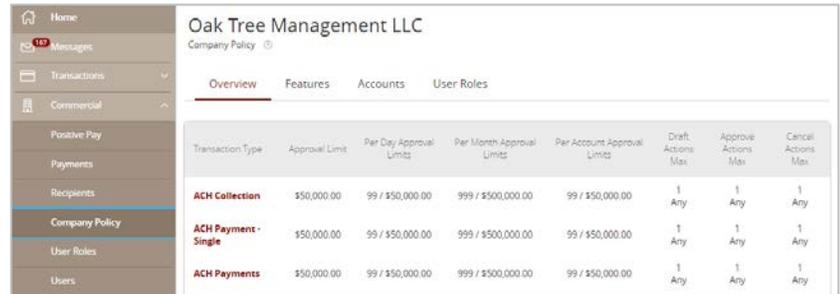# Company Policy Overview

NOTE: The Company Policy controls company-level feature entitlements and dollar limits where additional restrictions can be placed on all users regardless of the user level.

1. Select the 'Company Policy' option in the 'Commercial' menu.

2. Select an online transaction type by clicking on the corresponding blue link. (ex. ACH Collection)

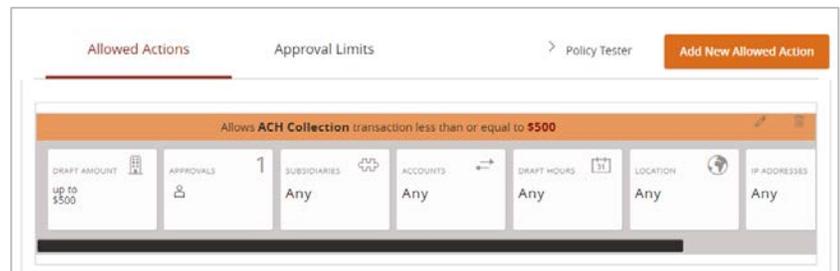**NOTE:** All transaction types in the 'Overview' section contain a consistent workflow for ease of use.

Allowed Actions

NOTE: One or multiple levels may be setup to establish general or granular user limitations.
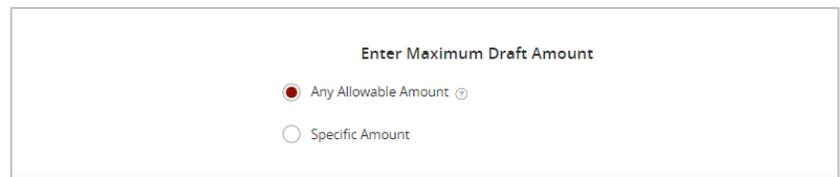
3. Click on the 'Draft Amount' box.

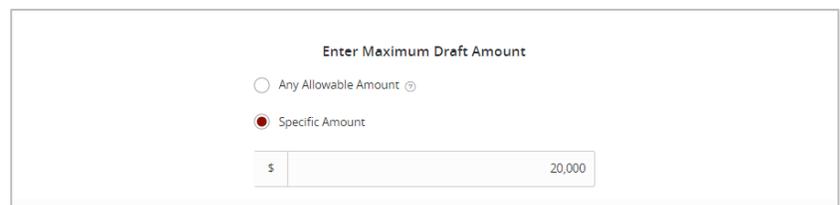4. Select 'Any Allowable Amount' or Specific Amount'.

