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TREASURY MANAGEMENT
PROGRESSIVE WEB APP REFERENCE GUIDE

OVERVIEW

The TM Progressive Web App allows users the ability to view accounts, account transactions, check images, notifications, messages, payment activity and deposit checks. In addition, users can approve payments (ACH, wires, transfers, loan payments), approve new or edited users, create new transfers, initiate payments from existing ACH, wire and transfer templates and create bill payments.

BENEFITS:

- Mobility to view account transactions, notifications, and payment activity
- Deposit checks, decision positive pay items, and create bill payments
- Initiate ACH payments, Wires, and Transfers from templates
- Equally secure as the desktop version
- Approve ACH, Wires, and Transfer payments and approve users

QR CODE TO ACCESS TM PROGRESSIVE WEB APP:

HAVE QUESTIONS? WE'RE HERE TO HELP!

Call: (717) 678-7927
Email: TREASURYMANAGEMENT@LINKBANK.COM

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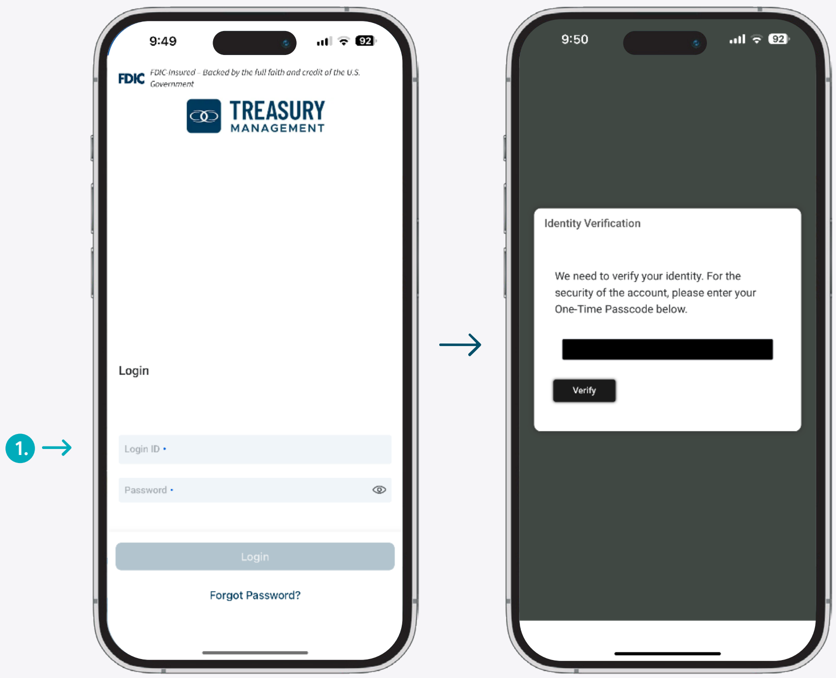
LOGIN (THIS IS APPLICABLE WHEN UIS HAS BEEN ENABLED)

1. Login Process:
    - Enter the Login ID, then select Continue to enter your password.
    - The user will be verified using the authentication method established during creation of the Login ID.
    - Upon successful login, the user will be taken to the Dashboard.

NOTE:

- Users cannot be logged into desktop and TM Progressive Web App at the same time.
- The Login ID is setup in Treasury Management on the desktop prior to login into TM Progressive Web App.



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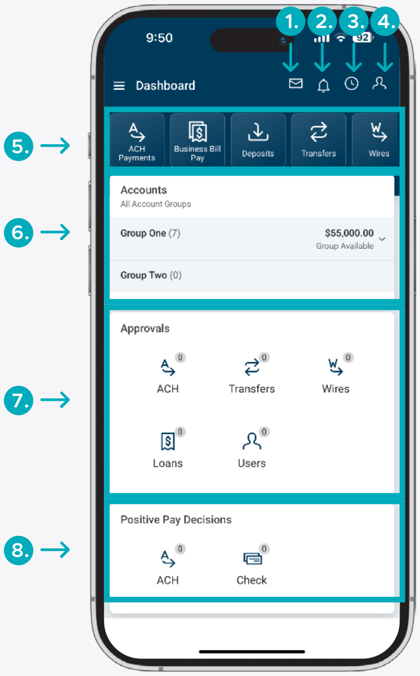
DASHBOARD

1. Select the Message icon to view, reply, archive, and create messages.
2. Select the Notifications icon to view or filter notifications.
3. Select the Cut-Off Times icon to view the list of LINKBANK's specific products cutoff times.
4. Select the My Profile icon to view and update user preference data such as light and dark mode and account security preferences.
5. Select a product tile such as ACH Payments, Business Bill Pay, Deposits, Transfers, or Wires to quickly navigate to the specific product home page.
6. From the account widget, select an account from an account group to access details and transactions.
7. Select an approval type on the Approvals widget to view the specific approval page and initiate the approvals.
8. From the Positive Pay Decisions Widget, select ACH or Checks exceptions to decision Positive Pay items.



