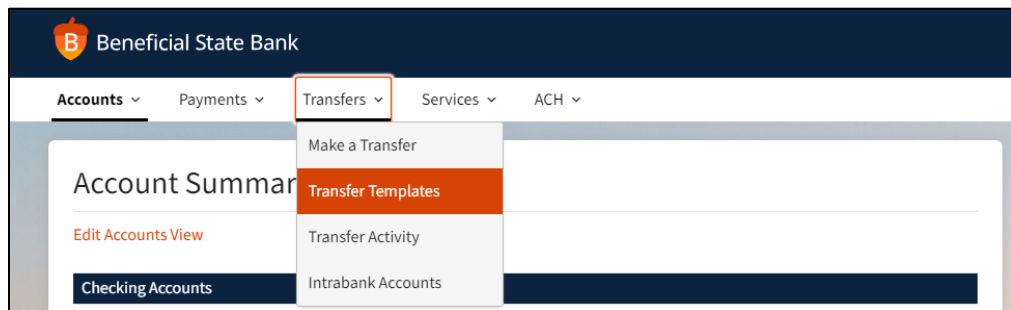


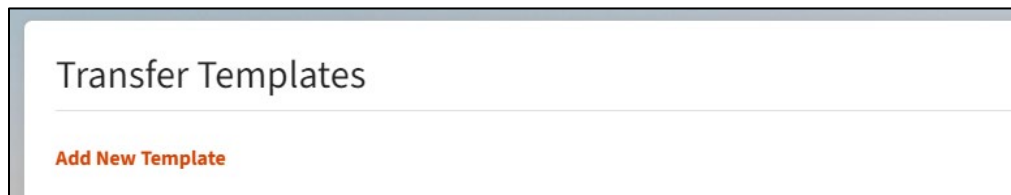
Transfer Templates Guide

Transfer Templates

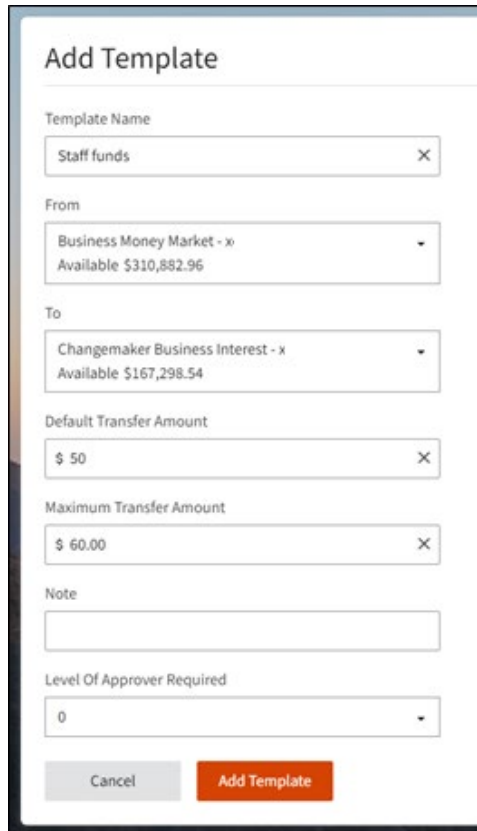
1. Log in to Create Digital.
2. Navigate to Transfers → Transfer Templates.



