Continental Bank Online User Guide.



Welcome to banking with Continental.

This guide will help you get started with your account by guiding you through your first login.

MORE HELP IF YOU NEED IT

For general questions, email deposits@cbankus.com or call Customer Service at: 1-888-858-7054

For lost or stolen cards, call Shazam at: 1-800-383-8000

Lobby Hours: 8:00 AM to 5:00 PM MT Monday - Friday

Disclaimer

The concepts and procedures outlined in this guide can and do change and may not be applicable to all readers. The content in this guide is not warranted to offer a particular result or benefit. Neither Continental Bank or any other party associated with this product shall be liable for any damages arising out of the use of this guide, including but not limited to loss of profit, commercial, special, incidental, or other damages. For complete product and service information, please refer to the agreements, terms, conditions and disclosures for each product and service.

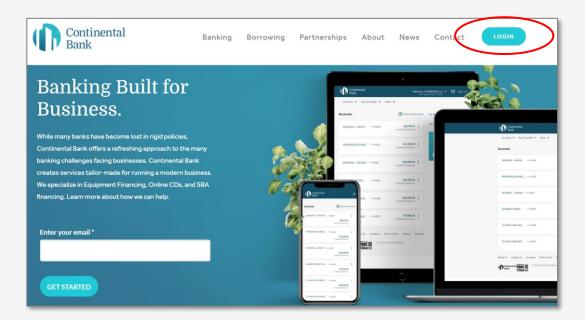
Table of Contents

GETTING STARTED	
Logging in to Your New Account	4
Create Username and Password	5
Creating Sub Users	9
Sub Users Logging in to Your New Account	13
ACCOUNTS	
Account Features Summary	16
Statements	
QuickBooks Connection	
Venmo Connection	
Stop Payments on a Check	30
Account Details, Grouping and Nicknames	31
Account Settings	33
Change Password	34
Device Management, Account Nicknames, Hide Accounts	35
Overdraft Protection	36
TRANSACTIONS	
Transferring Funds & Paying Bills	40
Internal Transfers	40
External Transfers & Adding External Accounts	41
Transfer Money	44
Managing Historical and Upcoming Transfers	45
Bill Pay	46
Wire Transfers	50
Transaction Alerts	55
Contact Info	57
Transaction Alert Types	59
OTHER SERVICES	
Order Checks	61
Check Types	62
Mobile App	66
Mobile Deposit Check	67
Debit Cards & Digital Wallet	71
Manage Cards	75
Remote Deposit Capture	76
Verify Setup	80
Scanner Installation	88
Check Scanning Process	
Secure Online Messaging	97

Logging into your New Account

STEP 1

Navigate to the home page of the Continental Bank website (<u>www.cbankus.com</u>). There you will find the blue login button in the top right of the navigation menu. Click "Login".



STEP 2

Once you are on the below login page, you will be presented with an area for credentials. If you are the primary account owner and have not registered your company yet, click "Register for Online Banking". No sub users can log in until the primary account owner has registered the company. For instructions on how sub users log into the account, see section titled "**Sub Users Logging in to New Account**".

Continental Bank	
	Online Banking Sign In Username
	Password
	Sign In Forgot Password
	Forgot Username Register for Online Banking
About Us Contact Us Locations Terms	if Use Privacy
Continental Continental Continental Continental Continental Continental	

STEP 3

Next you will be presented with the "Enroll in Online Banking" screen. This screen will guide you through entering in your company credentials for creating your account. You enroll with either your SSN (for sole proprietors) or Tax ID Number (for businesses). Then enter in your account number provided to you on your account opening documents.

(Continental Bank		
Enroll in Online Banking		
Account Information	Create Account	Sign In
Built for businesses. Just like you	TS, CARPLY NOW	
Get started		
First, let's find you in our system.		
O Social Security Number	lumber	
Account Number		
Tax Identification Number		
XX-XXX		
Continue Back		
About Us Contact Us Location Terms of L		
Continental Bank Bank PDIC		

STEP 4

Next you will be asked to create a username and password for your account. Once finished, you click "Create Account" and will be presented with a green dialogue for successful account creation.

Account Information	Create Account	Sign In
Success! We found your accounts.		
Create Account Please create a username and password for your new online b		
Prease create a username and password for your new online b	ank account.	
Requirements: 8-32 characters, at least 1 letter, 1 number, and no special cha	racters.	
Password		
Requirements: At least 8 characters. Minimum of 1 uppercase, 1 lowercase, 1 numerical, and 1 spec character.	tial	
Can't be the same as your username. Confirm Password		
Contrim Password		
Terms and Conditions		
I've read and accept the Terms and Conditions above.		
Create Account		

STEP 5(a) – LOG-IN TO YOUR NEW ACCOUNT

After completion, you will be able to log on to your online banking portal. Navigate back to the login screen and enter in your newly created credentials.

Continental Bank	
	Online Banking Sign In Username
	Password
	Sign In
	Forgot Password Forgot Username Register for Online Banking
About Us Contact Us Locations Terms of Use	2 Privacy
Continental Bar	nk

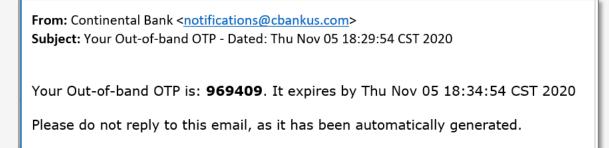
STEP 5(b) – FIRST TIME LOGIN

On your first login, you will have to go through a multifactor authentication process. You can use your email or cell phone number on file. After completing the multi-factor authentication process, you can have the portal remember the device you used in order to avoid repeating this process with every login.

Get Identification C	Code
For your security, we nee your desktop browser or	ad to verify your identity before you can register device.
How do you want to rece	eive your temporary identification code?
Send email to	Send text to
⊖ J ···· R@CBANKUS.	сом О 7000
If you don't recognize yo Continental Bank [Contai Send Code	our email or mobile number, please contact ct Us] . Back
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STEP 5(c) – ONE-TIME-PASSCODE RECEIPT

If you selected the One-Time-Passcode (OTP) to be sent to your email, it will come through as below. Make sure to check your spam and junk mail. If it is texted to you, it will say almost the exact same thing.



STEP 5(d) – ONE-TIME-PASSCODE CONFIRMATION

Enter your six-digit OTP when prompted on the next screen titled "Get Identification Code".

STEP 6 - HOMESCREEN

After completing these steps, you will be able to log on to the online banking portal. The home screen will look similar to the reference image below. You will also be able to use our mobile app by logging in with your newly created loan and/or deposit account(s).

Continental Bank	Welcome, HOTREFADS II.C 💌 🔽 Sign Du. List Login Aug 21, 2020
Accounts 👻 Pay & Transfer 👻 More 💌	
Accounts	Open an Account. Pay Bills
BUSINESS CHECKI *** 5024	\$26,919.15 : Available Bolance
PREFERRED BUSINES *** 5032	S31200.50 ; Available Balance vith a CD.
BUSINESS SAVINGS *** 5065	S28,499.23 : Available Salance
BUSINESS MONEY *** 5073	S18,765.44 Available Balance
CD HIGH YIELD MO *** 5040	S20,000.00 : Available Balance
CD HIGH YIELD MO., ••• 5057	\$17,980.00 : Available Salance
About Us Contact Us Locations Terms of Use Privacy Security	
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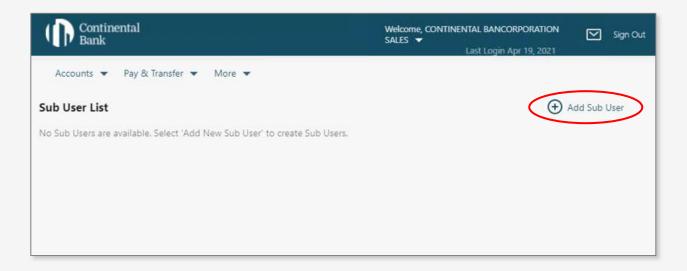
Creating Sub Users

STEP 1 – NAVIGATE TO HOMEPAGE

Once you are logged into the homepage, select the "User Management" button under the "More" tab. Note: the "User Management" button is *only* available to the Primary Account User.

Continental Bank	Welcome, CONTINENTAL BANCORPORATION Sign Out SALES Last Login Apr 26, 2021
Accounts 👻 Pay & Transfer 👻 More 👻	
Accounts Message Center	Open an Account Pay Bills
Continental Bank Sal •••0004	S405.10 Transfer Funds Current Balance
About Us Contact Us Location Terms of Use Privacy Security	Earn more from your savings with a CD. Learn more

Then click on, "Add Sub User".



Then create a Username for the Sub User and fill in their information. The Phone Number should be a Mobile (*Cell Phone*) Number. Then click "Continue".

Continental Bank	Welcome, CONTINENTAL BANCORPORATION SALES ▼ Last Login May 12, 2021	\bigtriangledown	Sign Out
Accounts 🔻 Pay & Transfer 👻 More 👻			
Register New User			
Username			
Requirements:			
Requirements: 8-32 characters, at least 1 letter, 1 number, and no special characters.			
First Name			
Last Name			
Email Address			
Phone Number			
Continue Cancel			

Review the information for the Sub User. This information cannot be edited once submitted, so ensure that it is correct. Click on "Continue".

Continental Bank	Welcome, CONTINENTAL BANCORPORATION SALES V Last Login Apr 19, 2021	Sign Out
Accounts 👻 Pay & Transfer 👻 More 💌		
← Sub User List		
Confirm Sub User		
Username	APRILBWM19	
First Name	Burton	
Last Name	May	
Email Address	bmay@cbankus.com	
Phone Number	(801) 589-	
Continue Edit Cancel		

Click on "Navigate to Details".

Contine Bank	ntal	Welcome, CONTINENTAL BANCORPORATION SALES ▼ Last Login Apr 19, 2021	Sign Out
Accounts 👻	Pay & Transfer 🔻 More 💌		
Subuser ha	been created successfully.		
Sub User List			
onfirm Sub U	ser		
sername		APRILBWM19	
irst Name		Burton	
ast Name		May	
mail Address		bmay@cbankus.com	
hone Number		(801) 589-	
Navigate To De	tails		
	tails	(001) 509-	

Then click on "Show" or "Hide" to assign account access to Sub User. If more than one account is available, select "Show or Hide" for each account. Click "Save". Then click "Navigate To User Groups".

Continental Bank		Welcome, CONTINENTAL BANCORPORATION SALES	Sign Out
Accounts 💌 Pay & Transfer 💌	More 🔻		
← Sub User List			
Burton May			
User Details	Accounts		
Accounts	Show Continental Bank Sales •••0	004	
User Groups			
	Save Cancel Navi	gate To User Groups	

Then click on the User Group access type you want for the Sub User and click "Change User Group". Then click "Sub User List" to return to the Sub User list.

Continental Bank		Welcome, CONTINENTAL BANCORPORATION SALES Last Login Apr 19, 2021	Sign Out
Accounts Pay & Transfer Sub User List Burton May	▼ More ▼		
User Details	User Groups		
Accounts	Full Access		
User Groups			
	O Inquiry Access and Bill Pay Only		
	Change User Group		

At this point, the Sub User you just set up should have just received an email with a temporary password. The Sub User can use the Username and temporary password to now log in. For ongoing adjustments of Sub Users, click on the Sub User name, adjust accordingly, and save.

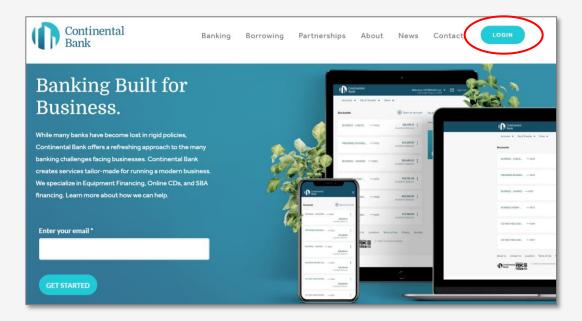
Continental Bank	Welcome, CONTINENTAL BANCORPORATION SALES ▼ Sign Out Last Login Apr 19, 2021
Accounts 👻 Pay & Transfer 💌 More 👻	
Sub User List	🕀 Add Sub User
Burton May Login ID : APRILBWM19 User group : Full Access	:

<u>BE AWARE:</u> For the time being, if the phone number, or email address for the Sub User changes, you cannot edit or delete the phone number or email address. You will have to "Hide" the Sub User's account and create a duplicate Sub User for the person with a new email address or phone number.

Sub Users Logging Into your New Account

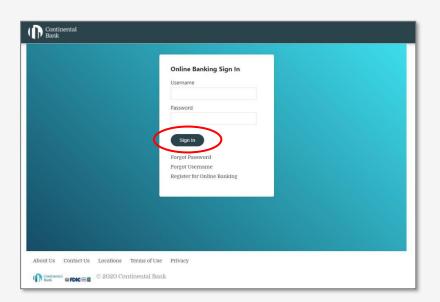
STEP 1

Navigate to the home page of the Continental Bank website (<u>www.cbankus.com</u>). There you will find the blue login button in the top right of the navigation menu. Click "Login".



STEP 2(a) – LOG-IN TO YOUR NEW ACCOUNT

Once you are on the below login screen, you can enter the Username that the business' Primary account holder created for you and the temporary Password that was automatically emailed to you from notifications@continentalbankusa.com.



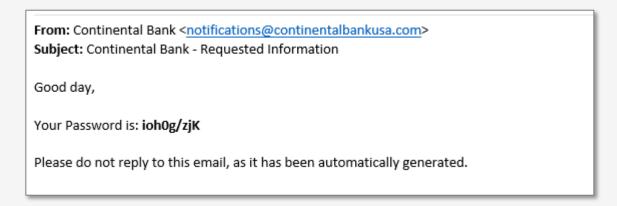
STEP 2(b) – ONE-TIME PASSCODE

On your first login, you will have to go through a multifactor authentication process by entering in a 6digit One-Time-Passcode (OTP). The OTP can be sent to the email address or cell phone number that the Primary account holder registered you with. Select email or text and then click "Send Code".

Continental Bank	
Get Identification C	ode
For your security, we need your desktop browser or (d to verify your identity before you can register device.
How do you want to recei	ive your temporary identification code?
Send email to	Send text to
⊖ j ••• R@CBANKUS.C	ОМ О 7000
Continental Bank [Contac	
Send Code	Back
About Us Contact Us	Locations Terms of Use Privacy Security
Continental Bank	û 2020 Continental Bank

STEP 2(c) – OTP RECEIPT

If you selected the OTP to be sent to your email, it will come through as below. Make sure to check your spam and junk mail. If it is texted to you, it will come from (785) 284-8293 and will say almost the exact same thing. After submitting the OTP, the portal will remember your device to avoid repeating this process with every login.



STEP 2(d)

Enter your 6-digit OTP and click "Proceed".

Linter raci	tification Code
	ation code has been sent. Please enter it below to register browser or device.
Temporary lo	entification Code
Procee Didn't receiv	Back a your code? We can send it again.

STEP 3 – HOMEPAGE

After completing the two steps, you will be able to log on to the online banking portal home screen below. You will also be able to use our iOS and Android mobile applications by downloading them and logging in with your newly created loan and/or deposit account(s).

Continental Bank	Welcome; HOTRREADS ILC 👻 🔽 Sign Clui: Lant Login Aug 21, 2020
Accounts 👻 Pay & Transfer 👻 More 👻	
Accounts	Opera an Account. Pay fills
BUSINESS CHECKI *** 5024	S26 919.15 : Available Solance : Earn more from
PREPERRED BUSINES *** 5032	S120050 ; your savings with a CD.
BUSINESS - SAVINES +++ 5065	S28,499.23 : Available Balance
BUSINESS MONEY *** 5073	S18,765.44 : Available Bahance
CD HICH VIELD MO *** 5040	\$20,000.00 : Available Salance
CD HICH YIELD MO *** 5057	177,980.00 : Available Baharce
About Us Contact Us Locations Terms of Use Privacy Security	
Continental Rank	
	Accounts Pay & Transfer More BUSINESS CHECKI ***5024 PREFERRED BUSINESS ***5005 BUSINESS SAVINES ***5005 BUSINESS SAVINES ***5005 BUSINESS SAVINES ***5005 BUSINESS MOREY ***5005 BUSINESS MOREY ***5005 CD HICH YIELD MO ***5005 CD HICH YIELD MO ***5005 BUSINESS Contact Us Locations

Account Features Summary

STEP 1 – NAVIGATE TO HOMEPAGE

Once you are logged in, you should be presented with the Homepage for all of your deposit and loan accounts at Continental Bank. All accounts tied to different companies through common ownership are available to see on one screen (subsidiaries, parent companies, other companies that are commonly owned, etc.) Click on one of your accounts to access that account's individual home screen. If you want to hide any account from being publicly see by all online users, visit the "Account Settings" guide.

