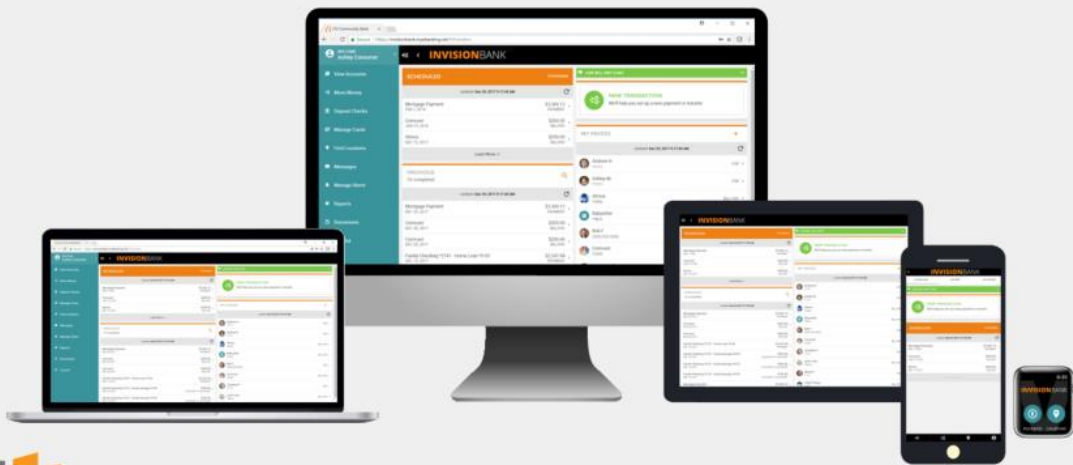


# CSI DIGITAL BANKING



## P2P Instructions:

Default P2P limits are in place. To change default limits for you bank, please reach out to Digital Banking Support.

P2P Single Transfer Maximum:	\$3,000.00
P2P Single Transfer Minimum:	\$1.00
P2P Daily Card Transfer Maximum:	\$3,000.00
Rolling 7 Day Transaction Maximum:	\$5,000.00
Rolling 7 Day Amount Maximum:	\$5,000.00
Rolling 30 Day Transaction Maximum:	\$10,000.00
Rolling 30 Day Amount Maximum:	\$10,000.00

## Admin Instructions

To enable P2P on a customer, search and edit the customer in the IB Admin site. Click on the Checking tab and check "P2P Enabled" for each account that needs access to P2P:

**Edit Customer: Grant Weston**

User | **Checking** | Savings | Loans

Account Number: [Redacted]

Account Name: Checking

Account Relationship: Single Ownership

View Account Details:

Transfer In:

Transfer Out:

View Statements:

View Statement With Images:

View Notices:

Allow BillPay Access:

ACH Filter Access:

Transfer In External:

Transfer Out External:

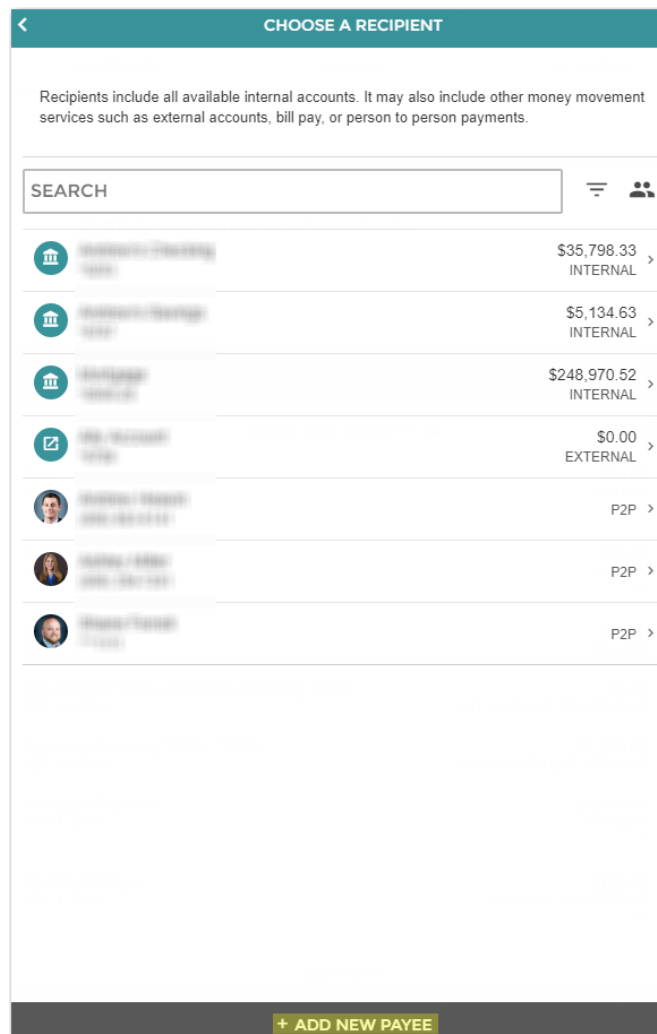
**P2P Enabled:**

Limits can be adjusted per customer by editing the customer in IB Admin and looking at the User tab for "Override Card Transfer Maximum". Once you check "Override Card Transfer Maximum", the limit fields become editable:

Invite Status:	<input checked="" type="checkbox"/>
User Status:	Active
Self Enrolled:	<input type="checkbox"/>
Override Card Transfer Maximum:	<input type="checkbox"/>
Single Transfer Maximum:	<input type="text" value="3,000.00"/>
Daily Card Transfer Maximum:	<input type="text" value="3,000.00"/>
Daily Transaction Maximum:	<input type="text" value="3,000.00"/>
Rolling 7 Day Transaction Maximum:	<input type="text" value="5,000.00"/>
Rolling 7 Day Amount Maximum:	<input type="text" value="5,000.00"/>
Rolling 30 Day Transaction Maximum:	<input type="text" value="10,000.00"/>
Rolling 30 Day Amount Maximum:	<input type="text" value="10,000.00"/>

