Quick Reference Guide

Mobile App 12.5

JHA Treasury Management™

Last Updated: April 15, 2022





Overview: The Treasury Management Mobile Application allows users the ability to view accounts, account transactions, check images, notifications, messages, payment activity and deposit checks. In addition, users can approve payments (ACH, wires, transfers, loan payments), approve new or edited users, create new transfers, initiate payments from existing ACH, wire and transfer templates and create bill payments. The Treasury Management App is customized for each financial institution and is available for download in Google Play or the Apple Store.

Benefits for the Banks?	Benefit
Customer Mobility	 Mobility to
 Speed of financial services 	• Deposit C
 Efficiencies for the bank and customers 	• Initiate AC
 Equally secure as the JHA Treasury Management[™] 	• Equally se
desktop	• Approve A
 Broad access via a Native App 	• Available

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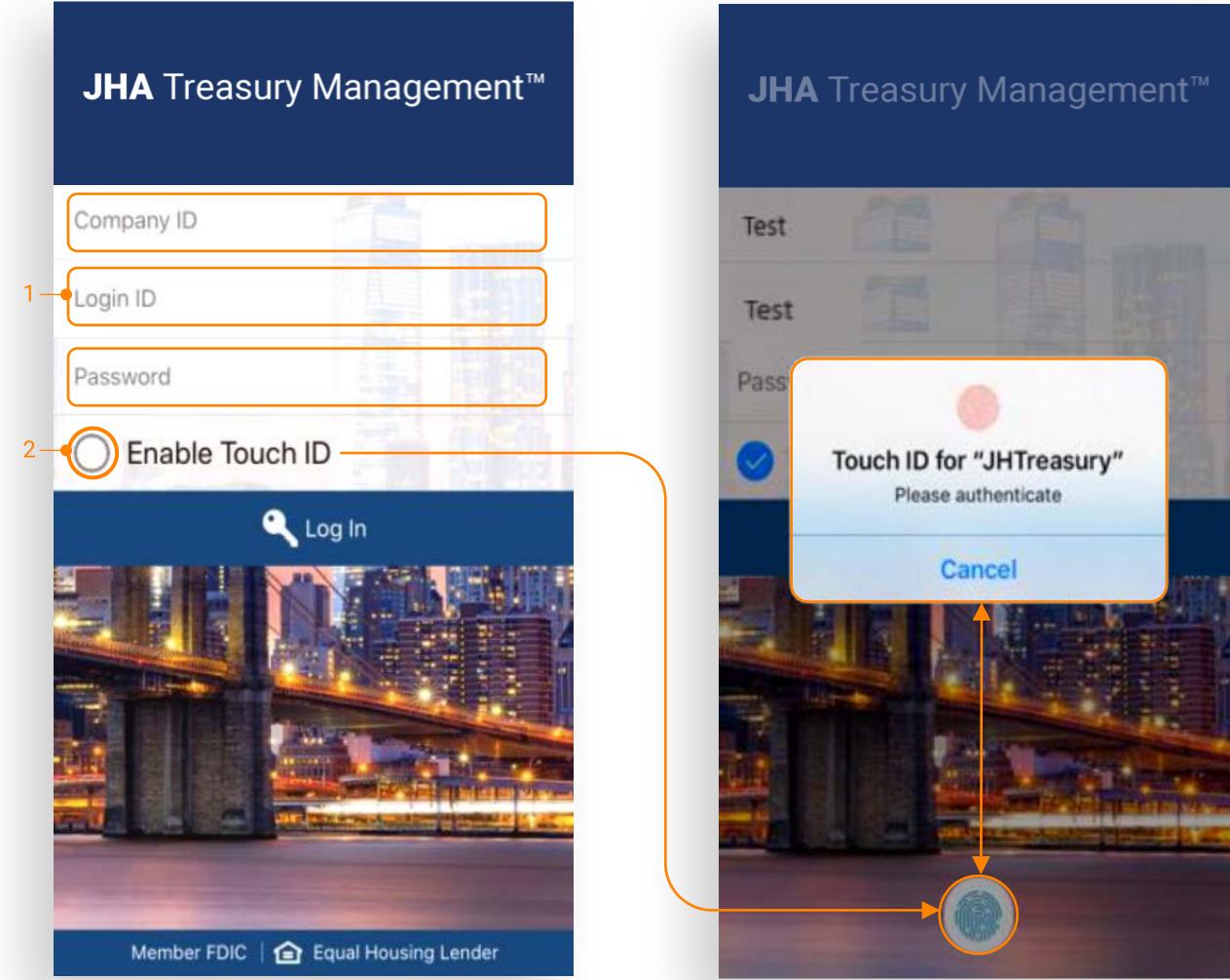
ts for Customers?

- to view account transactions, notifications and payment activity
- Checks, decision positive pay items and create bill payments
- CH payments, wires and transfers from templates
- secure as the JHA Treasury Management[™] desktop
- ACH, wires and transfer payments
- Available for download on Google Play Store or the Apple Play Store





Login



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1. Login Process

• Enter Company ID, Login ID and Password.

• The user may be prompted to establish or answer authentication questions.

• Upon successful login, the user is taken to the Dashboard.

2. Biometric Authentication

• To enroll in biometric login, select Enable Touch ID> Face ID> Fingerprint.

NOTE:

• Users cannot be logged into channel and mobile at the same time.

• If biometric login is enabled and the users password has changed since enrollment, the user will need to login manually with the new password and re enroll.

• Secure tokens and out of band authentication is supported for payments. However if the user has not enrolled they will be unable to login to mobile.





Dashboard Features

Welcome! Last Login: 03/16/2020, 10:03 AM, ES Welcome! Last Login: 03/16/2020, 10:03 AM, ES MESSAGES MESSAGES Motifications Accounts MyAccounts (6)	MES ce				
4 Accounts (6) \$152,812.0	e ce				
4 Accounts Current Balance \$152,812.0	ce				
	0				
\$153,112.0					
WatchList (1) \$69,330.0 \$69,380.0					
Savings (2) \$129,339.0 \$129,439.0					
5 - Pending Approvals					
4143ACHWIRESUSERS					
5 TRANSFERS 4 LOAN PAYMENTS					
6 Positive Pay Decisions					
4 5 ACH EXCEPTIONS CHECK EXCEPTION	s				
7 - Deposits					
QUICK DEPOSIT BATCH DEPOSIT					

- cutoff times.
- view the specific approval page.

