

# 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](mailto:ebiz@stockmanbank.com).

Disclaimer: The information contained herein is proprietary and is provided to assist Stockman Bank clients using eBiz and should not be shared or used for other purposes. This information may change without prior notice.



## Stockman Bank eBiz User Guide

### Table of Contents

Access Stockman Bank eBiz.....	3
eBiz Profile.....	4
eBiz Home Page.....	6
Accounts.....	6
Download Transactions on Multiple Accounts.....	8
Transactions and Statements.....	10
Payments & Transfers.....	13
Internal.....	13
Viewing/Editing/Deleting Internal Transfers Submitted.....	15
Batch Internal Transfers.....	15
ACH.....	22
Wires.....	26
Bill Pay.....	28
Checks & Deposits.....	29
Stop Pays.....	29
eDirect.....	30
Administration.....	31

## Access Stockman Bank eBiz

1. Go to the Stockman Bank website ([www.stockmanbank.com](http://www.stockmanbank.com)).
2. Click on the **Login** icon.
3. From the drop-down menu select **eBiz** – Business 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



MOVING MONTANA FORWARD WITH  
**EXPERIENCE YOU**

A screenshot of the Stockman Bank login page. The 'Login' dropdown menu is open, showing three options: 'Personal' (Online Banking (Formerly eBank)), 'Small Business' (Online Banking (New)), and 'eBiz' (Business Online Banking). The 'eBiz' option is highlighted with a red box. To the right of the menu is a login form with fields for 'USERNAME' and 'PASSWORD', a 'Forgot eBiz Password?' link, and a green 'Log Into eBiz' button. The 'Log Into eBiz' button is also circled in red. Below the button are links for 'Enroll | Demo | Learn More'.

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.

Donald Duck JR  
Last log in: Oct 28, 2019 02:11 PM MDT

**Profile** Log Out

**Stockman Bank**  
eBiz

Home Accounts Payments & Transfers Checks & Deposits Administration

---

### Profile

Password	 Edit
Challenge Questions	 Edit
Token	Active
Email	ebiz@stockmanbank.com

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.

## Change Password

Your password helps prevent unauthorized people from logging into online banking. Changing it periodically keeps your accounts secure.

Complete the following to change your password.

Your new password must include:

- Between 9 and 17 characters
- At least 1 number
- At least 1 uppercase letter
- At least 1 lowercase letter
- At least 1 special character

New password \*

Confirm new password \*

\* Indicates required field

Continue

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.

## Challenge Questions

If you are logging in on a different device than normal, you can answer a challenge question to prove your identity and proceed.

Complete the following to change your challenge questions.

First challenge question \*

What is the middle name of your oldest child? ▼

First answer \*

•••••••• SHOW

Second challenge question \*

What was your first job? ▼

Second answer \*

•••••••• SHOW

Third challenge question \*

What television show did you watch frequently as a child? ▼

Third answer \*

•••••••• SHOW

\* Indicates required field

Save Cancel

**eBiz Home Page** will have headings corresponding with your access.

**Accounts**

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

The screenshot shows the Stockman Bank eBiz interface. At the top is a green navigation bar with the bank logo and menu items: Home, Accounts, Payments & Transfers, Checks & Deposits, and Administration. Below the navigation bar is the 'Accounts' section. It features a table of accounts with their available balances and a 'Recent' dropdown menu for each. A red circle highlights the 'Edit Accounts' button in the top right corner of the accounts list.

Accounts		<a href="#">Edit Accounts</a>	<a href="#">Print</a>
<b>Operating account</b> **1001	Available balance <b>\$8.84</b>	Recent ▼	
<b>Payroll Account</b> **1002	Available balance <b>\$0.73</b>	Recent ▼	
<b>DDA 3</b> **1003	Available balance <b>\$6.31</b>	Recent ▼	

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

This screenshot shows the 'Accounts' settings page. It includes a 'Print' button in the top right. Below the title, there is a instruction: 'Choose which accounts you'd like to appear on the Home Page. You can also reorder them with the Move controls.' A table lists four accounts, each with a 'Show on home' checkbox, a 'Move' dropdown, and a 'Move' dropdown. A red circle highlights the 'Show on home' checkbox for the 'Operating account'.

Accounts		<a href="#">Print</a>
Choose which accounts you'd like to appear on the Home Page. You can also reorder them with the Move controls.		
<b>Operating account</b> **1001	<input checked="" type="checkbox"/> Show on home	Move ▼
<b>Payroll Account</b> **1002	<input checked="" type="checkbox"/> Show on home	Move ▲ Move ▼
<b>DDA 3</b> **1003	<input checked="" type="checkbox"/> Show on home	Move ▲ Move ▼
<b>DDA 9</b> **1009	<input checked="" type="checkbox"/> Show on home	Move ▲ Move ▼

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.

## Accounts

 Print

Choose which accounts you'd like to appear on the Home Page. You can also reorder them with the Move controls.

<b>Operating account</b> **1001	<input checked="" type="checkbox"/> Show on home		Move ▼
<b>Payroll Account</b> **1002	<input checked="" type="checkbox"/> Show on home	Move ▲	Move ▼
<b>DDA 3</b> **1003	<input checked="" type="checkbox"/> Show on home	Move ▲	Move ▼
<b>DDA 9</b> **1009	<input checked="" type="checkbox"/> Show on home	Move ▲	Move ▼

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

Home **Accounts** Payments & Transfers Checks & Deposits Administration

## Accounts

Summary Download Transactions

### Assets

 Print

<b>DDA 10</b> **1010	Current balance <b>\$0.14</b>	Available balance <b>\$0.14</b>
<b>DDA 3</b> **1003	Current balance <b>\$6.31</b>	Available balance <b>\$6.31</b>

## Download Transactions on Multiple Accounts

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

Home Accounts Payments & Transfers Checks & Deposits Administration

### Accounts

Summary **Download Transactions**

Assets Print

DDA 10 **1010	Current balance <b>\$0.14</b>	Available balance <b>\$0.14</b>
DDA 3 **1003	Current balance <b>\$6.31</b>	Available balance <b>\$6.31</b>

Select the download criteria, activity, type and format.

