

# **ACCOUNT TO ACCOUNT (A2A)**

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### **SUMMARY**

The A2A product is described as a payment option to transfer money between an internal and external account.



# **ACCOUNT TO ACCOUNT (A2A)**

### **CONFIDENTIALITY NOTICE**

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### **ABOUT THIS DOCUMENT**

The Allied Payment Network Account to Account (A2A) User Guide is intended to provide a detailed description of the A2A product user experience. This Document is intended as a supplemental resource only and does not supersede or replace any agreements, including agreements between Allied Payment Network and Partners.

Note: Images used in this document are for reference only and are subject to change.

### INTENDED AUDIENCE

Allied Payment Network has produced this document for Allied's Partners (Financial Institutions and Partners) for implementing Allied's A2A product. This document is not intended to be shared with Partners' end users (clubmember/customers).

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# **PATHS**

### AZA HAS 3 PRIMARY PATHS

### **NEW TRANSFER**

### **ACCOUNTS**

### **TRANSFERS**



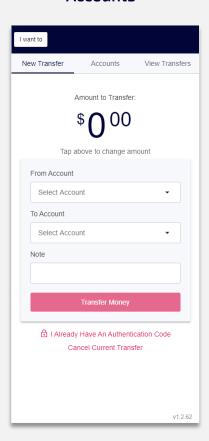
Transfer funds between
Internal & External
Accounts

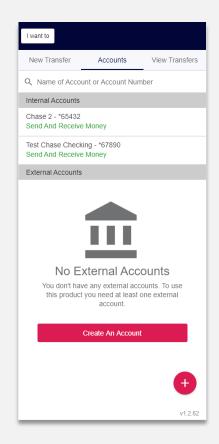


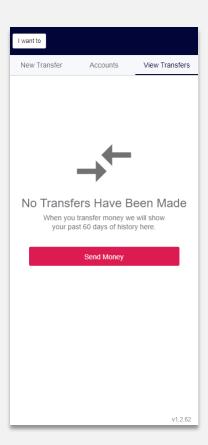
Add, Verify, View & Delete
Accounts



View, Edit & Cancel Transfers







### **UI NAVIGATION LEGEND**



**Proceeds Forward** 



**Required Step** 



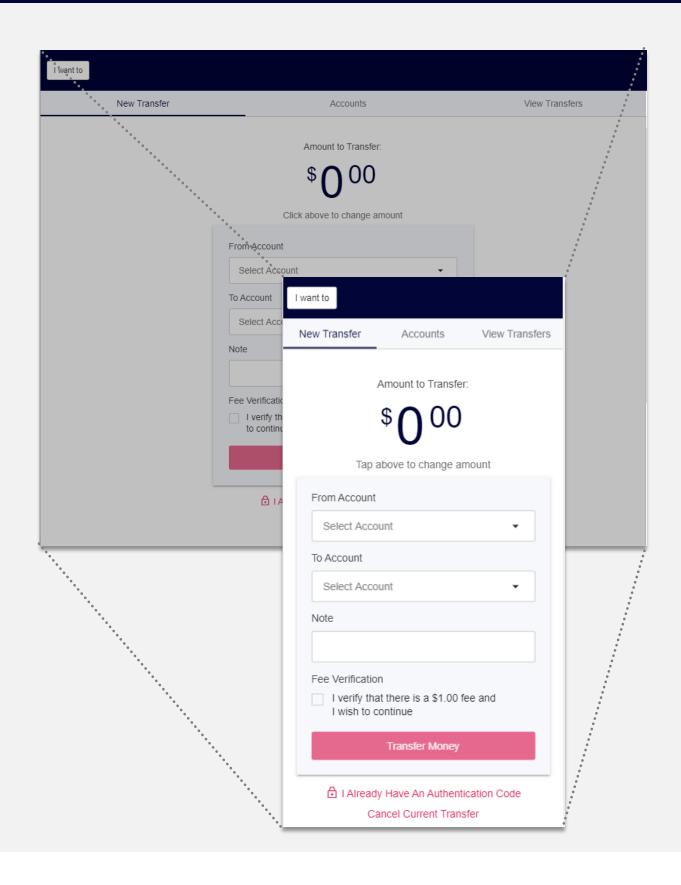
**Optional Step** 



**Moves Back** 

# **NEW TRANSFER PAGE OVERVIEW**

THE NEW TRANSFER PATH ALLOWS THE USER TO SUBMIT A TRANSFER BETWEEN AN INTERNAL & EXTERNAL ACCOUNT.



## **NEW TRANSFER PAGE OVERVIEW**

### **AMOUNT TO SEND**

Default Amount: \$0.00

### **FROM ACCOUNT**

- Pop-up: From Account Menu
- Lists User's Accounts
- Filtered to Internal or External Accounts when To Account is selected

### **TO ACCOUNT**

- ◆ Pop-up: To Account Menu
- Lists User's Accounts
- Filtered to Internal or External Accounts when From Account is selected

#### NOTE

- Default: Blank
- Add Optional Note

### **FEE VERIFICATION**

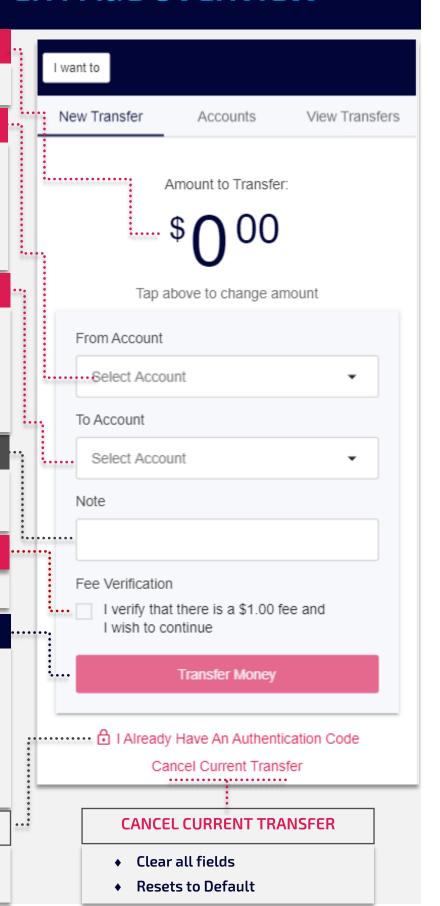
Required to transfer money.

### **TRANSFER MONEY**

- Default: Disabled until an Amount has been entered and two Accounts have been chosen
- Takes User to Authenticate User or the Money Sent page depending on the status of the Account and settings in FI Admin.