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1. Messages Select to view, reply and create messages.

2. Notifications Select to view or filter notifications.

3. Cut-Off Times Displays a list of FI's specific products

4. Accounts Select an account to access details and transactions

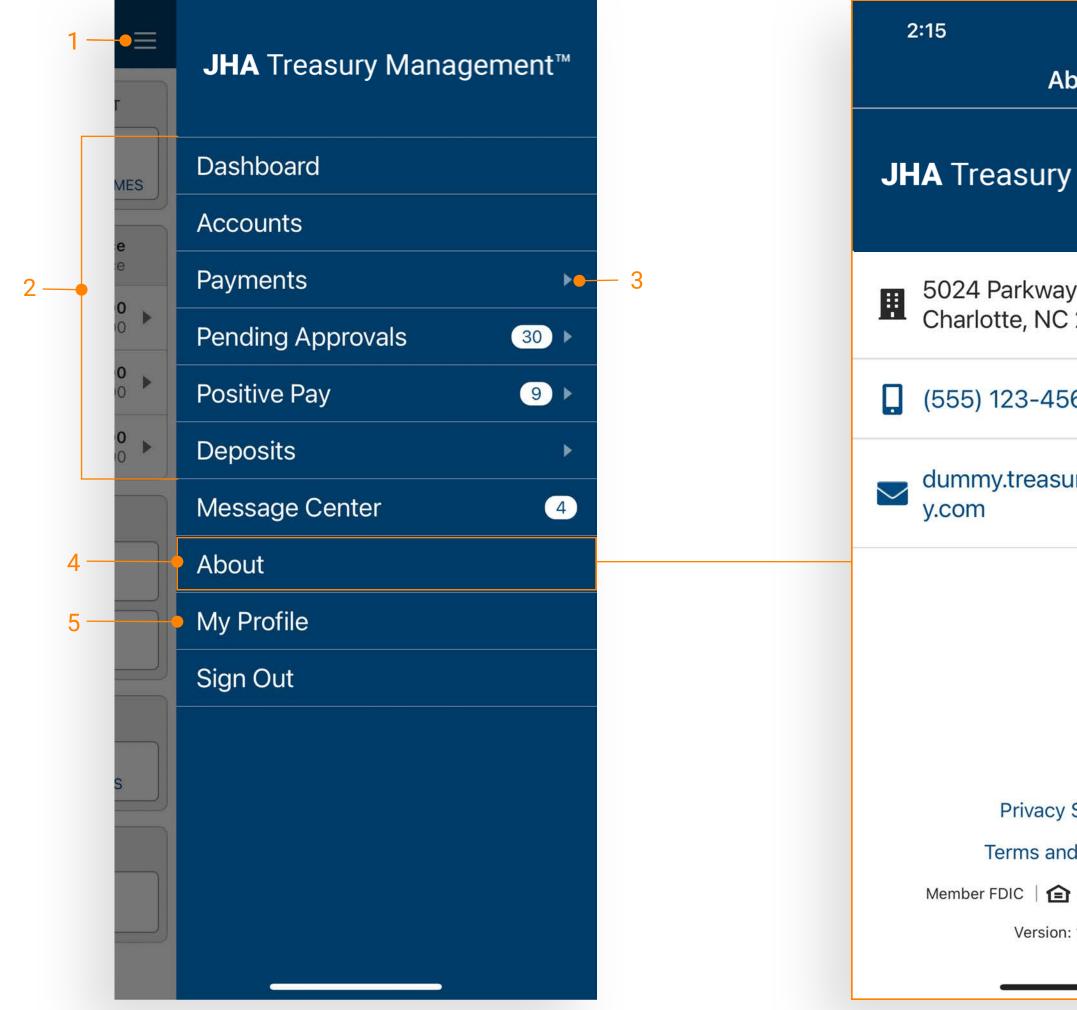
5. Pending Approvals Select an item under Pending Approvals to

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





Main Menu



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∎ ≎ ا⊪. About ≣
ury Management™
way Plaza Blvd NC 28217
4567
asurysupport@jackhenr
acy Statement
and Conditions
<table-cell-rows> Equal Housing Lender</table-cell-rows>

Version: 12.5 (483)

- 1. Main Menu Select the menu icon to display full menu options.
- 2. Menu Items Select a menu item to be taken directly to the corresponding page.
- 3. Menu Dropdown Select the dropdown arrow next to an item to display the sub menu.
- 4. About Contains contact information, Privacy Statement and Terms and Conditions. Select Privacy Statement and Terms and Conditions to view details.
- 5. My Profile Select My Profile to change your password.

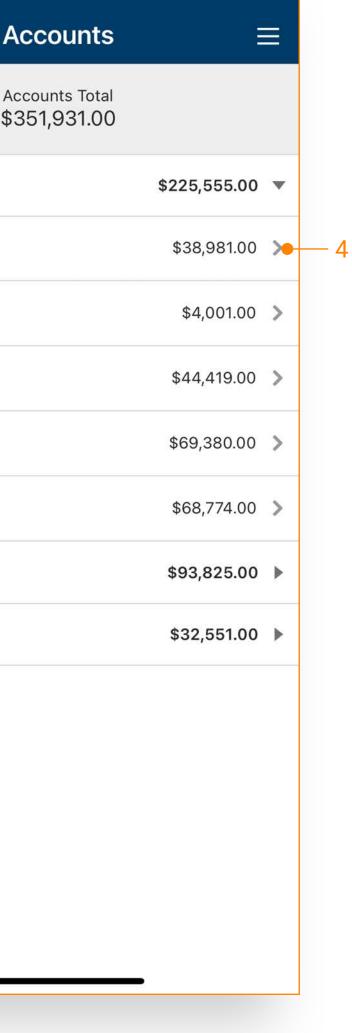




Accounts

	Accoun	nts ≡
	1 — Accounts To \$351,931.	otal .00
2	Deposit (5)	\$225,555.00 ▶●
2	Time Deposit (3)	\$93,825.00 ▶
	Loan (1)	\$32,551.00

