



BOLD – BANKING ONLINE DATABASE USER GUIDE

Welcome to BOLD, the Montana Division of Banking and Financial Institution's Banking On-line Database. BOLD will allow you to submit documents in a secure environment, view license/charter information and remit payment for invoices and assessments.

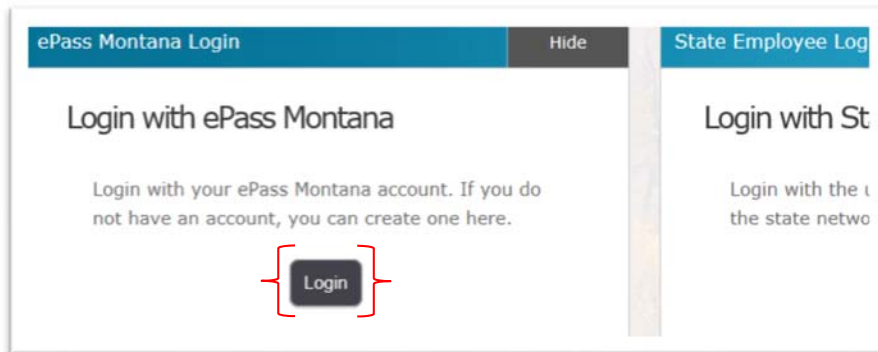
BOLD utilizes the ePass Montana (ePass) network to access the system. ePass allows you to access authorized eGovernment services, such as BOLD, using one username and password. Your institution may already have an ePass account if you file documents with the Secretary of State's office, pay for or renew a professional license, or perform a registered principals search.

Since the Division office is a paperless office, we encourage institutions to utilize the online payment option as well as welcome all correspondence and forms to be sent either by email at banking@mt.gov or by utilizing the "Upload Documents" feature within BOLD.

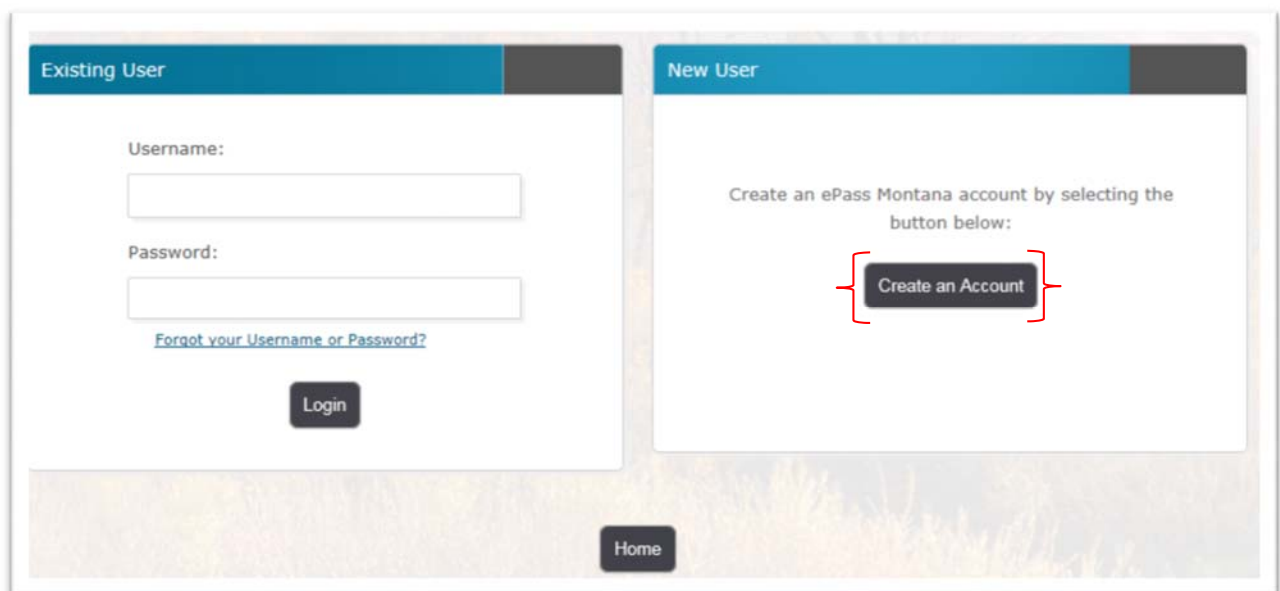
Please contact our office if you have any questions at 406-841-2920 or banking@mt.gov.
Thank you!

FIRST TIME USERS: CREATING AN ePASS ACCOUNT & LINKING IT TO THE INSTITUTION'S BOLD ACCOUNT

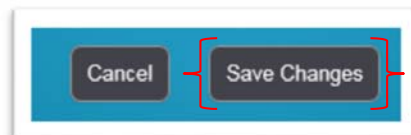
1. Go to www.epass.mt.gov and click on the **Login** button in the ePass Montana Login box.