3. Click on “Add New Template.”



4. Create your template



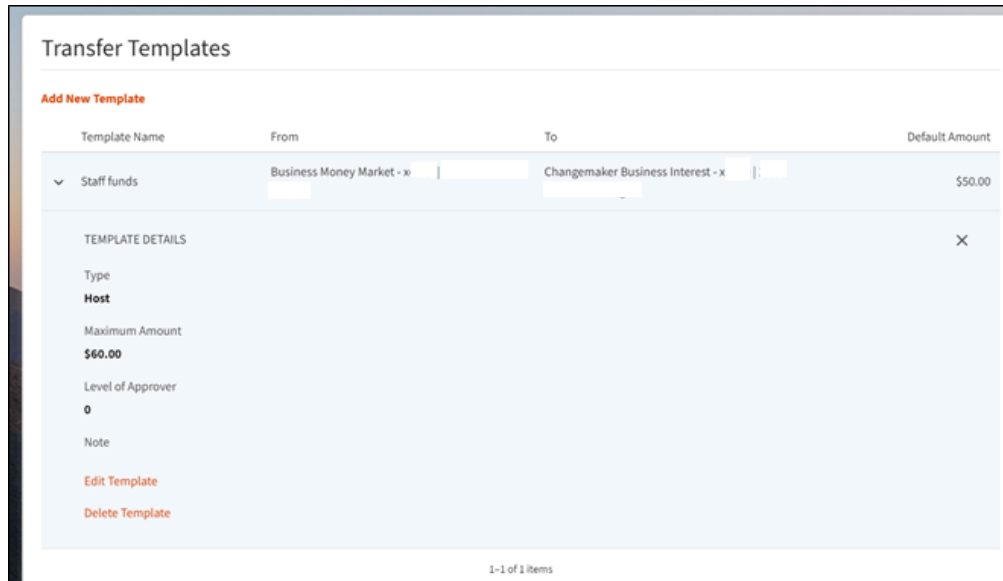
The screenshot shows a web form titled "Add Template". It contains the following fields and options:

- Template Name:** A text input field containing "Staff funds" with a clear (X) button.
- From:** A dropdown menu showing "Business Money Market - x" with "Available \$310,882.96".
- To:** A dropdown menu showing "Changemaker Business Interest - x" with "Available \$167,298.54".
- Default Transfer Amount:** A text input field containing "\$ 50" with a clear (X) button.
- Maximum Transfer Amount:** A text input field containing "\$ 60.00" with a clear (X) button.
- Note:** An empty text area.
- Level Of Approver Required:** A dropdown menu showing "0".

At the bottom of the form are two buttons: "Cancel" (grey) and "Add Template" (orange).

- **Default Transfer Amount** cannot be greater than **Maximum Transfer Amount**. Create Digital has a validation on these values.
- **Level Of Approver Required.** Value can be 0, 1 or 2.
 - 0 = No approval required.
 - 1 = Requires another business user to approve.
 - 2 = Requires 2 business users to approve.

5. After creation, the user can manage the template. “Edit” or “Delete.”



Transfer Templates

[Add New Template](#)

| Template Name | From | To | Default Amount |
|---------------|---------------------------|-----------------------------------|----------------|
| Staff funds | Business Money Market - x | Changemaker Business Interest - x | \$50.00 |

TEMPLATE DETAILS ×

Type

Host

Maximum Amount
\$60.00

Level of Approver
0

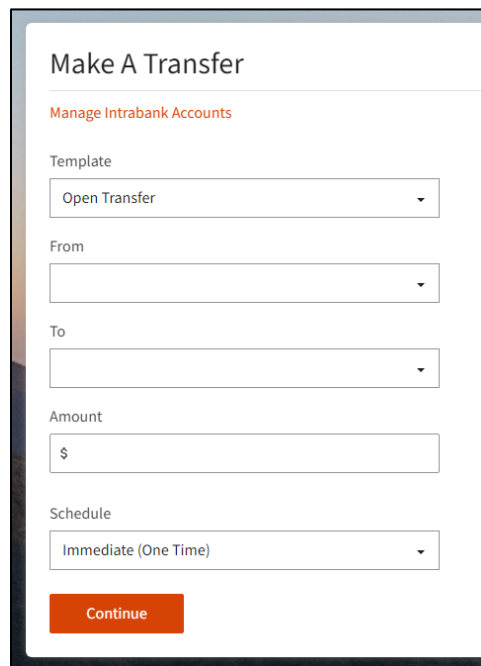
Note

[Edit Template](#)

[Delete Template](#)

1-1 of 1 items

6. Use the template.
 - a. Navigate to Transfers → Make a Transfer.



Make A Transfer

[Manage Intranbank Accounts](#)

