



Atlantic Capital

Atlantic Capital Exchange for Mobile

ACE Mobile Registration Quick Start Guide

The Atlantic Capital Exchange (ACE) for Mobile app is available for smart phones and tablets through the Apple App and Google Play stores.

To find the app, search for Atlantic Capital Exchange, select **GET** then **INSTALL**.

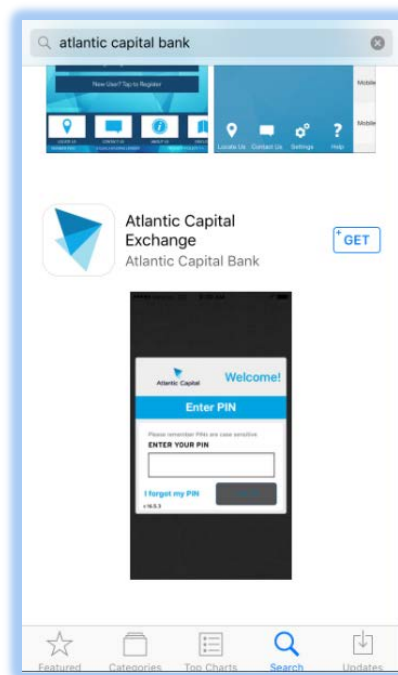
Before starting the ACE of Mobile installation, ensure Mobile has been activated for your company and user(s) and you have the following:

- Company ID (*Provided by bank*)
- User ID (*Provided by bank*)
- Software Activation Key* (*Provided by Company Administrator and reset if expired*)
- Update Security Questions* in user profile (*Company Admin will need to update this in the user profile prior to registration*)

* See procedues for Software Activation Key reset and Update to Security Questions in section titled **Administrative User** on page 4 of this guide.

Installation and Registration

1. On your mobile device, go to the appropriate app store and search for Atlantic Capital Exchange.



2. Select **GET** then **INSTALL**.
3. When the installation is complete, the registration screen will display.

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WELCOME! Please enter your credentials in the provided fields

Registration ?

Company ID

User ID

Activation Key

NEXT

v 16.5.1

Registration will require the Company ID, User ID and a Software Activation Key. Enter this information and click **NEXT**.

Note: Atlantic Capital Bank will provide the Company ID and User ID.

The Company Administrator will provide the Software Activation Key. (See Administrative User procedures on page 4 to locate this information.)

4. Registration; create a PIN

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WELCOME! Please enter your credentials in the provided fields

Registration ?

Create a PIN

6-12 alphanumeric characters, at least one letter and one number.

Re-enter PIN

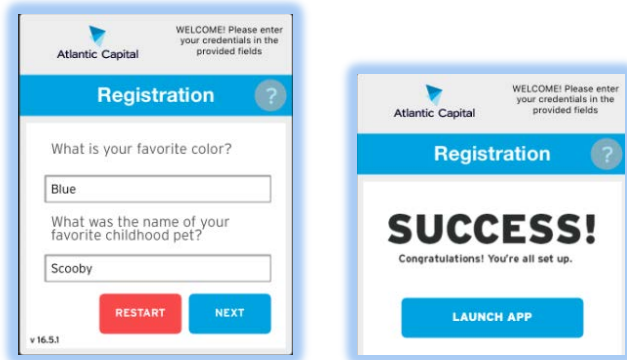
RESTART NEXT

v 16.5.1

Enter your PIN in **Create a PIN**, then reenter the PIN in the **Re-enter PIN** field and click **NEXT**.

Note: For your convenience, you may choose to use the same PIN for all devices.

5. Enter the answers you provided to your Company Administrator and click **NEXT**.

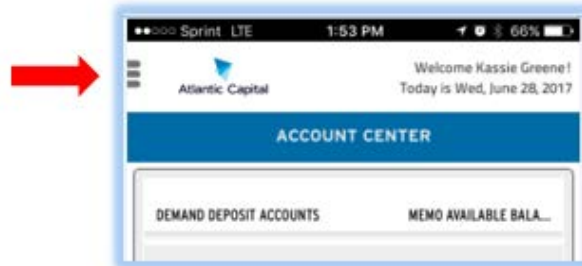


Note: Answers for the security questions are case sensitive.

6. Click **LAUNCH APP**, enter your PIN and your registration is complete

Phone

Once you are in the App, you will see all accounts listed in the **ACCOUNT CENTER**. To navigate the app, click the menu icon shown below.



Tablet

One you are in the App, you will see the **ACCOUNT CENTER** with the navigation menu down the left side of the screen as shown below.



Note: The **RECON** menu is where you will find Stop Payment and Check Positive Pay services.

Administrative User

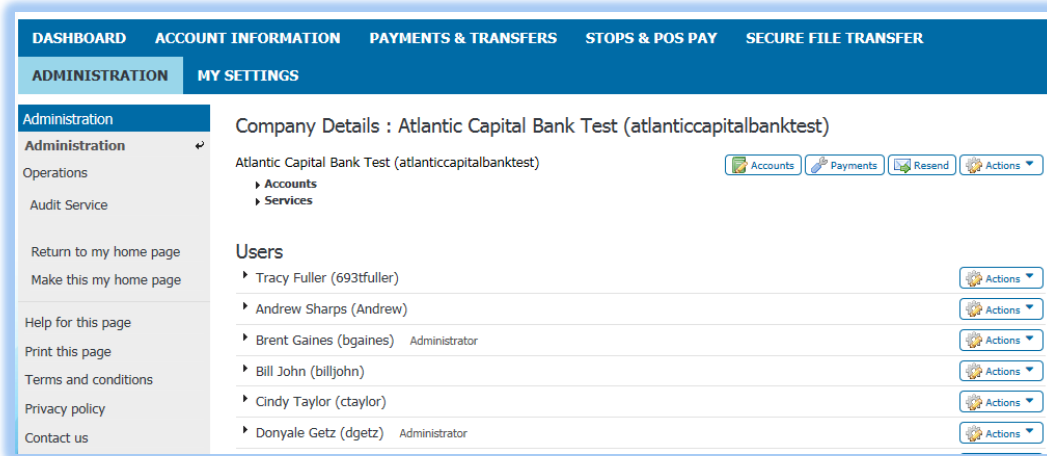
A Company Administrator will typically work with Treasury Services Support to implement the Mobile App. Once the entitlements have been granted, each user will need to complete the registration process as described in the section above. This registration will require information that will be a combination of bank supplied and user specific information.

