

NEW ONLINE BANKING EXPERIENCE
WITH EXCITING NEW FEATURES

CORPORATE

USER GUIDE







CORPORATE

USERGUIDE



CONTENT

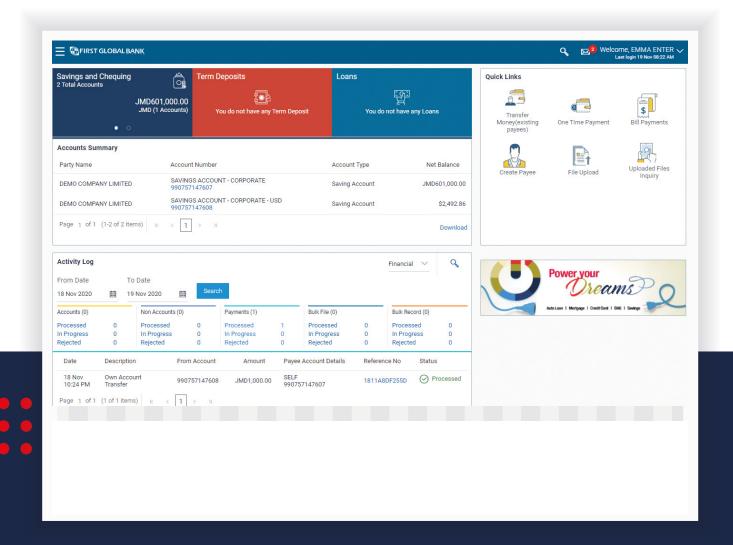


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Please note your Global Access PLUS

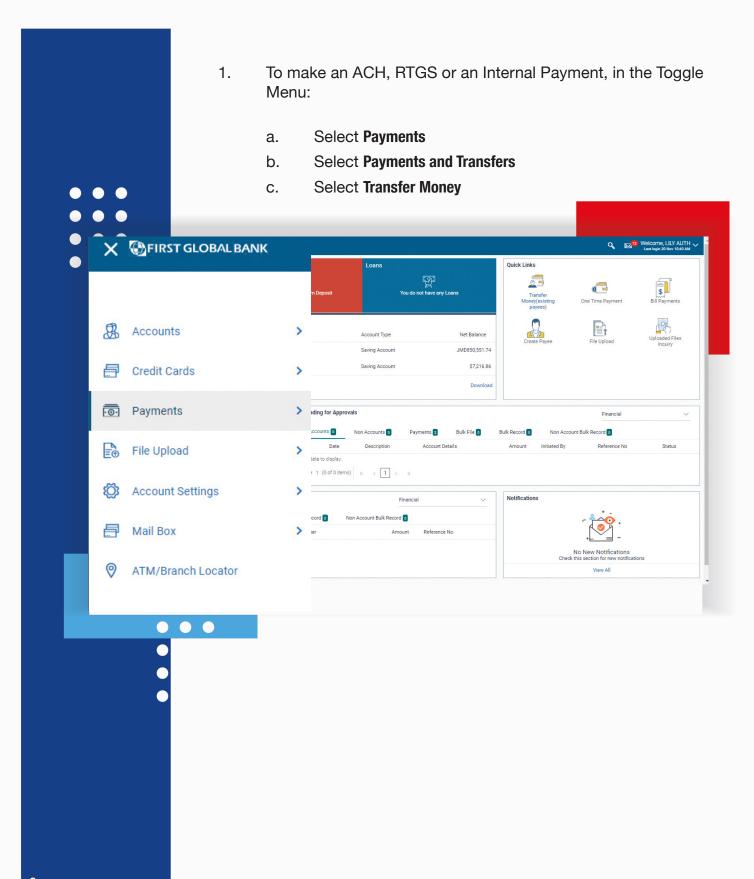
DASH BOARD

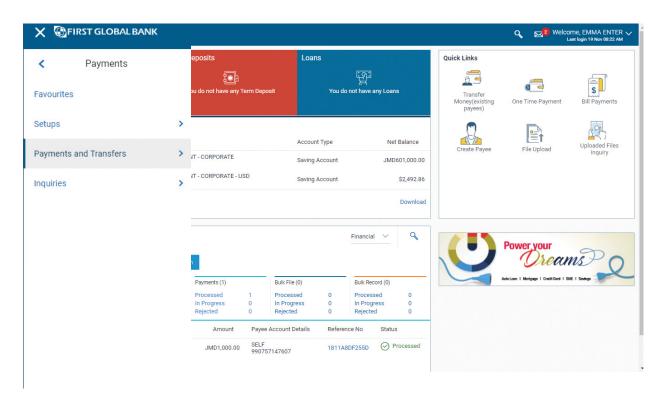


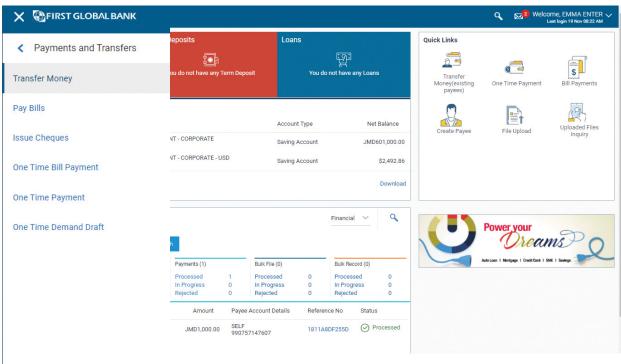


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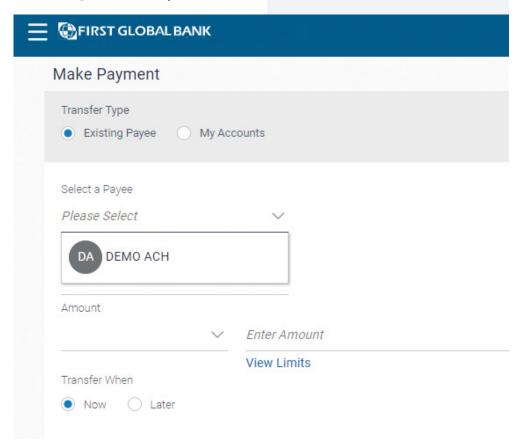
ACH/RTGS/INTERNAL



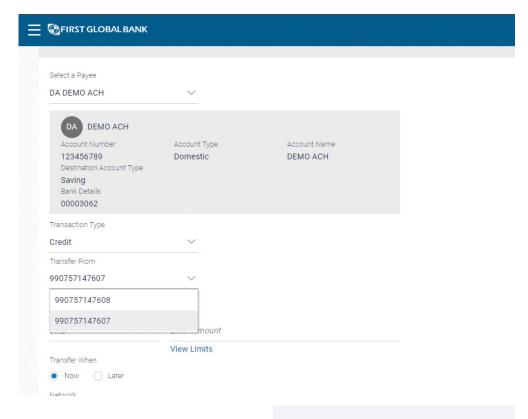




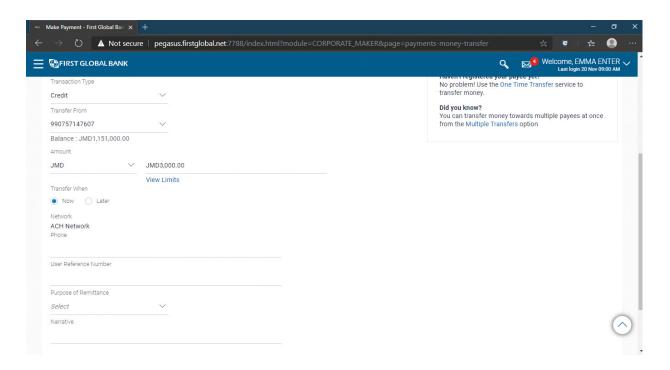
2. Select **Payee** from dropdown menu.



3. Select the debit account under the **Transfer From** dropdown menu.

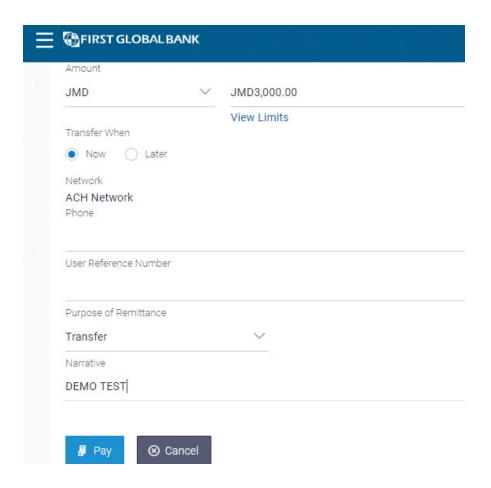


4. Select **Transfer** currency (JMD for ACH/RTGS and JMD/USD/CAD/EUR/GBP for internal) and enter transfer amount under the **Amounts** tab.

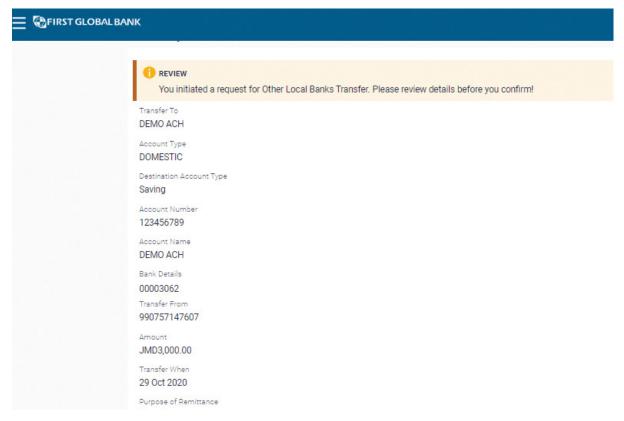


- 5. Under the **Transfer When** tab, select **Now** if you wish to process the transfer immediately or **Later** to process at a later date.
- 6. Under the **Purpose** tab, select an appropriate response and enter any additional information under the **Narrative** tab.

