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CHASE COMMERCIAL ONLINESM | BASIC PAYROLL | ADD EMPLOYEE

Chase Commercial Online provides you with our Basic Payroll service for your direct deposit payroll needs.



Step 2

Enter the employee's information in the fields provided and click "Next." Once you've verified that the information entered is correct, click "Add Employee." you will receive a message that your employee has been added.

Add Employee Add Employee Temployee Information Verify Confirmation Enter your employee information below — You will need bank account and routing numbers for each employee before you can add them online. Click	I'd like to Make a payroll payment See payroll activity Schedule repeating payroll payment See pending payroll payments
Employee Information Verity Confirmation Enter your employee information below — You will need bank	Make a payrol payment See payrol activity Schedule repeating payroll payment
"Next" when you're ready to continue.	 Change/cancel payroll payments
Required Field Add Employee - Step 1 of 3	Seeilupdate employees See fewer choices
Employee name* Employee nickname* Employee ID* Employee ID* Employee's bank account number* Count type* Account type* O Checking O Savings Required Field	



CHASE COMMERCIAL ONLINE | BASIC PAYROLL | MAKE A PAYMENT

Select one or more employees and schedule one-time or repeating payments.



2

From the Sent Payments tab, click "Payroll" and then select "Pay Employees" to schedule a one-time payment or "Repeating Payroll Payments" to schedule repeating payments.

CHASE 🗘			Chase.com	Contact Us Privacy Notice LOG OFF	
My Accounts	Send Payments	Collect & Deposit Transfer	Funds Customer Cente	er	
			CHASE C	OMMERCIAL ONLINE**	
A Important me	Pay Bills & Loans	Basic Payroll	•		
Welcome YAI	ACH Payments	Pay Employees Repeating Payroll Payments	(8) Secure Message Center Customize Accounts		
joedemo@yalevision	Tax Payments	Payroll Payments Activity	mmary		
	Payroll +	Payments Pending Approval			
Loan Advances	Fraud Protection	Employees	m 4 am - 6 am ET for	Pending Approvals	
scheduled mail.		Add an Employee		A See pending approvals	
Account Summary Business Accounts + YALE VISION INC. (Primary Company) Deposit accounts		Basic Payroll User Guide Cancel Basic Payroll Service	-	 Bill Payments (2) Account Transfers (2) 	
			Present Balance	 Wire Transfers (2) 	
				 Tax Payments (1) Basic Payroll (2) 	
			\$406,436.56	 ACH Payments (1) 	
Total loans outstanding			\$927,531.57 A Children (1)		
DARBY DELIVER	RY CO.			A See unsubmitted deposit(s)	
Deposit account	5		\$100,721.57	Payments & Transfers	
MAIL MANAGEM	IENT, INC.			Make a transfer	

$Step \qquad \qquad \text{Select the employee(s) you wish to pay.}$

If you are scheduling a one-time payment, you may select multiple employees. You can also use the "Select All" link to select all of your employees.

SELECT EMPLOYEE	, OR	
SELECT ALL		

If you are scheduling a repeating payment, you enter payment details for one employee at a time.

ents &	Transfers > Schedul	le Pavroll Pavment	CHASE	COMMERCIAL ONLINE®
	hedule Payı	Payment Information Verify	Confirmation	I'd like to Add an employee See payroll activity Schedule repeating payroll
Wh	o would you	like to pay? Check the box ne	ed to each employee you want to	payment See more choices
Wh pay. (o would you Click "Next" when yo	ou're ready to continue.	nt to each employee you want to e employees check the box next to a	See more choices
Wh pay. (o would you Click "Next" when yo Iule Payroll Paymen ick "Hext."	ou're ready to continue.		See more choices

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Step

3A

To make a one-time payment, enter information in the fields provided and click "Next." Once you've verified the information entered is correct, click "Submit Payment." You will receive a message confirming that your payment has been scheduled.

Note: The deliver by date must be at least 2 business days after the Send On date.

				CHASE CO	MMERCIAL ONL	INE®
	<u>sters</u> > Schedule Pay clule Payroll		D Print O Het	p with this page		
	Employee Paym	ent Information Verify C	Confirmation			
Enter t) below for each	employee		
Enter t	the details — to pay. Click "Next" to	ep 2 of 4	below for each Send On 🕅	employee Deliver By 🕅	Delivery Method	Amount
Enter 1 you want	the details — to pay. Click "Next" to Payr oll Payment – St	ep 2 of 4				Amount \$ (e.g. \$0.53)

Step 3B

To schedule a repeating payment, enter the information in the fields provided and click next. Once you've verified the information entered is correct, click "Schedule Payment." You will receive a message confirming that your payment has been scheduled.

