



**Monarch Business
Online Banking**

Quick Reference

Monarch Business Online Banking

We hope you enjoy using the flexible and easy-to-use Monarch Business Online Banking to manage your accounts at Territorial Savings Bank. To help you get started, we recommend that you view the informative video on Business Online Banking available at www.TerritorialSavings.net.

In addition, this User Guide this can help you with step-by-step instructions to complete any task. If you have any questions, please call us at (808) 946-1400 or email us at ebank@TerritorialSavings.net.

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Getting Started

Overview

1. Log in to Business Online Banking using your Temporary Password. You will be asked to create a new Password.

If you are the only User from your company and have not enrolled for Wire Transfer or Bill Payments – stop here.

2. Enable (Activate) Your Token (for Wires and/or Bill Payment customers only).
 - a. Wires: When you or an employee is scheduling a wire, you will use a Token to generate a one-time password to complete the transaction. You do not need the token to log In to Online Banking.
 - b. Bill Payment: You and/or employees that use the Bill Payment service will use the Token to generate a one-time password when logging in to Online Banking.
 3. Set up other employees (Users) that will be using Online Banking. Or if you prefer, TSB can set up the employees for you. Please contact TSB for assistance.
-

Getting Started

Log In

First-Time Log In

Access Business Online from TSB's website: www.TerritorialSavings.net

1. **Access ID page:** Enter your **Access ID**. Click the **Log In** button.
2. **Password page:** Enter your temporary password. Click the **Log In** button.
3. **Information page:** Enter or verify your email address, complete the challenge questions and register your computer on the Information page. Click the **Submit** button.

Note: After the first time log in, if you log in on a computer other than the computer you registered, you will be asked a challenge question to authenticate you.

4. **Change Password page:** Enter your Current (or temporary) Password, then your New Password. Click the **Submit** button.

Step 1

The screenshot shows the Territorial Savings Bank login interface. At the top left is the bank's logo and name. At the top right is a "Log Off" link. The main content area contains an "Access ID:" label next to a text input field containing "JOHNDOE". Below the input field is a green "Log In" button. To the right of the input field is an "Instructions" section with the following text: "1. Enter your Access ID, then click on Log In. 2. Enter your Password, then click on Log In. - Bill Pay Token Users: Please enter your Token number and PIN in the Password box." At the bottom left, there is a "Member FDIC" logo and a small house icon.

The screenshot shows the Territorial Savings Bank login interface at the password entry stage. At the top left is the bank's logo and name. At the top right is a "Log Off" link. The main content area contains a "Password:" label next to a text input field with masked characters. Below the input field is a green "Log In" button. At the bottom left, there is a "Member FDIC" logo and a small house icon. At the bottom of the page, there are three small links: "Terms & Conditions", "Returns and Closures", and "Contact Us".

Step 3

Information

The Layered Authentication is a security feature designed to protect the privacy and security of your personal information. The Challenge Questions/Answers are used to identify you and prevent unauthorized access to your information. Registering the computer(s) you normally use to access your information provides additional security to verify your identity.

1. The email address appears as stored in Internet Banking. If this area is blank, enter your valid contact email address and confirm it. If the email address displayed is invalid, it can be corrected after completing the Layered enrollment and you have access to your accounts. To correct your email address, select Change eMail Address from the Options button and complete the required information.
2. Select each Challenge Question and provide your answer, up to 83 characters. The Challenge Questions may be used to authenticate the user when accessing Internet Banking from a non-registered computer.
3. Select an option to register the computer you are currently using. The first option, "This is a Personal Computer. Register it.", is selected for the computer used most often to access your accounts via Internet Banking. You may register more than one computer. The second option, "This is a Public Computer. Do Not Register it.", is selected when you are accessing your accounts from a computer used for a one-time access, such as from an Internet cafe or library.
4. Click on submit to access your accounts via Internet Banking.

Contact Information

E-mail Address: john.doe@tservtravel.com
 Confirm E-mail Address: john.doe@tservtravel.com

Challenge Questions and Answers

Challenge Question 1: What school did you attend for sixth grade?
 Answer: ---

Challenge Question 2: What was your first job?
 Answer: ---

Challenge Question 3: What was the model of your first car?
 Answer: ---

Select One of the Following Options:

This is a Personal Computer. Register it.
 This is a Public Computer. Do Not Register it.

Submit

Member FDIC
 Terms & Conditions Privacy and Security Contact Us

Step 4

Change Password

Current Password:
 New Password:
 Confirm New Password:

Submit

Access ID must be at least 6 characters. Passwords must be 6-17 characters and a combination of numbers, letters and special characters containing at least one alpha and two numeric characters. Please remember that your password is Case Sensitive

Member FDIC
 Terms & Conditions Privacy and Security Contact Us

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Activate Your Token (for Bill Pay and/or Wire customers only)

You have been provided an easy-to-use Go3 Token. Please safeguard your token.

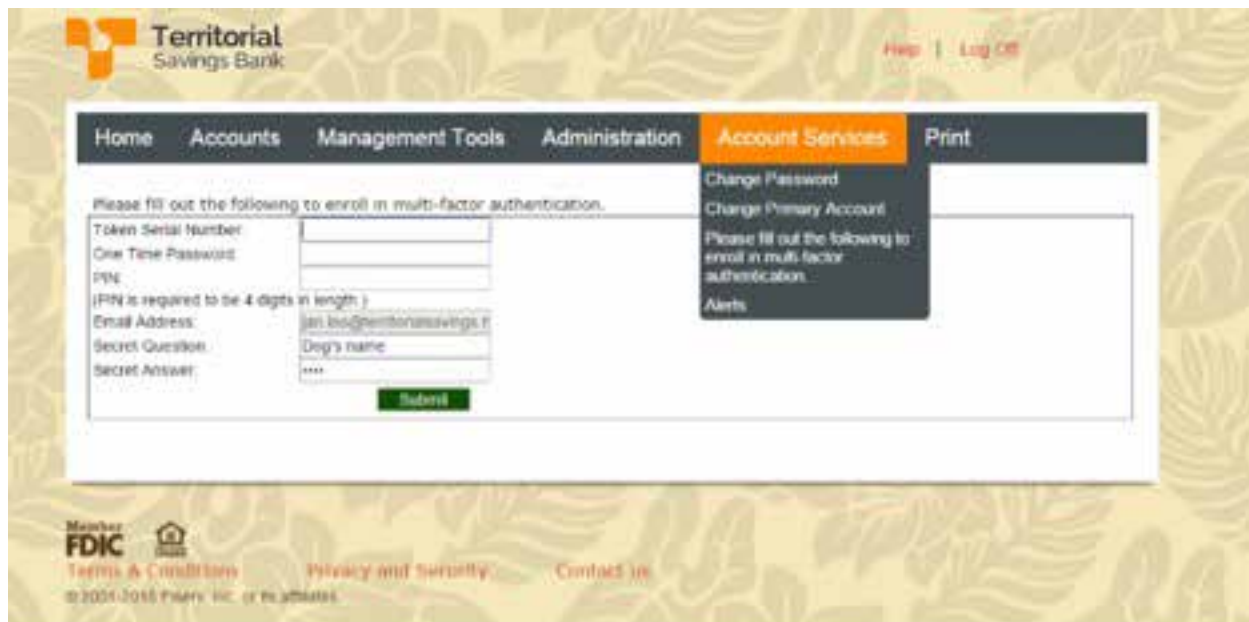
If you run into problems with the token, please call us for assistance.