### Accounts

Summary **Download Transactions**

#### Download Transactions

Activity \*

Type \*

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.

<input type="checkbox"/>	Nickname	Type	Number
<input type="checkbox"/>	DDA 10	Checking	**1010
<input type="checkbox"/>	DDA 3	Checking	**1003
<input type="checkbox"/>	DDA 4	Checking	**1004
<input type="checkbox"/>	DDA 5	Checking	**1005
<input type="checkbox"/>	DDA 6	Checking	**1006
<input type="checkbox"/>	DDA 7	Checking	**1007
<input type="checkbox"/>	DDA 8	Checking	**1008
<input type="checkbox"/>	DDA 9	Checking	**1009
<input type="checkbox"/>	LOAN 1	Loan	**4001
<input checked="" type="checkbox"/>	Operating account	Checking	**1001
<input checked="" type="checkbox"/>	Payroll Account	Checking	**1002
<input checked="" type="checkbox"/>	PREMIER SWEEP 1	Checking	**1801
<input type="checkbox"/>	PREMIER SWEEP 2	Checking	**1802
<input type="checkbox"/>	REPO 1	Checking	**1901
<input type="checkbox"/>	REPO 2	Checking	**1902
<input type="checkbox"/>	Savings account	Savings	*****3787

\* Indicates required field

## Transactions and Statements

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

### Accounts

Summary

Download Transactions

#### Assets



<b>DDA 10</b> **1010	Current balance <b>\$0.14</b>	Available balance <b>\$0.14</b>
<b>DDA 3</b> **1003	Current balance <b>\$6.31</b>	Available balance <b>\$6.31</b>
<b>DDA 4</b> **1004	Current balance <b>\$0.00</b>	Available balance <b>\$0.00</b>

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

#### DDA 10 - \*\*1010 ▾

Details

Documents

Download

#### Account Information



##### Balance

Previous day transactions (-\$0.00 / -\$0.00)  
 Current balance  
 Total float  
 Holds  
 Pending transactions (-\$0.00 / -\$0.00)  
 Other transfers  
 Today's float  
 Available balance  
 Line of credit  
 Total funds available

##### Activity

\$0.00 Last deposit (Oct 15, 2020) \$1.01  
 \$0.14 Last check (Oct 14, 2020) \$1.01  
 \$0.00 Last overdrawn Oct 19, 2020  
 \$0.00 Interest  
 \$0.00 Last interest payment (Oct 06, 2020) \$0.00  
 \$0.00 Interest paid 2020 \$0.00  
 \$0.00 Interest paid 2019 \$0.00  
 \$0.14  
 \$0.00  
 \$0.14

#### Transactions



#### Search Transactions

○ Pending ● Posted

Total debits: -20.27 (9) Total credits: -20.41 (16)

Activity\*

All transactions ▾

Type\*

All ▾

Date ▾	Description ▾	Debit ▾	Credit ▾	Balance
Oct 20, 2020	TO CLEAR 10/15 DI EXTERNAL TRANSFER FAILED		1.01	0.14
Oct 19, 2020	DI EXTERNAL TRANSFER RETURN	1.01		-0.87
Apr 02, 2020	eBank Transfer test from secondary ON 04/02/20 AT 10:01	0.85		
Apr 01, 2020	eBank Transfer OTT test dif TI N ON 04/01/20 AT 09:48			0.15

More Transactions

All Transactions

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

DDA 10 – \*\*1010 ▾

[Details](#) [Documents](#) [Download](#)

### Account Information

[Print](#)

#### Balance

Previous day transactions (-\$0.00 / +\$0.00)	\$0.00
Current balance	\$0.14
Total float	\$0.00
Holds	\$0.00
Pending transactions (-\$0.00 / +\$0.00)	\$0.00
Other transfers	\$0.00
Today's float	\$0.00
Available balance	\$0.14
Line of credit	\$0.00
Total funds available	\$0.14

#### Activity

Last deposit (Oct 15, 2020)	\$1.01
Last check (Oct 14, 2020)	\$1.01
Last overdrawn	Oct 19, 2020

#### Interest

Last interest payment (Oct 06, 2020)	\$0.00
Interest paid 2020	\$0.00
Interest paid 2019	\$0.00

### Transactions

[Print](#)

[Search Transactions](#)

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

DDA 10 – \*\*1010 ▾

[Details](#) [Documents](#) [Download](#)

### Documents

Document Search

Account:  ▾

Document Type:  ▾

Date Range:  To

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

## DDA 10 – \*\*1010 ▾

Details

Documents

Download

### Documents

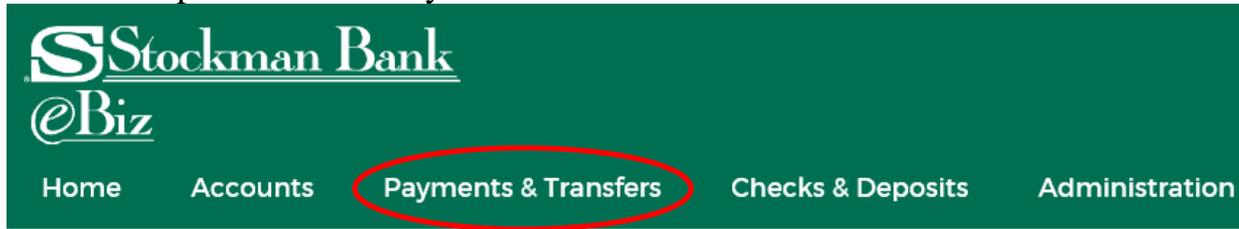
Account:	DDA 10 ▾
Document Type:	Checking & MM Ima ▾
Date Range:	11/18/2018  To 11/17/2020 
<input type="button" value="Submit"/>	

