

Treasury Gateway Getting Started Guide



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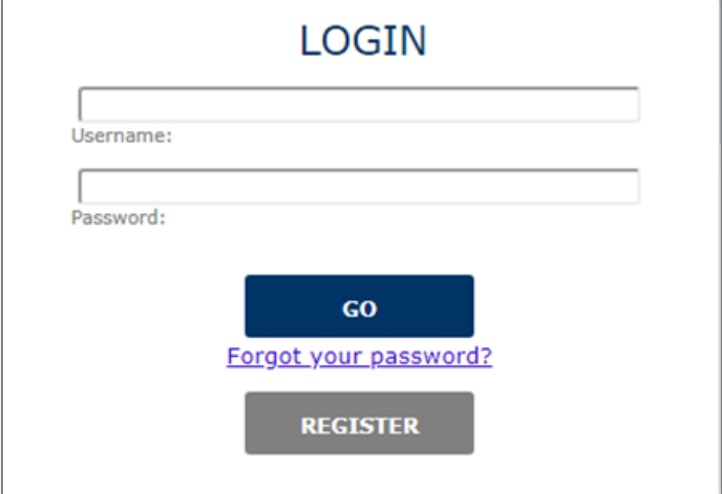
Treasury Gateway® provides an efficient and more secure way to manage your business' financial information through a convenient single access point for your online banking services.

This Guide describes how to enroll in Treasury Gateway and access the LANDING PAGE.

Login Procedures

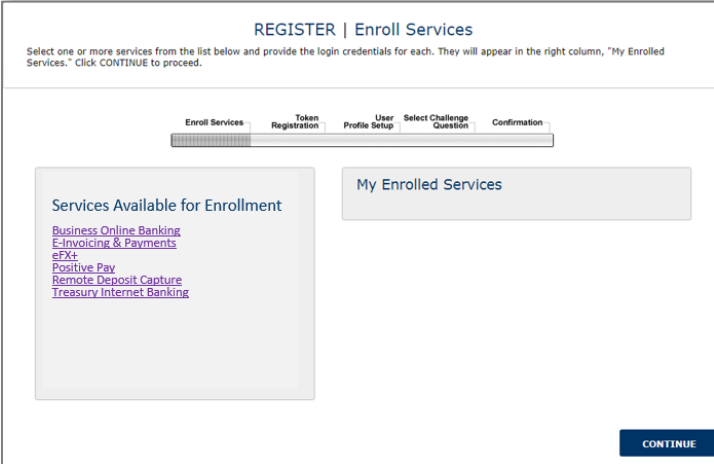
Access Treasury Gateway from the convenient Corporate Login link found on the bank's web site.

Choose the [Register](#) option to begin the enrollment process.



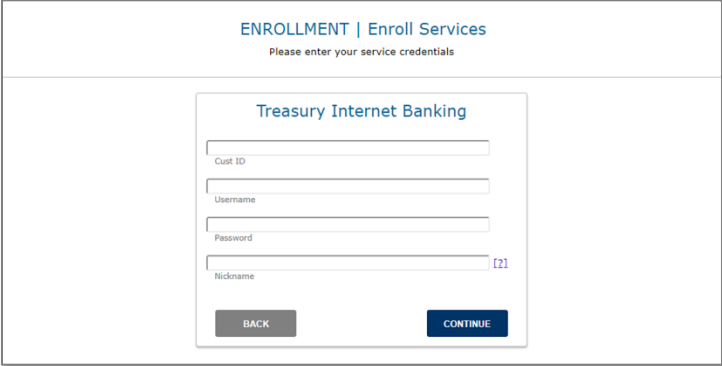
A list of [Available Services](#) is displayed on the left-hand side of the screen.

- Select the [Service](#) you would like to enroll.
- Click [Continue](#) to proceed.



Enter the user [login credentials](#) provided by your bank representative or company administrator. The login fields vary, depending on the service selected.