2. Click the Create an Account button on the right hand side.



3. Complete the required fields and click the Save Changes button at the bottom of the page. *Suggestion:* Since this account will be connected to the Institution's account in BOLD, consider using the Institution's general email address rather than a personal email address.



4. The ePass Montana homepage will appear. Scroll down to the "Add a Service?" column heading on the right hand side. Click on the BOLD, Banking Online Database link.



5. For the first time accessing your BOLD account, please contact our office to obtain your BOLD User ID and Password at banking@mt.gov or 406-841-2920. NOTE: The username and password you receive will only need to be used *one* time to link the BOLD account to the ePass account.

Login

You need to logon for the first time to associate your Single Sign On with your account.

User ID

Password

[Forgot Password](#) [Forgot User ID](#)

6. After you enter in the BOLD credentials, the ePass and the BOLD database have been connected, and you will be at the BOLD homepage.

B.O.L.D

<Banking's On-line Database>

My Account

LogOut

Invoice Summary

0 item: \$0.00

ONLINE SERVICES

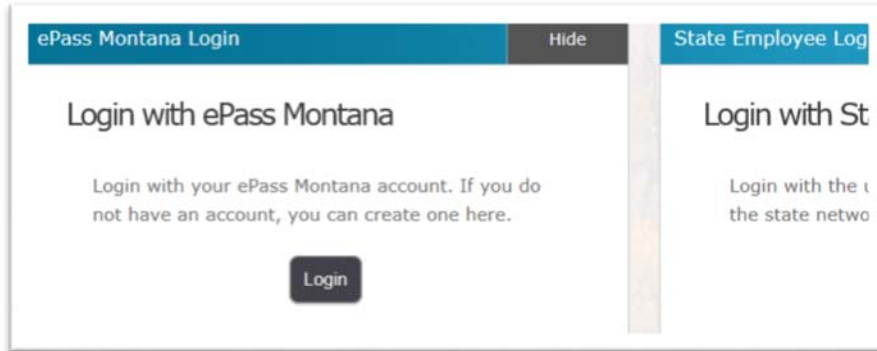
Activities
Invoices
Upload Documents
Current Information
File Complaint

Montana Division of Banking & Financial Institutions

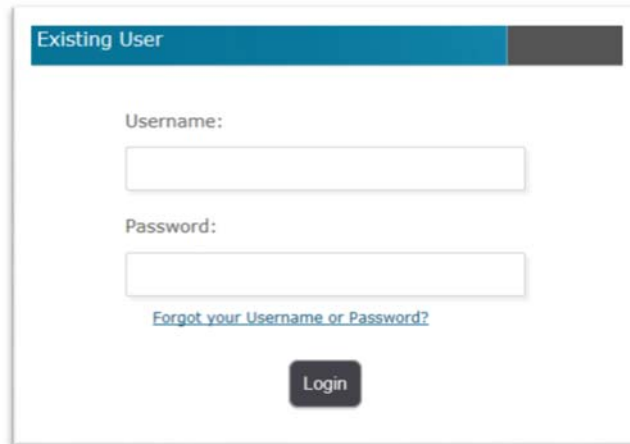
Banking Online Database (BOLD)

RETURNING USERS: LOGGING INTO ePASS MONTANA AND ACCESSING BOLD

1. Go to www.epass.mt.gov and click on the **Login** button in the ePass Montana Login box.



2. Enter the institution's ePass username and password in the Existing User box and select the **Login** button. *Note: The ePass username and password is not the same as the one-time-use BOLD username and password.*



3. After you log into ePass, scroll down to the "Your Services" column and click on the "BOLD, Banking Online Database" link.



4. The BOLD homepage will appear giving you access to current invoices, ability to upload documents, reviewing your current licensing/charter information and filing a complaint. You can also click on "My Account" to update the institution's main email address, view any agency messages, complaints, license information and assessment forms.

B.O.L.D. <Banking's On-line Database>

Bank
[My Account](#)
[LogOut](#)

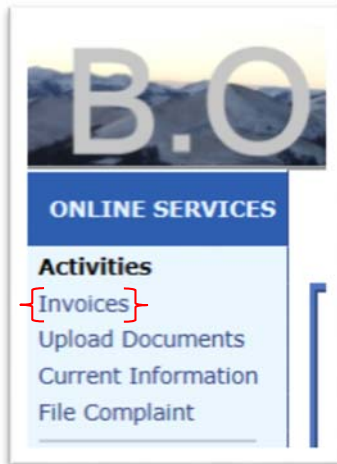
Invoice Summary
0 item:
\$0.00

ONLINE SERVICES

Activities
Invoices
Upload Documents
Current Information
File Complaint

SUBMITTING BANK OR CREDIT UNION ASSESSMENT PAYMENT ONLINE (PREFERRED)

1. Once logged into BOLD, click on the **Invoices** link on the left-hand side to view assessment.



2. **Check** the box to select the assessment fee and then click the **Add to Invoice** button.

