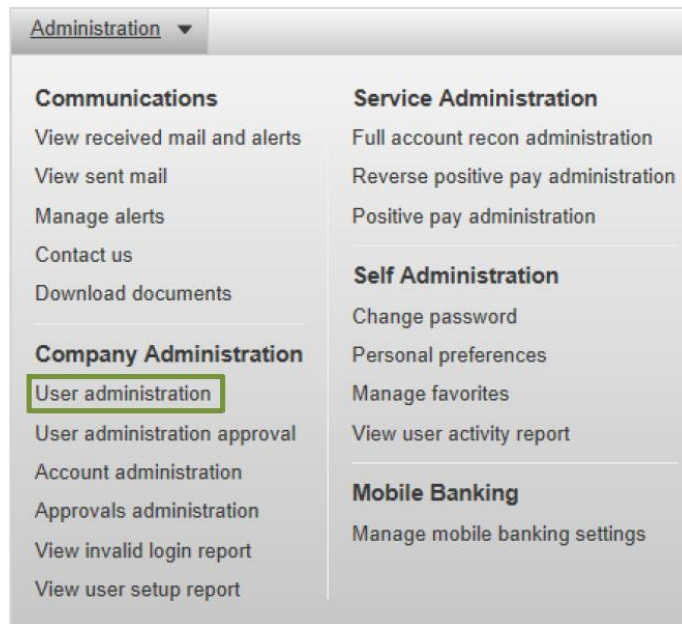**Key points for Mobile Banking / Mobile Check Deposit:**

- All current Amalgamated Treasury Manager Administrators will be enabled for Mobile Banking and Mobile Check Deposit.

- Amalgamated Treasury Manager Administrators must enable their users for Mobile Banking and Mobile Check Deposit.

- Users may be enabled for only Mobile Banking or Mobile Check Deposit, or for both Mobile Banking and Mobile Check Deposit.

Steps Administrators must take to enable users for Mobile Banking and/or Mobile Check Deposit:

1. On your desktop or laptop, sign into Amalgamated Online Treasury Manager (AOTM).

2. Go to the Administration menu and select **User Administration** under **Company Administration.**

3. On the **User Administration** screen, click on the User ID for which you would like to enable Mobile Banking and/or Mobile Check Deposit.
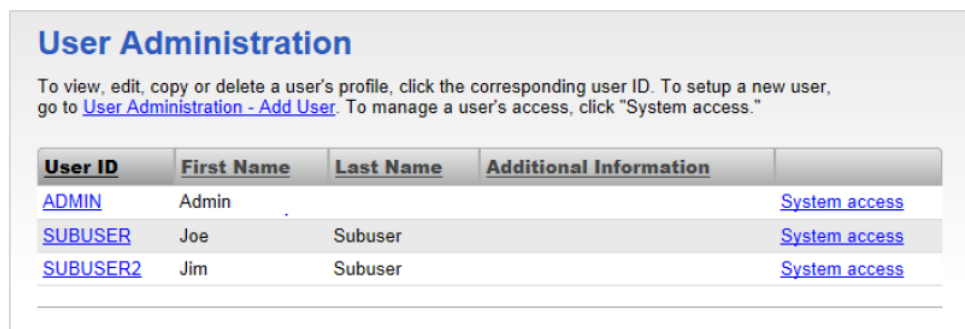
4. You will now be on that user's User Profile screen. Under **Assigned Services**, select **Edit User Services**.

5. If you wish to provide the selected user access to Mobile Banking, find **Mobile Banking** in the list of User Services and click Add. The user will now be enabled for Mobile Banking on all accounts.

6. If you wish to provide the selected user access to Mobile Check Deposit, find **Mobile RDC** in the list of User Services and click Add. A list of accounts will appear. In the **Entitled Account** column, check the box(es) corresponding to the account(s) into which you wish to enable the user to make deposits.

IAT Collection		Service enabled.	Change
IAT Payment		Service enabled.	Change
Incoming Wire Report		Service enabled, accounts not applicable.	Remove
Information Reporting		Service enabled, accounts entitled.	Change
Internal Transfer		Service enabled, accounts entitled.	Change
Loan		Service enabled.	Change
Loan Advance		Service enabled, accounts not applicable.	Remove
Loan Payment		Service enabled, accounts not applicable.	Remove
Lockbox Central			Add
Mobile Banking			Add
Mobile RDC			Remove

Description	Account Number	TRC	Entitled Account ☑
AB BUSINESS TEST	151000632	026003379	☑
AB BUSINESS TEST	15500333	026003379	☑
AB TEST	10002079	026003379	☑
AB TEST	156020405	026003379	☑
Savings Test	10231152	026003379	☑

Save changes   Do not save changes

Multiple Account Transfer		Service enabled.	Change
Other Accounts			Add

If you have any questions or concerns about adding users for Mobile Banking and/or Mobile Check Deposit, please contact us at ab-support@AmalgamatedBank.com. Thank you for being a valued client. We look forward to continuing to serve you.