eBiz User Guide

Stockman Bank eBiz Contact

Please contact your local Cash Management Specialist with questions, or you can contact the Cash Management Support Dept at (855) 818-4517 or by email at **ebiz@stockmanbank.com**.

Stockman Bank eBiz User Guide

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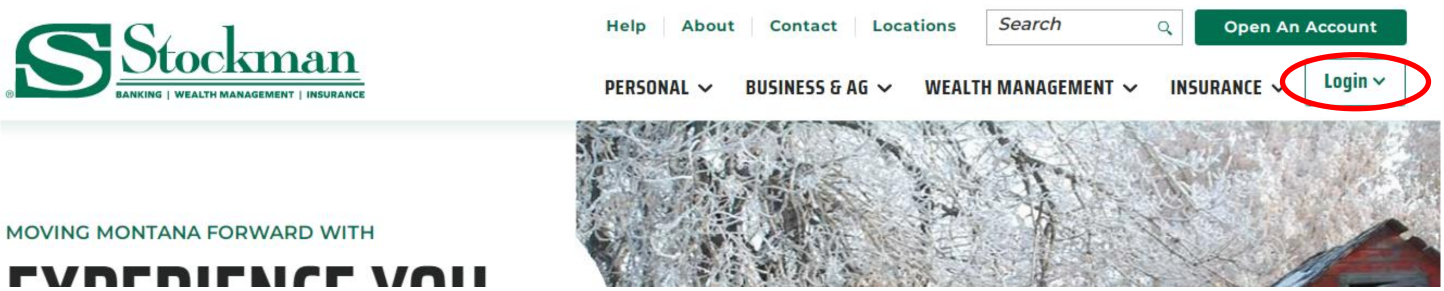
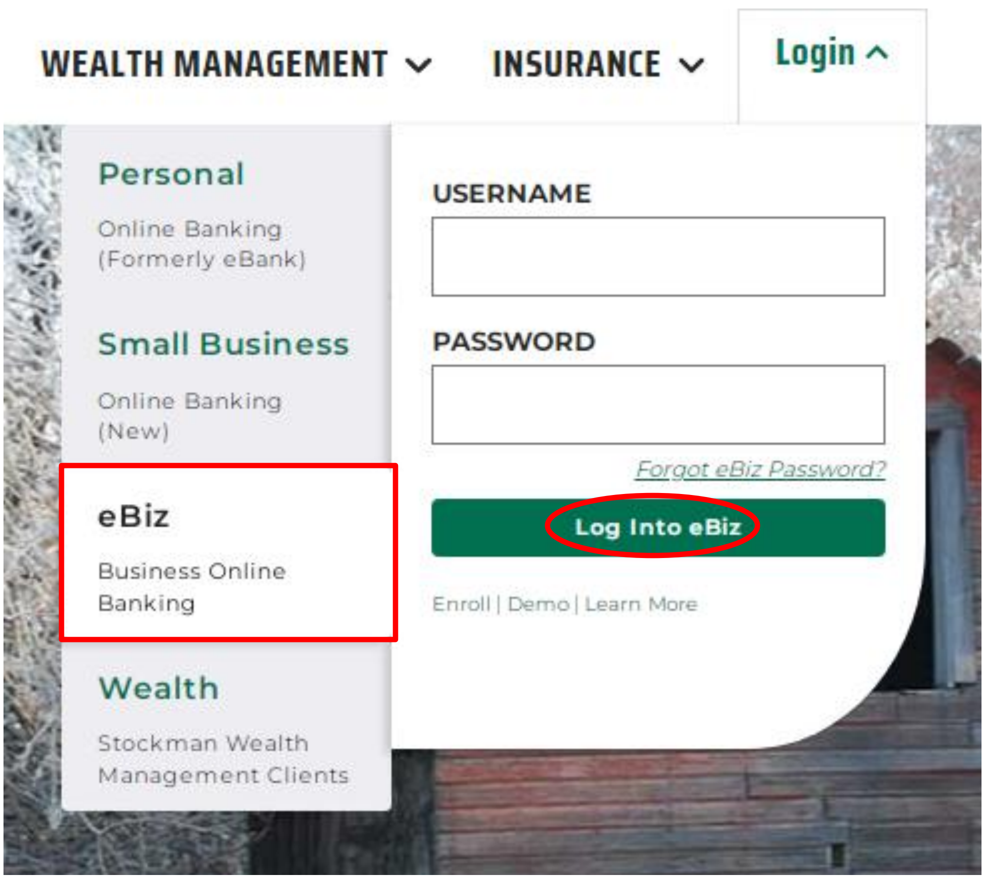
Access Stockman Bank eBiz

1. Go to the Stockman Bank website (www.stockmanbank.com).
2. Click on the ***Login*** icon.
3. From the drop-down menu select **eBiz** – Busines Online Banking .
4. Enter your Username
5. Enter the temporary password (for new users, that was received via email) on the Password line and click press here to login





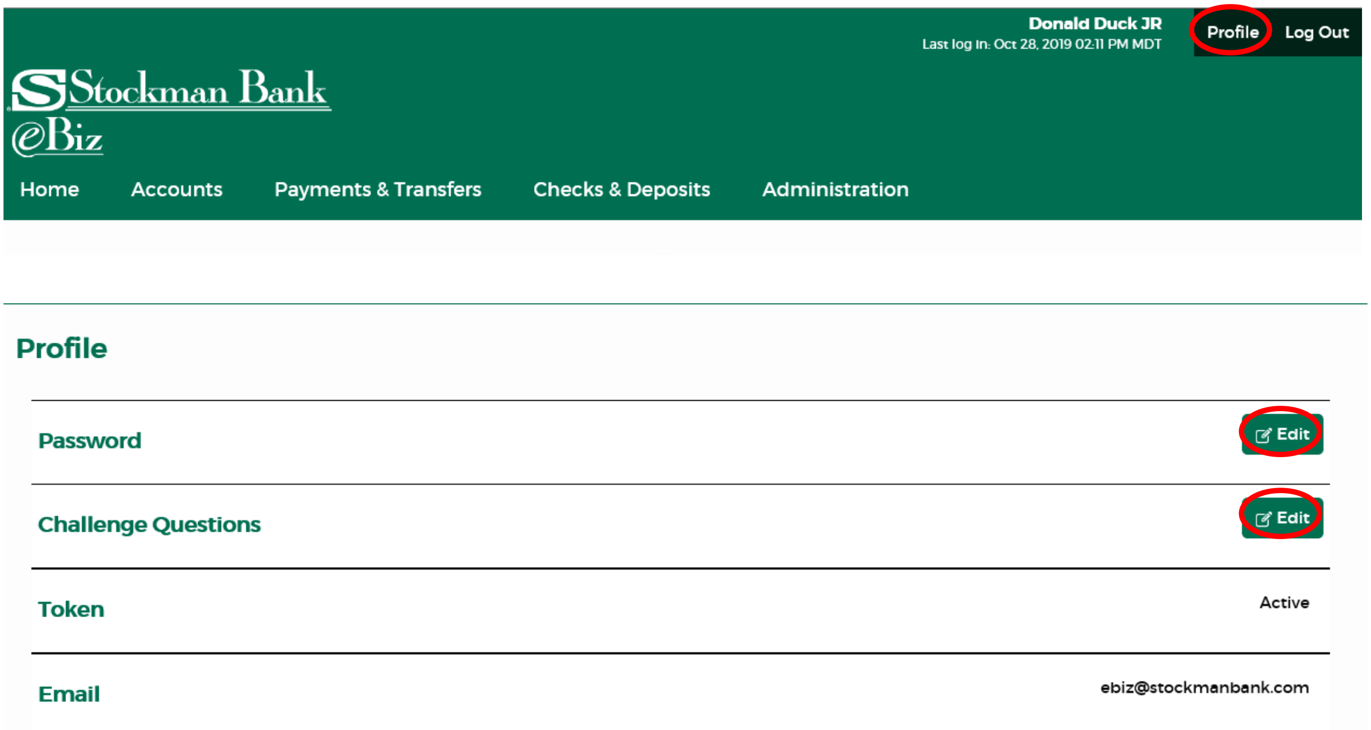
6. After logging in, you will be prompted to change the password.
   Current Password is the temporary password.
   The New Password must be between 9 to 17 characters in length and contain at least one uppercase letter, one lower case letter, one numeric character and a special character.

7. After changing the password, you will be prompted to set up Security Questions and/or your token as applicable.

eBiz Profile

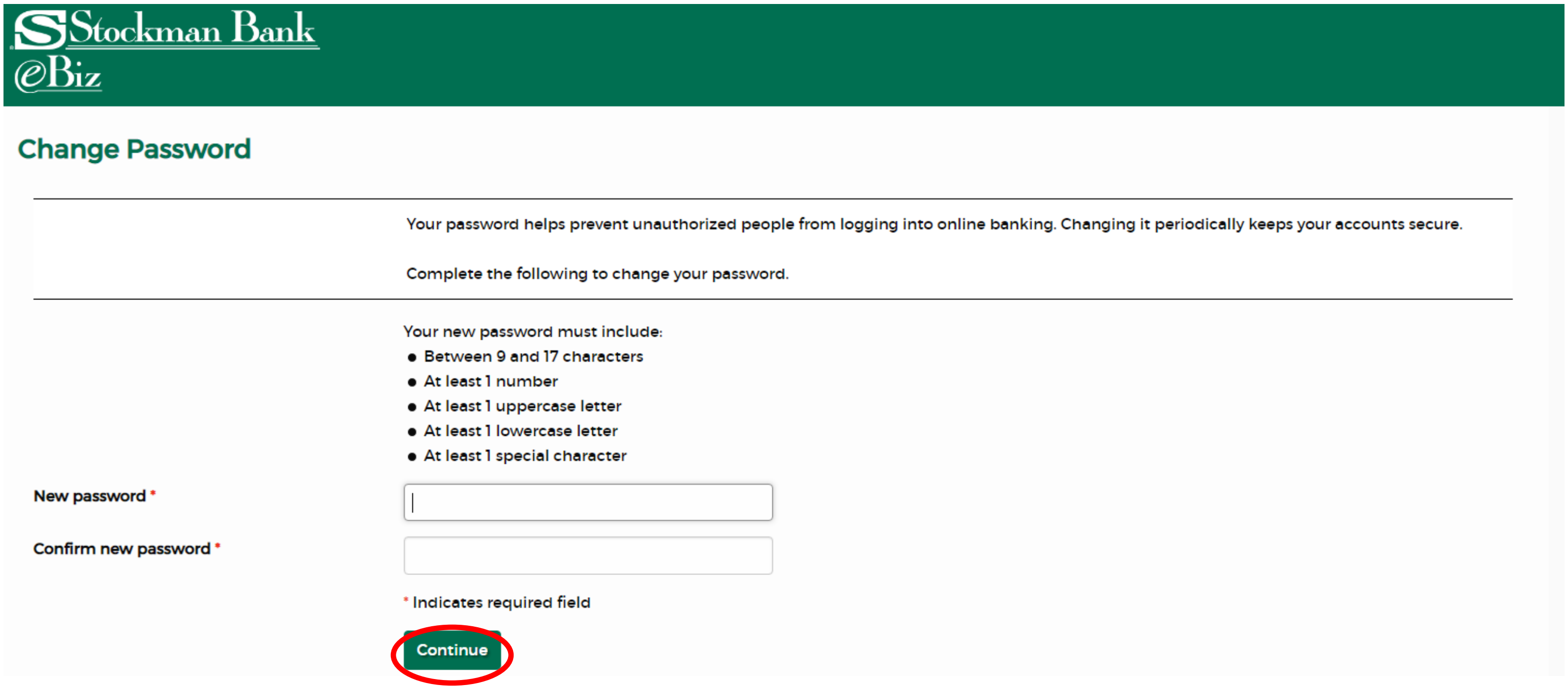
The eBiz profile contains the ability to change passwords, challenge questions, and verify the email on file.

To access your profile, click ***Profile*** in the top right corner.

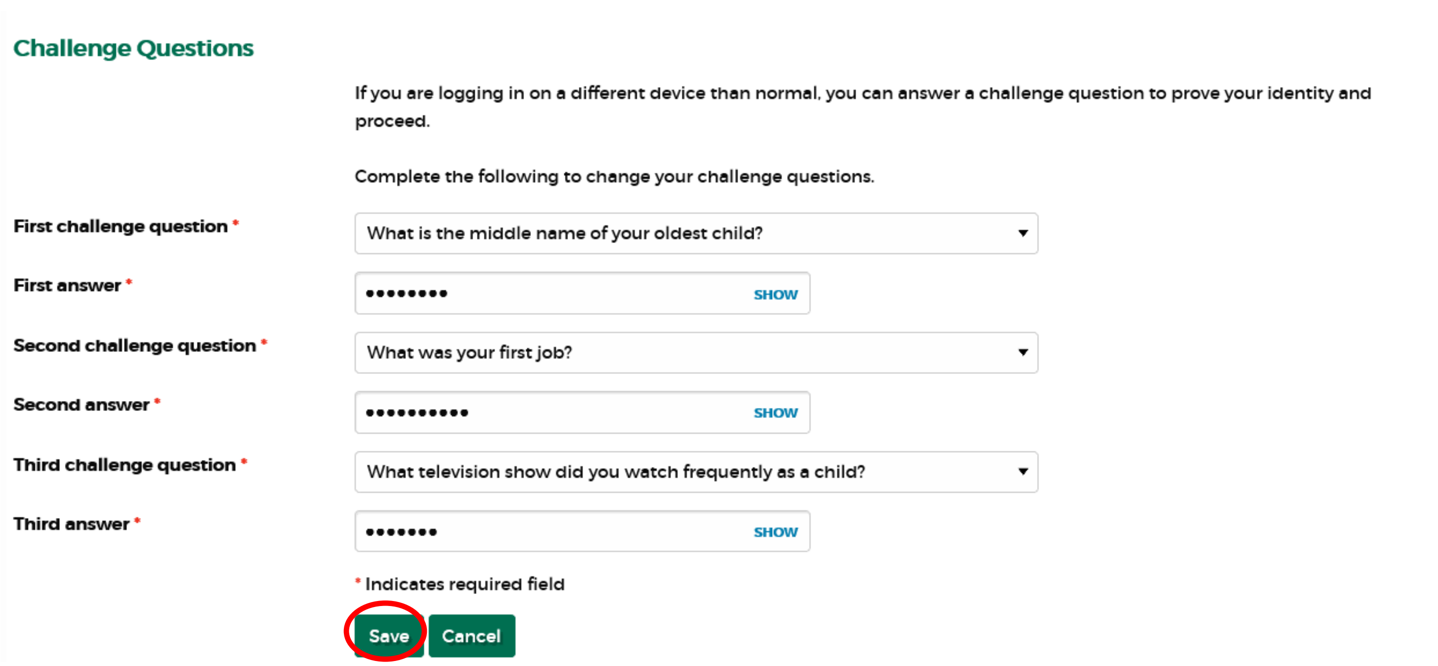


To change your password, select "Edit" next to the password section. Save once the password is changed or cancel to return to the profile page.

**Please note you cannot reuse your last 10 passwords.



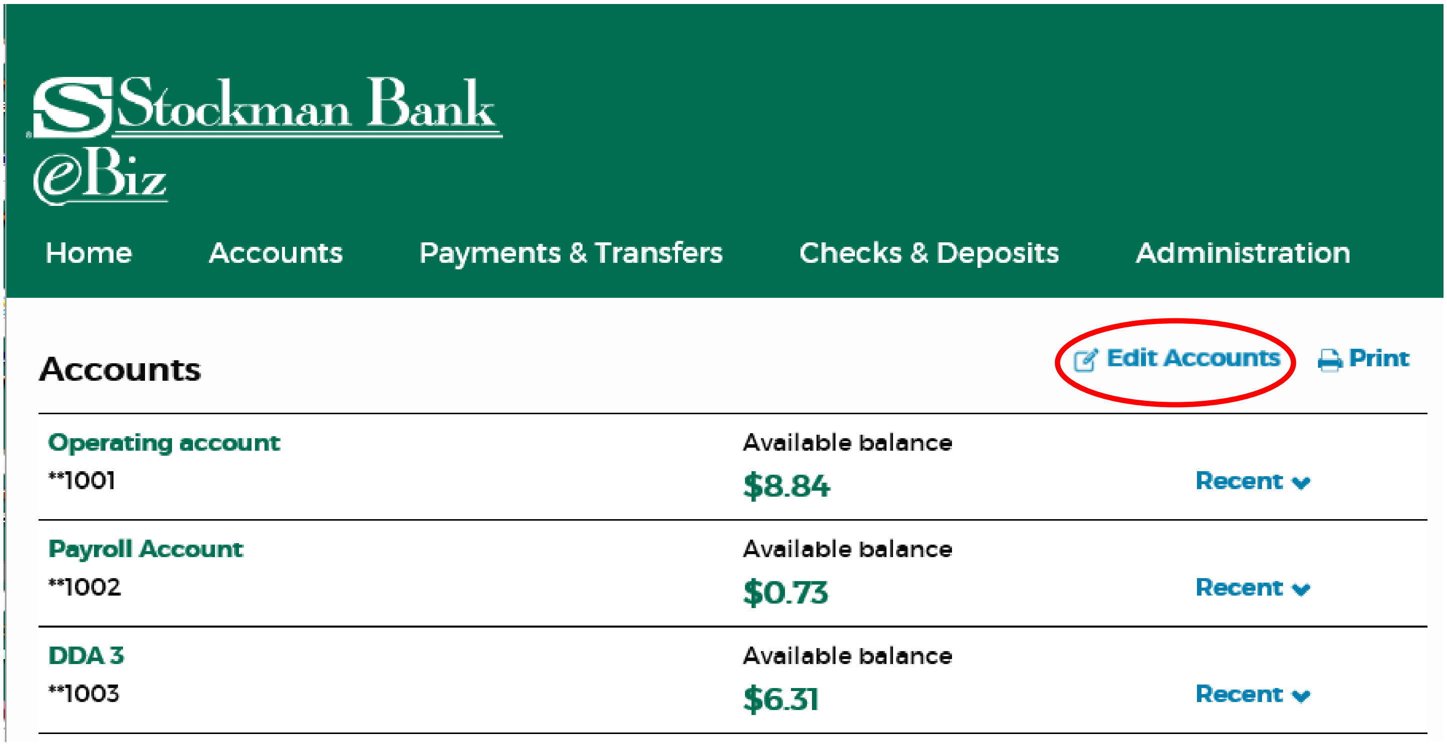
To see or change your challenge questions select "Edit" in the challenge questions section. Save once completed or cancel to return to the profile page.



