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Logging into California Bank of Commerce Business Online Banking

1. Go to www.californiabankofcommerce.com
2. On the upper-right hand corner, select Client Login and Business Online Banking.
3. Sign in to Business Online Banking.



Sign in to Business Online Banking

Company ID:

User ID:

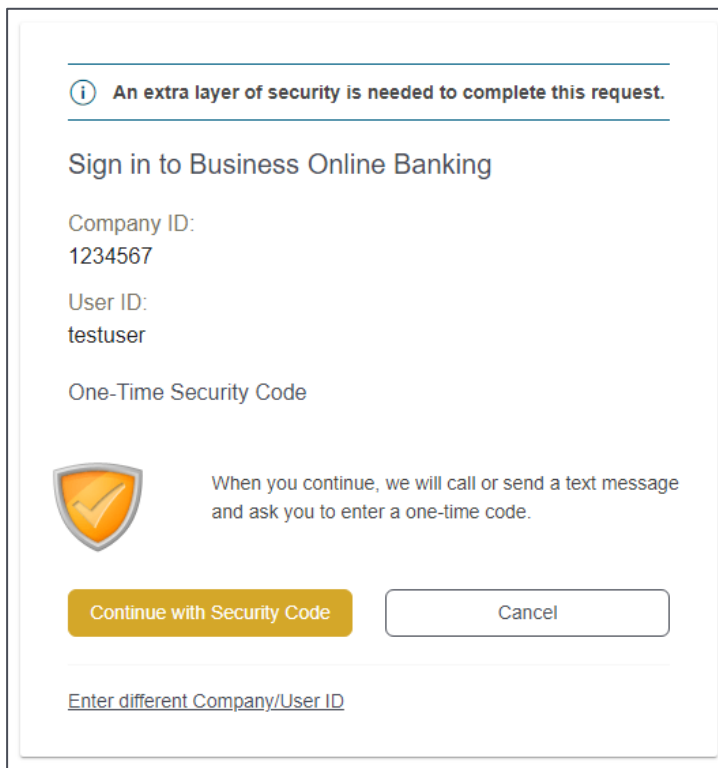
[Continue](#)

! Enter your login credentials.

The credentials are comprised of a seven (7) digit COMPANY ID number and a USER ID.

Users within one company profile will use the same

4. As an extra layer of security, the system will prompt you to complete a One-Time Security Code.




i An extra layer of security is needed to complete this request.

Sign in to Business Online Banking

Company ID:
1234567

User ID:
testuser

One-Time Security Code

 When you continue, we will call or send a text message and ask you to enter a one-time code.

[Continue with Security Code](#) [Cancel](#)

[Enter different Company/User ID](#)

- a. Verify that your COMPANY ID and USER ID are correct.
- b. Click on *CONTINUE WITH SECURITY CODE*.
- c. Select a phone number and preferred contact method (phone call or SMS text message). Once selected, click *CONTINUE*.

One-Time Security Code [X]

Tell us where to reach you

Don't recognize these phone numbers?

You might have entered an incorrect user ID. Return to the sign-in page and re-enter your user ID. If you recognize the phone numbers, but they are no longer accurate, contact 844.265.7622.

Select phone number:

- (XXX) XXX-1189
- (XXX) XXX-8817
- (XXX) XXX-9460
- (XXX) XXX-3510
- (XXX) XXX-0905

Select option:

- Call the selected number.
- Text the selected number.

Important Note: By Clicking Send Text Message, you agree to the [Terms of Use](#). Standard text message rates apply. Please contact your wireless carrier for details.

Continue **Cancel**

[My phone number is not listed](#)

! If you do not see your phone number listed, you may have entered incorrect login credentials. Click on **CANCEL**. Verify your login credentials and try again.

- d. Follow the instructions for either the phone call or the text message option to complete the One-Time Security Code.
5. Enter your Password, then click on *SIGN-IN*

Online Banking Services

Setting up and accessing eStatements

Company administrators are responsible for setting up accounts for online delivery of statements and documents.

