

## Business Mobile Banking App

### About our Business Mobile Banking App:

With our Business Mobile Banking app you can safely and securely access your accounts anytime, anywhere. Our Business Mobile App allows you to:



- ✓ View your balance & account activity
- ✓ Transfer funds
- ✓ Deposit checks using Mobile Deposit
- ✓ Approve ACH and Wires
- ✓ Locate a branch or ATM
- ✓ Contact our Customer Contact Center

Our Business Mobile app is currently compatible with Apple iPhone® or iPad® (iOS 7 or higher), and Android devices (4.0 or higher).

### Downloading the App:

Company Administrators will have the ability to immediately download and access Business Online Banking using the Cambridge Savings Bank Business Mobile Banking app. Users will not have mobile access until the Company Administrator permits mobile access to the User. For step-by-step instructions on how to grant mobile access to Users, Company Administrators should refer to the [How to Grant Mobile Access to Users](#) resource guide.

Once the Mobile App service is added to the User's permissions, the User can download the Cambridge Savings Bank Business Mobile Banking app from the iTunes® store for iPhone® or on Google Play for Android™.



### Accessing the App:

Once access is granted, Users can log into the Business Mobile Banking app using the same Company ID, User ID, and password that they would use for desktop access.

### Using the App:

In addition to the features mentioned above, our Business Mobile Banking app also allows you to:

**Deposit Checks:** Users have the ability to make deposits on-the-go with the snap of a picture using Business Mobile Deposit. *See Business Mobile Deposit section below for additional information about accessing and using Business Mobile Deposit.*

**Filter Transactions:** Users have the ability to filter transaction activity by Amount, Date, or Type (debit or credit).

**Customize Settings:** Users can customize their Business Mobile Banking to suit their banking needs.

- Choose the order in which accounts appear
- Select the number of transactions that display on the first page (5, 10, or 15)
- Elect to "Hide an Account" from Mobile
- Add account nicknames (applies only to Mobile)

**Approve Wires or ACH:** Users with approval permission have the ability to approve Wire or ACH files that are in a pending approval status within the *Approvals* section of the Business Mobile Banking app.

**Customized Approval Filters:** Users can apply approval filters within the Approvals section of the Business Mobile Banking app to customize the Amount and Date range.

If you have any questions about our Business Mobile Banking app, please call our Customer Contact Center at **888.418.5626**. The Customer Contact Center hours are Monday-Friday 8am-6pm; Saturday 9am-3pm and Sunday 10am-3pm.

## Business Mobile Deposit

### About Business Mobile Deposit:

Business Mobile Deposit is a feature of the Cambridge Savings Bank Business Mobile Banking app that enables you to electronically deposit checks using an Apple device (iPhone® or iPad® ) or an Android™ supported Smartphone, giving you the flexibility and convenience to make deposits on-the-go, saving you time and a trip to the branch.

### Accessing Business Mobile Deposit:

Company Administrators will have automatic access to Business Mobile Deposit using the CSB Business Mobile Deposit app. The Company Administrator will need to permit Users' access before they are able to deposit checks using the Business Mobile Deposit service. For step-by-step instructions on granting Business Mobile Deposit access to Users, Company Administrators should refer to the [How to Grant Business Mobile Deposit Access to Users](#) resource guide.

Once the Business Mobile Deposit service is added to the User's permissions, the User can begin making mobile deposits.

### Using Business Mobile Deposit:

To make a deposit using Business Mobile Deposit, sign in to the Cambridge Savings Bank Business Mobile Banking app and follow these simple steps:

1. Click the menu icon and choose **Deposits** from the list of options
2. Click **Make A Deposit**
3. From the **Create Deposit** screen, select the account into which you want to deposit the check  
**Note:** Only accounts to which you have been granted permission to access will appear in the list of options
4. Enter the amount of your check
5. Endorse the back of your check with the words **"For Mobile Deposit Only"**
6. Select **Check Front take photo**, align your check to fit within the camera view, and snap a picture. Review the picture to ensure that the image is clear and the text legible; click **Save**.
7. Select **Check Back take photo**, align your check to fit within the camera view, and snap a picture. Review the picture to ensure that the image is clear and the text legible; click **Save**.
8. Clicking the **Submit** button
9. Review the details of your deposit and click **Confirm** to submit your deposit
10. You will receive onscreen confirmation that your check has been submitted for review. The details of your deposit will now appear on the **Deposits** screen. After we process your deposit, you will see the transaction in your account activity.

### Have questions or need help?

[Business Mobile Deposit FAQs](#) are available on our website to help you get started with Business Mobile Deposit.

If you have any additional questions about how to access or use Business Mobile Deposit, please contact our Customer Contact Center at **888.418.5626** or Treasury Management Department at **617.441.7051**.