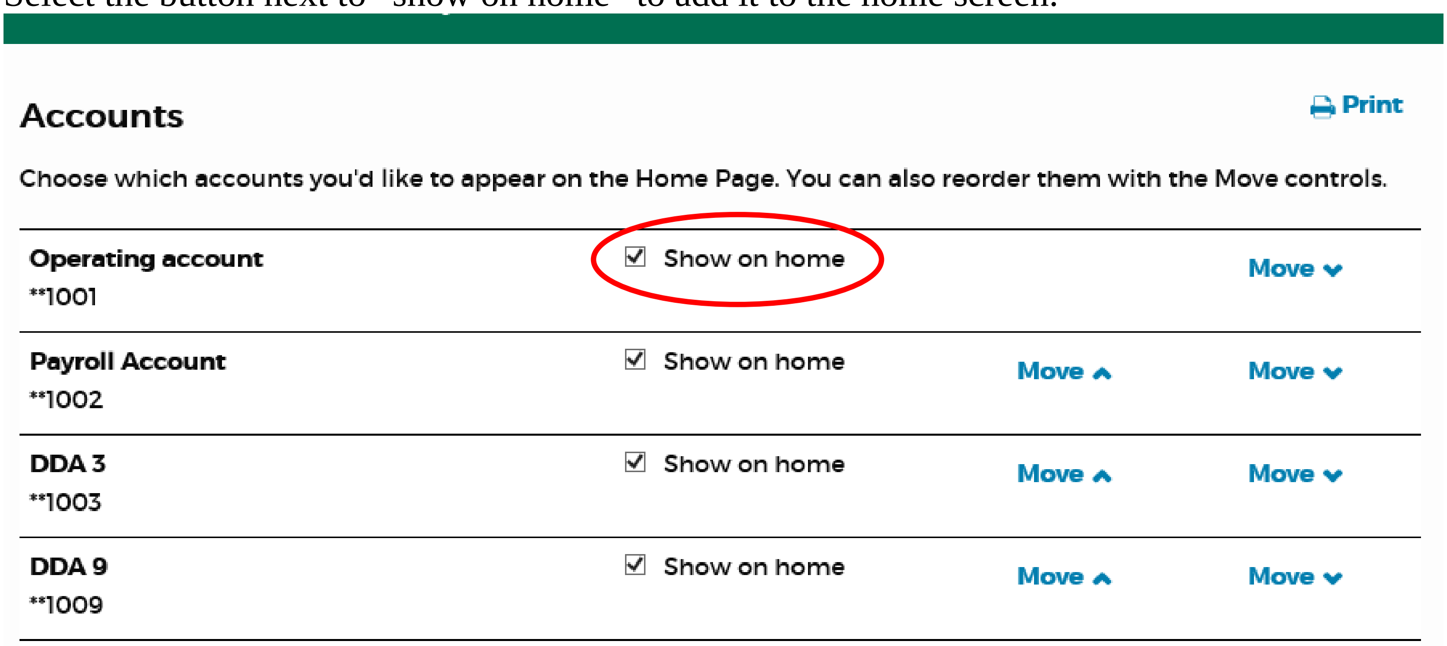
eBiz Home Page will have headings corresponding with your access.

<u>Accounts</u>

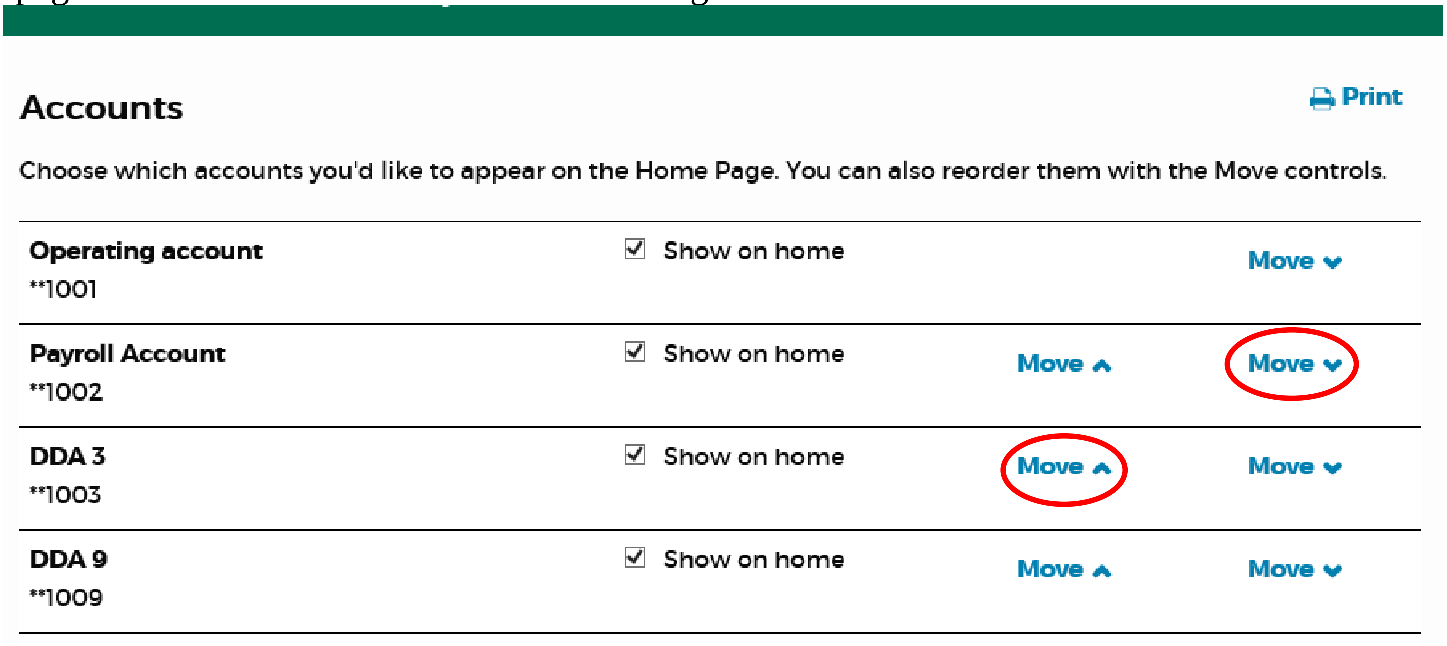
To add accounts to the home screen select ***Edit Accounts.***



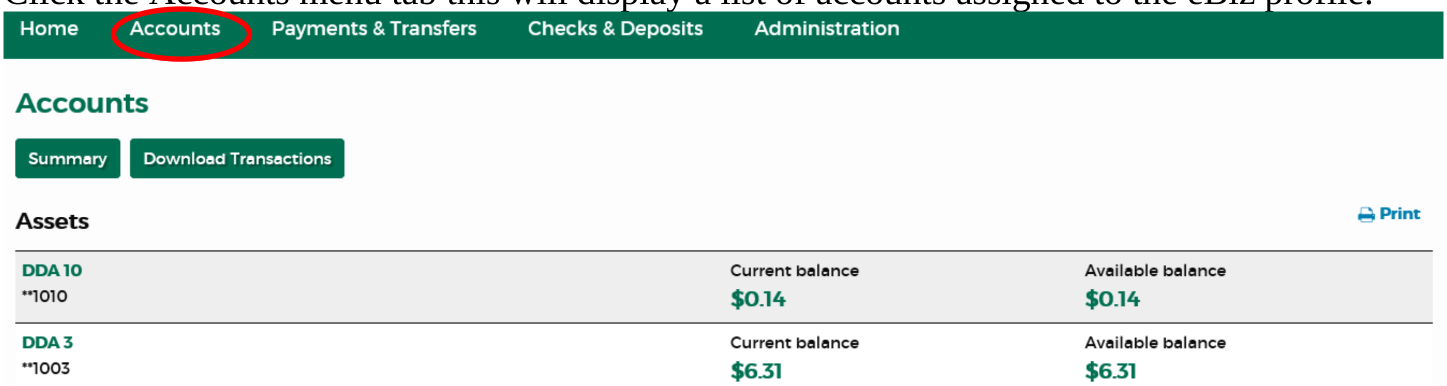
Select the button next to "show on home" to add it to the home screen.



Select the Move up or Move down arrows to change the order of the accounts on the home page. Select Save at the bottom once all changes are made.

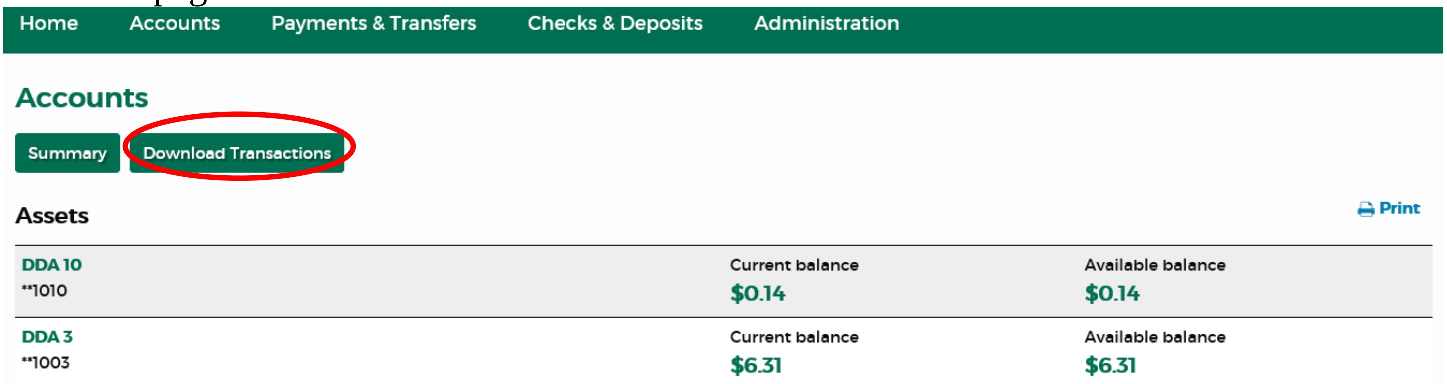


Click the Accounts menu tab this will display a list of accounts assigned to the eBiz profile.

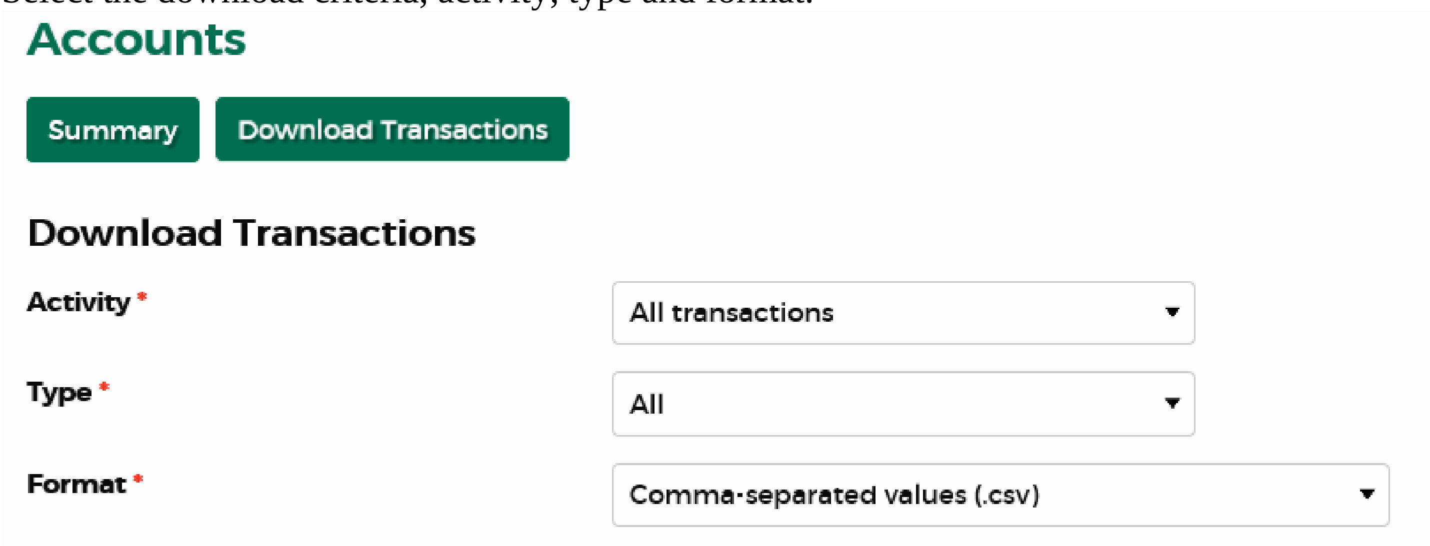


Download Transactions on Multiple Accounts

To download transactions for more than one account click Download Transactions from the Accounts page.



Select the download criteria, activity, type and format.



Activity is the range of dates for the accounts. The options include:

All transactions: all activity since the account was opened
Specific date: transactions for a certain day
Date range: a range of time specified in date boxes

Type is the transactions being search. The options include:

All
Credits
Debits
Checks

The Format is how the transactions will be pulled

Comma-separated values (.csv)
Microsoft Money (.ofx)
QuickBooks 2005 & newer (.qbo)
Quicken 2005 & newer (.qfx)

Below is the account list; click the box next to each account to download transactions. Once accounts are marked click Download Transactions at the bottom of the screen.

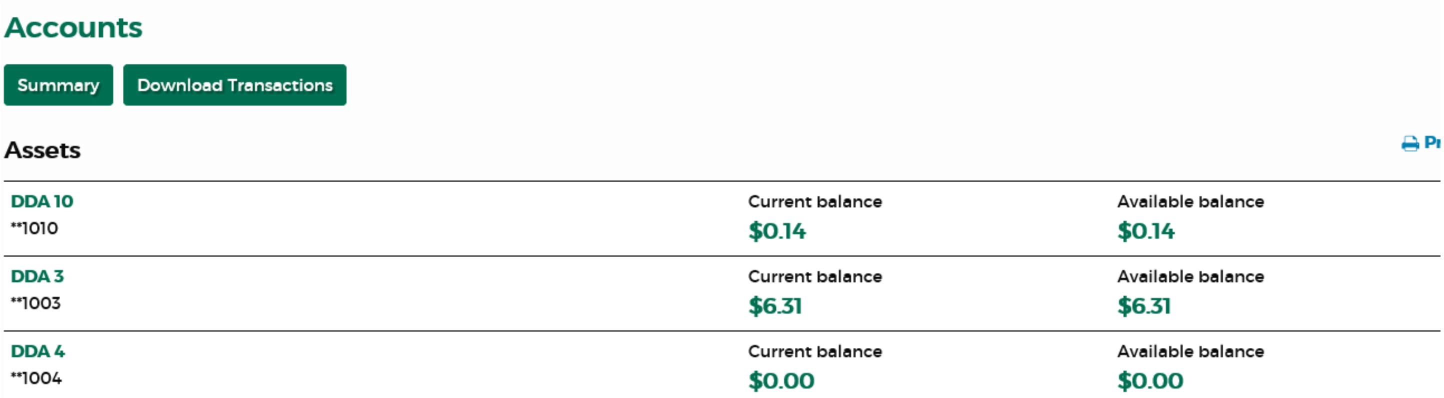
■	Nickname	Type	Number
☐	DDA 10	Checking	**1010
☐	DDA 3	Checking	**1003
☐	DDA 4	Checking	**1004
☐	DDA 5	Checking	**1005
☐	DDA 6	Checking	**1006
☐	DDA 7	Checking	**1007
☐	DDA 8	Checking	**1008
☐	DDA 9	Checking	**1009
☐	LOAN 1	Loan	**4001
☑	Operating account	Checking	**1001
☑	Payroll Account	Checking	**1002
☑	PREMIER SWEEP 1	Checking	**1801
☐	PREMIER SWEEP 2	Checking	**1802
☐	REPO 1	Checking	**1901
☐	REPO 2	Checking	**1902
☐	Savings account	Savings	******3787

