

TD BUSINESS CENTRAL U.S.

CUSTOMER USER GUIDE



MARCH 2024



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About the TD Business Central U.S. portal

Get ready to take your business to the next level with **TD Business Central U.S.**! This portal provides customers with an end-to-end view of their business banking, all in **ONE** digital space. Access and manage products, services and applications in one centralized place to help your company's finances run smoothly and efficiently.

To ensure you have a great experience with TD Business Central U.S., this user guide will walk you through tasks and functions to get you on your way.

Let's get started!

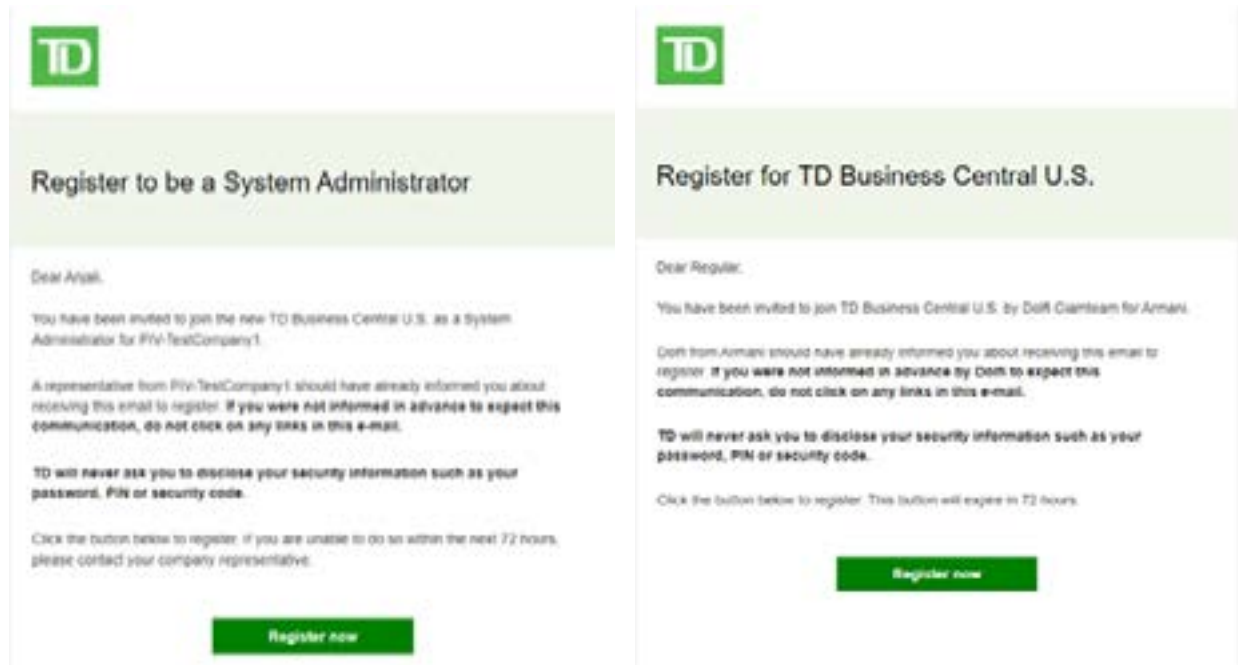


Getting Started

- Registering a new user
 - For new users with a PIN
 - For new users without a PIN
- Logging in to TD Business Central U.S.
 - Logging in with a one-time passcode
 - Logging in with RSA SecurID token
 - For new users on TD Business Central U.S.
 - For existing users on TD Business Central U.S
- Creating your PIN for your RSA SecurID token
- Viewing user profiles
- Viewing System Administrator profiles

Registering a new user

New users, who aren't using an existing hard token, will receive two e-mails in the beginning. One is for you to complete an RSA SecurID® soft token enrollment and the other is for you to register for TD Business Central U.S. You must complete the token enrollment first before you can register for the TD Business Central.



Please note:

- If you have an existing hard token, you can use that token to register on TD Business central U.S.
- If you need to enroll your soft token, select the link from the token enrollment e-mail and follow the steps in the RSA SecurID Prime self-service portal to activate and enroll your token.

Please be aware and make sure you read the token enrollment and TD Business Central U.S. registration e-mails carefully and complete both before they expire.

For more information on token activation, you can read our RSA SecurID soft token activation user guide from the [TD Business Central U.S. website](#).

Once you're done enrolling your RSA SecurID soft token, from the TD Business Central U.S. registration e-mail, select **Register now** and proceed to accept the Terms and Conditions.

For the next few steps, what you need to do depends on whether you already had a token before registering TD Business Central U.S. and the type of token you have. Please keep in mind the code that displays on your token device before you enter a PIN is the **tokencode**. Meanwhile, the code that is displayed after you enter your PIN is the **passcode**.





For new users with a PIN

After accepting the Terms and Conditions, you'll be asked to enter a security code. Enter the PIN you set up when you were enrolling your soft token into your soft token device. A passcode will be displayed. Enter that passcode as the security code on the TD Business Central U.S. registration page. Select **Enter** to continue.

If you're using a hard token, enter your PIN and tokencode as the security code and select **Enter** to continue.

The screenshot shows a registration screen titled "Enter security code". Below the title, there are two lines of instructional text: "For security purposes, we want to make sure it's you." and "Please enter your security code to verify your registration." Below this text is a label "Enter security code:" followed by a text input field containing the placeholder "Type code here". To the right of the input field is a small circular icon with a right-pointing arrow. Below the input field is a large rectangular button labeled "Enter".

For new users without a PIN

After accepting the Terms and Conditions, you'll be asked to enter a security code. If you don't have a PIN, or if you need a new PIN, enter the tokencode that's displayed on your hard token or soft token as this security code and select **Enter**.



On the next page, create your PIN. This PIN will be used whenever you log. Select **Create PIN** once you're done to save your PIN and continue.



Regardless of your token type, for the next step you'll be prompted to set up a username and password for the TD Business Central. After setting up this information, you can proceed to log in.



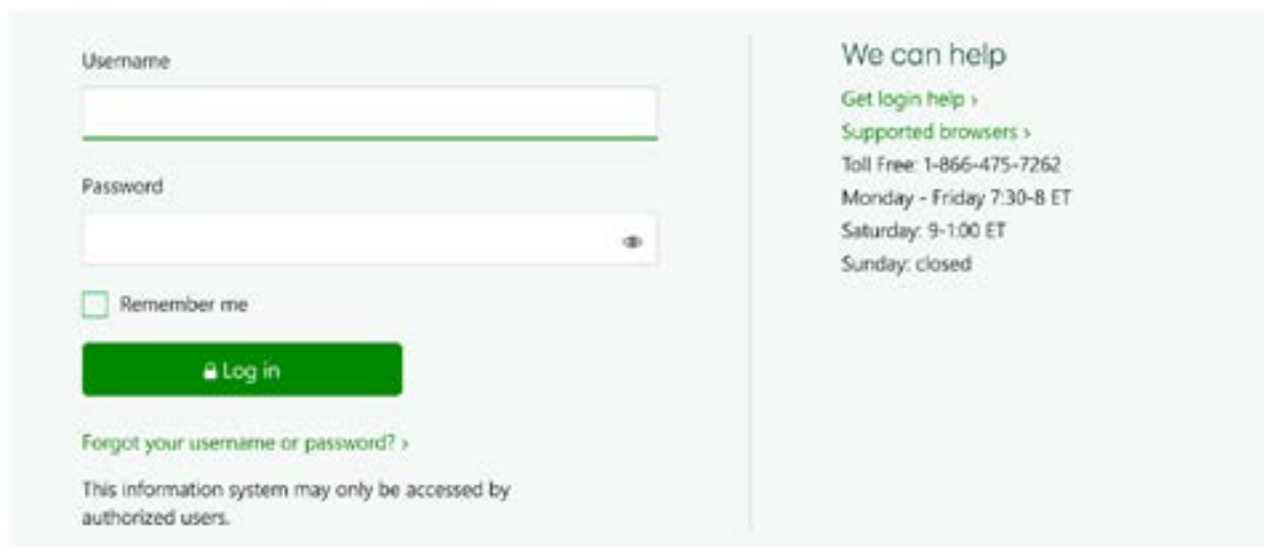
Logging in to TD Business Central U.S.

Logging in with a one-time passcode

If you're an existing user who doesn't have an RSA SecurID token yet, you'll need to continue logging in with a one-time passcode.

Once you've completed your registration, to log in to TD Business Central U.S., use thsename and password credentials you created. Select **Log in**.

TD Business Central U.S. login



The screenshot shows the login interface for TD Business Central U.S. It features a light blue background. On the left, there is a login form with fields for 'Username' and 'Password'. Below the password field is a 'Remember me' checkbox and a green 'Log in' button. At the bottom of the form, there is a link for 'Forgot your username or password?' and a disclaimer: 'This information system may only be accessed by authorized users.' On the right side, there is a 'We can help' section with links for 'Get login help', 'Supported browsers', and contact information: 'Toll Free: 1-866-475-7262', 'Monday - Friday 7:30-8 ET', 'Saturday: 9-1:00 ET', and 'Sunday: closed'.

If you're using a one-time passcode for authentication, select the **Call me** or **Text me** option and the one-time security passcode will be sent to you via SMS (text) or voice message to your mobile device or landline as a security measure the first time you log in.

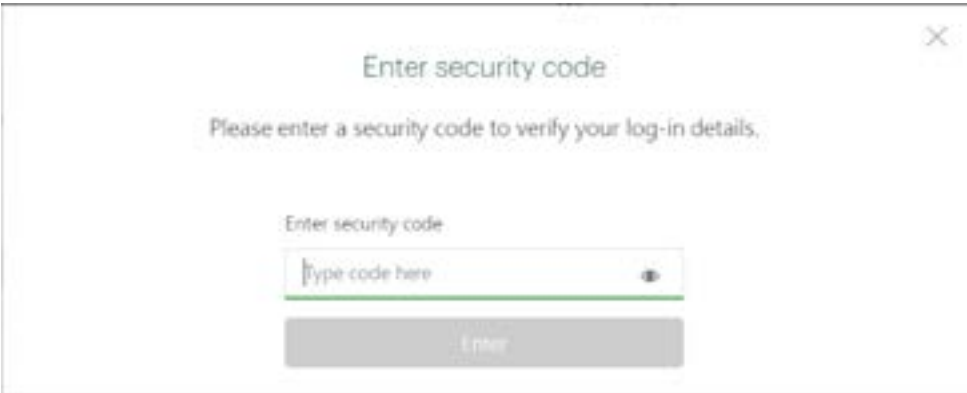
Logging in with RSA SecurID token

When logging in, please keep in mind the code that displays on your soft token device before you enter a PIN is the **tokencode**. Meanwhile, the code that is displayed after you enter your PIN is the **passcode**.

For new users on TD Business Central U.S.

If you’re a new user on TD Business Central U.S., you’ll only have the token option for security authentication. From the log-in screen, enter your username and password. Select **Log in** to continue. Next, enter your PIN into your soft token device. A passcode will display. Enter that passcode as the security code to authenticate your login. Select **Enter** to continue logging in.

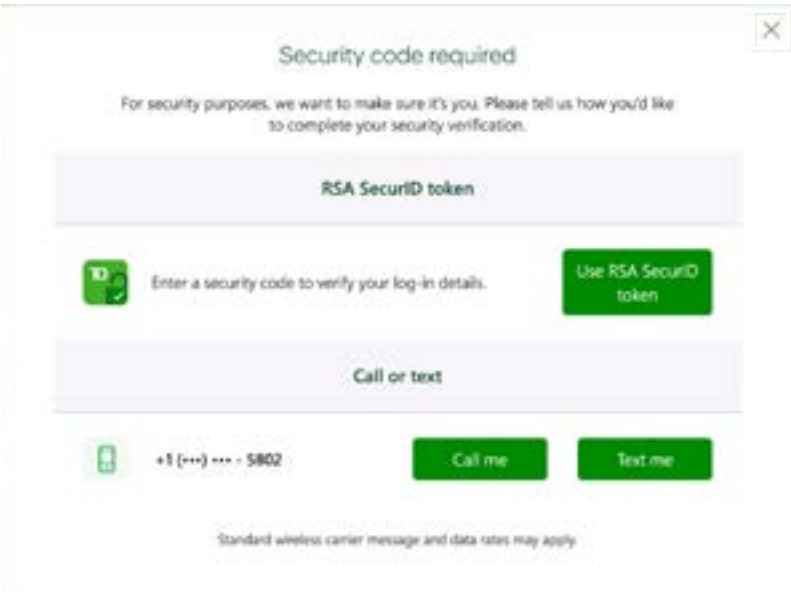
If you’re using a hard token, please enter your PIN followed directly by your tokencode as the security code on the TD Business Central U.S. screen. Select **Enter** to continue.



Please be aware, even if the PIN is incorrectly entered into the soft token device, a passcode will still be displayed. If you get a message saying the security code you entered is invalid, this might be one of the reasons why.

For existing users on TD Business Central U.S.

If you’re an existing user on TD Business Central U.S. who is now using an RSA SecurID token for authentication, enter your username and password. Select **Log in**. From the next screen, select **Use RSA SecurID token** to continue.



Next, if you're using an activated RSA SecurID soft token to log in for the first time, enter the PIN your soft token device. The soft token will display a passcode. Enter that passcode as your security code and select **Enter** to continue.

If you're using a hard token, enter your PIN and tokencode as the security code and select **Enter** to continue.

A screenshot of a web-based security verification dialog box. The dialog has a title bar with a close button (X) in the top right corner. The main heading is "Enter security code". Below the heading is a prompt: "Please enter a security code to verify your log-in details." In the center, there is a text input field with the placeholder text "Enter security code". The input field contains three asterisks followed by a vertical cursor. To the right of the input field is a small circular icon with a right-pointing arrow. Below the input field is a large green button with the text "Enter" in white. At the bottom of the dialog, there is a link that says "Switch verification methods" in green text.

Please be aware, even if the PIN is incorrectly entered into the soft token device, a passcode will still be displayed. If you get a message saying the security code you entered is invalid, this might be one of the reasons why.

Creating a new PIN for your RSA SecurID token

Please keep in mind the code that displays on your soft token device before you enter a PIN is the **tokencode**. Meanwhile, the code that is displayed after you enter your PIN is the **passcode**.

If you need to set up a new PIN, from the log-in page enter your username and password and select **Log in**. A screen will appear asking for a security code. Enter the tokencode from your token device as the security code for authentication and select **Enter** to continue.

On this next screen you can create your new PIN and select **Create PIN** to save.



On this next screen you can create your new PIN and select **Create PIN** to save.

Viewing user profiles

As a **System Administrator**, you can view your company’s user profiles. To view a user’s profile or modify a user’s groups, go to the user’s profile page by selecting the name of the user, and select **Edit** on the right corner of the Groups section.

A group is a set of entitlements or permissions granted to users that allows them to view accounts, services and **TD applications** associated with group.

Users who are **System Administrators** have automatic access to all accounts, services, and **TD applications** and don’t need to be added to any groups.

If a user of any user type is in pending status, there will also be an option to **Edit** some of their user information including **e-mail address**, **country code**, and **phone number**. Once a user is active, this information can no longer be edited. Group information, however, can be edited at any time.

RSA SecurID profile information can also be found in the user profile.



Viewing System Administrator profiles

Once a **System Administrator** registers their account they can view their user profile.

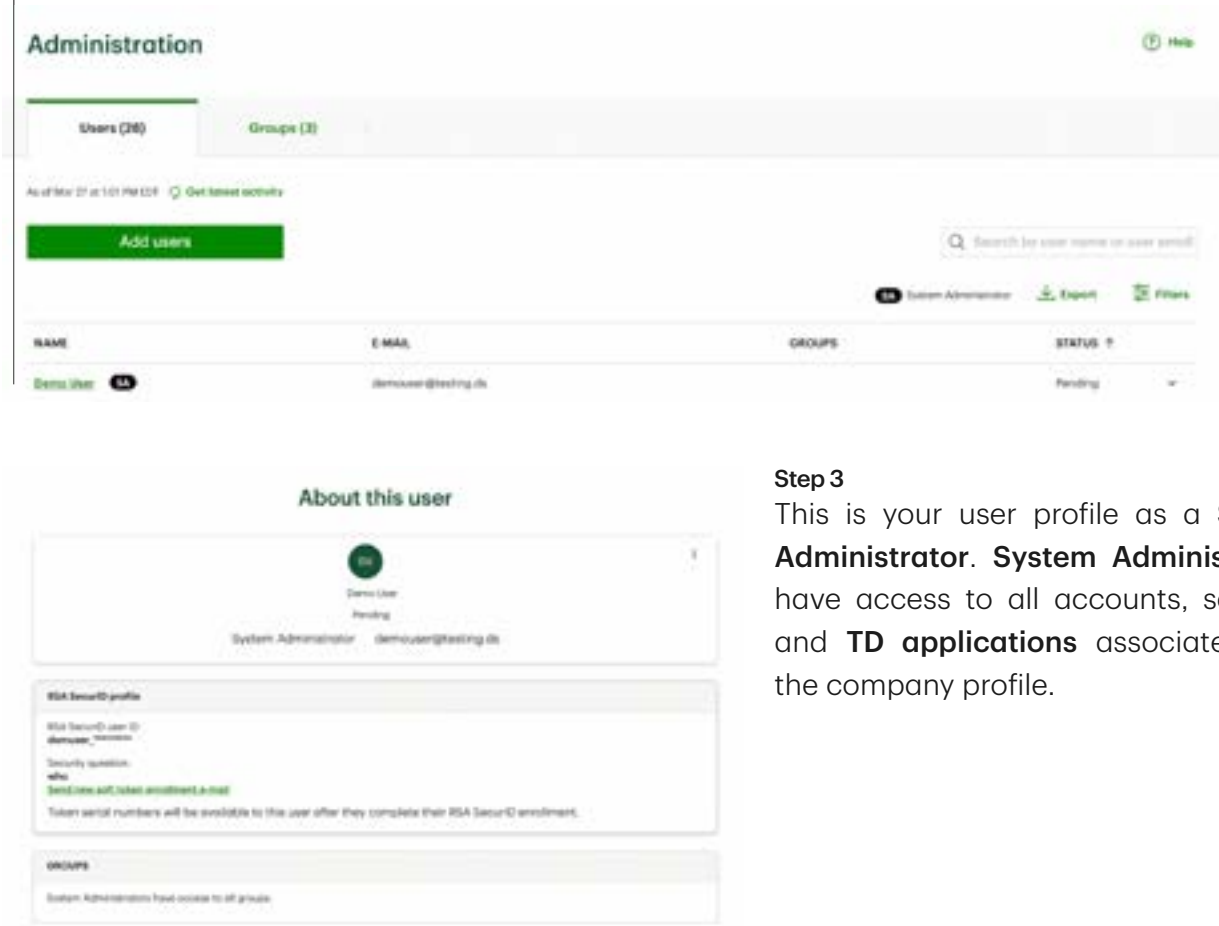
Step 1

From the left vertical navigation bar, select **Administration** to access your user profile.



Step 2

Open your user profile by selecting on your name from the list of users.



Step 3

This is your user profile as a **System Administrator**. **System Administrators** have access to all accounts, services, and **TD applications** associated with the company profile.



Administration

- Create a group
- Adding users
- Adding RSA SecurID profiles for existing users
- Sending a new token enrollment e-mail
- Clearing a PIN for a user
- Adding existing users to a group
- Viewing your list of users
- Filtering for users
- Editing pending user information
- Suspend / Reactivate / Resend e-mail activation
- Assigning and Unassigning System Administrators
- Deleting a user
- Deleting a group
- E-mail notifications

Create a group

A group is a set of entitlements or permissions provided to users. Given that **System Administrators** have access to all company entitlements, they don't need and can't be added to groups. Users assigned to a group can access all accounts, services, and TD applications associated with the group.

To create a group, go to the **Administration** page on the left dashboard. Next, select the **Groups** tab and then select **Add groups**.



Step 2

Now create a name for this group and add an optional description. You can always modify the name, description, and contents of the group later. Once you're done, select **Next**.

The screenshot shows a modal window titled 'Add a group'. It has two input fields: 'Create a name for this group *' with the text 'Staff' entered, and 'Add a description (optional)' with the text 'Monitoring transactions' entered. At the bottom of the modal, there are two buttons: 'Cancel' and 'Next'.

Create a group (continued)

Step 3

Select the services you'd like the new group to access. Select **Next** once you're finished.

Back

Select services

Buff

Which services would you like to add for Buff?

☐ Account activity
Allow this group to view balances and transaction information for selected accounts.

☐ Statements
Allow this group to view online statements and receive available statements through eStatement features or customer relationship numbers.

☐ TD applications
Allow this group to download selected TD applications from within TD Business Central US.

☐ Transfers
This service allows you to transfer funds between two different account accounts, as well as between two accounts and deposit accounts.

Cancel

Next

Step 4

If you have selected account activities from the services options, you will next need to select the accounts that you would like to display account activity details. Then select **Next**.

Back

Select services

Account activity

DCB Test Company

<input type="checkbox"/>	NUMBER	TYPE	CURRENCY
<input type="checkbox"/>	0000000000	Checking	USD
<input type="checkbox"/>	0000000000	Checking	USD
<input type="checkbox"/>	0040000000000000	SAKs - Loan	USD
<input type="checkbox"/>	0040000000000000	SAKs - Loan	USD
<input type="checkbox"/>	0000000000000000	Savings	USD

Cancel

Next

Step 5

If you selected statements as a service, you'll need to add statements access ID numbers. These ID numbers will give this group access to certain account analysis or loan account statements. Then, select **Next**.

Back

Select services

Statements

PRV Test Company

<input type="checkbox"/>	ACCESS ID NUMBER	ID Type	Statement Type
<input type="checkbox"/>	00000000	Relationship number	Account Analysis
<input type="checkbox"/>	00000000	Relationship number	Account Analysis

Cancel

Next

Create a group (continued)

Step 6

If you selected **TD applications** as a service, you will now see a list of **TD applications**. Select the **TD applications** you'd like the group to access. Once you're done, select **Next**.



Single Sign-On capability has now been enabled for the **Receivables Management** application, **Paymode-X** application, **TD Commercial Plus Card** application, and **TD FTExpress** application. Any users assigned to groups with access to these applications will automatically be granted access to them.

Removing a user from a group with access to either the **Receivables Management** application, **Paymode-X** application, **TD Commercial Plus Card** application, or **TD FTExpress** application will limit that user from accessing these applications. However, that user's account will remain active in the application portals. A **System Administrator** will need to manually set the user's status to inactive in the **Receivables Management** application portal.

To learn more about managing settings on the **Receivables Management** application, please visit [Receivables Management User guide](#) or [Receivables Management Video Tutorials](#).

If you have an existing **Receivables Management** user and do not have the proper lockbox access when accessing the application through TD Business Central U.S., then please contact **Treasury Management Services Support at 866-475-7262**.

To learn more about managing settings on the **TD Digital Express** application, contact the **Treasury Management Service Support line at 866-475-7262** or refer to the training module found on the **TD Digital Express** application portal.

To learn more about managing settings on the **Paymode-X** application, contact the **Support line at 877-443-6944** or refer to the training module found on the **Paymode-X** application portal.

To learn more about managing settings on the **TD Commercial Plus Card** application, contact the **Support line at 866-475-7262** or refer to the training module found on the **TD Commercial Plus Card** application portal.

To learn more about managing settings on the **TD FTExpress** application, contact the **Support line at 866-475-7262** or refer to the training module found on the **TD FTExpress** application portal.

Step 7

If you selected transfers as a service, you now need to select your source and destination accounts. Transfers can be made either from a deposit source account to another deposit destination account (deposit transfer), from a loan source account to a deposit destination account (loan advance), or from a deposit source account to a loan destination account (loan payment). Once you're done selecting your account, select **Next**.

←

Select services

Transfers

This service allows you to transfer funds between two different deposit accounts, or will do between loan accounts and deposit accounts. [Learn more](#)

NAME	TYPE	CURRENCY	FROM	TO
RECURRING	Checking	USD	<input type="checkbox"/>	<input type="checkbox"/>
RECURRING	Checking	USD	<input type="checkbox"/>	<input type="checkbox"/>
RECURRING	Checking	USD	<input type="checkbox"/>	<input type="checkbox"/>

Cancel

Next

Step 8

Next, add users to the new group. The users will be able to access all accounts, services, and **TD applications** associated with the group. Once you're done, select **Next**.

←

Add users to this group

Please note: System Administrators have automatic access to all accounts and services.

<input type="checkbox"/>	NAME	E MAIL	GROUP	STATUS
<input type="checkbox"/>	Firstname Lastname	we@bank.com		Pending

Cancel

Next

Create a group (continued)

Step 9

A review screen will allow you to edit and confirm the group information you’ve entered. To proceed and confirm the changes, select **Complete**.

Back

Review group details

GROUP INFORMATION

Group name: Test Group
Description: test

SERVICES

NAME	DESCRIPTION
Account activity	Allows users to view balances and transaction information for selected accounts.
Statements	Allows users to access online bank and account analysis statements through account numbers or customer relationship numbers.
TD applications	Allows users to access selected TD applications from within TD Business Central U.S.

ACCOUNTS

ACCOUNT NUMBER	TYPE	CURRENCY
00000000000000000000	Checking	USD

TD APPLICATIONS

NAME	DESCRIPTION
Payments &	Go online portal with payments information for you and your company.
Remittance Management	Access to your Lockbox reporting and integrated Remittance M reconciliation service.
TD Commercial Plus Card	Enables commercial card program with online reporting.
TD Digital Loans	Loan and send all of your check deposits without going to any TD bank.
TD FTServe	Access to your TD file transmission service.

