Video Transcript

Regions Online Banking for Business | Getting Started with Check Inspect

Note: Upbeat music begins to play.

On screen: Regions Logo appears. The green triangle of the Regions logo turns and morphs into a play button icon. An arrow clicks the play button and an illustration representing a check appears on screen.

[Voice-over] Getting Started with Check Inspect. Once you've logged in to Online Banking, go to the **Payments** Menu and select **Payments Overview**.

On screen: The animated check slides behind the Regions Online Banking screen with the Accounts section visible. The arrow selects the "Payments" menu then selects "Payments Overview."

[Voice-over] Under **Business Services** on the right-hand column, select **Check Inspect**.

On screen: The page scrolls down and the arrow selects "Check Inspect."

[Voice-over] If you're using Check Inspect for the first time, you'll need to enroll. First, see the fee schedule for all the costs associated with this service.

On screen: Under the Business Services tab, the page scrolls down again and the arrow selects the link, "Regions Online Banking Business Services Fee Schedule." The Fee Schedule page appears with text highlighted, "Check Inspect Module. Allows a business to protect themselves against check fraud and reduce exposure arising from altered amounts of counterfeit checks. Check Inspect compares check issued by your company against checks presented for payment against your account for additional security. Check Inspect provides a list of checks presented for payment so you can determine which checks should be paid and return any fraudulent items. If you enroll in Check Inspect, a Regions Banker will contact you to discuss your next steps."

[Voice-over] Then, when you're ready to enroll, select the corresponding checkbox, accounts you'd like to include, and then **Update & Save** your selections.

On screen: The "Business Services" page scrolls up and the arrow clicks "Business Services." Then the page scrolls back down with the "Check Inspect" checkbox selected, then the arrow selects, "Select All Accounts," then the page scrolls down and the, "Update & Save" button is clicked.

[Voice-over] Select the checkbox to **Agree** to the Terms & Conditions.

On screen: A pop-up window containing "Terms & Conditions" displays. The arrow selects the checkbox next to text that reads "I have read and agree to these terms and conditions." Then, it selects the "Agree" button.

[Voice-over] Once you begin the enrollment process, you'll see a confirmation message, and a Regions Banker will contact you within three to four business days to proceed through the remaining enrollment steps.

On screen: A modal pops up and says, "Thank you for signing up! You will soon receive an email confirming the services you chose, as well as instructions on how to set up your next services," The cursor selects the "Done" button, which closes the dialog box.

[Voice-over] When your enrollment is finalized, we will notify you. The Check Inspect shortcut on the page is then active on the Payments Menu.

On screen: The cursor moves to the main navigation and selects "Payments" in the main navigation. A drop-down menu appears and displays "Check Inspect" under the "Business Services" section. The arrow selects "Check Inspect."

[Voice-over] Be sure to set up Business Services notifications through Alerts, so you know when a check needs to be decisioned.

On screen: The arrow selects "Customer Service" then "Alerts," then selects a "LifeGreen Business Checking" account, and then the "Business Services" toggle button is turned on.

[Voice-over] From here, you can view your exceptions then submit a decision to pay or return a check item. Add any check information manually and then review your completed

Check Inspect activities.

On screen: The page scrolls up, the arrow selects, "Payments" in the main menu, then "Check Inspect" and the arrow goes to the decisioning dropdown leaving the dropdown on "No Decision." The arrow goes up and selects, "Upload/Add Checks." The arrow then clicks the "Activity" tab on the "Check Inspect" page. Screen fades to white with the animated Regions logo.