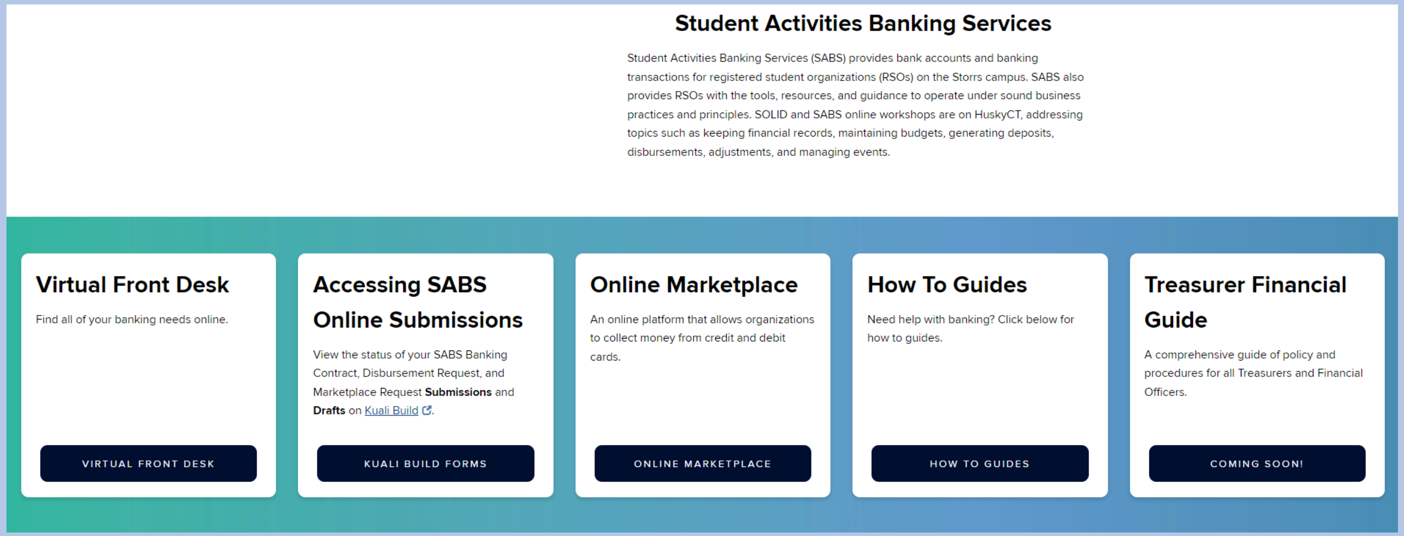
HOW TO SUBMIT AN ONLINE BANKING CONTRACT