* Indicates required field

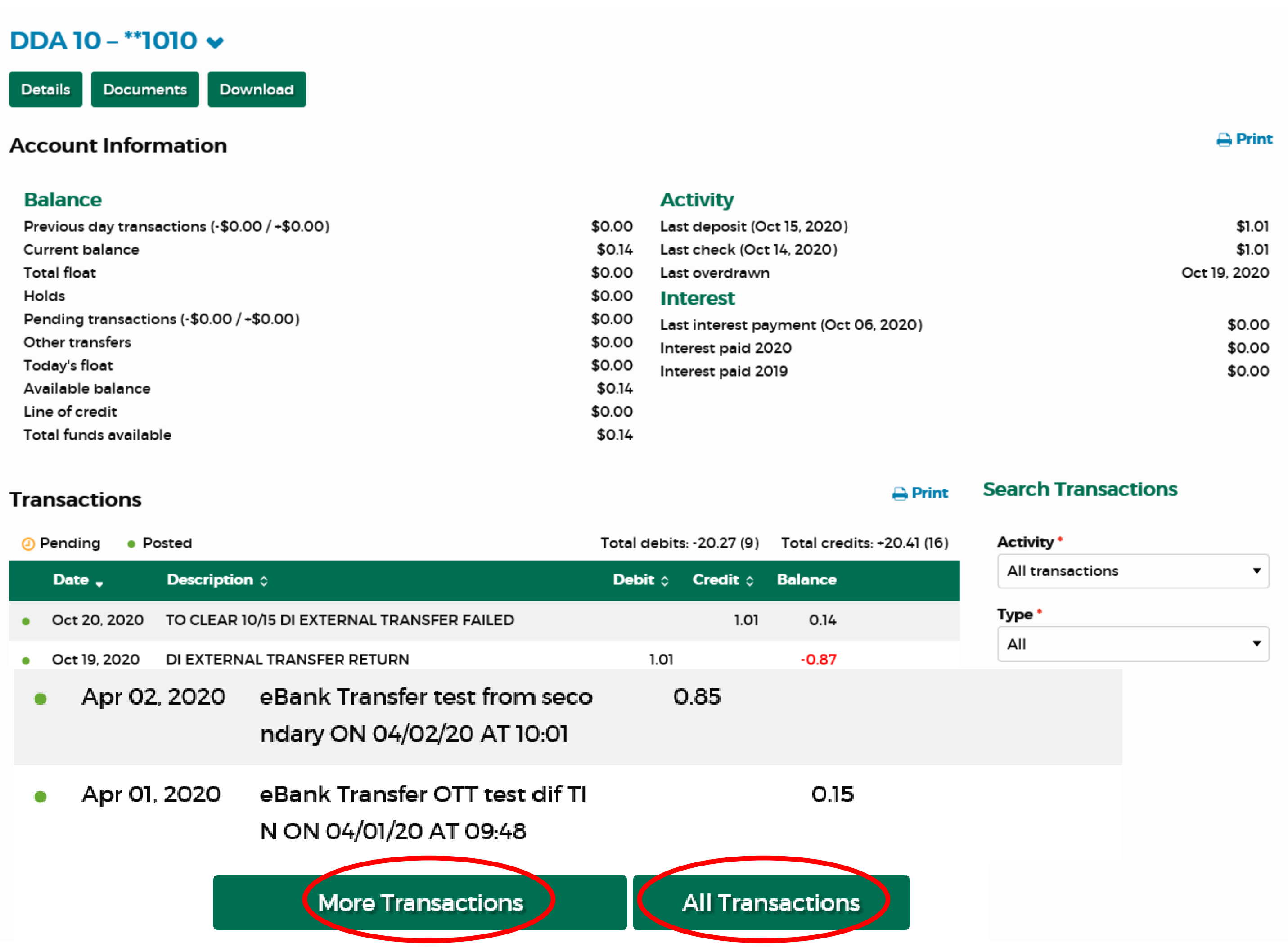
Download Transactions Cancel

Transactions and Statements

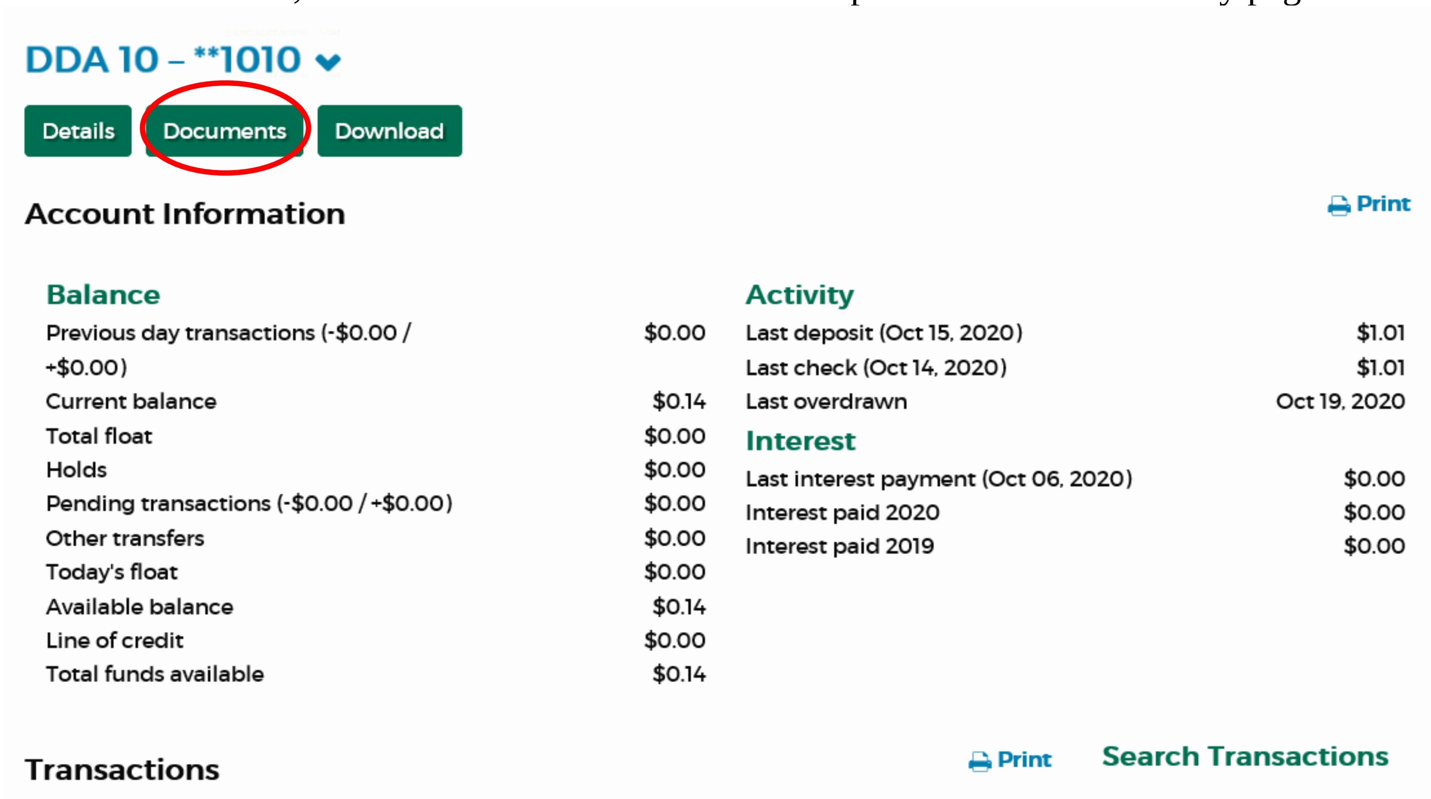
To view current and previous statement transactions select and account from the homepage or the accounts page.



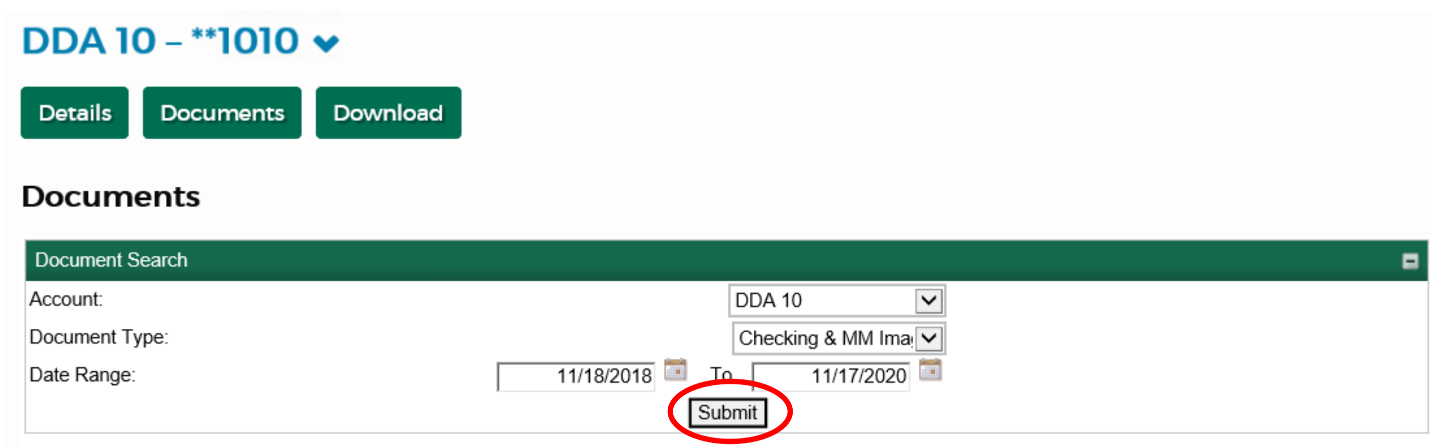
The transactions will display for below the summary to view more click More Transactions or All Transactions.



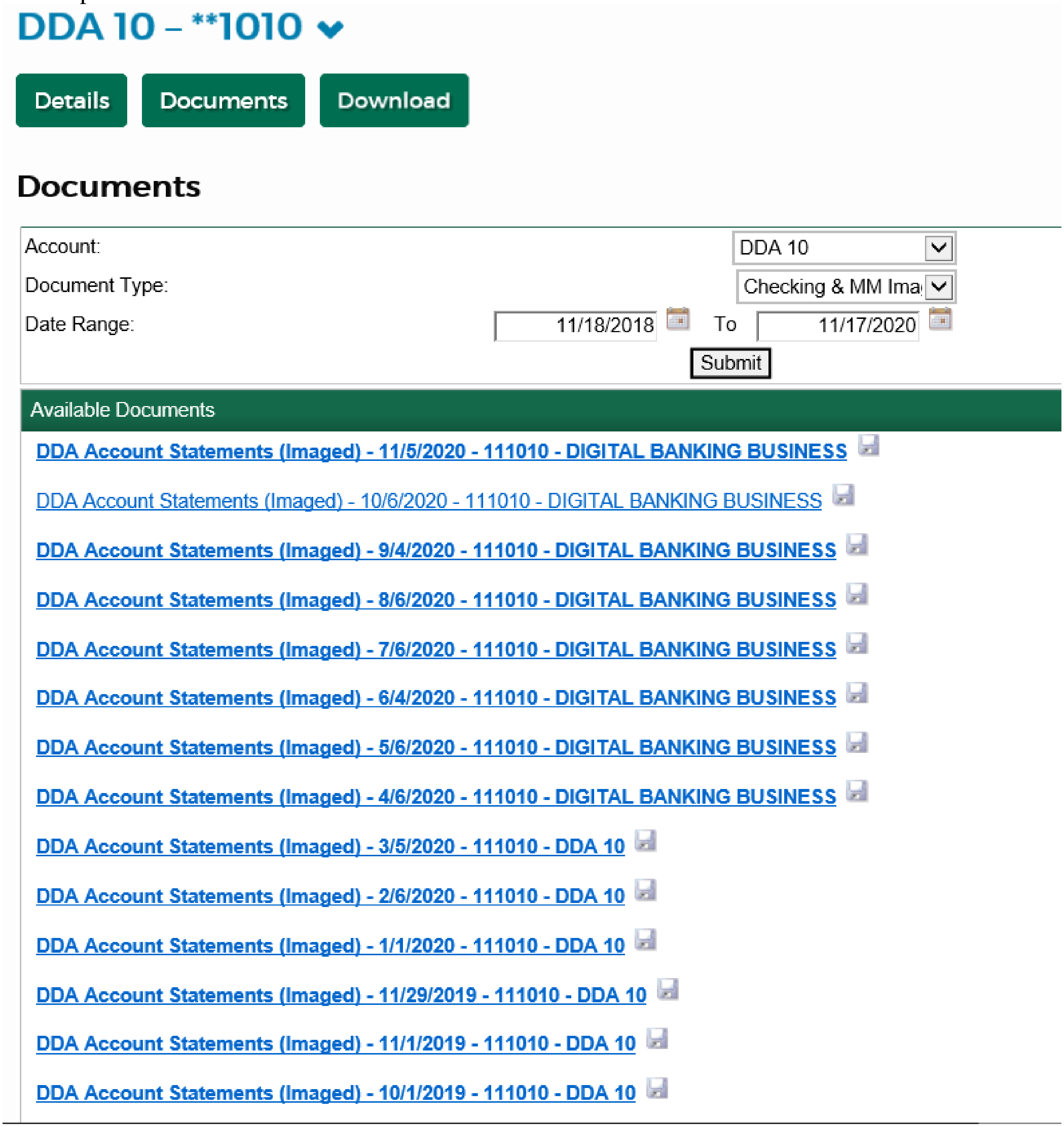
To view statements, select the Document button at the top of the account summary page



Next select your date range, the website allows you to view 2 years of prior statements. Once filled in click submit.

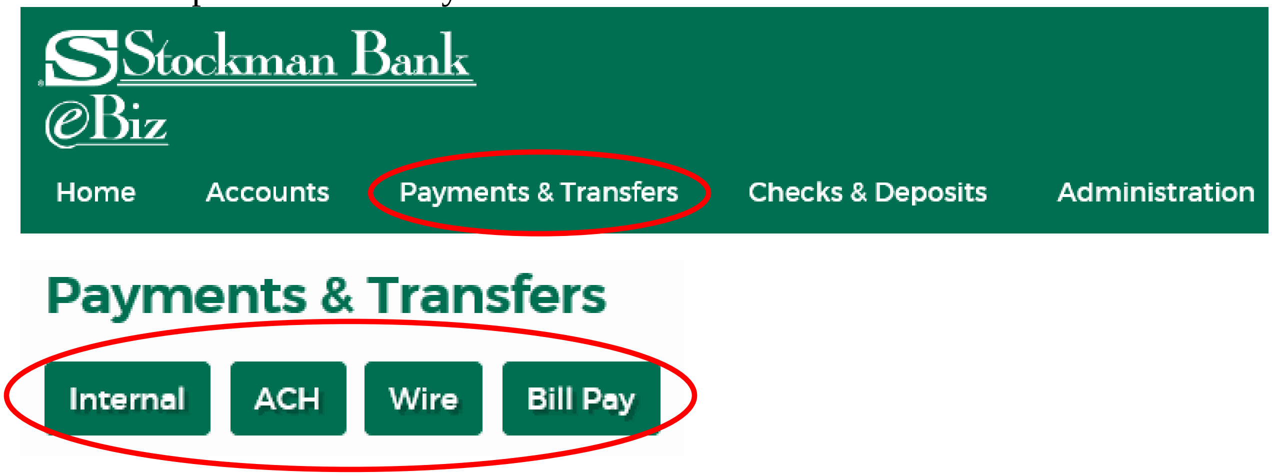


A list of available statements will open below, click the link of the statement to view, save and/or print.



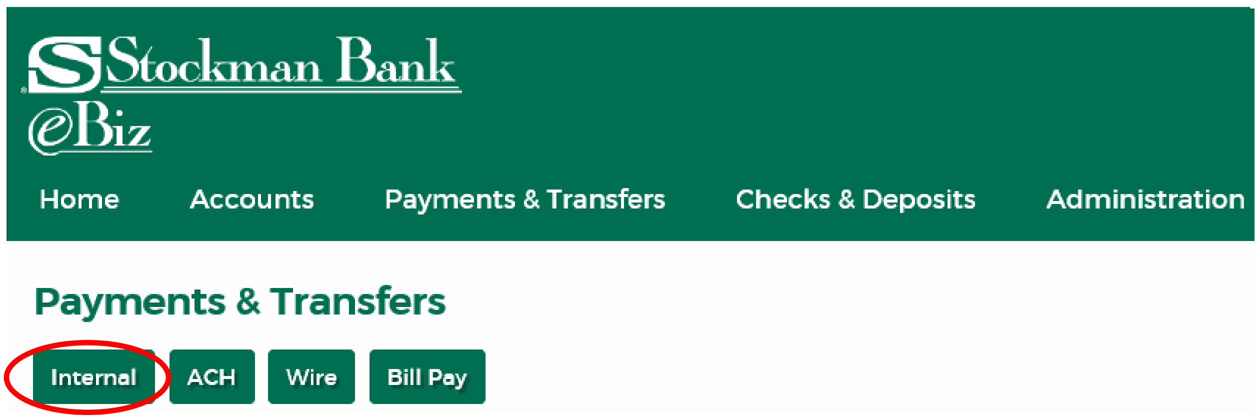
Payments & Transfers:

This tab will give you access to Internal Transfers, ACHs, Wires, and Bill Payments as assigned to the eBiz profile based on your user access.