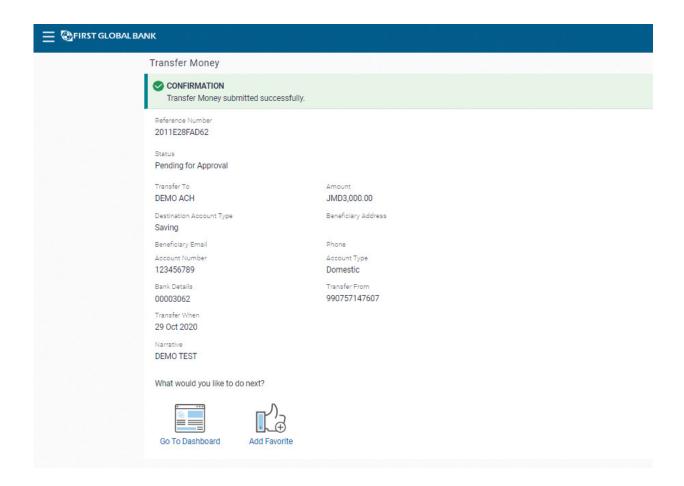
7. Select Pay.



8. The **Review** screen will be displayed. Please peruse for accuracy, then click **Confirm**.

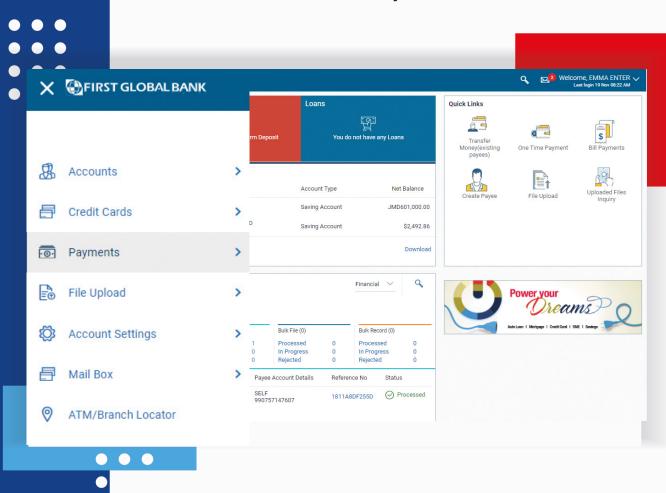


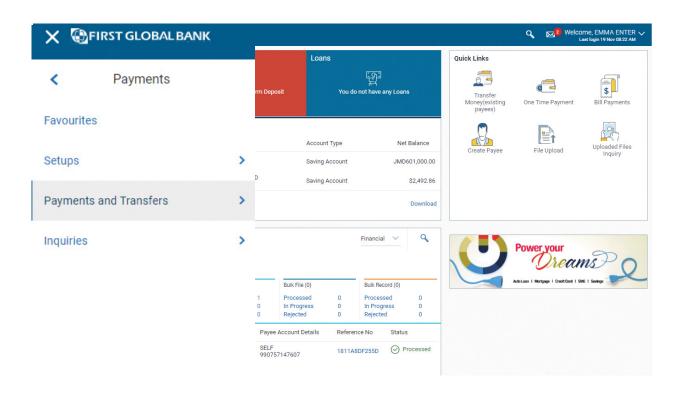
9. The **Confirmation** screen will be displayed.

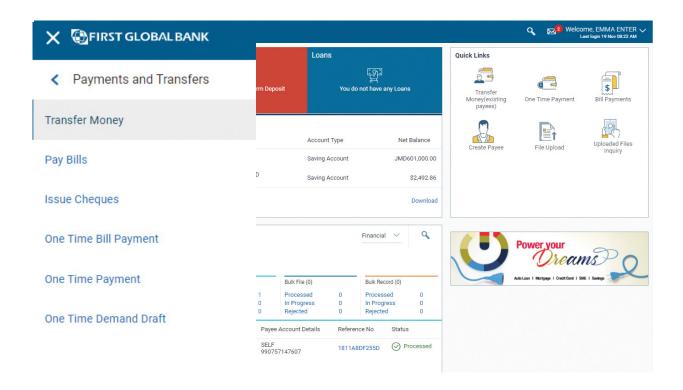


WIRE TRANSFERS

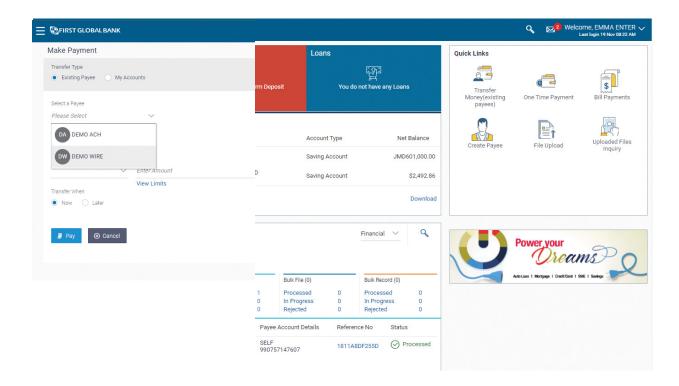
- 1. To make a Wire Transfer, in the Toggle Menu::
 - a. Select Payments
 - b. Select Payments and Transfers
 - c. Select Transfer Money



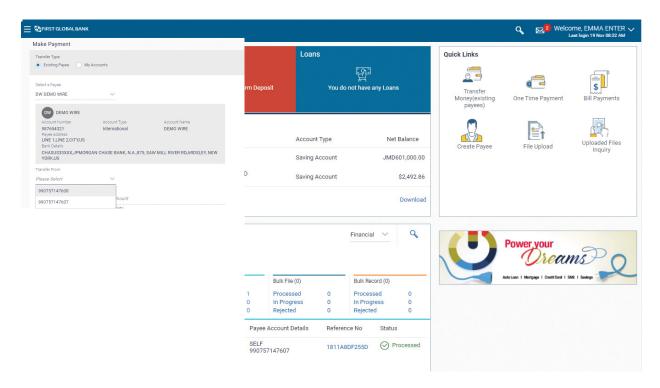




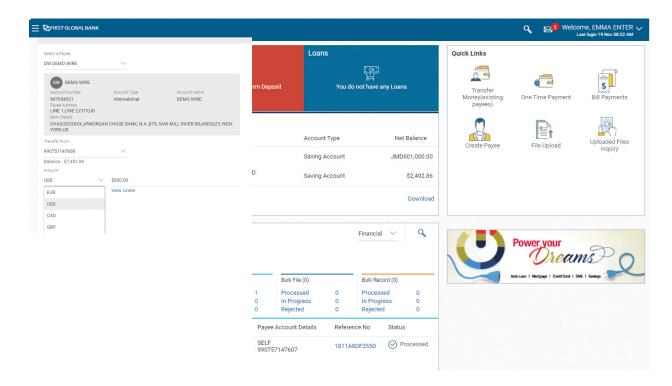
2. Select **Payee** from the dropdown menu.



3. Select the debit account under the **Transfer From** dropdown menu.

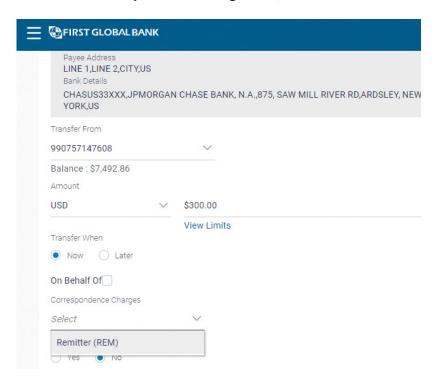


4. Select transfer currency (CAD/EUR/GBP/USD) and enter transfer amount under the **Amounts** tab.



5. Under the **Transfer When** tab, select **Now** if you wish to process the transfer immediately, or **Later** to process at a later date.

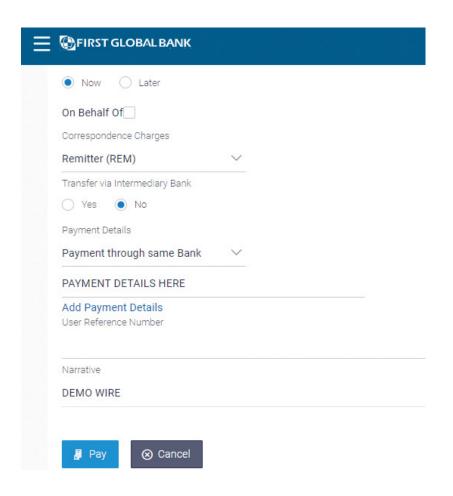
6. Under the Correspondence Charges tab, select Remitter.



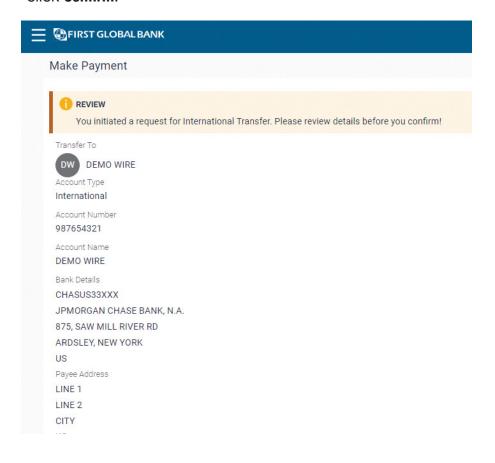
7. If you are using an intermediary bank, select **Yes** under the **Transfer via Intermediary Bank** tab and enter the intermediary swift code.

