



**BANC OF
CALIFORNIA**

Business Online User Guide

Online and Mobile Banking for Businesses

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- [Dashboard](#)
- [Account Information](#)
- [Transfers](#)
- [Domestic USD Wire Payments](#)
- [Mobile Deposits](#)
- [Stop Checks](#)
- [Statements](#)
- [Alerts](#)
- [Messaging](#)
- [Adding, Editing, and Managing User Access](#)
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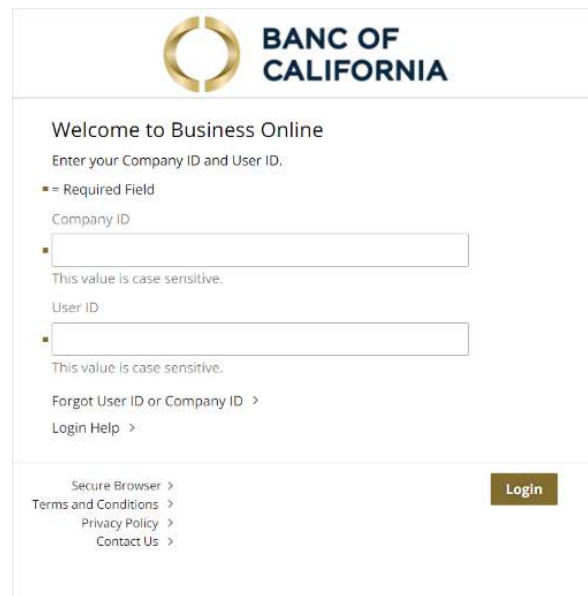
Login

Welcome Page

Start at business.bancofcal.com/secure, or go www.bancofcal.com/upgrade and select the Business Online login.

Users need the Company ID and User ID provided by Banc of California or by your company administrative user.

1. **Company ID** (case sensitive) – This is usually the first 5 lower case alpha-numeric digits of your company name on your statement and the last 4 digits of your tax ID* and is often sent to you via email.
2. **User ID** (case sensitive) – The User ID is usually requested by you or your company and assigned by an administrator. Classic Business Online Banking users keep their same User ID.
3. **Forgot User or Company ID** – Select this link to begin the process of retrieving the user's ID if it was forgotten.
4. **Login Help** – Select this link to review the login help content.
5. **Download the Secure Browser** – Select this link to download and install the secure browser application. A user-specific activation key is required to complete registration of this application.
6. **Terms and Conditions** – Select this link to review our terms and conditions.
7. **Privacy Policy** – Select this link to review our privacy policy.
8. **Contact Us** – Select this link to review our contact details.



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Welcome to Business Online

Enter your Company ID and User ID.

■ = Required Field

Company ID

This value is case sensitive.

User ID

This value is case sensitive.

[Forgot User ID or Company ID >](#)

[Login Help >](#)

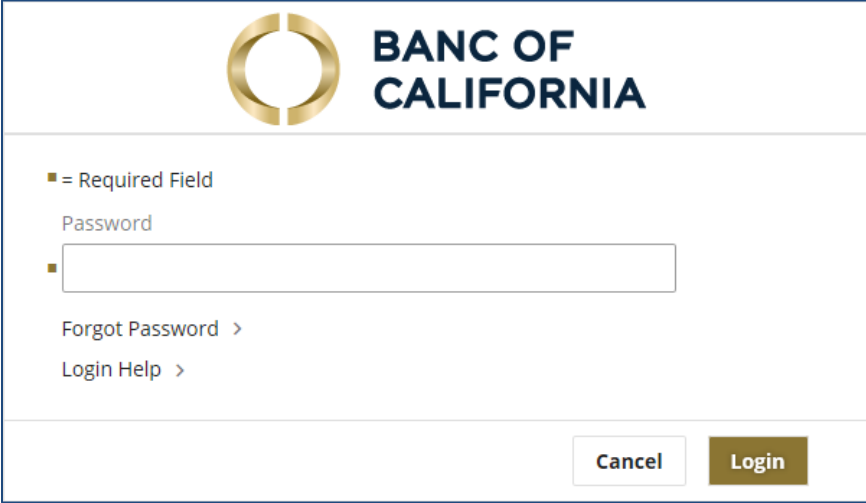
[Secure Browser >](#)
[Terms and Conditions >](#)
[Privacy Policy >](#)
[Contact Us >](#)

Login

Temporary Password Entry


Users who have never logged in before, or users who have had their password changed by the Bank or a company administrator must login with their temporary password before creating a permanent and secret password.

1. **Password** (case sensitive) - Enter the temporary password provided by the Bank or a company administrator. You have 5 attempts to enter the correct password.
 - a. Password is case sensitive
 - b. 8 or More Digits
 - c. 1 Lower Case Letter
 - d. 1 Upper Case Letter
 - e. 1 Number
 - f. 1 Symbol
2. **Forgot Password** – Select this link to have a temporary password delivered.
3. **Login Help** – Select this link to review the login help content.
4. **First Time Login** – Enter the password provided to you.




The image shows a screenshot of the Banc of California login interface. At the top, there is the Banc of California logo and name. Below this, a legend indicates that a small square icon represents a required field. The main section contains a label 'Password' followed by a text input field with a small square icon to its left, indicating it is a required field. Below the input field are two links: 'Forgot Password >' and 'Login Help >'. At the bottom right, there are two buttons: 'Cancel' and 'Login'.

5. After First Time Login

**BANC OF
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Is this your image and phrase?

If this isn't your image and phrase, do not enter your password. Contact customer service immediately.


Blue sky

■ = Required Field

Password

■

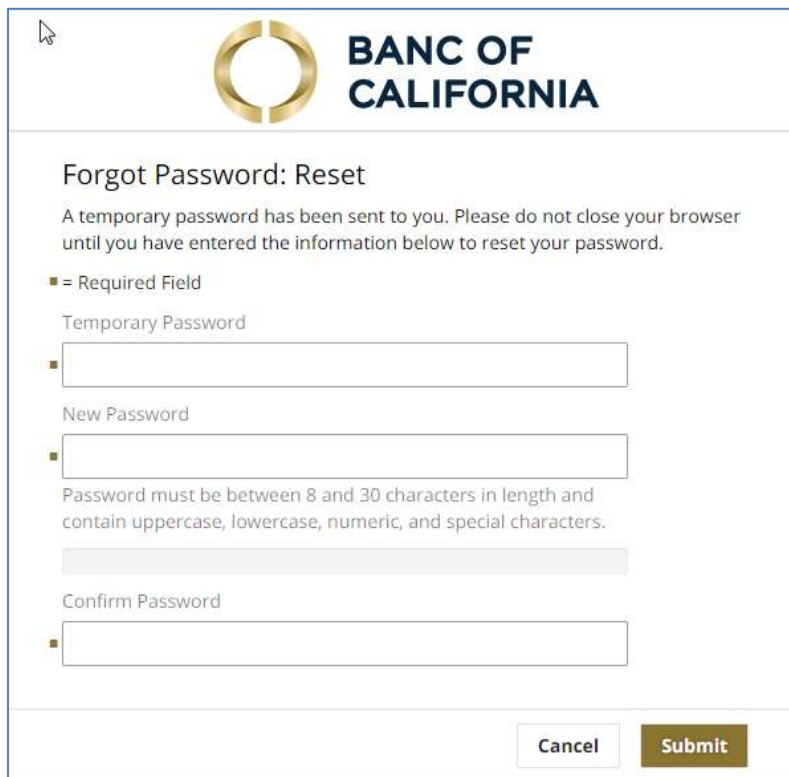
[Forgot Password >](#)


[Login Help >](#)

Permanent Password Creation

After a temporary password has been entered and verified, the user is next prompted to create a permanent secret password. The login method required for each individual user is determined by the financial institution during user setup or maintenance.

1. **Old Password** – Re-enter the temporary password.
2. **New Password** - Create a new Password.
 - a. 8 to 30 Digits
 - b. 1 Lower Case Letter
 - c. 1 Upper Case Letter
 - d. 1 Number
 - e. 1 Symbol
3. **Confirm Password** – Re-enter the new password to ensure no keying errors have been made.



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Forgot Password: Reset

A temporary password has been sent to you. Please do not close your browser until you have entered the information below to reset your password.

■ = Required Field

Temporary Password

■

New Password

■

Password must be between 8 and 30 characters in length and contain uppercase, lowercase, numeric, and special characters.

Confirm Password

■


Forgot User ID

If the User ID is forgotten, the user must identify themselves by submitting the email address associated with their profile. If the email address entered is recognized, credentials (Company ID and User ID) are sent using the selected delivery method.

1. **Email Address** – enter the email address saved for the forgotten user ID.
2. **Email** – select this option to have the Company ID and User ID associated with the email address delivered as an email.
3. **Text Message** - select this option to have the Company ID and User ID associated with the email address delivered as an SMS text message. You must have enrolled your mobile number for SMS text messaging.
4. **Login Help** – select this link to review the login help content.

Tip: If the email address entered belongs to multiple user profiles, the Forgot User ID feature cannot be used. Instead, contact the Bank or a company administrator for assistance.

Tip: User must already have mobile phone number enrolled, and accepted terms and conditions to use the Text Message feature.

 **BANC OF
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Forgot User ID or Company ID

Request a User ID reminder or contact us at Banc of California Bank Small Business Support at bocsupport@olbanking.com for assistance.

■ = Required Field

Email Address

■

How do you want to get your User ID reminder?

☒ Email

☐ Text Message


[Login Help >](#)

Site Verification

Site Verification is a security feature that helps users confirm that they have not been redirected to a malicious website. During each subsequent login, the user is presented with the phrase and image selected here on the password/PIN entry screen.

1. **Verification Phrase** – Enter the phrase that will be presented during each login attempt.
2. **Image Categories** – Select the image that will be presented during each login attempt.
 - a. Multiple image categories are available. Select the drop down to browse the additional images available.

Tip: If image and/or phrase is incorrect during a login event, cancel the login attempt and confirm that the correct Company ID and User ID was entered. If the correct Company ID or User ID was provided, do not enter the password and call the Bank to determine if the account has been compromised.

 **BANC OF
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Choose Verification Image and Phrase

Please choose an image and phrase that are recognizable.

Verification Image

No verification image chosen







■ = Required Field

Verification Phrase

■ Enter your verification phrase

Image Categories



Nature ▼

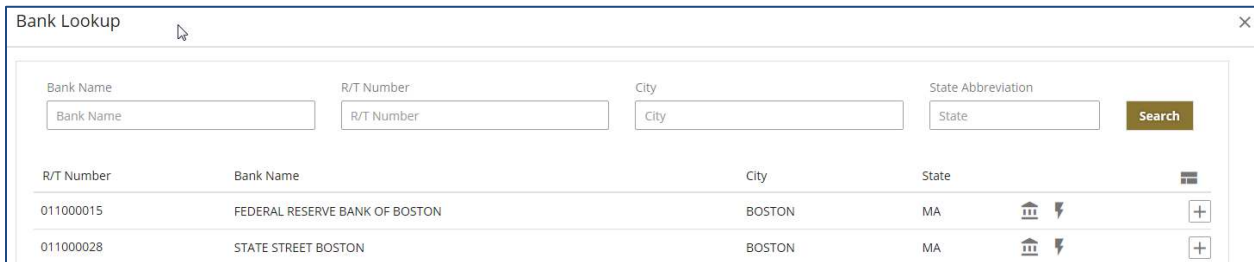



Submit

Miscellaneous Features







These features are available throughout the online banking site.

1. **Bank Lookup** () – this feature is available when creating payees and provides the routing number or address of United States financial institutions. The payment-type icons indicate the type of payments routing number/ABA accepts. Select the plus sign () to use this financial institution.



Bank Lookup

Bank Name: R/T Number: City: State Abbreviation:

R/T Number	Bank Name	City	State	
011000015	FEDERAL RESERVE BANK OF BOSTON	BOSTON	MA	  
011000028	STATE STREET BOSTON	BOSTON	MA	  

2. **Bread Crumbs** – this feature displays the current progress made in a multi-step process. The *Review* page always offers an **Edit** option so that changes can be made before final submission.



3. **Hover** – throughout the online banking site, place mouse cursor over icons to view the icon meaning, or over masked accounts to view the unmasked account number.





Transfer Date ↓		Transfer From	Amount	
02/06/2019 ↻	!	My Money Marke... (*...	\$5,000.00	>
02/06/2019 ↻		1005044 - MMA (My Money Marke...)	\$6,200.00	>

Transfer Date ↓		Transfer From	Amount	
02/06/2019 ↻	!	My Money Marke... (*...	\$5,000.00	>
02/06/2019 ↻		Unsuccessful	\$6,200.00	>






4. **Paged Results** – search results display 10 at a time. When more than 10 results are available, select **Prev** to review previous pages one by one, **Next** to review subsequent pages one by one, or select a specific page number to jump to that page.

Showing 1 - 10 of 41 results	< Prev	1	2	3	4	5	Next >
------------------------------	--------	---	---	---	---	---	--------

5. Payment Icons

- a. Account Transfer 
- b. ACH (non-Tax payments) 
- c. Taxes 
- d. Wire 

6. Payment Status and Transfer Status icons

- a. Pending Approval 
- b. Canceled, Expired, Limits Exceed, Unsuccessful 
- c. Pending Delivery, Scheduled 
- d. Complete, Delivered 
- e. Recurring Payment 

7. **Repeat Payment and Repeat Transfer** – this feature is used to automatically recreate transactions in the future on a scheduled basis.

