

Associated Connect[®]

Reference Guide: Account Balances

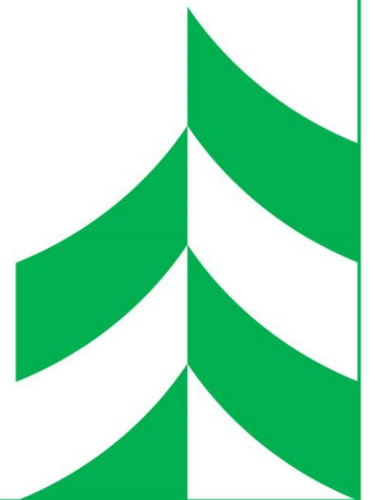


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Portal Access

The Associated Connect portal allows users to access all Associated Connect services through an easy-to-use single sign-in. To access the portal, sign in to Associated Connect directly from Associated Bank's website at AssociatedBank.com/Business or AssociatedBank.com/Commercial. The portal has been divided into three sections:

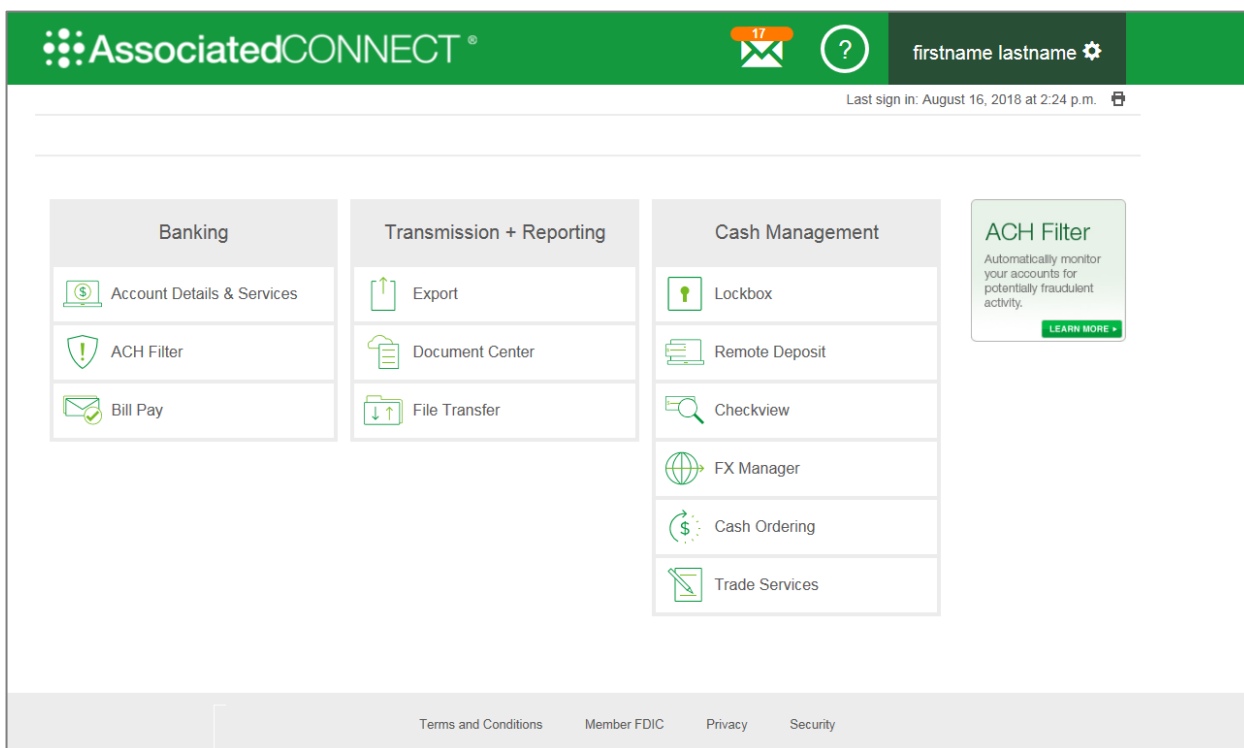
Category	Icon	Definition
Banking		Account Details and Services (Includes Account Balances, Account Transfers, ACH Origination, Check Inquiry, Image Search Transaction Activity, Positive Pay, Stop Payments and Wire Transfers.)
		ACH Filter
		Bill Pay
Cash Management		Lockbox
		Remote Deposit
		Checkview
		FX Manager
		Cash Ordering
		Trade Services
	Transmission and Reporting	
		Document Center
		File Transfer