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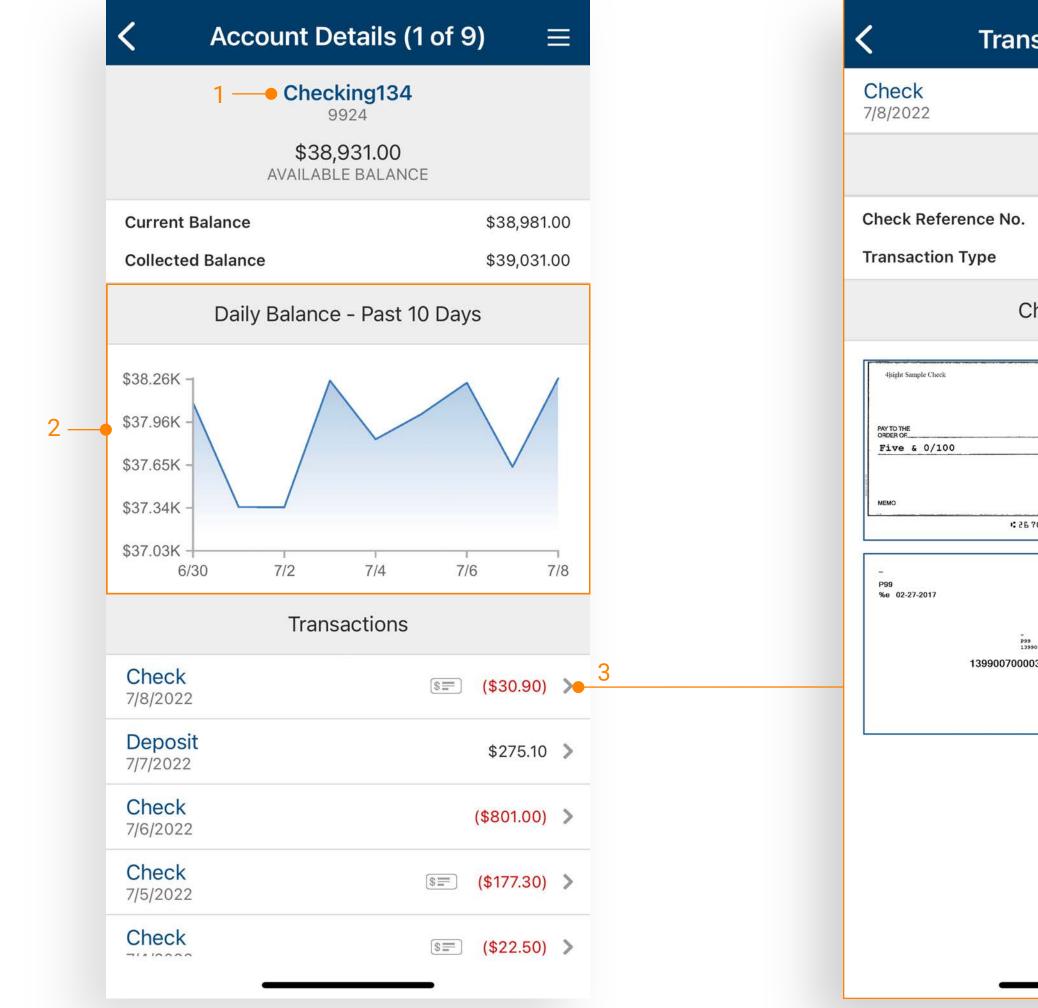
- 1. Accounts Total Displays the total balance across all accounts.
- 2. Deposit Groups Accounts are grouped by type:
 - Deposit
 - Time Deposit
 - Loan
- 3. Individual Accounts Select the arrow next to an account type to display individual accounts.
- 4. View Account Details Toggle the chevron to view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

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Transactions



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saction Detail \equiv	
(\$30.90)	
2752	
Check	
neck Images	
2/27/2017\$5.00 	
0841314 1111111#3133	
070000300 02-27-2017 300	

- 1. The Account Details Displays the selected account's transaction history.
- 2. Daily Average Balance For deposit accounts, a graph charts the daily available balance over the past 10 days.
- 3. Transaction Details Select the chevron next to a transaction to view additional details, including check images (if applicable).

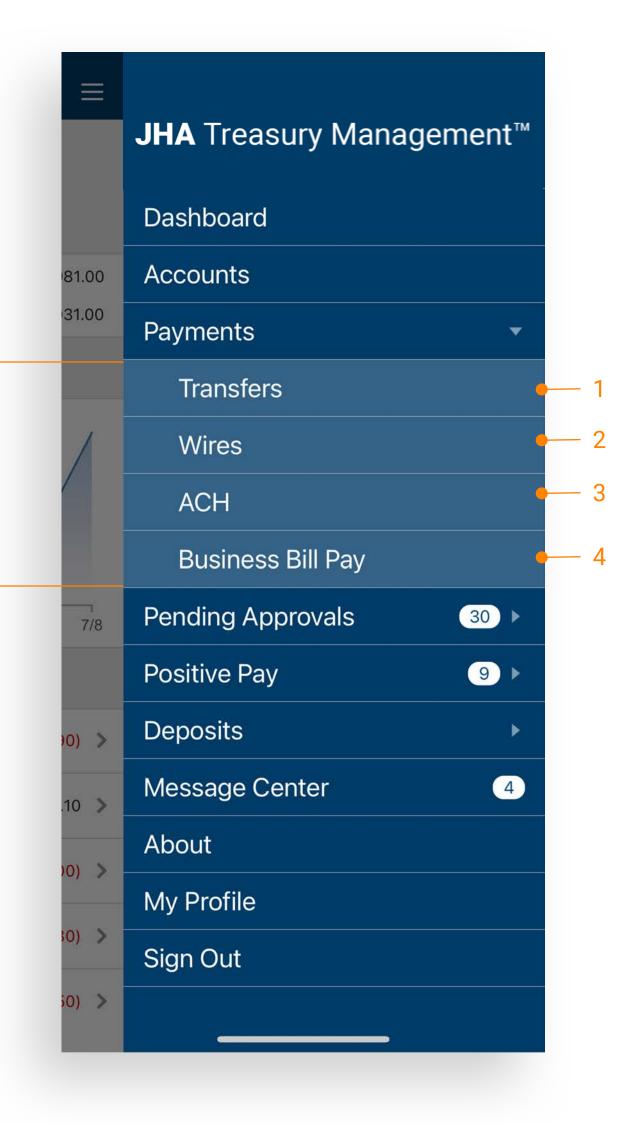
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Payments

