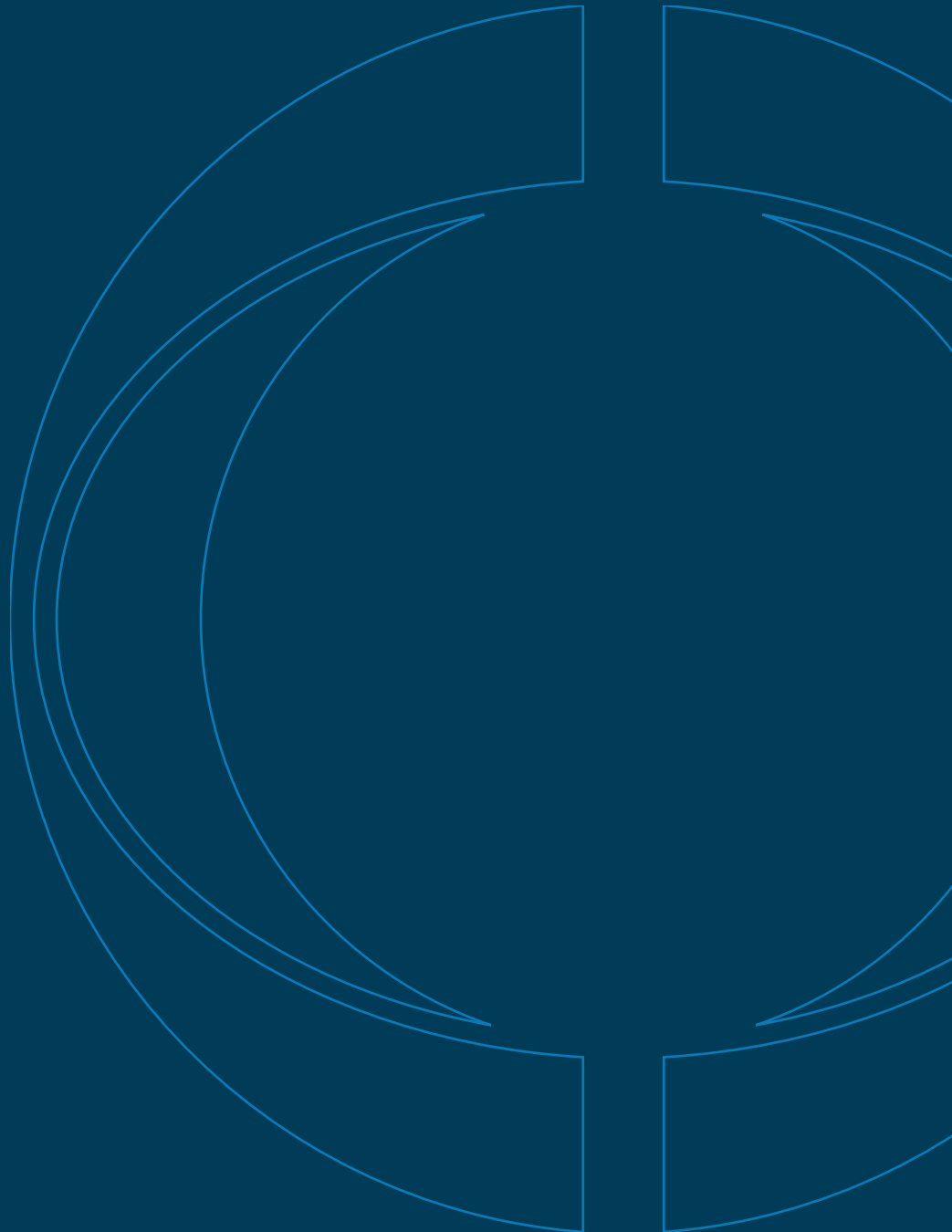


AUTOBOOKS ENROLLMENT USER GUIDE:
SMALL BUSINESS



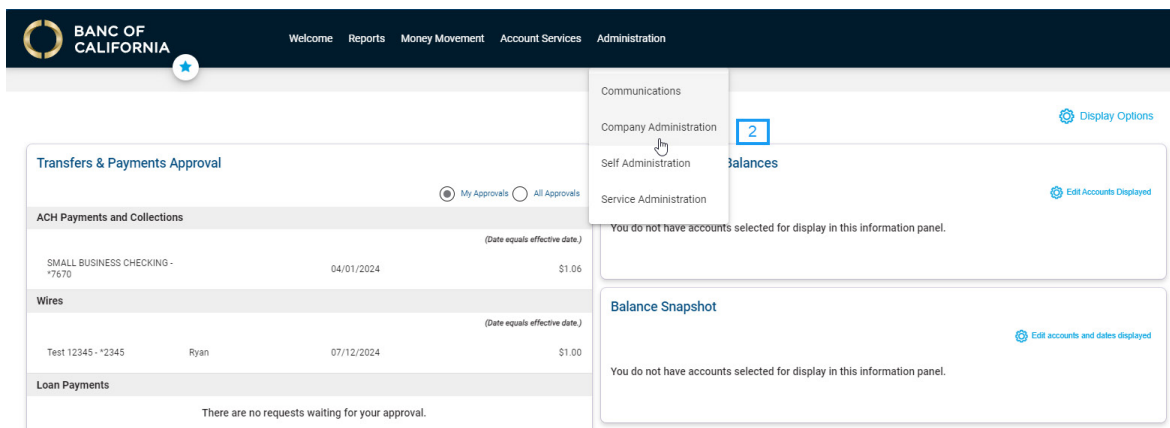
Digital Invoicing & Payment Acceptance

Powered by Autobooks Enrollment Guide

Enable a user for Autobooks (admins only)

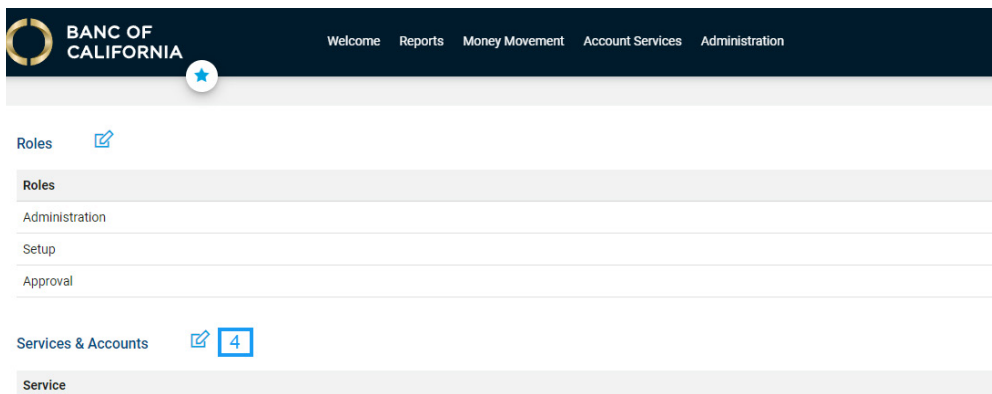
Your company’s admin user(s) must enable individual users to use Digital Invoicing & Payment Acceptance powered by Autobooks. Follow the instructions below to enable a user:

- 1 Log in to Online Banking
- 2 Hover over **Administration** and click **Company Administration**.



The screenshot shows the Banc of California online banking interface. At the top, there is a navigation bar with the Banc of California logo and a star icon, followed by menu items: Welcome, Reports, Money Movement, Account Services, and Administration. A dropdown menu is open under Administration, showing options: Communications, Company Administration (highlighted with a blue box and the number 2), Self Administration, and Service Administration. Below the dropdown, there are three panels: 'Transfers & Payments Approval' with radio buttons for 'My Approvals' and 'All Approvals'; 'ACH Payments and Collections' with a table containing one row: 'SMALL BUSINESS CHECKING - *7670' on '04/01/2024' for '\$1.06'; and 'Wires' with a table containing one row: 'Test 12345 - **2345' by 'Ryan' on '07/12/2024' for '\$1.00'. There are also 'Edit Accounts Displayed' and 'Edit accounts and dates displayed' icons in the right-hand panels.