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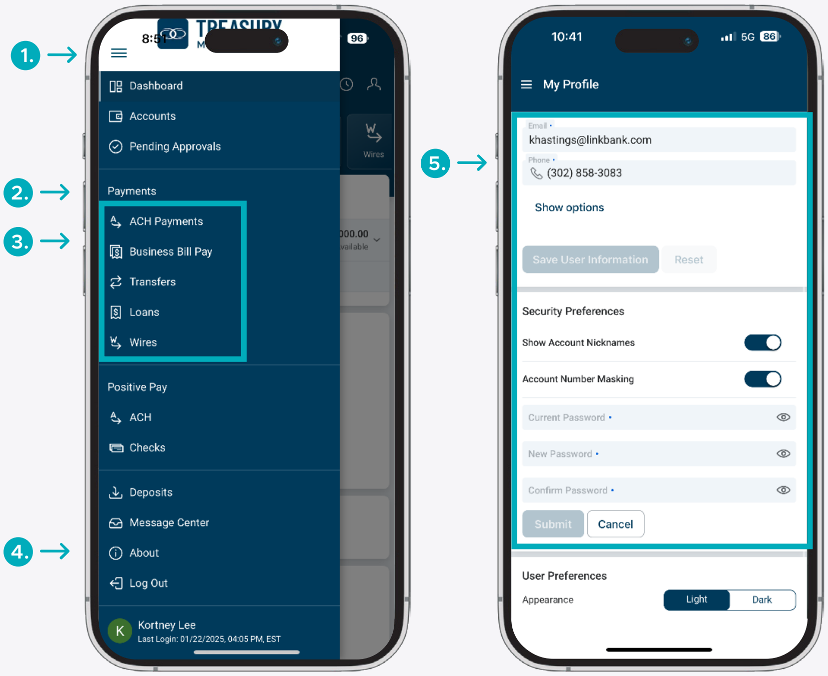
MAIN MENU

1. **MAIN MENU:** Select the menu icon to display full menu options.
2. **MENU ITEMS:** Select a menu item to be taken directly to the corresponding page.
3. **SUB-MENU ITEMS:** Sub-menu items available for Payments and Positive Pay menu items.
4. **ABOUT:** Contains contact information, Privacy Statement and Terms and Conditions for LINKBANK. Select Privacy Statement and Terms and Conditions to view details.
5. **MY PROFILE:** View and update user preference data such as account security preferences, light and dark mode feature, and updating user information such as telephone numbers.



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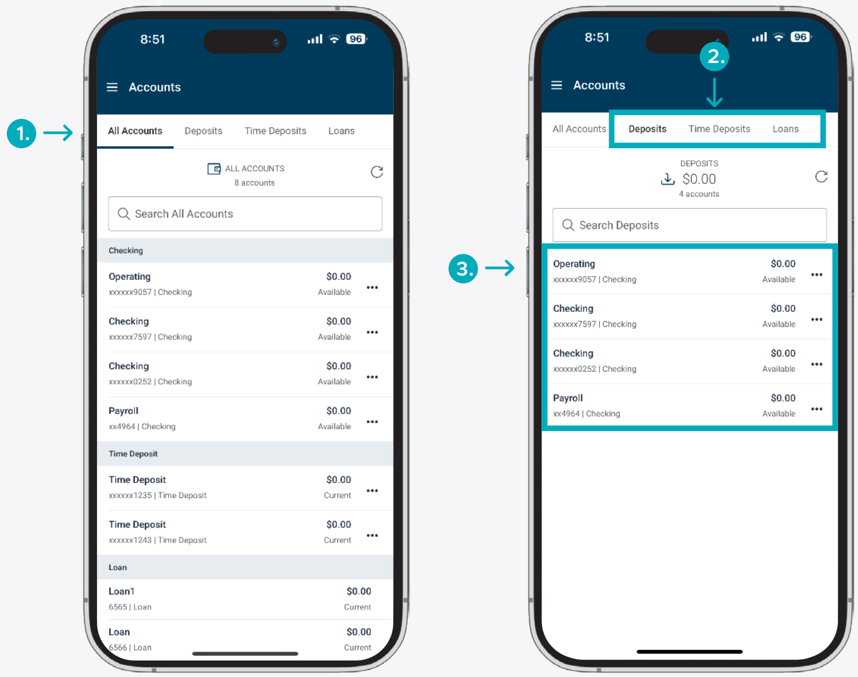
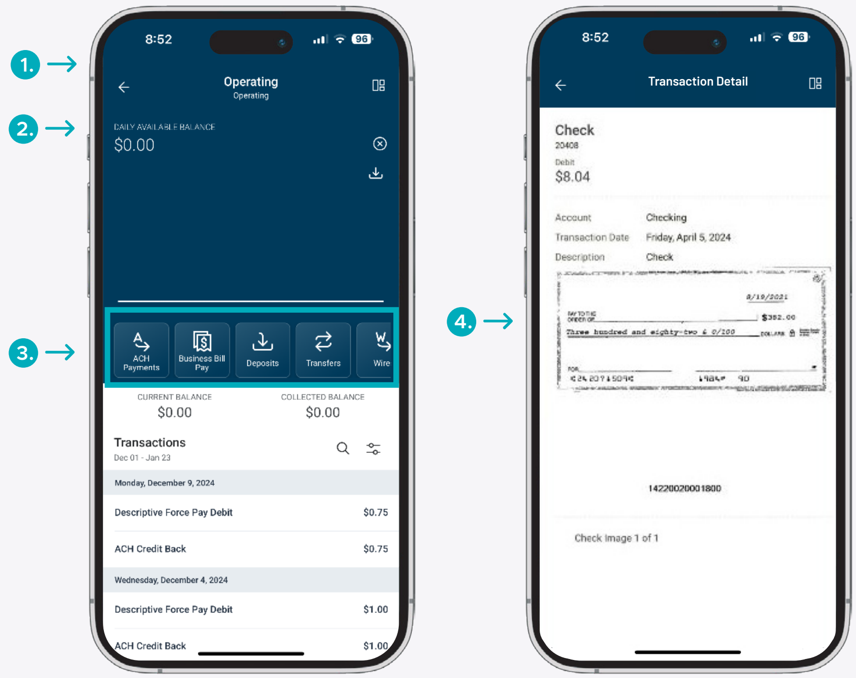
ACCOUNTS

1. **ALL ACCOUNTS:** Displays the total count of accounts across all menu options.
2. **ACCOUNTS ARE SEPARATED BY TYPE:**
    - Deposits
    - Time Deposit
    - Loan
3. **VIEW ACCOUNTS DETAILS:** Tap anywhere on an account to view the details and transactions.



