saved on the ACH Templates page.
12. Select **Confirm**.

ACH Tax Templates

Creating an ACH Tax Template Manually

Follow the steps outlined in this topic to create ACH tax templates manually.

1. Go to Payments > ACH > ACH Tax Templates.
2. Select **Create New Template**.

The screenshot shows the Bangor Savings Bank Treasury Management interface. The top navigation bar includes links for Message Center, Notifications (38), Cut-Off Times, Last Login: 06/04/2026, 05:54 PM, EST, and a user profile for Hi, testuser2 (SAF2789). The main navigation bar includes DASHBOARD, ACCOUNTS, PAYMENTS (selected), REPORTING, and ADMIN. The breadcrumb trail shows ACH Tax Templates > ACH Templates. The 'Create New Template' button is highlighted with a red box.

3. On the *Create Template* tab, select whether you are creating a **Federal** or **State** template.

The screenshot shows the 'Create ACH Tax Template' form. The form is divided into three steps: 1. Create Tax Template, 2. Review, and 3. Confirmation. The '1. Create Tax Template' step is active, showing fields for Template Name, Tax Code, Tax Payer ID, ACH Company Name, Amount, Recipient Name, Recipient ID Number, Recipient Routing Number, Recipient Account Number, and Recipient Account Type. A 'Restrict Template' checkbox is also present. The form includes a 'Review' button and a 'Cancel' button.

4. Complete the fields on the Create Tax Template tab.
5. Select the *Restrict Template* check box, if appropriate.
6. Select **Review**.
7. Review the information entered to ensure that it is accurate.
8. Select **Confirm**.
PLEASE NOTE: The template may require approval before you can initiate it.

The ACH Recipients page displays all saved recipients and offers the ability to select recipients to create payments from.

1. Go to Payments > ACH > ACH Recipients.
2. Select **Add Recipient**.

3. Complete the fields in the *Add Recipients* panel.
4. Select **Save**.

PLEASE NOTE: If approvals are required, the Status of the recipient changes to *Pending Approval*.

Bangor Treasury Management User Guide

Editing an ACH Recipient

1. Go to Payments > ACH > ACH Recipients.
2. Select **Edit** from the Actions menu for the recipient.
3. Modify the fields as desired.
4. Select **Save**.

PLEASE NOTE: If approvals are required, the Status of the recipient changes to *Pending Approval*.

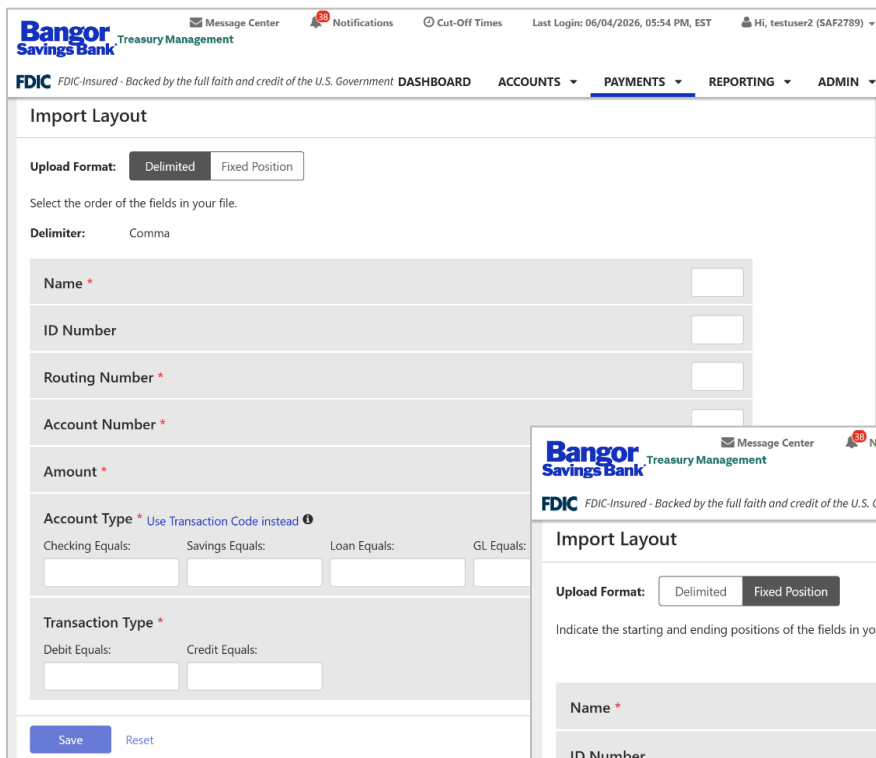
Deleting an ACH Recipient

1. Go to Payments > ACH > ACH Recipients.
2. Select **Delete** from the Actions menu for the recipient.
3. The recipient will be removed from the list.

