

COMMERCIAL ONLINE BANKING USER GUIDE

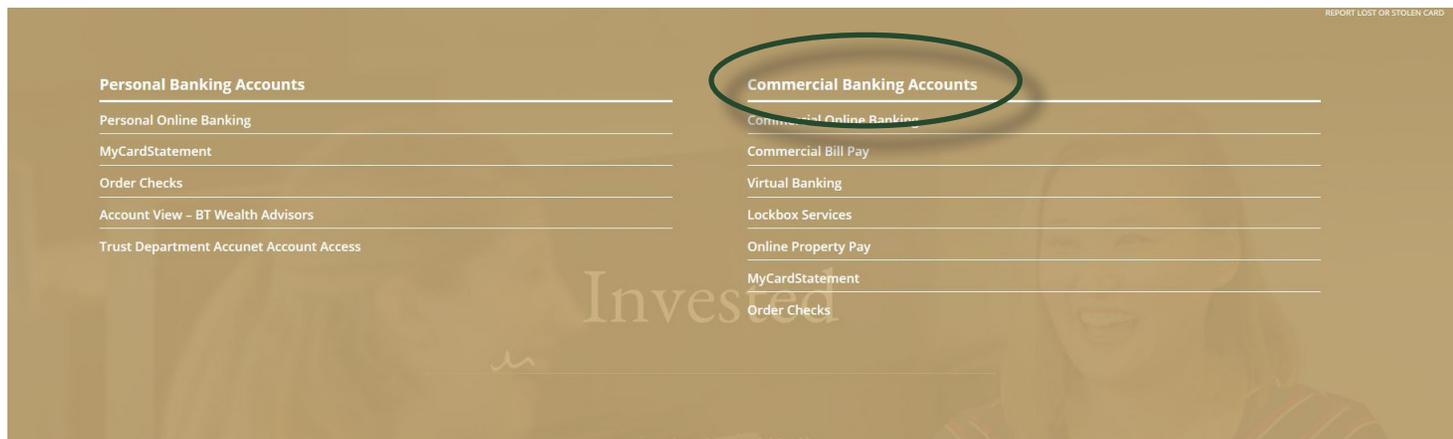
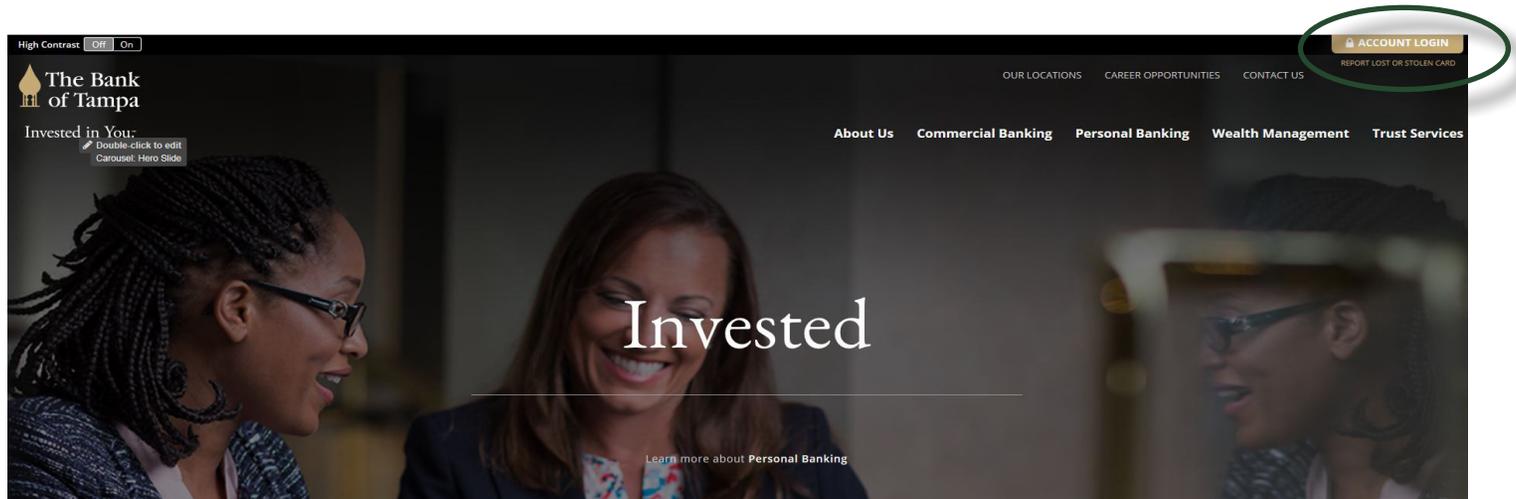