- a. **Frequency** – use options below to define how often transactions generate.
 - i. **Daily**
 - 1. **Each business day** – select this option to allow transaction to automatically generate each banking day.
 - 2. **Specific days of the week** – select this option to allow transaction to automatically generate on selected days of the week. Check the box beside desired days of the week.
 - ii. **Weekly** – select the day of the week the transaction generates.
 - iii. **Bi-weekly** – Bi-weekly Payments occur every two weeks, on the day of the week specified by user in the drop-down menu.
 - iv. **Semi-monthly** – Semi-monthly Payments can be sent on two calendar days of the month a user specifies in the drop-down menu, or users can choose two specific days of the week in the month.
 - v. **Monthly**
 - 1. **Choose the calendar day in the month** – select which date of the month the transaction generates.
 - 2. **Choose the day of the week in the month** - select which instance of a day of the week the transaction generates.
 - vi. **Annually** – select the date and month that the transaction generates.
- b. **Duration** – use the options below to define how long transactions generate from this schedule.
 - i. **Until I cancel** – select this option to generate transactions forever until someone manually cancels the schedule.
 - ii. **Until a specified end date** – select this option, then select an **End Date**, to generate transactions until the date selected.
 - iii. **A specified number of transactions** – select this option, then enter a number, to define the total number of transactions that generate from schedule.
- c. **Series Details** – use the options below to define when the schedule becomes active and provide a name.
 - i. **Start Date** – the date the series becomes active and is eligible to start generating transactions.
 - 1. **First Payment Date and First Transfer Date** - The date that the first payment will generate displays
 - 2. The First Payment Date, listed below the Start Date field, indicates the first possible date on which a user can begin a recurring Payment.
 - ii. **Series Name** – A unique name used to identify a specific payment series.

Transfer Frequency

×

Frequency

Daily

Weekly

Bi-weekly

Semi-monthly

Monthly

Annually

☒ Each business day

☐ Specific days of the week

Duration

☒ Until I cancel

☐ Until a specified end date


☐ A specified number of transactions

Series Details

■ = Required Field

Start Date

08/20/2019



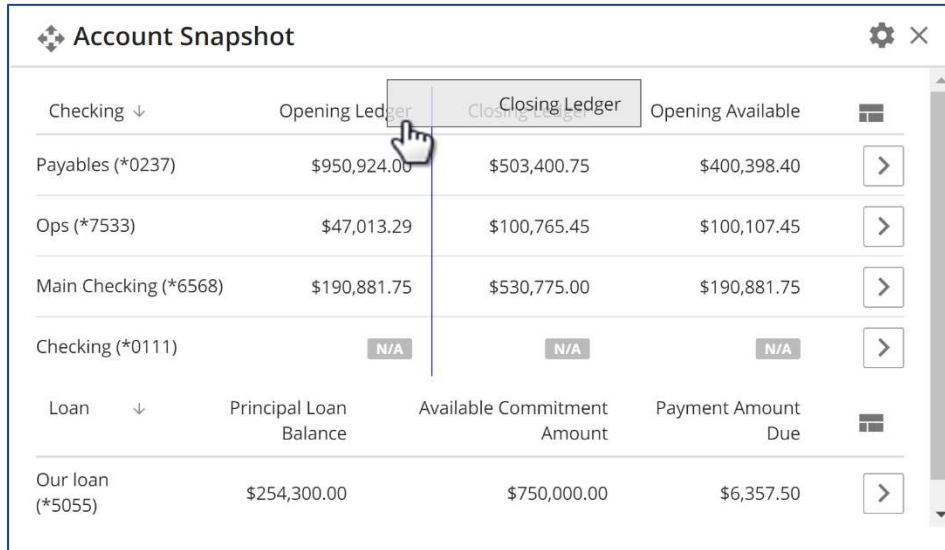
First Transfer Date: 08/20/2019

Recurring Series Name


Cancel


Save



8. Reorder Columns – drag and drop columns into preferred order



Checking ↓	Opening Ledger	Closing Ledger	Opening Available	
Payables (*0237)	\$950,924.00	\$503,400.75	\$400,398.40	>
Ops (*7533)	\$47,013.29	\$100,765.45	\$100,107.45	>
Main Checking (*6568)	\$190,881.75	\$530,775.00	\$190,881.75	>
Checking (*0111)	N/A	N/A	N/A	>
Loan ↓	Principal Loan Balance	Available Commitment Amount	Payment Amount Due	
Our loan (*5055)	\$254,300.00	\$750,000.00	\$6,357.50	>

9. **Select Columns** () – select this to customize which columns display.

10. **View Details** () – select this from a summary screen to view additional information available

11. **View in Ascending/Descending Order** – select the column header to sort the table by that column and apply ascending () or descending () order.

Home/Dashboard





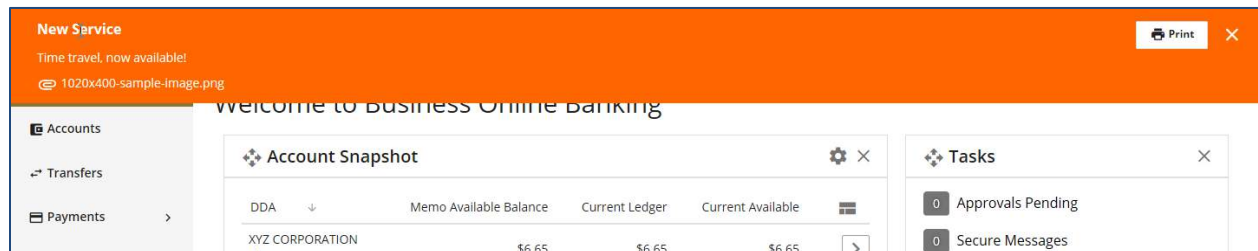
The Dashboard is the landing page for Business Online and provides quick access to common tasks including viewing balances, transferring funds, and placing stop check payment requests.

Bulletin Banner

Bulletins provide users with pertinent information from the financial institution, such as payment cut-off time changes, planned maintenance, and security alerts. Bulletins ensure users see important information immediately upon login. Bulletins appear as one or more banners overlaid on top of the Dashboard.



The bulletin subject and a preview of the bulletin content displays in each banner.

1. **Print** – select this option to print the bulletin content.
2. **Dismiss Bulletin** () – select this option to dismiss the bulletin. Once dismissed, the bulletin will no longer display on the home page. To review a dismissed bulletin, go to the *Messages* service.
3. **View Attachment** () – select this icon to preview the content of attachments included with the bulletin, or to **Print** or **Download** the attachment.
4. **See More** – select this option to review additional bulletin content. If the content of a bulletin is lengthy, go to the *Messages* service to review the entire bulletin.



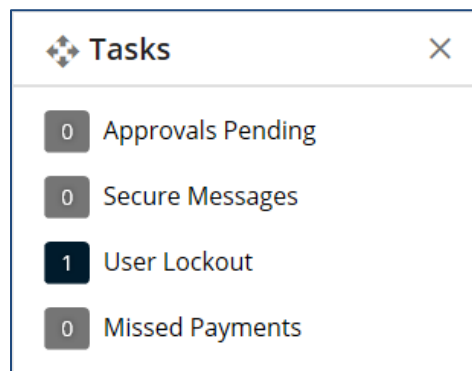
General Features - Widgets

The Dashboard is configurable, with the ability to move, hide, and add widgets.

1. **Move Widget** () – to move widgets, click and hold down the header bar of the widget (also known as ‘grabbing’), shift the widget to the desired spot on the screen (also known as ‘dragging’), then release the click (also known as ‘dropping’).
2. **Hide Widget** () – Select the **X** on the top right of the widget to hide it from the dashboard.
3. **+ Add** – Retrieve widgets by selecting the **+ Add** button that appears to the right of the Dashboard when a widget is hidden, and clicking the description of the removed widget to reinstate to dashboard. If the add button is not displayed, all available widgets are already shown.

Widget Details

1. **Tasks** – Provides notification about tasks that require the user’s attention. Users only see tasks for actions they are allowed to perform. Select the task name to go directly to the screen where that action can be performed. Tasks include:
 - a. **Approvals Pending** – displays the number of payments that are awaiting approval
 - b. **Secure Messages** – displays the number of messages created by the user that have a reply by the financial institution waiting
 - c. **User Lockout** – displays the number of user profiles that are currently locked




- d. **Missed Payments** – displays the number of payments that are expired because they were not approved



2. **Balance Summary** – The sum of all accounts, per account type. Select an account type to access the *Accounts* screen and view more details.

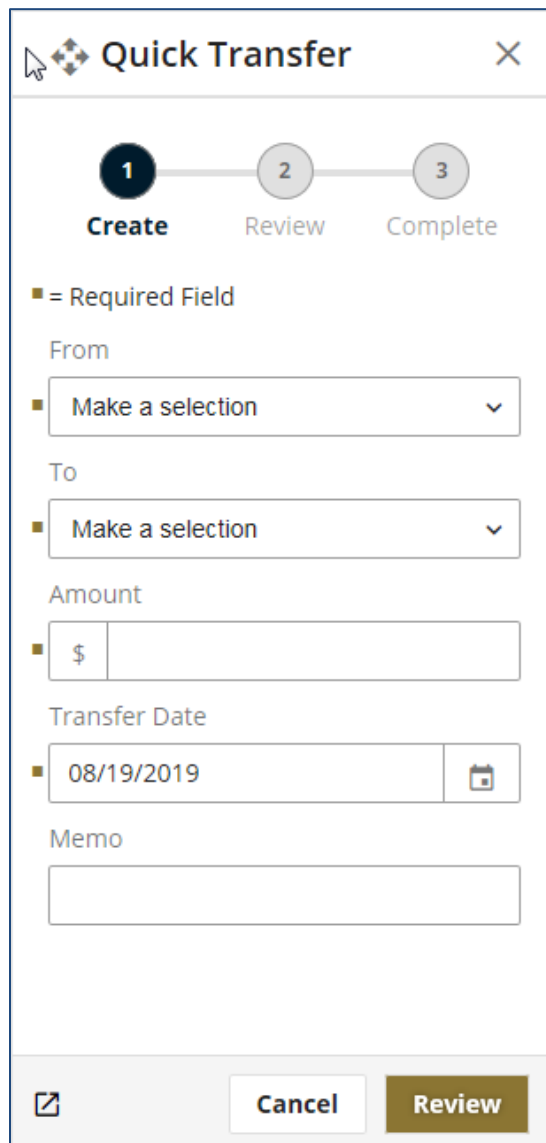
Balance Summary		×
Checking		
Opening Available	\$691,387.60	
Loan		
Principal Loan Balance	\$254,300.00	
Money Market		
Opening Available	\$789,118.37	
Savings		
Opening Available	\$100,107.45	

3. **Account Snapshot** – Provides the balances of up to 5 accounts.

- a. **Select Accounts** () – select this to choose the 5 accounts to show in this widget.

Account Snapshot				⚙️ ×
Checking ↓	Opening Ledger	Closing Ledger	Opening Available	☰
Payables (*0237)	\$950,924.00	\$503,400.75	\$400,398.40	>
Ops (*7533)	\$47,013.29	\$100,765.45	\$100,107.45	>
Main Checking (*6568)	\$190,881.75	\$530,775.00	\$190,881.75	>
Checking (*0111)	N/A	N/A	N/A	>
Loan ↓	Principal Loan Balance	Available Commitment Amount	Payment Amount Due	☰
Our loan (*5055)	\$254,300.00	\$750,000.00	\$6,357.50	>

4. **Quick Transfer** – Quickly create an account transfer in 3 steps: 1) Create, 2) Review, 3) Complete.
 - a. **From** – select the account to debit.
 - b. **To** – select the account to credit.
 - c. **Loan Transfer Options** – if a loan account is credited, select how the payment will be applied.
 - d. **Amount** – enter transfer amount.
 - e. **Transfer Date** - click the calendar tool () to easily locate a date.
 - f. **Memo** – enter memo or reference information.
 - g. **Go To Transfers** () – select this option to go to the Transfers screen to access all available account transfer features, including the ability to setup automatically recurring transfers and review historical and upcoming transfers.



