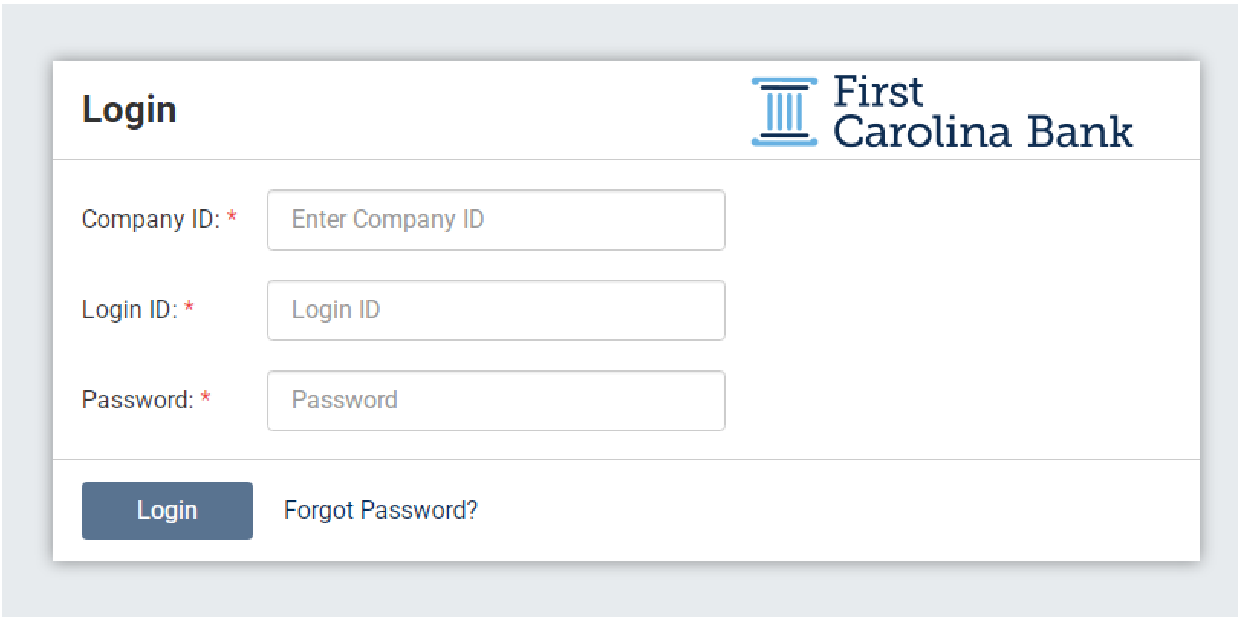
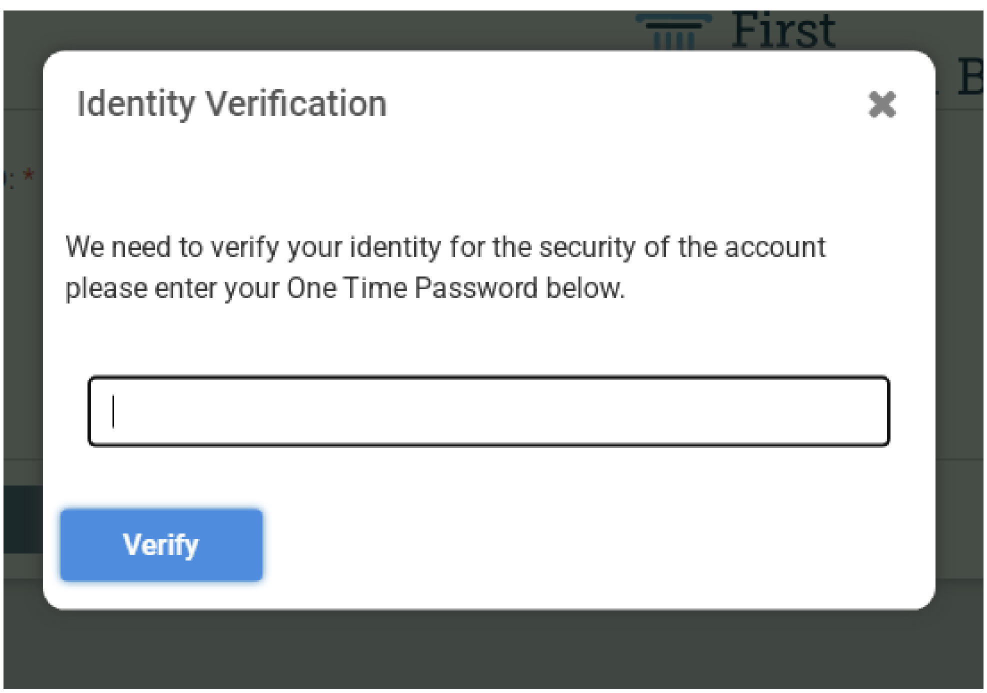
First Carolina Bank

Managing My Dashboard
Treasury Management Guide

Log in to the Treasury Management platform with your Company ID, Login ID (username) and Password.

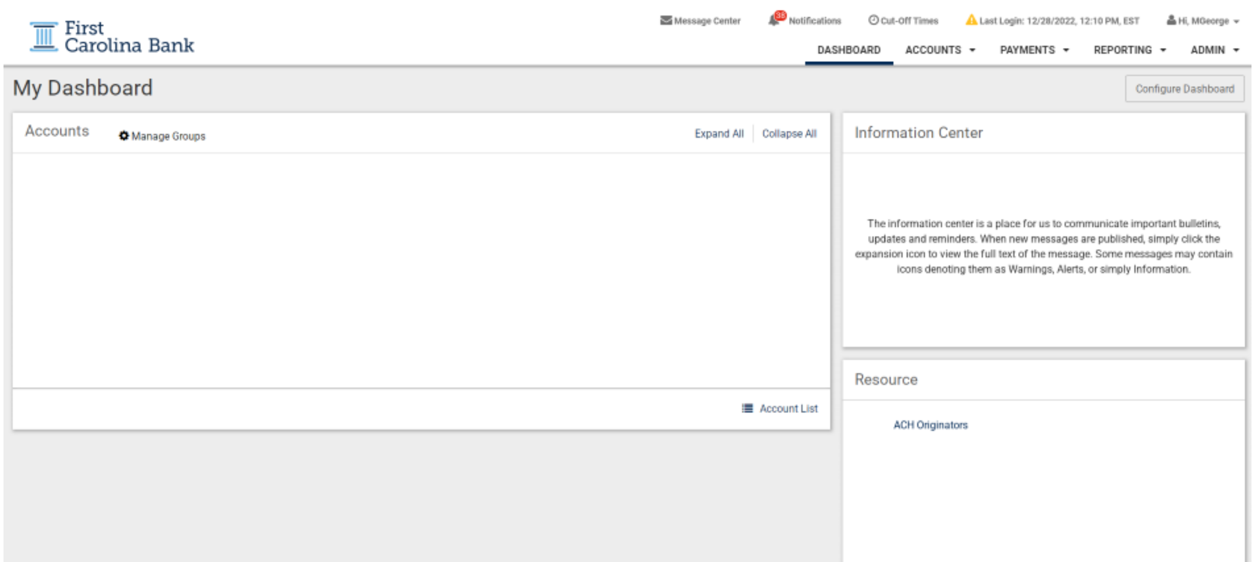


When logging in, you may be required to enter a security code. This will be sent to the phone number or email address linked to your online access.