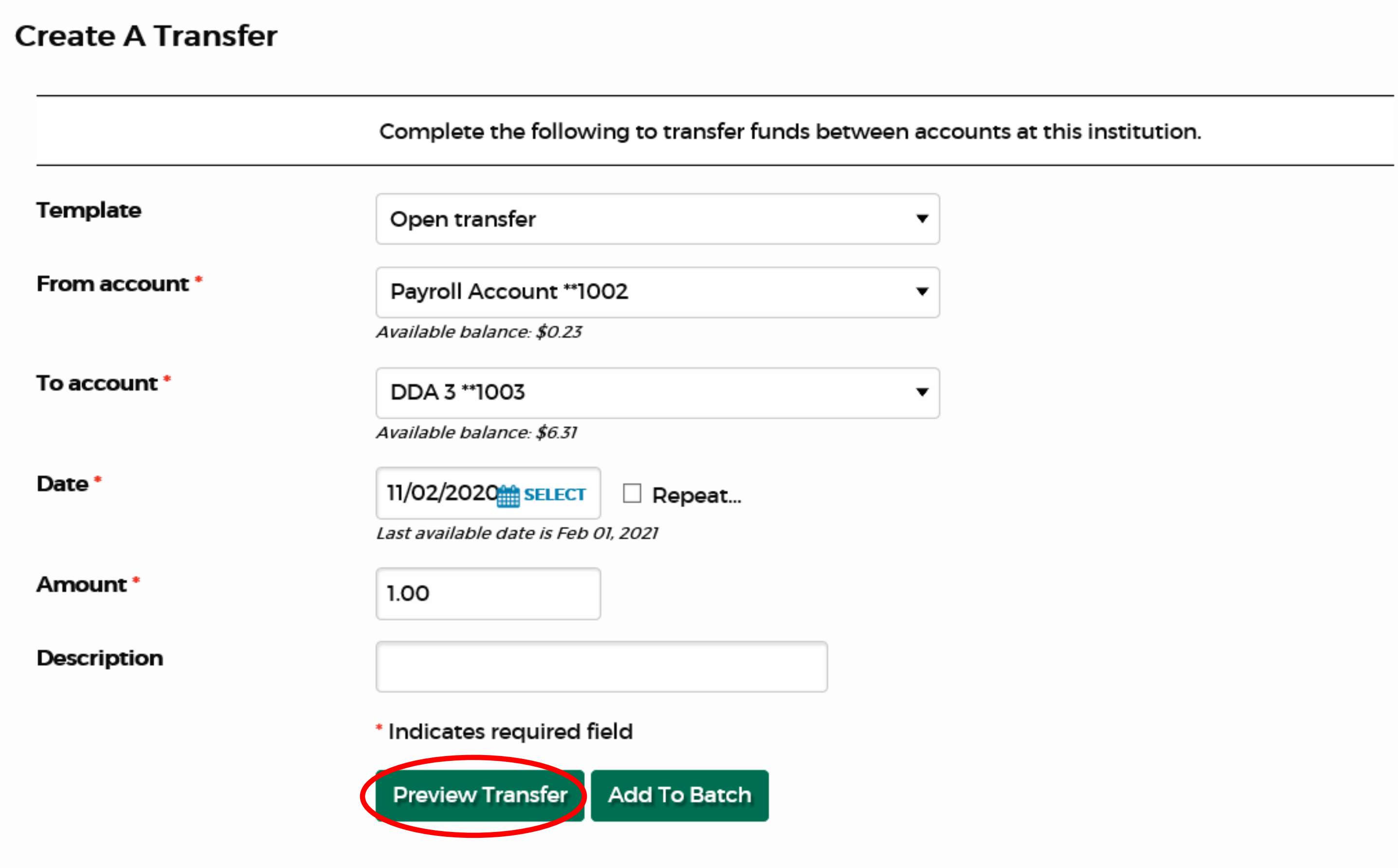


Internal

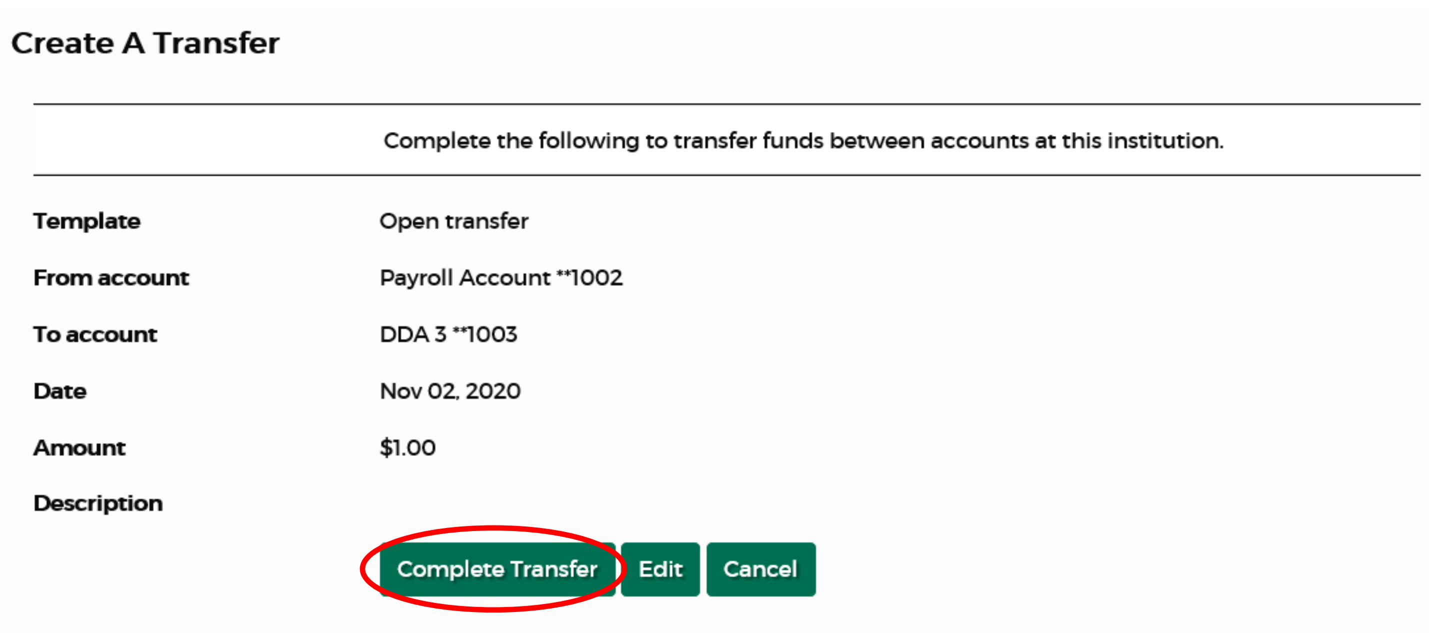
Internal Transfers will be listed under ***Internal***



To complete a transfer, fill in the required * information and click ***Preview Transfer***

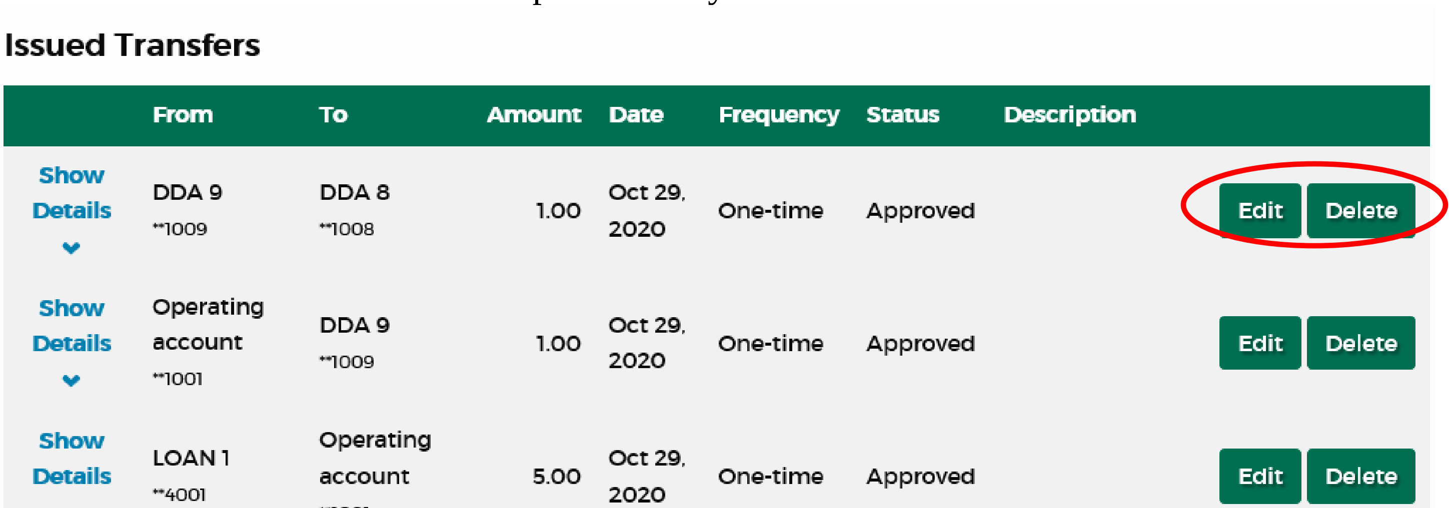


Review the Transfer and ***Complete Transfer*** or ***Edit*** the transfer.



Viewing/Editing/Deleting Internal Transfers Submitted

Depending on the security settings assigned to your user access, you may have the option to view, edit, or delete transfers you have previously submitted. The edit/delete option is only available for transfers that *have not* processed by Stockman Bank.

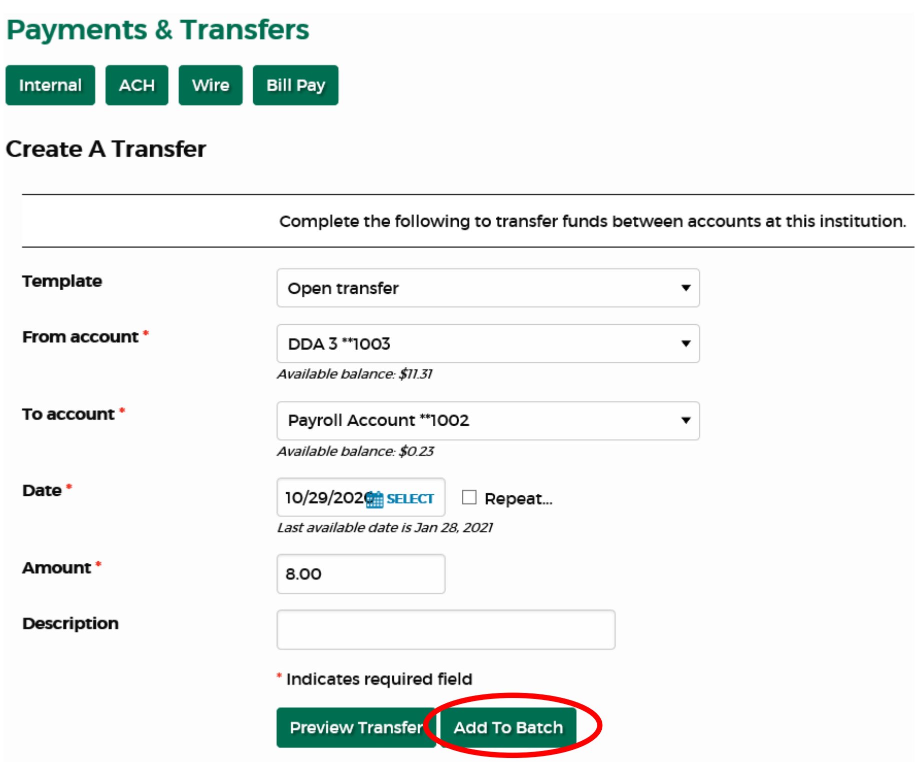


<u>Batch Internal Transfers</u>

Create a batch of internal transfers and submit all at once for further processing, instead of submitting multiple individual internal transfers.

Complete the internal transfers to be submitted and click Add to Batch

There can be a maximum of 30 internal transfers in a batch and add any type of internal transfer for any applicable dates.



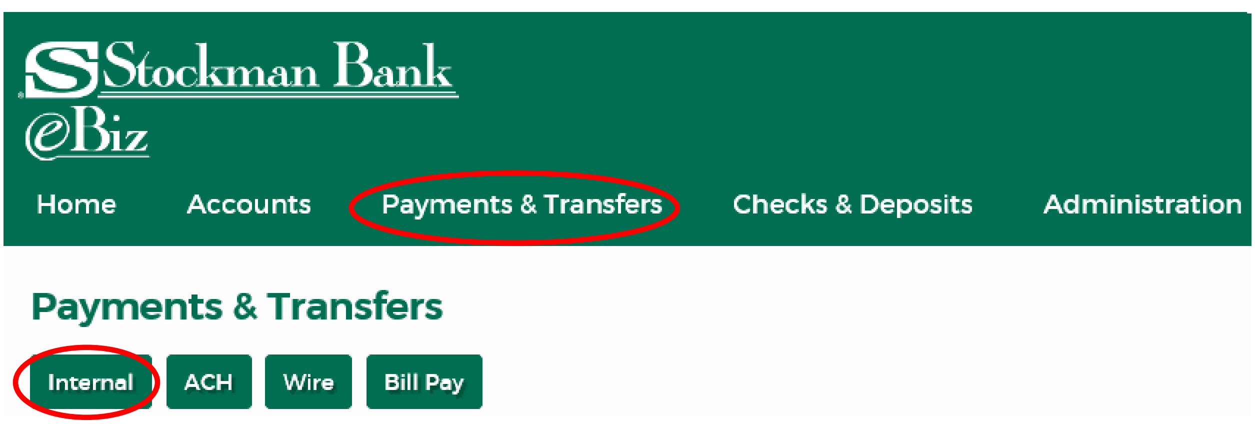
The internal transfers will queue in the batch transfers section. Click Submit Batch to submit all internal transfers, each transfer will have a reference number that can be used as a confirmation number.

Batch Transfers

Template	From	To	Amount	Date	Frequency	Description	
Open transfer	DDA 3 **1003	Payroll Account **1002	$8.00	Oct 29, 2020	One Time		Delete
Open transfer	DDA 9 **1009	Payroll Account **1002	$0.50	Oct 29, 2020	One Time		Delete
Open transfer	DDA 8 **1008	Savings account ******3787	$0.50	Nov 05, 2020	One Time		Delete
Fixed Internal Trans	DDA 9 **1009	DDA 8 **1008	$1.00	Oct 29, 2020	One Time		Delete
Loan Payment	DDA 3 **1003	LOAN 1 **4001	Regular payment of $1.00	Nov 02, 2020	One Time		Delete

Submit Batch Clear Batch

To view transfers submitted click on the ***Payments & Transfers***, then ***Internal***.



A list of transfers issued will appear

Issued Transfers

	From	To	Amount	Date	Frequency	Status	Description	
Show Details	DDA 9 **1009	DDA 8 **1008	1.00	Oct 29, 2020	One-time	Approved		Edit Delete
Show Details	Operating account **1001	DDA 9 **1009	1.00	Oct 29, 2020	One-time	Approved		Edit Delete
Show Details	LOAN 1 **4001	Operating account **1001	5.00	Oct 29, 2020	One-time	Approved		Edit Delete
Show Details	Operating account **1001	Payroll Account **1002	2.00	Oct 29, 2020	One-time	Approved		Edit Delete
Show Details	LOAN 1 **4001	Operating account **1001	10.00	Oct 29, 2020	One-time	Approved	funding transfer	Edit Delete
Show Details	Operating account **1001	Payroll Account **1002	0.50	Oct 29, 2020	Monthly	Approved	recurring internal transfer test	Edit Delete
Show Details	Operating account **1001	Payroll Account **1002	0.50	Nov 30, 2020	Monthly	Approved	recurring internal transfer test	Edit Delete

To view more details about the specific transfer submitted, click on ***Show Details***.

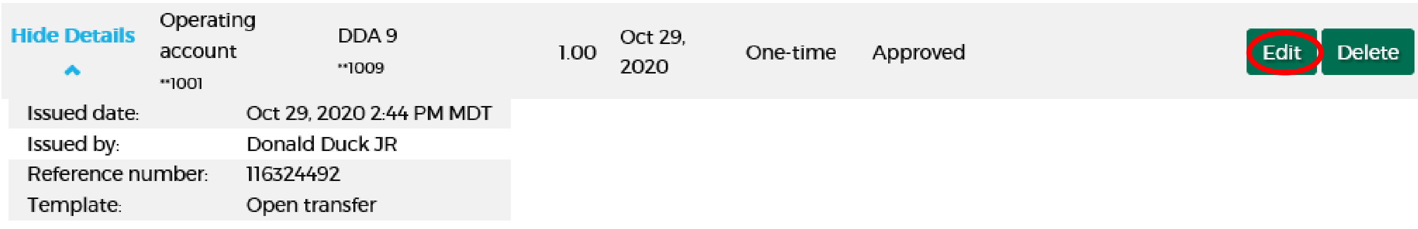
Show Details	Operating account **1001	DDA 9 **1009	1.00	Oct 29, 2020	One-time	Approved	Edit Delete

Here the details of the transfer will appear.