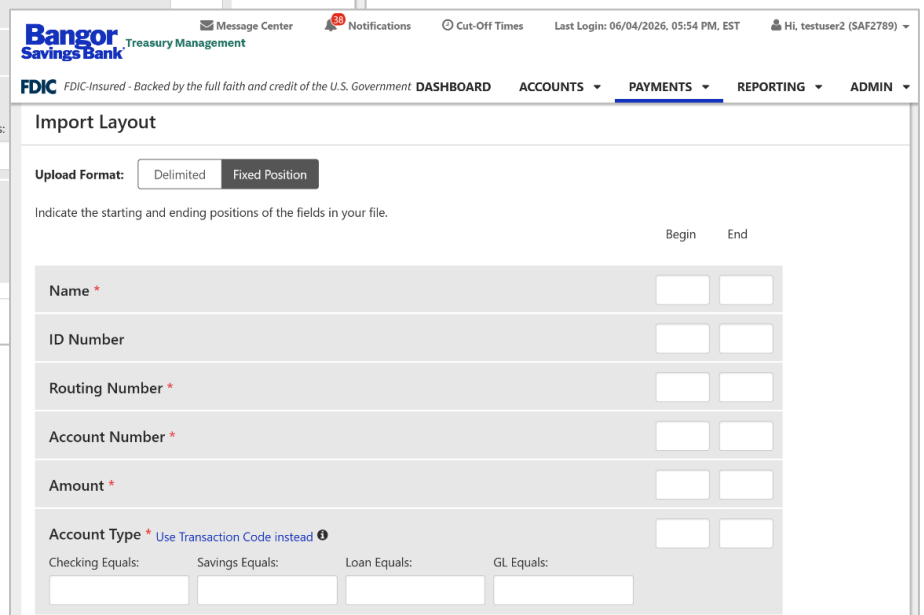
ACH Recipient Import Layout

You can import recipient data from a file, such as Microsoft® Excel® or Notepad. Before importing your file, define the Recipient Import Layout so the system can read the file data.

There are two Upload Format options available. If you select *Delimited*, indicate the order of the fields in your file. If you select *Fixed Position*, indicate the starting and ending positions of the fields in your file.



The screenshot shows the 'Import Layout' form in the 'Delimited' format. The form is titled 'Import Layout' and has a sub-header 'Upload Format: Delimited Fixed Position'. Below this, it says 'Select the order of the fields in your file.' The 'Delimiter' is set to 'Comma'. The form contains several input fields for 'Name *', 'ID Number', 'Routing Number *', 'Account Number *', 'Amount *', 'Account Type *', 'Checking Equals:', 'Savings Equals:', 'Loan Equals:', 'GL Equals:', 'Transaction Type *', 'Debit Equals:', and 'Credit Equals:'. At the bottom, there are 'Save' and 'Reset' buttons.



The screenshot shows the 'Import Layout' form in the 'Fixed Position' format. The form is titled 'Import Layout' and has a sub-header 'Upload Format: Delimited Fixed Position'. Below this, it says 'Indicate the starting and ending positions of the fields in your file.' The form contains several input fields for 'Name *', 'ID Number', 'Routing Number *', 'Account Number *', 'Amount *', 'Account Type *', 'Checking Equals:', 'Savings Equals:', 'Loan Equals:', 'GL Equals:', 'Transaction Type *', 'Debit Equals:', and 'Credit Equals:'. At the bottom, there are 'Save' and 'Reset' buttons.

Determining the Import Layout

Follow the steps outlined in this topic to customize the layout of ACH recipient imports.

1. Go to Payments > ACH > ACH Recipient Import Layout.
2. Select a format and follow the corresponding steps.

Format	Steps
The upload format is delimited.	a) Select Delimited for the <i>Upload Format</i> field. b) Enter the field location in the text box available to change the default positions for Name, ID Number, Routing Number, Account Number and Amount. c) Account Type/Transaction Type/Transaction code: If your file does not use a Transaction Code, delete the number from that field to display the Account Type and Transaction Type fields (or click the link), and use those entries instead. PLEASE NOTE: All field positions must be unique. If there is a duplicate entry, the box appears in red with a warning under it.
The upload format is fixed position.	a) Select Fixed Position for the <i>Upload Format</i> field. b) Enter a Begin and End field location in the text boxes available to change the default positions for Name, ID Number, Routing Number, Account Number and Amount. c) Account Type/Transaction Type/Transaction code: If your file does not use a Transaction Code, click the Use Account and Transaction Types Instead link to expose the Account Type and Transaction Type fields and enter the field locations in those fields. a. For Account Type, enter the indicators for Checking, Savings, Loan and GL. b. For Transaction Type, enter the indicators for Debit and Credit. PLEASE NOTE: The End value must be greater than the Begin value. If the values match, the End value appears in red with a warning.

3. Select **Save**.

ACH Reversals

You can reverse full ACH payments or individual transactions, provided your ACH company is allowed to originate both debits and credits.

You can create an ACH reversal only during a specific window. Reversals are allowed:

- Before cutoff on the first through fifth days after the business day effective date.
- After cutoff on the first through fourth days after the business day effective date.

Reversing an ACH Payment

Follow the steps outlined in this topic to reverse selected ACH payments.

1. Go to Payments > ACH > ACH Payment Activity.
2. Select a payment to reverse.
3. Select an option:
 - Reverse Full Payment
 - Reverse Transaction(s)

If you select Reverse Transaction(s), a Reverse check box appears next to each listed transaction.
4. Select individual transactions to reverse, if necessary.

Held and prenote transactions cannot be reversed. Use the Reversals Only check box above the list of transactions to view only those transactions you have selected.

5. Select **Create Reversal**.
The *Reverse ACH Payment* screen appears.
6. Review your reversal selections, and then select **Confirm**.

ACH Notification of Change Activity

Review the information associated with a Notification of Change on an ACH Payment.

1. Go to **Payments > ACH > ACH Notification of Change Activity**

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DASHBOARD

ACCOUNTS

PAYMENTS

RECEIVABLES

REPORTING

ADMIN

>

ACH Notification of Change Activity

ACH Return Activity

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Print

Type to filter

Original Effective	Date Notification	ACH Company	Recipient Name	Change Code	Open All
10/17/2025	10/16/2025	Dial Solar Co	Dial Solar	C02 - Incorrect Routing Number	Details
09/17/2025	09/17/2025	Dial Solar Co	Dial Solar	C02 - Incorrect Routing Number	Details
09/15/2025	09/15/2025	Dial Solar Co	Ken Rakes	C02 - Incorrect Routing Number	Details
09/08/2025	09/08/2025	Dial Solar Co	Dial Solar	C02 - Incorrect Routing Number	Details
09/03/2025	09/03/2025	Dial Solar Co	Ken Rakes	C02 - Incorrect Routing Number	Details

Search ACH Notification of Change Activity

2. Review the item and click **Details** for more information.
3. The highlighted information will be what needs to be changed in your ACH template or future payments.

