



# Online Activity Page

*Overview (pgs. 2-7) and details on Approving (pgs. 8-12), Canceling (pgs. 13-15), Copying (pgs. 16-17) Single or Recurring Transactions*

Click an account tile to view details and transaction history.

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## Home

### ACCOUNTS

Available: \$15,822.79  
Current: \$15,822.79

<p>COMMERCIAL CKG W/INT **4277</p> <p>Available Balance <b>\$5,038.52</b></p> <p>Current Balance \$5,038.52</p>	<p>COMMERCIAL CKG W/INT **7757</p> <p>Available Balance <b>\$5,160.36</b></p> <p>Current Balance \$5,160.36</p>
<p>COMMERCIAL CHECKING **7245</p> <p>Available Balance <b>\$3,872.84</b></p> <p>Current Balance \$3,872.84</p>	<p>INSTITUTIONAL MMKT **6030</p> <p>Available Balance <b>\$1,751.07</b></p> <p>Current Balance \$1,751.07</p>

### LOANS

Current: \$1,752,987.79

<p>FIXED COMMERCIAL 300200</p> <p>Current Balance \$742,736.74</p>	<p>RLC VARIABLE 20</p> <p>Current Balance</p>
--------------------------------------------------------------------	-----------------------------------------------

### CD

Available: \$15,539.55  
Current: \$15,539.55

<p>BUSINESS REPO CD **0001</p> <p>Available Balance <b>\$15,539.55</b></p> <p>Current Balance \$15,539.55</p>
---------------------------------------------------------------------------------------------------------------

### ACCOUNT SUMMARY

- DepositPartner
- Positive Pay

The Online Activity page is a log of any transactions done via AccessJFG (ACH, Wires, Internal Transfers, Loan Payments, & Stop Payments).

The Online Activity page can be accessed by selecting **Online Activity** under the **Transactions** menu.

All activity performed via Online Banking will be displayed here. Use 'Show Filters' for additional search and navigation options. ×

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## Online Activity

Single Transactions   Recurring Transactions

Search transactions

Created date	Status	Approvals	Transaction Type
4/2/2021	Drafted	0 of 1	International Wire - Tracking ID: 17782
4/2/2021	Processed	1 of 1	Funds Transfer - Tracking ID: 17779
4/1/2021	Cancelled	N/A	ACH Batch - Tracking ID: 17778
4/1/2021	Cancelled	N/A	Domestic Wire - Tracking ID: 17771
4/1/2021	Cancelled	N/A	Domestic Wire - Tracking ID: 17769
3/16/2021	Cancelled	N/A	International Wire - Tracking ID: 17707
3/16/2021	Cancelled	N/A	Domestic Wire - Tracking ID: 17706
3/16/2021	Cancelled	N/A	International Wire - Tracking ID: 17705






When you first enter Online Activity, you will be taken to the Single Transactions page. The **Single Transactions** page shows one time only transactions. The single transactions page also shows previously processed instances of recurring transactions as well as the next authorized instance of a recurring transaction.

The **Recurring Transactions** page shows the overall schedule (or parent transaction) of any recurring transactions.

- Please note, if you have a recurring transaction that you need to update or modify, a recurring transaction cannot be updated. You will need to cancel and copy the transaction to make any updates needed. Please see the Cancel and Copy sections further along in this guide for more information.

You can switch between Single and Recurring Transactions by using the tabs at the top of the page.