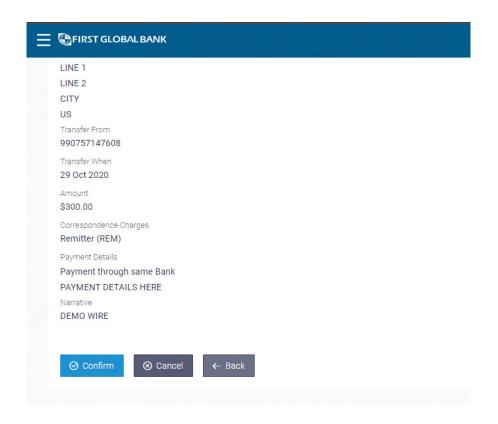
If an intermediary bank is not being used then select No.

- 8. Under the **Payment Details** tab, select **Payment through same Bank** and enter the purpose of the transaction. If additional information is needed, enter same under the **Narrative** tab.
- 9. Select **Pay**.

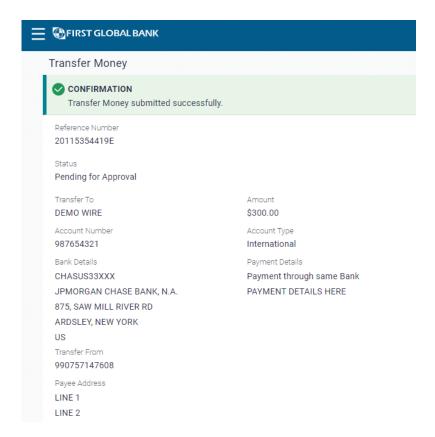


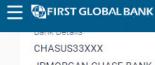
10. The **Review** screen will be displayed. Please peruse for accuracy and click **Confirm**.





11. The **Confirmation** screen will be displayed.





JPMORGAN CHASE BANK, N.A.

875, SAW MILL RIVER RD

ARDSLEY, NEW YORK

US

Transfer From

990757147608

Payee Address

LINE 1

LINE 2

CITY

US

Narrative

DEMO WIRE

What would you like to do next?

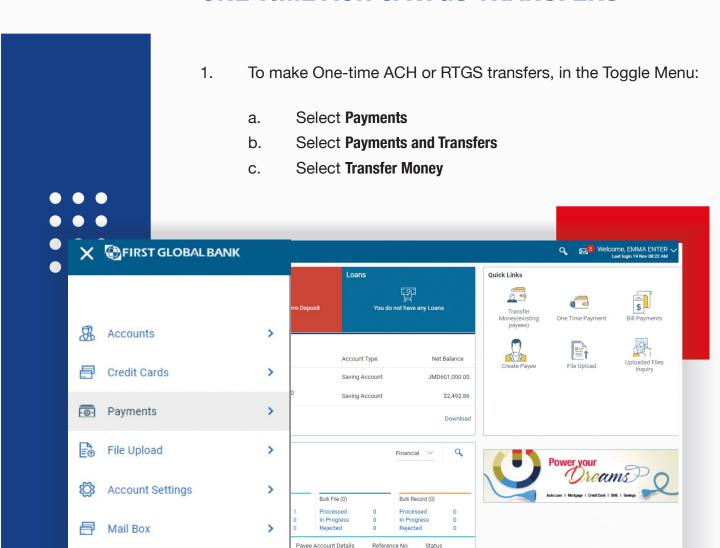






Payment through same Bank PAYMENT DETAILS HERE

ONE TIME ACH & RTGS TRANSFERS

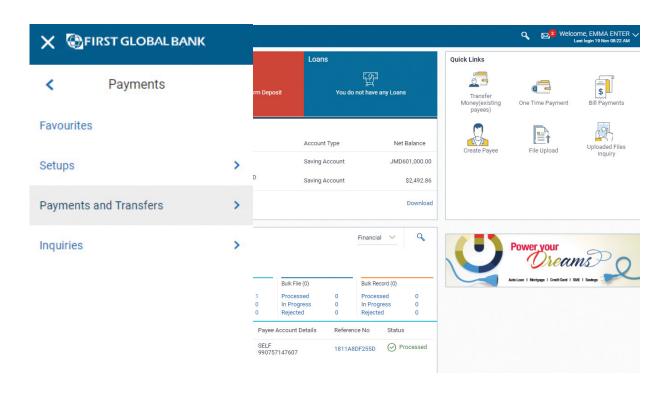


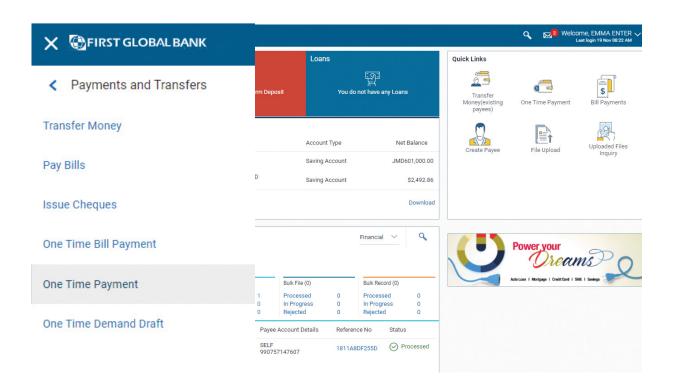
SELF 990757147607

ATM/Branch Locator

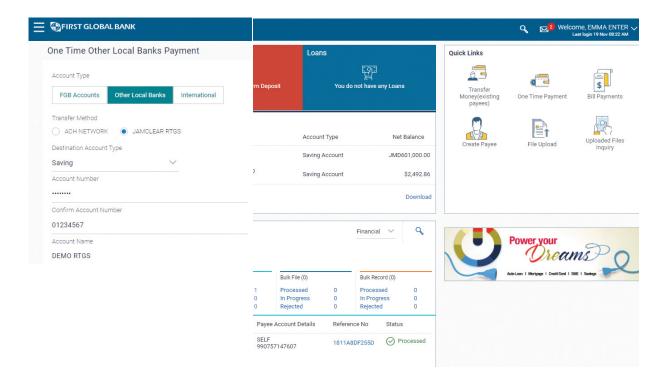
O Processed

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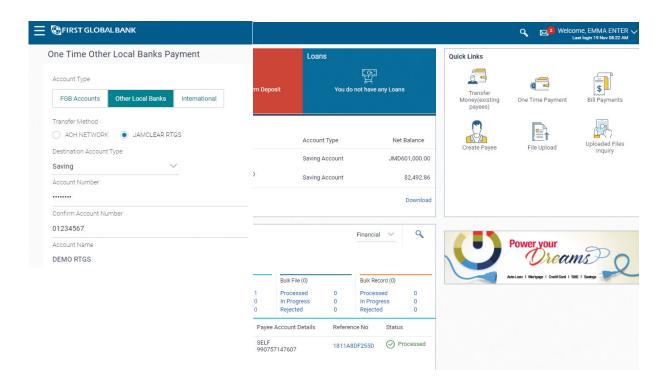




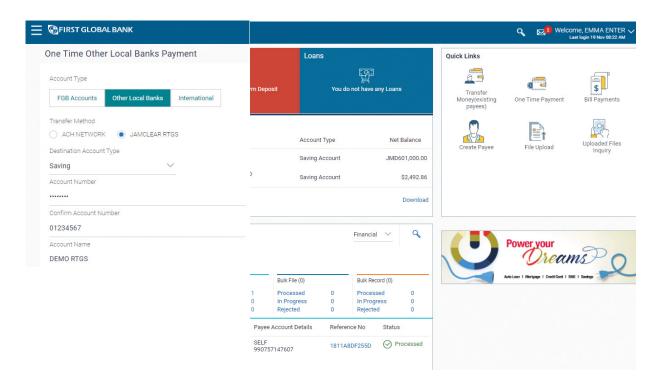
2. Select **Other Local Banks**.



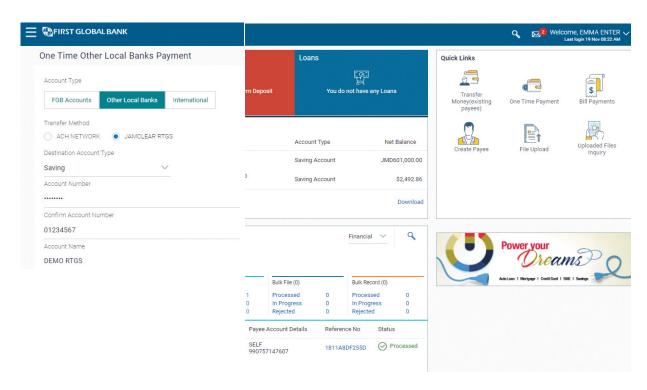
3. Under **Transfer Method**, select the preferred transfer medium, that is, **ACH** or **RTGS**.



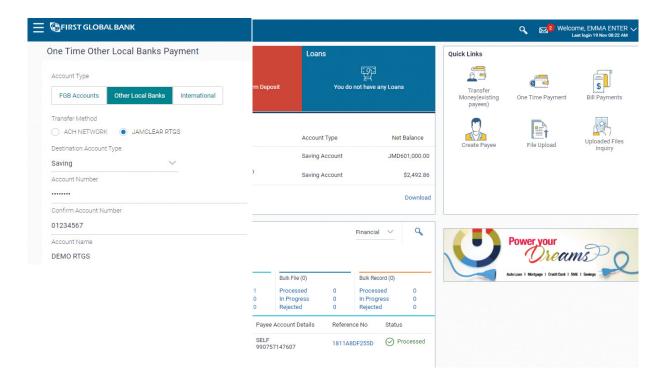
4. From the **Destination Account Type** dropdown menu, select the beneficiary account type.