STATEMENTS

ACCOUNT NUMBER	ID TYPE	STATEMENT TYPE
00000000000000000000	Account number	Account Analysis

USERS

No users selected

Cancel

Complete

Step 10

A confirmation message will appear stating that you’ve successfully added your new group. If approval requirements are added for your company, the message will confirm that your request was sent to the approval requests list.

You have successfully added Staff

Done

Your request to add Staff is now pending in the users and groups approval requests list.

Done

Adding users

Before adding a user, please make sure you've created at least one group first. This only applies to those who are assigned as a user, not System Administrators. Users are added to groups to allow them access to certain services within that group. Meanwhile, **System Administrator** users have automatic access to all accounts, services, and **TD applications**.

You can find information on how to create a group in the following [Create a group](#) section.

To add a user to the company profile, first select the **Administration** button, located on the left navigation menu. This action will take you to the main **Administration** page. Once there, select the **Users** tab and then select on the **Add Users** button.



Adding users (continued)

Step 2

From the Add user page, you will first need to choose the user type you want to assign this user. Select either **User** or **System Administrator**. Then, you will need to enter the new user's **First Name**, **Last Name**, **E-mail**, **Country Code**, and **RSA SecurID profile**. RSA SecurID profiles are now required when you're adding users. With this RSA SecurID profile, the phone number becomes optional.

There are 2 ways to add an RSA SecurID profile. The first option is automatically selected when you get to the **Add users** page. Through this first way, an RSA SecurID user ID will be automatically created for the user once you add them. If you choose this option, enter a security question and answer. For security reasons, we recommend that you make sure the users you're adding have received their token enrollment e-mail first, before you share the security question and answer with them. Please only share this information by phone or in person. They will need this answer to access the RSA SecurID Prime self-service portal to enroll their token.

If the user has an existing RSA SecurID user ID you'd like to add, select the second option. Enter the user ID.

In order to successfully add a new user, please ensure all the text fields are completed correctly and then select **Next**.

Adding users (continued)

Adding multiple users (Optional)

To add multiple users to a company profile, select the **Add another user** button below the new user information section. You may add up to 10 users to the company profile. Once again, you will need to assign a user type. Then, enter the new user's **First Name**, **Last Name**, **E-mail**, **Country Code**, and **RSA SecurID profile**. Again, RSA SecurID profiles are now required when you're adding users. With this RSA SecurID profile, the phone number becomes optional. In order to successfully add a new user, please ensure all the text fields are completed correctly and then select **Next**.

The image displays two sequential screenshots of the 'Add users' form in the TD Business Central U.S. Customer Portal. Both screenshots show the same form structure, with the following fields and sections:

- Header:** 'Add users' with a 'Cancel' button.
- User Information:**
 - Assign as:** Radio buttons for 'User' (selected) and 'System Administrator'.
 - First name:** 'Bob' (top) / 'Patty' (bottom).
 - Last name:** 'Dolan' (top) / 'Dolan' (bottom).
 - E-mail address:** 'bobdolan@gmail.com' (top) / 'pattydolan@gmail.com' (bottom).
 - Country:** 'US (+1)' (selected).
 - Phone number (optional):** (empty field).
- RSA SecurID profile information:**
 - Instructions: 'To add a new RSA SecurID profile, you must assign an RSA SecurID user ID. Would you like to get a new user ID from RSA SecurID or enter an existing user ID for this user?'.
 - Selection: 'Get new user ID from RSA SecurID' (selected) / 'Enter existing RSA SecurID user ID' (unselected).
 - Message: 'A user ID will be automatically created by RSA SecurID. Once this user ID is created, RSA SecurID will send a system-generated e-mail to this user.'
- Security information:**
 - Section: 'Enter security question and answer'.
 - Message: 'This user will need to verify the security question and answer through their RSA SecurID profile when next.'
 - Security Question:** 'What dog's name?' (top) / (empty field) (bottom).
 - Answer:** 'paul' (top) / (empty field) (bottom).
- Footer:** '+ Add another user' link, 'Cancel' button, and 'Next' button.

Adding users (continued)

Step 3

If you are adding a user who is not a **System Administrator**, from the **Assign users to groups** page, select the available groups. To view more information about the contents of the group, you can select on the **Details** button, located on the right. Once you're done, select **Next**. **System Administrators** will have automatic access to all groups.

Group Details (Optional)

Selecting on the **Details** button of a group will allow you to view the group name and description, services, accounts, and **TD applications** associated with the group, as well as the users assigned to the group.



Adding users (continued)

Step 4

A review screen will allow you to review and edit the users and groups you have added. Once you're ready, select **Complete**.

< Back

Review new users

Users

NAME	E-MAIL	PHONE NUMBER	TYPE	RSA SecurID USER ID
John Doe	john.doe@gmail.com	Not available	Regular User	Being created

GROUPS

Users will be added to your selected groups. System Administrators will have automatic access to all groups.

NAME *	DESCRIPTION
New	

Details

Cancel

Complete

Step 5

A confirmation message will appear indicating that you've successfully added the new users.

✓

You've successfully added the following:

<div>FL</div> <div>Name: TestUser@td.com</div> <div>E-mail: test@td.com</div>	<div>Type: User</div> <div>Phone number: +1 800 555-0000</div>
<div>FL</div> <div>Name: TestAdmin@td.com</div> <div>E-mail: test@td.com</div>	<div>Type: System Administrator</div> <div>Phone number: +1 800 555-0000</div>

Done

If approval requirements are added for your company, the message will confirm that your request was sent to the approval requests list. Select **Done** to exit the screen.

✓

Your request to add this user has been sent to the approval queue.

<div>FL</div> <div>Name: TestUser@td.com</div> <div>E-mail: test@td.com</div>	<div>Type: User</div> <div>Phone number: +1 800 555-0000</div>
<div>FL</div> <div>Name: TestAdmin@td.com</div> <div>E-mail: test@td.com</div>	<div>Type: System Administrator</div> <div>Phone number: +1 800 555-0000</div>

Done

Adding RSA SecurID profiles for existing users

System Administrators can add an RSA SecurID profile for an existing user with an active status. From the **Administration** page, select the user's name to go to their user profile.

From the user profile, select **Add RSA SecurID** profile from the RSA SecurID profile section on the page.

On the page to edit the user's information, the existing information for the user can't be edited since the user is already active. Only the RSA SecurID profile information section will be available to edit.

There will be 2 options available to add this profile for the user. The first way is automatically selected and once you add the user, the user ID will automatically be created. If you choose this method, enter a security question and answer and select **Save**.



Choose the second method if the user has an existing RSA SecurID user ID. Enter their user ID and select **Save**.

RSA SecurID profile information ^

To add this user's RSA SecurID profile, you'll need to add an RSA SecurID user ID.

Would you like to get a new user ID from RSA SecurID or enter an existing user ID for this user?

☐ Get new user ID from RSA SecurID ☒ Enter existing RSA SecurID user ID

Please enter the existing RSA SecurID user ID for this user.

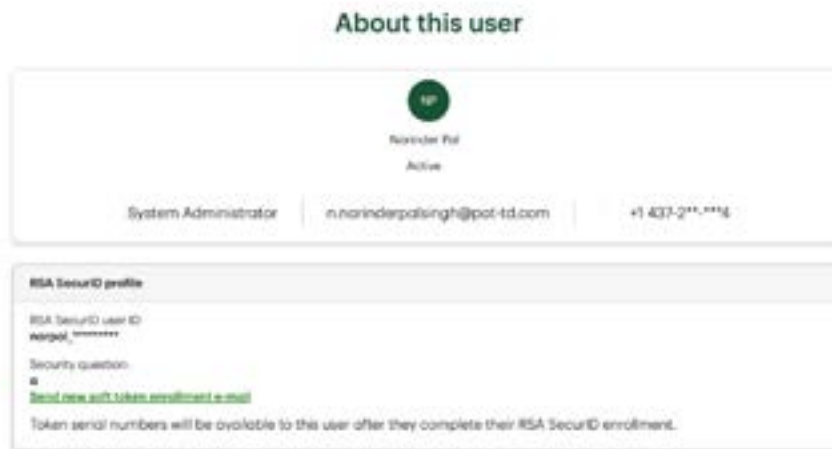
RSA SecurID user ID:

Once an RSA SecurID profile has been added, the user will receive a token enrollment e-mail from which they will need to access the RSA SecurID Prime self-service portal to activate and enroll their token.

Sending a new token enrollment e-mail

As a **System Administrator**, if a user has not enrolled any tokens and you need to reset a security question and answer for the user to access their RSA SecurID token enrollment link, or just need to send a new e-mail, you can do so from the user's profile. From the **Administration** page, select the user's name to go to their user profile.

In the user profile, select the link that says **Send new soft token enrollment e-mail**.



About this user

System Administrator | n.norinderpalsingh@pot-td.com | +1 407-2**,**4

RSA SecurID profile

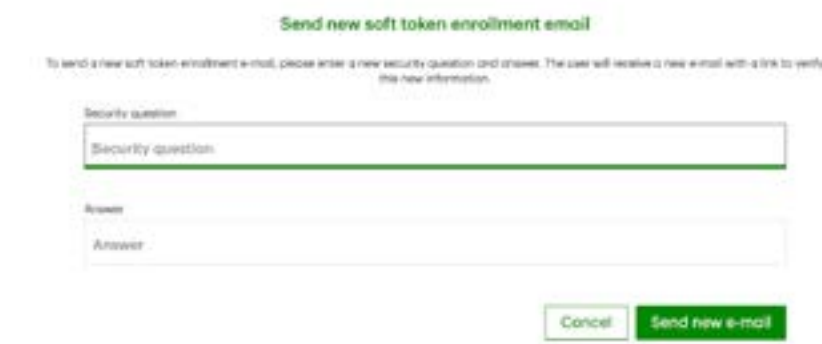
RSA SecurID user ID: n.norinderpalsingh

Security question: [Send new soft token enrollment e-mail](#)

Token serial numbers will be available to this user after they complete their RSA SecurID enrollment.

You'll be asked to enter a new security question and answer. Enter that information and select **Send new e-mail** to continue.

For security reasons, we recommend that you make sure the users you're adding have received their token enrollment e-mail first, before you share the security question and answer with them. Please only share this information by phone or in person. They will need this answer to access the RSA SecurID Prime self-service portal to enroll their token.



Send new soft token enrollment email

To send a new soft token enrollment e-mail, please enter a new security question and answer. The user will receive a new e-mail with a link to verify this new information.

Security question:

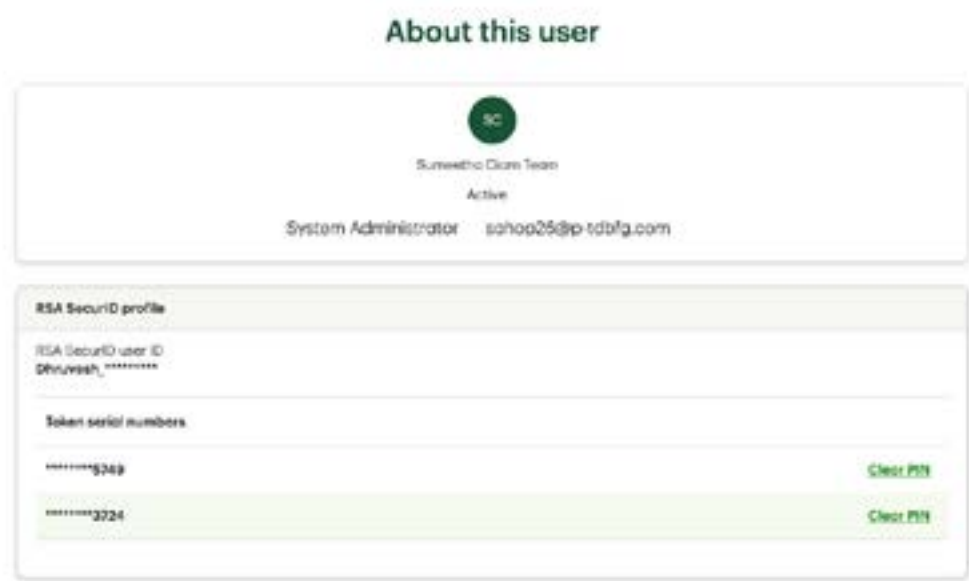
Answer:

You'll get a confirmation saying the e-mail has been sent.

Clearing a PIN for a user

When users need a new PIN, as a **System Administrator**, you first need to clear the existing PIN from the user’s RSA SecurID token serial number. To do so, from the **Administration** page, select the user’s name to go to their user profile.

Go to the RSA SecurID profile section of the user’s profile and find the token serial number that needs a PIN cleared from it. Select **Clear PIN** for that token serial number.



You’ll be asked to confirm that you want to clear the PIN from the token serial number. Select **Yes, clear PIN**.



If your company doesn’t have any approval requirements, you’ll get a confirmation that the PIN was cleared right away. If there are approval requirements for the company, then you’ll get a confirmation that the request to clear a PIN has been sent to the approval requests list, pending approval from another System Administrator before the PIN can be cleared.

After the PIN is cleared, the user will need to create a new PIN when logging in the next time. Instructions for how to create a new PIN can be found in the log-in steps.

Adding existing users to a group

There are two ways for a **System Administrator** to add existing users to a group:

Option 1: From a user's profile. When logged in to a user's profile, the **System Administrator** can add an existing user or users to a group.

About this user



Fred Test
 Pending
 fred.test@td.com

RSA SecurID profile

RSA SecurID user ID:
 group1, admin1
 Security question:
 yes
 Need new self-admin enrollment e-mail
 Token serial numbers will be available to this user after they complete their RSA SecurID enrollment.

GROUPS Edit

Name	Description
SecurIDFullBack	group

Details

Option 2: From a group profile: When logged in to a group profile, the **System Administrator** can add an existing user or users to a group.

Group profile

GROUP INFORMATION Edit

Group name:
 New
 Description:

TD APPLICATIONS Edit

NAME	DESCRIPTION
Receivables Management	Access to your Lockbox reporting and Integrated Receivables AR Management service.
Authorize.Net	Payment processing gateway offered by Visa that allows merchants to accept credit card & electronic check payments through multiple methods.
Clover	Access your Clover Dashboard to view your real-time sales and functionality to manage your business from anywhere.

TRANSFERS Edit

ACCOUNT NUMBER	TYPE	CURRENCY	FROM	TO
0040194072	Checking	USD	✓	✓
0000090472	Checking	USD	✓	✓
0001038470	Checking	USD	✓	✓

USERS Edit

NAME	E-MAIL	GROUPS	STATUS
John Doe	john.doe@gmail.com	New	Pending
Jane Doe	jane.doe@td.com	New	Pending

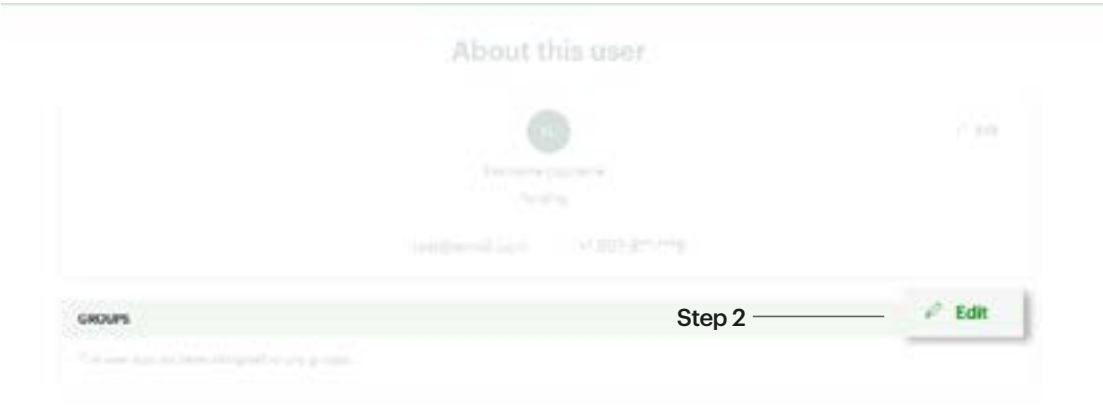
Option 1: Adding existing users to group (from user profile)

From a user’s profile, a **System Administrator** can add an existing user to a group by going to the main **Administration** page then selecting on the **Users** tab. Next, select the name of the user you’d like add to a group, which will take you to the user’s profile.



Step 2

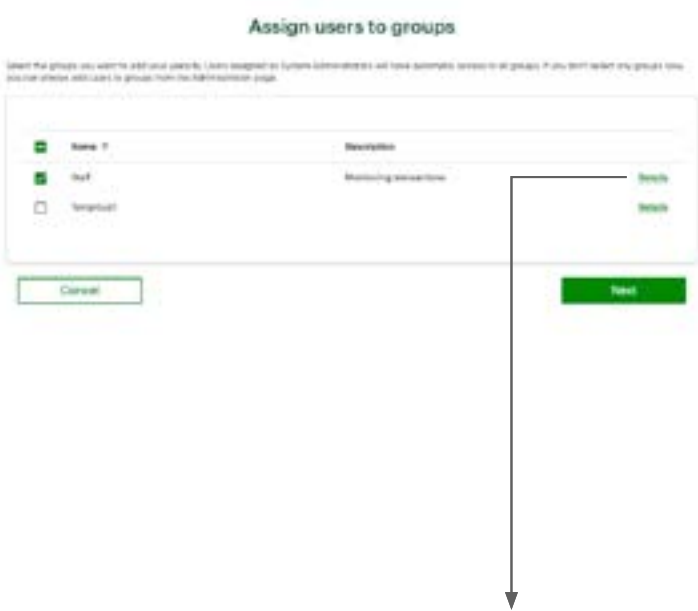
Once on the user’s profile page, select the **Edit** button located on the right corner of the Groups section.



Option 1: Adding existing users to group (from user profile)

Step 3

Select the group or groups you'd like to assign to the user. When you're done, select **Next**.



Step 4 (Optional)

To view details about a specific group, you can select on the **Details** button of a group. This will allow you to view the group name and description, services, accounts, and **TD applications** associated with the group, as well as the users assigned to the group.



Option 1: Adding existing users to group (from user profile)

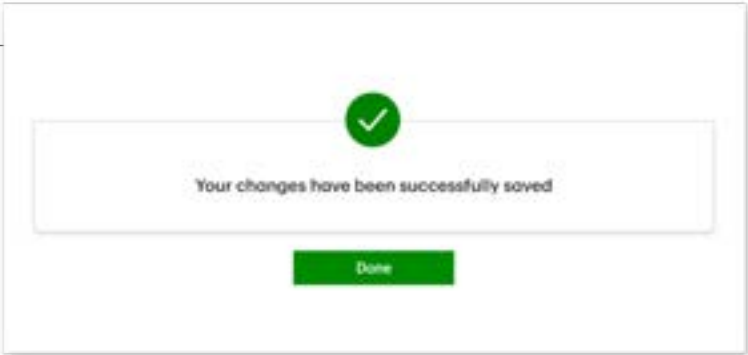
Step 5

A review screen will allow you to review and confirm the changes you’ve made. To proceed and confirm the changes, select **Complete**.

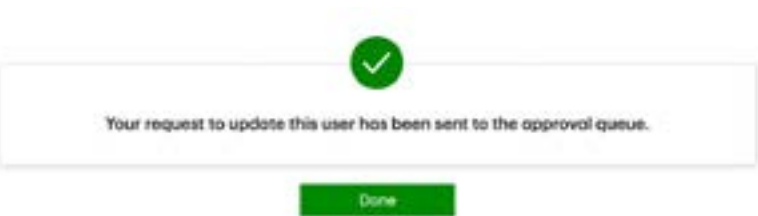


Step 6

A confirmation message will appear stating that you’ve successfully saved the changes you made.



If approval requirements are added for your company, the message will confirm that your request was sent to the approval requests list.



Option 2: Adding existing users to group (from group profile)

From a group profile, you can add existing users to a group by going to the main **Administration** page and then selecting on the **Groups** tab. Then select on the name of the group you'd like to add a user or users to.



Step 2

Once on the user's profile page, select the **Edit** button located on the right corner of the Groups section.



Option 2: Adding existing users to group (from group profile)

Step 3

Select the users you would like to assign to the group. When you're done, select **Next**.

Add users to this group

Please note: System Administrators have automatic access to all accounts and services.

<input checked="" type="checkbox"/>	NAME ↑	E-MAIL	GROUPS	STATUS
<input checked="" type="checkbox"/>	Firstname Lastname	test@email.com		Pending

Cancel

Next

Step 4

A review screen will allow you to review and confirm the changes you've made. To proceed and confirm the changes, select **Complete**.

Review your edits

USERS

NAME ↑	E-MAIL	GROUPS	STATUS
Firstname Lastname	test@email.com		Pending

Cancel

Complete

Step 5

A confirmation message will appear stating that you've successfully saved the changes you made.

✓

Your edits have been saved

Done

If approval requirements are added for your company, the message will confirm that your request was sent to the approval requests list.

✓

Your request to update group Test2 is now pending in the users and groups approval requests list.

Done

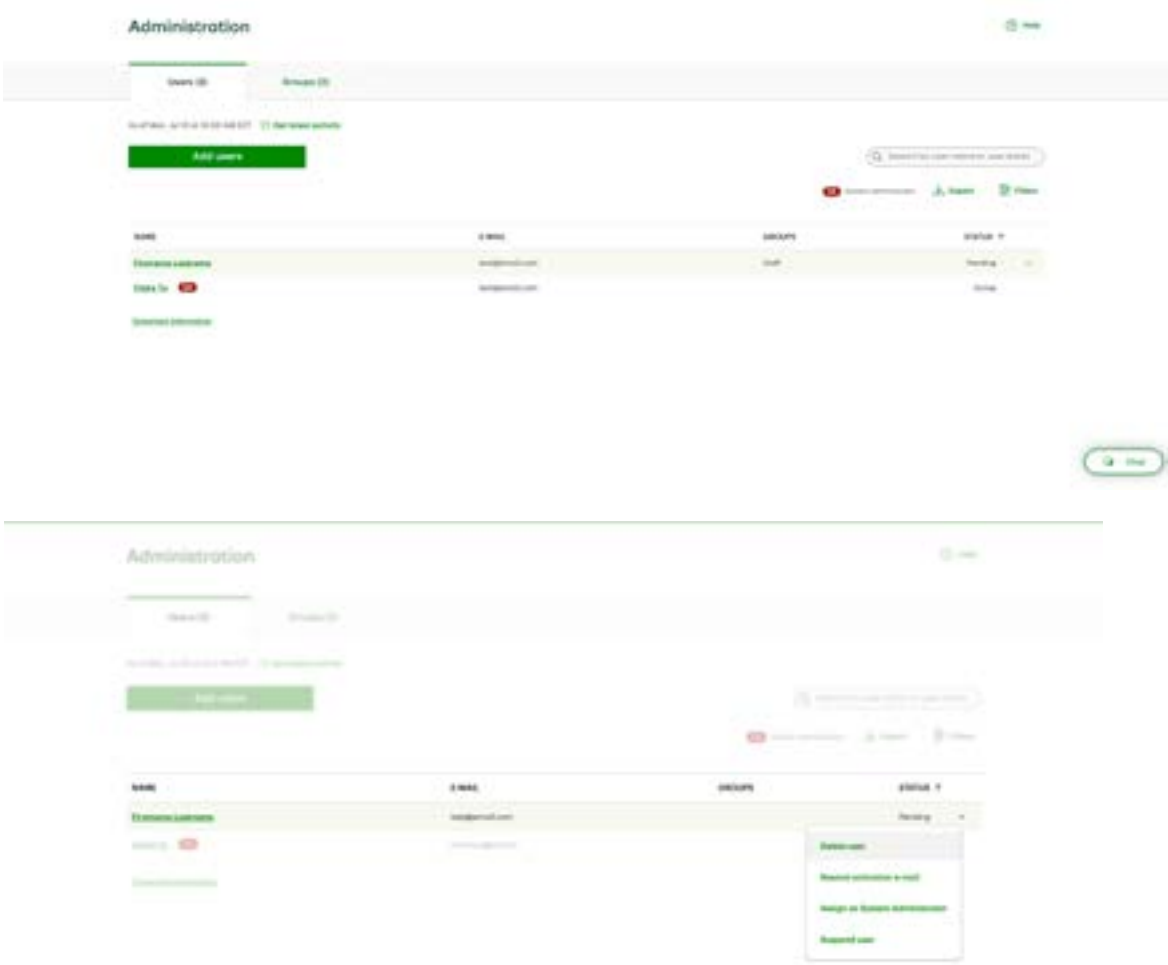
Viewing your list of users

System Administrators can view a list of users by selecting **Administration** on the left dashboard. The list of users will display in alphabetical order. You can select the **Status** column name to sort the user list by that category.

A user’s status will appear as:

- Pending:** If they have not yet completed their registration as a new user
- Active:** If they have completed their registration as a new user
- Suspended:** If the System Administrator has suspended their account access

To the right of each user’s status is a menu with the options to **Resend e-mail activation**, **Suspend**, **Delete**, or **Reactivate** that user, depending on their status. There are also options to **Delete System Administrator**, **Suspend System Administrator**, **Reactivate System Administrator**, **Unassign System Administrator**, or **Assign as System Administrator**, depending on the type of user and the user’s status.