All activity performed via Online Banking will be displayed here. Use 'Show Filters' for additional search and navigation options. ×

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## Online Activity

Single Transactions   Recurring Transactions



Created date	Status	Approvals	Transaction Type	Account	Amount	
4/2/2021	Processed	1 of 1	Stop Payment - Tracking ID: 17784	COMMERCIAL CHECKING ****7245	\$0.00	<input type="checkbox"/> ⋮
			Tracking ID: 17779	COMMERCIAL CKG W/INT ****7757	\$0.01	<input type="checkbox"/> ⋮
			Tracking ID: 17778	COMMERCIAL CKG W/INT ****4277	\$1.00	<input type="checkbox"/> ⋮
			Tracking ID: 17778	COMMERCIAL CHECKING ****7245	\$0.01	<input type="checkbox"/> ⋮
			Tracking ID: 17771	COMMERCIAL CHECKING ****7245	\$1.00	<input type="checkbox"/> ⋮
			Tracking ID: 17769	COMMERCIAL CHECKING ****7245	\$1.00	<input type="checkbox"/> ⋮
			Tracking ID: 17770	COMMERCIAL CHECKING ****7245	£100.00	<input type="checkbox"/> ⋮
			Tracking ID: 17706	COMMERCIAL CHECKING ****7245	\$100.00	<input type="checkbox"/> ⋮
			Tracking ID: 17705	COMMERCIAL CHECKING ****7245	\$100.00	<input type="checkbox"/> ⋮

Credits: [0] \$0.00 | Debits: [0] \$0.00

Use the **Search Transactions** bar to do a manual search for specific transactions. Search by Dollar Amount, Transaction Type, Status, etc.

To the right of the search bar are the following icons:

**Star:** Save a common search type or filtered search for easy future searches.

**Printer:** Creates a printer friendly version of the current list.

**Down Arrow:** Export transactions into a CSV file. This can be used to easily create a list of recipients involved in an ACH Batch, ACH Collection, or Wire transaction.

**Funnel:** Create a filtered search of your online activity page.

All activity performed via Online Banking will be displayed here. Use 'Show Filters' for additional search and navigation options. ×

Created date	Status	Approvals	Transaction Type	Account	Amount	
4/2/2021	Drafted	0 of 1	International Wire - Tracking ID: 17782	COMMERCIAL CKG W/INT ****7757	\$0.01	⋮

The columns of Online Activity will provide you with information regarding the transaction.

**Created Date:** The date the transaction was drafted.

**Status:** The current status of the transaction.

- **Drafted**—Transaction has been created but needs approval.
- **Authorized**—Transaction has been drafted and approved.
- **Processed**—Transaction has been processed through AccessJFG. Once a transaction has been processed, it cannot be cancelled through AccessJFG. Please contact TM Support (contact information at bottom of page) to see if a processed transaction can be attempted to be cancelled or reversed.
- **Cancelled**—Transaction has been cancelled before processing.

**Approvals:** Shows how many approvals have been received and the number required for authorizing the transaction.

**Transaction Type:** Description of the transaction (ACH Batch, Domestic Wire, Stop Payment, etc).

**Account:** The account that initiated the transaction. This is the “from” account for internal transfers.

**Amount:** The dollar amount of the transaction.

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## Online Activity

Single Transactions   Recurring Transactions



Created date   Status   Approvals   Transaction Type   Account   Amount

4/2/2021   Drafted   0 of 1   ACH Batch - Tracking ID: 17783   COMMERCIAL CHECKING \*\*\*\*7245   \$0.02

<b>Tracking ID:</b>	17783	<b>Total Amount:</b>	\$0.02
<b>Recurring ID:</b>	4997	<b>Total Payments:</b>	2
<b>Created:</b>	04/02/2021 11:15 AM	<b>Company Entry Description:</b>	Retirement
<b>Created By:</b>	Test User	<b>From Account:</b>	COMMERCIAL CHECKING ****7245
		<b>SEC Code:</b>	PPD
		<b>ACH Header:</b>	AccessJFG Demo
		<b>Frequency:</b>	Every month on the 1st of the month
		<b>Start Date:</b>	04/30/2021
		<b>No End Date:</b>	No End Date
		<b>Is Recurring:</b>	Yes
		<b>Transactions to Date:</b>	0

RECIPIENTS:   <   1 of 2   >

**Name:** Andy Dufresne  
**ACH Name:** Andy Dufresne  
**Amount:** \$0.01  
**Account Number:** 987654321  
**Account Type:** Savings

Clicking on a transaction will expand the row to provide additional details about the transaction. For example, an ACH Batch, Collection, or Wire will show the recipient details of the transaction.

