

# Commercial Center

## User Guide

---

# Table of Contents

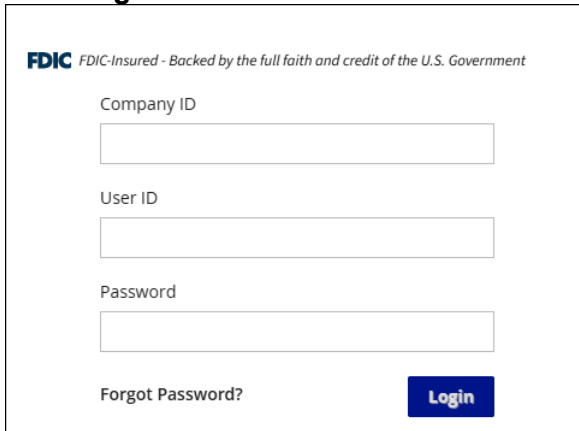
- First Time Log In..... 4
- Logging In ..... 5
- Transaction Activity..... 5
- Document Search: Statements, Notices, Item Images..... 6
- Exporting Transactions ..... 7
- Stop Payments ..... 9
- Balance Alerts ..... 10
- Notifications ..... 12
  - Subscription Descriptions..... 13
  - Enrolling in SMS (Text) Notifications..... 15
- Internal Transfers ..... 17
- ACH Transfers..... 19
  - New ACH Transfer ..... 19
  - ACH Transfer Templates ..... 22
  - ACH File Imports ..... 27
  - Tax Payments ..... 31
- Wire Transfers..... 34
  - New Wire Transfer ..... 34
  - Wire Transfer Templates ..... 37
  - Wire File Imports ..... 41
- Payment Activity ..... 44
  - Current Activity ..... 44
  - Future Activity ..... 45
  - Payment History ..... 45
  - Approvals..... 46
- Payees ..... 46
  - New Payee ..... 46
  - Manage Payees ..... 47
- Bill Pay..... 48

---

Remote Deposit Capture .....	49
Merchant Capture .....	49
Mobile Deposit.....	49
Positive Pay .....	50
Secure Messaging .....	51
My Profile .....	51
Mobile App Activation .....	52
Forgot Password/PIN .....	55
Administrators .....	57
Company Permissions.....	58
Users.....	58
Logging Out .....	59

## First Time Log In

- Access our website [www.mechanicsbank.com](http://www.mechanicsbank.com) to log in to **Commercial Center**
- On the right side of the page, select **Log in** then choose **Commercial Center** from the menu options
- On the **Login** page enter your **Company ID**, **User ID**, and temporary **Password**
- Click **Login**



FDIC FDIC-Insured - Backed by the full faith and credit of the U.S. Government

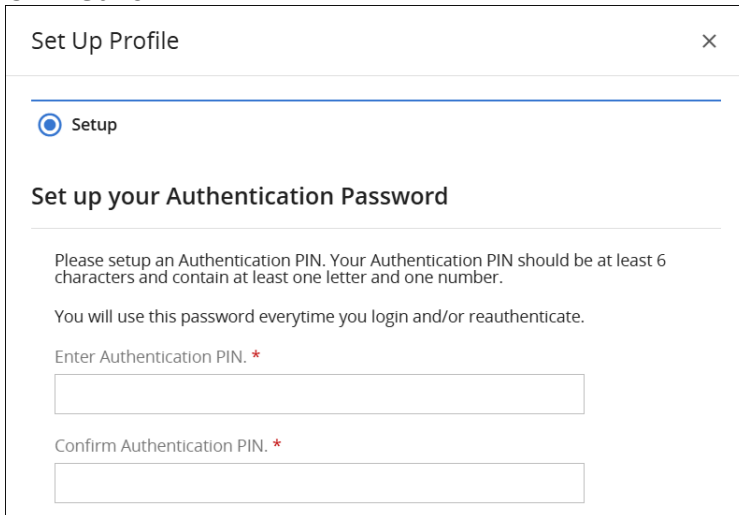
Company ID

User ID

Password

[Forgot Password?](#)

- You will be prompted to set up your **Authentication Password (PIN)**. When prompted, enter a new PIN in the **Enter Authentication PIN** and **Confirm Authentication PIN** boxes
- Click **Save**



Set Up Profile ×

Setup

**Set up your Authentication Password**

Please setup an Authentication PIN. Your Authentication PIN should be at least 6 characters and contain at least one letter and one number.

You will use this password everytime you login and/or reauthenticate.

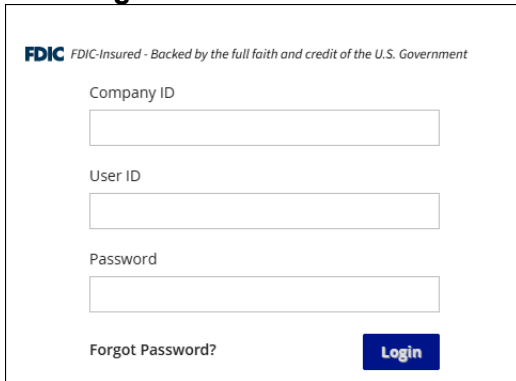
Enter Authentication PIN. \*

Confirm Authentication PIN. \*

- Once logged in, click your username in the upper right corner and select **Logout**
- You can then log in going forward, following the steps in the **Logging In** section below

## Logging In

- Access our website [www.mechanicsbank.com](http://www.mechanicsbank.com) to log in to **Commercial Center**
- On the right side of the page, select **Log in** then choose **Commercial Center** from the menu options
- On the **Login** page enter your **Company ID**, **User ID**, and **PIN**
- Click **Log In**



FDIC FDIC-Insured - Backed by the full faith and credit of the U.S. Government

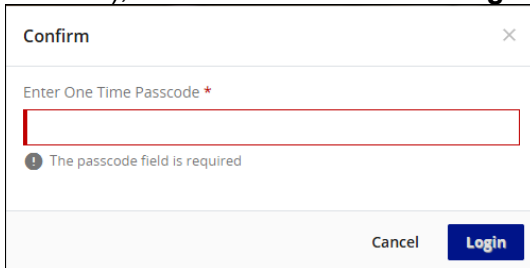
Company ID

User ID

Password


[Forgot Password?](#)

- You will be prompted to enter a **One Time Passcode (OTP)** that you receive via email (or text if enrolled); enter the **OTP** and click **Login**




Confirm

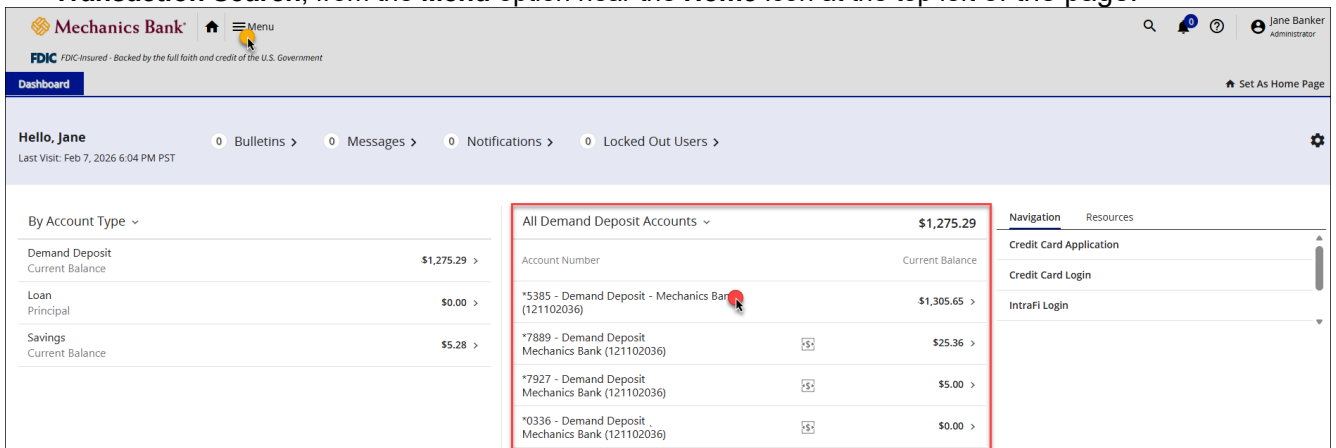
Enter One Time Passcode \*

 The passcode field is required

## Transaction Activity

- From the **Dashboard**, select the applicable account

 **Note:** You can also access account activity by selecting **Account Information > Quick View** or **Transaction Search**, from the **Menu** option near the **Home** icon at the top left of the page.



Mechanics Bank® FDIC FDIC-Insured - Backed by the full faith and credit of the U.S. Government

Dashboard

Hello, Jane  
Last Visit: Feb 7, 2026 6:04 PM PST

0 Bulletins > 0 Messages > 0 Notifications > 0 Locked Out Users >

By Account Type

Account Type	Current Balance
Demand Deposit	\$1,275.29 >
Loan Principal	\$0.00 >
Savings	\$5.28 >

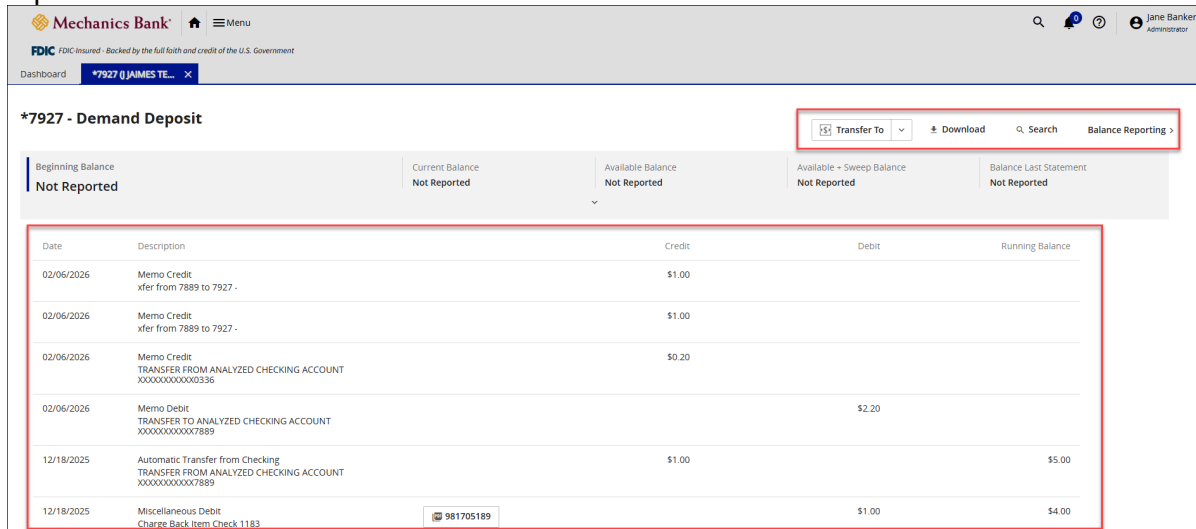
All Demand Deposit Accounts \$1,275.29

Account Number	Current Balance
*5385 - Demand Deposit - Mechanics Bank (121102036)	\$1,305.65 >
*7889 - Demand Deposit Mechanics Bank (121102036)	\$25.36 >
*7927 - Demand Deposit Mechanics Bank (121102036)	\$5.00 >
*0336 - Demand Deposit Mechanics Bank (121102036)	\$0.00 >

Navigation Resources

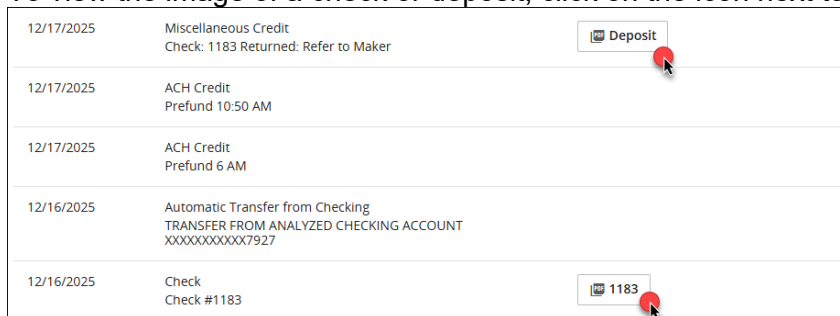
- Credit Card Application
- Credit Card Login
- IntraFi Login

- From this page, you can view both pending and posted transactions; search for specific transactions by clicking the **Search** icon and you can also download a transaction report by clicking the **Download** icon
- You can initiate an internal transfer on eligible accounts by selecting **Transfer To** or **Transfer From** in the drop down, or you can also select **Balance Reporting** to run/download a balance/transaction report



Date	Description	Credit	Debit	Running Balance
02/06/2026	Memo Credit xfer from 7889 to 7927 -	\$1.00		
02/06/2026	Memo Credit xfer from 7889 to 7927 -	\$1.00		
02/06/2026	Memo Credit TRANSFER FROM ANALYZED CHECKING ACCOUNT XXXXXXXXXXXX0336	\$0.20		
02/06/2026	Memo Debit TRANSFER TO ANALYZED CHECKING ACCOUNT XXXXXXXXXXXX7889		\$2.20	
12/18/2025	Automatic Transfer from Checking TRANSFER FROM ANALYZED CHECKING ACCOUNT XXXXXXXXXXXX7889	\$1.00		\$5.00
12/18/2025	Miscellaneous Debit Charge Back Item Check 1183		\$1.00	\$4.00

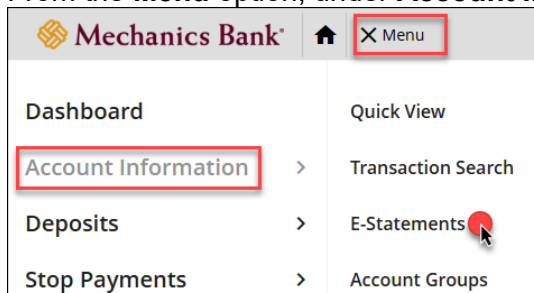
- To view the image of a check or deposit, click on the icon next to the transaction description



12/17/2025	Miscellaneous Credit Check: 1183 Returned: Refer to Maker	
12/17/2025	ACH Credit Prefund 10:50 AM	
12/17/2025	ACH Credit Prefund 6 AM	
12/16/2025	Automatic Transfer from Checking TRANSFER FROM ANALYZED CHECKING ACCOUNT XXXXXXXXXXXX7927	
12/16/2025	Check Check #1183	

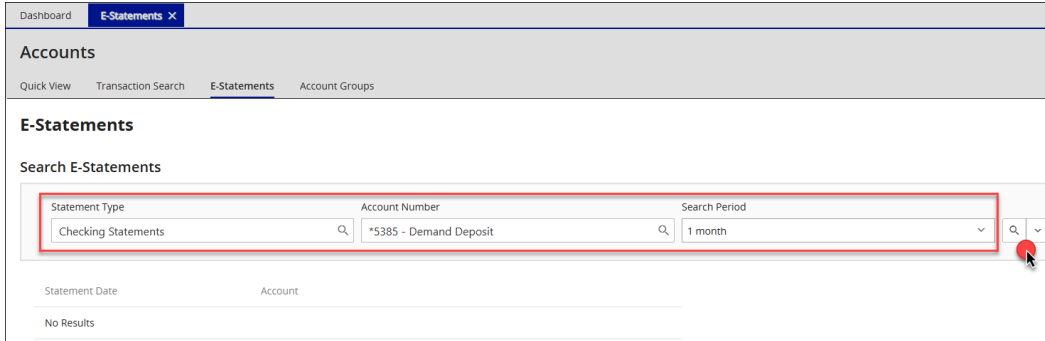
## Document Search: Statements, Notices, Item Images

- From the **Menu** option, under **Account Information**, select **E-Statements**



Mechanics Bank		Menu
Dashboard		Quick View
Account Information	>	Transaction Search
Deposits	>	E-Statements
Stop Payments	>	Account Groups

- A search menu will open; select the **Statement Type** (document type), **Account Number** and **Search Period**; click the search icon when finished
- Based on the search criteria entered, the matching documents will appear below, for you to view and/or download



Dashboard | E-Statements x

Accounts

Quick View | Transaction Search | E-Statements | Account Groups

**E-Statements**

Search E-Statements

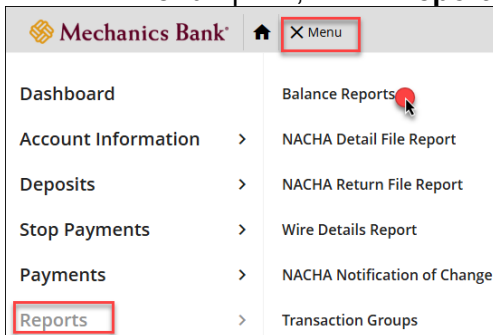
Statement Type	Account Number	Search Period
Checking Statements	*5385 - Demand Deposit	1 month

Statement Date: \_\_\_\_\_ Account: \_\_\_\_\_

No Results

## Exporting Transactions

- From the **Menu** option, under **Reports**, select **Balance Reports**

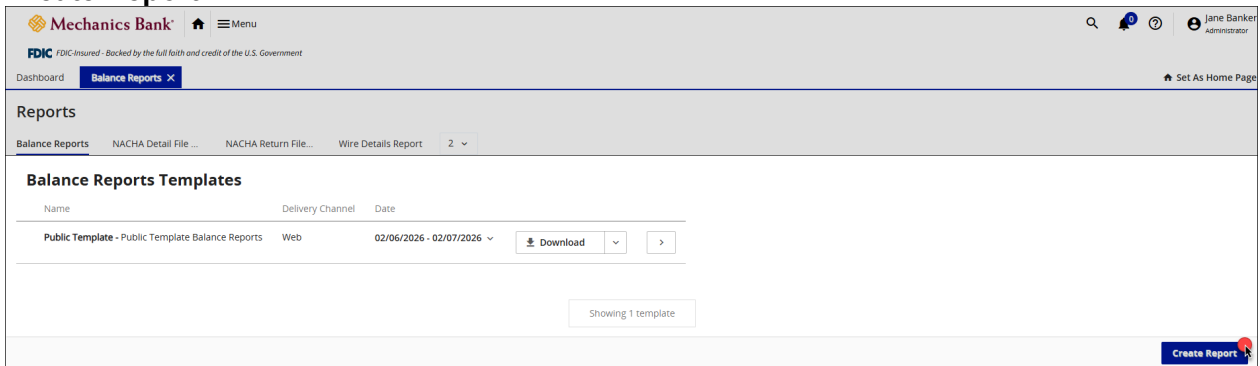


Mechanics Bank | Home | Menu

- Dashboard
- Account Information >
- Deposits >
- Stop Payments >
- Payments >
- Reports** >

- Balance Reports
- NACHA Detail File Report
- NACHA Return File Report
- Wire Details Report
- NACHA Notification of Change
- Transaction Groups

- From this page you can view/run the predefined web report or create a custom report but clicking **Create Report**



Mechanics Bank | Home | Menu

FDIC | FDIC Insured - Backed by the full faith and credit of the U.S. Government

Dashboard | Balance Reports x

Reports

Balance Reports | NACHA Detail File ... | NACHA Return File ... | Wire Details Report | 2

**Balance Reports Templates**


Name	Delivery Channel	Date	
Public Template - Public Template Balance Reports	Web	02/06/2026 - 02/07/2026	Download

Showing 1 template

Create Report

- From this page you will select the report criteria you want to use to run/create the report
  1. Enter a **Template Name** (this is only required if you choose to save this report criteria for future use)
  2. Choose the accounts you want to include in the report/file
  3. Select what type of data you want to include in the report/file
  4. Select what type of report/file you want to run/create

5. Select how you would like the report/file to be delivered (depending on which option you choose, the following options may vary)
6. Select a notification option if you want to be notified when the report/file is delivered (optional)
7. Select the format of the report/file and provide a file name
8. Select the dates you would like included in the report/file or how often you would like the report to be run/delivered (options will vary depending on the previous options selected)
9. When ready, you can either **Generate**, **Download** or **Save Template**

 Note: If you select Generate, this would be a one-time generation, and the template would not be saved for future use

Dashboard Balance Reports +7889 (J) JAIMES TE... Create Report X

### Create Balance Reports

What name would you like to use for this template?

Name is required only if you wish to save this as a template.

Choose and sort accounts to display in your report.

Select account + Add Accounts ↑ Sort By Number ↑ Sort By Name

What data should be presented on this report?

<input checked="" type="checkbox"/> All Data Types (ALL)	<input type="checkbox"/> Summary Transactions (SUMMARY)	<input type="checkbox"/> Status Transactions (STATUS)
<input type="checkbox"/> All Credit Transactions (CREDIT)	<input type="checkbox"/> All Debit Transactions (DEBIT)	

How would you like this report to appear?

<input type="radio"/> BAI Version 2	<input type="radio"/> CSV Report	<input type="radio"/> CSV Running Balance Report
<input type="radio"/> CSV Transaction Report	<input checked="" type="radio"/> Current Day Real Time Report	<input type="radio"/> ISO CAMT Report
<input type="radio"/> ISO CAMT-053 Report	<input type="radio"/> QuickBooks Web Connect	<input type="radio"/> Quicken (Mac) Web Connect
<input type="radio"/> Quicken (Windows) Web Connect	<input type="radio"/> SWIFT MT940	<input type="radio"/> SWIFT MT942
<input type="radio"/> SWIFT MT950		

How would you like this report delivered?

No FTP Delivery Destinations are available for this company.

<input checked="" type="radio"/> EMAIL	<input type="radio"/> FTP Delivery	<input type="radio"/> FTP Pickup
<input type="radio"/> SMS	<input checked="" type="radio"/> Web	

How would you like to be notified that new data for this report is available?

<input type="checkbox"/> EMAIL	<input type="checkbox"/> SMS
--------------------------------	------------------------------

How would you like this report to be formatted?

<input checked="" type="radio"/> HTML	<input type="radio"/> PDF	<input type="radio"/> Encrypted PDF
<input type="radio"/> Text		

What name would you like the file to have?

.html

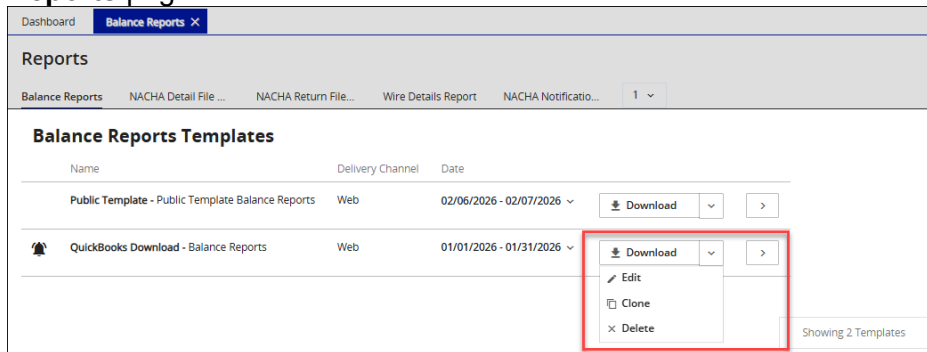
[Macro Help >](#)

What dates would you like included in this report?