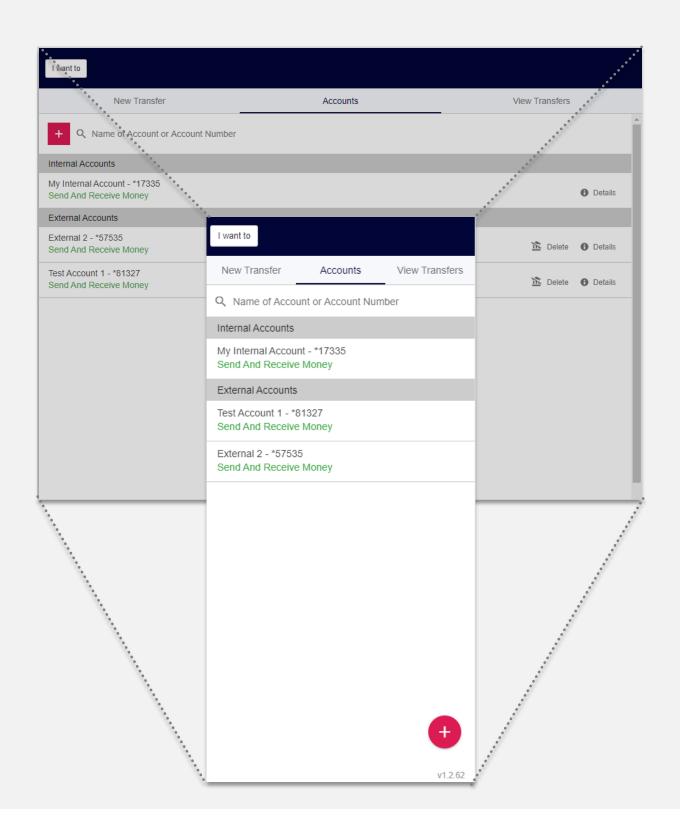
### I ALREADY HAVE AN AUTH CODE

 May be required depending on FI Admin settings



# **ACCOUNTS PAGE OVERVIEW**

THE ACCOUNTS PATH ALLOWS THE USER TO VIEW, ADD, OR DELETE ACCOUNTS.



# **ACCOUNTS PAGE OVERVIEW**

### **SEARCH BOX**

- Default: Name of Account or Account Number
- Allows User to enter a word or string of alpha-numeric characters
- Filters Accounts page by User's search

### **INTERNAL ACCOUNTS**

- ♦ Default: Account Name—\*xxxxx
- Verified through Financial Institution

### **EXTERNAL ACCOUNTS**

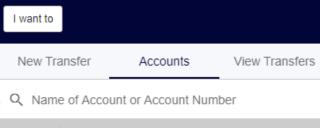
- ♦ Default: Account Name—\*xxxxx
- Created and verified by the User

### **VERIFY ACCOUNT**

- Takes User to Add Account Verification page
- External Accounts must be Verified via Micro Deposits before they can be used to Transfer funds

### **CREATE AN ACCOUNT**

◆ Takes User to Add an Account page



#### Internal Accounts

My Internal Account - \*17335 Send And Receive Money

#### External Accounts

Test Account 1 - \*81327 Send And Receive Money

External 2 - \*57535 Send And Receive Money

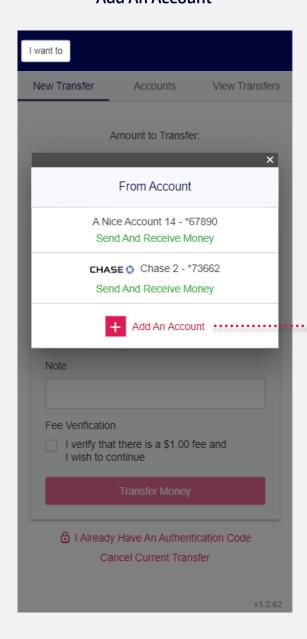
My Bippus - \*58789 Deposit Verification Required

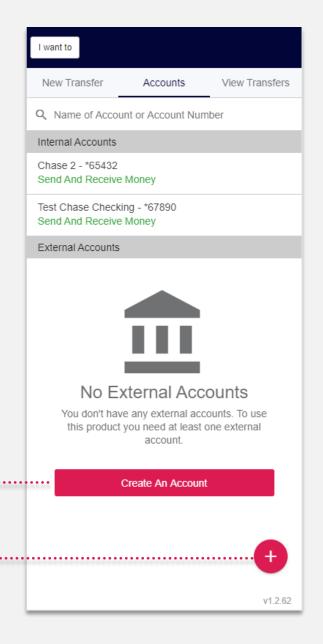


## **ADDING AN ACCOUNT**

ADD AN ACCOUNT THROUGH THE FOLLOWING PROCESS:

From the New Transfer page, click Select Account under From Account or To Account, then click Add An Account From The Account Page,
OR Click Create An Account or
the Add Account icon.







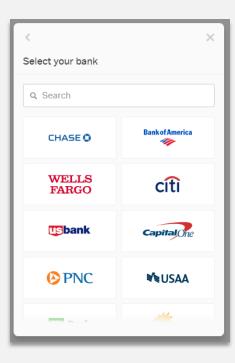
ADD AN ACCOUNT THROUGH THE FOLLOWING PROCESS:

Click Add An Account.

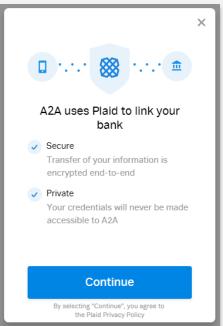


**>>** 

 Select a Financial Institution from the list.

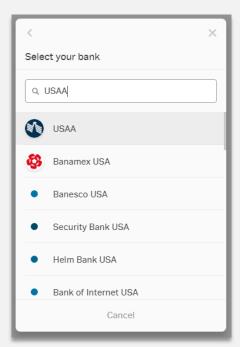


 Click Continue from the Plaid Interface

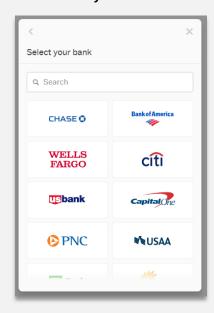


····· OR ·····

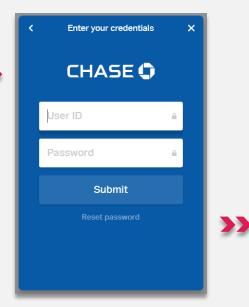
 Enter a name into the Search box to filter the results.



