

# Business Access @ Busey

## **System Guide**





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## Business Access @ Busey

- Login webpage is located at <https://ba.busey.com>

### Logging in for the First Time

1. Enter your provided credentials into the three login boxes and click **Login**.
  - a. **Customer ID** is unique to the company and is used by all users for under the company.
  - b. **User ID** is unique to each user set up under the Customer ID.
  - c. **Password** is unique to each User ID.
2. You will be taken through the first-time login process.
  - a. **Step 1** is to set up security questions in the event you need to reset your password.
  - b. **Step 2** is to set up account security; you may skip this option by clicking the “Skip this Time” button.
  - c. **Step 3** will ask you to enter a personal password.
    - i. Passwords must be between 8-24 characters and contain at least one capital letter, one number, and one special character.
3. You should now be successfully logged in. The next time you log in, you will use your new password.

### **\*\*Important\*\***

After login, you may be presented with the **Bulletins** page. Please read each bulletin carefully. To expand the bulletin, click on each bulletin's title. Bulletins are important information that we pass along to our customers detailing holiday ACH/wires processing schedules and changes/updates to your online banking. Once a bulletin has been read, you can check mark the box to indicate the bulletin was read.

### Navigating Business Access

1. Primary navigation takes place using the drop-down navigation menu in the top left of your screen. This menu will show all menu options you currently have access to.
  - a. After selecting some menu options (example: Balance Report), there may be additional sub-menu options listed out on the grey bar. A sub-menu option must be selected after choosing an option from the drop down menu.



2. You can return to your **Dashboard** screen at any time by clicking on the **My Dashboard** link in the top right corner in the dark blue field. Also in this location are the **Help**, **Bulletins**, **Contact Us**, and **Logout** links.
  - a. The **Help** link will open a help window specific to whichever page you are currently viewing.
  - b. The **Bulletins** link will return you to the bulletins page and will show all read and unread bulletins.
  - c. The **Contact Us** link provides ways to contact Busey Cash Management Support for online banking support.
  - d. The **Logout** link will log you out of your online banking and return you to the login page.

## Basic Navigation Menu Options

### Dashboard

- **Message of the Day** announces major additions to Business Access and also lists Customer Support and Wire Desk hours and contact information.
- **Financial Overview** showcases all accounts currently tied to your online banking. Yesterday and real time Current Day balances are shown. Clicking on a balance will open the Account Balances page listing the last 7 days of transactions for that account.
- **Administration** displays all administrators and users for your company. You can edit a user's permissions to different services and accounts from this location. You may also set up new users by clicking on the Add User option in the top right corner.
- **Transfer** gives you the ability to make a monetary transfer between accounts set up for online banking. Transfers can be future dated by changing the date in the top right box. Additional Information is for your purposes to help you identify the reason of the transfer.
- On the top right side of the page, **Action Required** will show any ACH or Wire transfers that require approval.
- **Most-Used Services** will auto-populate convenient links to your most used services in your online banking.
- **Favorite Reports** will show any custom tailored reports that you have added to your favorites. An example would include month-to-date reports for your operating accounts.

### **Balance Report**

*Note: Loan accounts and data will be displayed in the Loan drop-down option. See "Loans" on page 4.*

1. **Account Balances** gives you the transactional data available on your accounts. This report can be customized to your needs. Customized reports can be saved by clicking the **Favorites** button.
  - a. This page also allows you to extract transactions into CSV and Quicken/QuickBooks formats.
2. **Cash Position** shows an up-to-the-minute overview of cash position of all accounts.
3. **Favorite Reports** lists all current favorite reports. New reports can be generated by click on the "Add a Report" button.
4. **MultiDay** reports will show you previous day account balances and activity over a range of dates.
5. **Previous Day** reports allow you to view or export reports with previous day balances and activity.
6. **Same Day Real Time** will give you an up-to-the-minute report with export and view capabilities.
7. **Transaction Download** allows users to export all account information between specified dates into Quicken or QuickBooks formats.

### **Loans**

*Note: Loan draws are able to be added to your Business Access if requested and approved.*

1. **Loan Payments** allow payments to be made on any loans available through online banking.
  - a. Payments can be Default Payment (interest and principal) or Principal Only.
2. **Activity Report** will generate a report displaying all loan activity for specific loans or between specific dates.
  - a. Data can also be exported.
3. **Transaction Report** will generate a report displaying any payment and draw requests made through Business Access for specific loans.

