HOW TO SUBMIT AN ONLINE BANKING CONTRACT

Tools for Treasurers With a Business Services Bank Account
Step One: Finding the Form

1. Go to the DSA Business Services website
   
   https://dsabusinessservices.uconn.edu/

2. Select Virtual Front Desk
Step One: Finding the Form

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

1. Sign into UConntact
2. Select **NEW SUBMISSION**
Step Three: Organization Info

- Enter your RSO (Registered Student Organization) name

If you have a SABS bank account, select your org from the drop-down

If your org does not have a SABS account, enter the full name of your org as it appears on UConntact
Step Four: Treasurer Information

- Enter the required information

- Treasurer Name
- Treasurer NetID (ex. abc12345)
- Treasurer Email
- Treasurer Phone Number
Step Four: President Information

- Enter the required information

- President Name

- President NetID (ex. abc12345)

- President Email

- President Phone Number
Step Four: Advisor Information

- Enter the required information

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisor Name</td>
<td></td>
</tr>
<tr>
<td>Advisor Email</td>
<td></td>
</tr>
<tr>
<td>Advisor Phone Number</td>
<td></td>
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</tbody>
</table>
Step Four: Executive Officer 1 Information

- Enter the required information of another executive officer to be an authorized Reviewer on the Banking Contract

- Executive Officer 1 Name
- Executive Officer 1 NetID (ex. abc12345)
- Executive Officer 1 Title
- Executive Officer 1 Email
Step Four: Executive Officer 2 Information

- The second officer is optional, but highly recommended
- If you select a second officer, enter all their information

Executive Officer 2 Name (optional, strongly suggested)

Executive Officer 2 NetID (ex. abc12345) (optional, strongly suggested)

Executive Officer 2 Title (optional, strongly suggested)

Executive Officer 2 Email (optional, strongly suggested)
Step Five: Agree to Statement

1. Check this box

2. Read this statement

By completing and reviewing this form, your organization and its members agree to abide by the following statement regarding your organization’s SABS bank account:

The members on this form, as duly authorized representatives of the above mentioned student organization, do hereby request to have an account with the Business Services Student Organizations Fund for a period of one fiscal year. We understand that all financial activity, including but not limited to cash receipts and disbursements, will be channeled through this Business Services account and that we will have no outside bank accounts. We further understand that we are required to have a Beneficiary Card on file and that a review of our financial activities will be annually performed by Business Services. We in turn pledge to keep proper accounting records in the form prescribed by the University and that these records will be made available for review upon request. Business Services reserves the right to decline or suspend services if the organization fails to comply or if services conflict with State or University policies and procedures. In the event the organization ceases operations and/or does not renew its contract it authorizes Business Services to distribute funds to its designated beneficiary for balances greater than or equal to $20; balances less than $20 will be disbursed to all other active account holding organizations. We also authorize Business Services to disperse funds for outstanding debts incurred, should the organization cease operations.
Step Six: Go to Next Page

* Required

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Select NEXT
Step Seven: Reviewers

1. Enter the UConn email of the advisor listed on the previous page

2. Select **ADD ANOTHER REVIEWER** to add the UConn emails of the Executive Officers listed on the previous page
Step Eight: Go to Next Page

Email
Enter a valid email

+ ADD ANOTHER REVIEWER

Select **NEXT**
Step Nine: Submit Form

Review Submission

If you have reviewed and completed the necessary steps below, please submit your Form for approval. To visit sections you have not reviewed or completed, please click on the step immediately preceding where you left off in order to continue through the remainder of the Form.

Submission

In Progress

SABS Online Banking Contract

1. SABS Online Banking Contract
   - Banking Contract

1 Reviewer(s) Identified

Select SUBMIT
Step Ten: Processing and Approval

- After submitting your contract the Reviewers must open and review the contract:
  - Reviewers will receive an email notification from UConntact
  - If they approve they should give it a **green thumbs up** and write “Approved” in the Discussion section
  - If they do not approve they should give it a **red thumbs down** and provide the reason in the Discussion section

- If all Reviewers give the contract a **green thumbs up**:
  - SABS will process and notify you when complete

- If a reviewer(s) give the contract a **red thumbs down**:
  - SABS will deny the contract and you will be able to edit and resubmit

- If there is an error on the contract:
  - SABS will deny the contract and provide instructions to correct and resubmit

- If you would like to check the status of a contract submission, please email [dsabusinessservices@uconn.edu](mailto:dsabusinessservices@uconn.edu)