Continental Bank	Welcome, HOTB8FADS HTC 💌 💟 Sign Out Latt Login Ang 21, 2020
Accounts 💌 Pay & Transfer 💌 More 💌	
Accounts	Opern an Account Pay Bills
BUSINESS CHECK *** 5024	Availability of the second sec
PREFERRED BUSINES *** 5032	SI 200500 Available Barance Voters and CD.
BUSINESS SAVINGS +++5065	S28.499.23 : Available Briance
BUSINESS MONEY *** 5073	SIR765.44 : Available Balance
CD HIGH YIELD MO +++ 5040	S20.00.00 E Available Brance
CD PIEH YIELD MO ••• 5057	Stranfor : Arabitation Arenes
About Us Contact Us Location Terms of Use Privacy Acutity	
Continential Bark	

From the below Homepage screen, you can also choose to open an additional account, pay bills, access secure messages, and look through more options below the header.

Continental Bank	Welcome, HOTT FAXSIIC 🗢 💟 Sign O t Lan Login V27, 2020
Accounts 💌 Pay & Transfer 💌 More 💌	
Accounts	Open an Account Per 20
BUSINESS - CHECKI ••• 5024	Araliaba Bainca Earna more from
PREFERRED BUSINES +++ 5032	SI 200.50 : with a CD.
BUSINESS SAVINGS ***5085	SZLABIZZ : Analistie Balance
BUSINESS MONEY ••• 5073	STE785.44 : Parlate Reince
CD HIGH YIELD MO +++ \$040	SOUTO :
CD HIGH YIELD MO +++ 5057	\$17,980,00 : Available Batance
About Us Contact Us Locations Terms of Use Privacy Security Continential Contact of 2020 Continential Bank	

STEP 4 – INDIVIDUAL DEPOSIT ACCOUNT HOMEPAGE

For Checking, Savings and Money Market Demand Accounts, you can: 1) Transfer Funds, 2) Change Statement Settings, and 3) Download, search and filter your transaction history. CD accounts do not have the capability to transfer funds.

Accounts	(C → Transfer Funds	
\$300.07 Available Balance	\$300.07 Current Balance		Enroll in E-statements Enroll Now →
Transactions	(Download Y Q	
Date 🕆 Description	Amount	Balance	Overdraft Protection →
Posted Transactions			Off
Nov 10, 2020 ACH Debit Joe Morgan SCHEDUL TO ACCT ENDING WITH 2109	ED TRANSFER -\$1.06	\$300.07	Statements
Sep 30, 2020 Mobile Deposit 📰	\$1.13	\$301.13	Order Checks Stop Payment on a Check
Sep 1, 2020 Account Credit	\$300.00	\$300.00	Account Details

From the same screen, you can turn on/off Overdraft Protection (more details in the "Account Settings" section). Below that switch are 4 common links: 1) Monthly Statement; 2) "Order Checks" (covered in the "Ordering Checks" section); 3) Make a Stop Payment on a Check; and 4) Account Details.

Note: Savings and CD accounts are not permissioned to order checks or make Stop Payments on checks.

Accounts ▼ Pay & Transfer ▼ More ▼ ← Accounts BASIC BUSINESS - CHECKING •••0004		★ Transfer Funds	
\$300.07 Available Balance	\$300.07 Current Balance		Enroll in E-statements Enroll Now →
Transactions		Download Y Q	
Date 🕆 Description	Amount	Balance	Overdraft Protection →
Posted Transactions			Off
Nov 10, 2020 ACH Debit Joe Morgan SCHEDULE TO ACCT ENDING WITH 2109	D TRANSFER -\$1.06	\$300.07	Statements
Sep 30, 2020 Mobile Deposit 📻	\$1.13	\$301.13	Order Checks Stop Payment on a Check
Sep 1, 2020 Account Credit	\$300.00	\$300.00	Account Details

STEP 4(a) – STATEMENTS

Downloaded statements show check images and deposit slips. Year-end Tax forms are also available.

Accounts 🔻 Pay & Transfer	▼ More ▼	
Statements & Documents		
✓ Enroll in E-statements Enroll Now →		
Document Type	Year	Account
Statements ~	2020	✓ Basic Checking …0004 (Availa ✓ View
Statements		
Date		👃 Туре
Oct 31, 2020		Statement
Sep 30, 2020		Statement
Aug 31, 2020		Statement

STEP 4(b) – QUICKBOOKS INTEGRATION

All of Continental Bank's accounts can connect and integrate into Intuit QuickBooks, Quicken, Microsoft Money and Mint. Depending on your Intuit QuickBooks subscription version, the data integration may be <u>Manual</u> or <u>Automated</u>.

QUICKBOOKS - MANUAL ACCOUNT UPDATE (DESKTOP VERSION)

Log into QuickBooks and create a new (or assign an existing checking account) for the Continental Bank account in order for transactions to have a home when downloaded into QuickBooks. If creating a new account, select "Continental Bank" (cbankus.com) as the financial institution. Once the account is created or reassigned, the download can be initiated in the Continental Bank online banking platform.

Log into Continental Bank and select the specific account(s) from which transactions need to be downloaded into QuickBooks.

Continental Bank	Welcome, CONTINENTAL BANCORPORATION Sign Out SALES ▼ Last Login Feb 16, 2021
Accounts ▼ Pay & Transfer ▼ More ▼	
Accounts	Open an Account Pay Bills
Continental Bank Sal • 0004	S477.67 : Current Balance Earn more from
About Us Contact Us Location Terms of Use Privacy Security	your savings with a CD. Learn more
Continental Continental Bank	

Select the "Download" link at the top right of the transaction list.

Contine Bank	ntal			Welcome, CONTINENTAL BA SALES ▼ Last Lo	INCORPORATION Sign Out
Accounts ▼ ← Accounts Continental Ba	Pay & Transfer ▼ More ▼ nk Sales •••0004			🖸 → Transfer Funds	
\$477.67 Available Balance	2	\$477.67 Current Balance			Enroll in E-statements Enroll Now →
Transactions			(Download YQ	
Date ↑	Description		Amount	Balance	Overdraft Protection \rightarrow
Posted Transacti	ons				Off
Jan 6, 2021	POS Purchase POS ID : 9356 NJ BUSI SERVICES 6095862600	NES	-\$6.25	\$477.67	Statements
Dec 10, 2020	Deposit 📰		\$227.53	\$483.92	Card Status Order Checks
Dec 8, 2020	ACH Transfer TO EXT 2109		-\$1.11	\$256.39	Stop Payment on a Check Account Details
Dec 1, 2020	POS Purchase POS ID : 083253 MCDC F32035 SALT LAKE CI	DNALD'S	-\$9.55	\$257.50	
Dec 1, 2020	Transfer Credit FROM KEYSTONE BUS CONSULTANTS ACCT ENDING WITH C		\$1.10	\$267.05	

From the dropdown list, select the file format required:

- PDF: Flash (quick statement)
- CSV: Excel (comma delimited)
- QFX: Quicken
- QBO: QuickBooks

Select the date range required. NOTE: The start date of the download range should not overlap with the last downloaded date in the accounting application. If it does, this will create duplicate transactions and will require deletion or reconciliation activated to clean up the transaction list.

Continental Bank			Welcome, CONTINENTAL BANCORPORATION SALES ▼ Last Login Feb 16, 2021				
Accounts ▼ Pay & Trans ← Accounts Continental Bank Sales・		(0)	→ Transfer Funds				
\$477.67 Available Balance	*	7.67 rent Balance					
Transactions		Dow	nload Y Q				
Date ↑ Description		ction Period 1 year	alance	Overdraft Protection →			
Jan 6, 2021 POS Purch SERVICES 6	ase POS ID : 9356 NJ BUSI 095862600 02/1	Range 7/2020 :::: 07/16/2021 :::	177.67	Statements Card Status			
Dec 10, 2020 Deposit	File Ty	pe	183.92	Order Checks			
Dec 8, 2020 ACH Transf	er TO EXT 2109 CSV		* 256.39	Stop Payment on a Check Account Details			
Dec 1, 2020 POS Purch F32035 SA	ase POS ID : 083253 MCD T LAKE CI		257.50				
	edit FROM KEYSTONE BUSINESS NTS ACCT ENDING WITH 0108	\$1.10	\$267.05				

When prompted, save the file somewhere where you will be able to access in a moment. Then:

- Open QuickBooks, Quicken, MS Money, or Mint.
- In QuickBooks, select "File" from the main menu.
- Choose "Utilities", then "Import", then "WebConnectFiles".
- When prompted, navigate to the file saved from Internet Banking and select the file.
- Follow the prompts to upload and accept transactions into QuickBooks or other accounting package (see image below for QuickBooks).

Post Date. Pers . 1 auto-10	Accountant Company Ogsturners Vendgro Employees Banks	of Rancur Warms Rath			· - 0
tiew Company.			\$. TITE		whether
New Company from Existing Co	gary File. R-Sales				
geen or Restore Company	-Continental Bank Cash		Sank.	-103,462,518.33	
Open Brevious Company	 Continental Bancorporation 		Bark	-92.754.914.56	
Open Second Company	a Receivable		Accounts Receivable	8.00	
Back Up Company Create Cape .	* jy Asset		Other Current Appet	0.00	
Chise ConganyLoget	IS IN PROCESS		Other Current Asked	205,649.34	
	AND EXPENSES		Other Current Asset	562,589.31	
Synth to Multi-user Mode	and a state of the state		Other Current Asset	29.279.08	
Carses.	Exect	Ricci Flass	Fixed Addet	0.00	
Dent Company File	Bynchronige Contacts	7. ghið Conneckflank	Fixed Asset	938.10	
PrintList.	Cit+P Convet	Dimer Activities	Fixed Asset	12.175.271.04	
Sherad PSF.	Copy Company File for Quictiflocks (gac-	General Journal Entres.	OtherAppet	299.488.29	
Print Eorma	Copy Company File for DuickBecks Online		Other Current Liability	-117,351.02	
Printer Setup	Repair File and Network Problems		Other Current Liability	0.00	
EendForms_	Hint Multi-User Access.		Other Current Liability	0.00	
Shaping	Verify Data		Other Current Liability	-220.055.59	
Update that Services	Evolution Data		Other Current Lupbility	2 040 946 42	
Toggte to Another Editors.	Conductor Date		Other Current Liability	-1.522.067.55	
Egt	ABPT 4		Other Current Liability	0.00	
	2700007 194C Restore Dectup For Earlier CutchDools Version 4 2810000 - Sales and Use Tax Payates		Other Current Liability	-236.235.87	
Docs	2011000 Property Tax Payable		Other Current Liability	-359.296.11	
Reports	- 2000000 SUSPENSE LABILITIES		Other Current Liability	-1.478.84	
	+ 2990000 Other Misc Liabletes		Other Current Liability	-1.398.376.06	
Etaberment Witter	+ 30000 Opening Balance Equity		Early	0.00	
	2000 Retained Earnings		Foury		
Ciunt Raview	and the second			-250.00	
Order Checks	- 4000000 Common Stock		Equity		
	4100000 Capital Paid on Surplus		Eavly	-6.590.00 -289.931.20	
Doub tritle House	+ 4200000 "BHC ONLY" - DISTRIBUTIONS TO S		Equity		
s Shortsada	- 4400000 "BANK DNLY" OMDENDS TO PWRENT		Eavly	64,406.595.67	
re Balances	+ 50000 Cost of Goods Sold		Cast of Goods Sold		
et l'evorte liegerte	6397308 (BROKER FEES PHD-LOANS)		Elperae		
	66000 -Payret Eigenses-GBAcciONU		Expense		
een Windows	+ 6813000 LOAN SERVICING FEE-COML & SBA		Expense		
	T031500 INT EXP-GAVINGS CERT BUS		Expense		
0	T032000 INT EXP-SAVINGS CERTS-BNOK		Elgense		
	T095002 BROKER FEES IND CEPOSITS		Eipense		
A Urgrent Notice	+ 7100003 - Salaries		Expense		
Payrol & Payments	+ 7110000 SALARIES EMPLOYER TWES		Expense		
invices have expend. Upgrade	7115000 401k Employer Match		Expense		
ta QuickBooks 2921 now	 7116000 401k Discretionary Contribution 		Expense		

QUICKBOOKS – AUTOMATED ACCOUNT UPDATE (ONLINE VERSION)

Log into QuickBooks with your QuickBooks User ID and Password.

quickb	100K3.
	intuit
qb	quickbooks 🤣 turbotax
	Sign In
One ac	count for everything Intuit, including QuickBooks. Learn more
	G Sign in with Google
	or
User ID	
Password	
	\otimes
	e characters and no spaces. mber me
✓ Rement	inder me
	A Sign In
	g Sign In or Sign in with Google, you agree to and have read and acknowledge our Global Privacy Statement.
	I forgot my user ID or Password
	New to Intuit? Create an account
	New to Intuit? Create an account

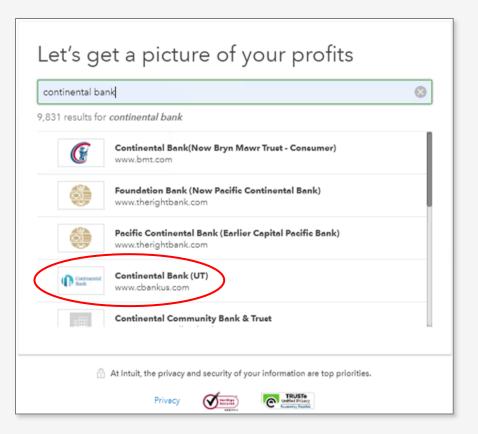
ooks	Continental Bank		& My Exp
ew)	Continental Bank		PRIVACY
	Get things done Business overview		
3	SETUP GUIDE	Hide	BANK ACCOUNTS
<u>ن</u> ې	Connect with an accountant		Checking (0004) Needs attention Bank balance \$405.10 Updated 5 In QuickBooks \$477.67 days ago
3	Start invoicing		anazonazonia zerriar ingenge
	See how much you're making		
		Set up payments Send your first Swipe cards in invoice person with our	
\rightarrow	Pay your employees	invoice person with our mobile app	\sim
	Start tracking time		Connect accounts Go to registers V
ĺ			
	SHORTCUTS	DISCOVER MORE	
		The right help, right	

Once you're logged into QuickBooks, select "Connect Accounts" to start connecting to Continental Bank.

Once you select "Connect Accounts", a list of financial institutions will be presented. In the search bar type "Continental Bank"

Let's get a picture of	f your profits						
Enter your bank name or URL	Q						
We support 20,000+ local and international be	anks.						
Citibank Credit Card	Chase Bank						
Bank of America	Wells Fargo						
Capital One	U.S. Bank						
Connect to PayPal	PNC Bank - Business Ba						
Show more							
At Intuit, the privacy and security	At Intuit, the privacy and security of your information are top priorities.						

Select Continental Bank from the list of displayed financial institutions.



Enter your login credentials (Username and Password) for Continental Bank in the login screen.

Sign in t	o accoui	nt			
Continental Bank	Continental Bank https://www.cban				
Username					
Enter for Continent	al Bank (UT)				
This field is required					
Password					
Enter for Contine	ntal Bank (UT)				
SHOW					
This field is required					
				Back	Continue
🔒 At	Intuit, the privacy and	d security of y	our inforr	nation are top p	priorities.
	Privacy		C	TRUSTe Intified Privacy numed by Taxabas	

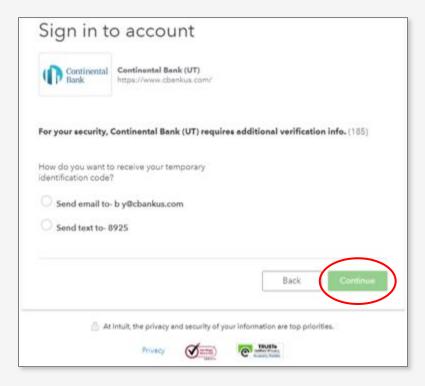
QuickBooks will make a connection with the appropriate Continental Bank account.

NOTE: If there are multiple accounts under the one login, all accounts will be accessed and downloadable. If other accounts exist under other logins, each of those will need to be connected <u>individually</u>.



Once a connection is established with Continental Bank, you will be asked to select how to receive additional verification information, either via email or SMS text.

Select the manner to receive the additional verification information and then click "Continue".



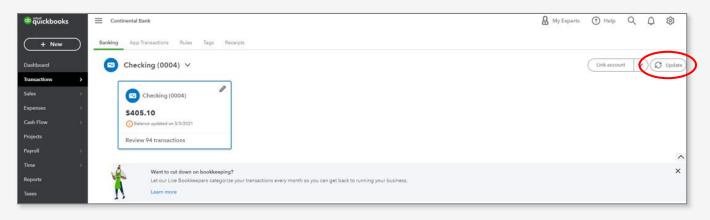
Select the account(s) to connect. Click "Connect".