<input checked="" type="radio"/> Default date range - Current And Previous Business Day	<input type="radio"/> Current Day Only	<input type="radio"/> Previous Business Day Only
<input type="radio"/> Previous Week	<input type="radio"/> Previous Month	<input type="radio"/> Week To Date
<input type="radio"/> Month To Date	<input type="radio"/> Custom Date Range	


Cancel Generate Download Save Template

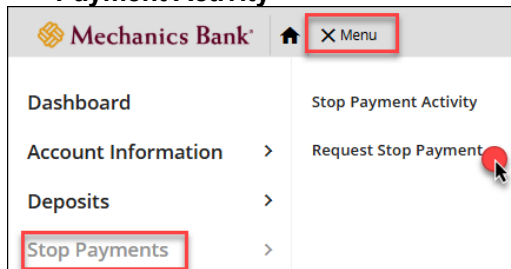
- If you choose to save the template, you can then download, run, or edit the report from the **Balance Reports** page



## Stop Payments


- From the **Menu** option, under **Stop Payments**, select **Request Stop Payment**

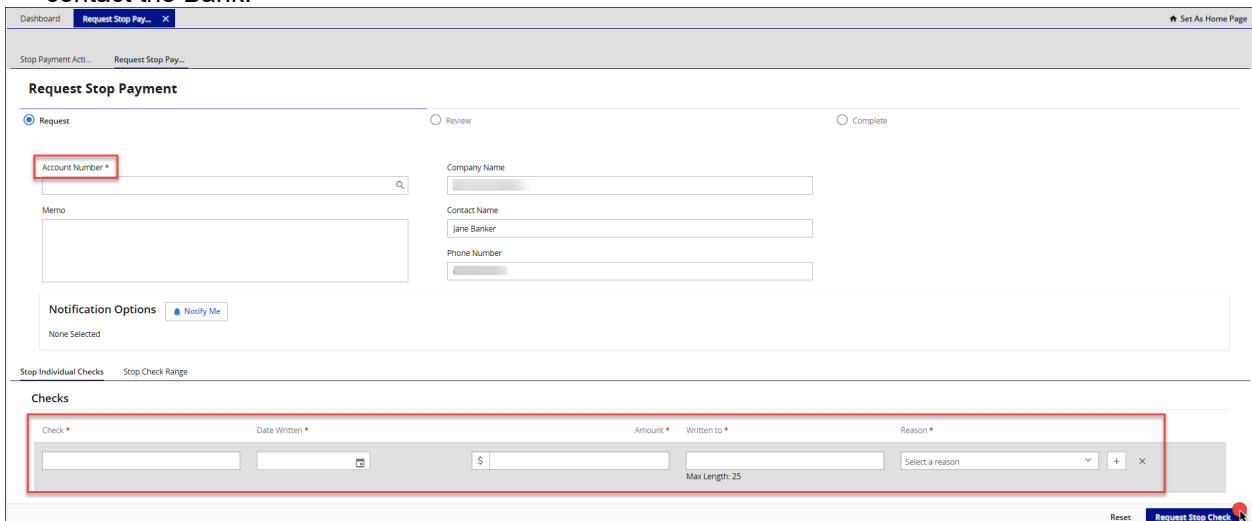
 Note: You can also view stop payment activity or cancel a stop payment placed online by selecting **Stop Payment Activity**



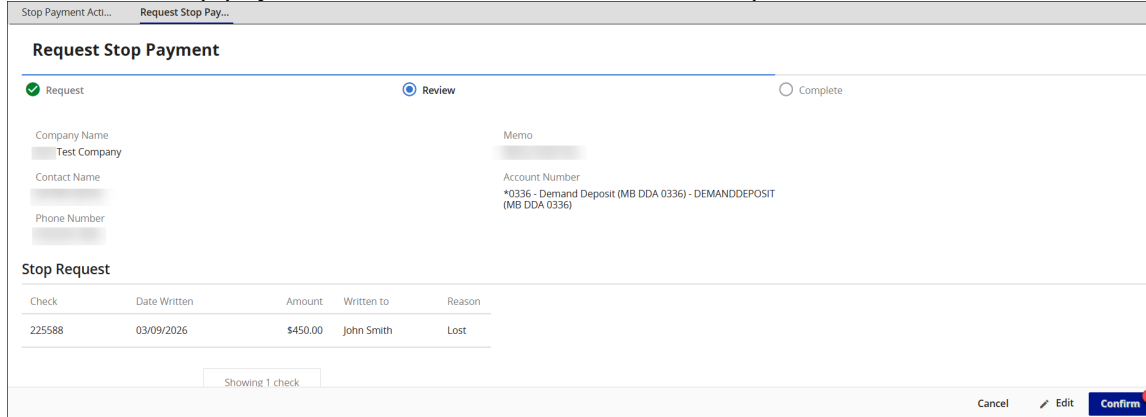
- To place a new stop payment, select the **Account Number**, enter the check details, and then click **Request Stop Check**

- Check #, Date Written, Amount, Written to, and Reason** are all required fields

 Note: Stop Check Range is not available online. To place a stop payment on a range of checks, please contact the Bank.



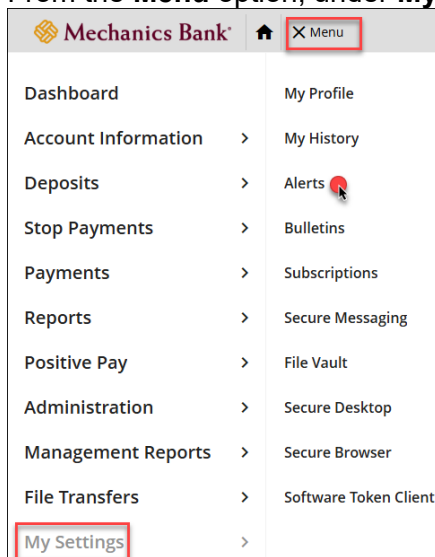
- Review the stop payment details; click **Edit** to edit the stop or **Confirm** to submit the stop payment



Check	Date Written	Amount	Written to	Reason
225588	03/09/2026	\$450.00	John Smith	Lost

## Balance Alerts

- From the **Menu** option, under **My Settings**, select the **Alerts**



- Click **+Alert** next to the alert type you want to enable



- Enter the applicable balance threshold and select the **Accounts**
- Select the delivery notification method: **Email** or **SMS/Text** (if enabled)
- When finished, click **Save**

Create High Balance Alert ✕

**Alert Details**

Alert Name  
High Balance Alert

Data Type \*  
Current Balance

Greater Than \*  
\$

Accounts \*  
Select + Add All Accounts

**Channels**

Channel	HTML	PDF	Encrypted PDF	Text
<input checked="" type="checkbox"/> EMAIL	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> SMS				

Cancel Help Save

- You can edit the threshold amounts on existing alerts by entering a new amount and clicking **Save Changes**



Note: If you need to edit the notification options, you will need to delete and recreate the alert

- You can delete existing alerts by clicking the **X** next to the applicable alert

**Manage Alerts**

✔ Alert(s) successfully added ✕

Account	Rule	Amount	Mode of Notification	Format Preference	Actions
Mechanics Bank (121102036) - *10 - Loan (MB Loan 10)	Current Balance greater than	\$ <input type="text" value="1,000.00"/>	EMAIL	HTML	<span style="background-color: #0056b3; color: white; border-radius: 50%; padding: 2px 5px;">i</span> <span style="background-color: #0056b3; color: white; border-radius: 50%; padding: 2px 5px;">✕</span>
Mechanics Bank (121102036) - *6924 - Savings (MB SAV 6924)	Current Balance greater than	\$ <input type="text" value="1,000.00"/>	EMAIL	HTML	<span style="background-color: #0056b3; color: white; border-radius: 50%; padding: 2px 5px;">i</span> <span style="background-color: #0056b3; color: white; border-radius: 50%; padding: 2px 5px;">✕</span>
Mechanics Bank (121102036) - *7889 - Demand Deposit (MB DDA 7889)	Current Balance greater than	\$ <input type="text" value="1,000.00"/>	EMAIL	HTML	<span style="background-color: #0056b3; color: white; border-radius: 50%; padding: 2px 5px;">i</span> <span style="background-color: #0056b3; color: white; border-radius: 50%; padding: 2px 5px;">✕</span>
Mechanics Bank (121102036) - *7927 - Demand Deposit (MB DDA 7927)	Current Balance greater than	\$ <input type="text" value="1,000.00"/>	EMAIL	HTML	<span style="background-color: #0056b3; color: white; border-radius: 50%; padding: 2px 5px;">i</span> <span style="background-color: #0056b3; color: white; border-radius: 50%; padding: 2px 5px;">✕</span>
Mechanics Bank (121102036) - *0336 - Demand Deposit (MB DDA 0336)	Current Balance greater than	\$ <input type="text" value="1,000.00"/>	EMAIL	HTML	<span style="background-color: #0056b3; color: white; border-radius: 50%; padding: 2px 5px;">i</span> <span style="background-color: #0056b3; color: white; border-radius: 50%; padding: 2px 5px;">✕</span>
Mechanics Bank (121102036) - *0567 - Loan (MB Loan 0567)	Current Balance greater than	\$ <input type="text" value="1,000.00"/>	EMAIL	HTML	<span style="background-color: #0056b3; color: white; border-radius: 50%; padding: 2px 5px;">i</span> <span style="background-color: #0056b3; color: white; border-radius: 50%; padding: 2px 5px;">✕</span>

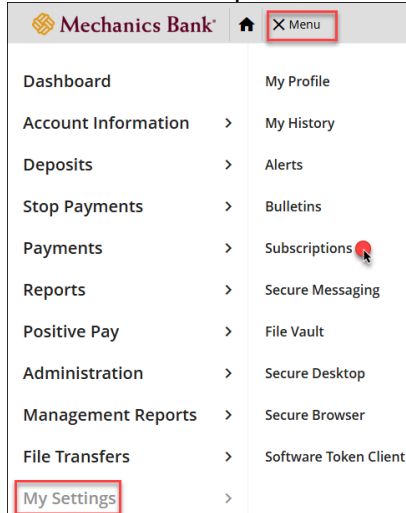
Low Balance Alert + Alert

Overdrawn Alert + Alert

Reset Save Changes ✕

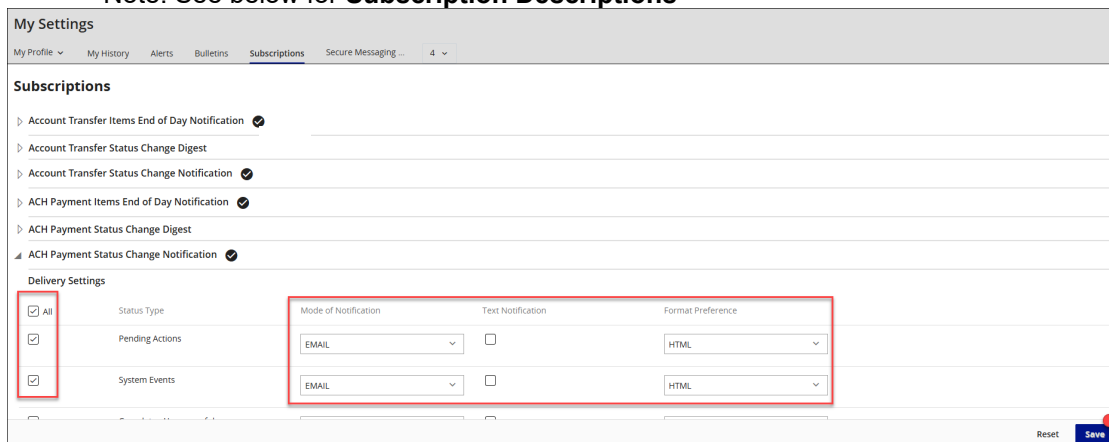
## Notifications

- From the **Menu** option, under **My Settings**, select the **Subscriptions**




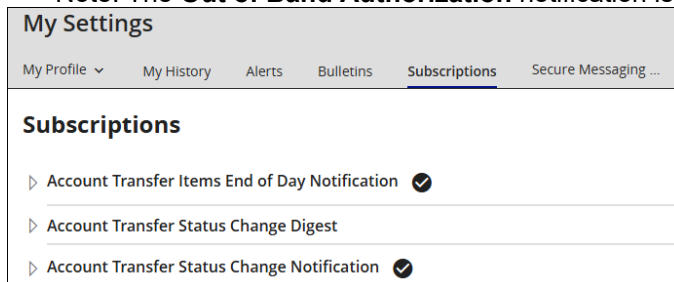
- Click > icon next to the **Subscription** notification you want to enable, remove, or edit
- Select the check box next to the type of notification you want to receive and the delivery method; **Email** or **SMS/Text** (if enabled)
- When finished, click **Save**

 Note: See below for **Subscription Descriptions**



- Subscriptions that are enabled will have a check mark next to them

 Note: The **Out of Band Authorization** notification is required and cannot be disabled



---

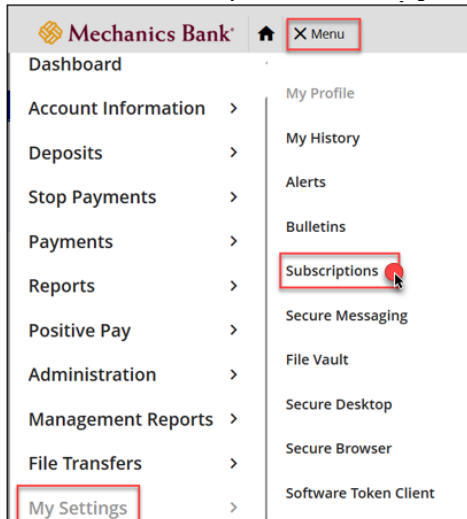
## Subscription Descriptions

- **Account Transfer Items End of Day Notification:** Provides a notification of pending Account Transfer transactions requiring action prior to end of day deadline for Account Transfers.
- **Account Transfer Status Change Digest:** Provides a report of Account Transfer(s) status change(s). The report contains a list of Account Transfer transactions grouped by status (e.g., Complete – Successful, Complete – Unsuccessful, Expired, other).
- **Account Transfer Status Change Notification:** Provides a notification of a new Account Transfer status (e.g., Pending Approval, Expired, other). Details include transaction number, company ID, dollar amount, from/to account information (number, type, description), and status.
- **ACH Payment Items End of Day Notification:** Provides notification of pending ACH transactions requiring attention (e.g., payments needing approval, rejected payments, other) prior to cut off time.
- **ACH Payment Status Change Digest:** Provides a summary report of ACH transaction(s) status changes within a configured time window. The notification contains a list of ACH transactions grouped by status (e.g., Complete – Successful, Complete – Unsuccessful, Expired, Pending Action, other).
- **ACH Payment Status Change Notification:** Provides notification of an ACH transaction status change (e.g., Pending Deliver, Pending Approval, other). The notification includes transaction number, ACH company, company entry description, payment date, total credits, total debits, and status.
- **Change/Delete Impact Notification:** Notification the system has affected payment(s) changes or deletions.
- **File Load Failed Validation:** Provides notification of a failed validation file load. Details include date/time of load, and description of error (red text).
- **File Load Successful Validation:** Provides notification of a successfully uploaded file load.
- **File Vault Notice:** Provides notification of a file uploaded into one of the user's vaults.
- **Out of Band Authorization:** Provides a one-time passcode for users who are using the Out of Band Authentication method and their PIN is entered correctly during login.
- **Payee Created Report:** Provides notification of a created Payee with ACH or Wire details (e.g., date/time, payee name, payee ID, payee type, account number).
- **Payee Modified:** Provides notification of an ACH or Wire payee profile change. Details include date/time, name of person who made the change, payee name, payee ID, and account number(s).
- **Payments Approver Notification:** Notification to eligible approvers of a current day payment ready for approval. Details include date/time, transaction number, dollar amount, and status.
- **Secure Messaging Reply Received:** Notifies users of a new secure message.

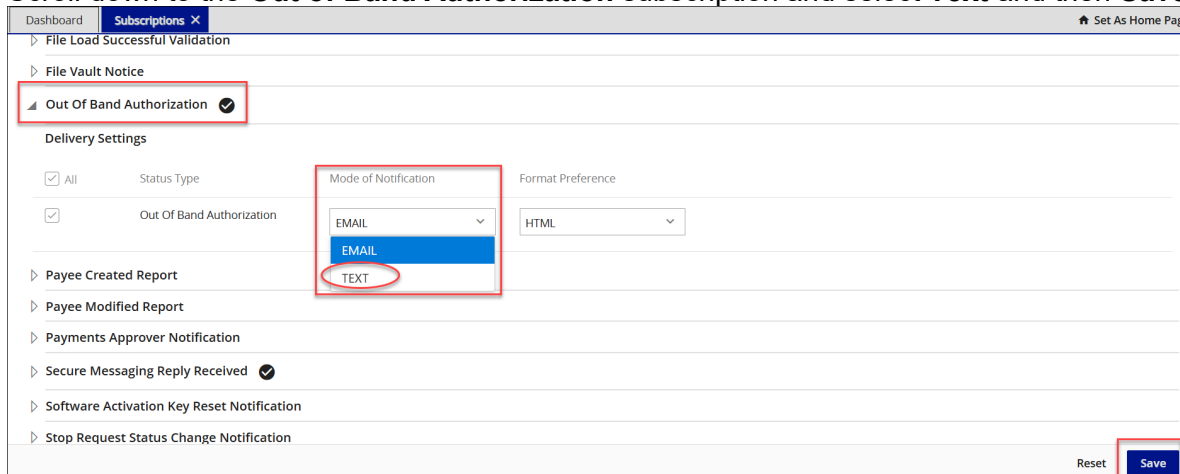
- **Software Activation Key Reset Notification:** Notifies users when a software activation key has been reset.
- **Stop Request Status Change Notification:** Provides notification of a stop request status change. Details include transaction number, check number, payee, previous status, updated status, changed by (name), changed at (date), and expiration (date).
- **User Contact Information Change Notification:** Notifies users when a change has been made their contact information.
- **User Entitled to New Payment Type:** Notification of a user entitled to one or more new payment type(s). Details include User ID, entitlement, and date/time.
- **User Lockout Report:** Provides notification of a locked-out user.
- **User Password Change Report:** Provides notification when the password is changed by the financial institution or a Company Administrator.
- **User Password Reset/Change Report for Administrators:** Notification delivered when an Administrator user's password is reset by the financial institution or a Company Administrator.
- **User Payment Settings Report:** Provides notification advising a user's payment settings were modified on date/time.
- **User Profile Changed Report:** Notification of a user's profile was changed (or modified).
- **User Profile Created Report:** Notification of a new user.
- **User Unlock Report:** Notification of when a locked-out user is unlocked.
- **Wire Transfer Items End of Day Notification:** Provides notification of pending Wire transactions (e.g., approval, release, other) requiring attention prior to cut off window.
- **Wire Transfer Placed Notification:** Notification of a wire waiting action.
- **Wire Transfer Status Change Digest:** Provides a daily summary notification of Wire(s) status change(s). The notification contains a list of Wire transactions grouped by status (e.g., Complete – Successful, Complete – Unsuccessful, Expired, etc.). Details include Transaction Number, Beneficiary Name, Amount, and Status.
- **Wire Transfer Status Change Notification:** Provides notification of a Wire Transfer obtaining a new status (e.g., Pending Approval). Notification includes transaction number, name of company, dollar amount, beneficiary name, and status.

## Enrolling in SMS (Text) Notifications

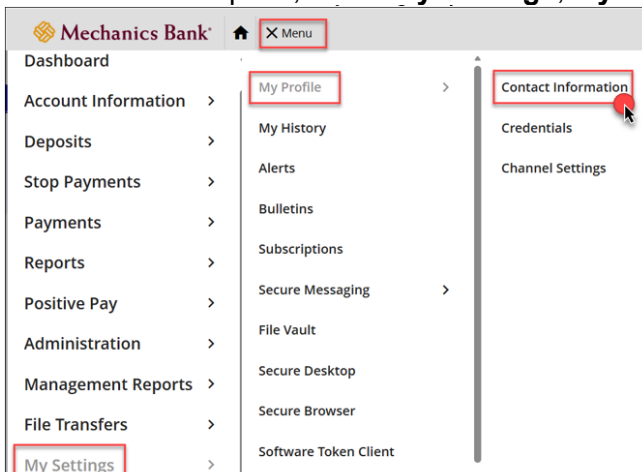
- From the **Menu** option, under **My Settings**, select **Subscriptions**



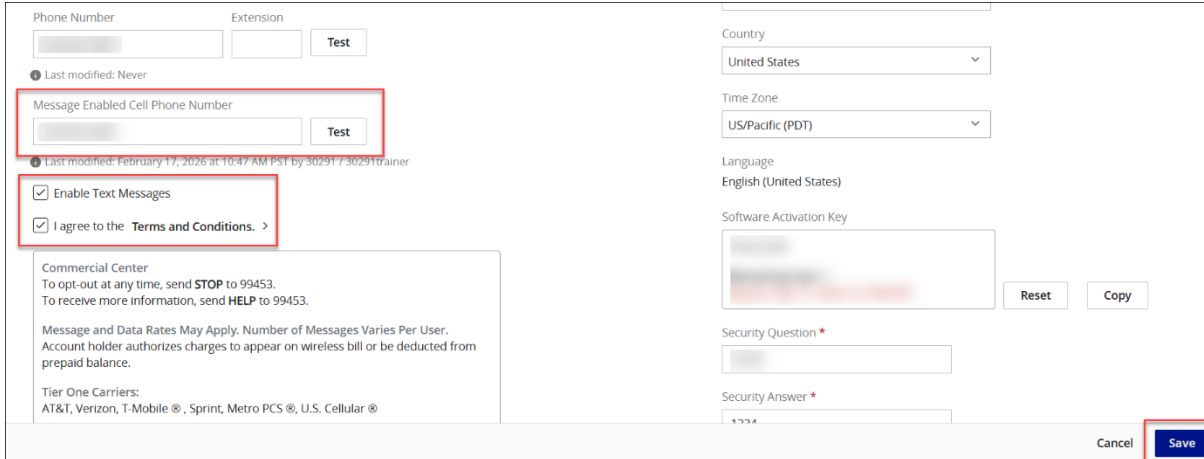
- Scroll down to the **Out of Band Authorization** subscription and select **Text** and then **Save**



- From the **Menu** option, under **My Settings**, **My Profile**, select **Contact Information**



- Enter your cell phone number in the **Message Enabled Cell Phone Number** field
- You need to click the **Enable Text Messages**, and **I agree to the Terms and Conditions** boxes
- Click **Save**



Phone Number [ ] Extension [ ] Test [ ]

Last modified: Never

Message Enabled Cell Phone Number [ ] Test [ ]

Last modified: February 17, 2026 at 10:47 AM PST by 30291 / 30291Trainer

Enable Text Messages

I agree to the [Terms and Conditions](#).

Commercial Center  
To opt-out at any time, send **STOP** to 99453.  
To receive more information, 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 be deducted from prepaid balance.

