Welcome to Business Online Banking

Dual Approval of Recipients/ Security Alerts





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COMPANY ADMINISTRATION



Policies

Manage permissions for transactions, features & accounts at a company level



Manage User Roles

Assign or modify users roles and access

If the Recipient Approval feature is enabled, changes to recipients (creating, modifying, or deleting) must be approved by another user with Manage Recipient permissions. To enable this feature, contact the Bank of Hope Treasury Management Department. Within your company, one authorized user creates/modifies/deletes the recipient, and another reviews and approves it. The standard workflow is to create your recipients and then add the approved recipient to your template(s).



Manage Users

Add, modify or delete users



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USER ROLE TEMPLATES

USER ROLES

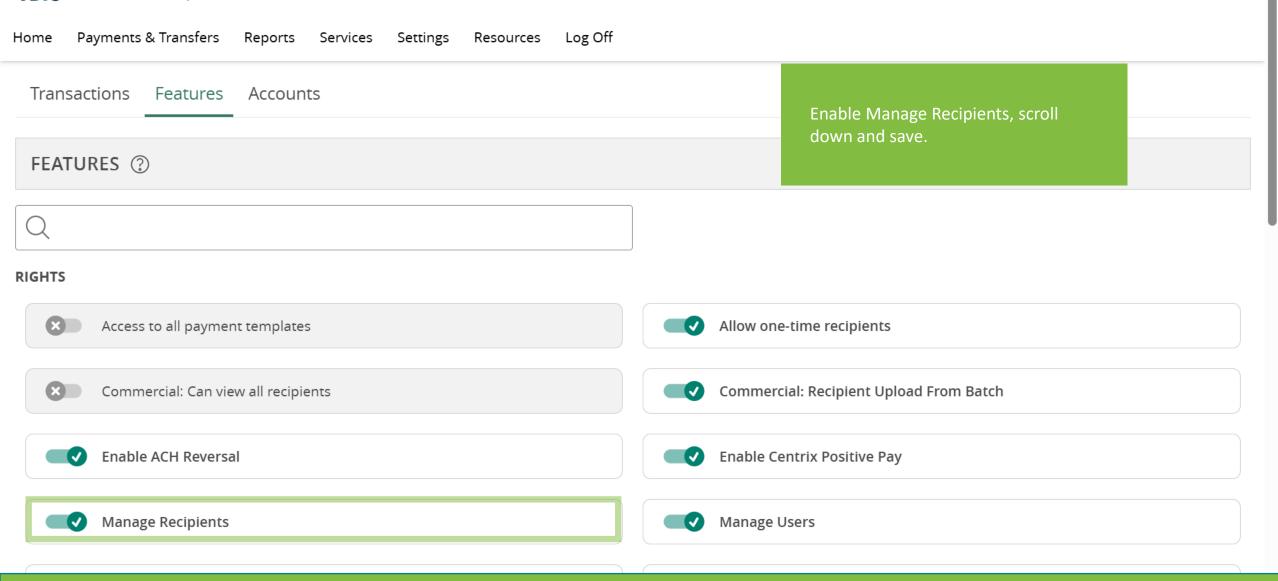
Click on the pencil icon to permit a user to manage recipients.

Create Role

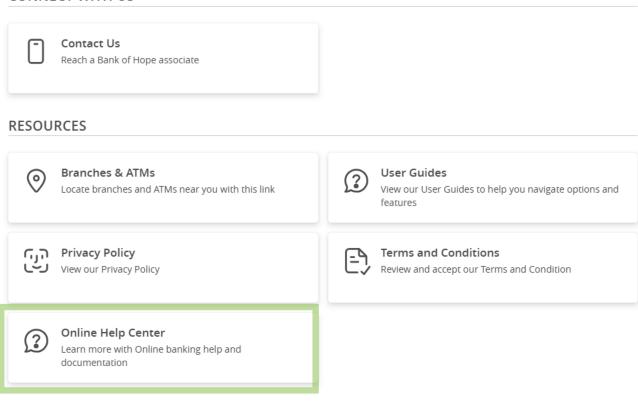
Name ^	Description	Status ^	Users ^			
Copy of admin role	jk test	Pending Approval	2	Ø	ㅁ	
VIEW ONLY	ACCESS ACCOUNT VIEW ONLY	Active	5		ㅁ	
admin role	None	Active	8		ㅁ	
			Edit	admin role		