Which accounts do you want to connect?
✓ Connected accounts
Continental Bank Sales *0004 Balance: \$405.10
Connect
At Intuit, the privacy and security of your information are top priorities.
Privacy Official States

Once connected to the Continental Bank account, banking transactions can be downloaded directly into QuickBooks. From the dashboard select "Transactions" \rightarrow "Banking" from the side menu.

😳 🛱 ickbooks	Continental Bank				A My Experts
+ New	+ Continental Bank				PRIVACY
Dashboard	Get things done Business overview				
Transactions	Banking				
Sales >	App Transactions			Hide	BANK ACCOUNTS
Expenses >	Rules	~	0		
Cash Flow	Tags		=====		Ash Me
Projects	Receipts		0		
Payroll >		Set up payments	Send your first invoice	Swipe cards in person with our	Our shoe came untied
Time >	Pay your employees		invoice	mobile app	We're sorry, Please check again later,
Reports	Start tracking time				
Taxes					

Click "Update".

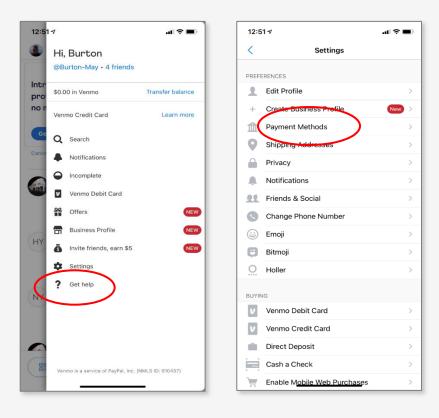


Once transactions are downloaded, proceed with the categorization and edits to transactions. Then click "Confirm".

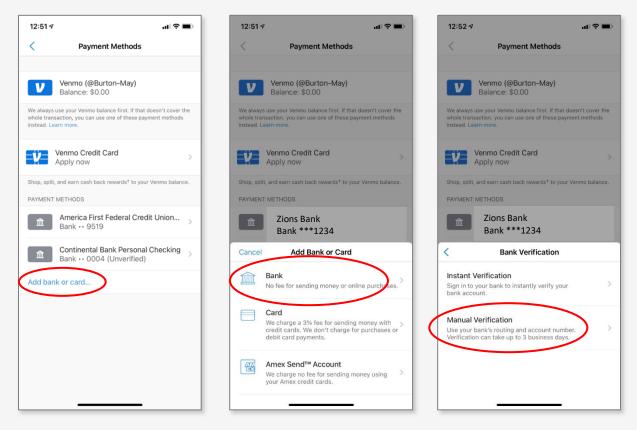
👳 ជ៊ីរ៉ាckbooks	Continental Bank			My Experts	Help	QÂ	ŝ
+ New	Banking App Transactions Rules Tags Receipts						
Dashboard	😑 Checking (0004) 🗸				Link account	V(Updating)
Transactions >	•						~
Sales >	.						×
Expenses >	Categorize your first transaction						
Cash Flow >	Assign categories on a regular basis to stay up-to-date with how your bu	siness is doing. It also makes tax prep a little easier.					
Projects							
Payroll >	DATE	DESCRIPTION	AMOUNT	ASSIGN TO	-		
Time >	04/22/2021	Id Utah Transit	-\$5.00	Taxes & Licenses		Confirm)
Reports	Categorize <u>Find match</u> <u>Record as trans</u>	fer ORecord as credit card payment					×
Taxes	Vendor/Customer ③ Cetegory * ③	Split transaction					
Mileage	Select payee Taxes & License	s ·					
Accounting >	Tags 🕤	Manage tags					
My Accountant	Start typing to add a tag						
Commerce	Memo						
Apps	POS Purchase POS ID : 654887 UTAH TRANSIT AUTHORITY	SALT LA					
	BANK DETAIL POS Purchase POS ID : 654887 UTAH TRANSIT AUT	HORITY SALT LA				_	
	🕅 Add attachment 📀 Create a rule 🔗 Exclus	le			(Confir	

STEP 4(c) – VENMO CONNECTION

Download, log in, and open the Venmo app to desired device. Select the menu in the upper right-hand corner. Then select "Settings" and "Payment Methods".



Click "Add bank or card..." and then select "Bank" and then click "Manual Verification".



Then, enter in your account number and Continental Bank's routing number 124003077. Then, Venmo will verify your bank account by sending two small deposits within 1-3 days that you'll have to "Verify".

12:52 4 all 🗢 🔳	12:52 AI
Done Link Bank Account	Done
R R	
Add a bank	Verify your bank
To verify your bank account, you'll see two deposits and two withdrawals on your bank statement over the next three days, each \$1 or less.	We deposited into and withdrew two small amounts bank account. They will appear in your account a 05/12/2021. Enter them below.
To avoid any overclust of other bank force make sure you have at least \$2 in your bank account.	First Amount .08
Routing Number Help	Second Amount .12
Account Number Help	Verify
onfirm Account Number	Verny
Save and continue	

If the deposit amounts entered match the amounts sent by Venmo, the bank account will be verified and added to Venmo for use.

9:02 🕫	al 🗢 🖿	9:03	V	al 🗢 🖿
<		<	Payment Methods	
Ê		212	Venmo Credit Card Apply now	>
			lit, and earn cash back rewards† to your	Venmo balance.
Continental Bank Personal Checking		血	Zions Bank Bank ***1234	>
Bank •• 0004		Â	Continental Bank Bank ***0004	>
Remove		Add ba	ank or card	

STEP 4(d) – STOP PAYMENT ON A CHECK

Stop Payments on a Check. Our Fee Schedule indicates a \$25 charge for placing a stop payment.

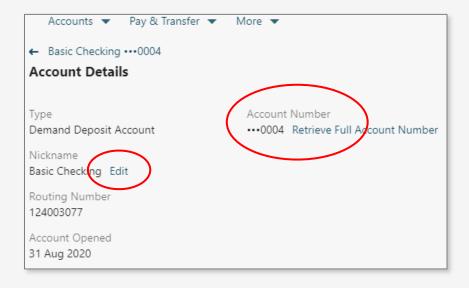
	Accounts 🔻 Pay & Transfer 🔻 More 💌
	Stop Payment on a Check
	If you are attempting to place a stop payment on a bill payment made through Bill Pay Service or an External Transfer, please call us at 1-888-858-7054.
	To place a stop payment on a check, please provide the following information.
	Account
	BASIC BUSINESS - CHECKING •••0004 (Available Balance = \$300.0 V
\downarrow	Check Number
	123456
	Continue Back

Once the check number is entered, a dialogue will appear indicating the stop request was made.

Accounts 🔻 Pay & Transfer 🔻 More 💌
←BASIC BUSINESS - CHECKING ••••0004
Confirm Stop Payment
Stop payment has been requested.
Account
BASIC BUSINESS - CHECKING •••0004 (Available Balance = \$300.07)
Check Number 123456

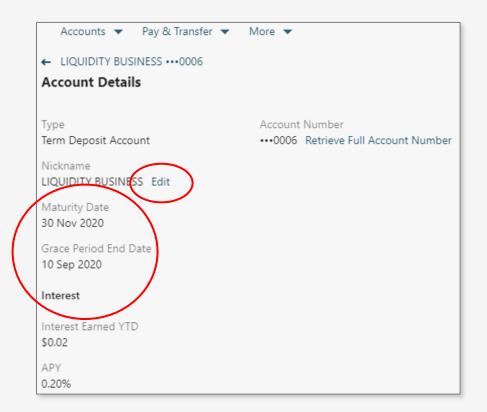
STEP 4(e) - CHECKING AND SAVINGS ACCOUNT DETAILS

The below screen gives you options to see your full account number, edit the account name shown on the home screen, and more.



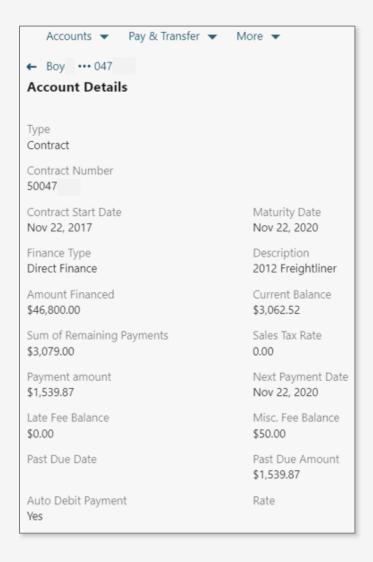
STEP 4(f) - CD ACCOUNT DETAILS

The below screen gives you options to see your full account number, Maturity Date, Grace Period, Interest Rate (APY), and edit the account name shown on the home screen.



STEP 5 – LOAN ACCOUNT DETAILS

The below loan screen gives you options to see all the necessary account details on your loan account. You can make online loan payments or line of credit paydowns via an internal transfer from a Checking or Savings accounts to that loan or line of credit account. You may also draw down funds from a line of credit and have then deposited (transferred) into a Checking or Savings account.



Account Settings

STEP 1 – ACCOUNT SETTINGS OVERVIEW

Once you are on the home screen for the Online Banking Portal, navigate to the "Account Settings" page under the "More" navigation link. In this guide we will cover the most commonly used accounts settings, but some features may be covered in other guides.

Continental Bank	Welcome, CONTINENTAL BANCORPORATION ▼ Sign Out Last Login Sep 23, 2020
Accounts 👻 Pay & Transfer 👻 More 💌	
Accounts Account Settings Message Center	Open an Account Pay Bills
BASIC BUSINESS - C ••••0004	\$300.00 Transfer Funds
	Earn more from your savings with a CD.
	Learn more
About Us Contact Us Location Terms of Use Privacy Security	
Continental Bank	

You will then land on the "Account Settings" main screen.

Profile Device Administration More Settings Update Profile My Devices Paperless Change Password Alerts Accounts Accounts Choose Alerts Sinder Accounts Show or Hide Accounts Sinder Accounts Sinder Accounts App Version BaNCSDigital.Web.2.0.1.CB.1.0.85 Sinder Study Security Sinder Scurity	Update Profile My Devices Paperless Change Password Alerts Accounts Choose Alerts Show or Hide Accounts Image: Change Accounts Nickname Accounts Image: Change Accounts App Version BaNCSDigital.Web.2.0.1.CB.10.85	Account Settings		
Change Password Alerts Accounts Choose Alerts Show or Hide Accounts Nickname Accounts App Version BaNCSDigital.Web.2.0.1.CB.10.85	Change Password Alerts Accounts Choose Alerts Show or Hide Accounts Nickname Accounts Nickname Accounts BancsDigital.Web.20.1.CB.10.85	Profile	Device Administration	More Settings
Alerts Accounts Choose Alerts Show or Hide Accounts Nickname Accounts App Version BaNCSDigital.Web.2.0.1.CB.10.85	Alerts Accounts Choose Alerts Show or Hide Accounts Nickname Accounts App Version BaNCSDigital.Web.2.0.1.CB.10.85	Update Profile	My Devices	Paperless
Accounts Choose Alerts Show or Hide Accounts	Accounts Choose Alerts Show or Hide Accounts Nickname Accounts App Version BaNCSDigital.Web.2.0.1.CB.10.85	Change Password		
Show or Hide Accounts Nickname Accounts App Version BaNCSDigital.Web.2.0.1.CB.1.0.85	Show or Hide Accounts Nickname Accounts App Version BaNCSDigital.Web.2.0.1.CB.1.0.85		Alerts	
Nickname Accounts App Version BaNCSDigital.Web.2.0.1.CB.1.0.85	Nickname Accounts App Version BaNCSDigital.Web.2.0.1.CB.1.0.85	Accounts	Choose Alerts	
App Version BaNCSDigital.Web.2.0.1.CB.1.0.85	App Version BaNCSDigital.Web.2.0.1.CB.10.85	Show or Hide Accounts		
BaNCSDigital.Web.2.0.1.CB.1.0.85	BaNCSDigital.Web.2.0.1.CB.1.0.85	Nickname Accounts		
BaNCSDigital.Web.2.0.1.CB.1.0.85	BaNCSDigital.Web.2.0.1.CB.1.0.85			
		App Version		
About Us Contact Us Location Terms of Use Privacy Security	About Us Contact Us Location Terms of Use Privacy Security	BaNCSDigital.Web.2.0.1.CB.1.0.85		
About Us Contact Us Location Terms of Use Privacy Security	About Us Contact Us Location Terms of Use Privacy Security			
		About Us Contact Us Locati	on Terms of Use Privacy Security	

STEP 2 – INDIVIDUAL SETTINGS

The "Update Profile" section allows you to add emails and phone numbers to your account. Only "Primary" emails and phone numbers will receive alerts and notifications. Cell phone numbers will be able to receive One-Time Password (OTP) texts, whereas office numbers will not be able to.

← Account Settings Update Profile	5		
Address			
Address Line 1 15 W. SOUTH TEMP	LE STE 300		
City		State	Zip
SALT LAKE CITY		UT	84101
Email			Add Email
JFLETCHER@CBA	NKUS.COM		Primary
Phone Number			Add Phone
(801) 595-7000			Primary
About Us Contac	t Us Location	Terms of Use	Privacy Security

Navigating to "Change Password" screen will bring up this menu to change your current password.

← Account Settings
Change Password
Enter your new password.
Password Requirements:
 At least 8 characters. Minimum of 1 uppercase, 1 lowercase, 1 numerical, and 1 special character. Can't be the same as your username. Can't be same as your last three passwords.
Current Password
New Password
P
Confirm New Password
P
Change Password Cancel

The "Device Management" section allows you to remove devices you have authorized to access the account via OTP (One-Time-Password) authentication.

← Account Settings Device Management								
To help protect your accounts and information, you can track which devices accessed your account(s) within the last 90 days. If a device is not recognizable, you should change your on-line banking password to protect your accounts and information.								
Device						Last Accessed		
Window	vs OS					Sep 23, 2020 at 5:17 pm MT	Remove	
About Us	Contact Us	Location	Terms of Use	Privacy	Security			

The "Nickname Accounts" screen allows you to edit the nicknames of the accounts that appear on your main account dashboard.

Accounts 🔻 Pay & Transfer 👻 More 👻	
← Account Settings Nickname Accounts	
BASIC BUSINESS - CHECKING ••• 0004 BASIC BUSINESS - CHECKING	Edit

The "Show or Hide Accounts" menu allows you to show or hide any of your accounts that appear on the main account screen. This is useful if you only want certain accounts to be visible to employees.

Accounts 🔻 Pay & Transfer 💌 More 💌
← Account Settings
Show or Hide Accounts
When you hide an account, it will not be displayed in the list of accounts and functionality may be limited.
Show BASIC BUSINESS - CHECKING ••• 0004
Save Cancel
About Us Contact Us Location Terms of Use Privacy Security

The "Paperless" screen allows you to opt your accounts into and out of paperless statements. This can be changed on an individual basis for each account.

← Account Settings	
Paperless	
Save paper, stay secure: Get your documents and other notices online instead of in the mail. When you go send you an email at your primary address when your documents are available.	paperless for an account, we'll
Update your paperless preferences here. To go paperless for an account, make sure the box next to that ac paper notices and letters, or to go back to receiving paper statements for any of your accounts, make sure unchecked.	
Account	
BASIC BUSINESS - CHECKING •••00 V	
BASIC BUSINESS - CHECKING ••• 0004 Demand Deposit Account	All Statements
Save Cancel	

STEP 3 – OVERDRAFT PROTECTION

Along with the settings covered in the "Account Settings" menu, one more setting we would like to cover is switching on Overdraft Protection for your accounts. Start by navigating back to your home screen. Once on your home screen, click into one of your accounts.

Continental Bank		Welcome, CONTINENTAL BANCORPORATION ▼ Last Login Sep 23, 2020	Sign Out
Accounts 👻 Pay & Transfer 💌	More 🔻		
Accounts	Account Settings	Open an Account Pay Bills	
BASIC BUSINESS - C *** 0004		\$300.00 Current Balance	;
		your s with a	nore from avings CD. m more
About Us Contact Us Location 1	Ferms of Use Privacy Security Continental Bank		

Now that you are in your desired account, click on the "Overdraft Protection" section. This Overdraft Protection services allows clients to link a coverage account—a savings, money market, or secondary checking account—to your primary checking account so that available funds are automatically transferred from the coverage account to the primary checking account to prevent overdrafts when the balance in your primary checking account is insufficient. For Overdraft Protection Lines of Credit, contact your Relationship Manager.