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

Country: United States

Time Zone: US/Pacific (PDT)

Language: English (United States)

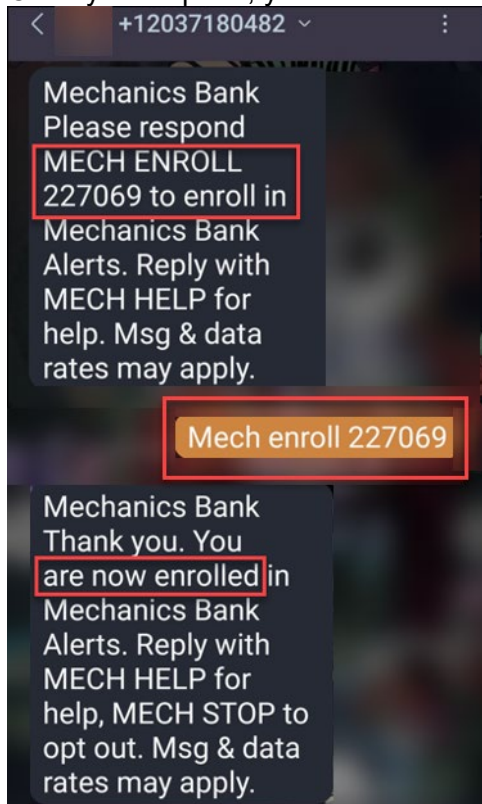
Software Activation Key [ ] Reset [ ] Copy [ ]

Security Question \* [ ]

Security Answer \* [ ]

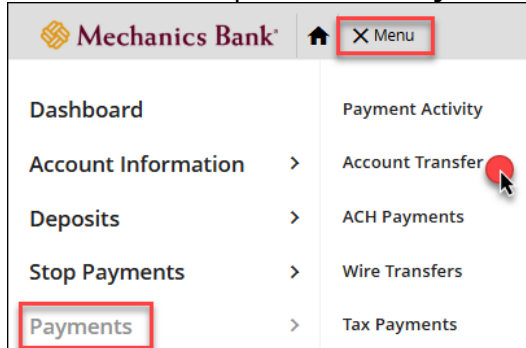
Cancel [ ] Save [ ]

- After selecting **Save**, you should receive an enrollment message to your cell phone
- You will need to follow the instructions in the text message to enroll; Example- Text Message says to reply with **MECH ENROLL XXXXXX**
- Once you respond, you should receive confirmation back that you are now enrolled



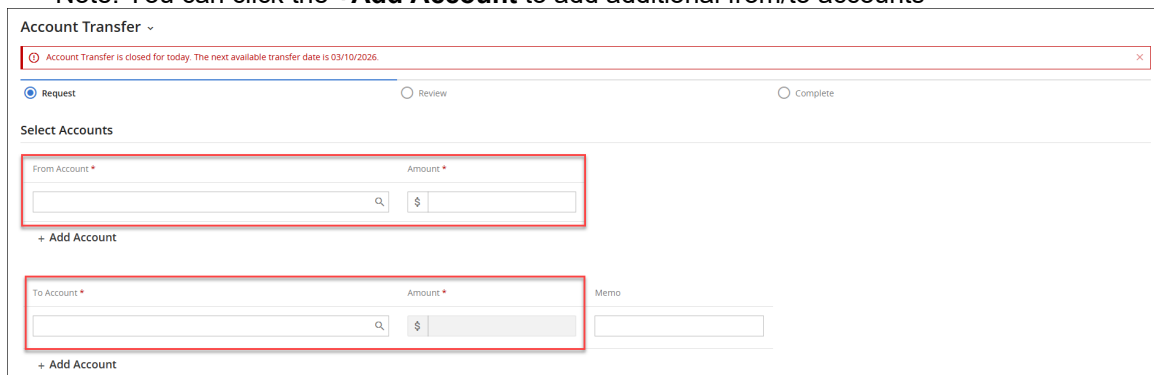
## Internal Transfers

- From the **Menu** option, under **Payments**, select **Account Transfer**



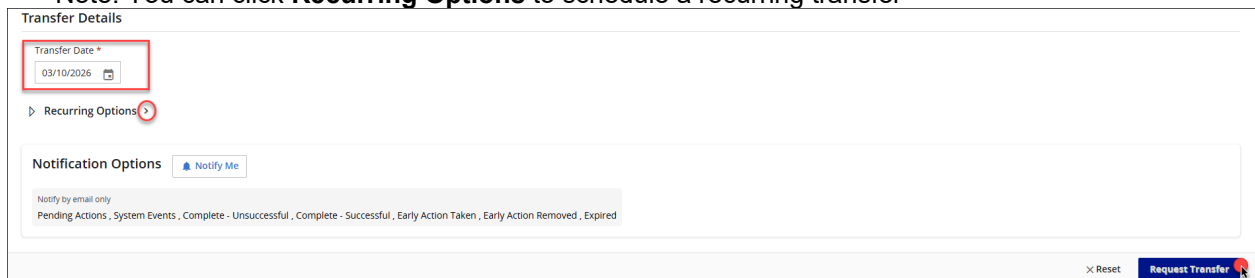
- Select the **From Account**, **To Account** and transfer **Amount**

 Note: You can click the **+Add Account** to add additional from/to accounts

A screenshot of the 'Account Transfer' form. At the top, there's a notification: 'Account Transfer is closed for today. The next available transfer date is 03/10/2026.' Below this are three radio buttons: 'Request' (selected), 'Review', and 'Complete'. The main section is titled 'Select Accounts'. It contains two rows of input fields. The first row is for the 'From Account' and has an 'Amount' field. The second row is for the 'To Account' and has an 'Amount' field and a 'Memo' field. Each row has a '+ Add Account' link below it. The 'From Account' and 'To Account' fields are highlighted with red boxes.

- Select the **Transfer Date**
- Click **Request** Transfer when finished

 Note: You can click **Recurring Options** to schedule a recurring transfer

A screenshot of the 'Transfer Details' form. It shows a 'Transfer Date' field with the value '03/10/2026' and a calendar icon. Below this is a 'Recurring Options' section with a dropdown arrow. At the bottom, there's a 'Notification Options' section with a 'Notify Me' button. At the very bottom right, there are 'Reset' and 'Request Transfer' buttons. The 'Transfer Date' field is highlighted with a red box.

- Review the transfer details; click **Edit** to edit the transfer or **Confirm** to submit the transfer

Account Transfer ▾

Request  Review  Complete

Please confirm this transfer

Company Name  
Test Company

Contact Name

Transfer Date  
03/10/2026


Paydown | Total  
\$0.00 | \$10.00

From Account	To Account	Memo	Amount
*7889 - Demand Deposit (MB DDA 7889)	*0336 - Demand Deposit (MB DDA 0336)		\$10.00
Total			\$10.00

Recurring Options  
 One-Time Payment

Cancel Edit **Confirm**

- If successful, a confirmation message will appear with a transaction number

 **Note:** If the transfer requires dual control, another user with approval authority will need to log in and approve the transfer before it is processed

Account Transfer ▾

Alerts 2 Close All

Your payment request transaction number is ATR-00002071 ×  Request has been accepted as of Mar 09, 2026 09:56 PM PDT ×

Request  Review  Complete

Account Transfer Details

Company Name  
Test Company

Contact Name

Transfer Date  
03/10/2026

Paydown | Total  
\$0.00 | \$10.00

From Account	To Account	Memo	Amount	Transaction Number
*7889 - Demand Deposit (MB DDA 7889)	*0336 - Demand Deposit (MB DDA 0336)		\$10.00	ATR-00002071
Total			\$10.00	

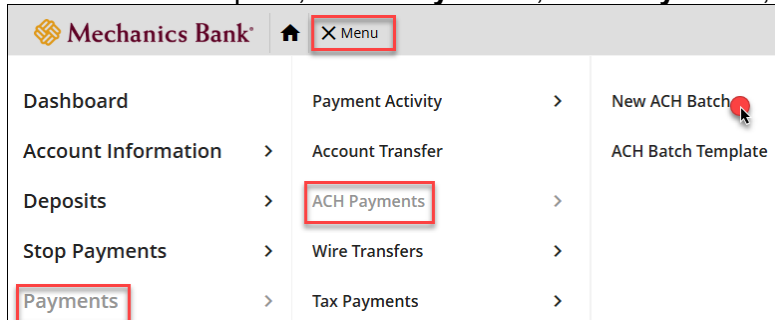
Print **Create New Transfer**

- You can view the submitted transfer under **Payment Activity**

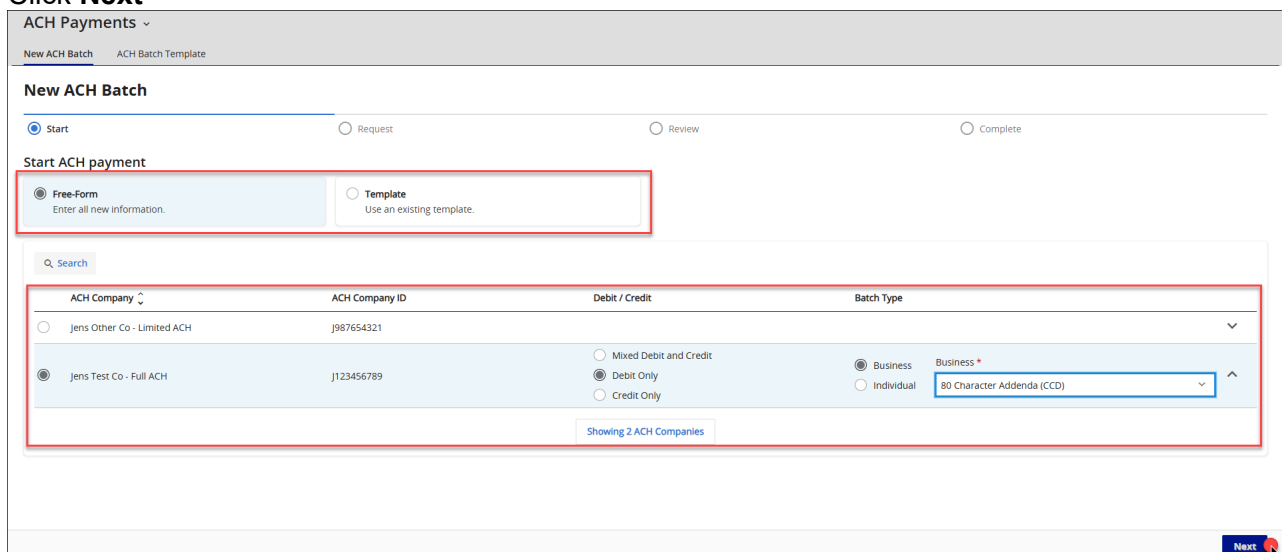
## ACH Transfers

### New ACH Transfer

- From the **Menu** option, under **Payments, ACH Payments**, select **New ACH Batch**




- Select **Free-Form** (or **Template** to originate from an existing template)
- Select the **ACH Company** you want to originate from
- Select whether the outgoing ACH transactions will be a **mix of credit and debits, debits only** or **credits only**
- Select whether the outgoing ACH transactions are going to a **business** or an **individual**
- Select the applicable **ACH SEC** code you are originating
- Click **Next**



The screenshot shows the 'New ACH Batch' form. At the top, there are two tabs: 'New ACH Batch' and 'ACH Batch Template'. Below the tabs, there are four radio buttons: 'Start', 'Request', 'Review', and 'Complete'. The 'Start' radio button is selected. Below the radio buttons, there is a section titled 'Start ACH payment' with two radio buttons: 'Free-Form' (selected) and 'Template'. Below this section, there is a search bar and a table of ACH companies. The table has four columns: 'ACH Company', 'ACH Company ID', 'Debit / Credit', and 'Batch Type'. The table contains two rows. The first row is 'Jens Other Co - Limited ACH' with ID 'J987654321'. The second row is 'Jens Test Co - Full ACH' with ID 'J123456789'. The 'Debit / Credit' column for the second row has three radio buttons: 'Mixed Debit and Credit', 'Debit Only' (selected), and 'Credit Only'. The 'Batch Type' column for the second row has two radio buttons: 'Business' (selected) and 'Individual'. Below the 'Business' radio button, there is a dropdown menu with 'Business' selected and '80 Character Addenda (CCD)' as the selected option. Below the table, there is a button that says 'Showing 2 ACH Companies'. At the bottom right of the form, there is a 'Next' button.

- Enter the **Company Entry Description**

 Note: You must use PAYROLL in the Company Entry Description field for wage, salary, and similar types of compensation-related PPD credits; You must use PURCHASE in the Company Entry Description field for e-commerce WEB debits. An e-commerce purchase is defined as debit Entry authorized by a Consumer for the online purchase of goods

- Select your **Offset Account**
- Select the **Payment Date**

ACH Payments ▾

New ACH Batch    ACH Batch Template

### New ACH Batch

Start   
  Request   
  Review   
  Complete

Alerts 3 × Close All

---

**ACH Batch Details**

ACH Company Jens Test Co (123456789)	Batch Type Business (CCD) - Debit Only	Offset Account * <input type="text"/>	Memo Full ACH
Total Credits \$0.00 (0)	Total Debits \$0.00 (0)	Select Offset Account. Payment Date * 03/17/2026	
Company Entry Description * <input type="text"/>	Company Discretionary Data <input type="text"/>	<input type="checkbox"/> Exclude \$0.00/empty items during batch submission (not applicable for CCD or CTX on \$0.00 transactions with addenda)	

- Type the payee's name in the **Search Payee** field, to pull in an existing payee  
 📝 Note: You must use an existing payee or use the **Create New Payee** option, to create a new payee record
- Enter the **Amount** (**Addenda** and **Add Remittance Info** are optional)

Select Payees

10 ▾    [Add Rows](#)    [Create New Payee](#)

Payee *	Account *	Amount *	Addenda
<input type="text" value="Mickey Mouse (**1111)"/>	*0336 (DDA)	\$ 1.00	
<input type="text" value="Search Payee"/>	None Selected	\$	

Include Remittance Info  
 Add Remittance Info ×  
 Add Remittance Info ×

- Optional: You can select **Notification Options** if you want to receive ACH transfer notifications
- Optional: You can save the payment information as **Template**, for future use
- Click **Request Batch** when ready to submit the transfer

Recurring Options

Recurring Options  
 One-Time Payment

Notification Options [Notify Me](#)

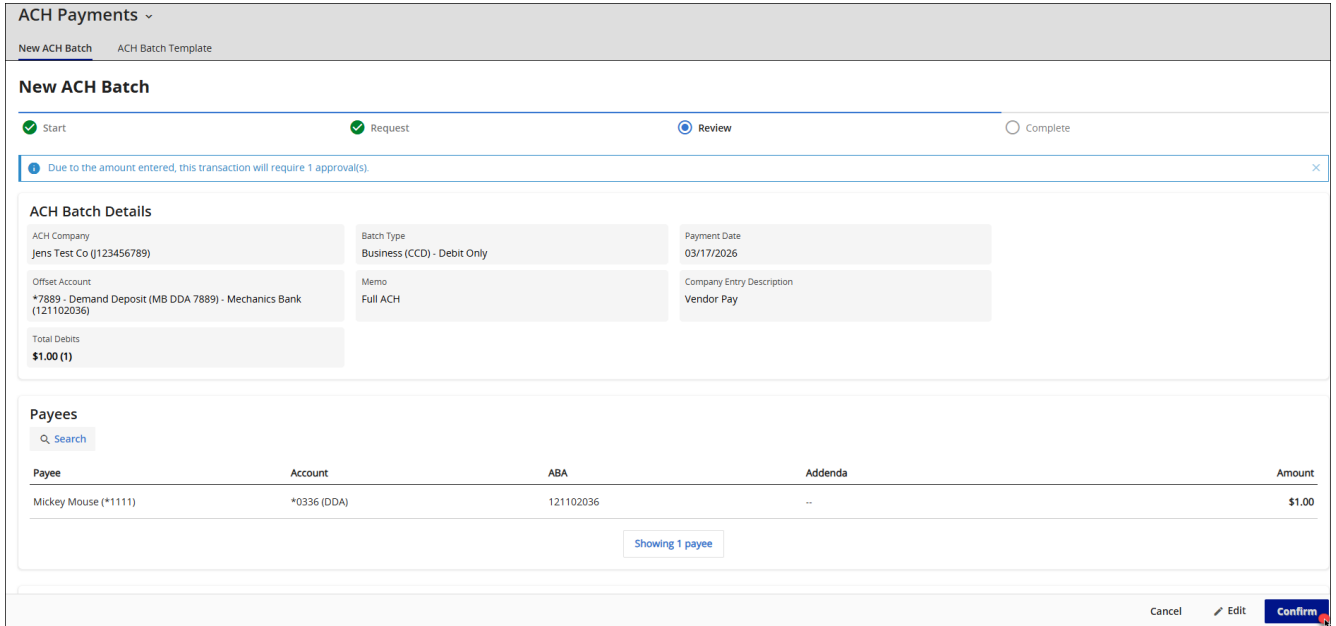
Notify by email only  
 Pending Actions, System Events, Complete - Unsuccessful, Complete - Successful, Early Action Taken, Early Action Removed, Expired

Save Information

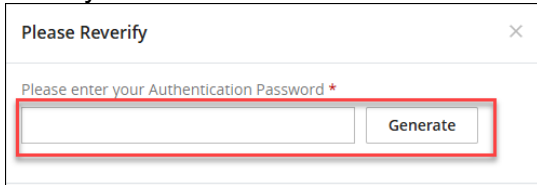
Save as Template

Cancel    **Request Batch**

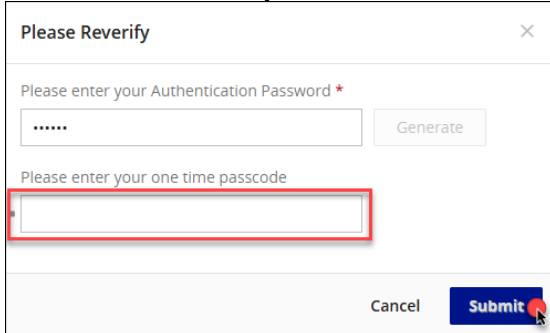
- Review the transfer details; click **Edit** to edit the transfer or **Confirm** to submit the transfer  
 📝 Note: If the transfer requires dual control, another user with approval authority will need to log in and approve the transfer before it is processed



- You will be prompted to **Reverify**
- Enter your **PIN** and click **Generate**



- You should receive a one-time passcode via email (or text)
- Enter the **one-time passcode** and click **Submit**



- If successful, a confirmation message will appear

ACH Payments ▾

New ACH Batch   ACH Batch Template

### New ACH Batch

✓ Start   ✓ Request   ✓ Review   ⦿ Complete

Alerts: 2 Close All

✓ Your transfer request transaction number is: ACH-00002123. Request has been accepted as of Mar 16, 2026 5:49 PM PDT.
! The transfer request has been saved successfully and will require approval on or before the payment date.

#### ACH Batch Details

Transaction Number ACH-00002123	ACH Company Jens Test Co (1123456789)	Batch Type Business (CCD) - Debit Only	Payment Date 03/17/2026
Offset Account *7889 - Demand Deposit (MB DDA 7889) - Mechanics Bank (121102036)	Memo Full ACH	Company Entry Description Vendor Pay	
Total Debits <b>\$1.00 (1)</b>			

#### Payees

Search

Payee	Account	ABA	Addenda	Amount
Mickey Mouse (*1111)	*0336 (DDA)	121102036	--	\$1.00

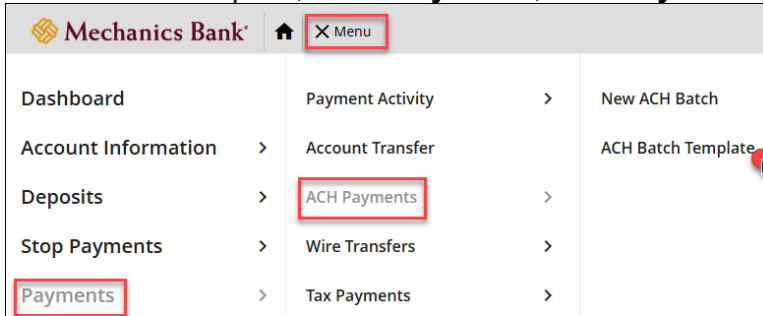
Showing 1 payee

Print   [Create New ACH Batch](#)

- You can view the submitted transfer under **Payment Activity**

## ACH Transfer Templates

- From the **Menu** option, under **Payments, ACH Payments**, select **ACH Batch Template**



Mechanics Bank Home Menu

- Dashboard
- Account Information >
  - Account Transfer
- Deposits >
  - ACH Payments
- Stop Payments >
  - Wire Transfers
- Payments >
  - Tax Payments

Payment Activity > New ACH Batch  
 ACH Batch Template

- You can Edit, Delete or View existing templates or create a new template by clicking **+Create Template**

ACH Payments ▾

New ACH Batch   ACH Batch Template

### ACH Batch Templates

Search   Print Report   + Create Template

Template Name	Batch Type	ACH Company	Status	Last Used	Last Modified	
Vendor Payments	Business (CCD)	Jens Test Co (1123456789) - Full ACH	Active	--	Mar 16, 2026 5:04 PM PDT by	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">View</a>

Showing 1 template

- Select the **ACH Company** you want to originate from
- Select whether the outgoing ACH transactions will be a **mix of credit and debits, debits only or credits only**
- Select whether the outgoing ACH transactions are going to a **business or an individual**
- Select the applicable **ACH SEC** code you are originating
- Click **Next**

**New ACH Template**

Start  Create


Select ACH Company

ACH Company	ACH Company ID	Debit / Credit	Batch Type
<input type="radio"/> Jens Other Co - Limited ACH	J987654321		
<input checked="" type="radio"/> Jens Test Co - Full ACH	J123456789	<input type="radio"/> Mixed Debit and Credit <input checked="" type="radio"/> Debit Only <input type="radio"/> Credit Only	<input checked="" type="radio"/> Business Business * <input type="radio"/> Individual 80 Character Addenda (CCD)

Showing 2 ACH Companies

Cancel **Next**

- Enter the **Company Entry Description**

 Note: You must use PAYROLL in the Company Entry Description field for wage, salary, and similar types of compensation-related PPD credits; You must use PURCHASE in the Company Entry Description field for e-commerce WEB debits. An e-commerce purchase is defined as debit Entry authorized by a Consumer for the online purchase of goods

- Select your **Offset Account**
- Enter the **Template Name**

**New ACH Template**

Start  Create

**ACH Batch Details**

ACH Company: Jens Test Co (J123456789)

Memo: Full ACH

Batch Type: Business (CCD) - Debit Only

Total Credits: \$0.00 (0)

Total Debits: \$0.00 (0)

Company Entry Description \*

Company Discretionary Data

Confidential


Offset Account \*

Template Name \*

- Type the payee's name in the **Search Payee** field, to pull in an existing payee

 Note: You must use an existing payee or use the **Create New Payee** option, to create a new payee record

- Enter the **Amount** (**Addenda** and **Payee End Date** is optional)

 Note: You do not have to enter the amount in the template, if you do not want a specific amount saved; you would instead enter the amount when you originate a transfer from the template

Select Payees

Payee *	Account *	Amount *	Addenda
<input type="text" value="Mickey Mouse (*1111)"/>	*0336 (DDA)	\$ 1.00	
None Selected			