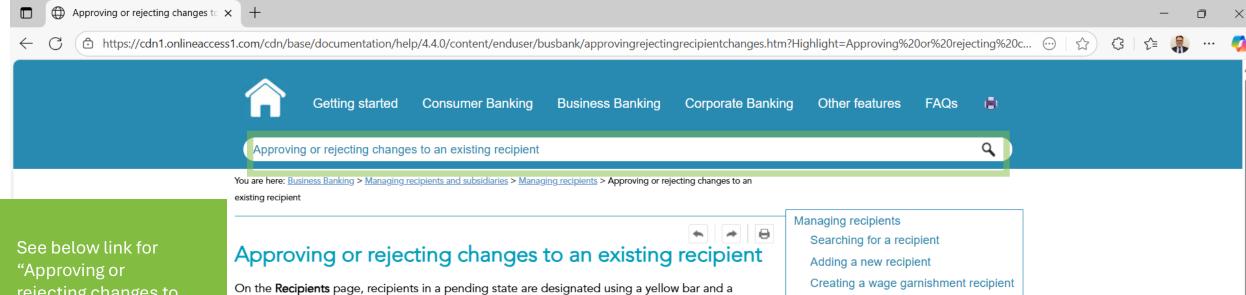






For additional assistance on Approving or Rejecting changes to an existing recipient, please refer to the Online Help Center located under our Resources menu.





See below link for "Approving or rejecting changes to an existing recipient: https://cdn1.onlineaccess1.com/cdn/base/documentation/help/4.4.0/content/enduser/busbank/approvingrejectingrecipientchanges.htm?Highlight=approving%20a%20recipient

On the **Recipients** page, recipients in a pending state are designated using a yellow bar and a *Changes Need Approval* message. Any recipients needing approval will display at the top of the list, in alphabetical order.

Note: Once this feature is enabled, users are unable to approve their own changes to a recipient, and the changes must be reviewed by a second entitled user. However, if a user rejects their own changes, the changes are effectively canceled, and the recipient is reset to its original state. If a user rejects a change, the user must enter a reason for the rejection.

Editing a recipient

Editing the templates associated with a recipient

Deleting a recipient

Approving or rejecting changes to an existing recipient

To approve or reject a change to an existing recipient

- 1. From within the Recipients list, select the actions menu (1) and then select Review Changes.
- 2. On the Review Changes page, select either **Reject Changes** or **Approve Changes** to either cancel the changes or effect the changes, respectively.

Previous changes to the recipient can be reviewed by selecting **View Change History** from the **Actions** menu (*), and the change history can be printed or printed to file for future use.

Settings

Resources Log Off

Settings

MESSAGES & ALERTS



Alert Settings

Manage transaction, balance and security alerts

To receive an alert when a recipient has been added or modified, go to settings from the main menu and click on the alert setting tile.

COMPANY ADMINISTRATION



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SECURITY



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Security Alerts (38) Edit Delivery Preferences	Various Alerts can be turned on for recipients add, modified or approved	^
Alert me when a bulk wire transfer is created.		
Alert me when a bulk international wire transfer is created.		
Alert me when an address is changed.		X
Alert me when an outgoing ACH transaction is created.		
Alert me when a recipient is added.		
Alert me when a wire transfer is created.		
Alert me when an international wire transfer is created.		
Alert me when an external transfer is authorized.		



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Alert me when a payment template is created.		8
Alert me when a new user role is created.	Various Alerts can be turned on for recipients add, modified or approved	
Alert me when forgot password is attempted for my login ID.		
Alert me when an invalid password for my login ID is submitted.		
Alert me when the forgot password process is attempted unsuccessfully.		
Alert me when an invalid secure access code is submitted.		
Alert me when my login ID is disabled.		
Alert me when my login ID is locked out.		
Alert me when a payment template is modified.		
Alert me when a recipient is modified.		
Alert me when I receive a secure message		



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