COMMERCIAL ONLINE BANKING USER GUIDE
To access the new Business Online Banking (on or after Sept. 16), navigate to the home page of The Bank of Tampa's website: [www.thebankoftampa.com](http://www.thebankoftampa.com). At the top right corner of the homepage, hover over the “Account Login” button and then click on “Commercial Online Banking.”
Please use your current user-name and password to access the new commercial online banking platform for the first time.

If logging in for the first time, the system will ask you to establish a profile and set up a security questions. The profile is used to help authenticate your identity and provide an address where your bank can send your new log in credentials, if they are needed. To complete the profile, enter your mother’s maiden name.
If you are a token user, you can also update your PIN within the profile section of the portal.

**Profile**

**PIN**

Your Personal Identification Number, or PIN, helps prevent unauthorized people from logging into online banking or performing certain actions like making payments. You might also be asked to change it periodically to keep your accounts secure.

Complete the following to change your PIN:

- **Current PIN** *
- **New PIN** *
- **Confirm New PIN** *

* Indicates required field

**Save** **Cancel**

Additionally, you can edit your password and update your challenge questions within the profile section of the portal.

**Profile**

**Password**

**Challenge Questions**

Email

Dtorhune@Bankoftampa.com
The homepage will show you a high-level overview of your accounts.

To view a full detail of your accounts, click on the “Accounts” button at the top of the page. You can also access the Payments & Transfers, Checks & Deposits from the main navigation. For added convenience, you can access and manage internal transfers and ACH* transactions directly from the homepage.

* This feature is only available to clients that utilize The Bank of Tampa’s ACH services.
To change the accounts you view on the homepage, click on the “Accounts” button. You can move accounts up or down by clicking on the “Move” button and choose which accounts you see on the homepage, by clicking on the checked boxes next to “Show On Home.”

To manage payments and transfers—and to manage internal, ACH and wire transfers—click on the “Payments & Transfers” button in the top naviga-
Within the home page of Commercial Online Banking, you can use the “Review” section to view wires and ACH’s that are pending approval. Additionally, you can use the “Issued” section to view wires, ACH’s and internal transfers that have occurred.
To review your 10 most recent transactions, click on the “Recent” button to the right of your available balance. To view a list of your accounts with a balance, click on the “Edit Accounts” button above your account overview.

To view a detail of each of your accounts by display group, click on the “Account” button at the top.
Click on the account nickname to view details, transactions, etc.

Once in the transaction view, you can view what is pending or posted, search all transactions, use the check image viewer and print a full detail of your transactions.
Under the accounts section, click on the “Documents” button to view monthly statements. By clicking on the “Download” tab, you can download transactions into Excel, CSV, Quickbooks, Quicken or Microsoft Money.
To set up a reoccurring transfer, click on the “Payments & Transfer” button.

Use the guide below to enter your To Account, From Account, Date, Frequency, Amount and Description, along with the desired frequency.
Once you set up a reoccurring transfer, you can manage and edit in the platform.

### Issued Transfers

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Amount</th>
<th>Date</th>
<th>Frequency</th>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONLINE BANKING 12</td>
<td>ONLINE BANKING 99</td>
<td>0.01</td>
<td>May 30, 2019</td>
<td>Weekly</td>
<td>Approved</td>
<td>Testing BOB 5.0</td>
</tr>
<tr>
<td>SHOW details</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ONLINE BANKING 12</td>
<td>ONLINE BANKING 99</td>
<td>0.01</td>
<td>Jun 96, 2019</td>
<td>Weekly</td>
<td>Approved</td>
<td>Testing BOB 5.0</td>
</tr>
<tr>
<td>SHOW details</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
To initiate a new wire select the “Wire*” tab under “Payments & Transfers.”

You can also access the “Wire” templates shortcut from the homepage of Commercial Online Banking.

* This feature is only available to clients that utilize The Bank of Tampa’s wire services.
On the “Checks & Deposits” tab, you can place stop payments and access positive pay.
Clients can view their stop payments details on the bottom of the page.

<table>
<thead>
<tr>
<th>Check Number</th>
<th>Amount</th>
<th>Payee</th>
<th>Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show details</td>
<td>104</td>
<td>2.50</td>
<td>Test B08 6.0 Jan 22, 2020</td>
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<tr>
<td>Hide details</td>
<td>100-103</td>
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<td>225.56</td>
<td>Bank OfTampa Jan 25, 2020</td>
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<tr>
<td></td>
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