#### Available Documents

- [DDA Account Statements \(Imaged\) - 11/5/2020 - 111010 - DIGITAL BANKING BUSINESS](#) 
- [DDA Account Statements \(Imaged\) - 10/6/2020 - 111010 - DIGITAL BANKING BUSINESS](#) 
- [DDA Account Statements \(Imaged\) - 9/4/2020 - 111010 - DIGITAL BANKING BUSINESS](#) 
- [DDA Account Statements \(Imaged\) - 8/6/2020 - 111010 - DIGITAL BANKING BUSINESS](#) 
- [DDA Account Statements \(Imaged\) - 7/6/2020 - 111010 - DIGITAL BANKING BUSINESS](#) 
- [DDA Account Statements \(Imaged\) - 6/4/2020 - 111010 - DIGITAL BANKING BUSINESS](#) 
- [DDA Account Statements \(Imaged\) - 5/6/2020 - 111010 - DIGITAL BANKING BUSINESS](#) 
- [DDA Account Statements \(Imaged\) - 4/6/2020 - 111010 - DIGITAL BANKING BUSINESS](#) 
- [DDA Account Statements \(Imaged\) - 3/5/2020 - 111010 - DDA 10](#) 
- [DDA Account Statements \(Imaged\) - 2/6/2020 - 111010 - DDA 10](#) 
- [DDA Account Statements \(Imaged\) - 1/1/2020 - 111010 - DDA 10](#) 
- [DDA Account Statements \(Imaged\) - 11/29/2019 - 111010 - DDA 10](#) 
- [DDA Account Statements \(Imaged\) - 11/1/2019 - 111010 - DDA 10](#) 
- [DDA Account Statements \(Imaged\) - 10/1/2019 - 111010 - DDA 10](#) 

## 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.



## Payments & Transfers



## Internal

Internal Transfers will be listed under *Internal*



## Payments & Transfers



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

### Create A Transfer

---

Complete the following to transfer funds between accounts at this institution.

---

Template	Open transfer
From account *	Payroll Account **1002 <small>Available balance: \$0.23</small>
To account *	DDA 3 **1003 <small>Available balance: \$6.31</small>
Date *	11/02/2020  SELECT <input type="checkbox"/> Repeat... <small>Last available date is Feb 01, 2021</small>
Amount *	1.00
Description	

\* Indicates required field

**Preview Transfer** **Add To Batch**

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

### Create A Transfer

---

Complete the following to transfer funds between accounts at this institution.

---

Template	Open transfer
From account	Payroll Account **1002
To account	DDA 3 **1003
Date	Nov 02, 2020
Amount	\$1.00
Description	

**Complete Transfer** **Edit** **Cancel**

## 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.

### Issued Transfers

	From	To	Amount	Date	Frequency	Status	Description
<a href="#">Show Details</a> ▼	DDA 9 **1009	DDA 8 **1008	1.00	Oct 29, 2020	One-time	Approved	<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Show Details</a> ▼	Operating account **1001	DDA 9 **1009	1.00	Oct 29, 2020	One-time	Approved	<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Show Details</a> ▼	LOAN 1 **4001	Operating account **1001	5.00	Oct 29, 2020	One-time	Approved	<a href="#">Edit</a> <a href="#">Delete</a>

## Batch Internal Transfers

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.

### Payments & Transfers

[Internal](#) [ACH](#) [Wire](#) [Bill Pay](#)

#### Create A Transfer

Complete the following to transfer funds between accounts at this institution.

Template	Open transfer
From account *	DDA 3 **1003 <small>Available balance: \$11.31</small>
To account *	Payroll Account **1002 <small>Available balance: \$0.23</small>
Date *	10/29/2020 <a href="#">SELECT</a> <input type="checkbox"/> Repeat... <small>Last available date is Jan 28, 2021</small>
Amount *	8.00
Description	

\* Indicates required field

[Preview Transfer](#) [Add To Batch](#)

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	<a href="#">Delete</a>
Open transfer	DDA 9 **1009	Payroll Account **1002	\$0.50	Oct 29, 2020	One Time	<a href="#">Delete</a>
Open transfer	DDA 8 **1008	Savings account *****3787	\$0.50	Nov 05, 2020	One Time	<a href="#">Delete</a>
Fixed Internal Trans	DDA 9 **1009	DDA 8 **1008	\$1.00	Oct 29, 2020	One Time	<a href="#">Delete</a>
Loan Payment	DDA 3 **1003	LOAN 1 **4001	Regular payment of \$1.00	Nov 02, 2020	One Time	<a href="#">Delete</a>

[Submit Batch](#)   [Clear Batch](#)

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

**Stockman Bank @Biz**

Home   Accounts   **Payments & Transfers**   Checks & Deposits   Administration

**Payments & Transfers**

**Internal**   ACH   Wire   Bill Pay

A list of transfers issued will appear

**Issued Transfers**

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

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

<a href="#">Show Details</a> ▼	Operating account **1001	DDA 9 **1009	1.00	Oct 29, 2020	One-time	Approved		<a href="#">Edit</a>	<a href="#">Delete</a>
-----------------------------------	--------------------------------	-----------------	------	-----------------	----------	----------	--	----------------------	------------------------

Here the details of the transfer will appear.

<a href="#">Hide Details</a> ▲	Operating account **1001	DDA 9 **1009	1.00	Oct 29, 2020	One-time	Approved		<a href="#">Edit</a>	<a href="#">Delete</a>
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*.