	CHASE COMMERCIAL ONLINE ⁸
s 8 Transfers > Schedule Repeating Payroll Payment	
chedule Repeating Payroll Payn	ent • Help with this page
Select Employee Payment Information Verify	Confirmation
nter the details — Please complete all payme ext" to continue. Click "Back" if you want to select a diffe	int information below and click
ext to continue. Click Back II you want to select a diffe	rent employee.
Required Field	
redule Repeating Payroll Payment – Step 2 of 4	
redule Repeating Payroll Payment – Step 2 of 4	
Pay To	JayDee
Pay From*	
Payrione	Business Checking (7890)
Amount (\$USD)*	(e.g. \$0.53)
Send On B	01/15/2009
Frank Street F	
First Deliver By*	01/19/2009 (mm/dd/yyyy)
Delivery Method 🗟	
Payment Frequency* 🛙	2 DAYS
- symon requestly -	Select riedvency
	OR Unlimited number of payments
Number of Payments*	
Number of Payments* 🗟	
	Next Cancel

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CHASE COMMERCIAL ONLINE | BASIC PAYROLL | VIEW ACTIVITY

Review, sort, cancel or inquire about recently scheduled payroll payment activity.

Step

From the "Send Payments" tab, select "Payroll" and click "Payroll Payments Activity."

My Accounts	Send Payments	Collect & Deposit Transfer	Funds Customer Centr	и
			CHASE C	OMMERICIAL ONLINES
Important me	Pay Bills & Loans	Basic Payroll		
	ACH Payments	Pay Employees (8) Secure Message C		🖨 Print
Welcome YAI Your service plan i	Wire Transfer	Repeating Payroll Payments	≥ (8) Secure M	essage Center Customize Accounts
joedemo@yalevision	Tax Payments	Payroll Payments Activity	mmary	
Payroll		Payments Pending Approval		
Important r Loan Advances	Fraud Protection	Employees	m 4 am - 6 am ET for	Pending Approvals
scheduled mail		Add an Employee		A See pending approvals
Account Sum	nary	Basic Payroll User Guide	-	 Bill Payments (2) Account Transfers (2)
Business Accounts		Cancel Basic Payroll Service	Present Balance	 Wire Transfers (2) Tax Payments (1)
YALE VISION I	NC. (Primary Company)			 Basic Payroll (2)
Deposit accoun	5		\$406,436.56	 ACH Payments (1) ACH Collections (1)
Total loans out	tanding		\$927,531.57	ACH Collections (1)
DARBY DELIVE	RY CO.			an are anademired debraic(a)
Deposit account	s		\$100,721.57	Payments & Transfers
MAIL MANAGEN	IENT, INC.			Make a transfer
Deposit accounts		\$200,000.00	Pay bills	

Step 2

Review, sort, cancel or inquire about your recently scheduled payroll payment activity.

CHASE 🗘 Chase.com | Contact Us | Privacy Notice | LOG OFF Collect & Deposit Transfer Funds Customer Center Send Payments My Accounts Payments & Transfers > Payroll Payment Activity I'd like to... **Payroll Payment Activity** O Print O Help with this page Make a payroll payment. Review your payment activity below — You can sort your activity by clicking on any undefined column heading. Click any of the options for each payment to see, change or cancel your information. If you have a question about a payment not shown below please <u>emailus</u>. Add an employee Schedule repeating payroll payment • See more choices Show Me... Which transactions do you want to see? -Select History- 💌 💈 Payroll Payment Activity – Transactions 1 to 3 of 3 Pay To + Pay From Amount & Send On & Deliver by & Status & Last Modified By Frequency & Actions KayDee Business Checking \$155.82 (...5656) (...7890) 01/19/2009 Pending Joe Demo One-time See | Change | Cancel <u>JavDee</u> Business Checking \$659.99 (...7878) (...7890) 01/19/2009 Pending Joe Demo Monthly See | Change | Cancel KayDee Business Checking \$455.49 12/31/2008 Paid Joe Demo One-Time See | Send Inquiry