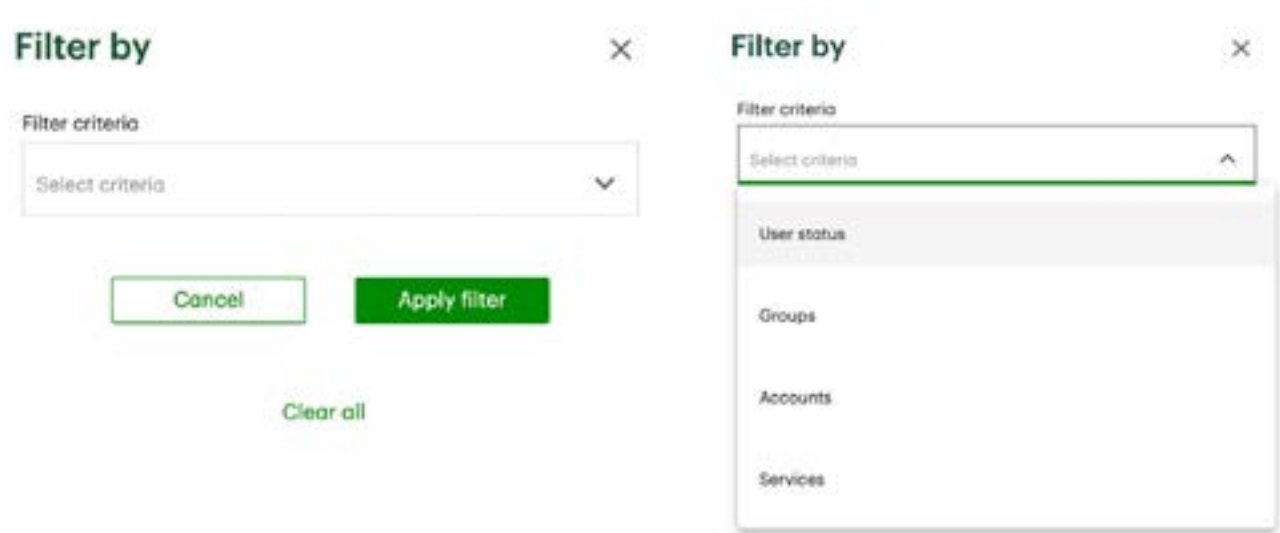


Filtering for users

You can also filter for users with different filter criteria. From the main **Administration** page, in the **Users** tab, select **Filters**.



Choose a filter criteria.



There will be different options to choose from, depending on the filter criteria you selected.

The image displays four examples of the 'Filter by' dialog box, each with a close button (X) in the top right corner.

- Top Left:** Filter criteria is 'User status'. Below the dropdown, it says 'Select a user status'. There are three radio button options: 'Active', 'Pending', and 'Suspended'. At the bottom are 'Cancel' and 'Apply filter' buttons, and a 'Clear all' link below them.
- Top Right:** Filter criteria is 'Groups'. Below the dropdown, it says 'Groups'. A search box contains 'Staff'. Below the search box is a list with 'Staff' and 'Testgroup1'. At the bottom are 'Cancel' and 'Apply filter' buttons, and a 'Clear all' link below them.
- Bottom Left:** Filter criteria is 'Accounts'. Below the dropdown, it says 'Select an account type'. There are three radio button options: 'Checking', 'Savings', and 'SHAW Loan'. At the bottom are 'Cancel' and 'Apply filter' buttons, and a 'Clear all' link below them.
- Bottom Right:** Filter criteria is 'Services'. Below the dropdown, it says 'Select a service'. There are three radio button options: 'Account activity', 'TD Applications', and 'Transfers'. At the bottom are 'Cancel' and 'Apply filter' buttons, and a 'Clear all' link below them.

Make your selections and select **Apply filter**. Only users related to those filters will now be displayed in your **Users** tab. Select **Clear All** to clear the filters.

The image shows the 'Administration' page with the 'Users' tab selected. A 'Filter by' dialog box is open, and the 'Filter by Clear All' button is highlighted with a red arrow. The page includes a search bar, a 'Filter by' button, and a table of users.

Editing pending user information

When users are in pending status, for both user types, **System Administrators** can edit the user's **E-mail address**, **country code**, and **phone number**.

Go to the main **Administration** page.



Select the pending user's name to get to their user profile.

In the pending user profile, there is an option to edit the user's information. Go to the top right corner of the section displaying the user's name. Select **Edit**.



Edit the **E-mail address**, **Country code**, and **Phone number** as needed. Select **Save**.

If approval requirements are added for your company, a message will confirm that your request was sent to the approval requests list.



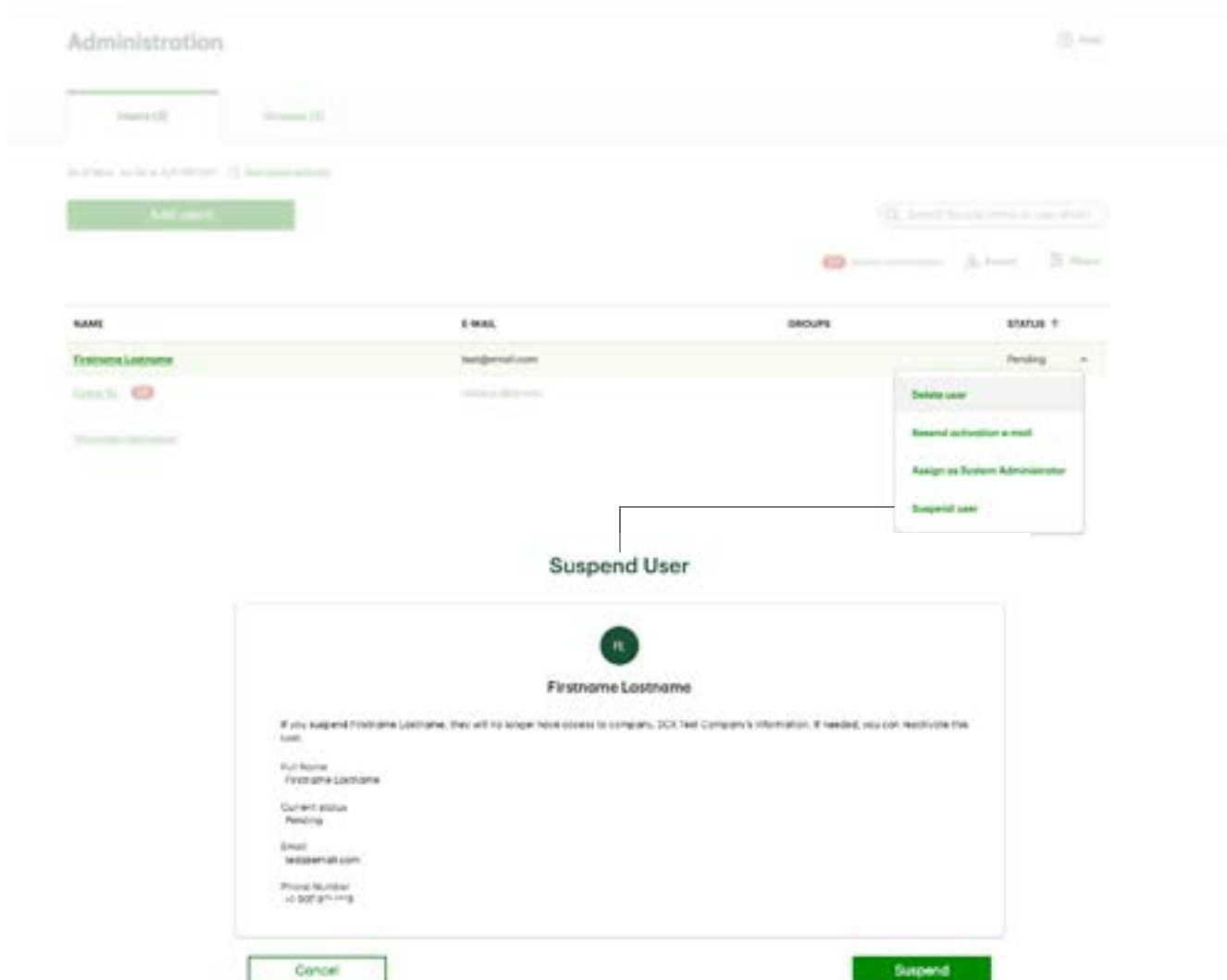
Suspend / Reactivate / Resend e-mail activation

To suspend a user of any user type, go to the main **Administration** page and select the **Users** tab. Then select the menu next to the status of the active user you'd like to suspend. Select **Suspend user** or **Suspend System Administrator**, depending on the user type.

You can reactivate a suspended user at any time by going to the main **Administration** page, selecting the **Users** tab, and then selecting the **Reactivate** button of the chevron menu next to the status of the user you'd like to reactivate. If the user is a **System Administrator**, you can reactivate by selecting **Reactivate System Administrator**.

If approval requirements are added to your company, your request to suspend or reactivate any type of user will be sent to the approval requests list.

If the e-mail activation link sent to the new user has expired, you can select **Resend activation e-mail**. This option only appears if the user's status is pending.



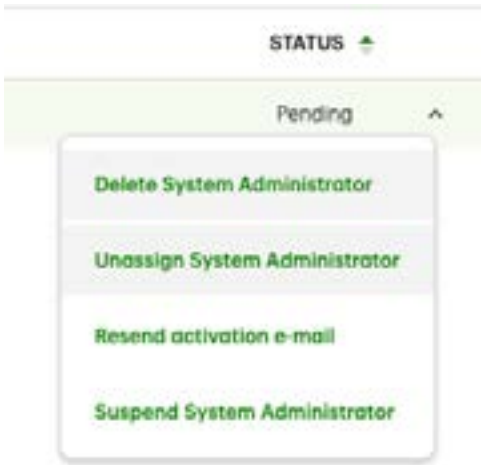
Assigning and Unassigning System Administrators

Users who are not **System Administrators** can be assigned as **System Administrators** when they're in pending or active status. To assign a user as a **System Administrator**, go to the main **Administration** page and select the **Users** tab. Then select the menu next to the status of the pending or active user. Select **Assign as System Administrator**.



For active **System Administrators**, there is an option to **Unassign System Administrator**. Once again, on the main **Administration** page, in the **Users** tab, select to open the chevron menu next to the status of the **System Administrator** you'd like to unassign. Select **Unassign System Administrator**.

If approval requirements are added to your company, any of these updates you make will be sent as a request to the approval requests list.

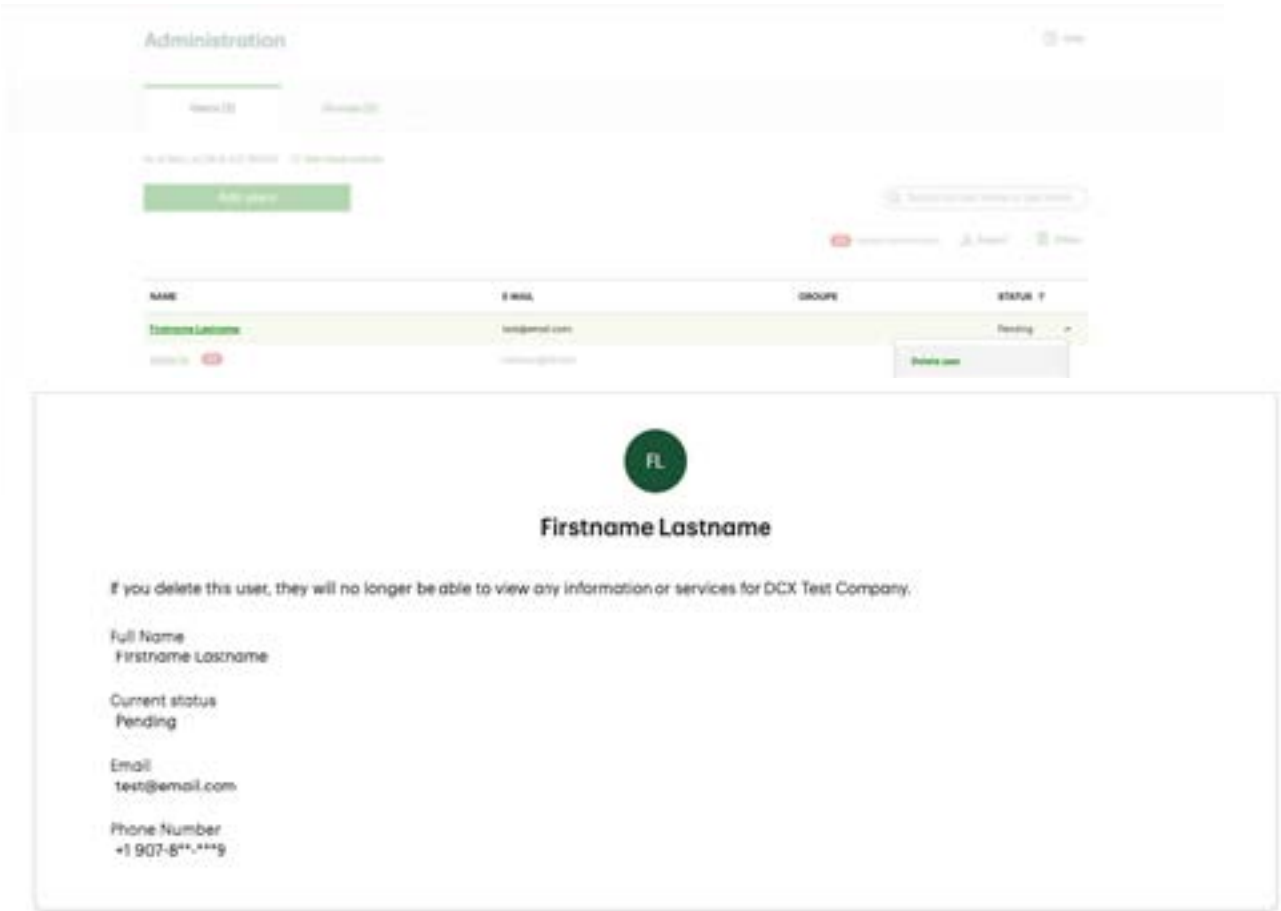


Deleting a user

To delete a user, go to the main **Administration** page and select on the **Users** tab. Then select on the chevron next to the status of the user you'd like to delete and select **Delete** or **Delete System Administrator**, depending on the user type.

Next, you'll need to confirm that you wish to delete the user. Please note that the deletion of a user is permanent.

Selecting **Delete** will take you back to the main **Administration** page, where a confirmation message will appear at the top of the page indicating that you have successfully deleted the user. If approval requirements are added for your company, the message will confirm that your request was sent to the approval requests list.



Deleting a group

To delete a group, go to the main **Administration** page and select on the **Groups** tab. When you find the name of the group you'd like to delete, select the chevron to the right of the group's name and select **Delete**.

Next, you'll need to confirm that you wish to delete this group. Please note that while the deletion of a group is permanent, the contents of the group remain unchanged.

Selecting **Delete** will take you back to the main **Administration** page, where a confirmation message will appear at the top of the page indicating that you have successfully deleted the group. If approval requirements are added for your company, the message will confirm that your request was sent to the approval requests list.



E-mail notifications

Whenever a user or group is added or updated, every **System Administrator** will receive an e-mail notification about the change. These are only notification e-mails and **System Administrators** don't need to do anything else after receiving them. If you have concerns about any of the changes, please follow your own company's standard account security protocols immediately.



Setting up access to Single Sign-On Applications

- Setting up access to TD Digital Express
 - For System Administrators
 - For users
- Setting up access to Receivables Management
 - For System Administrators
 - For users
- Setting up access to TD Commercial Plus Card
 - For System Administrators
 - For users
- Setting up access to TD FTEExpress
 - For System Administrators
 - For users
- Setting up access to Paymode-X
 - For System Administrators
 - For users
- Need help?



SETTING UP ACCESS TO SINGLE SIGN-ON APPLICATIONS

Setting up access to Single Sign-On Applications

Single Sign-On capability has now been enabled for the certain **TD applications**, detailed in the following sections. With Single Sign-On, users with access to these **TD applications** will no longer be required to login with separate credentials to **TD application** portals as they'll be able to access them directly through TD Business Central.

Please keep in mind that with any Single Sign-On applications, the user needs to be set up in the specific application's website, as well as within TD Business Central U.S., to get access to the Single Sign-On function for this application.

If you're a System Administrator and are removing a user from a group with access to the **TD applications**, it will limit that user from accessing these applications. However, users' accounts will remain active on these application portals. A **System Administrator** with access to the application will need to manually set the user's status to inactive on the application portal they'd like to remove the user from.

The following has specific steps on how to set up access for **System Administrators** and users for each of the **TD applications** with Single Sign-ON capability.



SETTING UP ACCESS TO SINGLE SIGN-ON APPLICATIONS

Setting up access to TD Digital Express

For System Administrators

To set up users for Single Sign-On (SSO) to **TD Digital Express**, a **System Administrator** will first need to be added as an Administrator on the **TD Digital Express** application website.

If you're a **System Administrator** and have gotten your credentials set up in the **TD Digital Express** application, you can access this application by selecting the **TD Digital Express** link from the **TD applications** menu.

After selecting the **TD Digital Express** link, you will be taken to the **TD Digital Express** login screen, where you will need to enter your **TD Digital Express** credentials and select **Login**. Enter these credentials each time you log in to the **TD Digital Express** application.

To learn more about managing settings on the **TD Digital Express** application, please contact the **Treasury Management Service Support line at 866-475-7262** or refer to the training module found on the **TD Digital Express** application portal.

As a **System Administrator**, if you do not see **TD Digital Express** in your **TD applications** dropdown menu, please contact **Treasury Management Services Support at 866-475-7262**.

For users

If the user is not a **System Administrator**, a **System Administrator** will need to add the user to a group that's set up with access to the **TD Digital Express** application, within TD Business Central U.S.

If you're a **System Administrator**, to add new users to the **TD Digital Express** application, you'll need to create the users on the application by logging into TD Business Central. Then, select **Administration** icon on the left side navigation. The **Add users** button will take you through the steps to add a new user and grant permissions for the **TD Digital Express** application. The new user will receive an e-mail with steps on how to register for Business Central U.S.

System Administrators will also need to add the user within the **TD Digital Express** application. After you've added the user in both TD Business Central and the application, when the user registers and logs into the TD Business Central, they will need to select **TD Digital Express** from the **TD applications** dropdown menu.

The system will prompt the user to enter their Username and Password to proceed. The user will need to enter their Username and Password when accessing the **TD Digital Express** application.

Need help with the **TD Digital Express** application? More information can be found in this [help section](#).



Setting up access to Receivables Management

For System Administrators

To set up users for Single Sign-On (SSO) to **Receivables Management**, a **System Administrator** will first need to be added as an Administrator on the **Receivables Management** application website.

If you're a **System Administrator** and have gotten your credentials set up in the **Receivables Management** application, you can access this application by selecting the **Receivables Management** link from the **TD applications** menu.

After selecting the **Receivables Management** link, a success message will be displayed indicating that you've successfully set up your SSO access to the **Receivables Management** application.

If you are a new user, once your SSO access has been established, you will need to contact **Treasury Management Services Support at 866-475-7262** to gain access to the necessary lockboxes within the **Receivables Management** application.

Selecting on **Open Application** will take you to your **Receivables Management** portal account, where your status as a **System Administrator** will be set to **Manager**.

To learn more about managing settings on the **Receivables Management** application, please visit [Receivables Management User guide](#) or [Receivables Management Video Tutorials](#).

As a **System Administrator**, if you do not see **Receivables Management** in your **TD applications** dropdown menu, please contact **Treasury Management Services Support at 866-475-7262**.

If you have an existing **Receivables Management** user and do not have the proper lockbox access when accessing the application through **TD Business Central U.S.**, then please contact **Treasury Management Services Support at 866-475-7262**.



Setting up access to Receivables Management

For users

If the user is not a **System Administrator**, a **System Administrator** will need to add the user to a group that's set up with access to the **Receivables Management** application, within TD Business Central U.S.

If you're a **System Administrator**, to add new users to the **Receivables Management** application, you'll need to log in to the TD Business Central portal and select the **Administration** icon on the left side navigation. Selecting on the **Add users** button will take you through the steps to add a new user and grant permissions for the **Receivables Management** application. The new user will then receive an e-mail with steps on how to register for Business Central U.S. After the user registers and logs in, they will need to select **Receivables Management** from the **TD applications** dropdown menu.

The system will automatically create a profile for that new user in **Receivables Management** application. After the user has been created within the **Receivables Management** application the user will need to let their **System Administrator** know that they now have access. Then, the **System Administrator** can access **Receivables Management** through TD Business Central U.S., and grant the proper lockboxes to the new user.

Learn more about managing settings on the **Receivables Management** application:

[Receivables Management User guide](#) or [Receivables Management Video](#).

Need help with the **Receivables Management** application? More information can be found in this [help section](#).



Setting up access to TD Commercial Plus Card

For System Administrators

Initially, **System Administrators** will be added to the **TD Commercial Plus Card** application by the Card Services Team. If you're a **System Administrator**, once you're set up as an Administrator within the **TD Commercial Plus Card** application, log in to TD Business Central. and select the **TD Commercial Plus Card** link from the **TD applications** menu, where you can create your user profile. Please note that the e-mail address used to TD Business Central U.S. will need to match the e-mail address used to create your user profile in the **TD Commercial Plus Card** application.

After selecting the **TD Commercial Plus Card** link, a success message will be displayed indicating that you've successfully set up your SSO access to the application.

For users

If the user is not a **System Administrator**, a **System Administrator** will need to add the user to a group that's set up with access to the **TD Commercial Plus Card** application, within TD Business Central U.S.

If you're a **System Administrator**, to add new users to the **TD Commercial Plus Card** application, you'll need to log in to TD Business Central U.S. and select the **Administration** icon on the left side navigation. Selecting the **Add users** button will take you through the steps to add a new user and grant permissions for the **TD Commercial Plus Card** application. The e-mail address on TD Business Central U.S. will need to match the e-mail address used to create the user profile in the **TD Commercial Plus Card** application. The new user will then receive an e-mail with steps on how to register for TD Business Central U.S.

System Administrators will also need to add the user within the **TD Commercial Plus Card** application. After you've added the user in both TD Business Central and the application, when the user registers and logs in to TD Business Central, they will need to select **TD Commercial Plus Card** from **TD applications** dropdown menu at the top right of the screen and follow the Single Sign-On registration process. Going forward, the user will no longer need to re-enter log-in credentials when accessing the **TD Commercial Plus Card** application.

Need help with the **TD Commercial Plus Card** application? More information can be found in this [help section](#).



Setting up access to TD FTEExpress

For System Administrators

To set up users for Single Sign-On (SSO) to **TD FTEExpress**, a **System Administrator** will first need to be added as an Administrator on the **TD FTEExpress** application website.

If you're a **System Administrator** on TD Business Central, simply select the **TD FTEExpress** link from the TD applications menu. You will be taken to the **TD FTEExpress** application portal, where you'll need to log in to **TD FTEExpress** with your current **TD FTEExpress** credentials. The **TD FTEExpress** registration process is now complete.

For users

If the user is not a **System Administrator**, a **System Administrator** will need to add the user to a group that's set up with access to the **TD FTEExpress** application, within TD Business Central U.S.

If you're a **System Administrator**, to add new users to the **TD FTEExpress** application, you'll need to log in to TD Business Central U.S. and select the **Administration** icon on the left side navigation. Selecting the **Add users** button will take you through the steps to add a new user and grant permissions for the **TD FTEExpress** application. For users to access **TD FTEExpress**, **System Administrators** must add them to groups that have **TD FTEExpress** added as a **TD application**. The e-mail address on TD Business Central U.S. will need to match the e-mail address used to create the user profile in the **TD FTEExpress** application. The new user will then receive an e-mail with steps on how to register for TD Business Central U.S.

System Administrators will also need to add the user within the **TD FTEExpress** application. After the user is added to both TD Business Central and the application, when the user registers and logs in to TD Business Central, they will need to select **TD FTEExpress** from **TD applications** dropdown menu at the top right of the screen and follow the Single Sign-On registration process. Going forward, the user will no longer need to re-enter log-in credentials when accessing the **TD FTEExpress** application.

Need help with the **TD FTEExpress** application? More information can be found in this [help section](#).



SETTING UP ACCESS TO SINGLE SIGN-ON APPLICATIONS

Setting up access to Paymode-X

For System Administrators

To set up users for Single Sign-On (SSO) to **Paymode-X**, a **System Administrator** will first need to be added as an Administrator on the **Paymode-X** application website.

If you're a **System Administrator**, to set up your **System Administrator** access to the **Paymode-X** application, simply select the **Paymode-X** link from the **TD applications** menu. You will be taken to the **Paymode-X** application portal, where you can create your user profile. Please note that the e-mail address used on TD Business Central U.S. will need to match the e-mail address used to create your user profile in the **Paymode-X** application.

For users

If the user is not a **System Administrator**, a **System Administrator** will need to add the user to a group that's set up with access to the **Paymode-X** application, within TD Business Central U.S.

If you're a **System Administrator**, to add new users to the **Paymode-X** application, you'll need to log in to TD Business Central U.S. and select on the **Administration** icon on the left side navigation. Selecting on the **Add users** button will take you through the steps to add a new user and grant permissions for the **Paymode-X** application. The e-mail address on TD Business Central U.S. will need to match the e-mail address used to create the user profile in the **Paymode-X** application. The new user will then receive an e-mail with steps on how to register for TD Business Central U.S.