TRANSACTIONS

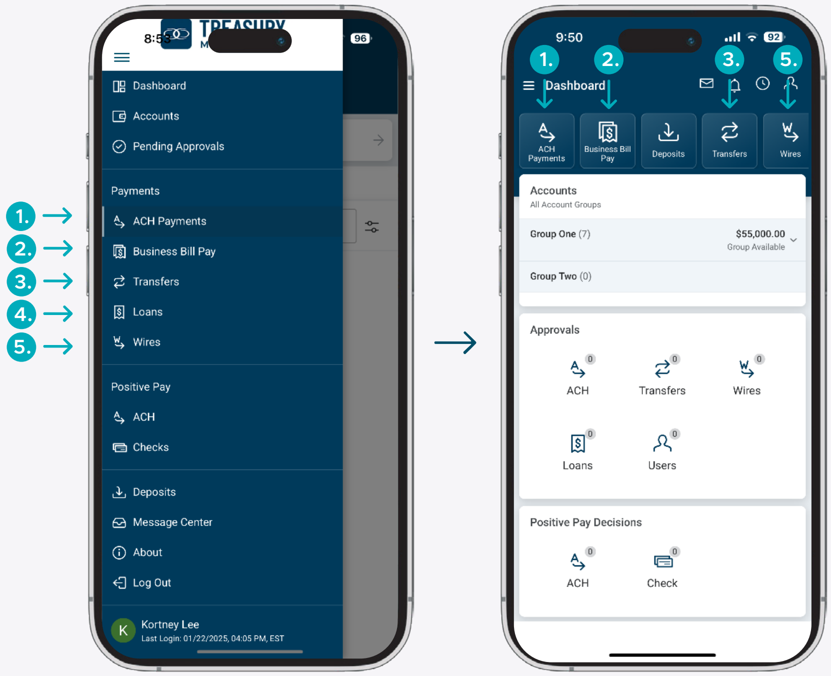
1. **THE ACCOUNT DETAILS:** Displays the selected account's transaction history.
2. **DAILY AVERAGE BALANCE:** For deposit accounts, a graph charts the daily available balance over the past 10 days.
3. Easy access to payment functions such as ACH Payments, Transfers, Bill Pay, and Wire.
4. **TRANSACTION DETAILS:** Tap anywhere on a transaction to view additional details, including check images (if applicable).



PAYMENTS

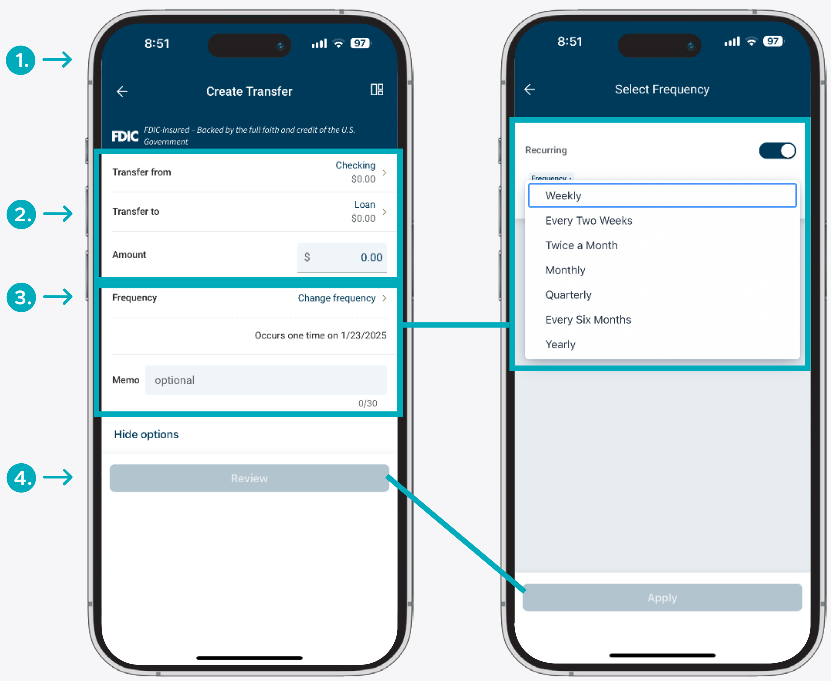
Select a payment type to navigate to the respective payment page where actions can be executed.

1. **ACH PAYMENTS:** Allows users to create an ACH Payment from a template and view ACH activity.
2. **BUSINESS BILL PAY:** Allows users to create a payment, view payees, payment activity, and scheduled payments.
3. **TRANSFERS:** Allows users to create a freeform transfer or transfer from a template and view transfer activity.
4. **LOANS:** Allows users to create loan payment, and search for payment activity and scheduled payments.
5. **WIRES:** Allows users to create a USD wire from a template and view wire activity.