All activity performed via Online Banking will be displayed here. Use 'Show Filters' for additional search and navigation options. X

Clicking the kabob menu will open a list of actions available for that transaction. Please note that all options will not necessarily be available depending on the transaction type, the status of the transaction, or the entitlements of the user role.

**Toggle Details:** Expands the row for additional information.

**Approve:** Approve the transaction.

**Cancel:** Cancel the transaction.

**Inquire:** Opens the message center to send an inquiry to our Support Center about the transaction.

**Copy:** Copies this transaction. Copy takes you to the new transaction page with all the existing transaction details completed except for Effective/Process date.

**View Transactions in Series:** Only available on recurring transactions. Shows a list of all transactions processed in the recurring transaction series.

**Print Details:** Creates a PDF of all the details of the transaction, including each recipient for an ACH Batch, ACH Collection, or Wire transaction.

The following pages will show a few of these actions in greater detail.

Account	Amount	
4 COMMERCIAL CHECKING ****7245	\$0.00	<input type="checkbox"/>
79 COMMERCIAL CKG W/INT ****4277	\$0	<input type="checkbox"/> Actions
COMMERCIAL CHECKING ****7245		
1 COMMERCIAL CHECKING ****7245		
39 COMMERCIAL CHECKING ****7245		
COMMERCIAL CHECKING ****7245		
6 COMMERCIAL CHECKING ****7245	\$100.00	<input type="checkbox"/>
COMMERCIAL CHECKING ****7245	\$100.00	<input type="checkbox"/>

Credits: [0] \$0.00 | Debits: [0] \$0.00

All activity performed via Online Banking will be displayed here. Use 'Show Filters' for additional search and navigation options.

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## Online Activity

Single Transactions    Recurring Transactions

Created date	Status	Approvals	Transaction Type	Account	Amount	
4/2/2021	Processed	1 of 1	Stop Payment - Tracking ID: 17784	COMMERCIAL CHECKING ****7245	\$0.00	<input type="checkbox"/> ⋮
4/2/2021	Drafted	0 of 1	International Wire - Tracking ID: 17782	COMMERCIAL CKG W/INT ****7757	\$0	<b>Actions</b> ⋮
4/2/2021	Processed	1 of 1	Funds Transfer - Tracking ID: 17779	COMMERCIAL CKG W/INT ****4277		
4/1/2021	Cancelled	N/A	ACH Batch - Tracking ID: 17778	COMMERCIAL CHECKING ****7245		
4/1/2021	Cancelled	N/A	Domestic Wire - Tracking ID: 17771	COMMERCIAL CHECKING ****7245		
4/1/2021	Cancelled	N/A	Domestic Wire - Tracking ID: 17769	COMMERCIAL CHECKING ****7245		
3/16/2021	Cancelled	N/A	International Wire - Tracking ID: 17707	COMMERCIAL CHECKING ****7245		
3/16/2021	Cancelled	N/A	Domestic Wire - Tracking ID: 17706	COMMERCIAL CHECKING ****7245	\$100.00	<input type="checkbox"/> ⋮
3/16/2021	Cancelled	N/A	International Wire - Tracking ID: 17705	COMMERCIAL CHECKING ****7245	\$100.00	<input type="checkbox"/> ⋮

**Actions** ⋮

- Toggle Details
- Approve**
- Cancel
- Inquire
- Copy
- Print Details

To **Approve** a transaction, click the kabob menu and select **Approve**.

Credits: [0] \$0.00 | Debits: [0] \$0.00



All activity performed via Online Banking will be displayed here.