Tools for Treasurers with a SABS Bank Account

Step 1: Virtual Front Desk

1. Go to the Business Affairs Website

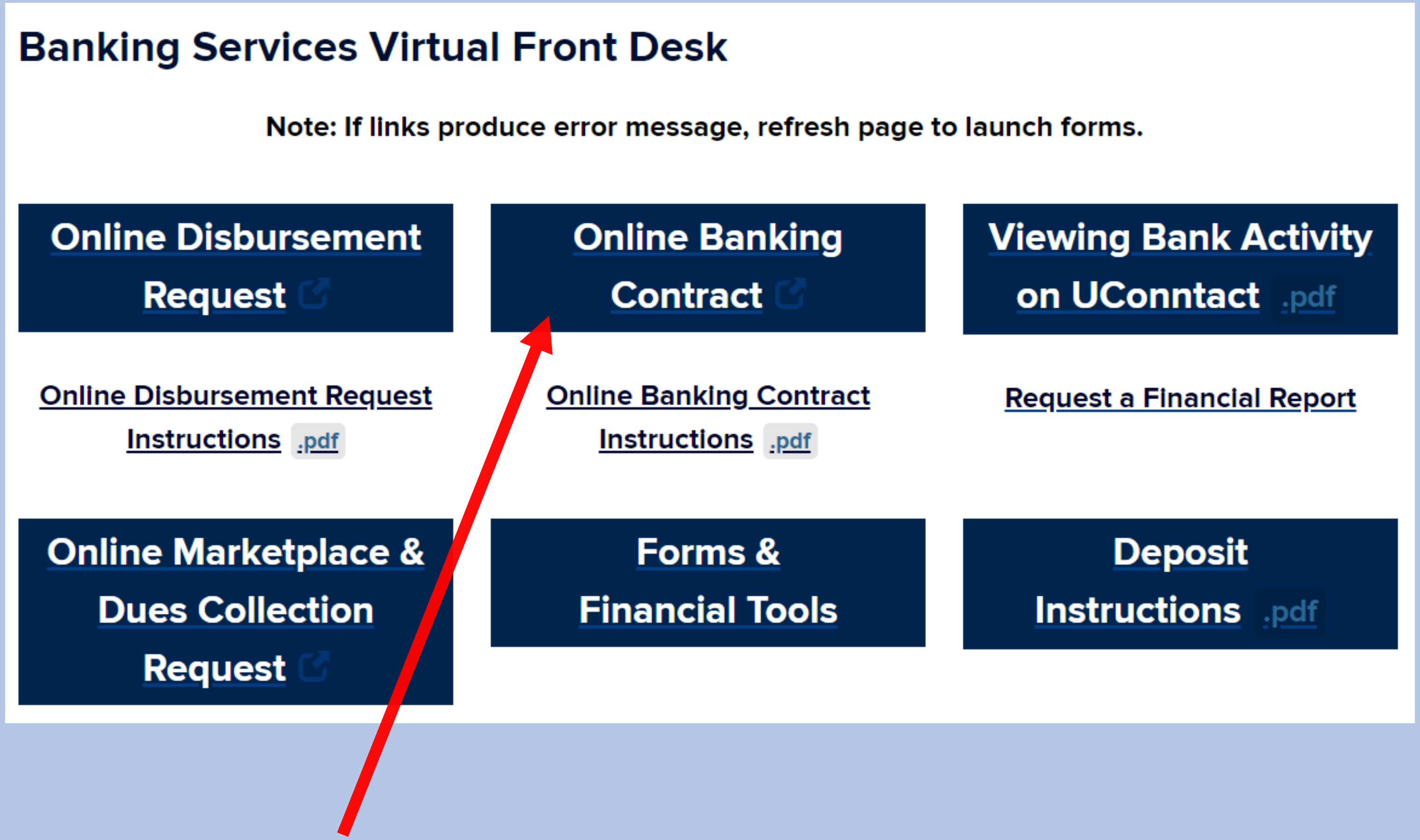
https://businessaffairs.studentactivities.uconn.edu/how-to-guides/



2. Select *Virtual Front Desk*

(Note: you may need to scroll down on the Homepage to see this)

