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1. Introduction

Key's Deposit Concentration service aggregates deposit reporting for your multiple locations and concentrates funds into one centralized account. Individual locations make deposits into their local non-Key accounts and report the activity to Key via either KeyNavigator or by phone. Verification codes and trace numbers are provided for reference. Each night, Key collects all data that has been reported and moves the funds to your Key account via ACH. The total deposits are then credited to the concentration account at Key and any disbursement entries from the concentration account are credited to the specified depository accounts.

You will access your Deposit Concentration tools online via KeyNavigator, our advanced website. KeyNavigator allows you to specify and define additional data fields that you would like you locations to report, such as sales date, number of units sold, etc. Through KeyNavigator, you are able to customize your Deposit Concentration reporting with the fields you specify. This additional required data can also be added to the phone prompts.

Key's system provides daily reporting which contains all reporting locations with deposit dates and amounts, as well as non-reporting location information.

2. Deposit and Disbursement Input Cut-off Times

In order to receive same-day credit for any deposits or disbursements, your locations must report their data by 8:00 p.m. ET, Monday through Friday or 5:00 p.m. ET on Sunday or Monday Holidays. Entries made after the stated time will be credited on the following business day.

Report	Description
Reporting Locations	Displays information regarding all locations that reported deposits.
Non-Reporting Locations	Displays locations that did not report deposits.
Non-Reporting Disbursement Locations	Displays locations that did not report disbursements.
Inputs Summarized by Location	Displays summary information regarding deposits and disbursements. Information includes: location number and name, division, deposit and disbursement amounts, and number of deposits and disbursements.
Inputs Summarized by Location Processed Inputs	Displays summary information regarding deposits and disbursements. Information includes: location number and name, division, deposit and disbursement amounts, and number of deposits and disbursements. Displays processed transactions by location

3. Deposit Concentration Reports



4. Deposit and Disbursement Entries via Phone

To Enter by Phone:

- 1. Dial 1-800-876-6050 or 216-813-4200.
- 2. Enter your access code followed by the pound sign (#).
- 3. Enter your Key code followed by the pound sign (#).
- 4. Select 1 for Deposit Inputs (option is only available if you can create deposit and disbursement entries).
 - a. To add a deposit, press 1.
 - i. Enter the deposit amount (in dollars and cents) followed by the pound sign (#).
 - ii. The amount you entered will be repeated for verification.
 - 1. If the amount is correct, press 1.
 - 2. If the amount is incorrect, press 2.
 - b. To change a pending deposit, press 2 (requires trace number).
 - c. To delete a pending deposit, press 3 (requires trace number).
 - d. To review a deposit, press 4 (requires trace number).
- 5. Select 2 for Disbursement Inputs (option is only available if you can create deposit and disbursement entries).
 - a. To add a disbursement, press 1.
 - b. To change a pending disbursement, press 2 (requires trace number).
 - c. To delete a pending disbursement, press 3 (requires trace number).
 - d. To review a disbursement, press 4 (requires trace number).



5. Create Deposit Input via KeyNavigator

Users are able to create deposit inputs for a specific location. Deposit inputs pull funds from a specified account at another bank to a concentration account at Key. Users are set up with dollar limits for each deposit transaction.

To Input a Deposit:

1. Go to the **Receivables** section in KeyNavigator and select Deposit Concentration.

ishboard	Reporting & Research	Payables	Receivables	File Services	Card Services	Specialized Services	
		1.1	Deposi	it Concentration		>	
Receivables Access receivables reports with integrated 7-year imaging tools to accelerate cash posting, simplify research activities, and improve efficiency. Mobilize Idle cash with		Lockbox			>		
		earch lle cash with					

2. Select Create Deposit Input in the Services section of the page.

KeyNavigator ⁻ KeyBank	0 n			Message C	enter 🄞 Su	pport	🔅 Administration	🕞 Logout
Dashboard Reporting & Research	Payables	Receivables	File Services	Card Services	Specialized Se	rvices		
Deposit Concentration								
Services					Deposit Conc	entratio	on Cutoff Times	
Create Deposit Input			>	Monday - Friday		8:0	DO PM ET	
Maintain Deposit Input			>	Sunday, Monday, Holidays		53	DO PM ET	
Create Disbursement Input			>					
Maintain Disbursement Input			>					
Reports								
Reporting Locations			>					
Non-Reporting Deposit Locations			>					
Non-Reporting Disbursement Locations			>					
Inputs Summarized by Location			>					
Processed Inputs			>					
Deposit Information			>					
Helpful Resources		My Key Contac	ts	+			Keep Business Movin	g
Contact Us		John Smith Paym	ients Advi			1	Approve Wire or ACH payme Pay items, or just check bala	ents, review Positive nces.
Online Help		216-XXX-XXXX				1	Learn More >	
Treasury Resources								



- 3. Depending on your set-up, you may be able to select the division and/or location (steps 4 and 5) or these fields may be prefilled.
- 4. Utilize the dropdown menu to select the appropriate division.