<a href="#">Hide Details</a> ↑	Operating account **1001	DDA 9 **1009	1.00	Oct 29, 2020	One-time	Approved	<a href="#">Edit</a>	<a href="#">Delete</a>
Issued date:	Oct 29, 2020 2:44 PM MDT							
Issued by:	Donald Duck JR							
Reference number:	116324492							
Template:	Open transfer							

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

## Edit Transfer

Complete the following to transfer funds between accounts at this institution.

<b>Template</b>	Open transfer
<b>From account *</b>	<input type="text" value="Operating account **1001"/> ▼ <small>Available balance: <span style="color: red;">-\$7.66</span></small>
<b>To account *</b>	<input type="text" value="DDA 9 **1009"/> ▼ <small>Available balance: \$1.50</small>
<b>Date *</b>	<input type="text" value="10/29/2020"/> <a href="#">SELECT</a> <input type="checkbox"/> Repeat... <small>Last available date is Jan 28, 2021</small>
<b>Amount *</b>	<input type="text" value="1.00"/>
<b>Description</b>	<input type="text"/>

\* Indicates required field

[Preview Transfer](#)

[Cancel](#)

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**.

### Edit Transfer

---

Complete the following to transfer funds between accounts at this institution.

---

Template	Open transfer
From account *	<input type="text" value="DDA 3 **1003"/> <small>Available balance: \$11.31</small>
To account *	<input type="text" value="DDA 9 **1009"/> <small>Available balance: \$1.50</small>
Date *	<input type="text" value="10/29/2020"/> <input type="button" value="SELECT"/> <input type="checkbox"/> Repeat... <small>Last available date is Jan 28, 2021</small>
Amount *	<input type="text" value="1.00"/>
Description	<input type="text"/>

\* Indicates required field

### Edit Transfer

---

Complete the following to transfer funds between accounts at this institution.

---

Template	Open transfer
From account	DDA 3 **1003
To account	DDA 9 **1009
Date	Oct 29, 2020
Amount	\$1.00
Description	

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.

<a href="#">Show Details</a>	LOAN 1	Operating	5.00	Oct 29, 2020	One-time	Approved	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
▼	**4001	account						
		**1001						

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

---

### Delete Transfer

**From account** LOAN 1 \*\*4001  
**To account** Operating account \*\*1001  
**Date** Oct 29, 2020  
**Amount** \$5.00  
**Description**

[Delete Transfer](#) [Cancel](#)

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

---

### Delete Transfer

[Print](#)

✔ Your transfer has been deleted successfully. Your reference number is 111171811.

**From account** LOAN 1 \*\*4001  
**To account** Operating account \*\*1001  
**Date** Oct 29, 2020  
**Amount** \$5.00  
**Description**

[Close](#)

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.

### Accounts

<b>Payroll Account</b> **1002	Available balance <b>\$0.23</b>	Recent ▾
<b>DDA 3</b> **1003	Available balance <b>\$11.31</b>	Recent ▾
<b>DDA 9</b> **1009	Available balance <b>\$0.50</b>	Recent ▾
<b>DDA 10</b> **1010	Available balance <b>\$0.14</b>	Recent ▾
<b>DDA 8</b> **1008	Available balance <b>\$1.50</b>	Recent ▾
<b>PREMIER SWEEP 1</b> **1801	Available balance <b>\$0.00</b>	Recent ▾
<b>PREMIER SWEEP 2</b> **1802	Available balance <b>\$0.00</b>	Recent ▾
<b>REPO 1</b> **1901	Available balance <b>\$1.38</b>	Recent ▾
<b>DDA 4</b> **1004	Available balance <b>\$0.00</b>	Recent ▾
<b>DDA 5</b> **1005	Available balance <b>\$1.00</b>	Recent ▾
<b>Savings account</b> ****707	Available balance <b>\$1.00</b>	Recent ▾

### Pay Or Transfer

Internal
Hide ▲

**Template**  
Open transfer ▾

**From account \***  
Payroll Account \*\*1002 ▾  
Available balance: \$0.23

**To account \***  
DDA 3 \*\*1003 ▾  
Available balance: \$11.31

**Date \***  
10/29/2020 SELECT  
Last available date is Jan 28, 2021

Repeat...

**Amount \***

**Description**

\* Indicates required field

Preview Transfer

Check the transfer information is correct and click Complete Transfer.

### Accounts

<b>Payroll Account</b> **1002	Available balance <b>\$0.23</b>	Recent ▾
<b>DDA 3</b> **1003	Available balance <b>\$11.31</b>	Recent ▾
<b>DDA 9</b> **1009	Available balance <b>\$0.50</b>	Recent ▾
<b>DDA 10</b> **1010	Available balance <b>\$0.14</b>	Recent ▾
<b>DDA 8</b> **1008	Available balance <b>\$1.50</b>	Recent ▾
<b>PREMIER SWEEP 1</b> **1801	Available balance <b>\$0.00</b>	Recent ▾
<b>PREMIER SWEEP 2</b> **1802	Available balance <b>\$0.00</b>	Recent ▾
<b>REPO 1</b> **1901	Available balance <b>\$1.38</b>	Recent ▾

### Pay Or Transfer

Internal
Hide ▲

**Template**  
Open transfer

**From account**  
Payroll Account \*\*1002

**To account**  
DDA 3 \*\*1003

**Date**  
Oct 29, 2020

**Amount**  
\$0.20

**Description**

Complete Transfer

Edit

Cancel

A confirmation reference number is given and can be printed.