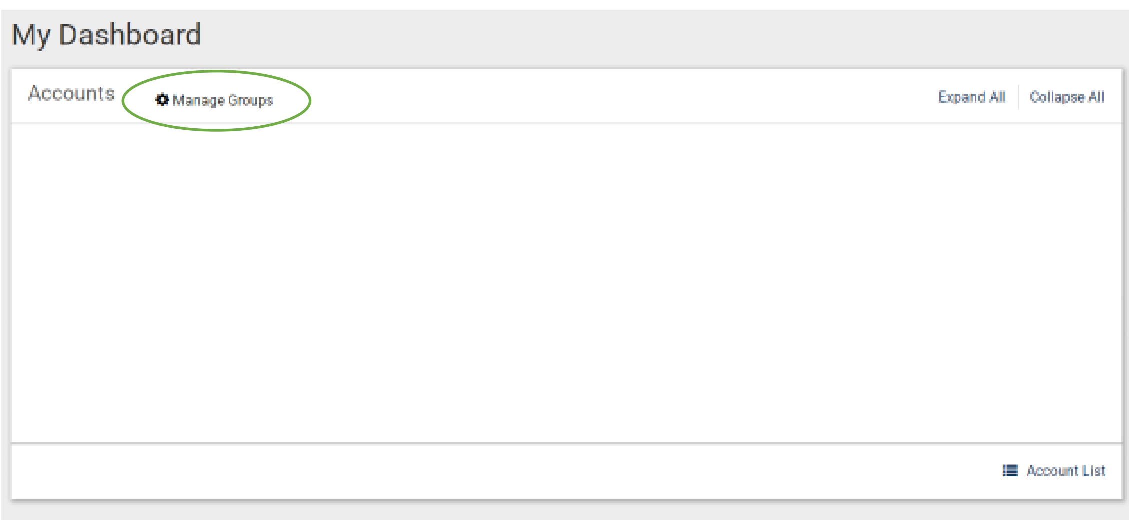


Note – The first time you log in, you will be required to accept the Terms & Conditions.

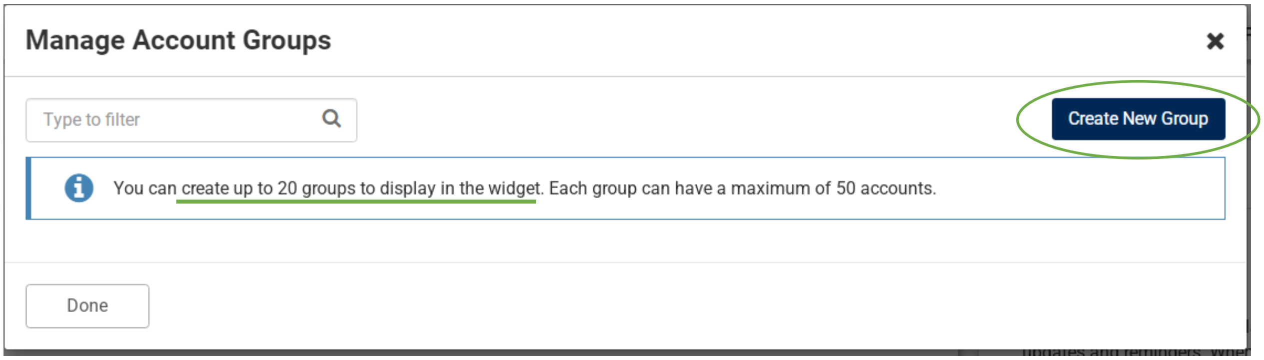
Once logged in, you will be directed to the Treasury Management dashboard, which will initially show the below default screen. You are able to customize it using the following steps:



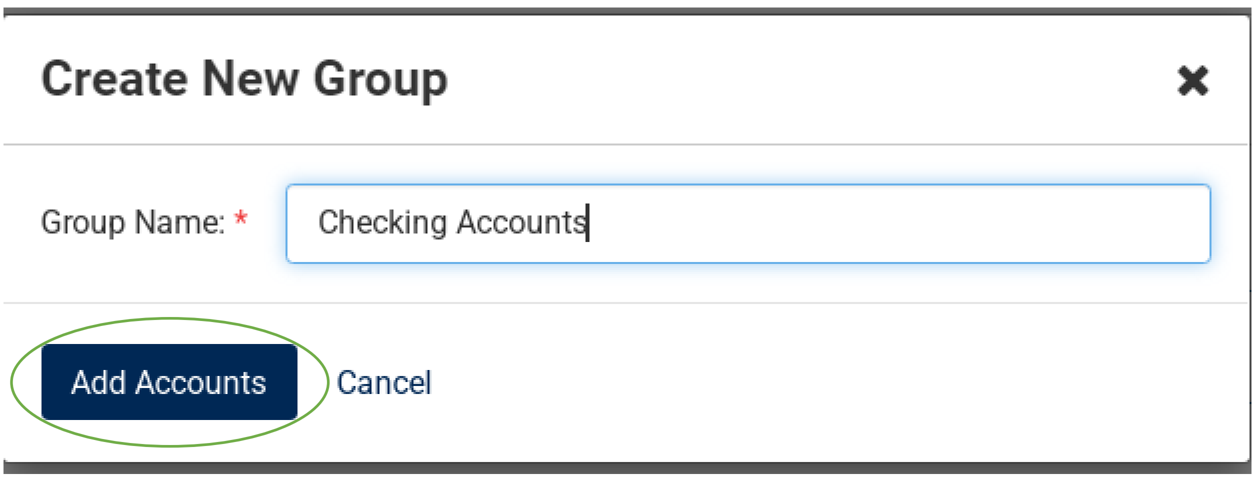
We suggest to start by adding your accounts to your dashboard. To do this on the main screen, you will click on Manage Groups under Account.