- 3 Select the user to enable.
- 4 Click the Edit icon next to **Services & Accounts**.



The screenshot shows the 'Roles' section of the Banc of California online banking interface. At the top, there is a navigation bar with the Banc of California logo and a star icon, followed by menu items: Welcome, Reports, Money Movement, Account Services, and Administration. Below the navigation bar, there is a 'Roles' section with a list of roles: Administration, Setup, and Approval. Below the roles section, there is a 'Services & Accounts' section with an edit icon and a blue box containing the number 4. Below the services & accounts section, there is a 'Service' section.

(Cont'd on next page)

(cont'd) **Enable a user for Autobooks (admins only)**

5 Click the plus icon for **Autobooks**.

Service		
✓	ACH File Upload	Service enabled, accounts not applicable. ✕
✓	ACH Positive Pay	Service enabled, accounts entitled. ✕
✓	ACH Reporting	Service enabled, accounts not applicable. ✕
	Autobooks	+ 5

6 Click the check boxes for the accounts for which you want Autobooks enabled.

Autobooks			Service enabled, accounts entitled.
Description	Account Number	TRC	Entitled Account
1234	0301247670	122238200	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

7 Scroll to the bottom of the screen and click **Save Changes**.

- ✓ Positive Pay Issue Maintenance
- ✓ PPD Collection
- ✓ Wire USD Intl One Time
- ✓ Wire USD Intl Template Based

7

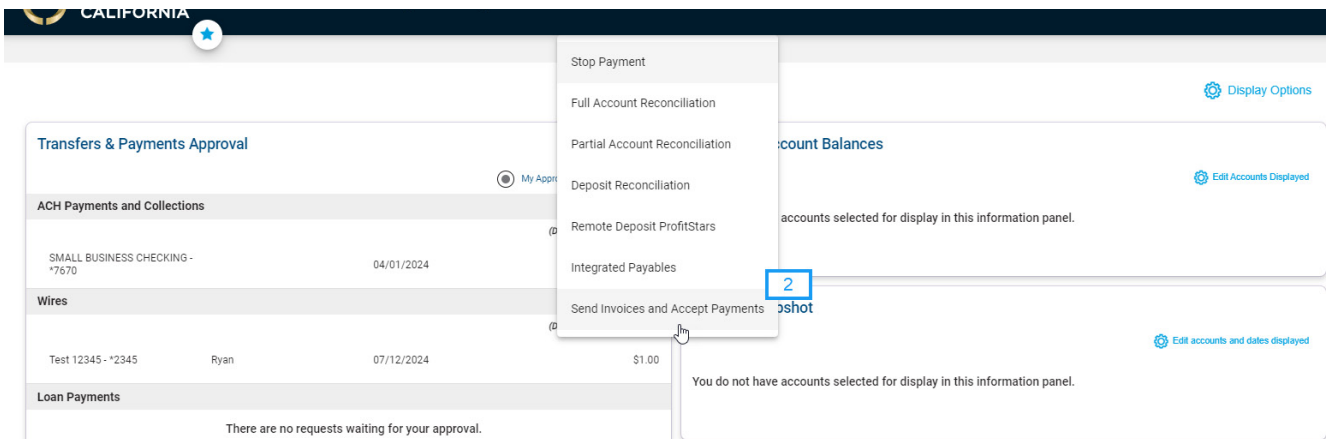
Save Changes

Do not save changes

Enroll your company

Ensure your company administrator has enabled your user ID for Digital Invoicing & Payment Acceptance powered by Autobooks, then follow the instructions below.