Quick Transfer [Close]


1 **Create** — 2 Review — 3 Complete

■ = Required Field


From
 ■ ▼



To
 ■ ▼

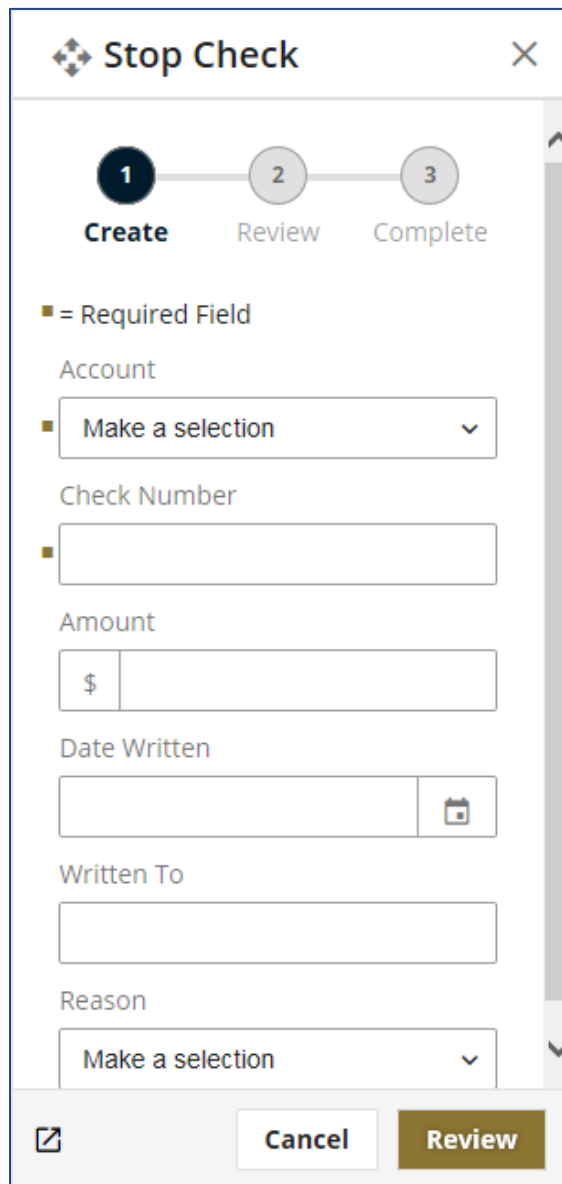
Amount
 ■ \$

Transfer Date
 ■ 

Memo



5. **Stop Checks** – Quickly create a stop check request in 3 steps: 1) Create, 2) Review, 3) Complete.
 - a. **Account** – select the account from which check was written.
 - b. **Check Number** – enter the check number
 - c. **Amount** – enter the dollar amount of the check.
 - d. **Date Written** – click the calendar tool () to easily locate a date.
 - e. **Written To** – enter the name of the check recipient.
 - f. **Reason** – select the reason for the stop request.
 - g. **Go To Stop Checks** () – select this option to go to the Stop Checks screen to access all available features, including the ability to submit a stop request for a range of checks and review historical requests.



Stop Check [Close]

1 **Create** 2 Review 3 Complete

■ = Required Field

Account

■ Make a selection ▼


Check Number

■

Amount

\$


Date Written



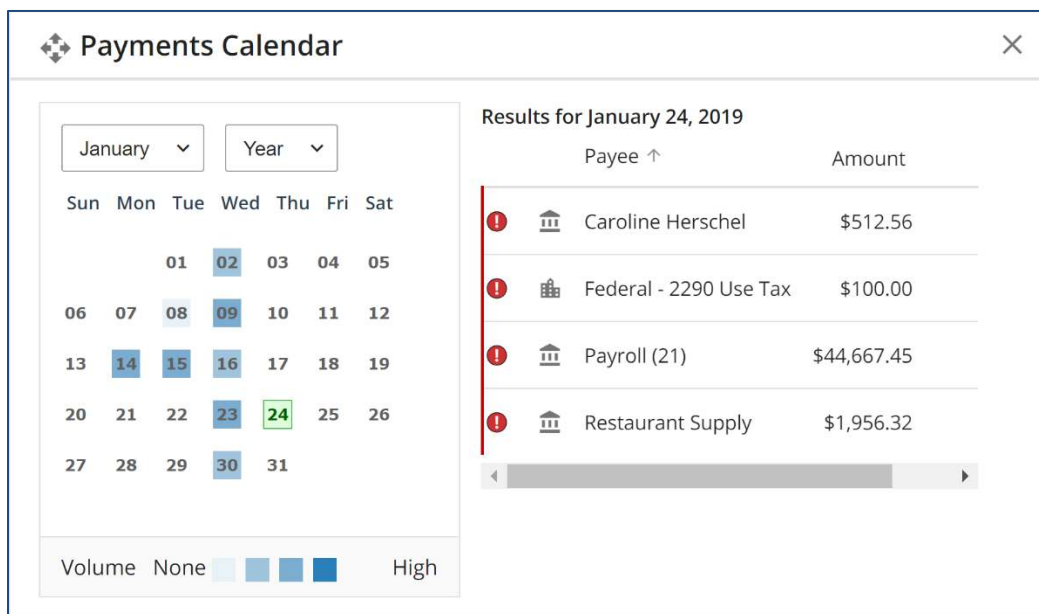
Written To

Reason

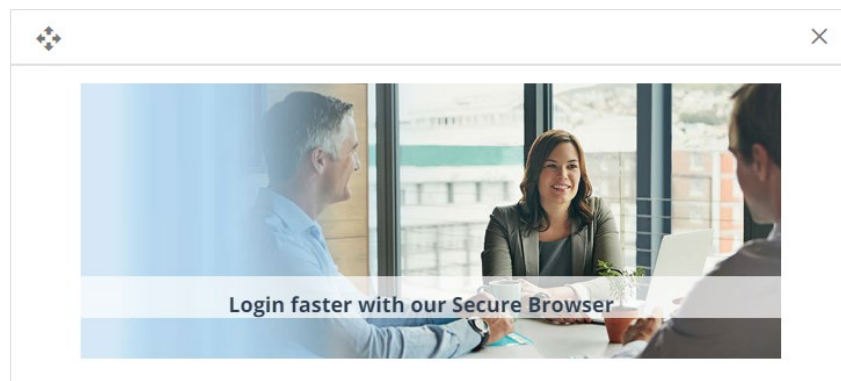
Make a selection ▼

 Cancel Review

6. **Payments Calendar** – displays a heat-map of Wire payments scheduled for each day.
 - a. **Month** – select a month to review payments. Current month is displayed by default.
 - b. **Year** – select a year to review payments
 - c. **Date** – hover mouse over date to see the number of scheduled payments. Select a date to update the table to the right and review a summary of the scheduled payments
 - d. **Payee** – name of payee or Employee Pay Group. The number of payees displays in parenthesis for Employee Pay Group records.
 - e. **Amount** – dollar amount of scheduled payment



7. **Offers**– displays products and services offered by us.



Accounts




Review account balances, transactions, check images, and additional account activity details.

Account Balances

1. **Select An Account** – choose an account to review its balances and transactions.
2. **Make Favorite** – select this option to make the current account the default account that displays when accessing the Accounts screen.

Recent Transactions

1. **Search** – enter a key word, phrase, or dollar amount to quickly locate a specific transaction
2. **View Image** () – select this to view image(s) associated with the transaction. If a check or reference number is available, it displays on the view image button.
3. **Stop Checks** – select this to access the *Stop Checks* screen with this account number populated in the Account field
4. **Transfer From** – select this to access the *Transfers* screen with this account number populated in the From field.
5. **Transfer To** - select this to access the *Transfers* screen with this account number populated in the To field.
6. **History** – select this to access the *Transaction Search* screen for additional filtering and export options

Accounts

Last Login: 01/23/2019 12:15 PM

Main Checking (*6568) CHECKING

☆ Make Favorite

Select An Account

XYZ CORPORATION (*5556) ▼

Opening Ledger

\$190,881.75

Closing Ledger

\$530,775.00

Opening Available

\$190,881.75

Recent Transactions

Search 

Stop Checks

Transfer From


Transfer To

History

Date ↕	Description	Amount	Balance	
01/22/2019	Preauthorized ACH Credit 0000000000 PAY MGT SYSTEM HHS PAYMNT 092109 0M05 P 0M05P	\$10.02	\$110,391.61	>
01/22/2019	 1234 Check Paid	-\$25,000.00	\$85,391.61	>
01/22/2019	 2345 Check Paid	-\$1,306.90	\$84,084.71	>

Transaction Search

Apply one or more filters, then select **Search** to quickly locate desired transactions.

1. **Back** () – select this to go back to the main *Accounts* screen.
2. **Select An Account** – choose an account to review its balances and transactions.
3. **Transaction Date From** – select the date of oldest transactions to display.
4. **Transaction Date To** – select the date of newest transactions to display.
5. **Start Amount** – enter the lowest dollar amount transaction to display.
6. **End Amount** – enter the highest dollar amount transaction to display.
7. **Check Number From** – enter the lowest check number to display.
8. **Check Number To** – enter the highest check number to display.
9. **Transaction Type** – select the type of transactions to display.
10. **Actions** – select this to access print and export options.

← Back

Transaction Search

Last Login: 01/23/2019 12:15 PM

Main Che... (*6568) CHECKING

Select An Account

Main Che... (*6568)

Opening Ledger

\$190,881.75

Closing Ledger

\$530,775.00

Opening Available

\$190,881.75

Search Transaction History

Actions

Transaction Date From

10/26/2018

Transaction Date To

01/24/2019

Start Amount

\$

End Amount

\$

Check Number From

Start Check Number

Check Number To

End Check Number

Transaction Type

Select a Transaction Type

Search

Date

Description

Amount

01/23/2019

ZBA Debit
OVERNIGHT INV DEBIT
TO 00088881222

-\$61,696.02

01/23/2019


ZBA Debit
CMA DEBIT TO ACCT
FROM 00088881222

-\$109.06

Transfers

↔ Transfers

Quickly schedule money transfers between accounts at the bank.

1. **From Account** - click this field, search for and then select an account from the list. Funds will be withdrawn/debited from this account.
2. **To Account** - click this field, search for and then select an account from the list. Funds will be deposited/credited into this account.
3. **Amount** – enter the dollar amount of the transfer.
4. **Transfer Date** - click the calendar tool () to easily locate a date. The earliest available payment date displays in the field by default.
5. **Memo** – enter memo or reference information for the transfer.
6. **Repeat Transfer** - select this option to create a schedule for this payment to automatically repeat in the future.

Transfer Funds Between Accounts

1

2

3

CreateReviewComplete

■ = Required Field

From Account

■

Make a selection

▼

To Account

■

Make a selection

▼

Amount


■

\$

Transfer Date

■

08/19/2019



Memo

This is a one-time transfer.

Repeat Transfer

Cancel


















Review

Transfer Activity

Select the **Recent Payments** tab to review and take action (approve, reject, cancel, reschedule) on transfers scheduled for delivery today, and review historical transactions. Select the **Upcoming Payments** tab to review and take action on future dated transfers.

Activity Summary

1. **Transfer Date** – date of transfer.
2. **Transfer From** – the debit account.
3. **Transfer To** – the credit account.
4. **Amount** – dollar amount of transfer.
5. **Series Name** – the name of the recurring series that created the transfer. This field is blank for one-time payments.
6. **Print** – select this to print or download a PDF of payment activity displayed. Future dated transactions of a recurring series do not display a transaction ID.
7. **Export** – select this to generate a comma separated value (CSV) file of payment activity displayed.

Recent Transfers		Upcoming Transfers		 Print		 Export
Transfer Date ↑		Transfer From	Transfer To	Amount		
08/20/2019		 XYZ CORPORATIO...	XYZ CORPORATI	\$0.01		
08/22/2019		 XYZ CORPORATIO...	XYZ CORPORATI	\$0.01		
08/23/2019		 XYZ CORPORATIO...	XYZ CORPORATI	\$0.01		
09/20/2019		 XYZ CORPORATIO...	XYZ CORPORATI	\$0.01		
09/25/2019		 XYZ CORPORATIO...	XYZ CORPORATI	\$0.01		
Showing 1 - 5 of 5 results						

Transfer Details

1. **Print** – select this to print or download a PDF of transfer details.
2. **Download** – select this to generate a comma separated value (CSV) file of transfer details.
3. **Transaction Processing Actions** – each transfer includes a processing details section above the *Status History*. Any action the user is eligible to perform on the transfer is presented here.
 - a. **Reject Transfer** – select this option to reject a *Pending Approval* transfer and send it back to the creator for editing.
 - b. **Approve Transfer** – select this option to approve a transfer
 - c. **Cancel Transfer** – select this option to cancel a transfer to ensure it is not processed.
 - d. **Edit Transfer** – select this option to update a future dated transfer, or reschedule an expired transfer. If transfer is from a recurring series, this edit option updates only this single payment.
 - e. **Edit Series** – select this option to make changes to all future transfers created by this recurring series.
 - f. **Cancel Series** – select this option to cancel all future transfers created by this recurring series.

Account Transfer Details

Transfer Date

08/20/2019

Status

SCHEDULED

Print

Download

From Account

XYZ CORPORATION... (*3333)

To Account

XYZ CORPORATION... (*3334)

Amount

\$0.01

Transaction Number

Memo

This transfer has not yet been processed.

Transfer will be processed on 08/20/2019

Approve Transfer

Cancel Transfer

This transfer is part of a recurring series: Weekly Tuesday Penny

Changes made to this transfer will be applied to all transfers that are part of the series.

Frequency: Weekly on Tuesday of each week starting on 08/20/2019 ending on 08/22/2019

Edit Series

Cancel Series

Status History

Date/Time	Status	Initiator	Description
08/16/2019 04:40 PM PDT	Pending Approval	BOL3	Transfer Edited
07/20/2019 05:45 PM PDT	Created	ProdBOL3	Transfer Created


OK

Payments

 Payments 

Schedule, review, or approve payments to people, businesses, Bill Payment (coming in Q2 2020), or Wire Transfer. Create and save payees to allow quick submission of payments in the future.




Make a Payment

 Make a Payment

Create Wire payments, and review and take action (approve, edit, cancel) on scheduled payments. (Access to bill payment will be available in Q2 2020).

Same Day Wire Payment

This payment option is optimal for the most urgent payments. Payment is received by the payee on the same day or next day, depending on payment submission in relation to the cutoff time designated by the financial institution.