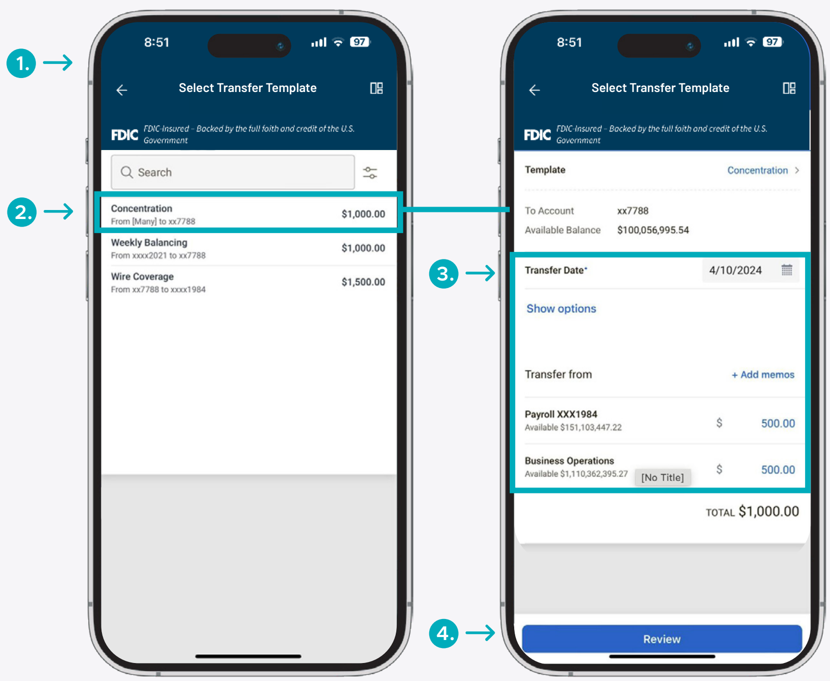
CREATE ONE TO ONE TRANSFER

1. **NAVIGATE TO TRANSFERS FROM:**
    - The Main Menu: select Payments > Tranfers > Create Transfer Payment > Create One-to-One Transfer
    - The Dashboard: select Transfers > Create Transfer Payment > Create One-to-One Transfer
    - An individual account: select Transfers > Create Transfer Payment > Create One-to-One Transfer
2. Complete transfer fields.
3. Select Frequency to set up a recurring transfer.
4. Select Review, then Confirm.



CREATE TRANSFER FROM TEMPLATE

1. **NAVIGATE TO TRANSFERS FROM:**
   - The Main Menu: select Payments > Tranfers > Create Transfer Payment > Create Transfer from Template
   - The Dashboard: select Transfers > Create Transfer Payment > Create Transfer from Template
   - An individual account: select Transfers > Create Transfer Payment > Create Transfer from Template
2. Select a template.
3. Edit fields if needed.
4. Select Review, then Confirm.



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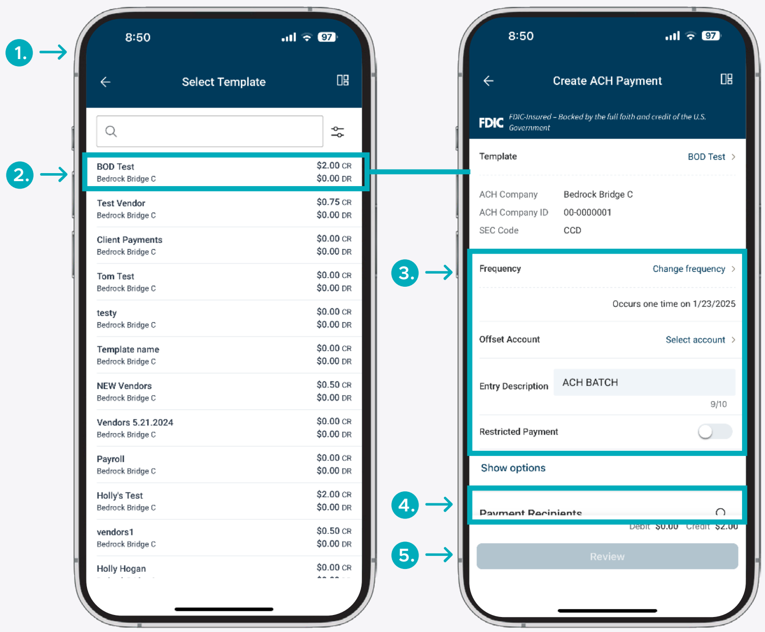
CREATE ACH PAYMENT FROM TEMPLATE

1. **NAVIGATE TO ACH PAYMENTS FROM:**
   - The Main Menu: select Payments > ACH Payments > Create ACH Payment from Template
   - The Dashboard: select ACH Payments > Create ACH Payment from Template
   - An individual account: select ACH Payments > Create ACH Payment from Template
2. Select a template.
3. Edit fields if needed.
4. Select Recipients to change or hold amounts for a specific individual.
5. Select Review, then Confirm.