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



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- 1. Transfers allows users to create a freeform transfer or transfer from a template and view transfer activity.
- 2. Wires allows users to create a usd wire from a template and view wire activity.
- 3. ACH allows users to create an ACH Payment from a template and view ACH activity.
- 4. Business Bill Pay allows users to create a payment, view payees, payment activity and scheduled payments.

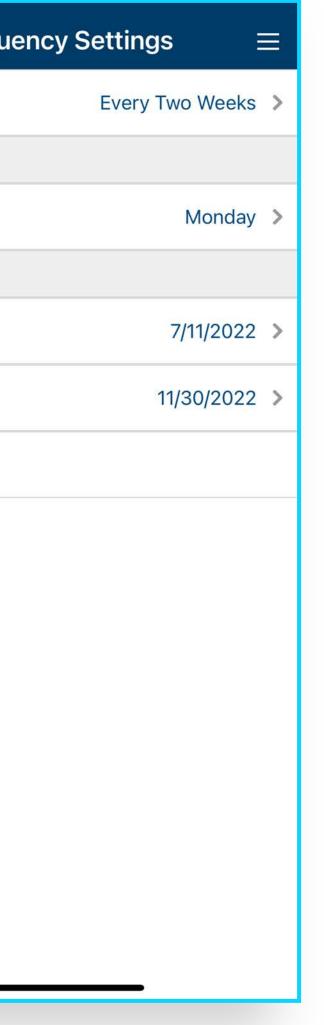




Create Transfer

			1			
	< c	Create Transfer			<	Frequ
	Transfer From	xx9924 Balance: \$38,931.00	>		Frequency	/
2—	Transfer To	xx1938 Balance: \$44,369.00	>	-	Repeat Or	n
	Amount	\$1.00	>		Weekday	
3	Frequency	One Time	>		Date Rang	ge
	Transfer Date	7/8/2022	>		Start	
	Memo	option	al		End	
				-	🔿 No En	d Date
	× Reset	✓ Review		— 4		

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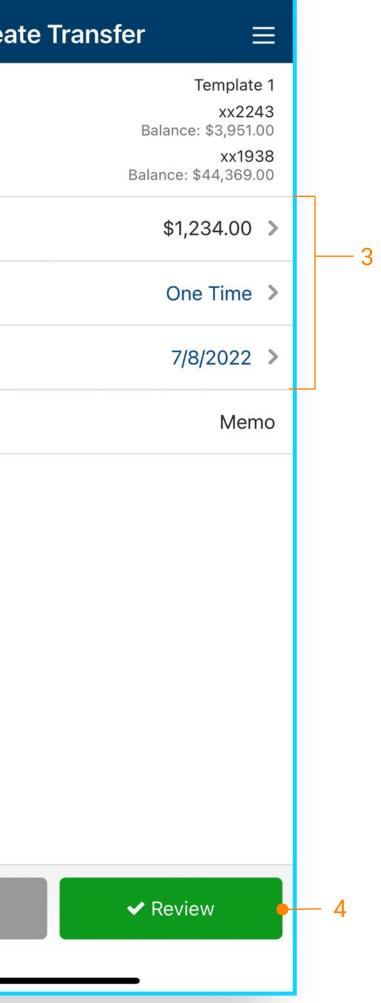
- 1. From the Main Menu select Payments > Transfers > Create Transfer.
- 2. Complete transfer fields.
- **3**. Select Frequency to set up a recurring transfer.
- 4. Select Review, then Confirm.





Create Transfer from Template

Select Transf	er Template 🛔	<
Q Template Search		Template Name Transfer From Transfer To
Template 1 From xx1133 to xx4323	\$1,234.00	Amount
From xx1253 to xx48764	\$876.00	Frequency
Template 3 From xx5368 to [Many]	\$17,424.00	Transfer Date
Template 4 From xx12342 to [Many]	\$56,223.00	Memo
Template 5 From [Many] to xx2442	\$2,521.00	
Template 6 From [Many] to xx134578	\$5,642.00	
		× Cano



- 1. From the Main Menu select Payments Transfers Create Transfer from Template
- 2. Select a template (One-to-One, One-to-Many, & Many-to-One are supported).
- 3. Edit fields if needed.
- 4. Select Review, then Confirm.