Include Remittance Info

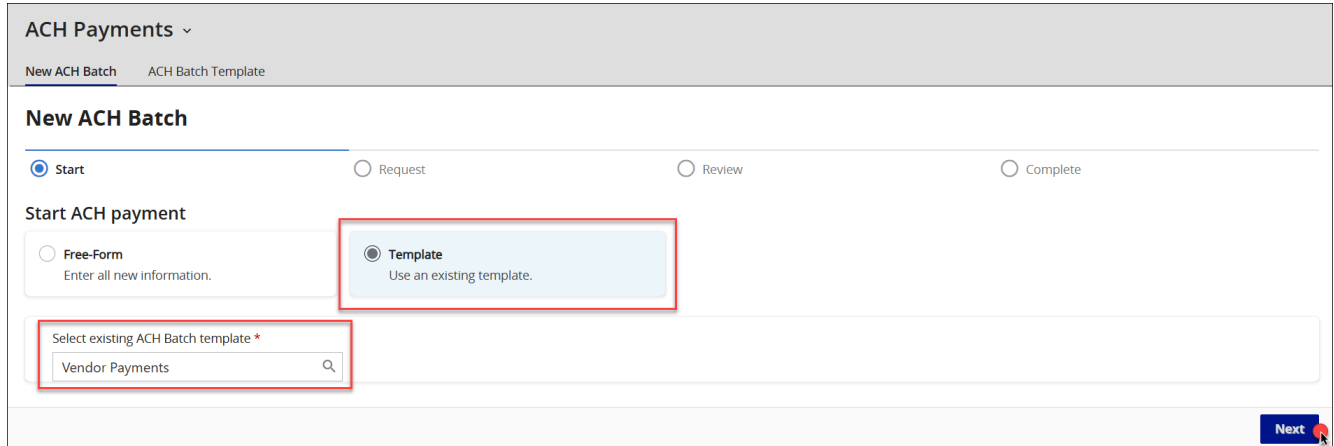
Add Remittance Info

Add Remittance Info

- Click **Create Template** when ready to save the template

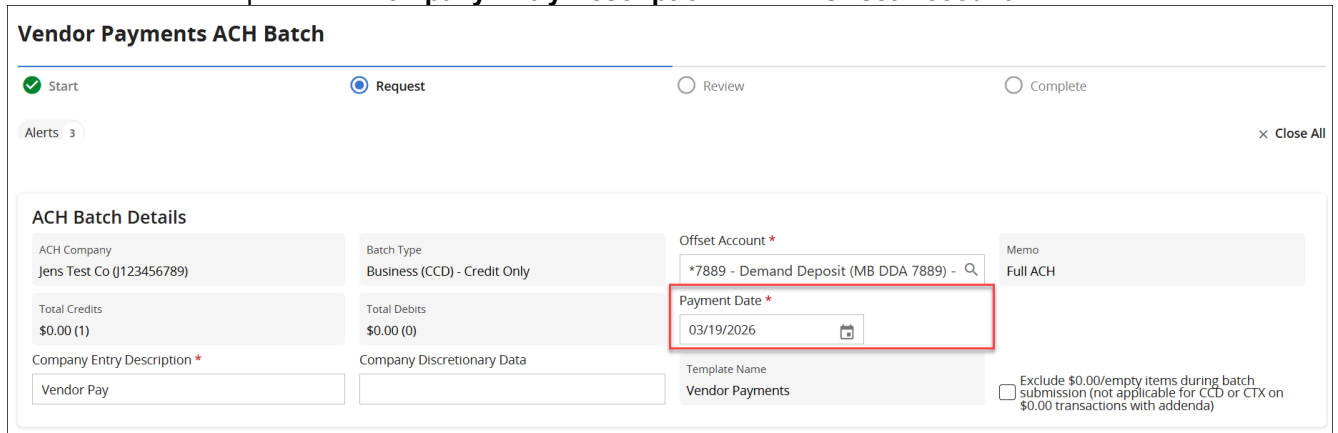


- To initiate a transfer from a template, from the **ACH Payments** page, select **New ACH Batch**, and then select **Template**
- Select the template you want to originate from in the **Select existing ACH Batch template** box
- Click **Next**



- Select the **Payment Date**

 Note: You can update the **Company Entry Description** and the **Offset Account** if needed



- For existing payees that were saved in the template, enter or update the **Amount** (**Addenda** and **Add Remittance Info** are optional)
- If additional payees need to be added, type the payee's name in the **Search Payee** field, to pull in an existing payee

 Note: You must use an existing payee or use the **Create New Payee** option, to create a new payee record

Q Search

---

**Added Payees**

<input type="checkbox"/>	Payee *		Account *	Amount *	Addenda	
<input type="checkbox"/>	Mickey Mouse (*1111)		*0336 (DDA)	\$ <span style="border: 2px solid red; padding: 2px;"> </span>		<input type="checkbox"/> Include Remittance Info <input type="checkbox"/> Add Remittance Info

1 - 1 of 1 payee 1 of 1 pages < >

---

**Select Payees** 10

Payee *		Account *	Amount *	Addenda	
Search Payee <input type="text"/>	<input type="button" value="Q"/>	None Selected	\$		<input type="checkbox"/> Include Remittance Info <input type="checkbox"/> Add Remittance Info <input type="button" value="X"/>
Search Payee <input type="text"/>	<input type="button" value="Q"/>	None Selected	\$		<input type="checkbox"/> Add Remittance Info <input type="button" value="X"/>

- Optional: You can select **Recurring Options** if you want to set up this transfer to recur.
- Optional: You can select **Notification Options** if you want to receive ACH transfer notifications
- Click **Request Batch** when ready to submit the transfer

**Recurring Options**

Recurring Options

One-Time Payment

**Notification Options**

Notify by email only

Pending Actions , System Events , Complete - Unsuccessful , Complete - Successful , Early Action Taken , Early Action Removed , Expired

- Review the transfer details; click **Edit** to edit the transfer or **Confirm** to submit the transfer
- Note:** If the transfer requires dual control, another user with approval authority will need to log in and approve the transfer before it is processed

**Vendor Payments ACH Batch**

Start
  Request
  **Review**
 Complete

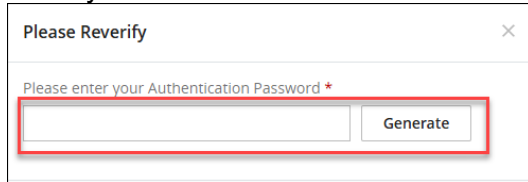
i Due to the amount entered, this transaction will require 1 approval(s). X

**ACH Batch Details**

ACH Company Jens Test Co (J123456789)	Batch Type Business (CCD) - Credit Only	Payment Date 03/19/2026
Offset Account *7889 - Demand Deposit (MB DDA 7889) - Mechanics Bank (121102036)	Memo Full ACH	Company Entry Description Vendor Pay
Total Credits <b>\$2.00 (1)</b>	Template Name Vendor Payments	

**Payees**

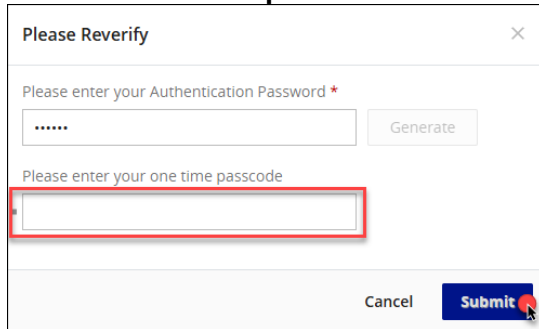
- You will be prompted to **Reverify**
- Enter your **PIN** and click **Generate**



Please Reverify

Please enter your Authentication Password \*

- You should receive a one-time passcode via email (or text)
- Enter the **one-time passcode** and click **Submit**

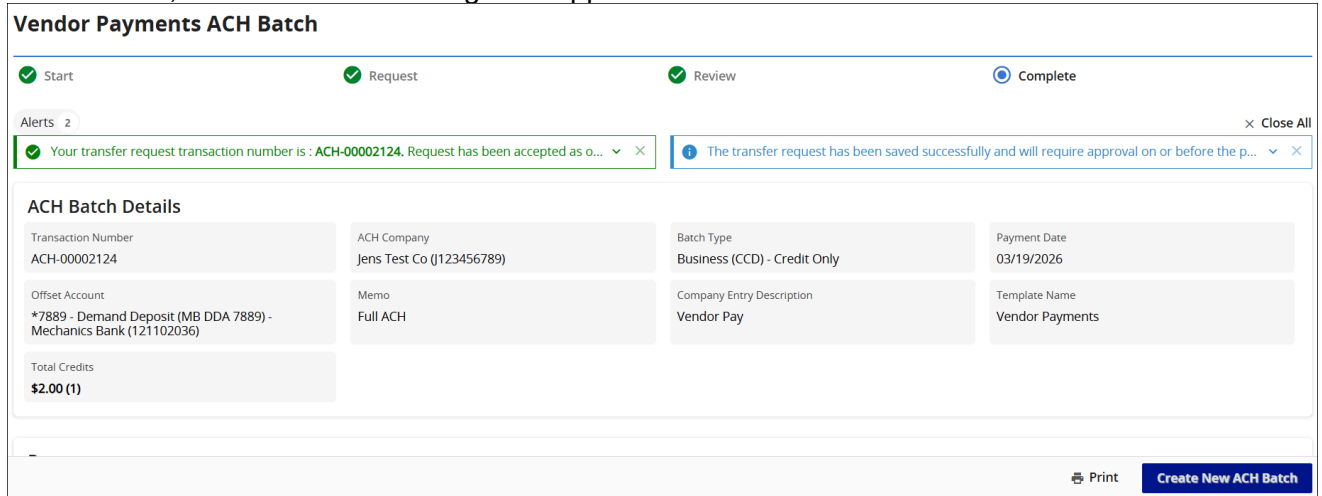


Please Reverify

Please enter your Authentication Password \*

Please enter your one time passcode

- If successful, a confirmation message will appear



**Vendor Payments ACH Batch**

Start Request Review Complete

Alerts 2 Close All

✓ Your transfer request transaction number is : ACH-00002124. Request has been accepted as o... × ! The transfer request has been saved successfully and will require approval on or before the p... ×

**ACH Batch Details**

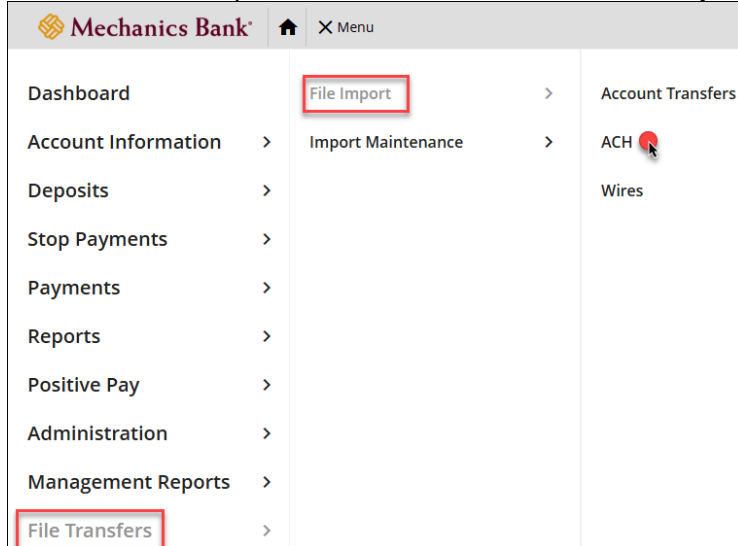
Transaction Number ACH-00002124	ACH Company Jens Test Co (J123456789)	Batch Type Business (CCD) - Credit Only	Payment Date 03/19/2026
Offset Account *7889 - Demand Deposit (MB DDA 7889) - Mechanics Bank (121102036)	Memo Full ACH	Company Entry Description Vendor Pay	Template Name Vendor Payments
Total Credits <b>\$2.00 (1)</b>			

Print Create New ACH Batch


- You can view the submitted transfer under **Payment Activity**

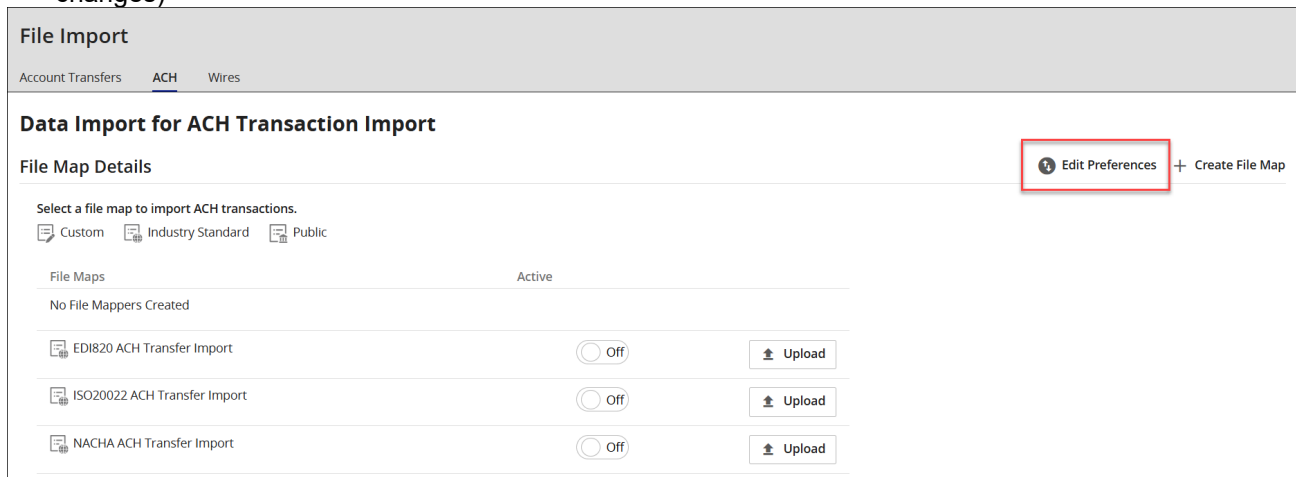
## ACH File Imports

- From the **Menu** option, under **File Transfers**, **File Import**, select **ACH**

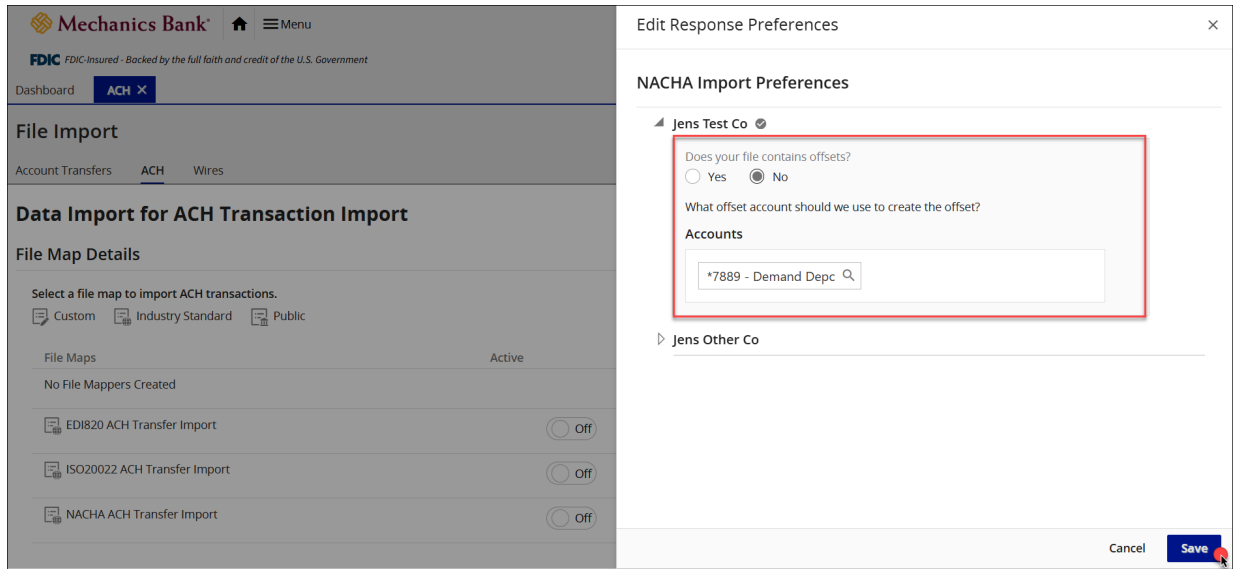


- To upload a file, you must first click **Edit Preferences** to select the offset account information for each ACH company


 **Note:** You only need to do this the first time you are importing a file (or if the offset account information changes)

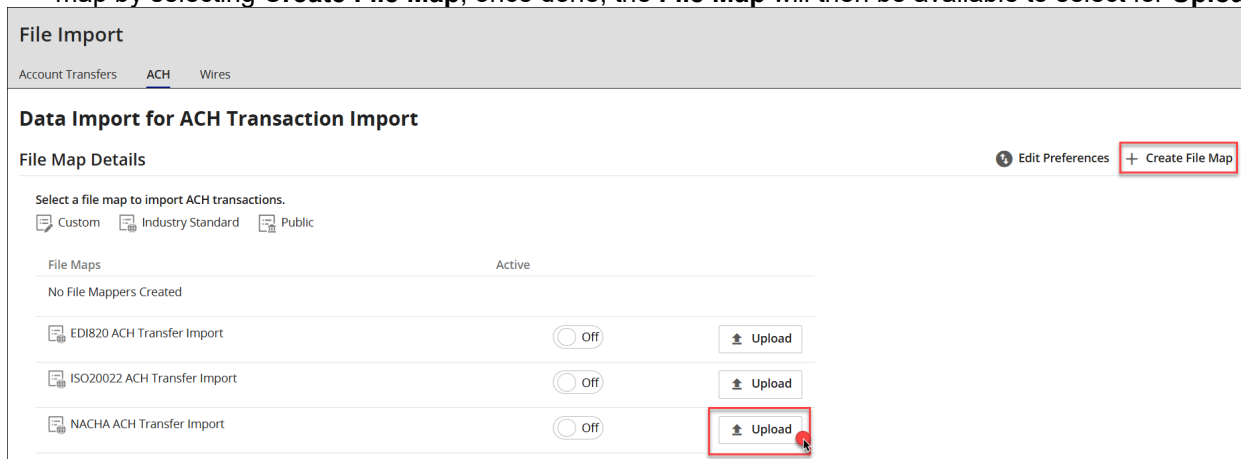


- For the applicable **ACH company**, select whether the file you are uploading contains the offset account
- Then select the applicable offset account(s) from the **Accounts** box
- Click **Save** when finished

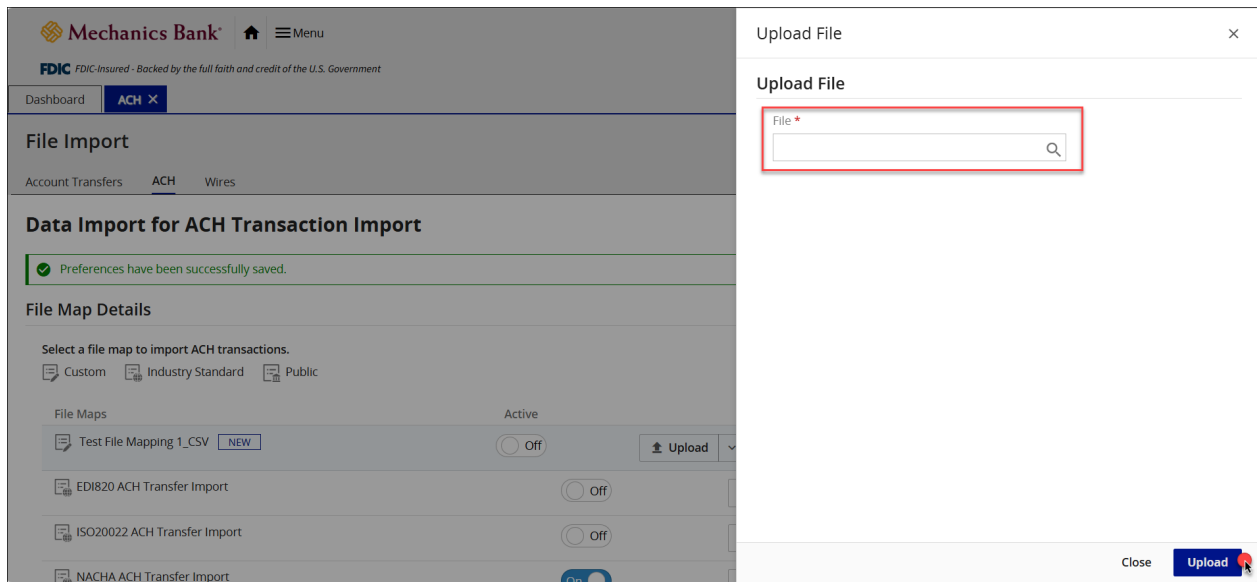


- When ready to import a file, click **Upload** next to the applicable standard file format type you are uploading – most common is **NACHA ACH Transfer Import**

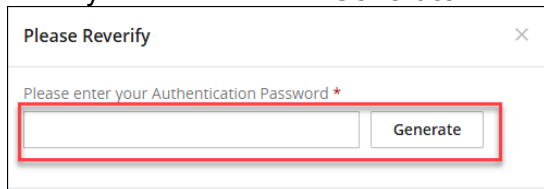
 Note: If you have a non-standard ACH file format, you can map the file and create a custom import file map by selecting **Create File Map**; once done, the **File Map** will then be available to select for **Upload**



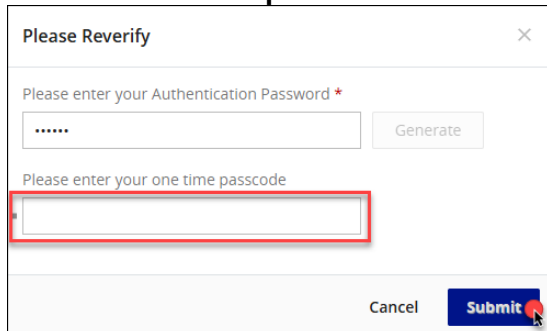
- Click in the **Upload File** box to browse and select your ACH file
- Click **Upload**



- You will be prompted to **Reverify**
- Enter your **PIN** and click **Generate**



- You should receive a one-time passcode via email (or text)
- Enter the **one-time passcode** and click **Submit**



- A **Load Event Report** will display and provide confirmation of a successful or failed file load
- If the file fails, it will provide details on the reason for the failure
- Click **OK** to return to exit the report and return the ACH Payments page

## Successful file upload example:

ACH Transaction Import ✕

---

**File Load Complete Validation**

Load Event Report		Transmission Data		Report Date/Time	Mar 17, 2026 12:30:22 PM PDT
Batch ID	20260317-2	Receiving Bank	Mechanics Bank	Filename	[REDACTED]
File Size	960 bytes	Transmitting Company	30291	Batch ID	20260317-2
Data Type	ACHPAYMENTSIMPORT	Transmitting User	[REDACTED]	File Size	960 bytes
Load Time	Mar 17, 2026 12:30:22 PM PDT	Received Date/Time	Mar 17, 2026 12:30:22 PM PDT	Critical Items	0
Last Update Time	Mar 17, 2026 12:30:22 PM PDT	Data Validation and Processing Service ID	ACHPAYMENTSIMPORT	Informational Items	14
<b>Status</b>	<b>File validated</b>	Upload Method	Web	Warning Items	1
File Details		<b>Status</b>			
File Load Reports		Complete			
File Validation Report					

Mar 17, 2026 12:30:22 PM PDT	Information	Overridden file mapper specified by user
Mar 17, 2026 12:30:22 PM PDT	Information	Using custom file mapper: [REDACTED]

OK

## Failed file upload example:

ACH Transaction Import ✕

---

**File Load Failed Validation**

Load Event Report		Transmission Data		Report Date/Time	Mar 17, 2026 12:29:18 PM PDT
Batch ID	20260317-1	Receiving Bank	Mechanics Bank	Filename	[REDACTED]
File Size	960 bytes	Transmitting Company	30291	Batch ID	20260317-1
Data Type	ACHPAYMENTSIMPORT	Transmitting User	[REDACTED]	File Size	960 bytes
Load Time	Mar 17, 2026 12:29:18 PM PDT	Received Date/Time	Mar 17, 2026 12:29:18 PM PDT	Critical Items	2
Last Update Time	Mar 17, 2026 12:29:18 PM PDT	Data Validation and Processing Service ID	ACHPAYMENTSIMPORT	Informational Items	14
<b>Status</b>	<b>File failed validation</b>	Upload Method	Web	Warning Items	0
File Details		<b>Status</b>			
File Load Reports		Failed			
File Validation Report					

