

Associated Connect[®]

Reference Guide: Account Transfers
















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Portal Access

The Associated Connect portal allows users access to 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:

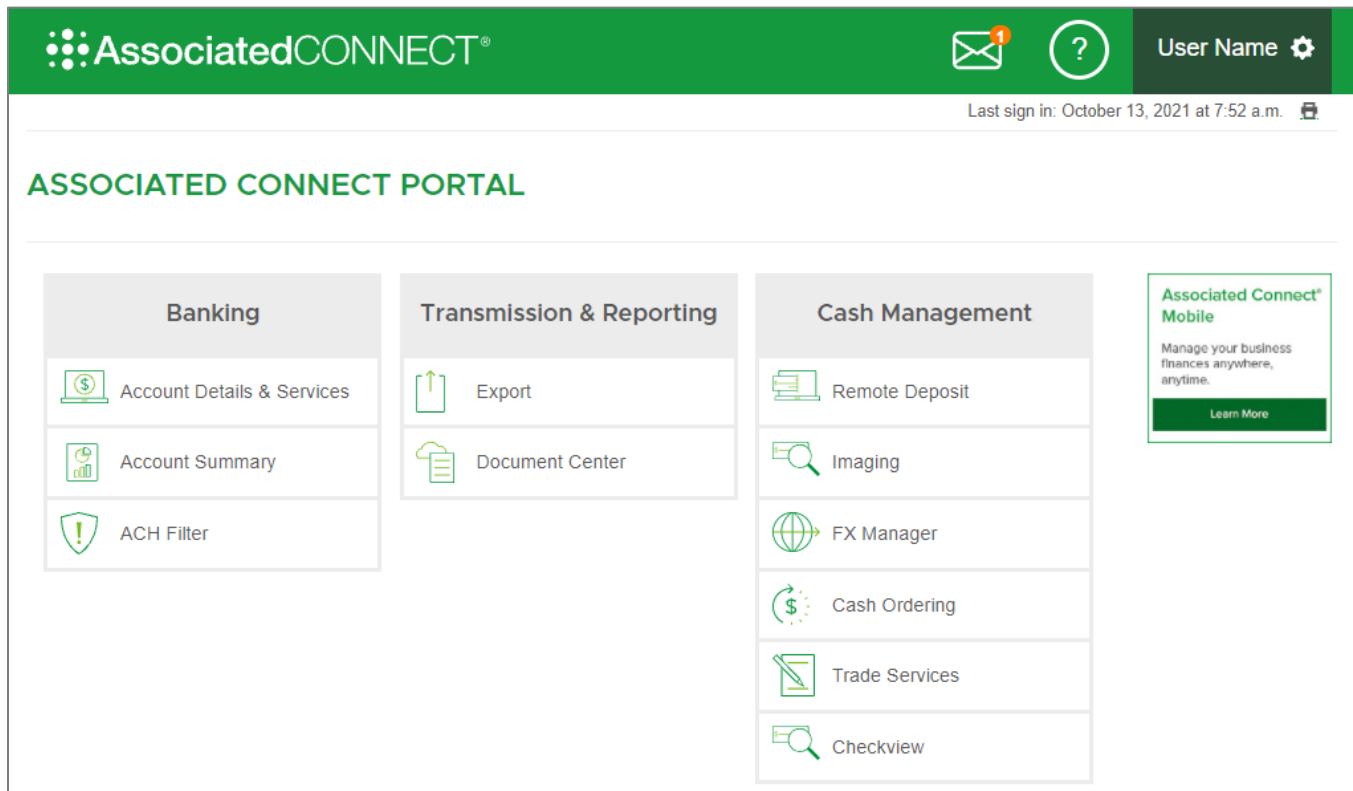
Category	Icon	Definition
Banking		Account Details and Services (Includes Account Balances, Account Transfers, ACH Origination, Check Inquiry, Image Search Transaction Activity, Positive Pay, Stop Payments and Wire Transfers.)
		Account Summary Page (Includes Ledger Balance, Available Balance, Collected Available Balance, Float Next Business Day, Float 2+ Days and Transactions and Details for each account)
		ACH Filter
		Bill Pay
Cash Management		Lockbox
		Remote Deposit
		Checkview
		FX Manager
		Cash Ordering
		Trade Services
Transmission and Reporting		Export
		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 mobile or physical 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.

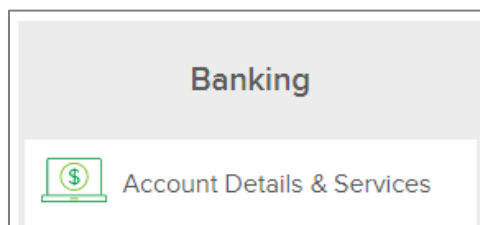


Transfers

Account Transfer makes moving funds between accounts secure and simple. You will find processing multi-entry transfers and defining recurring transfers as easy as completing a quick entry transfer. Loan Transfer enables you to make loan payments or advance funds from your line of credit account.

Note: *Multiple Transfers cannot be created within the Associated Connect Mobile Application.*

To access Transfers, click on Account Details & Services under the Banking menu of the Associated Connect Portal.



Types of Transfers

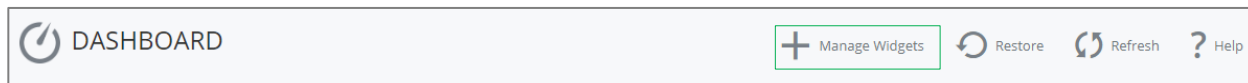
Listed below are the key functions and terminology for transfers and a description for each that can be completed in Associated Connect.


Transfer Types	Description
Quick Transfer	Use the quick transfers' widget to make a single transfer in real time directly from your Dashboard.
Transfer Templates	Set up transfer templates for transfers that you complete on a regular basis.
Many to One Transfers	Use Many to One to transfer funds from more than one account to one account.
One to Many Transfers	Use One to Many to transfer funds from one account to multiple accounts.
Scheduled Transfers	Set up scheduled transfer instructions that automatically transfer funds at intervals you define. The scheduled transfer service allows you to edit transfers to make adjustments in transfer dates and amounts.
Loan Transfers	Select a loan account to make a loan payment or, if available, withdraw funds from a loan account
Transfer Approvals	Use the transfer approval function to approve transfers before they are submitted for processing.
Transfer History	Use the transfer history function to view the status of submitted transfers and loan payments.

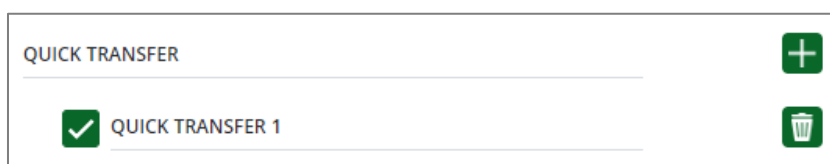
Quick Entry Transfer

To complete a quick entry transfer, you will need to add the Transfers Widget to your Dashboard.

