



Business eBanking

Business eBanking Mobile App

For Android Devices

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Welcome to Business eBanking Mobile App.

As a Business eBanking user, you have the capability to stay connected with your business anytime, anywhere. The Business eBanking Mobile App offers the ability to view account balances and transaction history, transfer funds between Atlantic Union accounts, deposit checks, manage and pay bills as well as decision items related to wire transfer, ACH or Positive Pay.

If you need support at any point in time, please feel free to call us at 877.920.6888, Monday – Friday 8 am – 5 pm. We look forward to continue to support your business banking needs.

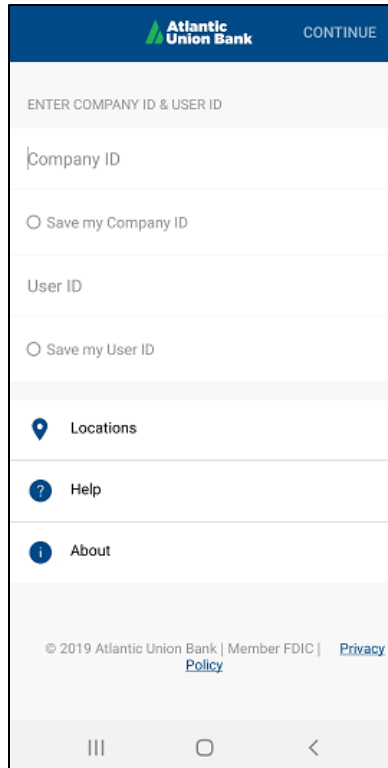
Downloading the Business eBanking Mobile App

- To start, download the “**Atlantic Union Bank Business**” mobile app from the [Google Play](#).



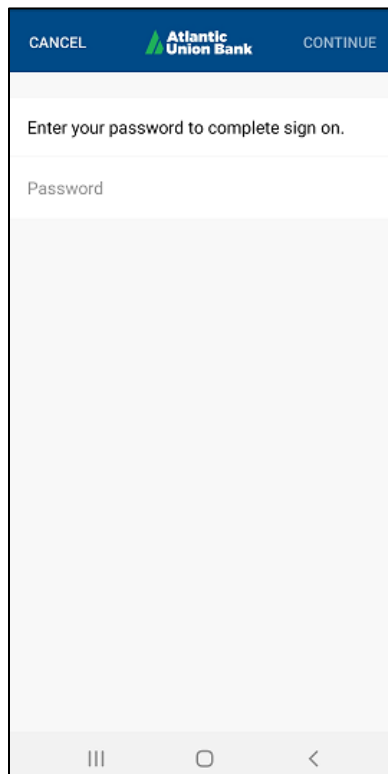
Login

- Enter the “**Company Id**” and the “**User ID**”.
- Select the “**Save my Company Id**” and “**Save my User ID**” radio buttons to save the Company Id and the User Id for the future login.



The screenshot shows the Atlantic Union Bank login interface. At the top, there is a blue header with the bank's logo and a "CONTINUE" button. Below the header, the text "ENTER COMPANY ID & USER ID" is displayed. There are two input fields: "Company ID" and "User ID". Below each field is a radio button option: "Save my Company ID" and "Save my User ID". At the bottom of the screen, there are three menu items: "Locations", "Help", and "About". The footer contains the copyright information: "© 2019 Atlantic Union Bank | Member FDIC | [Privacy Policy](#)". The bottom navigation bar shows the standard Android icons: a hamburger menu, a home button, and a back arrow.

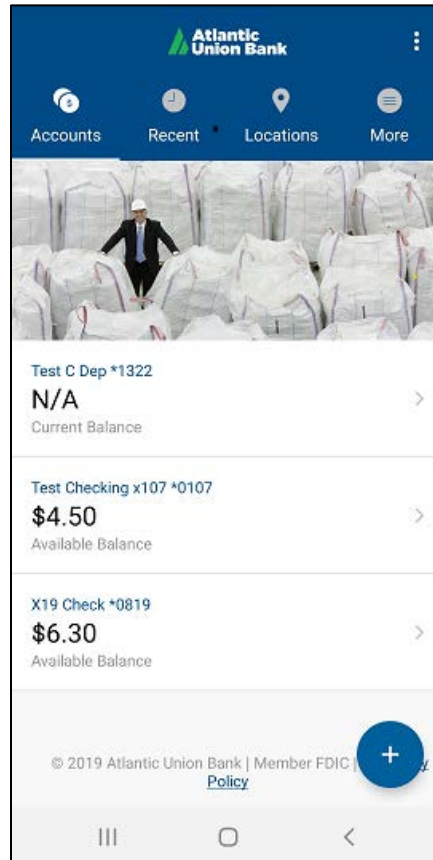
- Enter the password and the click on “**Continue**”



The screenshot shows the Atlantic Union Bank login interface for the password step. At the top, there is a blue header with "CANCEL" on the left, the bank's logo in the center, and "CONTINUE" on the right. Below the header, the text "Enter your password to complete sign on." is displayed. There is a single input field labeled "Password". The bottom navigation bar shows the standard Android icons: a hamburger menu, a home button, and a back arrow.

