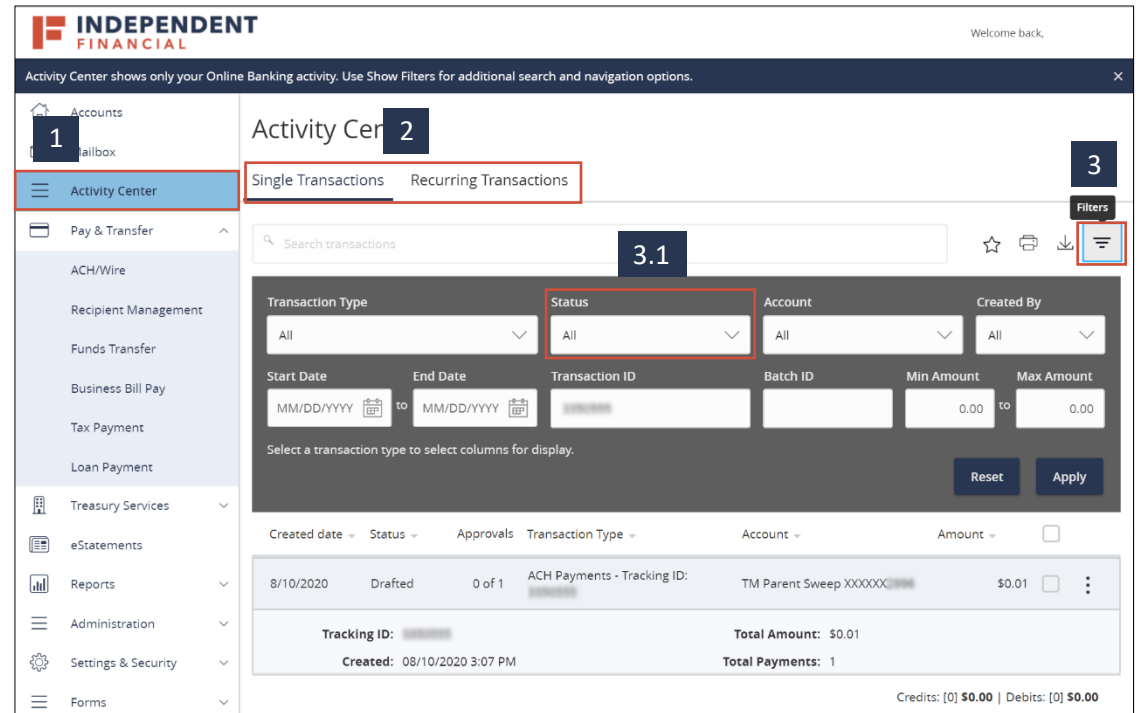


LOCATING TRANSACTIONS

1. On the left hand menu item, select **Activity Center**.
2. Single and Recurring Transactions are separated within the activity center.
 - Click on the **Single Transactions** tab view and approve one time ACH payments.
 - Click on the **Recurring Transactions** tab to view and approve transactions set to repeat.
3. There are multiple options to search and/or filter transactions to locate your transaction. Click the **Filters** icon to expand the fields available.
 - 3.1 - Utilize the **Status** filter to identify all transactions in a Drafted status for approval.



The screenshot displays the 'Activity Center' interface. On the left, a navigation menu has 'Activity Center' selected (1). The main area shows 'Single Transactions' and 'Recurring Transactions' tabs (2). A search bar is present (3.1). Below the search bar, a filter panel is expanded, showing 'Status' set to 'All' (3). The main table displays a single transaction:

Created date	Status	Approvals	Transaction Type	Account	Amount
8/10/2020	Drafted	0 of 1	ACH Payments - Tracking ID: [REDACTED]	TM Parent Sweep XXXXXX [REDACTED]	\$0.01