Search ACH Return Activity

ACH Return Activity ⓘ

ACH Notification of Change Activity

Download

Print

Type to filter

Q

Original Effective Date ⚙	Date Return Received ▼	ACH Company ⚙	Recipient Name ⚙	Return Reason ⚙	Open All
10/16/2025	10/16/2025	Dial Solar Co	City Utilites	R02 - Account Closed	Details

ACH Return Detail

Download

Print

✕

Original Effective Date 10/16/2025	SEC Code PPD	Recipient Account Number [REDACTED]	Identification Number 22309352000001	Return Reason R02 - Account Closed
Date Return Received 10/16/2025	Recipient Name City Utilites	Account Type Checking	Trace Number 22309352000001	
ACH Company Dial Solar Co	Recipient Financial Institution 02230935	Amount \$225.00		

ACH Return Activity

Review the information associated with an ACH Return.

- 1. Go to **Payments > ACH > ACH Return Activity**

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ACH Return Activity

ACH Notification of Change Activity

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Search ACH Return Activity

Type to filter

Original Effective Date	Date Return Received	ACH Company	Recipient Name	Return Reason	
10/16/2025	10/16/2025	Dial Solar Co	City Utilites	R02 - Account Closed	Open All Details
09/17/2025	09/17/2025	Dial Solar Co	Edward Witting	R02 - Account Closed	Details
09/15/2025	09/15/2025	Dial Solar Co	Sara Jones	R02 - Account Closed	Details

- 2. Review the item and click **Details** for more information.

ACH Return Activity

ACH Notification of Change Activity

Download

Print

Search ACH Return Activity

Type to filter

Original Effective Date	Date Return Received	ACH Company	Recipient Name	Return Reason	
10/16/2025	10/16/2025	Dial Solar Co	City Utilites	R02 - Account Closed	Details

ACH Return Detail

Original Effective Date
10/16/2025

Date Return Received
10/16/2025

ACH Company
Dial Solar Co

SEC Code
PPD

Recipient Name
City Utilites

Recipient Financial Institution
02230935

Recipient Account Number
5465498897123

Account Type
Checking

Amount
\$225.00

Identification Number
22309352000001

Trace Number
22309352000001

Return Reason
R02 - Account Closed

- 3. Review the information and update your ACH payment.

Positive Pay

Within Payments > Positive Pay, you can create Positive Pay items, work with Positive Pay and ACH exceptions, and work with Positive Pay upload formats.

Check Exceptions

Working with Check Exceptions

PLEASE NOTE: After the check exceptions cutoff time, all check exceptions are locked and no further actions are allowed. Additionally, all check exceptions on this page remain until end-of-day processing is complete. Then, these transactions move to history and you can view them on the Check Exceptions - Decision Activity page.

1. Go to Payments > Positive Pay > Check Exceptions.

Treasury Management

Message Center
Notifications
Cut-Off Times
Last Login: 06/04/2026, 05:56 PM, EST
Hi, testuser2 (SAF2789)

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DASHBOARD
ACCOUNTS
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ADMIN

Search Check Exceptions

Check Exceptions
Check Exceptions - Decision Activity
Issued Items Activity
Issued Items File Activity
Download
Print

If no return reason is selected the default reason of **Select a Reason** will be applied at cutoff.

Type to filter
9 check exceptions found

Decisoned Today

Decision	Return Reasons	Account	Check Number	Paid Amount	Issued Amount	Posted Date	Issued Date	Issued Payee	Exception Reason	Open All
Return	Select a Reason	Checking	View Check 1002	\$1.00	\$0.00	06/05/2026			Duplicate item	Details
Return	Select a Reason	Checking	View Check 1003	\$1.00	\$0.00	06/05/2026			Duplicate item	Details
Return	Select a Reason	Checking	View Check 1004	\$1.00	\$0.00	06/05/2026			Duplicate item	Details
Return	Select a Reason	Checking	View Check 506	\$1.00	\$0.00	06/05/2026			Duplicate item	Details
Return	Select a Reason	Checking	View Check 507	\$1.00	\$0.00	06/05/2026			Duplicate item	Details
Return	Select a Reason	Checking	View Check 508	\$1.00	\$0.00	06/05/2026			Duplicate item	Details
Return	Select a Reason	Checking	View Check 502	\$1.00	\$0.00	06/05/2026			Duplicate item	Details
Return	Select a Reason	Checking	View Check 503	\$1.00	\$0.00	06/05/2026			Duplicate item	Details
Return	Select a Reason	Checking	View Check 504	\$1.00	\$0.00	06/05/2026			Duplicate item	Details

Viewing 9 check exceptions

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2. Change the Pay or Return options as needed for each exception item.
Or, you can select the column name for all exceptions to be marked the same way. For example, if the Pay column is selected, all exceptions are marked as Pay.
PLEASE NOTE: If no return reason is selected, the default reason applies when saved.
3. Select **Review**.
4. Select **Save**.

Submitting a Check Exception Correction Request

Users can submit requests for corrections in check exceptions when the feature is active for your institution.