1. **Payee** – click this field, search for and then select a payee from the list.
 - a. **Edit** () – select this option to edit the selected payee.
 - b. **Create** () – select this option to create a new payee.
2. **From Account** – click this field, search for and then select an account from the list. Funds will be withdrawn from this account to pay the payee.
3. **Amount** – enter the dollar amount of the payee's payment.
4. **Payment Date** - click the calendar tool () to easily locate a date. The earliest available payment date displays in the field by default.
5. **Memo** – enter memo or reference information to send payee.
6. **Repeat Payment** – select this option to create a schedule for this payment to automatically repeat in the future.

Make Payment

✓

2

3

4

Speed Create Review Complete


Same Day Wire Payment

■ = Required Field

Payee

■ Big Company

▼



+

From Account

■ Make a selection


▼

Amount

■ \$

Payment Date

■ 08/19/2019



Memo

This is a one-time payment. Repeat Payment
















Cancel
Review

Payment Activity

Select the **Recent Payments** tab to review and take action (approve, reject, cancel, reschedule) on payments scheduled for delivery today, and review historical transactions. Select the **Upcoming Payments** tab to review and take action on future dated transactions.

Activity Summary

1. **Print** – select this to print or download a PDF of payment activity displayed. Future dated transactions of a recurring series do not display a transaction ID.
2. **Export** – select this to generate a comma separated value (CSV) file of payment activity displayed.
3. **Payment Date** – date payees receive funds.
4. **Series Name** – the name of the recurring series that created the payment. This field is blank for one-time payments.
5. **Payee** – name of payee or Employee Pay Group. The number of payees displays in parenthesis for Employee Pay Group records.
6. **Amount** – dollar amount of payment

Recent Payments		Upcoming Payments		 Print		 Export	
Payment Date ↑			Payee		Amount		
08/19/2019			 Vendor A		\$0.01		
08/19/2019			 Employee 1		\$0.01		
08/19/2019			 Big Company		\$0.01		
08/19/2019			 Bigger Corp		\$0.01		

Payment Details


4. **Print** – select this to print or download a PDF of transaction details.
5. **Download** – select this to generate a comma separated value (CSV) file of transaction details.
6. **Transaction Processing Actions** – each transaction includes a processing details section above the *Status History*. Any action the user is eligible to perform on the transaction is presented here.
 - a. **Reject Payment** – select this option to reject a *Pending Approval* transaction and send it back to the creator for editing.
 - b. **Approve Payment** – select this option to approve a transaction
 - c. **Cancel Payment** – select this option to cancel a transaction to ensure it is not processed.
 - d. **Edit Payment** – select this option to update a future dated transaction, or reschedule an expired transaction. If transaction is from a recurring series, this edit option updates only this single payment.
 - e. **Edit Series** – select this option to make changes to all future transactions created by this recurring series.
 - f. **Cancel Series** – select this option to cancel all future transactions created by this recurring series.

Same Day Payment Details

Payment Date

08/19/2019

Status

SCHEDULED 

Print

Download

From Account

XYZ CORPORATIO... (*7657)

Transaction Number

Amount

\$0.01

Payment Type

Same Day Wire Payment

Payee

Vendor A

Beneficiary Bank Name

BANC OF CALIFORNIA, NA

To Account

*1111

Beneficiary Bank ID

122243774

Memo

This payment has not yet been processed.

Payment will be processed on 08/19/2019.

Approve Payment

Cancel Payment

This payment is part of a recurring series: **M and W Weekly Pmt of \$0.01**

Changes made to this payment will be applied to all payments that are part of the series.

Frequency: **Daily on Monday and Wednesday starting on 07/24/2019**

Edit Series

Cancel Series

OK

3-5 Business Days Standard Bill Pay

(Access to Bill payment will be available by mid-2020)

Bill Pay is optimal if user has several days to make a payment. Use this service to manage Bill Pay payees, schedule payments, and review payment history.

When this service is selected, the user is automatically logged into the Bill Pay website.

Manage Payees

Manage Payees

Create and manage payees to quickly initiate payments to them in the future.

Payees List

1. **+Payee** – select this option to create a new payee.
2. **Print** – select this option to print or download a PDF of all payees.
3. **All Payees** – select the type of payees to see in the table below.
4. **Search** – enter a payee name or ID to filter results in the table below.

















Manage Payees

Manage Payees

+ Payee
Print

Make a selection ▼

Search 🔍

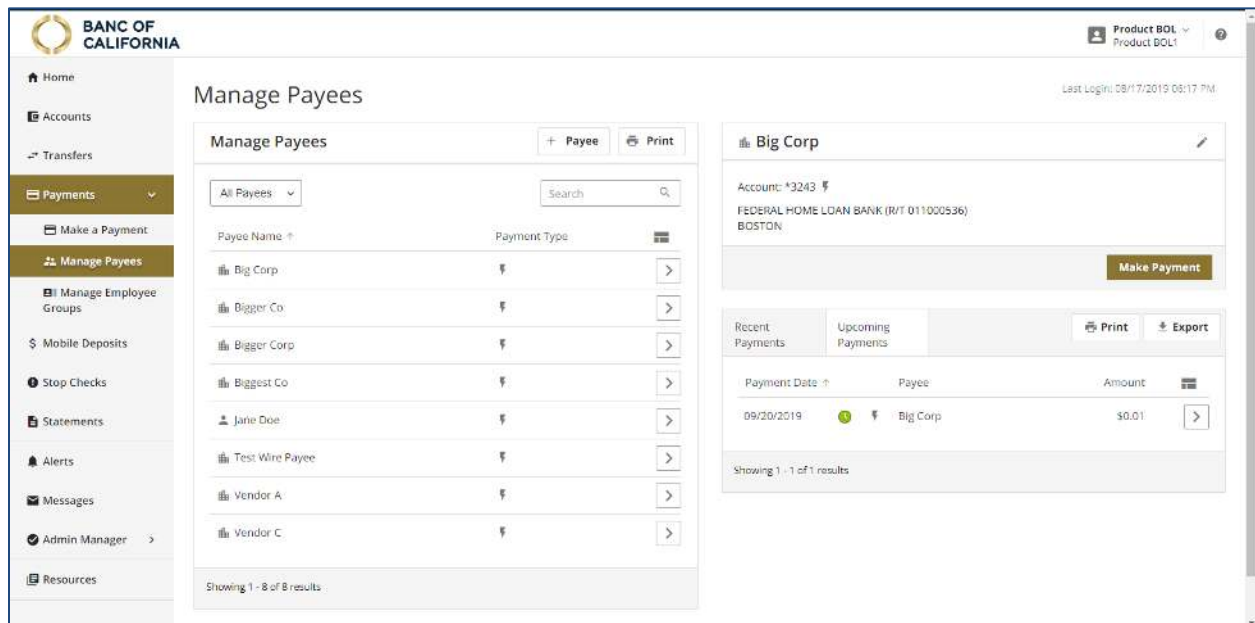
Payee Name ↑	Payment Type	
 Big Corp		>
 Bigger Co		>
 Bigger Corp		>
 Biggest Co		>
 Jane Doe		>
 Test Wire Payee		>
 Vendor A		>
 Vendor C		>

Showing 1 - 8 of 8 results

Payee Details

Select the **Details** button beside a payee to view their payment routing information, create a payment, view scheduled payments, or delete payee.

1. **Make Payment** – select this option to create a payment to this payee.
 - a. If the payee's account only supports ACH, the screen refreshes to present the appropriate ACH creation screen with this user's details pre-populated.
 - b. If the payee's account only supports wires, the screen refreshes to present the wire creation screen with this user's details pre-populated.
 - c. If the payee's account supports both ACH and wires, the *Recent/Upcoming Payments* section is replaced with options to select the type of payment.
2. **Print** – select this to print or download a PDF of payment activity displayed. Future dated transactions of a recurring series do not display a transaction ID.
3. **Export** – select this to generate a comma separated value (CSV) file of payment activity displayed.
4. **Recent Payments** and **Upcoming Payments** – list of payments that include this payee. See PAYMENT ACTIVITY for more information about this feature.
5. To delete payee select the **Edit** button, then **Delete** in the bottom left of the screen.



The screenshot displays the 'Manage Payees' interface in the Banc of California Business Online system. On the left is a navigation menu with options like Home, Accounts, Transfers, Payments, Make a Payment, Manage Payees, Manage Employee Groups, Mobile Deposits, Stop Checks, Statements, Alerts, Messages, Admin Manager, and Resources. The main area is titled 'Manage Payees' and includes a '+ Payee' and 'Print' button. Below this is a table of payees with columns for 'Payee Name' and 'Payment Type'. The table lists several payees, including 'Big Corp', 'Bigger Co', 'Bigger Corp', 'Biggest Co', 'Jane Doe', 'Test Wire Payee', 'Vendor A', and 'Vendor C'. To the right of the table is a detailed view for 'Big Corp', showing its account number (*3243), bank name (FEDERAL HOME LOAN BANK), and a 'Make Payment' button. Below the detailed view is a 'Recent Payments' section with a table showing payment details like 'Payment Date', 'Payee', and 'Amount'. The first entry shows a payment to 'Big Corp' for \$0.01 on 09/20/2019. The interface also includes a 'Last Login' timestamp and a 'Showing 1 - 1 of 1 results' indicator.

Create or Edit Payee

1. **Payee Name** – enter the payee’s name.
2. **Payee Address 1** – enter the payee’s address line 1 details. This is usually the street address and any apartment/suite/other information.
 - a. This field may be required if payee is used for Wires
3. **Payee Address 2** – enter the payee’s address line 2 details. This is usually the city, state, and zip code.
 - a. This field may be required if payee is used for Wires
4. **Payee Address 3** – enter additional address details. This is usually used when address information doesn’t fit into lines 1 and 2.
5. **Payee ID** – enter the payee’s ID.
6. **Payee Type** – select the type of payee.
7. **Account Number** – enter the payee’s account number.
8. **Account Type** – enter the type of account that is used for the payee.
9. **Bank R/T Number** – enter the payee’s bank routing or ABA number.
 - a. **Bank Lookup** – select this option to search for the payee’s routing or ABA number.
10. **Bank Name** – enter the name of the payee’s bank.
11. **Bank Address 1** - enter the payee bank’s address line 1 details. This is usually the street address and any suite/other information.
 - a. This field may be required if payee is used for Wires
12. **Bank Address 2** - enter the payee bank’s address line 2 details. This is usually the city, state, and zip code.
 - a. This field may be required if payee is used for Wires

Create Payee

Payee Name

Payee Address 1

Payee Address 2

Payee Address 3

Payee Country

United States

Payee ID

Enter unique ID or system will generate one

Payee Type

Make a selection

Payee Account Details

Required Field

Account Number

Account Type

Make a selection

Bank R/T Number

Q Bank Lookup

Enter 9 digit bank routing / transit number

Bank Name

Bank Address 1

Bank Address 2

Bank Address 3

Bank Country

United States

Pay via Same Day Payments - Wire Transfer

Cancel

Save

13. **Bank Address 3** - enter additional address details. This is usually used when address information doesn't fit into lines 1 and 2.
14. **Pay via Same Day Payments – Wire Transfer** – select this option to use this payee in wire payments.

Stop Checks

! Stop Checks

Submit a Stop Check request to render a check void and prevent it from being paid, subject to the terms in the agreements we have provided to you.

Individual Check

1. **Account**- click this field, search for and then select an account from the list. This is the account the check is written from.
2. **Check Number** – enter the check number to stop.
3. **Amount** – enter the amount on the check.
4. **Date Written** – enter the date on the check.
5. **Written To** – enter the payee on the check.
6. **Reason** – select the reason for the stop request.

Stop Checks

1

2

3

CreateReviewComplete

■ = Required Field

Account

■

Make a selection

▼

Individual

Range

Check Number

■

Amount

\$

Date Written

📅

Written To

Reason

Make a selection

▼

Cancel

Review

Check Range

1. **Account** - click this field, search for and then select an account from the list. This is the account the check is written from.
2. **Range** – click this button submit a stop request for a range of checks.
3. **Start Range** – enter the first check number in the range of checks.
4. **End Range** – enter the last check number in the range of checks.
5. **Reason** – select the reason for the stop request.

Stop Checks

1

2

3

Create

Review

Complete

■ = Required Field

Account

■

Make a selection

Individual

Range

Start Range

■

End Range

■

Reason

■

Make a selection

Cancel

Review

Recent Stop Checks

1. **Check** – enter a check number, then select **Search** to filter results in table below.
2. **Account** – click this field, search for and then select an account from the list. Select **Search** to filter results in table below.
3. **Created** – date of stop check request.
4. **Transaction ID** – the unique identifier created for the stop request.
5. **Check** – the check individual number or range of checks in the stop request.
6. **Account** – the account the check is written from.
7. **Date Written** – the date on the check. This field is always blank for a range of checks.
7. **Amount** – the amount of the check. This field is always blank for a range of checks.
8. **Reason** – select the reason for the stop request.
9. **Written To** – the payee on the check. This field is always blank for a range of checks.

Recent Stop Checks

Check

Account

Make a selection

Search

Created ↓	Transaction ID	Check	Account	Date Written	Amount	Reason	Written To	
08/17/2019	STP-00000771	1026 - 1050	XYZ CORPORATIO... (*5556)			Stolen		>
08/17/2019	STP-00000770	1200	XYZ CORPORATIO... (*7657)	08/16/2019	\$0.01	Lost	Jane Doe	>


Showing 1 - 2 of 2 results

Stop Check Details

1. **Print** - select this to print or download a PDF of stop request details

Stop Check Details

Created
08/17/2019


Status
STOPPED 

Account
XYZ CORPORATIO... (*5556)

Transaction Number
STP-00000771

Check Number Range
1026 - 1050

Reason
Stolen

 Print

This stop is currently active.