The Bank
of Tampa

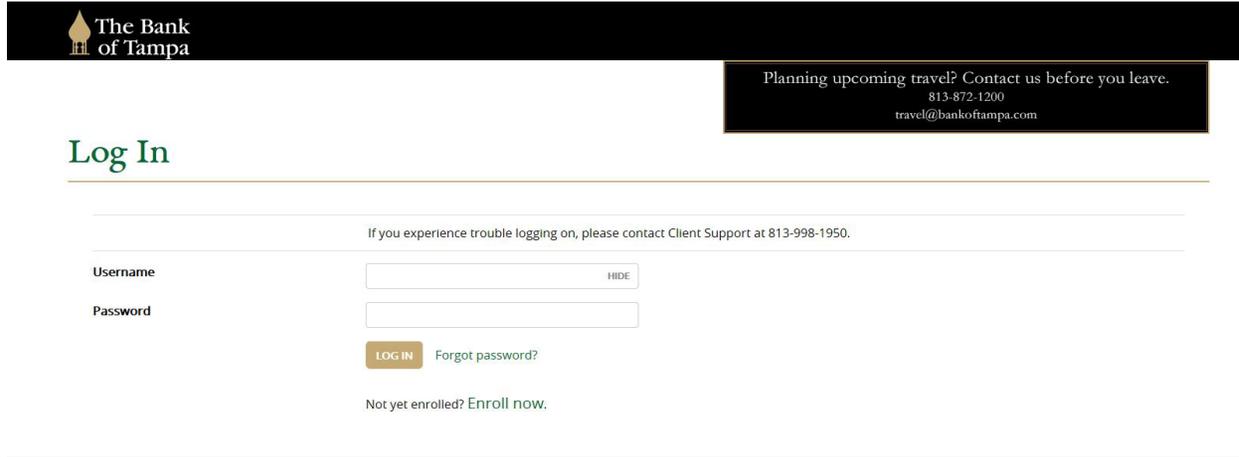
www.thebankoftampa.com

COMMERCIAL ONLINE BANKING USER GUIDE

To access the new Business Online Banking (on or after Sept. 16), navigate to the home page of The Bank of Tampa's website: www.thebankoftampa.com. At the top right corner of the homepage, hover over the "Account Login" button and then click on "Commercial Online Banking."



Please use your current user-name and password to access the new commercial online banking platform for the first time.



The Bank of Tampa logo is in the top left corner. A black banner at the top right contains the text: "Planning upcoming travel? Contact us before you leave. 813-872-1200 travel@bankoftampa.com". Below the banner is the "Log In" heading. A horizontal line separates the heading from the login form. The form includes a note: "If you experience trouble logging on, please contact Client Support at 813-998-1950." There are two input fields: "Username" and "Password". The "Username" field has a "HIDE" button. Below the "Password" field is a "LOG IN" button and a "Forgot password?" link. At the bottom of the form is the text: "Not yet enrolled? Enroll now."

If logging in for the first time, the system will ask you to establish a profile and set up a security questions. The profile is used to help authenticate your identity and provide an address where your bank can send your new log in credentials, if they are needed. To complete the profile, enter your mother's maiden name

Establish Profile



The page has a heading "Establish Profile" followed by a horizontal line. Below the line is the text: "Your Profile Information Is Used To Help Authenticate Your Identity And Provide An Address Where Your Bank Can Send You New Login Credentials, If They Are Ever Needed." Another horizontal line is below this text, followed by the text: "Complete The Following To Set Up Your Profile Information." Below this is a form with a label "Mother's Maiden Name *" and an empty input field. Below the input field is the text: "* Indicates Required Field" and a "Continue" button.