Overview

Please enable or activate the token within 9 days from the day it was registered at the Bank.

Instructions to Enable Token

1. Go to **Account Services**: Select **“Please fill out the following to enroll in multi-factor authentication”**.



The screenshot shows the Territorial Savings Bank website interface. At the top left is the bank's logo. A navigation menu includes Home, Accounts, Management Tools, Administration, Account Services (highlighted in orange), and Print. A dropdown menu under Account Services lists: Change Password, Change Primary Account, Please fill out the following to enroll in multi-factor authentication (selected), and Alerts. The main content area displays a form titled "Please fill out the following to enroll in multi-factor authentication." with fields for Token Serial Number, One Time Password, PIN (with a note that it must be 4 digits), Email Address (pre-filled with jan.liv@territorialsavings.fi), Secret Question (pre-filled with Dog's name), and Secret Answer (masked with asterisks). A green Submit button is at the bottom of the form. The footer includes Member FDIC, Terms & Conditions, Privacy and Security, Contact Us, and a copyright notice for 2015-2016 Fiserv, Inc. or its affiliates.

2. **Token Serial Number:** Enter the Serial number located in the back of the token. Do not enter the “dashes” between the numbers.
One-Time Password: Click on the Token button to get your One-Time Password. Enter the 8 digit number.

- PIN:** Enter a 4 digit PIN that you will remember.
- Email address:** Enter or edit your email address.
- Security Question:** Review.
- Security Answer:** Review.

Home Accounts Management Tools Administration Account Services Print

Please fill out the following to enroll in multi-factor authentication.

Token Serial Number:	2687754410
One Time Password:	15673141
PIN:	****
(PIN is required to be 4 digits in length)	
Email Address:	jan.boo@territorialsavings.f
Secret Question:	Dog's name
Secret Answer:	****

Home Accounts Management Tools Administration Account Services Print

Confirmation

Enrollment Successful

Log In with Activated Token (for Bill Payment customers only)

Access **Business Online** from TSB's website: www.TerritorialSavings.net

1. **Access ID page:** Enter your **Access ID**. Click the **Log In** button.
2. **Password Page:** Click the Token button to display the one-time password.

Enter the 8-digit numeric one time password plus your 4-digit PIN number.

Click the **Log In** button.

3. **Site Authentication page:** Click the Token button a second time to display a matching value to verify the Site Authentication Value. (If your site authentication values do not match, do not log in and try again.). Click **OK** to log in.

Step 1



The screenshot shows the Territorial Savings Bank login interface. At the top left is the bank's logo and name. At the top right is a "Log Off" link. The main content area features a white box with a label "Access ID:" and a text input field containing "newemployee". Below the input field is an orange "Log In" button. At the bottom of the page, there are links for "Member FDIC", "Terms & Conditions", "Privacy and Security", and "Contact us", along with a copyright notice: "© 2011-2015 Fiserv, Inc. or its affiliates."

Step 2



The screenshot shows the same Territorial Savings Bank login interface. The main content area now features a white box with a label "Password:" and a text input field containing "12345678". Below the input field is a "Log In" button. At the bottom of the page, there are links for "Member FDIC", "Terms & Conditions", "Privacy and Security", and "Contact us", along with a copyright notice: "© 2011-2015 Fiserv, Inc. or its affiliates."

Step 3



Setting Up Employees to be Users

Overview

The Bank has created 2 levels of User Access called User **Roles**: Senior Administrator and Employee.

As the Senior Administrator, you have full access to all features. Employee access is limited to seeing account information, transferring funds, and exporting transaction activity. You may change the Employee's role at any time to include more or less access to online banking features.

Users that have wire funds transfer or Bill Payment access will be set up by TSB. Please contact us for assistance.

Add New Employee

1. From the **Administration** menu, select **Profile and Permissions** from the **Employee List** section. The **Select User Criteria** page displays.
2. Select **New Employee**. The **New Employee** page displays.
3. Most of the information on the **Step 1-Codes** page has been completed for you. Please complete the following sections only:
 - Name and Security
 - Contact Methods
 - Security
 - Role Assignment
 - Approval Options
 - Funds Transfer Options
 - Electronic Documents
 - Employee Account Access

Name and Security

1. **Name:** Enter the employee name.
2. **Security Level:** Select Employee.
3. **Transaction Exports drop-down menu:** Select No or Yes. If you indicate Yes, the employee has the authority to export history transactions to their PC.

Contact Methods

Enter the employee's email address and phone number(s).

Security

1. **Access ID:** Create an **Access ID** for the employee. The employee will use the **Access ID** to log in to Online Banking. The **Access ID** is case sensitive and cannot be changed once saved.
Examples: JohnDoe, Accountant, jdoe, JOHNDOE
2. **Security Question and Security Answer:** Enter a question and answer that will be used to authenticate the User.
Example: Question – Mother’s maiden name? Answer – Smith

Role Assignment

1. **Role Name** drop-down menu: Select **Employee**.

Approval Options

1. **Review Internal Transfers:** Select **Yes** or **No**. If you indicate Yes, transfers created by this employee must be reviewed and approved by you.

(Internal) Funds Transfer Options

1. **Inquire Transfers:** Select **Yes** or **No**. If you select Yes, the employee can view all transfers scheduled.
2. **Initiate Transfers** drop-down: Select **Yes** or **No**. If you select Yes, the employee can schedule an internal funds transfer.

Electronic Documents

Check “**Check Image**” if you would like the employee to see the images of checks posted to the checking account.

Employee Account Access

Check the boxes to indicate which account(s) the Employee can view or **Select All**. Click **Next**.

The system will now register your employee.

After processing the **New User** page, the **Send Emails** window displays.

1. **Recommended:** Click **Send Emails** to immediately send a new **Access ID** message and a new system generated Password to the User.

or

2. Click **Next** to complete the setup without sending any email messages. The Password message can be sent later after selecting the **Reset Password/PIN** hyperlink on the **Change Employee** page in **Administration**.

Note: When the employee logs in for the first time, they will enter their Access ID and the system generated password that was sent to them via email. The system will then prompt the employee to change his/her password.

How To Instructions

Home Page

The Home Page provides the convenience of accessing the most used features like balance and transaction information, scheduling internal funds transfers, and scheduling wire transfers on one page.



View Account Information: Favorite Accounts Section

- a. Click the **List icon** next to the Account nickname in the **Favorite Accounts** or **Groups** section to view up to 15 recent transactions.

Or click on the Account nickname for more account information.

- b. You have the option of viewing your accounts in two views: **Favorite** or **Groups**.

Favorite lists the accounts you want displayed and in the order you want to view them. You also have the option to rename the Accounts with a nickname – so it's more familiar to you.