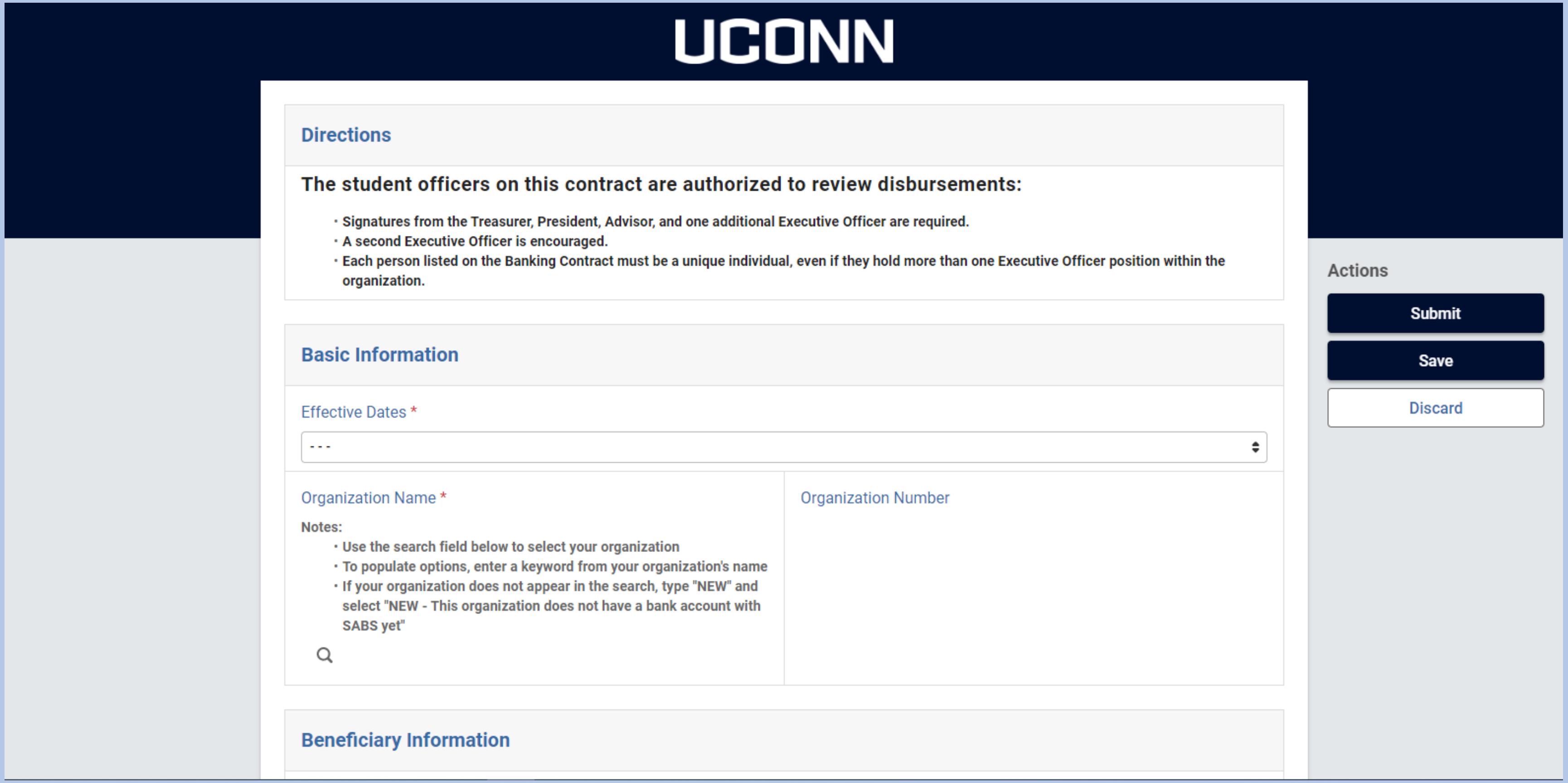
Step 2: Finding the Form



3. Select ***Online Banking Contract***

Step 3: Access the Form

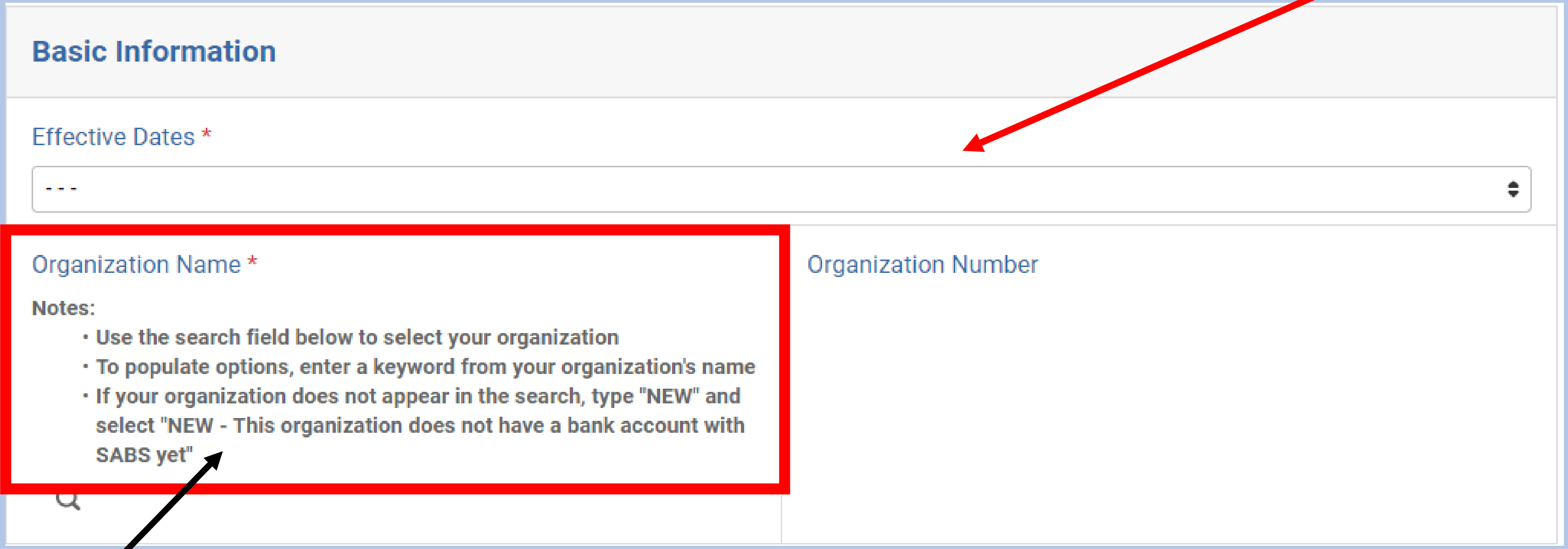
1. Sign in with your NetID and password
2. If you have done so correctly you will see this page



Step 4: Effective Dates/Org Name

- Choose your contract’s Effective Dates and Organization Name

Choose your desired Effective Dates from the drop-down



Basic Information

Effective Dates *

- - -

Organization Name *

Notes:

- Use the search field below to select your organization
- To populate options, enter a keyword from your organization's name
- If your organization does not appear in the search, type "NEW" and select "NEW - This organization does not have a bank account with SABS yet"

Organization Number

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

Step 5: Beneficiary Information

Beneficiary Information

This section lists your organization's beneficiary information - where remaining funds will go, should your organization disband or become defunct.

In the event the organization ceases operations and/or does not renew its contract for an entire academic year or does not remove its funds before such time, the organization authorizes SABS to disburse any remaining funds to the designated beneficiary. **This form supersedes any information in your constitution or on file with the Department of Student Activities.**

The designated beneficiary may not be an individual and must include a mailing address in the United States of America.
We recommend:

- The beneficiary be a charity or an entity/organization that has demonstrated commitment and stability.
- The beneficiary be voted on by the organization's membership and included in the minutes of that meeting.