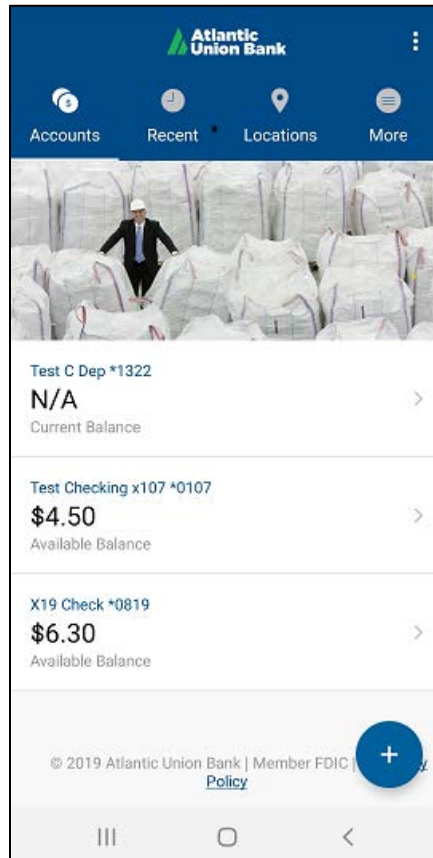
If you need support, please contact Corporate Services at 877.920.6888, Monday – Friday 8 am – 5pm.


- Once the login attempt is successful, the Account Dashboard screen appears and lists the user entitled accounts and their available balances.

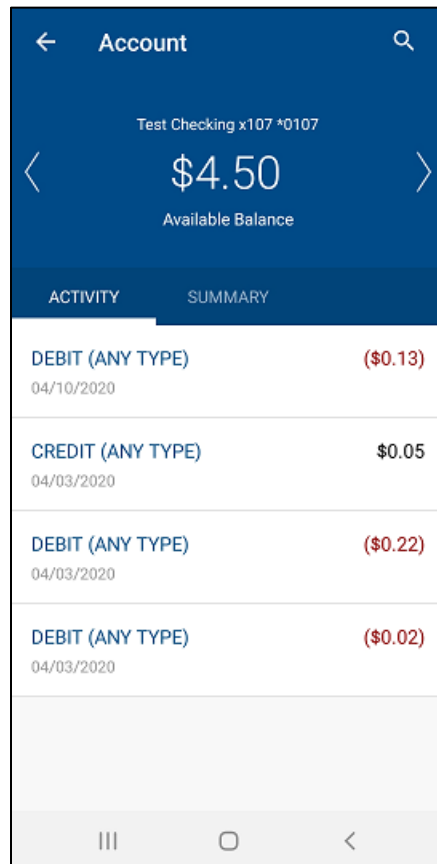


Accounts

- To view account transaction history, click on the right arrow next to the account on the Account Dashboard screen.



- The tab “**Activity**” will display the recent transaction history and the tab “**Summary**” will display the current balance. Click on any transaction to view the transaction details.
- To search for a transaction, click on the icon 