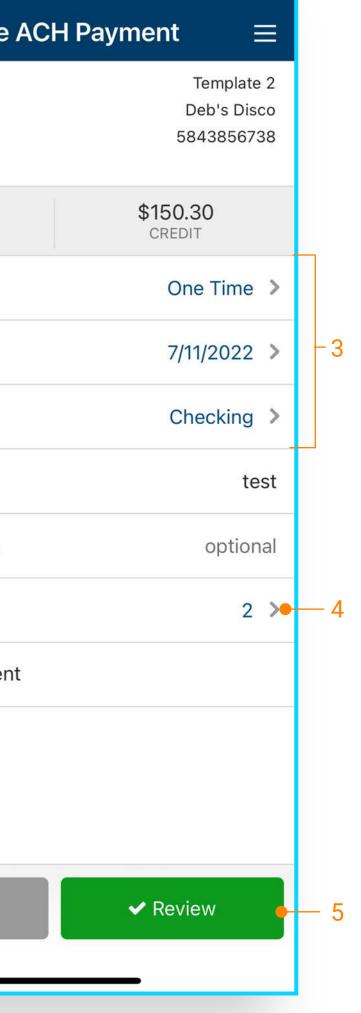




Create ACH from Template

Select ACH	Template =	Cr
Q Template Search		Payment Name ACH Company N ACH Company I SEC Code
Template 1 Deb's Disco	\$1,234.00	\$970.0 DEBIT
Template 2 Deb's Disco	\$876.00	Frequency
Template 3 Deb's Disco	\$17,424.00	Effective Date
Template 4 Deb's Disco	\$56,223.00	Offset Accour
Template 5 Deb's Disco	\$2,521.00	Entry Descrip
Template 6 Deb's Disco	\$5,642.00	Discretionary
		Recipients
		O Restrict P
		× Can

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- 1. Open the Main Menu and select Payments > ACH > Create ACH from Template.
- 2. Select a template.
- 3. Edit fields if needed.
- 4. Select Recipients to change or hold amounts for a specific individual.
- 5. Select Review then Confirm.

Note: Only the dollar amount or hold feature can be edited on a recipient.

Note: On the Review Page an option to "Apply updates to the Template" can be selected. If selected, any changes made for this payment would be saved to the template.

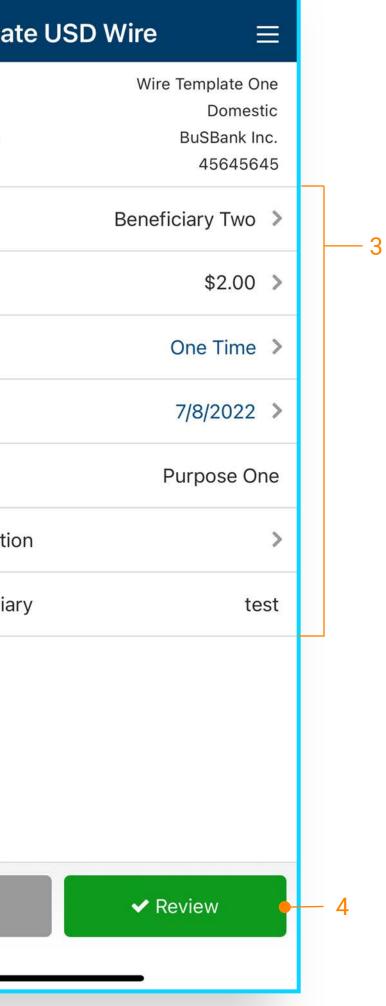




Create Wire from Template

		1		
	Select Wire Temple	ate 🛓	<	Crea
	Q Template Search		Template Nar Template Typ Wire Compar Debit Accour	be ny Name
2	Wire Template One From 45645645 to Beneficiary Two	Domestic	Beneficiary	ing.
	Wire Template Two From 45645645 to Beneficiary One	International	Amount	
			Frequency	
			Effective Da	ate
			Purpose	
			Additional I	nformati
			Reference I	3eneficia
			× C;	ancel
				_

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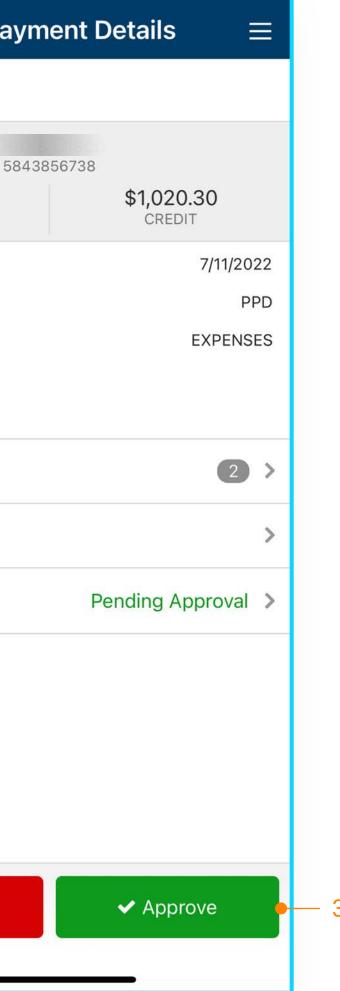
- 1. From the Main Menu select Payments > Wires > Create USD Wire from Template
- 2. Select a template.
- 3. Edit fields if needed.





Transfer and Loan Payment Approval

ACH Pending	Approvals \equiv		د ACH Pay
Select All	0 of 4	2	A0000000263 March Payroll
A0000000263 March Payroll	\$1,020.30		58
A0000000264 April Payroll	\$1,283.30 >		\$1,020.30 DEBIT
A0000000265 May Payroll	\$2,002.75 >		Effective Date Type
0000000266 e Payroll	\$2,013.15 >		Entry Description
			Discretionary Data Offset Account
			Recipients
			More Information
			Payment Status
🗙 Reject	 Approve 		🗙 Reject