Cancel Stop

Status History

Date/Time	Status	Initiator	Description
08/16/2019 06:28 PM PDT	STOPPED	SYSTEM	Request successfully placed.
08/16/2019 06:28 PM PDT	PENDING	BOL3	Request entered into system.

OK

Statements

1. **Statement** – click this field, search for and then select the desired statement type from the list.
2. **In The Past** – select the amount of statement history to display.
3. **Account** – select which account’s statements to review, then select **Search**. Available statements display in the table below.
4. **View Details** () – select this to view, download, or print the statement.

Statements and Reports

Statement

Checking Statements

▼

In The Past

6 months




▼

Account

eStatementsTes... (*1961)

▼

Search

Statement Date ↑	Description	Account	
08/31/2018	Checking Statements	eStatementsTes... (*1961)	
09/28/2018	Checking Statements	eStatementsTes... (*1961)	
10/31/2018	Checking Statements	eStatementsTes... (*1961)	

Alerts



Enable alerts about account balances, payment status updates, and security notifications. Review email and text message delivery attempts.

To set alert delivery method, go to **Edit My Profile**.

Set Active Alerts

Account Alerts

> Alert me when my balance reaches the specified threshold.

☐ When my account is overdrawn.

Payment and Transaction Alerts

Alert me when:

☒ A transaction fails

☐ A transaction is successful

☒ A transaction was missed.

☒ A transaction requires my approval

☒ A wire deadline is nearing

☐ A new payee is created

☐ A payee is modified

Security and Fraud Alerts

Alert me when:

☒ My password changes

☒ A user in my company has been locked out

☒ A new user is created

☒ A user is modified

☒ A user's password changes

Additional Alerts

☒ When a new bulletin is available

Cancel

Submit

Recent Alerts

Search

Date	Subject
Aug 17, 2019 5:47 PM PDT	User Lockout Report
Aug 17, 2019 5:10 PM PDT	User Password Reset/Change Report for Administrators
Aug 17, 2019 3:51 PM PDT	User Password Reset/Change Report for Administrators
Aug 16, 2019 5:13 PM PDT	User Lockout Report
Aug 16, 2019 3:00 PM PDT	Overdrawn Alert
Aug 16, 2019 3:00 PM PDT	Overdrawn Alert
Aug 16, 2019 11:00 AM PDT	Overdrawn Alert
Aug 16, 2019 11:00 AM PDT	Overdrawn Alert
Aug 16, 2019 10:43 AM PDT	User Verification Request
Aug 16, 2019 7:00 AM PDT	Overdrawn Alert

Showing 1 - 10 of 50 results

< Prev

1

2

3

4

5

Next >

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Page 38 of 67

Account Alerts

Click **Alert me when my balance reaches the specific threshold** to view available balance alert options.

1. **Account** – check the checkbox beside the desired account to define balance thresholds. Once selected, a dollar amount must be entered in one of the fields presented for this account.
2. **Balance is Below** – enter a dollar amount. A notification is delivered if the account balance is below this amount at specific times throughout the day.
 - a. Do not enter negative dollar amounts. Enter a value of ZERO to create an ‘overdrawn’ balance alert.
3. **Balance is Above** - enter a dollar amount. A notification is delivered if the account balance is above this amount at specific times throughout the day.

Account Alerts

▼ Alert me when my balance reaches the specified threshold.

Account	Balance is Below	Balance is Above
<input checked="" type="checkbox"/> Main Sa...	\$ <input type="text"/>	\$ <input type="text"/>
<input type="checkbox"/> My Mon...		
<input type="checkbox"/> Main Ch...		
<input checked="" type="checkbox"/> Ops (*7...	\$ <input type="text"/>	\$ <input type="text"/>
<input type="checkbox"/> Payable...		
<input type="checkbox"/> Checkin...		

Payment and Transaction Alerts

Enable these alerts to receive notifications about transaction and payee updates.

1. **A transaction fails** – enable this to receive a notification if an Account Transfer, or Wire enters a *Canceled* or *Unsuccessful* status.
2. **A transaction is successful** – enable this to receive a notification if an Account Transfer, or Wire enters a *Completed* status.
3. **A transaction was missed** – enable this to receive a notification if an Account Transfer, or Wire enters an *Expired* status.
4. **A transaction requires my approval** - enable this to receive a notification when an Account Transfer, or Wire that must be processed today requires my approval.
5. **A wire deadline is nearing** - enable this to receive a reminder notification when the cutoff for wires is approaching and a wire in a *Pending Approval* status requires my approval.
6. **A new payee is created** - enable this to receive a notification if a new payee is created by a teammate.
7. **A payee is modified** - enable this to receive a notification if a payee is updated by a teammate.

Payment and Transaction Alerts

Alert me when:

☒ A transaction fails

☒ A transaction is successful

☒ A transaction was missed.

☒ A transaction requires my approval

☒ A wire deadline is nearing

☐ A new payee is created

☐ A payee is modified

Security and Fraud Alerts

Enable these alerts to receive notifications about password and profile updates, updates made to teammates, or to receive a reminder email that Positive Pay checks still need review. Some alerts are only available to administrative users.

1. **My password changes** – enable this to receive a notification if your password changes; regardless if that action is performed by you, or by a teammate or the bank as a password reset.
2. **A user in my company has been locked out** – enable this to receive a notification if a teammate locks themselves out.
3. **A new user is created** – enable this to receive a notification if a new teammate is created.
4. **A user is modified** – enable this to receive a notification if a teammate's profile is updated.
5. **A user's password changes** – enable this to receive a notification if a teammate's password is changed.
6. **A deadline for reviewing items in Positive Pay is nearing** – enable this to receive a reminder notification when the cutoff for Positive Pay is approaching and checks need review.

Security and Fraud Alerts

Alert me when:

☒ My password changes

☒ A user in my company has been locked out

☐ A new user is created

☒ A user is modified

☐ A user's password changes

☒ A deadline for reviewing items in Positive Pay is nearing.

Additional Alerts

Enable this alert to receive notifications about general online banking updates.


1. **When a new bulletin is available** – enable this alert to have bulletin content published by the bank automatically emailed.

























Additional Alerts

☒ When a new bulletin is available

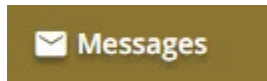
Recent Alerts

Review the 50 most recent email and text message delivery attempts.

1. **Search** – enter the date, time, or subject of an alert to filter results in the table below
2. **Date** – date and time of alert delivery attempt.
3. **Subject** – description of the email or text message alert
4. **View Details** () – select this to view, download, or print the alert.

Recent Alerts			
<input type="text" value="Search"/> 			
Date	↓	Subject	
Aug 14, 2019 7:00 AM PDT		Wire Transfer Status Change Notification	
Aug 14, 2019 7:00 AM PDT		Wire Transfer Status Change Notification	
Aug 14, 2019 6:00 AM PDT		Wire Transfer Status Change Notification	
Aug 14, 2019 12:00 AM PDT		Wire Transfer Status Change Notification	
Aug 14, 2019 12:00 AM PDT		Wire Transfer Status Change Notification	
Aug 14, 2019 12:00 AM PDT		Wire Transfer Status Change Notification	
Aug 13, 2019 4:00 PM PDT		Account Transfer Items End of Day Notifi...	
Aug 13, 2019 3:00 PM PDT		Account Transfer Status Change Notificat...	
Aug 13, 2019 3:00 PM PDT		Forgot Password	
Aug 13, 2019 11:00 AM PDT		Forgot User ID	
Showing 41 - 50 of 50 results <div>  1 2 3 4 5  </div>			

Messages






Securely message the bank and review feedback, review bulletins published by the bank, and quickly locate all transactions that require approval.

Messages

Contact us with questions, comments, and requests. The number of unread replies from the Bank displays on the tab.

1. **Search** – enter the date, recipient, or subject to filter the results shown in the table below.
2. **Compose** – select this button to create a new secure message to send to the bank.
3. **Create Date** – date user composed message.
4. **Recipient** – bank department selected to review message.
5. **Subject** – topic selected for message.

Messages 1	Bulletins 2	Approvals 1	
<input type="text" value="Search"/> 		<input type="button" value="Compose"/>	
Creation Date ↓	Recipient	Subject	
01/31/2019	Customer Support	Change of A...	
Showing 1 - 1 of 1 results			

Compose New Message

1. **To** – select a bank department to send the message to
2. **Subject** – select the option that most closely matches the topic of your message.
3. **Urgency** – select the urgency of the message.
4. **Message** – enter a message for the bank.

New Message

To

■ Make a selection ▼

Subject

■ Make a selection ▼

Urgency

■ Make a selection ▼

Message

■


Cancel

Send Message

Message Thread

Review the conversation between you and the bank. Details include the original subject, and date and timestamp of all messages.

1. **Delete** – select this option once the message thread is no longer needed to remove the thread from the Messages screen.
2. **Cancel** – select this option to close the thread.
3. **Reply** – enter information in the text box provided then select this option to reply to the bank.

 **RE: General**

07/22/2019 11:22 AM PDT

07/22/2019 11:22 AM PDT
Product BOL1 (ProdBOL)
Test again.

07/23/2019 11:55 AM PDT
(boc)

Test

Delete

Cancel

Reply

Bulletins

Review important information published by the Bank. The number of unread bulletins displays in the tab.

1. **Search** - enter the bulletin publish date or subject to filter the results shown in the table below.
2. **Date** – the date the bulletin was broadcast to users.
3. **Subject** – topic of the bulletin.

Messages 0	Bulletins 2	Approvals 1
-------------------	--------------------	--------------------

Date ↓	Subject	
01/29/2019	The branches will be closed on ...	>
09/06/2017	Important Information About In...	>

Showing 1 - 2 of 2 results

Bulletin Detail




1. **Print** - select this option to print the bulletin content.
2. **View** – select this option to view, print, or download an attachment of the bulletin.

Bulletin Detail		Print
<p>New Service</p> <p>08/18/2019</p> <p>now available!</p>		
File Name	Size	
1020x400-sample-image.png	313 KB	View

Approvals

Quickly locate Wire payments that require approval. The number of payments in a *Pending Approval* status displays in the tab.

1. **Search** - enter the date, payee, or dollar amount to filter the results shown in the table below
2. **Date** – transaction Payment Date
3. **Payee** - name of payee, or the credit account of an Account Transfer.
4. **Amount** – dollar amount of transaction.

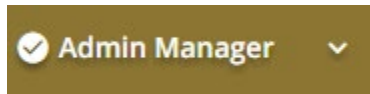
Messages 0	Bulletins 2	Approvals 1	
<input type="text" value="Search"/> 			
Date ↓	Payee	Amount	
01/31/2019	↔ Main Savings (*5022)	\$180.00	
Showing 1 - 1 of 1 results			

Approval Detail

1. **Details** – select this to view additional details, such as the *Status History*, or to access options to cancel or edit the transaction.
2. **Reject** - select this option to reject a *Pending Approval* transaction and send it back to the creator for editing.
3. **Approve** - select this option to approve a transaction.

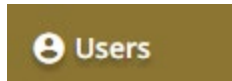
Approval Detail	
Payment Date	01/31/2019
From Account	My Money Marke... (*5044)
Amount	\$180.00
Status	PENDING APPROVAL ⚠
Transaction Number	ATR-00019438
Payment Type	Transfer
<hr/>	
To Account	Main Savings (*5022)
Memo	Floral Vendor Deposit
<div> <div>Details</div> <div>Reject</div> <div>Approve</div> </div>	

Admin Manager



As an administrator, create and update teammate profiles and permissions, or update account descriptions/names.

Users



Create new users, perform password resets, unlock teammates, and manage permissions.

BOL 3 (BOL3)

Actions

Select A User:

BOL 3

+ Add A New User

Services

View Accounts

Account Alerts

Transfer

Manage Payees

Statements

Same Day Wire

Stop Checks

Additional Access

Last Login: Aug 18, 2019 5:59:01 PM

BOL 3 (BOL3)

Actions

Accounts	Transfers	Payments	Mobile Deposits	Fraud Protection	Additional Access	Additional Services	Statements	
Account	View Access				Account Alerts			
	ON OFF				ON OFF			
XYZ CORPORATION 1 (*3333)	ON				ON			
XYZ CORPORATION 2 (*3334)	ON				ON			
XYZ CORPORATION (*4444)	ON				ON			
XYZ CORPORATION (*5556)	ON				ON			
XYZ CORPORATION (*7657)	ON				ON			
XYZ CORPORATION (*8334)	ON				ON			

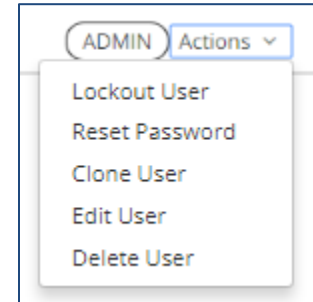
Cancel

Save

User Summary

For convenience, the *Actions* button offered in the user summary section is also available at the user details section.