Example: Payroll Checking

Group allows you to organize the Accounts and put them into categories. For your convenience, the Bank has Grouped your accounts by **Deposits** and **Loans**. You may change the Group categories at any time.

Example: You may want to categorize your Groups by company name or location (eg. ABC Co, DEF Co, XYZ Co., Oahu, Maui)

Favorites: Changing Account Order

1. Select the **Edit** button in the **Favorite Accounts** section. The **Edit Favorite Accounts** page displays.
2. From the **Account** list, select the star icon next to the account to display in the **Favorite Accounts** section.
3. Click the Up and Down arrow buttons to reorder the selected accounts.
4. Click the **Save** button to complete the update of selected favorite accounts in the **Favorite Account** section.

Changing Account Nickname and Display Groups

1. From the **Administration** menu, select **Accounts** from the **Business** section.

The **Account List** page displays.

2. Click on the **Change** icon next to the account name.



3. On the **Change Business Account** page, you can indicate what Group you would like the account to be displayed in and the account's nickname. **Nickname** changes will display on the Home page on the next login. **Display Group** changes will display on the **Home** page on the next business day

Display Group drop-down: The bank has created two group names for you to use (Deposits, Loans). You may create other Group names. Instructions covered in **Changing Group names**.

Nickname: Enter the nickname for the account.

4. Click on the Save Icon on the top left menu bar.



Group: Changing Group Name(s)

Change Group Name allows you to add or delete Group names. It also allows you to change the order the Group names are displayed.

1. From the **Administration** menu, select **Change Accounts Group** from the **Group** section.

The **Account Group** page displays.

2. **Group Description:** Enter the new group name. Click **Add**.

The screenshot shows the 'Change Account Group' interface. At the top is a navigation bar with 'Home', 'Accounts', 'Management Tools', 'Administration', 'Account Services', and 'Print'. Below this is the 'Account Group' section with a sub-header 'Change Account Group'. A 'Display Sequence' list contains 'Deposits' and 'Loans'. To the right of the list are 'Up' and 'Down' buttons. Below the list is a 'Group Description' field with the text 'Oahu'. At the bottom of the form are 'Add', 'Change', and 'Delete' buttons, and a 'Submit' button.

3. Highlight the new Group Name and select **Up** or **Down** based on the order you'd like to see the Groups displayed. Click **Submit**. *The changes will be updated the next Business day.*

This screenshot shows the same 'Change Account Group' interface, but with 'Oahu' added to the 'Display Sequence' list. 'Oahu' is highlighted in blue, and the 'Up' button is highlighted in orange. The 'Group Description' field still contains 'Oahu'. The 'Add', 'Change', 'Delete', and 'Submit' buttons are visible at the bottom.

4. To place an account in the New Group name, go to the **Administration** menu, select **Accounts** from the **Business** section. Then select the account that will be placed in the new Group.

Funds Transfer Status: Review or Issued

Review: This section will advise you if there are any Internal Funds Transfers or Wire Transfers awaiting your review and approval.

Issued: The section will display recent Internal Funds or Wire Transfers issued. Click on the Description for more information.

Issued Transfers

Review
Issued

Wire Transfers

There are no transfers issued.

Fund Transfers

Date	Description	Status	Amount		
06/29/2015	One-Time Transfer	Approved	.05		

Alerts

You can create account information alerts to notify you when a check has cleared, when an account has gone below or above an amount and more. The alerts can be emailed to you and/or displayed in Online Banking. Click on the **Alerts** link to view the notification or create an Alert notification.

Alerts

Alerts (4)

[Electronique 2015](#)

Transfer Funds

The Transfer Funds section provides you a convenient way to issue Internal Funds Transfers or Wire Transfers without leaving the Home Page.

1. **Internal:** A template called “**One-Time Transfer**” has been created for your use.
 - a. Enter the **From** account, **To** account, **Amount** and **Date**. Click on **Begin Transfer**.
 - b. Review your transfer information, then click **Transfer funds**.
 - c. You will see an **Approved** message with a confirmation number. Click **Done**.
2. **Wire:** You can either import a file or use a wire template.
 - a. Enter the amount and date, then click **Begin Transfer**.
 - b. If you do not have a wire template, click on the **Launch Wire Manager** link to create a wire template.

Transfer Funds


Internal Wire

Template
One-Time Transfer ▼

From Account
Check 1158 ▼

To Account
Check 1158 ▼

Amount
50

Date
07/06/2015 

Handling Instructions (optional)

[Begin transfer](#)

[Go to Transfer List](#)

How To Instructions

Accounts

Select the Account you'd like to view from the Accounts drop-down menu.

Transactions Section

1. **View Checks:** To view a check that has posted, click on the Transaction description.

Example: Click on Check Number 9906. Or go to the **Check Image Viewer** and enter the check number.

Checking 1158 (**1158)

Account Information Summary Details

Balance

Current Balance:	23.24
Holds:	.00
Available Balance:	23.24

Switch Accounts

Checking 1158

Go to account

Transactions Show 50

Date	Description	Debit	Credit	Balance
07/01/2015	INTERNET TFR TO SAV 4011329192	1.00		23.24
07/01/2015	INTERNET TFR FRM SAV 4011329192		1.00	24.24
06/30/2015	CHECK NUMBER 990611 990611	1.00		23.24
06/29/2015	INTERNET TFR TO CHK 0008025181	.29		24.24
06/29/2015	INTERNET TFR FRM CHK 0008025181		.05	24.53
06/22/2015	Fiserv Test Co. ACH TEST F PFD	.22		24.48
06/22/2015	WIRE TRANSFER FROM CHECKING	.22		24.70
06/19/2015	CHECK NUMBER 9906	1.20		24.92
06/19/2015	INTERNET TFR FRM SAV 4011329192		.19	26.12
06/19/2015	Fiserv Test Co. Debbie Tes CCD		.33	25.93
06/18/2015	CHECK NUMBER 9999 9999	1.02		25.60
06/18/2015	INTERNET TFR FRM SAV 4002526608		.01	26.62
06/16/2015	INTERNET TFR FRM SAV 4011329192		2.01	26.61
06/16/2015	INTERNET TFR TO SAV 4011329192	2.01		24.60
06/15/2015	INTERNET TFR TO CHK 0008025181	.02		26.61
06/15/2015	INTERNET TFR FRM CHK 0008025181		.05	26.63

Search Transactions

Date Range *
All transactions

Transaction Type *
All

Amount or Range

Transaction Number or Range

* Indicates required field

View transactions Export as CSV

Change export format

Check Image Viewer

Check Number
9906

View image

Search Transactions

Use this section to view all transaction history for the last 90 days or select a shorter date range. You can also use this section to download or export transaction activity.

Export Transaction Activity

1. Click on **Export as CSV** to download transactions to a CSV format (or Excel worksheet-like) file.
2. Or click on **Change export format** to download to Quicken, Quickbook, or Microsoft Money format.

Stop Payments

1. Click on the **Stop Payments** link.
2. From the drop-down menu, select the checking account that the stop payment will be placed on or that you are researching.