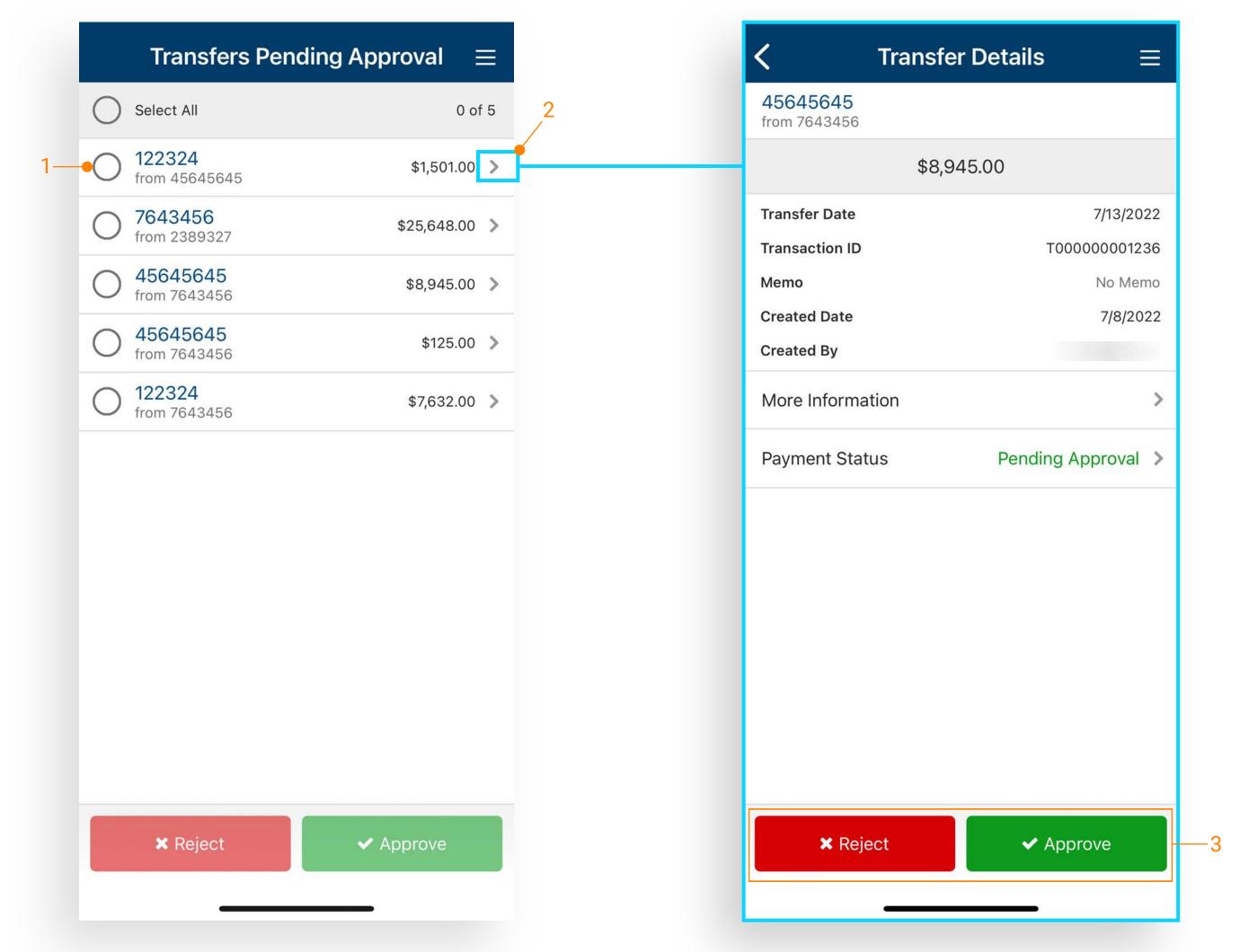


- 1. Select an ACH payment to approve or reject, or use the Select All option to approve or reject all payments.
- 2. Select the arrow next to the payment to view details.
- 3. A confirmation page will display upon approval or rejection.





Transfers & Loan Approvals



- 1. Select a transfer or loan payment to approve or reject, or use the Select All option to approve or reject all.
- 2. Select the arrow next to a transfer to view details.
- 3. A confirmation page will display upon approval or rejection.

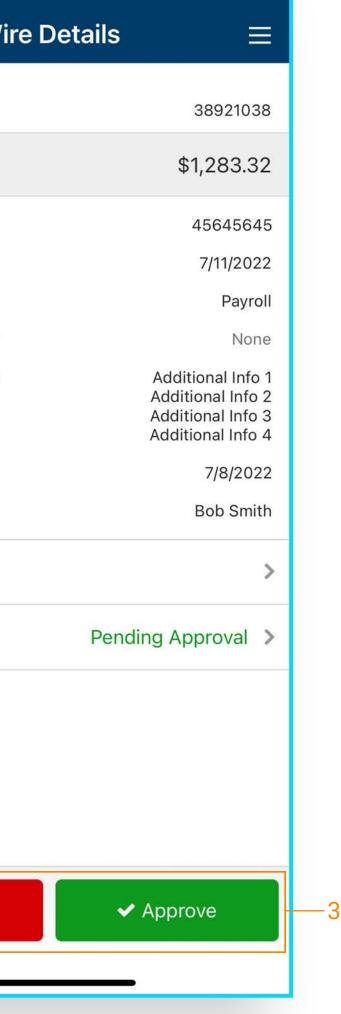




Wire Approvals

Wires Pending	Approval \equiv		< Wi
Select All	0 of 14	2	Beneficiary Two Account Number
eneficiary Two om 45645645	\$1,283.32		Domestic
eneficiary Three om 45645645	\$2,345.42 >		Debit Account
neficiary Four n 45645645	\$6,534.77 >		Effective Date Purpose
eneficiary Five om 45645645	\$2,435.28 >		Reference Beneficiary Additional Information
Beneficiary Six from 45645645	\$843.45 >		Additional mormation
Beneficiary Seven from 45645645	\$765.93 🔉		Created Date
Beneficiary Eight rom 45645645	\$5,432.65 >		Created By More Information
eneficiary Nine om 45645645	\$23,213.19 >		Payment Status
Beneficiary Ten from 45645645	\$867.00 >		
Beneficiary Eleven from 45645645	\$5,678.86 >		
Beneficiary Twelve from 45645645	\$9,436.62 >		
Ronoficiary Thirtoon			
🗙 Reject	 Approve 		🗙 Reject

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- 1. Select a wire to approve /reject or select all to approve/reject all wires.
- 2. Select the arrow next to a wire to view wire details.
- 3. Confirmation page displays after approval or rejection.