BASIC BUSINESS - CHECKING •••0004		Transfer Funds	
\$300.00 Available Balance	\$300.00 Current Balance		Enroll in E-statements
Transactions		Download YQ	
Date ↑ Description Posted Transactions	Amount	Balance	Overdraft Protection → Off ●
Sep 1, 2020 Account Credit	\$300.00	\$300.00	Statements Order Checks Stop Payment on a Check Account Details

You will then be presented with the screen below. Click "Add Overdraft Protection" to begin enrolling an account.

A	Accounts	With Over	draft Prot	ection			
		ot setup an ace Overdraft Prote		erdraft protectio	n.		
Δ	About Us	Contact Us	Location	Terms of Use	Privacy	Security	

Next you will be presented with an explanation of how overdraft protection works for your account. Please read this carefully to understand possible fees associated with Overdraft Protection.

Overdraft Services

We offer many tools to help you manage your account – you can monitor account activity, transfer funds, and set low balance alerts with Online and Mobile Banking. You may also want to consider the optional overdraft service described below. A single Overdraft Transfer Fee is assessed on the day your account is overdrawn, regardless of the number of transactions covered that day.

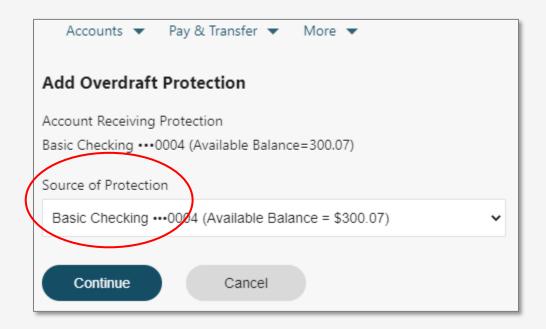
If you enroll in our overdraft transfer coverage, we will use a linked account to cover an overdraft. When a transfer is made from the linked account to cover the overdrawn account, an Overdraft Transfer Fee will be assessed. If the balance in the linked account is not sufficient to cover the entire overdraft, you will be charged an NSF fee. If the account remains overdrawn, an Overdraft On-Going Fee will be assessed after the account has been overdrawn for seven (7) days, and every day thereafter.

Fee Amounts

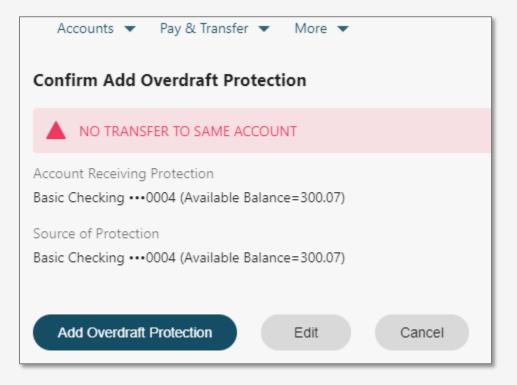
- Non-Sufficient Funds (NSF) Fee: \$30.00 per item.
- Overdraft Transfer Fee: \$12.00 per transfer.
- Overdraft On-Going Fee: \$8.00 per day after seven (7) days.

Continue	Back		

Next will be the screen that allows you to select which coverage account to opt into Overdraft Protection. Select the source of the coverage account from the drop-down menu and press continue.



Lastly, you will be presented with a confirmation for enrolling the selected coverage account in Overdraft Protection. Click "Add Overdraft Protection" to complete set-up. Note below that the two accounts cannot be the same. Once you select a different account you will receive a green confirmation.



Transferring Funds and Paying Bills

STEP 1 – OVERVIEW

Next, we will talk about how you can transfer funds to another internal account or to an external account at another bank or credit union. Start by clicking the "Transfer Funds" link to get started.

Continental Bank	Welcome, CONTINENTAL BANCORPORATION ▼ Sign Out Last Login Sep 03, 2020
Accounts ▼ Pay & Transfer ▼ More ▼	
Accounts	Open an Account Pay Bills
BASIC BUSINESS - C •••0004	S300.00 Current Balance Earn more from your savings with a CD. Learn more
About Us Contact Us Locations Terms of Use Privacy Security (Cantinental ank (요리아이슈마이슈) 이 2020 Continental Bank	

STEP 2 – INTERNAL TRANSFERS

Now you will be on the "Transfer Money" screen from the "Transfer" menu. To transfer funds between internal accounts (deposit and loan accounts), select from the dropdown arrows which internal accounts you want to transfer funds to and from, then set the transfer amount. Then click "Continue" to follow through with transfer details and confirmations.

Transfer Money	🕀 Add External Acco	unt
From Account		
CHECKING •••0017 (Available Balance	e = \$2751666.91)	~
To Account		
LOANS TESTING •••3987 (Available of	Credit = \$0.00)	~
Payment Options		
\$1000.00 Minimum Payment Due		~
On Immediate Transfer		
Total \$1,000.00		
Continue Cancel		

STEP 3 – EXTERNAL TRANSFERS

To transfer funds to an external account, you must first add one at another bank or credit union by clicking "Add External Account".

Transfer Money (+ Add Externa	l Account
From Account	
CHECKING •••0017 (Available Balance = \$2751666.91)	~
To Account	
LOANS TESTING •••3987 (Available Credit = \$0.00)	~
Payment Options	
\$1000.00 Minimum Payment Due	~
On Immediate Transfer Total \$1,000.00	
Continue Cancel	

STEP 3(a) – ADDING EXTERNAL ACCOUNTS

To add an external account, first enter in a name for that account (you can change this name later if you'd like to nickname it). Continental Bank does not validate the external account or routing number you enter, so make sure they are correct before adding the account. Add as many external accounts as you'd like—they'll be saved to your dashboard for easy use in future external transfers. Hit "Next".

Name	
E	
Account Type	
Savings	~
Account Number	Routing & Account Number location on bank check.
	¤ _ل 789123456] ∎ 123789456123]
Confirm Account Number	Routing Number Account Number
Routing Number	
Bank Name	

Confirm External Account
Account Type Savings
Account Number 456456456564
Routing Number 124000054
Account Nickname Chase Checking
I authorize Continental Bank to initiate an electronic funds transfer.
Add Account Edit Cancel

Then you will be presented with a confirmation screen asking you to click "Add Account".

Once you click "Add Account" it will verify you are authorized to add that account by sending a One-Time-Passcode (OTP) to your email or cell phone number. Push "Send Code".

Get Identification Code		
For your security, we need to change.	verify your identity before making this	
How do you want to receive	your temporary identification code?	
Send email to	Send text to	
⊖ j •••• n@cbankus.com	•••• ••• 0282	
Send Code	Back	

Then type into the box that appears the 6-digit OTP. Click "Validate OTP". If you didn't receive it within a minute, or it expired, you can click "We can send it again".

Enter Identification Code
Your identification code has been sent. Please enter it below to sign in.
Temporary Identification Code
Validate OTP Back
Didn't receive your code? We can send it again.

Immediately, you will receive a green confirmation that the External Account was successfully added.

← Transfer Funds External Account (onfirmation
Account has bee	added.
Account Type Savings	
Account Number 45645645456564	
Routing Number 124000054	
Account Nickname Chase Checking	
Make Transfer	Edit Remove Account

Now you will enter in all required fields to make the ACH transfer. You can set one-time or recurring ACHs for now or in the future. Notice below that monthly payments will auto pull for 6 months.

Transfer Money	🕂 Add External Account
From Account	
BASIC BUSINESS - CHECKING0	004 (Available Balance = \$301.1 V
To Account	
Chase Checking ····6564	~
Frequency	
Monthly	~
Send On	
11/13/2020	:::
Ending	
On Date 🗸	
Ends	
05/21/2021	
Amount	
\$ 6.53	
Continue Cancel	
Continue	

Once you review and confirm the transfer is set up properly, hit "Transfer". You will the validate an OTP.

Confirm Transfer	Confirm Transfer				
From Account BASIC BUSINESS - CHECKING•••0004					
To Account Chase Checking••••656	54				
Frequency Monthly	Starts Nov 13, 2020				
Ending On Date	Ends May 21, 2021				
Amount \$6.53					
Transfer	Edit Cancel				

Transfer Confirmation					
Your transfer	has been scheduled successfully.				
From Account					
BASIC BUSINESS - C	HECKING ···· 0004				
To Account	To Account				
Chase Checking•••6	564				
Frequency	Starts				
Monthly	Nov 13, 2020				
Ending	Ends				
On Date	May 21, 2021				
Amount					
\$6.53					

STEP 3(b) – MANAGING HISTORICAL AND UPCOMING TRANSFERS

On the "Transfer" homepage, you can "Manage External Accounts" to add, delete, edit, and give nicknames to external accounts. You can also view Transfer History and Upcoming Transfers.

Continental Bank		Last Login Nov 09,
Accounts 🔻 Pay & Transfer 👻 Mor	e 🔻	
Transfer Money	+ Add External Account Upcoming Tr	ransfers
From Account		
BASIC BUSINESS - CHECKING0004 (Av	ailable Balance = \$301.1 V BASIC BUSI	
To Account		C \$1.06
Joe - Zions •••2109	✓ Sched	uled for Nov 10, 2020
Frequency		
One Time	Manage Exter Upcoming Tra	rnal Accounts ansfers
Send On	Transfer Histo	
11/11/2020		
Amount		
\$ x.xx		
Continue Cancel		

If you select "Upcoming Transfers" tab you can see all upcoming transfers. You can also click on the three little dots to edit or delete pending or scheduled transfers.

Continental Bank	Last Logir
Accounts ▼ Pay & Transfer ▼ More ▼ ← Transfers Upcoming Transfer	💽 → Transfer Money
BASIC BUSINESS 0004 → Joe	\$1.06
CHECKING ···· 2109	Scheduled for Nov 10, 2020
BASIC BUSINESS 0004 → Chase	Sche Edit
CHECKING Checking 6564	Delete

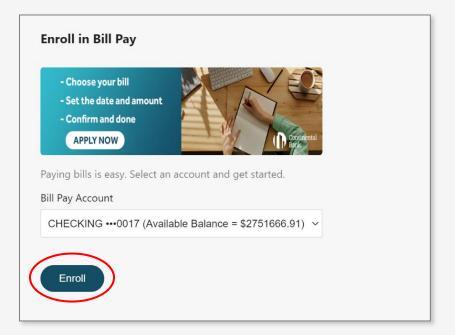
STEP 4 – BILL PAY

Continental Bank Welcome, CONTINENTAL BANCORPORATION 🗢 🗹 Sign Out Accounts 🔻 Pay & Transfer 👻 More 👻 Open an Account Accounts Pay Bills Transfer Funds \$300.00 BASIC BUSINESS - C... ••• 0004 Current Balance Earn more from your savings with a CD. Learn more About Us Contact Us Locations Terms of Use Privacy Security Continental Bank

Enrolling in Bill Pay is easy. From your home screen navigate to the link marked "Pay Bills".

STEP 4(a) – BILL PAY ENROLLMENT

Next, select an account you want to enroll in Bill Pay. Follow the screens as it walks you through each step of the process for enrolling that account.



STEP 4(b) – BILL PAY OVERVIEW

From the main "Bill Pay" screen, you can see the below 3 sections:

Below is the "Manage Payees" screen. Note: the green lightening icon next to XFINITY indicates
 2-day electronic Bill Pay (ACH), whereas the 123 Utilities has no such icon (3-day mailed check).

ay Bills		🕀 Add Payee	Q	\frown
123 UTILITIES Pay From BASIC BUSINESS - CHECKING •••0004 (Available 🗸	Amount \$ 50.99	Send		Manage Payees Scheduled Bills Bill Pay History
COMCAST XFINITY975	Amount \$ 75.81	Send 	0 0	

2. Below is the "Bill Pay History" screen. Click on the amount to edit the Bill Pay before it clears.

Bill Pay I Pay Histo	ory						Q	Manage Payee Scheduled Bills
Sent on ↓	Account	Payee		Amount	Delivered By	Status		
Nov 18, 2020	Account ••• 0004	COMCAST XFINITY	+	\$75.81	Nov 20, 2020	Pending		

3. Below is the "Scheduled Bills" Screen. Click on the Payee (Biller) to edit

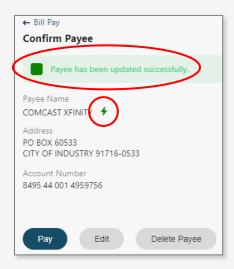
← Bill Pay Scheduled Bills					
COMCAST XFINITY9756	Pay From BASIC BUSINESS - CHECKING •••0004	Amount \$75.81	Send Nov 18, 2020 Arrives Nov 20, 2020	:	Manage Payees Bill Pay History

STEP 4(c) – ADDING PAYEES

The first screen lets you add a payee (or biller). Follow the screen prompts similar to other steps to add your payees. Having that payee's information available will also help speed up this process.

Pay Bills Looks like you ha	ven't added payees yet. Add your first payee.	Manage Payees Scheduled Bills Bill Pay History
About Us Con	tact Us Locations Terms of Use Privacy Security	
	Add Payee	
	Payee Name	
	Payee Payment Address Address	
	Address Cont'd	
	City State Zip	
	AA ~	
	Account Number	
	Enter account number from your bill	
	My bill does not include an account number.	
	Pay From	
	Select Account ~	
	Add Payee Cancel	

Once you successfully add a new Payee, you will see a green confirmation dialogue appear. Payees can be easily managed and edited when addresses or account numbers change. The green lightening icon next to XFFINITY indicates that the Payee is a larger Payee recognized in the system that accepts electronic payments that are processed within 2 business days. Payees without that icon are sent a physical check in the mail that is delivered and processed within 3 business days.



When setting up a new Bill Pay, ensure the frequency and delivery date are correct. If you schedule a bill or transfer and need to go back and edit or delete it, just click on "Scheduled Bills" to do so.

Pay Bill							
Payee COMCAST XFINITY ••••9756 🗲							
Pay From							
BASIC BUSINESS - CHECKING	0004 (Ava	ilable	Balan	ce = \$	301.1	~	
Amount							
\$ 75.81							
Frequency	Send						
One time	Sena				::	P	
One time Weekly	Arrives	Nov 12	2020			-	
Monthly	←		Nov	ember	2020		\rightarrow
Yearly Twice Every Month Every 2 Weeks	Su	Mo	Tu	We	Th	Fr	Sa
Every 4 Weeks Every 2 Months	1	2	3	4	5	6	7
Every 3 Months Every 6 Months	8	9	10	11	12	13	14
Every o monuns	15	16	17	18	19	20	21
About Us Contact Us Location	22	23	24	25	26	27	28
Continental	29	30					
		A			v 12 20 \$0.00 f		
		D	one		Can	cel)

STEP 5 – WIRE TRANSFERS

Continental Bank	Welcome, CONTINENTAL B SALES Last Lo	ANCORPORATION Sign Out
Accounts Pay & Transfer More Transfers Wire Transfers Pay Bills Continental Bank Sal ***0004	SALES 🔻	Sign Out
Continental Bank		

To initiate a Wire Transfer, hover your mouse over "Pay and Transfer" and click "Wire Transfers".

On the next screen, fill in the wire information. This information will include:

- <u>Recipient Bank Information</u>: this will be the ABA, Name, Address information for the receiving bank (provided by the wire recipient).
- <u>Intermediary Financial Institution (FI)</u>: if you add an Intermediary FI, click on Yes, then new fields will appear and mirror the fields of the Recipient Bank.
- <u>Recipient Information</u>: this is the customer that will be receiving the wire proceeds. Please make sure that the Name, Address, and Account information is entered. (Address is not required on the form but most banks require this information and will save time in sending the wire if it does not need to be corrected.)

Wire Transfer		
Recipient Bank Information		
Routing Number		
Bank Name		
Address		
Type to search		
City	State	Zip
	AA 🗸	
Country		
USA		
Do you want to add Intermediary F	l Details?	O Yes 🖲 No

Recipient Information	
Name	
Nickname (Optional)	
Address	
Type to search	
Address Cont'd (Optional)	
City	State Zip
	AA 🗸
Country	
USA	
Account Number	
Confirm Account Number	
Message to Recipient (Optional)	
Message to Recipient Bank (Optional)	
Continue Cancel	

Choose the "From Account" from the dropdown list. Enter in the wire amount. If you would like to add in memo information, please do so here. Once you are finished click "Continue".

	Continental Bank
	Accounts 👻 Pay & Transfer 👻 More 💌
	Wire Transfer
	From Account
	Continental Bank Sales •••0004 (Available Balance = \$477.67)
	Wire Amount
	\$ X.XX
	Wire - Domestic Outgoing Fee \$25.00
	Make this a repeating wire Off
	Memo (Optional)
	Total \$0.00
$\left(\right)$	Continue Cancel
	About Us Contact Us Location Terms of Use Privacy Security
	Continental Sank

A new screen will appear allowing final review of wire details previously entered. Once you verify everything is correct, click "Transfer".