The Bank will provide the Company ID and the User ID, for the administrative user for the company that has requested access to ACE.

The company administrative user has the access needed to provide the additional information required for login. The Software Activation Key and security questions are available in the Administrative menu. Locate the Software Activation Key and reset if expired and update the answers to two security questions to provide user specific responses.

The company administrative user will then be responsible for updating services and adding users to the mobile service.

1. Select the **ADMINISTRATION** menu.



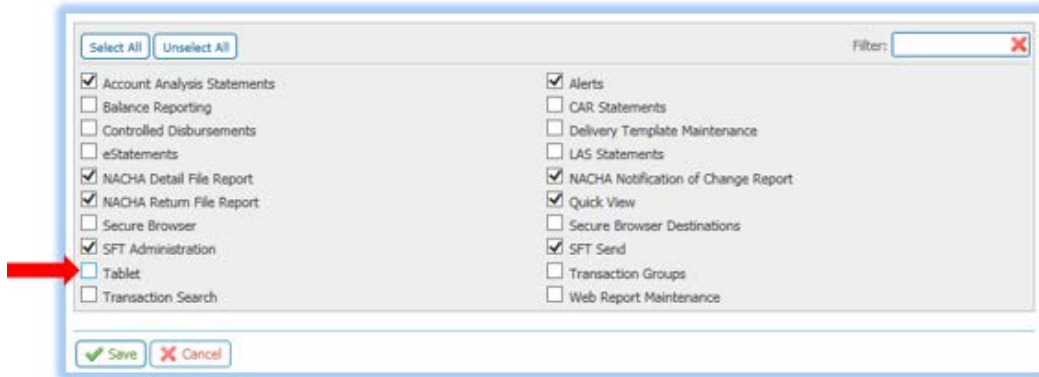
The User ID needed to enroll is found in parentheses following the user's name.

Example: From the picture above, the user ID for Tracy Fuller is 693tfuller. This User ID is case sensitive and must be entered as displayed.

2. Select the user. Open the **Actions** dropdown menu and select **Services**.



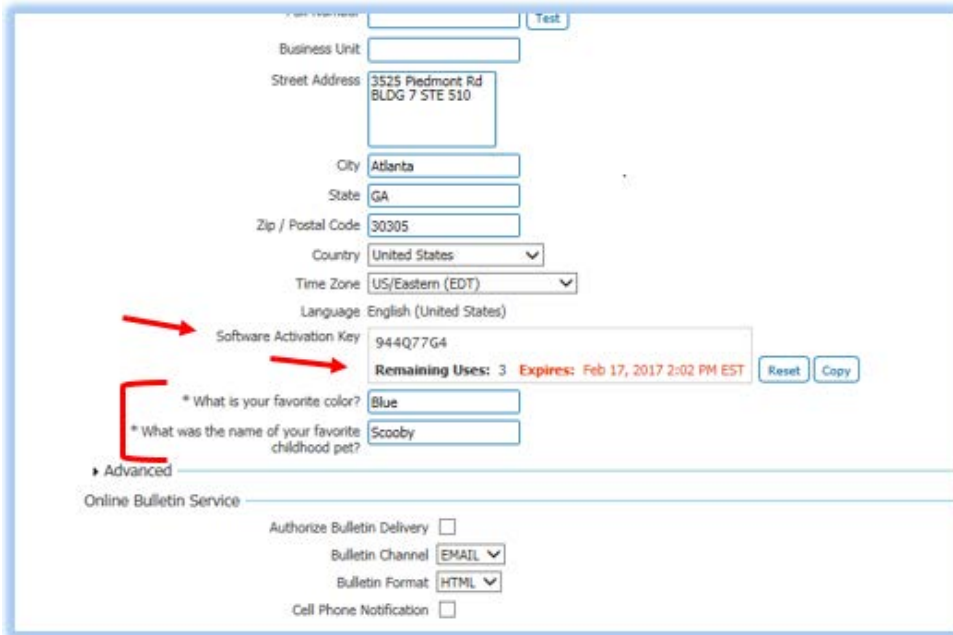
3. Locate the service **Tablet**.



Check the box for **Tablet**, then click **Save**.

Note: Although the service is called Tablet, it is the service for ALL mobile devices. Users will have the same access to services and limits as in the desktop application.

4. Open the **Actions** dropdown menu and select **Edit**.



- Scroll down the **User Edit** page and locate the **Software Activation Key**.
- If **Remaining Uses** is less than one and/or the activation key is expired, click **Reset** to obtain an updated key.
- Record the Software Activation Key for delivery to the user.
- Next update the two questions. These questions currently contain default answers of Blue and Scooby. For security purposes, these answers should be updated with the user's personal answers.
- Scroll to the bottom of the page and click **Save**.

The user is now ready to complete the **Installation and Registration** procedures at the beginning of this guide on page 1.