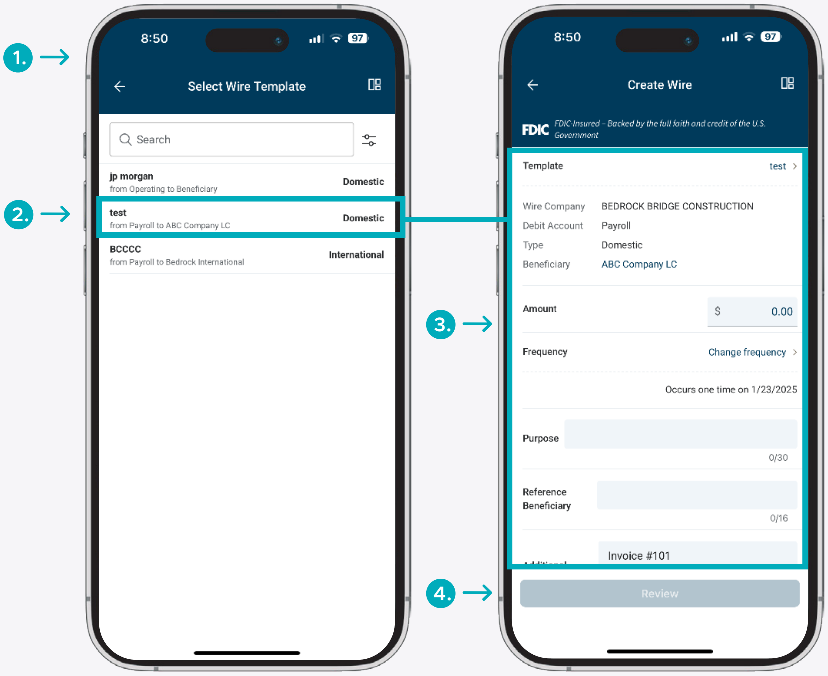
NOTE:

- Only the dollar amount or hold feature can be edited on a recipient.
- On the Review Page, an option to “Apply updates to the Template” can be selected. If selected, any changes made for this payment would be saved to the template.



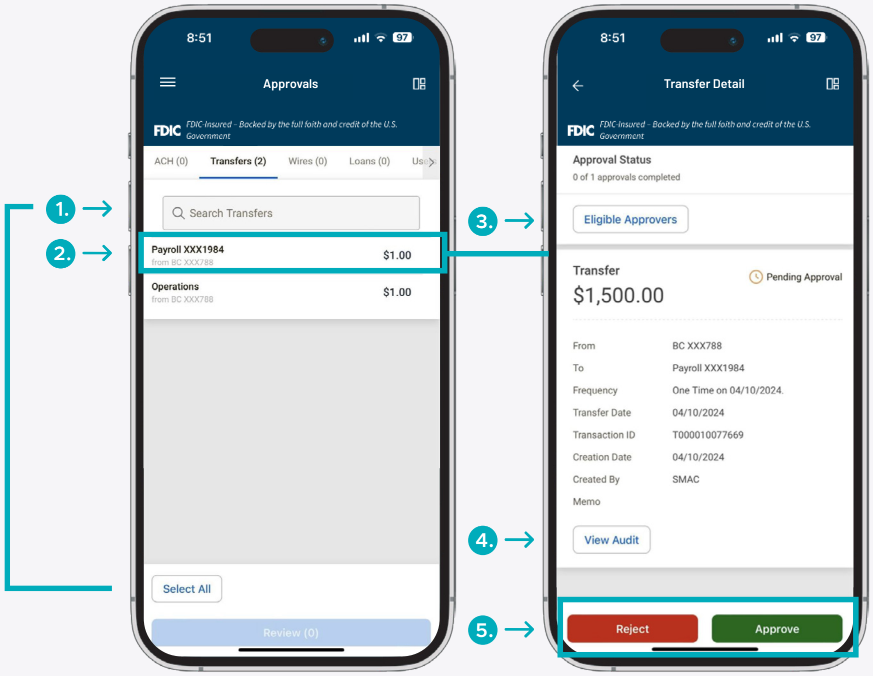
CREATE WIRE FROM TEMPLATE

1. **NAVIGATE TO WIRES FROM:**
   - The Main Menu: select Payments > Wires > Create Wires from Template
   - The Dashboard: select Wires > Create Wires from Template
   - An individual account: select Wires > Create Wires from Template
2. Select a template.
3. Edit fields if needed.
4. Select Review, then Confirm.