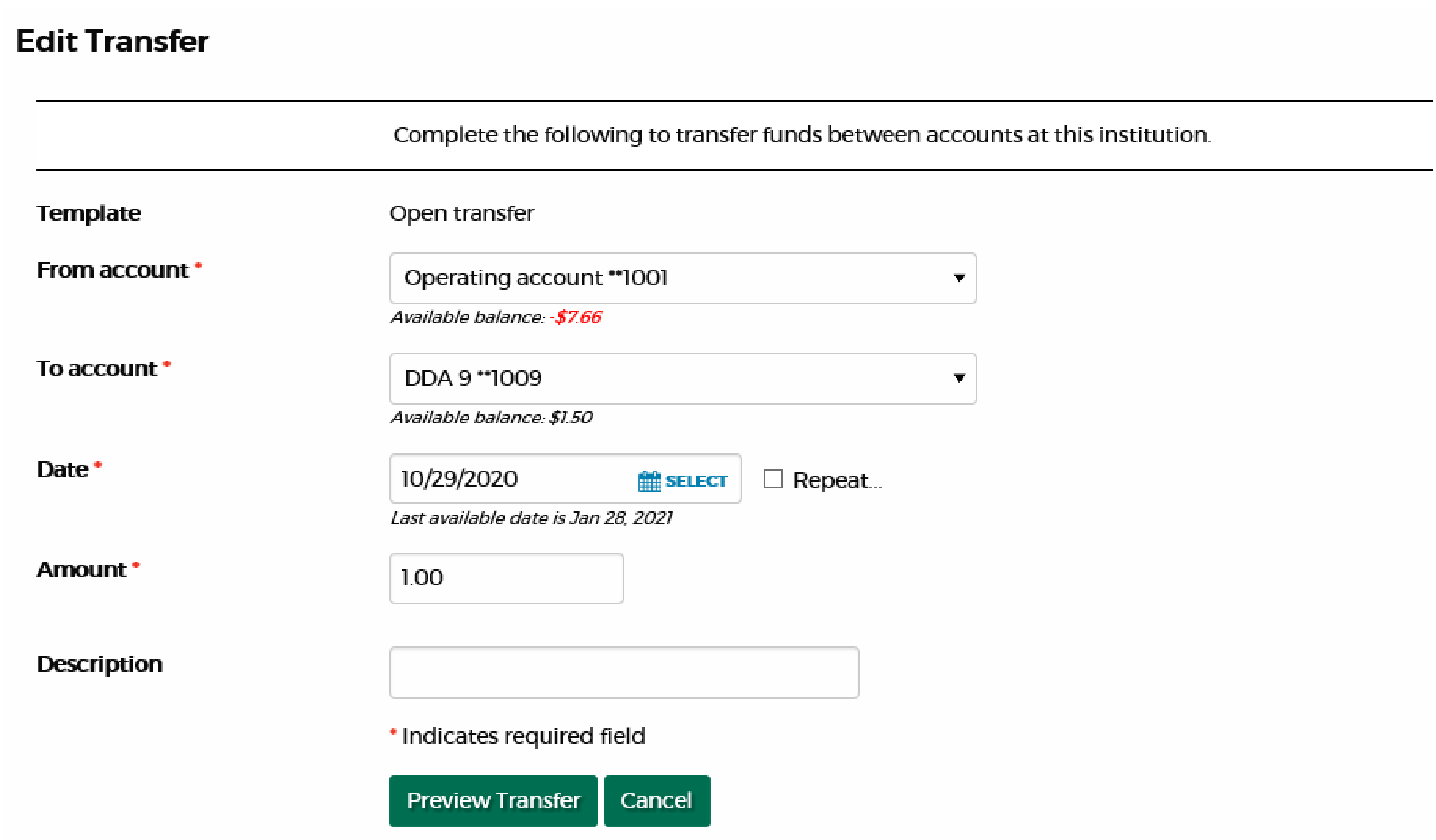
Hide Details	Operating account **1001	DDA 9 **1009	1.00	Oct 29, 2020	One-time	Approved	Edit Delete

Issued date:	Oct 29, 2020 2:44 PM MDT
Issued by:	Donald Duck JR
Reference number:	116324492
Template:	Open transfer

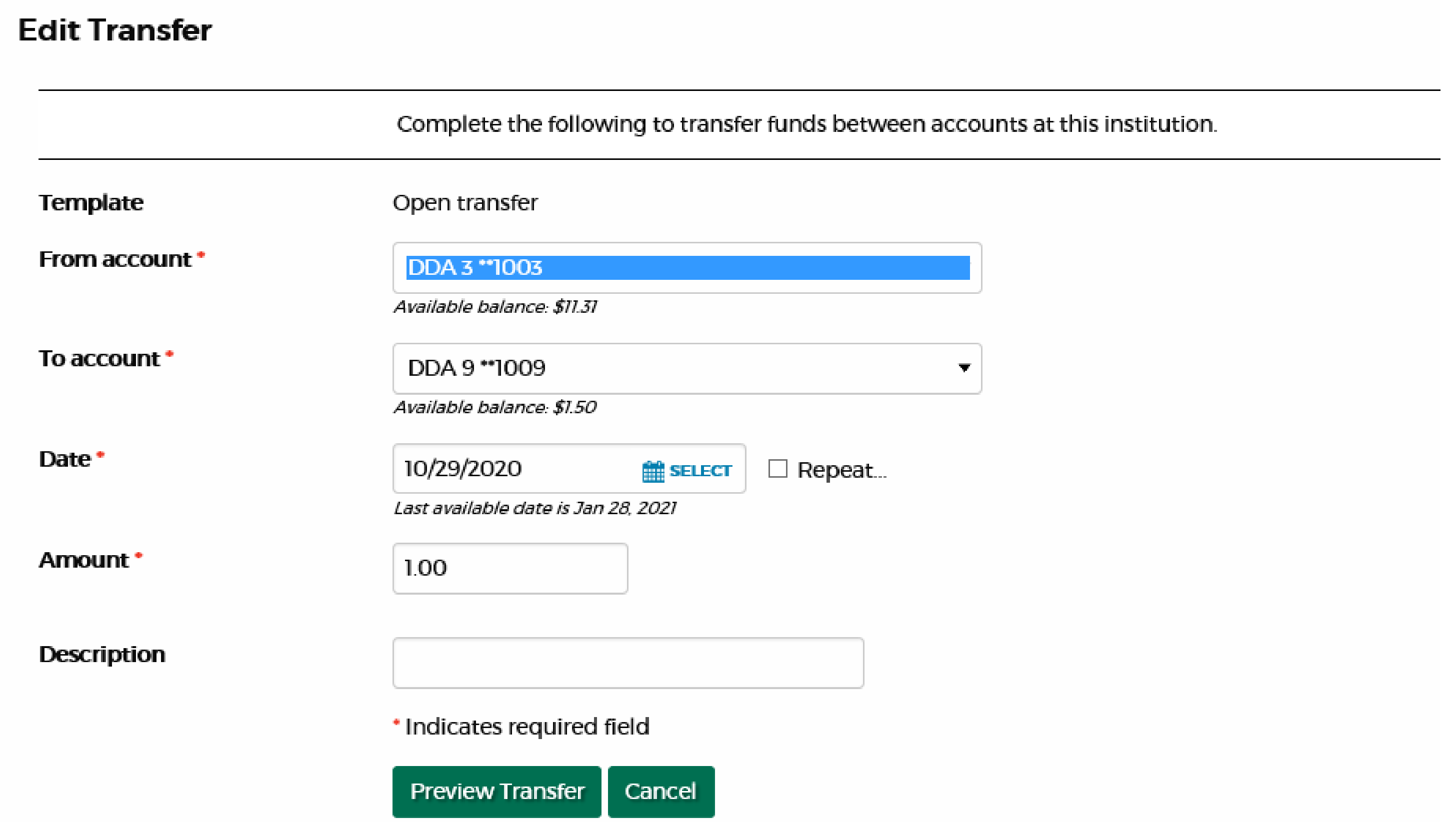
To edit a transfer previously submitted, but not yet processed by Stockman Bank, click on Payments and Transfers, Internal. A list of transfers submitted will appear at the bottom of the screen. Click on ***Edit***.

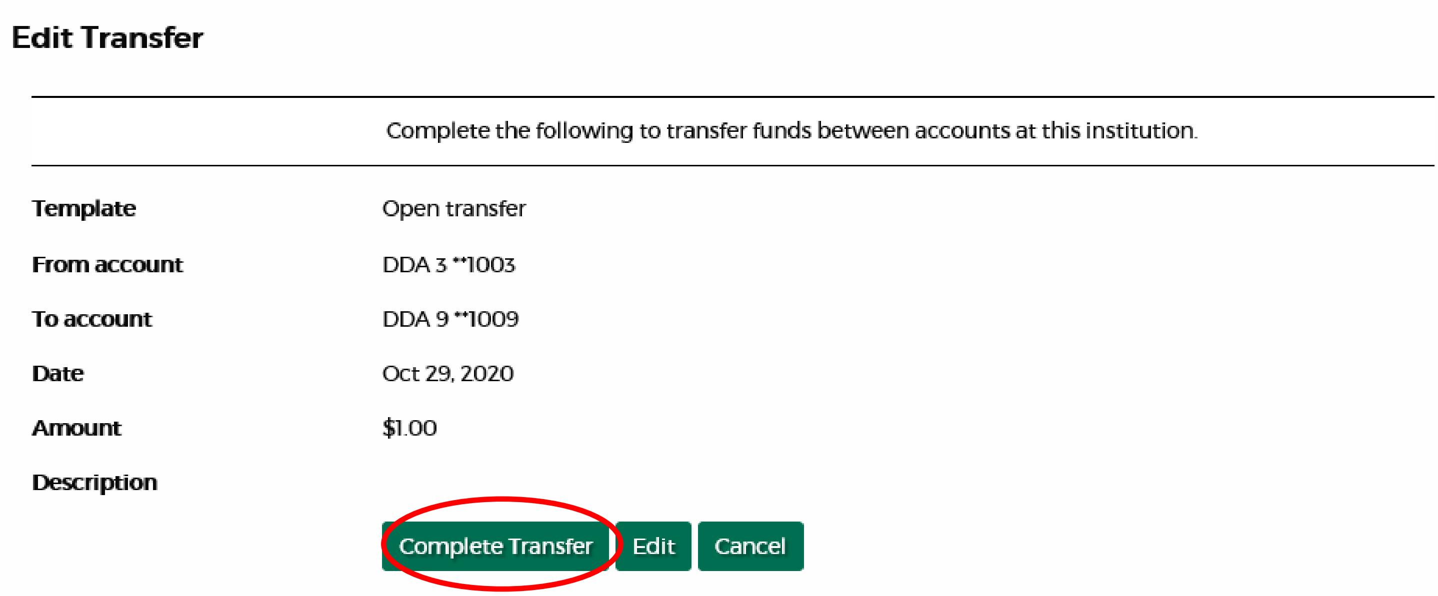


This will bring you to the transfer options. You may edit the transfer date and/or transfer amount.

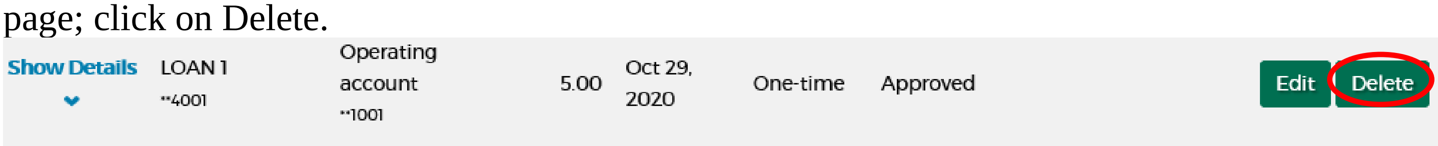


Input the new information you wish to edit and click Preview Transfer. Once you click Preview Transfer it will bring up the details of transfer. Then click ***Complete Transfer.***

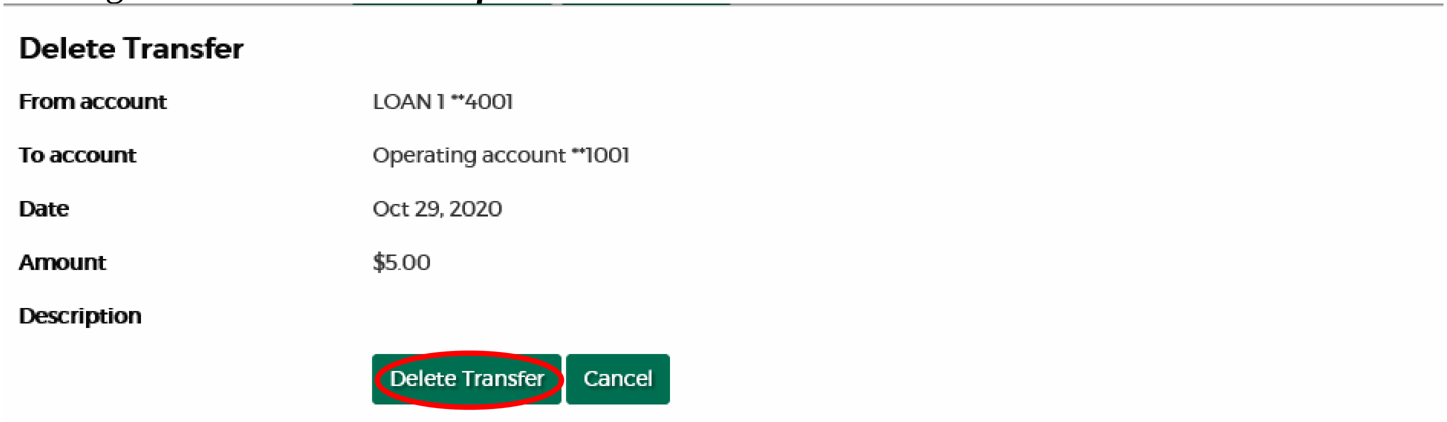




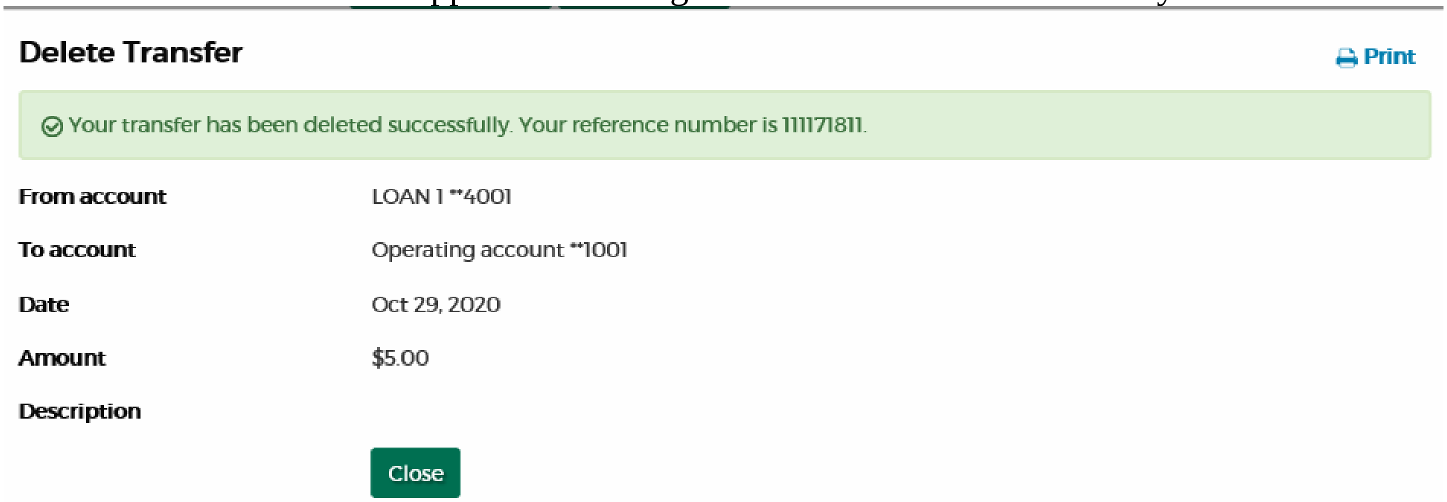
To delete a transfer previously submitted, but not yet processed by Stockman Bank, click on Payments and Transfers, Internal. A list of transfers submitted will appear at the bottom of the page; click on Delete.



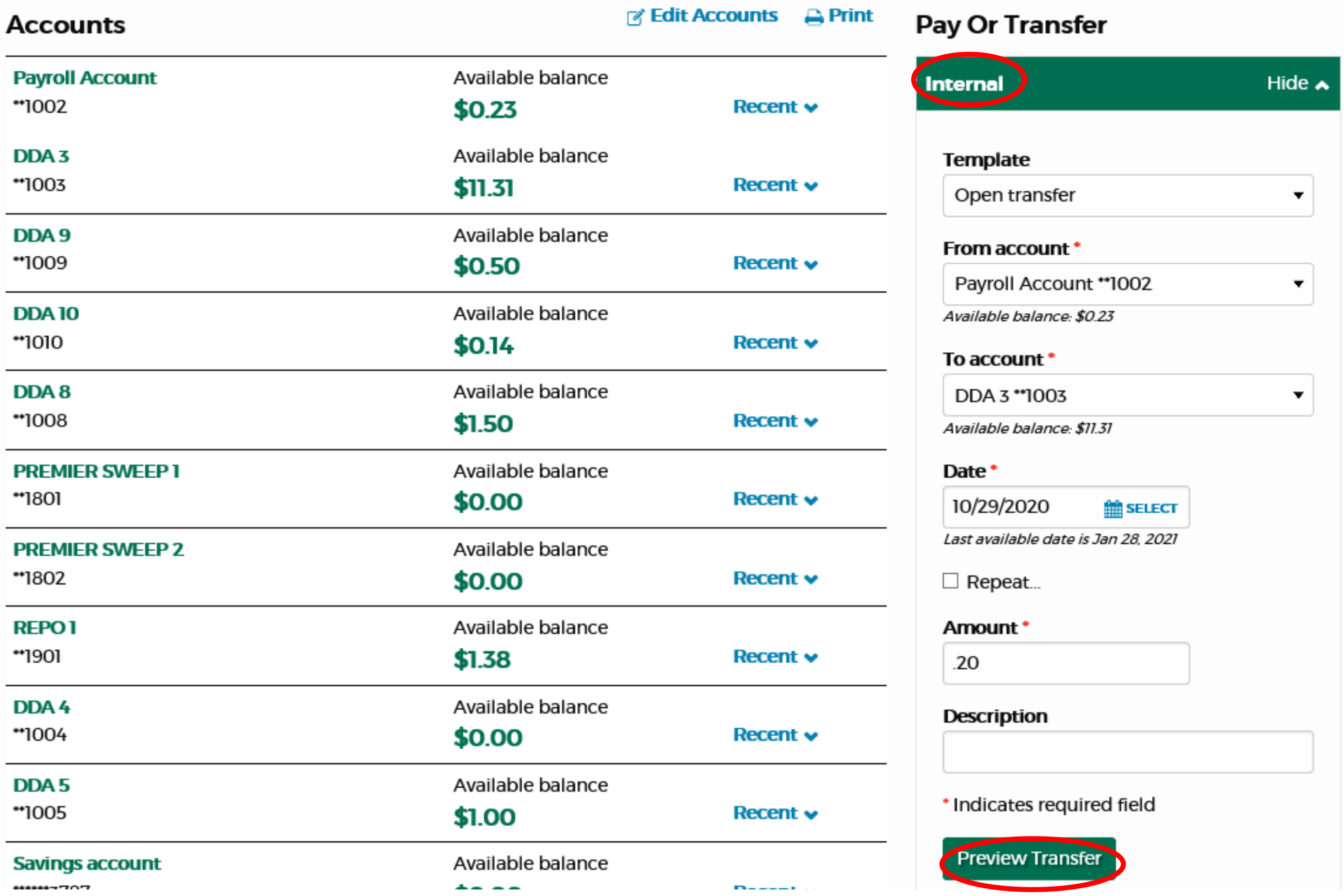
The details of the transfer will appear. Confirm the information for the transaction you are deleting and click ***Delete Transfer***.