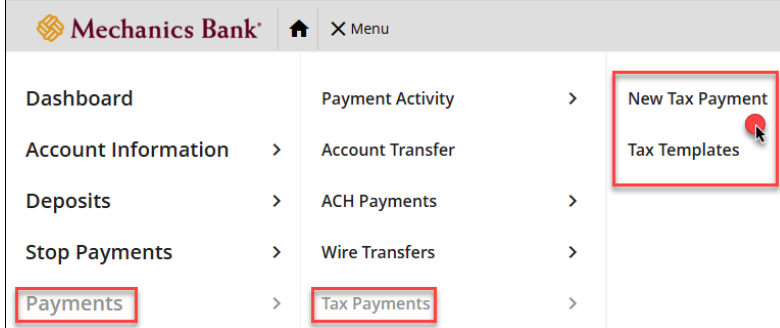
Mar 17, 2026 12:29:18 PM PDT	Information	Overridden file mapper specified by user
Mar 17, 2026 12:29:18 PM PDT	Information	Using custom file mapper: [REDACTED]

OK

- You can view the submitted transfer under **Payment Activity**

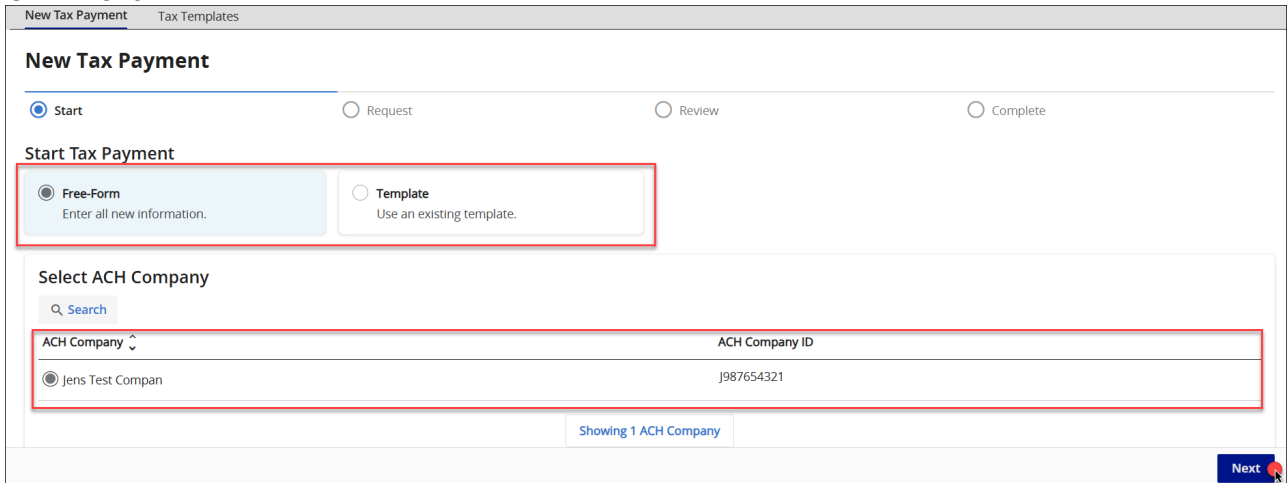
## Tax Payments

- From the **Menu** option, under **Payments**, **Tax Payments**, select **New Tax Payment** (or Tax Templates to manage your tax templates)



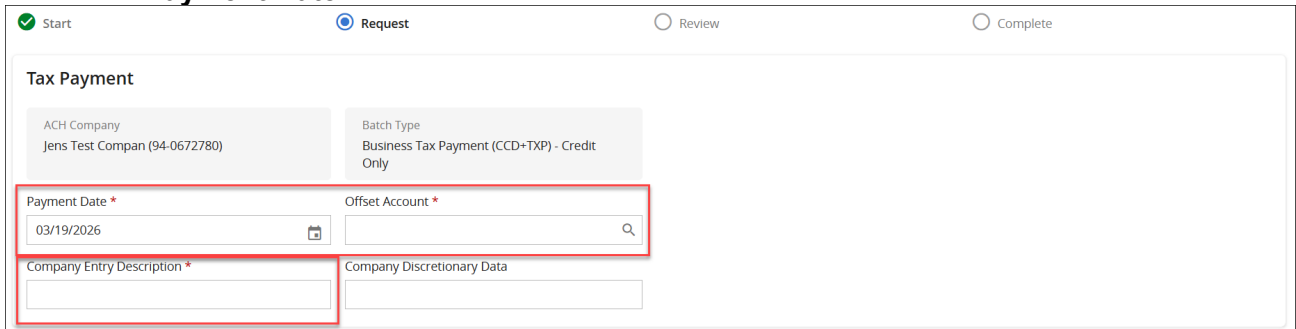
The screenshot shows the Mechanics Bank user interface. The 'Menu' is open, and the 'Payments' section is highlighted with a red box. Under 'Payments', 'Tax Payments' is highlighted with a red box. In the 'Tax Payments' sub-menu, 'New Tax Payment' and 'Tax Templates' are listed, with 'New Tax Payment' highlighted by a red box and a mouse cursor pointing to it.

- Select **Free-Form** (or **Template** to originate from an existing template)
- Select the **ACH Company** you want to originate from
- Click **Next**



The screenshot shows the 'New Tax Payment' form. The 'Start' tab is selected. Under 'Start Tax Payment', the 'Free-Form' option is selected with a radio button, and the 'Template' option is unselected. Below this, the 'Select ACH Company' section shows a search bar and a table with one entry: 'Jens Test Compan' with ACH Company ID 'J987654321'. A 'Next' button is visible at the bottom right.

- Enter the **Company Entry Description**
- Select your **Offset Account**
- Select the **Payment Date**



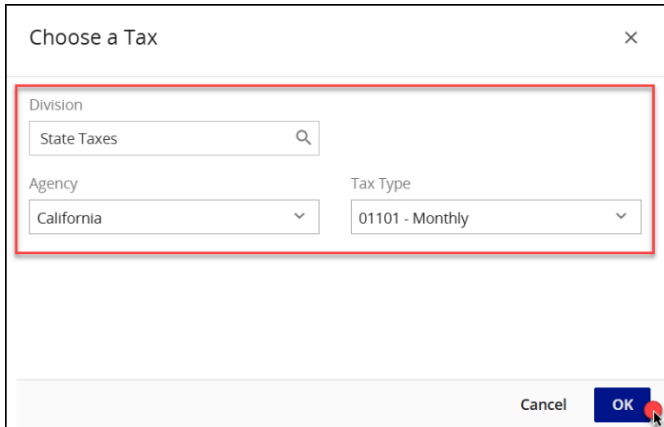
The screenshot shows the 'Tax Payment' form in the 'Request' tab. The 'ACH Company' is 'Jens Test Compan (94-0672780)' and the 'Batch Type' is 'Business Tax Payment (CCD+TXP) - Credit Only'. The 'Payment Date' is set to '03/19/2026'. The 'Offset Account' field is empty. The 'Company Entry Description' field is empty. The 'Company Discretionary Data' field is empty.

- Click **+Add Tax**



The screenshot shows the 'Tax Payment Details' form. The '+Add Tax' button is highlighted with a red box.

- Select the applicable tax **Division**, **Agency**, and **Tax Type**
- Click **OK**



Choose a Tax

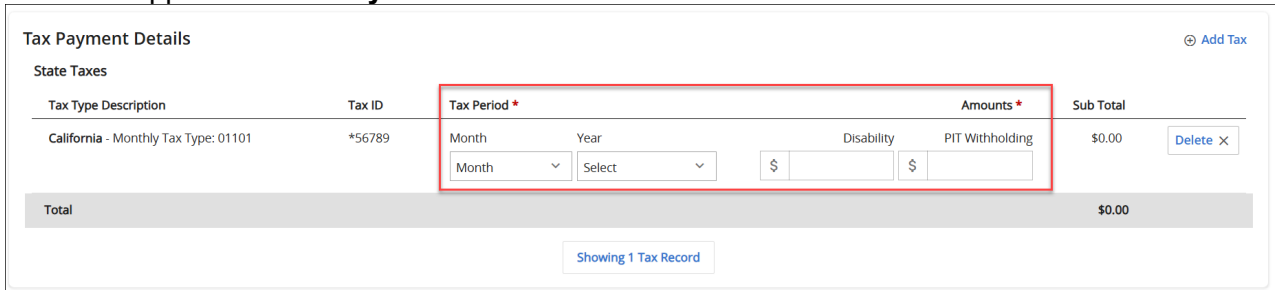
Division  
State Taxes

Agency  
California

Tax Type  
01101 - Monthly

Cancel **OK**

- Enter the applicable **Tax Payment Details**




Tax Payment Details Add Tax

State Taxes

Tax Type Description	Tax ID	Tax Period *	Amounts *	Sub Total
California - Monthly Tax Type: 01101	*56789	Month: <input type="text" value="Month"/> Year: <input type="text" value="Select"/> Disability: <input type="text" value="\$"/> PIT Withholding: <input type="text" value="\$"/>	\$0.00	<a href="#">Delete X</a>
<b>Total</b>				<b>\$0.00</b>

Showing 1 Tax Record

- Optional: You can select **Notification Options** if you want to receive transfer notifications
- Optional: You can save the payment information as **Template**, for future use
- Click **Request Batch** when ready to submit the transfer



Notification Options [Notify Me](#)


None Selected

Save Information

Save as Template

Cancel **Request Batch**

- Review the transfer details; click **Edit** to edit the transfer or **Confirm** to submit the transfer

 Note: If the transfer requires dual control, another user with approval authority will need to log in and approve the transfer before it is processed

**Tax Payments** ▾

[New Tax Payment](#) [Tax Templates](#)

### New Tax Payment

**i** Due to the amount entered, this transaction will require 1 approval(s). ✕

Start  Request  **Review**  Complete

ACH Company Jens Test Compan	Batch Type Business Tax Payment (CCD+TXP) - Credit Only
Payment Date 03/19/2026	Offset Account *7927 - Demand Deposit (J JAIMES TEST 2) - Mechanics Bank (121102036)
Company Entry Description Taxes	Total Credits \$20.00 (1)

Cancel [Edit](#) **Confirm**

- You will be prompted to **Reverify**
- Enter your **PIN** and click **Generate**

Please Reverify ✕

Please enter your Authentication Password \*

- You should receive a one-time passcode via email (or text)
- Enter the **one-time passcode** and click **Submit**

Please Reverify ✕

Please enter your Authentication Password \*

Please enter your one time passcode

- If successful, a confirmation message will appear

**Tax Payments** ▾

New Tax Payment Tax Templates

### New Tax Payment

Alerts 2 × Close All

i The transfer request has been saved successfully and will require approval on or before the p... ▾ × ✔ Your transfer request transaction number is : ACH-00001113. Request has been accepted as o... ▾ ×

Start
  Request
  Review
  Complete

Transaction Number ACH-00001113	ACH Company Jens Test Compan	Batch Type Business Tax Payment (CCD+TXP) - Credit Only
Payment Date 03/19/2026	Offset Account *7927 - Demand Deposit (J JAIMES TEST 2) - Mechanics Bank (121102036)	

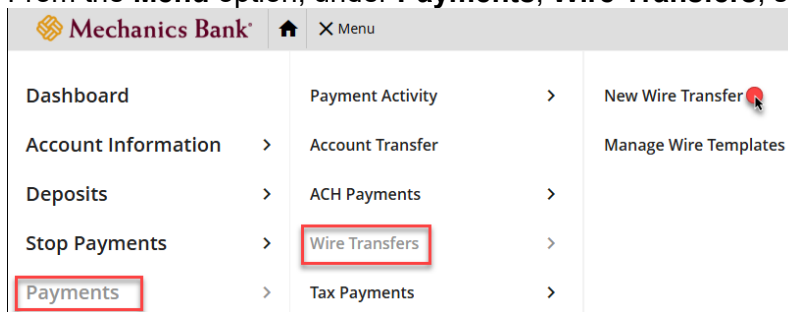
Print Enter New Tax Payment

- You can view the submitted transfer under **Payment Activity**

## Wire Transfers

### New Wire Transfer

- From the **Menu** option, under **Payments, Wire Transfers**, select **New Wire Transfer**



Mechanics Bank Home × Menu

Dashboard	Payment Activity >	New Wire Transfer <span style="color: red;">●</span>
Account Information >	Account Transfer	Manage Wire Templates
Deposits >	ACH Payments >	
Stop Payments >	Wire Transfers	
Payments	Tax Payments >	

- Select **Free-Form** (or Multiple Templates, Payee, or **Template** to originate from an existing template or Payee record)
- Click **Next**

**Wire Transfers** ▾

New Wire Transfer Manage Wire Tem...

### Wire Transfer

Start
  Request
  Review
  Complete


i For today's processing USD Wires must be submitted before 3:30 PM PDT. FX Wires must be submitted before 1:30 PM PDT. ▾ ×

**Start wire transfer**

**Free-Form**  
Enter all new information.
  **Multiple Templates**  
Use more than one existing template to create a wire transfer.
  **Payee**  
Send a wire transfer to an existing payee.
  **Template**  
Use an existing template.

Next ●

- If needed, you can edit the name and address for the **Origination Information** by clicking on the **pencil** icon (this will default to the online banking main profile company information)
- Select the **Debit Account**
- Select the **Payment Date**
- Enter the **Amount**
- Select the **Payment Currency**

 **Note:** Fields may vary based on the Payment Currency selected; if a foreign currency is selected you will have an option to click on **Get FX Contract**; you will also have the option to select **Payment Amount** or **Debit Amount** for the wire transfer amount

### Wire Transfer

Start
 Request
 Review
 Complete

For today's processing USD Wires must be submitted before 3:30 PM PDT. FX Wires must be submitted before 1:30 PM PDT.


#### Origination Information

Originator Information

Jens Test Company  
915 Highland Pointe Dr., Ste. 450, Roseville, CA  
95678 US

Debit Account *	Payment Date *
<input type="text"/>	<input type="text" value="03/17/2026"/>
Amount *	Payment Currency *
<input type="text"/>	<input type="text"/>

- Enter the **Beneficiary Information**

 **Note:** Fields may vary depending on whether the wire is domestic or international

### Beneficiary Information

#### Payee Information

Name *	Beneficiary ID Type *	Beneficiary ID *	Address *
<input type="text" value="Jane Trainer"/>	<input type="text" value="Account Number"/>	<input type="text" value=""/>	<input type="text" value="123 Main St"/>
Beneficiary Country *	Contact Name	Phone Number	<input type="text" value="Anywhere, CA 123456"/>
<input type="text" value="United States"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Line 3"/>

Note: PO Boxes are not valid.

#### Bank Information

Name *	Beneficiary Bank ID Type *	Beneficiary Bank ID *	Address *
<input type="text" value="Mechanics Bank"/>	<input type="text" value="Fed ABA"/>	<input type="text" value="121102036"/>	<input type="text" value="1111 Civic Drive"/>
Beneficiary Bank Country *	International Routing Number	<input type="checkbox"/> International Bank	<input type="text" value="Walnut Creek, CA 95696"/>
<input type="text" value="United States"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text" value="Line 3"/>

- Enter **Additional Bank Information** or **Additional Reference Information for Beneficiary**, if applicable

### Additional Bank Information

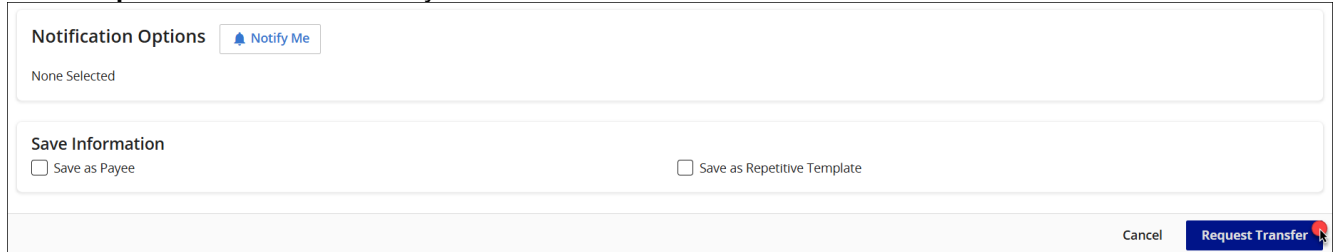
Correspondent Bank ID Type	Correspondent Bank ID	Correspondent Bank Name	<input type="button" value="Bank Lookup"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Bank Lookup"/>
Intermediary Bank ID Type	Intermediary Bank ID	Intermediary Bank Name	<input type="button" value="Bank Lookup"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Bank Lookup"/>

### Additional Reference Information for Beneficiary


Additional Information	Purpose of Payment
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

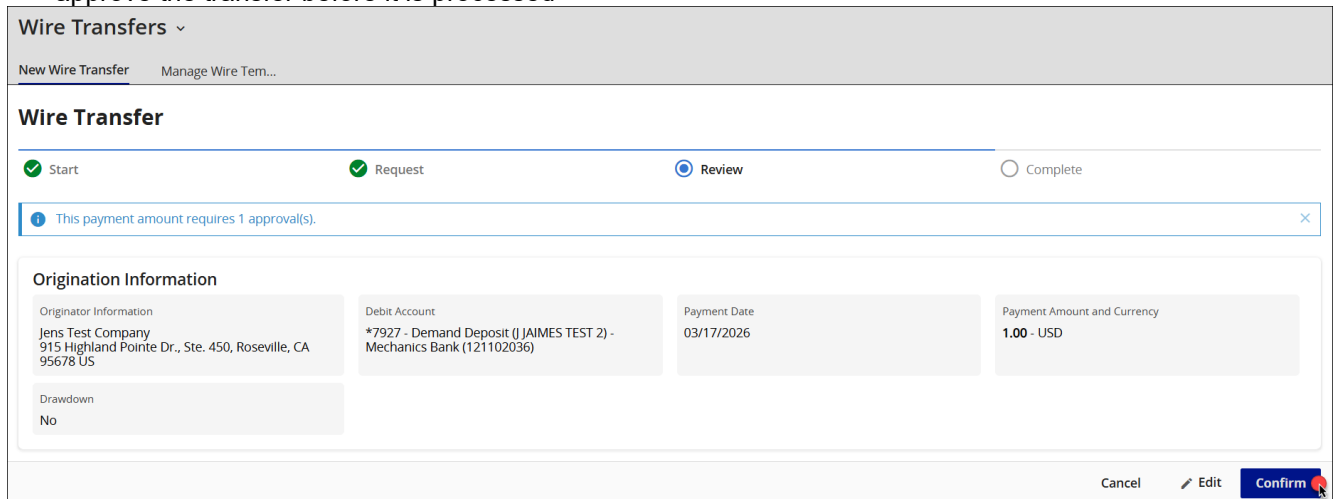
Note: Maximum 35 characters per field

- Optional: You can select **Notification Options** if you want to receive ACH transfer notifications
- Optional: You can save the payment information as a **Payee** record or as a **Template**, for future use
- Click **Request Transfer** when ready to submit the transfer

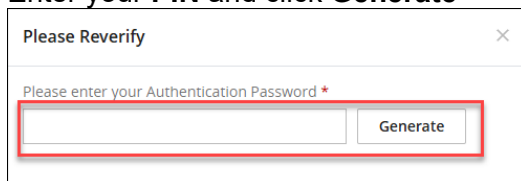


- Review the transfer details; click **Edit** to edit the transfer or **Confirm** to submit the transfer

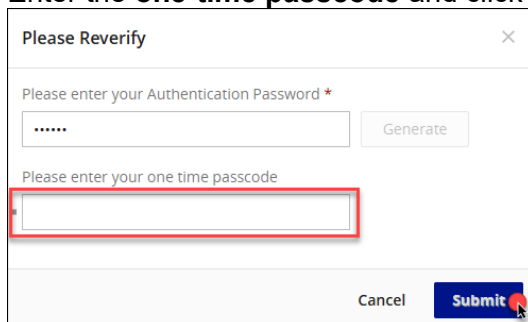
 Note: If the transfer requires dual control, another user with approval authority will need to log in and approve the transfer before it is processed



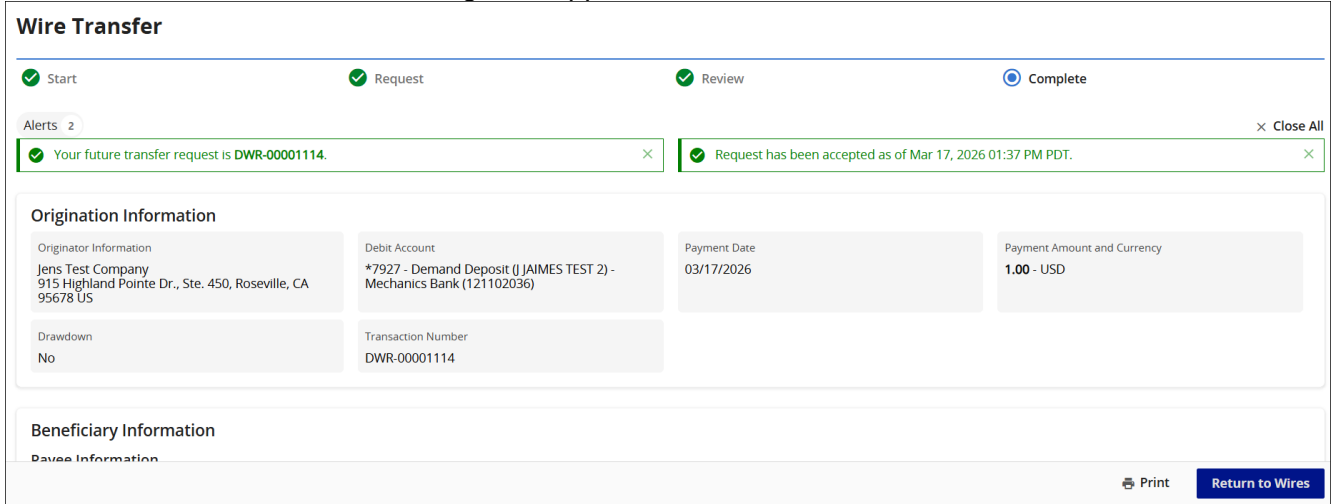
- You will be prompted to **Reverify**
- Enter your **PIN** and click **Generate**



- You should receive a one-time passcode via email (or text)
- Enter the **one-time passcode** and click **Submit**



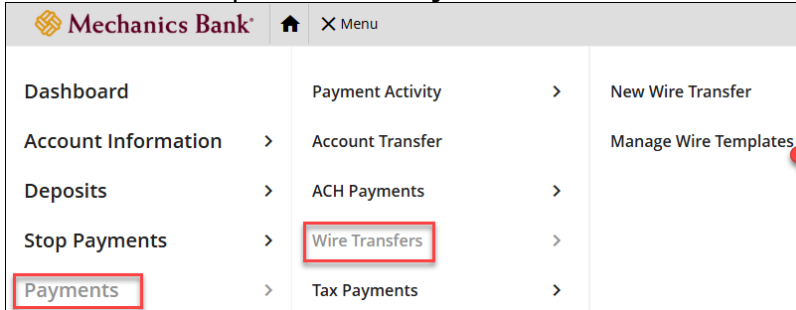
- If successful, a confirmation message will appear



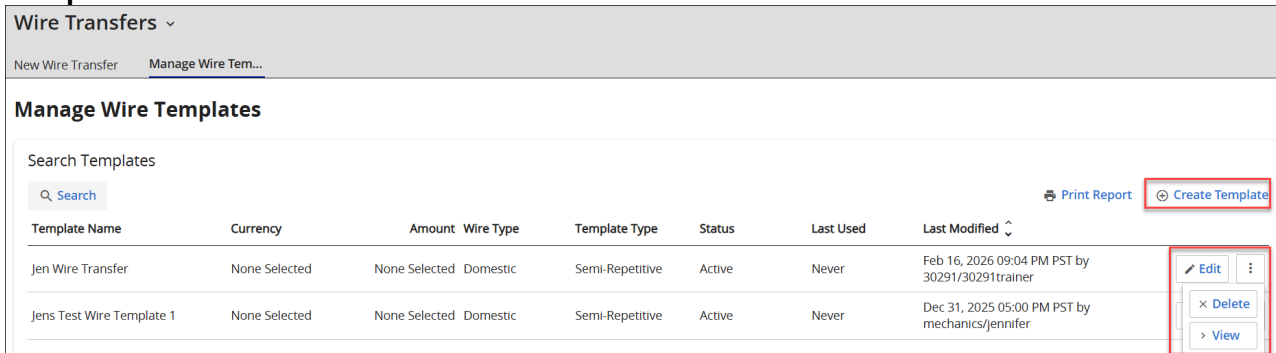
- You can view the submitted transfer under **Payment Activity**