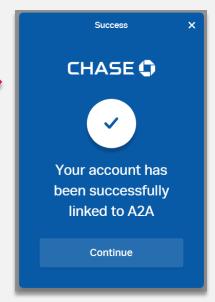
Select your bank.



• Enter your credentials.

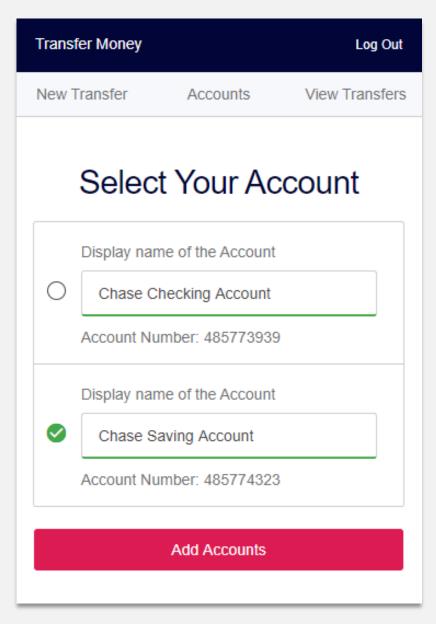


• Credentials confirmed.



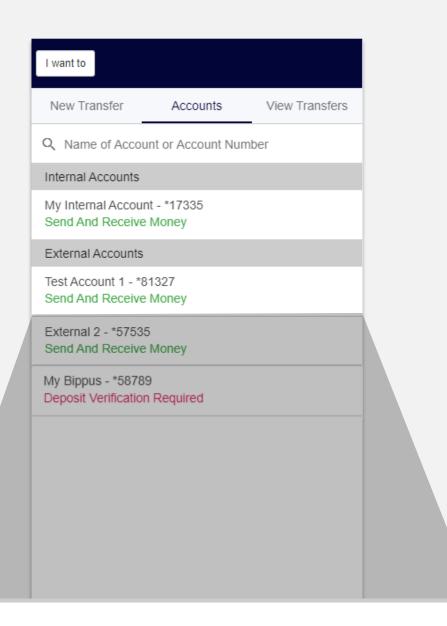
Plaid will pull back the accounts linked to the credentials that you provided.

Select the accounts that you want to add.



Click Add Accounts.





# External 2 - \*57535 Send And Receive Money

Accounts verified with credentials through Plaid will now appear under the External Accounts section.

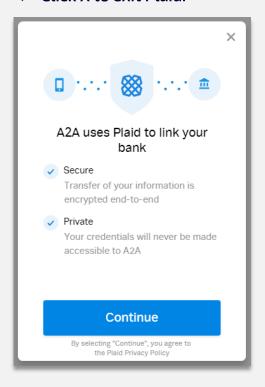
ADD AN ACCOUNT THROUGH THE FOLLOWING PROCESS:

Click Add Account.



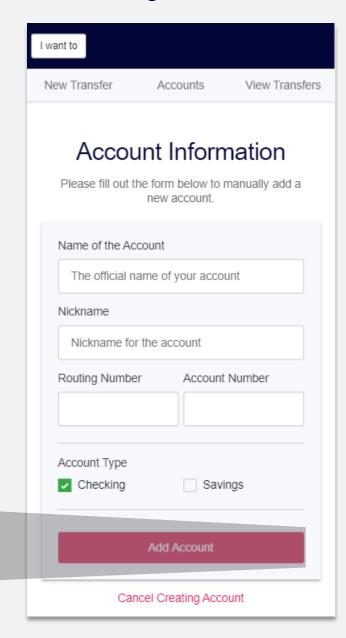


Click X to exit Plaid.





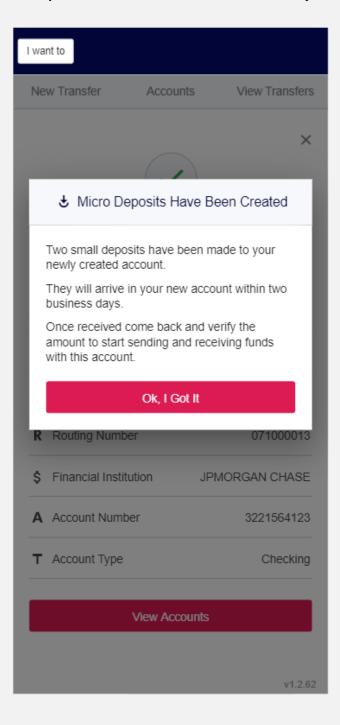
- Enter a name, nickname (optional),
   Routing #, & Account #.
  - Select an Account Type:
    - Checking
    - Savings





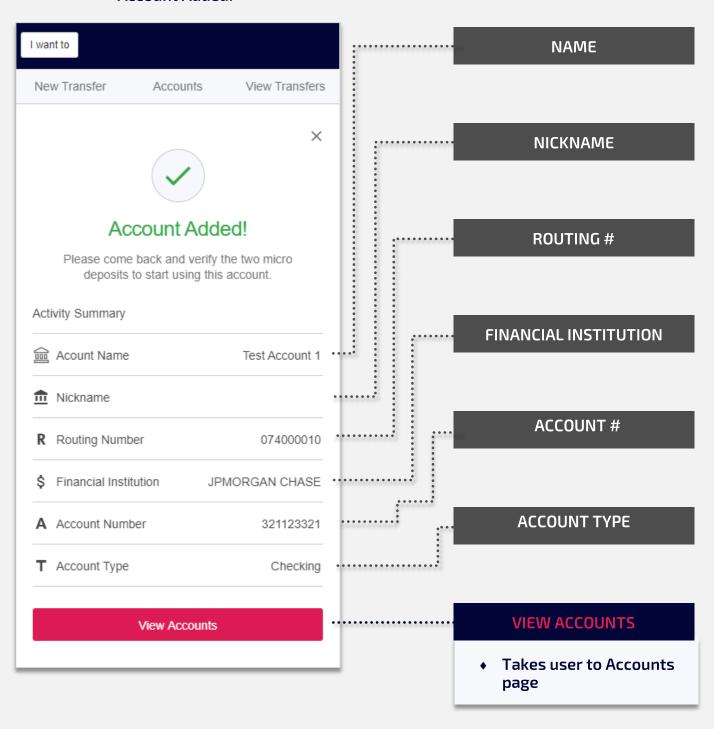
The User will receive two micro deposits in the account that was added.

These micro deposit amounts will be used to verify the account.