KeyNavigator ⁻ KeyBan	k 🗘 🛪			Messag	ge Center	🍪 Support	Administration	🕞 Logout
Dashboard Reporting & Research	Payables	Receivables	ile Services	Card Services	Specia	alized Services		
		Sel	ect Division/Lo	cation				
	All Divisions 🗸	filter		Lo	ocations for Div	vision: 01 - North		
	Division ID	Division Nam	ne Lo	cation ID	Locatio	on Name	1	
	01	North	0004	A	lientown, PA			
	01	North	0005	S	yracuse, NY			
	01	North	0008	A	nn Arbor, MI			
	01	North	0012	D	ayton, OH			
	cancel							
Helpful Resources		My Key Contacts John Smith Payments 216-XXX-XXXX	Advi		+		Keep Business Movir Approve Wire or ACH paym Pay items, or just check bala	19 ents, review Positive ances.
Treasury Resources								

5. Select the location for which the deposit is being created.

Dashboard Reporting	& Research Pa	isions V filter	eivables File Select	Services Card S	ervices Speci	alized Services		
	All Di	risions 🗸 filter	Select	Division/Location				
	All Dh	risions 🗸 filter						
		and and share to be the statements of			Locations for Di	vision: 01 - North		
		Division ID	Division Name	Location ID	Locati	on Name		
	01	Nor	th	0004	Allentown, PA			
	01	Nor	th	0005	Syracuse, NY			
	01	Nor	th	0008	Davton OH			
	Ca	Rugi						
Helpful Resources		My Ke	ey Contacts		+		Keep Business Movin	g
t Contact lie		John S	Smith Payments Ad	vi			Approve Wire or ACH payme	ants, review Positi
Contract Us		216-X3	(X-XXXX			Filmer F	Pay items, or just check bala	nces.
Treasury Resources		210-10					Learn More >	



6. Enter the amount of the deposit.

KeyNavigator ⁻ KeyBank	⊘ π			Message (Center 🄞 Su	pport	O Administration	🕞 Logout
Dashboard Reporting & Research	Payables	Receivables File	Services	Card Services	Specialized Ser	rvices		
		Crea	ate Deposit I	nput				
		E	nter deposit amou	nt.				
		Co	mpany: 0001 - :	Sparky Consolidated				
		0 blan	Division: 01 - No ocation: 0004 -	th <u>Vientown: PA</u> (change d	vision/location)			
		-	Amount: 7,200.	00				
		Additional Inform	nation					
		Sparkplug	gs Sold:					
		Sale	es Date: Jan	2 🗸 20XX 🗸				
	cancel				nex	xt		
lelpful Resources		My Key Contacts		+		Ke	eep Business Movin	g
Contact Us		John Smith Payments Ad	dv)			Ap Pa	prove Wire or ACH payme v items, or just check bala	ents, review Pos inces
Online Help		216-XXX-XXXX				Le	am More >	
Treasury Resources								

7. Input any additional information required based on your set-up.

KeyNavi	gator" KeyBank	0 n			Message	Center 🙆 Supp	oort 🔅 Administration	🕞 Logout
Dashboard	Reporting & Research	Payables	Receivables	File Services	Card Services	Specialized Service	ces	
				Create Deposi	t Input			
				Enter deposit an	ount.			
				Company: 0001	- Sparky Consolidated			
				Division: 01 -	North			
				Location: 0004	- Allentown, PA (change of	fivision/location)		
				Amount: 7,2	0.00			
			Additiona	parkplugs Sold:				
			1.7	Sales Date:				
				Jai	▼ 2 ▼ 20AA ▼			
	Г	cancel				next		
	L							
Helpful Resou	irces		My Key Contac	ts	-	- 69	Keep Business Mov	ing
t Contact Us			John Smith Paym	ients Advi		Construction of the local division of the lo	Approve Wire or ACH pay	ments, review Positiv
Online Help			216-XXX-XXXX			=	Pay items, or just check bi	alances.
A Treasury Re	sources					1.0	Learn More >	

8. Select **Cancel** to return to the Deposit Concentration main page, or select **Next** to proceed with creating a deposit input.



 The Accept Deposit Input page will display. Review the information presented. Select Cancel to return to the Deposit Concentration main page or select Edit to make changes. Select Accept to proceed with your deposit input.

KeyNavigator⁻ KeyBank	⊘ π			Message (Center	🂩 Support	CADMINISTRATION	🕞 Logout
Dashboard Reporting & Research	Payables	Receivables	File Services	Card Services	Speciali	ized Services		
			Accept Deposi	t Input				
		You ha	ve entered the following	deposit information.				
			Company: 0001	- Sparky Consolidated				
			Division: 01 - 1	North				
			Amount: \$7.20	- Allentown, PA				
		Additiona	I Information					
		5	Sales Date: Jan (2 20XX				
	cancel		edit]		accept		
	2							
Helpful Resources		My Key Contac	ts	+			Keep Business Movir	ng
📞 Contact Us		John Smith Paym	ents Advi				Approve Wire or ACH paym Pay items or just check bal	ents, review Positive
🕲 Online Help		216-XXX-XXXX					Learn More >	ana u u.
Treasury Resources							anna an ann an an an an an an an an an a	

10. You will receive a confirmation screen that displays not only the deposit input information, but also the status of the transfer. Select **Main Page** to return or **Create Another Input** to report additional deposits.

KeyNavig	gator ⁻ KeyBank	○ -π			Message	Center ዕ	Support	Administration	😝 Logout
Dashboard	Reporting & Research	Payables	Receivables	File Services	Card Services	Specialized	Services		
				Deposit Input Co	nfirmation				
			The fo	llowing deposit was suc	cessfully submitted.				
				Use browser to print of	onfirmation.				
				Company: 000	1 - Sparky Consolidated				
				Division: 01 -	North				
				Location: 000	4 - Allentown, PA				
				Amount: \$7,2	00.00				
				Created By: Ned	Spielman				
				Creation Date: Jan	02, 20XX				
				Creation Time: 2:46	PMEST				
				Edited By: Ned	Spielman				
				Edit Date: Jan	02, 20XX				
				Edit Time: 2:40	PMEST				
				Status: Dec	000090				
				Status: Pen	aing				
			Additiona	I Information					
				Sales Date: Jon	02 2022				
	1 C C C C C C C C C C C C C C C C C C C			Gules Dute. Gul	02, 20101				
		main page				create anot	her input		
								0	
Helpful Resou	rces		My Key Contac	ts		+ #		Keep Business Movin	ng
S. Contact Us			John Smith Paym	ents Advi				Approve Wire or ACH paym	ents, review Positiv
Online Help			216-XXX-XXXX					Hay nems, or just check bal	ances.
Treasury Res	ources							Learn More >	



6. Maintain Deposit Input via KeyNavigator

Deposit Inputs can be edited or deleted by utilizing the **Maintain Deposit Input** function. To Edit or Delete a Deposit Input:

- 1. Go to the **Receivables** section in KeyNavigator and select **Deposit Concentration**.
- 2. Select Maintain Deposit Input from the Deposit Concentration main page.

