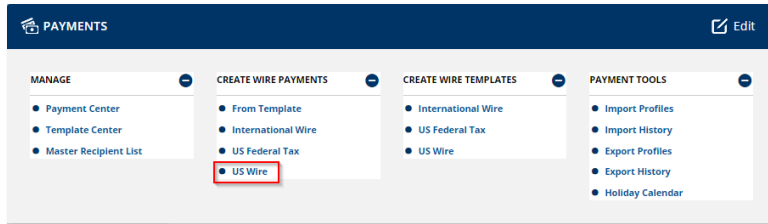


US WIRE PAYMENTS

Treasury Internet Banking's US Wire payment feature allows you to send funds quickly and easily to individuals and businesses throughout the United States.

Navigation

Navigate to the *Payments* menu and select *US Wire* from the *Create Wire Payments* sub-menu.



Payment Creation

STEP 1: PAYMENT INFORMATION

1. On the payment creation screen, enter the required details in the *Payment Information* section.
2. Select the *Debit Account* from the dropdown list.
3. Enter the *Amount* of the wire.
4. Enter or use the calendar icon to select the *Value Date*. This is the date you want the payment to be received by the recipient(s).

The default payment *Frequency* is One-Time-Only.

5. Select the *Recurring* radio button if desired to create a recurring payment.

Recurring payment options include the ability to specify the total number of payments or to continue until further notice or until a specific date.

STEP 2: RECIPIENT

There are two ways to enter recipient information.

1. *Select Recipients* enables you to select recipients from your Master Recipient List.
2. *Create New* allows you to enter the information manually.

As a reminder, please be aware of fraud attempts and use extra caution when entering or modifying recipient information based on email instructions, especially requests stressing urgency or secrecy.

Verify payment instructions using a phone number on file (not one given by the requester).

3. Select *Create New* to enter new recipient information.
4. Enter the required information on the *Create Recipient* overlay.
5. Enter the *Recipient Name* (up to 35 characters).
6. Select the *Recipient's ID Type* from the dropdown list and enter the *ID*.

Optionally, you may enter the recipient address.

There are two options to provide the recipient's *Bank* information:

- *Select from List* allows you to search for the bank from the online Bank Lists.
- *Enter Bank Information with Bank ID* allows you to enter the Fed routing number (ABA) if you already have the information.

For more information about the Bank Lists, please refer to the Manage Standard and Preferred Banks training session.

Options

☒ Save to Master Recipient List

☐ Add Contact Information

Cancel

Continue

In the *Options* field, you may select:

- *Save to Master Recipient List* to save the recipient information for future use. When creating future payments, you will be able to use the *Select Existing* option instead of entering the recipient manually.
- *Add Contact Information* to capture additional recipient details such as address, phone number, and email address.

7. Click *Continue* to proceed.

8. Review the entered details on the *Preview Recipient* screen and click *Submit*.

PREVIEW RECIPIENT

Required Fields

?

✕

Recipient Name	XYZ Management
Recipient ID Type	Account Number
Recipient ID	654321
Address Line 1	1717 Main Street
Address Line 2	Anytown, USA 11111
Bank ID Type	ABA (Wire)
Bank ID	124000054
Save to Master Recipient List	Yes
Recipient Contact Information	No

Cancel

Edit

Submit

STEP 3: ADDITIONAL INFORMATION

The *Ordering Customer* option is displayed if your company initiates payments on behalf of another business. This information is required for payments greater than \$3,000.

NOTE: Please contact the bank if you initiate payments on behalf of other businesses and the *Ordering Customer* field is not displayed.

Select *Create New* and enter the required information on the *Create Ordering Customer* overlay.

You may select *Save to Master Recipient List* to save the Ordering Customer information for future use. When creating future payments, you will be able to use the *Select Existing* option instead of entering the information manually.

Click *Continue* to proceed.