- 1 Log in to Online Banking
- 2 Hover over **Account Services** and click **Send Invoices and Accept Payments**.



- 3 Read the terms of use and click **Accept Terms and Continue**.

Autobooks Terms of Use and End User License

1. Definitions. In addition to terms defined in the Agreement, capitalized terms used in this Agreement shall have the following meanings:

(a) "Account" means that depository account at FI in User's name in conjunction with which the Services are provided to User.

(b) "Card Brand" means Visa Inc., MasterCard International, Inc., Discover Financial Services, Inc., American Express Travel Related Services Company, Inc., any debit network through which transactions may be routed, and the subsidiaries, successors, and assigns of the foregoing.

(c) "Confidential Information" means, whether disclosed orally, electronically, in writing, or by any other means: all information and materials provided or made available by Autobooks or its TPSPs in connection with this Agreement or the Services, including but not limited to their business, products, processes, services, technology, systems, intellectual property.

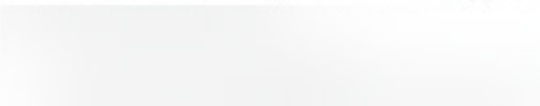
[Download PDF](#)

3 [Accept Terms and Continue](#)

- 4 Click **Set up my Autobooks account**.

Welcome to Autobooks!

Autobooks is the simplest way for customers to pay you electronically, directly into your



- No more waiting around for checks in the mail

[Set up my Autobooks account](#)

4

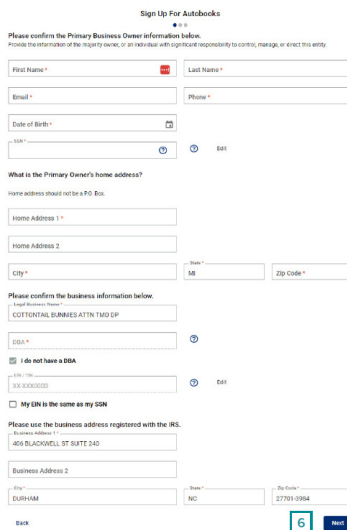
(Cont'd on next page)

(cont'd) Enroll your company

- If you have one or more beneficial owners associated with your company, we will auto-populate this information into the enrollment form to accelerate completion. Please skip to step 8 to continue your enrollment.

If we require more information on the beneficial ownership structure, you will be presented with a web form as shown in step 6.

- Fill in the required Primary Business Owner information and click **Next**.



Sign Up For Autobooks

Please confirm the Primary Business Owner information below.
Provide the information of the majority owner, or an individual with significant responsibility to control, manage, or direct the entity.

First Name * Last Name *

Email * Phone *

Date of Birth *

What is the Primary Owner's home address?
Home address should not be a P.O. Box.

Home Address 1 *
Home Address 2
City * State * Zip Code *

Please confirm the business information below.
Legal Business Name
COTTONTAIL BUNNIES ATTN: TMO EP