KeyNavigator ⁻ KeyBank [€]	0-n			Message (Center	👶 Support	🔅 Administration	🕞 Logout
Dashboard Reporting & Research	Payables	Receivables	File Services	Card Services	Spec	ialized Services		
Deposit Concentration								
Services					Depo	osit Concentratio	on Cutoff Times	
Create Deposit Input			>	Monday - Friday		8.0	DO PM ET	
Maintain Deposit Input			>	Sunday, Monday, Holidays		5:0	00 PM ET	
Create Disbursement Input			>					
Maintain Disbursement Input			>					
Reports								
Reporting Locations			>					
Non-Reporting Deposit Locations			>					
Non-Reporting Disbursement Locations			>					
Inputs Summarized by Location			>					
Processed Inputs			>					
Deposit Information			>					
Helpful Resources		My Key Contac	ts			-	Keen Business Movin	a
Contact lie		John Smith Payn	nents Advi				Approve Wire or ACH paym	ants, review Positiv
Online Help		216-XXX-XXXX	in the second second				Pay items, or just check bala	inces.
Treasury Resources							Learn More >	

3. Depending on your set-up, you may be able to select the division and/or location (steps 4 and 5) or these fields may be prefilled.



4. Utilize the dropdown menu to select the appropriate division.

KeyNaviga	ntor⁻ KeyBank	0 m			Messa	ge Center	🍐 Support	C Administration	🕞 Logout
Dashboard	Reporting & Research	Payables	Receivables	File Services	Card Services	Speci	alized Services		
				Select Division/L	ocation				
		All Divisions 🗸	filter		Lo	cations for Di	ivision: 01 - North		
		Division ID	Divisio	n Name	Location ID	Locati	ion Name		
		01	North	0004	A	lientown, PA			
		01	North	0005	S	yracuse, NY			
		01	North	0008		auton OH			
		cancel							
Helpful Resourc	es		My Key Contac	ts		+		Keep Business Movin	g
Contact Us			John Smith Payn	ients Advi			-	Approve Wire or ACH payme	ents, review Positi
Online Help			216-XXX-XXXX					r ay nems, or just check bala	an a
Treasury Reso	irces						1.0	Learn More >	

5. Select the location.

KeyNavi	gator ⁻ KeyBank	¢ n			Message Center	🂩 Support	Administration	🕞 Logou
Dashboard	Reporting & Research	Payables	Receivables	File Services Card S	ervices Spec	ialized Services		
			Se	elect Division/Location				
		All Divisions 🗸	filter		Locations for D	ivision: 01 - North		
		Division ID	Division Na	me Location ID	Locat	tion Name		
		01	North	0004	Allentown, PA Syracuse, NY			
		01	North	0008	Ann Arbor, MI			
		01	North	0012	Dayton, OH			
pful Resou	irces		My Key Contacts		+		Keep Business Movin	g
Contact Us			John Smith Payment	ts Advi			Approve Wire or ACH payme Pay items, or just check bala	ents, review Po ances.
Online Help			216-XXX-XXXX				Learn More >	
Treasury Re	sources							



6. To Edit the Amount or Other Information for a Deposit:

Dashboard Reporting & Research Payables Receivables File Services Card Services Specialized Services Maintain Deposit Input Company: 0001 - Sparky Consolidated Company: 0001 - Sparky Consolidated Company: 0001 - Sparky Consolidated Contine: UNANCH Contine: 0004 - Altentown, PA (change division/location) Cation: 0004 - Altentown, PA (change division/location) Cation: 004 - Altentown, PA (change division/location)	🔶 Logout
Maintain Deposit InputCompare: 0001 - Sparky ConsolidatedDevice: 0001 - Sparky ConsolidatedDevice: 0001 - Allentown, PA (chanse division/location)Cattering: 0001 - Allentown, PA (chanse division/location)Device: 0001 - Allentown, PA (chanse division/location)Cattering: 0001 - Allentown, PA (chanse division/location)Device: 0001 - Allentown, PA (chanse division/	
Company: 0001 - Sparky Consolidated Division: 11 - North Location: 0004 - Allentown, PA (change division/location) System Date and Time: Jan 02, 20XX 2 46 PM EST Edit Delete Amount Last Modified Date Last Modified Time edit delete 8,100.00 Jan 02, 20XX 2.46 PM EST 218000145 Pending edit delete 3,600.00 Nov 23, 20XX 2.46 PM EST 218000142 Pending	
Edit Delete Amount Last Modified Date Last Modified Time Trace Number Status edit delete 8.100.00 Jan 02, 20XX 2.45 PM EST 218000145 Pending edit delete 3.600.00 Nov 23, 20XX 2.45 PM EST 218000142 Pending	
edit delete 8,100.00 Jan 02,200X 2.46 PM EST 21900145 Pending edit delete 3,600.00 Nov 23,200X 2.46 PM EST 219000142 Pending	
main page	
Helpful Resources My Key Contacts 🕂 📰 Keep Business Moving	
Contact Us John Smith Payments Advi Approve Wire or ACH payments Pay items. or just check balance	, review Positi s.
Online Help 216-XXX-XXXX Learn More >	

- a. Select Edit.
- b. From the **Edit Deposit Input** screen you can change the amount and/or change the additional information that was entered.

