# Web Business Banking

Getting Started Guide:

eStatements

Version 1.0

## Contents



# Introduction

Welcome to Web Business Banking – eStatements. The purpose of this guide is to assist with the initial setup of the eStatements service.

We've made it easy for you to follow the instructions in this guide. You can print a hard copy, download the contents to your computer or keep the file open on-screen as you move through each, easy-to-follow step. This file is equipped with convenient navigation buttons that allow you to move quickly and easily throughout the document. The ‘contents’ button will always return you to the main index. Use the ‘back’ and ‘next’ buttons to move page-by-page. If you prefer to use the bookmark navigation tools within Acrobat Reader, you’ll find them in their usual location on your toolbar.

## Need Help?

Web Business Banking has a help link on every page. Simply click on the underlined Help link situated at the top right corner of your page. Upon clicking the Help link, you will be presented with information specific to the Web Business Banking page you are on. To access help regarding another feature or function, click the Index link and scroll down to the topic you are looking for.

Should you require further information, please contact Cash Management Support Desk at 1-800-6687328 (local Toronto 416-982-4567), Monday to Friday from 8:00am to 8:00pm Eastern Time or click on the Contact Us link, located at the top right corner of every web page, for alternate communication methods.

## System Requirements

### Supported Browsers

In order to use the Web Business Banking service, you will require a Java enabled browser that supports 128-bit encryption with cookies enabled. Browsers in compatibility mode cannot be used and will be unsupported. We have optimized our service to work with browsers that the majority of our customers use. Minimum browser requirements are as follows:

- Microsoft Internet Explorer 9+
- Firefox 27+
- Safari 7+
- Chrome 30+
- Edge 12+
- Opera 20+

### Adobe Acrobat Reader

Adobe Acrobat Reader is required in order to view PDF formatted reports. Adobe Acrobat Reader is available free of charge at http://www.adobe.com/products/acrobat/readstep2.html

# Getting Started Steps

As a new user, when you first access the eStatements service you should complete the following getting started steps:

## Logging in to Web Business Banking

The following typographical conventions have been used in the Getting Started Guide to identify specific types of information.

| Type Style | Used For |
| --- | --- |
| Bold | Button names |
| Initial Capitals | Page Names, Field Names, Menu Names |
| [CAPITALS] in square brackets | Keyboard commands (e.g. [ENTER]) |
| ALL CAPITALS | Acronyms, Directory Names and File Names |

To log in to Web Business Banking, proceed as follows:

| Step | Action |
| --- | --- |
| 1 | Launch your Internet browser. Result:<br>Your browser window will appear on screen. |
| 2 | Type in the address https://businessbanking.tdcommercialbanking.com and press the [ENTER] key.<br>Result: The Web Business Banking Login page will appear.<br>Tip: Once the Login page loads, add the page to your Bookmarks/Favorites |
| 3 | Enter your Connect ID, optional Description, and Password.<br>Note: Your TD-assigned System Administrator can provide you with your Connect ID and Password if required. |
| 4 | Click on the Remember my Connect ID and Description check box, on the Login page, if you would like your Connect ID and Description to be saved.<br>Note: When Remember my Connect ID and Description is selected, the next time you log in this Connect ID will be displayed. When two or more Connect IDs are stored, a dropdown list showing the saved Connect IDs will be displayed, along with a Remove From List link allowing you to delete a Connect ID from the list. The field will always display the Connect ID of the last user to |
| | log in. To select a different Connect ID, simply choose it from the dropdown list. |
| 5 | Press the [ENTER] key or click on the Login button.<br>Result: One of the following two results will occur:<br>1. The News page will load. Proceed to step 10.<br>2. The Change Password page will load. |
| 6 | Enter your existing password in the Web Password field. |
| 7 | Enter a new password in the New Password field |

| | |
|---|---|
| 8 | Re-enter the new password in the Confirm New Password field. |
| 9 | Press the [ENTER] key OR click on the Login button. Result: The News page will load. |
| 10 | A login- authenticate page will appear<br>As an added security feature you must authenticate yourself in order to access Web Business Banking<br>Enter the one time password that is generated by your authentication device and press the [ENTER] key or click on the Login button |
| 11 | Review your messages available under News. |
| 12 | Enjoy Web Business Banking |

## View User Profile

The View User Profile page allows you to view the Service and System Administration rights that you have been assigned by a System Administrator.

## Service Rights

In order to access a registered service and its functions, you must be assigned the appropriate service rights. The service profiles displayed on your User Profile indicate the service rights that have been assigned to you. This includes eStatements rights for your company accounts.

## System Administration Rights

In order to administer specific functions within Web Business Banking, various System Administration rights can be assigned. The System Administration profile displayed on your User Profile indicates the System Administration rights you have been assigned.