System Administrators will also need to add the user within the **Paymode-X** application. After the user is added to both TD Business Central and the application, when the user registers and logs in to TD Business Central, they will need to select **Paymode-X** from the **TD applications** dropdown menu. Going forward, the user will no longer need to re-enter log-in credentials when accessing the **Paymode-X** application.

Need Help?

As a new user, if you do not see **Paymode-X** in your **TD applications** dropdown menu, please contact your **System Administrator**.

Please contact the **Support line at 877-443-6944** if:

- you are an existing **Paymode-X** customer, you cannot access **Paymode-X** from your **TD applications** dropdown menu, or if you receive an error when attempting to access this application
- the **Paymode-X** link from the **TD applications** dropdown menu still takes you to the **Paymode-X** login screen



SETTING UP ACCESS TO SINGLE SIGN-ON APPLICATIONS

Need help?

As a new user, if you do not see **Receivables Management**, **TD Commercial Plus Card**, **TD FTEExpress**, or **TD Digital Express** in your **TD applications** dropdown menu, please contact your **System Administrator**.

Please contact the **Support line at 866-475-7262** if:

- you are an existing customer of these **TD applications**, you cannot access these them from your **TD applications** dropdown menu, or if you receive an error when attempting to access this application.
- the links from the **TD applications** dropdown menu still takes you to the login screens for these **TD applications** and asks you to login again.
- you have an existing **Receivables Management** user and do not have the proper lockbox access when accessing the application through **TD Business Central U.S**



Dashboard

- [Get to know your dashboard](#)
- [Top navigation menu options](#)
- [Applications](#)
- [Welcome section](#)

Get to know your dashboard

Top navigation

Takes you back to the TDbank.com homepage.

Secondary navigation

This is where your company name is displayed.

Left navigation

Icons that help you navigate to certain pages such as Home, Accounts, Statements center, Administration, Audit log, and Assist central, depending on your permissions.

Quick link to Audit Log

Records all user activities for your company.

Quick link to TD Digital Academy

Access education and tutorials for a variety of banking products and applications.

Quick link to Administration

Easy access to some key Administration functions.

User drop down

Quick access to your security settings and profile.

Messages

Access to secured messages from anywhere on TD Business Central U.S.

Application dropdown

All your TD banking applications and systems in one spot.

Welcome section

A TD-curated section that displays important product information, education, and news.

Account Summary

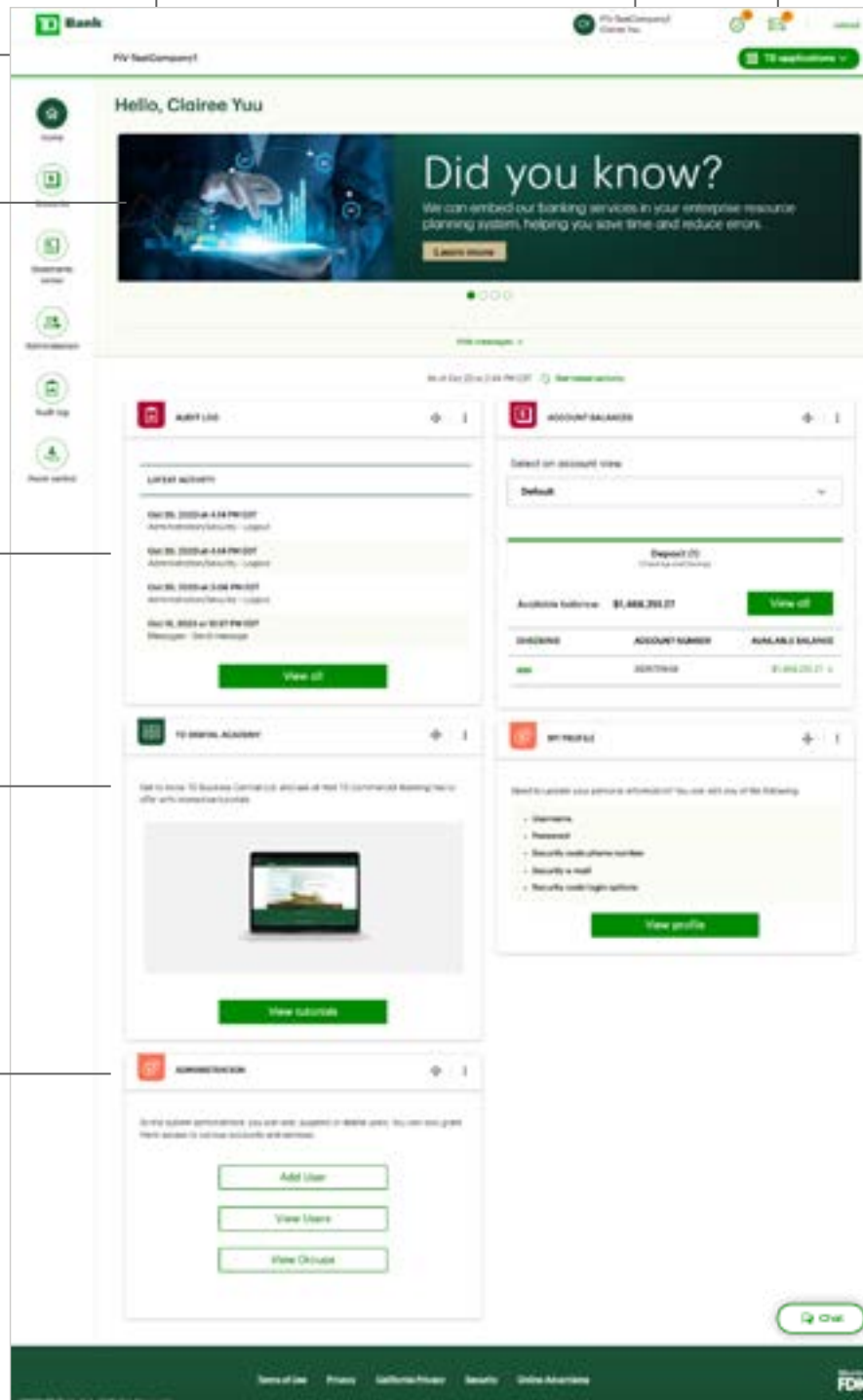
A high-level overview of your recent account transactions.

Quick link to My Profile

Update your user profile settings and security from here.

Chat

You have 24/7 access to automated customer assistance using the chat feature.



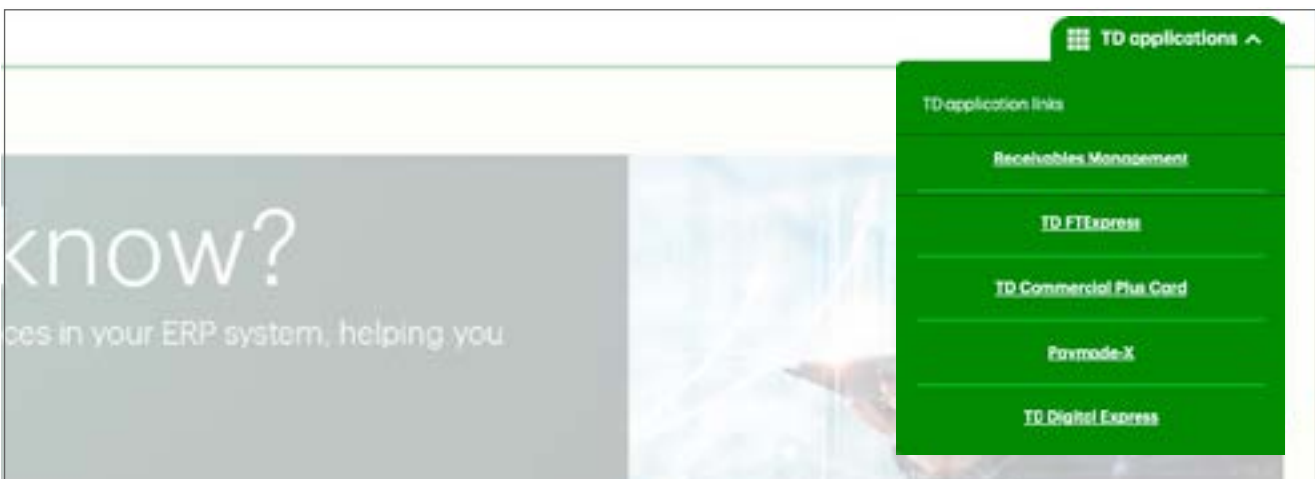
Top navigation menu options

From your top navigation menu, you'll be able to access your user profile and security settings by selecting on your company name. The top navigation is also where you'll find access to certain pages such as Messages or Approval requests, depending on your permissions.



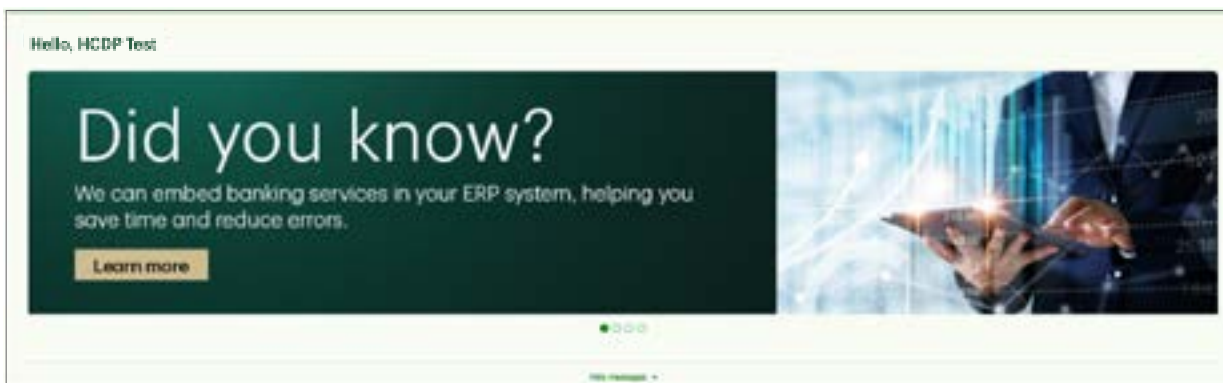
Applications

The **TD applications** dropdown will list all your relevant **TD applications** in one place.



Welcome section

The welcome section at the top of your dashboard is a TD-curated area where you'll find up-to-date info on new products, banking and product tips, and other banking related information.





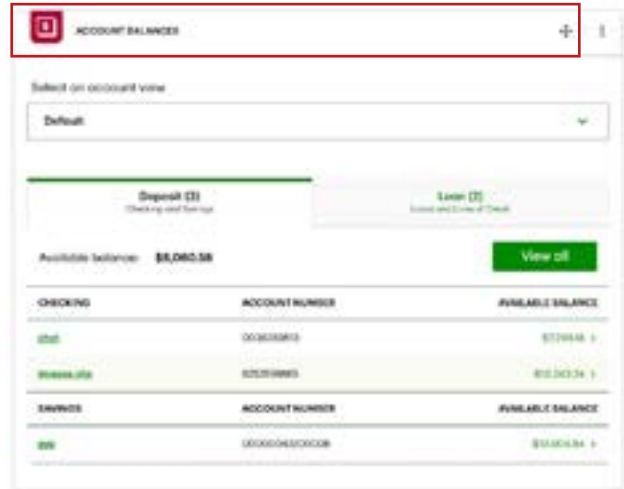
Dashboard personalization

- Rearranging widgets on your dashboard
- Expanding and collapsing widgets on your dashboard

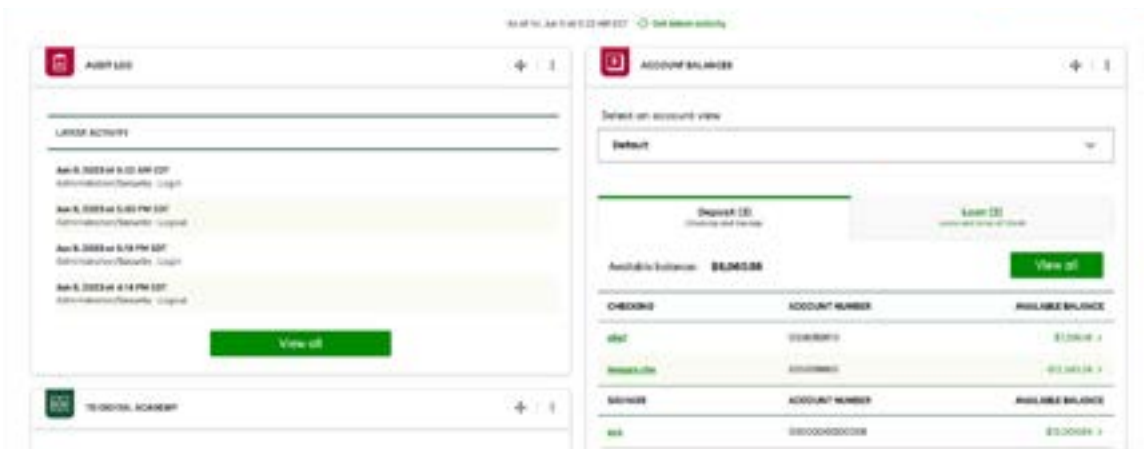
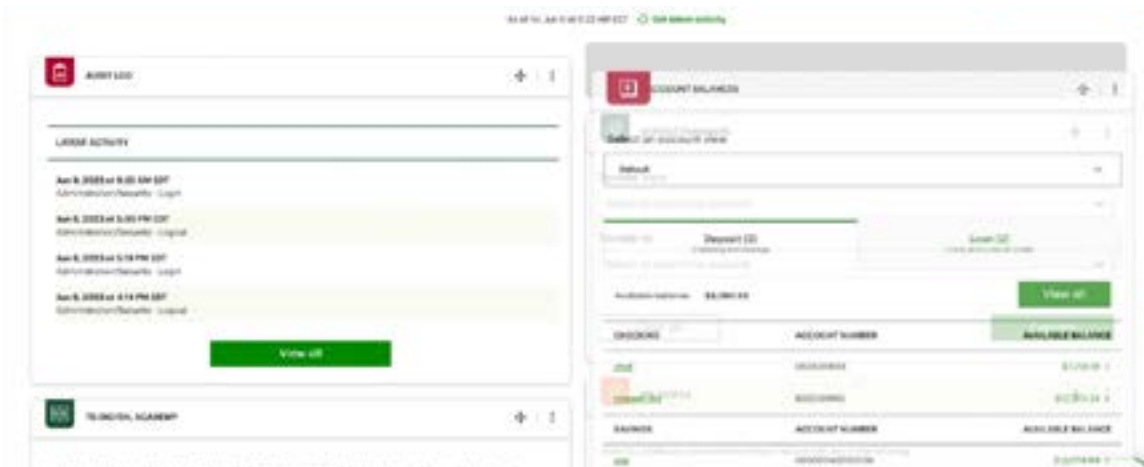
Rearranging widgets on your dashboard

There are 2 ways to move widgets around on your dashboard.

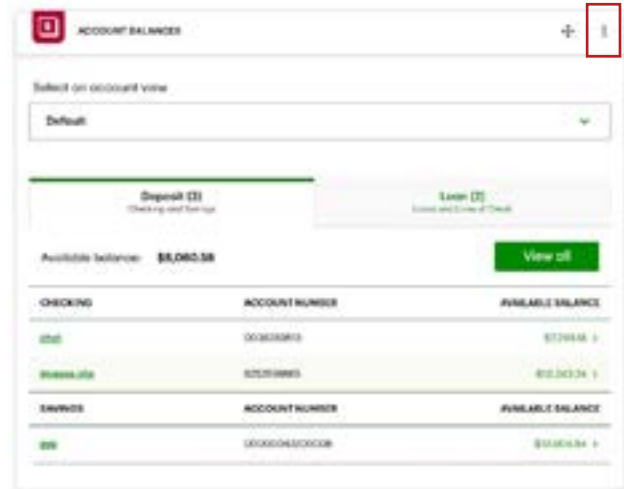
You can use your mouse to click and hold anywhere along the top part of the widget, between the widget name and move icon.



Next, while holding down on the widget with your mouse, drag the widget to the location you want to move the widget to. If the new location is valid, a gray, highlighted area will appear. When it does, let go of clicking on your mouse and the widget will move to the new location on your dashboard.



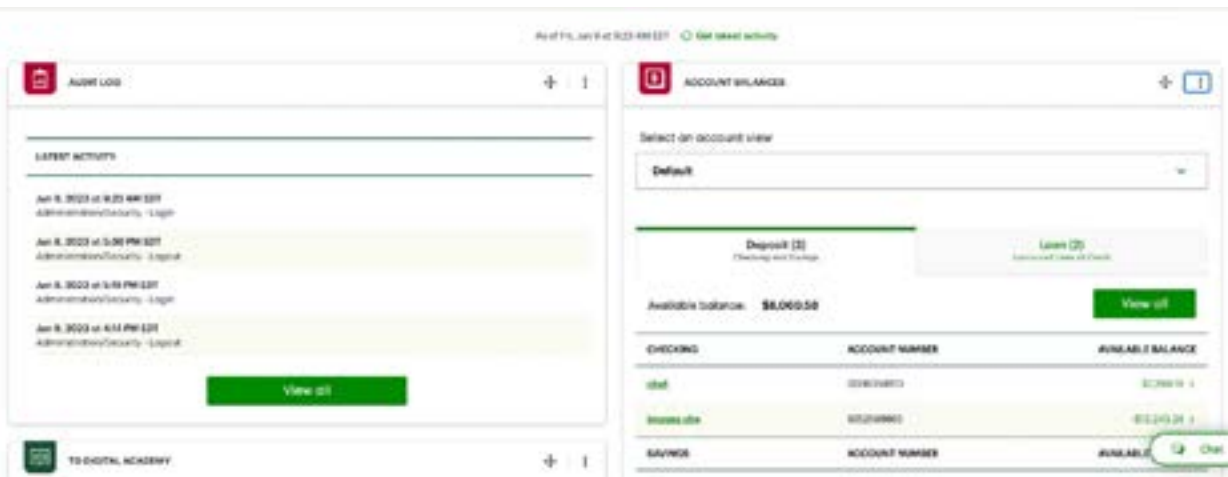
Another way to move a widget around your dashboard is to select the widget options menu on the top right of each widget.



Depending on the current location of your widget, different widget movement options are available.



Select the direction option you want to move the widget in. The widget will automatically move and save to that location.



Expanding and collapsing widgets on your dashboard

To expand and collapse widgets, select the widget options menu on the top right of each widget.



If the widget is expanded, the menu option shows **Collapse**. If the widget is collapsed, the menu option shows **Expand**. Select the option you want and the widget will automatically expand or collapse depending on its current view.



Making transfers

- Loan payment transfers
- Loan advance transfers
- Deposit transfers

Making transfers

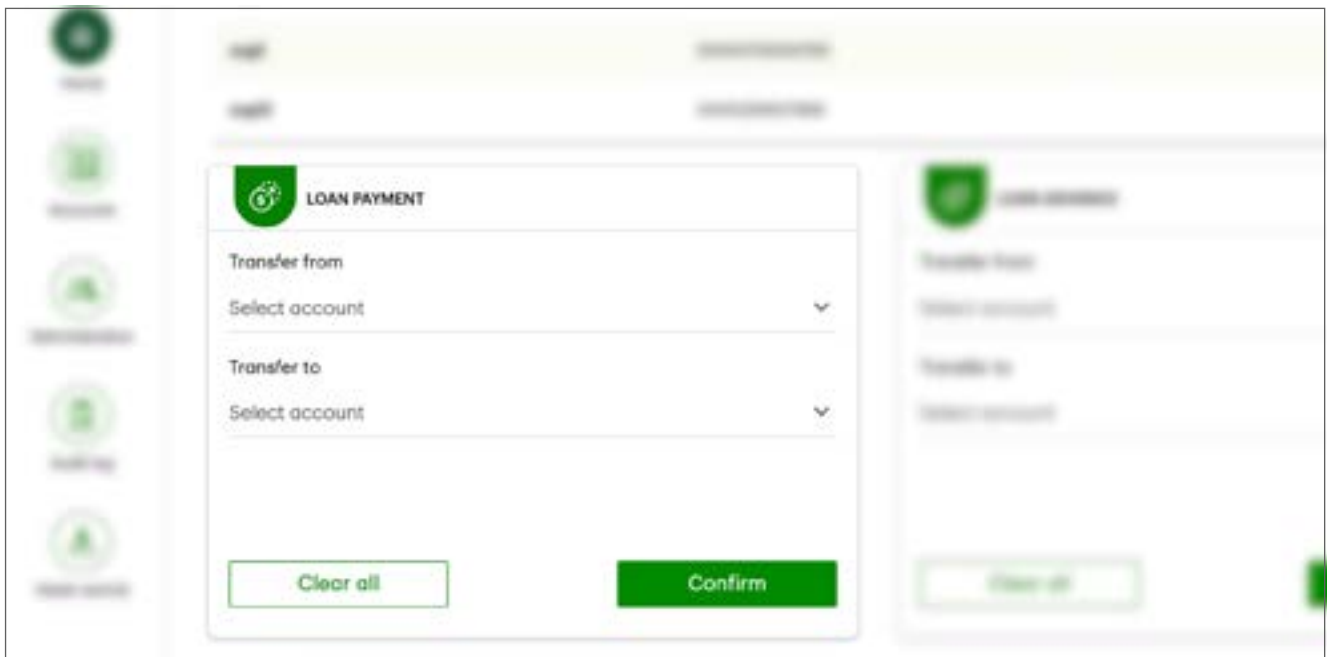
The account transfer service is now available for users in groups with access to the service to transfer funds between a company's different accounts.

Transfers can be made between two different deposit accounts, as well as between loan accounts and deposit accounts. Transfers can be made from a deposit source account to another deposit destination account; from a loan source account to a deposit destination account; or from a deposit source account to a loan destination account. At this time, users cannot transfer funds from a loan source account to a loan destination account.

As a user in a group with access to the transfer service, you can make loan payment transfers from the loan payment widget, loan advance transfers from the loan advance widget, or deposit transfers from the deposit transfers widget. All of these widgets can be found on your dashboard.


Loan payment transfers

To make a transfer from a deposit account to a loan account, go to your loan payment widget, which can be found on your dashboard.



The screenshot displays the 'LOAN PAYMENT' widget within the TD Business Central U.S. Customer Portal. The widget is titled 'LOAN PAYMENT' and features a green icon with a white dollar sign. It contains two dropdown menus: 'Transfer from' and 'Transfer to', both labeled 'Select account'. Below these menus are two buttons: 'Clear all' and 'Confirm'. The widget is part of a dashboard with other widgets visible in the background, including 'LOAN ADVANCE' and 'DEPOSIT TRANSFERS'.

From here, select a source account and a destination account.



LOAN PAYMENT

Transfer from

0000033502 - chq6 - \$13,973.56 USD

0000033502 - chq6 - \$13,973.56 USD

0240194572 - chq1 - \$302,677.80 USD

2427368847 - chq2 - \$140.40 USD


2427682396 - chq3 - \$2,079.90 USD

\$

2,300.00

Interest

Next, enter the principal amount and/or interest amount. Once you're done, select **Confirm**.



LOAN PAYMENT

Transfer from

0000033502 - chq6 - \$13,973.56 USD

Transfer to

000927216 - acbs1 - \$100,840.41 USD

Next principal payment	Next interest payment	Next payment date	Interest rate
\$0.00	\$0.00	07/16/2022	1.730000%

Principal

\$

2,300.00

Interest

\$

200.00

Note (Optional)

0/60

Add a note to describe this loan payment

Clear all

Confirm

If you made both a principal payment and an interest payment, you should see your principal payment and interest payment confirmation details. Select **Close** once you're done viewing the details.

The screenshot displays a confirmation window titled "Loan payment submitted" with a total amount of \$2,500.00. It includes a "Print" button in the top right corner. The window is divided into two main sections: "PRINCIPAL" and "INTEREST", each with a green checkmark icon. The "PRINCIPAL" section shows a payment status of "Submission successful", an amount of \$2,300.00, and a confirmation number 0A702106-6E48-434D-ACB4-8CE8C084DA90. The "INTEREST" section shows a payment status of "Submission successful", an amount of \$200.00, and a confirmation number 576470214-CE5C-4286-AF72-018EFC66055. At the bottom, there is a green "Close" button. Transfer details at the top include: Transfer from 33502 - cheq8, Transfer to 927119 - acbs3, and Date Oct 26, 2022 12:58 PM.

Transfer from	Transfer to	Date
33502 - cheq8	927119 - acbs3	Oct 26, 2022 12:58 PM

PRINCIPAL

Payment status
Submission successful

Amount
\$2,300.00

Confirmation number
0A702106-6E48-434D-ACB4-8CE8C084DA90

INTEREST

Payment status
Submission successful

Amount
\$200.00

Confirmation number
576470214-CE5C-4286-AF72-018EFC66055

Close

If you made only a principal payment, you should see your principal payment confirmation details. Select **Close** once you're done viewing the details.

The screenshot displays a confirmation window titled "Loan payment submitted" with a total amount of \$2,300.00. It includes a "Print" button in the top right corner. The window shows a single section for "PRINCIPAL" with a green checkmark icon. The "PRINCIPAL" section shows a payment status of "Submission successful", an amount of \$2,300.00, and a confirmation number 3032A159-1A68-4247-9FA1-106EFF2D9A46. At the bottom, there is a green "Close" button. Transfer details at the top include: Transfer from 33502 - cheq8, Transfer to 927216 - acbs1, and Date Oct 25, 2022 1:35 PM.