KeyNaviga	ator ⁻ KeyBank	∽ π			Message	Center 💧 Su	💩 Support 🔅 Administration	🕞 Logout
Dashboard	Reporting & Research	Payables	Receivables	File Services	Card Services	Specialized Set	rvices	
				Edit Deposit	Input			
				Edit Deposit An	nount			
				Company: 000	1 - Sparky Consolidated			
				Division: 01 -	North			
				Amount: 810	0.00			
				Created By: Ned	Spielman			
				Creation Date: Jan	02, 20XX			
				Creation Time: 2:46	PM EST			
				Trace Number: 2180	000145			
				Status: Pen	ding			
			Additions	Information				
				Sparkplugs Sold: 478	1			
				Sales Date: Jar	n 🗸 🔰 20XX 🗸			
				12.00	2011	-		
		cancel		main page		nex	đ	
Helpful Resource	es		My Key Contac	ts	-	-	Keep Business Movi	ing
			John Smith Pava	cents Advi			Approve Wire or ACH payr	nents, review Positiv
Contact Us			216-XXX-XXYY	NUTLY PLUYI			Pay items, or just check ba	lances.
Treasury Reso	117295		1.1 100A AAAA				Learn More >	
Treasury Reso	urces						Learn More 2	





- c. Select **Cancel** to return to the Maintain Deposit Input screen; select **Main Page** to return to the Deposit Concentration main page; or select **Next** to proceed with making changes to the deposit input.
- d. Review the information. Select **Cancel** to return to the Deposit Concentration main page; select **Edit** to make additional changes, or select **Accept** to proceed with making the changes to the deposit input information.

KeyNavig	jator ⁻ KeyBank	⊘ π.			Message	Center	🙆 Support	Administration	🗭 Logout
Dashboard	Reporting & Research	Payables	Receivables	File Services	Card Services	Speciali	zed Services		
				Accept Depos	sit Edit				
			You ha	ave entered the following	deposit information.				
				Company: 000	1 - Sparky Consolidated				
				Division: 01 -	North				
				Location: 0004	4 - Allentown, PA				
				Created By: Ned	Spielman				
				Creation Date: Jan	02, 20XX				
				Creation Time: 2:46	PM EST				
				Trace Number: 218	000145				
				Status: Pen	ding				
			Additions	Information					
				Sales Date: Jan	02, 20XX				
	[cancel		edit			accept		
Helpful Resou	rces		My Key Contac	ts	-	E .		Keep Business Movir	ng
📞 Contact Us			John Smith Payn	nents Advi				Approve Wire or ACH paym	ents, review Positive
🙆 Online Help			216-XXX-XXXX					ray nems, or just check bal	anues.
Treasury Res	ources							Learn wore 🖌	

e. You will receive a confirmation screen. Select **Main Page** to return to the Deposit Concentration main page or select **Maintain Another Input** to change or delete another deposit.



KeyNavig	gator KeyBank	⊘ -π			Messa	ige Center	support	4 Administration	🕞 Logout
Dashboard	Reporting & Research	Payables	Receivables	File Service:	s Card Services	Sp	ecialized Services		
			Edit De	eposit Inp	ut Confirmation				
			The follow	ving deposit w	as successfully edited.				
			Use	e browser to p	rint confirmation.				
				Company:	0001 - Sparky Consolidate	t			
				Division:	01 - North				
				Location:	0004 - Allentown, PA				
				Amount:	\$8,100.00				
			•	Created By:	Ned Spielman				
			Cre	eation Date:	Jan 02, 20XX				
			Cre	ation Time:	2:46 PM EST				
				Edited By:	Bob Mallaky				
				Edit Time:	2.46 DM EST				
			Tra	ce Number:	218000145				
				Status:	Pending				
			Additional Inf	ormation					
			Spark	plugs Sold:	478				
				Sales Date:	Jan 02, 20XX				
		main page]			ma	intain another input]	
Helpful Resou	irces		My Key Contacts			+		Keep Business Movir	ng
S. Contact Us			John Smith Payments	s Advi				Approve Wire or ACH paym	ents, review Positive
Online Help			216-XXX-XXXX					May items, or just check bal	ances.
Treasury Res	sources							Learn More >	

- 5. To Delete a Deposit Input:
 - a. Select **Delete** from the **Maintain Deposit Input** screen.

KeyNavig	gator ⁻ KeyBank	~			Message (Center 🙆	Support	Administration	🕞 Logout
Dashboard	Reporting & Research	Payables	Receivables	File Services	Card Services	Specialized S	Services		
			N	laintain Deposit	Input				
				Company: 0001 - S Division: 01 - Nor	Sparky Consolidated				
			System Da	Location: 0004 - A ite and Time: Jan 02,	Allentown, PA (<u>change d</u> 20XX 2:46 PM EST	ivision/location)			
		Edit	Delete Amount	Last Modified Date	Last Modified Time	Trace Number	Status	1	
		edit	delete 8,100.00	Jan 02, 20XX	2:46 PM EST	218000145	Pending		
		edit	delete 3,600.00	Nov 23, 20XX	2:46 PM EST	218000142	Pending		
				main page					
Helpful Resou	Irces		My Key Contacts		+			Keep Business Movin	a
Contact Us			John Smith Payment	ts Advi				Approve Wire or ACH payme	ents, review Positive
Online Help			216-XXX-XXXX					Pay items, or just check bala	nces.
Treasury Res	sources							Learn Mole /	

b. Review the information provided regarding the selected deposit input.



c. Select **Cancel** to return to the Maintain Deposit Input screen; or select **Delete** to proceed with deleting the deposit input.