5. Enter the beneficiary account number in the **Account Number field** then re-enter the beneficiary account number in the **Confirm Account Number** field.

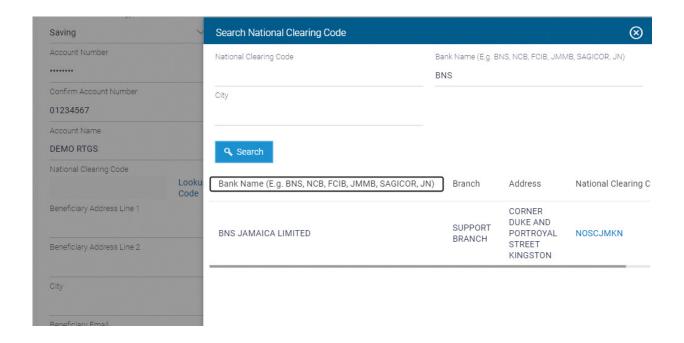


6. Enter the beneficiary name in the **Account Name** field.

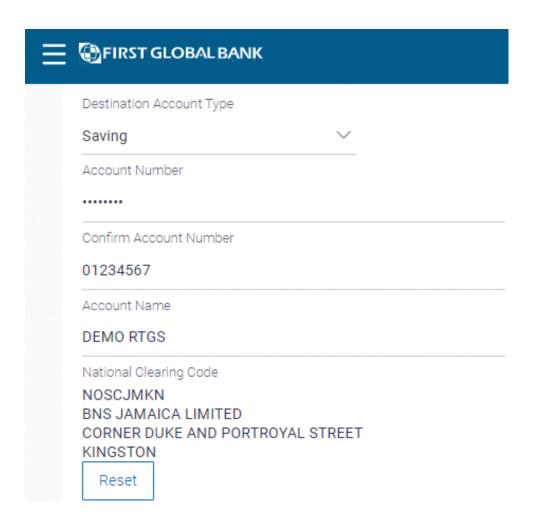


7. Select Lookup National Clearing Code and search by the Bank Name or National Clearing Code.

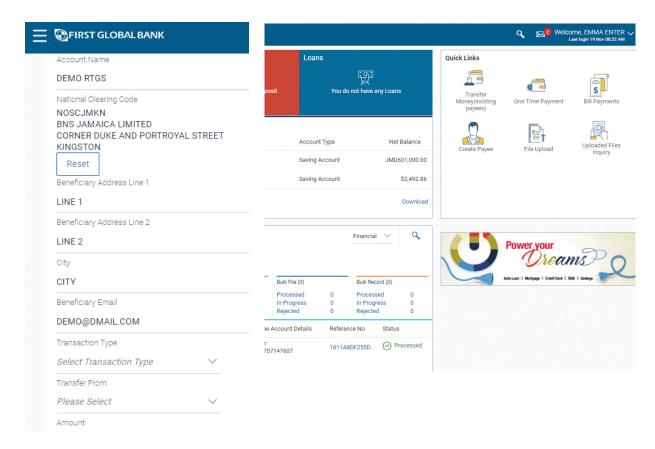




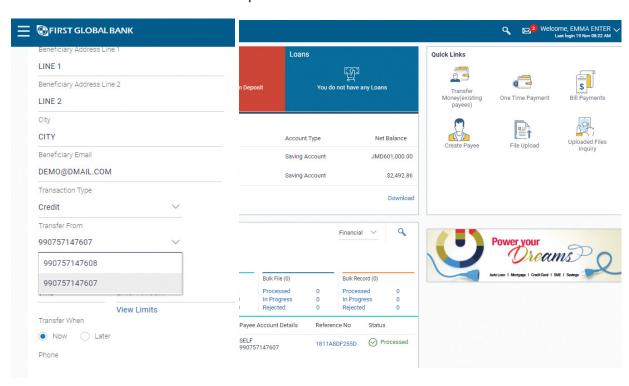
8. Select the appropriate code, it will then be populated in the field.



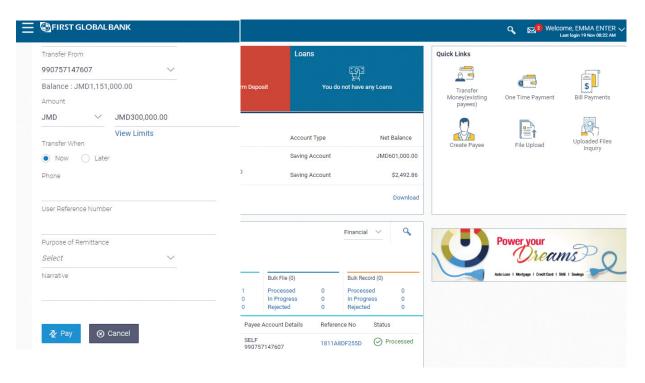
9. Enter **Beneficiary address** and **email address** in the fields populated (optional).



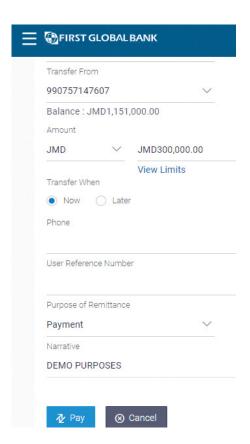
10. Select **Credit** under the **Transaction Type** dropdown menu. Select the debit account under the **Transfer From** dropdown menu.



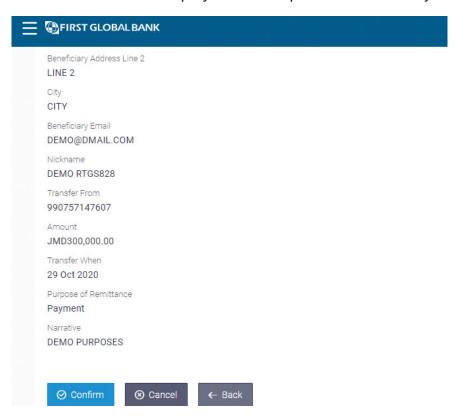
 Enter transfer amount under the Amounts tab. Under the Transfer When tab, select Now if you wish to process the transfer immediately or Later to process at a later date.



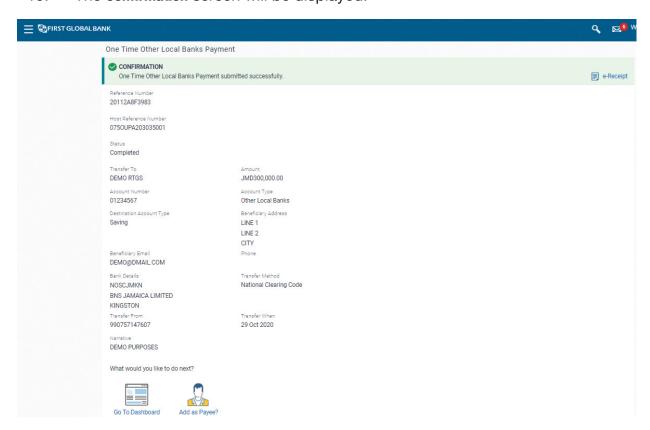
- 12. Under the **Purpose** tab, select an appropriate response and enter any additional information under the **Narrative tab**.
- 13. Select Pay.



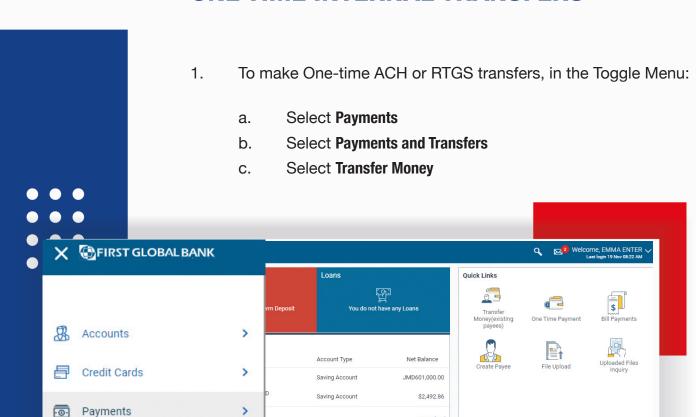
14. The **Review** screen will be displayed. Please peruse for accuracy then click **Confirm**.