1. **Actions** – select this to access additional options for this user. If the user being viewed is an administrative user, the term *ADMIN* displays beside this button.
 - a. **Lockout User** – select this to lockout the user and prevent online banking access. This option is not presented when a user is looking at their own permissions.
 - i. **Unlock User** – this option displays, as well as the term *LOCKED* beside the Actions button, if the user is currently locked out. Select this to unlock the user and permit online banking access.
 - b. **Reset Password** – select this to create a temporary password for the user. The new password must be communicated to the user. This option is not presented when a user is looking at their own permissions.
 - c. **Clone User** – select this to use this user as a template or model for the creation of a new user. The new user automatically inherits the permissions of this user, however payment services of the new user still require review.
 - d. **Edit User** – select this to edit the user’s profile.
 - e. **Delete User** – select this to delete the user. This action cannot be undone once confirmed.
2. **Select A User** - click this field, search for and then select a user from the list to review their summary and detail information.
3. **+ Add A New User** – select this to create a new user profile from scratch.



Ann Doe (BOL6)

ADMIN Actions

Select A User

Ann Doe

+ Add A New User

Services

View Accounts

Account Alerts

Stop Checks

Additional Access

Statements

Same Day Wire

Manage Payees

Administrative Permissions

User Maintenance

Transfers

Additional Access

Account Update

Accounts

Payments

Fraud Protection

Administrative Permissions

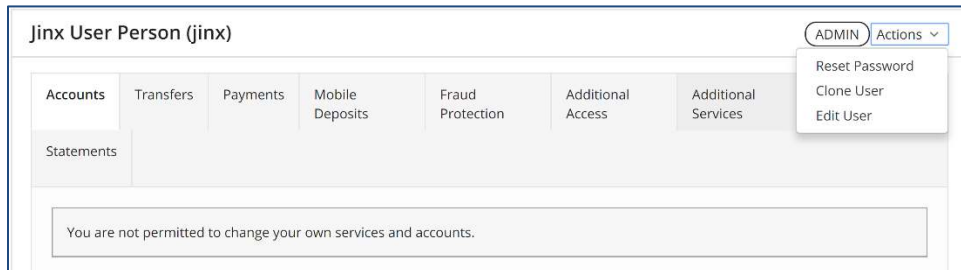
Never Logged In

User Details

Define the type of payments users are allowed to access and apply dollar amount limits or approval requirements. Select the accounts for which users can review balances and transactions, perform stop requests, and apply return decisions for Positive Pay. Enable which services a user is allowed to permit other user.

For convenience, the *Actions* button offered in the user details section is also available at the user summary section.

Administrative users can review their own permissions, but are not allowed to modify them.



Jinx User Person (jinx)

ADMIN Actions ▾

- Reset Password
- Clone User
- Edit User

Accounts Transfers Payments Mobile Deposits Fraud Protection Additional Access Additional Services

Statements

You are not permitted to change your own services and accounts.

To save time, select **Save** after selecting each tab and making all desired changes to the user.

Accounts

1. **View Access** – this service controls which accounts a user is allowed to view balances and transactions for when *Accounts* is selected from the main menu. To enable all accounts at once, click the **ON** button in the header area. To enable individual accounts, click the field beside the desired account number(s) and confirm button displays **ON**.
2. **Account Alerts** - this service controls which accounts a user is allowed to enable high and low balance notifications for when using the *Alerts* service. To enable all accounts at once, click the **ON** button in the header area. To enable individual accounts, click the field beside the desired account number(s) and confirm button displays **ON**.

Accounts	Transfers	Payments	Mobile Deposits	Fraud Protection	Additional Access	Additional Services	Administrative Permissions	Statements
<div> <div>View Access</div> <div>Account Alerts</div> </div>								
Account	<div>ON</div> <div>OFF</div>		<div>ON</div> <div>OFF</div>					
XYZ CORPORATION 1 (*3333)	<div>ON</div>		<div>ON</div>					
XYZ CORPORATION 2 (*3334)	<div>ON</div>		<div>ON</div>					
XYZ CORPORATION (*4444)	<div>ON</div>		<div>ON</div>					
XYZ CORPORATION (*5556)	<div>ON</div>		<div>ON</div>					
XYZ CORPORATION (*7657)	<div>ON</div>		<div>ON</div>					
XYZ CORPORATION (*8334)	<div>ON</div>		<div>ON</div>					

Transfers

Select **Enable Transfer Money** to turn the service on for the user and uncover additional options. This service allows the user to perform Account Transfers.

1. **Enable for Debit/Credit** – to permit the user to transfer money into (credit) and out of (debit) all accounts, click the **BOTH** button in the header area. To enable individual accounts, click one of the options beside the desired account number(s) and confirm button displays **ON**.
 - a. **Both** – user is permitted to perform credit and debit transfers for the account. This option is disabled if the account does not support both types of transfers.
 - b. **Debit** – user is permitted to perform debit transfers from the account. This option is disabled if the account does not support debits.
 - c. **Credit** – user is permitted to perform credit transfers from the account. This option is disabled if the account does not support credits.
 - d. **None** – user is not permitted to use this account for transfers.
2. **Approval Required for Debit** – to require approval for all account transfers created from all accounts, click the **ON** button in the header area. To enable individual accounts, click the field beside the desired account number(s) and confirm button displays **ON**.
3. **Can Approve** - to allow user to approve account transfers created by other users from any account, click the **ON** button in the header area. To enable individual accounts, click the field beside the desired account number(s) and confirm button displays **ON**.

Accounts	Transfers	Payments	Mobile Deposits	Fraud Protection	Additional Access	Additional Services	Administrative Permissions	Statements
<input checked="" type="checkbox"/> Enable Transfer Money								
	Enable for Debit/Credit BOTH NONE				Approval Required for Debit ON OFF		Can Approve ON OFF	
Accounts								
XYZ CORPORATION 1 (*3333)	Both	Debit	Credit	None	OFF		ON	
XYZ CORPORATION 2 (*3334)	Both	Debit	Credit	None	OFF		ON	
XYZ CORPORATION (*4444)	Both	Debit	Credit	None	OFF		ON	
XYZ CORPORATION (*5556)	Both	Debit	Credit	None	OFF		ON	
XYZ CORPORATION (*7657)	Both	Debit	Credit	None	OFF		OFF	
XYZ CORPORATION (*8334)	Both	Debit	Credit	None	OFF		OFF	

Payments

1. **Enable Same Day Wire Payments** - check this box to turn the service on for the user and uncover additional options.
 - a. **Wire Payments** - to permit user to create wire transfers from all accounts, click the **ON** button in the header area. To enable individual accounts, click the field beside the desired account number(s) and confirm button displays **ON**.
 - b. **Daily Limit** - enter the maximum dollar amount user is allowed to submit per account per day.
 - c. **Approval Required** - to require approval for all wires created from all accounts, click the **ON** button in the header area. To enable individual accounts, click the field beside the desired account number(s) and confirm button displays **ON**. Banc of California requires dual approval for wires.
 - d. **Can Approve** - to permit user to approve wire transfers from all accounts, click the **ON** button in the header area. To enable individual accounts, click the field beside the desired account number(s) and confirm button displays **ON**.

Accounts	Transfers	Payments	Mobile Deposits	Fraud Protection	Additional Access	Additional Services	Administrative Permissions	Statements
<input type="checkbox"/> Enable 1-2 Day ACH Payments <input type="checkbox"/> Enable Manage Employee Pay Groups <input checked="" type="checkbox"/> Enable Same Day Wire Payments								
Accounts	Wire Payments		Daily Limit	Approval Required		Can Approve		
	ON	OFF		ON	OFF	ON	OFF	
XYZ CORPORATION 1 (*3333)	ON	OFF	\$ 10,000,000.00	ON	OFF	ON	OFF	
XYZ CORPORATION 2 (*3334)	ON	OFF	\$ 10,000,000.00	ON	OFF	ON	OFF	
XYZ CORPORATION (*4444)	ON	OFF	\$ 10,000,000.00	ON	OFF	ON	OFF	
XYZ CORPORATION (*5556)	ON	OFF	\$ 10,000,000.00	ON	OFF	ON	OFF	
XYZ CORPORATION (*7657)	ON	OFF	\$ 10,000,000.00	ON	OFF	ON	OFF	
XYZ CORPORATION (*8334)	ON	OFF	\$ 10,000,000.00	ON	OFF	ON	OFF	
<input checked="" type="checkbox"/> Enable Manage Payees <input type="checkbox"/> Must Use Existing Payees								

2. **Enable Manage Payees** – check this box to allow user to create and save Wire payees for future use.
3. **Must Use Existing Payees** – check this box to prevent user from creating new payees from the Wire creation screen.

Fraud Protection

1. **Stop Checks** - to permit user to use any account for stop check requests, click the **ON** button in the header area. To enable individual accounts, click the field beside the desired account number(s) and confirm button displays **ON**.
2. **Positive Pay** - to permit user to return checks from any account, click the **ON** button in the header area. To enable individual accounts, click the field beside the desired account number(s) and confirm button displays **ON**.

Accounts	Transfers	Payments	Mobile Deposits	Fraud Protection	Additional Access	Additional Services	Administrative Permissions	Statements
				<div>Stop Checks</div> <div> <input checked="" type="button" value="ON"/> <input type="button" value="OFF"/> </div>				
Account								
XYZ CORPORATION (*4444)				<input checked="" type="button" value="ON"/> <input type="button" value="OFF"/>				
XYZ CORPORATION (*5556)				<input checked="" type="button" value="ON"/> <input type="button" value="OFF"/>				
XYZ CORPORATION (*7657)				<input checked="" type="button" value="ON"/> <input type="button" value="OFF"/>				
XYZ CORPORATION (*8334)				<input checked="" type="button" value="ON"/> <input type="button" value="OFF"/>				

Additional Access

To permit access to website services that require a separate login, (Single Sign On or SSO), check the box beside the website service name.

Additional Services

To permit use of the online banking mobile app, available from the Google Play or iTunes store, click the field beside **Enable Banking App** and confirm button displays **ON**.

Accounts	Transfers	Payments	Mobile Deposits	Fraud Protection	Additional Access	Additional Services	Administrative Permissions	Statements
Enable Banking App				<input checked="" type="button" value="ON"/> <input type="button" value="OFF"/>				

Administrative Permissions

These options only display when editing an administrative user, and control what services this user can permit to their teammates.

Accounts	Transfers	Payments	Mobile Deposits	Fraud Protection	Additional Access	Additional Services	Administrative Permissions	Statements
User / Company Maintenance								
Enable Administer Users				<input checked="" type="checkbox"/>				
Transactional Services								
Can Enable Transfers				<input checked="" type="checkbox"/>				
Can Enable 1-2 ACH Payments				<input checked="" type="checkbox"/>				
Can Enable Same Day Wire Payments				<input checked="" type="checkbox"/>				
Can Enable Stops				<input checked="" type="checkbox"/>				
Administrative Services								
Can Enable Accounts				<input checked="" type="checkbox"/>				
Can Enable Additional Access				<input checked="" type="checkbox"/>				
Can Enable Administrative Permissions				<input checked="" type="checkbox"/>				
Can Update Accounts				<input checked="" type="checkbox"/>				

1. **Enable Administer User** – enable this to allow user to create new teammates, and edit existing teammates
2. **Can Enable Transfers** – enable this to allow user to permit teammates to create account transfers, and edit their settings.
3. **Can Enable Same Day Wire Payments** - enable this to allow user to permit teammates to create wires, and edit their settings.
4. **Can Enable 3-5 Day Bill Payment (Q2 2020)** - enable this to allow user to permit teammates to the Bill Payment service, and edit their settings.
5. **Can Enable Stops** - enable this to allow user to permit teammates to create stop check requests, and edit their settings.
6. **Can Enable Mobile Deposits** - enable this to allow user to permit teammates to submit check deposits, and edit their settings.
7. **Can Enable Accounts** - enable this to allow user to permit teammates to review account balances and transactions, and edit their settings.

8. **Can Enable Additional Access** - enable this to allow user to permit teammates to SSO websites, and edit their settings.
9. **Can Enable Administrative Permissions** - enable this to allow user to permit teammates to administrative services (access this page), and edit their settings.
10. **Can Update Accounts** - enable this to allow user to update the name/description of their company's accounts.