To access Associated Connect, you will be required to verify your identity through one of two methods:

1. For clients who have access to high-risk services such as Bill Pay, ACH and Wire Transfers, you will sign in with your username and password, and then will be required to verify your identity through multi-factor authentication. Associated Connect users will be required to enter a unique access code generated by either a virtual or hard token to gain access to the portal. Additional information about how to set up, use and obtain a token from Associated Bank can be found in the Multi-Factor Authentication and Password Management Guide or by contacting Customer Care at 800-728-3501.
2. For clients who only have low-risk services, you will sign in with your username and password. Periodically, you will be asked a series of challenge questions to confirm your identity.

Associated Connect Portal

The Associated Connect Portal is the first screen you will see after signing in. This provides access to all of your online banking services.



Account Balances

The Account Balances service gives you access to your balances in real time. You can use Account Balances to view the current available balance on each account, along with Prior Day detail, Pending Transactions, Posted Transactions and Scheduled Transactions.

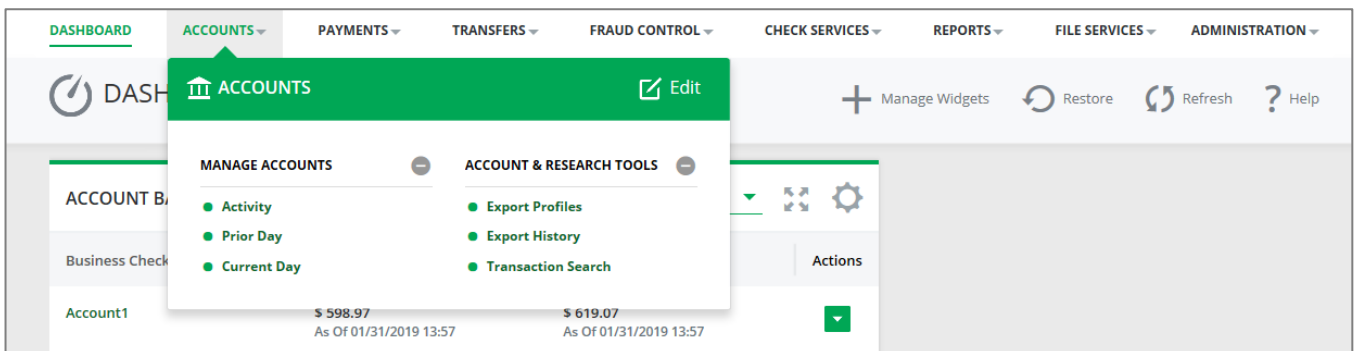
View Balances




Your Account Balances Widget will automatically populate onto your Dashboard when logging into Account Details and Services through Associated Connect.

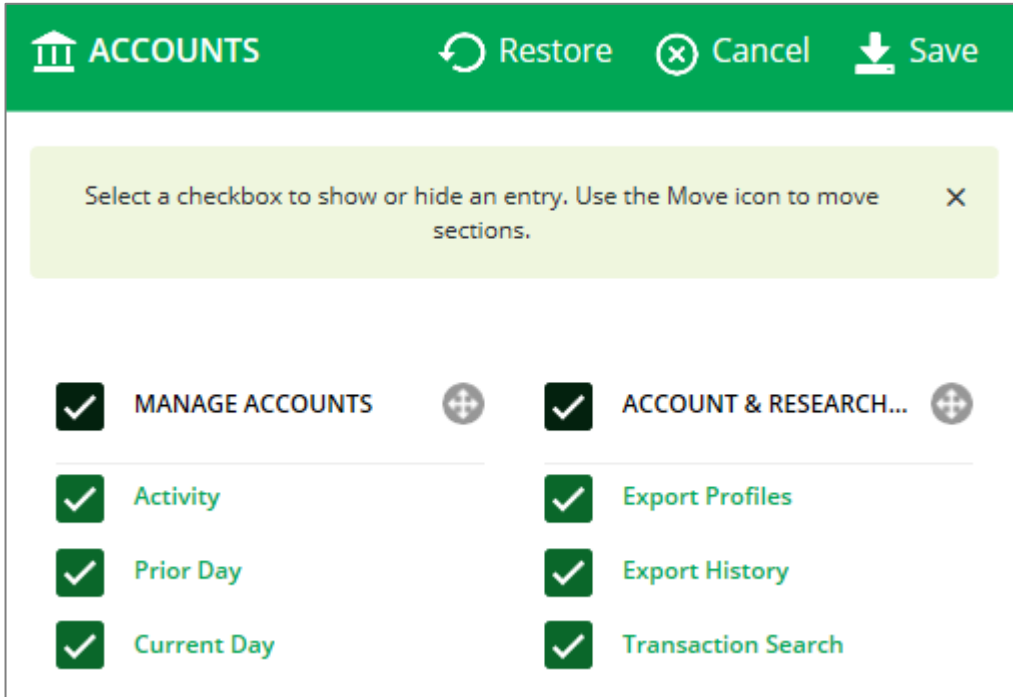
ACCOUNT BALANCES			
All Accounts			
Business Checking ▲	Ledger Balance ▲	Available Balance ▲	Actions
Account1	\$ 598.97 As Of 01/31/2019 13:57	\$ 619.07 As Of 01/31/2019 13:57	▼
Account2	\$ 1,379.85 As Of 01/31/2019 13:57	\$ 1,379.84 As Of 01/31/2019 13:57	▼
Account3	\$ 392.18 As Of 01/31/2019 13:57	\$ 372.09 As Of 01/31/2019 13:57	▼