5. If 'Specific Amount' is selected, specify the dollar amount for the allowed action.

Questions? Call our customer support.
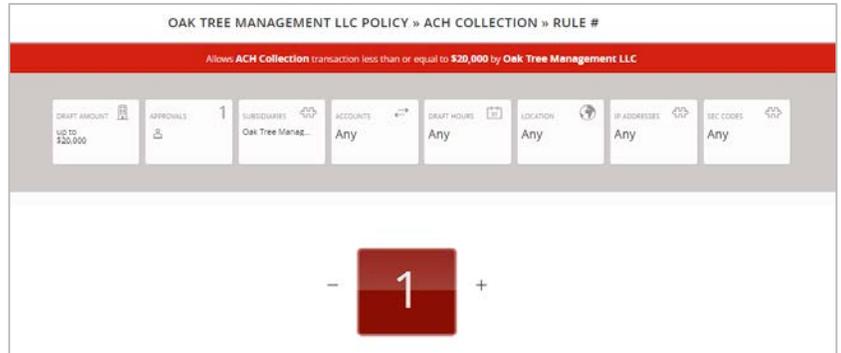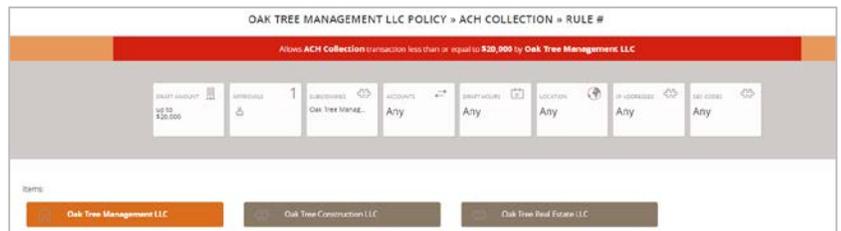Phone: 833-VERITEX (833-837-4839) or 469-443-9912

6. Click on the 'Approvals' box. Between one and five required approvals can be set.

7. Click the 'Subsidiaries' box. Select the subsidiary or subsidiaries allowed for this transaction type.

8. Click on the 'Accounts' box. Select the account(s) allowed for this transaction type.

NOTE: The selected account will turn orange when selected.
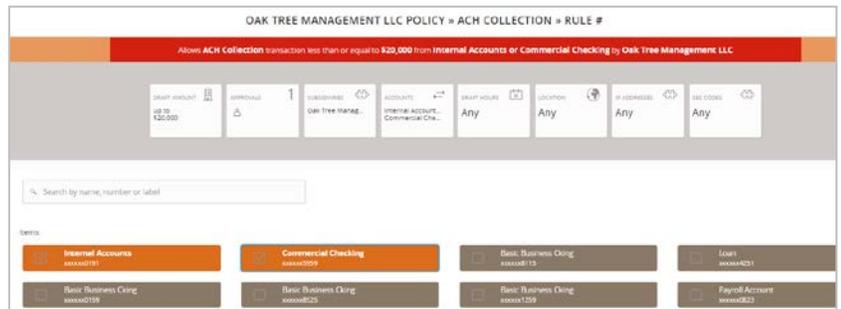
9. Click the 'Draft Hours' box. Select the days and hours allowed for this transaction type.

NOTE: The days of the week down the left side and the hours of the day across the top can be clicked to select an entire row or column. The individual boxes can also be selected or deselected.
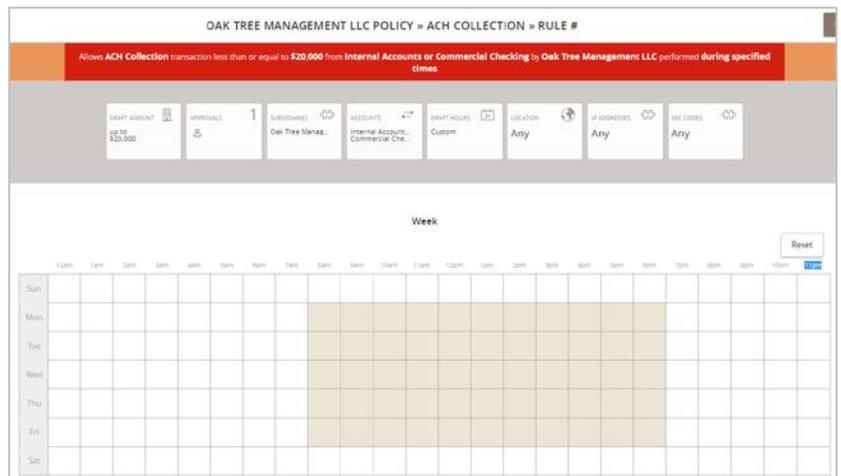
Questions? Call our customer support.
Phone: 833-VERITEX (833-837-4839) or 469-443-9912