15. The **Confirmation** screen will be displayed.



ONE TIME INTERNAL TRANSFERS



9

Processed

Dreams)

Financial V

Bulk Record (0)

In Progress Rejected

1811A8DF255D

File Upload

Mail Box

Account Settings

ATM/Branch Locator

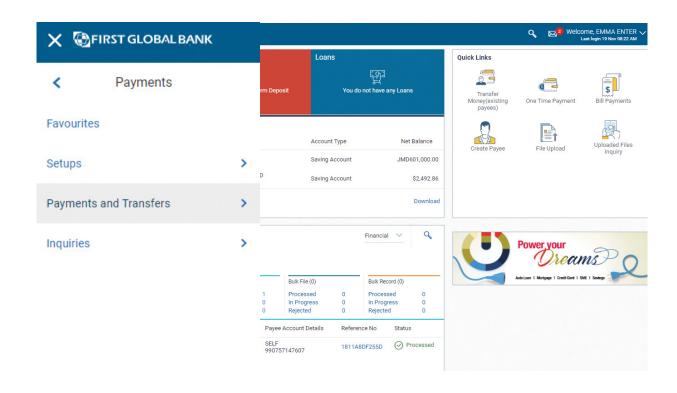
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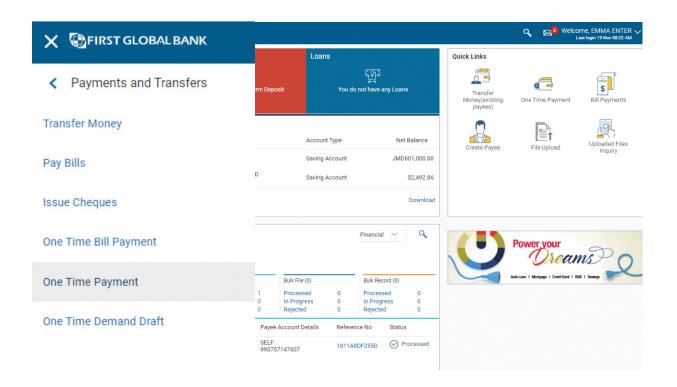
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Bulk File (0)

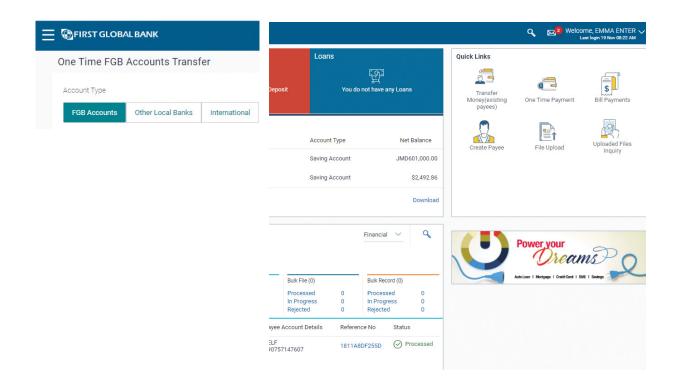
Processed In Progress Rejected

Payee Account Details SELF 990757147607

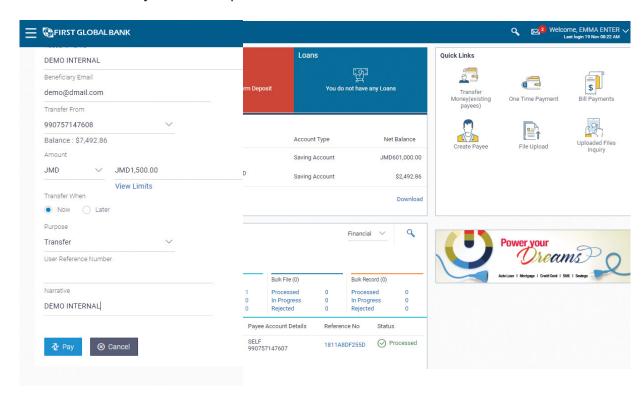




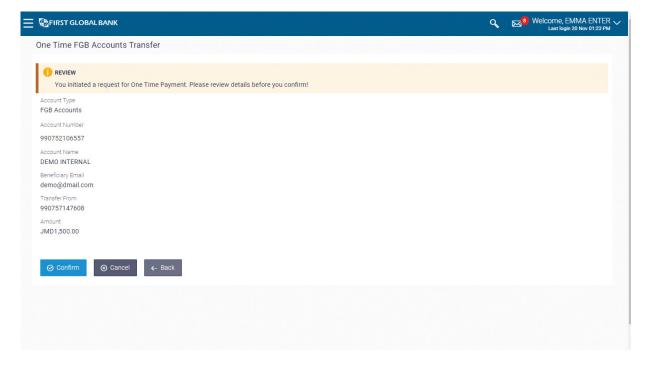
- 2. Under the **Account Types** tab, select **FGB Accounts**.
 - a. Enter the beneficiary account number in the **Account Number** field then re-enter the beneficiary account number in the **Confirm Account Number** field.
 - b. Enter the beneficiary name in the **Account Name** field.
 - c. Enter the beneficiary email address in the field populated (optional).
 - d. Select the debit account under the **Transfer From** dropdown menu.
 - e. Select transfer currency (JMD/USD/CAD/EUR/GBP) and enter transfer amount under the **Amounts** tab



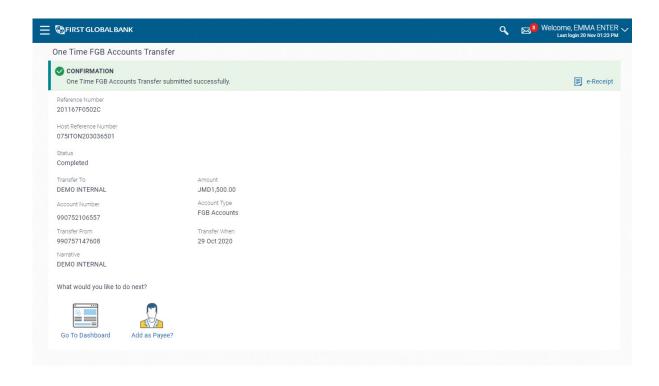
 Under the Transfer When tab, select Now if you wish to process the transfer immediately or Later to process at a later date.



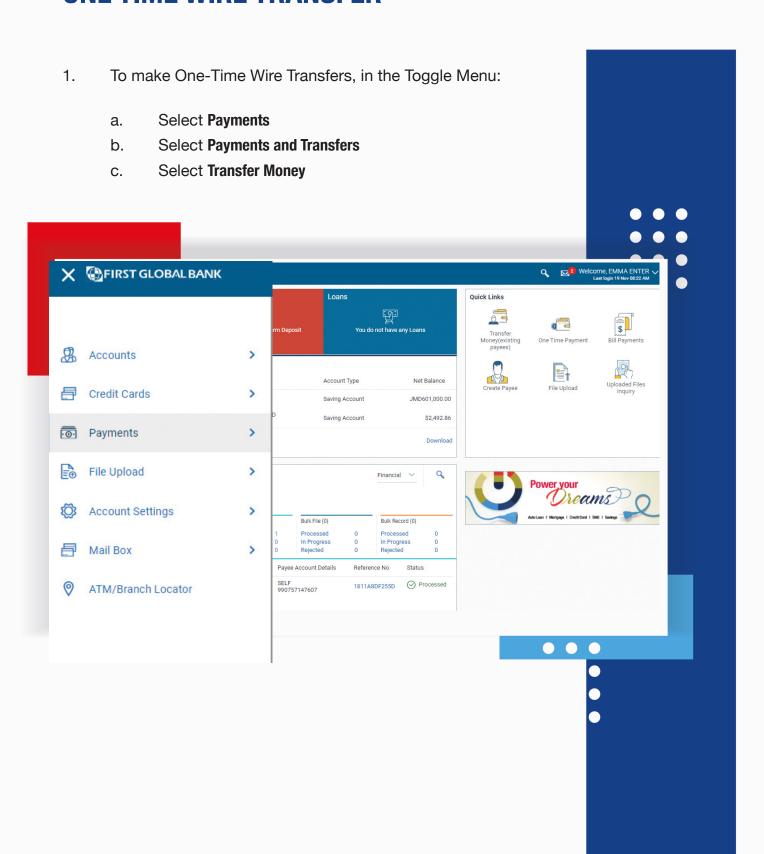
- 4. Under the **Purpose** tab select an appropriate response and enter any additional information under the **Narrative** tab.
- 5. Select **Pay**.
- 6. The **Review** screen will be displayed. Please peruse for accuracy then click **Confirm**.

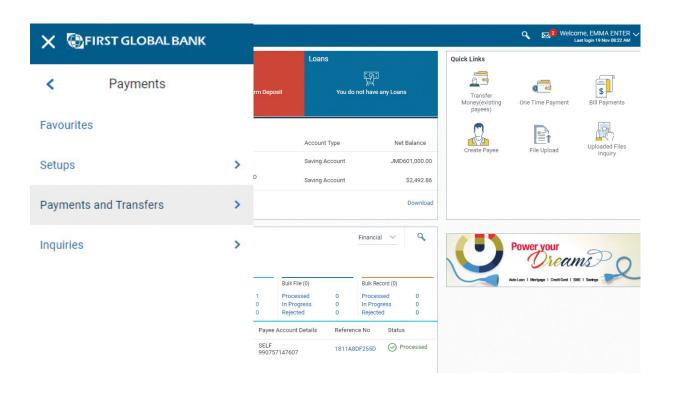


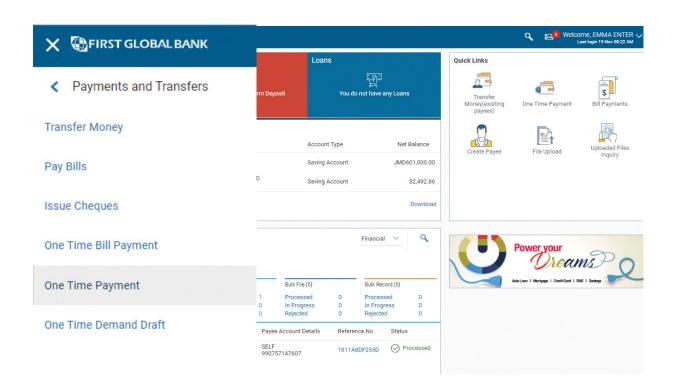
7. The **Confirmation** screen will be displayed.