KeyNavig	gator ⁻ KeyBank	0 n			Messag	e Center	💩 Support	Administration	🕞 Logout
Dashboard	Reporting & Research	Payables	Receivables	File Services	Card Services	Spec	ialized Services		
				Delete Dep	osit Input				
			The folk	owing deposit has b	een selected for deletion.				
				Company:	0001 - Sparky Consolidated				
				Division:	01 - North				
				Location:	0004 - Allentown, PA				
			Additions	Amount: :	\$8,100.00				
			Additiona	parkplugs Sold:	478				
				Sales Date:	Jan 02, 20XX				
	Г	cancel	1			Г	delete		
						-			
Helpful Resou	rces		My Key Contac	ts		+		Keep Business Movin	g
📞 Contact Us			John Smith Paym	ents Advi				Approve Wire or ACH payme Pay items, or just check bala	ents, review Positive
🕲 Online Help			216-XXX-XXXX					Learn More >	
Treasury Res	ources							Louis marce of	

d. You will receive a confirmation screen. Select **Main Page** to return to the Deposit Concentration main page or select **Maintain Another Input** to change or delete another deposit input.

Dashboard	Reporting & Research	Payables	Receivables	File Services	Card Services	Special	ized Services		
			Del	lete Deposit Co	nfirmation				
			The follow	ing deposit has been :	successfully deleted.				
			L	Jse browser to print co	onfirmation.				
				Company: 0001	- Sparky Consolidated				
				Division: 01 -	North				
				Location: 0004	- Allentown, PA				
				Amount: \$8,1	00.00				
				Created By: Ned	Spielman				
				Creation Date: Jan	02, 20XX				
			C	Creation Time: 2:46	PM EST				
				Edited By: Bob	Mallaky				
				Edit Date: Jan (02, 20XX				
				Edit Time: 2:46	PMEST				
				Status: Dala	00095				
				status. Dele	ieu -				
			Additional I	nformation					
			300	Sales Date: Jan J	12 2022				
			199	ouros bater vorre	2, 20/01	-	_		
		main page				maintain	another input		
			-					ik.	
lelpful Resou	rces		My Key Contacts		-	F		Keep Business Movin	g
Contact Us			John Smith Paymer	nts Advi				Approve Wire or ACH payme	ents, review Pos
Online Help			216-XXX-XXXX					Pay items, or just check bala	Inces.
Transuni Ray	Sources							Learn More >	

NOTE: Users can enter, edit or delete information until 8:00 p.m. ET. At that time, the information is sent to ACH for processing.



7. Create Disbursement Input via KeyNavigator

The Disbursement Input function within the Deposit Concentration module enables users to create disbursement inputs to move funds from an account at Key to a specified account at another bank. Users are set up with dollar limits for each deposit transaction.

To Create a Disbursement Input:

1. Go to the **Receivables** section in KeyNavigator and select **Deposit Concentration**.

2. Select Create Disbursement Input.

KeyNavigator ⁻ KeyBank	⊘ π			Message C	Center	o Support	🔅 Administration	🕞 Logout
Dashboard Reporting & Research	Payables	Receivables	File Services	Card Services	Speci	ialized Services		
Deposit Concentration								
Services					Depo	sit Concentratio	on Cutoff Times	
Create Deposit Input			>	Monday - Friday		8:0	00 PM ET	
Maintain Deposit Input			>	Sunday, Monday, Holidays		5:0	00 PM ET	
Create Disbursement Input			>					
Maintain Disbursement Input			>					
Reports								
Reporting Locations			>					
Non-Reporting Deposit Locations			>					
Non-Reporting Disbursement Locations			>					
Inputs Summarized by Location			>					
Processed Inputs			>					
Deposit Information			>					
Helpful Resources		My Key Contac	ts	+			Keep Business Movir	I g ents review Positive
Contact Us		John Smith Paym	ients Advi				Pay items, or just check bala	inces.
Online Melp Treasury Resources		£10-774-7777				1	.eam More >	

3. Depending on your set-up, you may be able to select the division and/or location (steps 4 and 5) or these fields may be prefilled.



4. Utilize the dropdown menu to select the appropriate division.

KeyNaviç	gator ⁻ KeyBank	(0 n			Messag	e Center	💩 Support	Administration	🕞 Logout
Dashboard	Reporting & Research	Payables	Receivables	File Services	Card Services	Spec	alized Services		
				Select Division/	Location				
		All Divisions 🗸	filter		Loc	ations for D	ivision: 01 - North		
		Division ID	Divisio	on Name	Location ID	Locat	ion Name		
		01	North	0004	Alb	entown, PA			
		01	North	0005	Sy	racuse, NY			
		01	North	0008	An	n Arbor, MI			
		01	North	0012	Da	ayton, OH			
		cancel							
Helpful Resou	rces		My Key Contac	cts		+		Keep Business Movir	ng
Contact Us			John Smith Payr	ments Advi				Approve Wire or ACH paym	ents, review Positiv
Online Help			216-XXX-XXXX					Pay nems, or just check bala	ances.
C Treasury Per	sources							Learn More >	

5. Select the location for which the deposit is being created.

KeyNavig	gator" KeyBank	⊘ π			Mess	age Center	🍪 Support	C Administration	🕩 Logout
Dashboard	Reporting & Research	Payables	Receivables	File Services	Card Services	s Speci	alized Services		
				Select Division/	Location				
		All Divisions 🗸	filter			Locations for Di	vision: 01 - North		
		Division ID	Divisio	n Name	Location ID	Locati	on Name		
		01	North	0004		Allentown, PA			
		01	North	0005		Syracuse, NY			
		01	North	0012		Dayton, OH			
		- Lanua							
							_		
Helptul Kesou	rces		my Key Contac	sts		T		Accep Business Movin	ig ante enview Desitivo
📞 Contact Us			John Smith Payn	nents Advi				Pay items, or just check bala	ances.
Online Help			216-XXX-XXXX					Learn More >	
Treasury Res	ources							ALLEN COMPLET.	