Template
Open Transfer

From

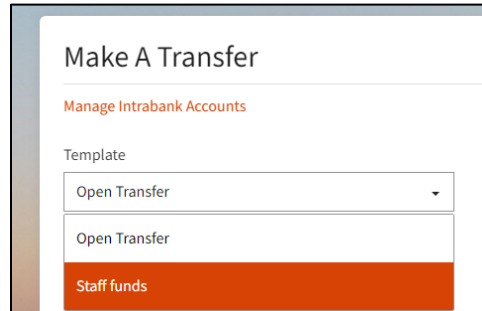
To

Amount
\$

Schedule
Immediate (One Time)

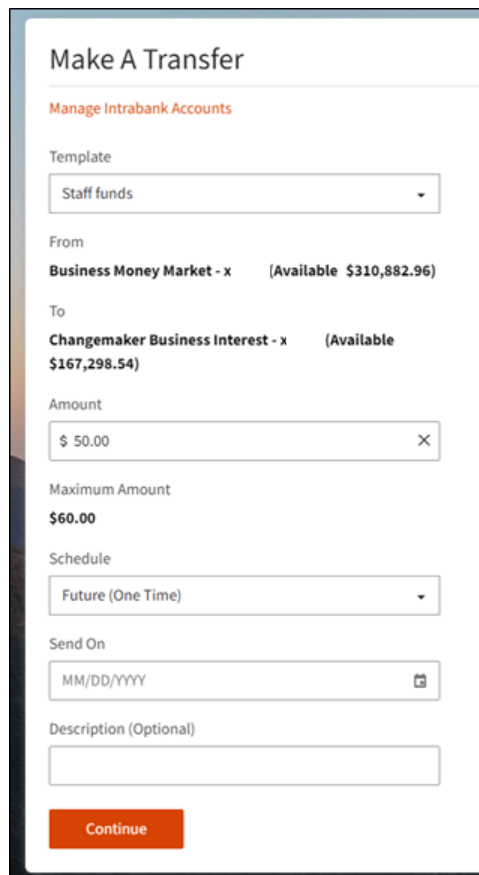
[Continue](#)

b. Select your template.



The screenshot shows the 'Make A Transfer' interface. Under the heading 'Manage Intranbank Accounts', there is a 'Template' section. A dropdown menu is open, showing 'Open Transfer' as the selected option. Below the dropdown, there is a list of templates: 'Open Transfer' and 'Staff funds', with 'Staff funds' highlighted in orange.

c. Verify the values and schedule options.



The screenshot shows the 'Make A Transfer' form with the following details:

- Template:** Staff funds
- From:** Business Money Market - x (Available \$310,882.96)
- To:** Changemaker Business Interest - x (Available \$167,298.54)
- Amount:** \$ 50.00
- Maximum Amount:** \$60.00
- Schedule:** Future (One Time)
- Send On:** MM/DD/YYYY
- Description (Optional):** (Empty field)
- Continue:** (Orange button)

- a. Continue and confirm your transfer.

Review Transfer

Please review the following transfer.

From
Business Money Market - x (Available \$310,882.96)

To
Changemaker Business Interest - x' (Available \$167,298.54)

Amount
\$50.00

Schedule
Future (One Time)

Send On
10/02/2024

Estimated Delivery Date
10/02/2024

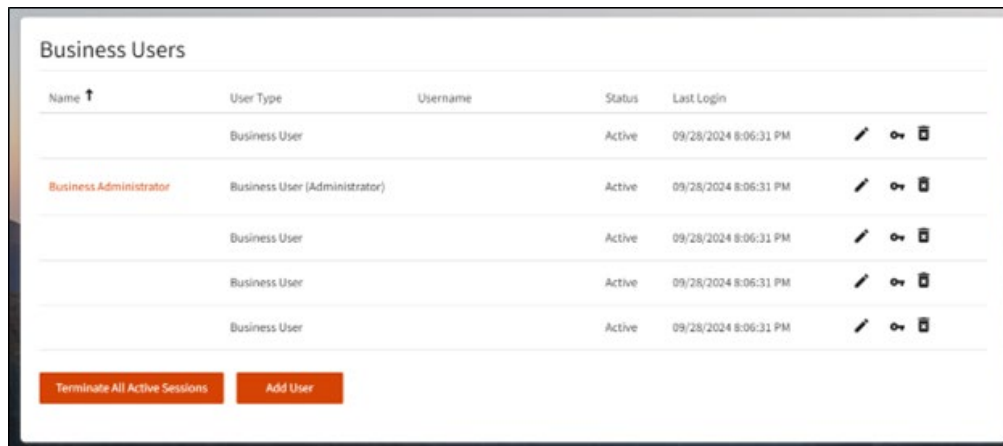
[Edit Transfer](#)

Note: If the **Number of Approval Required** Entitlement for Transfers is set to 1 or 2, this transfer will require approval even though was not defined when the template was created.
