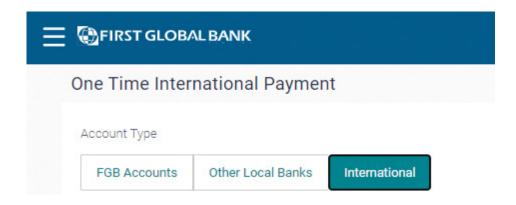
ONE TIME WIRE TRANSFER



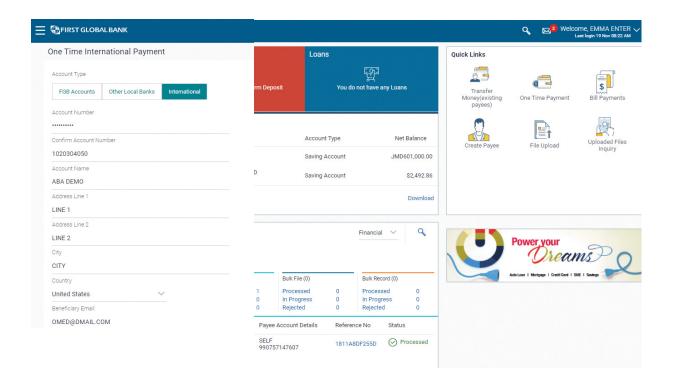




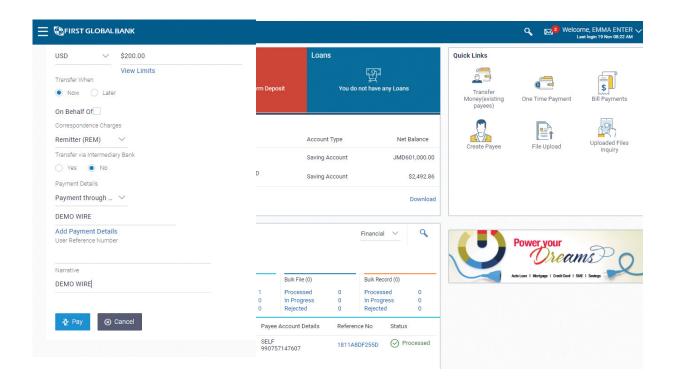
2. Under the **Account Types** tab, select **International.**



- 3. Enter the beneficiary account number in the **Account Number** field.
 - a. Re-enter the beneficiary account number in the **Confirm Account Number** field.
 - b. Enter the beneficiary name in the **Account Name** field.
 - c. Enter the beneficiary address in the fields populated (Mandatory).
 - d. Select the country to which the funds are being sent in the **Country** dropdown menu.
 - e. Enter the beneficiary's email address under the **Email Address** tab.

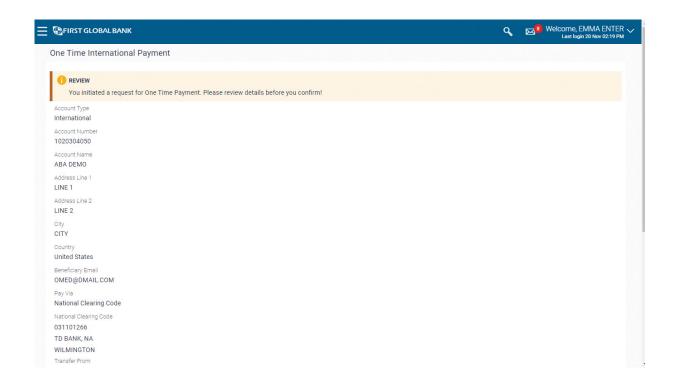


- 4. Under the **Pay Via** heading, select **National Clearing Code** if you will be using an ABA to effect the transfer, if not select **SWIFT** Code.
 - a. Depending on the transfer method selected, a **Lookup SWIFT Code** or **Lookup National Clearing Code** link will be displayed.
 - b. Search by Bank Name, SWIFT Code or National Clearing Code.

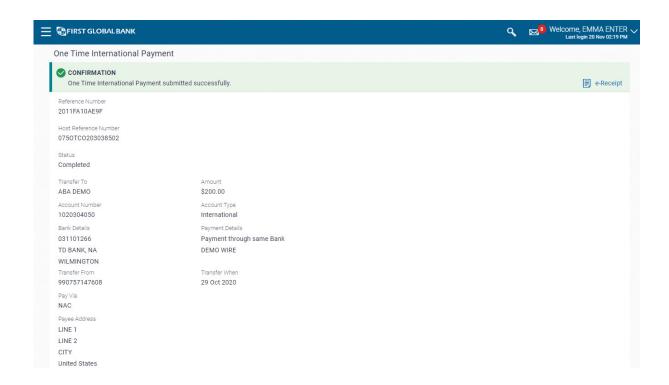


- 5. Select the debit account under the **Transfer From** dropdown menu.
 - a. Select transfer currency (CAD/EUR/GBP/USD) and enter transfer amount under the **Amounts** tab.
 - b. Under the **Transfer When** tab, select **Now** if you wish to process the transfer immediately or **Later** to process at a later date.
 - c. Under the **Correspondence Charges** tab, select **Remitter**.
 - d. If you are using an intermediary bank, select Yes under the Transfer via Intermediary Bank tab and enter the intermediary swift code. If an intermediary bank is not being used, select No.
- 6. Under the **Payment Details** tab, select **Payment through same** and enter purpose of the transaction. If additional information is needed, enter same under the **Narrative** tab.
- 7. Select **Pay**.

8. The **Review** screen will be displayed. Please peruse for accuracy and click **Confirm**.

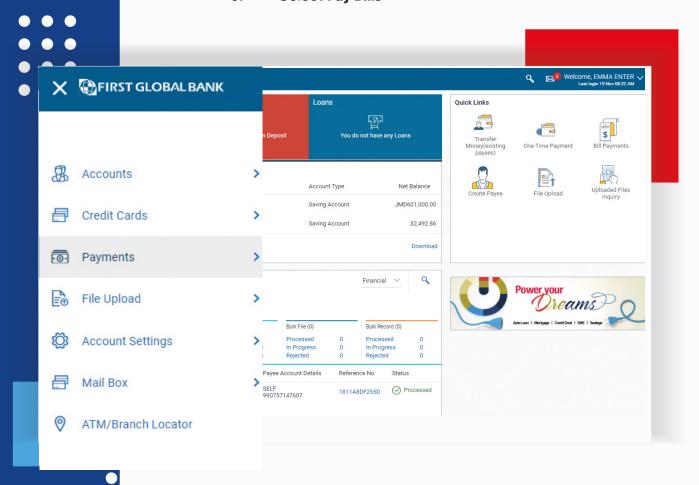


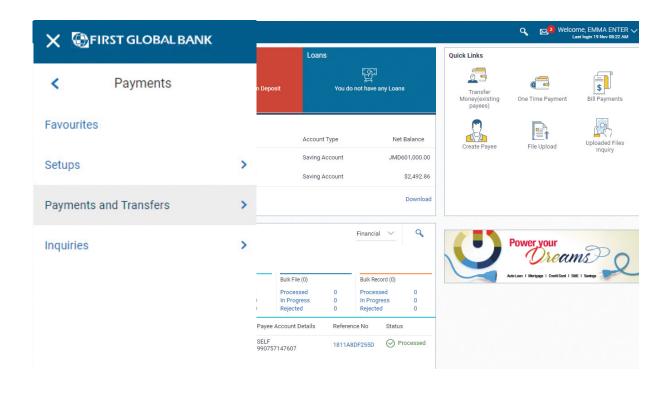
9. The **Confirmation** screen will be displayed.

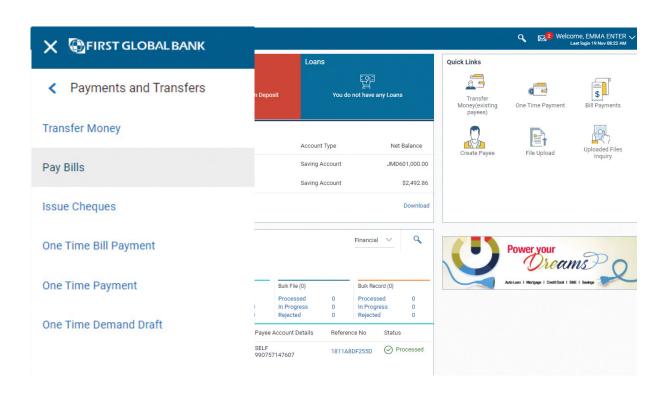


PAY BILLS

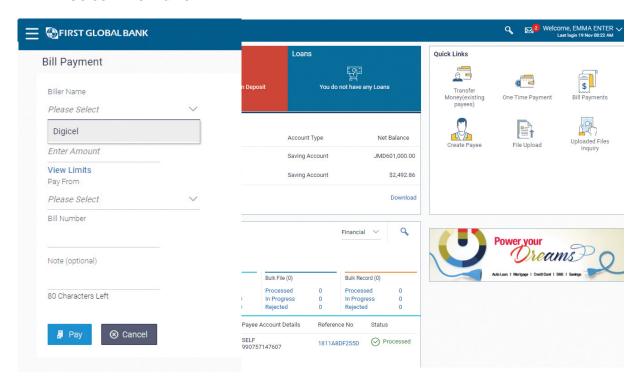
- 1. To make Bill Payments, in the Toggle Menu:
 - a. Select Payments
 - b. Select Payments and Transfers
 - c. Select Pay Bills