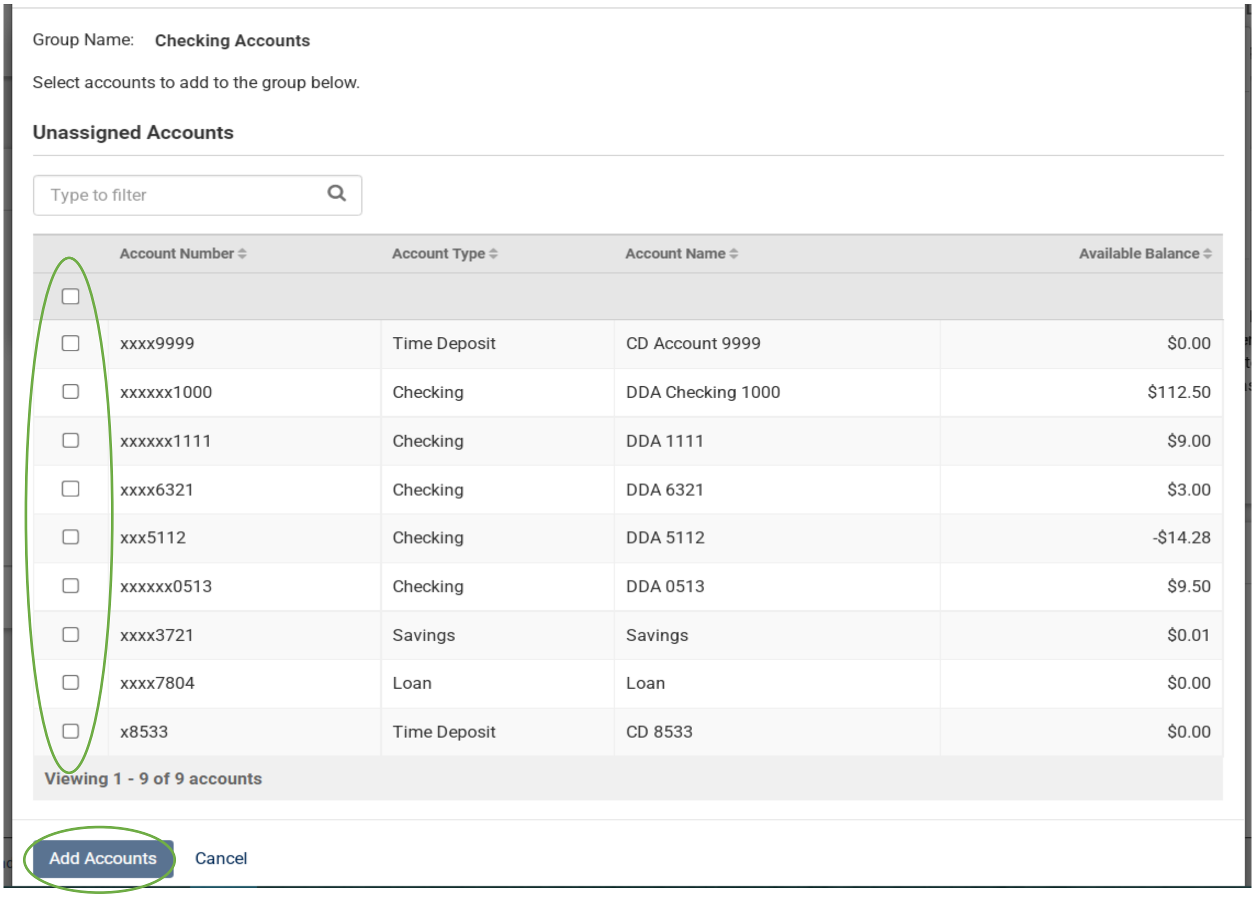
On the Mange Account Groups screen, you are able to create new groups. You can have accounts listed all under one group or you can make more specific groups (Checking, Money Markets, Loans, Operating, by entity name, etc.). To create a group, click on Create New Group.



You are able to title the group(s) to your preference and change the name(s) at any time. If you would like to keep all accounts under one group, we suggest naming it Accounts or your entity name. Click Add Accounts once the group name has been entered.

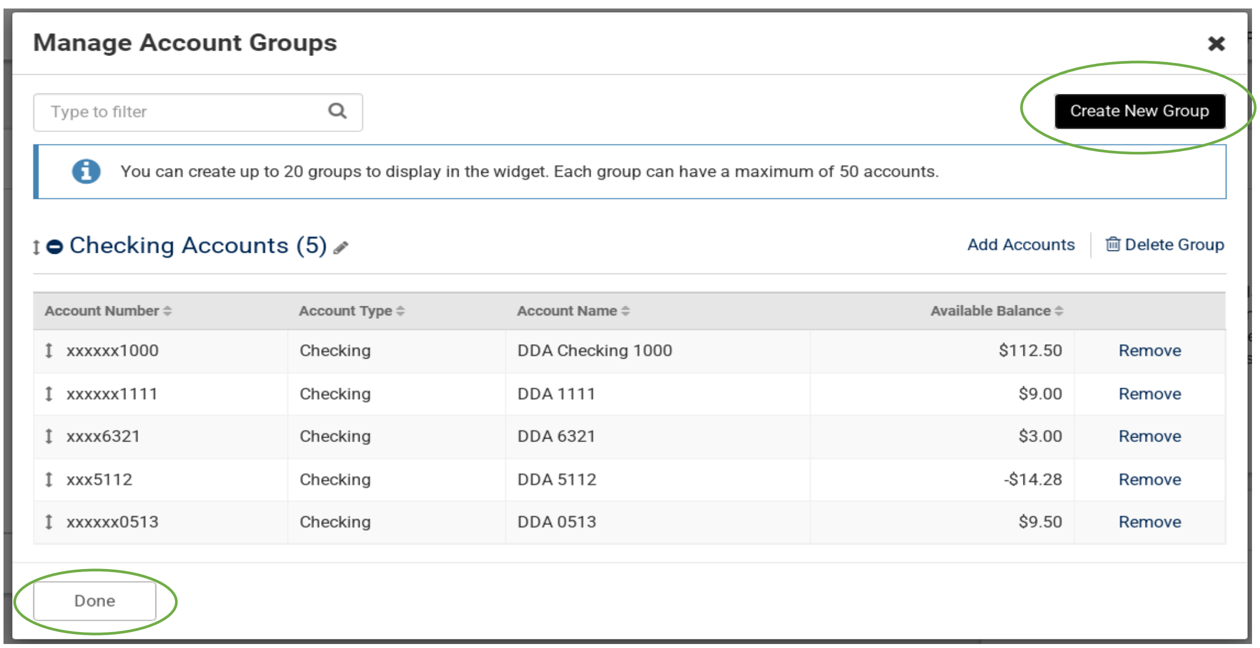


When adding Accounts, you will scroll down the list and check the box to the left to add it to the group. Once all accounts have been selected for that group, click on Add Accounts at the bottom of the screen.