Note: See Business Checking Account Fee Schedule for the most current stop payment fee amount.

The screenshot shows the top navigation bar with links: Home, Accounts, Management Tools, Administration, Account Services, and Print. Below the navigation bar, there is a breadcrumb trail: Details | Stop Payments | with a red arrow pointing to the 'Stop Payments' link. The main content area displays 'Check 1158 (***1158)' and the date '7/4/2015 4:45 PM CST (Refresh)'. Below this, there are buttons for 'Summary', 'Details', and 'Switch Accounts'.

The screenshot shows the 'Stop Payment Search' and 'New Stop Payment' forms. The 'Stop Payment Search' form has fields for 'Item Date', 'Number', 'Amount', 'sort by', and 'Through', along with an 'Item Type' dropdown and a 'Submit' button. The 'New Stop Payment' form has fields for 'Item Type', 'Item Date', 'Number', 'Amount', 'Payee', 'Reason', and 'Comments', along with a 'Next' button. A red arrow points to the 'Stop Payment Search' form. A note at the bottom states: '* Required fields are indicated with an asterisk.'

How To Instructions

Management Tools

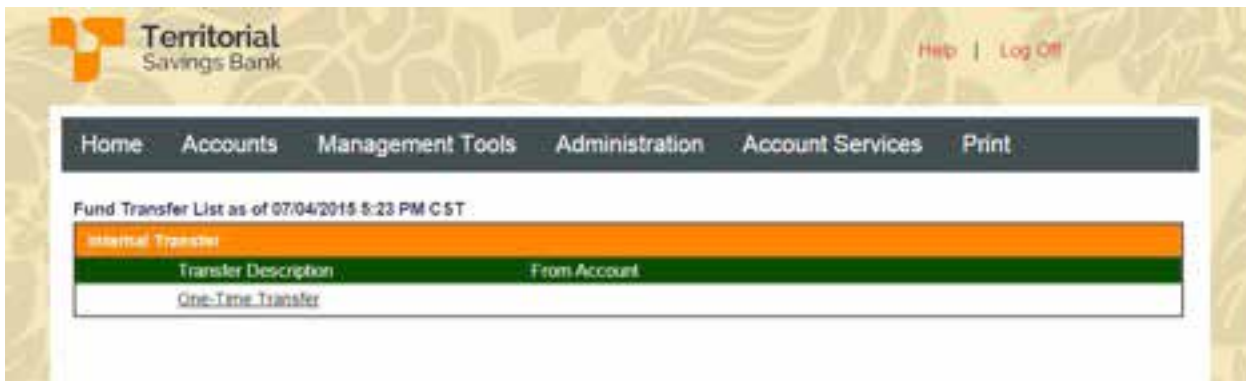
Overview

This section is used to access Funds Transfer type transactions, such as Internal Funds Transfer, Wire Transfers and Bill Payments. To use the Wire Transfer and Bill Payments features, please request the service on the **Monarch Business Online Banking Enrollment and Updates Form**.

Internal Transfer List

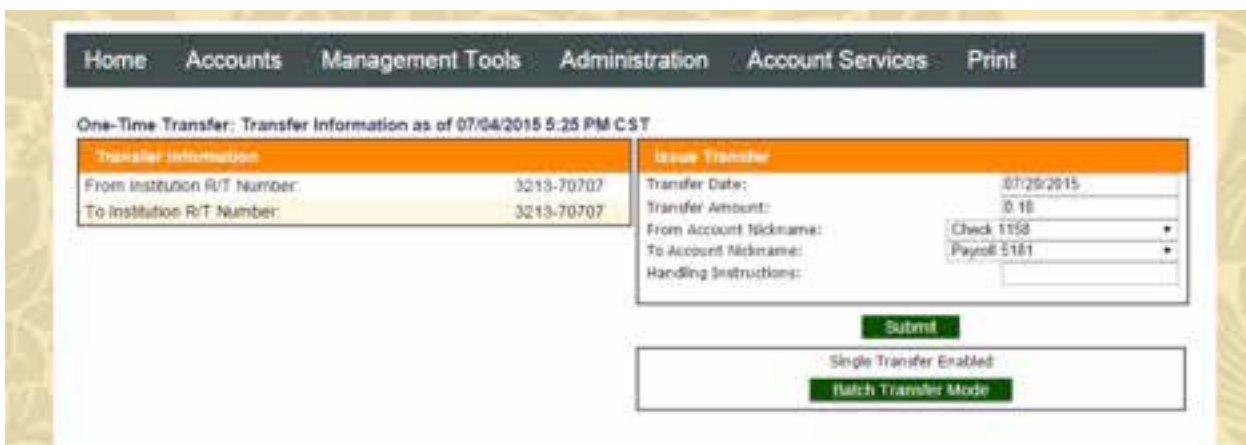
This page will display any Internal Funds Transfer templates created to transfer funds from a TSB account to another TSB account. To help you get started, TSB created a template called **One-Time Transfer**.

1. Click on **Transfer List** to view all Internal Transfer Templates.
2. Click on the **Transfer Description** link to use the template.



3. Enter the information requested and click on the **Submit** button.

To schedule more than one transfer to/from the same accounts, for the same amount, on the same date, select **Batch Transfer mode**.



4. **Batch Mode:** Click on **Add Transfer** to add a second payment. Then click **Submit All**.

One-Time Transfer: Transfer Information as of 07/04/2015 5:37 PM CST

Transfer Information		Issue Transfer	
From Institution R/T Number:	3213-70707	Transfer Date:	07/06/2015
To Institution R/T Number:	3213-70707	Transfer Amount:	0.20
		From Account Nickname:	Check 1158
		To Account Nickname:	General Purpose 9192
		Handling Instructions:	

Batch Transfer Enabled
Single Transfer Mode

Add Transfer
Submit All

Transfer Status	
Added Transfer Number 2. Total Batch Transfers \$0.40	

Issue Transfer - No. 1		Remove 1
Transfer Date:	7/06/2015	
Transfer Amount:	0.20	
From Account Nickname:	Check 1158	
To Account Nickname:	General Purpose 9192	
Instructions:		

Issue Transfer - No. 2		Remove 2
Transfer Date:	07/06/2015	
Transfer Amount:	0.20	
From Account Nickname:	Check 1158	
To Account Nickname:	General Purpose 9192	
Instructions:		

Submit All

5. A confirmation screen is displayed with a summary of the transfer.

[Home](#) [Accounts](#) [Management Tools](#) [Administration](#) [Account Services](#) [Print](#)

Information

One-Time Transfer: Transfer has been Scheduled and is Pending Based on Available Funds on the Day of Transfer.

