

Date	Description	Amount
02/25/2005	General Business Dep	25.00
02/25/2005	General Business Dep	25.00
02/25/2005	General Statement	25.00
02/25/2005	Trans	25.00
02/25/2005	Search	25.00
02/25/2005	Search	25.00
02/25/2005	DEPOSIT	75.00
02/25/2005	DEPOSIT	75.00
02/25/2005	DEPOSIT	75.00
02/27/2005	DEPOSIT	20.00
02/27/2005	DEPOSIT	20.00
<b>Total</b>		<b>(4) 192.00 (4) 286.00</b>

**ACCOUNTS TAB (continued)**

- Select “search” in the Transaction drop-down to research specific transactions and **export** your information to your accounting software
- **Stop Payments:** Provides a complete list of all stop payment features including a list of stop payment items associated to the account, stop payment search and the ability to issue a stop payment.
- **Documents:** View account statements and notices.

**BILL PAY**

FORUM provides Bill Payment through iPay Technologies. The Bill Pay service may be accessed by the link on the footer of any page within Business Online Banking, or on the Business Online Banking web page. Both a User ID and Password are required to access the Bill Pay site. The Bill Pay site does not automatically synchronize passwords with Business Online Banking. You may choose the same password for both sites.

**QUESTIONS**

Please contact a FORUM Member Service Representative at (317) 558-6000, option 3, or (800) 382-5414



**Business Online Banking**

**Quick Reference Guide**



PO Box 50738  
 Indianapolis, IN 46250  
 (317) 558-6000  
[www.forumcu.com](http://www.forumcu.com)

Welcome to FORUM's Business Online Banking. Within your office you will be able to easily view up to the minute account activity and balances, initiate transactions, place stop payments, view check images and view statements.

## SYSTEM REQUIREMENTS

Business Online Banking is compatible with Internet Explorer 5.5 (or greater)

## HOW TO SIGN ON

Go to forumcu.com. Click on Business Services, and then click on Business Online Banking. You will be directed to the Business Online Banking Web page. Here you will find important announcements, helpful documents, and links. You will also see the button to sign into Business Online Banking.



Enter your access ID and password to enter the site.

If this is the first time you are logging into the site, or if your password has been

reset, you will be prompted to choose a new password. Passwords must be at least four characters, and can be alphabetic and/or numeric. Alphabetic characters are case sensitive.

## BUSINESS ONLINE BANKING ALLOWS YOU TO:

- Review current and anticipated balances for all accounts
- View check images and account history
- View account statements, loan payment notices, and account transfer confirmations
- Transfer funds between your FORUM business accounts
- Set up reoccurring transfers
- Make loan payments and access your line of credit
- Initiate and view stop payments
- Export transaction information into your accounting software
- Set up additional users with specific access levels

## MENU BAR

A menu bar is located at the top of each screen, directly under the FORUM logo. A drop-down will appear whenever you put your cursor over one of the menu options. The menu bar is organized as follows:

## SUMMARY

Provides current and available balance information on all accounts. Clicking on an account nickname will bring up a sub-menu specifically for that account. (See the accounts tab information below for further explanation.)

## ACCOUNTS

Provides a drop-down list of all accounts assigned to your user. A sub-menu will be displayed when you select one of the accounts. See below.

## FUNDS MANAGEMENT

Provides the ability to transfer between accounts set up under your access ID.

Select "Transfer List" to initiate a transfer. Then select "Internal Transfer." Complete the Issue Transfer section and click the "Submit" button to initiate the funds transfer.

Transfers Issued will show scheduled transfers that you have issued.

## ADMINISTRATION

Allows you to set up additional users, change account nicknames, and set up repetitive fund transfer templates.

## REVIEW

If you have set up additional users, this section allows you to review, approve, or delete a transfer prior to processing.

## ACCOUNTS TAB

Once a specific account is accessed, a sub menu is displayed under the main menu bar. This sub menu gives you further options including **Balances, Transactions, Stop Payments, and Documents** for the specific account selected. The balances tab is the first screen displayed when a specific account is selected.

- **Balances:** Shows average, anticipated, and available balance information for deposit accounts. Shows balance, interest, and payment information on loan accounts.
- **Transactions:** Detail view of all transaction activity pertaining to the specified account. Options include: Current Business Day (transactions posting on today's business date), Previous Business Day (transactions posted on the previous day), Current Statement (current month's activity), Previous Statement (previous month's activity), Menu, and Search.
- When viewing detailed transaction information you may click on a column heading to sort the data in ascending or descending order. Click on a check number to view the **check image**.