Accounts 🔻 Pay & Transfer	▼ More ▼
Wire Transfer	
Recipient Bank Information	Edit
Routing Number	124000054
Bank Name	Zions Bank
Address	15 West South Temple, Ste 300
City	Salt Lake City
State	UT
Zip	84101
Country	USA
Recipient Information Edit	
Name	Continental Bank
Nickname	
Address	15 West South Temple, Ste 300
Address Cont'd	
City	Salt Lake City
State	UT
Zip	84101
Country	USA
Account Number	12341234
Message to Recipient	
Message to Recipient Bank	
Wire Information Edit	
From Account	Continental Bank Sales•••0004
Wire Amount	\$1.00
Wire - Domestic Outgoing Fee	\$25.00
Total	\$26.00
Make this a repeating wire	No
Wire Date	Feb 02, 2021
Memo	
\frown	

A wire confirmation page will be sent once the wire has been approved and will go to the primary email for the account. If the Bank receives the completed Wire Form before 3:00pm MST on any business day, the wire will be processed and sent same day.

Transaction Alerts

STEP 1

Once you are on the main screen of the online banking portal, navigate to "Account Settings".

Continental Bank	Welcome, CONTINENTAL BANCORPORATION ✓ Sign Out Last Login Sep 23, 2020
Accounts 🔻 Pay & Transfer 🔻 More 💌	
Accounts Account Settings Message Center	Open an Account Pay Bills
BASIC BUSINESS - C ••••0004	\$300.00 Transfer Funds Current Balance
About Us Contact Us Location Terms of Use Privacy Security	Earn more from your savings with a CD. Learn more

Once you are on the "Account Settings" screen, click "Choose Alerts" under "Alerts".

Continental Bank		Welcome, CONTINENTAL BANCORPORATION SALES ▼ Last Login Oct 27, 2020	₽	Sign Out
Accounts 👻 Pay & Transfer 💌	More 👻			
Account Settings				
Profile	Device Administration	More Settings		
Update Profile	My Devices	Paperless		
Change Password				
	Alerts			
Accounts	Choose Alerts			
Show or Hide Accounts				
Nickname Accounts				
App Version				
BaNCSDigital.Web.2.0.1.CB.1.0.85				

STEP 2 – SET-UP

Next you will land on the main screen for "Choose Alerts". Select which account you are setting up alerts for and make sure the two primary delivery methods (a phone number and email) are correct. You can edit the alert email and phone number by clicking "Edit" next to their field. This will take you to a sperate screen to edit this information.

← Account Settings Choose Alerts	
Show alerts for BASIC BUSINESS - CHECKING ••••0(~	
Deliver Method J •••• R@CBANKUS.COM Edit •••••• 7000 Edit	
*Message and data rates may apply.	
Balance and Transfer Spending	
Alert me when my available \$ balance for this account is less than	□ J •••• R@CBANKUS.COM □ ••• ••• 7000
Alert me when a withdrawal is made at an ATM from this account.	□ J •••• R@CBANKUS.COM □ ••• ••• 7000
Alert me when my available balance for this account goes below \$0.00.	☐ J ••• R@CBANKUS.COM ☐ ••• ••• 7000
Alert me when a purchase is made with a Debit Card from this account.	□ J ••• R@CBANKUS.COM □ ••• ••• 7000
Payments	
Alert me when an outgoing ACH transfer has been processed for this account.	☐ J •••• R@CBANKUS.COM ☐ •••••• 7000
Alert me when an incoming ACH transfer has been credited to this account.	☐ J •••• R@CBANKUS.COM ☐ ••• ••• 7000
Alert me when an outgoing ACH transfer has been debited from this account.	☐ J ••• R@CBANKUS.COM ☐ ••• ••• 7000
Save	

STEP 3 – CONTACT INFO

Once on the next screen, labeled "Update Profile" you can change the emails and phone numbers for alerts to be sent to. Alerts are only sent to the "Primary" email and phone number on file.

Accounts 👻 Pay & Transfer 👻	More 💌		
 Account Settings Update Profile 			
Address			
Address Line 1 15 W. SOUTH TEMPLE STE 300			
City	State	Zip	_
SALT LAKE CITY	UT	84101	
Email			Add Email
JFLETCHER@CBANKUS.COM			Primary
Phone Number			Add Phone
(801) 595-7000			Primary
	Terms of Use 20 Continental	Privacy Security Bank	

After clicking either "Add Email" or "Add Phone" you will be taken to a small sub-screen to confirm the new entry. You must select "Primary" for the alerts to be sent on that account.

Accounts 👻 Pay & Transfer 👻 More 💌	
← Account Settings Add Email	
Email Type	
Business ~	
Email Address	
Confirm Email Address	
Primary	
Save Cancel	
About Us Contact Us Location Terms of Use Privacy Security	
Continental Continental Bank	

After saving the new phone or email, you will be sent back to the "Update Profile" main screen and get a confirmation notification at the top of the screen. You will also be able to see your added phone or email in their designated areas.

Email added successfully.			
Address			
Address Line 1 15 W. SOUTH TEMPLE STE 300			
City SALT LAKE CITY	State UT	Zip 84101	
Email			Add Emai
JFLETCHER@CBANKUS.COM	>		Prima
jporter@cbankus.com	>		τ
Phone Number			Add Phone
(801) 595-7000			Prima
About Us Contact Us Location	on Terms of U	Jse Privacy Security	
	© 2020 Continer	tal Rank	

STEP 4 – TRANSACTION ALERT TYPES

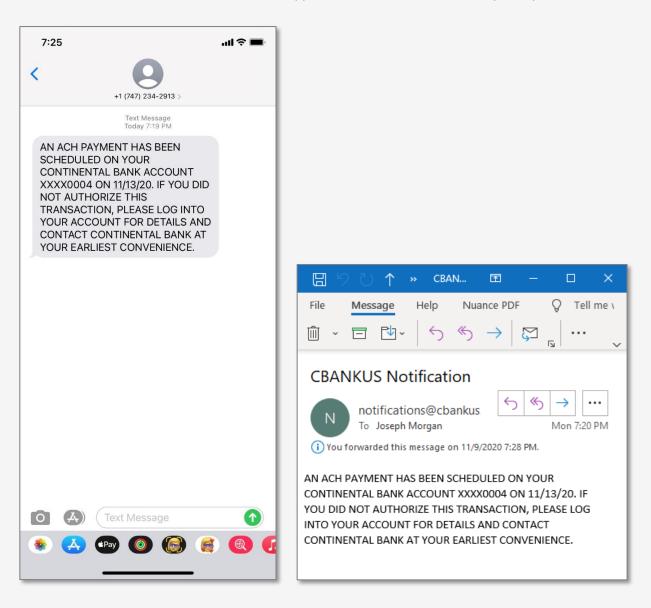
Next, back on the main "Alerts" page, you can now pick from a select number of alerts classified under alerts for "Balance and Transfer Spending" and alerts for "Payments". Only primary emails and phone numbers can receive alerts. To opt-in to specific alerts check the box next to the previews of your primary email or phone number for that account. Remember that alerts are set-up separately for each account so you will need to repeat this process for each account. Also remember to hit save before exiting the page.

NOTE: The "Alert me when my available balance for this account is less than..." field has a text entry field where you can specify the amount of money your account needs to drop below to receive an alert. Make sure to enter both an amount and check the alert box before hitting save.

Balance and Transfer Spending	
Alert me when my available balance for this account is less than	R@CBANKUS.COM
Alert me when a withdrawal is made at an ATM from this account.	R@CBANKUS.COM
Alert me when my available balance for this account goes below \$0.00.	R@CBANKUS.COM
Alert me when a purchase is made with a Debit Card from this account.	R@CBANKUS.COM
Payments	
Alert me when an outgoing ACH transfer has been processed for this account.	R@CBANKUS.COM
Alert me when an incoming ACH transfer has been credited to this account.	R@CBANKUS.COM
Alert me when an outgoing ACH transfer has been debited from this account.	R@CBANKUS.COM
Save Cancel	

STEP 5 – RECEIVE THE ALERT

The real-time text and email notifications will appear as shown below once the system processes them.



Ordering Checks

STEP 1 ORDER CHECKS

There are 3 ways to order checks. There is no cost difference to ordering them one way or another.

- 1) Continental Bank can order checks on your behalf through Deluxe (our preferred check vendor).
- 2) You can order checks by calling product experts at Deluxe (800-252-3414).
- 3) You can order checks direct from Deluxe's website.

To order checks directly from Deluxe's website, follow these instructions. Once you are on the main screen of the online banking portal, navigate to the "Accounts" menu and click on "Order Checks".

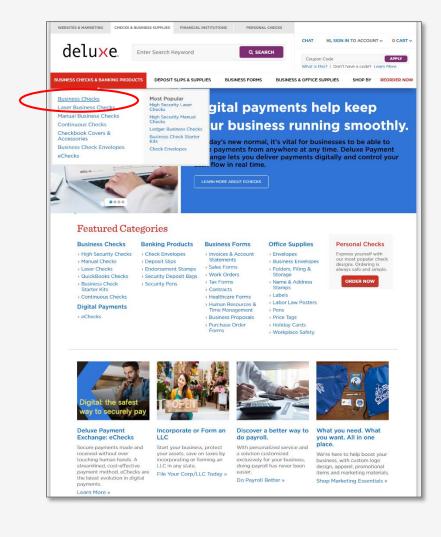
Account Summary Acc Order Checks	Open an Account	Pay Bills
Statements & Documents BASIC BUSINESS - C •••• 0004	\$301.13 Current Balance	Transfer Funds
		Earn more from your savings with a CD. Learn more
About Us Contact Us Location Terms of Use Priv	acy Security	

You will be prompted with a disclosure that you are leaving a site maintained by Continental Bank. Accept the disclosure to move on to the Deluxe website to begin ordering checks.

Accounts 🔻 Pay & Transfer 💌 More 💌
You are now leaving Continental Bank.
Continental Bank's website terms, privacy and security policies don't apply to the site you're about to visit. Please review its website terms, privacy and security policies to see how they apply to you. We aren't responsible for (and don't provide) any products, services or content at this third-party site, except for the products and services that explicitly carry the Continental Bank name.
Next Cancel

STEP 4 – DELUXE – ORDERING CHECKS ONLINE

You will be taken to this screen on the Deluxe website. From there, hover over "Business Checking and Banking Products", then click "Business Checks".



Next click on either "Laser Business Checks" or "Manual Business Checks" to begin creating your checks.

	eta & Bardery Product Deriv Desis Checks:	Stay on With hig your bank a store now store or issue manual Business Checks		i of fraud hecks.
Business check Accessories = Business Check Stater fitts = Checks = Checks = Manual Business Checks = High Security Checks = High Security Checks = Deluse High Securit Loser to Check remit SkiTros	Featured Car Laser Business - Igo Bacarty Law	Stay on with hig your bank a word bank server server Manual Business Checks	sh security cl eter criminals from count.	d of fraud hecks. ever reaching
Business Check Accessories = Business Check Starfer Kits > Continuous Check Leaser Business Checks > High Security Checks > Deluse High Security Checks > Starfer Kits / Checks > Deluse High Security Leaser Too Check Interii SSLTOS	Featured Car Laser Business Laser Business - High Bocarity Lawr	Stay on with hig well help well help store now store now methods store now store now store now store now store now	sh security cl eter criminals from count.	hecks, ever reaching
Accessories # Business Check Starter Kils # Continuous Check Learer Business Checks # Manual Business Manual Business Checks # Manual Business Checks # Manual Business Checks # Manual Business Check # Manua	Featured Car	with hig We'll help do SHOP NOV	sh security cl eter criminals from count.	hecks, ever reaching
Starter Kits = Continuous Check Lacer Business Checks = High Security Checks = High Security Checks = Top Sellers Deluae High Security Larer Top Check trend SLTD3 Deluae High Securit Larer Top Check trend SLTD3	Featured Car	with hig We'll help do SHOP NOV	sh security cl eter criminals from count.	hecks, ever reaching
Continuous Checks Lacer Business Checks - Plenue Business Checks - High Security Checks - Top Sellers Detue High Securit Larer Top Check Inter SUTOS Detue High Securit Larer Top Check Inter SUTOS	Featured Car	We'll help d your bank a sour bank a sour bank sour bank sour bank bank bank bank bank bank bank bank	eter criminals from ccount.	ever reaching
Checks = Manual Business Checks = High Security Checks = Top Sellers Delive High Security Laser Top Ohekel Seniti SSLTIDS Delive High Securit Laser Top Check Remit SSLTIDS Delive High Securit Down Physe Business Size Checks	Laser Business Checks	your bank a suce now suce now suce now suce now Manual Business Checks Desporter und	ccount.	Envelopes
Hanual Business Checks + High Security Checks + Top Seliers Deluxe High Securit Laser Top Check Brenit SSLTIDS Deluxe High Securit Laser Top Check Brenit SSLTIDS Deluxe High Securit On-A-Page Business Size Checks	Laser Business Checks	Annual Business Checks	Deposit Slips	Double Window
High Security Checks w Top Sellers Deluxe High Security Laser Top Check Remit SSLT04 Deluxe High Security Laser Top Check Remit SSLT03 Deluxe High Security On-Arbaga Business Size Checks	Laser Business Checks	Manual Business Checks	Manual Booked	Double Window
Deluxe High Security Laser Top Chock Item# SSLTI04 Deluxe High Security Laser Top Check Item# SSLTI03 Deluxe High Security On-A-Page Business Size Checks	Laser Business Checks	Manual Business Checks	Manual Booked	Double Window
Deluxe High Security Laser Top Chock Item# SSUTI04 Deluxe High Security Laser Top Check Item# SSUTI03 Deluxe High Security On-A-Page Business Size Checks	Laser Business Checks	Checks	Manual Booked	Double Window
Laser Top Chock Item# SSUTIO4 Deluxe High Security Laser Top Check Item# SSUTIO3 Deluxe High Security On-A-Page Business Size Checks	Laser Business Checks	Checks	Manual Booked	Double Window
Laser Top Check Item# SSL7103 Deluxe High Security On-A-Page Business Size Checks	Checks High Security Laser	Checks	Manual Booked	Double Window
Item# SSLT103 Deluxe High Security On-A-Page Business Size Checks	High Security Laser	> he h Security Manual		
On-A-Page Business Size Checks				
Size Checks		Business Checks + High Security Manual	 Manual Loose Deposit Slips 	 Single Window Check Envelopes
Item# 53220HS	Business Checks Quickbooks	3-on-a-Page checks > Standard Manual	 Peachtree Compatible Laser Deposit Slips 	 Self-Seal Check Envelopes
	Compatible Laser Business Checks	Business Checks	> Deposit Bags	Manual Seal Check
Deluxe High Security Laser Mid Check Item# SSLMI02		 Manual Multi Purpose Checks See More » 	See More »	Envelopes See More »
	See More »			
Deluxe High Security Compact-Size				
Duplicate Checks Item# 51200H5	CALL ST ON		ne and money?	
		Try echecks fi	om Deluxe Paymen	nt Exchange.
		LEARN MORE		

On the next screen you will have the option to choose your preferred check types. For the remainder of this guide we will use the three check page options as an example.

deluxe.	Enter Search Keyword	Q SEA	RCH Coupen G	Don't have a code? Learn Hore
	Benking Products Business		Trecks	
Manual	Business	Checks		
	kBooks" quicker ital payments.		luxe.	ORDER NOW
ung	icar payments.	PAYM	INT EXCHANGE	
	Sort By Featured V	Showing 1-24 of 106 5	how All PREVIOU	IS PAGE NEXT PAGE >
Narrow Results	\sim			
Security Level High Security (31) (1) Standard (75)		1		
() standard (75)	and the second s		Queen an an	Prese
Format 3-On-A-Page (47)	0	1 1 1 1 - Z	the second of the	Course A
Business Size (79)	Deluxe High Security	3-Cn-A-Page Business	Compact Size	The Traveller, Business
Deskbook (12) One-Write (50)	3-On-A-Page Business Size Checks	Siz Checks, Side-Tear Voucher	Duplicate Checks, Green Marble Design	Size Portable Checks Item # 59000N
Personal (7) Portable (6)	Item # 53220HS	ltem # 53220N	Item # 51200N	Qty/Price: 40/\$47.99
Voucher (3)	Qty/Price: 250/\$128.99	ty/Price: 250/\$105.99	Qty/Price: 100/\$55.99	
Show All	\checkmark			
Carboniess Copy			and the second s	
Single - 1 (65)			Q-mar-	
Triplicate - 3 (3)	and the second s		Contraction of the second	- Without -
Guedruplicate - 4 (3)	6	0	The second se	· · · · · · · · · · · · · · · · · · ·
Purpose	Deluxe High Security Compact-Size	Deluxe High Security Traveller Business-Size	3-On-A-Page Compact Size Checks with Side-	Deluxe High Security 3-On-A-Page Compact
Accounts Payable (2) Multi Purpose (78)	Duplicate Checks Item # 51200HS	Portable Checks Item # 59000HS	Tear Voucher Item # 56300N	Checks w/ End Stubs Item # 56300HS
Payroll (18)	Qty/Price: 100/\$64.99	Qty/Price: 40/\$54.99	Qty/Price: 250/\$95.99	Qty/Price: 250/\$112.99
Charitable Check				
Susan G. Komen* (I)				
 Wounded Warriors Family Support (1) 	Cont Contractor		aroun ment 1	storag ap-11 H
			The second second	The second se
	in your a			
	6		·····	(f)
	Deluxe High Security	The Entrepreneur,	3-On-A-Page Business Size Checks with	Deluxe High Security
	3-On-A-Page Counter Signature Checks	Compact Size Checks and Register	Size Checks with Deposit Tickets	3-On-A-Page Business Size Checks