1. Go to Payments > Positive Pay > Check Exceptions.
2. Select the **Details** option for the necessary exception.
3. Select **Request Correction**.
4. Select the item to correct from the drop-down menu.
5. Enter the corrected value.
6. If there are additional corrections necessary for the same exception, select **Add Another Correction** and complete the additional fields.
7. Enter any necessary Comment to FI.
8. Upload any necessary Attachment.
9. Select **Review**.

Correction requests are secure messages. A copy of the request is available in your company's Sent items within the Message Center.

Check Exceptions – Decision Activity

This page details what decision was recorded for each exception item.

Treasury Management Message Center Notifications Cut-Off Times Last Login: 06/04/2026, 05:56 PM, EST Hi, testuser2 (SAF2789) FDIC FDIC-Insured - Backed by the full faith and credit of the U.S. Government DASHBOARD ACCOUNTS PAYMENTS REPORTING ADMIN																																																																																																																																			
Search Check Exceptions - Decision Activity Check Exceptions Issued Items Activity Issued Items File Activity Download Print Type to filter Q <table> <tr> <th>Decision</th><th>Return Reason</th><th>Account</th><th>Check Number</th><th>Paid Amount</th><th>Issued Amount</th><th>Posted Date</th><th>Issued Date</th><th>Issued Payee</th><th>Exception Reason</th><th>Open All</th></tr> <tr> <td>Pay</td><td></td><td>Checking</td><td>View Check 1002</td><td>\$1.00</td><td>\$0.00</td><td>06/02/2026</td><td></td><td></td><td>Duplicate item</td><td>Details</td></tr> <tr> <td>Pay</td><td></td><td>Checking</td><td>View Check 1003</td><td>\$1.00</td><td>\$0.00</td><td>06/02/2026</td><td></td><td></td><td>Duplicate item</td><td>Details</td></tr> <tr> <td>Pay</td><td></td><td>Checking</td><td>View Check 1004</td><td>\$1.00</td><td>\$0.00</td><td>06/02/2026</td><td></td><td></td><td>Duplicate item</td><td>Details</td></tr> <tr> <td>Pay</td><td></td><td>Checking</td><td>View Check 506</td><td>\$1.00</td><td>\$0.00</td><td>06/02/2026</td><td></td><td></td><td>Duplicate item</td><td>Details</td></tr> <tr> <td>Pay</td><td></td><td>Checking</td><td>View Check 507</td><td>\$1.00</td><td>\$0.00</td><td>06/02/2026</td><td></td><td></td><td>Duplicate item</td><td>Details</td></tr> <tr> <td>Pay</td><td></td><td>Checking</td><td>View Check 508</td><td>\$1.00</td><td>\$0.00</td><td>06/02/2026</td><td></td><td></td><td>Duplicate item</td><td>Details</td></tr> <tr> <td>Pay</td><td></td><td>Checking</td><td>View Check 502</td><td>\$1.00</td><td>\$0.00</td><td>06/02/2026</td><td></td><td></td><td>Duplicate item</td><td>Details</td></tr> <tr> <td>Pay</td><td></td><td>Checking</td><td>View Check 503</td><td>\$1.00</td><td>\$0.00</td><td>06/02/2026</td><td></td><td></td><td>Duplicate item</td><td>Details</td></tr> <tr> <td>Pay</td><td></td><td>Checking</td><td>View Check 504</td><td>\$1.00</td><td>\$0.00</td><td>06/02/2026</td><td></td><td></td><td>Duplicate item</td><td>Details</td></tr> <tr> <td>Pay</td><td></td><td>Checking</td><td>View Check 1002</td><td>\$1.00</td><td>\$0.00</td><td>06/03/2026</td><td></td><td></td><td>Duplicate item</td><td>Details</td></tr> </table> Viewing 1 to 10 of 27 items First Previous 1 2 3 Next Last 10											Decision	Return Reason	Account	Check Number	Paid Amount	Issued Amount	Posted Date	Issued Date	Issued Payee	Exception Reason	Open All	Pay		Checking	View Check 1002	\$1.00	\$0.00	06/02/2026			Duplicate item	Details	Pay		Checking	View Check 1003	\$1.00	\$0.00	06/02/2026			Duplicate item	Details	Pay		Checking	View Check 1004	\$1.00	\$0.00	06/02/2026			Duplicate item	Details	Pay		Checking	View Check 506	\$1.00	\$0.00	06/02/2026			Duplicate item	Details	Pay		Checking	View Check 507	\$1.00	\$0.00	06/02/2026			Duplicate item	Details	Pay		Checking	View Check 508	\$1.00	\$0.00	06/02/2026			Duplicate item	Details	Pay		Checking	View Check 502	\$1.00	\$0.00	06/02/2026			Duplicate item	Details	Pay		Checking	View Check 503	\$1.00	\$0.00	06/02/2026			Duplicate item	Details	Pay		Checking	View Check 504	\$1.00	\$0.00	06/02/2026			Duplicate item	Details	Pay		Checking	View Check 1002	\$1.00	\$0.00	06/03/2026			Duplicate item	Details
Decision	Return Reason	Account	Check Number	Paid Amount	Issued Amount	Posted Date	Issued Date	Issued Payee	Exception Reason	Open All																																																																																																																									
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Issued Items

Create Issued Items

Follow the steps outlined in this topic to create issued checks for selected accounts.

1. Go to Payments > Positive Pay > Create Issued Items
2. On the Manage Issued Items tab, select **Manual Entry**.

3. Select **Check** or **Void** from the Type drop-down box.
4. Enter the *Account Number* or select the **Search icon** to choose from a list of accounts.
5. Enter the *Check Number*, *Date Issued*, *Check Amount* and *Payee Name*.
6. Select **+ Add Row** and complete the item details if necessary
7. Select **Review**.
8. Review the information entered to ensure that it is accurate.
9. Select **Confirm**.