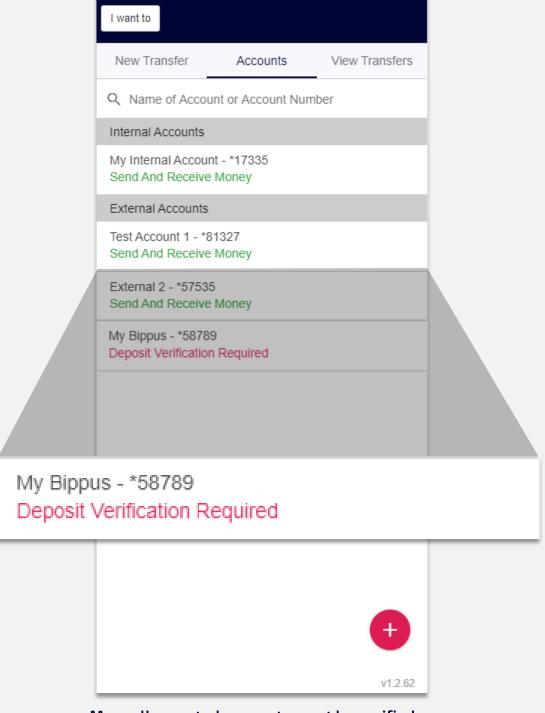




### **Account Added!**





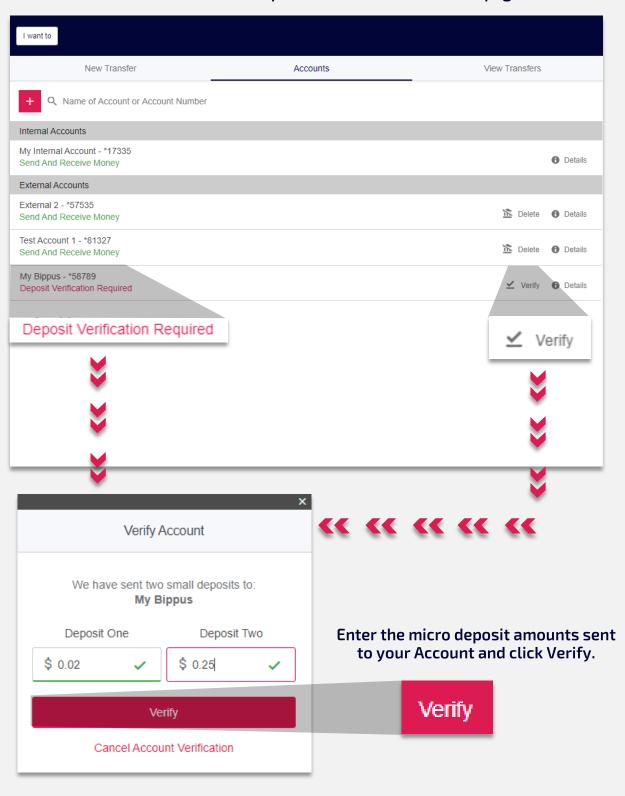


Manually created accounts must be verified through use of micro deposits.

# **VERIFY ACCOUNT**

### **VERIFY AN ACCOUNT THROUGH THE FOLLOWING PROCESS:**

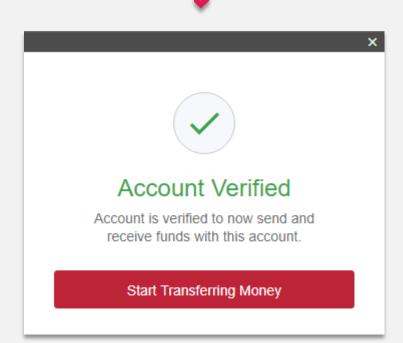
### Click one of the links to open the Account Verification page.



# **VERIFY ACCOUNT**

### **Account Verified!**

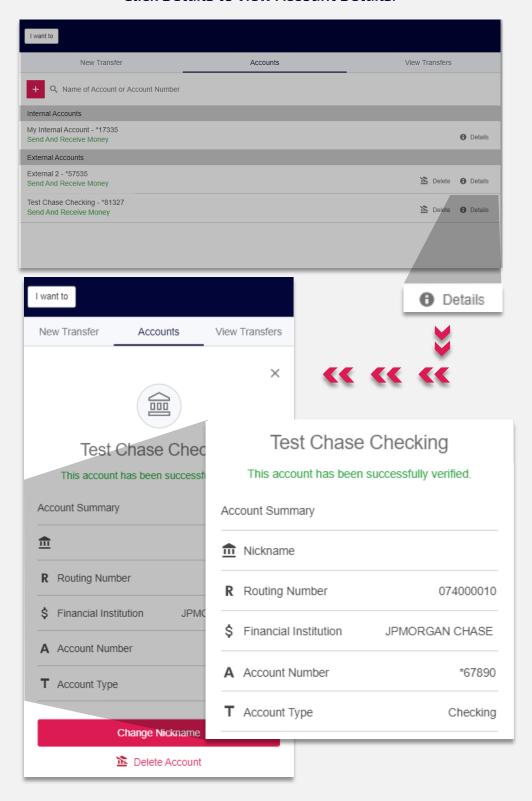




# **ACCOUNT DETAILS**

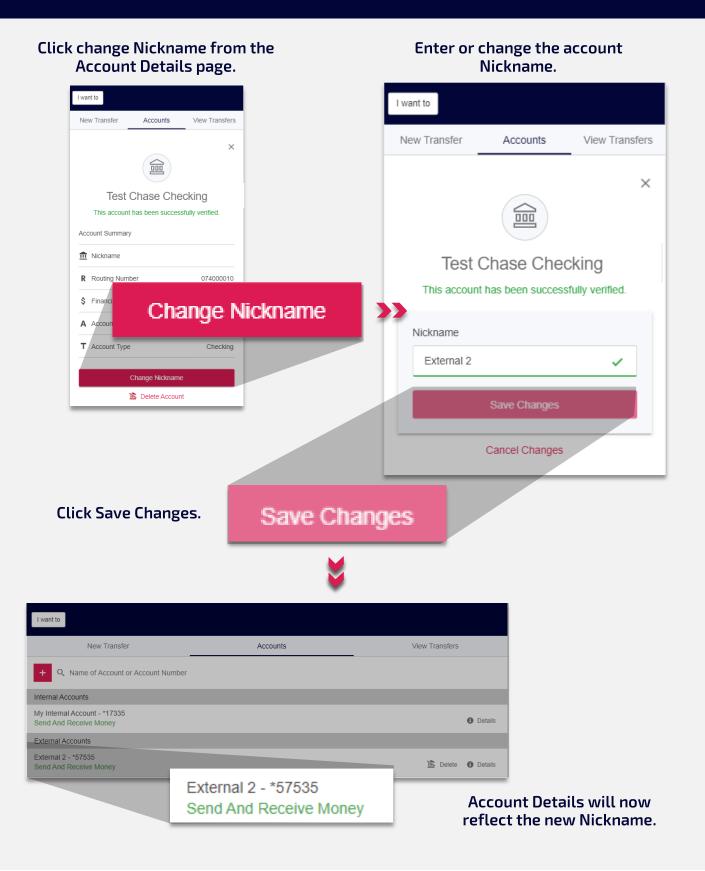
### USE THE FOLLOWING PROCESS TO VIEW ACCOUNTS