### Accounts

[Edit Accounts](#) [Print](#)

<b>Payroll Account</b> **1002	Available balance <b>\$0.03</b>	<a href="#">Recent</a> ▼
<b>DDA 3</b> **1003	Available balance <b>\$11.51</b>	<a href="#">Recent</a> ▼
<b>DDA 9</b> **1009	Available balance <b>\$0.50</b>	<a href="#">Recent</a> ▼
<b>DDA 10</b> **1010	Available balance <b>\$0.14</b>	<a href="#">Recent</a> ▼
<b>DDA 8</b> **1008	Available balance <b>\$1.50</b>	<a href="#">Recent</a> ▼
<b>PREMIER SWEEP 1</b> **1801	Available balance <b>\$0.00</b>	<a href="#">Recent</a> ▼
<b>PREMIER SWEEP 2</b> **1802	Available balance <b>\$0.00</b>	<a href="#">Recent</a> ▼
<b>REPO 1</b> **1901	Available balance <b>\$1.38</b>	<a href="#">Recent</a> ▼
<b>DDA 4</b> **1004	Available balance <b>\$0.00</b>	<a href="#">Recent</a> ▼

### Pay Or Transfer

**Internal** [Hide](#) ▲

✔ Your transfer has been created successfully. Your reference number is 111441305.

**Template**  
Open transfer

**From account**  
Payroll Account \*\*1002

**To account**  
DDA 3 \*\*1003

**Date**  
Oct 29, 2020

**Amount**  
\$0.20

**Description**

[Create Another Transfer](#) [Print](#)

## ACH

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

**Stockman Bank**  
**@Biz**

Home Accounts **Payments & Transfers** Checks & Deposits Administration

**Payments & Transfers**

Internal **ACH** Wire Bill Pay

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.

**Payments & Transfers**

- Internal
- ACH
- Wire
- Bill Pay

**ACH**

+ New Payment + New Collection ⊕ Import File Help

Activity Templates File Import Templates Incoming

Date	Description	Status	Withdrawal	Deposit	Type	Report
Mar 13, 2020	Accounts Rec-Noeks	Transfer Exceeds Review: Pending Approval	0.50	0.50	Collection	Copy
Mar 10, 2020	Web Pull 8	Transfer Exceeds Review: Pending Approval	2.50	2.50	Collection	Copy
Mar 09, 2020	Acct Rec-Geon	Transfer Exceeds Review: Pending Approval	1.00	1.00	Collection	Copy
Mar 06, 2020	Payroll 3/6/2020	Transfer Exceeds Review: Pending Approval	10.00	10.00	Payment	Copy
Mar 03, 2020	Reimbursement-Bodal	Transfer Exceeds Review: Pending Approval	0.50	0.50	Payment	Copy
Mar 02, 2020	Accounts Payable-Building	Transfer Exceeds Review: Pending Approval	5.00	5.00	Payment	Copy
Mar 02, 2020	Contractor Expense	Transfer Exceeds Review: Pending Approval	500.00	500.00	Payment	Copy
Mar 02, 2020	Accounts Rec-Supply Co	Transfer Exceeds Review: Pending	2.00	2.00	Collection	Copy

Search Activity

Date:

Type:

Amount:

Example: 40 Or 10.00-50.00

Tax Identification Number:

Description:

Reference Number:

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.

**Accounts** Edit Accounts Print

<b>DDA 9</b> **1009	Available balance <b>\$10.00</b>	<a href="#">Recent</a> ▼
<b>Elite 50</b> **1001	Available balance <b>\$3.50</b>	<a href="#">Recent</a> ▼
<b>DDA 10 Elite 50</b> **1010	Available balance <b>\$0.00</b>	<a href="#">Recent</a> ▼
<b>PREMIER SWEEP 1</b> **1801	Available balance <b>\$0.00</b>	<a href="#">Recent</a> ▼
<b>LOAN 1</b> **4001	Available credit <b>\$900.00</b>	<a href="#">Recent</a> ▼

[Show All Accounts](#) ▼

**Pay Or Transfer**

- Internal Show ▼
- ACH** Show ▼
- ACH Import Show ▼
- Wire Show ▼
- Bill Pay Show ▼

**Quick Launch**

- eBiz User Guide
- ACH User Guide

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

**Accounts** [Edit Accounts](#) [Print](#)

<b>DDA 9</b> **1009	Available balance <b>\$10.00</b>	<a href="#">Recent</a> ▾
<b>Elite 50</b> **1001	Available balance <b>\$3.50</b>	<a href="#">Recent</a> ▾
<b>DDA 10 Elite 50</b> **1010	Available balance <b>\$0.00</b>	<a href="#">Recent</a> ▾
<b>PREMIER SWEEP 1</b> **1801	Available balance <b>\$0.00</b>	<a href="#">Recent</a> ▾
<b>LOAN 1</b> **4001	Available credit <b>\$900.00</b>	<a href="#">Recent</a> ▾

[Show All Accounts](#) ▾

**Test Positive Pay**

Positive Pay Account Client Id	Current Day Exceptions
Test Acct	Account has no exceptions today

**Pay Or Transfer**

**Internal** [Show](#) ▾

**ACH** [Hide](#) ▲

**Template name** \*

Light Vendor Payment ▾

**Date** \*

3/3/2020 [SELECT](#)

Last available date is Jul 06, 2020

Same day ACH

**Amount** \*

126.89

**Payment information**

Inv 62-262056

\* Indicates required field

[Preview ACH](#)

Payments & Transfers

Confirm the information is correct and select Complete ACH.