Transfer Approvals

To approve transfers if the entitlement for transfers is set to 1 or 2, users will need to:

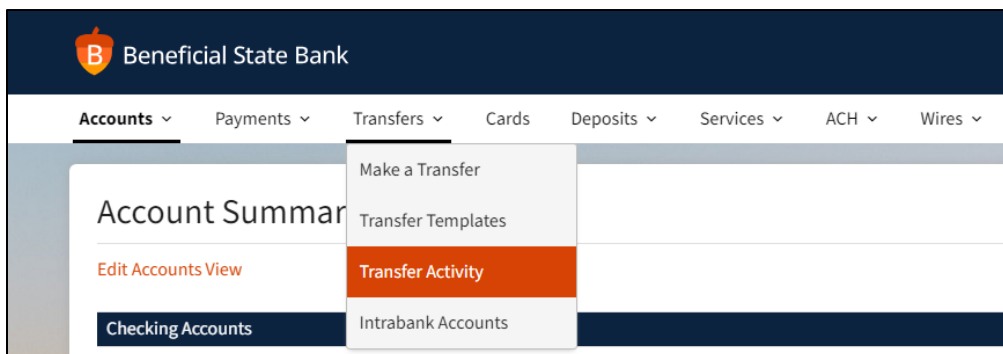
1. Ask another business user to approve the transfer, usually an Admin will have this authority.
2. Ask your business user to request another user to approve those transfers. You can confirm if the business has additional users by looking at “Business Details” on the “Business Users” module.



The screenshot shows a 'Business Users' management page. It features a table with columns for Name, User Type, Username, Status, and Last Login. There are five rows of users, all with a status of 'Active' and a last login time of '09/28/2024 8:06:31 PM'. The second row is highlighted in red and labeled 'Business Administrator'. Below the table are two buttons: 'Terminate All Active Sessions' and 'Add User'.

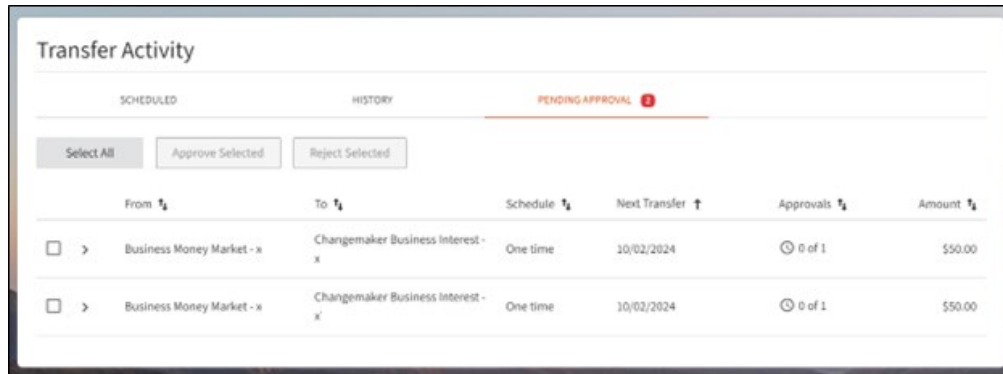
| Name ↑ | User Type | Username | Status | Last Login | |
|-------------------------------|-------------------------------|----------|--------|-----------------------|---|
| | Business User | | Active | 09/28/2024 8:06:31 PM |    |
| Business Administrator | Business User (Administrator) | | Active | 09/28/2024 8:06:31 PM |    |
| | Business User | | Active | 09/28/2024 8:06:31 PM |    |
| | Business User | | Active | 09/28/2024 8:06:31 PM |    |
| | Business User | | Active | 09/28/2024 8:06:31 PM |    |

