HOW TO SUBMIT AN ONLINE BANKING CONTRACT

Tools for Treasurers with a SABS Bank Account
Step 1: Virtual Front Desk

1. Go to the DSA Financial and Program Support website
   https://financialandprogramsupport.studentactivities.uconn.edu/

2. Select *Virtual Front Desk*
   
   *(Note: you may need to scroll down on the Homepage to see this)*
Step 2: Finding the Form

3. **Select** Online Banking Contract
Step 3: Access the Form

1. Sign in with your NetID and password
2. If you have done so correctly you will see this page
Step 4: Effective Dates/Org Name

• Choose your contract’s Effective Dates and Organization Name

Choose your desired Effective Dates from the drop-down

Follow the instructions to find your organization. If done correctly, your Org’s Number will auto-populate
Step 5: Beneficiary Information

In this section your Org’s current Beneficiary should auto-populate. If your club wants to keep the same one select the first option. If you would like to make any changes, select the option that fits the change best from the bottom two.
**Step 6: Treasurer Information**

Enter the Treasurer’s information in all the fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Treasurer</td>
<td><em>Required</em></td>
</tr>
<tr>
<td>Treasurer's NetID</td>
<td></td>
</tr>
<tr>
<td>Treasurer's Phone Number</td>
<td><em>Required</em></td>
</tr>
<tr>
<td>Treasurer's Email</td>
<td></td>
</tr>
<tr>
<td>Treasurer’s Signature</td>
<td></td>
</tr>
</tbody>
</table>

*Only if you are the Treasurer*

Click **Sign this form** and sign with your First Name and Last Name.
Step 7: President’s Information

Enter the President’s information in all the fields

*Only if you are the President*
Click *Sign this form* and sign with your First Name and Last Name
Step 8: Executive Officers 1 & 2 Information

Enter the Executive Officer 1's information in all the fields.

**Note:** Executive Officer 1 is required; Executive Officer 2 is optional but highly recommended.

### Executive Officer 1

<table>
<thead>
<tr>
<th>Field</th>
<th>Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Officer 1 *</td>
<td>Executive Officer 1 Title *</td>
</tr>
<tr>
<td>Executive Officer 1 NetID</td>
<td>Executive Officer 1 Email</td>
</tr>
</tbody>
</table>

### Executive Officer 2

<table>
<thead>
<tr>
<th>Field</th>
<th>Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Officer 2</td>
<td>Executive Officer 2 Title</td>
</tr>
<tr>
<td>Executive Officer 2 NetID</td>
<td>Executive Officer 2 Email</td>
</tr>
</tbody>
</table>
Step 9: Advisor’s Information

Enter the Advisor’s information in all the fields

- Advisor *
- Advisor’s Email
- Advisor’s Phone Number *
Step 10: Submitting your Banking Contract

Once you have filled out all the required fields and have looked over the information for accuracy, click Submit under the Actions tab on the right of the request.

What happens next?
See next slide for next steps
What happens next?

1. Send directions to the President, Advisor, and Executive Officer(s) you listed on the form (see slide *Instructions for Signers*)

2. In this online platform (Kuali Build), people on the banking contract are referred to as Signers

3. All signers will receive an email from Kuali Notifications:
   - Subject line will say: “Request for Approval: SABS Banking Contract”

4. Signers only receive their email once the previous signer has approved the form

5. Signers must open the form, review the data, sign, and approve or deny the form as submitted
What happens next? (continued)

6. SABS will approve the form when the information provided matches your organization’s UConntact roster and all authorized Signers have given the form their Approval.

7. You will be notified of this approval.

8. Email dsabusinessservices@uconn.edu if you have not received an approval notification and would like a status update.

9. If one of the Signers denies the contract, it will be returned to the Treasurer, who will then need to revise and re-submit.

10. Once your banking contract has been approved, you are able to submit disbursements and set up events.
Instructions for Signers

EXECUTIVE OFFICERS AND ADVISORS
(AUTHORIZED SIGNERS ON SABS BANKING CONTRACT)

1. Open the email from Kuali Notifications with the subject line “Request for Approval: SABS Banking Contract”
2. Click the Begin Review box in the email to open the form
3. Review the contract information

4a. If you agree with the contract information:
   a. Click on the Sign this form box under your name
   b. Type your name in the box to E-sign the form
   c. Click Save
   d. Click the Approve box in the top right corner of the form (under Actions)
   e. Comments are optional then click the Approve box

4b. If you do not agree with the contract information:
   a. Click the Send Back box in the top right corner of the form (under Actions)
   b. Enter reason in the Add Comments box and click the Send Back box

4c. If you do not want this contract to exist or do not want to be a part of this contract:
   a. Click the Deny box in the top right corner of the form (under Actions)
   b. Enter reason in the Add Comments box and click the Deny box