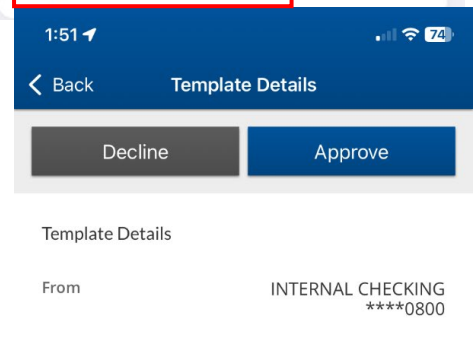
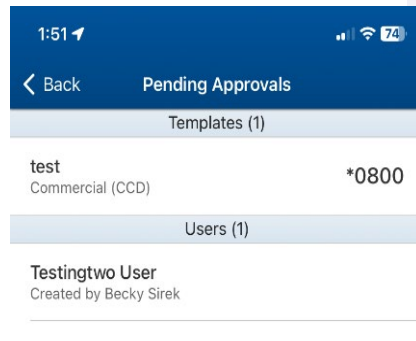
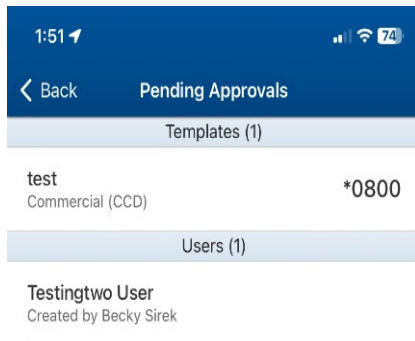
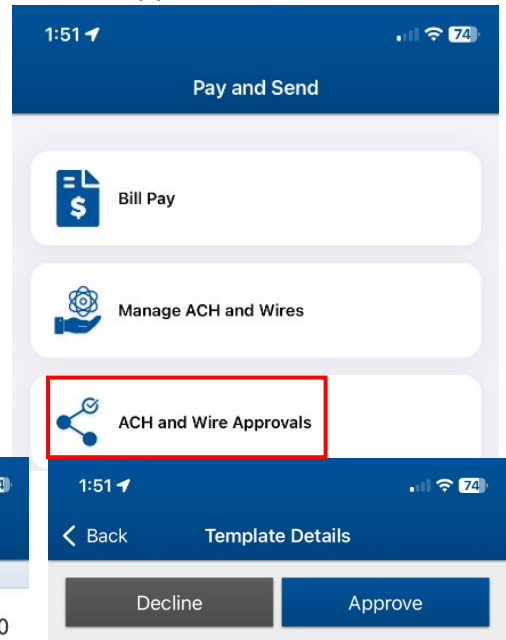


In Business Mobile, it's convenient to manage pending approvals for payments, templates, and users. Only Business Admins and users with Approval access see "Approval" in the menu.

1. Select Approval in Business Mobile menu (the red "3" indicates three items need approval).
2. Select a payment, template, or user to review.
3. Review details and select Decline or Approve. Either action triggers an email to the initiator.
4. If Approve is selected, authenticate identity (not required to approve templates).



**Note:** If Approval caching is enabled, identity verification is required for the first approval but not subsequent ones within a certain timeframe (set by the FI).

### Approve options:

- **Call Me** – always an option (add 2<sup>nd</sup> number in Business Banking web)
- **Text Me** – active if enabled in BB web
- **Token** – displays if offered by your FI and enabled in BB web
- **Touch ID (iOS) / Fingerprint ID (Android)** – displays if your device supports it and the user enables it in Business Mobile App > Settings.
- **FaceID (iOS only)** – displays if your device supports it and the user enables it in Business Mobile App > Settings. Approval happens after clicking Approve (step 4 bypassed)