May 2020

EASTERN BUSINESS BANKING™

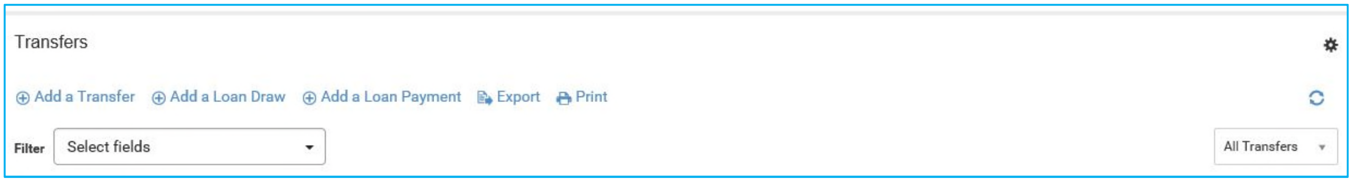
Eastern Bank

Transfers, Loan Payments and Loan Draws Quick Reference Guide

TRANSFERS WIDGET

The Transfers widget lets you make and view transfers from one account to another. This widget also lets you make and view loan payments and loan draws.

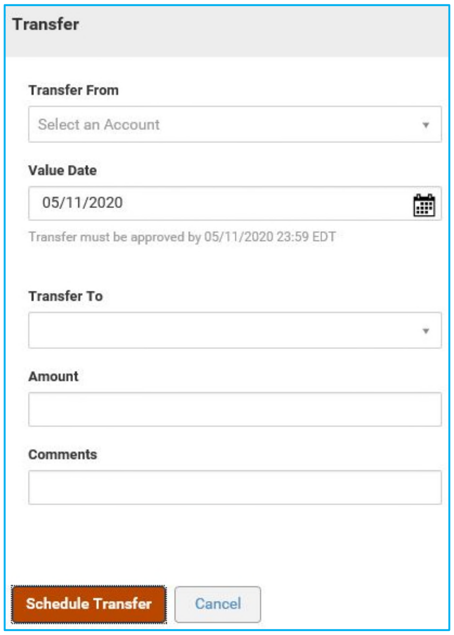
The Transfers widget can be accessed from the **Home** workspace. It can also be added to any workspace from the **Add Widget** function.



MAKE A TRANSFER:

To make a transfer between two accounts:

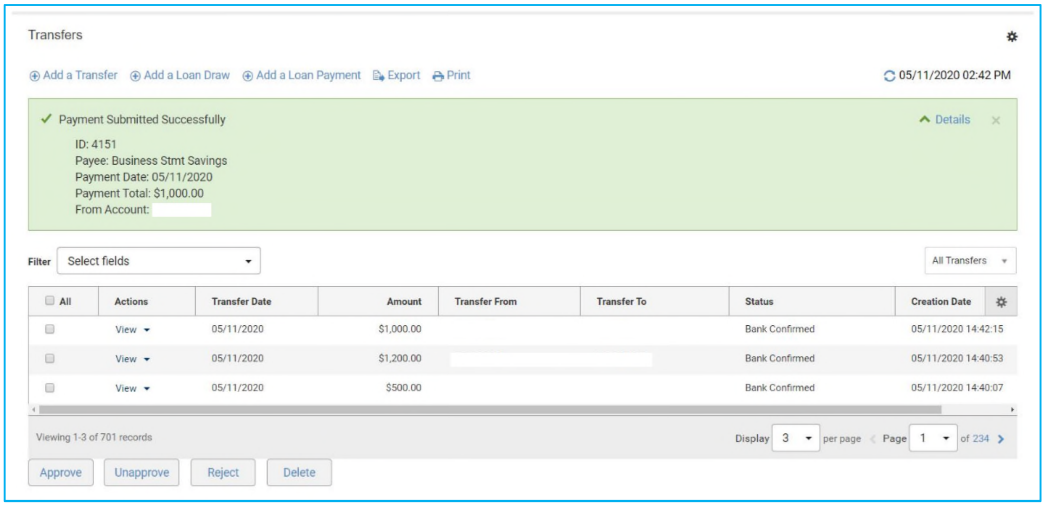
1. From the Home workspace, go to the **Transfers** widget.
2. Click **Add a Transfer**. The Transfer window appears.