Beneficiary Name

Beneficiary Address

Beneficiary Contact Number

Beneficiary Notes

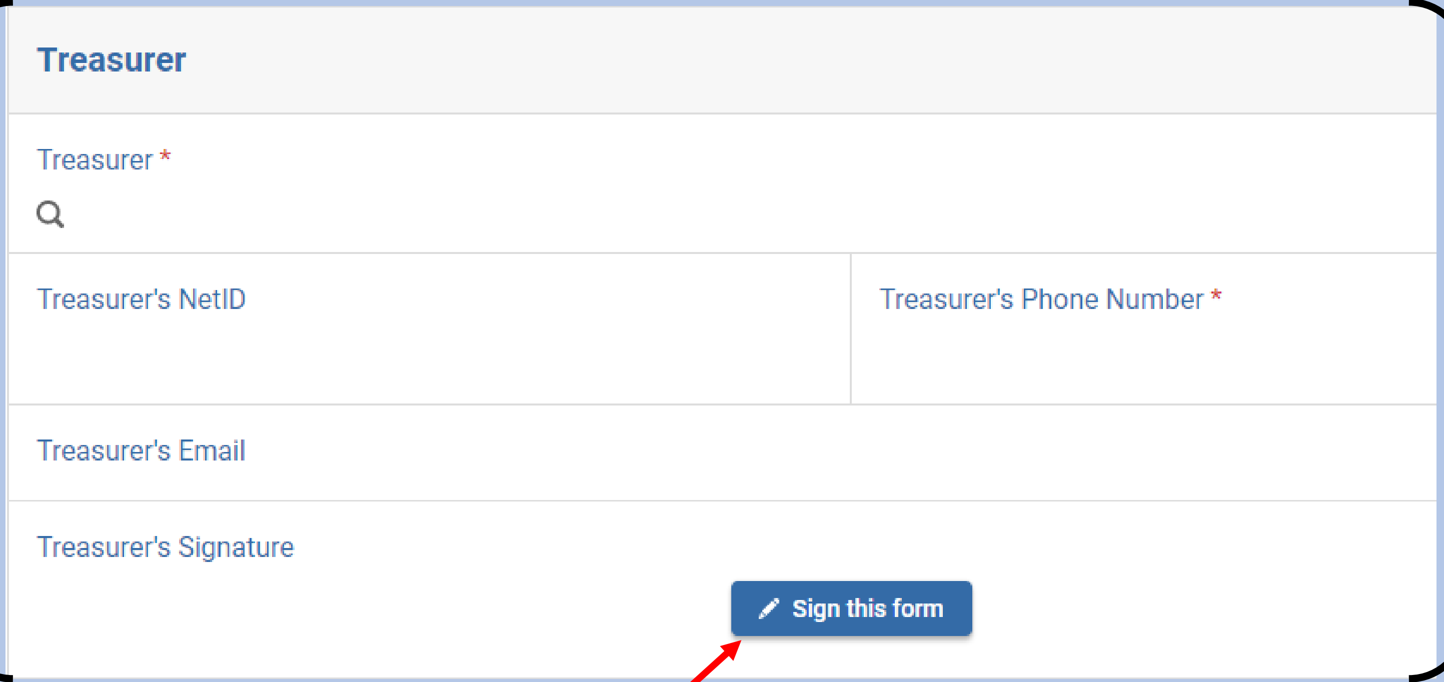
Beneficiary Status *

- ○ We certify that the beneficiary information is correct and up-to-date
- ○ We would like to change/update the beneficiary information for our organization
- ○ We would like to establish a new beneficiary (NEW organizations must select this option)