1. Click **Reports > View eStatements**.
2. If it is your first time accessing your eStatements, you will be prompted to review the eStatement terms and conditions. Input the Confirmation Code at the bottom of the terms and conditions and select **Continue** to proceed.

Search recent eStatements

1. Click **Reports > View eStatements**.

2. Documents can be searched by Document Type, Account Number, and Description.
3. Select the document type hyperlink to open the most recent statement. Historical statements can be accessed by selecting the corresponding statement date from the list on the right-hand side.

Deposit Account Activity

To view your account's transactional history, you can simply click on the specific account from your WELCOME screen. You can also look for specific dates, amounts, check numbers, or even customize a downloadable report.

1. Click **Reports > Deposit Reports**
2. Fill the information on the screen:
 - a. Output To: Select the file type that you want to download.
! Chose **CSV File** to download and open on Microsoft Excel
 - b. Account: You can select one specific account for the report. (Optional)
 - c. Date: Select a specific date or date range.
! You have 18 months of history available, and each report cannot exceed 3 months.
 - d. Transaction Types: You can select a specific account type. (Optional)
 - e. **Advanced Options:** You can use the advanced options to sort your report, to locate a specific check number, or to look for a specified amount.
3. Once the report selections are completed, click on **Search** at the bottom of the page.

Search Deposit Account Activity

Up to 18 months of data available.

Output To
Screen

Account

Date

Specific Date

Date Range

Previous Business Day

Since Last Download (Valid for QuickBooks ® download only.)

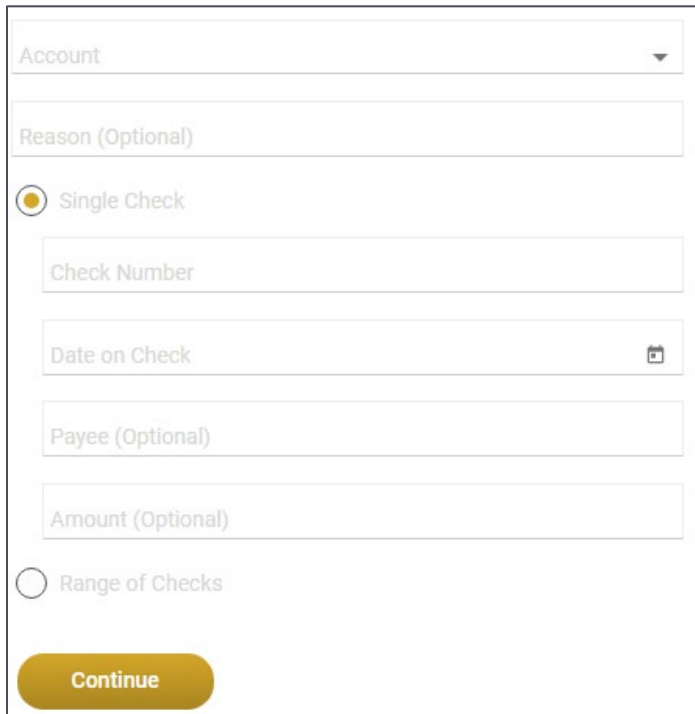
Transaction Types
All Transactions

✓ Show Advanced Options

Search

Stop Payments

1. Click **Account Services > Stop Payments**
2. Complete the Stop Payment form:
 - a. Select Account
 - b. Enter a Reason (optional)
 - c. Select to enter a Single Check or a Range of Checks
 - d. Click **Continue**
3. On the following page, Verify the Stop Payment information and click on **Submit Request** to finalize the verification.



The screenshot shows a web form for stopping payments. It features a dropdown menu for 'Account', a text input for 'Reason (Optional)', and two radio button options: 'Single Check' (selected) and 'Range of Checks'. Under 'Single Check', there are text inputs for 'Check Number', 'Date on Check' (with a calendar icon), 'Payee (Optional)', and 'Amount (Optional)'. A 'Continue' button is located at the bottom left of the form.

Money Movement

Schedule an Internal Transfer

1. Click **Money Movement > Transfer Money > Transfer**
2. If applicable, click **Internal**.
3. Complete the following fields:
 - a. From Account: The account that is debited. The account balance will appear beneath the account information.
 - b. To Account: The account that is credited.
 - c. Amount: The amount of money to transfer (up to the approved limit).
 - d. Description (Optional): A description of the transfer (up to 35 alphanumeric characters).
 - e. Frequency: E.g., Today Only, One-Time, Weekly, Monthly, etc.

