Bank of Hawaiʻi

RDC SmartPay Business Basic Navigation

QUICK REFERENCE GUIDE

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Basic Navigation

Bank of Hawaiʻi

Accessing the Application

To access the RDC application, you must log in to the application with the proper URL and login credentials supplied by your organization admin user. Your admin user will receive their credentials from BOH Cash Management. To get to the proper URL, please go to Remote Deposit Capture - Bank of Hawaii (boh.com), and click on the RDC link. You can also find the most up to date contact information, in case you have any questions.

Logon to SmartPay Business

- Enter logon credentials (If you are the Admin, it will be given by the bank. Everyone else will get their credentials from the Admin.)
- Click ***Log In***

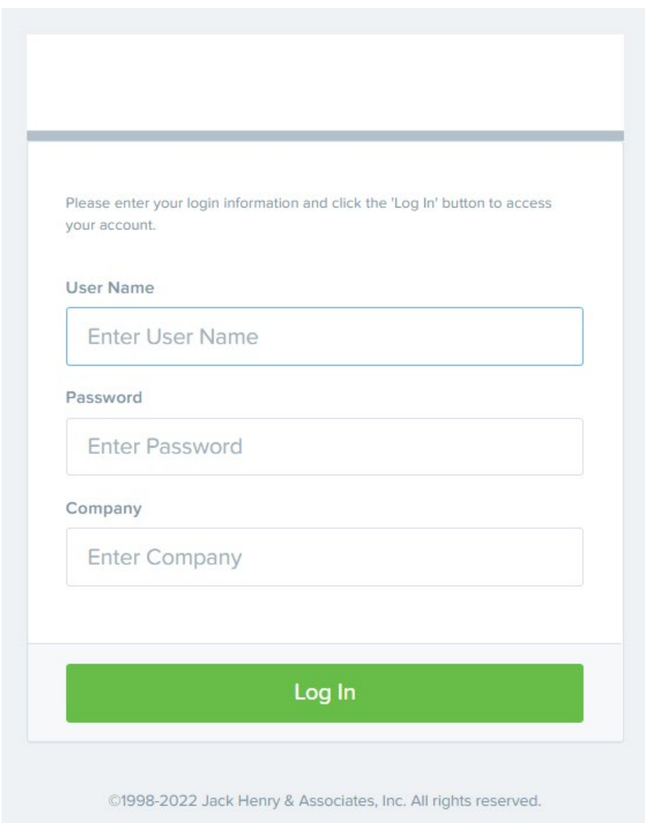

Figure 1

Note: Request Password option upon failed login can only be used if your current email address is in your user profile. Your organization administrator can also reset your password.

Top Menu Bar Navigation

Use the top menu bar to search for specific transactions, find a customer, or access user settings.

Figure 2

Use the Search button to search for customer information or transaction data.

Figure 3

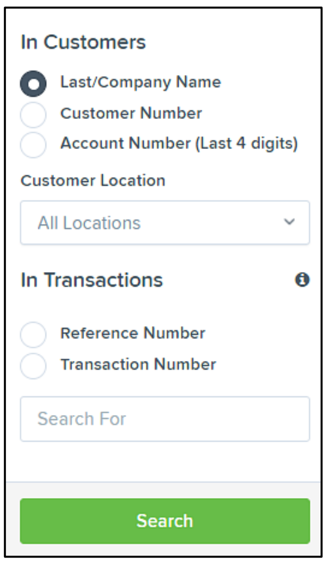

Figure 4

Select the User drop-down to access user settings, FAQs, videos, or to log out of the site.