Transfer Confirmation as of 07/04/2015 5:29 PM CST

One-Time Transfer		Transfer Summary	
Transfer Date:	07/20/2015	Number of Transfer Items:	1
Transfer Amount:	10	Total of Transfer Amounts:	10
From Account Nickname:	Check 1158	Important: You May Want to Print this Page for Future Reference	
From Institution R/T Number:	3213-70707		
From Account Type:	Demand Deposit		
From Account:	***1158		
To Account Nickname:	Payroll 5191		
To Institution R/T Number:	3213-70707		
To Account Type:	Demand Deposit		
To Account:	***5191		
Confirmation Number:	117292261		
Status:	Approved		

Internal Transfer Issued

This page will display the status of funds transfer scheduled or processed. Click on the Template name (e.g. One-Time Transfer) to see the details. If the transaction has not been processed, you may **Edit** or cancel the transaction by selecting **Delete**. If you **Delete** a transfer that has already been processed, it will create a reverse transaction.

During non-business hours and days, the transfers will be processed on the next business day.

Most transfers received by 2 am CST on a business weekday or 11pm CST on a business Saturday – will be processed that day.

Home Accounts Management Tools Administration Account Services Print						
Funds Transfers Issued as of 07/04/2015 5:31 PM CST Sorted by Group, Transfer Description						
Internal Transfer						
Transfer Description	Current Status	Employee	Transfer Date	Transfer Amount		
One-Time Transfer	Approved	Cora Smith	07/20/2015	.10	Edit	Delete
Sub Total:				.10		
Total:						-10

Home Accounts Management Tools Administration Account Services Print						
One-Time Transfer: Funds Transfer Detail as of 07/04/2015 5:34 PM CST						
Transfer Information			Account Information			
Transfer Type:	Internal Transfer		From Institution R/T Number:	3213-70707		
Current Status:	Approved		From Account Type:	Demand Deposit		
Placement Date & Time:	07/04/2015 05:29 PM CST		From Account:	***1158		
Transfer Date:	07/20/2015		From Account Nickname:	Check 1158		
Transfer Amount:	.10		To Institution R/T Number:	3213-70707		
Confirmation Number:	117292261		To Account Type:	Demand Deposit		
Display Group:	Internal Transfer		To Account:	***5181		
Recurring:	No		To Account Nickname:	Payroll 5181		
Handling Instructions:			Employee Information			
Message:			Employee Name:	Cora Smith		
			Employee Group:	Business Senior Admin		
			Reviewing Employee Name:			

How To Instructions

Administration

The Administration section is viewable only by the Senior Administrator and is organized in 4 sections:

Employee

- View or edit a specific **Employee** access and privileges
- Add or delete an **Employee** (User)

Business

- View, edit or create new employee **Roles** to define employee privileges
- View or edit Employee's access to the Company's **(Business) account(s)**
- Create Nicknames for the **Accounts** so that it's easier to identify which account you are viewing
- Place accounts in a **Display Group** on the **Home** page

Funds Transfer

- Create and edit (Internal) **Funds Transfer** Templates

Groups

- Organize Accounts, Employees, and (Internal) Funds Transfers into Groups for quicker and easier access

Administration	Account Services	Print
Employee	Fund Transfer	
Profile & Permissions	Add Template	
Accounts	Add Using Template	
Inquire Fund Transfer Access	Change Template	
Change Fund Transfer Access	Delete Template	
Business	Groups	
Role Definitions	Inquire Account Group	
Accounts	Change Account Group	
	Inquire Employee Group	
	Change Employee Group	
	Inquire Fund Transfer Group	
	Change Fund Transfer Group	

Administration: Employee

Profile and Permissions

In **Profile and Permissions** you can do the following:

- Inquire or view an employee's privileges (such as wire funds transfer) and user information in Business Online Banking.

- Change an employee's privileges and user information (such as contact information).
- Enroll a new employee.
- Enroll a new employee using the same privileges as an existing employee (to save you time).
- Delete an employee.



From the **Administration** menu, select **Profile and Permissions** from the **Employee** list. The **Select Employee Criteria** page displays.

Inquire or View an Employee's Privileges

1. Select **Inquire Employee**.
2. From the **Go To** drop-down list, select **Codes**. Or if the employee has wire transfer permissions, select **Wires** to view their **Wire** permissions.
3. Enter the employee's full name in the **Name** field and click **Submit**

Or

click the **Submit** button to view all employees.

4. Click on the employee's name to view details for the employee.



Change an Employee Privileges or User Information

Use this page to change the following information:

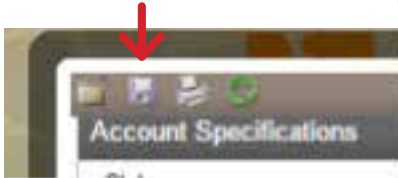
- Contact information
- Access to bank accounts
- **New temporary password (if they get locked out)**
- Access to internal funds or wire funds transfers
- Export transaction activity
- Place stop payments

1. Select **Change Employee**.
2. From the **Go To** drop-down list, select **Codes**. Or if you want to change the employee's wire transfer permissions, select **Wires**.
3. Enter the employee's full name in the **Name** field and click **Submit**

Or

click the **Submit** button to view all employees.

4. The **Change Employee** page displays. Make changes as needed to the employee information.
5. Click the **Save** icon on the top of the page. The **Success** page displays indicating the information has been updated.



Add New Employee

1. Select **New Employee**. The **New Employee** page displays.
2. Most of the information on the **Step 1-Codes** page has been completed for you. Please complete the following sections only:
 - Name and Security
 - Contact Methods
 - Security
 - Role Assignment
 - Approval Options
 - Funds Transfer Options
 - Electronic Documents
 - Employee Account Access
 - Applications Enabled (for wire transfer access)

Name and Security

1. **Name:** Enter the employee name.
2. **Security Level:** Select Employee.
3. **Transaction Exports drop-down menu:** Select **No** or **Yes**. If you indicate Yes, the employee has the authority to export history transactions to their PC.

Contact Methods

Enter the employee's email address and phone number(s).

Security

1. **Access ID:** Create an **Access ID** for the employee. The employee will use the **Access ID** to log in to Online Banking. The Access ID is case sensitive and cannot be changed once saved
Examples: JohnDoe, Accountant, jdoe, JOHNDOE
2. **Security Question and Security Answer:** Enter a question and answer that will be used to authenticate the User.
Example: Question – Mother’s maiden name? Answer – Smith

Role Assignment

1. **Role Name** drop-down menu: Select **Employee**.

Approval Options

1. **Review Internal Transfers:** Select **Yes** or **No**. If you indicate Yes, transfers created by this employee must be reviewed and approved by you.

(Internal) Funds Transfer Options

1. **Inquire Transfers:** Select Yes or No. If you select Yes, the employee can view all transfers scheduled.
2. Initiate Transfers drop-down: Select **Yes** or **No**. If you select Yes, the employee can schedule an internal funds transfer.

Electronic Documents

Check “**Check Image**” if you would like the employee to see the images of checks posted to the checking account.

Employee Account Access

Check the boxes to indicate which account(s) the Employee can view or **Select All**. Click **Next**.

The system will now register your employee.

After processing the **New User** page, the **Send Emails** window displays.

1. **Recommended:** Click **Send Emails** to immediately send a new **Access ID** message and a new system generated **Password** to the User.

or

2. Click **Next** to complete the setup without sending any email messages. The Password message can be sent later after selecting the **Reset Password/PIN** hyperlink on the **Change Employee** page in **Administration**.