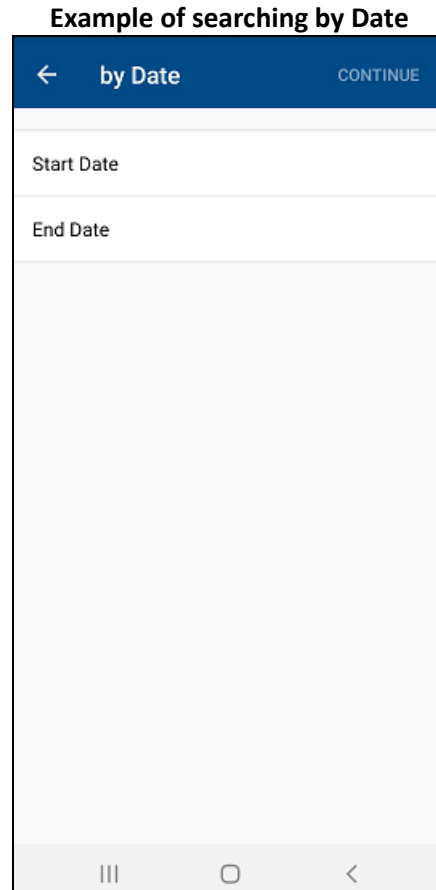
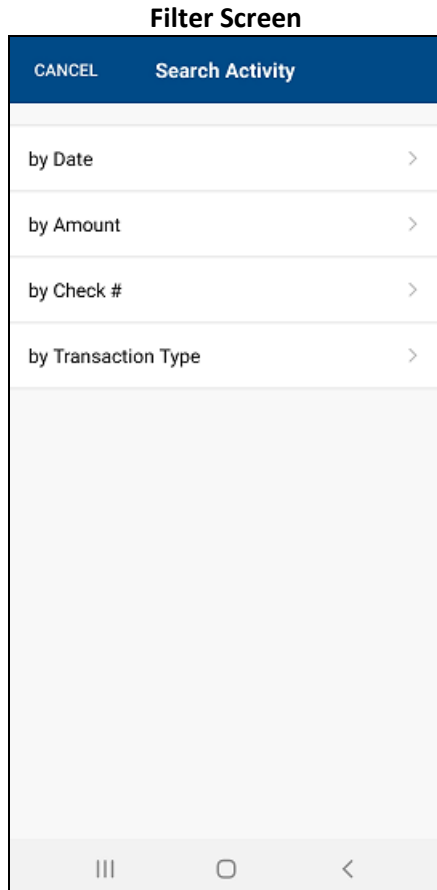
- Type the transaction description in the “**Search**” bar and then click on “**Search**” button.
- To search for a transaction with additional criteria, click on “**Filter**” link on the upper bar.

Search		FILTER
DEBIT (ANY TYPE)	(\$0.13)	
04/10/2020		
CREDIT (ANY TYPE)	\$0.05	
04/03/2020		
DEBIT (ANY TYPE)	(\$0.22)	
04/03/2020		
DEBIT (ANY TYPE)	(\$0.02)	
04/03/2020		

The **“Filter”** screen will prompt the user with four options to search by:

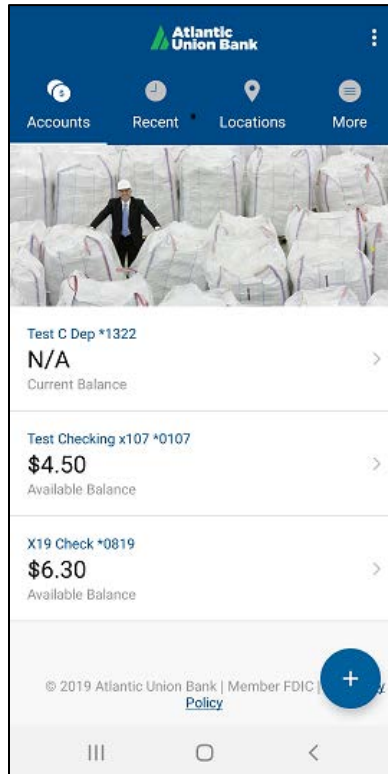
- By Date
- By Amount
- By Check #
- By Transaction Type

Click on the required criteria, set the criteria and then click **“Continue”**

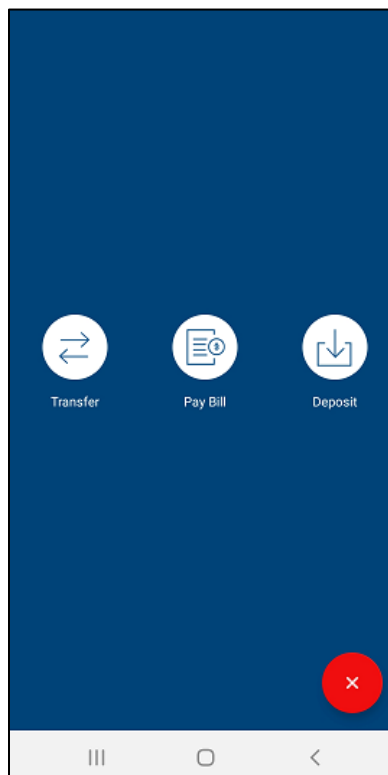


Internal Transfer

- Click on the + icon on the Account Dashboard screen



- Click on “Transfer” option



- Complete the following steps:
 - Select the **“From Account”**.
 - Select the **“To Account”**.
 - Enter the amount to be transferred in the **“Amount”** field
 - Click on **“Continue”**