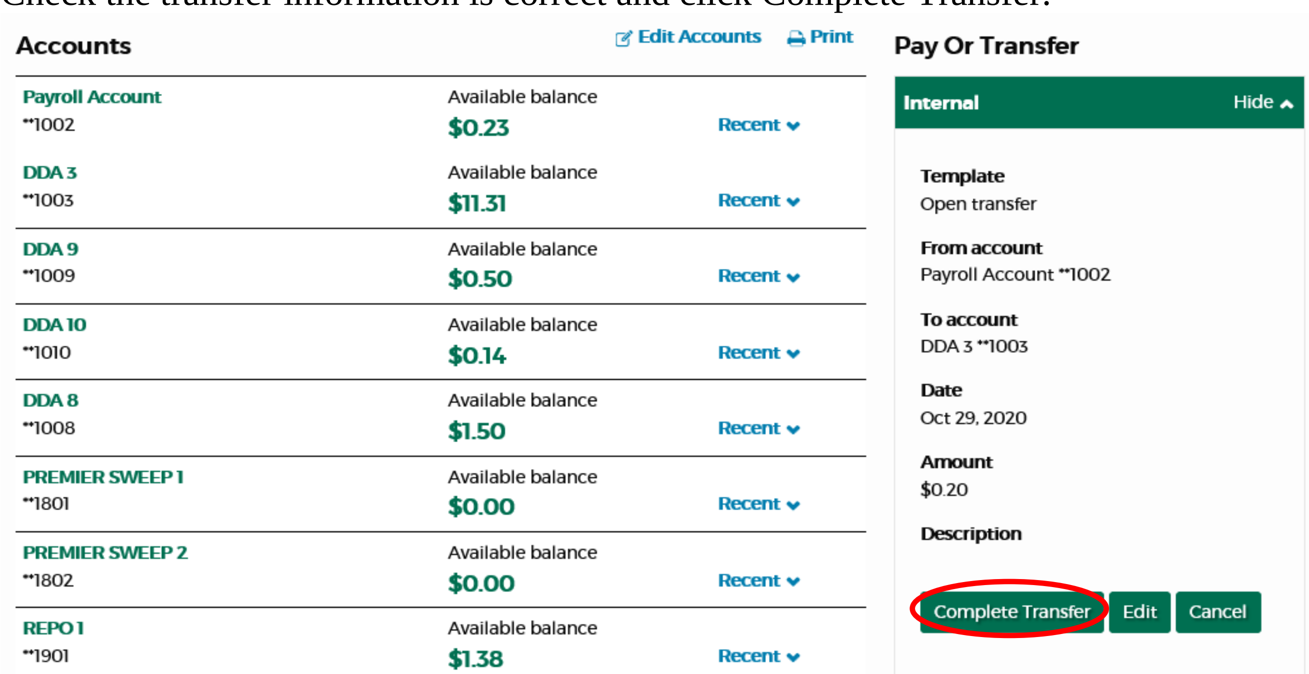
A confirmation screen will appear confirming the transaction was successfully deleted.



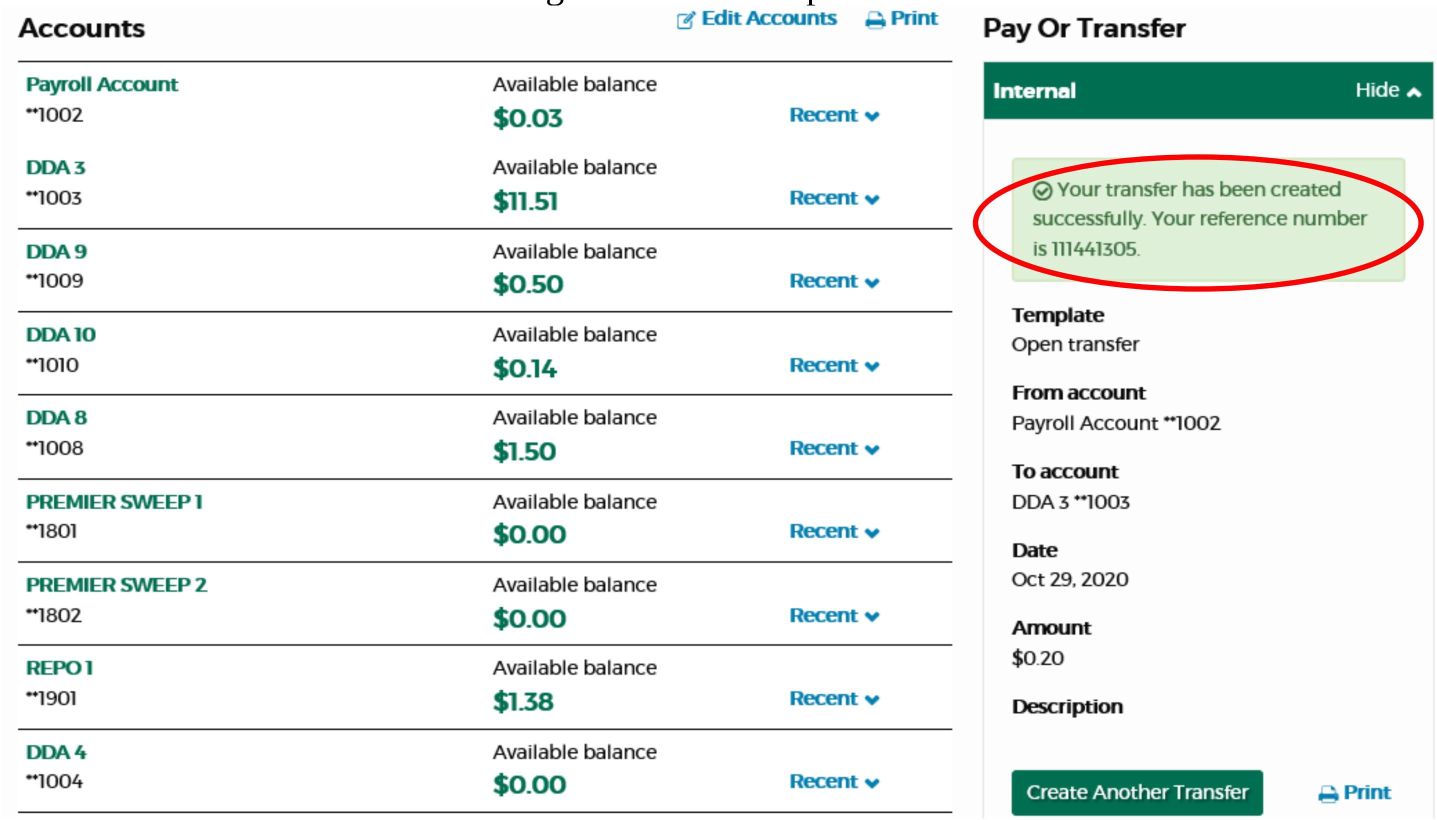
Another way to submit an internal transfer is from the Home screen. Navigate to the home screen, on the right-hand side, there is a widget titled Pay or Transfer. Click Internal and fill out the information for the internal transfer. Click Preview Transfer.



Check the transfer information is correct and click Complete Transfer.

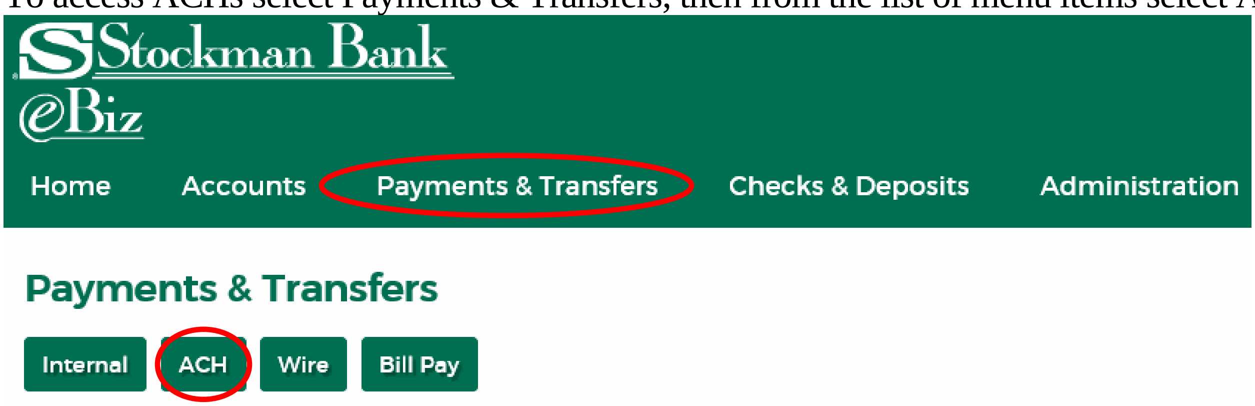


A confirmation reference number is given and can be printed.



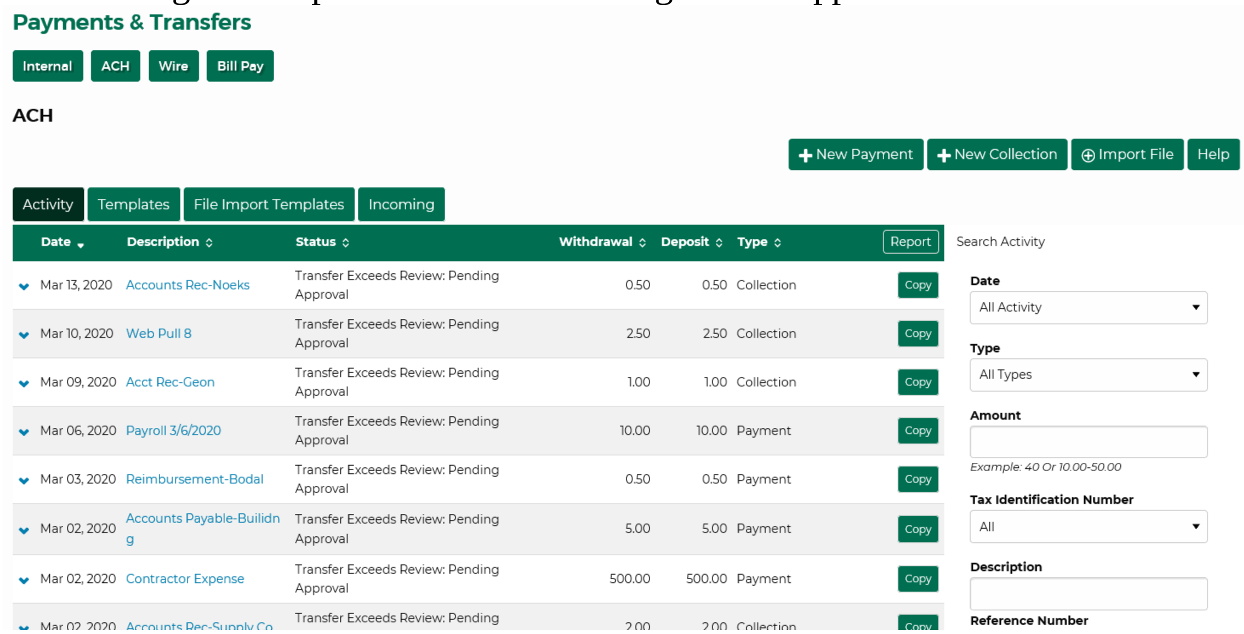
ACH

To access ACHs select Payments & Transfers, then from the list of menu items select ACH.

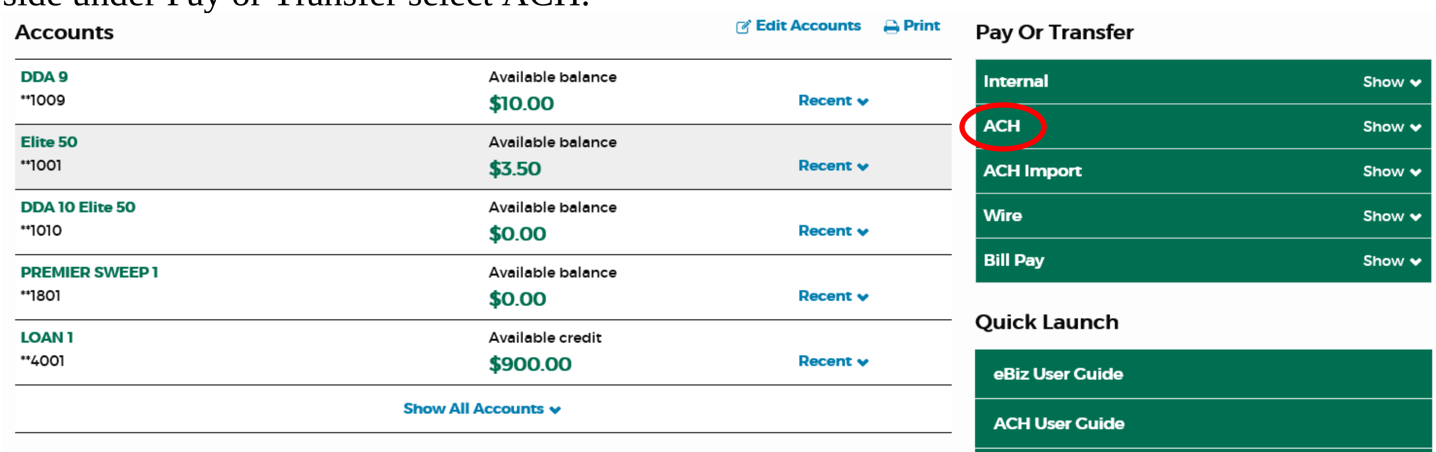


For detailed instructions, please refer to the ACH User Guide.

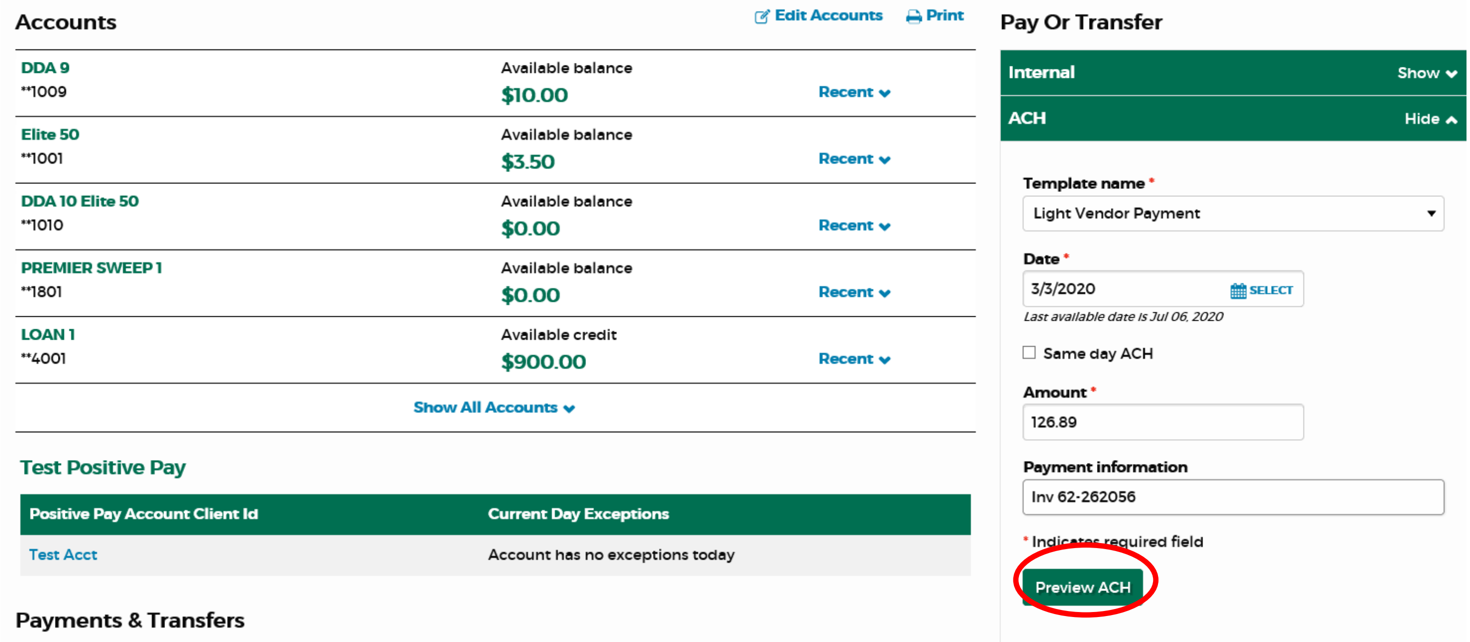
Below are various menu selection options. The options will vary depending on the user access and the types of ACH transactions that have been authorized by Stockman Bank. If an option displayed in the contents of this user guide is not available to you, please contact your local Cash Management Specialist or Cash Management Support at 1-855-818-4517.