10. Click the 'Locations' box. Select the country or countries in North America allowed for this transaction type.
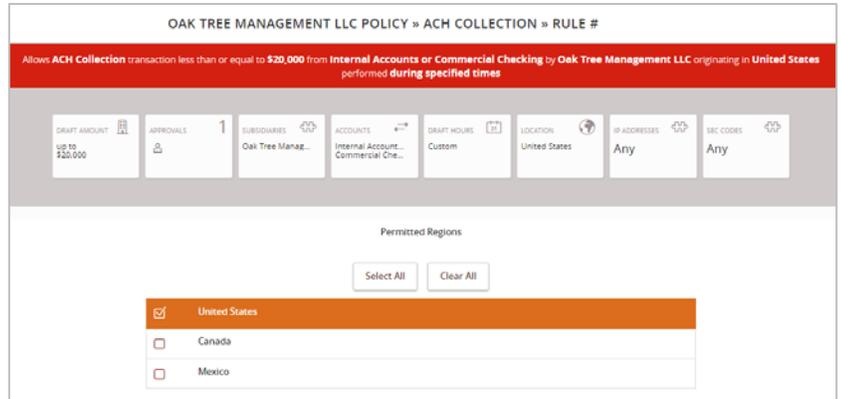
NOTE: If no countries are designated (Any), there will be no restriction placed on location.

11. Click the 'IP Addresses' box. Select the IP address and/or IP address range(s) to be allowed for this transaction type.

NOTE: If no IP address or IP address range is designated (Any), there will be no restriction placed on IP address origination.
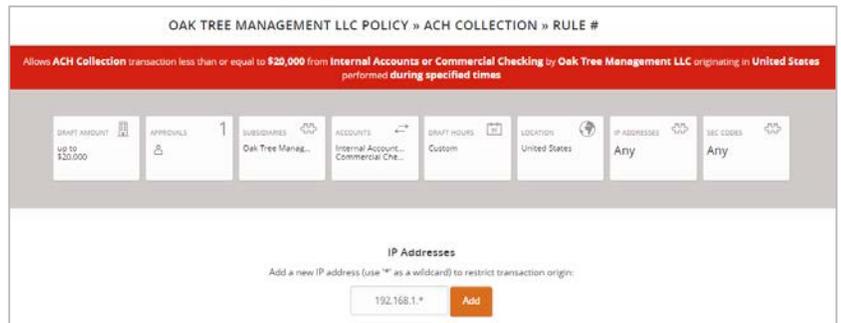
12. Click the 'SEC Codes' box. Select which SEC codes are allowed for this transaction type.
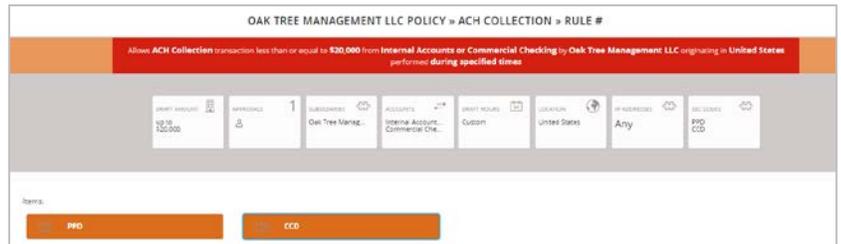
13. Click on 'OK' to save rule.
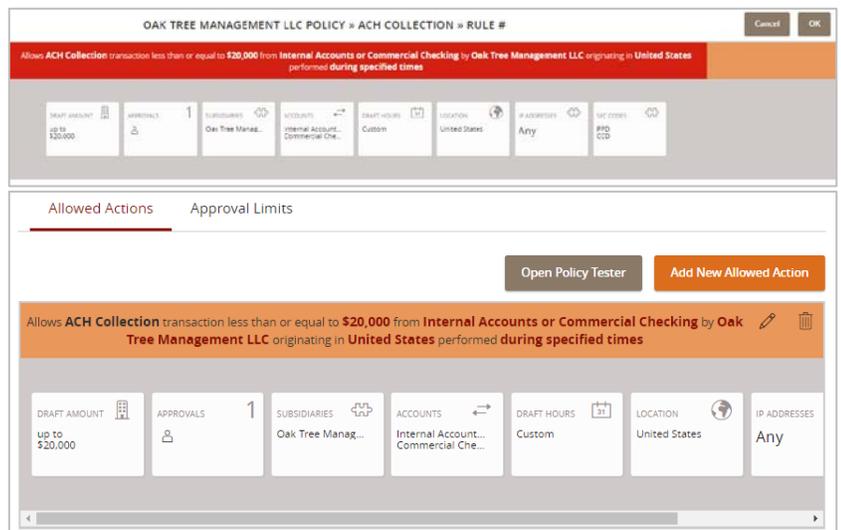
Questions? Call our customer support.
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14. Click the 'Policy Tester' to validate the Company Policy functionality to assure the setup is as needed.