If you are a token user, you can also update your PIN within the profile section of the portal.

Profile

PIN

Your Personal Identification Number, Or PIN, Helps Prevent Unauthorized People From Logging Into Online Baking Or Performing Certain Actions Like Making Payments. You Might Also Be Asked To Change It Periodically To Keep Your Accounts Secure.

Complete The Following To Change Your PIN.

Current PIN *

New PIN *

Confirm New PIN *

* Indicates Required Field

Additionally, you can edit your password and update your challenge questions within the profile section of the portal.

Home Accounts Payments & Transfers Checks & Deposits

Profile

Password

[Edit](#)

Challenge Questions

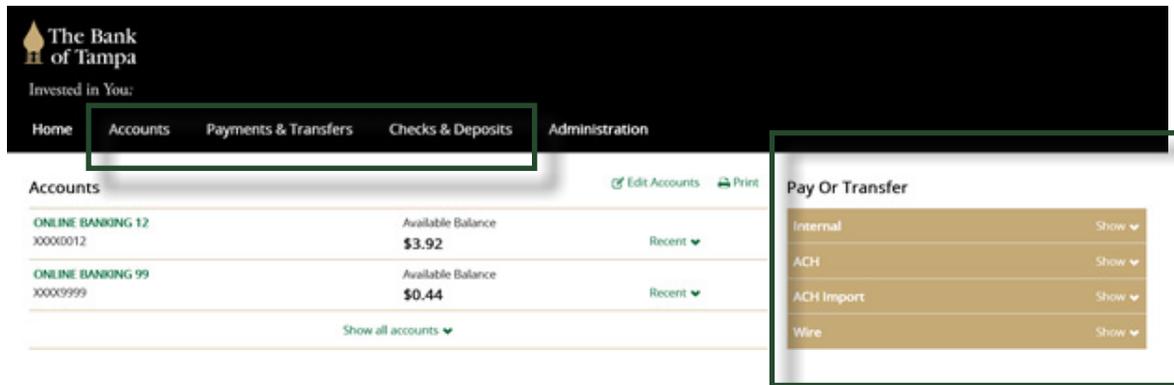
[Edit](#)

Email

Dterhune@Bankoftampa.com

The homepage will show you a high-level overview of your accounts.

To view a full detail of your accounts, click on the “Accounts” button at the top of the page. You can also access the Payments & Transfers, Checks & Deposits from the main navigation. For added convenience, you can access and manage internal transfers and ACH* transactions directly from the homepage.



* This feature is only available to clients that utilize The Bank of Tampa's ACH services.

To change the accounts you view on the homepage, click on the “Accounts” button. You can move accounts up or down by clicking on the “Move” button and choose which accounts you see on the homepage, by clicking on the checked boxes next to “Show On Home.”

Accounts Print

Choose Which Accounts You'd Like To Appear On The Home Page. You Can Also Reorder Them With The Move Controls.

ONLINE BANKING 12 XXXX0012	<input checked="" type="checkbox"/> Show On Home	Move ▼
ONLINE BANKING 99 XXXX9999	<input checked="" type="checkbox"/> Show On Home	Move ▲
1 FISERV ACCT DO NOT USE OR DELETE XXX0099	<input type="checkbox"/> Show On Home	
PERSONAL ONLINE 900110000 XXXXX0000	<input type="checkbox"/> Show On Home	

Save **Cancel**

To manage payments and transfers—and to manage internal, ACH and wire transfers—click on the “Payments & Transfers” button in the top navigation.