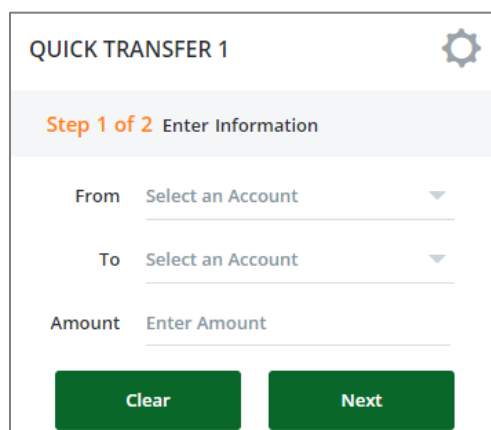
To add the Widget, select the **Manage Widget** icon  on the Dashboard.



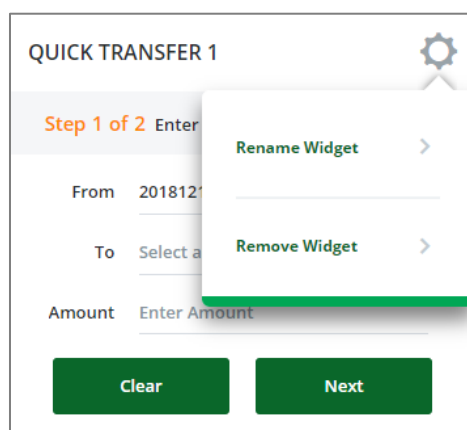
Add the Quick Transfers widget by selecting the **Add icon** . Select **Done** when complete.



On your Dashboard, the **Quick Transfers** widget is now available.


 A screenshot of the 'QUICK TRANSFER 1' widget. It has a gear icon in the top right corner. Below the title is a header 'Step 1 of 2 Enter Information'. There are three input fields: 'From' with a dropdown menu showing 'Select an Account', 'To' with a dropdown menu showing 'Select an Account', and 'Amount' with a text input showing 'Enter Amount'. At the bottom are two green buttons: 'Clear' and 'Next'.

To customize the **Quick Transfers**, select the **Wheel icon** . Here you will have the option to rename the widget or remove the widget.


 A screenshot of the 'QUICK TRANSFER 1' widget with the customization menu open. The menu has two options: 'Rename Widget' and 'Remove Widget', each with a right-pointing arrow. The background shows the 'Step 1 of 2 Enter Information' section with the 'From' field containing '201812', the 'To' field showing 'Select a', and the 'Amount' field showing 'Enter Amount'. The 'Clear' and 'Next' buttons are at the bottom.

To complete a **Quick Transfer**, select the account from the drop down you'd like to transfer funds from and the account you'd like to transfer funds to and the dollar amount. Select **Next** when complete.

QUICK TRANSFER 1

Step 1 of 2 Enter Information

From

- Account1 - 102...

To

- Account2 - 137...

Amount

500.00

Clear

Next

A preview screen will be populated. Select **Done** to complete the transfer.

QUICK TRANSFER 1

Step 2 of 2 Preview

From

- Account1 - 1023.73

To

- Account2 - 1379.65

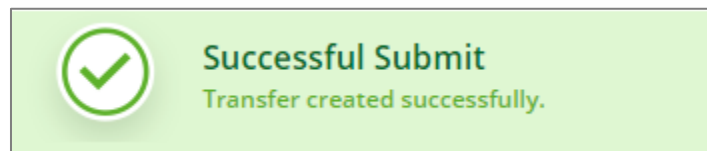
Amount

\$ 500.00

Back

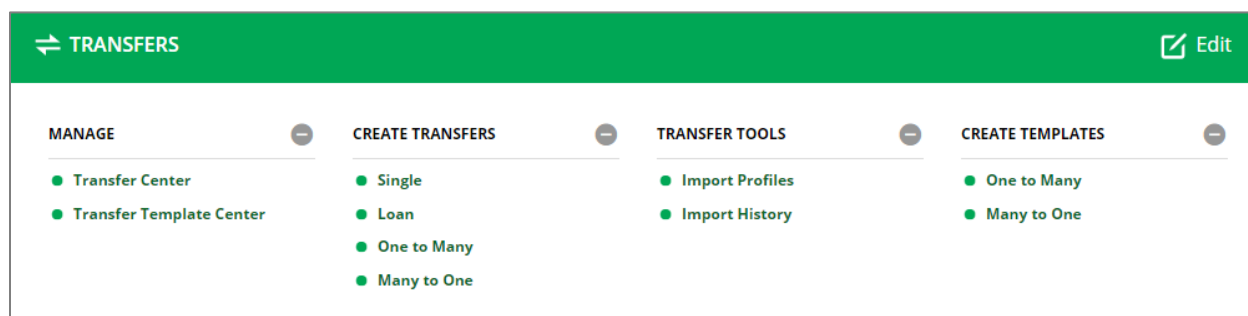
Done



You will receive a **Successful Submit** notification on the widget indicating the transfer has been completed successfully.



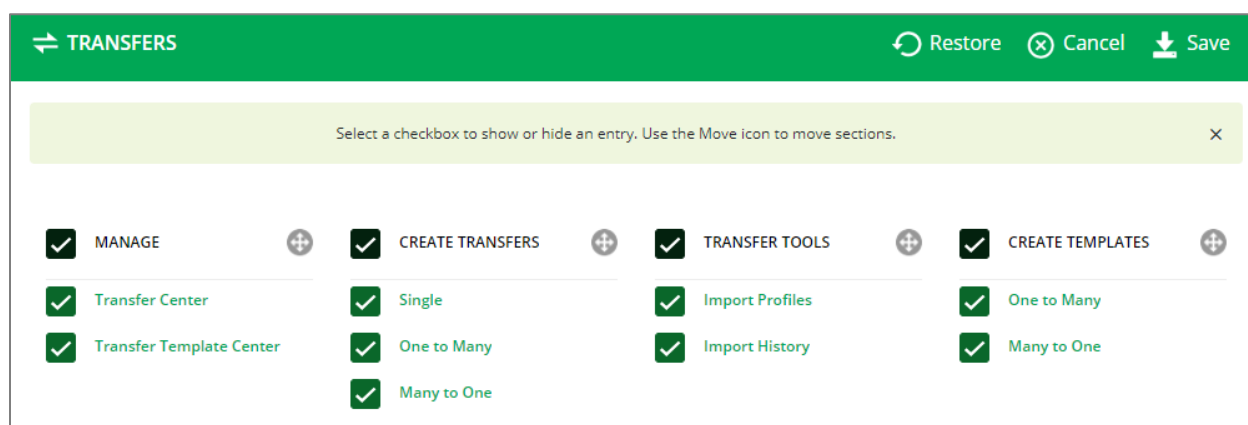
Transfers Menu

The Transfers Menu is located in the Dashboard Navigation. To review your organization's entitlements for transfers, select the Transfers Menu to display 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 your Transfer 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.