15. Enter information for transaction example and click on 'Test'.
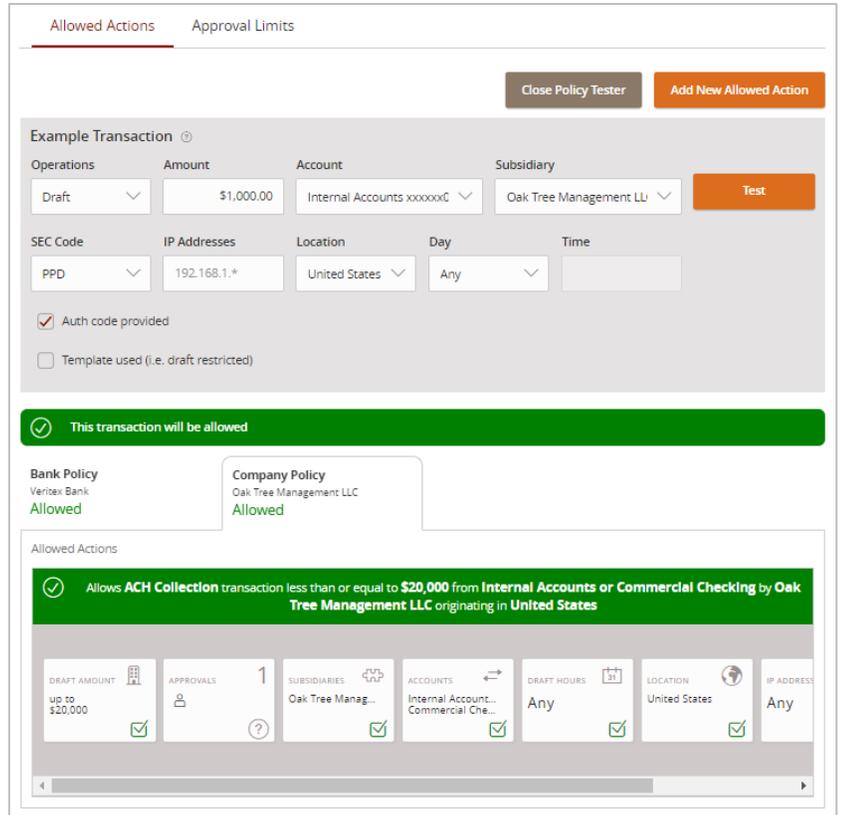
Approval Limits

16. Click the 'Approval Limits' tab to view the dollar and count limits allotted to the company by the Veritex Community Bank.

NOTE: This screen is read only.