EDA *

I do not have a DBA

EIN / TIN * State *

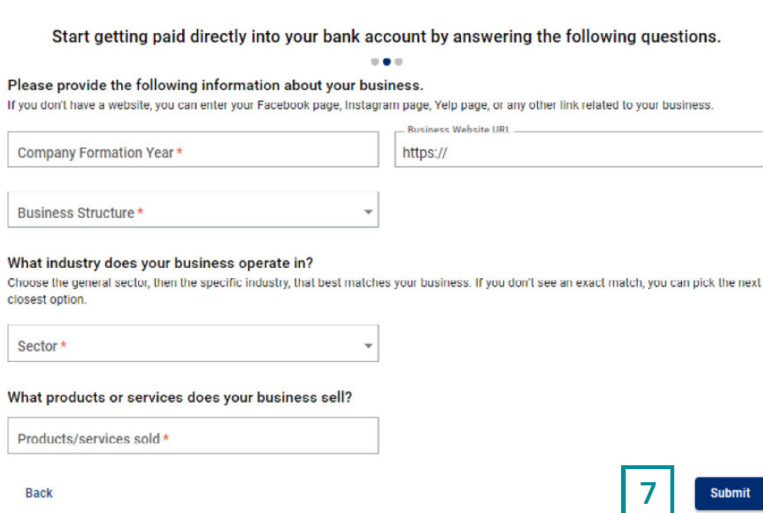
My EIN is the same as my SSN

Please use the business address registered with the IRS.
Business Address 1 *
400 BLACKWELL ST SUITE 340
Business Address 2
City * State * Zip Code *

Back **6** Next

- Provide the requested information about your business and click **Submit**.

Note: if you've previously provided your company's beneficial ownership information to us, you will not be asked to complete this step until you create a payment form or send your first invoice.



Start getting paid directly into your bank account by answering the following questions.

Please provide the following information about your business.
If you don't have a website, you can enter your Facebook page, Instagram page, Yelp page, or any other link related to your business.

Company Formation Year * Business Website URL
https://

Business Structure *

What industry does your business operate in?
Choose the general sector, then the specific industry, that best matches your business. If you don't see an exact match, you can pick the next closest option.

Sector *

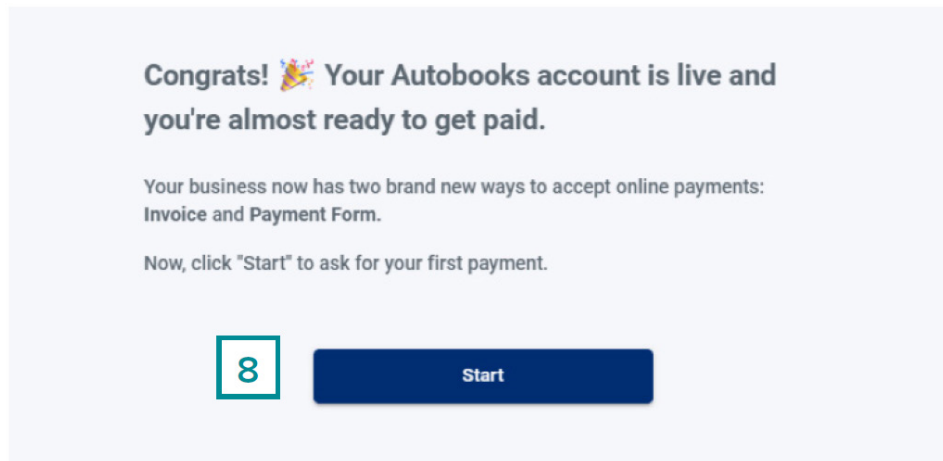
What products or services does your business sell?
Products/services sold *

Back **7** Submit

(Cont'd on next page)

(cont'd) Enroll your company

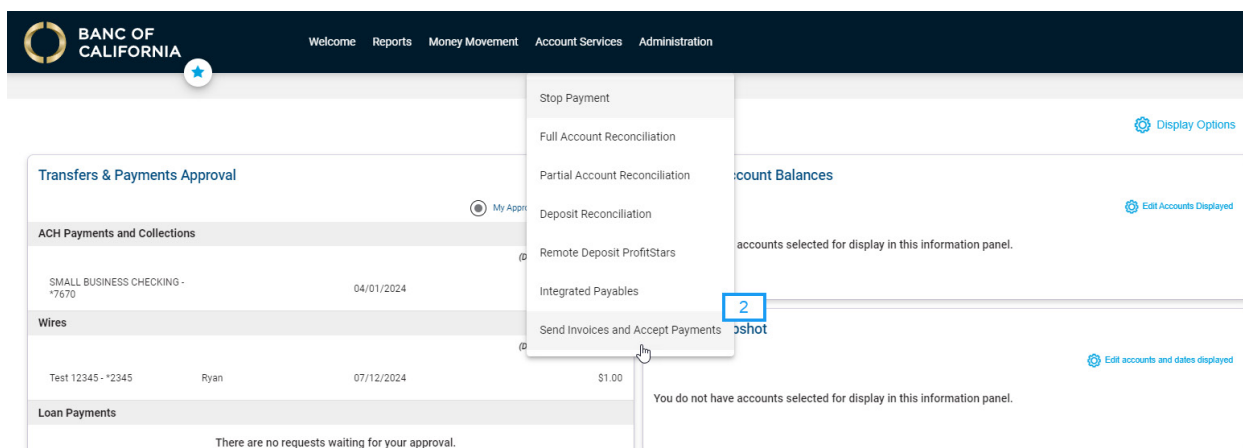
- Click **Start**.