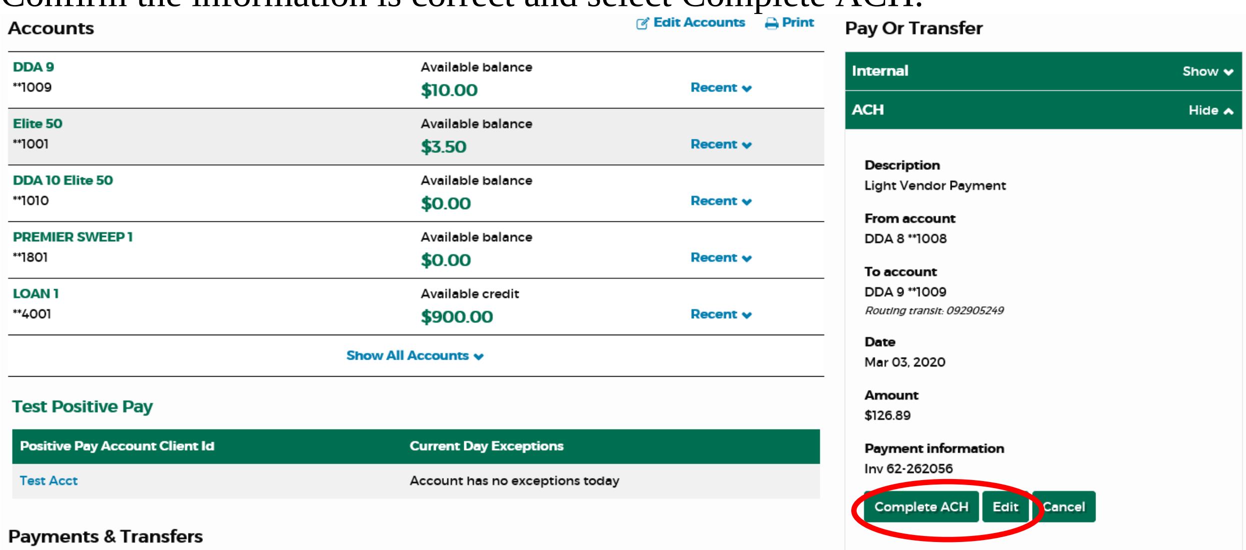
On the Home screen there is also a way to send an ACH using a template. On the right-hand side under Pay or Transfer select ACH.



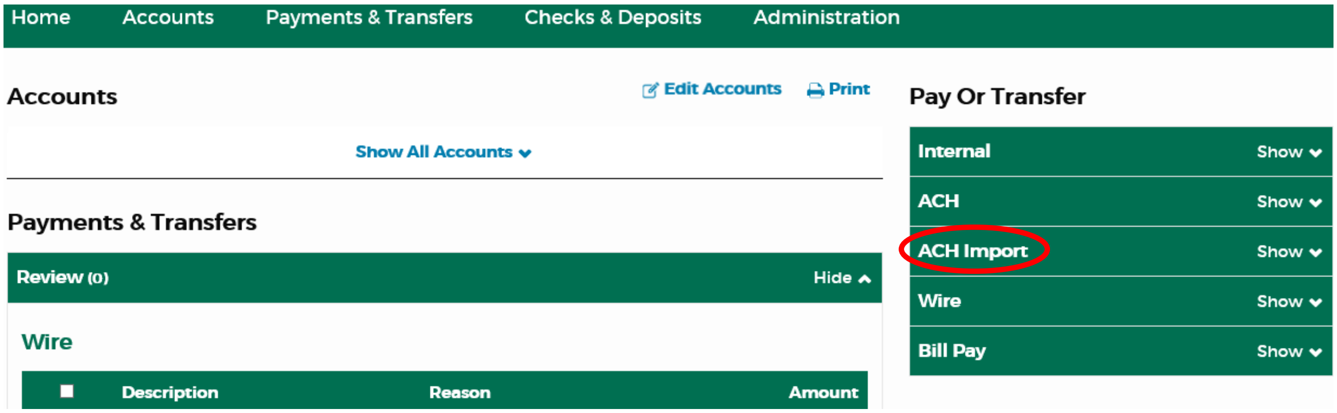
Select the Template, insert the effective date, and the amount and click Preview ACH.



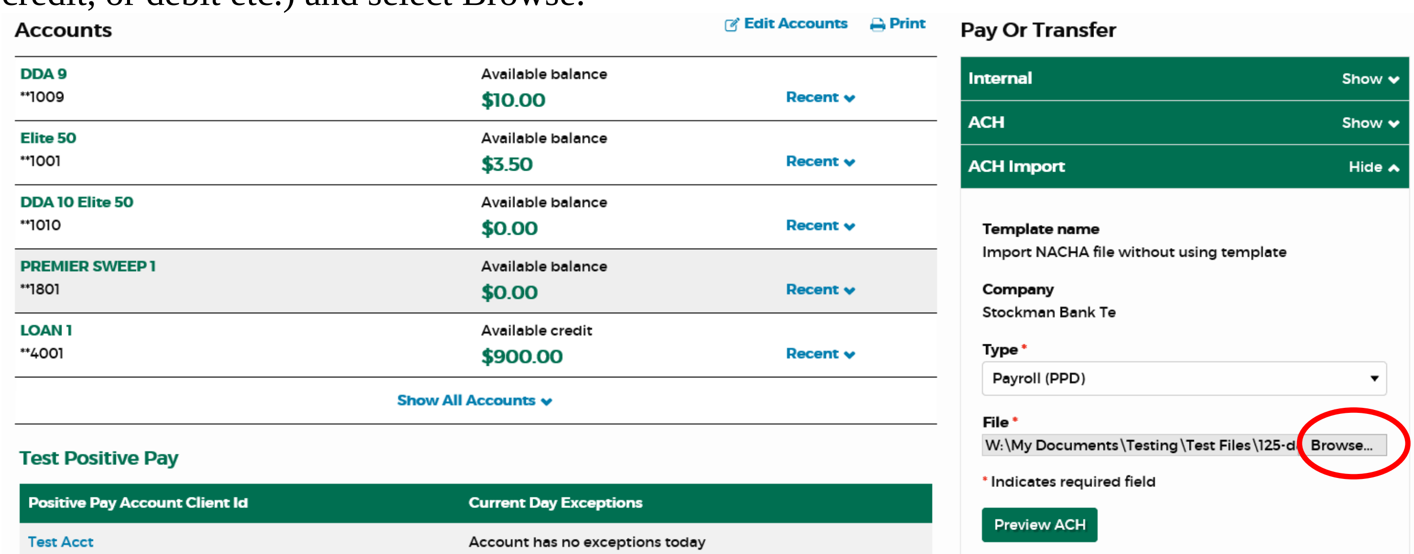
Confirm the information is correct and select Complete ACH.



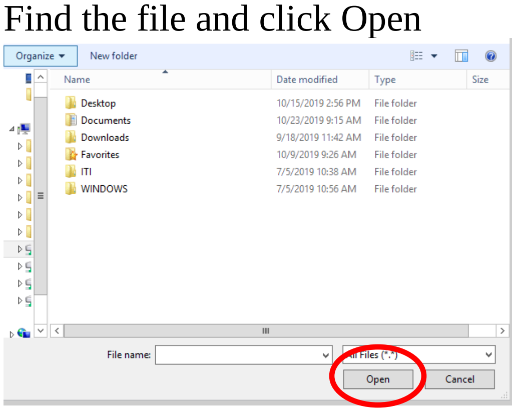
To Import a file, select the ACH Import



Select the Type of ACH (payroll, prearranged payment or deposit, health savings, corporate credit, or debit etc.) and select Browse.



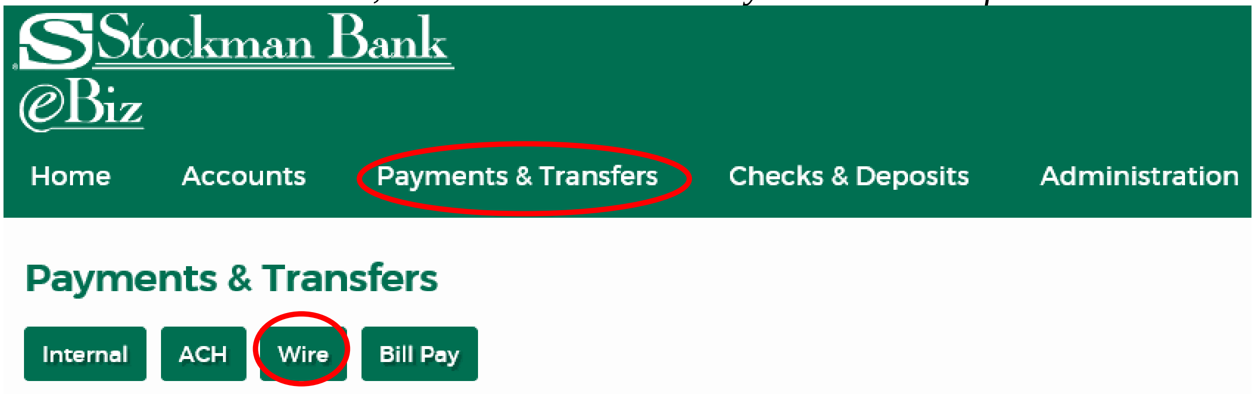
Find the file and click Open



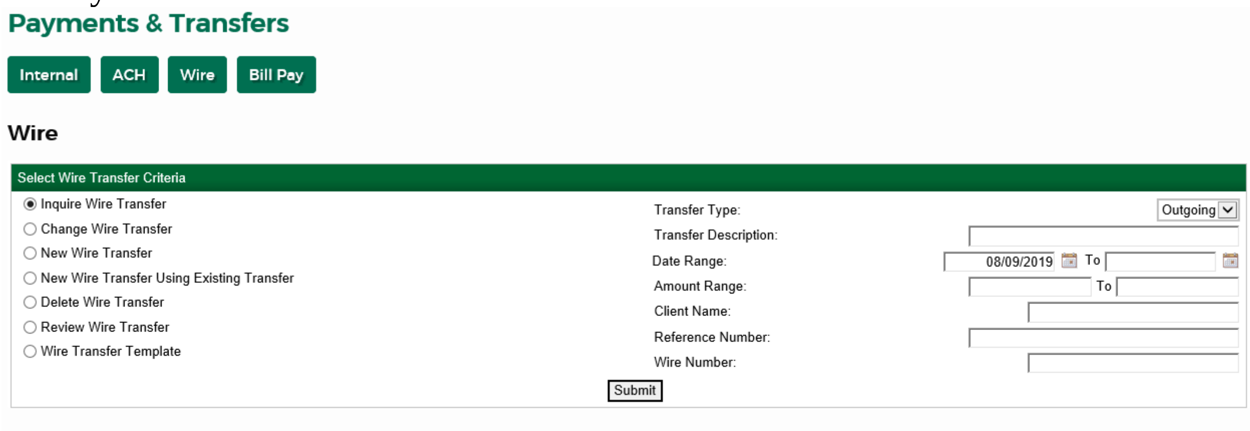
Click Preview ACH and verify all information is correct and select Complete ACH.

Wires

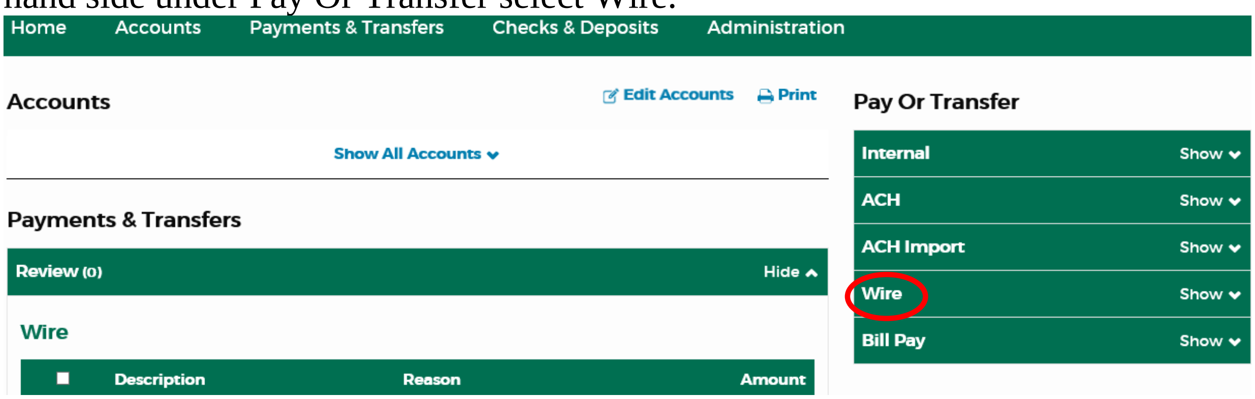
To access the wire menu, select *Wire* from the *Payments & Transfers*.



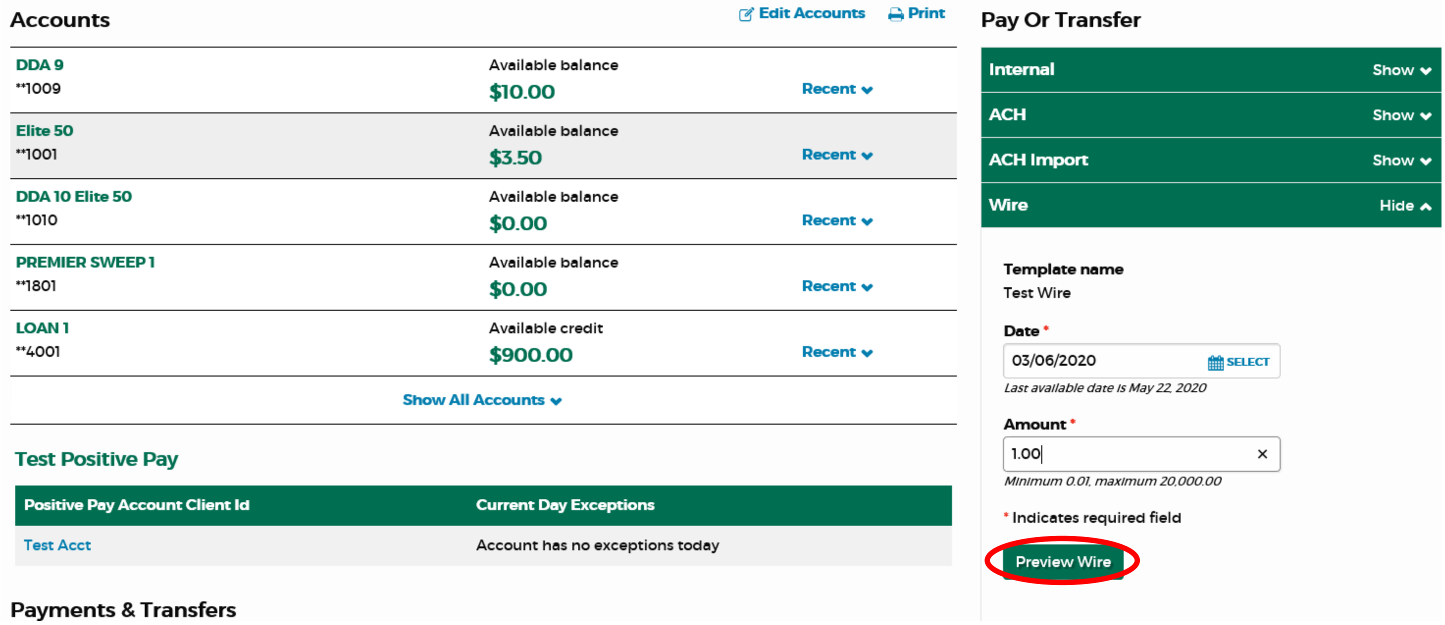
Once you are at this screen refer to our Wire User Guide



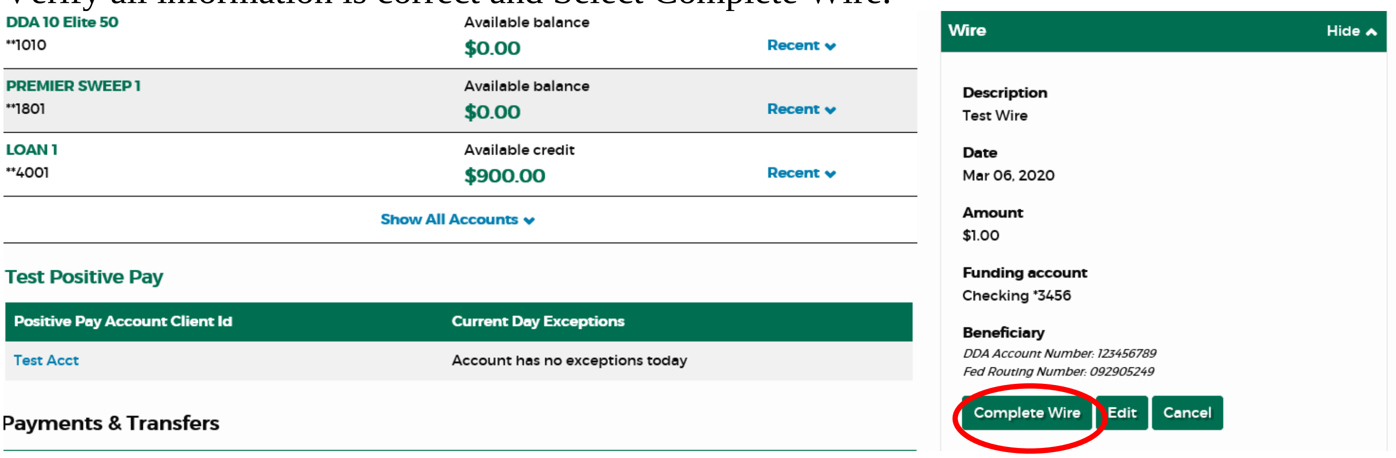
On the Home screen there is also a way to send *__a domestic__* wire using a template. On the right hand side under Pay Or Transfer select Wire.



Select the Wire Template, enter the date and the amount and select Preview Wire.

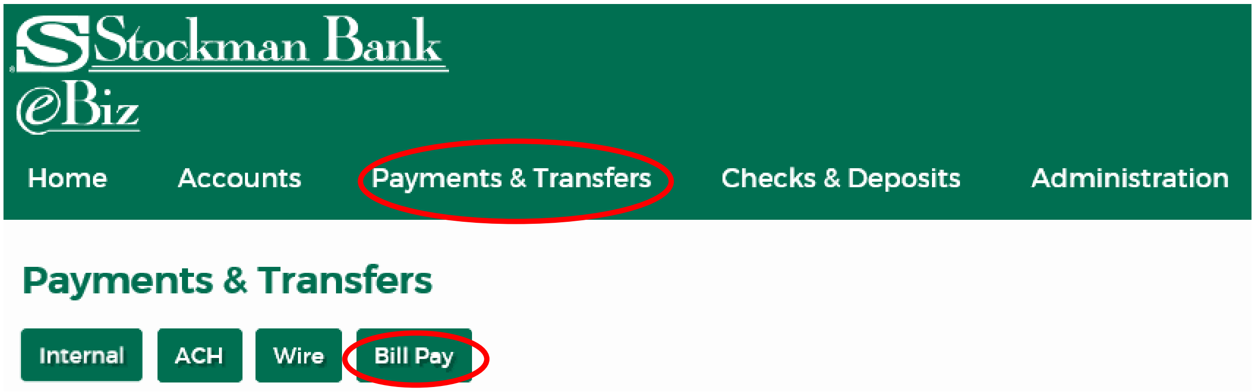


Verify all information is correct and Select Complete Wire.