The Bank of Tampa
Invested in You:

Payments & Transfers Home Accounts Checks & Deposits Administration

Accounts Edit Accounts Print

ONLINE BANKING 12 XXXX0012	Available Balance \$3.92	Recent ▼
ONLINE BANKING 99 XXXX9999	Available Balance \$0.44	Recent ▼

[Show all accounts](#) ▼

Pay Or Transfer

- Internal Show ▼
- ACH Show ▼
- ACH Import Show ▼
- Wire Show ▼

Within the home page of Commercial Online Banking, you can use the “Review” section to view wires and ACH’s that are pending approval. Additionally, you can use the “Issued” section to view wires, ACH’s and internal transfers that have occurred.

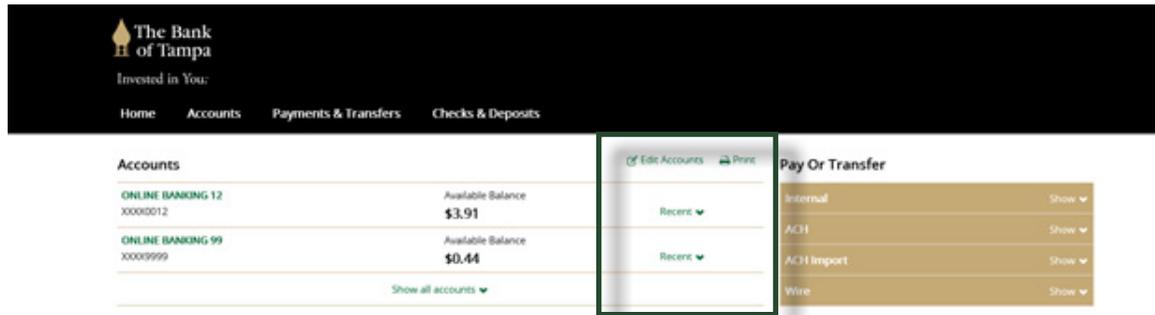
Payments & Transfers

Review (0)	Show ▾
Issued (13)	Show ▾

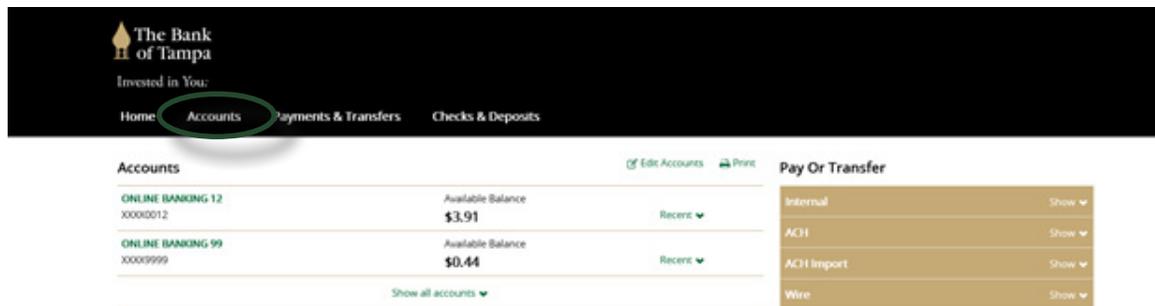
Payments & Transfers

Review (2)	Hide ▲		
Wire			
<input type="checkbox"/>	Description	Reason	Amount
There Are No Transfers Requiring Review.			
ACH			
<input type="checkbox"/>	Description	Reason	Amount
<input type="checkbox"/>	Test 8-1-2019	Review Required	0.01
		Approve	Disapprove
Internal			
<input type="checkbox"/>	Date	Template	Amount
<input type="checkbox"/>	Jul 30, 2019	Open Transfer	0.01
		Approve	Disapprove

To review your 10 most recent transactions, click on the “Recent” button to the right of your available balance. To view a list of your accounts with a balance, click on the “Edit Accounts” button above your account overview.



To view a detail of each of your accounts by display group, click on the “Account” button at the top.



Click on the account nickname to view details, transactions, etc.