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



Treasurer

Treasurer *

Treasurer's NetID

Treasurer's Phone Number *

Treasurer's Email

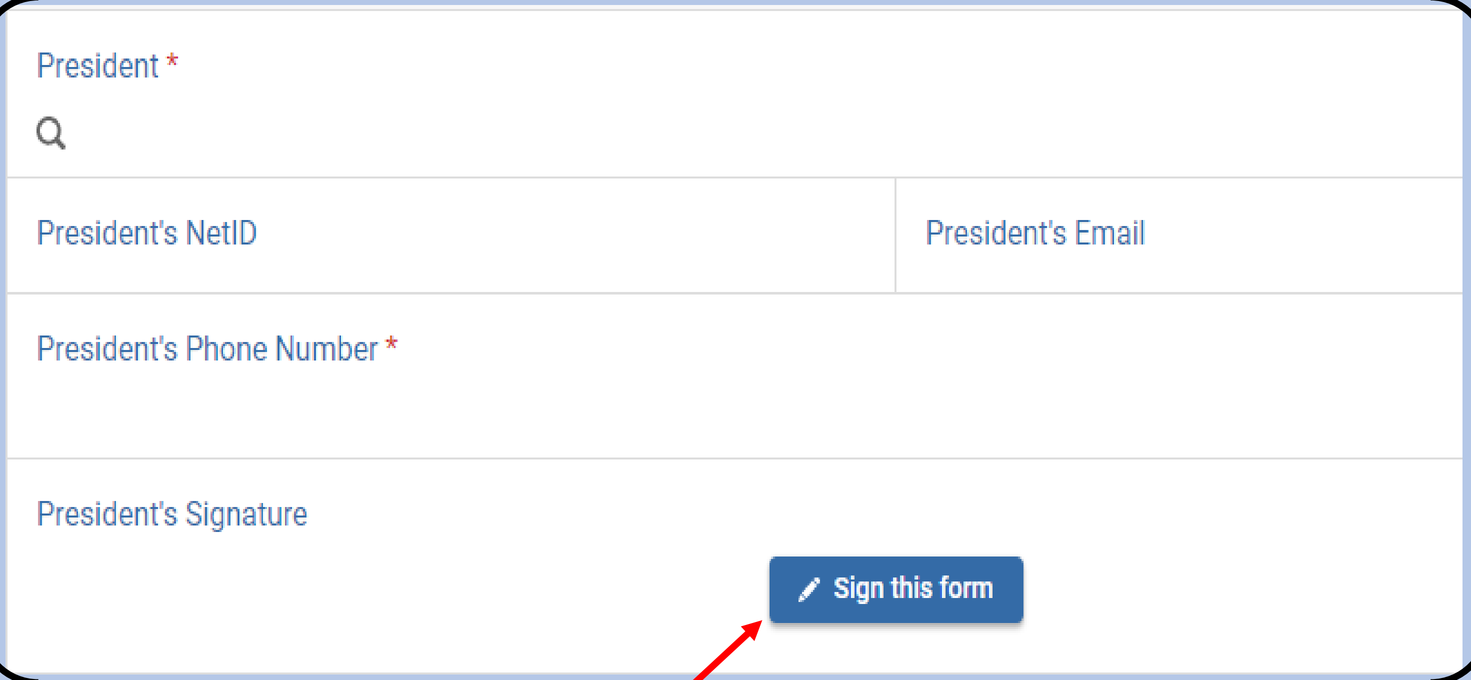
Treasurer's Signature

Sign this form

Only if you are the Treasurer
Click ***Sign this form*** and sign with your First Name and Last Name

Step 7: President’s Information

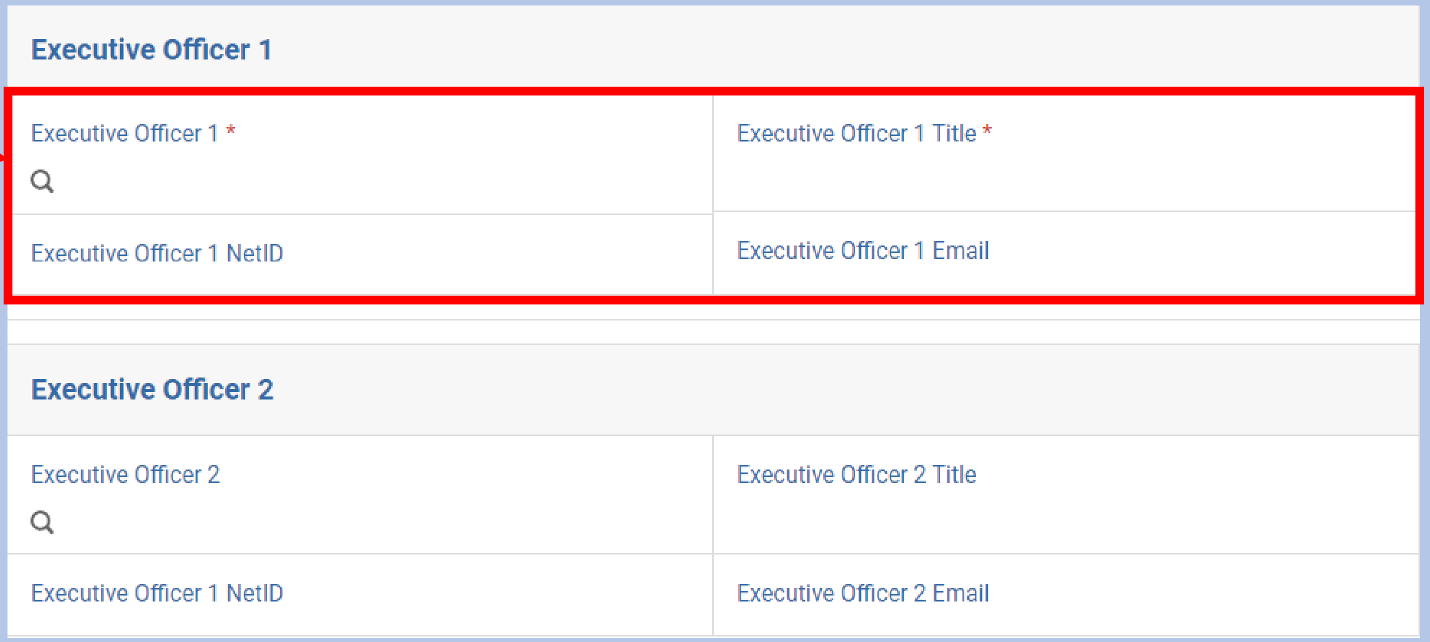
Enter the President’s information in all the fields