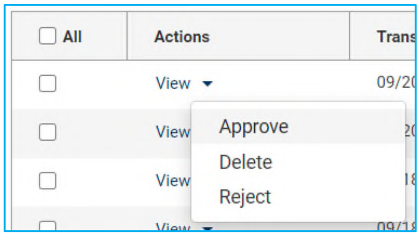
3. Use the **Transfer From** drop-down to select the account to be debited.
4. Use the calendar icon to select a transfer **Value Date**.
5. Use the **Transfer To** drop-down to select the account into which the transfer will be deposited.
6. In the **Amount** field, enter the transfer amount.
7. (optional) In the Comments field, enter any comments associated with the transfer. Comments are stored with the transaction record online but are not forwarded with the transaction.
8. Click **Schedule Transfer**.

After the transfer is submitted, a message will appear at the top of the screen indicating whether it was submitted successfully.

The transfer is processed when the Status is **Bank Confirmed.** The Status of the transfer can be viewed from the Transfers list view.



- **If the transfer requires approval**, the Status will appear as **Entered**. To approve, select **Approve** from the **Actions** list dropdown.

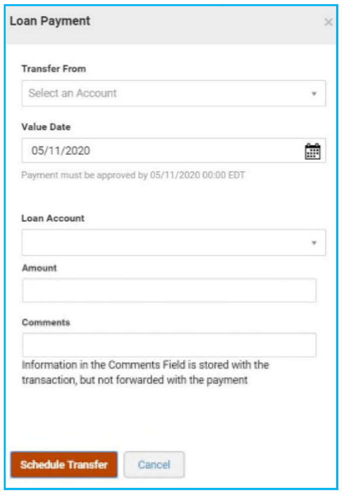


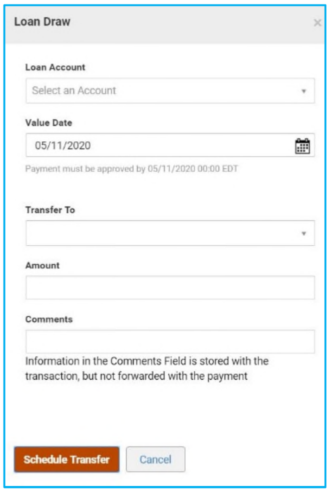
- **If the transfer was not processed**, the Status will appear as **Rejected**. To view the bank reject reason, select **View** from the **Actions** list.

MAKE A LOAN PAYMENT OR LOAN DRAW:

To make a loan payment or loan draw:

1. From the Home workspace, go to the Transfers widget.
2. Click **Add a Loan Payment** or **Add a Loan Draw**. The Loan Payment or Loan Draw window appears.





3. Use the **Transfer From** or **Transfer To** drop-down to select the checking account you want to make a payment from/transfer to.
4. Use the calendar Icon to select a transaction **Value Date**.
5. Use the **Loan Account** drop-down to select the loan account you want to make a payment to/transfer from.
6. In the **Amount** field, enter the transaction amount.
7. (optional) In the Comments field, enter any comments associated with the transfer. Comments are stored with the transaction record online but are not forwarded with the transaction.
8. Click **Schedule Transfer**.

After the loan payment or loan draw is submitted, a message will appear at the top of the screen indicating whether it was submitted successfully.

The loan payment or loan draw is processed when the Status is **Bank Confirmed**. The status of the loan payment or loan draw can be viewed from the Transfers list view.

- **If the loan payment or loan draw requires approval**, the Status will appear as **Entered**. To approve, select **Approve** from the **Actions** list dropdown.
- **If the loan payment or loan draw was not processed**, the Status will appear as **Rejected**. To view the bank reject reason, select **View** from the **Actions** list.