Accounts Menu


The Accounts Menu is located in the Dashboard Navigation. To review your organization’s entitlements for balances, select the **Accounts Menu** and view the drop down menu. Please be aware that your products and services will depend on your user entitlements, selected by your organization.

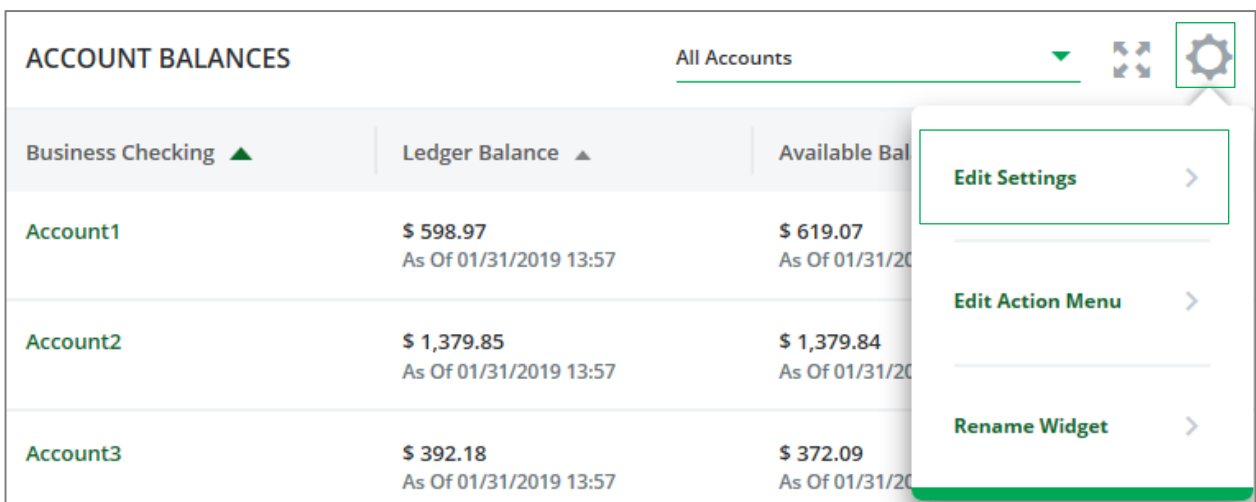


You can edit the Accounts Menu by selecting the **Edit** icon . Here you can edit the menu by moving sections around utilizing the **Move** icon.  You can also edit what will appear in your menu by checking or unchecking the box next to the product or service. Select **Save**  once complete.