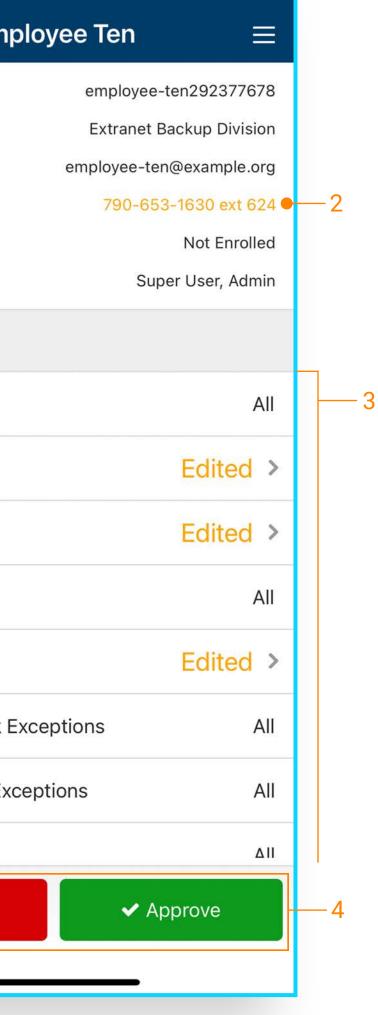




User Approvals

	Users Pending A	Approval \equiv		く Em
	Employee Eleven employee-eleven633212031	Enrolled >		Login ID
	Employee Eleven employee-eleven938662328	Not Enrolled 📏		Department Email
1—•	Employee Ten employee-ten292377678	Not Enrolled >]	Phone Enrollment Status
				Role
				Product Features
				Account Access
				IP Access
				Time Access
				ACH Entitlements
				ACH User Limits
				Positive Pay Check
				Positive Pay ACH Ex
				Renorting
				🗙 Reject

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- 1. Select a user to view details.
- 2. Edited permissions will display in yellow.
- 3. Under Product Features, select the feature to view additional details.
- 4. Select to approve or reject the user.

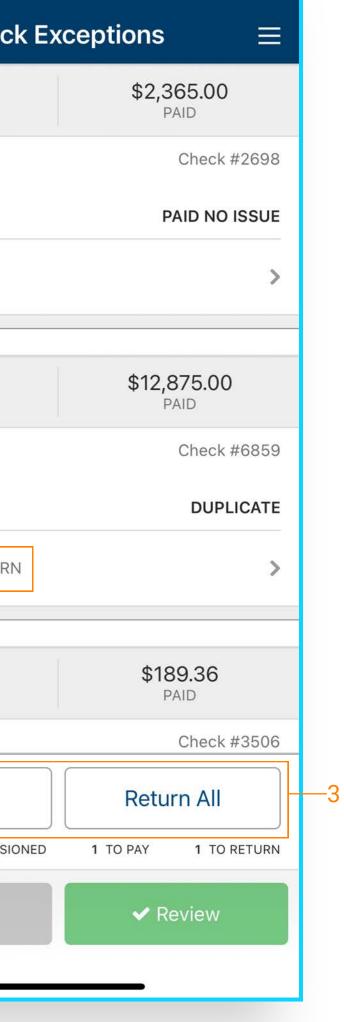


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Positive Pay Decisions

		1		
	ACH Exceptions			-Chec
xx4142 Issuer One	\$7.00	>		\$2,365.00 ISSUED
xx7242 Issuer Two	\$18.80	>		xx7671
x x9437 ssuer Three	\$15.00	>		No Payee 7/10/2022
xx6592 Issuer Four	\$2.00	>		PAY
				\$12,875.00 ISSUED
				xx1782 No Payee 7/10/2022
			2—	O PAY 😢 RETURN
				\$109.36 ISSUED
				xx7423
				Pay All
				5 TOTAL 3 UNDECISIO
				× Reset

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- 1. From the dashboard or Main Menu select Check or ACH Exceptions.
- 2. Select an Exception to Pay or Return.
- 3. Option to Pay All/Return All displays for Check Exceptions.

Note: See the Positive Pay QRG for additional information.



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Quick	Deposit 🗕 🔤	<u> </u>	_	– Deposit /	Activity
				Friday, July	8, 2022
				ocation 1001 Ibmitted	\$2,060.7
	of check			Sunday, July 3, 2022	
TIONCO	I CHECK		1	ocation 1002 Den for scanning	\$0.0
	DEPOSIT ONLY" n below your signature				
Location		>			
Amount	\$0.00	>			
Customer	optional	>			
101	it Deposit				

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

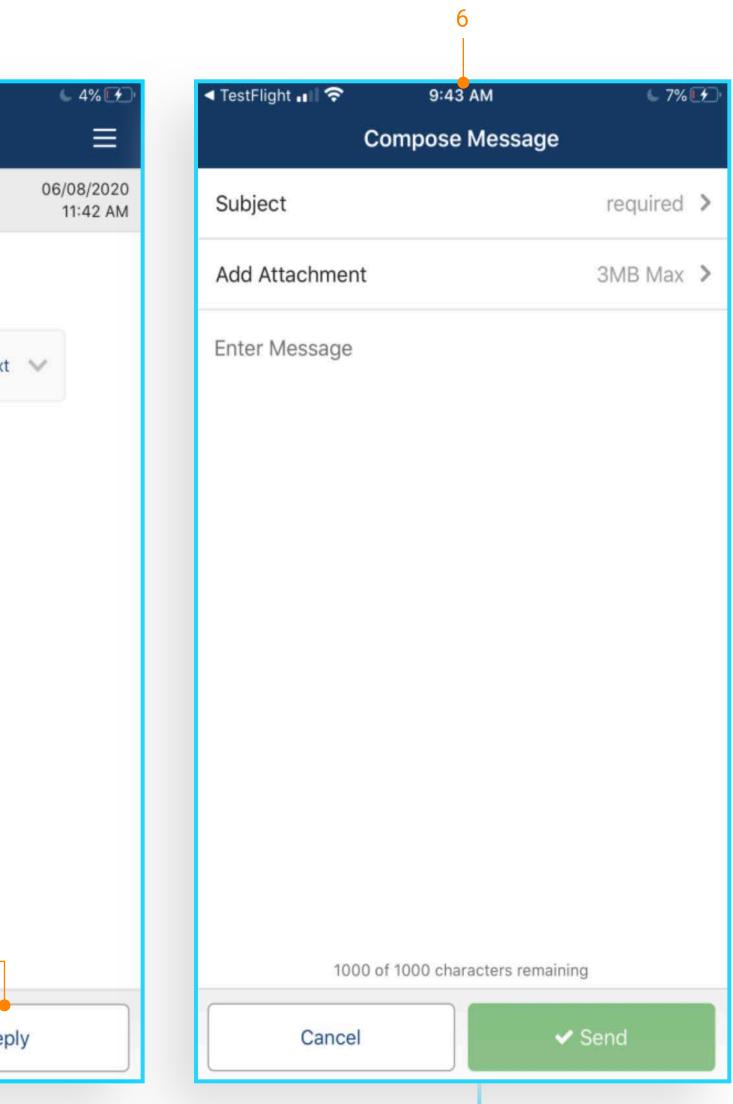
Note: See the Mobile Remote Deposit Capture QRG for additional information.