← Transfer CONTINUE

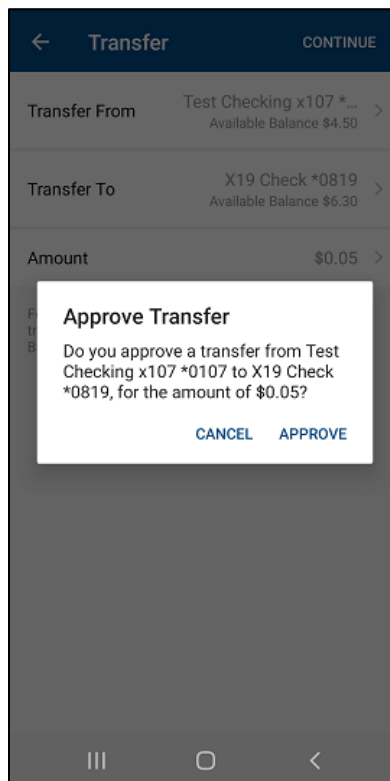
Transfer From >

Transfer To >

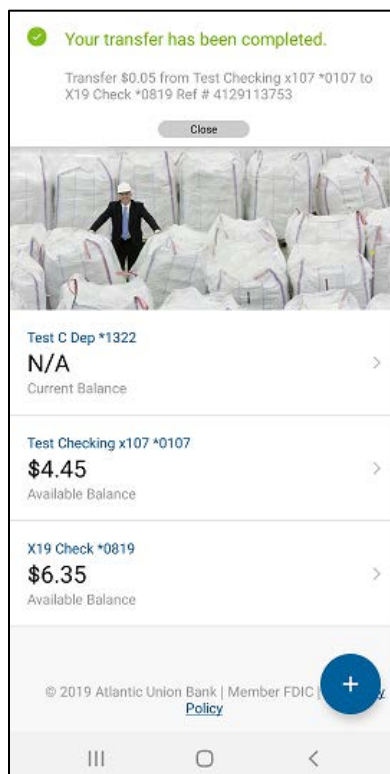
Amount >

For information on cutoff times and the times when transfers are processed, see the Business Online Banking Agreement in our Terms and Conditions.

- To approve the transfer, click on **“Approve”**.



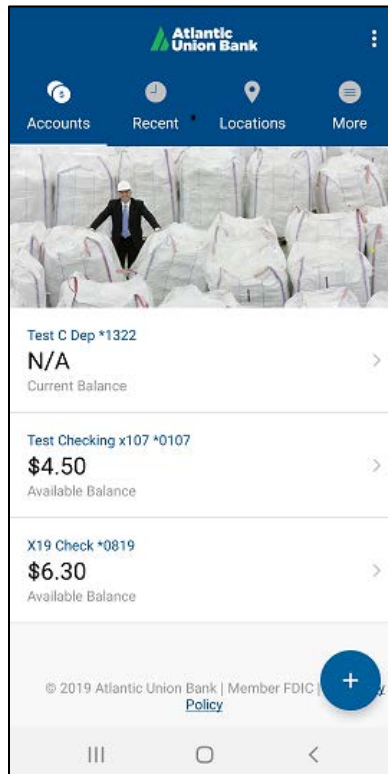
- Once the transfer completed successfully, the app will prompt the message **“Your Transfer has been completed”**.



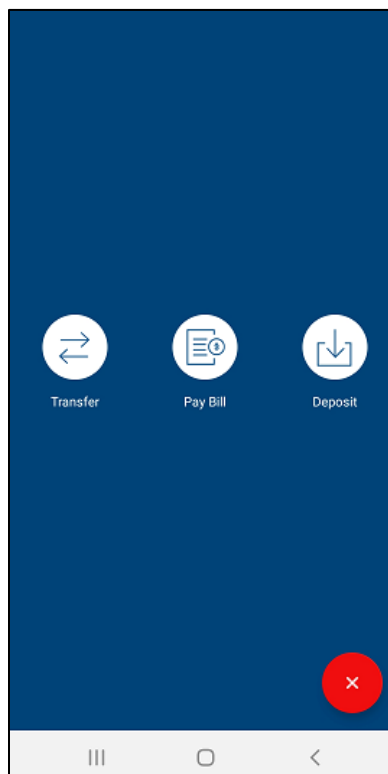
If you need support, please contact Corporate Services at 877.920.6888, Monday – Friday 8 am – 5pm.