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### Online Activity

Single Transaction

Search

Amount

Created	Status	Count	Description	Account	Amount	Actions
4/2/2021	Processed	1 of 1	Stop Payment - Tracking ID: 17784	COMMERCIAL CHECKING ****7245	\$0.00	⋮
4/2/2021	Drafted	0 of 1	International Wire - Tracking ID: 17782	COMMERCIAL CKG W/INT ****7757	\$0.01	⋮
4/2/2021	Processed	1 of 1	Funds Transfer - Tracking ID: 17779	COMMERCIAL CKG W/INT ****4277		
4/1/2021	Cancelled	N/A	ACH Batch - Tracking ID: 17778	COMMERCIAL CHECKING ****7245		
4/1/2021	Cancelled	N/A	Domestic Wire - Tracking ID: 17771	COMMERCIAL CHECKING ****7245		
4/1/2021	Cancelled	N/A	Domestic Wire - Tracking ID: 17769	COMMERCIAL CHECKING ****7245		
3/16/2021	Cancelled	N/A	International Wire - Tracking ID: 17707	COMMERCIAL CHECKING ****7245	£100.00	⋮
3/16/2021	Cancelled	N/A	Domestic Wire - Tracking ID: 17706	COMMERCIAL CHECKING ****7245	\$100.00	⋮
3/16/2021	Cancelled	N/A	International Wire - Tracking ID: 17705	COMMERCIAL CHECKING ****7245	\$100.00	⋮

Credits: [0] \$0.00 | Debits: [0] \$0.00

**Approve Transaction**

Are you sure you want to approve this transaction?

No Confirm

A pop-up window will ask to confirm that you would like to approve the transaction. Click **Confirm** to approve.

All activity performed via Online Banking will be dis

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4/2/2021

4/1/2021

4/1/2021

4/1/2021

3/16/2021

3/16/2021

3/16/2021

Text me : (XXX) XXX-6373

Call me : (XXX) XXX-6373

Cancel



## Secure Access Code Required

A secure access code is required to authorize this transaction. Please select your delivery method to receive your secure access code:



Amount

CHECKING

\$0.00

KING W/INT

\$0.01

KING W/INT

COMMERCIAL CHECKING  
\*\*\*\*7245COMMERCIAL CHECKING  
\*\*\*\*7245COMMERCIAL CHECKING  
\*\*\*\*7245COMMERCIAL CHECKING  
\*\*\*\*7245COMMERCIAL CHECKING  
\*\*\*\*7245COMMERCIAL CHECKING  
\*\*\*\*7245

Credits: [0] \$0.00 | Debits: [0] \$0.00

In order to approve a transaction, the system will require you complete a **Secure Access Code** via a phone call or text message. Select your preferred method of delivery for the code.

All activity performed via Online Banking will be displayed here.

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Enter your Secure Access Code

Enter the code that has been sent via text me to (XXX) XXX-6373.

Enter code  
849835

Back Verify

Created	Status	Account	Description	Amount
4/2/2021	Cancelled	N/A	ACH Batch - Tracking ID: 17778	\$0.00
4/2/2021	Cancelled	N/A	Domestic Wire - Tracking ID: 17771	\$0.01
4/2/2021	Cancelled	N/A	Domestic Wire - Tracking ID: 17769	\$0.01
4/1/2021	Cancelled	N/A	ACH Batch - Tracking ID: 17778	\$0.00
4/1/2021	Cancelled	N/A	Domestic Wire - Tracking ID: 17771	\$0.01
4/1/2021	Cancelled	N/A	Domestic Wire - Tracking ID: 17769	\$0.01
3/16/2021	Cancelled	N/A	International Wire - Tracking ID: 17707	\$100.00
3/16/2021	Cancelled	N/A	Domestic Wire - Tracking ID: 17706	\$100.00
3/16/2021	Cancelled	N/A	International Wire - Tracking ID: 17705	\$100.00

Credits: [0] \$0.00 | Debits: [0] \$0.00

Once you receive the Secure Access Code, entered it in the text field provided. Then, click **Verify** to continue.