## Wire Transfer Templates

- From the **Menu** option, under **Payments, Wire Transfers**, select **Manager Wire Templates**

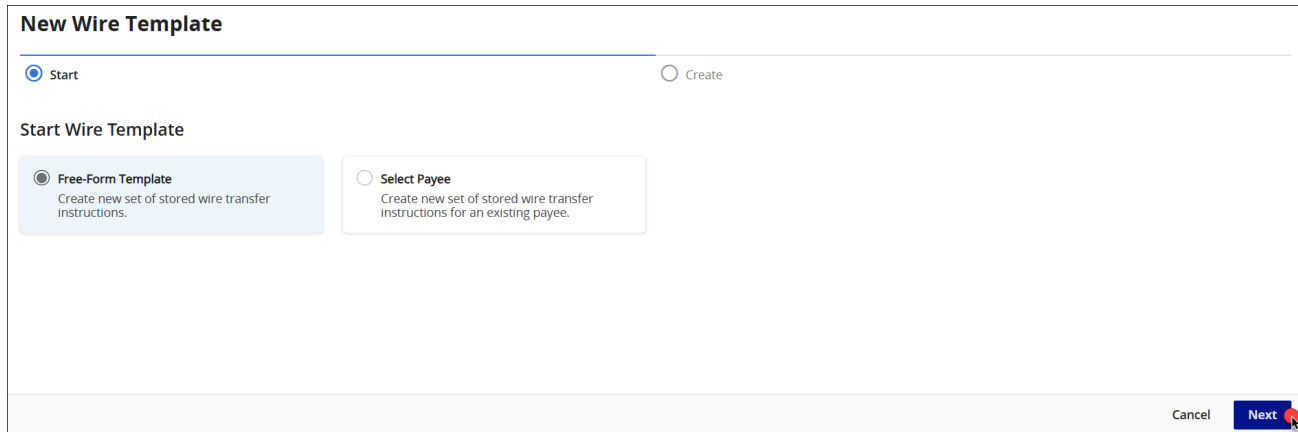


- You can Edit, Delete or View existing templates or create a new template by clicking **+Create Template**



Template Name	Currency	Amount	Wire Type	Template Type	Status	Last Used	Last Modified
Jen Wire Transfer	None Selected	None Selected	Domestic	Semi-Repetitive	Active	Never	Feb 16, 2026 09:04 PM PST by 30291/30291trainer
Jens Test Wire Template 1	None Selected	None Selected	Domestic	Semi-Repetitive	Active	Never	Dec 31, 2025 05:00 PM PST by mechanics/jennifer

- Select **Free-Form Template** (or **Select Payee** to create a template using an existing Payee record)
- Click **Next**



**New Wire Template**

Start  Create


Start Wire Template

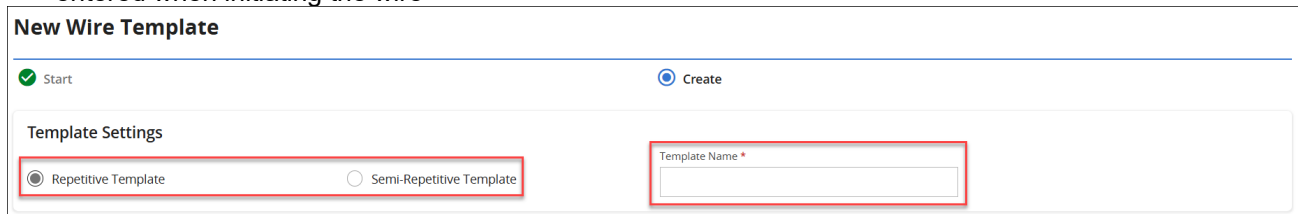
**Free-Form Template**  
Create new set of stored wire transfer instructions.

**Select Payee**  
Create new set of stored wire transfer instructions for an existing payee.

Cancel **Next**

- Select whether you want to create a **Repetitive Template** or **Semi-Repetitive Template**
- Enter a **Template Name**

 **Note: Repetitive Templates** – only allows for the payment date to be entered when initiating a transfer from the template; **Semi Repetitive Templates** allow for the payment date and payment amount to be entered when initiating the wire



**New Wire Template**


Start  Create

Template Settings

Repetitive Template  Semi-Repetitive Template

Template Name \*

- If needed, you can edit the name and address for the **Origination Information** by clicking on the **pencil** icon (this will default to the online banking main profile company information)
- Select the **Debit Account**
- Enter the **Amount** (only for Repetitive Templates)
- Select the **Payment Currency** (only for Repetitive Templates)

 **Note: Payment Currency** should be **US Dollar (USD)**; FX wires are not permitted from templates




**Origination Information**

Originator Information   
Jens Test Company  
915 Highland Pointe Dr., Ste. 450, Roseville, CA  
95678 US

Debit Account \*

Amount \* Payment Currency \*

- Enter the **Beneficiary Information**

 **Note:** Fields may vary depending on whether the wire is domestic or international

### Beneficiary Information

#### Payee Information

Name *	Beneficiary ID Type *	Beneficiary ID *	Address *
<input type="text" value="Jane Trainer"/>	<input type="text" value="Account Number"/>	<input type="text" value=""/>	<input type="text" value="123 Main St"/>
Beneficiary Country *	Contact Name	Phone Number	<input type="text" value="Anywhere, CA 123456"/>
<input type="text" value="United States"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="Line 3"/>

Note: PO Boxes are not valid.

#### Bank Information

Name *	Beneficiary Bank ID Type *	Beneficiary Bank ID *	Address *
<input type="text" value="Mechanics Bank"/>	<input type="text" value="Fed ABA"/>	<input type="text" value="121102036"/>	<input type="text" value="1111 Civic Drive"/>
Beneficiary Bank Country *	International Routing Number	<input type="checkbox"/> International Bank	<input type="text" value="Walnut Creek, CA 95696"/>
<input type="text" value="United States"/>	<input type="text" value=""/>		<input type="text" value="Line 3"/>

- Enter **Additional Bank Information** or **Additional Reference Information for Beneficiary**, if applicable

#### Additional Bank Information

Correspondent Bank ID Type	Correspondent Bank ID	Correspondent Bank Name	
<input type="text" value="Select"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="button" value="Bank Lookup"/>
Intermediary Bank ID Type	Intermediary Bank ID	Intermediary Bank Name	
<input type="text" value="Select"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="button" value="Bank Lookup"/>

#### Additional Reference Information for Beneficiary

Additional Information	Purpose of Payment
<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>

Note: Maximum 35 characters per field

- Click **Create Template** when ready to save the template

- To initiate a transfer from a template, from the **Wire Transfers** page, select **New Wire Transfer**, and then select **Template**
- Select the template you want to originate from in the **Select existing template** box
- Click **Next**

### Wire Transfer

Start   
  Request   
  Review   
  Complete

⚠ The cutoff time for USD Wire Transfers, 3:30 PM PDT, is approaching. Please complete all processing by 3:30 PM PDT for today's business. FX Wire Transfer is closed for today. The next available payment date ...

#### Start wire transfer

**Free-Form**  
Enter all new information.

**Multiple Templates**  
Use more than one existing template to create a wire transfer.

**Payee**  
Send a wire transfer to an existing payee.

**Template**  
Use an existing template.

Use an existing template. \*

- Select the **Payment Date** and any other required or optional fields as needed

### Wire Transfer: Select Template

Start
 Request
 Review
 Complete

ⓘ The cutoff time for USD Wire Transfers, 3:30 PM PDT, is approaching. Please complete all processing by 3:30 PM PDT for today's business. FX Wire Transfer is closed for today. The next available payment date ... ✕

**Origination Information**

Name  
Jens Test Company

Debit Account  
\*7889 - Demand Deposit (MB DDA 7889) - Mechanics Bank (121102036) - \$26.22 (USD)

Amount  
USD 1.00

Address  
915 Highland Pointe Dr., Ste. 450, Roseville, CA 95678 US

Payment Date \*  
03/17/2026 📅

Payment Currency  
US Dollar (USD)

Template Name  
Annual Payment

- Optional: You can select **Recurring Options** if you want to set up this transfer to recur
- Optional: You can select **Notification Options** if you want to receive ACH transfer notifications

**Recurring Options** Recurring Options

Recurring Options

One-Time Payment

**Notification Options** 🔔 Notify Me

Notify by email only

Pending Actions , Pending Release , Pending Processing , System Events , Complete - Unsuccessful , Complete - Successful , Early Action Taken , Early Action Removed , Expired

- Click **Request Transfer** when ready to submit the transfer

Cancel
Request Transfer
👤

- Review the transfer details; click **Edit** to edit the transfer or **Confirm** to submit the transfer

👉 Note: If the transfer requires dual control, another user with approval authority will need to log in and approve the transfer before it is processed

Start
 Request
 Review
 Complete

Alerts 2 ✕ Close All

ⓘ 1 approval(s) is required because of the amount of the transfer. ✕

ⓘ The cutoff time for USD Wire Transfers, 3:30 PM PDT, is approaching. Please complete all proc... ✕

**Origination Information**

Name  
Jens Test Company

Debit Account  
\*7889 - Demand Deposit (MB DDA 7889) - Mechanics Bank (121102036)

Payment Amount  
USD 1.00

Address  
915 Highland Pointe Dr., Ste. 450, Roseville, CA 95678 US

Payment Date  
03/17/2026

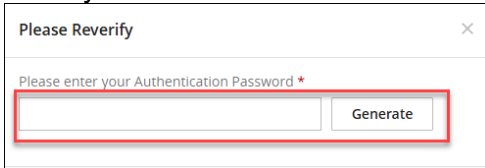
Payment Currency  
US Dollar (USD)

Template Name  
Annual Payment

**Beneficiary Information**

Cancel ✎ Edit Confirm 👤

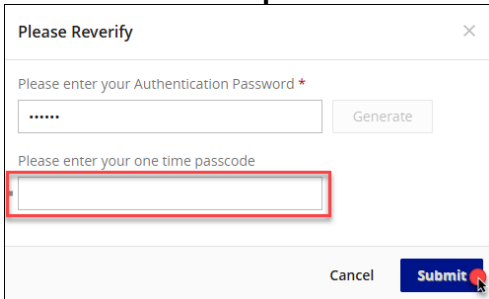
- You will be prompted to **Reverify**
- Enter your **PIN** and click **Generate**



Please Reverify

Please enter your Authentication Password \*

- You should receive a one-time passcode via email (or text)
- Enter the **one-time passcode** and click **Submit**

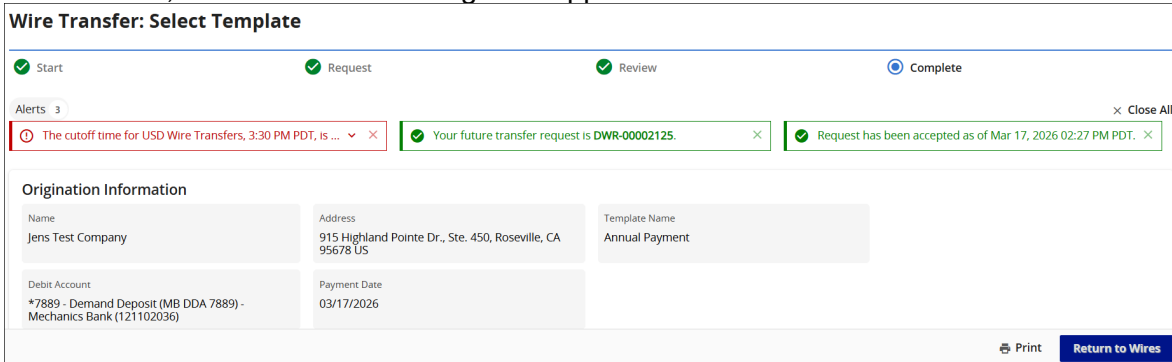


Please Reverify

Please enter your Authentication Password \*

Please enter your one time passcode

- If successful, a confirmation message will appear



**Wire Transfer: Select Template**

Start Request Review Complete

Alerts 3 Close All

- The cutoff time for USD Wire Transfers, 3:30 PM PDT, is ...
- Your future transfer request is DWR-00002125.
- Request has been accepted as of Mar 17, 2026 02:27 PM PDT.

**Origination Information**

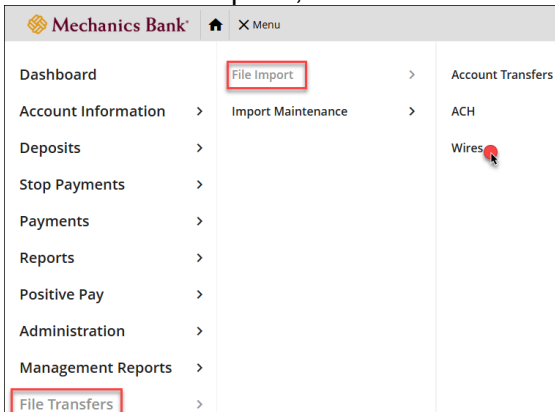
Name Jens Test Company	Address 915 Highland Pointe Dr., Ste. 450, Roseville, CA 95678 US	Template Name Annual Payment
Debit Account *7889 - Demand Deposit (MB DDA 7889) - Mechanics Bank (121102036)	Payment Date 03/17/2026	

Print Return to Wires

- You can view the submitted transfer under **Payment Activity**

## Wire File Imports

- From the **Menu** option, under **File Transfers**, **File Import**, select **Wires**



Mechanics Bank

Dashboard File Import > Account Transfers

Account Information > Import Maintenance > ACH

Deposits > Wires

Stop Payments >

Payments >

Reports >


Positive Pay >

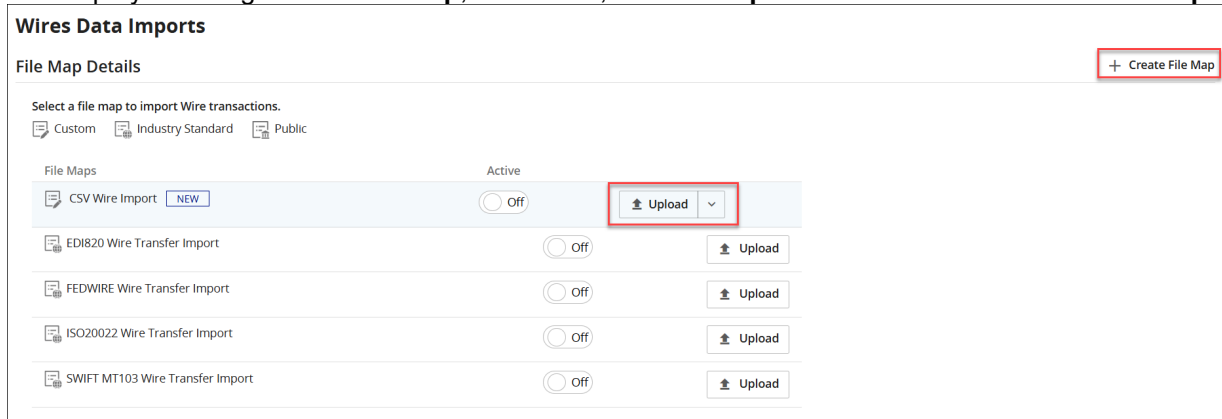
Administration >

Management Reports >

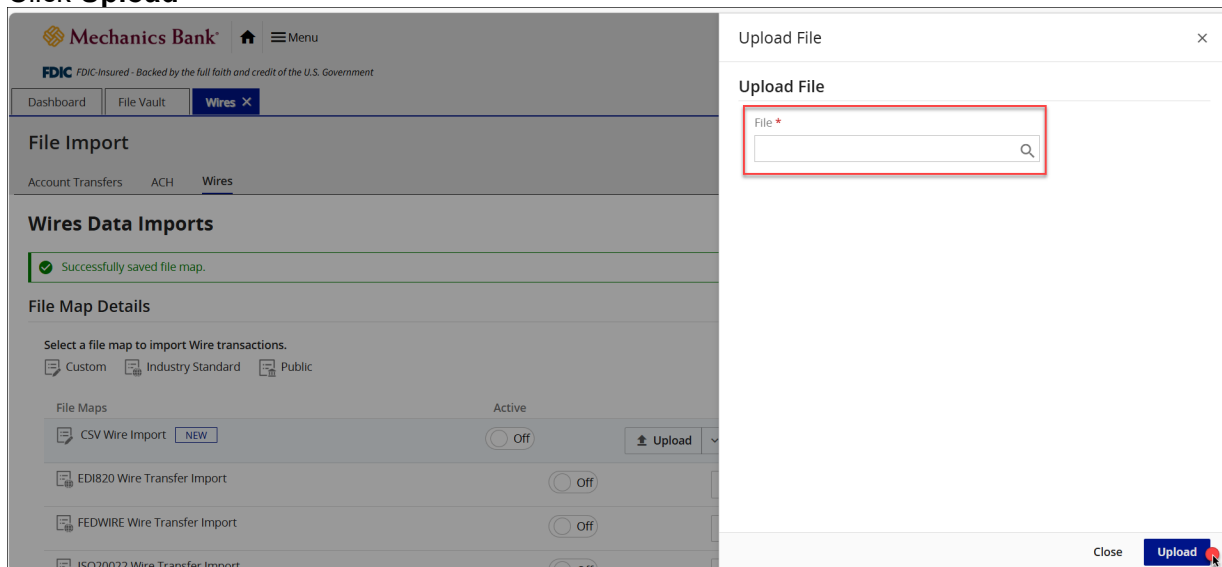
File Transfers >

- When ready to import a file, click **Upload** next to the applicable standard file format type you are uploading

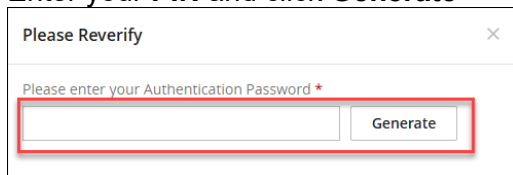
 Note: If you have a non-standard Wire file format, you can map the file and create a custom import file map by selecting **Create File Map**; once done, the **File Map** will then be available to select for **Upload**



- Click in the **Upload File** box to browse and select your Wire file
- Click **Upload**



- You will be prompted to **Reverify**
- Enter your **PIN** and click **Generate**



- You should receive a one-time passcode via email (or text)
- Enter the **one-time passcode** and click **Submit**

**Please Reverify** ✕

Please enter your Authentication Password \*

..... Generate

Please enter your one time passcode

Cancel Submit

- A **Load Event Report** will display and provide confirmation of a successful or failed file load
- If the file fails, it will provide details on the reason for the failure
- Click **OK** to return to exit the report and return the Wire Transfers page

### Successful file upload example:

Wire Transaction Import ✕

**File Load Complete Validation**

Load Event Report		Transmission Data		Report Date/Time	
Test Wire File 1.csv					
Batch ID	20260318-6	Receiving Bank	Mechanics Bank	Filename	Test Wire File 1.csv
File Size	519 bytes	Transmitting Company	30291	Batch ID	20260318-6
Data Type	WIREIMPORT	Transmitting User	.....	File Size	519 bytes
Load Time	Mar 17, 2026 6:02:01 PM PDT	Received Date/Time	Mar 17, 2026 6:02:01 PM PDT	Critical Items	0
Last Update Time	Mar 17, 2026 6:02:01 PM PDT	Data Validation and Processing Service ID	WIREIMPORT	Informational Items	15
<b>Status</b>	<b>File validated</b>	Upload Method	Web	Warning Items	2
File Details					
File Load Reports					
File Validation Report					
		Mar 17, 2026 6:02:01 PM PDT	Information	Overridden file mapper specified by user	
		Mar 17, 2026 6:02:01 PM PDT	Information	Using file mapper: CSV Wire Import	

**OK**

### Failed file upload example:

Wire Transaction Import ✕

**File Load Failed Validation**

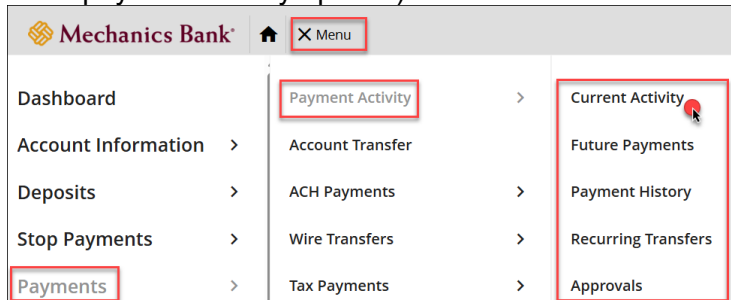
Load Event Report		Transmission Data		Report Date/Time	
Wire File 1.csv					
Batch ID	20260318-7	Receiving Bank	Mechanics Bank	Filename	Wire File 1.csv
File Size	118 bytes	Transmitting Company	30291	Batch ID	20260318-7
Data Type	WIREIMPORT	Transmitting User	.....	File Size	118 bytes
Load Time	Mar 17, 2026 6:02:44 PM PDT	Received Date/Time	Mar 17, 2026 6:02:44 PM PDT	Critical Items	5
Last Update Time	Mar 17, 2026 6:02:44 PM PDT	Data Validation and Processing Service ID	WIREIMPORT	Informational Items	7
<b>Status</b>	<b>File failed validation</b>	Upload Method	Web	Warning Items	0
File Details					
File Load Reports					
File Validation Report					
		Mar 17, 2026 6:02:44 PM PDT	Information	Overridden file mapper specified by user	
		Mar 17, 2026 6:02:44 PM PDT	Information	Using file mapper: CSV Wire Import	

**OK**

- You can view the submitted transfer under **Payment Activity**

## Payment Activity


- From the **Menu** option, under **Payments, Payment Activity**, select **Current Activity** (or one of the other payment activity options)



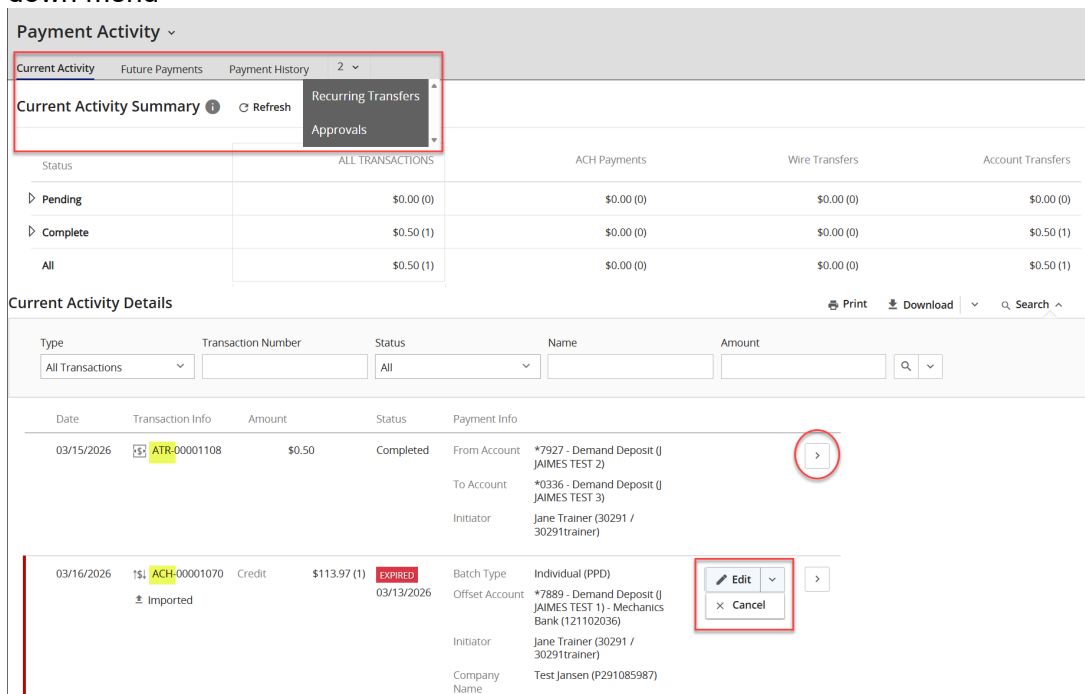
- You can view **Current Activity, Future Payments, Payment History, Recurring Transfers**, and transfer **Approvals**, for Wire transfers, ACH transfers, and Account transfers by clicking on the applicable menu options

## Current Activity

- You can view transfer details by clicking on the **arrow** for the applicable transfer
  - ATR = Account Transfers
  - ACH = ACH Transfers
  - DWR = Wire Transfers

 Note: If a transaction that is under **Pending Approval** has not been approved by end of day processing, it will move to an **Expired** status; the user will need to resubmit the transfer for it to move back to a **Pending Approval** status

- You can edit or cancel pending transfers by clicking on the **Edit** or **Cancel** option from the drop-down menu



The screenshot shows the 'Payment Activity' page. At the top, there are tabs for 'Current Activity', 'Future Payments', and 'Payment History'. Below this is a 'Current Activity Summary' table with columns for Status, ALL TRANSACTIONS, ACH Payments, Wire Transfers, and Account Transfers. Below the summary is a 'Current Activity Details' section with a table of transactions. The second transaction is highlighted, showing details like Date, Transaction Info, Amount, Status (EXPIRED), and Payment Info. A red box highlights the 'Edit' and 'Cancel' options in a dropdown menu next to the transaction.