Mobile Check Deposit

- **Note:** The user will need to have entitlements to “**Mobile RDC**” to use Mobile Deposit
- Click on the + icon on the Account Dashboard screen



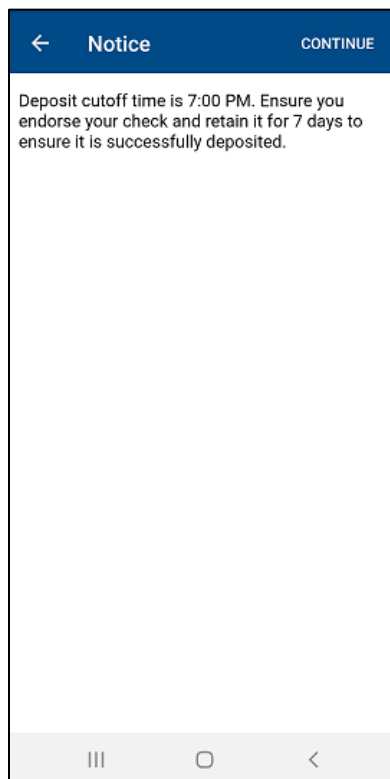
- Click on “**Deposit**” option



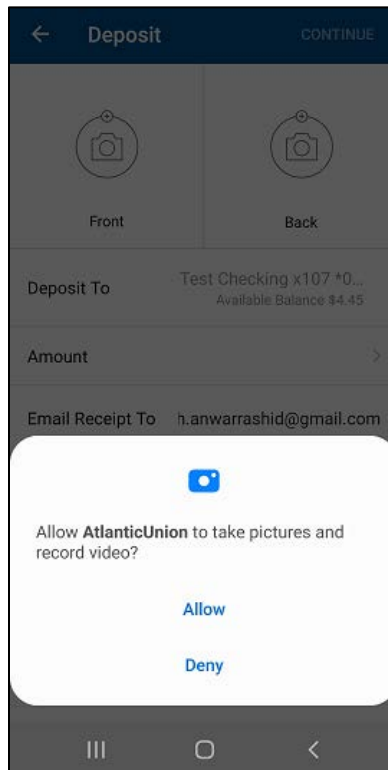
- Follow the instructions provided on screen and then click on **“Continue”**



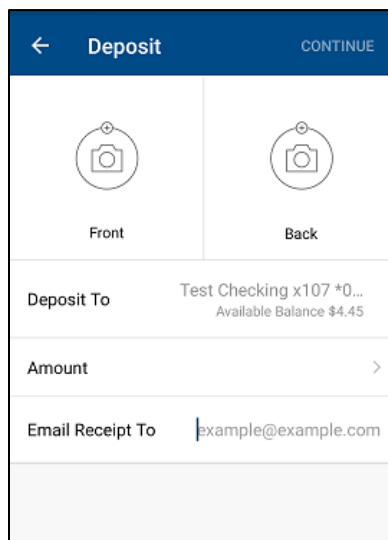
- Read the notice and then click on **“Continue”**



- The app will prompt the message “**Allow AtlanticUnion to take pictures and record video**”. Click on “**OK**” to allow the app to capture the check images.

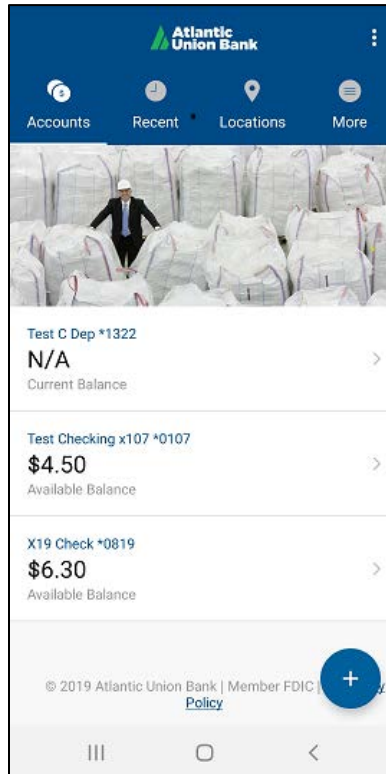


- Complete the following steps:
 - Click on “**Front**” to capture the front side of the check
 - Click on “**Back**” to capture the back side of the check
 - In the “**Deposit To**” field, select the account into which the funds will be deposited
 - Enter the check amount in the “**Amount**” field.
 - Enter the email address in the “**Email Receipt To**” to get a notification when the check is processed.
 - Click on “**Continue**” to proceed with depositing the check.

