

Associated Connect[®]

Reference Guide: Cash Ordering for Vault Service
















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Portal Access

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

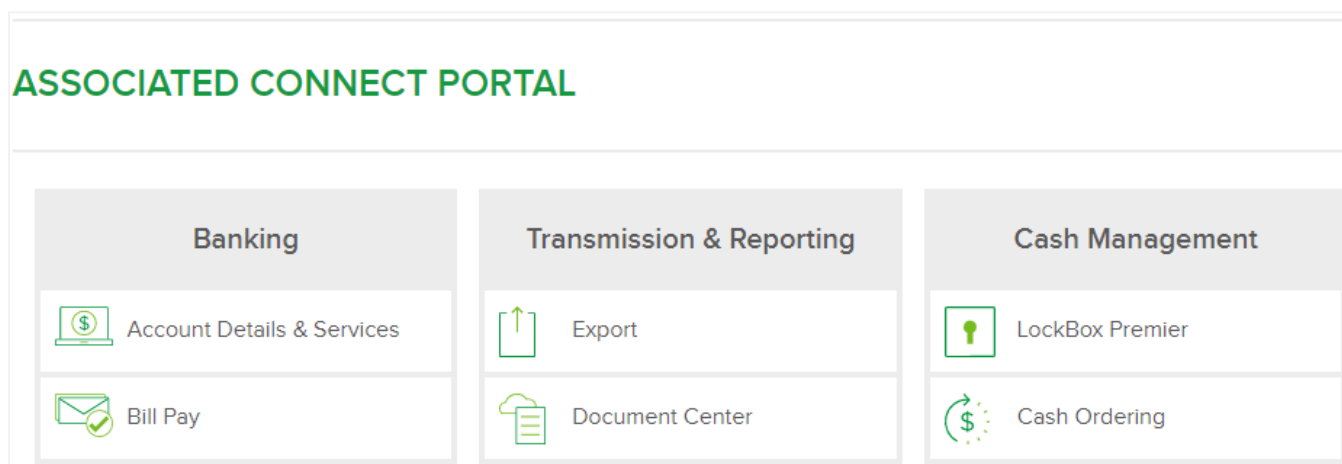
Category	Icon	Definition
Banking		Account Details and Services (Includes Account Balances, Account Transfers, ACH Origination, Check Inquiry, Image Search Transaction Activity, Positive Pay, Stop Payments and Wire Transfers.)
		Account Summary Page (Includes Ledger Balance, Available Balance, Collected 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.



Change Orders

Create Change Order

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

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

CHANGE ORDERS

STANDING ORDERS

Customer id
63219

Name
TEST CUSTOMER

Location
219

Arrival date *

Mon Jun 14, 2021

Click name below to select product

CURRENCY	\$	0.00
CURRENCY	\$	0.00
NEW CURRENCY	\$	0.00
COIN	\$	0.00
Total	\$	0.00

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

CONFIRM

CANCEL

Search Change Order

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

CHANGE ORDERS STANDING ORDERS

Date type *
Order date From date * 6/4/2021 To date * 6/12/2021

Customer: 63219 - TEST CUSTOMER (Location 219)

SEARCH CLOSE

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

Standing Orders

Create Standing Order

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

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

CHANGE ORDERS STANDING ORDERS

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

Deliver: Every Monday

Start date: 6/11/2021

Finish date:

Holiday delivery: As scheduled

Click name below to select product

CURRENCY	\$	Amount (\$)
CURRENCY	\$	0.00
CURRENCY	\$	0.00
NEW CURRENCY	\$	0.00
COIN	\$	0.00
Total	\$	0.00

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

CONFIRM CANCEL

Search Standing Order

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

CHANGE ORDERS
STANDING ORDERS

☐ Search by date range

From date
To date

☐ Include finished

Customer: 63219 - TEST CUSTOMER (Location 219)

SEARCH
CLOSE

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