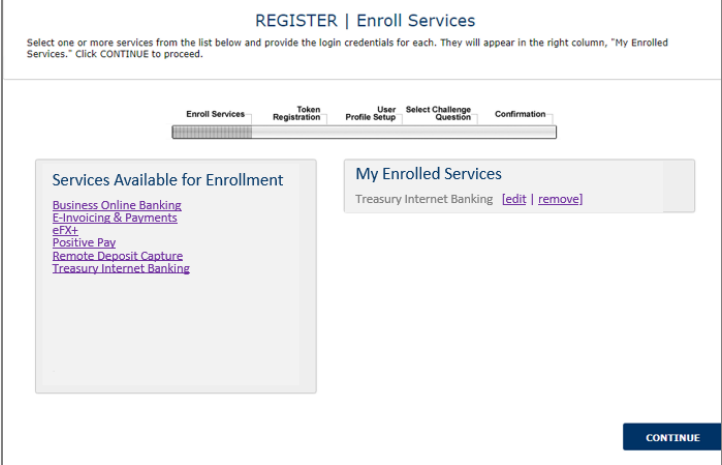
Click [Continue](#) to proceed.



Upon successful entry of your user login information, the newly enrolled service is listed on the right-hand side of the screen in the [My Enrolled Services](#) section.

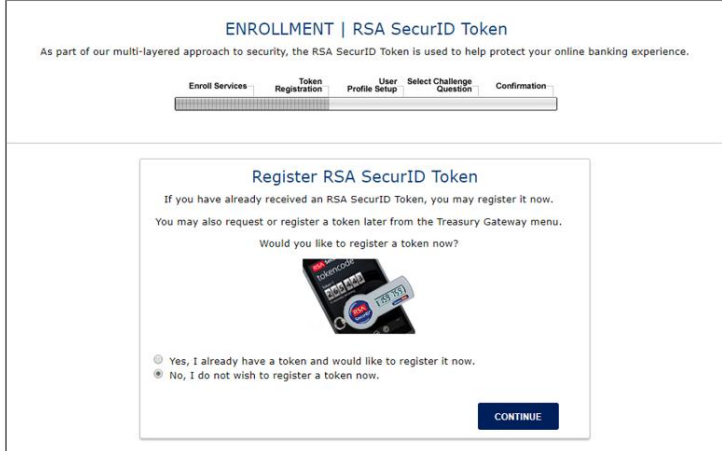
From this page, you can [enroll additional services](#) to your Treasury Gateway profile. Simply select a from the [Available Services](#) list and enter your user login information.

When you have completed enrolling services, click [Continue](#) to proceed.



If you have received an RSA SecurID® token, you may register it now. Tokens are required for client administrators and all users with money movement permissions.

- Select [No](#) and [Continue](#) to bypass token enrollment.
- Select [Yes](#) and [Continue](#) to navigate to the token registration screen.



On the **TOKEN REGISTRATION** page, enter the token serial number in the fields provided. The serial number is found on the information screen of the RSA SecurID® Electronic Token application or embossed on the back of the Hardware Token device.

- Click Cancel to return to previous screen without registering a token.
- Click Continue to proceed with token registration.

On the **ACCOUNT SETUP** screen, create a unique Treasury Gateway Username and provide additional profile information. The fields marked with an asterisk are required.

- Your Username can be any combination of letters or numbers, (minimum of 8 characters), but must be unique (no other users can share the same name) and cannot contain any special characters such as *, or %. It is not case sensitive.
- Select and confirm your Password (minimum of 8 characters).
 - Your password must contain both a letter and a number, but cannot contain your username, first or last name, the word “password”, or the following characters: - < > %
 - The password is case sensitive.
- Enter the remaining Profile details: name, company name, email address and phone number.
 - Your email address is used for system security alerts and with the convenient Forgot Password option to automatically send you a temporary password if you have forgotten your password.
 - Your email may also be used by the bank to provide important communication from the bank on system enhancements or changes.
- Click Continue to proceed.