**Accounts** [Edit Accounts](#) [Print](#)

<b>DDA 9</b> **1009	Available balance <b>\$10.00</b>	<a href="#">Recent</a> ▾
<b>Elite 50</b> **1001	Available balance <b>\$3.50</b>	<a href="#">Recent</a> ▾
<b>DDA 10 Elite 50</b> **1010	Available balance <b>\$0.00</b>	<a href="#">Recent</a> ▾
<b>PREMIER SWEEP 1</b> **1801	Available balance <b>\$0.00</b>	<a href="#">Recent</a> ▾
<b>LOAN 1</b> **4001	Available credit <b>\$900.00</b>	<a href="#">Recent</a> ▾

[Show All Accounts](#) ▾

**Test Positive Pay**

Positive Pay Account Client Id	Current Day Exceptions
Test Acct	Account has no exceptions today

**Pay Or Transfer**

**Internal** [Show](#) ▾

**ACH** [Hide](#) ▲

**Description**  
Light Vendor Payment

**From account**  
DDA 8 \*\*1008

**To account**  
DDA 9 \*\*1009  
Routing transit: 092905249

**Date**  
Mar 03, 2020

**Amount**  
\$126.89

**Payment information**  
Inv 62-262056

[Complete ACH](#) [Edit](#) [Cancel](#)

Payments & Transfers

To Import a file, select the ACH Import

The screenshot shows the top navigation bar with 'Home', 'Accounts', 'Payments & Transfers', 'Checks & Deposits', and 'Administration'. Below this, the 'Accounts' section has 'Edit Accounts' and 'Print' links. The 'Pay Or Transfer' sidebar menu includes 'Internal', 'ACH', 'ACH Import' (circled in red), 'Wire', and 'Bill Pay', each with a 'Show' dropdown. The main content area shows 'Accounts' with a 'Show All Accounts' link and 'Payments & Transfers' with a 'Review (0)' button and a 'Hide' dropdown. A 'Wire' section is partially visible with a table header: 'Description', 'Reason', and 'Amount'.

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

This screenshot shows the 'Accounts' list with columns for account name, available balance, and a 'Recent' dropdown. Accounts listed include DDA 9 (\$10.00), Elite 50 (\$3.50), DDA 10 Elite 50 (\$0.00), PREMIER SWEEP 1 (\$0.00), and LOAN 1 (\$900.00). Below the list is a 'Test Positive Pay' section with a table for 'Positive Pay Account Client Id' and 'Current Day Exceptions'. To the right, the 'ACH Import' configuration screen is shown with fields for 'Template name', 'Company', 'Type' (set to 'Payroll (PPD)'), and 'File' (set to 'W:\My Documents\Testing\Test Files\125-d'). The 'Browse...' button next to the file path is circled in red. A 'Preview ACH' button is at the bottom.

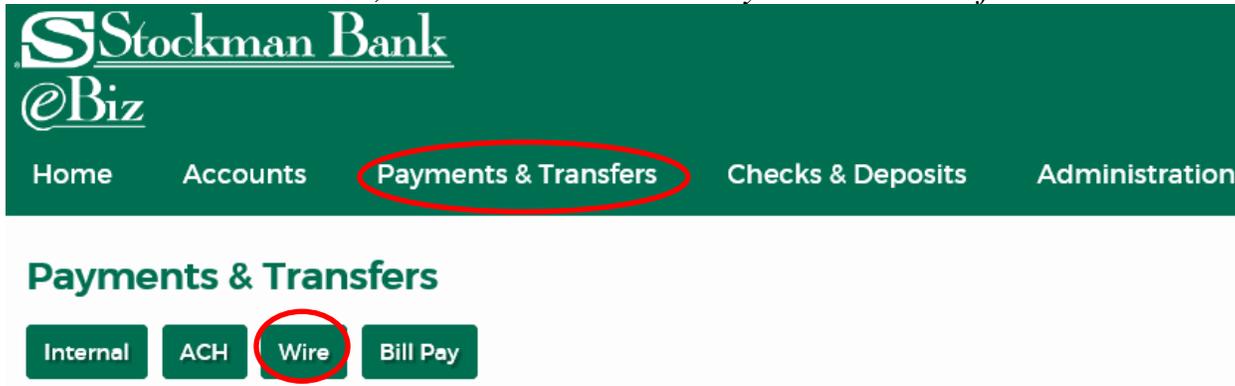
Find the file and click Open

The screenshot shows a Windows File Explorer window with a 'File name' field and a file type dropdown set to 'All Files (\*.\*)'. The 'Open' button is circled in red.

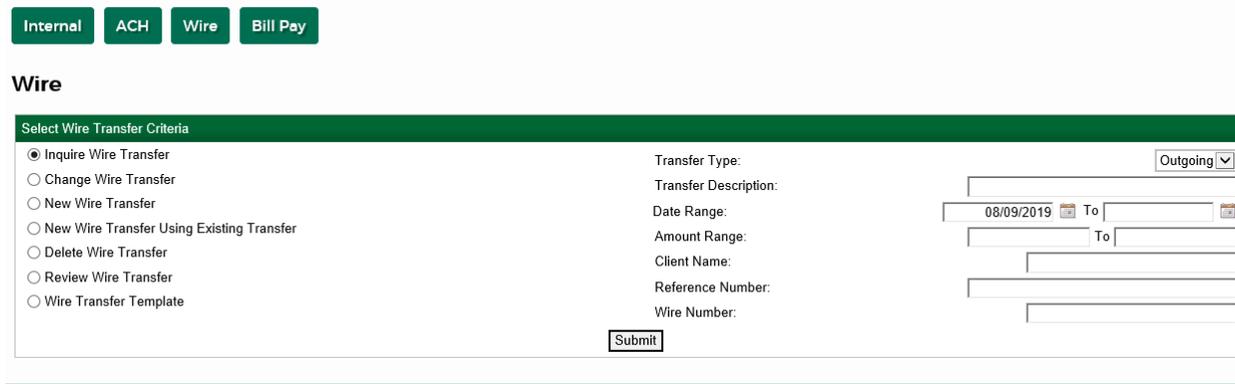
Click Preview ACH and verify all information is correct and select Complete ACH.