Message Center

	 TestFlight II 9:39 AM Message Center Message Center	€ 4% =		 TestFlight II < 9:40 AM ✓ Message Detai 	l
2—	Inbox Sent	Archived		²¹⁸ Positive Pay	
	Q Message Search		D	From: John Smith Question regarding Positive Pay.	
	Tuesday, June 9, 2020			Attachment tot of Attachm	ant0 ti
	 217.2 ACH Another question regarding ACH 	09:15 AM	>	Attachment1.txt V Attachm	entz.t
	Monday, June 8, 2020				
	 219 Reports Info regarding data. This information is go multiple lines to test that we are formatting 		>		
	 218 Positive Pay Question regarding Positive Pay. 	11:42 AM	>		
	Sunday, June 7, 2020				
	217 ACH Question regarding ACH	09:05 AM	>		
	 216 Notifications Question regarding notification 	09:24 AM	>		
	215 Stop Payment Question regarding stop payment	09:39 AM	>	5	
4—	Compose Message			Archive	Re



- 1. From the dashboard or flyout menu select Message Center.
- 2. Select Inbox, Sent or Archived.
- 3. Selecting a message allows the user to view the details and an attachments associated with the message.
- 4. All three options allow the user to compose a message.
- 5. The user will be able to archive the message as well as reply to the message.
- 6. Compose Message allows user to customize Subject, and Add Attachments.



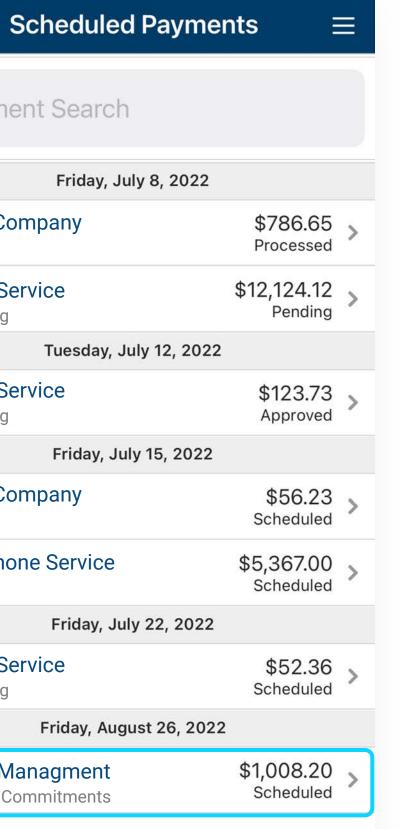
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Business Bill Pay

requency Once >	ayee	Landscaping Greenscape Lawncare
Process Date 7/8/2022 stimated Arrival Date 7/13/2022 Frequency Once	rom Account	Primary Checking >
Estimated Arrival Date 7/13/2022	mount	\$25.48 >
		7/8/2022 >
Memo optional	requency	Once >
	1emo	optional

1

Q Payment Search Engergy Company Utility Lawcare Service Landscaping Lawcare Service Landscaping Engergy Company Utility Mobile Phone Service Utility Lawcare Service Landscaping **Property Managment Real Estate Commitments**



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

1. From the fly out menu select Payments > Business Bill Pay to create a payment. From here users can create payments by completing the required fields and select Review.

Note: See Business Bill Pay QRG for additional information.

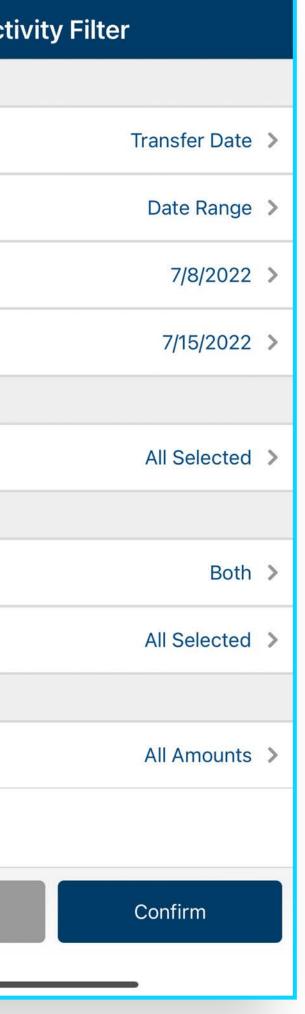




Payment Activity

T	Data
	Date
uly 13, 2022	Filter By
\$8,945.00 Pending Approval	Date Selection
y 11, 2022	From
\$125.00 Pending Approval	
y 10, 2022	То
\$7,632.00 Pending Approval	Transfer Status
	Status
	Account
	Account Selection
	Both Accounts
	Amount
	Filter By
	Cancel
	Pending Approval y 11, 2022 \$125.00 Pending Approval y 10, 2022 \$7,632.00

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View and filter Transfer, ACH or Wire Activity

- 1. From the Main Menu select the Payments > Payment Type > Activity.
- 2. Select the filter icon to filter based on selected criteria



