Associated Connect®

Reference Guide: File Management

AssociatedBank

Table of Contents

Associated Bank

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.
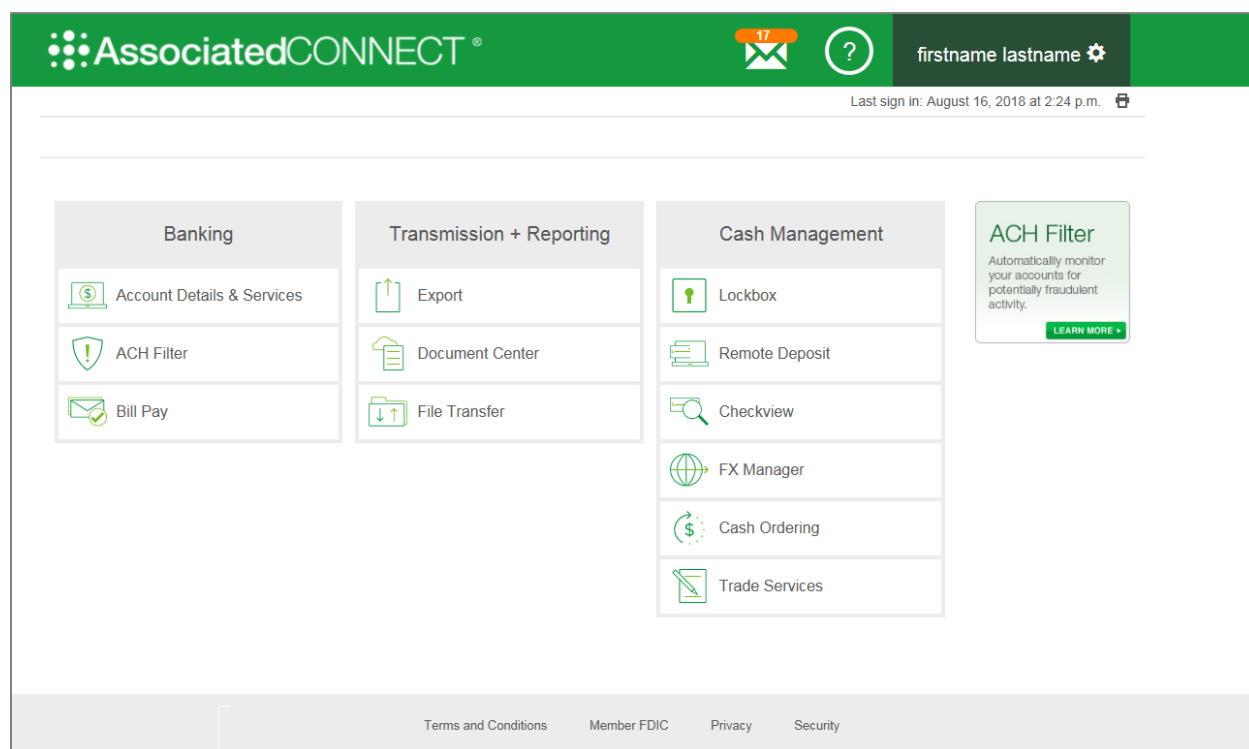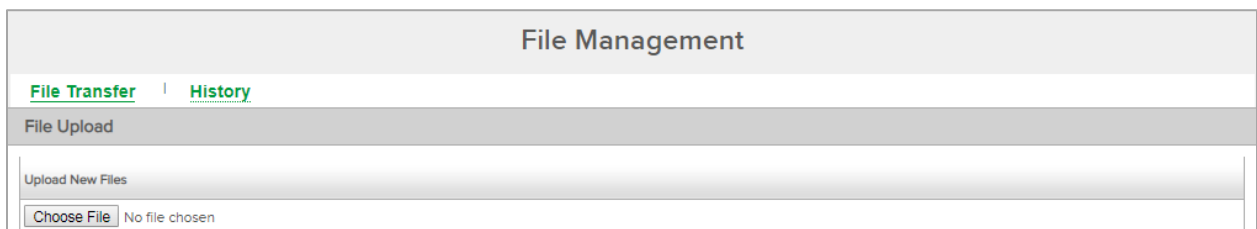
File Management

File Transfer

File transfer allows you to upload and download files to and from Associated Bank.

File Upload

To upload a file to Associated Bank, select the file(s) you are looking to upload from your desktop by selecting **Choose File.**
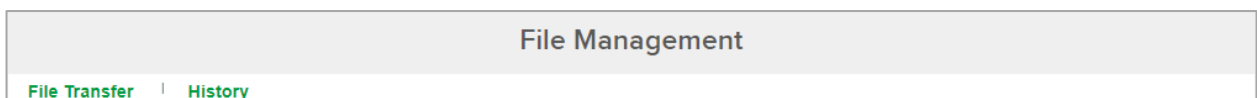

Once your file(s) has been validated, select **Upload** and your file(s) will upload. Select **Clear** to remove the file(s).

Your file transfer history will be shown in the history tab in File Management.

If you would like to specify a date range for the file history, select the appropriate range from the date range drop down.

If you select custom, you can define your start and end date by using the calendar function.

File Download

If you have files available for download, those can be viewed in the file download section of File Management. From here, you can select which file(s) you would like to download. If you do not have any file(s) to download, no file(s) will be shown.

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