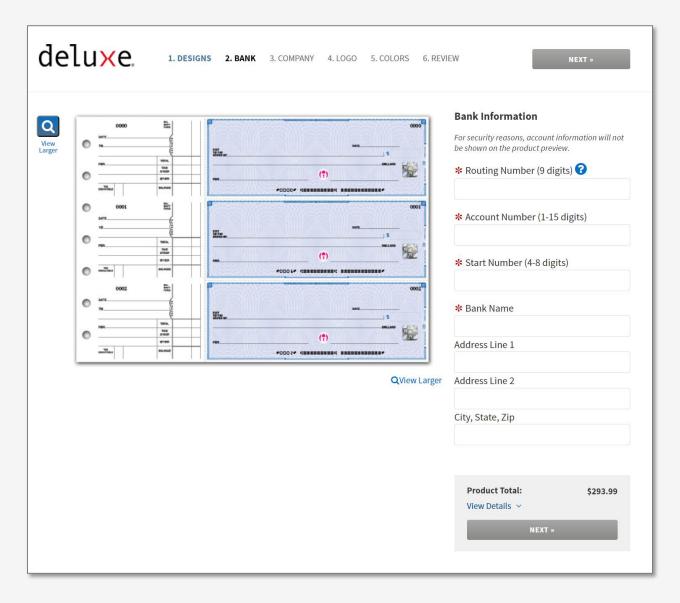
Next you will be presented with the options to select quantity, add duplicates, or add companion products. When you have made your selections, click the "Customize Now" button to continue.

tem#: 53220HS Size: 12 15/16 x 9"							
Quantity		250	500	1000	2500	3000	
53220HS-1 1-P	Part/Original	\$128.99	\$164.99	\$293.99	\$660.99	\$743.99	deluxe
53220HS-2 2-P			\$276.99		\$1,058.99		ueluxe.
		ecommen	d this qu			1-1	PAYMENT EXCHANGE
View Larger Item	Companic	1000 1-Part/C on" Prov	ducts	+ E S	indorsem intamp - Sn hking, Po ayout	elf-	Send checks without leaving home. • Simple to Use • Pay in Seconds • Eliminate Postage & Envelope Costs

Finally, you will begin entering in details for your check prints using the interactive screens created by Deluxe. Make any final check customizations and hit "Next" to move on to stage 2.

Q View arger	Image: Contract of the second of the seco	Premium and Charitable Designs (+\$): Image: State of the state
		Product Total: \$293.99 View Details ~

On Step 2, you will be presented with the fields to enter in your Continental Bank account information. Your account number can be found in the "Account Details" section of your online banking portal. Continental Bank's routing number is 124003077.



The remaining 4 steps of the ordering process will allow you to add your company logo and other customization. Be sure to review your checks at the end for accuracy before ordering your checks.

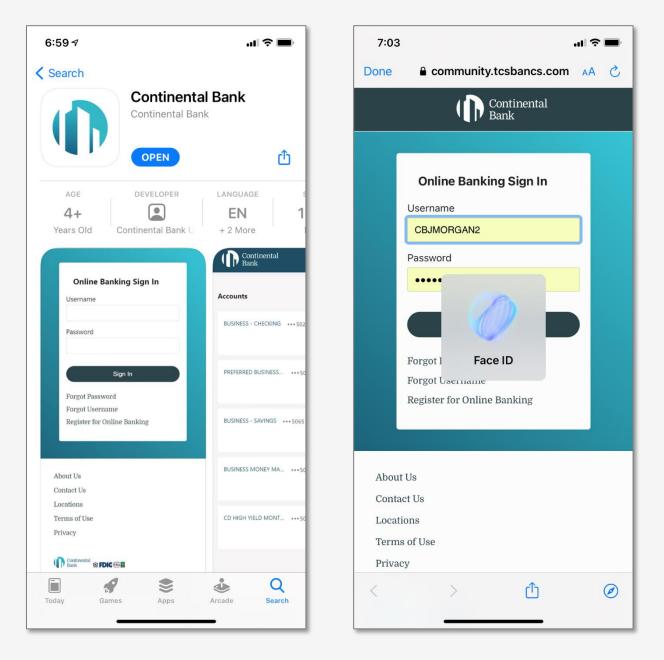
Mobile App

STEP 1 – DOWNLOAD THE MOBILE APP

Go to the app store and download the Continental Bank mobile app on any iOS or Android device. The application works the same on all devices, the only difference is the layout form fitting to screen sizes.

STEP 2 – SIGN IN

Once you open the app, you will be able to sign in using the same credentials as your desktop.



STEP 3 – MOBILE DEPOSIT CHECK (MDC)

From the list Menu options, click on "Deposit Checks". Then select the account you'd like to deposit into, followed by amount of the check. Then click on the "Front" and "Back" camera icons to take photos of both sides of the check. There is no dollar limit that can be deposited through MDC, but depending on how large the check size is, we may put a hold on a portion of the funds until they clear.

		D	2:50	"II 🕹 🔲
Continental Sig	gn Out	×	Continental Bank	
Welcome, CONTINENTAL Last Login BANCORPORATION SALES Feb 02, 20	21	2	Deposit Checks	
Accounts			Deposit To	
Statements & Documents				Available Balance = \$300.07)
Transfers			Enter Amount	
Wire Transfers			\$ X.XX	
Pay Bills			Take Photo	
Deposit Checks				~
Card Status			Ó	Ó
Order Checks			Front	Back
Message Center				n a contrasting Background.
Settings			Deposit by 4.00p.m. MT a available for withdrawal by approved.	and your money will typically be y the next business day if
About Us				endorse any Eligible Check
Contact Us			endorsement-: Customer Signature	le Deposit with the following
Location			Mobile Deposit Only Account #XXXX	
Terms of Use			Continental Bank	
Privacy				Deposit
Security				
© 2020 Continental Bank				Cancel
Member FDIC. Equal Housing Lender.				

Once the camera is accessed, place the check into the box and wait for the photo to be taken automatically once the lens is in focus and the lighting is sufficient.



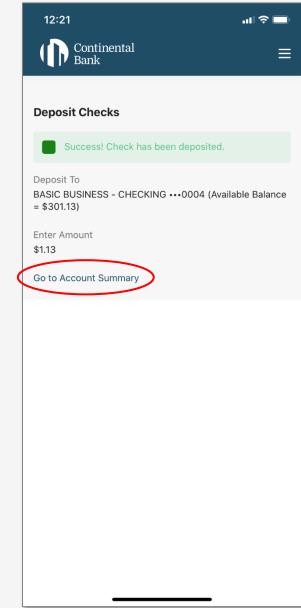






Once the photos are taken, click "Deposit". Then a screen will apear with a green dialogue box indicating the check was transmitted successfully. The click "Go to Account Summary".

12:22		.ul 🗢 🗖	12:21
Continental Bank		≡	
Deposit Checks			Deposit
Deposit To BASIC BUSINESS - CHEC	KING •••0004 (Availa	able Bala	Su Su
Enter Amount \$ 1.13			Deposit T BASIC BU = \$301.13
Take Photo	7		Enter Amo \$1.13 Go to Acc
Final State	Back	<u>к</u>	
Please place the check on a Deposit by 4.00p.m. MT and available for withdrawal by t approved.	d your money will ty	pically be	
You agree to restrictively en transmitted through Mobile endorsement-: Customer Signature Mobile Deposit Only Account #XXXX Continental Bank			
	eposit		
c	ancel		



On the Account Summary Page, you will see the Mobile Deposit transaction upon posting. If you click on the check icon, it will pull up the Deposit Ticket showing the details of the check deposited.

12:19	.11 🗢 🔲	12:19		лI 🔶 (
← Accounts	≡	Done	3063	
BASIC BUSINESS - CHECKING •••0004	More 👻	Description: Mo Capture Date: 2 User: TCSAdm	0000000019000004 (Mobile) obile 20200930	Depos Ticket
\$301.13 Available Balance				
\$301.13 Current Balance				
Transactions	7 Q			
Posted Transactions				
Mobile Deposit 🖃 Sep 30, 2020	\$1.13			
Account Credit Sep 1, 2020	\$300.00			

Û

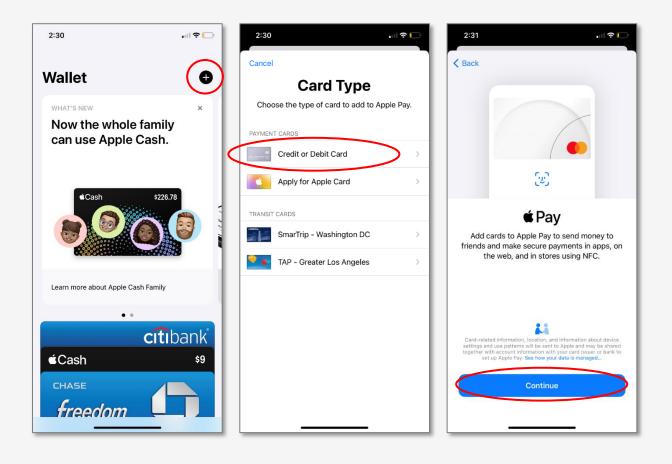
Debit Cards & Mobile Wallet

STEP 1 – ORDER DEBIT CARD

Contact your Relationship Manager to order as many free debit cards as your business needs. Cards take between 5-10 business days to be shipped in the mail. To activate the card and customize your PIN, call 800-717-4923 from your registered phone number on file at the bank (and have your card and your SSN ready).

STEP 2 – ADD DEBIT CARD TO MOBILE WALLET

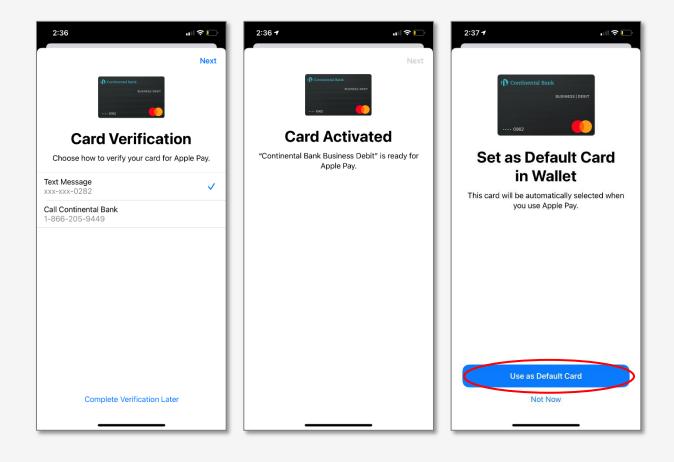
If you prefer contactless payments, please add your debit card to your mobile wallet on any Apple or Android phone. The below example is for Apple Wallets, but Google or Samsung Android will be similar.



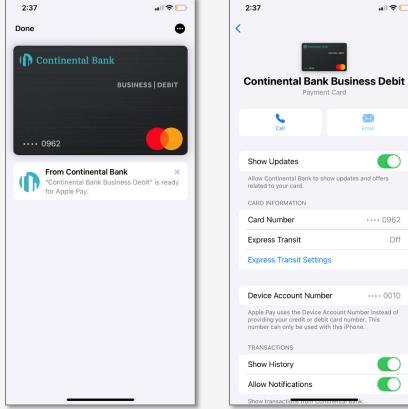
Position the back of your card in the frame of the camera, or add the card manually if the camera is not picking up the correct card details. Once the card is added, you will receive a One-Time-Passcode via text message that you must verify.

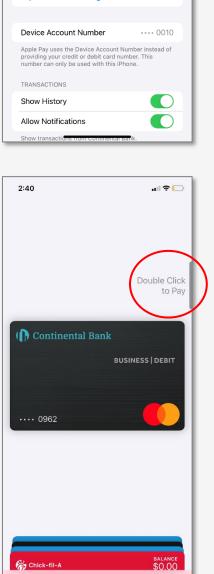
2:33		2:35 7	11	2:51		. il 🗢 🕞
< Back				<	742-926 >	
			g Card 🚸		Text Message Today 2:36 PM	
			o Wallet	371667. Please your debit card	e-time passcode: e use it to activate d within your digital sscode will expire in hk you.	
		Card Number				
		Expiration Date				
		Security Code				
Add Card Position your card in the fra	me.					
Enter Card Details Manual	ly		_		ēxt Message	1

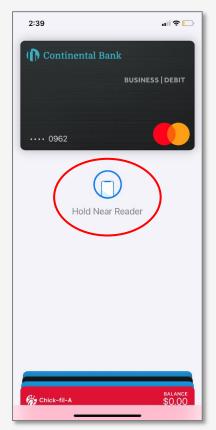
Once Verified, your card will be activated, and you can choose to select it as the Default Card in your digital wallet.

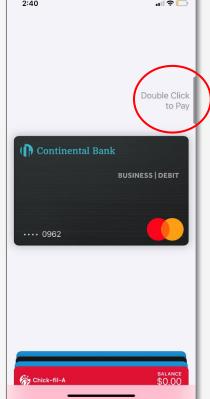


One the card is loaded in the wallet, hold it near the card reader and double click to Pay.









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Off

STEP 3 – MANAGE CARDS

Take control of your cards in your mobile app by selecting "Card Status". Then turn your card On and Off ("Blocking or Unblocking") in real time, or set Travel Memos so that when you travel out of your normal geographic spending area, your transactions won't be blocked.

9:47	att ut	re 💷	11:06	atl the 📼	10:57	and the 📼
Continental Bank		×	Continental Bank	≡	Continental Bank	≡
Welcome, CONTINENTAL BANCORPORATION SALES			Cards Show cards for		← Travel Memo	
Accounts			Continental Bank Sales ····0004		Create a Travel No	otice
Statements & Documents					Selected Card 5550842004632774	
Transfers			(Continental Bank		Trip Name	
Wire Transfers			0962			
Pay Bills					Trip Start Date	
Deposit Checks			BUSINESS DEBIT		02/07/2021	
Card Status			< •••• >		Trip End Date	
Order Checks			Card Status		02/19/2021	
Message Center			Unblocked		Remarks	1
Settings						
About Us						
Contact Us						Continue
Location						Cancel
Terms of Use						
Privacy						
Security						
© 2020 Continental Bank Member FDIC. Equal Housing						
	_			-		

Remote Deposit Capture (RDC)

STEP 1 – APPLICATION

Contact your Relationship Manager to request an RDC scanner and to sign the RDC Agreement. There are two RDC scanners compatible with the bank—a single feed, and a multi-feed scanner.

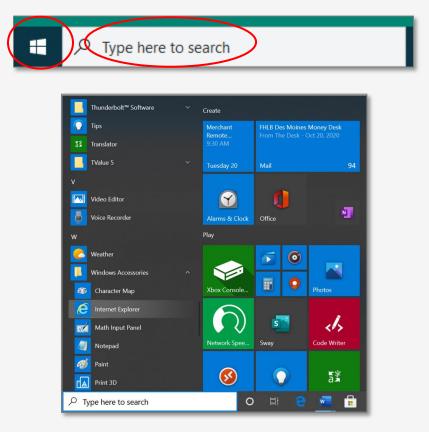
STEP 2 – RECEIVEING YOUR SCANNER

A Continental Bank representative will provide the online password setup procedure and URL to you directly. Once that setup is complete with the Bank's RDC vendor, Wausau, the RDC Scanner will be drop shipped directly to your designated location. Your specific URL and Password for RDC will be sent to your designated email, via secure email.

STEP 3 – PRE-SCANNER SETUP

Follow the instructions as outlined below and also in the RDC User Guide provided to you by Wausau.

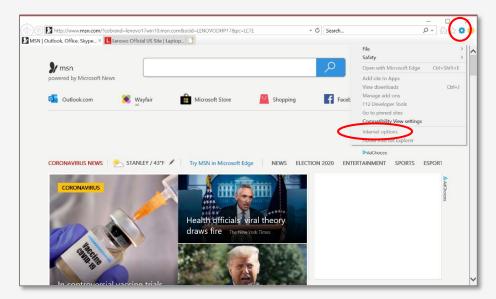
Note: The RDC process and scanner needs to be completed using Internet Explorer. Please access that by searching on your computer or clicking on the Start Window/Windows Accessories/Internet Explorer.