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

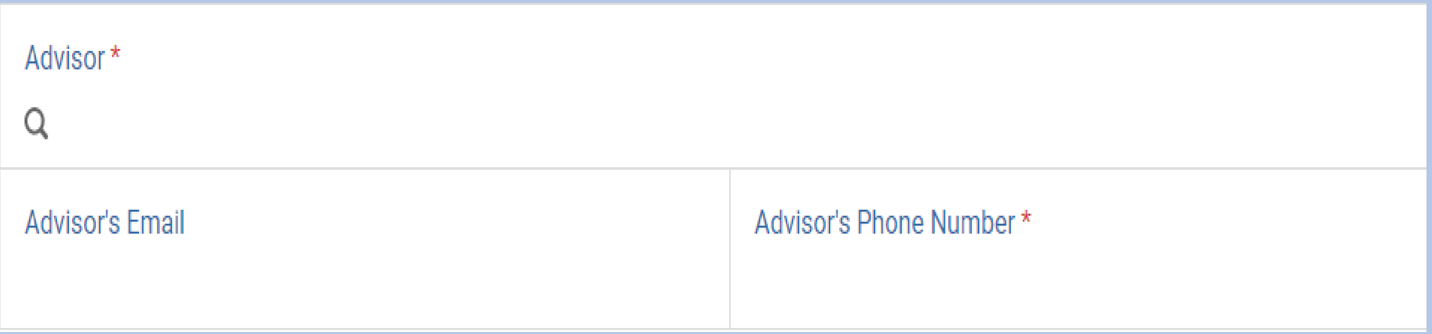
Enter the Executive Officer 1’s information in all the fields



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

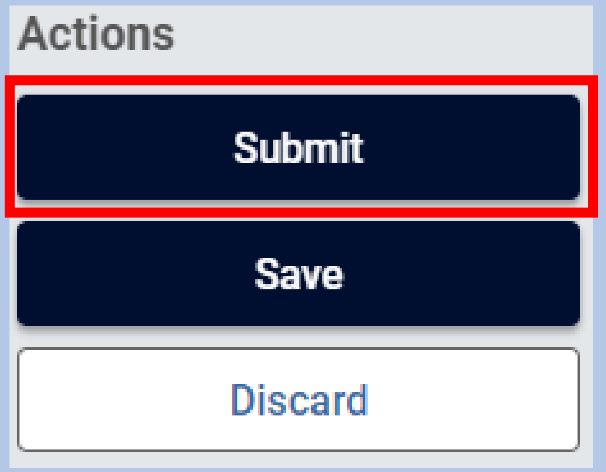
Step 9: Advisor’s Information

Enter the Advisor’s information in all the fields



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

Congrats! You've submitted your club's Banking Contract

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 SABS@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