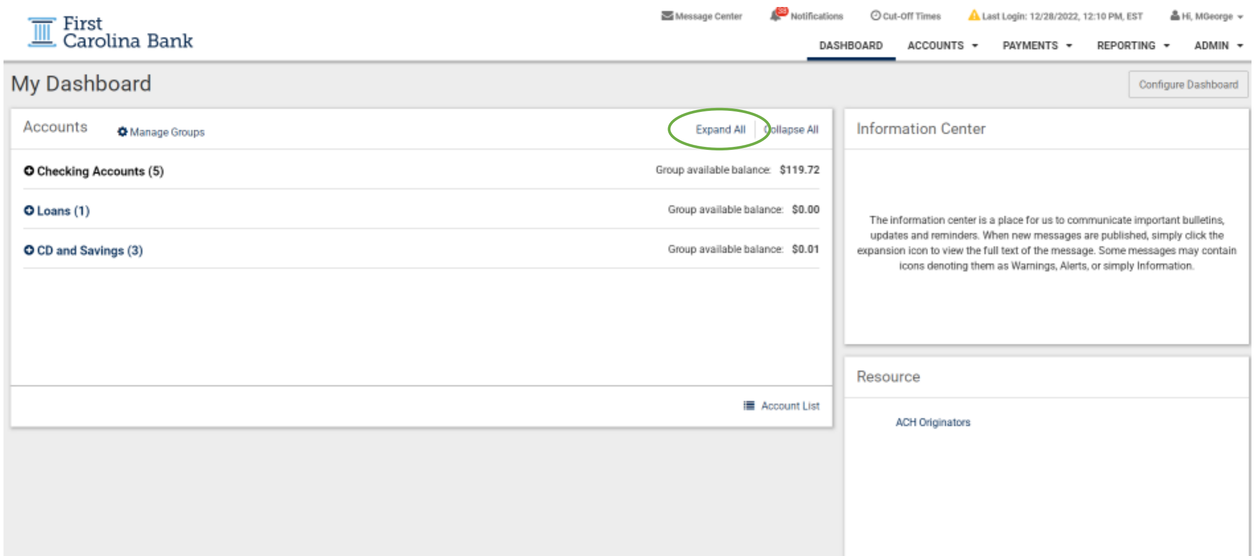
	Account Number	Account Type	Account Name	Available Balance
☐				
☐	xxxx9999	Time Deposit	CD Account 9999	$0.00
☐	xxxxxx1000	Checking	DDA Checking 1000	$112.50
☐	xxxxxx1111	Checking	DDA 1111	$9.00
☐	xxxx6321	Checking	DDA 6321	$3.00
☐	xxx5112	Checking	DDA 5112	-$14.28
☐	xxxxxx0513	Checking	DDA 0513	$9.50
☐	xxxx3721	Savings	Savings	$0.01
☐	xxxx7804	Loan	Loan	$0.00
☐	x8533	Time Deposit	CD 8533	$0.00

After accounts have been added to the created group, it will take you back to Mange Account Groups. You can then create additional groups by clicking Create New Group, or you can select Done if you are finished.

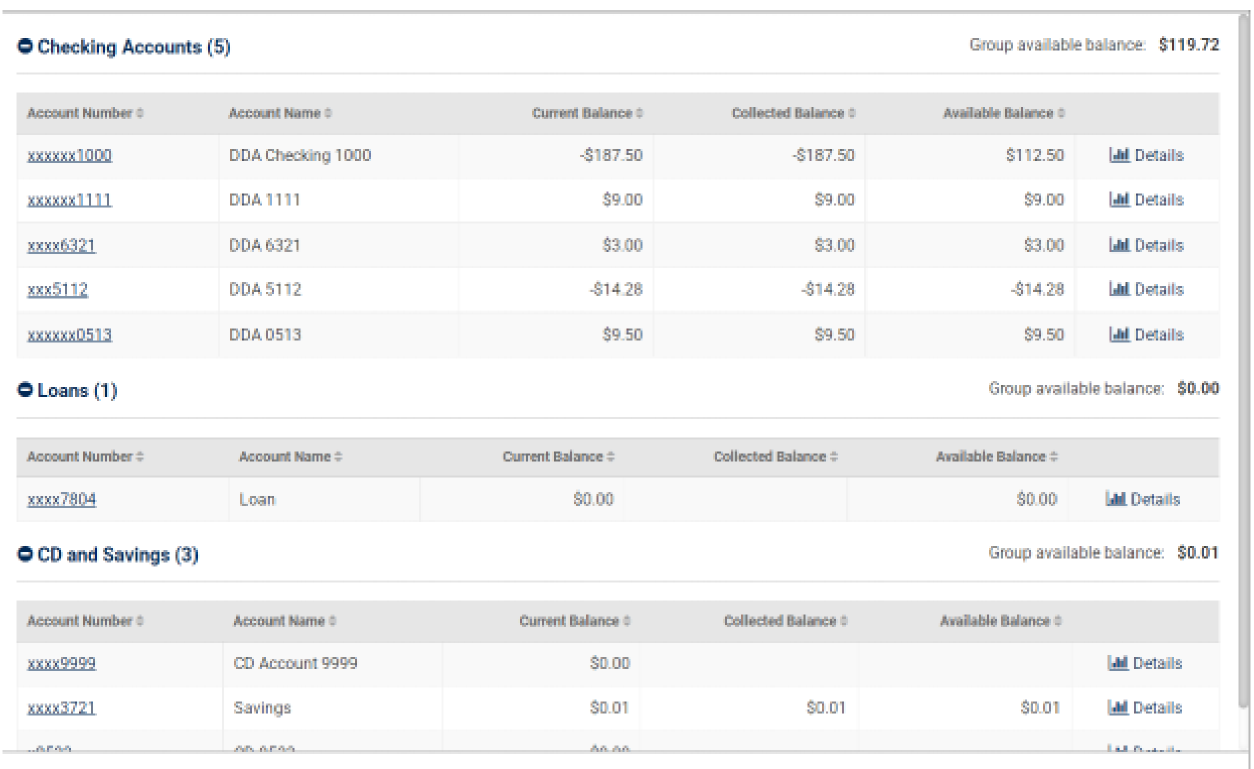


Account Number	Account Type	Account Name	Available Balance	
xxxxxx1000	Checking	DDA Checking 1000	$112.50	Remove
xxxxxx1111	Checking	DDA 1111	$9.00	Remove
xxxx6321	Checking	DDA 6321	$3.00	Remove
xxx5112	Checking	DDA 5112	-$14.28	Remove
xxxxxx0513	Checking	DDA 0513	$9.50	Remove

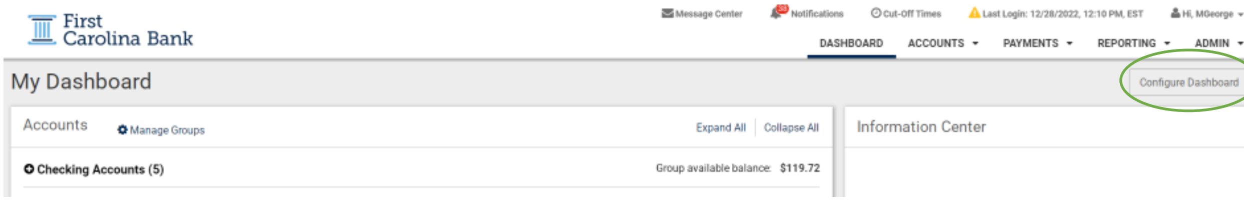
Once you have completed creating groups and adding your accounts, you will be taken back to the dashboard. You will now see your accounts and groups listed under Accounts. You are able to click each group to expand the view or click on Expand All in the right corner of the widget.