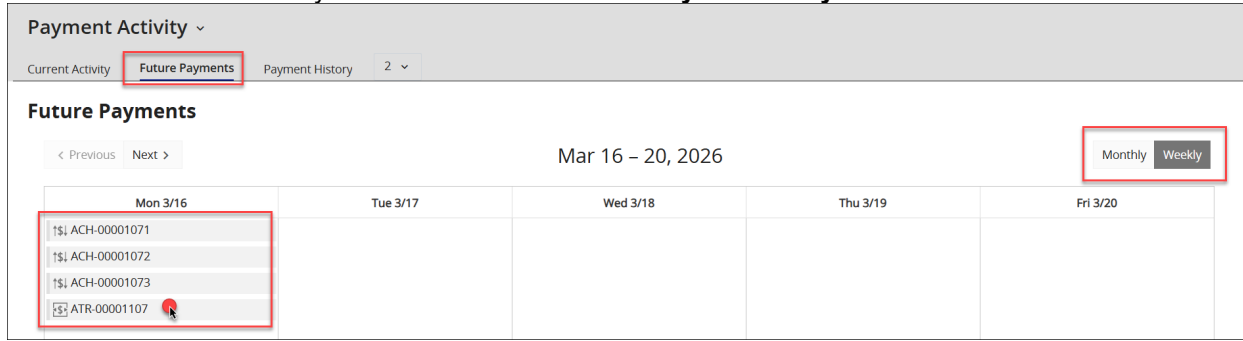
Status	ALL TRANSACTIONS	ACH Payments	Wire Transfers	Account Transfers
Pending	\$0.00 (0)	\$0.00 (0)	\$0.00 (0)	\$0.00 (0)
Complete	\$0.50 (1)	\$0.00 (0)	\$0.00 (0)	\$0.50 (1)
All	\$0.50 (1)	\$0.00 (0)	\$0.00 (0)	\$0.50 (1)

Date	Transaction Info	Amount	Status	Payment Info
03/15/2026	ATR-00001108	\$0.50	Completed	From Account: *7927 - Demand Deposit (J JAIMES TEST 2) To Account: *0336 - Demand Deposit (J JAIMES TEST 3) Initiator: Jane Trainer (30291 / 30291trainer)
03/16/2026	ACH-00001070 Imported	Credit \$113.97 (1)	EXPIRED	Batch Type: Individual (PPD) Offset Account: *7889 - Demand Deposit (J JAIMES TEST 1) - Mechanics Bank (121102036) Initiator: Jane Trainer (30291 / 30291trainer) Company Name: Test Jansen (P291085987)

## Future Activity

- You can view transfer details by clicking on the **transaction info** number from the payments calendar for the applicable transfer

 Note: You can switch your calendar view from **Weekly** to **Monthly**



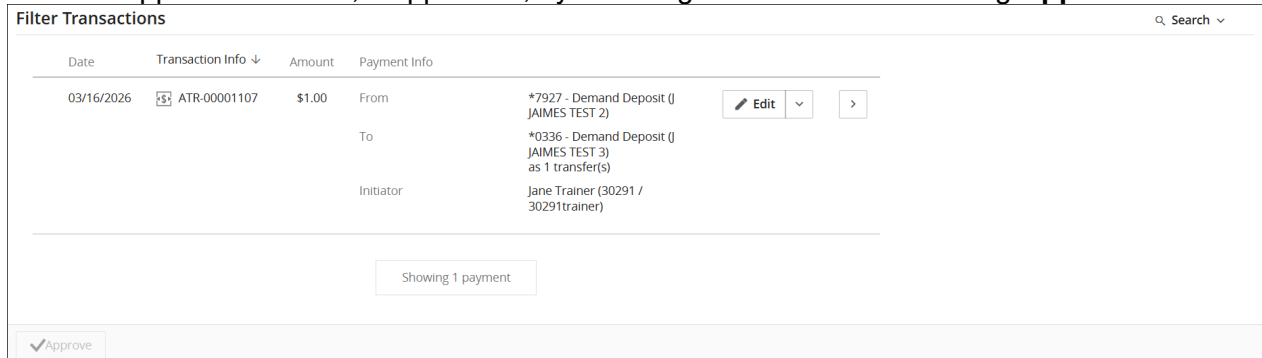
Payment Activity ▾  
Current Activity **Future Payments** Payment History 2 ▾

**Future Payments**

< Previous Next > Mar 16 – 20, 2026 Monthly Weekly

Mon 3/16	Tue 3/17	Wed 3/18	Thu 3/19	Fri 3/20
<ul style="list-style-type: none"><li>ACH-00001071</li><li>ACH-00001072</li><li>ACH-00001073</li><li>ATR-00001107</li></ul>				

- After clicking the applicable transfer, scroll down and you can see the transfer details
- You can view transfer details by clicking on the **arrow** for the applicable transfer
- You can edit or cancel pending transfers by clicking on the **Edit** or **Cancel** option from the drop-down menu
- You can approve transfers, if applicable, by selecting the transfer and clicking **Approve**



Filter Transactions Search ▾

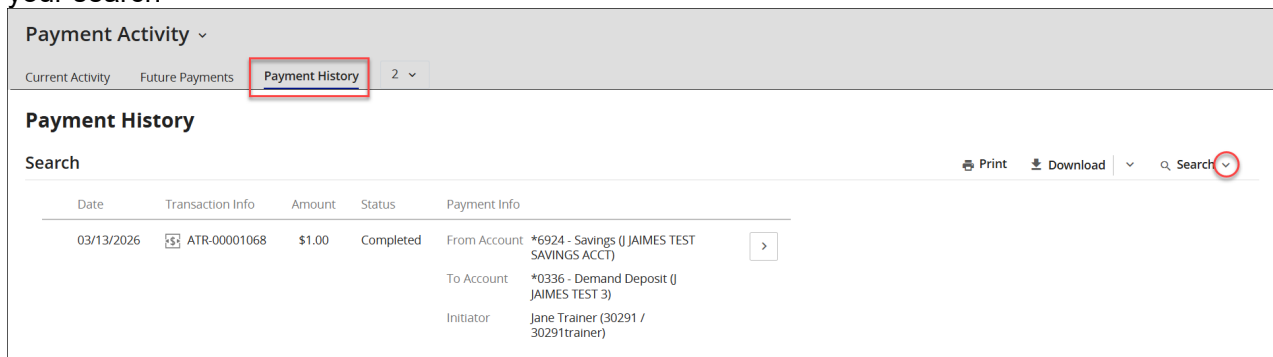
Date	Transaction Info ▾	Amount	Payment Info
03/16/2026	ACH-00001107	\$1.00	From *7927 - Demand Deposit (J JAIMES TEST 2) To *0336 - Demand Deposit (J JAIMES TEST 3) as 1 transfer(s) Initiator Jane Trainer (30291 / 30291trainer)

Showing 1 payment

Approve

## Payment History

- From the **Payment History** menu, you can view past transfers
- It will default to the previous business day; you can click on the **arrow** next to Search, to customize your search



Payment Activity ▾  
Current Activity Future Payments **Payment History** 2 ▾


**Payment History**

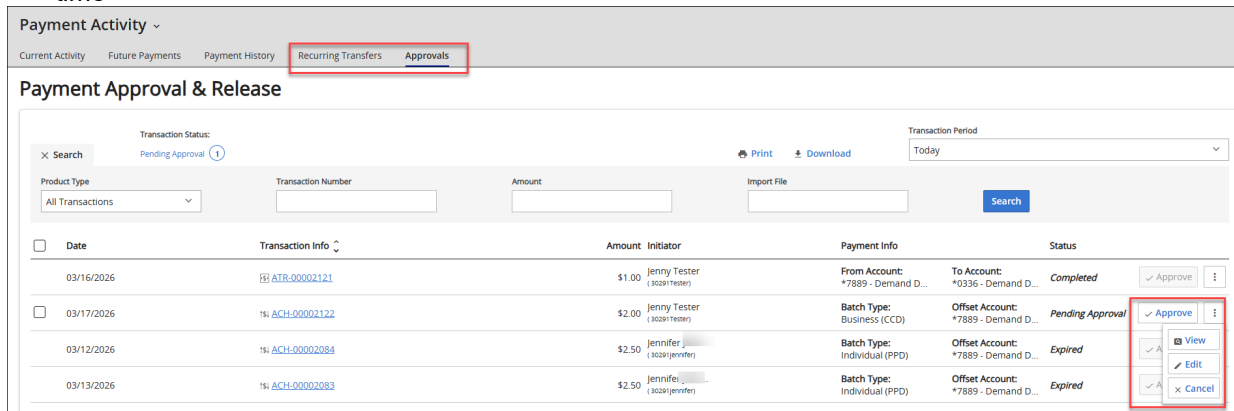
Search Print Download ▾ Search ▾

Date	Transaction Info	Amount	Status	Payment Info
03/13/2026	ACH-00001068	\$1.00	Completed	From Account *6924 - Savings (J JAIMES TEST SAVINGS ACCT) To Account *0336 - Demand Deposit (J JAIMES TEST 3) Initiator Jane Trainer (30291 / 30291trainer)

## Approvals

- From the **Approvals** menu, you can approve or cancel pending transfers by selecting the transfer and the applicable option from the drop-down menu
- You can view recurring transfers from the **Recurring Transfers** menu

 Note: Recurring transfer approvals- approver can only approve up to the next ten pending transfers at a time



Payment Activity -

Current Activity Future Payments Payment History **Recurring Transfers** Approvals

### Payment Approval & Release

Transaction Status: Pending Approval (1)

Transaction Period: Today

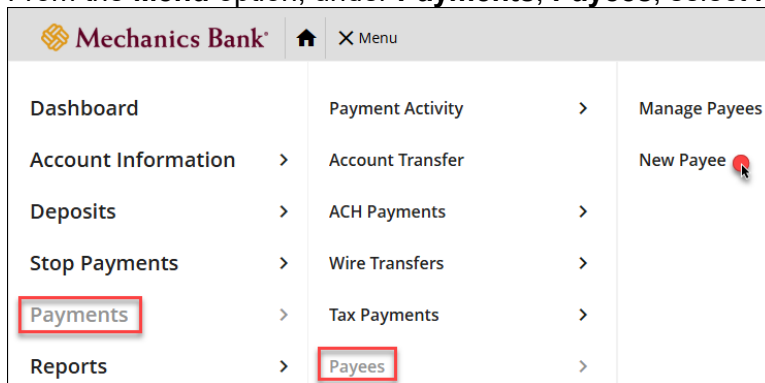
Product Type: All Transactions Transaction Number: Amount: Import File: Search

Date	Transaction Info	Amount	Initiator	Payment Info	Status
03/16/2026	ATR-00002121	\$1.00	Jenny Tester (30291jtester)	From Account: *7889 - Demand D... To Account: *0336 - Demand D...	Completed
03/17/2026	ACH-00002122	\$2.00	Jenny Tester (30291jtester)	Batch Type: Business (CCD) Offset Account: *7889 - Demand D...	Pending Approval
03/12/2026	ACH-00002084	\$2.50	Jennifer (30291jennifer)	Batch Type: Individual (PPD) Offset Account: *7889 - Demand D...	Expired
03/13/2026	ACH-00002083	\$2.50	Jennifer (30291jennifer)	Batch Type: Individual (PPD) Offset Account: *7889 - Demand D...	Expired

## Payees

### New Payee

- From the **Menu** option, under **Payments, Payees**, select **New Payee**



Mechanics Bank®

Dashboard Payment Activity > Manage Payees

Account Information > Account Transfer New Payee

Deposits > ACH Payments >

Stop Payments > Wire Transfers >

**Payments** > Tax Payments >

Reports > **Payees** >

- Complete the required fields for the payee information
- Click **+Add Account** to add the payee's account information
- When finished, click **Save**

← Create Payee

<b>Payee Name *</b> <input type="text"/>	<b>Payee ID *</b> <input type="text"/>	<b>Payee Type *</b> None Selected	<b>Address</b>
<b>Display Name</b> <input type="text"/>	<b>Email Address</b> <input type="text"/>		Address 1 <input type="text"/>
			Address 2 <input type="text"/>
			Address 3 <input type="text"/>

Note: PO Boxes are not valid for Wires and RT Payments.

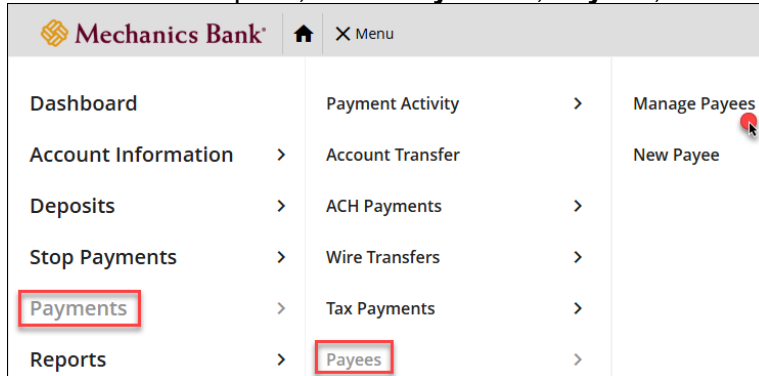
**Payee Accounts** Select one default account + Add Account

Account Information	Bank Information	Authorized For Debit	Account Type	Payment Type	Default Account
No accounts defined for payee.					

Cancel Save

## Manage Payees

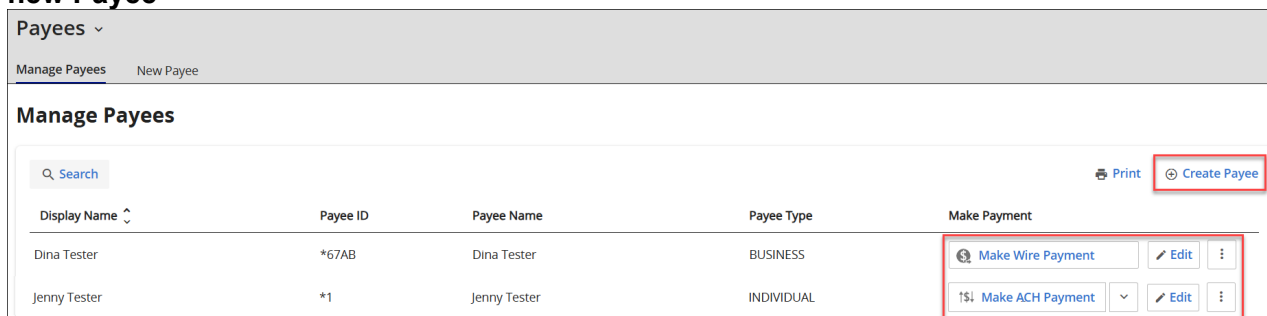
- From the **Menu** option, under **Payments, Payees**, select **Manage Payees**



Mechanics Bank 🏠 ✕ Menu

Dashboard	Payment Activity >	Manage Payees
Account Information >	Account Transfer	New Payee
Deposits >	ACH Payments >	
Stop Payments >	Wire Transfers >	
Payments >	Tax Payments >	
Reports >	Payees >	

- You can **Edit** or **Delete** existing payees, initiate **Wire** or **ACH Payments** for a payee or **Create a new Payee**



Payees ▾

[Manage Payees](#) [New Payee](#)

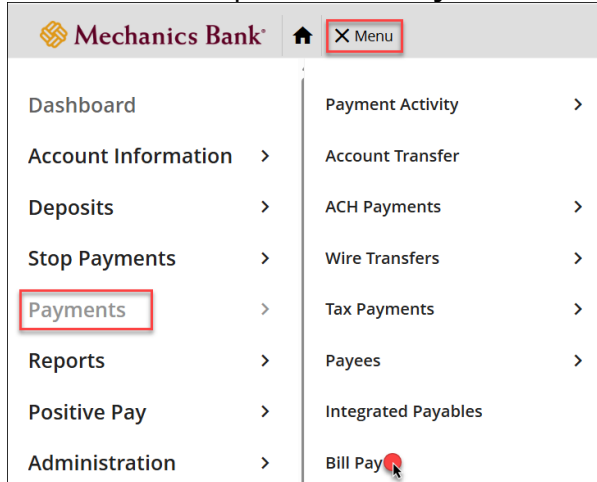
### Manage Payees

Print Create Payee

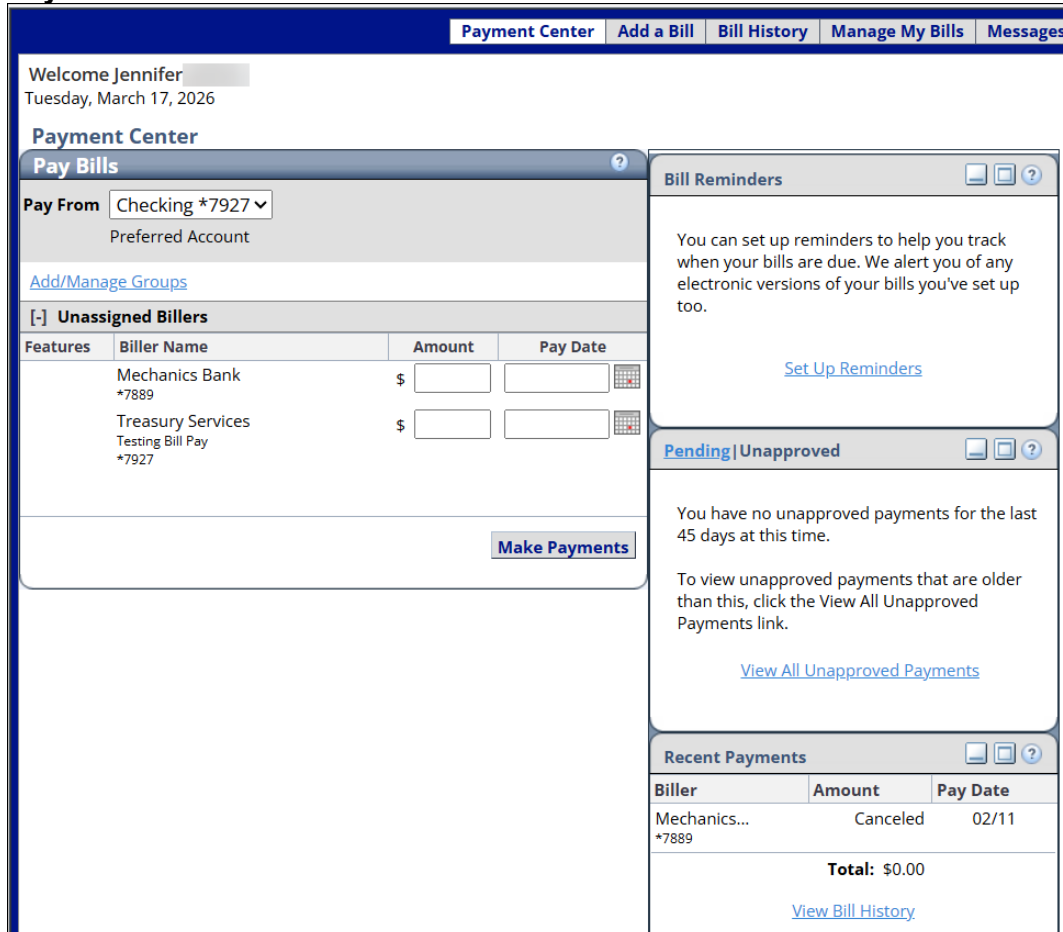
Display Name ↕	Payee ID	Payee Name	Payee Type	Make Payment
Dina Tester	*67AB	Dina Tester	BUSINESS	<div style="display: flex; align-items: center; gap: 5px;"> <span style="border: 1px solid #ccc; padding: 2px 5px;">🏠 Make Wire Payment</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">✎ Edit</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">⋮</span> </div>
Jenny Tester	*1	Jenny Tester	INDIVIDUAL	<div style="display: flex; align-items: center; gap: 5px;"> <span style="border: 1px solid #ccc; padding: 2px 5px;">💵 Make ACH Payment</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">✎ Edit</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">⋮</span> </div>

## Bill Pay

- From the **Menu** option, under **Payments**, select **Bill Pay**

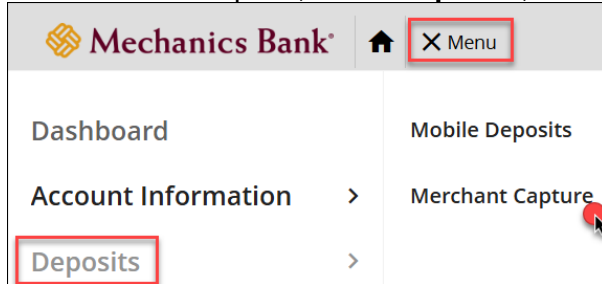


- The **Bill Pay Payment Center** will open in a new tab
- For information on how to navigate the Bill Pay system, please refer to the separate **Business Bill Pay User Guide**