Note: The Transfer Menu cannot be edited within the Associated Connect Mobile Application.



To restore your Transfers Menu, select the **Restore** icon . Please know that selecting restore will reset all of your previously selected customizations. To close the menu, select the **Save** icon .

Creating a Transfer Template

Note: Transfer templates cannot be created within the Associated Connect Mobile Application.

Transfer templates can be created for two types of transfers:

- **Many to One Transfers:** Use Many to One to transfer funds from many accounts to one account.
- **One to Many Transfers:** Use One to Many to transfer funds from one account to multiple accounts.

To create a template for a transfer, select the type of template you would like to create from the **Transfers Menu**. For the purposes of this guide, a One to Many Transfers template will be created.

The screenshot shows the 'TRANSFERS' menu with four main sections: MANAGE, CREATE TRANSFERS, TRANSFER TOOLS, and CREATE TEMPLATES. The 'CREATE TEMPLATES' section is highlighted with a green border and contains two options: 'One to Many' and 'Many to One'.

Begin to create your template by naming it, selecting the account funds will be transferred from and the amount you would like to transfer.

The screenshot shows the 'TEMPLATE INFORMATION' form with the following fields:

- Template Activation:** Radio buttons for 'Active' (selected) and 'Inactive'.
- Template Name ***: Text input field containing 'Test 123'.
- Transfer From ***: Dropdown menu showing '- Account1 - 1023.73'.
- Limit Amount**: Text input field containing '500.00' and a currency dropdown set to 'USD'.

To select any additional options, check the box next to that option and complete the requested information.

The screenshot shows the 'Options' section of the form with the following options checked:


- ☒ Allow Amount to be Changed
- ☒ Add Memo Information
- ☒ Allow Memo Text to be Changed

Below the 'Add Memo Information' option, there is a text input field for the memo. The label 'Memo' is shown above the input, and the text 'Test' is entered. A character count '4 of 128 Characters' is displayed below the input field.

Add the accounts that funds will be transferred to by clicking **Select Accounts** in the Transfer To section of the template.

TRANSFER TO

Select Accounts



Account Nickname ▲	Account Number ▲	Currency ▲	Amount ▲	
Account2		USD US Dollar	100.00	

Show 10 ▼

CancelContinue

Check the box next to the accounts you are transferring funds to. Select **Done** when complete.


SELECT ACCOUNTS

<input type="checkbox"/>	Account Nickname ▲	Account Number ▲	Balance ▲
<input checked="" type="checkbox"/>	Account2		\$ 1,379.65
<input type="checkbox"/>	Account3		\$ (32.38)


Show 10 ▼

CancelDone

Accounts will now be populated in the Transfer To section of the template. To divide up the funds you'd like to transfer to each account, enter the amount in the amount field. To remove an account from the Transfer To section, select the **Trash Can** icon . Once you have the transfer set to your specifications, select **Continue**.

TRANSFER TO

Select Accounts

Account Nickname ▲	Account Number ▲	Currency ▲	Amount ▲	
Account2		USD US Dollar	100.00	

Show 10 ▼

CancelContinue

You will now see a preview of your template. To complete your template, select **Submit Template**. If any changes are needed to the template, select **Edit Template** which will take you back to the template creation screen. If you no longer need the template, select **Cancel**.

TEMPLATE INFORMATION

Template Activation

Active

Template Name

Test 123

Transfer From

- Account1 - 1023.73

Limit Amount

500.00 USD

Allow Amount to be Changed

Yes

Allow Memo Text to be Changed

Yes

Memo

Test

TRANSFER TO

Account Nickname	Account Number	Amount
Account2		\$ 100.00

Show 10

Cancel

Edit Template

Submit Template

Once the template is submitted, you will see a **Successful Submit** notification and the template will be available in the **Template Center** for you to utilize.

Note: If your entitlements require your template to be approved before using, your template will not be available to use until all approvals have been completed.

Successful Submit

Template Test 123 is successfully created.

Template Center

To see your template in the Template Center, select the **Template Center** in the confirmation.

MANAGE TEMPLATES

SEARCH

	Template Name	From Account Account ID	To Account Account ID	Transfer Type	Status	Action
<input type="checkbox"/>	Test 123	Account1	Account2 ...	One to Many	Pending Approval	

Show / Hide Columns

Show 10

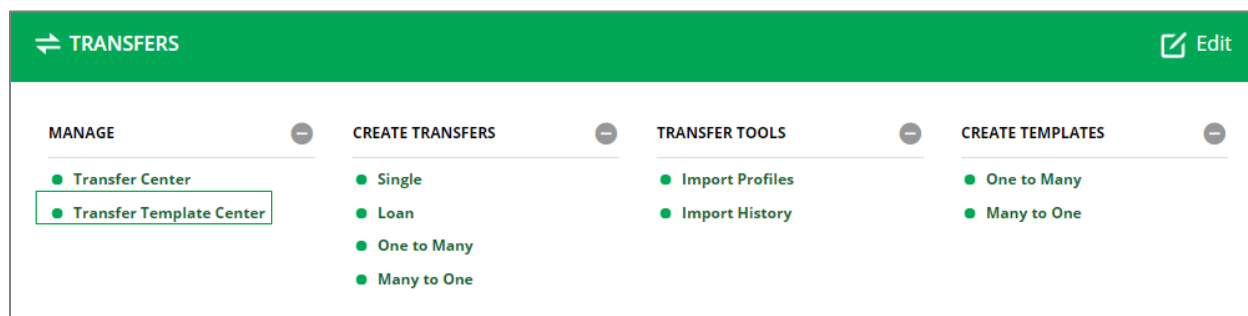
Reject


Delete

Approve

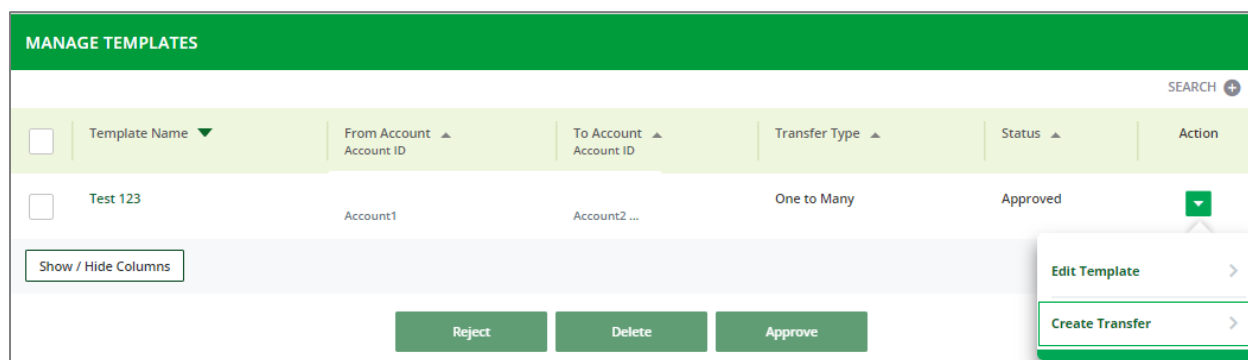
Create a Transfer from a Template

To create transfers from a template, select **Transfer Template Center** from the **Transfers** drop down menu to view all your saved and approved templates.