6. Enter the amount of the disbursement.

KeyNavig	jator⁻ KeyBank ¶	0- π			Message	Message Center 🔞 Suppor		🔅 Administration	🕞 Logout
Dashboard	Reporting & Research	Payables	Receivables	File Services	Card Services	Specia	alized Services		
				Create Disbursen	nent Input				
				Enter disbursement	amount.				
				Company: 0001	- Sparky Consolidated				
				Division: 01 -	North				
				Location: 0004	- Allentown, PA (change	division/loca	tion)		
				Anount: 720	0.00				
		cancel	٦			- Г	next		
			-			-			
11-1-6-1 0	2002		N. K. O						212
Helpful Resou	rces		My Key Contac	cts	-			Approve Wire or ACH paym	19 ante raviaw Positi
Contact Us			John Smith Payn	nents Advi				Pay items, or just check bala	ances.
Online Help Treasury Res	ources		610"AAA"AAAA					Learn More >	

- 7. Select **Cancel** to return to the Deposit Concentration main page or select **Next** to proceed with creating a disbursement.
- The Accept Disbursement Input screen will appear; review the information presented. Select Cancel to return to the Deposit Concentration main page. Select Edit to return to the previous screen to make changes to the amount, or select Accept to proceed with the disbursement input.

KeyNavig	Navigator" KeyBank 🐎 🛪				🔀 Message	Message Center		CAMINISTRATION	🕞 Logout
Dashboard	Reporting & Research	Payables	Receivables	File Services	Card Services	Specia	lized Services		
			,	Accept Disburse	ement Input				
			You have	entered the following d	lisbursement information.				
				Division: 01	- North				
				Location: 00 Amount: \$7	04 - Allentown, PA ,200.00				
		cancel		edit			accept		
Helpful Resou	rces		My Key Contac	ts		ŀ		Keep Business Movin	g
Contact Us			John Smith Payn	nents Advi				Approve Wire or ACH payme Pay items, or just check bala	ants, review Positive inces.
Online Help Treasury Res	ourcas		216-XXX-XXXX					Learn More >	





9. You will receive a confirmation screen that displays the disbursement input information as well as the status of the transfer. Select **Main Page** to return to the Deposit Concentration main page or select **Create Another Input** to create another disbursement input to transfer funds.

KeyNavig	jator⁻	KeyBank ⁽	∼ π			Messa	ge Center	🍐 Support	C Administration	🕞 Logout
Dashboard	Reporting	& Research	Payables	Receivables	File Service	s Card Services	Spe	cialized Services		
				Inpu	It Disbursem	ent Confirmation				
				The follow	ing disbursement	was successfully submitted.				
					Use browser to p	rint confirmation.				
					Company:	0001 - Sparky Consolidated	1			
					Division:	01 - North				
					Location:	0004 -Allentown, PA				
					Amount:	\$7,200.00				
					Created By:	Ned Spielman				
					Creation Date:	Jan 02, 20XX				
					Creation Time:	2:46 PM EST				
					Edited By:	Ned Spleiman				
					Edit Date:	Jan U2, 20XX				
					Trace Number:	2.40 PM EST				
					Status:	Pending				
		1		_						
			main page				ere	eate another input		
Helpful Resou	rces			My Key Contac	ts		+		Keep Business Movir	ng
Contact Us				John Smith Paym	ents Advi				Approve Wire or ACH paym	ents, review Positive
Online Help				216-XXX-XXXX					Pay items, or just check bal	ances.
Treasury Res	ources								Learn More >	



8. Maintain Disbursement Input via KeyNavigator

Disbursement Inputs can be edited or deleted by utilizing the **Maintain Disbursement Input** function.

To Edit or Delete a Disbursement Input:

- 1. Go to the **Receivables** section in KeyNavigator and select **Deposit Concentration**.
- 2. Select **Maintain Disbursement Input** from the Deposit Concentration main page.

KeyNavigator ⁻ KeyBank	⊘ π			Message C	Center	o Support	4 Administration	E Logout
Dashboard Reporting & Research	Payables	Receivables	File Services	Card Services	Speci	alized Services		
Deposit Concentration								
Services					Depo	sit Concentrati	on Cutoff Times	
Create Deposit Input			>	Monday - Friday		83	00 PM ET	
Maintain Deposit Input			>	Sunday, Monday, Holidays		50	00 PM ET	
Create Disbursement Input			>					
Maintain Disbursement Input			>					
Reports								
Reporting Locations			>					
Non-Reporting Deposit Locations			>					
Non-Reporting Disbursement Locations			>					
Inputs Summarized by Location			>					
Processed Inputs			>					
Deposit Information			>					
lelpful Resources		My Key Contact	ts	+			Keep Business Movin	g
Contact Us Online Help		John Smith Paym 216-XXX-XXXX	ents Advi				Approve Wire or ACH paym Pay items, or just check bala Learn More >	ents, review Positi inces
Treasury Resources								

3. Depending on your set-up, you may be able to select the division and/or location (steps 4 and 5) or these fields may be prefilled.