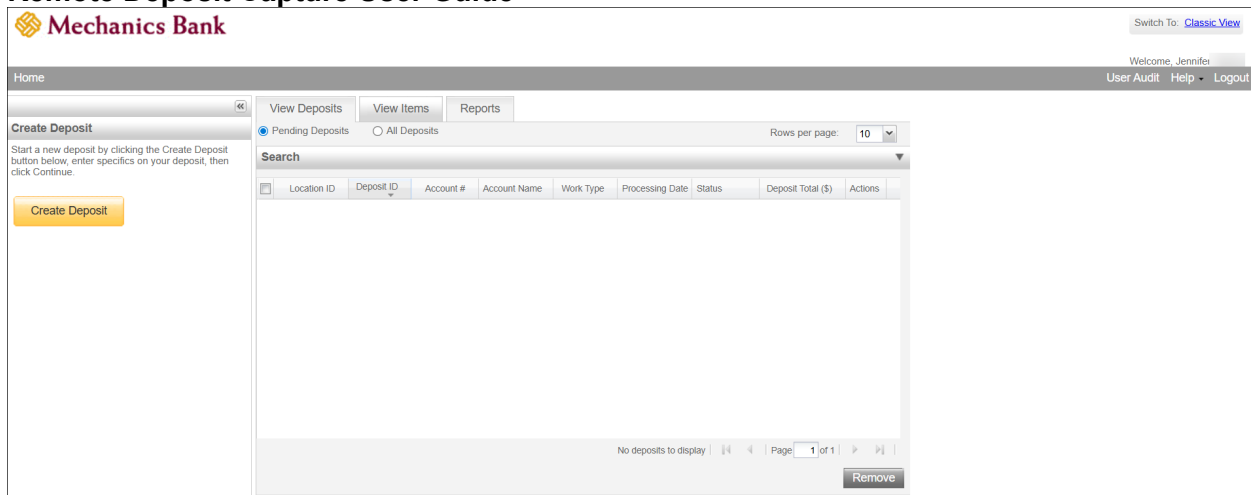


## Remote Deposit Capture Merchant Capture

- From the **Menu** option, under **Deposits**, select **Merchant Capture**

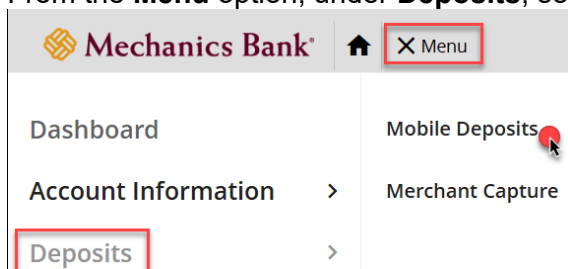


- Merchant Capture** will open in a new tab
- For information on how to navigate the Merchant Capture system, please refer to the separate **Remote Deposit Capture User Guide**



## Mobile Deposit

- From the **Menu** option, under **Deposits**, select **Mobile Deposits**

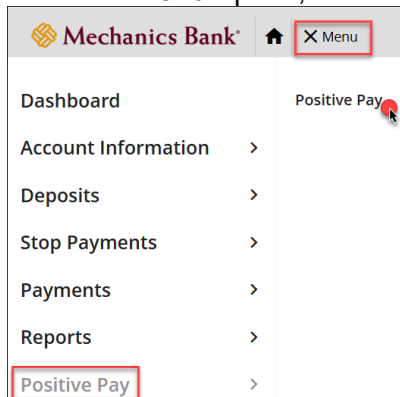


- You search for and view RDC deposits that were made through the mobile app
- Click the **arrow** on the applicable deposit and you can see additional details and the image of the deposited item

Deposits					
Mobile Deposits					
<b>Mobile Deposits</b>					
Search Deposits <span style="float: right;">Print Search ^</span>					
Transaction Number	Location	Status	Date From	Date To	User
<input type="text"/>	<input type="text"/>	All	03/10/2026	03/17/2026	<input type="text"/>
User	Location	Amount	Deposit Date	Status	
Jennifer	*7889 (Checking)	\$0.01	03/10/2026	Delivered	>

## Positive Pay

- From the **Menu** option, under **Positive Pay**, select **Positive Pay**

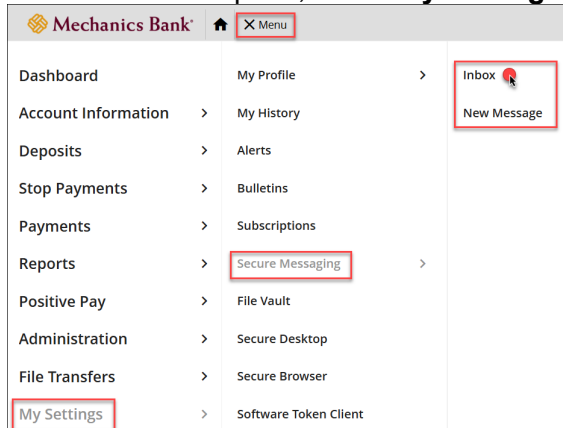


- Positive Pay** will open in a new tab
- For information on how to navigate the Positive Pay system, please refer to the separate **Positive Pay User Guide**

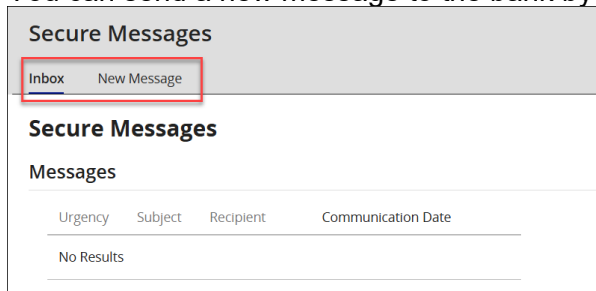


## Secure Messaging

- From the **Menu** option, under **My Settings**, **Secure Messaging**, select **Inbox** (or New Message)

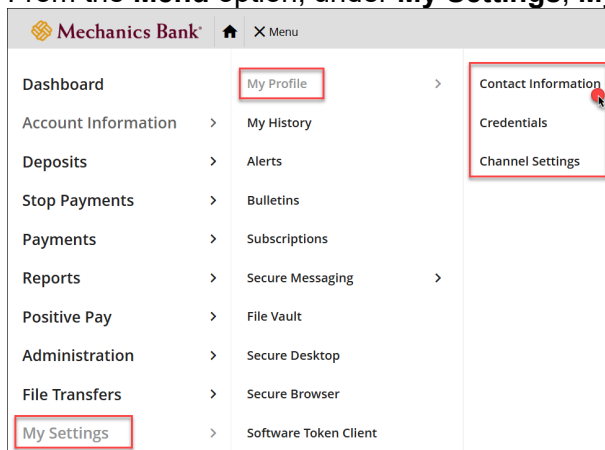


- You can view sent and incoming messages from the **Inbox**
- You can send a new message to the bank by clicking on **New Message** and completing the form

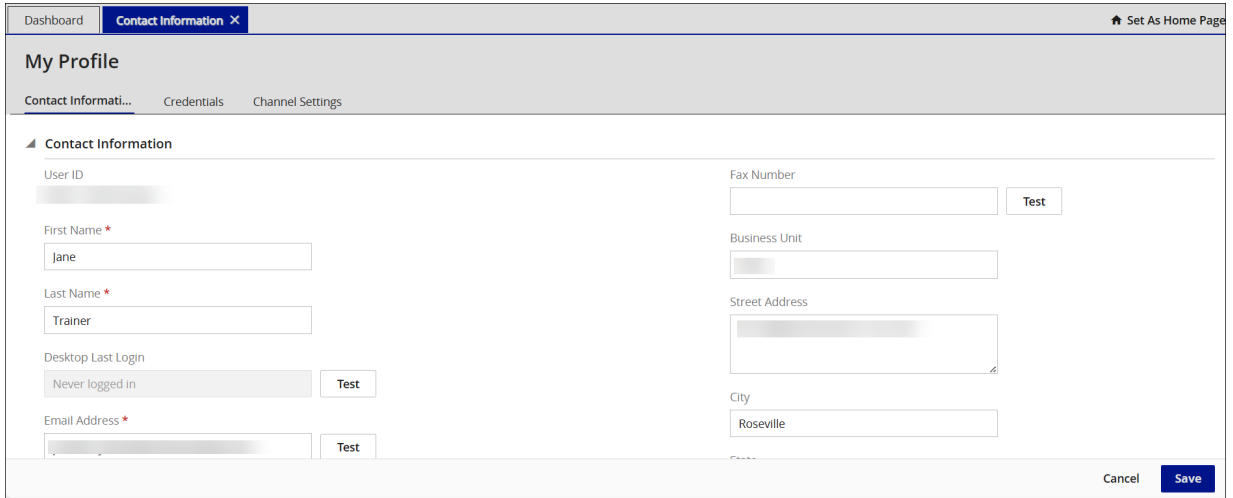


## My Profile

- From the **Menu** option, under **My Settings**, **My Profile**, select **Contact Information**

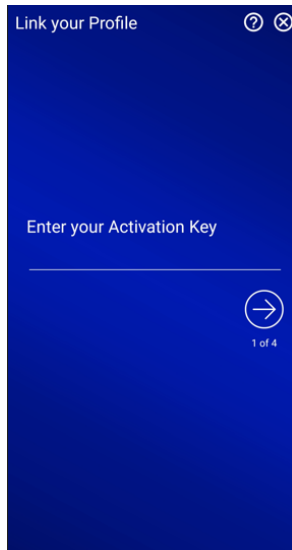


- You can view/update your profile **Contact Information**
- You can also view your **Software Activation Key** (which is needed for enrollment on the Mobile App)

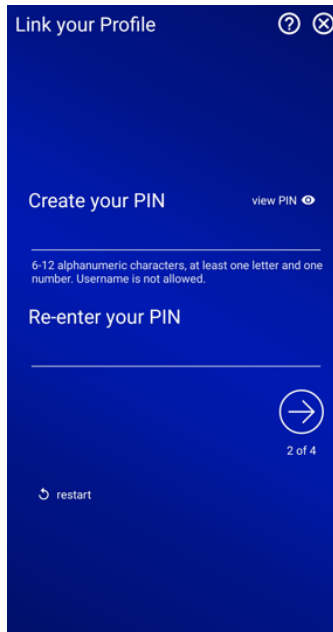



## Mobile App Activation

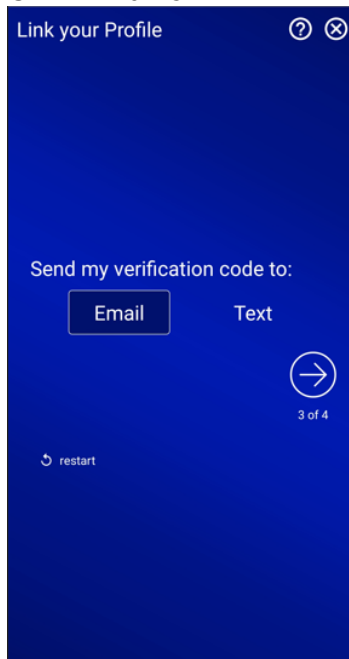
- Download the **Commercial Center** App from the App Store
- When you open the App, you will be prompted to enter an **Activation Key**
  - 👉 Note: Your **Software Activation Key** can be found in your user profile under **Contact Information**
- Click the **arrow** to continue



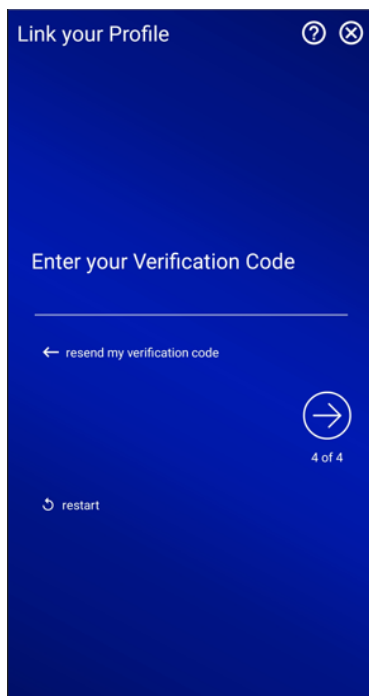
- You will then be prompted to select a **PIN** (this is not the same PIN that you use select for the desktop application)
- Click the **arrow** to continue



- Select the method you want to receive your **verification code**  
 Note: Text option will only show if you have already logged in to the desktop application and enrolled in SMS/Text notifications
- Click the **arrow** to continue



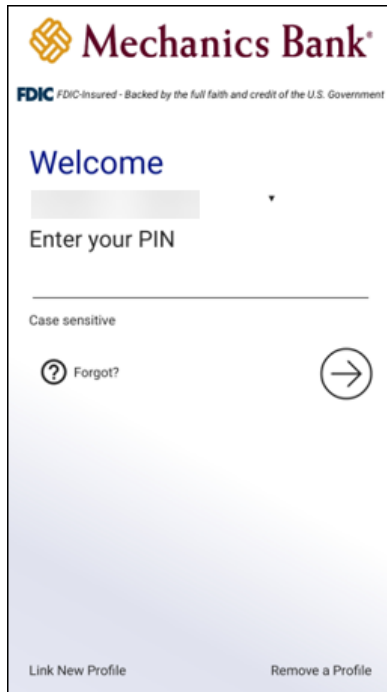
- Enter the **verification code** you received via email (or text)
- Click the **arrow** to continue



- You should receive a **Success** message
- You can click on the arrow icon, and you will be taken to the log in page



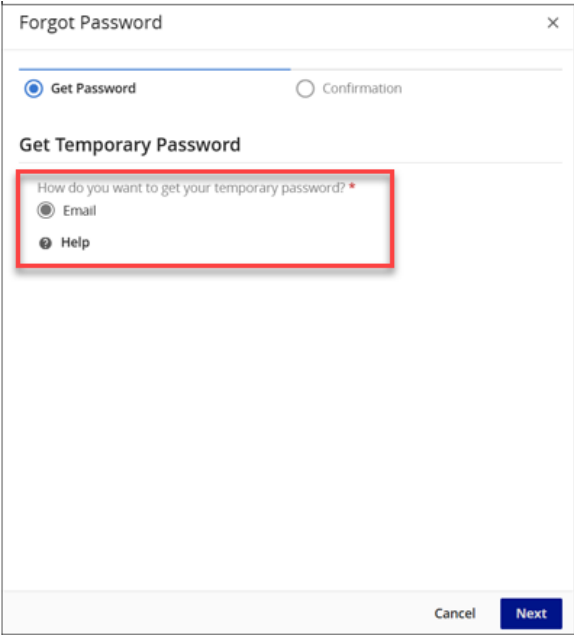
- To log in going forward, enter your mobile **PIN** and click the **arrow**



## Forgot Password/PIN

- On the **Login** page enter your **Company ID**, **User ID** and leave the **Password** field blank
- Click **Forgot Password**

- Select how you want to receive your temporary password
- Click **Next**



Forgot Password

Get Password     Confirmation

**Get Temporary Password**

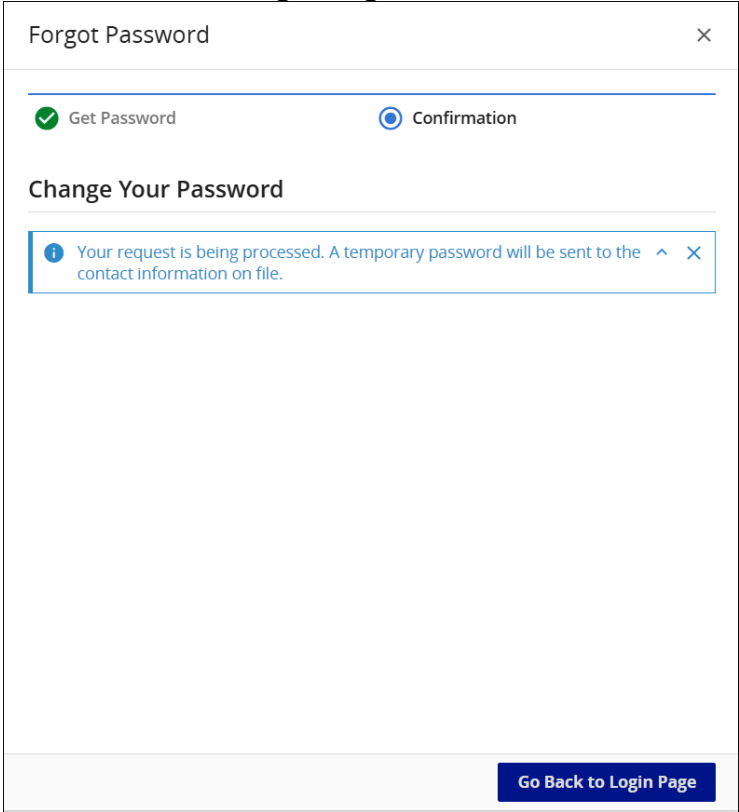
How do you want to get your temporary password? \*

Email

Help

Cancel    **Next**

- Click **Go Back to Login Page**



Forgot Password

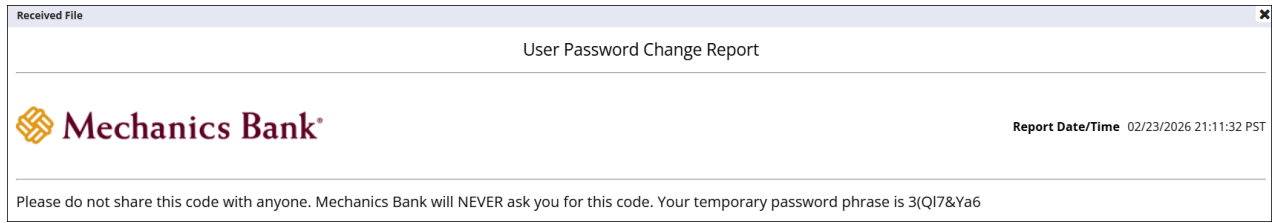
Get Password     Confirmation

**Change Your Password**

*i* Your request is being processed. A temporary password will be sent to the contact information on file. ^ X

**Go Back to Login Page**

- You should receive a temporary password via email (or text)



- On the **Login** page enter your **Company ID**, **User ID**, and temporary **Password**
- Click **Login**

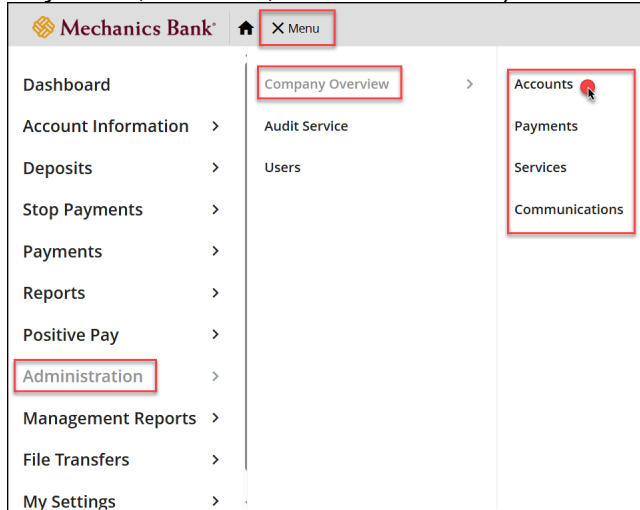
- You will be prompted to set up your **Authentication Password (PIN)**. When prompted, enter a new PIN in the **Enter Authentication PIN** and **Confirm Authentication PIN** boxes
- Click **Save**

## Administrators

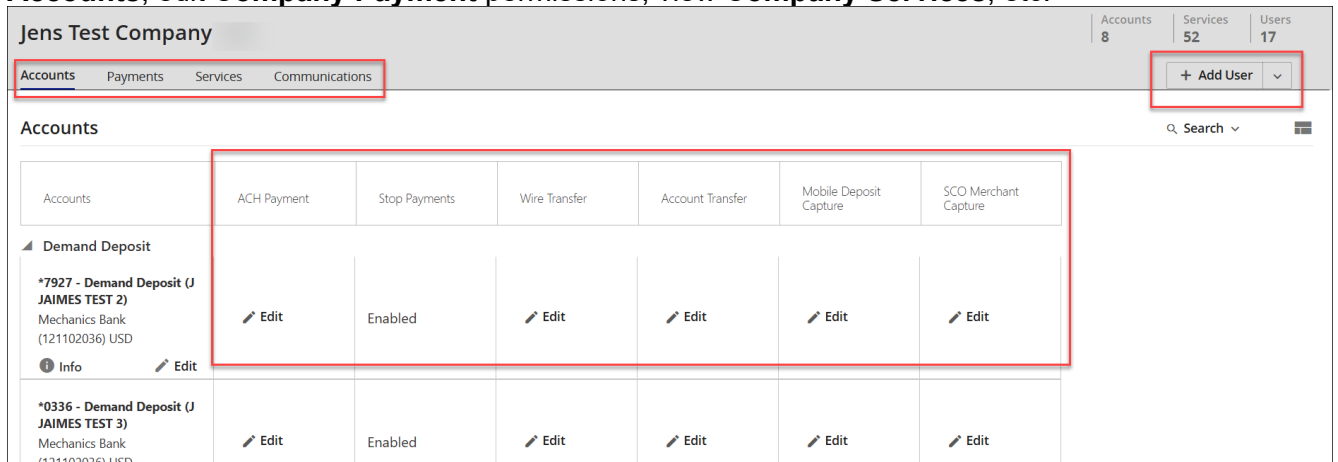
- Users who are Administrators may have access to additional menu options, where they can manage users, company permissions, run reports, etc.

## Company Permissions

- From the **Menu** option, under **Administration**, **Company Overview**, select **Accounts** (or Payments, Services, Communications)

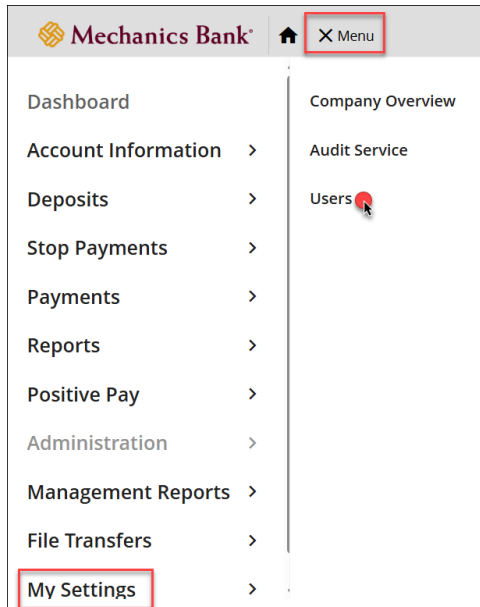


- You can perform multiple actions; for example, add new user by clicking **+Add User**, view **Company Accounts**, edit **Company Payment** permissions, view **Company Services**, etc.

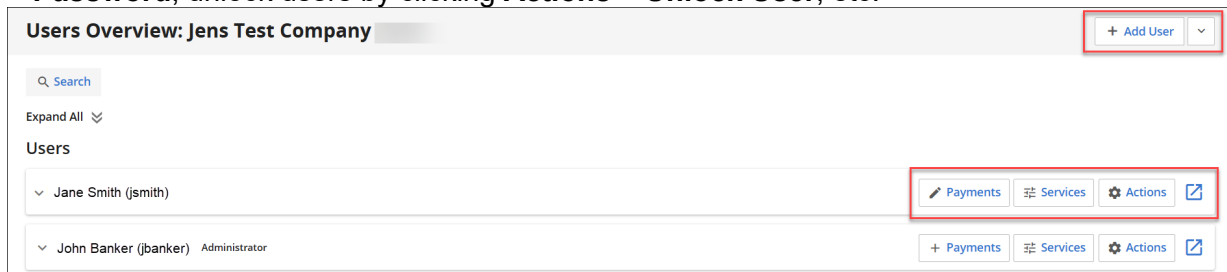


## Users

- From the **Menu** option, under **My Settings**, select **Users**



- You can perform multiple actions; for example, add a new user by clicking **+Add User**, view/edit user profile information by clicking **Actions > Edit**, view/edit payment permissions by clicking **Payments**, view/edit service permissions by clicking **Services**, reset passwords by clicking **Actions > Password**, unlock users by clicking **Actions > Unlock User**, etc.



## Logging Out

- To log out of your **Commercial Center** session, click on your username in the upper right-hand corner and click **Logout**