Uploading Issued Items

Use the *Create Issued Items* option to upload issued items. Please see the *Check Upload Formats* section for instructions on how to create an upload format.

1. Go to Payments > Positive Pay > Create Issued Items
2. Select **Upload File**.
3. Select the format of the file that you are uploading from the *Saved Format* drop-down list.
4. Enter the account number for the *Account* field. If you've included the account in your upload file format, this field will be greyed out.
5. Choose **Select A File**, browse to and select the file to upload, and then select **Open**.

6. Select **Upload**.
7. Review the information entered to ensure that it is accurate.
Select **+ Add Row** to add an issued item. You can also select the **delete** icon to remove an issued item.

Treasury Management

Message Center
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Last Login: 06/08/2026, 02:28 PM, EST
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DASHBOARD
ACCOUNTS
PAYMENTS
REPORTING
ADMIN

Create Issued Items

1. Upload Issued Items File
2. Manage Issued Items
3. Review
4. Confirmation

Type to filter

Total Checks: 6
Total Amount: \$462,779,471.00

Increment Check Numbers
☐

Type	Account Number (Type)	Check Number	Date Issued	Check Amount	Payee	
Check	40xxxx6436 (Check)	2356	Specific Date 08/04/2025	\$77,129.9		
Check	40xxxx6436 (Check)	2358	Specific Date 08/05/2025	\$77,129.9		
Check	40xxxx6436 (Check)	2460	Specific Date 08/06/2025	\$77,129.9		
Check	40xxxx6436 (Check)	2489	Specific Date 08/07/2025	\$77,129.9		
Check	40xxxx6436 (Check)	2501	Specific Date 08/08/2025	\$77,129.9		
Check	40xxxx6436 (Check)	2508	Specific Date 08/09/2025	\$77,129.9		

Viewing 6 items

Review
Undo Changes
Cancel

8. Select **Review**.
9. Select **Confirm**.

Issued Items Activity

This page details the check items that were manually added or uploaded via file.

Bangor Savings Bank

Treasury Management

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Message Center

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Notifications

Cut-Off Times

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DASHBOARD

ACCOUNTS

PAYMENTS

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ADMIN

Create Issued Items

1. Upload Issued Items File

2. Manage Issued Items

3. Review

4. Confirmation

Success

Successfully processed 6 Positive Pay items.

Type to filter

Q

Total Checks: 6

Total Amount: [\\$462,779,471.00](#)

Type	Account Number (Type)	Check Number	Date Issued	Check Amount	Payee	Status
Check	4024116436 (Checking)	2356	08/04/2025	\$77,129,912.00		Submitted
Check	4024116436 (Checking)	2358	08/05/2025	\$77,129,912.00		Submitted
Check	4024116436 (Checking)	2460	08/06/2025	\$77,129,912.00		Submitted
Check	4024116436 (Checking)	2489	08/07/2025	\$77,129,912.00		Submitted
Check	4024116436 (Checking)	2501	08/08/2025	\$77,129,912.00		Submitted
Check	4024116436 (Checking)	2508	08/09/2025	\$77,129,911.00		Submitted

Viewing 6 items

[Upload/Enter Additional Issued Items](#)

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Check Upload Formats

Creating a Check Upload Format

1. Go to Payments > Positive Pay > Issued Items Upload Formats.
2. Select **Create New Format**.

The screenshot shows the 'Issued Items Upload Formats' page. At the top, there's a navigation bar with 'DASHBOARD', 'ACCOUNTS', 'PAYMENTS', 'REPORTING', and 'ADMIN'. The 'PAYMENTS' tab is selected. Below the navigation bar, the page title is 'Issued Items Upload Formats'. On the right side, there is a 'Create New Format' button, which is highlighted with a red box. Below the title, there is a table with columns: 'Upload Formats', 'Type', 'Created Date', 'Created By', and 'Actions'. The table contains one record with the type 'Delimited'. A 'Print' icon is also visible on the right.

The screenshot shows the 'Issued Items Template Formatting Tool' page. At the top, there's a navigation bar with 'DASHBOARD', 'ACCOUNTS', 'PAYMENTS', 'REPORTING', and 'ADMIN'. The 'PAYMENTS' tab is selected. Below the navigation bar, the page title is 'Issued Items Template Formatting Tool'. Below the title, there are two tabs: 'Delimited' and 'Fixed Position'. Both tabs are highlighted with a red box. Below the tabs, there is a 'Format Name' field. Below that, there are two sections: 'Delimited' and 'Column Order'. The 'Delimited' section has fields for 'Exclude Header Rows' and 'Exclude Footer Rows', both set to 0. It also has radio buttons for 'Item Amount' (Decimal Included, Whole Dollar, Implied Decimal). The 'Column Order' section has a list of fields: 'Issued Date', 'Item Amount', 'Item Number', 'Account Number', 'Account Type', 'Payee', 'Void Date', and 'Void Indicator', each with a corresponding input field. At the bottom, there are 'Save' and 'Cancel' buttons.

3. Select **Delimited** or **Fixed Position** for the *Upload Format*.
If **Fixed Position** is selected, the values entered in the following steps must be greater than 0, the values entered cannot match, and the ending value must be greater than the beginning value.