### Click Details to view Account Details.



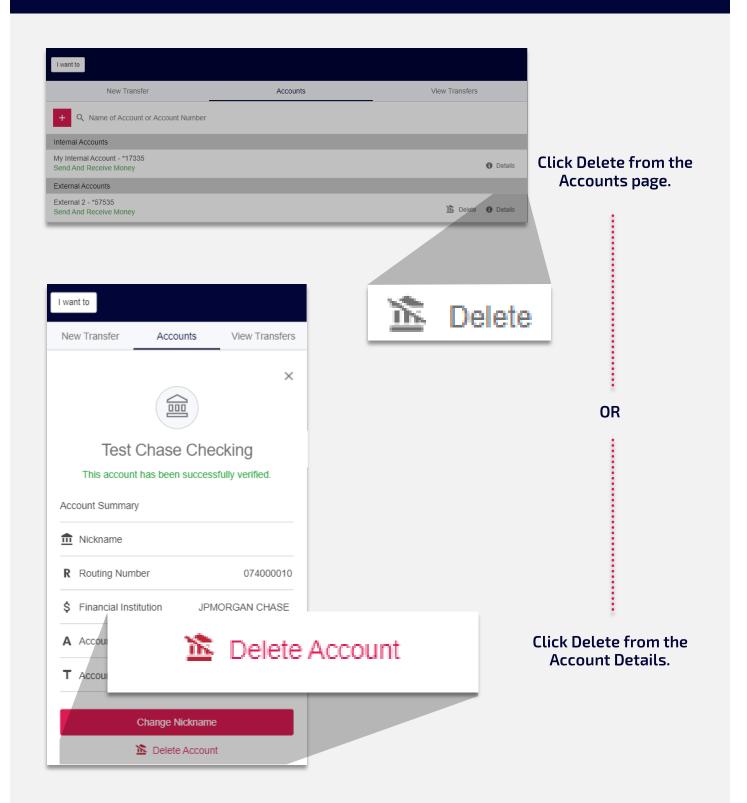
# ADD / CHANGE ACCOUNT NICKNAME

USE THE FOLLOWING PROCESS TO ADD OR CHANGE AN ACCOUNT NICKNAME:



# **DELETE ACCOUNT**

USE THE FOLLOWING PROCESS TO DELETE AN EXTERNAL ACCOUNT:



# **SENDING A NEW TRANSFER**

SUBMIT A NEW TRANSFER WITH THE FOLLOWING PROCESS:

### Enter an amount above \$1.00

Amount to Transfer:

\$**0**00

Please enter an amount for this transfer

Tap above to change amount



# Choose an account from which to pull funds

From Account

A Nice Account 6 - \*67890
Send And Receive Money

CHASE CHASE CHECKING \*57535
Send And Receive Money

CHASE CHASE CHECKING - \*81327
Send And Receive Money

Test 5 - \*57688
Send And Receive Money

CHASE O UTest - \*22147
Send And Receive Money

Add An Account







Choose an account to Transfer funds to.



# **SENDING A NEW TRANSFER**

SUBMIT A NEW TRANSFER WITH THE FOLLOWING PROCESS:

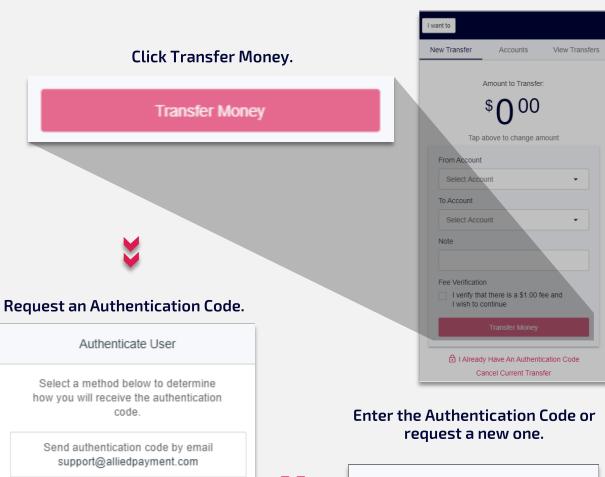
	I want to
Enter a Note. (optional)	New Transfer Accounts View Transfers
Note	Amount to Transfer:
	\$ <b>0</b> 00
Click the checkbox to accept the fee.	Tap above to change amount
	From Account
Fee Verification	Select Account   ▼
I verify that there is a \$1.00 fee and I wish to continue	To Account
	Select Account
Click the Transfer Money button.	Note
Transfer Money	Fee Verification
	I verify that there is a \$1.00 fee and I wish to continue
OR	Transfer Money
	☐ I Already Have An Authentication Code
Cancel Current Transfer.	Cancel Current Transfer
Cancel Current Transfer	
Cancer Carrent Transfer	
	☐ I Already Have An Authentication Code

The User can authenticate first if they Already Have An Auth Code.



## **AUTHENTICATE USER**

AUTHENTICATE USER WHILE SUBMITTING TRANSFE.



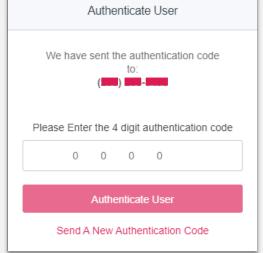
Send authentication code by text XXX-3493

Send authentication code by text XXX-7400

Send authentication code by phone call XXX-3493

Send authentication code by phone call

XXX-7400

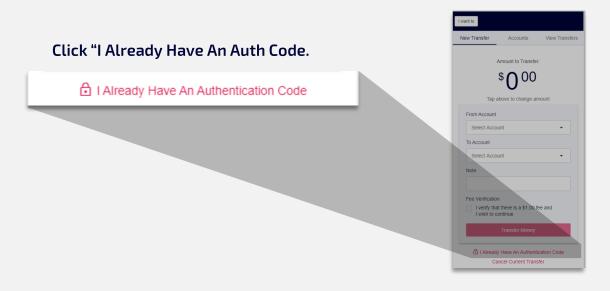


Click Authenticate User.