Note: You can create a new template directly from the Transfer Center by selecting the **Create** icon  and following the steps noted previously in this guide. This option is not available within the Associated Connect Mobile Application.

To create a transfer from a template, select the **Action Drop Down** icon  and select **Create Transfer**.



Your template will be pre-populated with the template name and the transfer from account. Enter the information necessary to complete the template including the date, time, frequency, and optional memo information.

 A screenshot of the 'TEMPLATE INFORMATION' form. It has a green header with a red star icon and the text 'Required Fields'. The form contains the following fields: 'Template Name' (pre-filled with 'Test 123'), 'Transfer From' (pre-filled with 'Account1 - 523.73'), 'Date' (pre-filled with '03/01/2019' and a calendar icon), 'Schedule Time' (pre-filled with '06:00' and a clock icon), 'Frequency' (with radio buttons for 'One-Time Only' (selected) and 'Recurring'), and 'Options' (with a checkbox for 'Add Memo Information').

Note: All time needs to be entered in 24-hour format, for example 1 p.m. is 13:00 in Associated Connect.

If you select the transfer frequency as recurring, you will be asked to provide the schedule for the transfer at this time. You can select one of the options below from the drop-down menu, or select a total number of transfers, an exact end date or to continue until further notice.

- Every Week
- Every Two Weeks
- Every Month
- Every Last Day of the Month
- Every Two Months
- Every Three Months
- Every Six Months
- Every Year

Frequency

☐ One-Time Only
 ☒ Recurring

Recurring Schedule *

Number of Payments

Select Schedule ▼

☒ Continue Until Further Notice

☐ Send _____ total transfers

☐ End on This Date

You can add an optional memo to the transfer by selecting the check box next to **Add Memo Information**. You can add a memo of up to 128 characters.

Options

☒ Add Memo Information

Memo

4 of 128 Characters

ABCD

When you have completed the information for the transfer, select **Continue**.

TRANSFER TO

Select Accounts

Account Nickname ▲	Account Number ▲	Currency ▲	Amount* ▲	
Account2		USD US Dollar	100.00	

Show 10 ▼

Cancel

Continue

You will now see a preview of your transfer. To complete your transfer, select **Submit Transfer**. If you need to make any changes to the template, select **Edit Transfer** which will take you back to the transfer creation screen. If you no longer need the transfer, select **Cancel**.

TEMPLATE INFORMATION		Required Fields
Template Name	Test 123	
Transfer From	- Account1 - 523.73	
Date	03/01/2019	
Schedule Time	06:00 (Central Time)	
Frequency	One-Time Only	

TRANSFER TO		
Account Nickname	Account Number	Amount
Account2		\$ 100.00
		Show 10

Cancel
Edit Transfer
Submit Transfer

Once the transfer is submitted, you will see a **Successful Submit** notification with the transfer reference number. To close out of the transfer, select **Transfer Center** to return to the Transfer Center.

Successful Submit Transfer with reference number 7YL95MKUS2 has been created successfully.	Transfer Center
--	------------------------------

Transfer Center

The Transfer Center allows you to manage transfers activities including:

- Creating Transfers
- Searching for Transfers
- Viewing Pending Transfers
- Approving Transfers

The Transfer Center can be accessed directly from the Transfers Menu in the Dashboard Navigation.

⇒ TRANSFERS				Edit
MANAGE <ul style="list-style-type: none"> Transfer Center Transfer Template Center 	CREATE TRANSFERS <ul style="list-style-type: none"> Single Loan One to Many Many to One 	TRANSFER TOOLS <ul style="list-style-type: none"> Import Profiles Import History 	CREATE TEMPLATES <ul style="list-style-type: none"> One to Many Many to One 	

The view can be customized in the **Transfer Center** by selecting **Show/Hide Columns** at the bottom of the screen.

The screenshot shows a header bar with a 'Show / Hide Columns' button on the left. In the center, there are navigation arrows and a page indicator showing '1' of 3 pages. On the right, there is a 'Show 10' dropdown menu. Below the header bar, there are three green buttons labeled 'Reject', 'Delete', and 'Approve'.

You can sort by each column in the Transfer Center by selecting the **Caret** icon. ▼

The screenshot shows the 'MANAGE TRANSFERS' interface. At the top, there is a green header bar with the title 'MANAGE TRANSFERS'. Below the header, there are two tabs: 'ALL' and 'PENDING'. To the right of the tabs is a 'SEARCH +' button. Below the tabs, there is a table with the following columns: 'Date' (with a dropdown arrow), 'Transaction No.', 'From Account' (with a dropdown arrow and 'Account ID' below it), 'To Account' (with a dropdown arrow and 'Account ID' below it), 'Status' (with a dropdown arrow), 'Frequency' (with a dropdown arrow), and 'Amount' (with a dropdown arrow).

To create a transfer from the Transfer Center, select **Create Transfer** by selecting the **Create** icon. + Select the type of transfer you would like to complete and follow the transfer steps as previously noted in this guide. To search for a transfer, select the **Search Menu** icon and enter your parameters.

This screenshot is identical to the previous one, showing the 'MANAGE TRANSFERS' interface with the 'SEARCH +' button highlighted in the top right corner.

You can also select **Advanced Search** to narrow your search further to include specific transaction details if needed. Once all the information is entered select **Search** and your results will populate.


The screenshot shows the 'MANAGE TRANSFERS' interface with the 'ADVANCED SEARCH' form. The form includes fields for 'From' (03/08/2019), 'To' (03/08/2019), 'Transaction Number' (Enter Transaction Number), and 'Status' (All Statuses). There is a 'Search' button and a minus icon. The text 'ADVANCED SEARCH' is displayed at the bottom right of the form.

To view Pending Transfers only, select the **Pending Tab** in the Transfers Center.