On the SECURITY QUESTION page, select and answer three questions.

Click [Continue](#) to proceed with the enrollment process.

ENROLLMENT | Security Questions

Select three Questions from the options below and enter your Answer to each Question. These Questions may be used for additional identification.

Enroll Services | Token Registration | User Profile Setup | **Select Challenge Question** | Confirmation

Select Questions and Enter Answers

Question 1

What was your high school mascot?

Question

Answer

Question 2

In what city were you married? (Enter full name of city)

Question

Answer

Question 3

What is the last name of your first grade teacher?

Question

Answer

CONTINUE

Verify your information on the CONFIRMATION page.

- Click [Edit](#) to make changes.
- Click [Continue](#) to save the information.

ENROLLMENT | Treasury Gateway® Confirmation

Review your profile below. Click **Confirm** to save the information or **Edit** to make additional changes.

Enroll Services | Token Registration | User Profile Setup | Select Challenge Question | **Confirmation**

Please Confirm

Portal Profile

Username imatuser
First Name Ima
Last Name User
Company Name Three Hour Cruises
Email Address ima.user@3hrcruises.com
Phone Number 1 (713)555-1212
Phone Number 2 -

Enrolled Services

Treasury Internet Banking

Security Questions

Question 1 What was your high school mascot?
mascot

Question 2 In what city were you married? (Enter full name of city)
married

Question 3 What is the last name of your first grade teacher?
teacher

EDIT CONTINUE

After successfully creating your Treasury Gateway Username, the TREASURY GATEWAY LOGIN page is displayed.

Enter your new [Username](#) and [Password](#) credentials and click [Go](#).

- During the Treasury Gateway login, you may be asked one of your Security Questions or prompted to enter your 6-digit tokencode, if applicable.
- Provide the requested information and click [Continue](#) to proceed.

LOGIN

Username:

Password:

GO

[Forgot your password?](#)

REGISTER

Landing Page

Upon successful login, the TREASURY GATEWAY LANDING PAGE is displayed.

To get started:

- Click on one of your enrolled [Services](#); or
- Review the [USEFUL RESOURCES](#) menu; or
- Choose one of the [MAINTENANCE](#) options.

Click [Log Out](#) to end the session.

The screenshot shows the Treasury Gateway Landing Page. At the top, there is an "Announcements" section with a message about optimizing cashflow and streamlining disbursements. Below this, there are two tabs: "Useful Resources" and "Maintenance". To the right of these tabs is a "LOG OUT" button. The main content area is divided into three sections: "IMAUSER's Services" with a link to "Treasury Internet Banking"; "Additional Services" with links for "Check Reorder", "Commercial Card - Visa Online", and "Stock Transfer Company Access"; and "Alerts" featuring a headline "FBI: Internet Crimes Topped \$1.4 Billion Last Year" and a detailed report on internet crime complaints and business email compromise (BEC) attacks, along with a warning to be cautious of email payment requests.

Announcements

We can help you optimize cashflow, streamline disbursements, reduce risk, and more. Our customized solutions utilize innovative technology for "Best in Class" service backed by high-quality, personal service and support from bankers you know and trust. Contact us to learn more about solutions that fit your needs.

Useful Resources Maintenance LOG OUT

IMAUSER's Services
[Treasury Internet Banking](#)

Additional Services
[Check Reorder](#)
[Commercial Card - Visa Online](#)
[Stock Transfer Company Access](#)

Alerts

FBI: Internet Crimes Topped \$1.4 Billion Last Year

The FBI's Internet Crime Complaint (IC3) logged more than 301,000 complaints last year that resulted in losses exceeding \$1.4 billion.

Reported business email compromise (BEC) and email account takeover (EAC) attacks netted the most loss ... more than \$675 million.

To avoid being part of this fraud statistic in the future, be cautious of email payment requests, specifically those stressing urgency or secrecy or requesting a change in payment instructions. Verify using a phone number on file, not one given by the requestor.