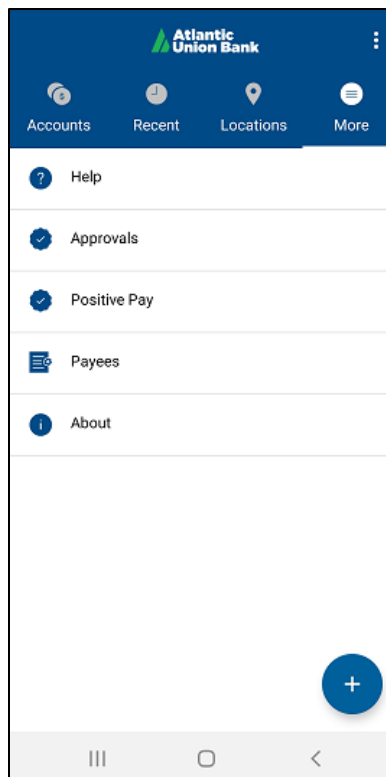


Approving Wire and ACH Transactions

- Click on the “**More**” icon on the Account Dashboard screen



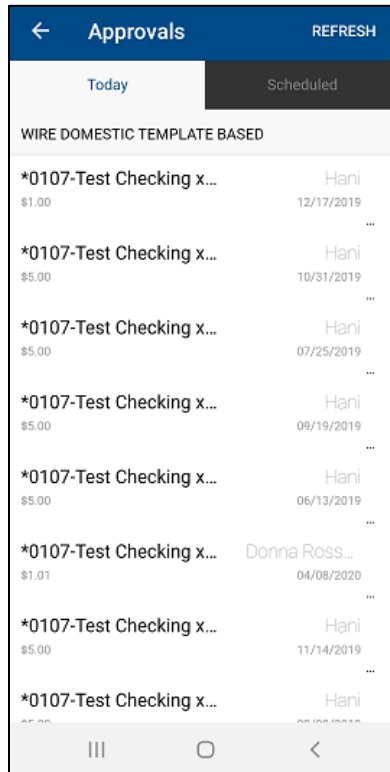
- Click on the “**Approvals**” option.



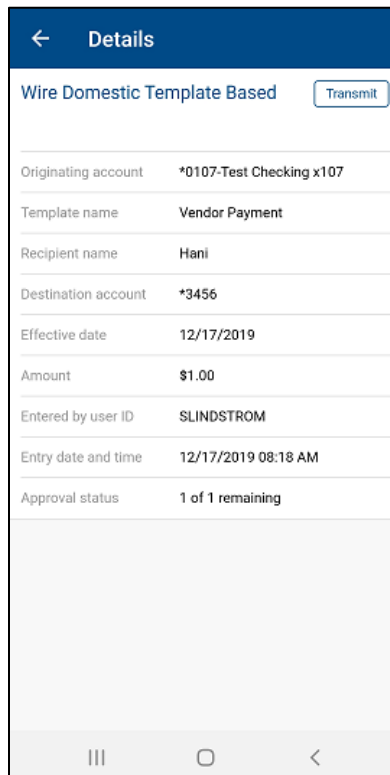
- The app will display the list of all ACH and Wire transaction that require approval.

If you need support, please contact Corporate Services at 877.920.6888, Monday – Friday 8 am – 5pm.

Click on the transaction that needs to be approved.



- View the details of the transaction and then click **“Transmit”** to approve the transaction



- Enter the “**Passcode**” generated by the Hard Token or the Soft Token and then click on “**Continue**”.

← Passcode SUBMIT

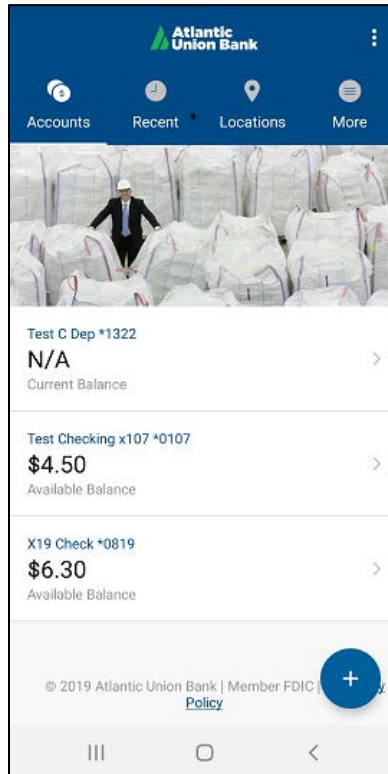
Enter Passcode

Passcode

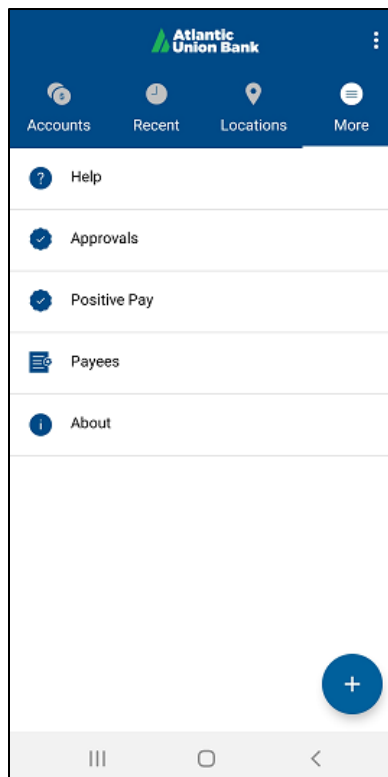
The activity you have requested requires the entry of a secure passcode.