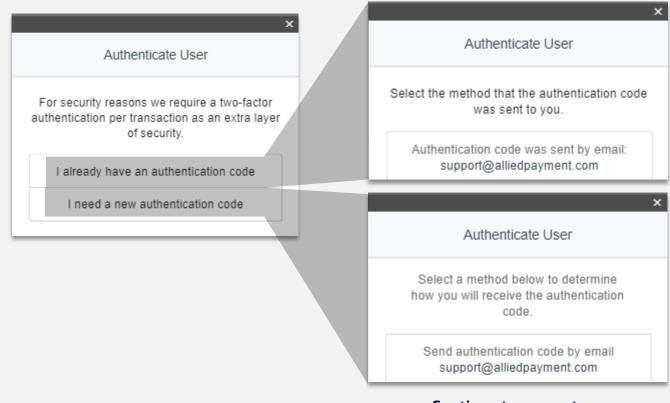


## **ALREADY HAVE AN AUTH CODE?**

AUTHENTICATE USER BEFORE SUBMITTING TRANSFER.



# Continue to enter Authentication Code.



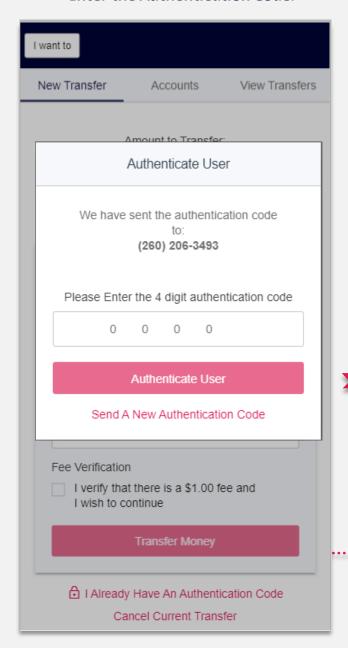
Continue to request an Authentication Code.

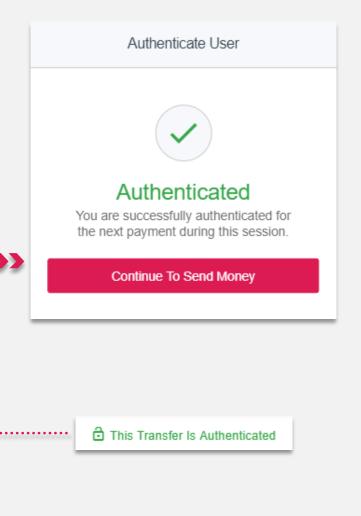


## **AUTHENTICATE USER**

AUTHENTICATE USER BEFORE SUBMITTING TRANSFER.

### Enter the Authentication Code.



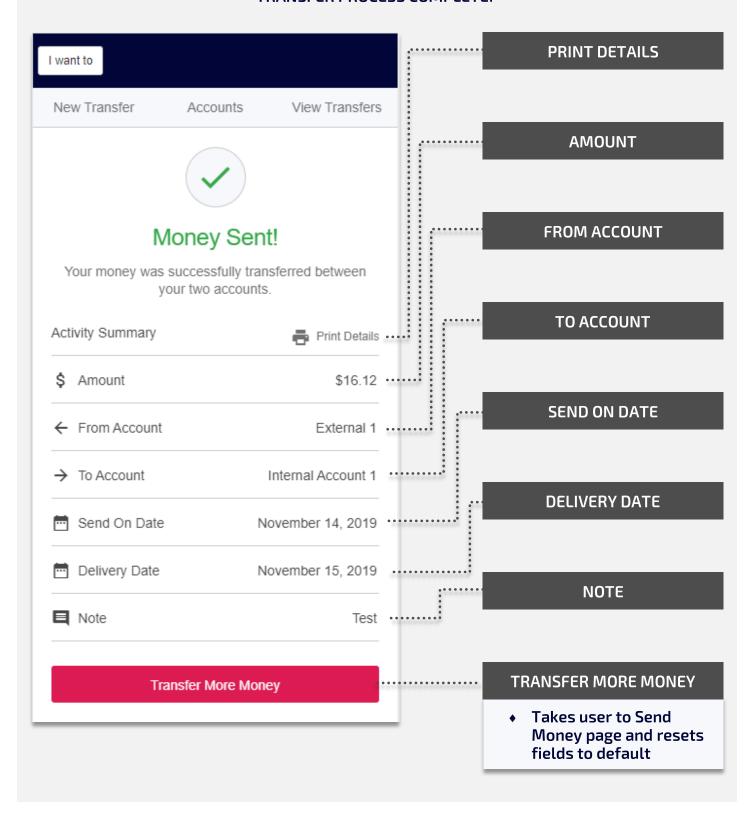




# **MONEY SENT!**

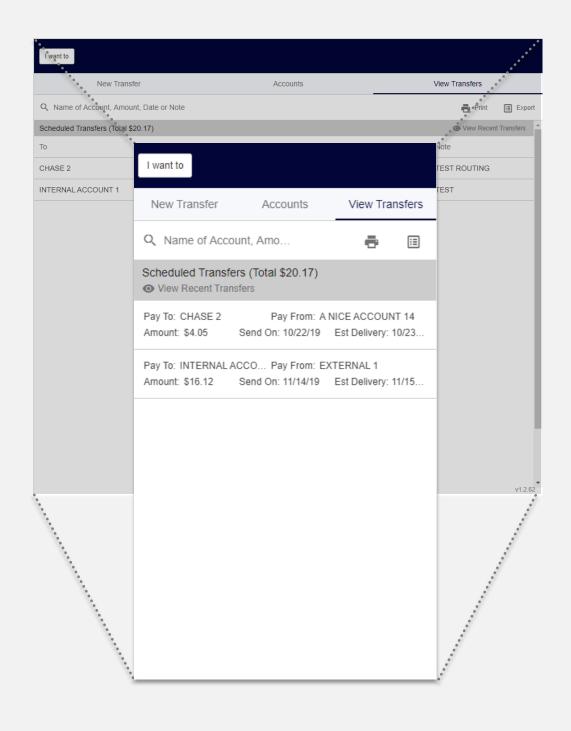
REVIEW THE DETAILS OF THE TRANSFER

### TRANSFER PROCESS COMPLETE!



# TRANSFERS PAGE OVERVIEW

THE TRANSFERS PATH ALLOWS THE USER TO VIEW, CHANGE AMOUNT, AND CANCEL TRANSFERS.



## TRANSFERS PAGE OVERVIEW

THE TRANSFERS PATH ALLOWS THE USER TO VIEW, CHANGE AMOUNT, AND CANCEL TRANSFERS.

