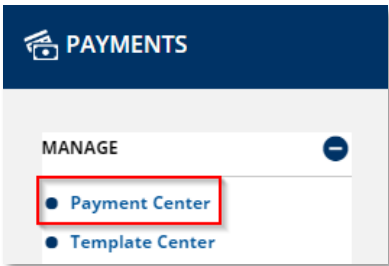


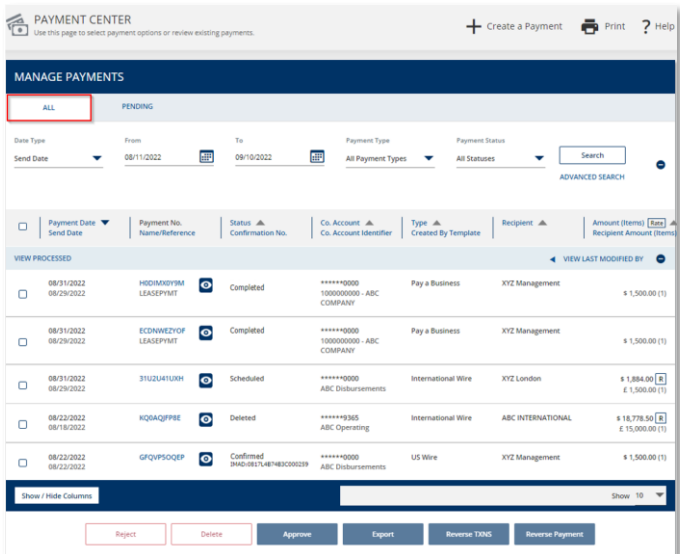
PAYMENT CENTER AND TEMPLATE CENTER

Treasury Internet Banking's robust Payment and Template Centers help you oversee and manage your important ACH and Wire transactions.



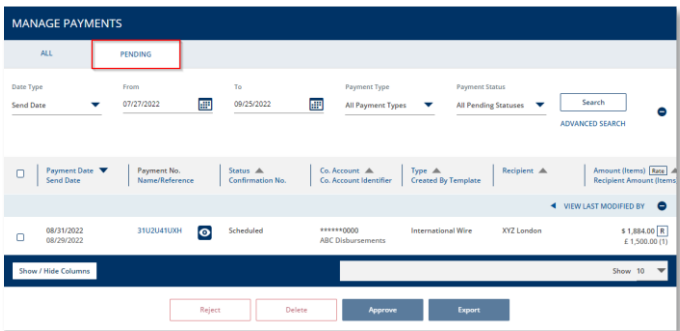
STEP 1: PAYMENT CENTER

1. Navigate to the *Payments* menu
2. Select *Payment Center* from the *Manage* submenu.



The *Payment Center* screen displays the existing payments on two tabs.

The *All* tab shows all payments regardless of status.



The *Pending* tab shows any payments that are pending approval or scheduled to be sent to the bank at a later date.

STEP 2: CUSTOMIZING THE DISPLAY

You can customize the display in several different ways:

1. Select the *Show/Hide Columns* button to select which fields of information to display.
2. To change the order of the columns, use the move icon.
3. Click the *column sort icons* to change the display's sort order.
4. Use the *pagination* options at the bottom of the page to select the number of entries to display per page.

The screenshot shows the 'MANAGE PAYMENTS' interface. At the top, there are tabs for 'ALL' and 'PENDING'. Below these are filters for 'Date Type', 'Send Date', 'From', 'To', 'Payment Type', and 'Payment Status'. A 'Search' button is on the right. Below the filters is a table with columns: Payment Date, Payment No., Status, Co. Account, Type, Recipient, and Amount. The 'Show/Hide Columns' button is highlighted in the top navigation bar. At the bottom, there are buttons for 'Reject', 'Delete', 'Approve', 'Export', 'Reverse TONS', and 'Reverse Payment'.

STEP 3: SEARCH OPTIONS

1. To search by specific payment, based on Date, Payment Type or Status, use the appropriate *Search criteria*.
2. Use the *Advanced Search* options to further refine the search results.
3. Click the View Last Modified By hyperlink to display the last user to modify or approve the payment in place of the Amount.
4. Click the Last Modified By hyperlink to switch the column display back to Amount.
5. Select a payment and use the buttons at the bottom of the page to *Reject*, *Delete*, *Approve*, or *Export* the payment, or *Reverse ACH* transactions or batches.

The screenshot shows the 'MANAGE PAYMENTS' interface. At the top, there are tabs for 'ALL' and 'PENDING'. Below these are filters for 'Date Type', 'Send Date', 'From', 'To', 'Payment Type', and 'Payment Status'. A 'Search' button is on the right. Below the filters is a table with columns: Payment Date, Payment No., Status, Co. Account, Type, Recipient, and Amount. The 'Advanced Search' options are highlighted in the top navigation bar. At the bottom, there are buttons for 'Reject', 'Delete', 'Approve', 'Export', 'Reverse TONS', and 'Reverse Payment'.

The screenshot shows the 'MANAGE PAYMENTS' interface. At the top, there are tabs for 'ALL' and 'PENDING'. Below these are filters for 'Date Type', 'Send Date', 'From', 'To', 'Payment Type', and 'Payment Status'. A 'Search' button is on the right. Below the filters is a table with columns: Payment Date, Payment No., Status, Co. Account, Type, Recipient, and Amount. The 'Last Modified By' hyperlink is highlighted in the table. At the bottom, there are buttons for 'Reject', 'Delete', 'Approve', 'Export', 'Reverse TONS', and 'Reverse Payment'.