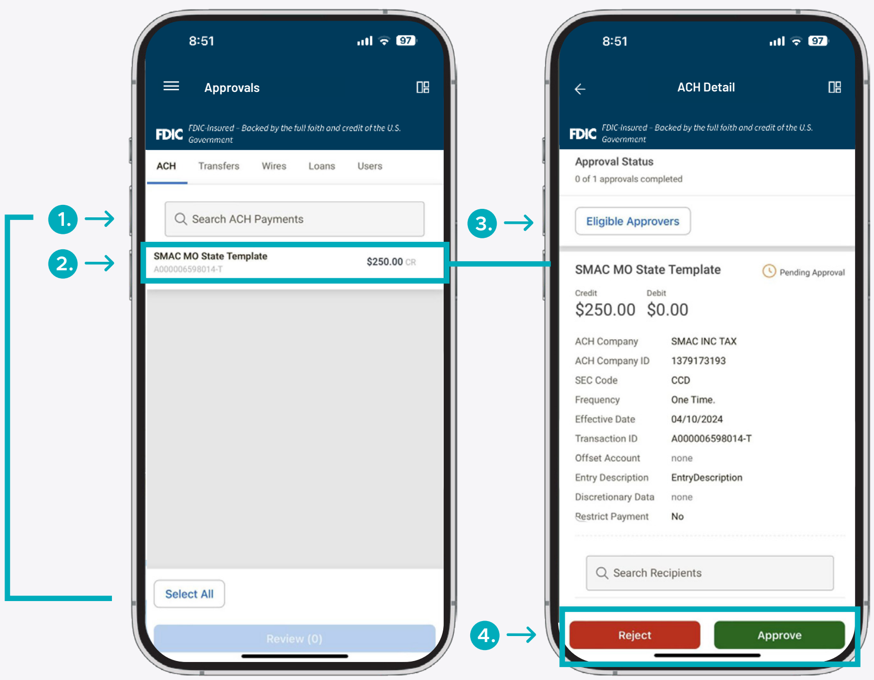
TRANSFER AND LOAN PAYMENT APPROVAL

1. Select an individual transfer or loan payment for approval or use the Select All option to approve or reject all payments.
2. Tap on an individual transfer or loan payment to view the transfer details.
3. Select the Eligible Approvers button to view the list of eligible approvers.
4. Select the View Audit button to view the audit trail data.
5. A confirmation page will display upon approval or rejection.



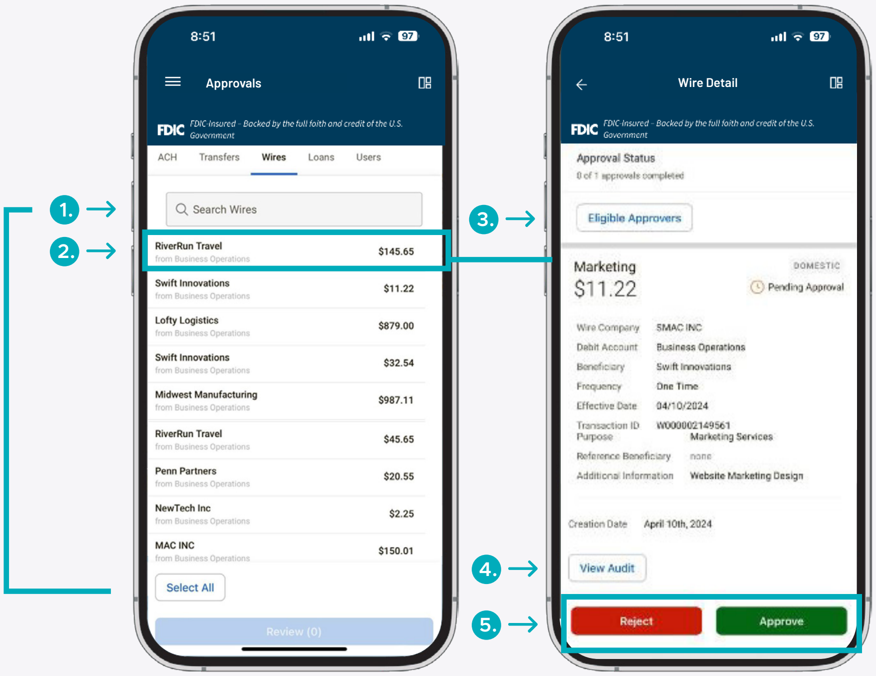
ACH PAYMENT APPROVAL

1. Select an individual ACH payment for approval or use the Select All option to approve or reject all payments.
2. Tap on an individual ACH payment to view the ACH payment details.
3. Select the Eligible Approvers button to view the list of eligible approvers.
4. A confirmation page will display upon approval or rejection.



WIRE APPROVALS

1. Users can easily search for a wire that requires an approval using the Type to Filter.
2. Tap anywhere on an individual wire to view the wire details.
3. Select the Eligible Approvers button to view the list of eligible approvers.
4. Select the View Audit button to view the audit trail data.
5. A confirmation page will display upon approval or rejection.