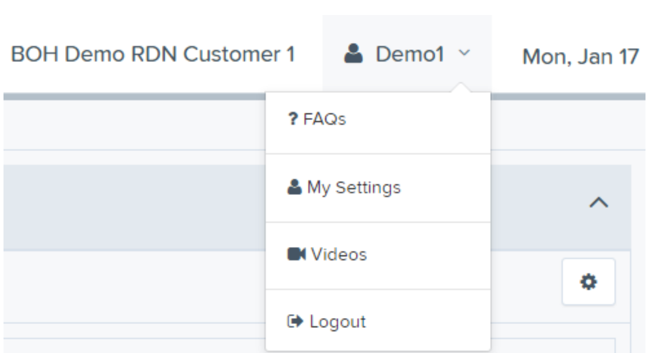

Figure 5

Left Main Menu

The left main menu contains primary options such as Transactions or Reports that allow you to navigate through major features in the system. Collapse this menu by selecting the vertical bar attached to the left main menu.

Main menu, Expanded

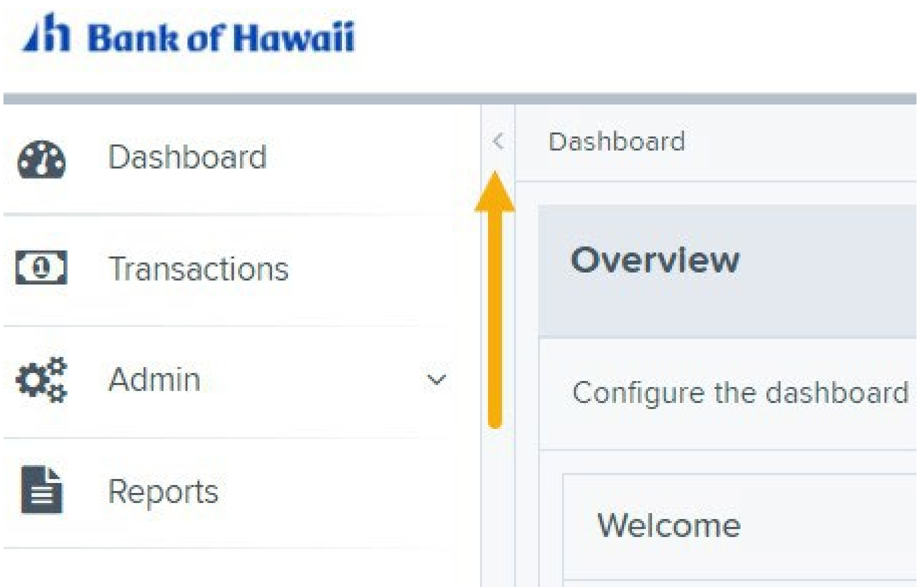

Figure 6

Main Menu, Collapsed

Figure 7

Left Main Menu Navigation

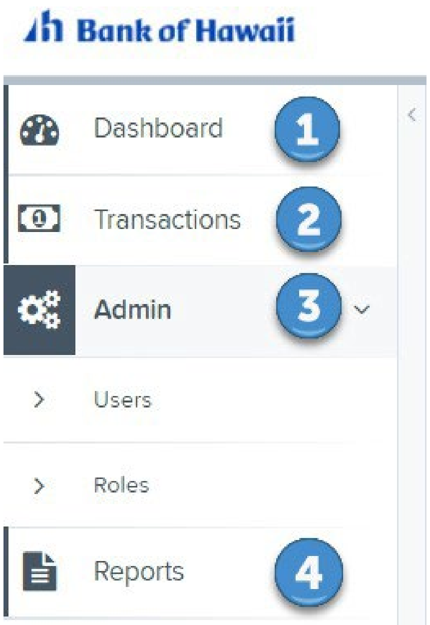

Figure 8

1. **Dashboard** - Returns the user back to the main dashboard screen.
2. **Transactions** - Opens the Quick Links for Check Processing through Remote Deposit Now