## Wires

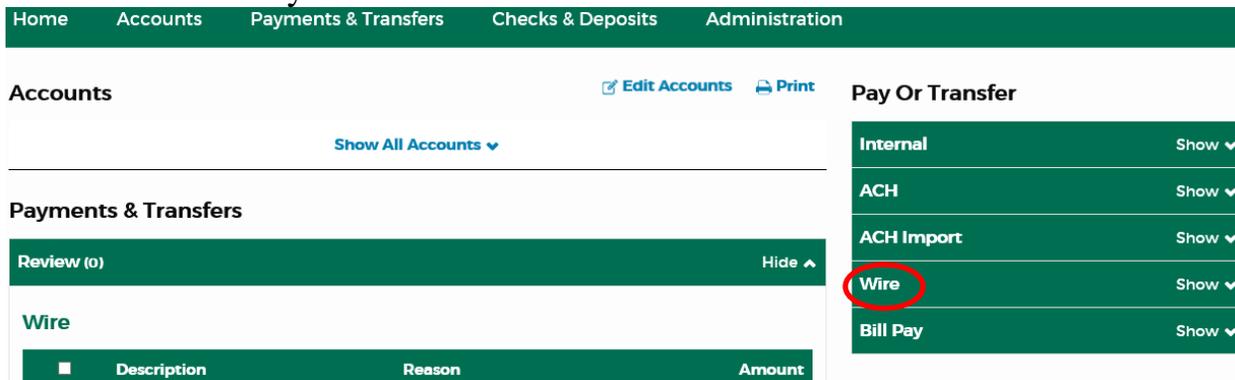
To access the wire menu, select *Wire* from the *Payments & Transfers*.



Once you are at this screen refer to our [Wire User Guide Payments & Transfers](#)



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.

**Accounts** [Edit Accounts](#) [Print](#) **Pay Or Transfer**

<b>DDA 9</b> **1009	Available balance <b>\$10.00</b>	<a href="#">Recent</a> ▼
<b>Elite 50</b> **1001	Available balance <b>\$3.50</b>	<a href="#">Recent</a> ▼
<b>DDA 10 Elite 50</b> **1010	Available balance <b>\$0.00</b>	<a href="#">Recent</a> ▼
<b>PREMIER SWEEP 1</b> **1801	Available balance <b>\$0.00</b>	<a href="#">Recent</a> ▼
<b>LOAN 1</b> **4001	Available credit <b>\$900.00</b>	<a href="#">Recent</a> ▼

[Show All Accounts](#) ▼

**Test Positive Pay**

Positive Pay Account Client Id	Current Day Exceptions
Test Acct	Account has no exceptions today

**Pay Or Transfer**

**Internal** [Show](#) ▼

**ACH** [Show](#) ▼

**ACH Import** [Show](#) ▼

**Wire** [Hide](#) ▲

**Template name**  
Test Wire

**Date \***  
03/06/2020 [SELECT](#)  
Last available date is May 22, 2020

**Amount \***  
1.00 [x](#)  
Minimum 0.01, maximum 20,000.00

\* Indicates required field

[Preview Wire](#)

**Payments & Transfers**

Verify all information is correct and Select Complete Wire.

<b>DDA 10 Elite 50</b> **1010	Available balance <b>\$0.00</b>	<a href="#">Recent</a> ▼
<b>PREMIER SWEEP 1</b> **1801	Available balance <b>\$0.00</b>	<a href="#">Recent</a> ▼
<b>LOAN 1</b> **4001	Available credit <b>\$900.00</b>	<a href="#">Recent</a> ▼

[Show All Accounts](#) ▼

**Test Positive Pay**

Positive Pay Account Client Id	Current Day Exceptions
Test Acct	Account has no exceptions today

**Payments & Transfers**

**Wire** [Hide](#) ▲

**Description**  
Test Wire

**Date**  
Mar 06, 2020

**Amount**  
\$1.00

**Funding account**  
Checking \*3456

**Beneficiary**  
DDA Account Number: 123456789  
Fed Routing Number: 092905249

[Complete Wire](#) [Edit](#) [Cancel](#)

## Bill Pay

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

The screenshot shows the Stockman Bank eBiz homepage navigation menu. The menu items are: Home, Accounts, Payments & Transfers (circled in red), Checks & Deposits, and Administration. Below the navigation menu, the 'Payments & Transfers' section is displayed with buttons for Internal, ACH, Wire, and Bill Pay (circled in red).

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

The screenshot shows the 'Accounts' and 'Pay Or Transfer' sections. The 'Accounts' table lists several accounts with their available balances and recent activity. The 'Pay Or Transfer' section lists various payment methods, with 'Go to bill pay' circled in red.

Accounts	Available balance	Recent
DDA 9 **1009	\$10.00	Recent
Elite 50 **1001	\$3.50	Recent
DDA 10 Elite 50 **1010	\$0.00	Recent
PREMIER SWEEP 1 **1801	\$0.00	Recent
LOAN 1 **4001	\$900.00	Recent

Pay Or Transfer

- Internal
- ACH
- ACH Import
- Wire
- Bill Pay

Go to bill pay

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

The screenshot shows the 'Welcome to Online Bill Pay!' screen. It features a heading, a 'Why should I pay online?' section with a list of benefits, a 'New Features' section with three bullet points, and a 'Get Started' button.

### Welcome to Online Bill Pay!

**Why should I pay online?**

Paying your business bills online can help make your accounts payable process more efficient and organized.

You can:

- make one-time payments.
- set up automatic payments for repeating bills.
- get bills delivered to you online.
- send detailed invoice information with your payments.

Click **Get Started** to begin paying your business bills online today.

**New Features**

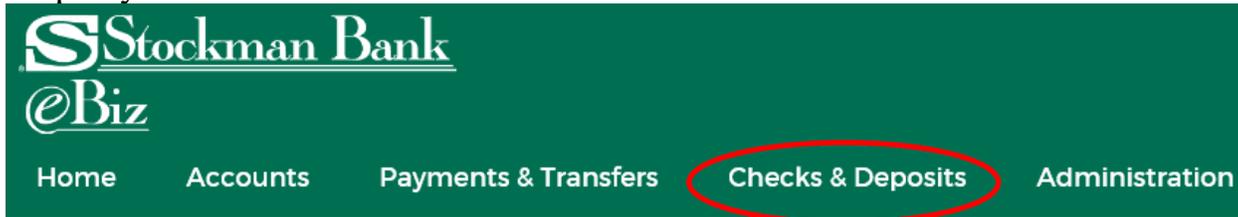
- **More control over your accounts payable process.** The Payment Center brings all the critical payment tasks to one central location to save you time and keep you organized.
- **Faster payments.** The dynamic calendar shows you the earliest date the biller can receive your payment. Many payments can be made by the next day.
- **A simplified user interface.** We've made it easier to receive and pay e-bills, set up automatic payments and reminders, sign up for email notifications, and more!