*Note: When the employee logs in for the first time, they will enter their **Access ID** and the system generated password that was sent to them via email. The system will then prompt the employee to change his/her password.*

Applications Enabled (for Wire Transfer Access)

Please contact Bank to set up Wire Transfer Access for a User.

Enroll a New Employee using an Existing Employee

1. Select **New Employee Using Existing Employee**. Click **Submit**.
2. From the Employee List, click on the employee's name. The employee's permissions will be carried over to the new employee.

You will be on the **New Employee Using Existing Employee, 1- Codes** page.

3. Enter the employee's name, contact information, Access ID, Security Question and Security Answer.

Click the **Next** button.

4. The New Employee Using Existing Employee, 1-Codes, 2-Account Update page will display. Click the **Finish** button.



5. You will be on the **Success** page and the new employee will be listed on the **Employee List**.

Delete an Employee

1. Select the **Delete Employee** button.

Note: To remove only Wire access to accounts, select **Wire** from the **Go To** drop-down list. To completely remove the employee, select **Codes**.

2. Enter the employee's full name in the **Name** field and click **Submit**

Or

click the **Submit** button to view all employees.

3. The **Delete Employee** page displays. Click the **Next** button, then click the **Finish** button.
4. The **Success** page will display and the employee will not be listed in the **Employee List**.

Accounts

In **Accounts**, you can do the following:

- Grant account access for the employee
- View or change the employee's account access
- Delete the employee's account access

From the **Administration** menu, select **Accounts** from the **Employee** list. The **Select Corporate Employee Account Criteria** page displays

1. Enter the employee's full name in the **Name** field and click **Submit**

Or

Click the **Submit** button to view all employees.

2. Click on the employee's name to view the Account Access permissions for the employee.



3. To **add access** to an account, click on the box next to the Account number.

Click the **Submit** button. The change(s) will be made, then click on the **Done** button.

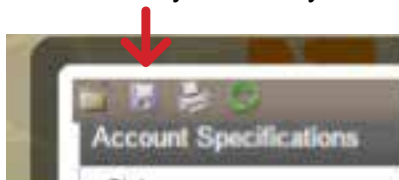
4. To **delete access** to an account, click on the "X".

Click the **Submit** button. The change(s) will be made, then click on the **Done** button.

5. To **change permissions** the employee can perform on the account, click on the **change** icon.

Use this page to change their ability to export transactions, view and place stop payments, and place a maximum limit on internal funds transfer. If you would like to grant Bill Payment access, please complete the Monarch Business Online Banking Enrollment and Update form.

6. After you make you changes, click on the Save icon on the top of the page.



One-Time Transfer

To get you started, the Bank created a Funds Transfer Template called “**One-Time Transfer**”.

Internal Funds Transfer and Change Funds Transfer Access

- Use **Inquire Funds Transfer** to identify what Internal Funds Transfer template(s) the employee has access to.
- Use **Change Funds Transfer Access** to permit an employee to use a Funds Transfer template.

Internal Funds Transfer

From the **Administration** menu, select **Inquire Funds Transfer** from the **Employee** list. The **Inquire Employee Funds Transfer Access** page displays.

1. Click the **Submit** button to view all employees.
2. Click on the employee’s name to view which Funds Transfer templates the employee has access to.

Change Funds Transfer Access

Use **Change Funds Transfer Access** to allow an employee access to a Funds Transfer template.

From the **Administration** menu, select **Change Funds Transfer Access** from the **Employee** list. The **Change Employee Funds Transfer Access** page displays.

1. Click the **Submit** button to view all employees.
2. Click on the employee’s name to view which Funds Transfer templates the employee has access to.
3. Next to the Template name, select **Yes** or **No** from the drop-down menu, then click the **Submit** button.

Note: When you create a Funds Transfer template, you will need to provide the employee access to the Template or the employee will not be able to perform any Funds Transfers.

Administration: Business

Role Definitions

Overview

In **Role Definitions**, you can **Inquire** to see what Roles are already created and its permissions, **Change** the Role permissions, **Add** a new Role, or **Delete** a Role.

To help you get started, the Bank has created two **Roles** for you: **Senior Administrator and Employee**. The **Role** dictates what the User can do in Online Banking. Only the Bank and the Senior Administrator can Add, Change or Delete a Role.

- **The Employee Role has the following permissions:**
 - Change their challenge questions
 - Change their password or 4 digit PIN (for token users)
 - View checks that have posted
 - View transactions
 - Export transactions
 - Perform Internal Funds Transfers without the Sr Administrator's review or approval
- When you create a new employee, you will assign a role to the employee. In most cases, you would select the Role of **Employee**.
- **You may want to create a new Role if you have multiple Users and want to differentiate their permission capabilities.** For example, some employees can initiate Internal Funds Transfers and some employees can only view Internal Funds Transfers. You could create a new Role called View Only Employees.

From the **Administration** menu, select **Role Definitions** from the **Business** list. The **Select Role Criteria** page displays.

Inquire Role

1. Click on **Inquire Role**.
2. From the **Go To** drop-down list, select **Codes**.

Or click on the drop-down menu to see the **Wire Roles**.
3. Enter the **Role Name** or click the **Submit** button to view all **Roles**. The **Role List** will display.
4. Select the desired **Role Name** to view all the permissions enabled for the Role.

Change Role

1. Click on **Change Role**.
2. From the **Go To** drop-down list, select **Codes**. Or click on the drop-down menu to see the **Wire Roles**.
3. Enter the **Role Name** or click the **Submit** button to view all **Roles**. The **Role List** will display.
4. Select the desired **Role Name**. The **Change Codes** page displays for the selected role.

5. Make changes as needed to the role.
6. Click the **Save** icon button on the top of the page. The **Success** page displays indicating the Role has been updated successfully.

New Role

1. Click on **New Role**.
2. Click the **Submit** button. **The New Role, Step1-Authorities** page displays.
3. In the **Application Access** section, select from **Domestic Wires or International Wires** drop-down lists for role access. Select **None**, **Custom**, or **Full**.

Click the **Next** button.

To establish code roles:

4. In the **Step 2 – Codes** section, enter the name of the new role in the **Name** field.
Example: Wires Employee
5. In the **Access** section, select the **Administration Option** for this role.
 - **User:** an employee with basic functionality. Users can inquire and complete transfers.
 - **Supervisor:** Supervisors review outstanding transactions generated by other Users, establish transfer templates requiring supervisor approval and establish new Users.
 - **Administrator:** Administrators review outstanding transactions generated by other Users, complete administrative functions online and establish new users and supervisors.
 - **Senior Administrator:** Administrators review outstanding transactions generated by other Users, complete administrative functions online, modify their own permissions and establish new users.
6. In the **Options** section, select the check boxes.

Recommended: If you select **Change Challenge Information**, **Change PIN** (for tokens), **Token Enablement**, **Change Password**, the employee can update their own login information.

Also recommended: **Document Retrieval** to view the image of posted checks, **View Transactions**, **Export Transactions**. The remaining options are for future use.