MANAGE TRANSFERS

ALL

PENDING

SEARCH 

<input type="checkbox"/>	Date ▼	Transaction No.	From Account ▲ Account ID	To Account ▲ Account ID	Status ▲	Frequency ▲	Amount ▲
<input type="checkbox"/>	03/04/2019	KCLPC4CBUI	Account3	Account1	Scheduled	Every Week	\$ 24.09
<input type="checkbox"/>	03/04/2019	P9B7JCKU15	Account2	Account1	Scheduled	Every Week	\$ 24.08
<input type="checkbox"/>	03/04/2019	007GTILKIO	Account1	Account2	Scheduled	Every Week	\$ 24.07

Show / Hide Columns

Show 10 ▼

Reject

Delete


Approve

To delete a pending transfer, check the box next to the transfer you would like to delete and select **Delete**.

MANAGE TRANSFERS

ALL

PENDING

SEARCH 

<input checked="" type="checkbox"/>	Date ▼	Transaction No.	From Account Account ID ▲	To Account Account ID ▲	Status ▲	Frequency ▲	Amount ▲
<input checked="" type="checkbox"/>	03/08/2019	XV6OOQ2G3R	Account3	Account1	Scheduled	Every Week	\$ 12.03

Show / Hide Columns

Show 10 ▼

Reject

Delete

Approve

Create a Transfer without a Template

A transfer can also be completed without utilizing a template. You can choose to create four types of transfers from the transfers menu:

- Single
- Loan
- One to Many
- Many to One

TRANSFERS

Edit

MANAGE

- Transfer Center
- Transfer Template Center

CREATE TRANSFERS

- Single
- Loan
- One to Many
- Many to One

TRANSFER TOOLS

- Import Profiles
- Import History

CREATE TEMPLATES

- One to Many
- Many to One

Select the type of transfer you would like to make. For the purpose of this guide, a One to Many transfer will be created. Complete the transfer information, including where the account funds are being transferred from, the date selected for the transfer, the scheduled transfer time, the frequency of the transfer and optional memo information.

TRANSFER INFORMATION

Required Fields

Transfer From *

Account1 - 435.77

Date *

03/04/2019

Schedule Time

06:00

Frequency

☒ One-Time Only
 ☐ Recurring

Options

☐ Add Memo Information

Select the accounts where the funds will be transferred to by utilizing the **Select Accounts** button.

TRANSFER TO

Select Accounts

Account Nickname ▲

Account Number ▲

Currency ▲

Amount* ▲

NO ACCOUNTS SELECTED

Cancel

Check the box next to each account to be included in the transfer. Select **Done** when complete.

SELECT ACCOUNTS

☒ Account Nickname ▲ Account Number ▲ Balance ▲


☒ Account2 \$ 1,979.64

☒ Account3 \$ (44.41)

Show 10 ▼

Cancel

Done

The accounts you have selected will be shown. Enter the amount to be transferred to each account in the account column. To remove an account, select the **Trash Can**  icon. Select **Continue** when complete.

TRANSFER TO


Select Accounts

Account Nickname ▲ Account Number ▲ Currency ▲ Amount* ▲

Account2

USD US Dollar


200.00



Account3

USD US Dollar

100.00



Show 10 ▼

Cancel

Continue

You will be asked to preview the transfer. Once you confirm the information, select **Submit Transfer**.

TRANSFER INFORMATION

Transfer From - Account1 - 435.77

Date 03/04/2019

Schedule Time 06:00 (Central Time)

Frequency One-Time Only

TRANSFER TO

Account Nickname Account Number Amount

Account2

\$ 200.00

Account3


\$ 100.00

Show 10 ▼


Cancel

Edit Transfer

Submit Transfer


Associated Bank



You will receive a **Successful Submit** notification that your transfer was successfully created. From here you can either save the transfer as a template or return to the Transfer Center. To confirm the transfer was successfully processed, return to the Transfer Center to check the status.


Successful Submit
 Transfer with reference number TKTJWMR2W4, 5CNBAOWWYB has been created successfully.

[Save as Template](#)
[Transfer Center](#)

Loan Transfer

A transfer can also be made to an open loan in Associated Connect through a loan transfer. Select **Transfers > Create Transfers > Loan** to make a payment.


TRANSFERS


MANAGE

- Transfer Center
- Transfer Template Center

CREATE TRANSFERS

- Single
- Loan**
- One to Many
- Many to One


TRANSFER TOOLS

- Import Profiles
- Import History

CREATE TEMPLATES

- One to Many
- Many to One

The loan transfer screen will open. After selecting the From and To accounts, the Account Summary will appear to the right. Depending on the loan type, it can indicate the Principal Balance, Maturity Date, Payment Due Date, Next Payment Amount or Available Credit. The next Loan Payment field will also prefill with the loan's next payments amount.

TRANSFER


Transfer Type *
☒ Loan Payment
 ☐ Principal Paydown

Transfer From *
 Account 6 - 4,133.19

Transfer To *
 Loan 4

Amount *
 57.94

Other Amount Type
☐ Click for split amount options

Date *
 07/05/2023

Frequency
☒ One-Time Only
 ☐ Recurring

Options
☐ Add Memo Information

Cancel

Continue

ACCOUNT SUMMARY
 Principal Balance
 \$ 6,161.69
 Maturity Date
 08/23/2034
 Payment Due Date
 04/23/2023
 Next Payment Amount
 \$ 57.94

Additional options for scheduling the payment are making it recurring and/or including a memo.

Below are the full options for creating reoccurring payments.

The screenshot shows a form for setting up recurring payments. On the left, a vertical sidebar contains the label "Frequency". To its right, there are two radio buttons: "One-Time Only" (unselected) and "Recurring" (selected). The "Recurring" selection is highlighted with a green circle. The main content area is divided into two columns. The left column contains the labels "Recurring Schedule *" and "Number of Payments". The right column contains a dropdown menu labeled "Select Schedule" with a green downward arrow. Below this, a warning message states: "The following three selections will not exceed the Maturity Date." Below the warning, there are three radio button options: "Continue Until Further Notice" (selected with a green circle), "Send _____ total transfers", and "End on This Date mm/dd/yyyy" (with a calendar icon). At the bottom of the right column, a disclaimer reads: "When creating a recurring series and the recurring schedule is more than once a month or the amount is greater than the regular payment amount, then additional pre-payment penalties may apply. Please refer to your loan documentation."

The reoccurring schedule is a dropdown menu.

This image is a close-up of the "Recurring Schedule" dropdown menu. The label "Recurring Schedule *" is on the left. The dropdown is open, showing a list of options: "Select Schedule" (at the top), "Regular Monthly Payment", "Every Week", "Every Two Weeks", and "Every Month". A green arrow points to the dropdown arrow icon at the top right of the menu.