Approving Positive Pay Exception Items

- Click on the “**More**” icon on the Account Dashboard screen

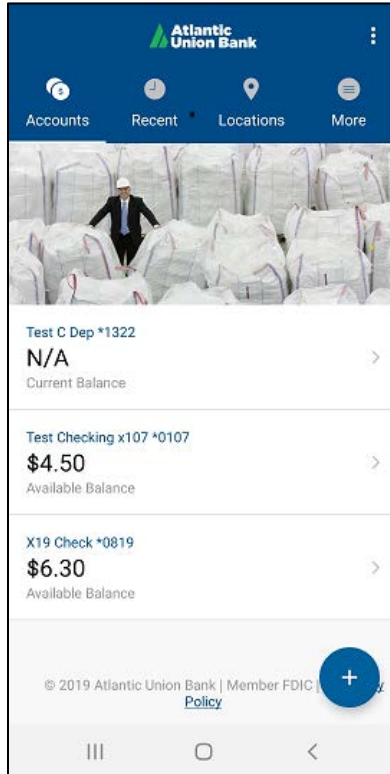


- Click on the “**Positive Pay**” option.

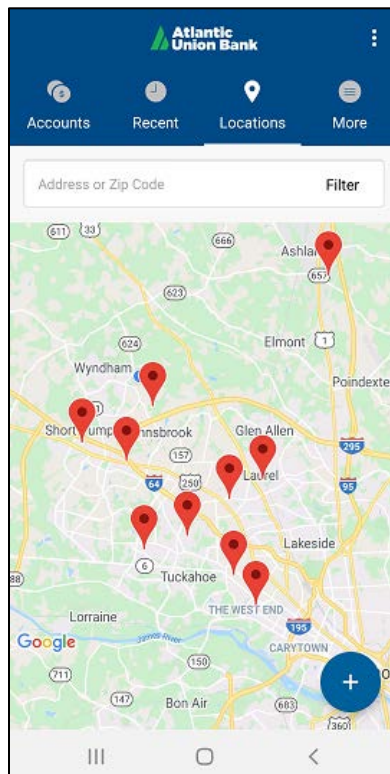


Locations

- Click on the “**Location**” item in the bottom bar.