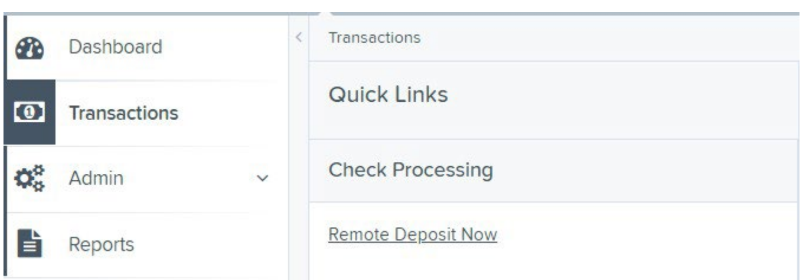

Figure 9

3. **Admin** - Available to administrator users.
    a. **Users** – to view, add/modify/delete organization users and roles.
    b. **Roles** – to view/modify roles assigned to organization users.
4. **Reports**
    a. My Reports
    b. Shared Reports
    c. Downloaded Reports
    d. Remote Deposit Capture Reports
    e. Standard Reports

Collapsing/Expanding Panels

Other panels throughout the application are also collapsible. All panels appear expanded by default upon logging in to the system.

- To collapse an expanded area, select the up arrow.
- To expand a collapsed area, select the down arrow.

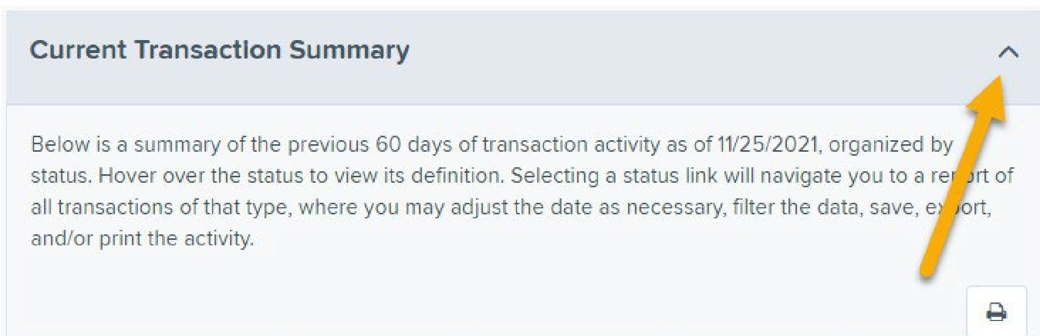

Figure 10

Customizable Dashboard

Overview Panel

The Overview panel contains a welcome message, a News pane and settings for the Dashboard page. The welcome message contains the current date, system information, the date of your last login, and any password change reminders.

The News pane features an expanded display pane where a financial institution can relay messages and alerts.

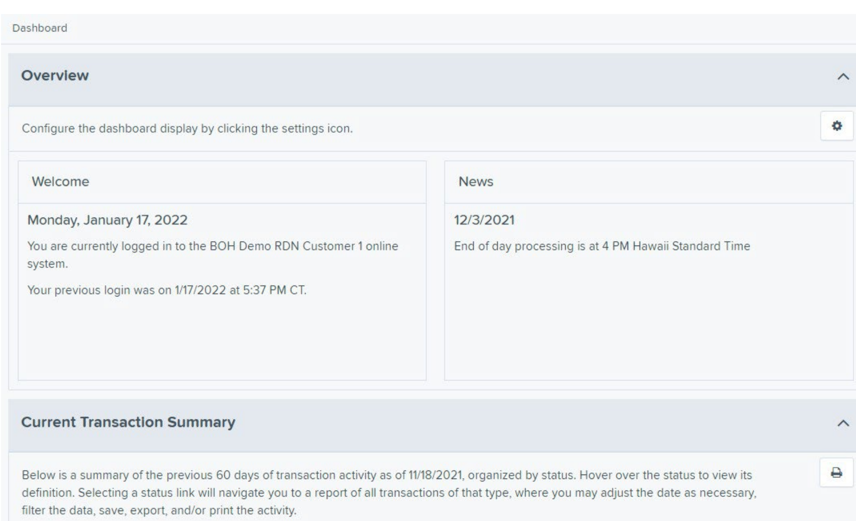

Figure 11

Dashboard display settings allow you to decide how the page displays. Settings are automatically updated and saved and are remembered for each user.

To choose display settings:

1. Log in to SPB.
2. Click Settings at the top right in the Overview section.
3. Use the enable/disable buttons to in the Settings panel to:
   - Hide or show panels under View.
   - Expand or collapse panels under Expand.