STEP 4 – ESTABLISH A TRUST TO THE WEB SERVER

The web remote capture client is designed to be run as a trusted site. The institution's website must be part of a Trusted Sites zone in Internet Explorer on the client machine. Establish a trust to the web server so that Internet Explorer can verify the identity of the remote capture application and know that the program comes from a known, reliable source.

- 1. Open Internet Explorer.
- 2. Go to Tools / Internet Options (may have an icon only).



3. In the Internet Options window, select the Security tab.

nternet Options			?	×				
General Security rivacy Conter	nt Connections	Program	s Advanced					
Select a zone to view or change	security setting	5.						
🥥 🇳	\checkmark	0)					
Internet Local intranet	Trusted sites	Restricted	l sites					
Trusted sites			Sites					
This zone contains well trust not to damage yo your files. You have websites in t	our computer or		5,665					
Security level for this zone								
Custom Custom settings. - To change the settings, dick Custom level. - To use the recommended settings, dick Default level.								
	Custom level		Default level					
	Reset a	ll zones to	default level					
	OK	Cance	A	pply				

4. Highlight Trusted Sites from the web content zones at the top.



5. Click "Sites".

Internet Options ? ×
General Security Privacy Content Connections Programs Advanced
Select a zone to view or change security settings.
🥥 🔹 🍕
Internet Local intranet Trusted sites Restricted sites
Trusted sites Sites
This zone contains websites that you trust not to damage your computer or your files. You have websites in this zone.
Security level for this zone
Custom Custom settings. - To change the settings, dick Custom level. - To use the recommended settings, dick Default level.
Enable Protected Mode (requires restarting Internet Explorer)
Custom level Default level
Reset all zones to default level
OK Cancel Apply

6. Enter the URL of the Remote Capture Web Server (provided earlier via secure e-mail) to which the client PC will connect.

Internet Options			?	\times
Trusted sites				×
You can add and remove withis zone will use the zone			. All website	s in
Add this website to the zone:				
http://www.msn.com			Add	
Websites:				
https://*.wausaud247.com https://8015957000-files.sharepoi https://8015957000-myfiles.share			Remove	
Require server verification (http:	s:) for all sites	s in this z	one	
			Close	
Enable Protected Mode (red	quires restarti	ng Intern	et Explorer)	
(Custom level		Default level	
[Reset all	zones to	default level	
	ОК	Cance	A	pply

 Remote Capture uses HTTPS (server verification). Ensure to check the "Require server verification" box. If it is unchecked this will still not reduce the security of the RDC application.

Internet Options			?	×
Trusted sites				×
You can add and remove this zone will use the zon			e. All website	is in
Add this website to the zone:				
http://www.msn.com			Add	
Websites:				
https://*.wausaud247.com https://8015957000-files.sharepu https://8015957000-myfiles.shar	epoint.com	tes in this z	Remove	
			Close	
Enable Protected Mode (re	equires resta	rting Intern	et Explorer)	
	Custom leve	el	Default level	
	Reset	all zones to	default level	
	ОК	Cance	4	Apply

8. Click on Add and put in the following URL: <u>https://*.wausaud247.com</u>. The URL will list at the bottom of the screen as a trusted site. Click on close to save the trusted site tab.

	Internet Options ? ×
	Trusted sites X
	You can add and remove websites from this zone. All websites in this zone will use the zone's security settings.
	Add this website to the zone:
	http://www.msn.com
ł	Websites:
	https://*.wausaud247.com https://8015957000-files.sharepoint.com https://8015957000-myfiles.sharepoint.com
	Require server verification (https:) for all sites in this zone
	Close
	Enable Protected Mode (requires restarting Internet Explorer)
	Custom level Default level
	Reset all zones to default level
	OK Cancel Apply

STEP 5 – VERIFY SETUP-UP (ActiveX Controls for Microsoft.NET)

To further enhance the security settings of the RDC app, enable the relevant ActiveX components.

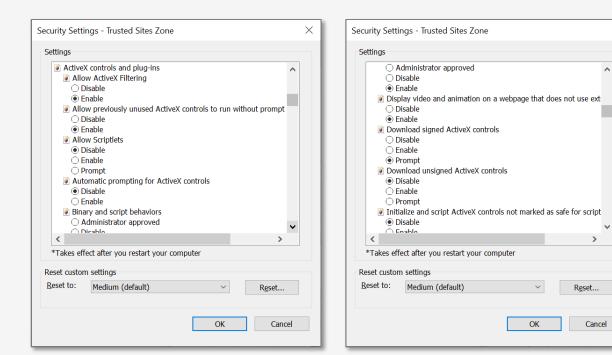
1. While still in the Internet Options screen, click "Custom Level" for the Security Level

Internet Options						?	×
General Security	Privacy Co	ntent (Connections	Program	s Advar	nced	
Select a zone to	view or char	ige seci	urity settings				- I
				0)		
Internet	Local intrar	net 🕕	rusted sites	Restricted	l sites		
Trust	ed sites				Site	20	-
	one contains not to damag				510		- 1
your f You h	iles. ave websites	in this:	zone.				
Security level	for this zone						
C	u stom Custom setti	nas.					
	- To change - To use the	the sett				evel	
	To use the	recom	nended Seta	ngs, chek	Derualer	evel.	
Enable	Protected Mo	de (reg	uires restart	ing Intern	et Explo	rer)	
	(C	Custom level		Default	level	
			Reset a	I zones to	default	level	1
			ОК	Cance		Арр	ly

- 2. Ensure the Security Settings (Screenshots of these settings in the menu are shown below):
 - a. .NET Framework-reliant Components:
 - Run components not signed with Authenticode ENABLE
 - b. Enable .NET framework setup ENABLE
 - c. ActiveX Controls and Plug-ins:
 - Display video and animation on a web page that does not use an external media player ENABLE
 - Script ActiveX controls marked safe for scripting ENABLE
 - Run ActiveX controls and plug-ins ENABLE
 - d. Miscellaneous
 - Use Smartscreen filter DISBALE (Smartscreen Filter, Windows SmartScreen or the Windows Defender SmartScreen are the same protection feature, with different names, defending on the Windows version that you are using.)

Screenshots of these settings in the menu:

ecurity Settings - Trusted Sites Zone	×	Security Settings - Trusted Sites Zone	
Settings		Settings	
 NET Framework Loose XAML Disable Enable Prompt XAML browser applications Disable Enable Prompt XPS documents Disable Enable Prompt XPS documents Disable Enable Prompt MET Framework-reliant components Disable Disable Disable Disable With Safety *Takes effect after you restart your computer	^ ~ >	 NET Framework-reliant components Permissions for components with manifests Disable High Safety Run components not signed with Authenticode Disable Enable Prompt Run components signed with Authenticode Disable Enable Prompt ActiveX controls and plug-ins Allow ActiveX Filtering Disable Enable Prompt Allow proviouely unused ActiveX controls to run without promot *Takes effect after you restart your computer 	•
Reset custom settings Reset to: Medium (default) V OK	Reset	Reset custom settings Reset to: Medium (default) Reset OK Cancel	



Security Settings - Trusted Sites Zone	×
Settings	
Run antimalware software on ActiveX controls	^
 Disable 	
○ Enable	
Script ActiveX controls marked safe for scripting*	
○ Disable	
Enable Descent	
 Prompt Downloads 	
Rile download	
 Disable 	
Enable	
Rest download	
○ Disable	
Enable	
) Prompt	
Enable .NET Framework setup	
○ Dicabla	~
<	>
*Takes effect after you restart your computer	
Reset custom settings	
Reset to: Medium (default)	et
01	
ОК	Cancel

Security Settings - Trusted Sites Zone	×
Settings	
	_
Oisable	^
○ Enable	
Run ActiveX controls and plug-ins	
Administrator approved	
○ Disable	
Enable	
O Prompt	
Run antimalware software on ActiveX controls	
Disable	
○ Enable	
Script ActiveX controls marked safe for scripting*	
○ Disable	
Enable	
Prompt Downloads	
eg Downloads eg File download	
	~
< >	
*Takes effect after you restart your computer	
Reset custom settings	
Reset to: Medium (default)	
OK Can	cel

 \times

3. Click OK to save your changes and close the window.

Security Settings - Trusted Sites Zone	<
Settings	
 Disable Enable Submit non-encrypted form data Disable Enable Prompt Use Pop-up Blocker Disable Enable Use Windows Defender SmartScreen Disable Enable Userdata persistence Disable Enable Userdata persistence Disable Enable 	
Websites in less privileged web content zone can navigate into th	
*Takes effect after you restart your computer	
Reset custom settings Reset to: Medium (default) ~ Reset	
OK Cancel	

- 4. Select the "Advanced" tab (screenshots of the settings in the "Advanced" tab are below):
 - a. Under "Advanced" there is a "Security" section. See 2 screenshots on top of next page.
 - Do not save encrypted Pages to disk DISABLE
 - NOTE: If this option is checked it can cause several problems on the system, including not running .NET controls and viewing PDFs could be affected.
 - Integrated Windows Authentication DISABLE
 - Use SSL 2.0 DISABLE
 - Use SSL 3.0 DISABLE

Internet	Options						?		×
General	Security	Privacy	Content	Connections	Progr	ans	Advanc	ed	
Setting	gs								_
	Accessibil Always Enable Move s Play sy Reset t Reset z Browsing Always Close u Disable	ftware rei ity expand Caret Bro ystem ca stem sou ext size to coom leve record d inused fo e script de script de	ALT text f owsing fo ret with fo nds o medium el for new leveloper lders in H ebugging	istead of GPU for images r new window occus/selection i for new win windows and console mess istory and Fa (Internet Exp (Other) ut every script	vs and chang dows a l tabs ages vorites ² lorer)	tabs es nd ta	bs		~
< *T	akos offor	t after vo	u rostart v	our compute	r			>	_
	ukes erree	curter yo	u restart ;			adva	nced set	ting	
Res	Internet E ets Intern dition.	· ·	-	gs to their de			Reset		•
Υοι	ı should o	nly use tl	nis if your	browser is ir OK		usabl ncel	e state.	Ap	oply

Internet Options ?	×	Internet Options ?
General Security Privacy Content Connections Programs Advance Settings Security Allow active content from CDs to run on My Computer* Allow active content to run in files on My Computer*	^	General Security Privacy Content Connections Programs Advanced Settings Enable DOM Storage Enable Enhanced Protected Mode* Enable Integrated Windows Authentication*
 Allow software to run or install even if the signature is inva Block unsecured images with other mixed content Check for publisher's certificate revocation Check for signatures on downloaded programs Do not save encrypted pages to disk Empty Temporary Internet Files folder when browser is do Enable 64-bit processes for Enhanced Protected Mode* Enable DOM Storage Enable Inhanced Protected Mode* Enable Integrated Windows Authentication* Fnable Integrated Windows Authentication* 		 ☑ Enable native XMLHTTP support □ Enable Windows Defender SmartScreen □ Send Do Not Track requests to sites you visit in Internet Explc ☑ Use SSL 3.0 ☑ Use TLS 1.0 ☑ Use TLS 1.1 ☑ Use TLS 1.2 □ Use TLS 1.3 (experimental) ☑ Warn about certificate address mismatch* □ Warn if changing between secure and not secure mode ☑ Warn if POST submittal is redirected to a zone that does not p
* Takes effect after you restart your computer	>	*Takes effect after you restart your computer
Restore advanced set	tings	<u>R</u> estore advanced settings
Reset Internet Explorer settings		Reset Internet Explorer settings
Resets Internet Explorer's settings to their default Reset condition.		Resets Internet Explorer's settings to their default Reset
You should only use this if your browser is in an unusable state.		You should only use this if your browser is in an unusable state.
OK Cancel	Apply	OK Cancel Apply

- 5. Select the "General" tab. Then, under the "Browsing History" section, click "Settings".
 - a. Then on the screen to the right, click on the circle next to "Every time I visit this webpage" and hit "OK".

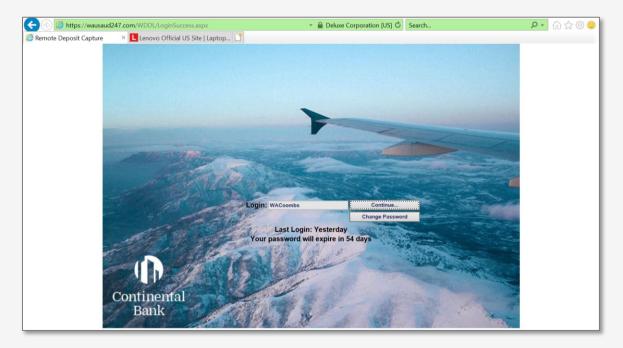
Internet Options ? X]
General Security Privacy Content Connections Programs Advanced	
Home page	
To create home page tabs, type each address on its own line.	
http://go.microsoft.com/fwlink/p/?LinkId=255141	Website Data Settings ? ×
×	Temporary Internet Files History Caches and databases
Use current Use default Use new tab	Internet Explorer stores copies of webpages, images, and media for faster viewing later.
◯ Start with tabs from the last session	Check for newer versions of stored pages:
Start with home page	Every time I visit the webpage
Tabs	O Every time I start Internet Explorer
Change how webpages are displayed in tabs. Tabs	O Automatically
Browsing history	ONever
Delete temporary files, history, cookies, saved passwords, and web form information.	Disk space to use (8-1024MB) 330 -
Delete browsing history on exit	Current location:
Delete Settings	C: \Users\jfletcher\AppData\Local\Microsoft\Windows\INetCache\
Appearance	
Colors Languages Fonts Accessibility	Move folder View objects View files
OK Cancel Apply	OK Cancel

STEP 6 – SCANNER INSTALL

*You will need to be logged into the PC with an Administrator User Profile so you have rights to install the software.

1. Log into the Remote Deposit Capture site using the URL provided earlier in the secure email using the provided Username and Temporary Password.

- 2. Once logged in you will need to change your Temporary Password.



3. Once logged in, click on Installation from the menu on the left. In the Scanner Setup section, choose CAS Security Policy from the drop-down menu and install by following the prompts.

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🩆 Remote Deposit Capture	× 💶 Lenovo Official US Site Laptop 🗋		
	Banking built for business.		
	Prerequisites (if not already completed)		
Capture Deposits	 Perform <u>System Requirements Test</u> on the client PC to ensure it has enough hard drive space and memory cyclichted the proper third party applications are installed and all other processory. 		
Transmit	memory available, the proper third party applications are installed, and all other necessary components are verified.		
Reports	Read and follow initial setup steps documentation.		
Research			
Configuration			
Installation	Scanner Setup		
Training	***** Ensure your scanner is NOT connected to the PC prior to this next step! *****		
Messages			
Log Out	Step		
	1. Choose one of the scanners from the list below and click "Install". Allow installation to finish completely.		
	2. After installation is complete, you will need to close Internet Explorer, either by choosing File/Exit, clicking on the "X" in the upper right corner of the window, or clicking here: Close Internet Explorer		

4. After the CAS Security Policy has been installed, continue and install the scanner driver. Choose

your scanner from the drop-down menu and install by following the prompts after.