Transfer from	Transfer to	Date
33502 - cheq8	927216 - acbs1	Oct 25, 2022 1:35 PM

PRINCIPAL

Payment status
Submission successful

Amount
\$2,300.00

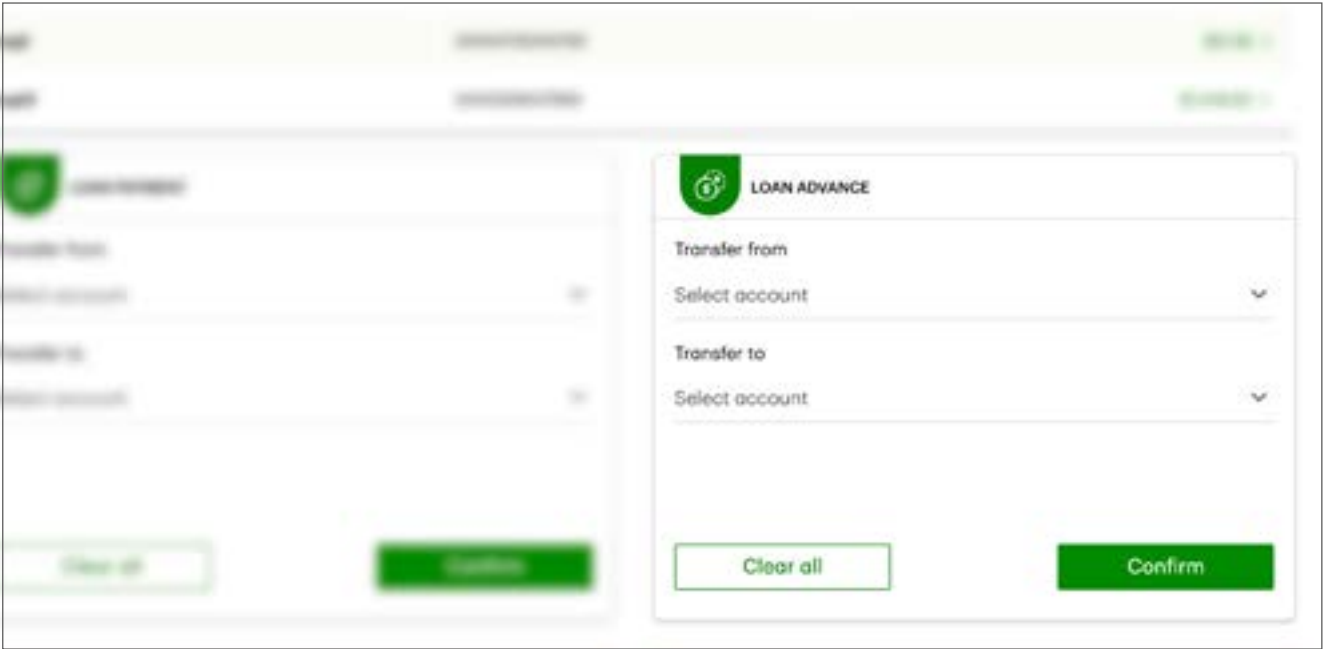
Confirmation number
3032A159-1A68-4247-9FA1-106EFF2D9A46

Close

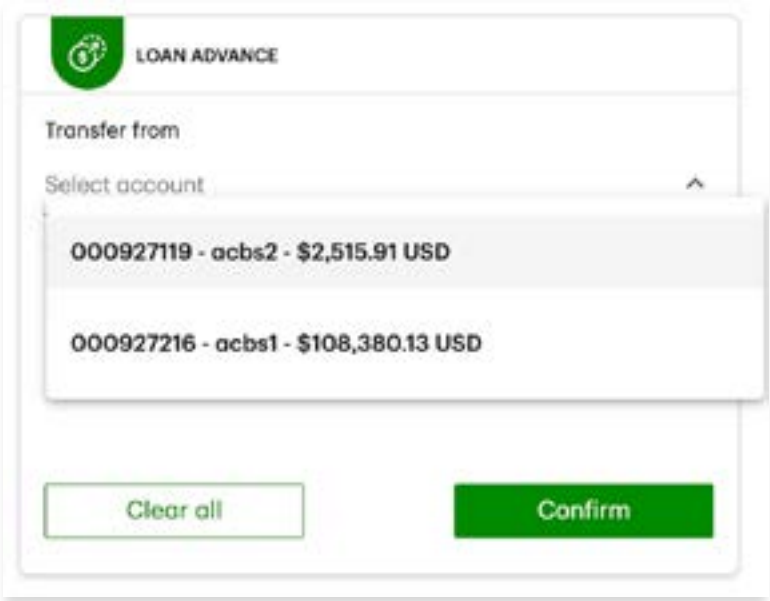


Loan advance transfers

To make a transfer from a loan account to a deposit account (loan advance), go to your loan advance widget, which can be found on your dashboard.



From here, select a source account and a destination account.



Next, enter the desired transfer amount. Once you're done, select **Confirm**.

LOAN ADVANCE

Transfer from

000927119 - acbs2 - \$2,515.91 USD

Transfer to

0000033502 - chq6 - \$4,373.56 USD

Amount

\$

200.00

Note (Optional)

0/60

Add a note to describe this loan payment

Clear all

Confirm

After you select **Confirm**, you will see your loan advance confirmation details. Select **Close** once you're done viewing the details.

Print

Loan advance submitted

\$200.00

Transfer from

927119 - acbs2

Transfer to

33502 - chq6

Date

Oct 25, 2022 1:40 PM

LOAN ADVANCE

Loan advance status

Submission successful

Amount

\$200.00

Confirmation number

0011

Close

Deposit transfers

To make a transfer from a deposit account to another deposit account, go to your **Deposit transfers** widget, which can be found on your dashboard.



The screenshot shows the 'DEPOSIT TRANSFERS' widget. It has a title bar with a green icon and the text 'DEPOSIT TRANSFERS'. Below the title bar, there are two sections: 'Transfer from' and 'Transfer to'. Each section has a text input field with the placeholder 'Select or search for account'. At the bottom of the widget, there are two buttons: 'Clear all' and 'Confirm'.

From here, select a source account and a destination account.



The screenshot shows the 'DEPOSIT TRANSFERS' widget with the 'Transfer from' dropdown menu open. The dropdown menu displays three options: '0036559213 - chaf - \$18,202.30 USD', '8212186655 - Images cte - \$24,312.80 USD', and '0000004000000 - mg - \$13,005.84 USD'. The 'Confirm' button is visible at the bottom right of the widget.

Next, enter the desired transfer amount. Once you're done, select **Confirm**.

DEPOSIT TRANSFERS

Transfer from

\$252598800 - images che - \$26,352.82 USD

Transfer to

00000043000000 - swg - \$13,000.74 USD

Amount

\$1.00

Note (Optional)

0/60

Add a note to describe this deposit transfer

Clear all

Confirm

After you confirm, you will see your deposit transfer confirmation details. Select **Close** once you're done viewing the details.

Print

Deposit transfer submitted

\$1.00

Transfer from

240194572 - chk2

Transfer to

4325935186 - CHQ

Date

Feb 15, 2023 11:53 AM

DEPOSIT TRANSFER

Deposit transfer status

Submission successful

Amount

\$1.00

Confirmation number

0064

Close

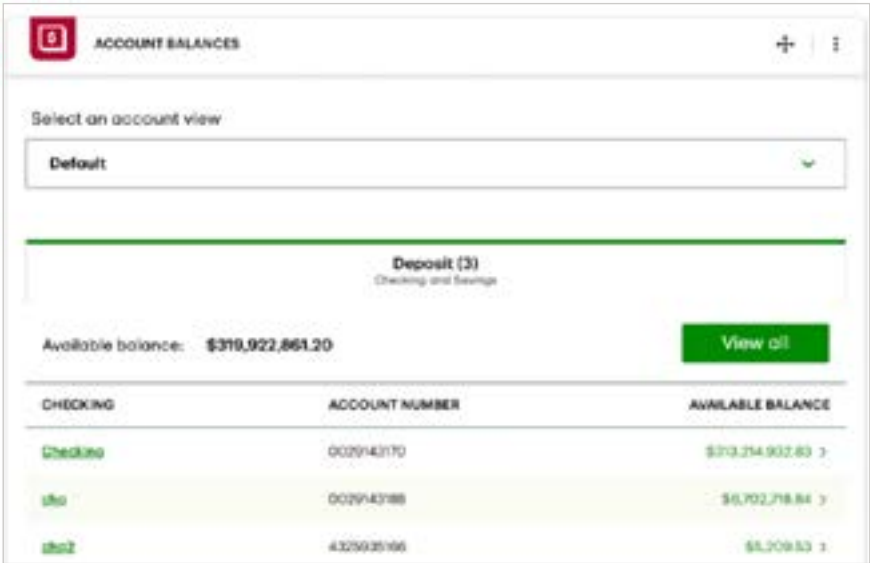


Account views

- Creating an Account view
- Displaying an Account view
- Editing an Account view
- Deleting an Account view

Creating an Account view

To create an **Account view**, go to your **Account balances** widget, which can be found on your dashboard. If you don't create any, you will see the default view of your accounts.



From here, open the **Select an account view** menu and select on **Add new account view**. On the **Create account view** page, name your **Account view**.



Then, select a maximum of 6 **Deposit** and 6 **Loan** accounts, for a total maximum of 12 accounts, to add to your **Account view**. Under the **Deposit** accounts section, you can view a list of your entitled **Savings** and **Checking** accounts. Then, select the accounts you want to add.

Deposit (11)

Loan (6)

Checking

Search by account name or account number

NUMBER	NAME	CURRENCY
<input type="checkbox"/> 0340794572	IRA	USD
<input type="checkbox"/> 0380504898	IRA statement	USD
<input type="checkbox"/> 4325833388	CHQ	USD

Savings

Checking

Savings

Search by account name or account number

NUMBER	NAME	CURRENCY
<input type="checkbox"/> 0000675500782	IRA	USD
<input type="checkbox"/> 00000729633820	IRA error	USD

Under the **Loan** accounts section, you can choose to add **Loans** and **Lines of credit** accounts from your list of entitled accounts.

Deposit (11)

Loan (6)

Lines of credit

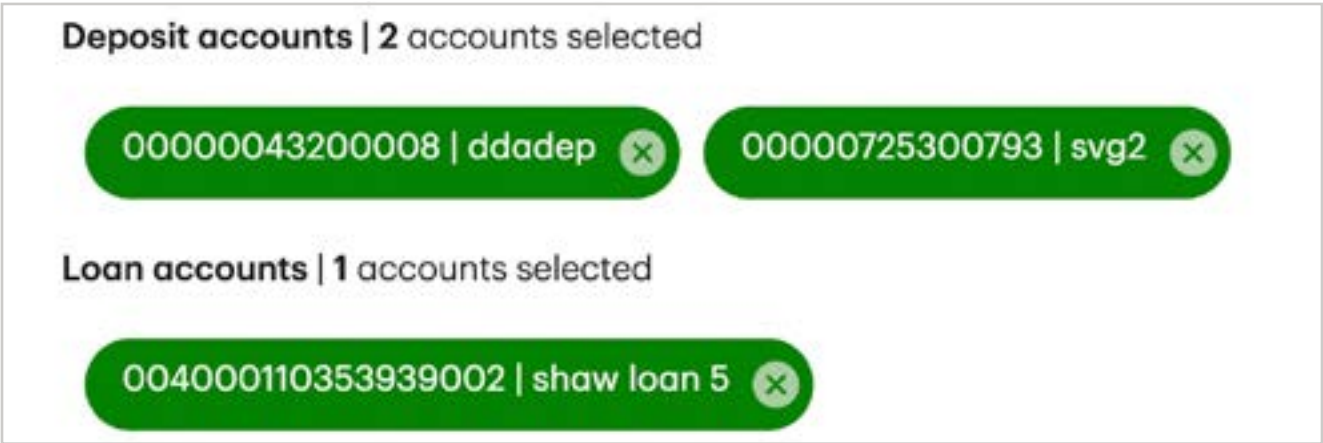
Search by account name or account number

NUMBER	NAME	CURRENCY
<input type="checkbox"/> 00000718	credit 1	USD
<input checked="" type="checkbox"/> 00000718	credit	USD
<input type="checkbox"/> 00000727	credit	USD
<input type="checkbox"/> 00000025748300	credit	USD

Chat



To remove accounts you’ve selected, select the **x** located to the right of each account you added.



Once you’ve named the **Account view** and selected the accounts, select **Create**. Now the account view you just created will appear in the **Select an account view** menu.



Displaying an Account view

To display an **Account view**, go to the **Account balances** widget and select the **Select an account view** menu to open it.

From here, select on the **Account view** you want to have displayed on the **Account balances** widget, on your dashboard. The accounts you added to the account view when you created it will be displayed.



Editing an Account view

To edit an account view, go to your **Account balances** widget, which can be found on your dashboard. Select the **Select an account view** menu to open it.

Pick the **Account view** you want to edit and click on the pencil icon beside the **Account view** name. This will open the **Edit account view** page.



On this page, you can edit the name of the **Account view** and the accounts that are in the **Account view**.

To remove accounts from the **Account view**, select the **x** located to the right of each account you added.

Deposit accounts | 2 accounts selected

0240194572 | chk2

4325935166 | CHQ

Loan accounts | 1 accounts selected

000927216 | acbs1

To add accounts to this **Account view**, select them from the accounts lists at the bottom of the page. When you're editing an **Account view**, the same rules apply. You can only select a maximum of 6 deposit and 6 loan accounts, for a total maximum of 12 accounts, to add to your **Account view**.

Once you are finished editing, select **Save**.

☐ Checking

Checking

USD

☒ Checking

Checking

USD

☐ Savings

Savings

USD

☐ Savings

Savings

USD

☐ Savings

Savings

USD

☐ Savings

Savings

USD

Cancel

Save

Done

Deleting an Account view

To delete an **Account view**, go to your **Account balances** widget, which can be found on your dashboard. Select the **Select an account view** menu to open.

Select an account view

User guide test

Default

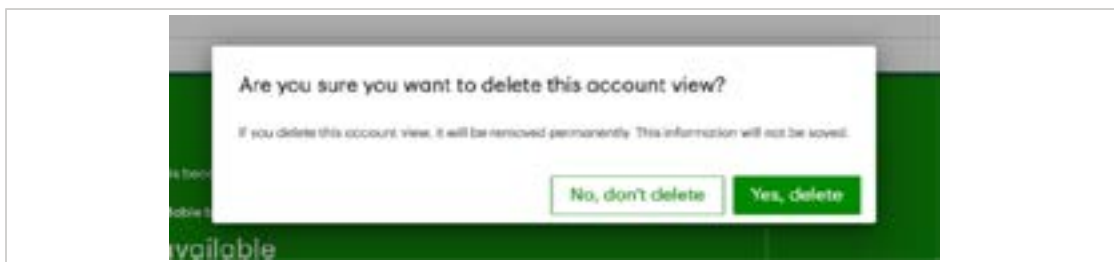
User guide test

+ Add new account view

Pick the **Account view** you want to delete and select the **Delete** icon.



You will need to confirm you want to delete this account view. Select **Yes, delete** to confirm. Once you confirm, the **Account view** will be deleted.





Accounts

- Balance
 - Deposit accounts
 - Loan accounts
- Transactions
- Deposit transactions
 - Multiple deposited items
 - Deposit account statements
- Loan transactions
 - Lines of credit transactions
 - Loan account statements
- Filters
- Print / Export information

Balance

In the **Account Summary** section of the dashboard, you can view both the deposit accounts and loan accounts registered by your company that you have been given permission to view by your **System Administrator**. The accounts are grouped by two separate tabs, one for deposit accounts (checking and savings) and one for loan accounts (loans and lines of credit).

Accounts

As of Oct 23 at 3:05 PM EDT [Get latest activity](#)

Deposit (4)
Checking and Savings

Loan (0)
Loans and Lines of Credit

Summary

AVAILABLE BALANCE

Checking \$11,792,074.29 USD	Saving \$12,244.56 USD	Total available balance \$11,132,218.85 USD
---------------------------------	---------------------------	--

Balances

Accounts				
NUMBER	NAME	TYPE +	CURRENCY	BALANCE
4325933186	chq1	Checking	USD	\$11,170,061.32
934634911	chq2	Checking	USD	\$2,892.97
00800043200008	sav2	Savings	USD	\$11,475.88
008000729633820	sav1	Savings	USD	\$768.71
				Total: 11132218.85

Deposit accounts

The **Deposit** tab displays a summary of the checking and savings accounts associated with your company, as well as detailed information about each checking and savings account, such as account numbers, names, and available balances.

Accounts

AL 12/2017 15 12/15/19 15:00:00 [See more activity](#)

Deposit (4)

Checking and Savings

Loan (0)

Loans and Lines of Credit

Summary

AVAILABLE BALANCE

Checking

\$6,000.00 USD

Savings

\$15,499.99 USD

Total available balance

\$21,500.00 USD

Balances

ACCOUNTS	NUMBER	NAME	TYPE	CURRENCY	BALANCE
AL00000000	0000	0000	Checking	USD	\$6,000.00
AL00000001	0001	0001	Checking	USD	\$15,499.99

Loan accounts

The main **Loan** tab displays the loans and lines of credit accounts associated with your company.

Accounts

AL 12/2017 15 12/15/19 15:00:00 [See more activity](#)

Deposit (4)

Checking and Savings

Loan (0)

Loans and Lines of Credit

Summary

LOANS

Total balance

\$0.00 USD

LOANS & CREDIT

Total balance

Unavailable

Available balance

Unavailable

LOANS (0)

Lines of Credit (0)

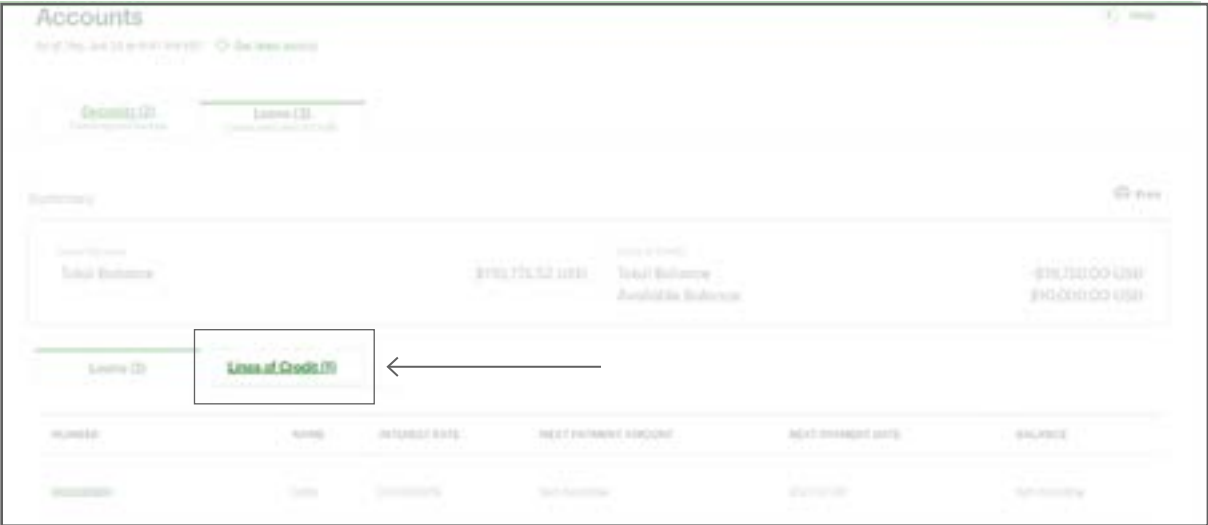
Total balance

\$0.00 USD

The secondary **Loans** tab displays each loan account's account number, name, interest rate, next payment amount, next payment date, and available balance.



The **Lines of credit** tab displays each line of credit account's number, name, interest rate, next payment amount, next payment date, available balance, and total balance.



Transactions

Deposit transactions

From your **Deposit** tab, you can access the details for a specific deposit account by selecting the **Account** name in the **Account summary** section.

Accounts

Account type: All (2 of 2) | [Filter by account type](#)

Deposits (2)

Checking, Savings

Loans (0)

Auto, Mortgage

Summary

Checking

\$1,758.98 USD

Savings

\$5,137.00 USD

Deposits

\$2,812.53 USD

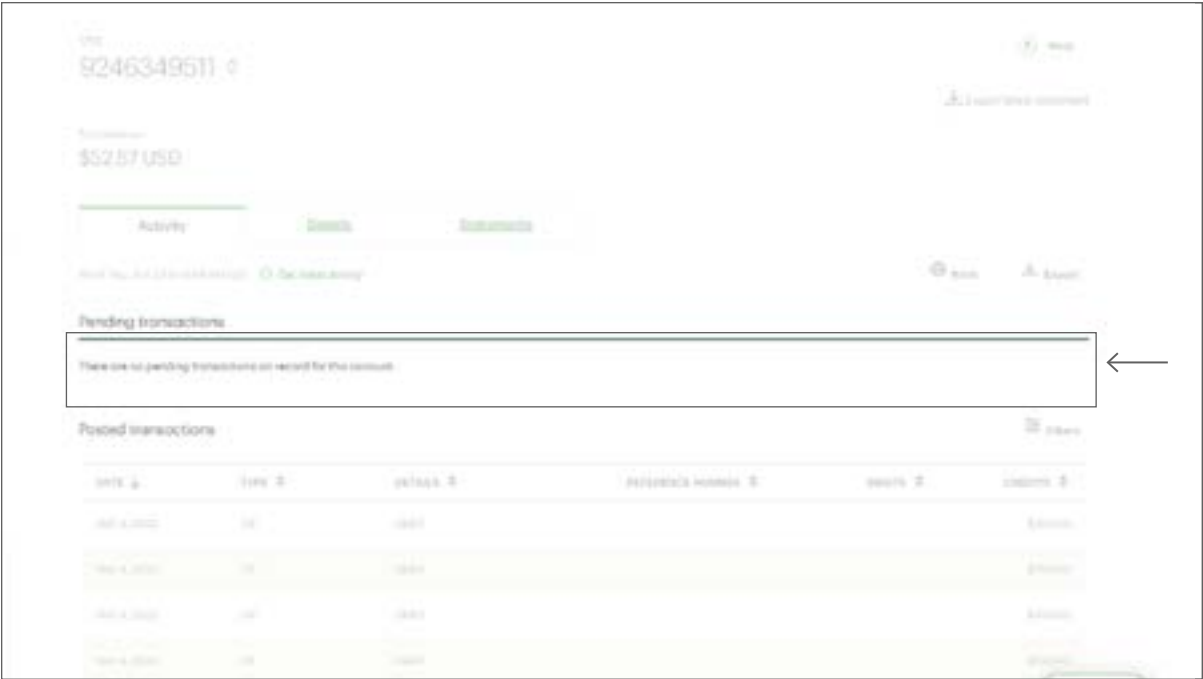
Balances

Accounts

Account	Bank	Type	Current	Balance
Checking	TD	Checking	USD	\$1,758.98
Savings	TD	Savings	USD	\$5,137.00

Deposit transactions (continued)

Your most recent pending transactions (if any) will display first in the **Pending Transactions** section of the **Activity** tab. If you have more than 100 pending transactions and would like to view them, you can select **View more**. Your most recent posted transactions will be displayed first in the **Posted Transactions** section of the **Activity** tab. 100 transactions will display at a time. If you have more than 100 posted transactions and you would like to view them, you can select **View more**.



Multiple deposited items

In the **Activity** tab of your deposit transactions, if there are multiple deposited items in one deposit transaction, select **View deposited items** to view the whole list of deposited items in that one transaction.



On the deposited items page, all the deposited items in the one transaction will be displayed. You can choose to sort by date from earliest to most recent, as well as choose how many items per page you want displayed from the page navigation at the bottom of the list. You can also switch between different pages if more than 1 page exists.

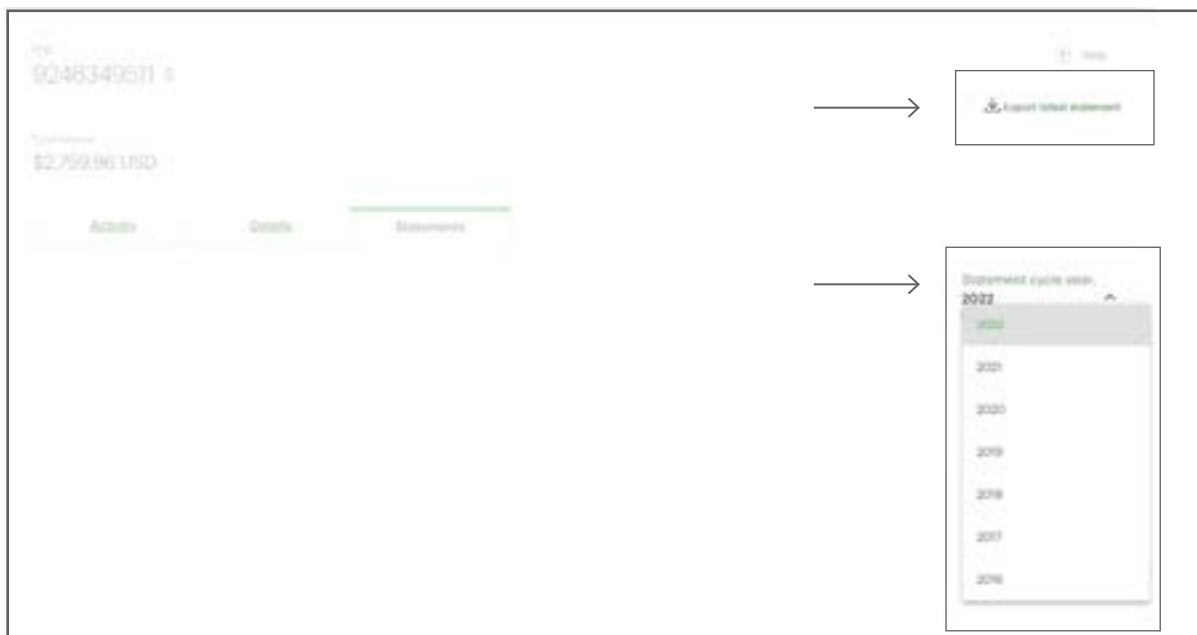
ACCOUNT NUMBER	DATE	BANK IDENTIFIER	SERIAL NUMBER	BANK REFERENCE NUMBER
7869383682	Jun 19, 2023	5140020	0	04004
38848463	Jun 19, 2023	3100008	1001120	00001
38848429	Jun 19, 2023	3100008	2788828	00003
38028500	Jun 19, 2023	3100008	1001120	00003

Select **View image** to view a front and back image of the deposited item.