### **PRINT TRANSFERS**

 Creates a Print preview of the Transfers page

### **SEARCH BOX**

- Default: Name of Account, Amount, Date or Note
- Allows User to enter a word or string of alpha-numeric characters
- Filters Transfers page by User's search

### **TRANSFERS STATUS**

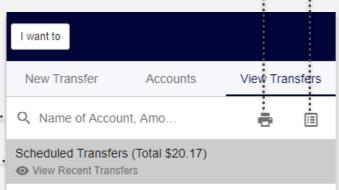
- Default: Scheduled Transfers (Total \$x.xx)
- Click to toggle Recent Transfers

### **TRANSFER DETAILS**

- Default:
- Pay To: Account Name
- Pay From: Account Name
- Amount: \$x.xx
- Send On: xx/xx/xx
- ♦ Est Delivery: xx/xx/xx

### **EXPORT TRANSFERS**

 Creates a PDF, Excel, or CSV file of the Transfers.



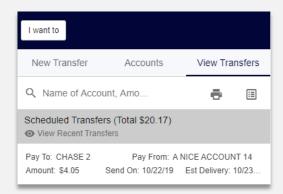
Pay To: CHASE 2 Pay From: A NICE ACCOUNT 14
Amount: \$4.05 Send On: 10/22/19 Est Delivery: 10/23...

Pay To: INTERNAL ACCO... Pay From: EXTERNAL 1
Amount: \$16.12 Send On: 11/14/19 Est Delivery: 11/15...

## TRANSFERS DETAILS

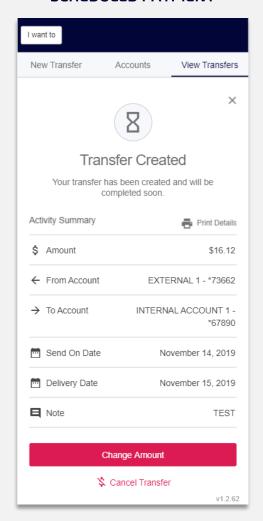
USE THE FOLLOWING PROCESS TO VIEW TRANSFER DETAILS.

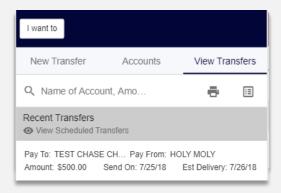
### Click on a Transfer to open the Transfer Details.





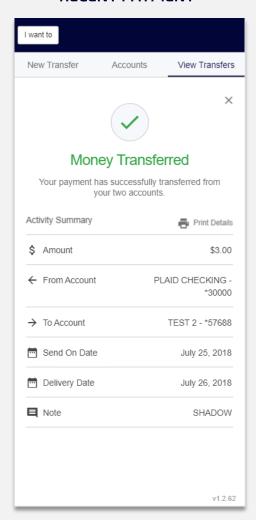
### **SCHEDULED PAYMENT**





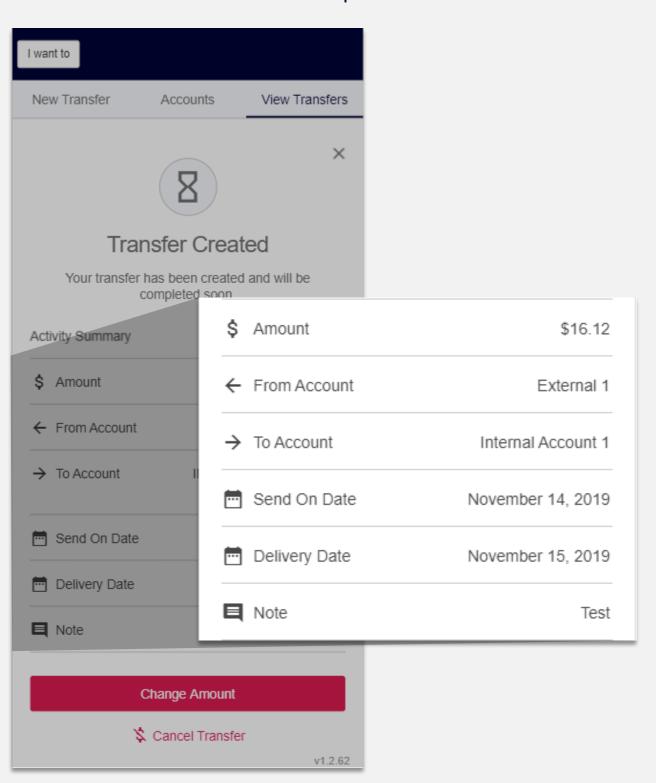


### **RECENT PAYMENT**



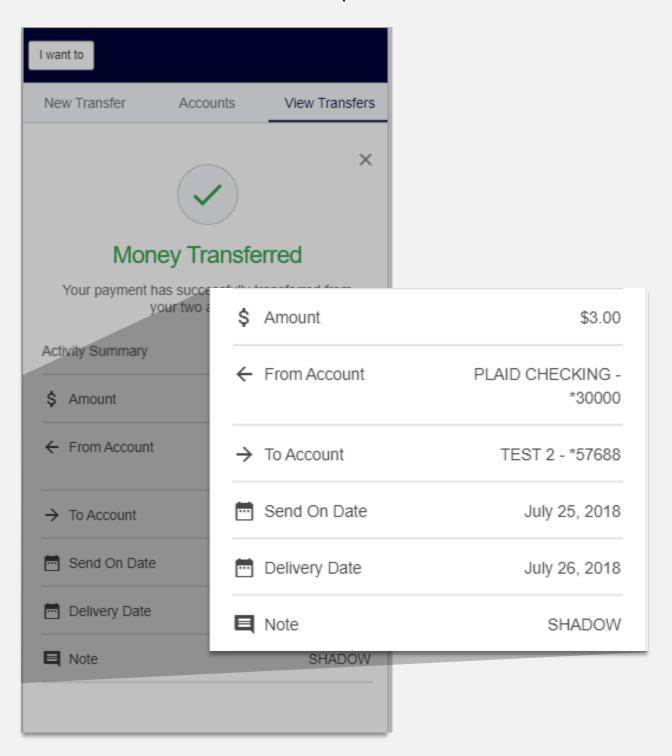
# **SCHEDULED TRANSFER DETAILS**

Click on a Scheduled Transfer to open the Transfer Details.