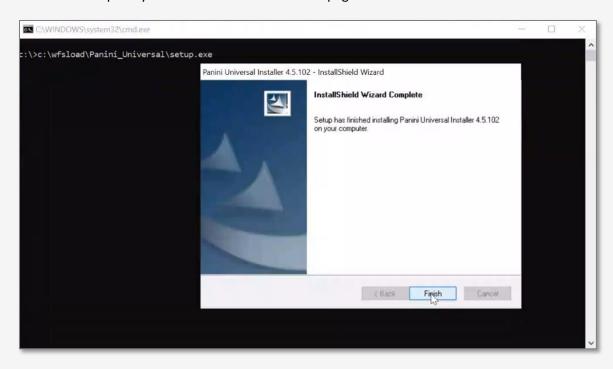
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🙋 Remote Deposit Capture	× 📘 Lenovo Official US Site Laptop 📑	
	Banking built for business.	
Capture Deposits Transmit Reports Research Configuration	 Prerequisites (if not already completed) Perform System Requirements Test on the client PC to ensure it has enough hard drive space and memory available, the proper third party applications are installed, and all other necessary components are verified. Read and follow initial setup steps 	
Installation Training	Scanner Setup	
Messages Log Out	***** Ensure your scanner is NOT connected to the PC prior to this next step! ***** Step	
209 000	Choose one of the scanners from the list below and click "Install". Allow installation to finish completely. Pedial Vision X To Install	
	 After installation is complete, you will need to close Internet Explorer, either by choosing File/Exit, clicking on the "X" in the upper right corner of the window, or clicking here: Close Internet Explorer 	

← → C 🔒 w	ausaud247.com/WDDL/I	Default.aspx	A 0	*	θ	:
Apps Seritus	Seritus	Windows Features An app on your PC needs the following Windows feature: .NET Framework 3.5 (includes .NET 2.0 and 3.0)	≺) Treasury Gateway®			33
Capture Deposits Transmit Reports Research Configuration Installation	Prerequisites (• Perfor memo compc • Read : Scanner Setur	Download and install this feature Windows will get the the tit needs from Windows Update and complete the installation.				
Training Messages Log Out	***** Ensure y Step 1. Choose o CAS Security F 2. After inste	→ Skip this installation Your apps might not work correctly without this feature. Tell me more about this feature	itely.			
	clicking of	Cancel	1			

5. The following pop-up will appear and you will need to choose "Download and install this feature".

6. A new pop up page will appear. Highlight "Panini Common Drivers" and click on "Next".

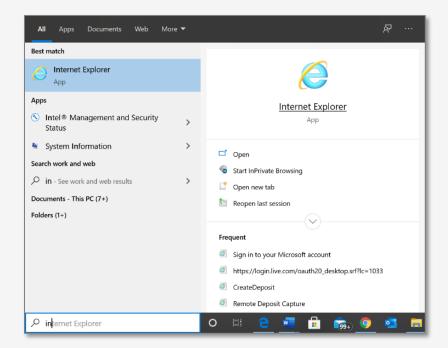
		201. O 2
Panini Universal Installer 4.5.102 - InstallShield Wi	izard	×
Select Features Select the features setup will install.		14
Select the features you want to install, and desele	ect the features you do not want to in	stall
 ✓ Parini Common Driver ✓ VisionAPI ✓ Demo Applications ✓ Device Engines ✓ Panini Updater 		
70.33 MB of space required on the C drive 151674.32 MB of space available on the C drive InstallSheid		
	< Back Next> (Cancel
	Select the features you want to install, and desele Parini Common Driver VisionAPI Demo Applications Device Engines Panini Updater 70.33 MB of space required on the C drive	Select the features setup will install. Select the features you want to install, and deselect the features you do not want to install, and deselect the features you do not want to install. Parmi Common Driver VisionAPI Demo Applications Povice Engines Panini Updater Description To 33 MB of space required on the C drive To 151674.32 MB of space available on the C drive InstallSheld To 33 MB of space required on the C drive InstallSheld InstallSheld InstallSheld



7. Once complete you will receive a confirmation page. Click on "Finish".

STEP 7 – PROCESS TO SCAN CHECKS AND END OF DAY PROCESSING

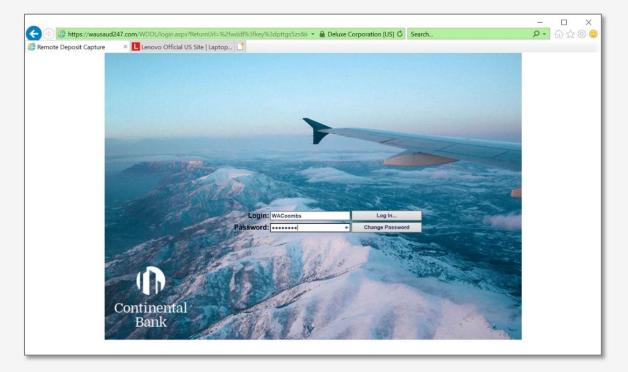
1. To use the scanning software, please open Internet Explorer.

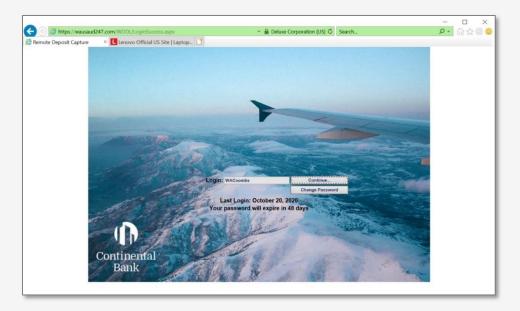


2. Open the URL from the communication with Wausau which was sent previously in the secure email. Yours will be different from the one below.

(-) (-) (-)	http://www.msn.com/?cobrand=lenovo17win1	0.msn.com&ocid=LENOVODHP17&pc=LCTE	- C Search	- ロ × タマ 命会袋(
MSN	https://wausaud247.com/wddl?key=pttgs5zs		×	
	https://wausaud247.com/wddl?key=pttgs52s https://10.18.10.22:9690/NBL/LoginNew.action https://10.18.10.22:9690/NBL/fef94351f35c4		https://wausaud247.com/ wddl?key=pttgs5zs	<u>se</u> Switch now
	https://10.18.10.22:9690/NBL/ Sign in to your Microsoft account <this a="" has="" not="" page="" set="" title=""></this>	https://login.live.com/oauth20_authorize.sr https://login.live.com/oauth20_desktop.srf	?lc=1033	Sign in 🛛 🌞 🖨 EN
	CreateDeposit Bing	https://wausaud247.com/WDDL/CreateDep http://go.microsoft.com/fwlink/p/?LinkId=		
	PP		Add	

3. Please input User ID and Password from the previously received secure e-mail. You will be asked to change your password during the first login.



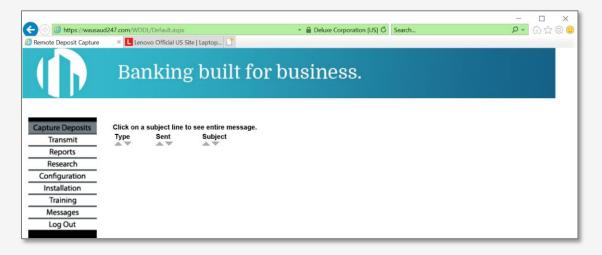


4. There is one additional screen after the password screen, click "Continue".

5. Opening screen for RDC.

(C) (E) (C) https://wausaud	1247.com/WDDL/Default.aspx	* 🔒 Deluxe Corporatio	on [US] 🖉 Search	- □ × ♪ ☆☆©©
	Banking	built for business.		
Capture Deposits Transmit Reports Research Configuration Installation Training Messages Log Out	Click on a subject line to s Type Sent	ee entire message. Subject 承 ♥		

6. Select "Capture Deposits".



7. The next screen will show the entity. Input the total for the deposit and select "Create Deposit".

< 🕘 🥝 https://wausaud2	47.com/WDDL/Default.aspx	👻 🔒 Deluxe Corporation [US] 🖒 Search	♪ ☆☆☺
🤗 Remote Deposit Capture	× 📙 Lenovo Official US Site Laptop 📑		
	Banking built	for business.	
Capture Deposits	Location Legacy Acres LLC V		
Transmit	Account	Amount	
Reports	(account read from deposit ticket)	\$25.00 × Create Deposit	
Research			
Configuration	Processing Date	Existing Deposits	
Installation	10/26/2020 ? October 2020	Process Date Account Description Amount In Balance	
Training	* Coccober 2020	10/20/2020 0 \$13.32 No	
Messages	Sun Mon Tue Wed Thu Fri Sat		
Log Out	1 2 3		
Log Out	4 5 6 7 8 9 10 11 12 13 14 15 16 17		
	18 19 20 21 22 23 24		
	25 26 27 28 29 30 31		
	Select date		

8. The next screen will show that a deposit slip is needed at the beginning of the batch. Please make sure to have sufficient deposit slips.

Remote Deposit Capture Capture Deposits Transmit Reports Research Configuration Installation Training Messages Log Out Training Messages Log Out Place documents in the scanner, and click the Scanning button Legecy Acres LLC Research Research Research Configuration Installation Training Messages Log Out Training Messages Messages Log Out Training Messages	🧲 💿 😰 https://wausau	ud247.com/WDDL/Default	ispx - 🔒 Deluxe Corporation [US] 🖉 Search	ይ 🖓 🏠 🖉
Capture Deposits Transmit Reports Research Configuration Installation Training Messages Log Out Training Messages Log Out Messages Log Out Messages Messages Log Out Messages Log Out Messages Log Out Messages Log Out Messages Log Out Messages Log Out Messages Messages Log Out Messages Me	🙆 Remote Deposit Capture	× Lenovo Officia	US Site Laptop	
Transmit Reports Research Configuration Installation Training Messages Log Out Training Messages Log Out OK Place documents in the scanner, and click the Scanning button - Legacy Acres LLC Read		Fig Delete		() () () () () () () () () () () () () (
Research Scan Ticket Configuration Installation Installation A physical ticket is required for this transaction. Please ensure that the first item scanned is the Deposit Ticket. Messages OK Log Out OK Training Place documents in the scanner, and click the Scanning button - Legacy Acres LLC Read Scening Scening Scening Scening	Transmit			<u>e</u>
Configuration Installation Training Messages Log Out Total Place documents in the scanner, and click the Scanning button - Legacy Acres LLC Read Scening Scening Message Log Out			Scan Ticket X	
Installation Training Messages Log Out Total Place documents in the scanner, and click the Scanning button - Legacy Acres LLC Read Scening Scening				
Image: Second			A physical ticket is required for this transaction. Please ensure	
Messages OK Log Out OK Trial Place documents in the scanner, and click the Scanning button * Legacy Acres LLC Read			UP that the first item scanned is the Deposit Ticket.	
Log Out Total Remaining: Place documents in the scanner, and click the Scanning button Legacy Acres LLC Read Sciencing Read	the second se			
Remaining: Prace documents in the scanner, and click the scanning buttom - Legacy Acres LLC Read Scanner, and click the scanner, and cl			ОК	
-Legacy Acres LLC Read			Place documents in the scanner, and click the Scanning button	
Scherting KRRg Scallering Chie				
		Read		
		Schring Kitting 1	caller into Close	
Loading transaction Information 2:26:43 PM 0:		Loading Transaction Infor	Automatications Automatications	2:26:43 PM 0:26

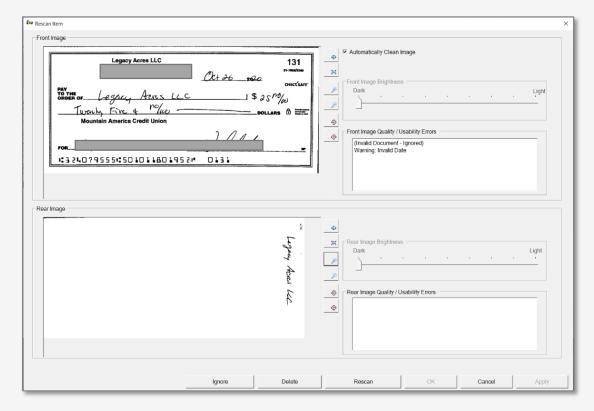
9. With the scanner plugged in, place a deposit slip and checks into the scanner. Click the scanning button.

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Remote Deposit Capture	× 🛄 Len	ovo Official US Site Laptop 📑	
	Rescan Flip Delete B Details		<u> </u>
Capture Deposits			<u> </u>
Transmit			
Reports			
Research			
Configuration			
Installation			
Training			
Messages			
Log Out			
A.2. (1)	Total Remaining:	Place documents in the scanner, and click the Scanning button	
	- Legacy Ac	res LLC	
	Read		
	Schming K	Scall Info Cose	
	0 Items Loade	d	2:27:53 PM 0:00

10. The scanned documents will appear on screen at the bottom. Documents with errors will appear above for checking/editing.

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11. Clicking on items with errors may be the result of the system confirming legibility. Click ignore if the image appears okay.



12. (Optional) If you need to start over, select close and delete on the next screen. Go out and restart the process if necessary. You can also defer to log out and log in at a later time/date to finish the batch.

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Log Out	Acres LLC		ransaction will be transmitted to central site intre transaction will be deleted OK Cancel Process Control Amount	ccount for this location.	
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Scanning 1 Items Load		l• ISe			3:41:37 PM 0:00

13. (Optional) Confirm deletion of the batch.

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	Total: 0.00 Remaining: 25.00 Ves No	ocation.
	- Legacy Acres LLC Tess No	
	* 0 1 324079555 <u>501011801952</u> 0131 25.00	
	Schming keying scale into close	3:42:07 PM 0:00

14. Once data fields are correct, a message that the deposit is balanced and ready to be closed will appear. If you are done, select close.

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15. Select release on the next screen to release the batch.

16. This screen will open showing batches released and ready for transmission. Select transmit, the batch is now sent to Wausau for processing.

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Capture Deposits	Transmi	ssion Items									
Transmit	Type	Status	Description	Amount	Processing Date	Posting Date	Acknowledged Date	Location	Batch ID	In Balance	
Reports	Deposit	Released	Legacy Acres LLC (19000488)	\$25.00	10/26/2020	N/A	N/A	Legacy Acres LLC		True	
Research Configuration	Deposit	Acknowledged (View Report) (View Images)	Legacy Acres LLC (19000488)	\$25.00	10/26/2020	10/26/2020	10/26/2020 4:01 PM	Legacy Acres LLC		True	
Installation											
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Messages Log Out											
Log out											
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	Show	w all transmission	s							^	
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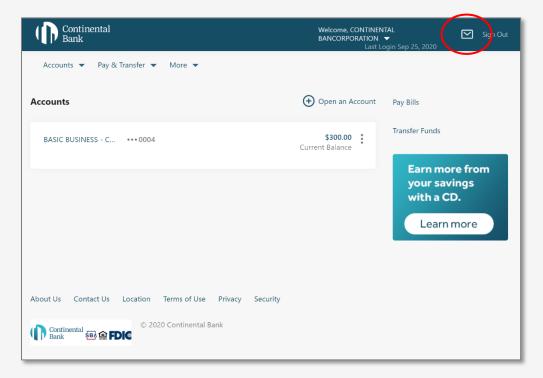
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Research Configuration											
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	Transmit Delete										
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	Show just released										
	Show released and recently transmitted Daily Deposit Limits										
	Daily Depo	ISIT LIMITS		_]

17. Final screen showing the batch in a transmitted state.

Secure Online Messaging

STEP 1 – MESSAGES CENTER

Next, we will cover your Continental Bank accounts messaging center. This is where you will receive important messages and notifications pertaining to your account. You can also use the messages center to ask questions about your account. Navigate to the banking portal's main page and click the envelope in the top right of the header.



STEP 3(a) – MESSAGES CENTER INBOX

When you navigate to the message center, the default home page will be your inbox. Your inbox will display your new messages in order of recency.

Continental Bank		Welcome, CONTINENTAL BANCORPORATION ▼ Last Login Sep 28, 2020	Sign Out
Accounts 🔻 Pay & Transfer 🥆	More 🔻		
Message Center			
New Message	Inbox		Ū
Inbox (1) Sent	Customer Support Test		28 Sep 2020 12:15 pm
Trash About Us Contact Us Location	Terms of Use Privacy Security		
Continental Bank	020 Continental Bank		

You can navigate to the messages you have sent, saved, and deleted by using the left-hand navigation menu circled below.

Continental Bank		Welcome, CONTINENTAL BANCORPORATION ▼ Last Login Sep 28, 2020	Sign Out
Accounts 👻 Pay & Transfer 🤜	✔ More ▼		
Message Center			
New Message	Inbox		Ē
Inbox (1) Sent	Customer Support Test		28 Sep 2020 12:15 pm
Trash About Us Contact Us Location	Terms of Use Privacy Security		
	020 Continental Bank		

Continental Bank		Welcome, CONTINENTAL BANCORPORATION ▼ Last Login Sep 28, 2020	1 Sign Out
Accounts 🔻 Pay & Transfer 🤜	✓ More ▼		
Message Center	Inbox		Ē
Inbox (1) Sent	Customer Support Test		28 Sep 2020 12:15 pm
Trash About Us Contact Us Location	Terms of Use Privacy	Security	
Continental Bank C FDIC	020 Continental Bank		

To send a new message, click the "New Message" in the top left of the left-hand navigation menu.

You will then be sent to the "New Message" screen. Enter the subject of your message, the content of your message, and then hit "Send". A customer service representative will get back to you quickly.

Accounts	 Pay 	& Transfer 🔻	More 🔻	
← Inbox				
New Mess	age			
Subject				
Questions or	Comments			
2000 characte	ers left			
Send		Cancel		
Sena		Cancel		

After you hit "Send", you will be presented with a green confirmation message if your message is successfully sent.

Message Center					
New Message	Your message has been sent.				
Inbox (0)					
Sent	Inbox				
Trash	No messages in inbox.				
About Us Contact Us Location	Terms of Use Privacy Security				

HELP IF YOU NEED IT

If you are still having trouble please reach out to your Relationship Manager, or call Customer Service at:

Phone: 1.888.858.7054

Email: customerservice@cbankus.com

Lobby Hours: 9:00 AM to 5:00 PM MT