All activity performed via Online Banking will be dis

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Authorized

1 of 1

International Wire - Tracking ID:  
17782COMMERCIAL CKG W/INT  
\*\*\*\*7757

Amount

\$0.00

CHECKING

\$0.00

**Tracking ID:** 17782  
**Batch ID:** 448  
**Created:** 04/02/2021 11:13 AM  
**Created By:** Test User  
**Authorized:** 04/02/2021 12:08 PM  
**Authorized By:** Kyle Kasbohm  
**Will process On:** 04/02/2021  
**From Account:** COMMERCIAL CKG W/INT \*\*\*\*7757  
**To Account:** 234325325  
**To Account Type:** Checking  
**Currency Code:** USD  
**Originator Wire Header:** AccessJFG Demo  
**Foreign Currency Amount:** \$0.01  
**USD Amount:** \$0.01

**Recipient Name:** Kyle Kasbohm  
**Recipient Wire Name:** Kyle Kasbohm  
**Recipient Address 1:** 555 Main St  
**Recipient Address 3:** Racine, WI 5  
**Beneficiary FI Name:** Bank of Scot  
**Beneficiary FI SWIFT/BIC:** BOFSGBZ1  
**Beneficiary FI Address 1:** The Mound  
**Beneficiary FI Address 2:** Edinburgh  
**Beneficiary FI Address 3:** EH1 1YZ



## Approval Successful

Transaction successfully approved.

#17782 (\$0.01) Approved

Close

You will receive a successful approval message. Click **Close** to return to the Online Activity page.

To **Cancel** a transaction, click the kabob menu and choose **Cancel**.

Please note, if you want to cancel an entire series of Recurring Transactions, you must cancel the transaction from the Recurring Transactions tab. If you cancel one instance of a recurring transaction from the Single Transactions tab, the next instance of the recurring transaction will still take place. Canceling the entire series in the Recurring Transactions tab will cancel all future, unprocessed instances of the recurring schedule.

Also note, there is no way to modify an existing scheduled recurring transaction. If you need to make an update to a recurring transaction (for example, you have a monthly recurring ACH to pay your rent and the rent amount increased), you will have to cancel the existing recurring schedule and initiate a new schedule with the updated amounts. After cancelling the original transaction, you can easily reinstate the transaction by choosing to copy the original transaction and make updates there; see the **Copy** transaction instructions further along in this guide for more details.

How Filters' for additional search and navigation options. ×

Recurring Transactions

☆ 🖨️ ⬇️ 🔍

Approvals	Transaction Type	Account	Amount	
1 of 1	Stop Payment - Tracking ID: 17784	COMMERCIAL CHECKING ****7245	\$0.00	☐ ⋮
1 of 1	International Wire - Tracking ID: 17782	COMMERCIAL CKG W/INT ****7757	\$0	Actions ⋮
1 of 1	Funds Transfer - Tracking ID: 17779	COMMERCIAL CKG W/INT ****4277		
N/A	ACH Batch - Tracking ID: 17778	COMMERCIAL CHECKING ****7245		
N/A	Domestic Wire - Tracking ID: 17771	COMMERCIAL CHECKING ****7245		
N/A	Domestic Wire - Tracking ID: 17769	COMMERCIAL CHECKING ****7245		
N/A	International Wire - Tracking ID: 17707	COMMERCIAL CHECKING ****7245	£100.00	☐ ⋮
N/A	Domestic Wire - Tracking ID: 17706	COMMERCIAL CHECKING ****7245	\$100.00	☐ ⋮
N/A	International Wire - Tracking ID: 17705	COMMERCIAL CHECKING ****7245	\$100.00	☐ ⋮

