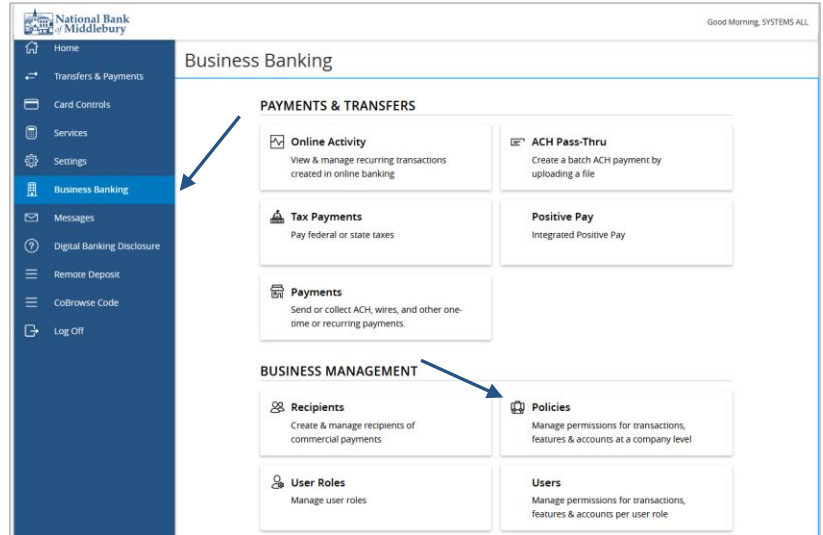


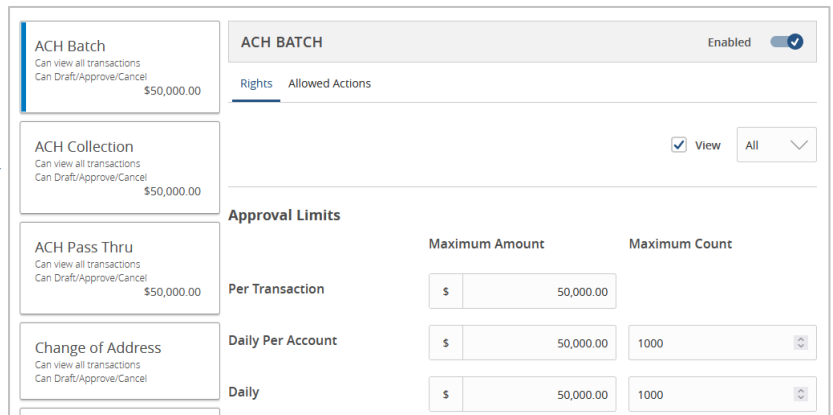


**NOTE:** The Company Policy controls the company-level feature entitlements and dollar limits. This function is for User Administrators only. User Administrators are authorized to set entitlements and dollar limits for organization users only. The approved National Bank of Middlebury limits are pre-populated.

1. Select the 'Business Banking' menu and then 'Policies'.



2. Select a transaction type that you'd like to set parameters around by clicking on the name of the transaction type (e.g., ACH Collection).



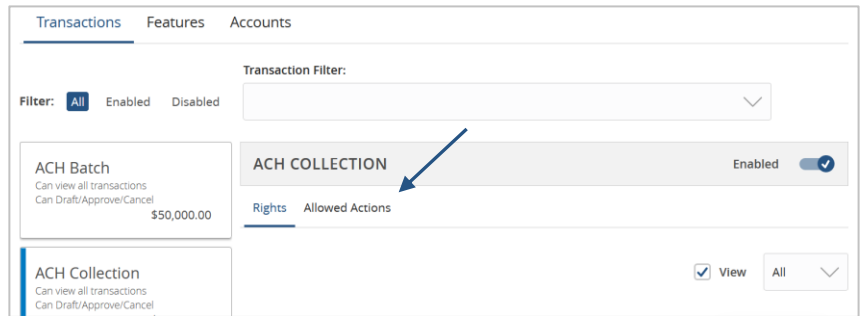
Questions? We're here to help.  
Customer Service: 877.508.8455