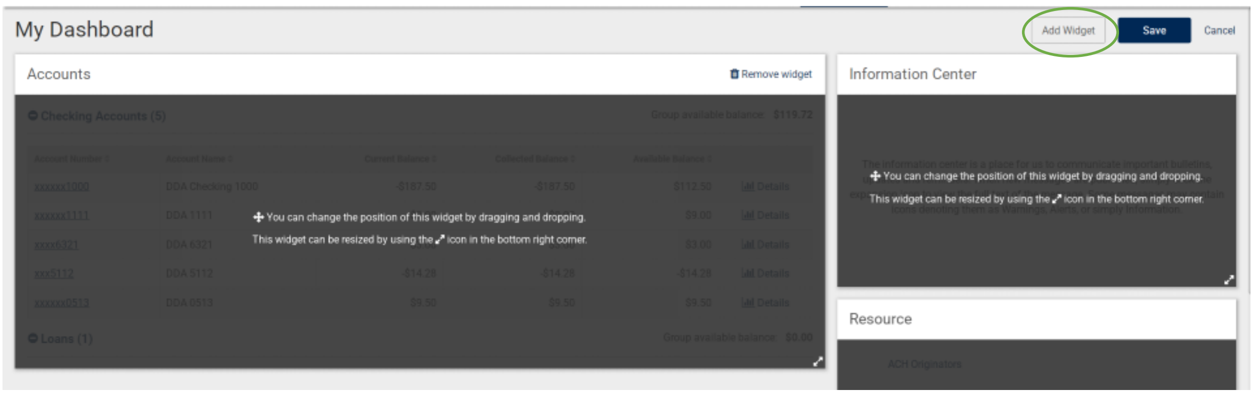
An example of the expanded view is shown below:



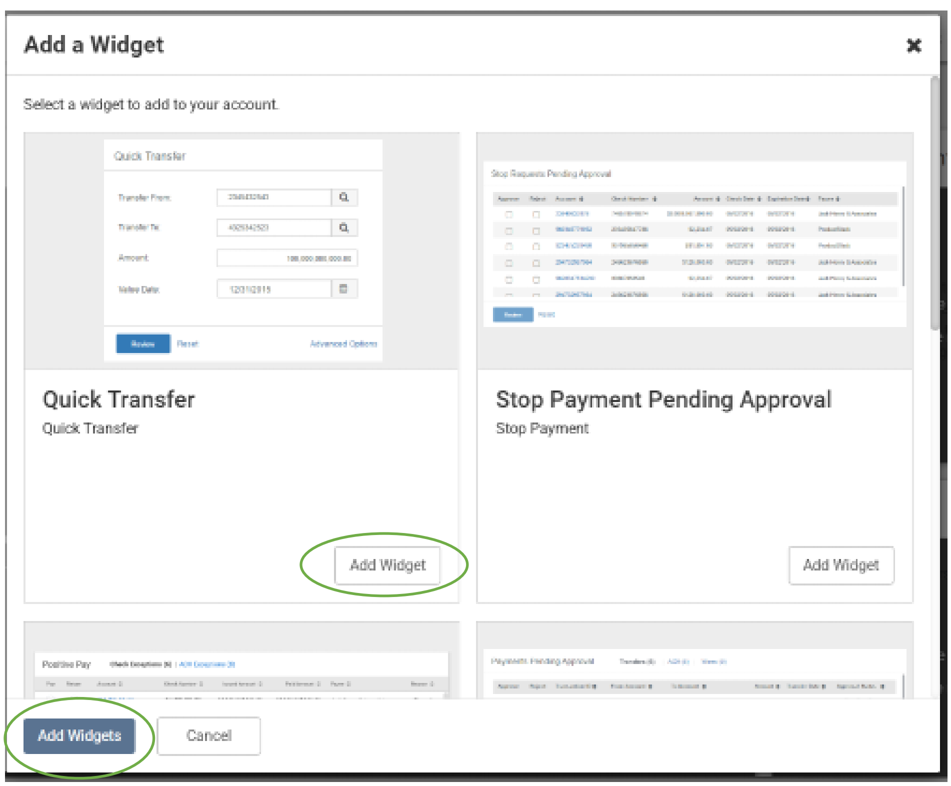
To continue customizing your dashboard, click on Configure Dashboard in the top right of your screen.



You will then be able to resize the current widget options and move them to new locations. You are also able to add additional widgets. To do so, click on Add Widget at the top right of your screen.



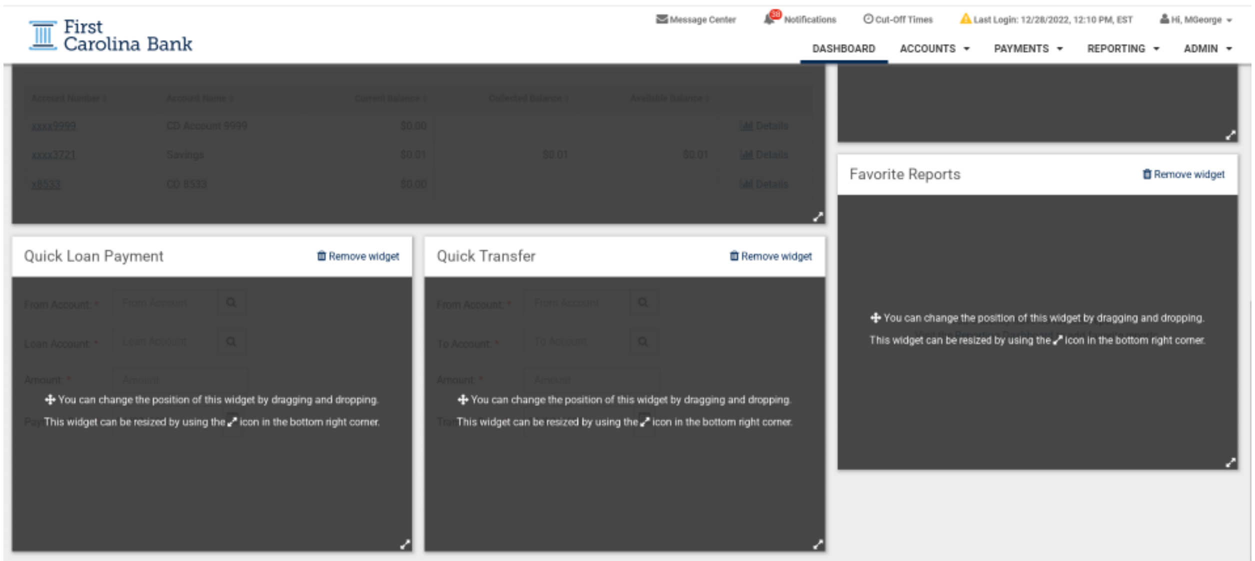
There are several options when adding a new widget. When you have located one that you would like to add, click on the Add Widget option located at the bottom right of that option. Once you have added all the widgets you would like to add, click Add Widgets at the bottom of the screen.