Enroll a new user

Ensure your company administrator has enabled your user ID for Digital Invoices and Payment Acceptance powered by Autobooks, then follow the instructions below.

- Log in to Online Banking.
- Hover over **Account Services** and click **Send Invoices and Accept Payments**.



- Fill in your **First Name, Last Name and Email** and click **Submit**.

(Cont'd on next page)

(cont'd) Enroll a new user

You have been invited to use Autobooks by Amanda's Testing Service!

Please enter your information to start using Autobooks.

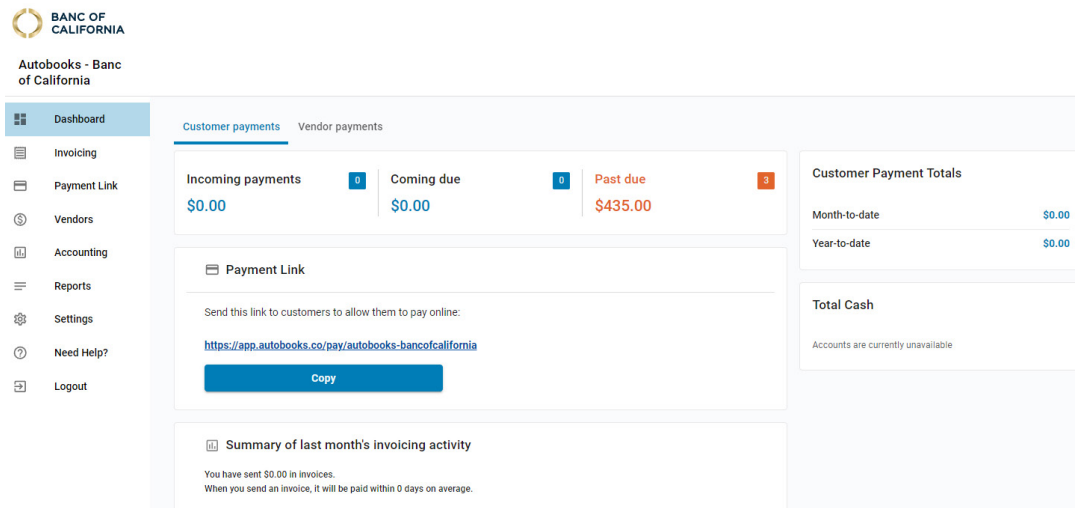
First Name *

Last Name *

Email *

3

4 Begin accessing Digital Invoices & Payment Acceptance powered by Autobooks.



BANC OF CALIFORNIA
Autobooks - Banc of California

Dashboard | Customer payments | Vendor payments

Incoming payments \$0.00	Coming due \$0.00	Past due \$435.00
-----------------------------	----------------------	----------------------

Customer Payment Totals

Month-to-date	\$0.00
Year-to-date	\$0.00

Payment Link

Send this link to customers to allow them to pay online:

<https://app.autobooks.co/pay/autobooks-bancofcalifornia>

Summary of last month's invoicing activity

You have sent \$0.00 in invoices.
When you send an invoice, it will be paid within 0 days on average.

Total Cash

Accounts are currently unavailable

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