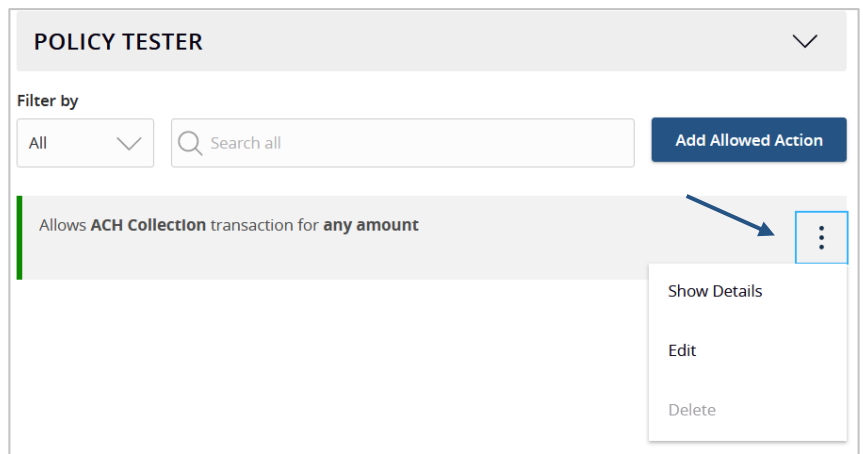


### Allowed Actions

**NOTE:** One or multiple levels may be set up to establish general or specific user limitations.



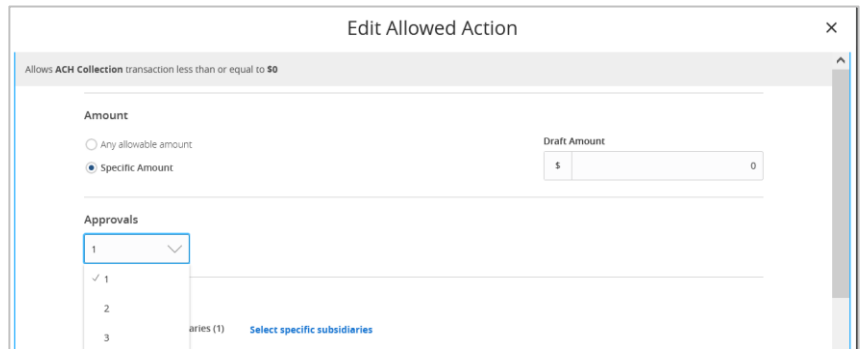
3. Click the vertical dots and select the 'Show Details' option to view the configurations for the Allowed Action. Select the 'Edit' option to edit the Allowed Action.



4. Select 'Specific Amount' and enter the Draft Amount.

**NOTE:** A designation of 'Any Allowable Amount' means means the user may draft a dollar amount up to the set Approval Limit.

5. Select 'Approvals'. Choose between one and five required approvals.



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6. Select 'Subsidiaries'. Choose the subsidiary or subsidiaries allowed for this transaction type.
7. Select 'Accounts'. Choose the account(s) that can be accessed for this transaction type.
8. Select 'Draft Hours' to limit the hours and days of the week when users will be able to draft transactions.

**Subsidiaries**

Any allowed subsidiaries (1) [Select specific subsidiaries](#)

---

**Accounts**

Any allowed account (4) [Select specific account\(s\)](#)

---

**Draft Hours**

Any

[+ Add Draft Hours](#)

9. Select 'Location' to choose the country or countries from where this transaction type may be drafted.

**NOTE:** Until a country is selected, there will be no restriction placed on draft source location. Once a location is selected, IP addresses sourced from all other countries worldwide will be denied.

**Location**

United States  Canada  Mexico

---

**IP Addresses**

IP Addresses

Any

[+ Add IP Address](#)

---

**SEC Codes**

Any

PPD  CCD

10. Enter 'IP Address' or IP address range to be allowed from where this transaction type may be drafted. All other source IP addresses will be denied
11. Select the 'SEC Codes' that will be allowed for the transaction type.
12. Click Submit when done.

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13. **Optional:** Select the 'Policy Tester' to validate the Company Policy functionality to assure the setup is correct.

**NOTE:** If the policy test is unsuccessful, the reason for the failure will be designated on the screen.

**POLICY TESTER**

<b>Operation</b>	<b>Amount</b>	<b>Account</b>		
Draft	\$ 0			
<b>Subsidiary</b>	<b>SEC Code</b>	<b>IP Addresses</b>		
	PPD	192.168.20.*		
<b>Location</b>	<b>Day</b>	<b>Hour</b>	<b>Minutes</b>	<b>AM / PM</b>
United States	Any	12	00	PM

Auth code provided      Template used     **Test**

### Approval Limits

14. Select the 'Rights' tab to view the dollar and count limits assigned by National Bank of Middlebury.

**NOTE:** National Bank of Middlebury sets the approval dollar limits for the Company Policy. This screen is for viewing purposes only and cannot be edited.

15. Repeat steps 2-11 for each transaction type.

**ACH COLLECTION**

**Rights** Allowed Actions

**Approval Limits**

	Maximum Amount	Maximum Count
Per Transaction	\$ 50,000.00	
Daily Per Account	\$ 50,000.00	1000
Daily	\$ 50,000.00	1000
Monthly	\$ 50,000.00	1000

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### Features

16. Select the 'Features' tab to view the non-transactional features assigned by National Bank of Middlebury.

SYSTEMS G ALL Save

Company Policy ?

Transactions **Features** Accounts User Roles

FEATURES ?

Q

RIGHTS

- Allow Centrix Positive Pay
- Allow one-time recipients
- Can Add Users
- Enable Wage Garnishment
- Recipient upload from batch

### Accounts

17. Select the 'Accounts' tab to view the account rights assigned by National Bank of Middlebury.

**NOTE:** These settings are for viewing purposes only and cannot be edited.

18. Select 'Save' to save information where applicable.

SYSTEMS G ALL Save

Company Policy ?

Transactions Features **Accounts** User Roles

ACCOUNTS ?

Number	Name	View	Deposit	Withdraw	Labels	
*****4444	SMALL BUSINESS ADVANTAGE E	✓	✓	✓		<input type="checkbox"/>
*****0001	FIXED RATE FIRST LIEN	✓	✓	⊗		<input type="checkbox"/>
*****0001	HELOC FLEX 80	✓	✓	✓		<input type="checkbox"/>
*****3333	SMALL BUSINESS ADVANTAGE E	✓	✓	✓		<input type="checkbox"/>

Save

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