Deposit account statements

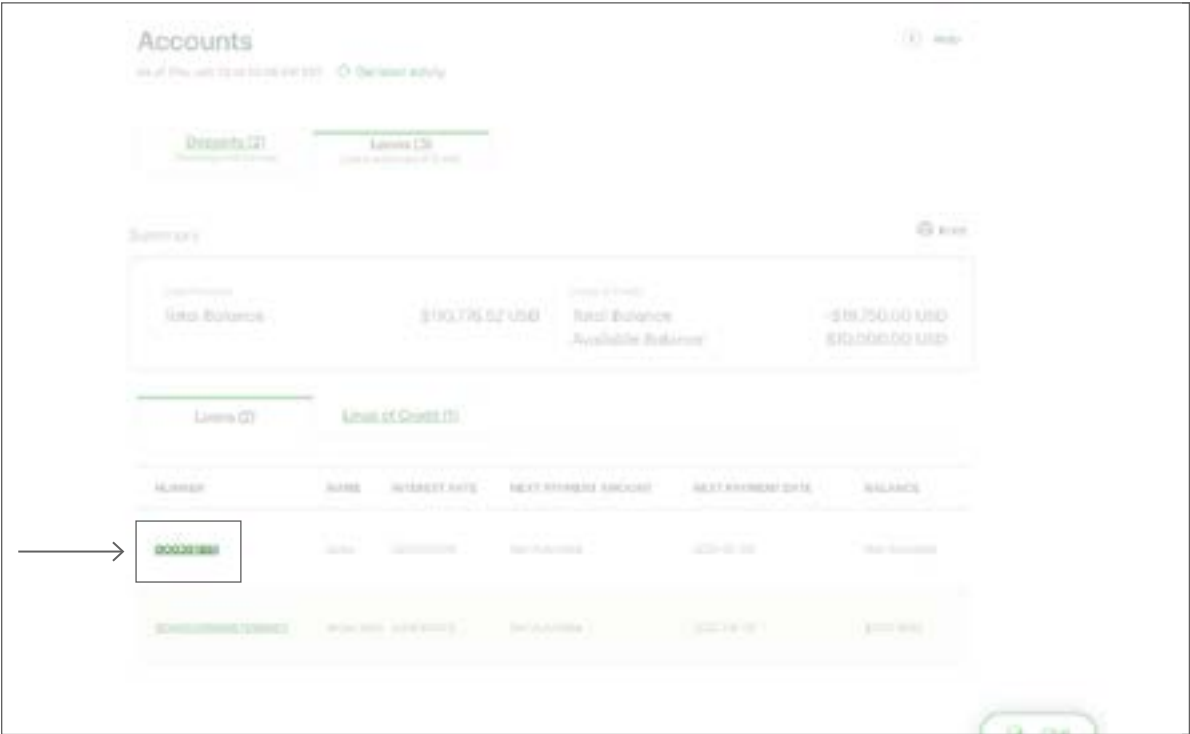
From the **Statements** tab, you can view deposit account statements for specific cycle dates up to 7 years back. You can view any additional documents associated with a statement, as well as export your latest statement.

For more information on how to find and access deposit account statements from your **Accounts** page, please go to the section on accessing account activity statements in this user guide.



Loan transactions

From your main **Loan** tab, you can access the details for a specific loan account by selecting the **Account name** in the **Account summary** section.



This will take you to the **Activity** tab for that specific account. The **Activity** tab displays information about posted transactions for this account. 100 transactions will display at a time. If you have more than 100 posted transactions and you would like to view them, you can select **View more**.



From your **Details** tab, you can view a detailed account summary, including payment information, balance details, and interest details.

000391861 =

USD

Activity

Details

Print

Account Information

ACCOUNT SUMMARY

Next Payment Amount

\$0.00

Next Payment Date

NA 9, 2021

PRODUCT TYPE	ORIGINAL A/C BAL. AMOUNT	ORIGINAL LOAN DATE	CURRENT INTEREST BALANCE	INTEREST RATE	ANNUITY DATE
ACCT Loan	\$12,181.21	SEP 26, 2021	\$0.00	0.000000%	SEP 15, 2021

PAYMENTS

NUMBER OF REMAINING PAYMENTS	NEXT PAYMENT PRINCIPAL AMOUNT	NEXT PAYMENT INTEREST AMOUNT	LAST PAYMENT PRINCIPAL AMOUNT	LAST PAYMENT INTEREST AMOUNT	LAST PAYMENT AMOUNT
N/A	\$0.00	\$0.00	N/A	N/A	N/A

BALANCE

CURRENT AVAILABLE LINE	CURRENT PRINCIPAL BALANCE	LOANING JOB
\$0.00	\$0.00	Not Available

Chat

Lines of Credit transactions

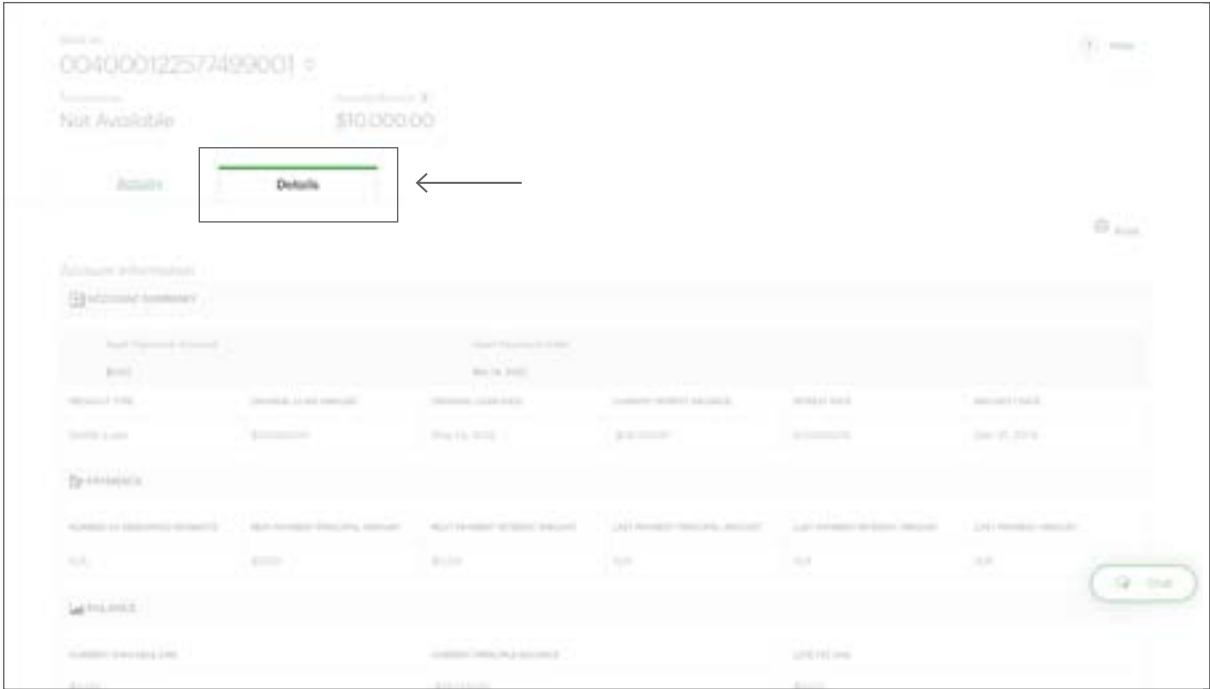
From your **Lines of credit** tab, you can access the details for a specific line of credit account by selecting on the **Account name** in the **Account summary** section.



This will take you to the **Activity** tab for that specific account. The **Activity** tab displays information about posted transactions for this account. 100 transactions will display at a time. If you have more than 100 posted transactions and you would like to view them, you can select **View more**.



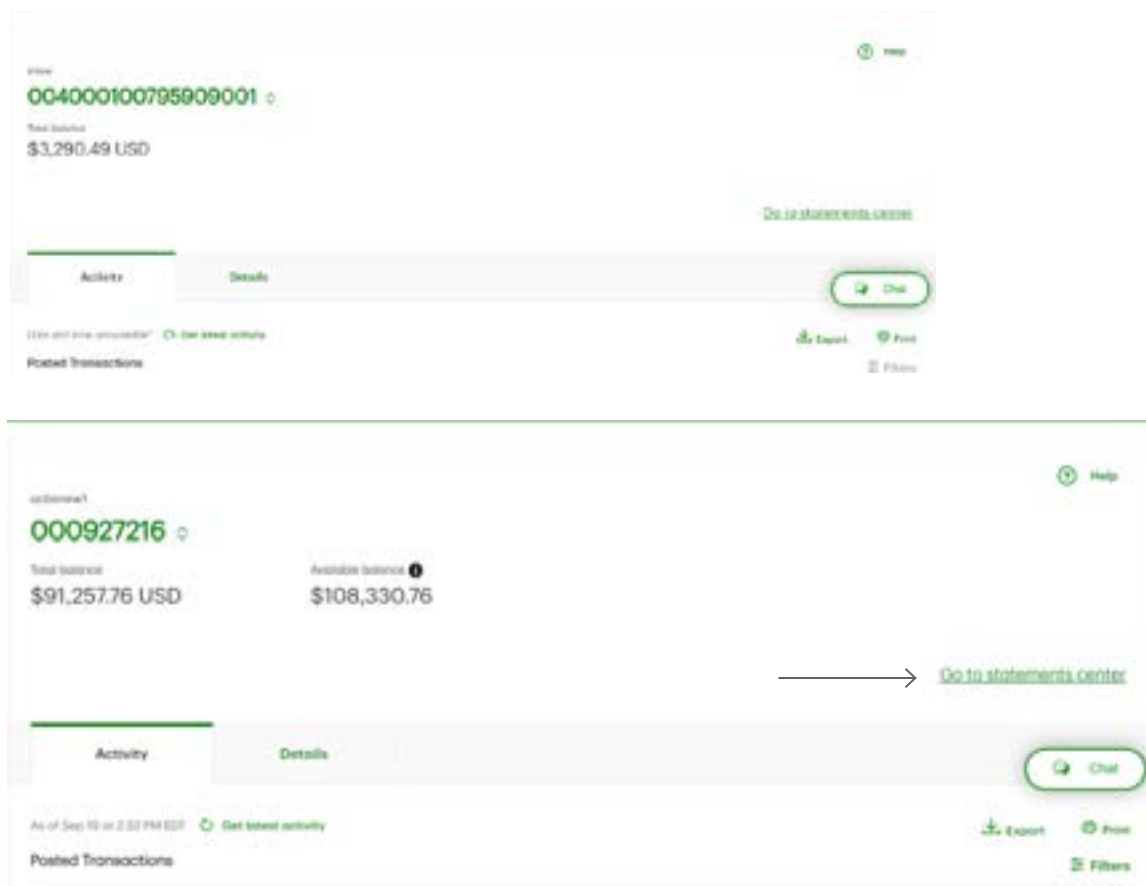
From your **Details** tab, you can view a detailed account summary, including payment information, balance details, and interest details.



Loan account statements

For entitled loans and lines of credit within loan accounts, if these same accounts are added in the **Statements center** as access ID numbers, these statements can be found by selecting the **Go to statements center** link.

For certain loan accounts, the link will take you directly to that account's statements page. For other loan accounts, the link will take you to the main **Statements center** page where you can find the statement access ID number and view those statements.

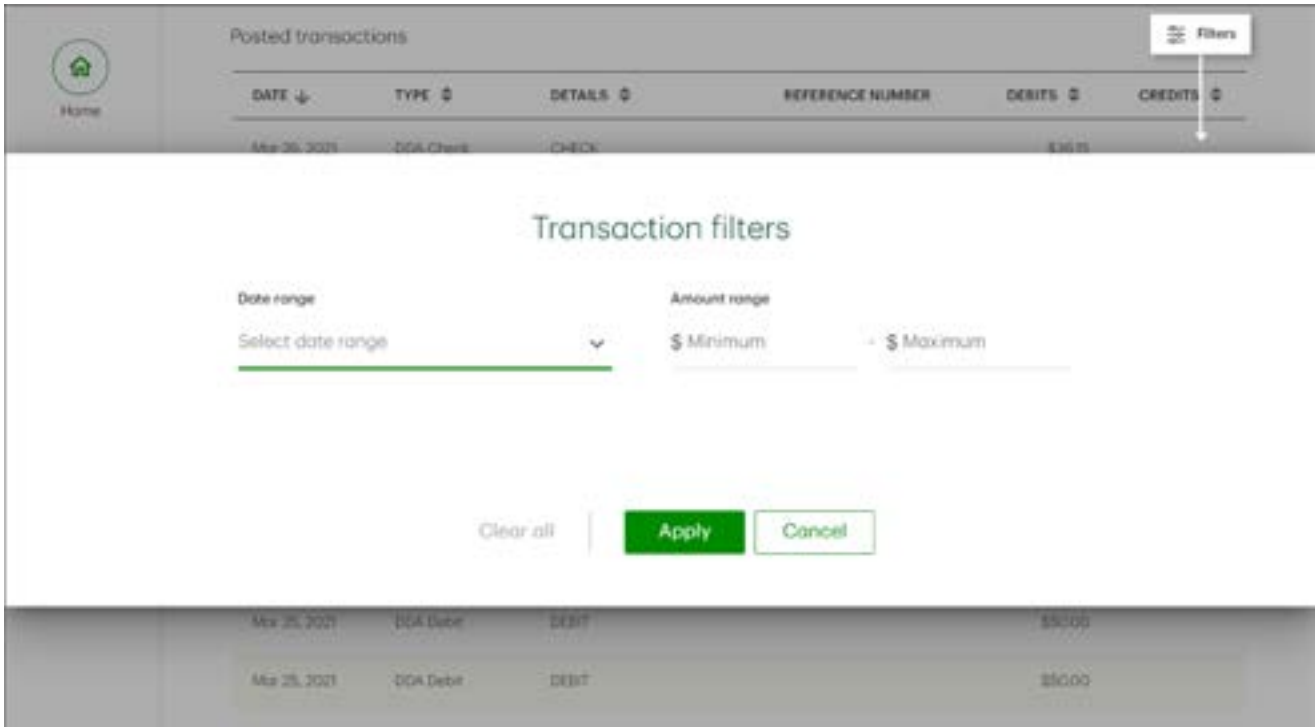


For more information on how to find and access different statements in your statements center, please go to the section on accessing statements center statements in this user guide.

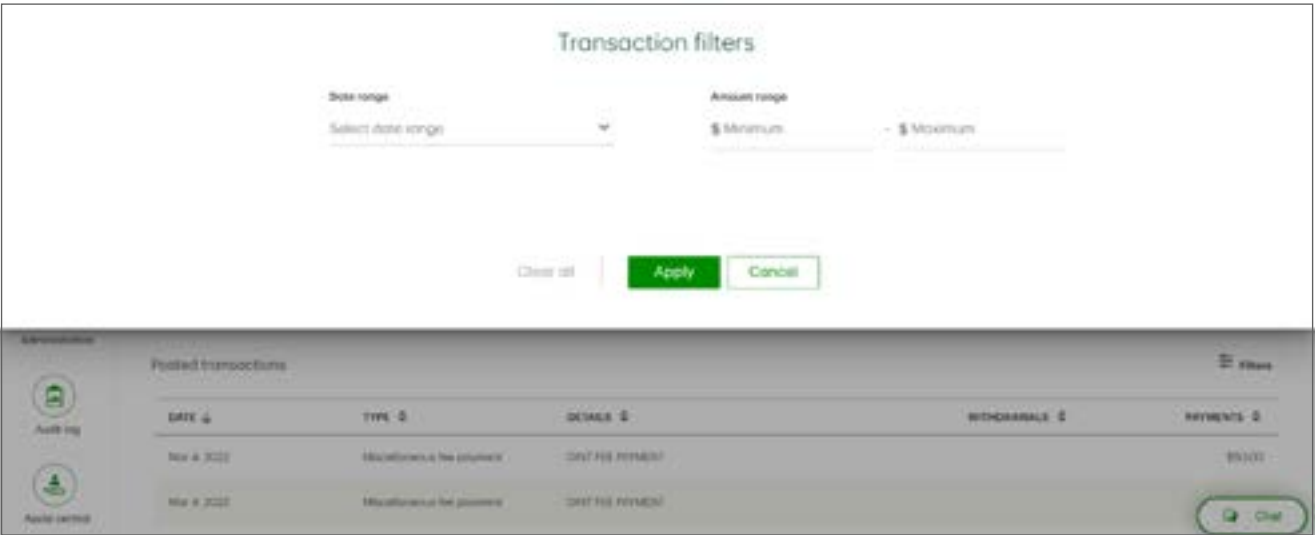
Filters

You can customize the way you view both your deposit account transactions and your loan account transactions.

You can view your deposit account transactions by filtering by date, amount, checks, debits, or credits.

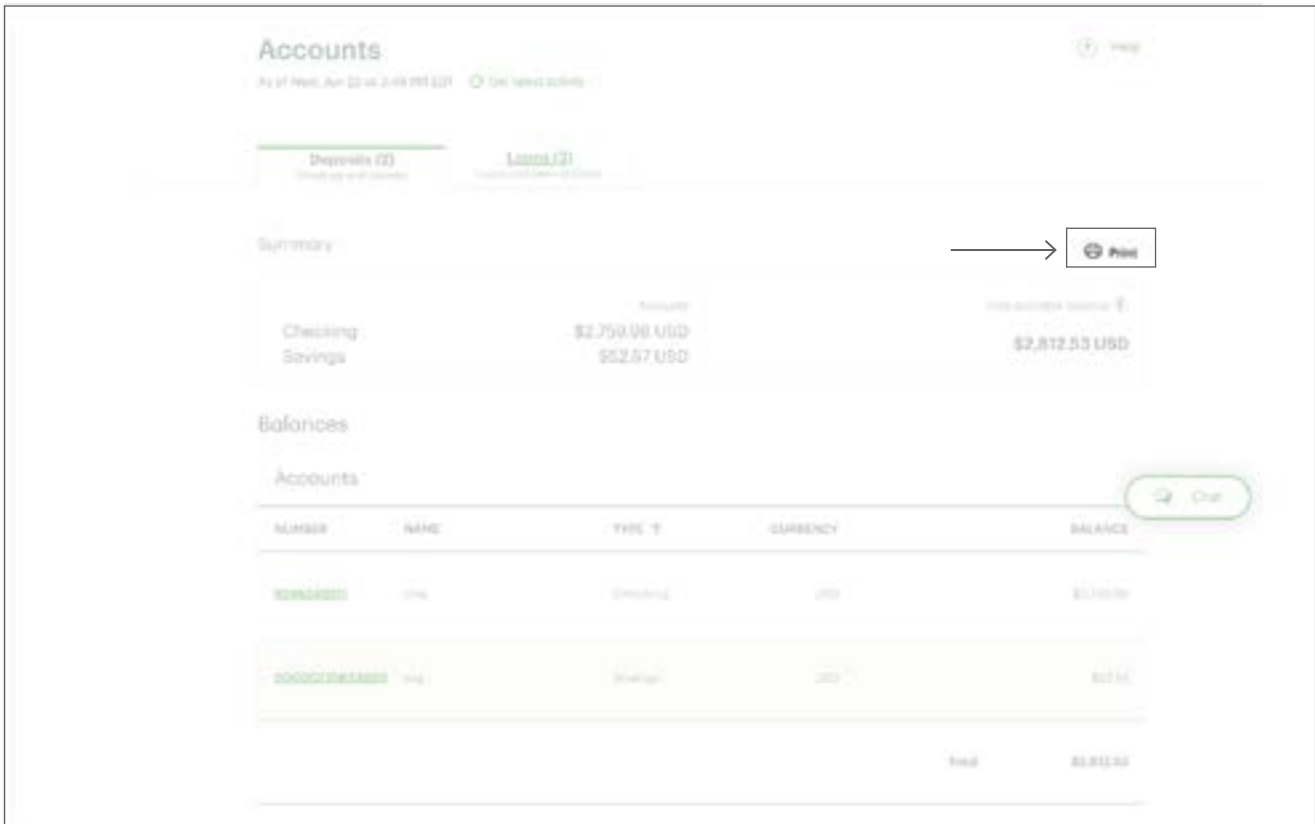


You can view your loan account transactions and lines of credit account transactions by filtering by date range.

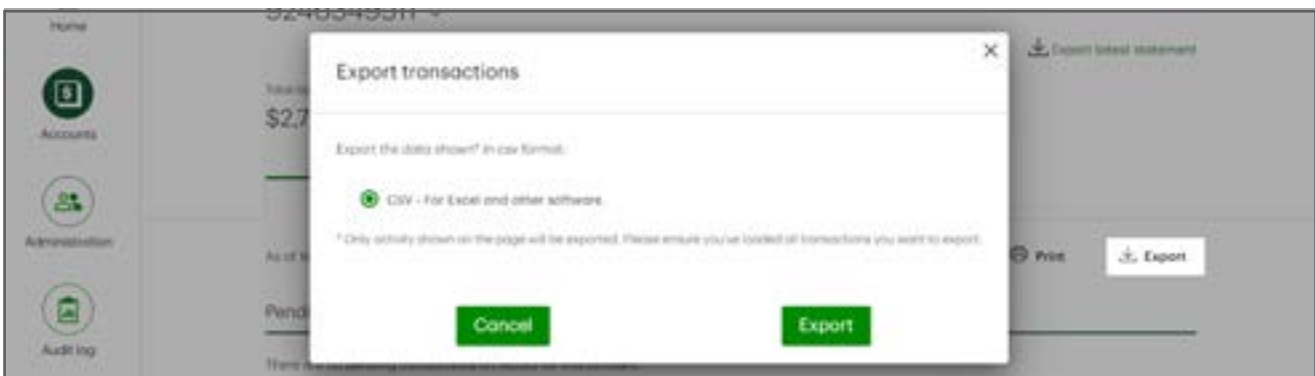


Print / Export information

From your desktop, you can print your main **Accounts Summary** page, your **Deposit** tab, your deposit accounts' transactions and details, as well as your **Loan** tab and your loan accounts' transactions and details by selecting the print button on screen.



Alternatively, from your desktop and mobile device you can export your deposit and loans accounts' activities as a CSV file by selecting the export button. Please note that only the content you are viewing on screen at that time is the content that will be exported.





Statements

- [Accessing statements center statements](#)
- [Accessing account activity statements](#)

You can find your company's online statements in 2 different ways. From the **Statements center** you'll get access to entitled loan and account analysis statements for your company. From the **Accounts** page, you'll get access to entitled deposit account statements.

Accessing statements center statements

If you have entitlements to the statements service, go to your **Statements center** from the left navigation menu.

In the **Statements center**, you can find your entitled statements access ID numbers for account analysis statements in the first tab. These can be account numbers or relationship numbers.

The screenshot shows the 'Statements center' interface with the 'Account analysis' tab selected. The page title is 'Statements center' and the subtitle is 'Access your company's loan and account analysis statements in one place on TD Business Central U.S.'. Below the tabs, there is a message: 'As of Sep 10 at 2:19 PM EDT Find and view your company's account analysis statements using customer relationship numbers or account numbers as a statements access ID.' A table titled 'Statements access ID numbers' displays the following data:

ACCESS ID NUMBER	ID TYPE	ACCOUNT NAME
30196362	Account number	Foreign Account 1
113658	Account number	Closed Checking Account 1
1925025	Account number	No check Account 1

A 'Chat' button is visible in the top right corner of the table area.

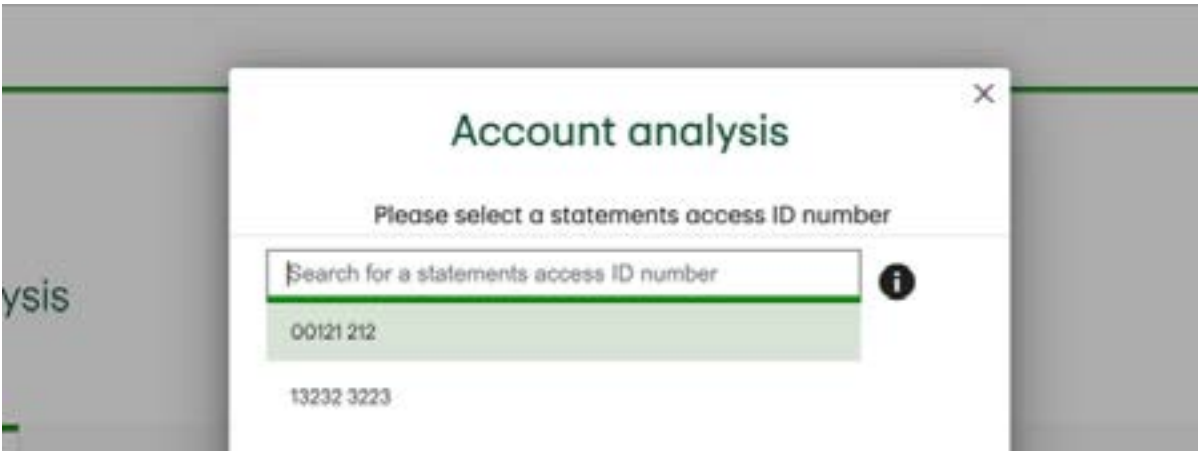
You'll also find your entitled statements access ID numbers for loan statements in the second tab. These can also be account numbers, customer numbers, or relationship numbers.