3. Once the business users log into Online Banking follow these steps:
 - a. Navigate to Transfers → Transfer Activity.

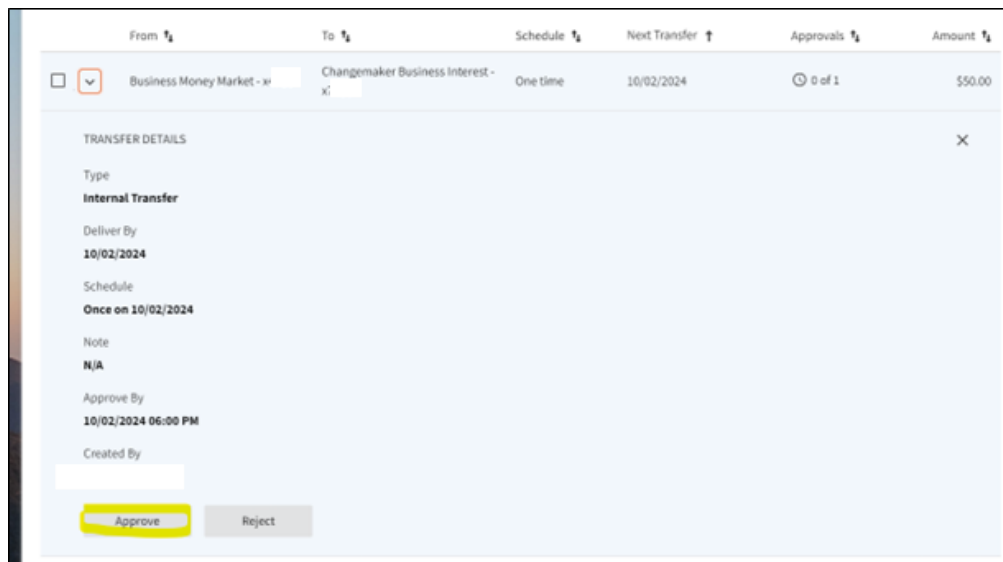




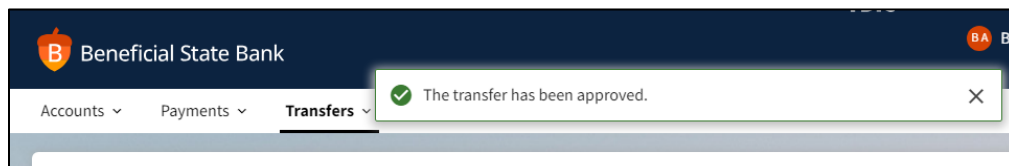
b. Switch to the “Pending Approval” tab.



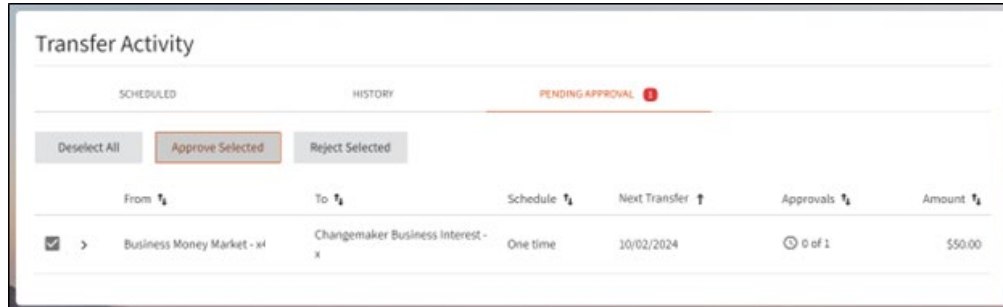
c. Select the transfer you want to approve. There are 2 options to do this:
i. Expand the transfer details and click on “Approve.”



▪ After clicking “Approve,” the user will get the following message.



- ii. Select the checkbox and click on “Approve Selected” (this can be used to approve multiple transfers at the same time).



- After clicking “Approve,” the user will get a confirmation message.