Options	
Select None	
<input checked="" type="checkbox"/> Change Challenge Information	<input checked="" type="checkbox"/> Token Enablement
<input checked="" type="checkbox"/> Change PIN	<input checked="" type="checkbox"/> Change Password
<input checked="" type="checkbox"/> Document Retrieval	<input type="checkbox"/> View Statements and Notices
<input type="checkbox"/> Merchant Capture	<input type="checkbox"/> Mobile Merchant Capture
<input checked="" type="checkbox"/> View Transactions	<input checked="" type="checkbox"/> Export Transactions
<input type="checkbox"/> Electronic Statement Enrollment	

7. Online Administration Options

Select the desired check boxes to grant access.

Function	Inquiry	Change	New	Delete
Roles	Select all	Select all	Select all	Select all
Client Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
User	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
User Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- **Roles:** Allows this new role to inquire, change, add or delete roles.
- **Client Account:** Allows this new role to inquire, change, add or delete company accounts.
 - Changes to clients accounts can only be made by Senior Administrators.
- **User:** Allows the new role to inquire, change, add or delete employees (Users).
- **User Account:** Allows the new role to inquire, change, add or delete User Accounts. User Accounts are the client accounts a User has access to.

8. Click the Finish button. The Success page displays indicating the Role has been made.

New Role Using Existing Role (Recommended method to create a new Role)

1. Click on **New Role Using Existing Role**.
2. Click the **Submit** button. The **Role List** displays.
3. Click on the Role Name you want to copy to create your New Role.

The **New Role, 1-Authorities** page displays.

4. In the **Application Access** section, select from **Domestic Wires** or **International Wires** drop-down lists for role access. Select **None**, **Custom**, or **Full**.
5. Click the **Next** button. The New Role, 1-Authorities, 2-Code page displays.

To establish code roles:

6. In the **Step 2 – Codes** section, enter the name of the new role in the **Name** field.
Example: Fiserv Travel Senior Admin Back Up

Note: In this example, the New Role will have the same permissions as the Senior Administrator.

7. In the **Access** section, select the **Administration Option** for this role.
 - **User:** an employee with basic functionality. Users can inquire and complete transfers.
 - **Supervisor:** Supervisors review outstanding transactions generated by other Users, establish transfer templates requiring supervisor approval and establish new Users.
 - **Administrator:** Administrators review outstanding transactions generated by other Users, complete administrative functions online and establish new users and supervisors.
 - **Senior Administrator:** Administrators review outstanding transactions generated by other Users, complete administrative functions online, modify their own permissions and establish new users.
8. In the Options section, select the check boxes.

Recommended: If you select **Change Challenge Information**, **Change PIN** (for tokens), **Token Enablement**, **Change Password**, the employee can update their own login information.

Also recommended: **Document Retrieval** to view the image of posted checks, **View Transactions**, **Export Transactions**. The remaining options are for future use.



9. Online Administration Options


Select the desired check boxes to grant access.



Function	Inquire	Change	New	Delete
	Select All	Select All	Select All	Select All
Roles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Client Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
User	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
User Account	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- **Roles:** Allows this new role to inquire, change, add or delete roles.
 - **Client Account:** Allows this new role to inquire, change, add or delete company accounts.
 - Changes to clients accounts can only be made by Senior Administrators.
 - **User:** Allows the new role to inquire, change, add or delete employees (Users).
 - **User Account:** Allows the new role to inquire, change, add or delete User Accounts. User Accounts are the client accounts a User has access to.
10. Click the **Finish** button. The **Success** page displays indicating the Role has been made.

Delete Role

1. Select **Delete Role**.
2. Enter the **Role Name** or click the **Submit** button to view all **Roles**. The **Role List** will display.
3. Select the desired **Role Name**. The **Delete Role** –“Name of Role” page displays for the selected role.
4. Click the **Delete**  icon button on the top of the page. A confirmation box will appear, click OK or Cancel.

If you click **OK**, the **Success** page displays indicating the Role has been deleted.

Accounts

From the **Administration** menu, select **Accounts** from the **Business** list. The **Account List** page displays. In this section you can give the Account(s) a Nickname and place the Account(s) in a defined Group.

To help you get started, the Bank created the following Nicknames and Groups for you:

Nickname: Type of account and the last four digits of the account number
Example: Check1234

Groups: Deposits, Loans

1. Click on the **Change** icon.



Account Number	Account Type	Account Nickname	Change
1158	Demand Deposit	Check 1158	
1159	Demand Deposit	Fiscal 1159	
1160	Savings	General Purpose 1160	

2. The **Change Business Account** page will display. Change the **nickname of the account** or **Display Group**, then click the **Save icon** on the top of the page.

The **Success** page will display. The **Nickname** will be updated on the **Home** page on the next log in. The **Display Group** changes will appear on the **Home** page on the next business day.

Note: To add a new Account Group, go to **Groups/Change Account Groups** in **Administration**.



Change Business Account

Client Name: Fiserv Travel

Account Type: Demand Deposit

Account Number: ***1158

Display Group: Deposits

Nickname: Check 1158

Administration: Funds Transfer

Overview

To transfer funds from a TSB account to another TSB account, you will use a Funds Transfer template. To help you get started, TSB created a template for you called “**One-Time Transfer**”.

To schedule a transfer using this template, just go to the **Transfer Funds** section on the **Home Page**. Or go to the **Transfer List** in **Management Tools**.

The **One-Time Transfer Template** allows you to transfer funds to and from most TSB accounts. You select the accounts, the amount, and date of transfer.

Or **Add a Template** to save time by creating a recurring transfer template (e.g. same accounts, same amount, repeating on a regular basis). Or **Add a Template** to place restrictions and controls (e.g. maximum transfer amount). **New Templates are displayed in the Funds Transfer List, the next business day.**

In **Funds Transfers**, you can:

- Add a Template
- Add a Template Using an Existing Template
- Change a Template
- Delete a Template

Add a Fund Transfer Template

From the **Administration** menu, select **Add Template** from the **Funds Transfer** list. The **New Fund Transfer Template** page displays.

1. Select a transfer type for the template from the **Fund Transfer Type** drop-down list.
2. Click the **Submit** button. The **New Funds Transfer Template** page displays.
3. Select the predefined group to identify the fund transfer template from the **Group** drop-down list.
4. Enter a description for the new funds transfer template in the **Transfer Description** field (maximum 20 characters).
5. Select additional review requirements necessary for the transfer to occur from the **Review Required** drop-down list. Or select “None”, if review and approval is not required.
6. In the **From** section, select an account nickname from the **Account Nickname** drop-down list from which to transfer funds.
7. In the **To** section, select an account nickname from the **Account Nickname** drop-down list to which to transfer funds.

- In the **Defaults** section, you can place restrictions on the transfer amount or leave blank if there are no restrictions.