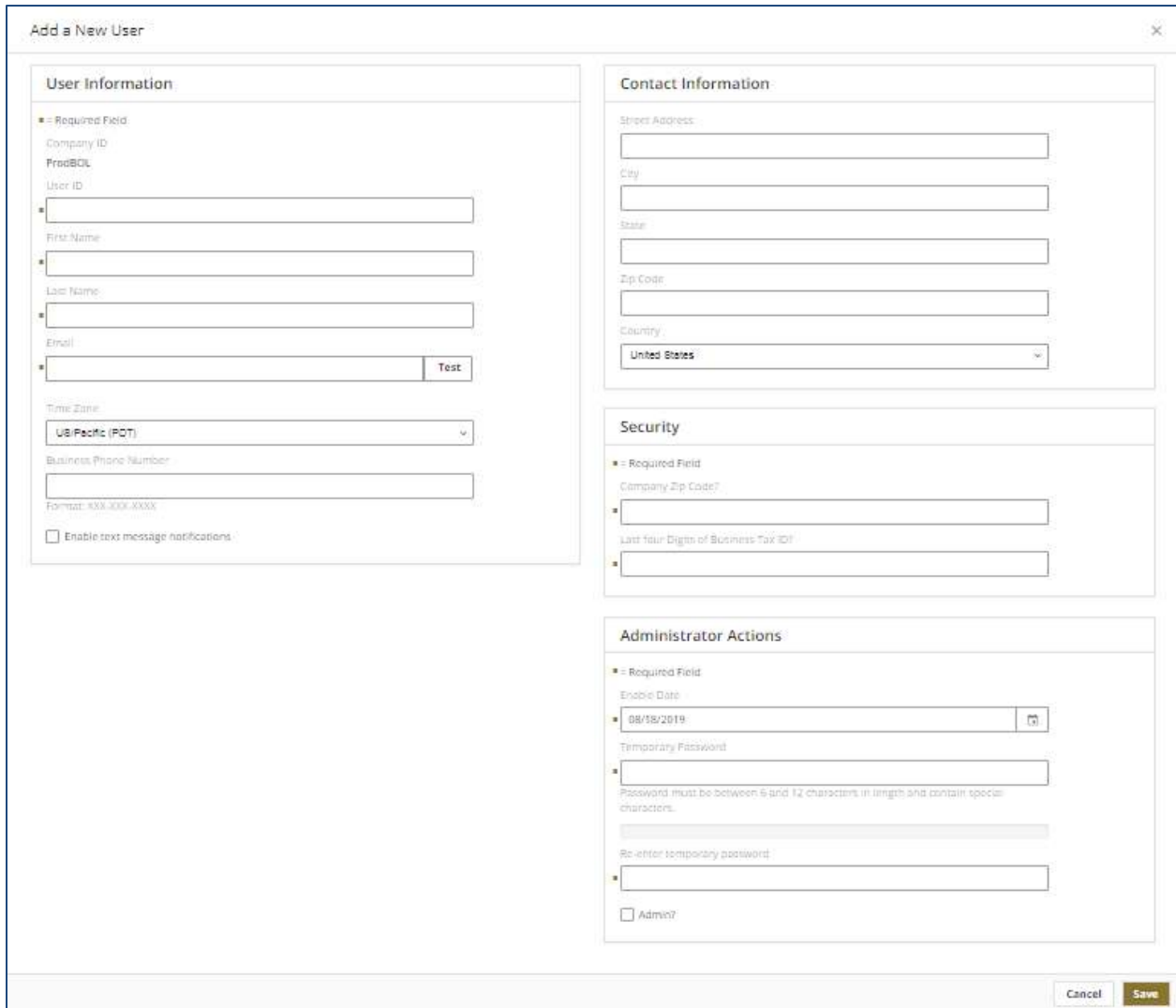
Statements

To permit user to view statements for any account, click the **ON** button in the header area for each statement type. To enable individual accounts, click the field beside the desired account number(s) and confirm button displays **ON**.

Accounts	Transfers	Payments	Mobile Deposits	Fraud Protection	Additional Access	Additional Services	Administrative Permissions	Statements
<div>DDA Business Analysis Stmt</div> <div> <input type="button" value="ON"/> <input type="button" value="OFF"/> </div> <div> <input checked="" type="checkbox"/> XYZ CORPORATIO... (*3333) <input checked="" type="checkbox"/> XYZ CORPORATIO... (*3334) <input checked="" type="checkbox"/> XYZ CORPORATIO... (*4444) <input checked="" type="checkbox"/> XYZ CORPORATIO... (*5556) <input checked="" type="checkbox"/> XYZ CORPORATIO... (*7657) <input checked="" type="checkbox"/> XYZ CORPORATIO... (*8334) </div>								
<div>Savings Account Statements</div> <div> <input type="button" value="ON"/> <input type="button" value="OFF"/> </div> <div> <input checked="" type="checkbox"/> XYZ CORPORATIO... (*3333) <input checked="" type="checkbox"/> XYZ CORPORATIO... (*3334) <input checked="" type="checkbox"/> XYZ CORPORATIO... (*4444) <input checked="" type="checkbox"/> XYZ CORPORATIO... (*5556) <input checked="" type="checkbox"/> XYZ CORPORATIO... (*7657) <input checked="" type="checkbox"/> XYZ CORPORATIO... (*8334) </div>								
<div>Checking Account Statements</div> <div> <input type="button" value="ON"/> <input type="button" value="OFF"/> </div> <div> <input checked="" type="checkbox"/> XYZ CORPORATIO... (*3333) <input checked="" type="checkbox"/> XYZ CORPORATIO... (*3334) <input checked="" type="checkbox"/> XYZ CORPORATIO... (*4444) </div>								

Create or Edit User Profile

Select **Add a New User**, or locate an existing user and select **Clone User**, to create a new teammate.



Add a New User

User Information

■ = Required Field

Company ID

ProdBOL

User ID

First Name

Last Name

Email

Time Zone

US/Pacific (PDT)

Business Phone Number

Format: XXX.XXX.XXXX

☐ Enable text message notifications

Contact Information

Street Address

City

State

Zip Code

Country

United States

Security

■ = Required Field

Company Zip Code?

Last four Digits of Business Tax ID?

Administrator Actions

■ = Required Field

Enable Date

08/18/2019


Temporary Password

Password must be between 6 and 12 characters in length and contain special characters.

Re-enter temporary password

☐ Admin?

1. **User ID** – enter a unique (never used before) ID for the user. Once saved, a user ID cannot be updated. User IDs are case sensitive.
2. **First Name** – enter user’s first name
3. **Last Name** – enter user’s last name
4. **Email** – enter user’s email address. A valid email address must contain an “at” sign (@) and domain (such as .com, .org, .edu, .fiserv).
 - a. **Test** – select this option to have a test email delivered to the defined email address.
5. **Time Zone** – select the desired time zone. Times displayed in online banking are presented based on selected time zone.
6. **Business Phone Number** – enter a business phone number

7. **Software Activation Key** – this value displays when editing a user and is used to register Banc of California’s Security software including the Secure Browser, Mobile Banking app, and Soft Token PC Client or Mobile App.
 - a. **Reset** – select this option if the current key displayed is no longer valid (expired or used max number of times) to generate a new key. Key expire every 60 days, but any verified software will continue to operate.
8. **Enable text message notifications** – select this option to uncover options to setup text messaging.
 - a. **Mobile Phone Number** – enter a phone number to receive online banking text messages.
 - i. **Test** - select this option to have a test text message delivered to the defined mobile phone number.
 - b. **Receive alerts via text message** – select this option to receive alerts by text message.
 - c. **I agree to the Text Terms & Conditions** – click this field to review the text messaging Terms & Conditions, then check the box to agree.
9. **Street Address** – enter street address.
10. **City** – enter city.
11. **State** – enter state. 2 character postal abbreviation of state is recommended.
12. **Country** – select country. United States populates in field by default.
13. **Security Registration Question 1** – enter an answer for the question shown. This value is required during the registration process of some bank provided applications.
14. **Security Registration Question 2** – enter an answer for the question shown. This value is required during the registration process of some bank provided applications.
15. **Enable Date** - click the calendar tool () to easily locate a date. The user cannot use their online banking services until this date. Today’s date displays in the field by default.
16. **Temporary Password** – enter a temporary password for the user. This password must be communicated to the user. This field does not display when editing a user.
17. **Re-enter Temporary Password** – re-enter the temporary password to ensure no keying errors were made. This field does not display when editing a user.
18. **Admin?** – select this option to create an administrative user.

Accounts

Accounts

Update the name/description of accounts. Updates made here are shown to all teammates.

For each account, enter a value in the *Name* field, then select **Save**.

Update Accounts			
Number	Type	Name	
13333333	DEPOSIT SAVINGS	<input type="text" value="XYZ CORPORATION 1"/>	Save
13333334	DEPOSIT SAVINGS	<input type="text" value="XYZ CORPORATION 2"/>	Save
14444444	DDA	<input type="text" value="XYZ CORPORATION 3"/>	Save
15555556	DDA	<input type="text" value="XYZ CORPORATION 4"/>	Save
2030117657	DDA	<input type="text" value="XYZ CORPORATION 5"/>	Save
2030168334	DDA	<input type="text" value="XYZ CORPORATION 6"/>	Save

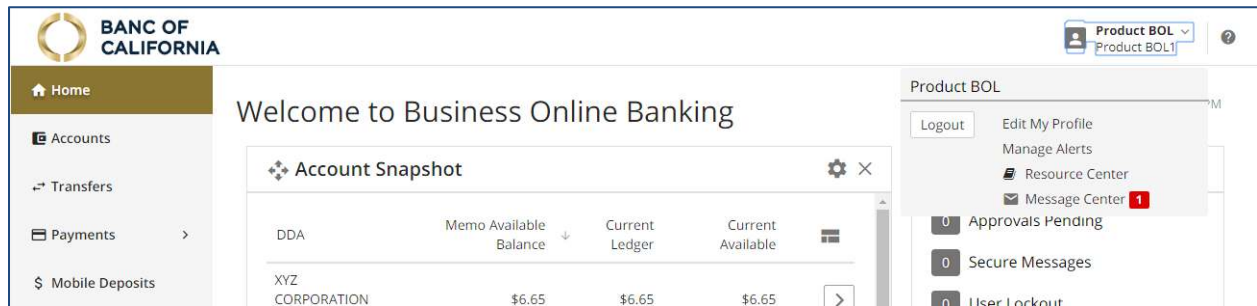
Resources

Resources

Access documents, websites, and other valuable information provided by the bank.

My Settings

Select the *person icon* from the top right corner of the screen to access additional options.



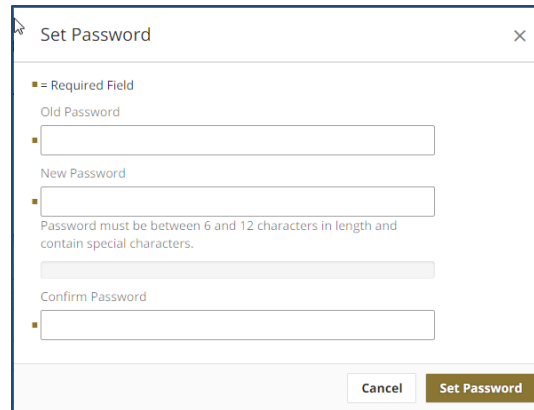
1. **Logout** – select this option to logout of your online banking session.
2. **Edit My Profile** – select this option to update your phone number, email address, alert delivery preferences and more. See EDIT MY PROFILE for more information.
3. **Manage Alerts** – select this to go to the Alerts page. See ALERTS for more information.
4. **Resource Center** – select this to go to the Resources page. See RESOURCES for more information.
5. **Message Center** – select this to go to the Messages page. The current number of unread messages displays beside this option. See MESSAGES for more information.

Edit My Profile

User Information	Contact Information
<p>■ = Required Field</p> <p>Company ID ProdBOL User ID ProdBOL1</p> <p>First Name</p> <p>Product</p> <p>Last Name</p> <p>BOL1</p> <p>Email</p> <p>x@x.com <input type="button" value="Test"/></p> <p>Time Zone</p> <p>US/Pacific (PDT)</p> <p>Business Phone Number</p> <p>Format: XXX-XXX-XXXX</p> <p>Software Activation Key</p> <p>K3997H43 <input type="button" value="Reset"/></p> <p>Remaining Uses: 1 Expires: Oct 11, 2019 2:36 PM PDT</p>	<p>Street Address</p> <p>3 Mac Pl</p> <p>City</p> <p>Santa Ana</p> <p>State</p> <p>CA</p> <p>Zip Code</p> <p>92708</p> <p>Country</p> <p>United States</p> <p><input type="checkbox"/> Receive email notifications</p> <p><input checked="" type="checkbox"/> Enable text message notifications</p> <p>Mobile Phone Number</p> <p>888-555-1212 <input type="button" value="Test"/></p> <p>Format: XXX-XXX-XXXX</p> <p><input checked="" type="checkbox"/> Receive alerts via text message</p> <p>Text Message Terms & Conditions</p> <p>■ = Required Field</p> <p><input checked="" type="checkbox"/> I agree to the Text Terms & Conditions ></p> <div> <p>To opt-out send STOP to 99453. To learn more, send HELP to 99453.</p> <p>Message and data rates may apply. Number of messages varies per user. Account holder authorizes charges to appear on wireless bill or deducted from prepaid balance.</p> <p>Tier One Carriers: AT&T, Verizon, T-Mobile®, Sprint, Metro PCS®, U.S. Cellular®</p> <p>For Support, please email Banc of California Bank Small Business Support at bocsupport@oilbanking.com.</p> </div>
<p>Security</p> <p>■ = Required Field</p> <p>Change Password ></p> <p>Change Site Verification Image ></p> <p>Change Site Security Questions ></p> <p>Company Zip Code?</p> <p>92660</p> <p>Last four Digits of Business Tax ID?</p> <p>2222</p>	

- First Name** – enter your first name.
- Last Name** – enter your last name.
- Email** – enter your email address. A valid email address must contain an “at” sign (@) and domain (such as .com, .org, .edu, .fiserv).
 - Test** – select this option to have a test email delivered to the defined email address.
- Time Zone** – select the desired time zone. Times displayed in online banking are presented based on selected time zone.
- Business Phone Number** – enter a business phone number
- Software Activation Key** – use this value to register bank provided applications such as the Secure Browser, Mobile Banking app, and Soft Token Client.
 - Reset** – select this option if the current key displayed is no longer valid (expired or used maximum number of times) to generate a new key.

