

# Associated Connect<sup>®</sup>

Reference Guide: Cash Ordering for Vault Service



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## Associated Connect Access

Associated Connect provides secure, single sign-on access to your business and commercial banking services through [AssociatedBank.com/Business](https://AssociatedBank.com/Business) or [AssociatedBank.com/Commercial](https://AssociatedBank.com/Commercial).

### Available Services

Once signed in, users can access a wide range of online banking functions:

|                            |                                                                                                                          |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------|
| Banking                    | Account Balances, ACH Origination Check Inquiry, Image Search, Positive Pay, Stop Payments, Transfers and Wire Transfers |
| Account Summary            | View balances and transaction details                                                                                    |
| Cash Management            | Bill Pay*, Cash Ordering, Checkview, FX Manager, Lockbox, Remote Deposit and Trade Services                              |
| Transmission and Reporting | Document Center, Export Tools and File Transfer                                                                          |

\*Some services within the bill payment service have service charges. Please refer to the Business Fee Schedule or the applicable Checking Product Disclosure for details. (1276)

### Sign-In and Security

Access to Associated Connect requires identity verification through one of two methods:

|                    |                                                                                                                                                                                                                        |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| High-Risk Services | <ul style="list-style-type: none"> <li>Sign in with your username and password.</li> <li>Verify identity using multi-factor authentication (MFA) with a unique access code from a mobile or physical token.</li> </ul> |
| Low-Risk Services  | <ul style="list-style-type: none"> <li>Sign in with your username and password.</li> <li>Verify identity using a unique access code sent by text message (SMS) to your registered mobile number.</li> </ul>            |

For help with tokens, see the Multi-Factor Authentication and Password Management Guide or contact Customer Care at 800-728-3501.

Associated Bank does not charge a fee to download our digital applications; however, transactional fees may apply. Carrier message and data rates may apply; check your carrier's plan for details. Visit [AssociatedBank.com/disclosures](https://AssociatedBank.com/disclosures) for Terms and Conditions for your service. (1406)

## Change Orders

### Create Change Order

A change order can be created by selecting the **Change Orders > Create** from the drop-down menu. Select the appropriate Arrival Date from the drop-down list. Enter the total amount of each currency to be included in the order by currency type.

Your total will automatically calculate in the Total field. If the amount is correct, select **Confirm**. You will receive a confirmation of the request on the screen.

CHANGE ORDERS

STANDING ORDERS

Customer id

63219

Name

TEST CUSTOMER

Location

219

Arrival date \*

Mon Jun 14, 2021

Click name below to select product

|              |    |      |
|--------------|----|------|
| CURRENCY     | \$ | 0.00 |
| CURRENCY     | \$ | 0.00 |
| NEW CURRENCY | \$ | 0.00 |
| COIN         | \$ | 0.00 |
| Total        | \$ | 0.00 |

| Currency | Amount (\$) |
|----------|-------------|
| \$1      | \$ 0.00     |
| \$2      | \$ 0.00     |
| \$5      | \$ 0.00     |
| \$10     | \$ 0.00     |
| \$20     | \$ 0.00     |
| \$50     | \$ 0.00     |
| \$100    | \$ 0.00     |

CONFIRM

CANCEL

### Search Change Order

To search for an order you have created, select **Change Orders > Search** from the drop-down menu. Enter the information for the order you are looking for, and select **Search**.

CHANGE ORDERS

STANDING ORDERS

Date type \*

Order date

From date \*

6/4/2021

To date \*

6/12/2021

Customer: 63219 - TEST CUSTOMER (Location 219)

SEARCH

CLOSE

| Customer name | Location id | Confirmation # | Order date | Debit date | Departure date | Arrival date | Status        | Currency total | Coin total |
|---------------|-------------|----------------|------------|------------|----------------|--------------|---------------|----------------|------------|
|               |             |                |            |            |                |              | All confirmed |                |            |

## Standing Orders

### Create Standing Order

A standing order can be created by selecting **Standing Orders > Create** from the drop-down menu. Select the appropriate delivery schedule from the fields provided. Enter the total amount of each currency to be included in the order by currency type.

Your total will automatically calculate in the Total field. If the amount is correct, select **Confirm**. You will receive a confirmation of the request on the screen.

CHANGE ORDERS STANDING ORDERS

CUSTOMER ID: 63219 CUSTOMER NAME: TEST CUSTOMER LOCATION #: 219

Deliver: Every Monday

Start date: 6/11/2021

Finish date:

Holiday delivery: As scheduled

Click name below to select product

| CURRENCY     | \$ | 0.00 |
|--------------|----|------|
| CURRENCY     | \$ | 0.00 |
| NEW CURRENCY | \$ | 0.00 |
| COIN         | \$ | 0.00 |
| Total        | \$ | 0.00 |

| Currency | Amount (\$) |
|----------|-------------|
| \$1      | 0.00        |
| \$2      | 0.00        |
| \$5      | 0.00        |
| \$10     | 0.00        |
| \$20     | 0.00        |
| \$50     | 0.00        |
| \$100    | 0.00        |

CONFIRM CANCEL

### Search Standing Order

To search for a standing order you have created, select **Standing Orders > Search** from the drop-down menu. Enter the information for the order you are looking for, and select **Search**.

CHANGE ORDERS STANDING ORDERS

☐ Search by date range From date To date

☐ Include finished

Customer: 63219 - TEST CUSTOMER (Location 219)

SEARCH CLOSE

| Customer name | Location id | Status | Schedule | Next departure | Next arrival | Last processed arrival | Order total |
|---------------|-------------|--------|----------|----------------|--------------|------------------------|-------------|
|---------------|-------------|--------|----------|----------------|--------------|------------------------|-------------|

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