The full reoccurring schedule options are as follows:

- Regular Monthly Payments
- Every week
- Every Two weeks
- Every Month
- Every Last Day of the Month
- Every Two Months
- Every Three Months
- Every Six Months
- Every year

If you would like the payment to all go directly to principal, there are two actions you can take. You can either click on the redial button for Principal Paydown at the top of the window,

TRANSFER

Transfer Type * ☐ Loan Payment ☒ Principal Paydown

Or you can check the box for Other Amount Type and enter in the payment you would like to make to Principal only.

TRANSFER * Required Fields

Transfer Type * ☒ Loan Payment ☐ Principal Paydown

Transfer From * Account 6 - 4,133.19 ?

Transfer To * Commercial Loan ?

Other Amount Type ☒ Click for split amount options

Loan Principal Am... Enter Principal Amount

Date * 07/05/2023

Frequency ☒ One-Time Only ☐ Recurring

Options ☐ Add Memo Information

Cancel Continue

ACCOUNT SUMMARY

Principal Balance
\$ 25,693.94

Payment Due Date
08/18/2023

Next Payment Amount
\$ 182.53

Available Credit
\$ 324,306.06

Once all the fields are completed, select **Continue**.

You will then be asked to preview the transfer. Once you review the details, select **Submit Transfer**.

TRANSFER

Required Fields

Transfer From	- Account2 - 2179.52
Transfer To	123456789 - ABC Test Company
Amount	\$ 1,000.00
Date	05/09/2019
Schedule Time	13:00 (Central Time)

Cancel

Edit Transfer

Submit Transfer

You will receive a **Successful Submit** notification that your loan transfer has been processed. To confirm the transfer was successfully submitted, return to the Transfer Center to check the status.

Successful Submit

Transfer with reference number CCAF75FMHH has been created successfully.

Transfer Center

To see your loan transfer request, select the **Transfer Center**. Here you can see your scheduled loan transfer.

MANAGE TRANSFERS

ALL

PENDING

SEARCH

<input type="checkbox"/>	Date ▼	Transaction No.	From Account ▲ Account ID	To Account ▲ Account ID	Status ▲	Frequency ▲	Amount ▲
VIEW PROCESSED							
<input type="checkbox"/>	05/09/2019	B9LYH6F57K	Account2	ABC Test Company 123456789	Scheduled	One Time Only	\$ 1,000.00

Show / Hide Columns

Show 10 ▼

Reject

Delete

Approve

To edit a pending loan transfer, select the transaction number, noted in **green**.

MANAGE TRANSFERS							
ALL		PENDING					
From	To	Transaction Number		Status			
06/17/2021	10/26/2021	Enter Transaction Number		All Statuses			
<input type="text"/> <input type="button" value="Search"/> <input type="button" value="ADVANCED SEARCH"/>							
<input type="checkbox"/>	Date ▼	Transaction No.	From Account Account ID ▲	To Account Account ID ▲	Status ▲	Frequency ▲	Amount ▲
VIEW PROCESSED							
<input type="checkbox"/>	10/21/2021	NOC12YMYOC	Account 1	Loan	Scheduled	One Time Only	\$ 100.00


Here you can edit the transfer or delete the transfer. If you are editing the transfer, edit the fields that require edits and select **Continue**. You will then need to confirm and re-submit your loan transfer.



EDIT LOAN TRANSFER		View History	Help
Use this page to edit the loan transfer.			
TRANSFER Required Fields			
Transfer Type *	<input checked="" type="radio"/> Loan Payment <input type="radio"/> Principal Paydown		
Transfer From *	Account 3 - 213,976.56 ?		
Transfer To *	Loan 4 ?		
Amount *	57.94		
Other Amount Type	<input type="checkbox"/> Click for split amount options		
Date *	07/20/2023		
Status	Pending Approval Approvals Granted: 0 of 1		
Transaction Number	N57LHNWLIU		
Frequency	<input checked="" type="radio"/> One-Time Only <input type="radio"/> Recurring		
Options	<input type="checkbox"/> Add Memo Information		
<input type="button" value="Cancel"/> <input type="button" value="Delete Transfer"/> <input type="button" value="Continue"/>			
ACCOUNT SUMMARY Principal Balance \$ 6,161.69 Maturity Date 08/23/2034 Payment Due Date 04/23/2023 Next Payment Amount \$ 57.94			


Note: If your company is setup with Dual Approval from Transfers, any transfer that is edited will have to be approved by a user other than the user that initiated the edits.

To delete the loan transfer, select **Delete Transfer**.

You will then need to confirm that you want to delete the transfer. Select **Delete Transfer** to continue.

 **DELETE LOAN TRANSFER**
Use this page to review the transfer information you want to delete. To delete this information, click Delete Loan Transfer.


 View History  Help

TRANSFER  Required Fields

Transfer Type	Loan Payment
Transfer From	Account 1 - 99999988.81
Transfer To	Loan
Amount	\$ 100.00
Date	10/21/2021
Status	Scheduled
Transaction Number	NOC12YMYOC
Frequency	One-Time Only

CancelEdit TransferDelete Transfer

You will receive a **Successful Submit** notification that your loan transfer has been deleted.

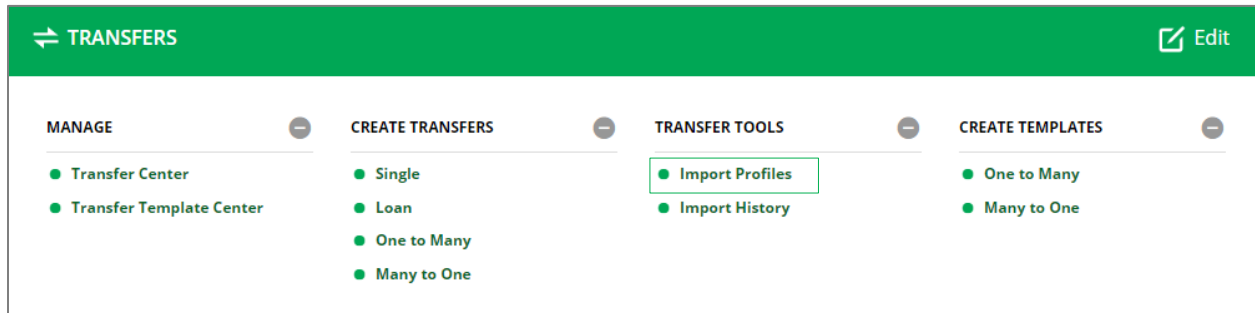
 **Successful Submit**
Transfer CCAF75FMHH has been successfully deleted.