Answers to Frequently Asked Questions

1. What is Treasury Gateway?

Treasury Gateway is a premier single sign-on and security portal which allows you access to multiple services simultaneously through the same session, provides convenient access to bank announcements and contact information, and ensures that you can connect confidently to the bank through the multifactor authentication system.

2. How does Treasury Gateway work?

When customers visit our branch offices, they know our faces and we know theirs. Treasury Gateway works in a similar manner but over the Internet. It is an enhanced security measure to help identify us to our customers and protect their funds from fraudsters. By enrolling in Treasury Gateway, each user can access all their on-line business services from one website using their single user ID, credential, and password. Enrolling takes less than five minutes to complete.

3. How does Treasury Gateway benefit me?

Treasury Gateway provides:

- A single website and single login where you can access your on-line banking services;
- An extra layer of security by validating that you are logging on the Bank's official website rather than at a fraudulent look-alike website, and verifying your identity to help prevent unauthorized access to your accounts;
- Access to bank communications and information in one place.

4. Can I access my business accounts through Treasury Gateway from multiple computers?

Yes, you can access your business bank accounts from any number of computers.

5. What if I forget my Treasury Gateway password?

Through the convenient online password reset option, you may request a temporary password be sent to the email address associated with your User ID. Upon successful logon, you will be prompted to establish a new password.

6. What is an RSA SecurID® Token?

The RSA SecurID® token is a mechanism for performing two-factor authentication for a user to a network. The token is either a physical device (hardware token) or a virtual (electronic token) provided through an application downloaded to a user's mobile device. The token generates a random 6-digit passcode (tokencode) every 60 seconds. This code is known as a One Time Password (OTP). The OTP is part of the layered authentication security integrated into Treasury Gateway and other Treasury Management solutions.



7. Do the RSA SecurID® tokens expire?

Yes, both the hard and soft tokens have expiration dates, generally 5 years or less. The expiration date is embossed on the back of the hard token and displayed within the Information screen of the RSA SecurID® Electronic Token application.

8. Which mobile devices are compatible with the RSA SecurID® Electronic Token application?

The bank currently supports Apple and Android devices. The applications are optimized for phones only; they may be installed on tablets but may not display correctly for the device.

9. Can I have an electronic token if I don't have an Apple or Android mobile device?

No; the bank will provide you with a hard token device.

10. Does the RSA SecurID® Electronic Token support multiple tokens?

Yes! The application supports up to 10 unique tokens and provides the ability to “name” the codes to make them easier to identify.

11. If I am already using the RSA SecurID® Electronic Token application on my Apple or Android device with a token from another financial institution, may I add the new electronic token to it?

Absolutely, if you have less than 10 tokens, the maximum allowed by the application. Use the convenient “naming” feature to easily identify the new token.

12. How do I activate my RSA SecurID® token?

The token is activated as soon as it is registered within your Treasury Gateway profile. If you are a new user, you are provided instructions on how to access and login to Treasury Gateway. During the enrollment process, you are prompted to enter the token serial number located on the back of the hard token or displayed on the Information screen of the RSA SecurID® Electronic Token application. If you are an existing user replacing a previously activated token, simply access Treasury Gateway and select “Register Token” within the **MAINTENANCE** menu. You are then prompted for the new token serial number.

13. What if I lose my hard token or mobile device?

Call your Treasury Management Customer Service Representative to assist in re-deploying a replacement token. For hard tokens, the initial device is provided free of charge; replacements are available for a fee.

14. May I use a token that belongs to a co-worker?

No; tokens are not interchangeable. Once a token has been registered within Treasury Gateway to a user, it cannot be used by another. However, upon request from an authorized company administrator, the bank can re-assign tokens previously used by others.

Contact your Relationship or Treasury Management Officer to learn more about Treasury Gateway and ways to quickly and efficiently manage your Treasury services.