- ## Editing the Positive Pay Upload Format

- 

Treasury Management

 Message Center
  Notifications
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 Last Login: 06/08/2026, 02:28 PM, EST
  Hi, testuser2 (SAF2789)

DASHBOARD

ACCOUNTS ▾

PAYMENTS ▾

REPORTING ▾

ADMIN ▾


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Issued Items Upload Formats

Create New Format



Upload Formats ▾	Type ▾	Created Date ▾	Created By ▾	Actions
Checks	Delimited			
1 Records				

- Member
-
- FDIC**

Stop Payment

Within Payments > Stop Payment, you can view and create stop payments.

PLEASE NOTE: There may be a charge assessed with processing a stop payment. Review your fee schedule for details.

Creating a Stop Payment

Follow the steps outlined in this topic to create stop payments.

1. Go to Payments > Stop Payment > Create Stop Payments.

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DASHBOARD ACCOUNTS **PAYMENTS** REPORTING ADMIN

Create Stop Payment

1. Create Stop Payment 2. Review 3. Confirm

Add New Stop Payment * Indicates Required Field

Account: *

Check Number: * ☒ Single Check ☐ Range of Checks

Check Date: *

Check Amount:

Payee:

Remarks: ⓘ

2. Enter the account number, or select the search icon to find the account number.
3. Select *Single Check* or *Range of Checks*, and then enter the check information in the text boxes available.
4. Enter the *Payee*, if applicable.
5. Enter *Remarks* about the stop payment. There can be up to four remarks made per stop payment.
6. Select **Review**.
7. Select **Confirm**.

Stop Payment Activity

Use *Stop Payment Activity* to search active stop requests, filter the stop payments, view the details about stop payments, and approve, reject, or cancel stop payments.

All stop payments are listed in order of check date, with pending approvals shown at the top.

Reporting

Use this feature to run, delete, print, and download various types of reports.

- Current Day Balance
- Current Day Transaction
- Date Range Balance
- Date Range Transaction
- EDI
- Prior Day Balance
- Prior Day Transaction

To add a report to the Favorite Reports view, select **Favorite** within the report name box. To remove the report from the *Favorite Reports view*, select **Favorite** again and the report is removed.

Electronic Documents

Electronic Documents allow you to view and manage statements and other documents.

Account Reconciliation

Account Reconciliation Reporting allows users with the appropriate entitlements to request reports by account and by activity period including specific date, date range, previous week, previous month, previous year, week-to-date, month-to-date, and year-to-date.

Creating a Report

1. Go to Reporting> Account Reconciliation.
2. Select **Create New Report**.

The screenshot shows the top navigation bar with 'Bangor Savings Bank Treasury Management' and 'FDIC' logo. The main navigation menu includes 'DASHBOARD', 'ACCOUNTS', 'PAYMENTS', 'REPORTING', and 'ADMIN'. The 'REPORTING' menu is expanded, showing 'Report Templates' and 'Report Library'. A 'Create New Report' button is highlighted with a red rectangle in the top right corner of the 'Report Templates' section.

3. Complete the required fields and click **Review**.

The screenshot shows the 'Create Report' form with a progress bar at the top indicating three steps: '1. Create Report', '2. Review', and '3. Confirm'. The form includes the following fields:

- Report Type ***: A dropdown menu with 'Select Report Type' as the placeholder.
- Report Name ***: A text input field.
- Accounts ***: A dropdown menu.
- Activity Period ***: A dropdown menu.

 At the bottom of the form are two buttons: 'Review' (in blue) and 'Cancel'. To the right of the form is a sidebar titled 'Account Reconciliation Report Glossary' with a 'Select' dropdown menu.

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DASHBOARD ACCOUNTS PAYMENTS **REPORTING** ADMIN

1. Create Report 2. Review 3. Confirm

Report Type **Account Reconciliation**

Report Name **Account Reconciliation**

Accounts **Checking - 40xxxx6436, Checking - 40xxxx6509, Checking - 40xxxx6576, Checking - 40xxxx2676, Checking - 55xxxx2676**

Activity Period **previous week**

[Back](#) [Save](#) [Save and Run](#) [Cancel](#)

Account Reconciliation Report Glossary

Select

4. Select **Save and Run**. The report will appear in your library.

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DASHBOARD ACCOUNTS PAYMENTS **REPORTING** ADMIN

Submitted
Your request has been submitted and will be ready shortly. Please access your Report Library to view your report.

1. Create Report 2. Review 3. Confirm

Report Type **Account Reconciliation**

Report Name **Account Reconciliation**

Accounts **Checking - 40xxxx6436, Checking - 40xxxx6509, Checking - 40xxxx6576, Checking - 40xxxx2676, Checking - 55xxxx2676**

Activity Period **previous week**

[Create New Report](#) [View Report Library](#) [View Report Templates](#)

Account Reconciliation Report Glossary

Select

Running Reports

1. Go to Reporting > Information Reporting.

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DASHBOARD ACCOUNTS PAYMENTS **REPORTING** ADMIN

Information Reporting

Filter Reports

All Reports Favorite Reports Custom Reports Standard Reports

Current Day Balance STANDARD

[Run Report](#) [Favorite](#)

Prior Day Balance STANDARD

[Run Report](#) [Favorite](#)

Current Day Transaction STANDARD

[Run Report](#) [Favorite](#)

Prior Day Transaction STANDARD

[Run Report](#) [Favorite](#)

Date Range Balance STANDARD

[Run Report](#) [Favorite](#)

Date Range Transaction STANDARD

[Run Report](#) [Favorite](#)

2. Select **Run Report** of the report to generate.

3. Expand the Run Reports search panel.

4. Select either Date Range, Specific Date, or # of Prior Days from the Date drop-down list, and then enter the dates using the **calendar icon**.
This field is only available for certain reports. For date-specific reports (e.g., Current Day Balance, Prior Day Balance, Current Day Transaction, and Prior Day Transaction), the Date field defaults to the correct selection and you cannot change it.
5. Select **Checking** or **Loan** from the *Account Type* drop-down list.
6. Select one or multiple account numbers, or choose Select All from the Account drop- down list.
7. Determine how you want the report sorted from the Sort By drop-down list.
8. Select **Ascending** or **Descending**.
9. Select an option from the *Payment ID* drop-down list, if necessary.
10. Select an option from the *Amount* drop-down list, if necessary.
11. Select an option from the *Payment Type* drop-down list, if necessary.
12. Select **Inbound**, **Outbound**, or Both from the *Transaction Type* drop-down list, if necessary.
13. Select **Debit**, **Credit**, or Both, if necessary.
14. Select **Run Report**.