Credits: [0] \$0.00 | Debits: [0] \$0.00

All activity performed via Online Banking will be dis

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4/2/2021

4/1/2021

4/1/2021

4/1/2021

3/16/2021

3/16/2021

3/16/2021

No

Confirm



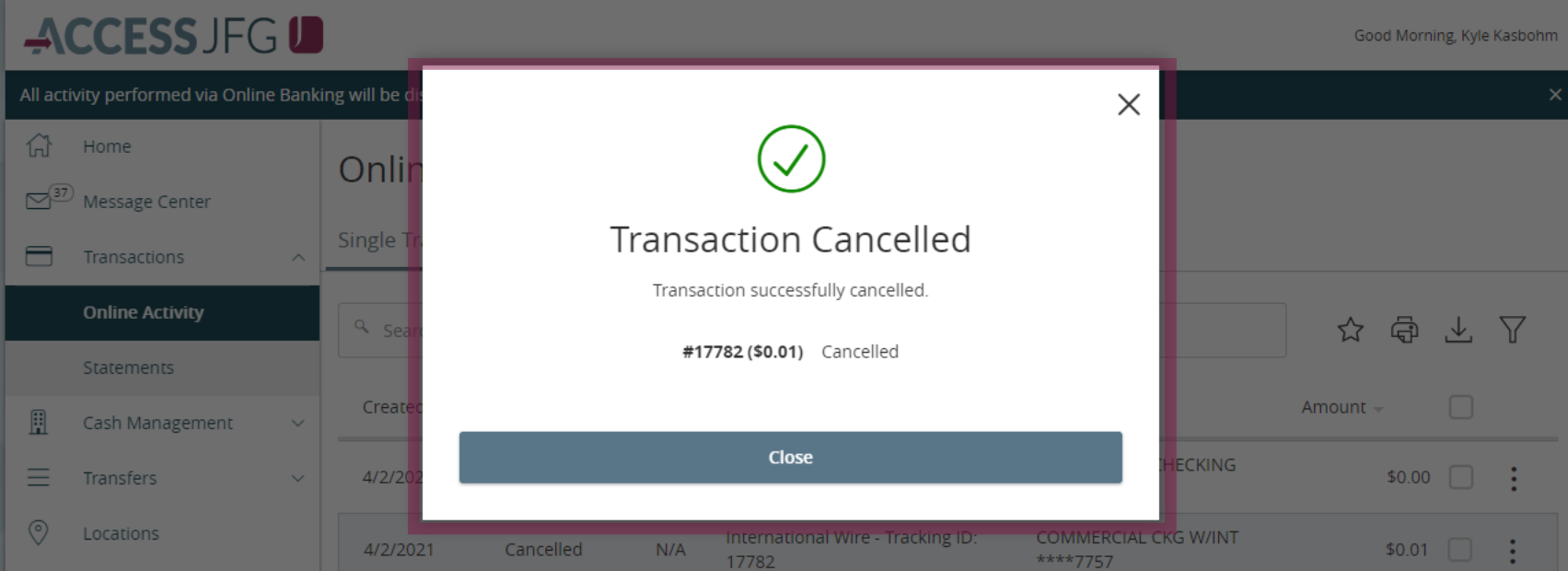
## Cancel Transaction

Are you sure you want to cancel this transaction?

4/2/2021	Processed	1 of 1	Funds Transfer - Tracking ID: 17779	COMMERCIAL CKG W/INT ****4277	\$1.00	<input type="checkbox"/>	⋮
4/1/2021	Cancelled	N/A	ACH Batch - Tracking ID: 17778	COMMERCIAL CHECKING ****7245			
4/1/2021	Cancelled	N/A	Domestic Wire - Tracking ID: 17771	COMMERCIAL CHECKING ****7245			
4/1/2021	Cancelled	N/A	Domestic Wire - Tracking ID: 17769	COMMERCIAL CHECKING ****7245			
3/16/2021	Cancelled	N/A	International Wire - Tracking ID: 17707	COMMERCIAL CHECKING ****7245			
3/16/2021	Cancelled	N/A	Domestic Wire - Tracking ID: 17706	COMMERCIAL CHECKING ****7245	\$100.00	<input type="checkbox"/>	⋮
3/16/2021	Cancelled	N/A	International Wire - Tracking ID: 17705	COMMERCIAL CHECKING ****7245	\$100.00	<input type="checkbox"/>	⋮

Credits: [0] \$0.00 | Debits: [0] \$0.00

A pop-up window will ask you to confirm you want to cancel the transaction. Click **Confirm** to continue.