The screenshot shows the 'Statements center' interface with the 'Loan' tab selected. The page title is 'Statements center' and the subtitle is 'Access your company's loan and account analysis statements in one place on TD Business Central U.S.'. Below the tabs, there is a message: 'As of Sep 10 at 2:19 PM EDT Find and view your company's loan statements using customer numbers or account numbers as a statements access ID.' A table titled 'Statements access ID numbers' displays the following data:

ACCESS ID NUMBER	ID TYPE	ACCOUNT NAME
5002644	Customer number	
5002644	Customer number	
500475002	Account number	Auto title loan2
5002644	Customer number	
5002644	Customer number	
123456789	Account number	Auto title loan2
123456789	Account number	Auto title

Find the access ID number for the statements you'd like to view. Select the ID number. Here you will find all statements related to that statement access ID number.

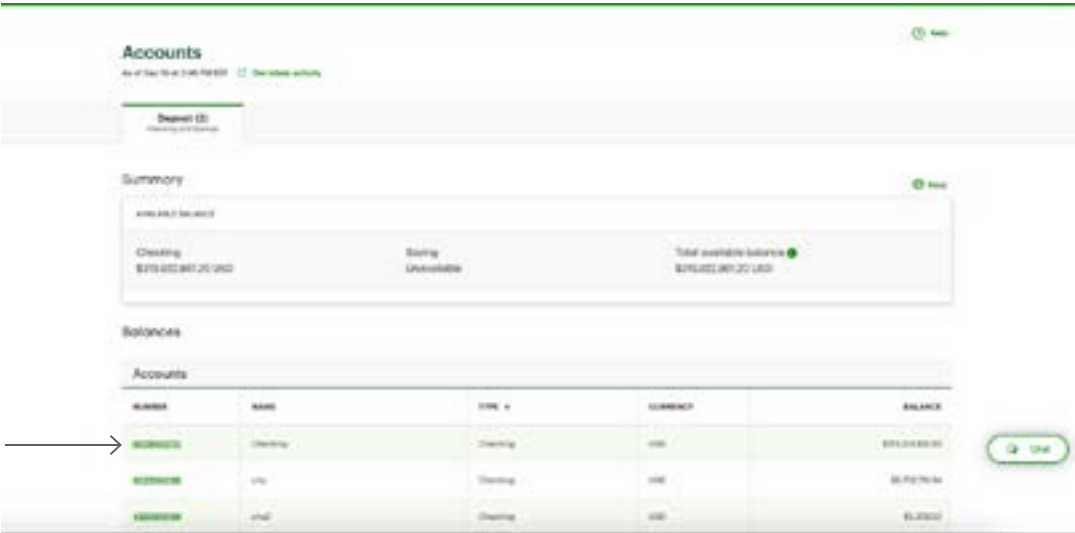
From this page you can view statements going back 7 years, given you've had statements for that long. You can also export the latest statement from this page, or you can export specific statements by selecting the export button beside each statement. If you want to switch to another statement access ID number, select the arrows to right side of the ID number at the top of the page and select another ID.



Accessing account activity statements

If you have entitlements to access accounts, go to your **Accounts** page from the left navigation menu.

From the Deposit tab, select an account number from the list of accounts.



From the specific account's activity page, select the statements tab.



On the statements tab, you'll find all your statements for this deposit account going back 7 years, given you've had statements for that long. You can also export the latest statement from this page, or you can export specific statements by selecting the export button beside each statement. If you want to switch to another account's statements page, select the arrows to the right side of the account number at the top of the page and select another account number.





Messages

- Accessing your messages
- Sending a message
- Saving messages to Drafts
- Replying to messages
- Storing messages
- Deleting messages
- Filtering messages

Accessing your messages

You can access your **Messages** page from anywhere on TD Business Central U.S. Find the **Messages** icon located in your top navigation on any page. The number on the icon displays the number of new messages you have.

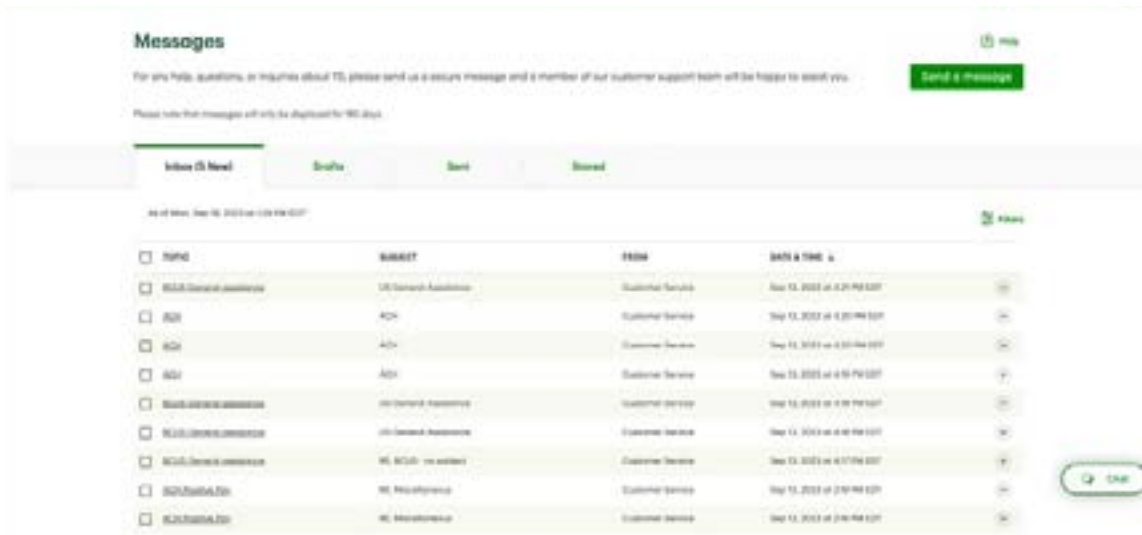


This will take you to the main **Messages** page. Your messages are sorted by tabs, or folders. The first tab is your **Inbox** where you can access your received messages. The second tab is where your **Drafts** will be saved. The third tab shows your **Sent** messages. Finally, the last tab is your **Stored** messages, a folder you can use to organize your messages.

In each folder, you can sort your messages by date and time by selecting the **Date & Time** column name.

You can also filter messages and navigate between different pages of messages if the list is long.

Please remember that messages will be displayed for 180 days regardless of which folder they are in.



Sending a message

To send a message, select the **Send a message** button which can be found at the top of the **Messages** page.



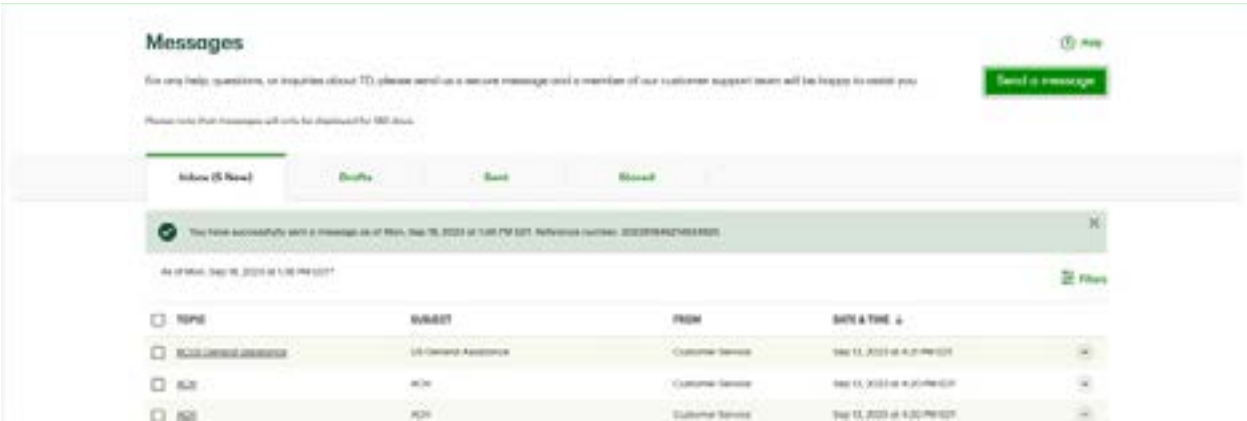
First, choose a topic related to your message.



Depending on the topic you choose, you may need to enter some more information. Some topics have optional subjects, and some require a subject and more information before you can send the message. After you've made your selections, type your message and select **Send**.



When the message has been successfully sent, you'll receive a confirmation on the main **Messages** page.



To view a sent message, select the **Topic** of the message, or select the message's options menu, located to the right of the **Date & Time**, to open it. Then, select the **Open** option.





Saving messages to Drafts

At any point in time while writing a message, if you'd like to save the message for later, you can save the message to your **Drafts**. To do so, on the **New message** page, select **Cancel**.

←

New message

Select a topic

BCUS General assistance

Subject (optional)

Test subject

Your message

Test message

14 / 1000 characters

Cancel Send

Next, confirm you'd like to save the message to **Drafts** by selecting **Yes, save draft**.

Save a draft?

If you exit without saving a draft, this message will be permanently deleted.

Yes, save draft No, exit without saving

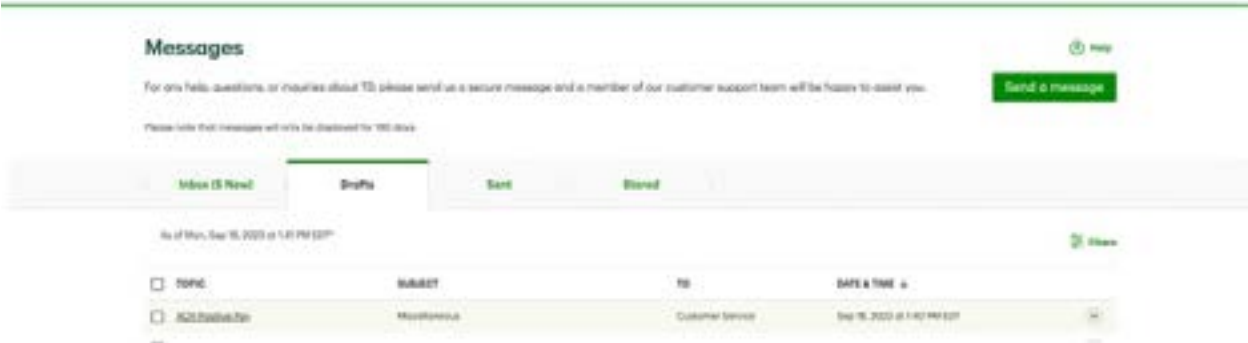
[Continue writing a message](#)

4 / 10

Once the message has been successfully saved, you'll get a confirmation on the main **Messages** page.



You'll also find the message now in your **Drafts** tab.



To view a draft message, select the **Topic** of the message, or select the message's options menu, located to the right of the **Date & Time**, to open it. Then, select the **Open** option.



Replying to messages

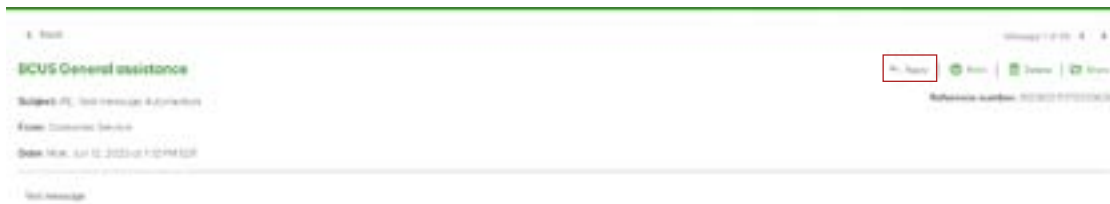
The **Messages** icon, located on your top navigation, will display the number of new messages.



New messages will also be in bold in your **Inbox**. These can be replies to your previous messages, or they can be messages started by our customer support team. When you receive a new message, you can reply by selecting the **Topic** to open the message. Or, select the message's options menu, located to the right of the **Date & Time**, to open it. Then, select the **Open** option.

<input type="checkbox"/>	TOPIC	SUBJECT	FROM	DATE & TIME	
<input type="checkbox"/>	TD FTEexpress	TD FTEexpress	Customer Service	Sep 18, 2023 at 1:50 PM EDT	
<input type="checkbox"/>	ACH Positive Pay	RE: Miscellaneous	Customer Service	Sep 18, 2023 at 1:49 PM EDT	
<input type="checkbox"/>	ACH Positive Pay	RE: Miscellaneous	Customer Service	Sep 18, 2023 at 1:49 PM EDT	
<input type="checkbox"/>	SCUS General assistance	US General Assistance	Customer Service	Sep 13, 2023 at 4:21 PM EDT	
<input type="checkbox"/>	ACH	ACH	Customer Service	Sep 13, 2023 at 4:20 PM EDT	
<input type="checkbox"/>	ACH	ACH	Customer Service	Sep 13, 2023 at 4:20 PM EDT	
<input type="checkbox"/>	ACH	ACH	Customer Service	Sep 13, 2023 at 4:19 PM EDT	
<input type="checkbox"/>	SCUS General assistance	US General Assistance	Customer Service	Sep 13, 2023 at 4:18 PM EDT	

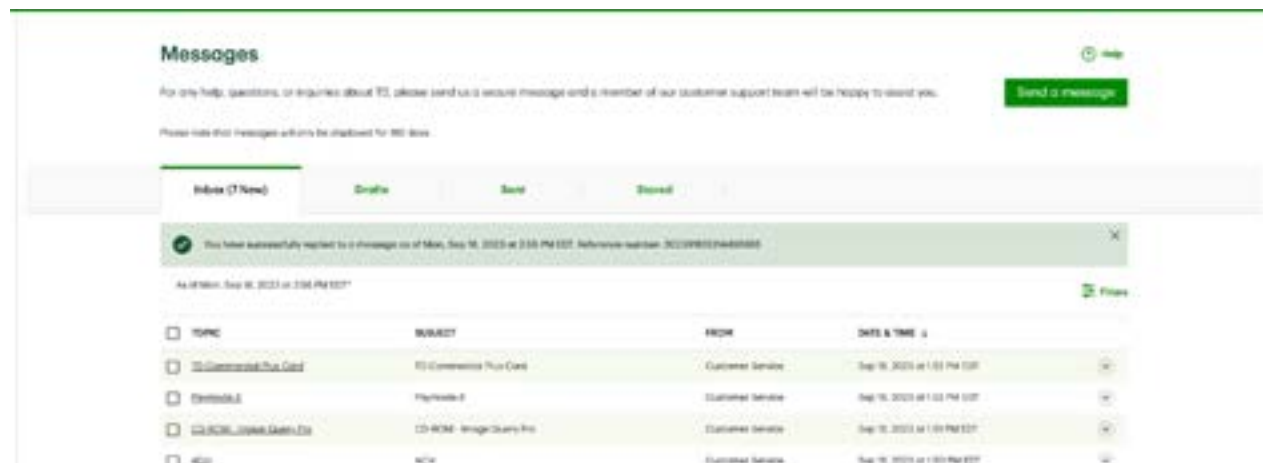
Once the message is opened, select **Reply**.



Type your response and select **Send**.



You'll get a confirmation once the message has been successfully sent.



Please keep in mind that certain messages you receive may not have a reply option. This just means our customer support team has marked those messages as not needing a reply when they send them to you.

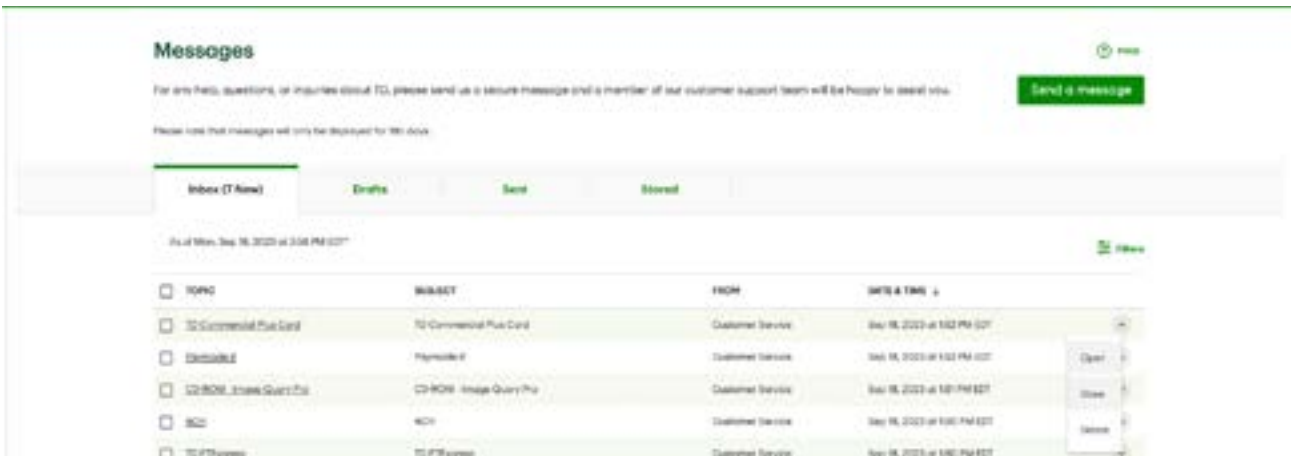


Storing messages

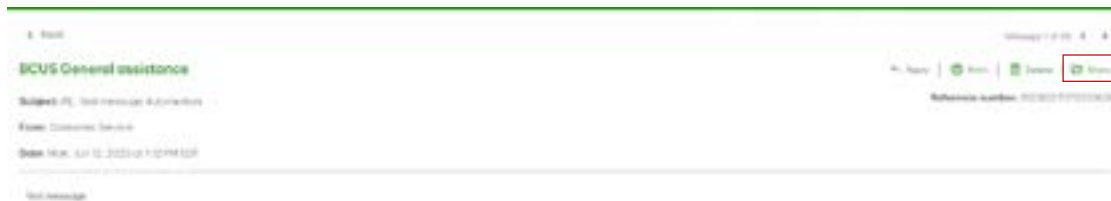
Your **Stored** tab is a folder for organizational purposes. You can store individual or multiple messages from your **Inbox**.



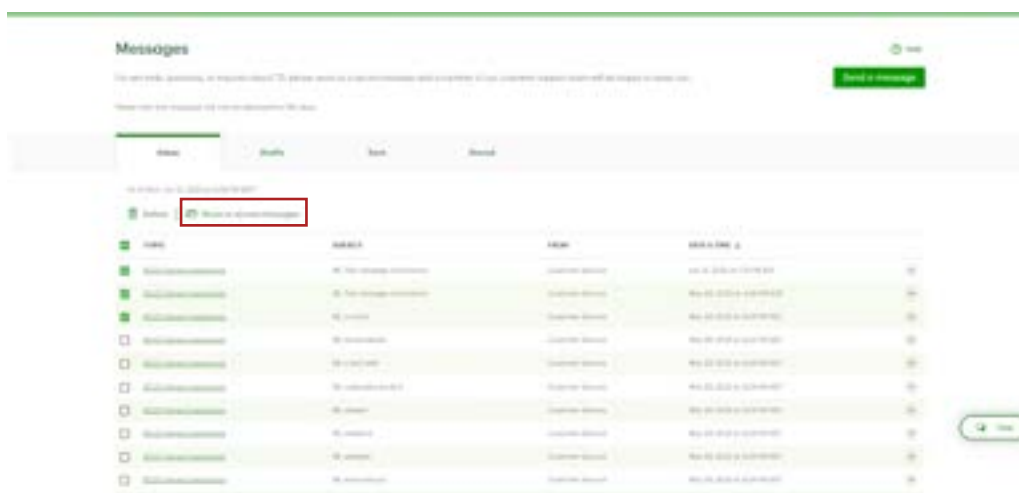
To store a single message from your **Inbox**, choose the message you want to store and select the message's options menu, located to the right of the **Date & Time**. Then, select the **Store** option.



The second way to store a single message is when you're viewing a received message. From your **Inbox**, select the **Topic** to open the message you want to view and store. Or select the message's options menu, located to the right of the **Date & Time**, to open it. Then, select the **Open** option. Once the message is opened, select **Store** to move the message to your **Stored** folder.



To store multiple messages at once, select the messages you want to store from your **Inbox**. When you select 1 or more messages in your **Inbox**, more options will appear at the top of your list of messages. Select **Move to stored messages**.



When using any of the methods to store your messages, once you select **Store** or **Move to stored messages**, you'll need confirm you'd like to store the messages.



A confirmation will be displayed once the messages have been successfully stored. The messages will now appear in your **Stored** folder. Please be aware that messages in your **Stored** folder will only be displayed for 180 days.



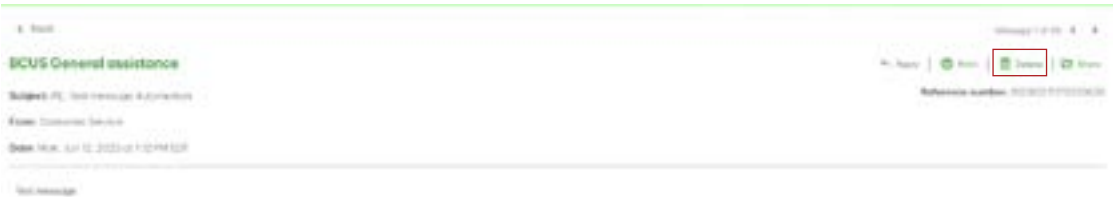
Deleting messages

You can delete individual or multiple messages from your **Inbox**, **Drafts**, **Sent**, and **Stored** folders.

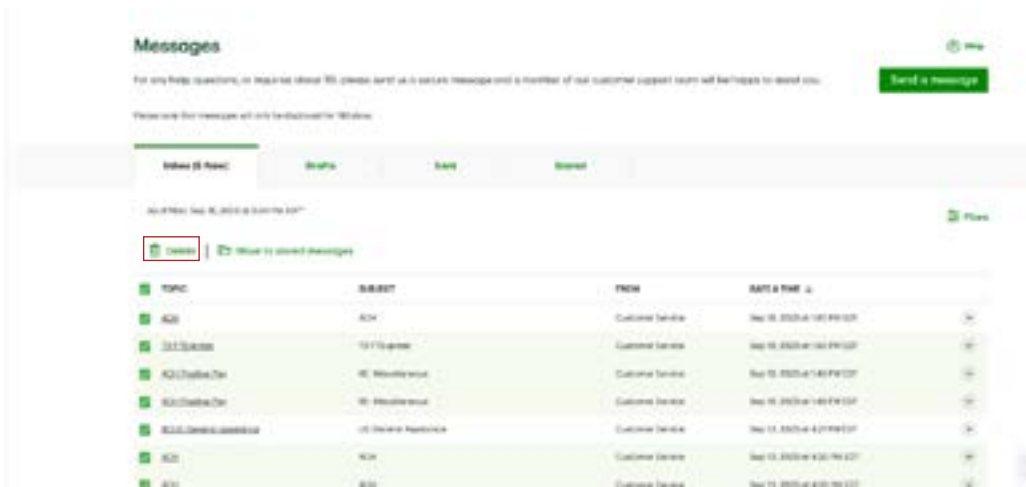
To delete a single message from any of the folders, choose the message you want to delete and select the message's options menu, located to the right of the **Date & Time**, to open it. Then, select the Delete option.



The second way to delete a single message is when you're viewing a message. From your **Inbox**, **Drafts**, **Sent**, or **Stored** folders, select the **Topic** to open the message you want to view. Or select the message's options menu, located to the right of the **Date & Time**, to open it. Then, select the **Open** option. Once the message is opened, select **Delete**.



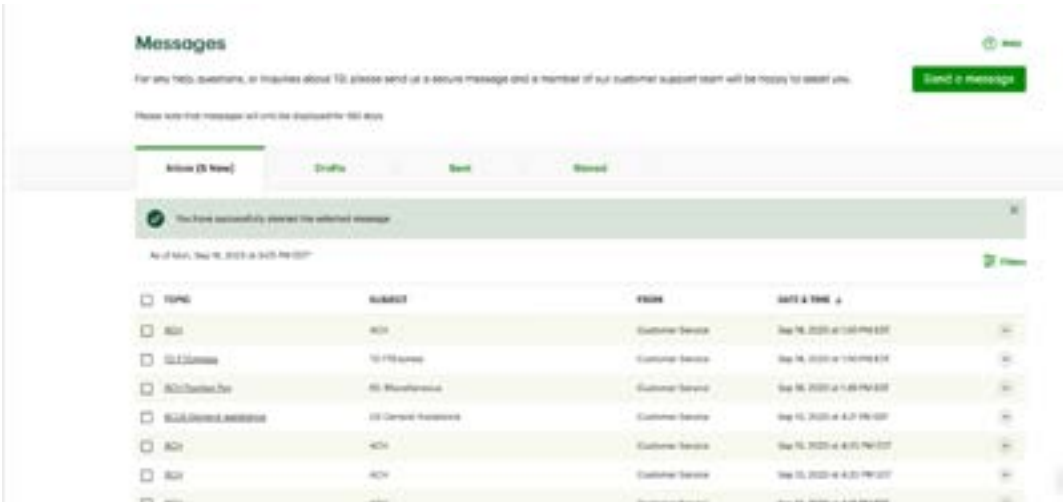
To delete multiple messages at once, select the messages you want to delete from any folder in your **Messages** page. When you select 1 or more messages, more options will appear at the top of your list of messages. Select **Delete**.