**Get Started**

## Checks & Deposits

### Stop Pays

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



## Checks & Deposits



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

Create A Stop Payment

Placing a stop payment on a check prevents it from being cashed if, for example, it was lost or stolen.

Complete the following to prevent checks from being cashed. (Note that entering more search parameters will narrow your results.)

---

Account \*

Create a stop payment \*  For one check  For a range of checks

Check number \*

Amount

Date

Payee

Reason

\* Indicates required field

**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.

## Create A Stop Payment

Placing a stop payment on a check prevents it from being cashed if, for example, it was lost or stolen.

Complete the following to prevent checks from being cashed. (Note that entering more search parameters will narrow your results.)

Account Minor Account \*\*\*\*\*7891  
Check number 101  
Amount \$1.00  
Date Oct 10, 2019  
Payee Test  
Reason

**Complete Stop Payment** Edit Cancel

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

### Issued Stop Payments

Account

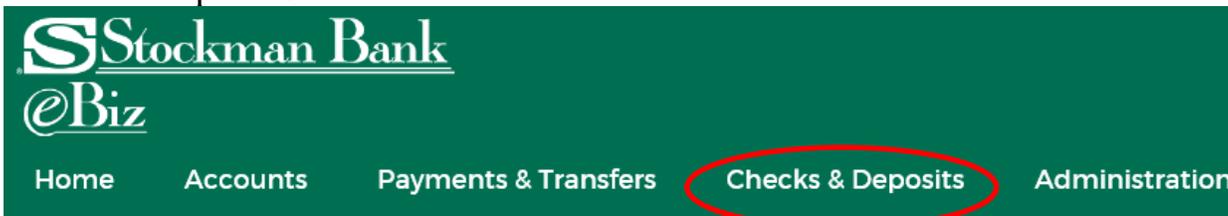
	Check Number	Amount	Payee	Expires
Show Details ▾	100	1.00	TEST	Jan 07, 2020

Click on Show Details to expand more information.

	Check Number	Amount	Payee	Expires
Hide Details ▲	100	1.00	TEST	Jan 07, 2020
Item date:	Jan 07, 2019			
Issue date:	Jan 09, 2019			
Reason:	TEST			

## eDirect

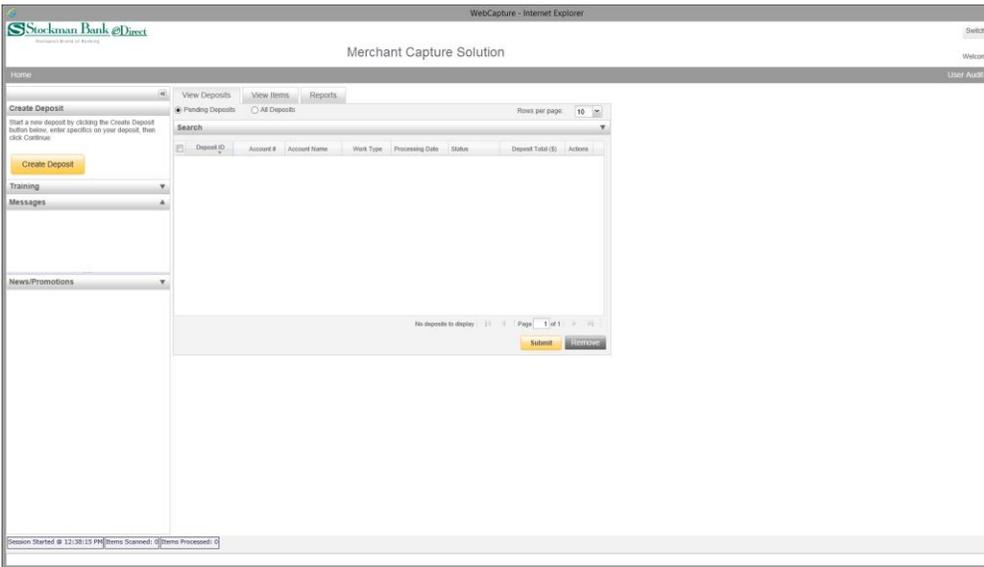
To access desktop remote capture, click on the Checks & Deposits tab from the Menu. Then select the Deposit Checks button.



## Checks & Deposits

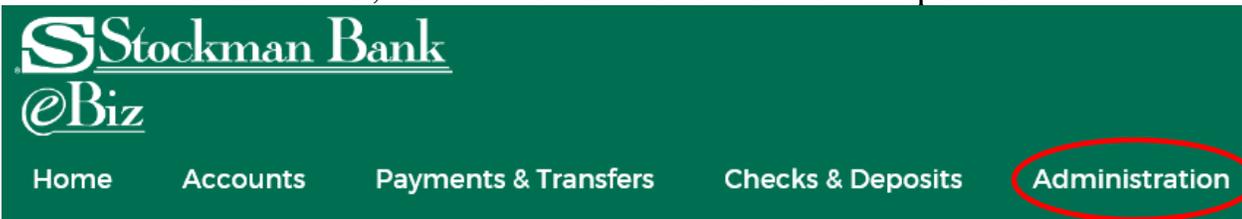
Stop Payments **Deposit Checks**

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



## Administration

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



## Checks & Deposits



Once reaching this screen refer to our Administrator User Guide