Outstanding Fees

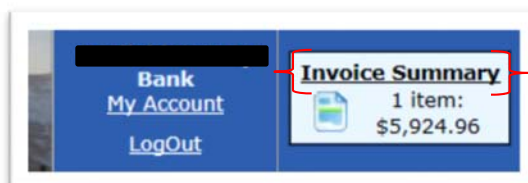
To select fees, check the **box** next to the fee(s) to be paid and click the "**Add to Invoice**" button at the bottom of the page.

To remit payment on the selected fees, click the "**Invoice Summary**" link in the upper right hand corner to access the secure payment website.

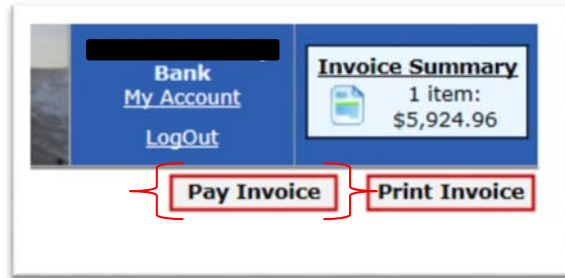
Total Outstanding Fees Due: \$5,924.96

	Transaction Date	Description	Amount
<input type="checkbox"/>	11/16/2016	Bank Assessment	\$5,924.96
		Total	\$5,924.96

3. Click the **Invoice Summary** link in the upper right hand side of the page to review the invoice and print if desired.



4. Click the **Pay Invoice** button to be directed to the secure payment website.



5. Complete the required fields in the NIC Payment Process secure website and click the **Continue** button as the bottom of the page. *Note: Assessments can only be paid by e-check.*

A screenshot of a payment form. It contains the following fields: 'bank name' with the value 'ABC Bank', and 'Default Payment Date' with the value '12/29/2016'. Below these is a checkbox with the text: 'Select if this payment IS being funded specifically by a FOREIGN source (bank o As defined by NACHA, IAT means a credit or debit entry that is part of a payment transaction into the United States. For purposes of this definition a financial agency means an entity that is author orders or transferring funds. An office of a financial agency is involved in the payment transaction'. Below this text is a numbered list: '1. Holds an account that is credited or debited as part of the payment transaction;', '2. Receives payment directly from a Person or makes payment directly to a Person as pa', and '3. Serves as an intermediary in the settlement of any part of the payment transaction.'. At the bottom of the form, there are two buttons: 'Continue' and 'Cancel Payment'. The 'Continue' button is highlighted with a red box.


6. Review the NIC Payment Verification page and if correct, click the **Make Payment** button at the bottom of the page to complete the transaction. Click the Edit button to make any necessary changes.

A screenshot of a payment verification form. It contains the following fields: 'Name on Account' with the value 'ABC Bank', and 'Payment Date' with the value '12/29/2016'. At the bottom of the form, there are three buttons: 'Make Payment', 'Cancel Payment', and 'Edit'. The 'Make Payment' button is highlighted with a red box.

7. The NIC Payment Receipt Confirmation page will appear. Click the Continue button at the bottom lower right side of the screen to close the secure payment website.



8. The Payment Receipt page will appear. Click the **Print Receipt** button to obtain a final approval receipt of payment if desired. Click the **LogOut** link when done.



Bank My Account
[LogOut](#)

Invoice Summary
 0 item:
 \$0.00

ONLINE SERVICES

Activities

- Invoices
- Upload Documents
- Current Information
- File Complaint

Payment Receipt

This receipt shows *only* the fee amount applied to your charter or license.

Additional convenience fees are not included in this receipt. Please note that bank and credit union assessment fees are not assessed a convenience fee.

To return home [Click Here](#)

Date: 12/29/2016
Invoice #: 2048
Confirmation #: TEST123

Garfield County Bank

Approved!

You have been charged **\$5,924.96**.

Please print a copy for your records from the button above.

This receipt is not a license or an authorization to do business.

Description	Amount
Fee - BANK [REDACTED]	\$5,924.96
Subtotal:	\$5,924.96
Total:	\$5,924.96
Amount Paid:	(\$5,924.96)
Amount Due:	\$0.00

Print Receipt

Copyright © 1997-2012 CAVU Corporation All Rights Reserved, version V20130208.1.13211