Admin

Access to administrative features and actions is based on user permissions. **Admins** can manage other users and assign entitlements based on their permitted access. **Super Users** have full access to manage all users, accounts, and entitlements.

User List

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DASHBOARD ACCOUNTS PAYMENTS REPORTING **ADMIN**

User List

Create New User

TM User ID	Digital ID	User Name	TM Enrollment Status	TM Status	
			Enrolled	☒	Actions
appletest	appletest	Apple Tester	Enrolled	☒	Actions
			Enrolled	☒	Actions
appletest	appletest	Apple Tester Admin, Super User	Enrolled Edited	☒	Actions
			Enrolled	☒	Actions
appletest	appletest	Apple Tester Admin, Super User	Enrolled	☒	Actions
			Enrolled	☒	Actions
appletest	appletest	Apple Tester Super User	Enrolled Edited	☒	Actions
			Enrolled	☒	Actions
googletest	googletest	Google Tester	Enrolled	☒	Actions

Viewing 1 - 10 of 38

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First Previous **1** 2 3 4 Next Last

Enrollment Status options are as follows:

- **New** - The user has been created but not yet submitted for approval.
- **Pending Approval** - The user was created and submitted for approval but is not yet approved.
- **FI Pending Approval** - The user was created and submitted for approval but the user has not yet been approved.
- **Enrolled** - This user can log on to the application and conduct business if the Active / Inactive toggle is set to Active.
- **Not Enrolled** - The user was created, but the entitlement process may not be complete, or the creator is not yet ready to allow this new user to log on. This user could be a new user that has not yet started their position.
- **Active** - The user was created, approved, enrolled, and set to Active. This user can log on and conduct any business they are entitled to do.
- **Inactive** - The user may be created, approved, and enrolled, but Inactive status prohibits the user from logging on.
- **Edited** - The user's account access or entitlements were modified but not submitted.

- **Super Users** - Super users have access to all accounts and product feature permissions enabled for the company, including accounts and product features enabled in the future.
- **Admin** - Admins can add, edit, delete, and approve company users.

Actions Drop-Down Menu

The following options are available from the Actions drop-down menu on the Account Lists page:

- **View User** – Review the user’s permissions, limits, and profile information.
- **Send Reset Password Link** - Email the user a link to complete a password reset
- **Edit User** – Manage a user’s permissions, limits, and delete if necessary.
- **Copy User** - You can copy an existing user to make a new user with the same access, entitlements, and limits.

Viewing User Information

1. Go to Admin > User List.
2. Select **View User** from the Actions drop-down list beside the appropriate user.
3. Scroll through the User Information, Account Access, and Entitlements options to view specific information.

Select **Show Unsubmitted Edits** to view any changes that have been made but not yet saved. You can Submit those changes or Discard All Edits, if appropriate. You may also select **Edit** to modify the user information as needed.

Resetting Passwords

1. Go to Admin > User List.
2. Select **Reset Password** from the *Actions* drop-down list beside the appropriate user.
3. Select **Auto Generate Password** or **Manually Set Password**.
4. Enter a Temporary Password if Manually Set Password is selected.
5. Select **Send Password**.

Copying a User

1. Go to Admin > User List.
2. Select **Copy User** from the *Actions* drop-down list beside the appropriate user.
3. Complete the following fields for the new user.
4. Select whether the new user is a *Super User*, *Admin*, or both.

Super User

A super user has access to all accounts and product feature permissions that are enabled for the company. This access includes accounts and product features enabled in the future.

Admin

An admin can add, edit, delete, and approve company users.

PLEASE NOTE: By default, the new user has the same permissions as the copy-from user.

5. Select **Save Changes**.
6. On the following fields, adjust the new user's access as needed:
 - Account Access
 - IP Access
 - Time Access
 - Entitlements
 - User Limits
7. Select **Submit** for Enrollment.

Editing User Information

Follow the steps outlined in this topic to edit information for selected users.

1. Go to Admin > User List.
2. Select **Edit User** from the *Actions* drop-down list beside the appropriate user.
3. On the *User Information* tab, change the fields as needed, and then select **Save Changes**.
4. Page through to edit a user's account access, time access, IP restriction, entitlements, and limits.
PLEASE NOTE: Select **Save** on each page before moving on.
5. Select **Save** to process the changes.
PLEASE NOTE: Depending on your institution's settings, changes may require approval from the institution or another admin.
6. Ensure that you have saved all changes throughout this page, and select **Back to User List**.

Approving or Rejecting a User

You can approve or reject pending users from the User List. This step may be required depending on your financial institution's settings.

1. Go to Admin > User List.
2. Select **Approve/Reject** from the *Actions* drop-down list beside the appropriate user.
3. Select whether to Approve or Reject the user. A comment window appears.
4. Enter any necessary comments.
5. Select **Save**.