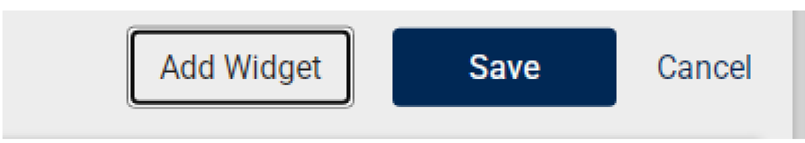
Note – The widget options include:

- *Quick Transfer*
- *Stop Payment Pending Approval (if you will require additional approval for Stop Payments)*
- *Positive Pay*
- *Payments Pending Approval*
- *Quick Loan Payment*

As outlined above, you are able to resize or change the position of each widget by clicking and dragging.

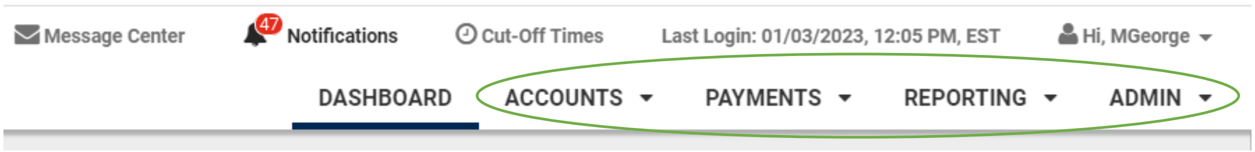


Once you are satisfied with the dashboard layout, click Save.

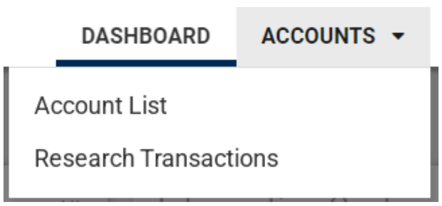


Additional Features

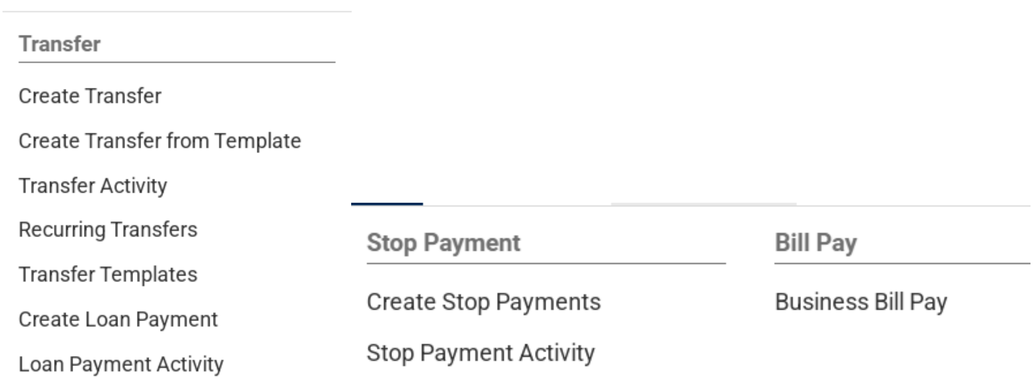
At the top right of your dashboard, you have several options:



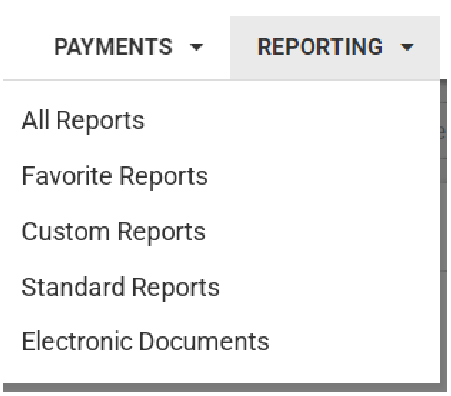
Accounts – This tab gives you the ability to view your account list and research transactions. These options are also available from My Dashboard under the Accounts widget.



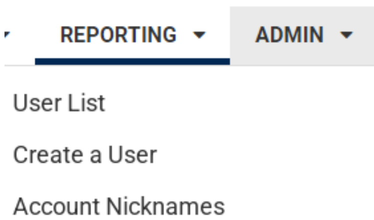
Payments – This tab includes options for Transfers, Stop Payments, and Bill Pay (if enrolled). Additional features included under Transfers are ACH, Wires and Positive Pay. Please note, contracts are required for the latter services.



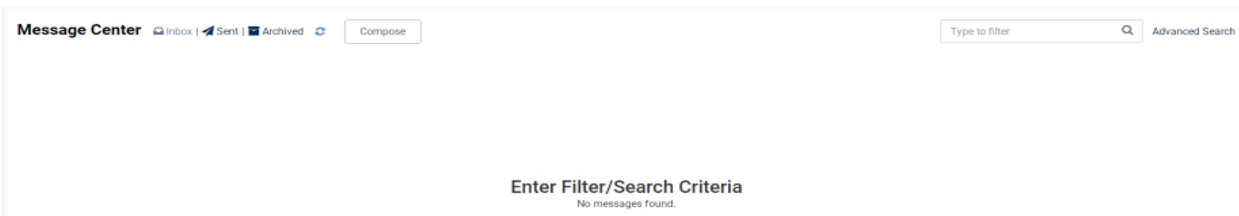
Reporting – This tab is where you will find access to e-statements under Electronic Documents. You can find additional reporting options in account transaction history.