You will receive a message confirming the transaction was cancelled. Click **Close** to continue.

**Reminder:** If you want to cancel an entire series of Recurring Transactions, you must cancel the transaction from the Recurring Transactions tab. If you cancel one instance of a recurring transaction from the Single Transactions tab, the next instance of the recurring transaction will still take place. Canceling the entire series in the Recurring Transactions tab will cancel all future, unprocessed instances of the recurring schedule.

<b>From Account:</b>	COMMERCIAL CKG W/INT ****7757	<b>Beneficiary FI Address 1:</b>	The Mound
<b>To Account:</b>	234325325	<b>Beneficiary FI Address 2:</b>	Edinburgh
<b>To Account Type:</b>	Checking	<b>Beneficiary FI Address 3:</b>	EH1 1YZ
<b>Currency Code:</b>	USD		
<b>Originator Wire Header:</b>	AccessJFG Demo		
<b>Foreign Currency</b>	\$0.01		

All activity performed via Online Banking will be displayed here. Use 'Show Filters' for additional search and navigation options. X

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## Online Activity

Single Transactions Recurring Transactions



Created date Status Approvals Transaction Type Account Amount

NG \$0.02

- Toggle Details
- Approve
- Cancel series
- Copy**
- Print Details

To **Copy** a transaction, click the kabob menu and choose **Copy**.

Copying a transaction will bring you to the New Transaction screen for that transaction type. It will pre-fill in all the information from the transaction you copied except for the Effective/Process date. Copying a transaction can be important if you are looking to remove (or delete) a user or user role who has unprocessed and/or recurring transactions scheduled. A user cannot be deleted if he/she has unprocessed and/or recurring transactions scheduled. Or, if a user role that has unprocessed and/or recurring transactions scheduled is deleted, the transactions will not process as the entitlements that authorized those transactions no longer exist. For more information about deleting users or user roles, see the **Deleting Users and User Roles in AccessJFG** user guide.

Copying a transaction will also be important if you need to update an existing recurring transactions. Recurring transactions cannot be updated (for example to change dollar amounts). If a recurring transaction must be updated, it should be cancelled and then a new transaction could be copied allowing you to edit anything from the original transaction.



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ACH Batch [Change Type](#)[Upload From File](#) [Import Amounts](#) <sup>?</sup>

## Origination Details

SEC Code <sup>?</sup>	Company Entry Description	From Subsidiary
PPD - Prearranged Payment and Deposits	Retirement	AccessJFG Demo *****6789
Account	Effective Date	Recurrence
COMMERCIAL CHECKING ****7245 \$3,872.84	<input type="text"/>	None

## Recipients (2)

Filters: **All** Pre-Notes[+ Add multiple recipients](#)

Recipient/Account	Amount
Andy Dufresne Savings 987654321	\$0.01
Red Redding Checking 12345689	\$0.01
<a href="#">+ Add another recipient</a>	

\$0.02  
2 payments[Cancel](#) [Draft](#) [Approve](#)

After clicking Copy, you will be taken to the new payment page for that transaction type. All the payment information will automatically fill in on this page except for the Effective Date (for ACH) or Process Date (for wires) or any recurring schedule. Simply choose the effective/process date and set a recurring schedule if needed.

Review the rest of the transaction for any possible updates that may be needed.

When finished, **Draft** or **Approve** the transaction at the bottom like a regular ACH or Wire transaction.

- Settings
- Log Off

# Additional Resources and Support

- For additional resources, including “how-to” guides, please visit our online Client Resources page at:
  - » <https://www.johnsonfinancialgroup.com/client-resources>
- If further support is needed, please call our Treasury Management Support Center at 888.769.3796 or by email at [tmsupport@johnsonfinancialgroup.com](mailto:tmsupport@johnsonfinancialgroup.com).