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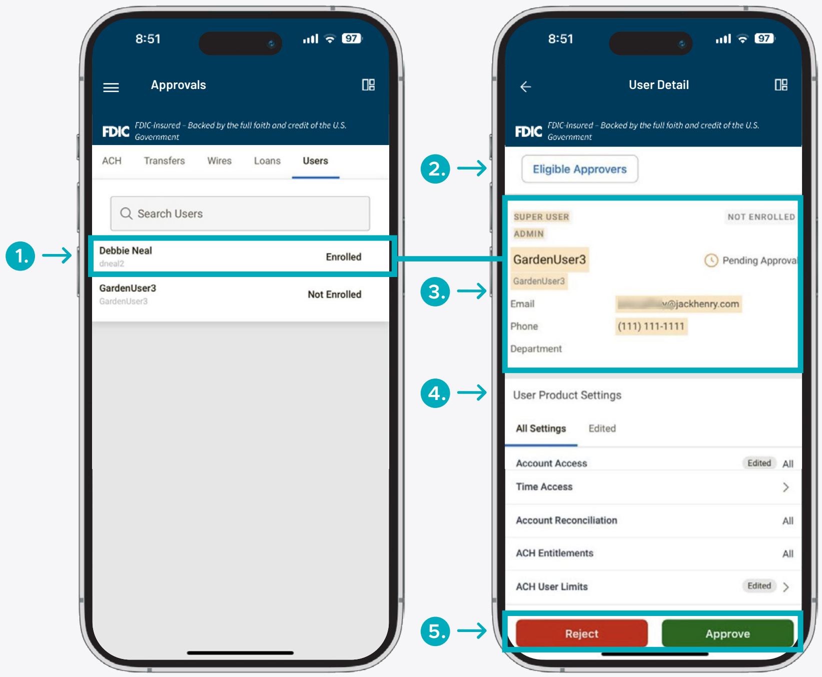
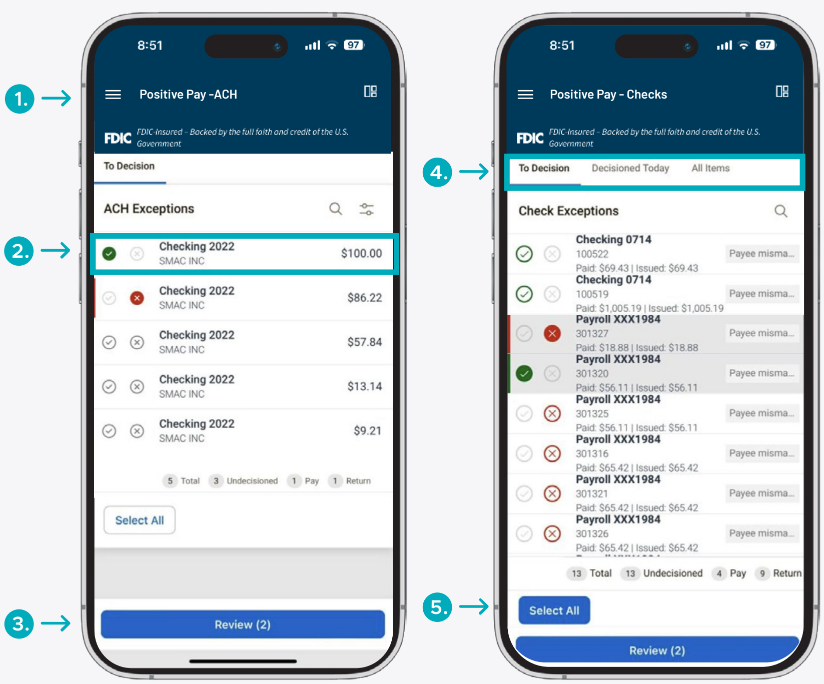
USER APPROVALS

1. Select a user to view details.
2. Select the Eligible Approvers button to view the list of eligible approvers.
3. Edited permissions will display in yellow.
4. Under User Product Settings, select the feature to view additional details or select Edited to view only the edited items.
5. Select the appropriate button to approve or reject the user.



POSITIVE PAY DECISIONS

1. From the Dashboard or Main Menu, select Positive Pay Check or ACH Exceptions.
2. Select an Exception to Pay or Return.
3. Review button displays the number of items selected.
4. View and decision items from three check exception views:
    - To decision view: Displays the items in LINKBANK's default state.
    - Decision Today view: Displays only the items worked for the current day.
    - All items view: Displays the combined view of the To Decision and Decisioned Today views.
5. Selecting the Select All buttons reveal the Pay All and Return All features.



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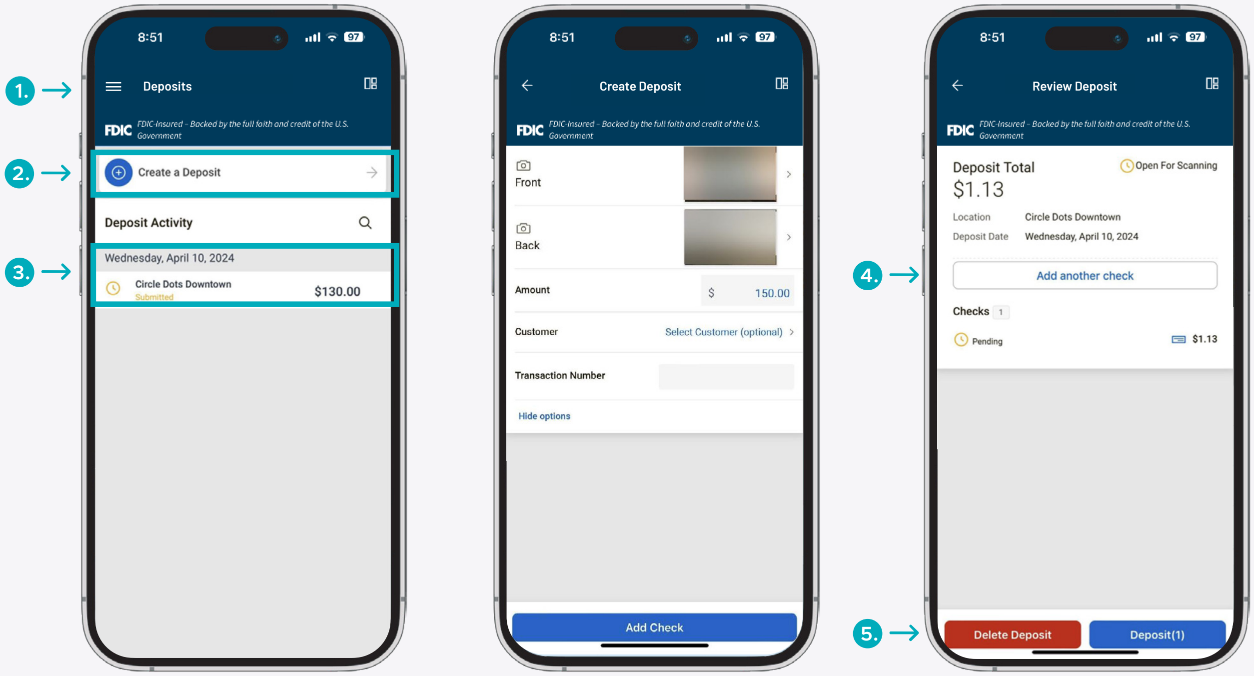
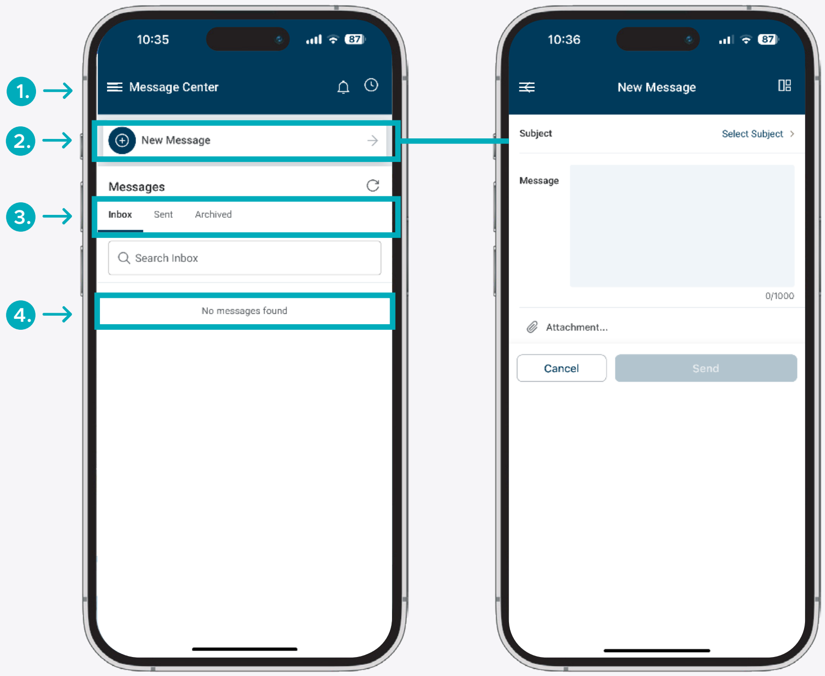
DEPOSITS