Home		Accounts		Management Tools		Administration		Account Services		Print	
New Fund Transfer Template											
Fund Transfer Template											
Client:		Floor Transfer:		Group:		Internal Transfer					
Transfer Description:		Recurring B-Weekly		Review Required:		(None)					
From						To					
Account Nickname:		Checking Daley test		Account Nickname:		Grant Test account					
Institution Routing/Transf.:		3213-70707		Institution Routing/Transf.:		3213-70707					
Account Type:		Demand Deposit		Account Type:		Demand Deposit					
Account Number:		***5181		Account Number:		***1158					
Defaults						Automatic Transfer					
Default Amount:		15000.00		Frequency:		On Demand					
Amount Increments:				Number of Remaining Transfers:							
Minimum Amount:											
Maximum Amount:		20000.00									
Default Message											
Instructions:											
<div style="border: 1px solid black; height: 40px;"></div>											
<input type="button" value="Submit"/>											

Administration: Group

Overview

The purpose of **Group** is to help you organize your Accounts, Employees and/or Funds Transfer templates for viewing in Online Banking.

To help you get started, TSB created the following groups for you:

- **2 Account Groups:** Deposits and Loans. Your accounts were then placed into the appropriate group.
- **2 Employee Groups:** Business Senior Admin, Business Employee
- **1 Funds Transfer Group:** Internal Transfer

In **Group**, you can:

1. View, Add, Change or Delete an Account Group
2. View, Add, Change or Delete an Employee Group
3. View, Add, Change or Delete a Funds Transfer Group

Note: When you add, change or delete an Account Group, the changes will go into effect the next business day.

Account Group

View an Account Group

From the **Administration** menu, select **Inquire Account Group** from the **Group** list. The **Inquire Account Group** page displays with the list of account groups in the **Display Sequence** section.

Add, Change or Delete an Account Group

From the **Administration** menu, select **Change Account Group** from the **Group** list. The **Change Account Group** page displays.

To add a new account group:

1. Enter a description for the new account group in the **Group Description** field.
2. Click the **Add** button. The new Account Group displays in the **Display Sequence** section.
3. Click the **Submit** button.
4. Click the **Up** or **Down** buttons to change the order of appearance, as needed.

Note: The updates will be displayed in Online Banking the next business day. After it's updated, you can move or add Accounts to this new Group. Go to **Administration** menu. Select **Accounts** from the **Business** list to add accounts to this new Group.

To change the name of an existing account group:

1. Select the desired account group from the **Display Sequence** section. The selected account group displays in the **Group Description** field.
2. Enter the new name in the **Group Description** field.

3. Click the **Change** button. The updated account group displays in the **Display Sequence** section.
4. Click the **Up** and **Down** buttons to change the order of appearance, as needed.

To delete an existing account group:

1. Select the desired **Account Group** to delete from the **Display Sequence** section. The selected **Account Group** displayed in the **Group Description** field.
2. Click the **Delete** button. The **Account Group** is removed from the **Display Sequence** section.

Employee Groups

View an Employee Group

From the **Administration** menu, select **Inquire Employee Group** from the **Group** list. The **Inquire Employee Group** page displays with the list of employee groups in the **Display Sequence** section.

Add Change or Delete an Employee Group

From the **Administration** menu, select **Change Employee Group** from the **Group** list. The **Change Employee Group** page displays.

To add a new employee group:

1. Enter a description for the new employee group in the **Group Description** field.
2. Click the **Add** button. The new employee group displays in the **Display Sequence** section.
3. Click the **Submit** button.
4. Click the **Up** or **Down** buttons to change the order of appearance, as needed.

To change the name of an existing employee group:

1. Select the desired employee group from the **Display Sequence** section. The selected employee group displays in the **Group Description** field.
2. Enter the new name in the **Group Description** field.
3. Click the **Change** button. The updated employee group displays in the **Display Sequence** section.
4. Click the **Up** or **Down** buttons to change the order of appearance, as needed.

To delete an existing employee group:

1. Select the desired employee group to delete from the **Display Sequence** section. The selected employee group displays in the **Group Description** field.
2. Click the **Delete** button. The **Employee Group** is removed from the **Display Sequence** section.

Funds Transfer Group

View Funds Transfer Group

From the **Administration** menu, select **Inquire Funds Transfer Group** from the **Groups** list. The **Inquire Funds Transfer Group** page displays with the list of fund transfer groups in the **Display Sequence** section.

Add, Change or Delete a Fund Transfer Group

From the **Administration** menu, select **Change Funds Transfer Group** from the **Groups** list. The **Change Funds Transfer Group** page displays with the list of fund transfer groups in the **Display Sequence** section.

To add a new funds transfer group:

1. Enter a description for the new fund transfer group in the **Group Description** field.
2. Click the **Add** button. The new funds transfer group displays in the **Display Sequence** section.
3. Click the **Submit** button.
4. Click the **Up** or **Down** button to change the order of appearance, as needed.

To change the name of an existing funds transfer group:

1. Select the desired funds transfer group from the **Display Sequence** section. The selected funds transfer group displays in the **Group Description** field.
2. Enter the new name in the **Group Description** field.
3. Click the **Change** button. The updated funds transfer group displays in the **Display Sequence** section.
4. Click the **Up** or **Down** button to change the order of appearance, as needed.

To delete an existing funds transfer group:

1. Select the desired funds transfer group to delete from the **Display Sequence** section. The selected funds transfer group displays in the **Group Description** field.
2. Click the **Delete** button. The funds transfer group is removed from the **Display Sequence** section.

How To Instructions

Account Services

The **Account Services** menu enables an employee to change their existing password, their primary account, modify their security challenge information, and view Alerts.

Change Password

Complete the following to change your user password.

1. From the **Account Services** menu, select **Change Password**. The **Change Password** page displays.
2. **Current Password:** Enter your current password.
3. **New Password:** Enter a new password.
4. **Confirm New Password:** Enter your new password again.
5. Click the **Submit** button. The **Home Page** displays.

Change PIN (for Token Users Only)

1. From the **Account Services** menu, select **Change PIN**. The **Change PIN** page displays.
2. **Current PIN:** Enter your current 4 digit PIN.
3. **New PIN:** Enter a new 4 digit PIN.
4. **Confirm New PIN:** Enter your new PIN again.
5. Click the **Submit** button. The **Home Page** displays.

Change Security Data

Complete the following to change your security questions and/or answers.

1. From the **Account Services** menu, select **Change Security Data**. The **Change Security** page displays.
2. Select 3 unique questions that may be used to authenticate you when you're logging in from a non-registered computer.
3. Enter a response to the **Challenge Questions**.
4. Click the **Submit** button. A confirmation page will be displayed.

View or Add an Alert

1. From the **Account Services** menu, select **Alerts**. The **Territorial Savings Bank Alert** page displays.
2. To add an Alert, click the **Setup New Alert** link.



3. **Alert type:** Select an Alert from the drop-down menu. Click **Next**.



4. The following example of how to set up a new Checking Balance Alert.
 - Select an account number from the **Account Number Equal to** drop-down list.
 - Select either **Less Than** or **Equal To** or **Greater Than** or **Equal To** from the drop down list.
 - Enter an amount.
 - Click the **Finish** button and a confirmation message displays.
 - Click the **Done** button.



Connect With Us

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