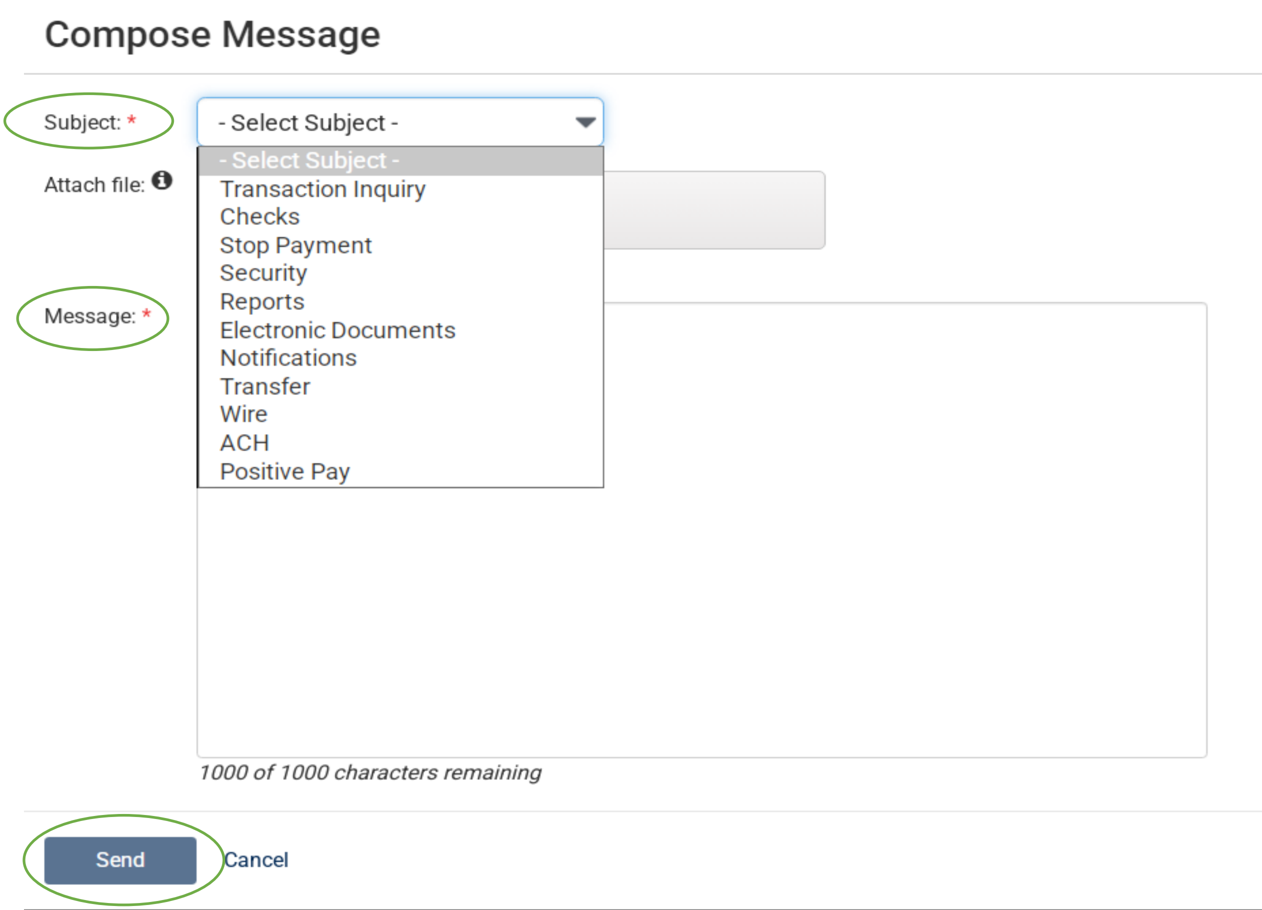
Admin – If you are set up as an Admin user, you will have the ability to view the current user list, create new users, and complete maintenance on existing users as well as adjust account nicknames.



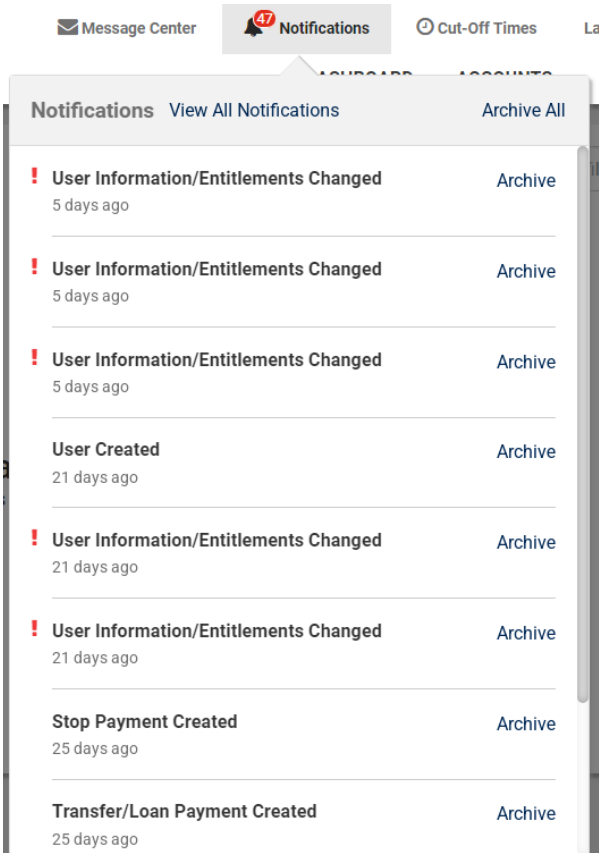
Message Center – Similar to the setup under Cash Management, you are able to message the bank directly with any questions or assistance. These messages are maintained in this option.



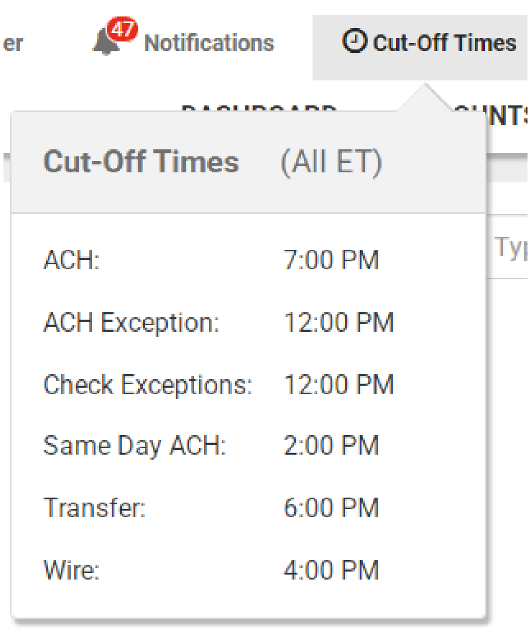
When composing a message, you have several subject options to choose from. You can also include attachments if needed.



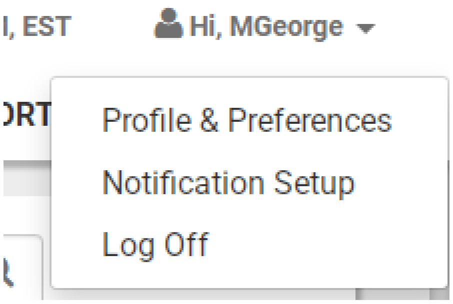
Notifications – This option will show you any notifications or changes made recently, including user changes and transaction notifications (stop payments, transfers, loan payments, etc.). You are able to see the most recent in the drop down, with additional options to View All Notification or Archive.



Cut Off Times – These are listed primarily for our Treasury Services, but the Transfer time does apply to internal transfers and loan payments.