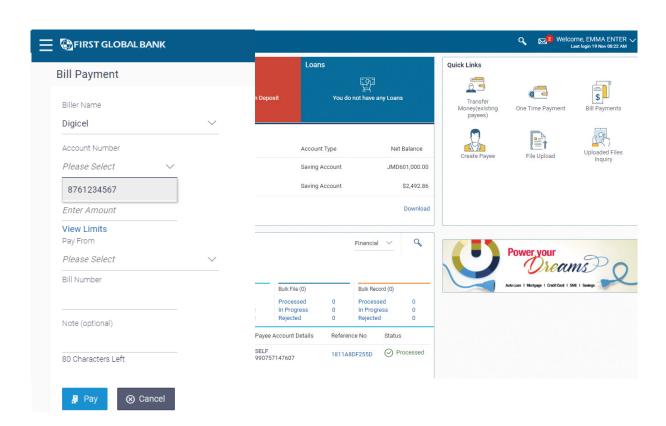




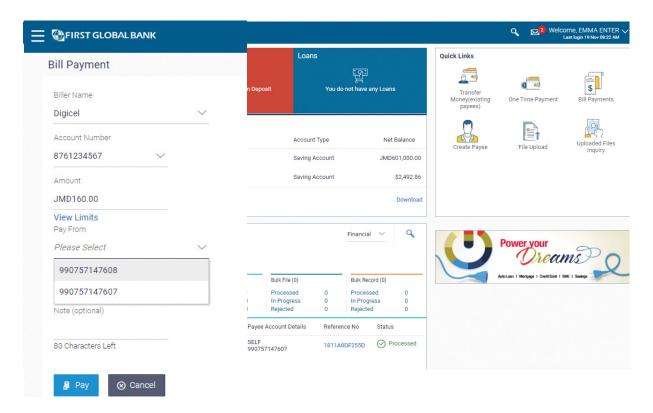
2. Select Biller Name.



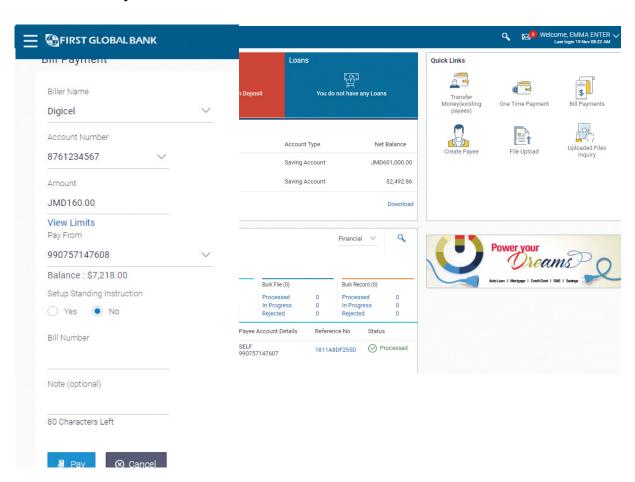
3. Select Account Number.



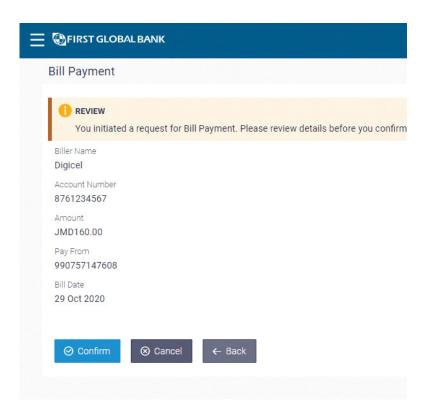
4. Enter Amount and select Source account.



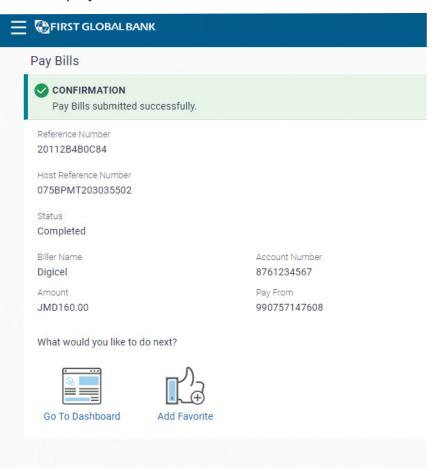
5. Select Pay.



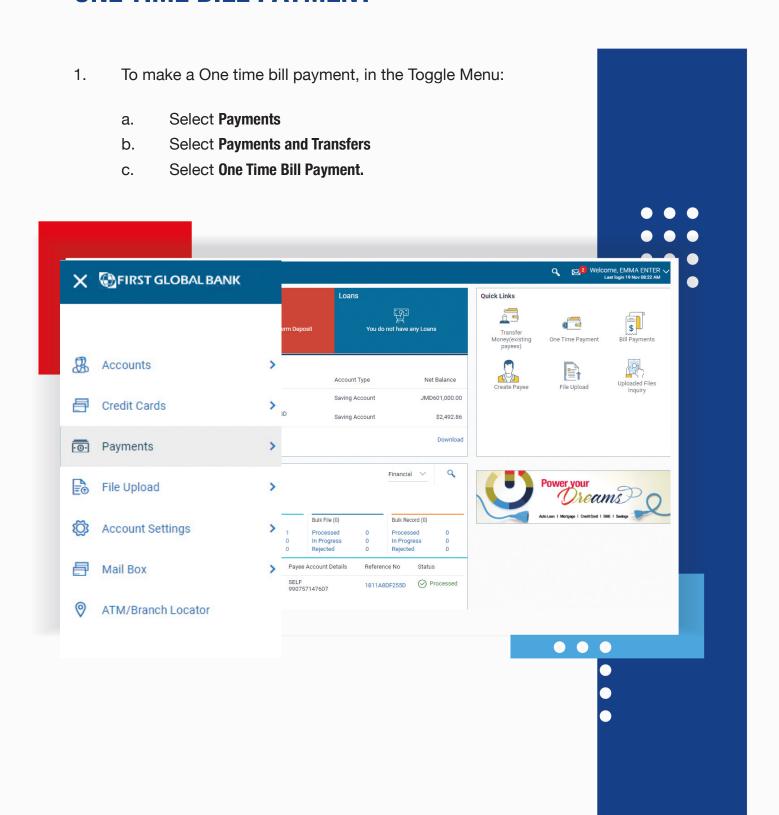
6. Review then **Confirm.**

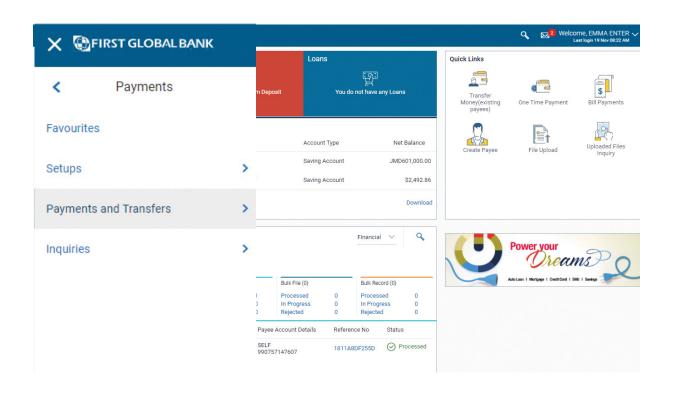


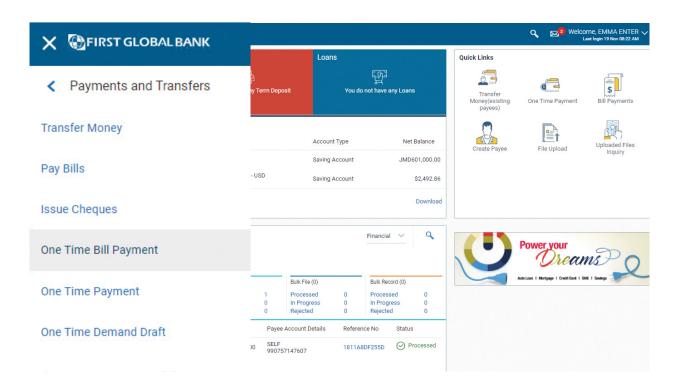
7. The **Cnfirmation Screen** will be displayed.



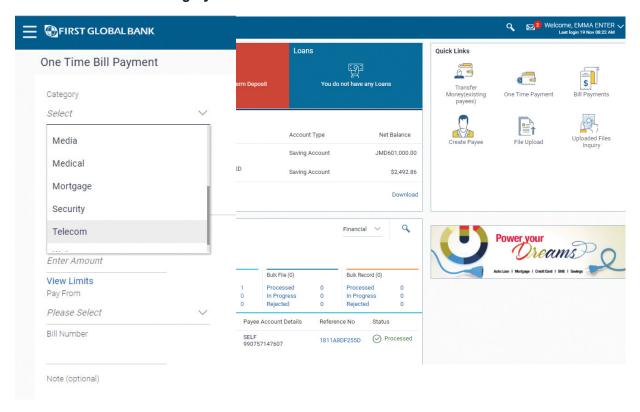
ONE TIME BILL PAYMENT



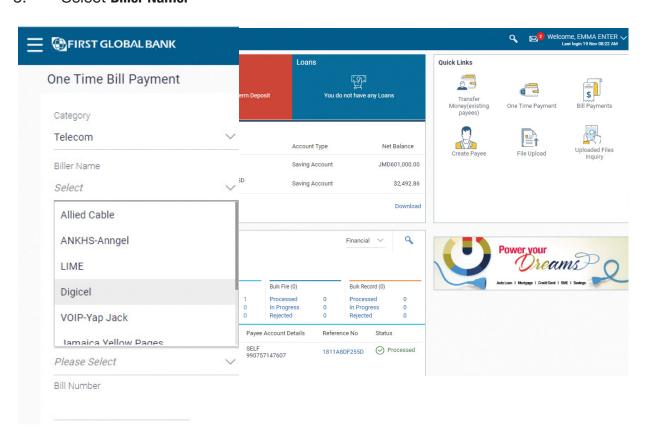




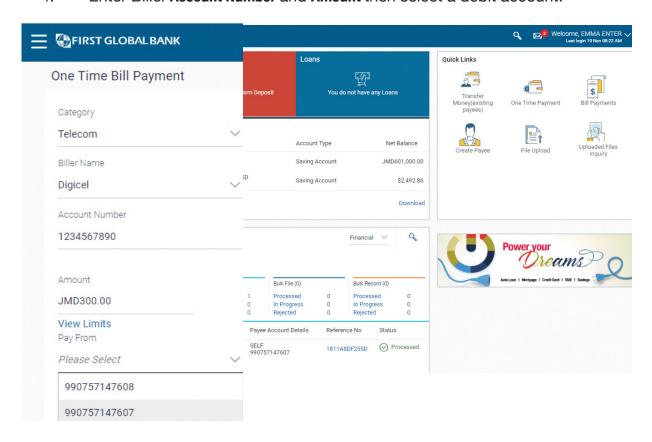
2. Select Biller Category.