Transfer Center

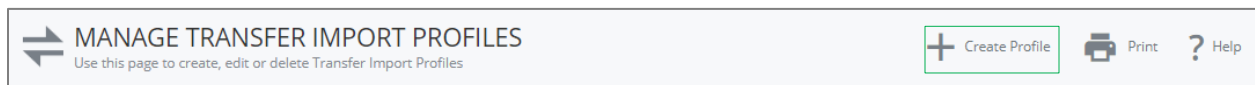
Import Profiles and History

Contained in the Transfers Tools section of the **Transfers Menu** is the Import Profile and **Import History** tools. To import a transfer profile, select **Import Profile** from the **Transfer Tools** menu.

Note: *Importing Profiles and History is not an option within the Associated Connect Mobile Application.*



Select the **Create** icon  to create a **Transfer Import Profile**.



Enter your profile name and the file format for your profile. You can select from either a **Standard Transfer** or a **Transfer User-Defined** file format for your profile. To create a Transfer Standard import, select **Transfer Standard** and **Next** when complete.

 A screenshot of a 'CREATE IMPORT PROFILE' form. The title bar is green with 'CREATE IMPORT PROFILE' and icons for 'Required Fields', help, and close. The main area has a light green header 'Step 1 of 3 Select File Format'. Below this, there are two required fields: 'Profile Name *' with the value 'ABC123' and 'File Format *' with a dropdown menu showing 'Transfer Standard'. At the bottom are two green buttons: 'Cancel' and 'Next'.

You can create your import profile by selecting your **Profile Access** and **Profile Options**. Select **Next** when complete.

CREATE IMPORT PROFILE

Required Fields ? X

Step 2 of 3 Use this page to add and remove fields from an Import Profile

File Content Type	Non-Repetitive Payments
Profile Access	<input checked="" type="radio"/> Private <input type="radio"/> Public ?
Options	<input type="checkbox"/> Check for duplicate files and reject duplicates <input type="checkbox"/> Check record counts <input type="checkbox"/> Check hash totals

Cancel

Back

Next

Once your profile is complete, select **Submit Profile** to save your profile.

PREVIEW IMPORT PROFILE

Step 3 of 3 Use this page to review Import Profile information

Profile Name	ABC123
File Format	Transfer Standard
File Content Type	Non-Repetitive Payments
Profile Access	Private
Check for Duplicates	Yes
Check record counts	Yes
Check hash totals	No

Cancel

Back




Submit Profile





Once submitted you will receive a **Successful Submit** notification. You can select **Manage Profiles** to return to your **Manage Transfer Import Profile** where your profile will be saved.

Successful Submit

Import profile ABC123 has been successfully created.

Manage Profiles

To edit the profile, select the **Edit** icon . To delete the profile, select the **Trash Can** icon . To import a file, select the **Import** icon,  and browse on your computer for the file you need to upload. Select **Import File** to upload the file.

IMPORT PROFILES					
Profile Name ▲	File Format ▲ Payment Type	File Type ▲	File Content ▲	Access ▲	Actions
VIEW LAST MODIFIED BY 					
ABC	Transfer Standard N/A	Standard CSV	Non-Repetitive Payments	Private	  

To create a Transfer User-Defined template select **Transfer User-Defined**. Select **Next** when complete.

CREATE IMPORT PROFILE

Required Fields

Step 1 of 3 Select File Format

Profile Name *

ABC1234

File Format *

Transfer User-Defined

Cancel

Next

In the Profile Information, select your **Profile Access** and **Date Format**. You can also choose to check for duplicate files and reject them by checking the box.

PROFILE INFORMATION

Payment Type

Transfers

File Type

Comma Separated (,)

File Content Type

Non-Repetitive Payments

Profile Access

☒ Private
 ☐ Public

?

Date Format *

MMDDYYYY

Options

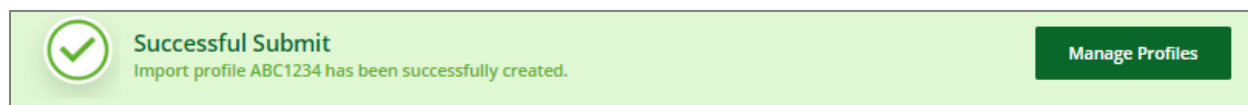
☒ Check for duplicate files and reject duplicates

Next complete the **Import Field Selection** based on the parameters of your file. Select **Next** when completed.





Note: The *Loan Transfer* field is mandatory is used in the file. The two options for this field are *LP* for a loan payment and *PP* for a principal payment. Anything other than these two options entered in this field will cause the file to fail.



Once your profile is complete, select **Submit Profile** to save your profile.


Once submitted you will receive a **Successful Submit** notification.



Your profile will be available for you to utilize.

IMPORT PROFILES					
Profile Name ▲	File Format ▲ Payment Type	File Type ▲	File Content ▲	Access ▲	Actions
VIEW LAST MODIFIED BY ▼					
ABC123	Transfer Standard N/A	Standard CSV	Non-Repetitive Payments	Private	Import  
ABC1234	Transfer User-Defined SINGLE	Comma Separated (,)	Non-Repetitive Payments	Private	Import  
					Show 10 ▼

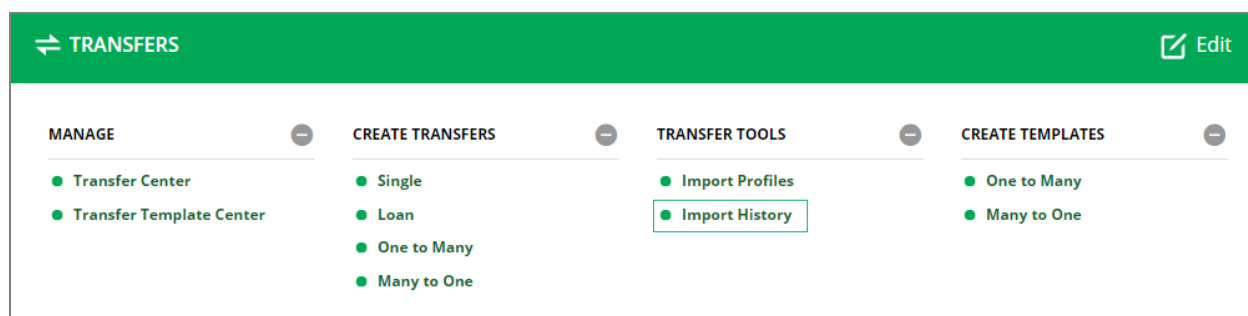
To edit the profile, select the **Edit** icon . To delete the profile, select the **Trash Can** icon .

To import a file, select the **Import** icon , and browse on your computer for the file you need to upload. Select **Import File** to upload the file.