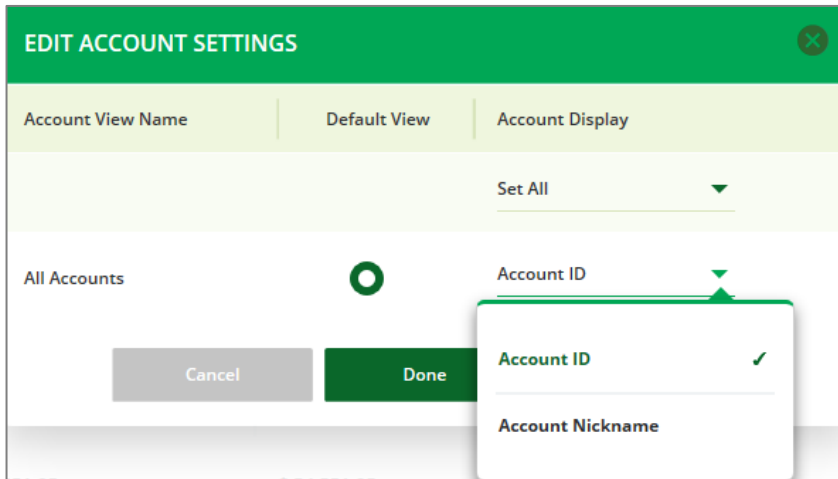


Account Balances Widget Settings

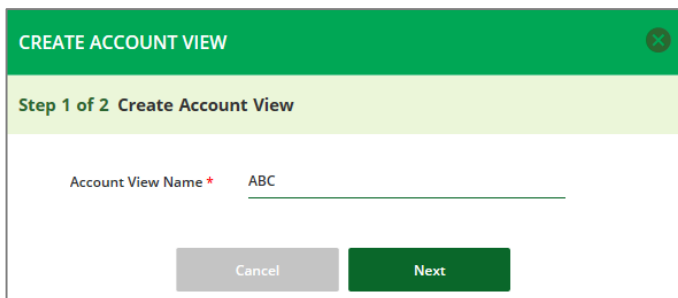
Widgets in Associated Connect allow you to customize many of the settings on your Dashboard giving you greater and easier access to information, products and services. To customize your Account Balances widget, select the **Wheel** icon.  and **Edit Settings**.



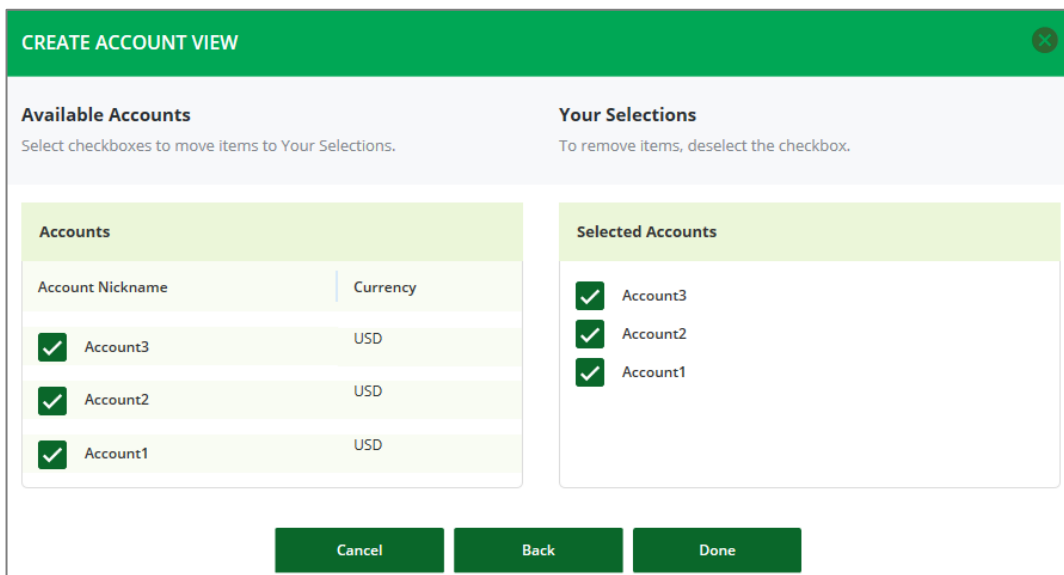
Here you can set your default view to either the **Account ID** or the **Account Nickname**. Select **Create View** when complete.