Questions? Call our customer support.
Phone: 833-VERITEX (833-837-4839) or 469-443-9912

Features
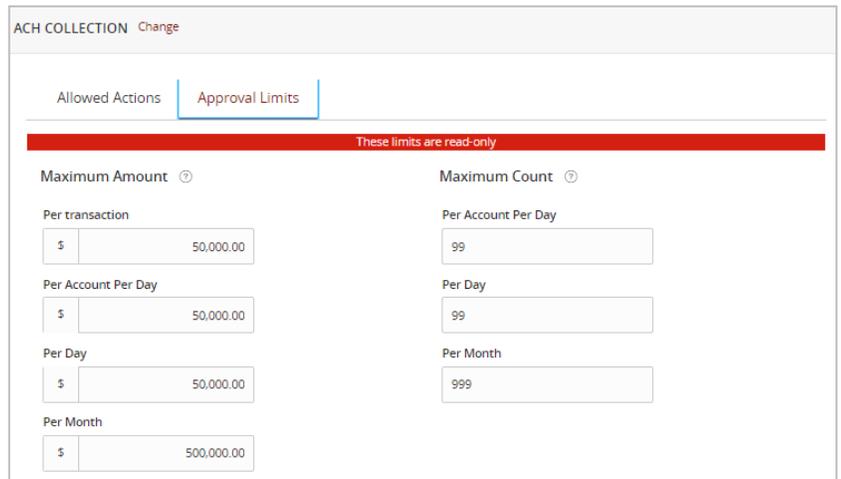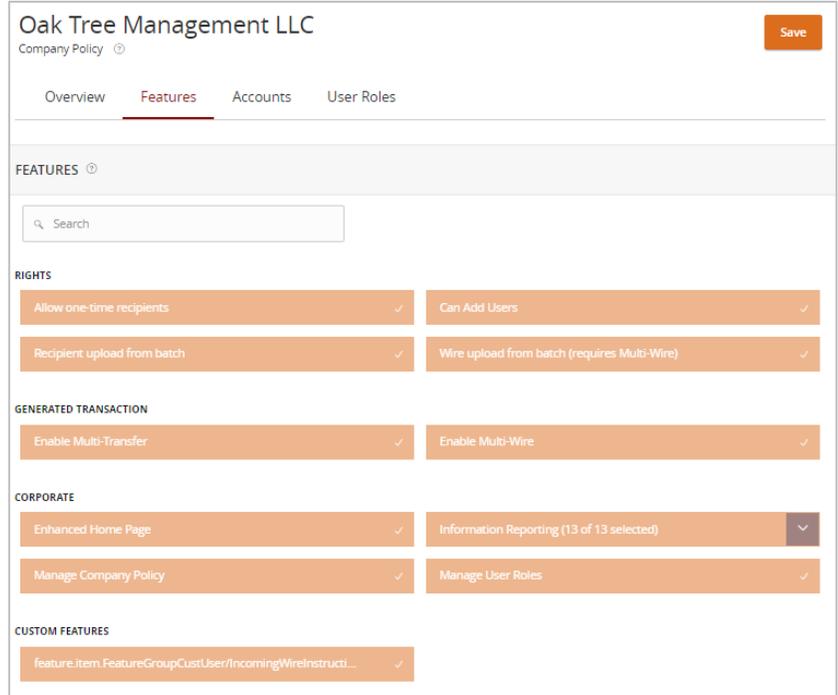
17. Click on the 'Features' tab to view the non-transactional features allotted to the company by Veritex Community Bank.

NOTE: This screen is read only.

