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#### CHASE COMMERCIAL ONLINE<sup>SM</sup> | 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  Femployee 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 "Neat" when you're ready to continue.  Required Field Add Employee - Step 1 of 3 Employee name*	I'd like to Make a payroll payment See payroll astirity: Schedule repetiling payroll payment See persona payroll payment Changekancel payroll paymenta See fewer choices See fewer choices
Add Employee  Temployee Information Verity Confirmation Enter your employee information below — You will need bank account and rouling numbers for each employee before you can add them online. Click Theat' when you're ready to continue.  Required Field Add Employee - Step 1 of 3 Employee name*	Pd like to Make a payrol payment See payrol asthrity Schedule repetiting payrol payment See pending payrol payment Changekancel payrol payment See fewer choices See fewer choices
Add Employee – Step 1 of 3 Employee name*	
Employee name*	
Employee nickname* Employee lD* Employee lD* Employee's bank account number* Employee's bank routing number* Account type* Account type* O Checking O Savings Pequired 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.

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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	Pav Employees	(8) Secure Message Center   Customize Accounts		
joedemo@yalevision	Tax Payments	Payroll Payments Activity	mmary		
Important r Loan Advances     Payroll     Fraud Pro	Payroll +	Payments Pending Approval			
	Fraud Protection	Employees	m 4 am - 6 am ET for	Pending Approvals	
Account Summary		Add an Employee		A See pending approvals	
		Basic Payroll User Guide	-	<ul> <li>Bill Payments (2)</li> <li>Account Transfers (2)</li> </ul>	
Business Accounts		Cancel Basic Payroll Service	Present Balance	<ul> <li>Wire Transfers (2)</li> </ul>	
+ YALE VISION INC. (Primary Company)		Cancel basic Payroli Service		<ul> <li>Tax Payments (1)</li> <li>Basic Payroll (2)</li> </ul>	
Deposit accounts			\$406,436.56	<ul> <li>ACH Payments (1)</li> </ul>	
Total loans outstanding			\$927,531.57 ACH Collections (1)		
DARBY DELIVER	RY CO.			As 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**
Sch	nedule Payr	roll Payment	Help with this page     Confirmation	I'd like to Add an employee See payroll activity Schedule repeating payroll
Se Wh pay. (	o would you Nick "Next" when yo	like to pay? Check the box n sufer ready to continue.	ext to each employee you want to	payment  See more choices
Se Wh pay. ( Sched and cli	o would you Click "Next" when yo ule Payroll Paymen ck "Hext."	like to pay? Check the box n uu're ready to continue. t – Step 1 of 4 HOTE: To pay multip	ext to each employee you want to le employees check the box next to :	payment  See more choices  If the applicable employees
Se Wh pay. ( Sched and cli Select	o would you Dick "Next" when yo lule Payroll Paymen ick "Tlext."	like to pay? Check the box n Ju'Te ready to continue. at – Step 1 of 4 HOTE: To pay multip	ext to each employee you want to le employees check the box next to :	payment • See more choices all the applicable employees

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## Step

**3**A

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®
Sche	dule Payroll	Payment C	Print O Hel	p with this page		
	Employee Payma	ent Information Verify C	onfirmation			
Select						
Select I	the details — to pay. Click "Next" to	Please complete all information continue.	below for each	employee		
Select I Enter 1 you want Schedule I Pay To	the details — to pay. Click "Next" to Payroll Payment – St Last Pay Date 🗟	Please complete all information o continue. ep 2 of 4 Pay from	below for each Send On 🕅	employee Deliver By 🕅	Delivery Method	Amount
Select I you want I Schedule I Pay To <u>KayDee</u> (5655)	the details	Please complete all information continue. ep 2 of 4 Pay From Business Checking (7850)	Send On a 1/17/2003	employee Deliver By	Delivery Method	Arnount \$ (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®
s 8 Transfers > Schedule Repeating Payroll Payment	
chedule Repeating Payroll Paym	ent • Help with this page
Select Employee Payment Information Verify	Confirmation
nter the details — Please complete all payme	nt information below and click
lext to continue. Click Back II you want to select a differ	ent employee.
Required Field	
and the Department Dynamic Step 2 of 1	
redule Repeating Payroll Payment – Step 2 of 4	
Pay To	JayDee
But From	
Pay Home	Business Checking (7890)
Amount (\$USD)*	(e.g. \$0.53)
Send On B	01/15/2009
First Dalling Date P	
First beliver by a	01/19/2009 (mm/dd/yyyy)
Delivery Method 🗟	
Payment Frequency*	
	Select Frequency
	OR Unlimited number of payments
Number of Payments* B	
Number of Payments* 🖬	
Number of Payments* 6	

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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."

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Hy Accounts	Send Payments	collect & Deposit Transfer	Funds Customer Cent	er	
A			CHASE C	COMMERCIAL ONLINES	
Important me	Pay Bills & Loans	Basic Payroll		B	
ACH Payments		Pay Employees	🖨 Print		
Your service plan i	Wire Transfer	Repeating Payroll Payments	⊠(8) Secure Message Center   Customize Account		
joedemo@yalevision	Tax Payments	Payroll Payments Activity	mmary		
Payroll	Payroll +	Payments Pending Approval			
Loan Advances	Fraud Protection	Employees	m 4 am - 6 am ET for	Pending Approvals	
scheduled main		Add an Employee		A See pending approvals	
Account Summary Business Accounts			-	<ul> <li>Bill Payments (2)</li> </ul>	
		Basic Payroll User Guide	Present Balance	<ul> <li>Account Transfers (2)</li> <li>Wire Transfers (2)</li> </ul>	
+ VALE VISION INC. (Primary Company)		Carren basic Payron actine		<ul> <li>Tax Payments (1)</li> </ul>	
Deposit accounts			\$406,436.56	<ul> <li>ACH Payments (1)</li> </ul>	
Total loans outstanding			\$927,531.57	ACH Collections (1)     A See unsubmitted deposit(s)	
DARBY DELIVER	RY CO.			as see unsubmitted deposit(s)	
Deposit accounts			\$100,721.57	Payments & Transfers	
MAIL MANAGEM	IENT, INC.			Make a transfer	
Deposit accounts			\$200,000,00	h Day 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