The screenshot shows the 'MANAGE PAYMENTS' interface. At the top, there are tabs for 'ALL' and 'PENDING'. Below these are filters for 'Date Type', 'Send Date', 'From', 'To', 'Payment Type', and 'Payment Status'. A 'Search' button is on the right. Below the filters is a table with columns: Payment Date, Payment No., Status, Co. Account, Type, Recipient, and Amount. The 'Show/Hide Columns' button is highlighted in the top navigation bar. At the bottom, there are buttons for 'Reject', 'Delete', 'Approve', 'Export', 'Reverse TONS', and 'Reverse Payment'.


MANAGE PAYMENTS

ALL PENDING

Date Type From To Payment Type Payment Status

Send Date 07/27/2022 09/25/2022 All Payment Types All Pending Statuses Search

ADVANCED SEARCH

<input type="checkbox"/>	Payment Date Send Date	Payment No. Name/Reference	Status Confirmation No.	Co. Account Co. Account Identifier	Type Created By Template	Recipient	Amount (Items) Recipient Amount (Items)
<input type="checkbox"/>	08/31/2022 08/29/2022	31U2U41U0H	 Scheduled	*****0000 ABC Disbursements	International Wire	XYZ London	\$ 1,884.00 £ 1,500.00 (1)



Show / Hide Columns Show 10

Reject Delete Approve Export

6. Click the View Details “eye” icon to details of a specific payment.

VIEW INTERNATIONAL WIRE PAYMENT

Use this page to view a International Wire payment.

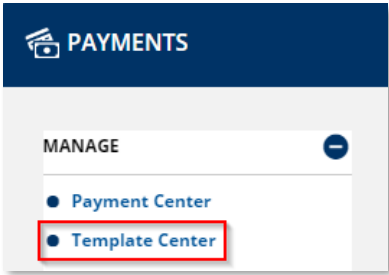
 View History  Print

7. On the *View Payment* details screen, select the *View History* option to see who created, modified, or approved the payment and the dates and times.

VIEW PAYMENT HISTORY

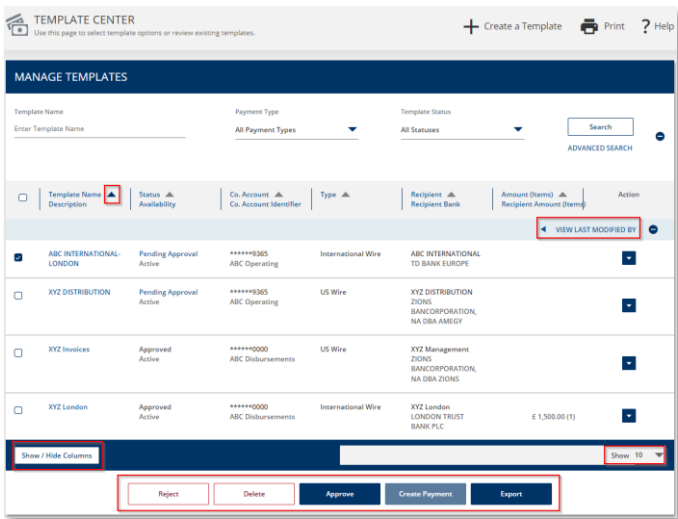
User ID	Activity	Date/Time
GINGER	create	08/20/2022 17:00
AMBER	approve	08/20/2022 17:09

Cancel



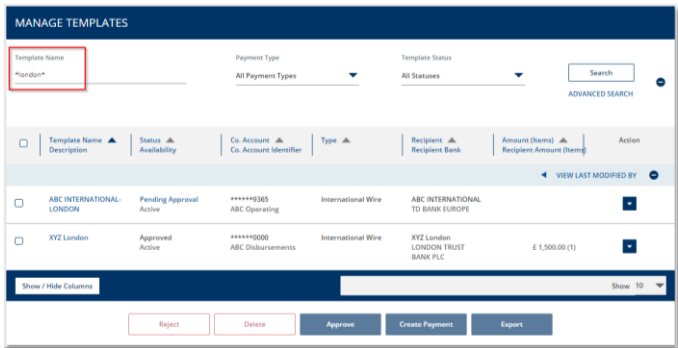
STEP 4: TEMPLATE CENTER

- 1. Navigate to the *Payments* menu and select *Template Center* from the *Manage* submenu.



The *Template Center* also has the same customizable features available, such as the *Show/Hide Columns* button, *column sort icons*, and *pagination options* to personalize the display.

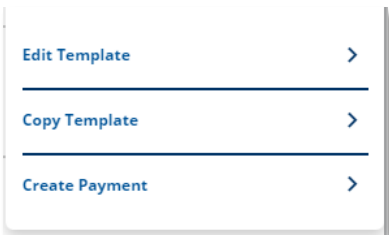
- 2. Select a template and use the buttons at the bottom of the page to *Reject*, *Delete*, *Approve*, or *Export* the payment, or *Create a Payment*.



- 3. Use the *Search* options to display specific templates, based on Name, Payment Type, or Status.

Use the asterisk wildcard (*) in the *Template Name* field to quickly find specific templates.

Use the *Advanced Search* options to further refine the search results.



Use the options in the *Action* dropdown menu to *Edit* or *Copy* a template or to *Create a Payment*.