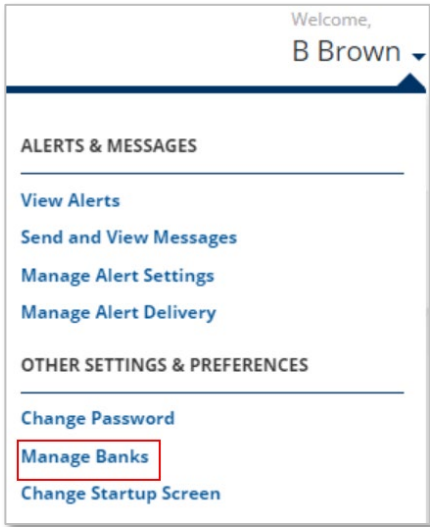


MANAGE STANDARD AND PREFERRED BANKS

Treasury Internet Banking's flexible customization options help streamline your payments workflow by providing the ability to create a list of Preferred Banks for your frequently used financial institutions.

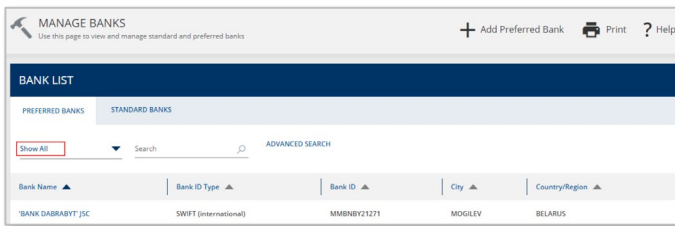


MANAGING BANKS

Easily manage settings for preferred and standard banks within Manage Banks.

STEP 1: MANAGING BANKS

1. To view the *Manage Banks* option click the arrow next to your username
2. Select *Manage Banks* from the *Other Settings & Preferences* menu.

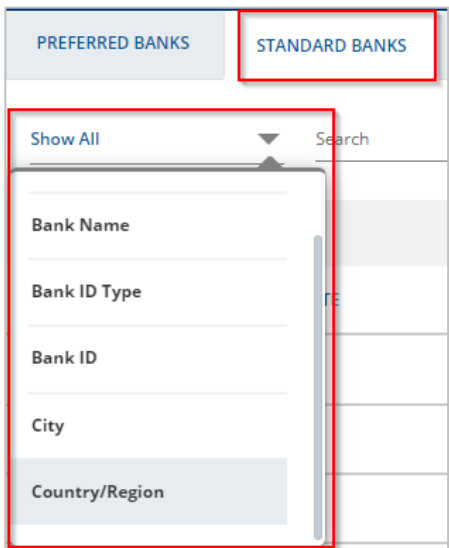


STEP 2: SEARCH OPTIONS

On the *Manage Banks* overlay, the *Bank List* section displays two tabs-

- *Preferred Banks*
- *Standard Banks*

The default view is the *Preferred Banks* tab.



STEP 3: CREATING PREFERRED BANKS

1. Click the *Standard Bank* tab and use the filter options search for domestic or international bank.

The Standard Banks list contains all the banks that are available for payments through the Federal Reserve and SWIFT networks.

2. Use the Search criteria options to filter the list by *Bank Name*, *Bank ID Type*, *Bank ID*, *City*, or *Country/Region*.

Please note when searching by Bank ID Type, only ABA and SWIFT Bank Types are supported.

ADVANCED SEARCH

Bank Name: Enter Bank Name

Bank ID Type: Select Bank ID Type

Bank ID: Select Bank ID Type ✓

Country/Region: ABA (ACH)

City: ABA (Wire)

SWIFT (international)

Canadian Payments Routing Number

STEP 3: ADVANCED SEARCH OPTIONS

To further refine the search results, you can use the *Advanced Search* option.

1. Click the *Advanced Search* link and an overlay is displayed, providing the opportunity to search by multiple fields.
2. Specify the details in the search criteria fields and click *Search* at the bottom of the screen.

The search results display the specified bank details.

BANK LIST

PREFERRED BANKS STANDARD BANKS

Bank ID: AACHDE31 ADVANCED SEARCH

Bank Name	Bank ID Type	Bank ID	City	Country/Region
AACHENER' GRUNDVERMOEGEN-KAPITALAN	SWIFT (international)	AACHDE31	KOELN	GERMANY

3. Click the bank name hyperlink to see additional details.

ADD PREFERRED BANK

Bank Name: 'AACHENER' GRUNDVERMOEGEN-KAPITALAN

Bank ID Type: SWIFT (international)

Bank ID: AACHDE31

Country/Region: Germany

Address: WOERTHSTRASSE 32

City: KOELN

State:

Cancel Submit

STEP 4: ADD PREFERRED BANK

4. Click *Submit* to save the bank to your list of **Preferred Banks**.

CREATE RECIPIENT

Recipient Name: Enter Recipient Name

Recipient ID: Enter Recipient ID

Account Type: Select an Account Type

Account Number: Enter Account Number

Bank: Select from List Enter Bank Information with Bank ID

Preferred Bank List Full Bank List

Options: Save to Master Recipient List Add Contact Information

STEP 5: SELECTING PREFERRED BANK FROM THE RECIPIENT SCREEN

1. When creating templates or initiating payments, simply enter the recipient or beneficiary name and account number.
2. Choose the financial institution from your Preferred Bank list.