1. Navigate to Deposits by selecting Deposits from the Main Menu or selecting the deposit tile at the top of the Dashboard.
2. Use the Create a Deposit button to make a single or multiple deposits.
3. Tap anywhere on an individual item to view the full details of the deposit activity.
4. Add another check button allows a user to add multiple deposits.
5. Number of check deposits displays on the Deposit button.



MESSAGE CENTER

1. From the Dashboard or Main Menu, select Message Center.
2. Select the New Message button to compose a message with a predefined message subject.
3. Select Inbox, Sent or Archived.
4. Selecting a message allows the user to:
   - View the details and any attachments associated with the message.
   - Archive the message as well as reply to the message.

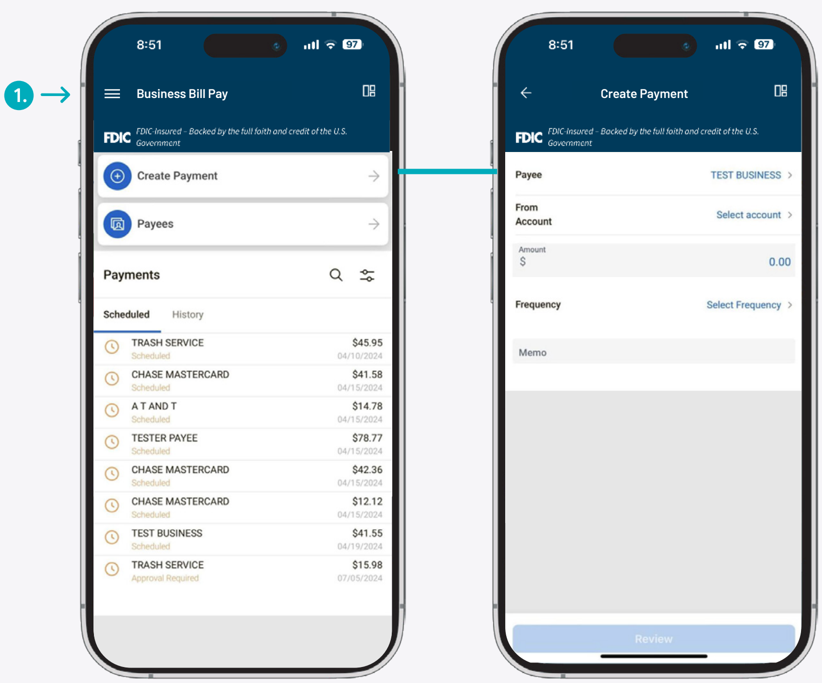


BUSINESS BILL PAY

Business Bill Pay allows users to create payments and view payees, payment history and scheduled transactions.

1. NAVIGATE TO BUSINESS BILL PAY FROM:

- The Main Menu Payments: select Business Bill Pay.
- The Dashboard: select Business Bill Pay tile.
- An individual account: select Business BIll Pay tile.



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PAYMENT ACTIVITY

View and filter Transfer, ACH or Wire Activity.

1. Select a payment type from the main menu, dashboard, or an individual account.
2. The payment activity is readily available on the home page of each payment type.
3. Tap anywhere on an individual item to view the full details of the activity.
4. Select the advanced filter icon to filter based on selected criteria.