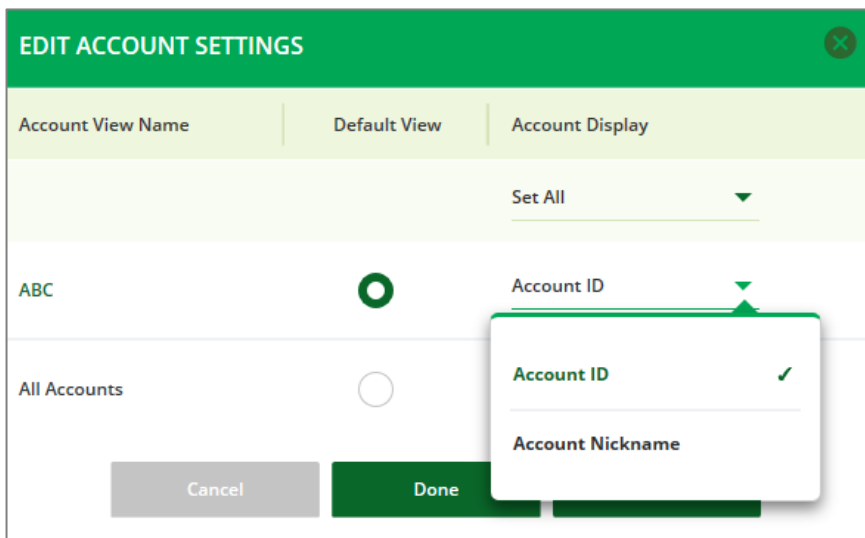
You will then be asked to name your account view. Enter a name of your choice and select **Next**.



Select the accounts that you would like to be in this view by selecting the checkbox next to the appropriate account. Select **Done** when complete.



Your view will now be available for you to utilize. To set as your default view, select the default view setting. You can select to view the account by **Account ID** or by **Account Nickname**. When complete, select **Done**.



Your view will now be defaulted to the **Account Balances Widget**.

ACCOUNT BALANCES			All Accounts		
Business Checking ▲	Ledger Balance ▲	Available Balance ▲	Actions		
Account1	\$ 598.97 As Of 01/31/2019 13:57	\$ 619.07 As Of 01/31/2019 13:57			
Account2	\$ 1,379.85 As Of 01/31/2019 13:57	\$ 1,379.84 As Of 01/31/2019 13:57			
Account3	\$ 392.18 As Of 01/31/2019 13:57	\$ 372.09 As Of 01/31/2019 13:57			

At any time, you can change to a view that has already been created by selecting the drop down menu in the **Account Balances Widget**.

The screenshot shows the 'ACCOUNT BALANCES' widget with a dropdown menu open for 'All Accounts'. The table below shows account details:


Business Checking ▲	Ledger Balance ▲			Actions
Account1	\$ 598.97 As Of 01/31/2019 13:57			▼
Account2	\$ 1,379.85 As Of 01/31/2019 13:57	\$ 1,379.84 As Of 01/31/2019 13:57		▼
Account3	\$ 392.18 As Of 01/31/2019 13:57	\$ 372.09 As Of 01/31/2019 13:57		▼

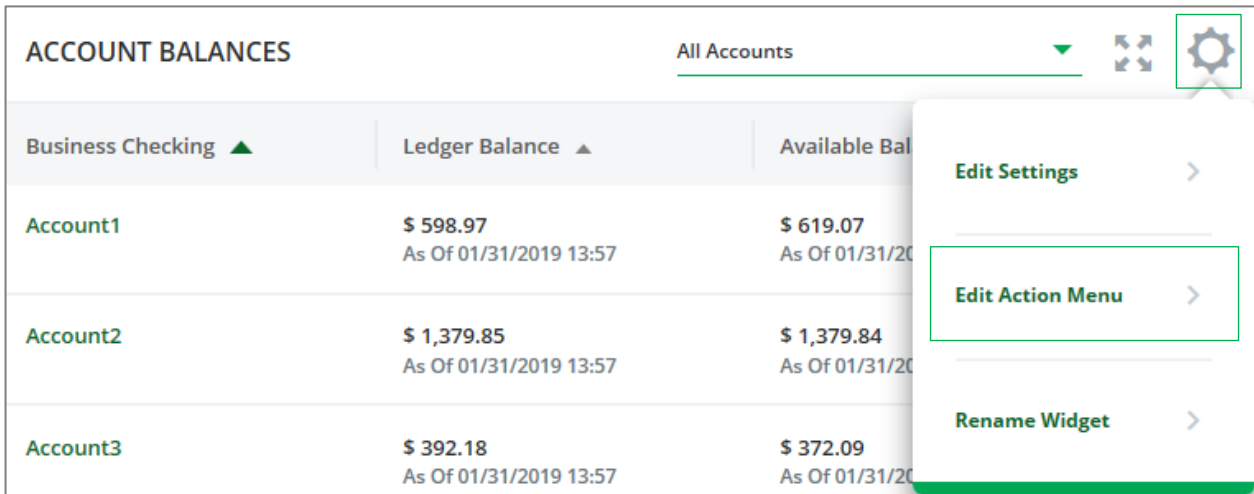
The Action Menu in the Account Balances Widget allows you the ability to quickly link directly to action items related to Account Balances. Available actions will appear in the **Actions Drop Down** icon ▼ on the **Account Balances Widget**.