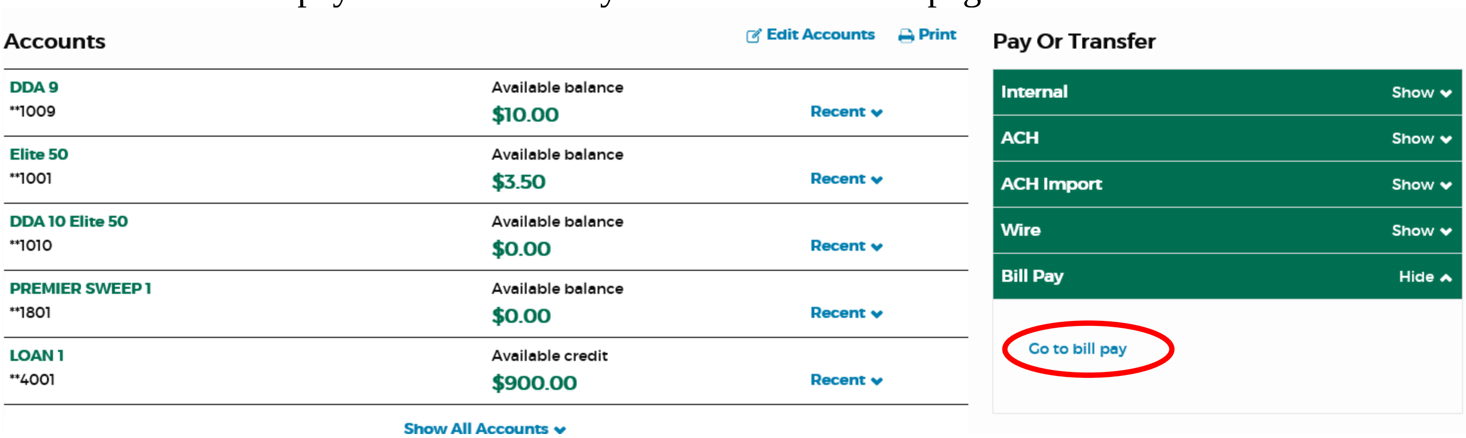


Bill Pay

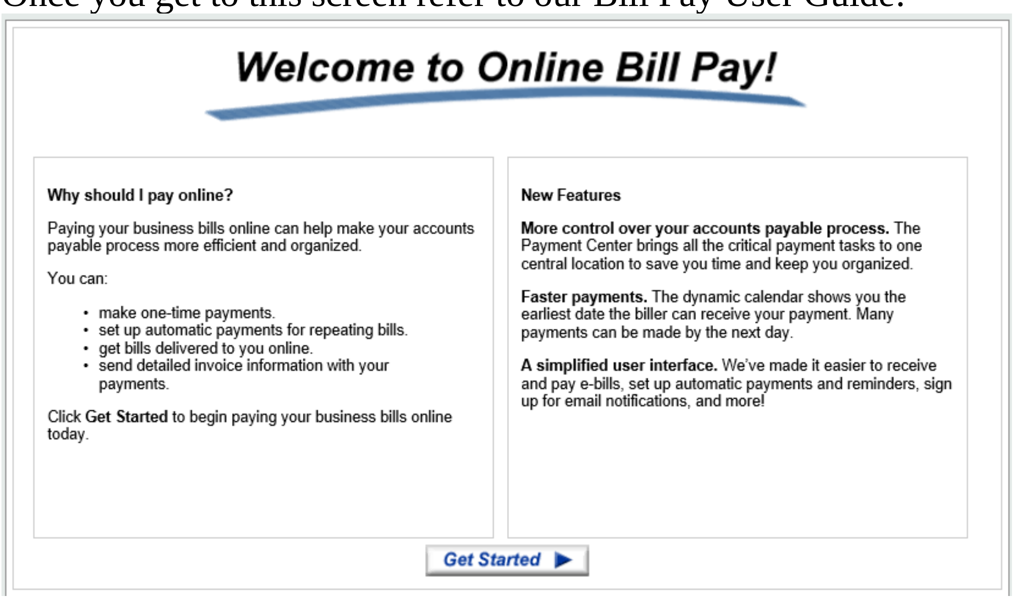
To access Bill Pay click on the Bill Payments link from the menu under the Payments and Transfers tab.



Or select Go to bill pay from the Bill Pay section on the homepage



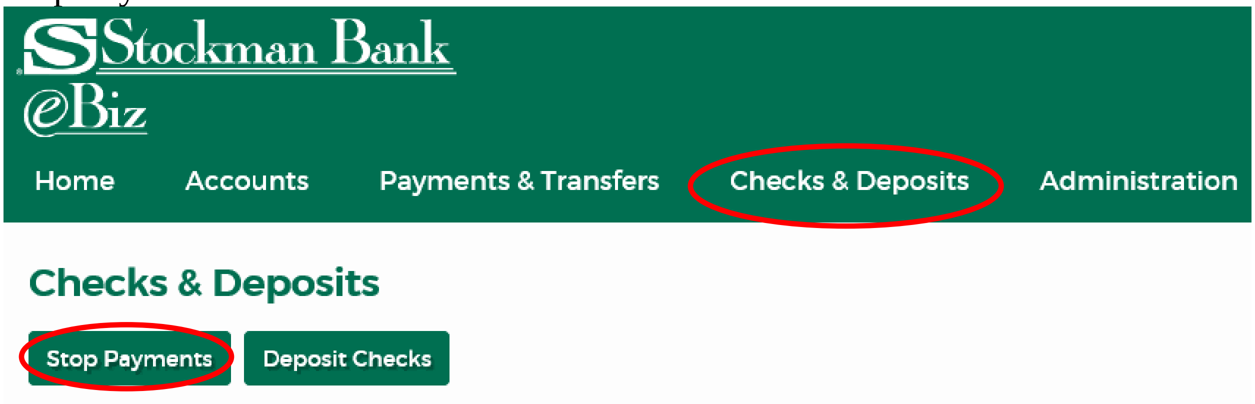
Once you get to this screen refer to our Bill Pay User Guide.



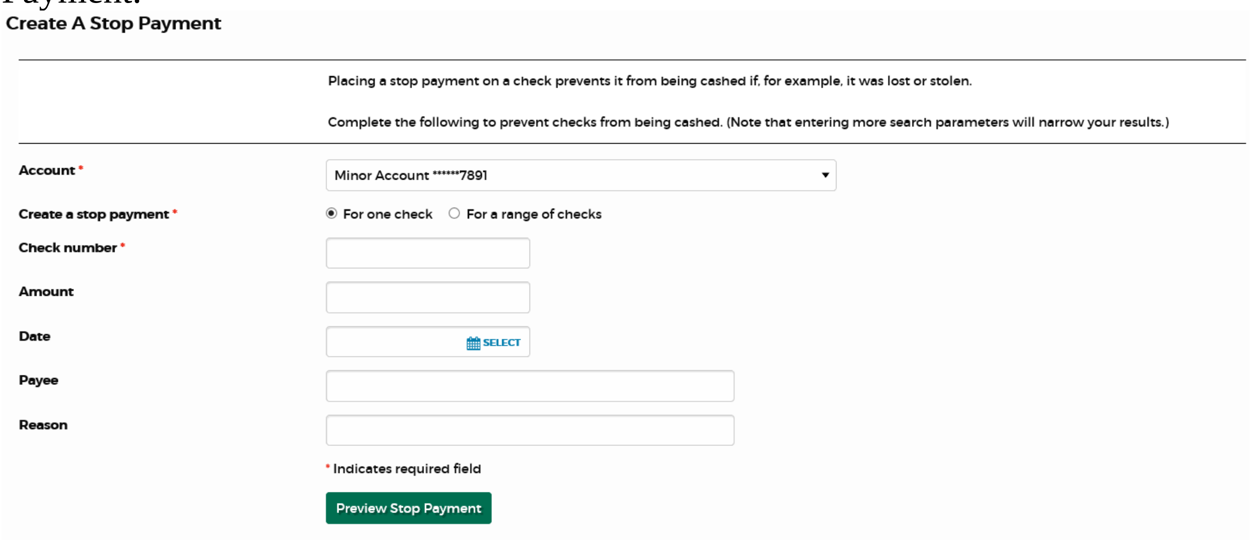
Checks & Deposits

<u>Stop Pays</u>

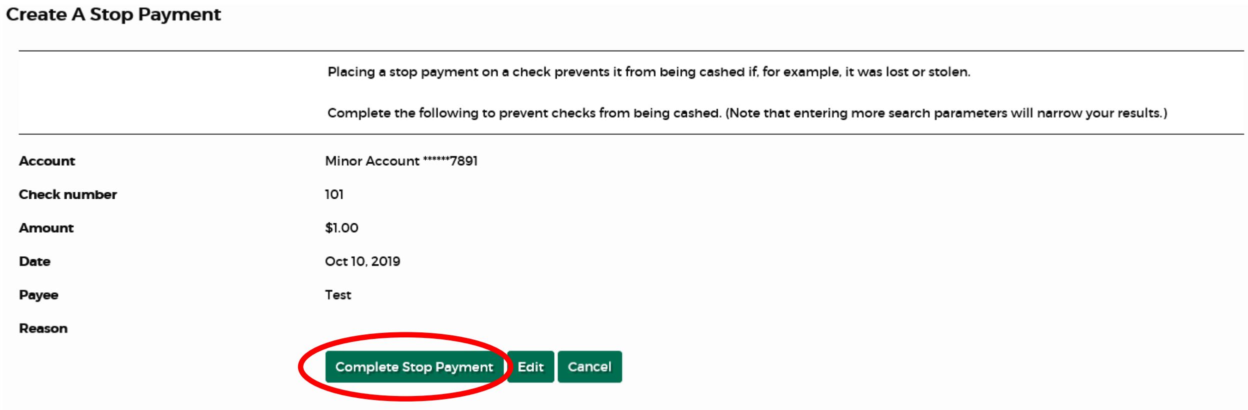
To complete a stop pay click on the Check & Deposits tab from the Menu and than select the Stop Payments button.



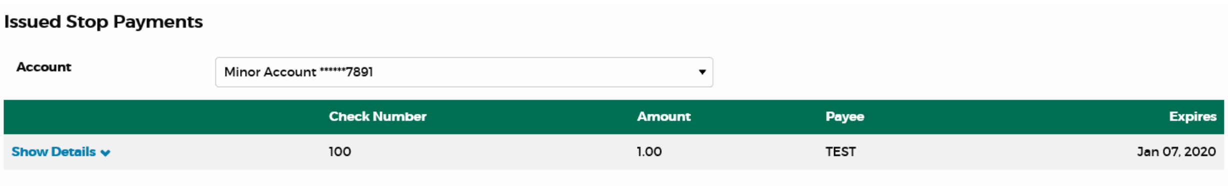
Enter all the information of the check you wish to put a stop on and click Preview Stop Payment.



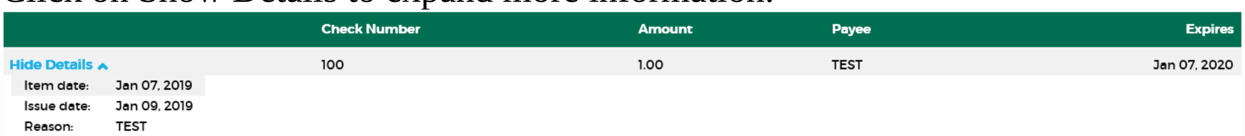
Account: The account the check is written from
Create a stop payment: select if it's for a single check or a range of checks
Check number: enter the check number or the range of check numbers
Date: the date the check was written
Payee: Who the check was written to
Reason: Why the check needs to be stopped
Finish the stop payment by clicking Complete Stop Payment.



The stop payments that have been issued will show up below in the issued Stop Payments Section.

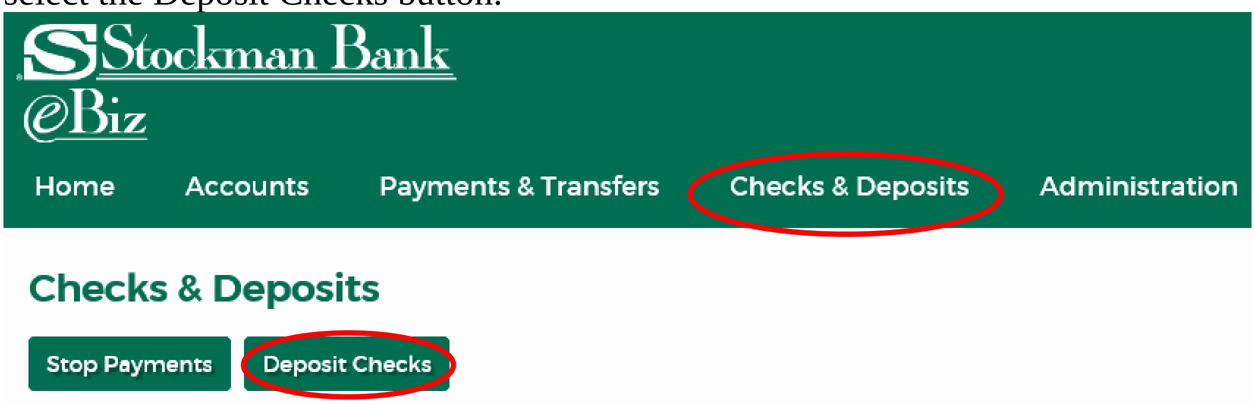


Click on Show Details to expand more information.

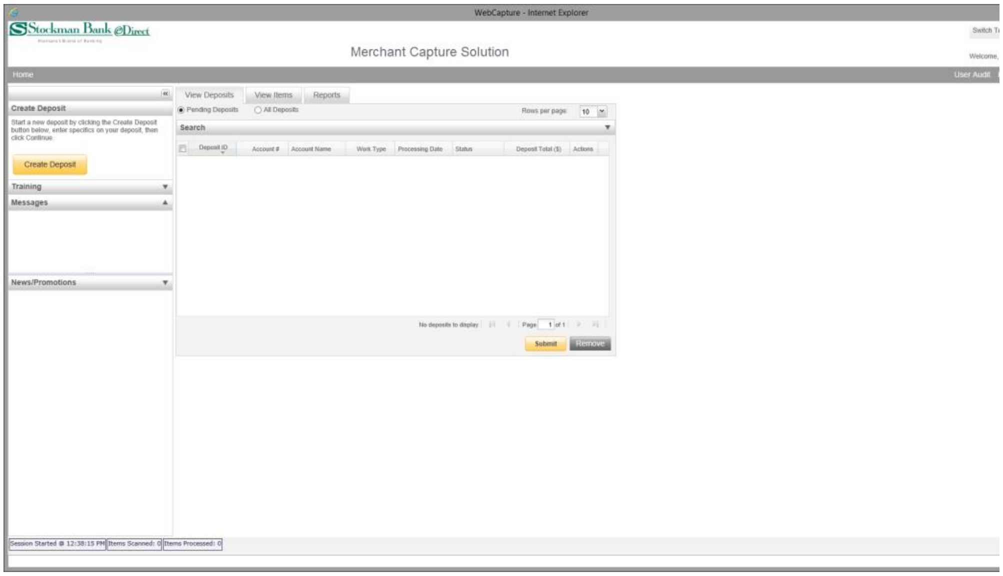


<u>eDirect</u>

To access desktop remote capture, click on the Checks & Deposits tab from the Menu. Then select the Deposit Checks button.

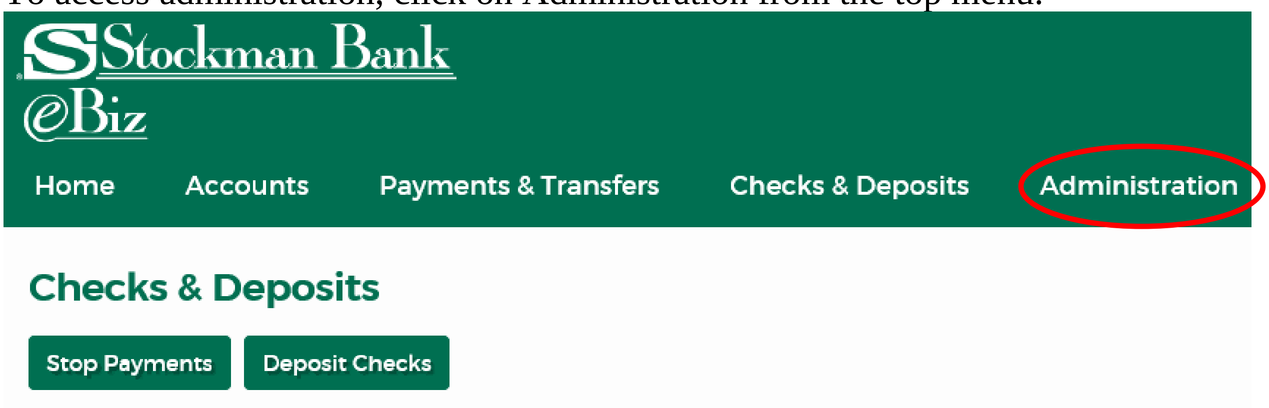


Once you reach this screen refer to our eDirect User Guide- Contemporary View



Administration

To access administration, click on Administration from the top menu.



Once reaching this screen refer to our Administrator User Guide