Occasionally the recipient's payment instructions require additional routing through an Intermediary bank or a Receiving bank. Use the optional *Routing Instructions* section to provide this information.

NOTE: The *Bank to Bank Information* and should not be used. Including information in this field may result in processing delays and additional fees.

ADDITIONAL INFORMATION

Ordering Customer: Select Existing, Create New

Routing Instructions: Add Intermediary Bank, Add Receiving Bank, Add Bank to Bank Information

Reference Info: Enter Reference for Recipient

Details of Payment: Invoice 99123

Cancel, Continue

Use the *Details of the Payment* field to provide additional information to the beneficiary about the payment.

Click the plus (+) icon to insert additional field lines.

Select *Continue* to proceed with the payment.

PREVIEW US WIRE PAYMENT

Use this page to preview a US wire payment.

PAYMENT INFORMATION

Debit Account: ABC Disbursements - *****0000

Amount: \$1,500.00

Value Date: 08/22/2022

Send Date: 08/22/2022

Frequency: One-Time Only

Recipient: XYZ Management, 654321, 1717 Main Street, Anytown, USA 11111

Bank: ZIONS BANCORPORATION, NA DBA ZIONS, ABA (Wire) 124000054

ADDITIONAL INFORMATION

Details of Payment: Invoice 99123

Cancel, Edit Payment, Submit Payment

Successful Submit
Payment: GFQVPSOQEP has been successfully created. Total amount \$ 1,500.00.

Save as Template, Create Another, Payment Center

On the *Preview Payment* screen, review the wire payment details and click *Submit Payment* to complete the process.

A *Successful Submit* message displays to confirm the payment submission.

Select *Save as Template* for faster payment processing in the future, or *Payment Center* to view the payment details and status.

CREATE US WIRE TEMPLATE
Use this page to create a new US Wire template.

TEMPLATE INFORMATION Required Fields

Template Activation: ☒ Active ☐ Inactive

Template Name: XYZ Invoices

Debit Account: ABC Disbursements - *****0000

Recipient: Remove
XYZ Management
654321
1717 Main Street
Anytown, USA 11111

Bank: ZIONS BANCORPORATION, N.A. DBA ZIONS
ABA (Wire) 124000054

Template Limit: Enter a Template Limit

Debit Amount: ☒ Define amount when payment is created
☐ Changeable amount (can be changed when payment is created)
☐ Exact amount (cannot be changed when payment is created)

Creating a Template from a Payment

STEP 1: TEMPLATE INFORMATION

1. After submitting a payment, select the *Save as Template* button.
2. On the *Create Template* screen, enter a unique *Template Name*. For best practice, avoid using special characters.

Assigning an optional *Template Limit* provides an additional layer of security. When the template is used to create a payment, the total amount of the batch cannot exceed this limit.

Debit Amount

☐ Define amount when payment is created

☒ Changeable amount (can be changed when payment is created)

Amount: 100.00

☐ Exact amount (cannot be changed when payment is created)

The *Debit Amount* options allow you to define how the dollar amount is determined when the template is used.

1. Select *Define amount when payment is created* allows you to leave the amount blank in the template and enter it each time the payment is created.
2. Select *Changeable amount* to enter an amount in the template but allow it to be changed when the payment is created.
3. Select *Define an amount that cannot be changed when the payment is created* to prevent the amount from being modified when the template is used.

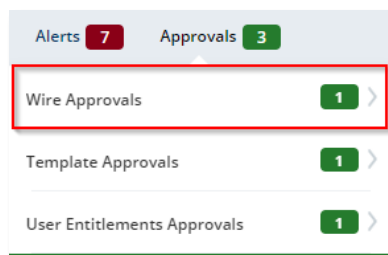
STEP 2: ADDITIONAL INFORMATION



1. In the *Details of Payments* section, select *Allow changes when making payments* to permit the optional text field to be updated when the template is used.
2. Click *Continue* to create the template.
3. Review the information on the *Preview Template* screen and click *Submit Template* to complete the process.
4. The *Successful Submit* message is displayed to confirm successful submission.
5. Go to *Template Center* to view the template status.