4. Utilize the dropdown menu to select the appropriate division.

KeyNavig	KeyNavigator" KeyBank 🐎 🛪				Message Center 💧 Support		C Administration	🕞 Logout	
Dashboard	Reporting & Research	Payables	Receivables	File Services	Card Services	Speci	alized Services		
			s	elect Division/Lo	cation				
	1	All Divisions 🗸	filter		Loca	tions for Di	vision: 01 - North		
		Division ID	Division N	ame L	ocation ID	Locati	on Name	1	
		01	North	0004	Aller	ntown, PA			
		01	North	0005	Syra	cuse, NY			
		01	North	0008	Ann	Arbor, MI			
		01	North	0012	Day	ton, OH			
		un nell							
Helpful Resou	irces		My Key Contacts			F		Keep Business Movin	g
t Contact lie			John Smith Paymer	its Advi				Approve Wire or ACH payme	ents, review Positiv
Colline Hele			216-XXX-XXXX					Pay items, or just check bala	ances.
O Onine Help			*10-000-000A					Learn More >	
Treasury Res	sources								

5. Select the location.

(eyNavigator"	KeyBank	<u>Ф-</u> я.			Messag	e Center	👌 Support	CADMINISTRATION	🕞 Logou
ashboard Reportin	ng & Research	Payables	Receivables	File Services	Card Services	Specializ	zed Services		
				Select Division/L	ocation				
		All Divisions 🗸	filter		Loc	ations for Divis	ion: 01 - North		
		Division ID	Division	Name	Location ID	Location	Name		
		01	North	0004	All	entown, PA			
		01	North	0005	An	n Arbor, MI			
		01	North	0012	Da	yton, OH			
pful Resources			My Key Contac	ts		+ ;		Keep Business Movin	g
Contact Us			John Smith Paym	ents Advi				Pay items, or just check bala	inces.
Online Help			216-XXX-XXXX					Learn More >	



- 6. To edit the amount or other information for a deposit:
 - a. Select Edit.

KeyNavig	gator⁻ KeyBank •	7				Message 🖌	Center 💩	Support	Administration	🕞 Logout
Dashboard	Reporting & Research	Payables	Receivables	Fi	le Services	Card Services	Specialized S	Services		
				Mainta	in Disburseme	ent Input				
				52	Company: 0001 - S Division: 01 - Nor	parky Consolidated				
			Syste	em Date	Location: 0004 - A and Time: Jan 02,	llentown, PA (<u>change d</u> 20XX 2:46 PM EST	ivision/location)			
		Edit	Delete An	nount	Last Modified Date	Last Modified Time	Trace Number	Status		
		edit	delete 8,1	100.00 N	lov 23, 20XX	2:46 PM EST	5120XX145	Pending		
		edit	delete 3,6	600.00 N	lov 23, 20XX	2:46 PM EST	5120XX142	Pending		
					main page					
Helpful Resou	rces		My Key Conta	acts		+			Keep Business Movin	g
📞 Contact Us			John Smith Pay	ments	Advi				Approve Wire or ACH payme Pay items, or just check bala	nts, review Positive nces.
 Online Help Treasury Res 	ources		216-XXX-XXXX						Learn More >	

b. From the **Edit Disbursement Input** screen you can change the amount that was entered.

KeyNavigato	or ⁻ KeyBank	⊘ π.			Message	Center	\delta Support	C Administration	🕞 Logout
Dashboard Re	eporting & Research	Payables	Receivables	File Services	Card Services	Specia	alized Services		
				Edit Disburseme	ent Input				
				Edit Disbursement	Amount				
				Company: 000	I - Sparky Consolidated				
				Division: 01 - Location: 0004	North 4 - Allentown, PA				
				Amount: 810	0.00				
				Created By: Ned	Spielman				
				Creation Date: Jan Creation Time: 2:46	PM EST				
				Trace Number: 5120	0XX145				
				Status: Pen	ding				
		cancel		main page			next		
Helpful Resources			My Key Conta	cts	-	ŀ		Keep Business Movir	ng
📞 Contact Us			John Smith Pay	ments Advi				Approve Wire or ACH paym Pay items, or just check bala	ents, review Positi ances.
Online Help	as a		216-XXX-XXXX					Learn More >	
G measury Resource						_			



c. Select Cancel to return to the Maintain Disbursement Input screen; select Main Page to return to the Deposit Concentration main page; or select Next to proceed with making changes to the disbursement input.

KeyNavi	gator ⁻ KeyBank	0- n			Message	Center 💩 s	Support	Administration	🕞 Logout
Dashboard	Reporting & Research	Payables	Receivables	File Services	Card Services	Specialized S	ervices		
				Edit Disbursen Edit Disbursener Oompany: 00 Division: 01 Location: 00 Amount: 8 Created By: Ne Created By: Ne Creation Time: 2-4 Trace Number: 51	hent Input It Amount 01 - Sparky Consolidated - North 04 - Allentown, PA 100.00 d Spielman n 02, 20XX 46 PM EST 20XX15				
Helpful Resou	Irces	cancel	My Key Contac John Smith Payn	Status: Pe main pag cts ments Advi	nding		ext	Keep Business Movin Approve Wire or ACH payme ay items, or just check bala	ig Infts, review Positive Inces.
 Online Help Treasury Re 	sources		216-XXX-XXXX				L	.eam More >	

d. The Accept Disbursement Edit screen will appear, review the information. Select Cancel to return to the Deposit Concentration main page; select Edit to return to the previous screen to make additional changes; or select Accept to proceed with making the changes to the disbursement input information.