The screenshot shows the 'ACCOUNT BALANCES' widget with the 'Actions' dropdown menu open. The table below shows account details:

Business Checking ▲	Ledger Balance ▲	Available Balance ▲	Actions
Account1	\$ 598.97 As Of 01/31/2019 13:57	\$ 619.07 As Of 01/31/2019 13:57	▼
Account2	\$ 1,379.85 As Of 01/31/2019 13:57	\$ 1,379.84 As Of 01/31/2019 13:57	
Account3	\$ 392.18 As Of 01/31/2019 13:57	\$ 372.09 As Of 01/31/2019 13:57	

- Account Activity Export >
- Create Issue >
- Create Stop Payment >
- View Account Activity >
- View Current Day >
- View Prior Day >

To edit the Account Balances Action Menu, select the **Wheel icon**  and **Edit Action Menu**.



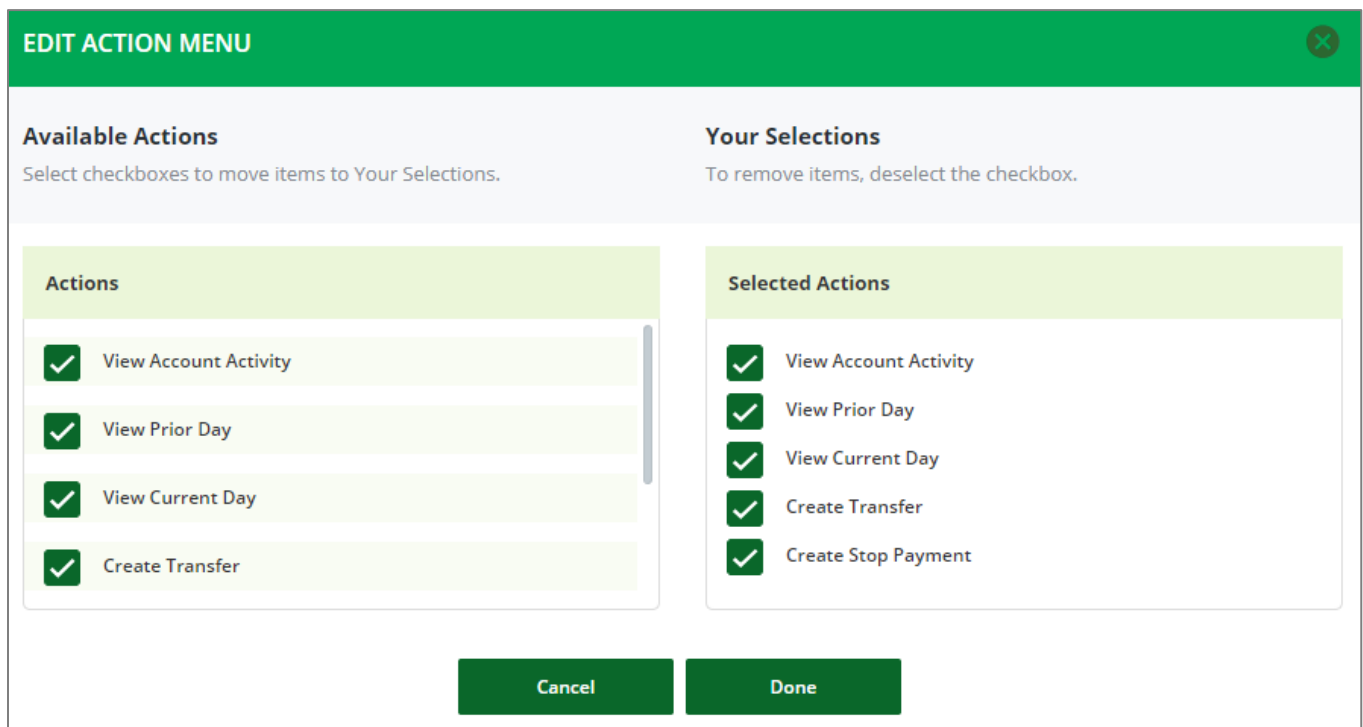
The screenshot shows the 'ACCOUNT BALANCES' widget with a table of account information. A settings menu is open, highlighting the 'Edit Action Menu' option.