Creating a User

Use Create New User to create a user and set their permissions. Required fields are marked with a red asterisk in Bangor Treasury Management.

1. Go to Admin > Create a User.
2. Complete the fields.
3. Select whether the new user is a Super User, Admin, or both.

Super User

A super user has access to all accounts and product feature permissions that are enabled for the company. This access includes accounts and product features enabled in the future.

Admin

An admin can add, edit, delete, and approve company users.

4. Select **Save Changes**.
Continue to enter information by navigating the tabs in the sidebar.
5. Page through to edit the user's account access, time access, IP restriction, entitlements, and limits.
TIP: Select **Toggle Row** to select all the check boxes that appear in that row. If the user must have access to all items listed in a certain column, select the check box immediately beneath the column name.
6. On the User Limits tabs, enter the Product Daily Limit, Daily Initiation Limit/Total Daily Limit, and Approval Limit, and then select **Save Changes**.
7. After completing all tabs, select **Submit for Enrollment**.

Entitlement Field Definitions

Reference the following field definitions when working with entitlements.

Product Daily Limit
The product daily limit.

Daily Initiation Limit
The daily limit on initiations.

Approval Limit
The approval limit.

Transaction Limit
The transaction limit.

Daily Limit
The daily limit.

Restricted Batch
Select Restricted Batch, if appropriate. If enabled, the user can restrict batch payments and batch approvals from the view of other users.

Create ACH Template
If selected, the user can create an ACH template.

Full Edit ACH Template
If selected, the user can edit information within a template.

Partial Edit ACH Template
If selected, the user can only edit amounts, prenote and hold selections, and addenda information.

Delete ACH Template
If selected, the user can delete an ACH template.

Approve ACH Template
If selected, the user can approve the creation of a template.

Create ACH Payment
If selected, the user can create and initiate a one-time, future-dated, or recurring ACH payment.

Full Edit ACH Payment
If selected, the user can edit scheduled and recurring payments.

Delete ACH Payment
If selected, the user can cancel or uninitiate a payment.

Approve ACH Payment
If selected, the user can approve an ACH payment.

Partial Edit ACH Payment
If selected, the user can only edit amounts, prenote and hold selections, and addenda information.

File Upload Edit

If selected, the user can clear a batch within a multi-batch ACH upload file during the initiation process.

Upload/Create ARP Files

If selected, users can import an issued items file in fixed position or delimited file layout.

Download ARP Files

If selected, users can export their exceptions into CSV or PDF format.

Work ARP Exceptions

If selected, users can choose to pay or return check exceptions.

Work ACH Exceptions

If selected, users can choose to pay or return ACH exceptions.

CDR Balance

The user can work with the CDR Balance.

PDR Balance

The user can manage the PDR balance.

Date Range Balance

The user can work with the date range balance.

CDR Transaction

The user can work with CDR transactions.

PDR Transaction

The user can work with PDR transactions.

Date Range Transaction

The user can work with date range transactions.

EDI Report

EDI Reporting requires an additional contract.

Create Internal Transfer/Loan Payment

The user can create internal transfers/loan payments.

Edit Internal Transfer/Loan Payment

The user can edit internal transfers/loan payments.

Delete Internal Transfer/Loan Payment

If selected, users can cancel or cancel series.

Approve Transfer/Loan Payment

The user can approve transfers/loan payments.

Add Stop Payment

The user can add stop payments.

Approve Stop Payment

The user can approve stop payments.

Cancel Stop Payment

The user can cancel stop payments.

Create Creditor

The user can create creditors.

Edit Creditor

The user can edit creditors.

Approve Creditor

The user can approve creditors.

Delete Creditor

The user can delete creditors.

Create Domestic Wire Payment

The user can create domestic wire payments.

Edit Domestic Wire Payment

The user can edit domestic wire payments.

Delete Domestic Wire Payment

The user can delete domestic wire payments.

Approve Domestic Wire Payment

The user can approve domestic wire payments.

Create Internal Template

The user can create templates.

Edit Internal Template

The user can edit templates.

Approve Internal Template

The user can approve templates.

Delete Internal Template

The user can delete templates.

Create DLI Wire Payment

The user can create DLI wire payments.

Approve DLI Wire Payment

The user can approve DLI wire payments.

Electronic Documents

The user can work with electronic documents.

Editing Account Nicknames

- 1. Go to Admin > Account Nicknames.
- 2. Select a situation and follow the corresponding steps.

FDIC

FDIC-Insured - Backed by the full faith and credit of the U.S. Government

DASHBOARD

ACCOUNTS

PAYMENTS

REPORTING

ADMIN

Account Nicknames

Please provide a nickname for each account. Account Nicknames must be unique and are required.

Q

Bulk Edit Nicknames

Account Number	Account Type	Account Nickname	
40xxx4241	Checking	Bank On It - AA	
28xxx4279	Checking	Bank On It Buz MMA	
28xxx4287	Checking	Bank On It Corp MMA	
40xxx0734	Checking	Bank On IT Buz Comp	
40xxx4225	Checking	Bank On It Buz Com	
40xxx4314	Checking	Bank On It Buz Int	
40xxx4497	Checking	Bank On It Buz	
40xxx2692	Checking	Bank On It DDA ICS	
55xxx2692	Checking	Bank On It DDA Bal	

Viewing 1 - 9 of 9

Situation	Steps
Editing a single account nickname	1. Select the Edit icon beside the appropriate account. 2. Enter the <i>Account Nickname</i> in the available text box. 3. Select the checkmark to save.
Editing all account nicknames	1. Select Bulk Edit Nicknames. 2. Enter all the Account Nicknames needed. 3. Select Save.