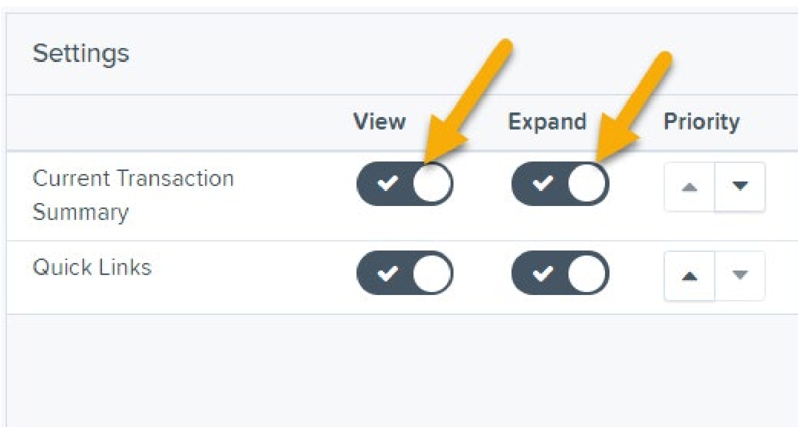

Figure 12

4. Use the arrows to determine the order in which you see items on the Dashboard page under Priority.

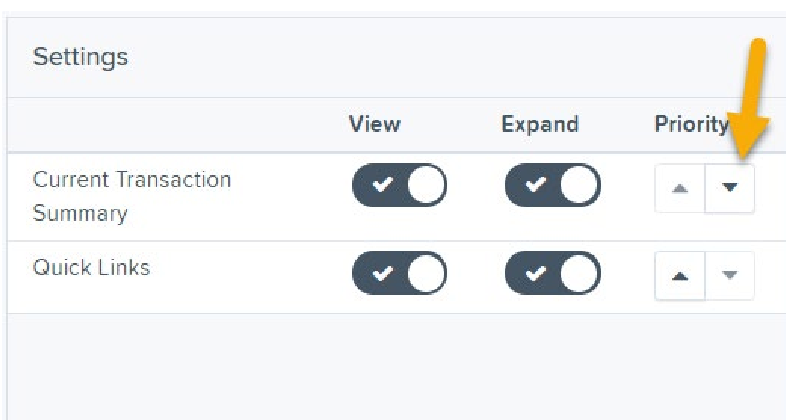

Figure 13

5. Click to close Settings and return to the Dashboard page.

Quick Links Panel

The Quick Links panel provides a quick and efficient way to access your most often used transactions and reports. Configuration options are automatically updated and saved and are remembered for each user.

To access and set up Quick Links configuration options:

1. Log in to SPB.
2. Scroll down to the Quick Links panel.
3. Click expand to open the panel if needed. Click Settings. The Settings panel opens, showing a list of available transactions and/or reports.

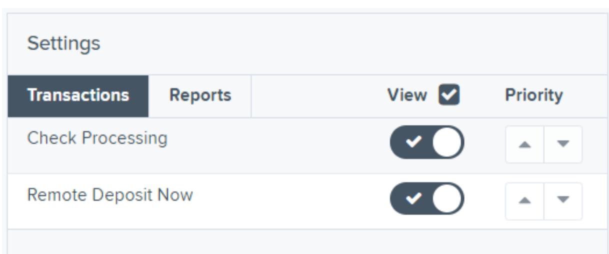

Figure 14

4. Select the tab you wish to configure, Transactions or Reports.
5. Choose whether to show/hide the items by selecting the Toggle buttons under View. Checking or unchecking the View box allows you to simultaneously select/unselect all items on the tab you selected. You can also select the display order by using the Priority up and down arrows.
6. Click to close Settings.

Session Timeout

The system automatically logs off users who are inactive for at least 15 minutes. You will receive a two-minute Session Timeout Warning. Click anywhere on the screen to remain logged in.