If your import file has a status of “Failed”, below are some reasons why your file may have failed:

- Wrong account number(s)
- Leading zeros are not included in the date or routing number – example: Correct - 075900575, incorrect - 75900575
- Decimals are not consistent for all amount fields – example: Correct - 10.00, 100.10, 20.15; incorrect – 10, 100.10, 20.1
- The Header Row was not deleted
- File was not properly saved as a CSV
- Fields/ Columns in file don’t match the import profile – example: your import profile indicates Schedule Time and Memo fields, but you delete those fields in your file.
- The Schedule Time is after the cut-off or processing hours
- The Loan Transfer Type is invalid – example: Correct – LP = loan payment, PP = principal payment. Incorrect - Anything else entered into this field will cause the file to fail. This is also a mandatory field if it has been chosen to be included in the profile and cannot be left empty

To view your import history, select **Import History** from the Transfers Tools section of the Transfers Menu.



Any files that have been imported based on your established profiles will be noted here for you to review. If you have not imported any files, this will be blank.

IMPORT HISTORY					
Date/Time (CST) ▼	Profile Name ▲	Path/Filename ▲	User ID ▲	File Size ▲	Status ▲
NO INFORMATION TO DISPLAY					

Creating Files to Import

Once an Import Profile has been created, it is ready to import a file.

Definitions

“From Account” – The account the funds will be debited from

“To Account” – The account the funds will be credited to

“Account Bank ID” - The bank routing number associated with the account. This will always be Associated Bank’s ABA – 075900575

“Amount” – The amount of the transfer

“Date” – the Date you want the transfer to occur

“Memo” – This field can be used to enter in information about the transfer. This will not show on a bank statement, it will just show when doing research on the transfer

“Schedule Time” – This field allows you to schedule the time of day the transfer will occur. If this field is empty the transfer will occur once the file is uploaded in the system. This field is in central standard time and must be formatted as HH:MM – 24hr time (example 4:30pm = 16:30)

Creating a Transfer Import File

- 1) Open an Excel spreadsheet and add the headers From Account, From Account Bank ID (routing number), To Account, To Account Bank ID (routing number), Amount, Date. If you created a User-Defined profile, you would need to add those extra fields. For this example, we have included Memo and Schedule time.

	A	B	C	D	E	F	G	H
1	From Account	From Account Bank ID	To Account	to Account Bank ID	Amount	Date	Memo	Schedule Time

2) Fill in the columns with the transfer information.

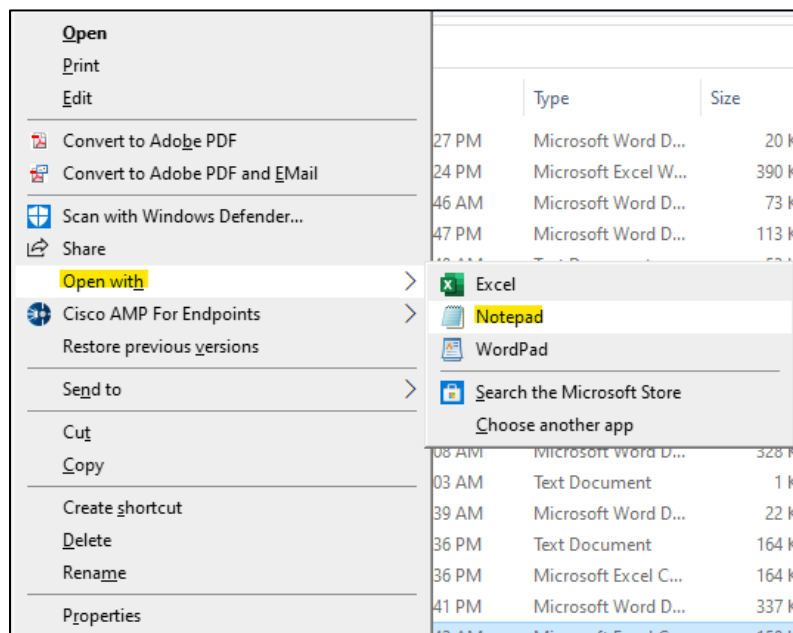
Field format rules:

- The Amount field cannot include dollar signs.
- Date must be formatted the way it was chosen when creating the profile, for this example the format MMDDYYYY was chosen.
- Schedule Time format is 00:00, 24hr time (Military time).
- The Account Bank ID Fields must have the proceeding "0" before saving.
- All required fields must be filled with some information, or the file will fail.

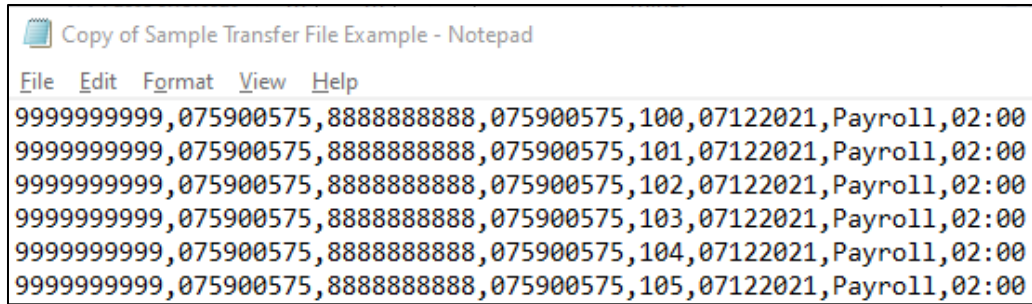
Note: The additional fields added ('Memo' and 'Schedule Time' fields) are optional fields and can be empty when sending.

A	B	C	D	E	F	G	H
From Account	From Account Bank ID	To Account	To Account Bank ID	Amount	Date	Memo	Scheduled Time
9999999999	075900575	8888888888	075900575	100	07122021	Payroll	02:00
9999999999	075900575	8888888888	075900575	101	07122021	Payroll	02:00
9999999999	075900575	8888888888	075900575	102	07122021	Payroll	02:00
9999999999	075900575	8888888888	075900575	103	07122021	Payroll	02:00
9999999999	075900575	8888888888	075900575	104	07122021	Payroll	02:00
9999999999	075900575	8888888888	075900575	105	07122021	Payroll	02:00

3) Once all fields are completed, delete the header (row 1) and save as Excel CSV file. In your Documents folder, right click on the file you just saved and open with Notepad.



A Notepad file will open that includes all the same detail from the excel CSV file with all the correct formatting.



```

File Edit Format View Help
999999999,075900575,8888888888,075900575,100,07122021,Payroll,02:00
999999999,075900575,8888888888,075900575,101,07122021,Payroll,02:00
999999999,075900575,8888888888,075900575,102,07122021,Payroll,02:00
999999999,075900575,8888888888,075900575,103,07122021,Payroll,02:00
999999999,075900575,8888888888,075900575,104,07122021,Payroll,02:00
999999999,075900575,8888888888,075900575,105,07122021,Payroll,02:00

```

4) Save this file to your computer.

Note: *You will want to establish a saving protocol, that allows you to identify the date of the transfer for future research.*