4. If applicable, select/type the start date of the recurring transfer in the **Next Send On** or **Send On** field. For the **Custom** frequency, additional dates can be added by clicking the **Add Additional Dates** link.
5. If applicable, select an **End On** option.
6. If applicable, select one of the **Processing Options**:
 - a. Use the next processing date if a scheduled request falls on a non-processing date
 - b. Use the previous processing date if a scheduled request falls on a non-processing date
7. Click **Continue**.
8. Verify the information and then click one of the following options:
 - a. Submit for approval: Approve the transaction later or allow other users in the company to approve it.
 - b. Approve: Approve the transaction now.
 - c. Transmit: Approve and send the transaction.

NOTE: Your approval settings may differ based on your company setup and user entitlements.

Schedule a Transfer

Internal
 External

From Account
 Checking Account 6927 - Checking - *6927 - Available \$0.00

To Account
 Pirate Jake Test Acct 0001 - Checking - *0001 - Available \$10.00

Amount
 \$10.00 USD

Description (Optional)
 Test Transfer

How often do you want to send?

Frequency
 One time

Next Send On

Date
 12/31/2024

Continue

Bill Pay

Adding a New Payee

1. Click **Money Movement > Bill Pay**
2. Click on **Add Payee**
3. Type the name of the person or business you want to pay
 - a. If the business is already connected to our Bill Pay network, simply click on their name in the drop-menu that will appear as you are typing the name.
4. Click on **Add**

- a. If the Business is in the Bill Pay network:
 - Enter a *Nickname* for the payee or payment. (Optional)
 - Enter the respective **account number** for this business/payee.
 - ! Do not enter your Bank of Southern California account here. You will be allowed to select a BSC debiting account at a later time.
 - Select a category for this payee. (Optional)
 - Click **Confirm**.

Please note that this type of payment will be sent electronically.

- b. If the Person or Business is not in the Bill Pay network:
 - Enter a *Nickname* for the payee or payment. (Optional)
 - If applicable, enter the respective **account number** for this business/payee.
 - ! Do not enter your Bank of Southern California account here. You will be allowed to select a BSC debiting account at a later time.
 - Enter the Address, ZIP code, City, and State for this payee.
 - Enter the Phone number for this payee. (Optional)
 - Select a category for this payee. (Optional)
 - Click **Confirm**.

Please note that this type of payment will be sent in the form of a physical check.

Make a Payment

1. Complete the *Adding a New Payee* task
2. Under the Make Payments tab, find your payee.
 - a. Type in the **Amount** of the payment.

b. Type in the **Send On** date.

! If this is a check payment, please note that *Deliver by* date, underneath the **Send On** date.

c. Click on **Confirm all payments**.

Pay To	Coming Due ↓	Last Scheduled	\$ Amount	Send On
John Doe ▾			199.99	02/04/22 Deliver by: 02/10 (Check)

Total: \$199.99
Pay from: Test Account, ...9999

Clear Confirm all payments

! Any payee with **amount** field left blank will not process a payment.

d. A new window will pop-up for you to verify any/all payments that you are processing. Once you have verified the payment(s), click **Confirm**.

Pay To	\$ Amount	Send On	Deliver by	Type
John Doe	199.99	02/04/22	02/10/22	Check

Pay 199.99 from Test Account, ...9999

We may use a secure, single-use bank card to make this payment.

By completing this transaction, you hereby authorize us to process a one-time electronic debit from the account you provided, for each payment listed. The funds will be used to pay your bill(s) per your instructions given. If you have any questions regarding your payment or wish to revoke this authorization prior to the payment being processed, please contact Customer Service. Once processed, payment(s) cannot be canceled or modified. Payments made after the cutoff on a business day will be processed the next business day. We recommend that you print/save a copy of this authorization for your records. Click Confirm to complete or Cancel to terminate the payment process.

Cancel Confirm