Accounts		
PERSONAL ACCTS		
PERSONAL ONLINE 900110000 XXXX0000	Current Balance \$0.16	Available Balance \$0.16
Total	\$0.16	\$0.16
BUSINESS ACCTS		
ONLINE BANKING 12 XXXX0012	Current Balance \$4.30	Available Balance \$3.91
ONLINE BANKING 99 XXXX9999	Current Balance \$0.24	Available Balance \$0.44
Total	\$4.54	\$4.35

Once in the transaction view, you can view what is pending or posted, search all transactions, use the check image viewer and print a full detail of your transactions.

Transactions				
Date	Description	Debit	Credit	Balance
Aug 08, 2019	ACH Manager		0.01	3.91
Aug 08, 2019	ACH Manager	0.01		3.90
Aug 08, 2019	ACH Manager	0.01		3.91
Jul 30, 2019	Rep Internal Transfer	0.01		3.92
Jul 25, 2019	Online Transfer 71009999	0.20		3.93
Jul 25, 2019	ACH Manager		0.01	4.13
Jul 25, 2019	ACH Manager		0.03	4.12
Jul 17, 2019	Testing BOB 6.0	0.01		4.09
Jun 28, 2019	ACH Manager		0.01	4.10
Jun 28, 2019	ACH Manager	0.03		4.09
Jun 28, 2019	ACH Manager	0.15		4.12
Jun 17, 2019	ACH Manager	0.02		4.27
Jun 17, 2019	ACH Manager	0.01		4.29
May 13, 2019	ONLINE BANKING Test ACH P	0.01		4.30
May 09, 2019	ONLINE BANKING Test ACH P	0.01		4.31
Jul 11, 2018	Ebanking Test		0.01	

Check Image Viewer

Check Number *

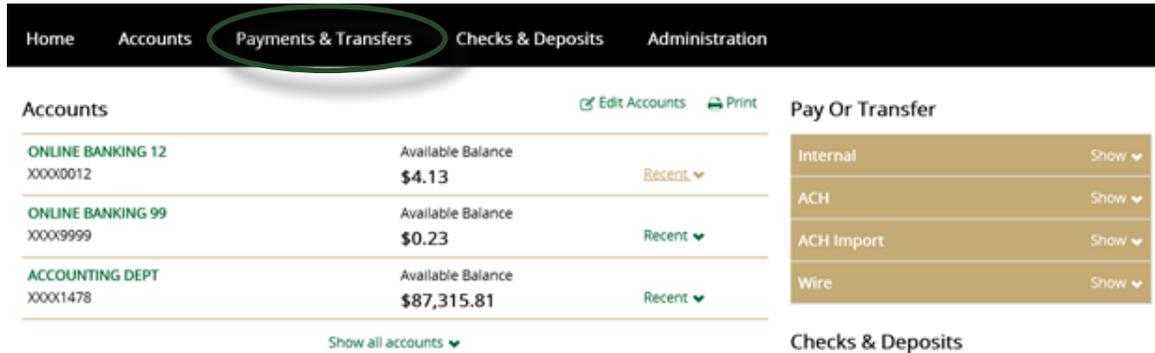
Example: 101

* Indicates Required Field

Under the accounts section, click on the “Documents” button to view monthly statements. By clicking on the “Download” tab, you can download transactions into Excel, CSV, Quickbooks, Quicken or Microsoft Money.

The screenshot shows a banking website interface. At the top, there is a navigation bar with links for Home, Accounts, Payments & Transfers, and Checks & Deposits. Below this, the account name "ONLINE BANKING 12 - XXXX0012" is displayed with a dropdown arrow. Underneath, there are three tabs: "Details", "Documents", and "Download". The "Documents" tab is currently selected. Below the tabs, there is a "Documents" section with a "Document Search" form. The form includes fields for "Account" (set to "ONLINE BANKING 12"), "Document Type" (set to "Merge Statements"), and "Date Range" (from "1/25/2018" to "05/08/2019"). A "Submit" button is located at the bottom of the search form. Below the search form, there is a section titled "Download Transactions" with the instruction "Specify The Transactions You'd Like To Download And Select The Format In Which You Want Them Downloaded." The form includes three required fields: "Account" (set to "ONLINE BANKING 12 XXXX0012"), "Activity" (set to "All transactions"), and "Format" (set to "Comma-separated values (.csv)"). A legend indicates that an asterisk (*) denotes a required field. At the bottom of the form, there are two buttons: "Download transactions" and "Cancel".