KeyNavi	gator ⁻ KeyBank	≎ π			Message	Center	ዕ Support	Administration	🕞 Logout
Dashboard	Reporting & Research	Payables	Receivables	File Services	Card Services	Specia	alized Services		
				Accept Disburse	ment Edit				
			You have	entered the following dis	bursement information.				
				Company: 0001	- Sparky Consolidated				
				Division: 01 -	North				
				Amount: S8.1	4 - Allentown, PA				
				Created By: Ned	Spielman				
				Creation Date: Jan	02, 20XX				
				Creation Time: 2:46	PMEST				
				Status: Pend	ding				
	0	cancel		edit			accept		
Helpful Reso	urces		My Key Contac	ts		H		Keep Business Movir	ng
📞 Contact Us			John Smith Payr	nents Advi				Approve Wire or ACH paym Pay items, or just check ball	ents, review Positive ances.
Online Help			216-XXX-XXXX					Learn More >	
Treasury Re	esources						-	arennymaar-50	





KeyNavig	ator⁻ KeyBank ⁽	∽ ⊼		Message Center			ô Support	Administration	🕞 Logout
Dashboard	Reporting & Research	Payables	Receivables	File Services	Card Services	Speci	alized Services		
			Edit Di	sbursement Inp	ut Confirmation				
			The folio	wing disbursement wa	s successfully edited.				
				Use browser to print of	onfirmation.				
				Company: 000	1 - Sparky Consolidated				
				Division: 01 -	North				
				Location: 000	4 - Allentown, PA				
				Amount: \$8,1	00.00				
				Created By: Neo	Spielman				
				Creation Date: Jan	02, 20XX				
				Creation Time: 2:46	PM EST				
				Edited By: Bob	Mailaky				
				Edit Date: Jan	02, 20XX				
				Edit Time: 2:46	PM EST				
				Trace Number: 512	0XX145				
				Status: Per	ding				
		main page			C	mainta	in another input		
Helpful Resou	rces		My Key Contact	s		ŀ.		Keep Business Movir	g
\$ Contact Us			John Smith Payme	ents Advi				Approve Wire or ACH payme	ents, review Positiv
A Online Help			216-XXX-XXXX					Pay items, or just check bala	inces.
Treasury Res	ources							Learn More >	

7. To delete a disbursement input:

KeyBank 🖓 🕋

a. Select **Delete** from the Maintain Disbursement Input screen.

KeyNavi	gator ⁻ KeyBank	0 n			Message (Center 🙆	Support	Administration	😝 Logout
Dashboard	Reporting & Research	Payables	Receivables	File Services	Card Services	Specialized S	Services		
				Maintain Disbursem	ent Input				
				Company: 0001 -	Sparky Consolidated				
				Division: 01 - N	orth				
			Sveta	Location: 0004 -	Allentown, PA (change di 2022 2:46 PM EST	vision/location)			
				in pate and time. Surve	201012.401 11 201				
		Edit	Delete An	ount Last Modified Date	2 Last Modified Time	Trace Number	Status		
		edit	delete o,	00.00 Nov 23, 20XX	2.40 PM EST	512000140	Pending		
		edit	delete 3,0	00.00 Nov 23, 20XX	2.40 PM EST	512000142	Pending		
				main page					
aloful Pasau	reas.		My Key Conta	ata		-		Keen Rusiness Moving	
elpful Resou	irces		My Key Conta	cts	+		3	Keep Business Moving Approve Wire or ACH paymen	ts, review Pos
elpful Resou	irces		My Key Conta John Smith Pay 215-XXX-XXXX	cts ments Advi	+			Keep Business Moving Approve Wire or ACH paymen Pay items, or just check balan	ts, review Posi

b. Review the information provided regarding the selected disbursement input.



c. Select **Cancel** to return to the Maintain Disbursement Input screen or select **Delete** to proceed with deleting the disbursement input.

KeyNavig	ator⁻ KeyBank	⊘ ∧	Message Center			Center 💩 Sup	oport 🔅 Administration	🕞 Logout
Dashboard	Reporting & Research	Payables	Receivables	File Services	Card Services	Specialized Serv	rices	
			D The following	elete Disbursem g disbursement has bee Company: 0001 Division: 01 - 7 Location: 0004 Amount: \$8,10	ent Input - Sparky Consolidated Vorth - Allentown, PA 10.00		_	
		cancel				deletr	9	
Helpful Resour Contact Us Online Help	ces		My Key Contacts John Smith Payme 216-XXX-XXXX	s ents Advi	+		Keep Business Mov Approve Wire or ACH pay Pay items, or just check b Learn More >	ing ments, review Positive alances.

d. You will receive a confirmation screen. Select **Main Page** to return to the Deposit Concentration main page or select **Maintain Another Input** to change or delete another disbursement input.

KeyNavigator KeyBank ᡐ 🛪				Message Center 🔞 Supp			o Support	🔅 Administration	😝 Logout
Dashboard	Reporting & Research	Payables	Receivables	File Services	Card Services	Spec	ialized Services		
			Dele	te Disbursement	Confirmation				
			The following disbursement has be						
			Use browser to print						
				Company: 000	1 - Sparky Consolidated				
				Division: 01 -	North				
				Location: 000	4 - Allentown, PA				
				Amount: \$8,1	00.00				
				Created By: Ned	Spielman				
				Creation Date: Jan	02, 20XX				
				Edited By: Nor	Shielman				
				Edit Date: Jan	02 20XX				
				Edit Time: 2:46	PMEST				
				Trace Number: 512	0XX145				
				Status: Del	ated				
		main page				maint	ain another input		
Helpful Resou	rces		My Key Contac	ts	-	÷		Keep Business Movir	g
t Contact Ur			John Smith Pavn	ients Advi			Concession of the local division of the loca	Approve Wire or ACH paym	ents, review Positiv
Online Help			216-XXX-XXXX					Pay items, or just check ball	ances.
Treasury Res	ources							Learn More >	

NOTE: Users can enter, edit or delete information until 8:00 p.m. ET. At that time, the information is sent to ACH for processing.

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