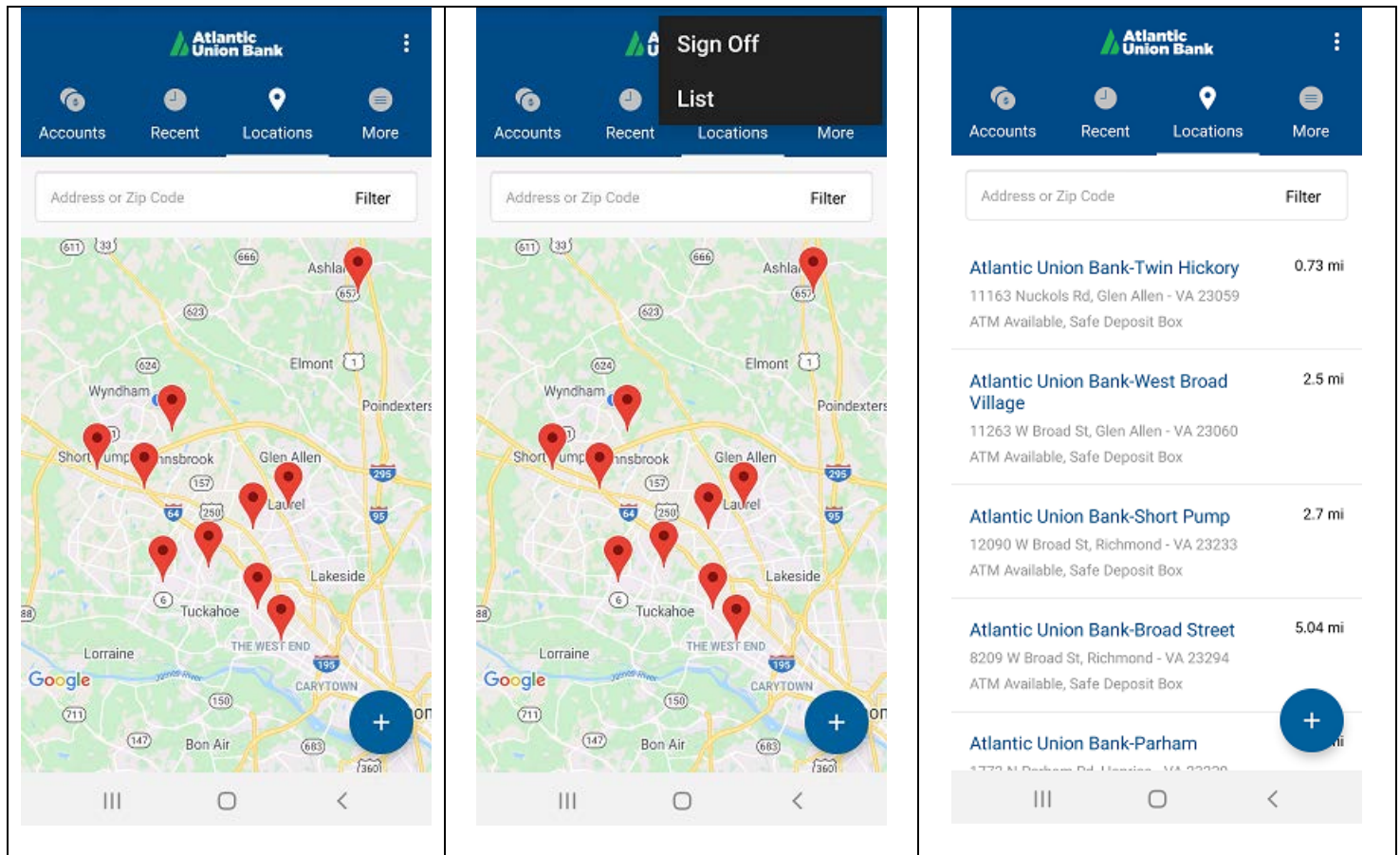


- The app by default will display the nearby locations.
- To search for a specific location, enter the required address or the zip code in the “**Address or Zip Code**” search bar



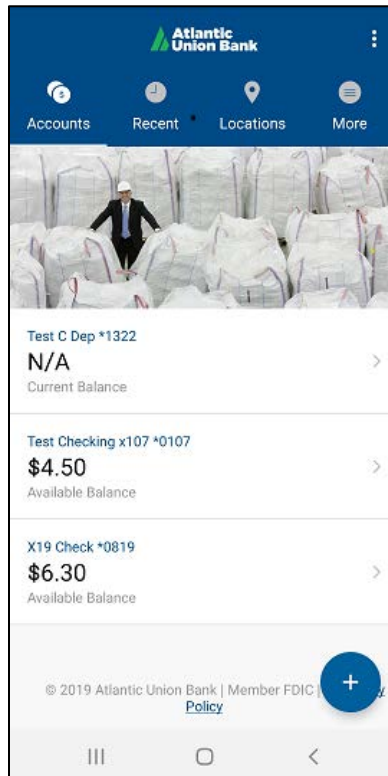
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- To view the location in a list format, click on the link “List” in the upper bar

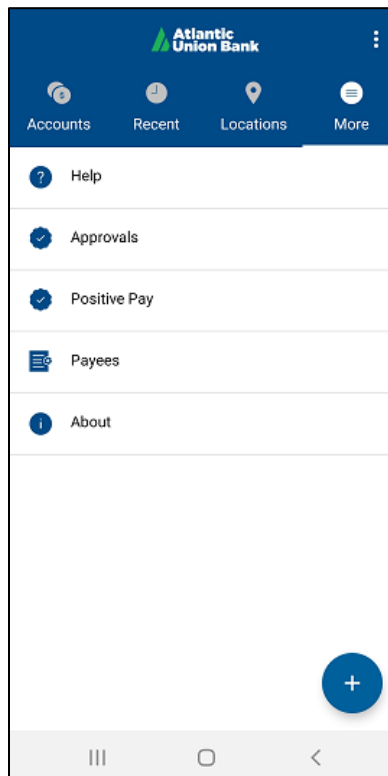


Help

- To get help with the mobile app functionalities, click on the “**More**” icon on the Account Dashboard screen



- Click on the “**Help**” option.



- The screen will show the Atlantic Union Bank contact details and the ability to click on the right arrow to view Frequently Asked Questions for different functions.