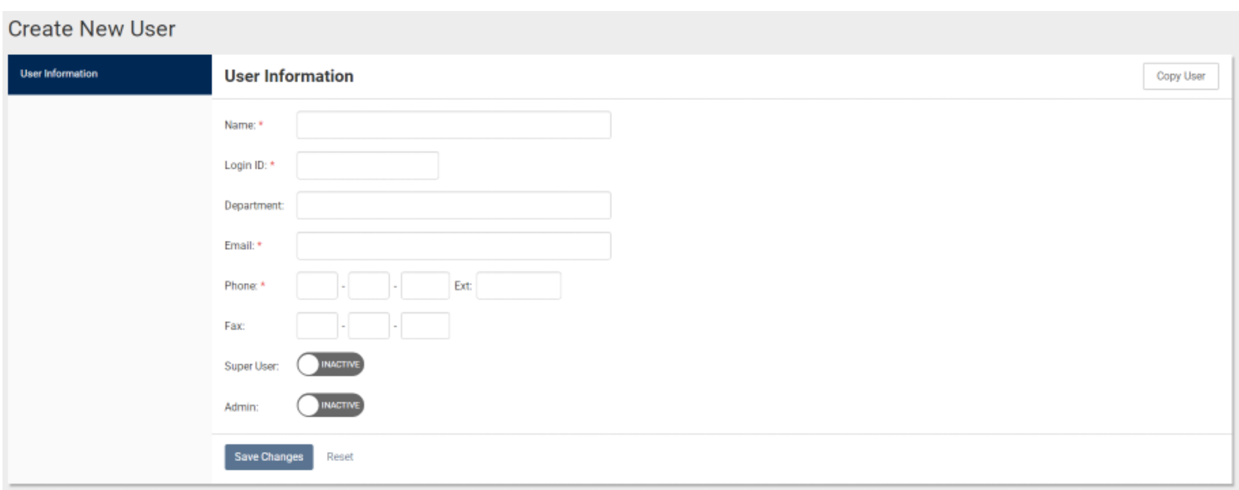


User Log In – Located at the top right corner, this allows you to manage your user Profile & Preferences. This also includes Notification Setup and is where you log off.

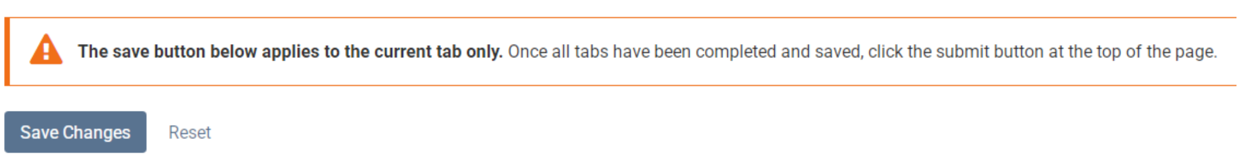


Administration – Create a New User

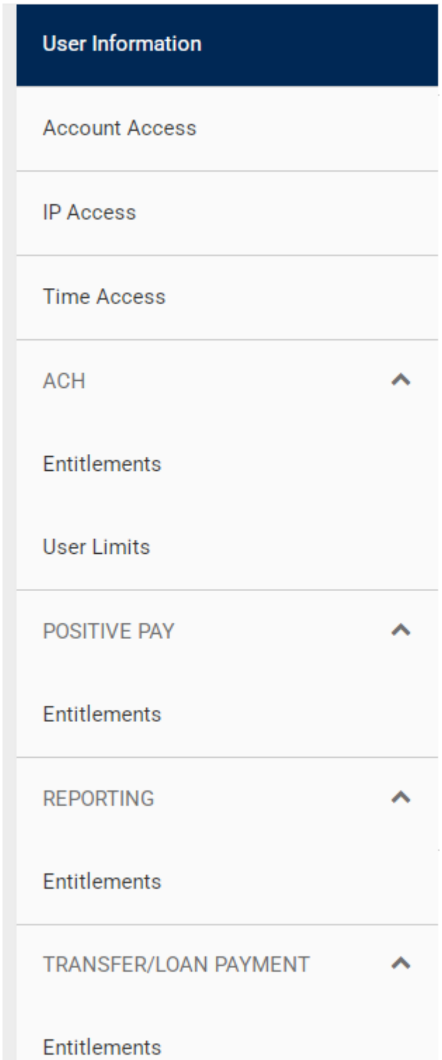
To create a new user, you will select the Create New User option under the Admin tab. Required information is marked with an asterisk. We recommend inputting a mobile phone number to allow for security codes to be sent to the user via text. Giving the user Admin access will allow them to also create and maintenance users. *Note – We do not recommend utilizing Super User access, as this will require an updated contract.*



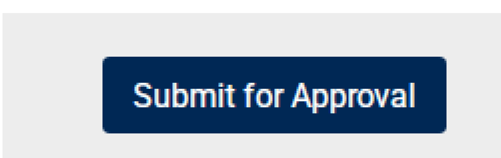
Once you Save Changes, it will direct you to complete Entitlements for that user. *Note – You need to save after making changes on each tab. If you do not click save before going to the next option, the information will not be saved.*



In addition to standard features like Account Access, the tabs listed will include all Treasury Services that your business is contracted for. If you do not have any Treasury Services, those options will not be listed.



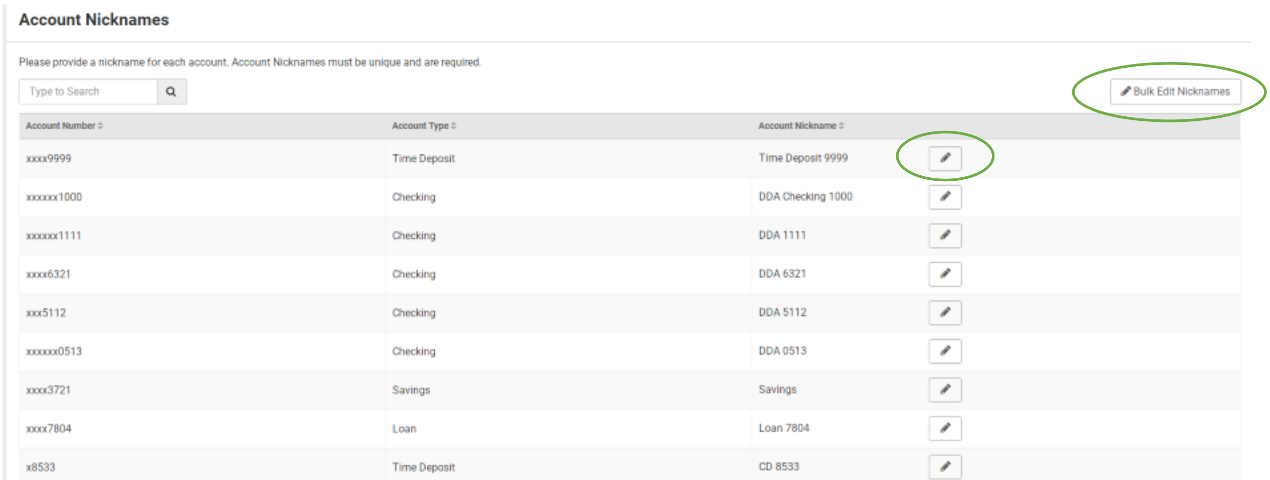
After User Settings and Entitlements have been assigned, you will click on Submit for Approval at the top left of the screen.



Note – Once submitted for approval, the user setup will be sent to First Carolina Bank Treasury Management for review and final approval.

Account Nicknames

Under the Admin tab, select Account Nicknames. You are able to edit in bulk or click on each account to adjust the nickname.



Once the name has been updated, click on the check mark to save.