New SABS Online Banking Contact Instructions:

- Page 1 - for Treasurers Only
- Page 2 - for Reviewers/Executive Officers/Advisors (Authorized Signers on Banking Contract)

**Treasurers Only**

1. Log into UConntact.
2. Open the SABS Online Banking Contract using the following link: https://uconntact.uconn.edu/submitter/form/start/453226.
3. Click on **NEW SUBMISSION** box.
4. Choose your organization from the drop down list:
   a. If a new organization, choose **NEW** from the list and then enter the name of your organization.
   b. Enter your organization name **exactly** as it appears on UConntact.
5. Enter information about the members of your organization who are authorized to review disbursements:
   a. Treasurer, President, and Advisor are mandatory.
   b. Select one or two additional Executive Officers (one is mandatory, the second is optional).
6. Check the box indicating your approval of the terms and conditions.
7. Click **NEXT**.
8. Copy Page 2 of these instructions into an email.
9. Send the email to the Executive Officers and Advisor you listed on the Banking Contract.
   a. NOTE - In UConntact, members on the banking contract are referred to as **Reviewers**.
10. On the second screen of the form – re-enter the **UConn emails** of all the members listed on the previous screen, excluding yourself:
    a. **CRITICAL** - this is the only way officers/advisors can see and approve the banking contract.
    b. Click “Add Another Reviewer” at the bottom of the screen to create additional fields.
    c. Continue until you have added ALL of the member’s UConn email addresses.
11. Click **NEXT**.
12. You may use the links in the Submission section to go back and edit/review any information.
13. Click **SUBMIT** to finalize the form.
14. Executive Officers on the form will receive an email to review the form from UConntact. They must open the form, review the data, and approve or deny the information.
15. SABS will approve the form when the information provided matches your organization’s UConntact page and all authorized Reviewers have given the form a thumbs up. You will be notified of this approval.
16. Email dsabusinessservices@uconn.edu if you have not received an approval notification and would like a status update.
**Reviewers/Executive Officers/Advisors (Authorized Signers on SABS Banking Contract)**

1. Open the email from UConntact with the subject line “Review Form Submission: SABS Online Banking Contract.”

2. Click the blue **Review Submission** box in the email to open the form.

3. Click **Expand All** and review the contract information.

4. If you agree with the contract information:
   
   a. Click the **thumbs up** symbol next to your name (it should turn green).
   
   b. When the thumbs up turns green, exit the form.

5. If you do not agree with the contract information:
   
   a. Click the **thumbs down** symbol next to your name (it should turn red).
   
   b. Scroll to bottom of the screen.
   
   c. Type your **reason for not agreeing** in the Discussion section.
   
   d. Click **Post**.
   
   e. Exit the form.