To view your user profile, proceed as follows:

| Step | English |
|---|---|
| 1 | Click on Administration from the top horizontal menu bar.<br>Result: The News page will be displayed. |

| | |
|---|---|
| 2 | Click on View User Profile from the left vertical menu bar.<br>Result: The View User Profile page will be displayed |
| 3 | Select the eStatements Rights Access link under the eStatements Rights heading.<br>Notes: If there is no eStatements Rights heading, then you have not been assigned rights to access the eStatements service. Please contact the System Administrator identified at the bottom of the page.<br>Result: The eStatements Rights page will be displayed |
| 4 | Review your eStatements Rights to ensure you have been granted access to the accounts you require.<br>Note: If you have access to more than 100 accounts then a Next link will be available, allowing you to view the additional accounts. |
| 5 | Click on Back button to return to the View User Profile page.<br>Result: The View User Profile page will be displayed. |
| 6 | Review your System Administration Rights to ensure you have been granted the appropriate rights |
| 7 | Contact your System Administrator if additional rights need to be assigned. |

## Using the eStatements Service

### My eStatements

The My eStatements function allows you to view and download your most recent eStatements to a maximum of 5 at a time.

### Quick View

With Quick View you can view the most recent five eStatements for the accounts you are assigned to.

To view your eStatements, use the dropdown menu to choose the account you want, then select the OK button. The latest five eStatements will be displayed. If you have your eStatements preferences to include cheque images in a separate document, then 'cheque images' will be indicated next to the date and account number.

### Query

The Query page allows you to search and display eStatements for the all of the accounts you are assigned to.

Start by selecting Query under the eStatements submenu on the left.

To make your query, just follow these steps:

1. Under eStatement Date, select a time period using the Date Range dropdown menu.

If you would like to enter a custom date range, select 'User Defined' from the dropdown. Next, enter a Start Date and click Select date. Then enter an End Date and click Select date. You can view up to 7 years of eStatements starting from the date you were assigned. However, you can only query a maximum date range of one year at a time. Under Select Accounts, use the check box(es) to choose the account(s) or an Account Group, you want to view.
Click Continue

### Result

The eStatements for the account(s) you selected will be displayed. A maximum of 100 eStatements can be loaded on one page. To view additional pages, click Next.

### Downloading eStatements

You can download any of the eStatements PDF files by checking individual eStatements up to a maximum of 5 at a time, and clicking Download Selected.

As with Quick View above, if you have set your eStatements preferences to include cheque images, it will be indicated next to the date and account number.

## Account Groups

The Account Groups function of the eStatements service allows you to organize your accounts eStatements into meaningful groups. This will allow you to recall these groups quickly when preparing reports requiring eStatements. When setting up account groups, organize your eStatements into meaningful groupings, for example by division (e.g. Atlantic Division) or according to reporting requirements (e.g. daily, month-end).

### Account Group Grid

The account groups grid displays the groups you have created and allows you to either modify or delete the group by selecting the appropriate button.

### Business Rules

1. When a group is deleted, it is also removed from any User-defined reports where it is defined.
2. A maximum of 3 accounts can be included in an account group.
3. A maximum of 25 groups can be maintained at any one time.

### How To Create an Account Group

Step 1 - Input Name, Description and select Accounts

1. Input a name of the account group in Group Name field.
2. Input a description of the group if desired.
3. Select the 3 accounts you wish to include in the group by selecting the checkbox beside each applicable account.
4. Click Next.

Step 2 - Order the Accounts selected

1. Beside each account listed, enter a number in the order number field to indicate the order in which you want the accounts displayed in the group.
2. Click Next.

Step 3 - Review the group

1. Review the accounts included in the group and the order which you defined.
2. Click Finish.
3. The account group will be added into the account groups grid.

### How To Modify an Account Group

#### Description

Step 1 - Modify the name, description and accounts in the group

1. If required, change the name of the account group in Group Name field.
2. If required, change the description of the group.
3. To deselect accounts click the checkbox beside each applicable account. To select accounts you wish included in the group click the checkbox beside each applicable account. You can remove/add up to 3 accounts.
4. Click Next.

Step 2 - Order the Accounts selected

1. Beside each account listed, enter a number in the order number field in the order in which you want the accounts displayed in the group.
2. Click Next.

Step 3 - Review the group

1. Review the accounts included in the group and the order which you defined.
2. Click Finish.

The account group will be added into the account groups grid.

## Account Names

Within the eStatements service, each individual user can rename the company's TD Bank accounts to a name that is more meaningful to them. For example, if your company has an account that is used specifically to pay business expenses, you may want to call this account, 'Business Expenses'.

A System Administrator also has the ability to rename your company's accounts for all users accessing the service to which the account is registered. However, if you would like to rename your accounts differently, you can overwrite the company name with a user - defined name.

**Note:** If an account is user-defined in a specific service (e.g. Balance Reporting), the name is only available in that service. Unlike company-defined names, user-defined names are not shared across all services to which the account is registered.

#### Displaying of Accounts in the eStatements Service

1. If you have assigned a user-defined name to an account in the eStatements service, your account name will be displayed.
2. If you have not defined a name of your own, the name defined by a System Administrator will be displayed.
3. If neither you nor the System Administrator has named the account, the display defaults to the TD Bank account number.

#### How do I rename my accounts?

The account name field defaults to the account number unless there is company-defined or user-defined name in which case the applicable name is displayed.

1. In the account name field type in your user-defined name for each of the desired accounts.
2. Click Save. A confirmation message will be displayed.