When using any of the methods to delete your messages, once you select **Delete**, you'll need to confirm you'd like to delete the messages.



A confirmation will be displayed once the messages have been successfully deleted.

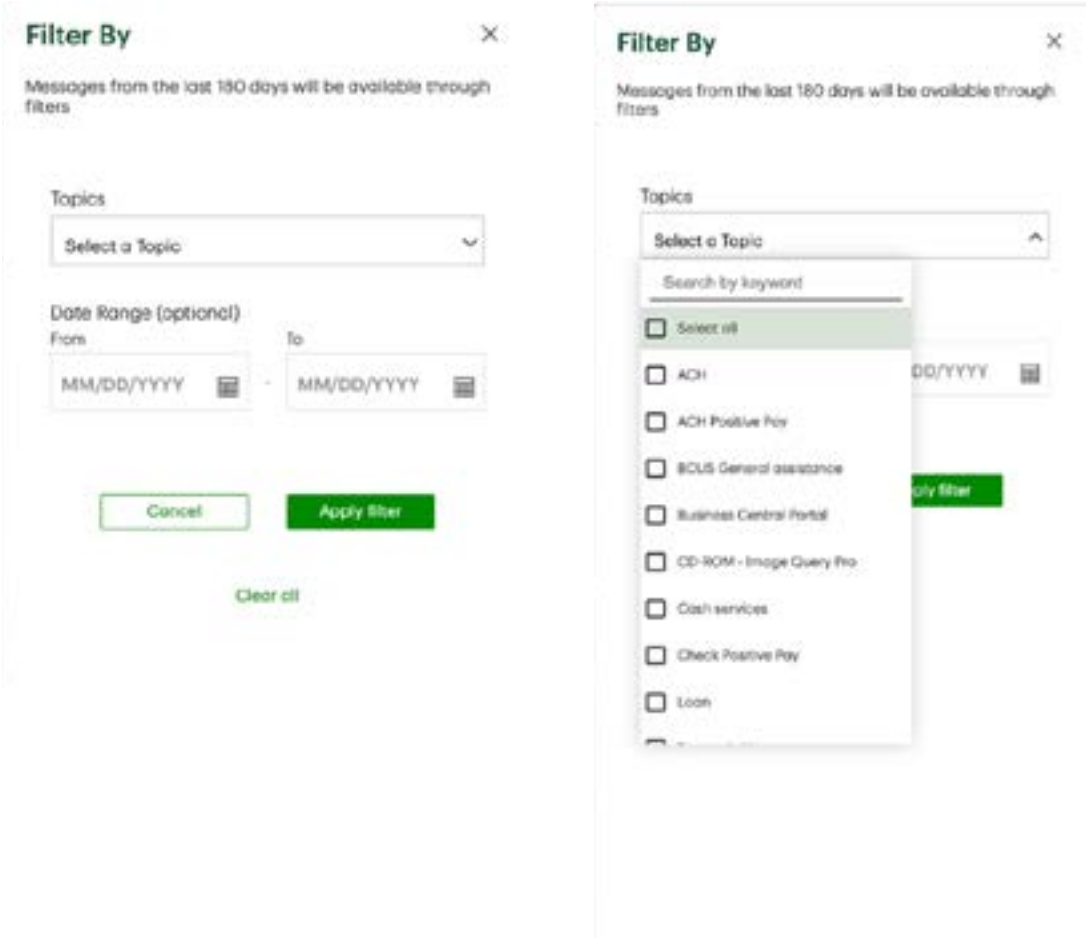


Filtering messages

To filter for messages, select **Filters** on the main **Messages** page.



Next, select a topic to filter messages by. You can also add an optional date range filter. Select **Apply filter** once you've made your selections.



Once the filter is applied, your list of messages will be updated to only those that meet the filter criteria.

Messages

For any help, questions, or inquiries about TD, please send us a secure message and a member of our customer support team will be happy to assist you.

Send a message

Please note that messages will only be displayed for 90 days.

Inbox (3 New)

Drafts

Sent

Blocked

As of Mon, Sep 16, 2023 at 3:03 PM EDT

Filter On Close

<input type="checkbox"/>	NAME	SUBJECT	FROM	DATE & TIME	
<input type="checkbox"/>	ACU Financial Corp	RE: Mortgage loan	Customer Service	Sep 16, 2023 at 1:45 PM EDT	
<input type="checkbox"/>	ACU Financial Corp	RE: Mortgage loan	Customer Service	Sep 15, 2023 at 5:05 PM EDT	
<input type="checkbox"/>	ACU Financial Corp	RE: Mortgage loan	Customer Service	Sep 15, 2023 at 3:05 PM EDT	
<input type="checkbox"/>	ACU Financial Corp	RE: Mortgage loan	Customer Service	Sep 15, 2023 at 1:25 PM EDT	
<input type="checkbox"/>	ACU Financial Corp	ACU Financial Corp	Customer Service	Sep 15, 2023 at 9:45 AM EDT	
<input type="checkbox"/>	ACU Financial Corp	ACU Financial Corp	Customer Service	Aug 28, 2023 at 9:45 AM EDT	

Approvals

When approval requirements are added to the company, any updates from the **Administration** page made by **System Administrators** will be added to the approval requests list and must be approved by another **System Administrator**, before the updates can be completely made. This is an example of a confirmation message when a request has been successfully sent.

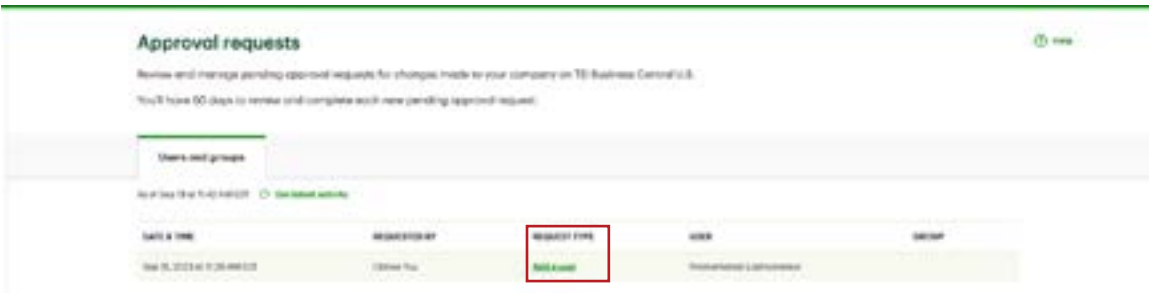


If you are a **System Administrator** and the approval requirements were added to your company, you can access the **Approval requests** page from your top navigation menu, from anywhere on TD Business Central U.S.

The notification numbers show how many pending requests are in your approval requests list. Select the icon to go to the **Approval requests** page.



To view, reject, approve, or withdraw your request, select the specific request under the request type column.



Next, review the request and take action as needed. If you are managing another **System Administrator's** request, you can reject or approve it.

⏪ Back

Add a user

Status Pending

Requested By Angeli Ukposor

Request type Add a user

User

NAME	E MAIL	PHONE NUMBER	TYPE	RSA SecurID USER ID
John Doe	john.doe@gmail.com		Regular User	john.doe_12345678

Group

There are currently no groups for this company.

Reject

Approve

Cancel

If you are the **System Administrator** who made the request, you'll have the option to withdraw your own request.

⏪ Back

Add a user

Status Pending

Requested By Angeli Ukposor

Request type Add a user

User

NAME	E MAIL	PHONE NUMBER	TYPE	RSA SecurID USER ID
John Doe	john.doe@gmail.com		Regular User	john.doe_12345678

Group

There are currently no groups for this company.

Cancel

Withdraw request

Please keep in mind if the request is related to a **System Administrator**, that **System Administrator** will only be able to view the request.



Audit Log

- [Audit log](#)
- [Audit log for System Administrators](#)

Audit log

You can access the audit log for a detailed history of your activity history within TD Business Central U.S. by selecting **Audit log** located along the left navigation bar on your dashboard. Within your audit log you can sort your history by date/time by selecting that heading. The most recent 25 entries will be displayed from the past 18 months. You can refresh your audit log results by selecting **Get latest activity** beside the date/time shown immediately under the Activity tab. This date/time displays when the **Audit log** page was last refreshed.

Audit log

Activity

16 of 166, Jul 19 at 1:08 PM EDT

Get latest activity

Filter

Print

Export

Select column

By, Date

DATE & TIME	SERVICE	ACTIVITY	DESCRIPTION
Wed, Jul 19, 2023 at 1:03 PM EDT	Administrations/Security	Unassign System Administrator	Fredricka Lederman was unassigned as a System Administrator
Wed, Jul 19, 2023 at 1:02 PM EDT	Administrations/Security	Assign user as System Administrator	Fredricka Lederman assigned as a System Administrator
Wed, Jul 19, 2023 at 1:13 PM EDT	Administrations/Security	Login	The user logged in successfully.
Tue, Jul 18, 2023 at 2:01 PM EDT	Administrations/Security	Login	The user logged in successfully.
Tue, Jul 18, 2023 at 2:05 PM EDT	Administrations/Security	Login	The user logged in successfully.
Fri, Jul 14, 2023 at 5:00 PM EDT	Administrations/Security	Logout	The user logged out manually.
Fri, Jul 14, 2023 at 4:58 PM EDT	Administrations/Security	Login	The user logged in successfully.

Audit log for System Administrators

If you are a **System Administrator**, you can access the audit log for a specific user by selecting **Audit log** located along the left navigation on your dashboard, and then selecting a user from the dropdown list. Within an audit log, you can sort your history by date/time by selecting that heading. You can also refresh your audit log results by selecting the **Get latest activity** beside the date/time shown immediately under the Activity tab. The date/time displays when the **Audit log** page was last refreshed.

From your desktop you can print a copy of the page by selecting the **Print** button. Alternatively, from your desktop or mobile device, you can export the report as a CVS file by selecting the **Export** button.

The screenshot displays the 'Audit Log' interface. At the top, there's a header with the title 'Audit log' and a 'Help' icon. Below the header, there's a section for 'Activity' with a filter dropdown set to 'All' and a 'Get latest activity' button. To the right, there are buttons for 'Filter', 'Print', and 'Export'. The main content is a table with the following columns: 'DATE & TIME', 'SERVICE', 'ACTIVITY', and 'DESCRIPTION'. The table contains seven rows of data, showing events such as user assignments, logins, and logouts.

DATE & TIME	SERVICE	ACTIVITY	DESCRIPTION
Wed, Jul 16, 2023 at 1:03 PM EDT	Administrators/Security	Unassign System Administrator	Firstname Lastname was unassigned as a System Administrator
Wed, Jul 16, 2023 at 1:03 PM EDT	Administrators/Security	Assign user as System Administrator	Firstname Lastname assigned as a System Administrator
Wed, Jul 16, 2023 at 1:13 PM EDT	Administrators/Security	Login	The user logged in successfully
Fri, Jul 16, 2023 at 2:39 PM EDT	Administrators/Security	Login	The user logged in successfully
Tue, Jul 16, 2023 at 2:05 PM EDT	Administrators/Security	Login	The user logged in successfully
Fri, Jul 16, 2023 at 5:00 PM EDT	Administrators/Security	Logout	The user logged out manually
Fri, Jul 16, 2023 at 4:48 PM EDT	Administrators/Security	Login	The user logged in successfully



Assist Central

- [Assist Central](#)
- [Help / FAQs](#)

Assist Central

Assist central can be found on your left navigation menu. Here, you will find a consolidated list of help topics containing links to the FAQs for **Accounts, Administration, Approvals, Audit Log, Dashboard personalization, Messages, Security authentication, Single Sign-On Function, Statements, and Transfers**. You will also find the Fraud Hub, which contains links to TD Bank's fraud prevention and reporting resources and tools.

Assist central

Learn how to use the TD Business Central U.S. portal, find answers to your questions, and get the most out of Business Banking for your company.

HELP TOPICS

- Accounts**
Resources for all things related to balances and transactions for your accounts
- Administration**
Support for user user management and group management needs
- Approvals**
Guidance to help System Administrators review and manage approved requests
- Audit Log**
Information on how to access and monitor the activity history within the portal
- Dashboard personalization**
Resources for all things related to personalizing the user dashboard experience
- Messages**
Assistance with all things related to viewing and sending secure, internal messages
- Security authentication**
Information on MFA (Security) and One Time Security Code authentication processes
- Single Sign-On Function**
Guidance to help enrolled users within the portal automatically access different TD applications without entering additional usernames or passwords
- Statements**
Information on how to find and access online statement, loan, and account ending statements
- Transfers**
Resources for all things related to the account transfer service

FRAUD HUB

- Resources and what matters to you
[TD Commercial Banking Security Center](#)
[Security center - Online fraud reporting](#)
- Protect your business
[Commercial Fraud Control Panel](#)
[Security Training Registration](#)
- Reporting ahead
[Fraud protection that](#)
[Fraud prevention: 7 Things that bank would never ask you](#)
[How to protect every transaction, every day](#)
[Order fraud items you should know](#)
[Secure Business accounts 101: Fraud events recap](#)
[How to prevent payment fraud and other issues](#)
[TD Bank fraud resources recap](#)
[Business email compromise](#)

CONTACT US

By phone
1-866-475-7252
Monday to Friday 9:00 AM - 6:00 PM ET
Saturdays 9:00 AM - 1:00 PM ET
Sundays Closed

By E-Mail
cs@td.com
E-mail us 24/7 or leave a comment so you and our support staff will get back to you.

Give Us Feedback

Help / FAQs

On select pages, you have access to **Help** at the top right corner of the page where you'll find a list of **Frequently Asked Questions**.

Back

Transfers Help

What is the account transfer service?

How do I make a transfer?

What is a loan payment?

What is a loan advance?

Why did my scheduled payment succeed, but my interest payment failed?

Why did my interest payment succeed, but my scheduled payment fail?

Why did both my scheduled payment and interest payment fail?

Why did my loan advance fail?

What is a deposit transfer?

Why did my deposit transfer fail?

What is the account transfer service?

The account transfer service allows you to transfer funds between two different deposit accounts, as well as between loan accounts and deposit accounts. Transfers can be made from a deposit source account to another deposit destination account, from a loan source account to a deposit destination account, or from a deposit source account to a loan destination account. You cannot transfer funds from a loan source account to a loan destination account.

How do I make a transfer?

As a user in a group with access to the transfer service, you can make loan payment transfers from the loan payment widget, loan advance transfers from the loan advance widget, or you can make deposit transfers from the deposit transfer widget, all of which can be found on your dashboard. Simply select a source account and a destination account. For loan payments, you need to enter the principal amount unless it's an amount. For loan advances and deposit transfers, you will need to enter a total transfer amount.

What is a loan payment?

A loan payment is a transfer of funds from a company's deposit account to one of their loan accounts. When making a loan payment, you can either submit both a principal payment and an interest payment, or submit only a principal/interest payment at a time.

What is a loan advance?

A loan advance is a transfer of funds from a company's loan account to one of their deposit accounts.

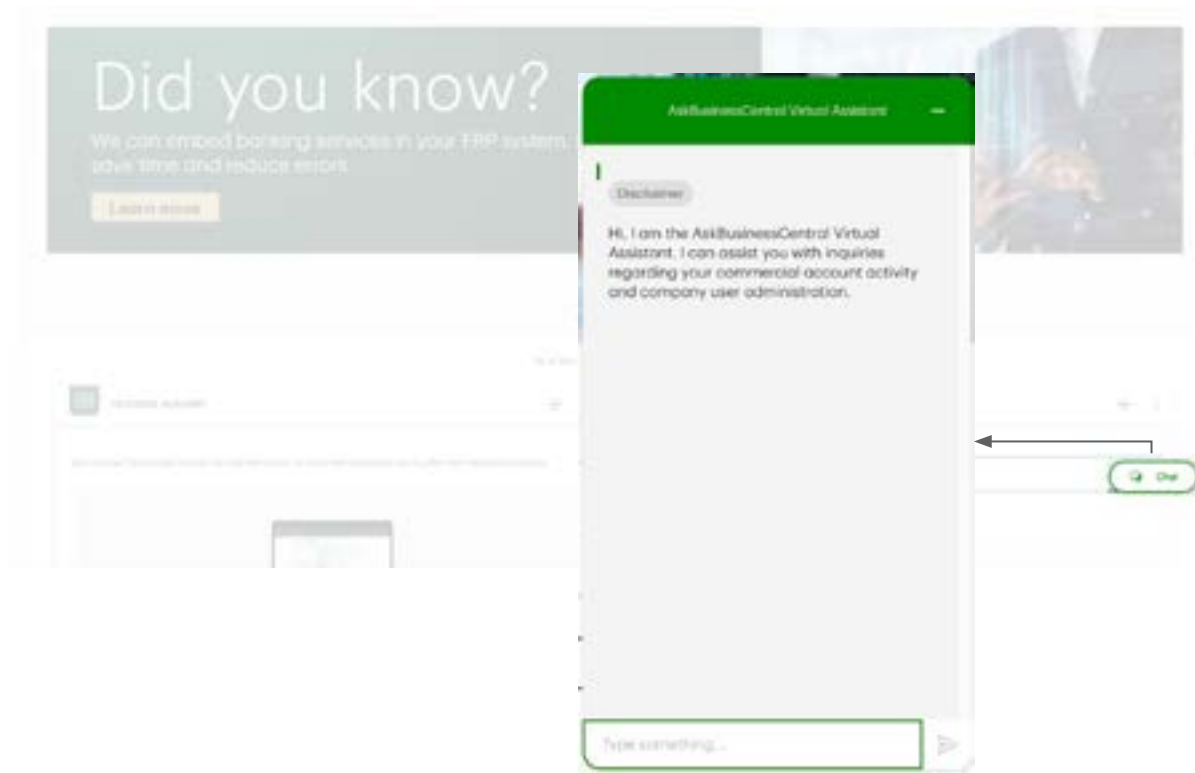
Why did my principal payment succeed, but my interest payment fail?

When making a loan payment, you can either submit both a principal payment and an interest payment, or submit only a principal/interest payment at a time.

Chat

Chat

You have 24/7 access to customer assistance through the chat feature. Click on **Chat** and a chatbot is there to help.





Security settings


- Viewing and changing your personal information
- Changing your username or password
- Security code phone number
- Security e-mail
- Security code login options

Viewing and changing your personal information

You can view and change your personal information by navigating to **Security Settings**. On this page you'll be able to edit your **Username**, **Password**, **Security Code Phone Number**, and **Security E-mail**. The information cannot be edited. To modify the information in a specific section, select the pencil icon beside that section.

Back to profile and settings


Security settings




Username

Your username for online banking


ANXXXXJA






Password

Your online banking password





Security code phone number list


To call or text you with security codes


+1 (xxx) xxx - 5802

+1 (xxx) xxx - 8888

antosh

arjun







Security e-mail

To send security alerts when changes are made to your secure information

arjun.ap@td.com





RSA SecurID

Information on using RSA SecurID for security verification

An RSA SecurID security code will be required each time you log in to TD Business Central U.S.

Back to profile and settings

Changing your username or password

To change your username or password, select the pencil icon within each section and edit the information as needed.

The screenshot displays the 'Security Settings' page. At the top, there is a 'Password' section with a pencil icon in a circle, which is highlighted by a red arrow. Below this, the 'Change Password' form is shown. The form has a title 'Change Password' and a instruction: 'Choose a password 8 – 32 characters, including at least one letter and one number. Please don't repeat a past password, or choose one you use for anything else.' The form contains three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. At the bottom of the form, there are two buttons: 'Cancel' and 'Done'.

TD Business Central U.S. Customer Portal

Security Settings

Password
Your online banking password

Change Password

Choose a password 8 – 32 characters, including at least one letter and one number. Please don't repeat a past password, or choose one you use for anything else.

Current Password


New Password

Confirm New Password

Cancel Done

Security code phone number


To change the phone number listed as your security code phone number, select the pencil icon next to **Security Code Phone Number**.



Security Code Phone
Number List

To call or text you with security codes


+1 (***) *** - 7890





Manage Phone Numbers


Delete or add up to five phone numbers we'll use to send you one-time security codes.

+1 (***) *** - 7890

 Verified





 Add another phone number

Done

NOTE

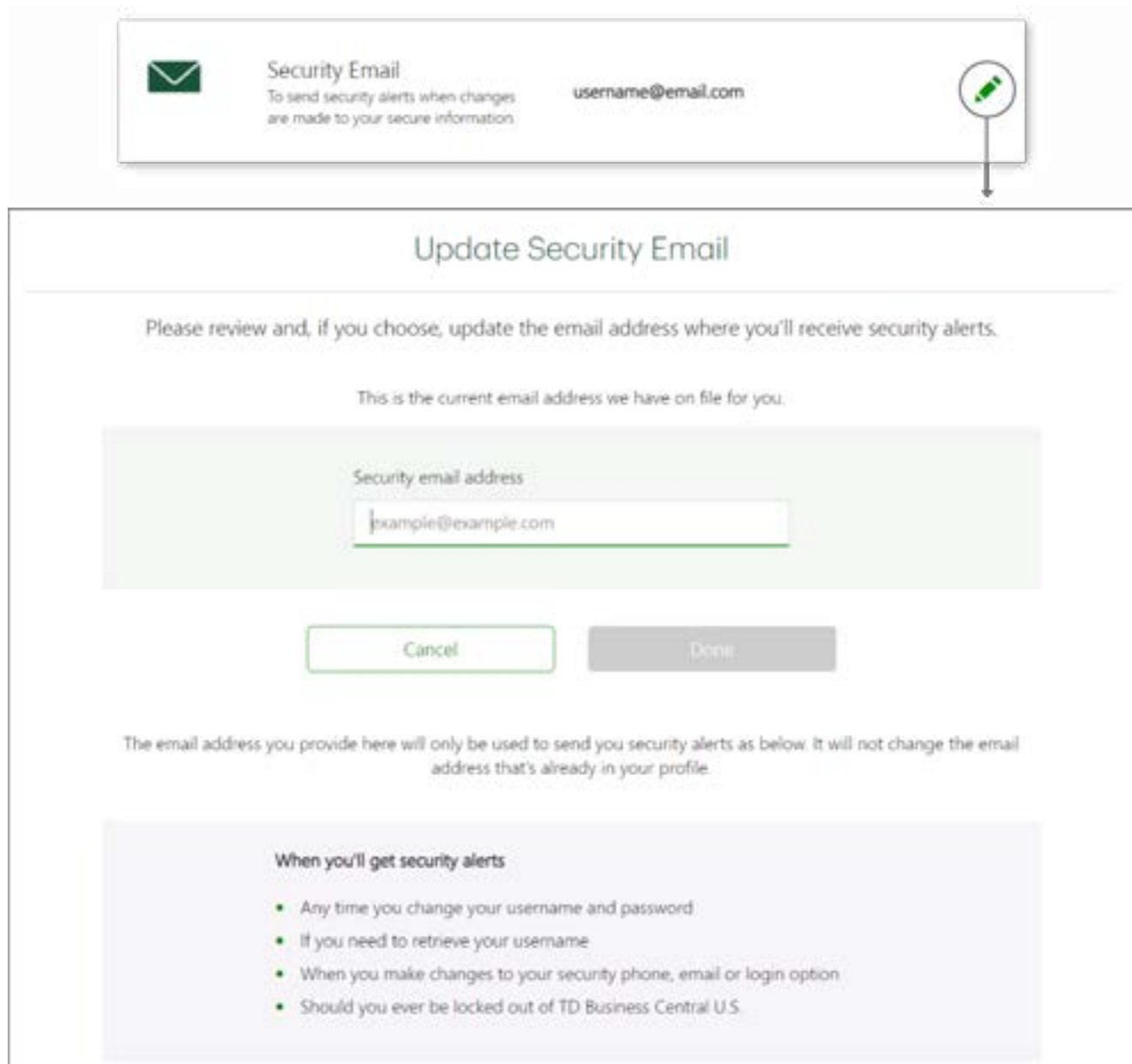
Adding or changing a phone number here does not affect the contact phone number(s) on your profile.


Security e-mail

Your security e-mail is where TD will send security alerts when there are changes made to your secure information such as:

- After you complete your initial security setup
- Any time you change your username or password
- If you need to retrieve your username
- When you make changes to your security phone, e-mail or login option
- If you're ever locked out of a TD website or app


To change your security e-mail, click on the pencil icon next to **Security e-mail**





Security Email
 To send security alerts when changes are made to your secure information.

username@email.com



Update Security Email

Please review and, if you choose, update the email address where you'll receive security alerts.

This is the current email address we have on file for you.

Security email address

Cancel

Done

The email address you provide here will only be used to send you security alerts as below. It will not change the email address that's already in your profile.

When you'll get security alerts

- Any time you change your username and password
- If you need to retrieve your username
- When you make changes to your security phone, email or login option
- Should you ever be locked out of TD Business Central U.S.