

Treasury Banking Suite File Vault

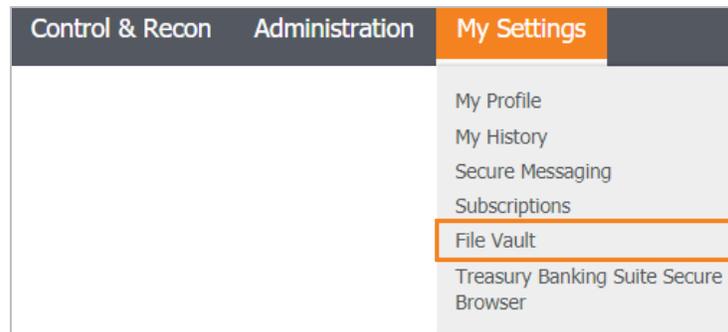
Introduction

This guide explains the storage features and functionality of File Vault for Treasury Banking Suite (TBS), Remote Deposit Capture, Positive Pay, etc.

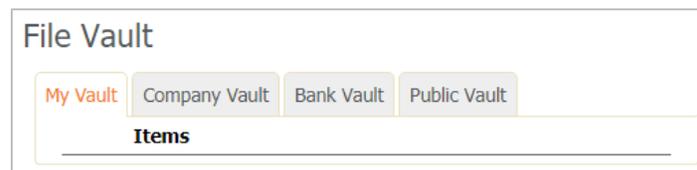
File Vault

File Vault is a secure file depository available to all TBS company users. File Vault is perfect for storing and accessing forms, reference material, applications, and other documents that may be commonly requested and shared among your company or the Bank.

1. On the TBS homepage, click **My Settings** on the top menu, then select **File Vault**.

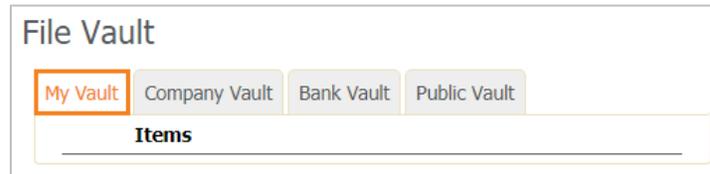


2. On the **File Vault** screen, four tabs are displayed: **My Vault**, **Company Vault**, **Bank Vault**, **Public Vault**.



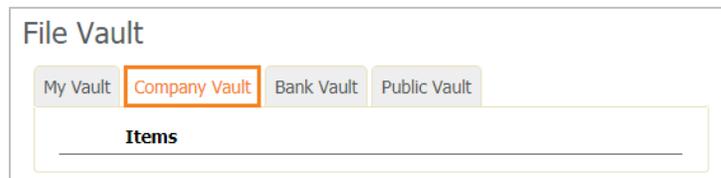
My Vault

My Vault is your individual private storage and is only accessible to you. When you load a file into your My Vault, it may only be viewed, downloaded, and deleted by you.



Company Vault

Company Vault is shared by all your company's TBS users. Files loaded into this vault may be viewed, downloaded, and deleted by any user within your company.



Bank Vault

Bank Vault is available to all of your company users and the Bank Administrative users. Files loaded into this vault may be viewed, downloaded, or deleted by your company users and the Bank Administrative users.

Use this vault to share documents with the Bank for troubleshooting without emailing items. The vault is not monitored by the Bank. If you need assistance, please see the **Contact** section for additional information prior to uploading a document.



The Bank Administrative users are the Treasury Solutions Client Support representatives.

Public Vault

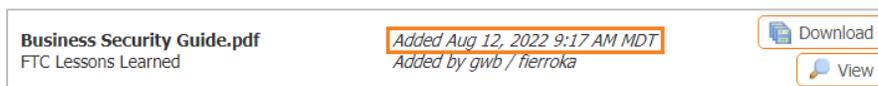
Public Vault contains files loaded by the Bank that are available to all TBS companies and their users. Items may be placed in or deleted from this vault by the Bank Administrative users only; however, items may be viewed and downloaded by any user.

The Public Vault is a one-stop location that houses resources that will assist you with the functionality of TBS and other products you may use, such as Remote Deposit Capture, Positive Pay, etc.

To save or open a document, click either the **Download** or **View** button to the right of the document.



You may Download a document to save to your desktop or upload the document to your **My Vault** or **Company Vault** for quicker access Regularly review the Public Vault for document updates. The revision date is on the document line of the Public Vault.



Uploading Document(s)

1. To upload a document, click on the specific vault tab. Then click the **Upload New File** button.
2. Under the **Upload New File** section, complete the following:
 - **File:** Click on the file icon and locate the document to be uploaded.
 - **Description:** Input a brief description/category name for the document.
 - **How Should This Item Be Shared:** Select the appropriate option.

Private to myself will upload to My Vault, My Entire Company will upload to Company Vault, and My Entire Company and Bank Employees will upload to Bank Vault.

3. Click Save.

File Vault: Upload File

Upload New File

* File

* Description

How should this item be shared? Private to myself ▼

- Private to myself
- My entire company
- My entire company and bank employees

4. An **Uploading File** pop-up screen will appear. You will be redirected to the vault and the uploaded document will appear in the list.

File Vault

My Vault Company Vault Bank Vault Public Vault

Items

Test Guide.docx
User Guide *Added Feb 13, 2024 3:25 PM MST*

Deleting Document(s)

1. Locate the document to be removed from the specific vault.
2. On the left side of the document, click on the X icon.

File Vault

My Vault Company Vault Bank Vault Public Vault

Items

Test Guide.docx
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3. A message will appear. Click **Yes** to remove the document from the vault.

Remove Item

Are you sure you want to remove this item from the vault? This operation cannot be undone.

4. A **Removing Item** pop-up screen will appear, then you will be redirected to the vault and the document will no longer be listed.

Contact

Please connect with your Treasury Solutions Representative or contact our Treasury Solutions Client Support at 888-833-3450 between 7 a.m. and 6 p.m. MT or tm.support@fib.com.