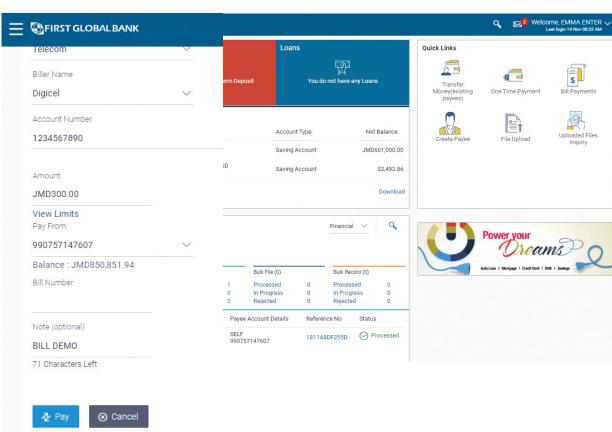
3. Select Biller Name.



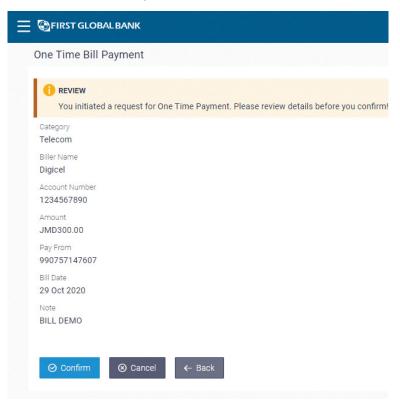
4. Enter Biller Account Number and Amount then select a debit account.

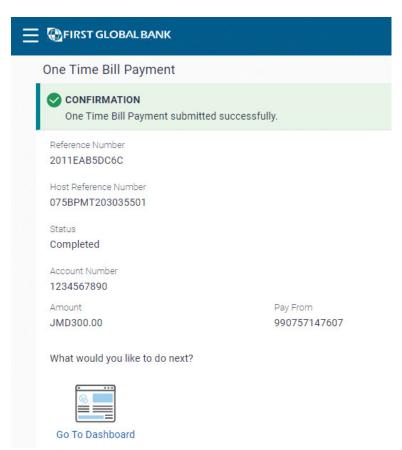


5. Select Pay.

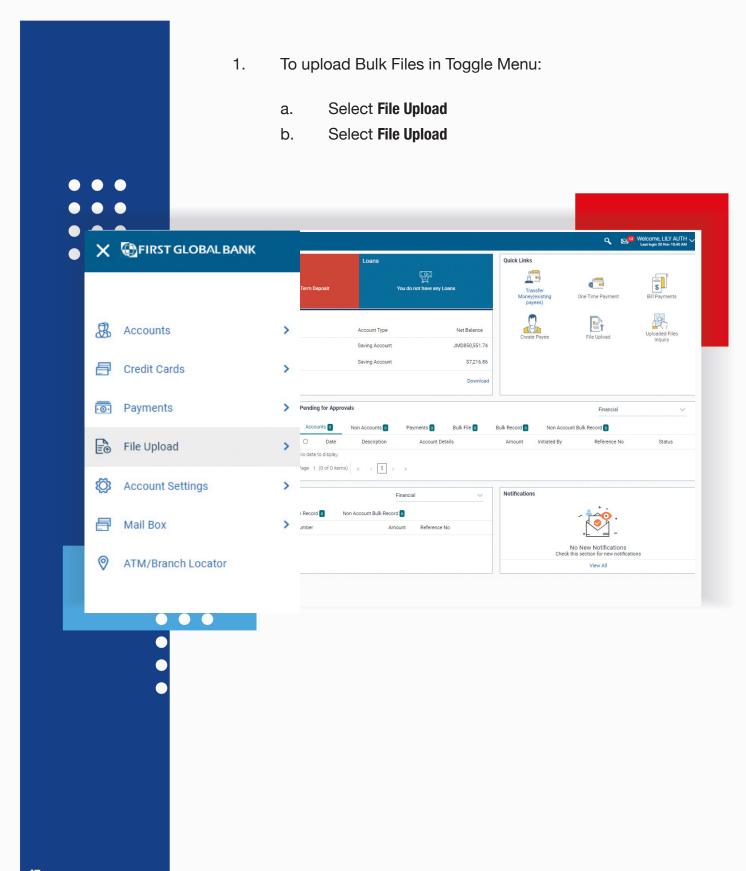


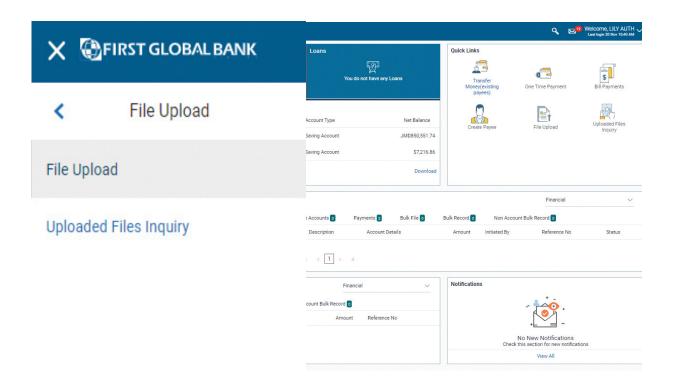
6. Review for accuracy then **Confirm**.



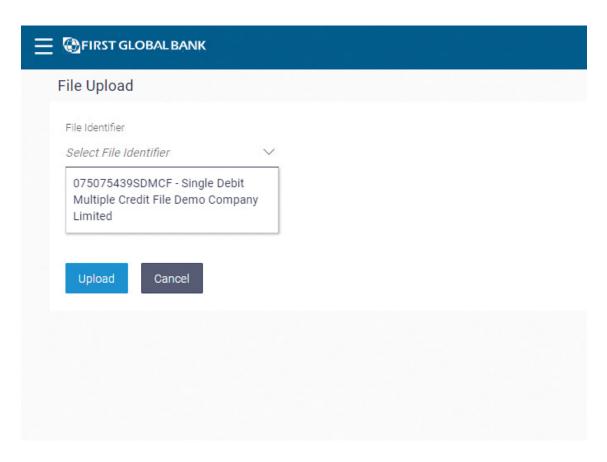


UPLOAD BULK FILES

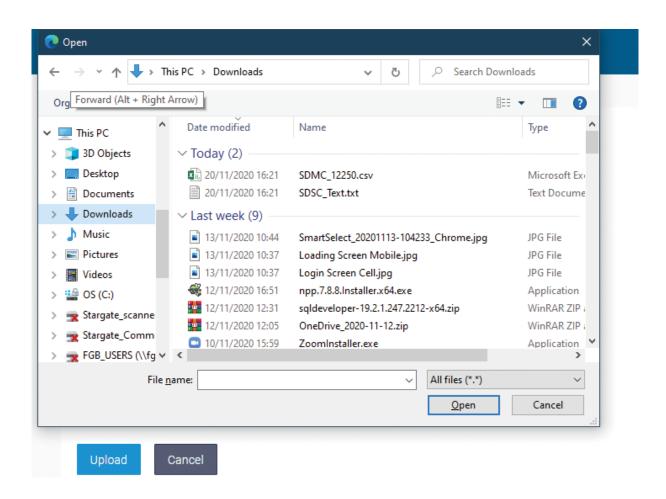




2. Select File Identifier.

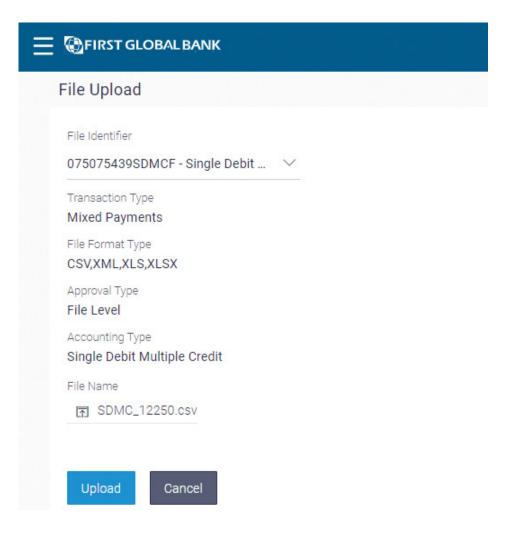


3. Click **Choose File** then select the file to be uploaded.



4. Select **Open.**

5. Click Upload.



6. A **Confirmation** screen will be displayed.