Business Checking ▲	Ledger Balance ▲	Available Bal
Account1	\$ 598.97 As Of 01/31/2019 13:57	\$ 619.07 As Of 01/31/2019 13:57
Account2	\$ 1,379.85 As Of 01/31/2019 13:57	\$ 1,379.84 As Of 01/31/2019 13:57
Account3	\$ 392.18 As Of 01/31/2019 13:57	\$ 372.09 As Of 01/31/2019 13:57

Settings Menu Options:

- Edit Settings >
- Edit Action Menu >**
- Rename Widget >

Select the checkboxes next to the actions you would like to appear in your action menu. Select **Done** when complete.



The 'EDIT ACTION MENU' dialog box is shown, divided into 'Available Actions' and 'Your Selections'.

Available Actions
Select checkboxes to move items to Your Selections.

- View Account Activity
- View Prior Day
- View Current Day
- Create Transfer

Your Selections
To remove items, deselect the checkbox.

Selected Actions

- View Account Activity
- View Prior Day
- View Current Day
- Create Transfer
- Create Stop Payment

Buttons: Cancel, Done

Your selected actions will now be saved to your **Actions Drop Down** menu.

ACCOUNT BALANCES All Accounts

Business Checking	Ledger Balance	Available Balance	Actions
Account1	\$ 598.97 <small>As Of 01/31/2019 13:57</small>	\$ 619.07 <small>As Of 01/31/2019 13:57</small>	
Account2	\$ 1,379.85 <small>As Of 01/31/2019 13:57</small>	\$ 1,379.84 <small>As Of 01/31/2019 13:57</small>	<ul style="list-style-type: none"> Account Activity Export Create Issue Create Stop Payment View Account Activity View Current Day View Prior Day
Account3	\$ 392.18 <small>As Of 01/31/2019 13:57</small>	\$ 372.09 <small>As Of 01/31/2019 13:57</small>	

You can also choose to rename your widget to a name of your choice. To rename the Account Balances Widget Menu, select the **Wheel** icon and **Rename Widget**.

ACCOUNT BALANCES All Accounts

Business Checking	Ledger Balance	Available Bal	
Account1	\$ 598.97 <small>As Of 01/31/2019 13:57</small>	\$ 619.07 <small>As Of 01/31/2019 13:57</small>	<ul style="list-style-type: none"> Edit Settings Edit Action Menu Rename Widget
Account2	\$ 1,379.85 <small>As Of 01/31/2019 13:57</small>	\$ 1,379.84 <small>As Of 01/31/2019 13:57</small>	
Account3	\$ 392.18 <small>As Of 01/31/2019 13:57</small>	\$ 372.09 <small>As Of 01/31/2019 13:57</small>	

Enter the name you would like to use. Select **Done** when complete.

ACCOUNT BALANCES
✕

Cancel

Done

The Widget will now appear with the new name.

ABC

All Accounts
▼

⌵
⚙

Account Balances

To see additional detail on an account balance, select either the **Account Number** or **Account Nickname** (based on your view) in the Account Balances Widget, shown in **green**.

<div style="display: flex; justify-content: space-between; align-items: center;"> ABC All Accounts ▼ ⌵ ⚙ </div>			
Business Checking ▲	Ledger Balance ▲	Available Balance ▲	Actions
Account1	\$ 598.97 <small>As Of 01/31/2019 16:18</small>	\$ 619.07 <small>As Of 01/31/2019 16:18</small>	▼
Account2	\$ 1,379.85 <small>As Of 01/31/2019 13:57</small>	\$ 1,379.84 <small>As Of 01/31/2019 13:57</small>	▼
Account3	\$ 392.18 <small>As Of 01/31/2019 13:57</small>	\$ 372.09 <small>As Of 01/31/2019 13:57</small>	▼

You will be able to view your pending, posted and scheduled transactions for the account selected. To select a different account, simply select the account from the drop down menu under balance summary.

BALANCE SUMMARY - AS OF 01/31/2019 09:44

Account: 2018121403 - Account2

Select an Account

- 2018121403 - Account2 ✓
- 2018121401 - Account1
- 2018121404 - Account3

18121403
Account2
1,379.84 As Of 01/31/2019 09:44
1,379.85 As Of 01/31/2019 09:44
Accrued Interest CTD 0.00

Transaction detail can be viewed by selecting the transaction type noted in **green**.