To set up a reoccurring transfer, click on the “Payments & Transfer” button.



Use the guide below to enter your To Account, From Account, Date, Frequency, Amount and Description, along with the desired frequency.

Complete The Following To Transfer Funds Between Accounts At This Institution.

From Account * Available Balance: \$4.10

To Account * Available Balance: \$0.26

Date * [SELECT](#) Repeat...

Frequency *

Repeat The Transfer *

- Until I Delete It
- For A Total Of Times
- Until [SELECT](#)

Amount *

Description

* Indicates Required Field

[Preview transfer](#)

Once you set up a reoccurring transfer, you can manage and edit in the platform.

Issued Transfers

	From	To	Amount	Date	Frequency	Status	Description	
Show details ▼	ONLINE BANKING 12 XXXX0012	ONLINE BANKING 99 XXXX9999	0.01	May 30, 2019	Weekly	Approved	Testing BOB 6.0	Edit Delete
Show details ▼	ONLINE BANKING 12 XXXX0012	ONLINE BANKING 99 XXXX9999	0.01	Jun 06, 2019	Weekly	Approved	Testing BOB 6.0	Edit Delete

WIRE INSTRUCTIONS

To initiate a new wire select the “Wire*” tab under “Payments & Transfers.”

The screenshot shows the 'Payments & Transfers' section of a banking interface. At the top, there are three tabs: 'Internal', 'ACH', and 'Wire'. The 'Wire' tab is selected. Below the tabs, there is a 'Wire' section with a list of options: 'Inquire Wire Transfer' (highlighted with a green circle), 'Change Wire Transfer', 'New Wire Transfer', 'New Wire Transfer Using Existing Transfer', 'Delete Wire Transfer', 'Review Wire Transfer', 'Wire Transfer Template', and 'Review Wire Transfer Template'. To the right of the list, there are input fields for 'Transfer Description', 'Date Range', 'Amount Range', 'Client Name', and 'Reference Number'. A 'Submit' button is located at the bottom right of the form.

You can also access the “Wire” templates shortcut from the homepage of Commercial Online Banking.

The screenshot shows the homepage of The Bank of Tampa. The navigation bar includes 'Home', 'Accounts', 'Payments & Transfers', 'Checks & Deposits', and 'Administration'. Below the navigation bar, there is a section for 'Accounts' with a table of account balances. To the right, there is a 'Pay Or Transfer' menu with options: 'Internal', 'ACH', 'ACH Import', and 'Wire' (highlighted with a green circle). Each option has a 'Show' button with a dropdown arrow.

Account Number	Available Balance	Recent
ONLINE BANKING 12 XXXX0012	\$3.92	Recent ▼
ONLINE BANKING 99 XXXX9999	\$0.44	Recent ▼

* This feature is only available to clients that utilize The Bank of Tampa’s wire services.

On the “Checks & Deposits” tab, you can place stop payments and access positive pay.

The Bank of Tampa
Invested in You:

Home Accounts Payments & Transfers Checks & Deposits Administration

Checks & Deposits

Stop Payments Positive Pay

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 * ONLINE BANKING 12.XXXX0012 ▼

Create A Stop Payment * For One Check For A Range Of Checks

Check Number * 12546

Amount 225.56

Date 07/18/2019

Payee Bank of Tampa

Reason Lost in the mail

* Indicates Required Field

Clients can view their stop payments details on the bottom of the page.

	Check Number	Amount	Payee	Expires
Show details ▼	104	2.50	Test BOB 6.0	Jan 22, 2020
Hide details ▲	100-103			Jan 25, 2020
Item Date:	Jul 25, 2019			
Issue Date:	Jul 25, 2019			
Issued By:	ONLINE BANKING			
Show details ▼	12546	225.56	Bank Of Tampa	Jan 25, 2020



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1-813-998-1950

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