### **Book Transfer**

*Book transfers allow you to do an instant or future-dated transfer between your accounts.*

1. **Approval Req** will allow administrators to set or remove approval requirements for users in the company. The options are restricted to “One Approval” or “No Approvals”.
2. **Book Approvals** allows the review any transfers that require approval.
3. **Book Input** will display the service used to initiate a book transfer. This page functions much like the “Transfer” option on the Dashboard screen. Users can schedule recurring transfer from this screen.
4. **Book Report** will showcase all transfers done between specific accounts or dates along with any additional information included with the transfer.

### **Stop Pay**

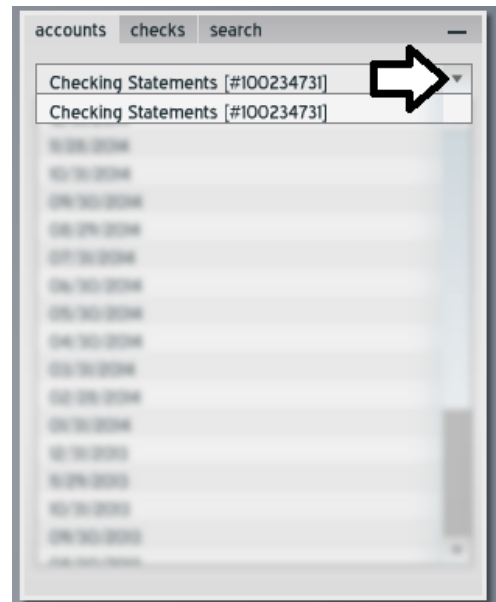
1. **Stop Pay Reports** will display any stop payments that were submitted through the Business Access system.
2. **Stop Payment** will select the service to apply a stop payment to an account.
  - a. All information in red indicates a required field for issuing a valid stop payment request.

### **Online Statements**

1. To access Online Statements, select **SSO Services** from the drop-down menu. Then click **Online Statements**.
2. Next, click the “Login to Online Statements” button.
3. Please read the disclosure carefully. If you agree to the terms, click on the “I Agree” button at the bottom of the page. You will only need to agree to the disclosure once.
4. In the next step, you will need to verify that you have an up-to-date version of Flash. Please verify Flash by entering the text into the box provided. You will only need to verify Flash once.
  - a. If you do not see the text above the entry box, please click the “Download Flash Player” link or navigate your web browser to <http://get.adobe.com/flashplayer/>.
5. After verifying Flash, you will be taken to the Online Statements service. There should be two windows – the navigation window is on the right, and the current selected document(s) are on the left.

### Online Statements (Continued)

- To find a statement, first select the appropriate account using the drop-down menu near the top of your right (navigation) window. You can bring up the drop-down menu by clicking the downward triangle.
- Check images can also be retrieved through the Online Banking service. Click on the **checks** tab at the top and enter the check information in one or more of the three search boxes (Date, Amount, or Serial).
- Any document that is displayed on the left side of the screen can be downloaded into .pdf form or printed directly from the online statements service.
- Online statements will be available within 1-2 business days of the date they are printed.



### Bill Payment

Note: Specific Bill Payment instructions can be found in the “Bill Payment Instructions” document.

1. Bill Payment can be accessed by selecting the **SSO Services** on the drop-down menu and then selecting the **Bill Payment** option on the grey bar.
2. If this is the first time accessing the Bill Payment system on Business Access, you must click on the “Enter Login Information” button and enter the credentials provided to you by Busey. Clicking the “Save Changes” button will return you to the previous screen.
3. Once the credentials have been saved, click the “Login to SB BillPay” button to be transferred to the Bill Payment service.

### Corporate Users

1. **User Admin** will list all current users set up in the Business Access system. New users can be added by click on the "Add User" option in the top right corner.
2. **Admin Approval** sets up a two-administrator approval process for any changes to user information or permissions.
3. **Admin Report** will generate a report to show any changes made to user permissions or information between two specified dates.

### Security Center

1. **Maintain Password** will allow the current user to change their password or update security questions in the event of a compromised account.

**Busey Cash Management Support  
Contact Information**

[BusinessAccess@Busey.com](mailto:BusinessAccess@Busey.com)

217-365-4607

or

1-800-67-BUSEY, followed by option 4, then option 2