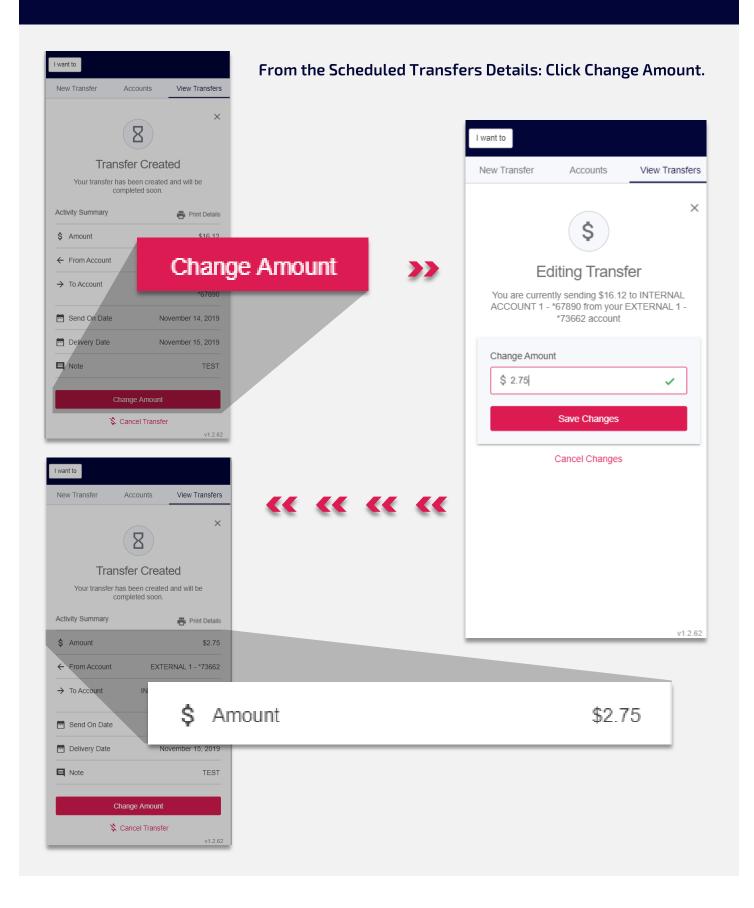
# **RECENT TRANSFER DETAILS**

Click on a Recent Transfer to open the Transfer Details.



# **CHANGE TRANSFER AMOUNT**

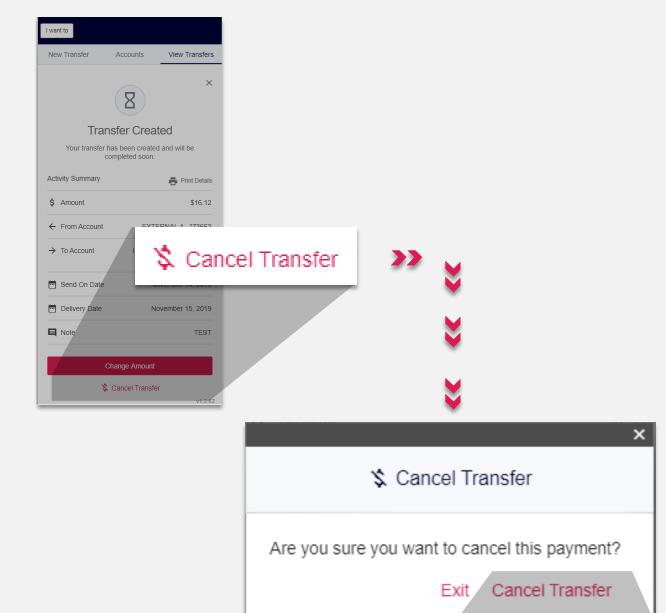
USE THE FOLLOWING PROCESS TO CHANGE A TRANSFER AMOUNT:



# **CANCEL TRANSFERS**

USE THE FOLLOWING PROCESS TO CANCEL A TRANSFER:

From the Scheduled Transfers Details: Click Cancel Transfer.



Cancel Transfer

### **A2A EMAIL NOTIFICATIONS**

THE USER MAY RECEIVE THE FOLLOWING EMAIL NOTIFICATIONS FROM A2A:

### **DEPOSITS HAVE BEEN SENT**

- Email generated and sent to the User when they adds an account manually.
- Notifies User that they will receive small deposits from Allied Payment over the next two business days.
- Describes how to complete the account verification process.

### START USING YOUR ACCOUNT...

- Email generated and sent to the User when the Micro Deposits have been processed.
- Notifies User that they should be able to see the amounts of the Micro Deposits from Allied Payment in the account that was added manually.
- Describes how to complete the account verification process.
- The User has 30 days to verify and will receive an email every 5 days. At day 25, the User will receive a LAST CHANCE email notifying them that there are only five days left to verify the account before starting over.

### **EXPIRED**

- Email generated and sent to the User after 30 days if the User has not verified the account that was added manually.
- Notifies User that the account verification window has expired and they must start over if they wish to add the account.

### SUCCESS!

- Email generated and sent to the User after the User verifies the manually added account using Micro Deposits.
- Notifies User that the account verification was successful and the account is now available to transfer money.

### **ACCOUNT DISABLED**

- Email generated and sent to the User's Financial Institution when a User failed to verify an account that was added manually.
- Notifies the Financial Institution that the User has failed to verify an account and that it is now frozen in the A2A UI.
- Describes how to view the User and account details from Disabled Accounts in FI Admin and how to allow the User to try again.

# **AZA EMAIL NOTIFICATIONS**

### **EXAMPLE**

### IMPORTANT: Allied Payment Newly Added Account - Your deposits are available

THIS IS A TEST MESSAGE \*\* It is supposed to go to Test User at <a href="mailto:support@alliedpayment.com">support@alliedpayment.com</a>



IMPORTANT: Allied Payment Newly Added Account - Your deposits are available

You have received small deposits from Allied Payment. To complete the verification process and start transferring money using your newly added account log into your Financial Institution online/mobile banking access and take note of the small amounts deposited to account Account Name - \*\*\* xxxxx, then login to your Allied Payment online/mobile banking access and follow the 3 simple steps listed below.

- 1) From the Bill Pay section choose A2A from the list of options
- 2) Go to the accounts page and click on Test Customer Entered \*\*\*\*  $\underline{xxxx}$
- 3) Enter the deposit amounts and submit

If you have any questions or concerns please feel free to contact us.

#### **Customer Service**

 $\underline{support@alliedpayment.com}$ 

(260)399-1618

This is an automated notification, please do not reply to this email.

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- 1) From the Bill Pay section choose A2A from the list of options
- 2) Go to the accounts page and click on

Example Account - \*\*\*\* XXXX

3) Enter the deposit amounts and submit