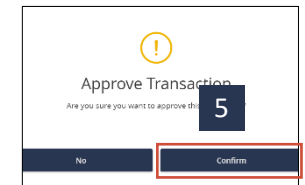
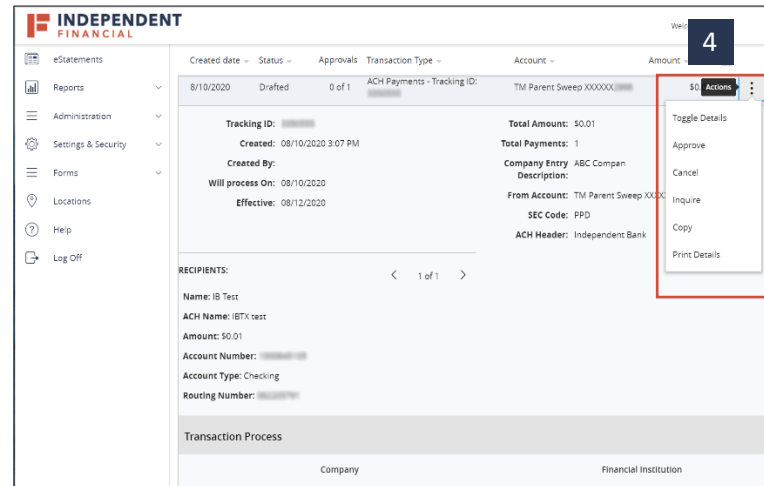
Summary information at the bottom of the table:

- Tracking ID: [REDACTED]
- Total Amount: \$0.01
- Created: 08/10/2020 3:07 PM
- Total Payments: 1

Footer summary: Credits: [0] \$0.00 | Debits: [0] \$0.00

APPROVING A SINGLE TRANSACTION

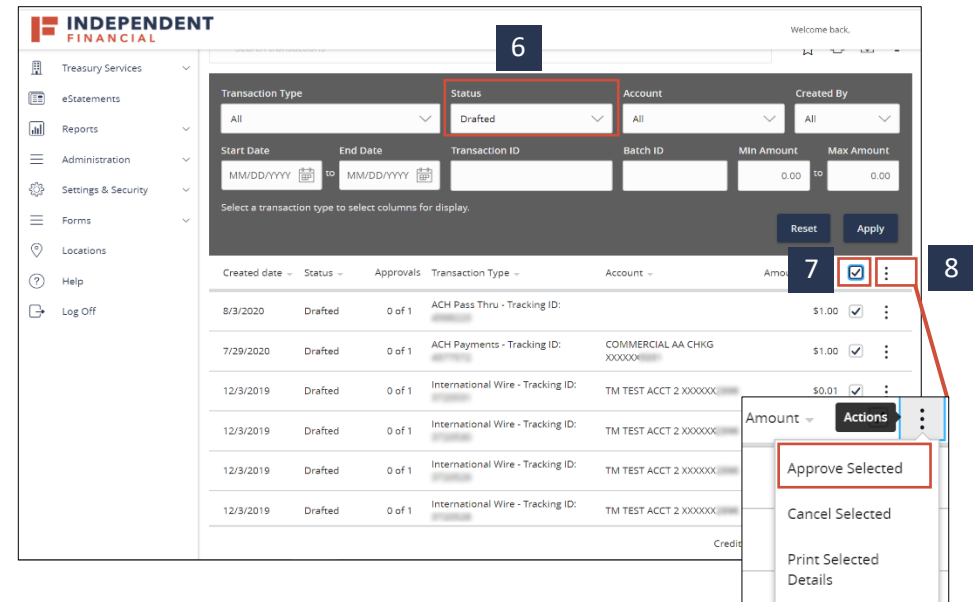
4. Once you have located the transaction to approve, click on the **three dots icon**.
 - A pop-up will appear with various actions to select.
 - Select **Approve**.
5. A pop-up will appear to confirm you want to approve the transaction. Click **Confirm** to approve the transaction.



APPROVING ALL DRAFTED TRANSACTIONS

Note: You have the ability to approve all drafted transactions at once.

6. Filter by **Drafted** status.
7. Check the box in the navigation bar to select all populated transactions.
 - To unselect any specific transactions, click the **checkbox** for the transaction's row.
8. Click on the **three dots icon**.
 - A pop-up will appear with various actions for the selected transactions.
 - Select **Approve Selected** to approve all transactions.



TOKEN VERIFICATION

9. You will then be prompted to enter your secure token. Key in your **Token** and then click the **Verify** button.
10. **Approval Successful** message shall display upon completion.