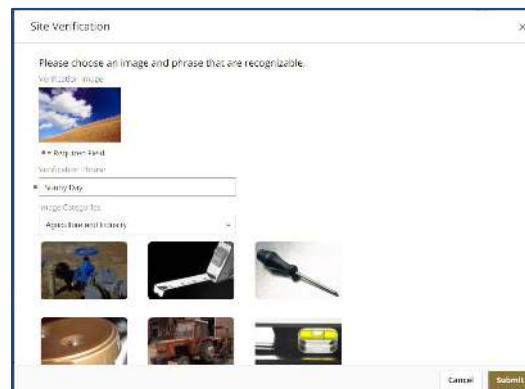
7. **Change Password** – select this option to perform a password reset. Enter the current password, then enter a new password twice.



The "Set Password" dialog box contains the following fields and instructions:

- Old Password**: A required text input field.
- New Password**: A required text input field.
- Confirm Password**: A required text input field.
- Instructions**: "Password must be between 6 and 12 characters in length and contain special characters."
- Buttons**: "Cancel" and "Set Password".

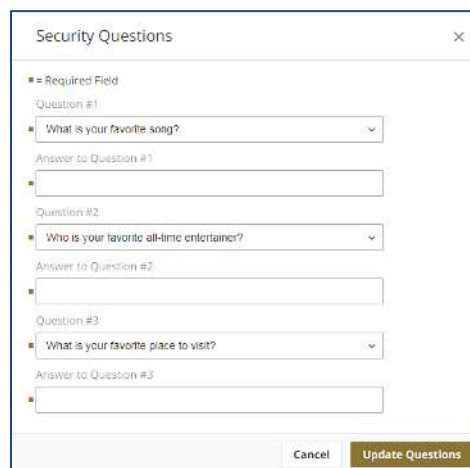
8. **Change Site Verification Image** – select this option to update the site verification phrase or image.



The "Site Verification" dialog box contains the following elements:

- Instruction**: "Please choose an image and phrase that are recognizable."
- Verification Image**: A dropdown menu with a blue sky icon.
- Verification Phrase**: A text input field.
- Image Categories**: A dropdown menu with "Agriculture and Industry" selected.
- Image Grid**: A 2x3 grid of images including a blue sky, a white building, a screwdriver, a yellow container, a blue container, and a yellow container.
- Buttons**: "Cancel" and "Submit".

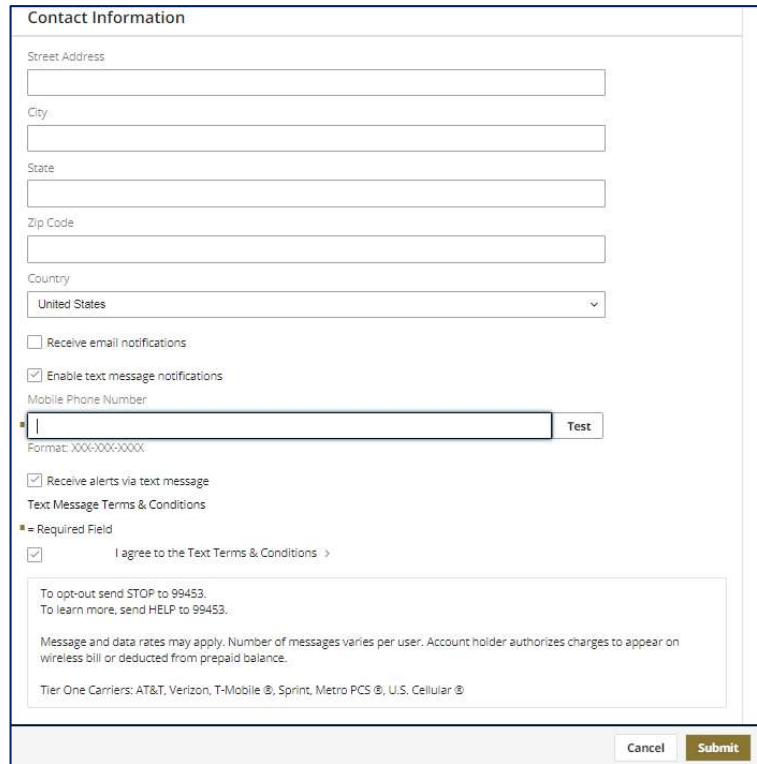
9. **Change Site Security Questions** – select this option to select new security questions or provide new answers.



The "Security Questions" dialog box contains the following fields and instructions:

- Question #1**: A dropdown menu with "What is your favorite song?" selected.
- Answer to Question #1**: A text input field.
- Question #2**: A dropdown menu with "Who is your favorite all-time entertainer?" selected.
- Answer to Question #2**: A text input field.
- Question #3**: A dropdown menu with "What is your favorite place to visit?" selected.
- Answer to Question #3**: A text input field.
- Buttons**: "Cancel" and "Update Questions".

10. **Security Registration Question 1, 2 and 3** – enter an answer for the question shown. This value is required during the registration process of some bank provided applications.
11. **Street Address** – enter street address.
12. **City** – enter city
13. **State** – enter state. 2 character postal abbreviation of state is recommended.
14. **Country** – select country. United States populates in field by default.
15. **Receive email notifications** – select this option to receive alerts by email.
16. **Enable text message notifications** – select this option to expose options to setup text messaging.
 - a. **Mobile Phone Number** – enter a phone number to receive online banking text messages.
 - i. **Test** - select this option to have a test text message delivered to the defined mobile phone number.
 - b. **Receive alerts via text message** – select this option to receive alerts by text message.
 - c. **I agree to the Text Terms & Conditions** – click this field to review the text messaging Terms & Conditions, then check the box to agree.



Contact Information

Street Address

City

State

Zip Code

Country

☐ Receive email notifications

☒ Enable text message notifications

Mobile Phone Number

Format: XXX-XXX-XXXX

☒ Receive alerts via text message

Text Message Terms & Conditions

☒ Required Field

☒ I agree to the Text Terms & Conditions >

To opt-out send STOP to 99453.
 To learn more, send HELP to 99453.

Message and data rates may apply. Number of messages varies per user. Account holder authorizes charges to appear on wireless bill or deducted from prepaid balance.

Tier One Carriers: AT&T, Verizon, T-Mobile®, Sprint, Metro PCS®, U.S. Cellular®

Mobile App Features

Access to Business Online is also offered as an iOS or Android mobile app for phones and tablets. Minor feature differences exist when accessing online banking from the mobile apps.

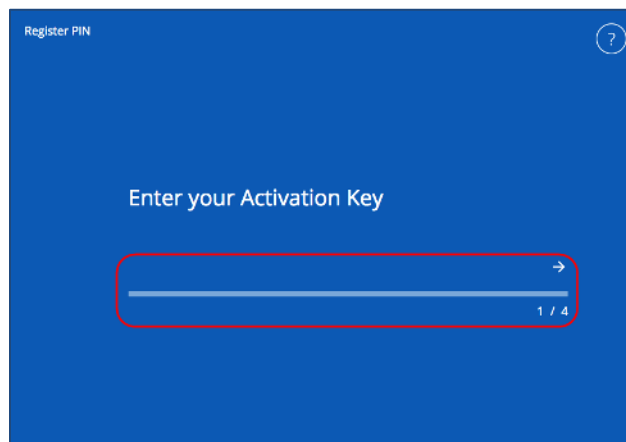
System Requirements

- **Apple**
 - We recommend that iPads and iPhones run the latest iOS
- **Android**
 - We recommend that Phones and tablets run the latest OS for the device

App Registration

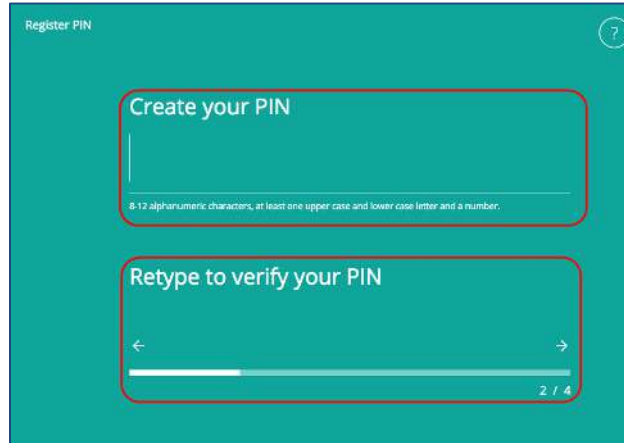
Complete the registration process after downloading the mobile app. The following is needed to complete registration:

- Security Software Activation Key
 - Access to email or mobile phone number saved to user's profile
1. **Provide credentials:** Enter the Software Activation Key the financial institution provided and **click the small white arrow** at the right of the input field. The Software Activation Key is provided by the Bank or your administrator via secure email. It can be used three times and expires in 30 days. Company Admins can lookup and reset it. Just click Admin Manager, User, then select a User, select the Actions dropdown right of the user, then click Edit User.

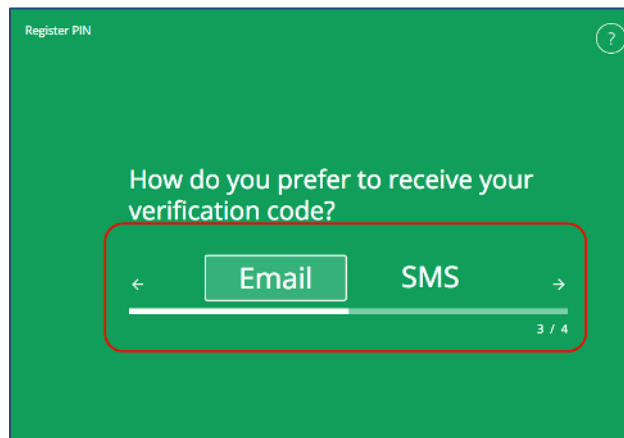


2. **Create a PIN:** In the “Create your PIN” field, type in a 6-12 digit alphanumeric PIN. Advance to the next field, “Retype to verify your PIN”, and type in the same value entered in the previous

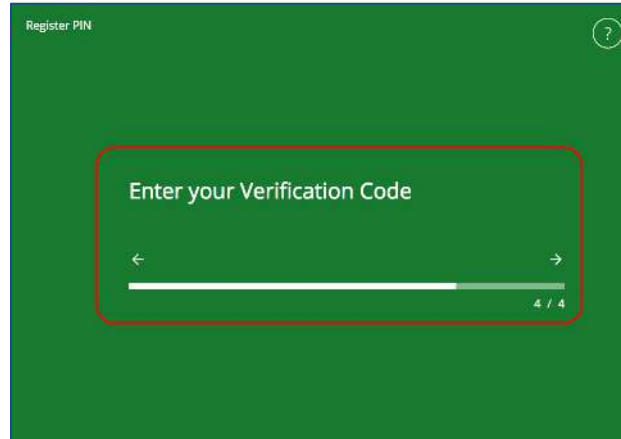
field. Select the **right arrow** to submit the PIN and advance to the next step. Or, if needed, select the left arrow to start over.

The image shows a teal-colored screen titled "Register PIN" in the top left corner. In the top right corner, there is a small white circle containing a question mark. The screen features two main input sections. The first section is titled "Create your PIN" and contains a text input field. Below the field, a small note reads: "8-12 alphanumeric characters, at least one upper case and lower case letter and a number." The second section is titled "Retype to verify your PIN" and contains a text input field with a progress bar below it. The progress bar is partially filled and has a "2 / 4" indicator at the bottom right. Navigation arrows (left and right) are positioned on either side of the input field in the second section.

3. **Select user verification code delivery method:** To confirm your identity, the system sends a verification code to you. You must enter this verification code on the next screen. Highlight "Email" to receive the verification code via your mail address. Note that SMS messaging will NOT OPERATE until the Bank or your administrator has enrolled you for SMS messaging and you have replied to an SMS from Business Online to complete enrollment.

The image shows a green-colored screen titled "Register PIN" in the top left corner. In the top right corner, there is a small white circle containing a question mark. The screen displays the question "How do you prefer to receive your verification code?". Below the question, there are two selectable options: "Email" and "SMS". The "Email" option is highlighted with a white border and a white background. A progress bar is located at the bottom of the selection area, and it is partially filled. The progress bar has a "3 / 4" indicator at the bottom right. Navigation arrows (left and right) are positioned on either side of the selection area.

4. **Enter verification code:** Verification codes are sent immediately, but there may be a small delay before they appear in your inbox or on your mobile device. Enter the verification code you receive and click the right arrow.




5. **Success!:** If the registration is completed user is presented a “Success!” message, below which will display the “Launch App” button, which the user may select to login to the Tablet app with his / her PIN.

Note: PINs are device-specific and managed independently from other passwords/PINs used to perform browser logins, or PINs used to access online banking app installed on other devices.

Feature Differences in Mobile App

The following features may not be available or may behave differently when accessing Small Business from the mobile app, or when space is not available because the browser screen is too small.

1. **Accounts**
 - a. To access *Transaction Search*, select **Actions** then **History**.
2. **Admin Manager**
 - a. **Users** – select **Services** from the *User Details* section to access available user settings.
3. **Bulletins Banner** – go to **Messages** to access this feature.
4. **Home/Dashboard** – This page and its associated widgets are not offered when using the phone app and some tablet apps. If this page is offered, widgets cannot be moved around.
5. **Hover** – this feature is not supported in the mobile apps.
6. **Main Menu** () – select this icon to access available services.
7. **Miscellaneous**
 - a. **Reorder Columns** – this feature is not supported in the mobile apps.
 - b. **Select Columns** – this feature is not supported in the mobile apps.
 - c. **Sort** – this feature is not supported in the mobile apps.