PENDING TRANSACTIONS

Date ▼	Transaction Type ▲	Description ▲	Withdrawals ▲	Deposits ▲	Balance
01/31/2019	Miscellaneous Credit	WEB TFR FR 002018121401		\$ 20.07	\$ 1,379.84
01/31/2019	Misc. Debit	WEB TFR TO 002018121401	\$ 20.08		\$ 1,359.77

Show 10 ▼

POSTED TRANSACTIONS

Date ▼	Transaction Type ▲	Description ▲	Withdrawals ▲	Deposits ▲	Balance
01/14/2019	Individual Automatic Transfer Debit	WEB FR DDA TO DDA 002018121401 CONFIRMATION# 122830001507		\$ 24.08	\$ 1,379.85
01/14/2019	Individual Automatic Transfer Credit	WEB TO DDA FR DDA 002018121401 CONFIRMATION# 122830001506		\$ 24.07	\$ 1,403.93

SCHEDULED TRANSACTIONS

Date ▼	Transaction Type ▲	Description ▲	Withdrawals ▲	Deposits ▲	Balance
02/07/2019	Single	Transfer to (Account1)		\$ 20.08	
02/07/2019	Single	Transfer from (Account1)			\$ 20.07

Transaction detail can be viewed by selecting the transaction type noted in **green**.

PENDING TRANSACTIONS


Date ▼	Transaction Type ▲	Description ▲	Withdrawals ▲	Deposits ▲	Balance
01/31/2019	Miscellaneous Credit	WEB TFR FR 002018121401		\$ 20.07	\$ 1,379.84

And the additional transaction detail will be shown.


VIEW TRANSACTION ? ✕

Transaction Date	01/31/2019
Account	2018121403 - Account2
Transaction Type	Miscellaneous Credit
Credit/Debit	Credit
Amount	\$ 20.07
Bank Reference	000000000022
Description	WEB TFR FR 002018121401

Cancel

If there is an image associated with a transaction, the **Camera** icon  will be shown between the Transaction Type and the Description. Select the **Camera** icon  to view the image that corresponds with the transaction.

04/08/2019	Check Paid 1234		CHECK	\$ 7,201.60	\$ 324.58
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To **Search** for a transaction within a specific account, select the **Search** icon  .


ACCOUNT - ACCOUNT2 - AS OF 01/31/2019 19:40 VIEW ▾ 



SEARCH 

You can search by the following items from the search drop down menu:

- Date
- Keyword
- Amount
- Deposits by Date
- Withdrawals by Date

Once you have selected the type of search you'd like to perform, complete the fields in the search function and select **Search**.

ACCOUNT - ACCOUNT2 - AS OF 01/31/2019 19:40 VIEW ▾ 

Search on	From	To		
Date ▾	01/27/2019 	01/31/2019 	Search	Reset Criteria

Transactions based on your search criteria will populate.

Date ▼	Transaction Type ▲	Description ▲	Withdrawals ▲	Deposits ▲	Balance
01/31/2019	Miscellaneous Credit	WEB TFR FR 002018121401		\$ 20.07	\$ 1,379.84
01/31/2019	Misc. Debit	WEB TFR TO 002018121401	\$ 20.08		\$ 1,359.77

Show 10 ▼

To search for another transaction, or by new criteria, select **Reset Criteria** and the search function will reset.

ACCOUNT - ACCOUNT2 - AS OF 01/31/2019 19:40 VIEW ▼

Search on
Date ▼

From
01/27/2019

To
01/31/2019

Search

Reset Criteria

Exporting Account Activity

To export an **Account Activity Report**, select the **Export** icon in the **Account Activity** header.

ACCOUNT ACTIVITY
Use this page to view your account activity, including pending and processed transactions.

Export

Print

Help

Select the file format you would like to export your **Account Activity Report** to.

ACCOUNT ACTIVITY
Use this page to view your account activity, including pending and processed transactions.

Export

Print

Help

BALANCE SUMMARY - AS OF 01/31/2019 19:40 VIEW ▼

Account

2018121403 - Account2 ▼

Default >

BAI II

Comma Separated

PDF

Quickbooks

Semicolon Separated

Tab Separated

You will then be prompted to open or save the exported file to your computer in a location of your choosing.