Approving a Payment

A security best practice is to require secondary approval for payment origination.



STEP 1: NAVIGATION

Use the convenient *Notification Center* at the top right corner of the screen to quickly navigate to the *Payment Center* to view payments pending approval.

Or select the *Payment Center* from the *Payments* menu.



The approver is responsible for reviewing all information for accuracy, including the payment (value) date, payment frequency, recipient, and dollar amount.

The screenshot shows the 'PAYMENT CENTER' interface with a 'MANAGE PAYMENTS' section. The 'PENDING' tab is selected. A table lists payment details. The first row shows a payment with a status of 'Pending Approval (0 of 1)'. Below the table are buttons for 'Reject', 'Delete', 'Approve', and 'Export'.

Payment Date	Payment No.	Status	Co. Account	Type	Recipient	Amount (Items)
Send Date	Name/Reference	Confirmation No.	Co. Account Identifier	Created By Template		Recipient Amount (Items)
08/22/2022	GFQVPSOQEP	Pending Approval (0 of 1)	*****0000	US Wire	XYZ Management	\$ 1,500.00 (1)
08/22/2022			ABC Disbursements			

Successful Submit
You have successfully approved payment GFQVPSOQEP.

STEP 2: APPROVAL

Payments must be approved before the cutoff time on the Send Date shown in the *Payment Center*.

1. Click the *Pending Approval* hyperlink to view the details of a payment prior to approval.
2. Click the *Approve* button on the payment details screen.

Alternately, to approve a pending payment without viewing the details, select the checkbox next to it and click the *Approve* button.

3. A *Successful Submit* message confirms the payment approval.

NOTE: When approving recurring payments, authorization is being granted for the entire series of payments, including payments scheduled for future dates.

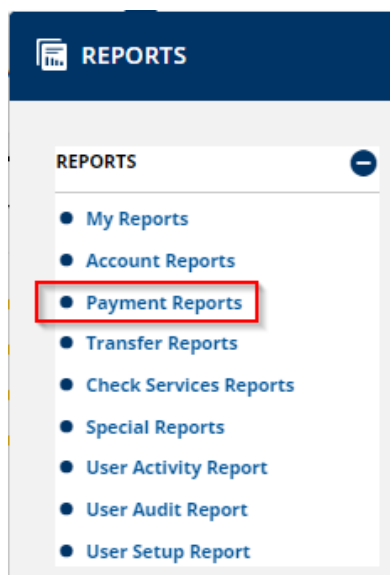
The screenshot shows the 'PAYMENT CENTER' interface with a 'MANAGE PAYMENTS' section. The 'PENDING' tab is selected. A table lists payment details. The first row shows a payment with a status of 'Scheduled'. Below the table are buttons for 'Reject', 'Delete', 'Approve', and 'Export'.

Payment Date	Payment No.	Status	Co. Account	Type	Recipient	Amount (Items)
Send Date	Name/Reference	Confirmation No.	Co. Account Identifier	Created By Template		Recipient Amount (Items)
08/22/2022	GFQVPSOQEP	Scheduled	*****0000	US Wire	XYZ Management	\$ 1,500.00 (1)
08/22/2022			ABC Disbursements			

Future-dated payments remain in the *Payment Center* with a *Scheduled* status until the Send Date.

While in a *Scheduled* status, the payment may be deleted or modified. Modified payments must go through the approval process again.

Once the payment is processed by the bank, the status is updated to *Confirmed* and includes a Fed Confirmation Number for your reference.



Payment Reports

Reports pertaining to wire payments, templates, and recipients are available within the *Reports* menu.

Select *Payment Reports* to view the report options.

You may also add your favorite standard and customized reports to the *My Reports* screen for easier access.