## Customer Instructions

Once the customer logs in after being enabled, they will click on **Move Money** and have a new option when adding payees from the My Payees screen OR by initiating a New Transaction and choosing "+ Add New Payee" on the Recipient screen:



They will select “Person to Person” on the Add New Payee screen and then enter the Payee information:

The screenshot shows a mobile application screen titled "ADD NEW PAYEE". At the top, there is a teal header with the text "ADD NEW PAYEE". Below the header, the question "What type of payee is this?" is displayed. There are two main options presented in a list:

- PERSON TO PERSON**: Accompanied by a person icon. The text below it says "Select this option to create a P2P payee." A mouse cursor is pointing at this option.
- EXTERNAL ACCOUNT**: Accompanied by a bank building icon. The text below it says "Select this option to create an external account."

When entering Payee info, the customer has 3\* options:

**\*Text option is only available if bank offers Text Alerting/Banking\***

1. Enter Payee’s card info or have payee enter card info into their phone

The screenshot shows the "ADD NEW PAYEE" screen with the "PERSON TO PERSON" option selected. The form contains the following elements:

- A teal header with a back arrow and the text "ADD NEW PAYEE".
- The title "PERSON TO PERSON" in orange.
- A circular button labeled "ADD PHOTO".
- A question: "What do you want to call this payee?"
- Input fields for "FIRST NAME" (containing "John") and "LAST NAME" (containing "Doe").
- A section titled "Enter payee info:" with a green checkmark and the instruction "Please enter contact information or card details to proceed".
- Input fields for "EMAIL ADDRESS" (containing "john.doe@csiweb.com") and "MOBILE PHONE NUMBER".
- Input fields for "CARD NUMBER" (containing "9299") and "EXPIRATION DATE" (containing "10 / 18").
- A green footer bar with the text "SAVE".

- 2. Enter Payee's email and an email will be sent to payee asking them to enter their card info:

ADD NEW PAYEE

PERSON TO PERSON

ADD PHOTO

What do you want to call this payee?

FIRST NAME  
Jane

LAST NAME  
Doe

Enter payee info:  
Please enter contact information or card details to proceed ✓

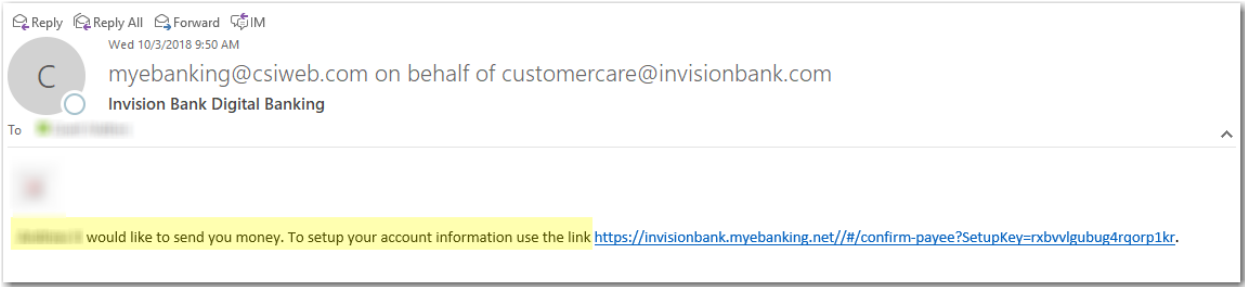
EMAIL ADDRESS  
jane.doe@csiweb.com

MOBILE PHONE NUMBER

CARD NUMBER

EXPIRATION DATE

SAVE



3.\* Enter Payee's phone number to send them a text asking them to enter their Card info:

ADD NEW PAYEE

PERSON TO PERSON

ADD PHOTO

What do you want to call this payee?

FIRST NAME  
Jim

LAST NAME  
Doe

Enter payee info:  
Please enter contact information or card details to proceed ✓

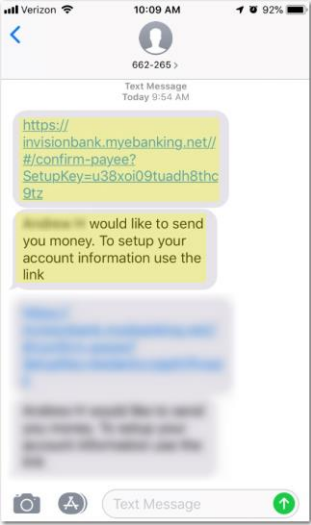
EMAIL ADDRESS

MOBILE PHONE NUMBER  
(555) 555-5555

CARD NUMBER

EXPIRATION DATE

SAVE



Once all required info is entered by the recipient, you are ready to send money by going to New Transaction and choosing the newly created Payee from the Recipient list. You do have an option to choose how the Payee is notified of the payment:

**DETAILS**

Checking → John Doe  
\$50,049.74 john.doe@csiweb.com

Enter P2P Amount:

AMOUNT  
\$5

How should this payee be notified?

EMAIL  
 PHONE  
 NO NOTIFICATION

EMAIL ADDRESS  
john.doe@csiweb.com

What is this P2P for?

NOTE  
Lunch

5 / 110

CONTINUE →

If you happen to have any balancing questions, you reach out to Payment Services CRC and they will get you a report labeled AT-202. From there they will be able to walk you through what exactly needs to be done to correct your outage.