Oak Tree Management LLC
Company Policy ⑦

| Overview | **Features** | Accounts | User Roles |

FEATURES ⑦

🔍 Search

RIGHTS

| Allow one-time recipients ✓ | Can Add Users ✓ |
| Recipient upload from batch ✓ | Wire upload from batch (requires Multi-Wire) ✓ |

GENERATED TRANSACTION

| Enable Multi-Transfer ✓ | Enable Multi-Wire ✓ |

CORPORATE

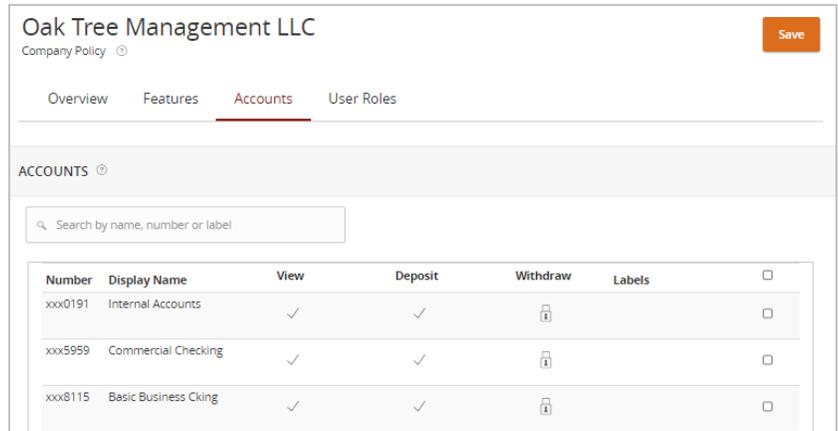| Enhanced Home Page ✓ | Information Reporting (13 of 13 selected) ▾ |
| Manage Company Policy ✓ | Manage User Roles ✓ |

CUSTOM FEATURES

| feature.item.FeatureGroupCustUser/IncomingWireInstructi... ✓ |

Save

Accounts

18. Click on the 'Accounts' tab to view the account rights allotted to the company by Veritex Community Bank.

NOTE: This screen is read only.

19. Click on 'Save' to save Policy.

Oak Tree Management LLC
Company Policy ⑦

| Overview | Features | **Accounts** | User Roles |

ACCOUNTS ⑦

🔍 Search by name, number or label

Number	Display Name	View	Deposit	Withdraw	Labels	☐
xxx0191	Internal Accounts	✓	✓	🔒		☐
xxx5959	Commercial Checking	✓	✓	🔒		☐
xxx8115	Basic Business Cking	✓	✓	🔒		☐

Save

Questions? Call our customer support.
Phone: 833-VERITEX (833-837-4839) or 469-443-9912

20. Click on 'Close'.

✕

✓

Policy Saved

Policy changes have been accepted.

Close
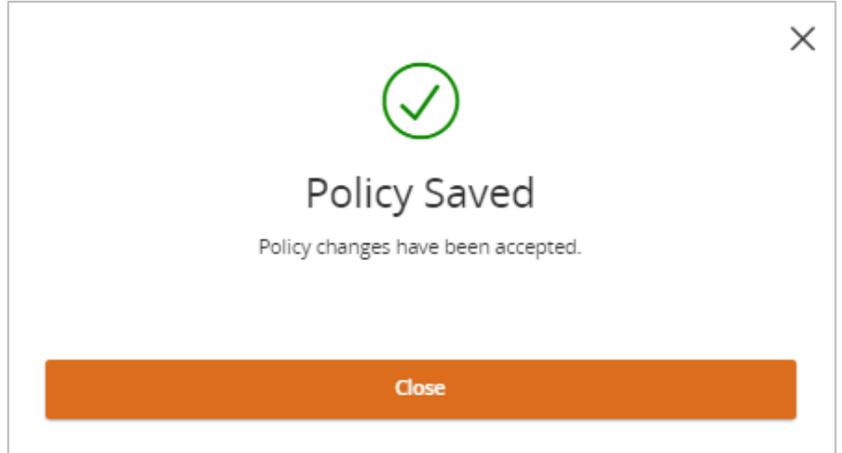
NOTE: Changes made to specific transaction will update and display under the 'Overview' tab.

Oak Tree Management LLC
Company Policy ⦸

| Overview | Features | Accounts | User Roles |

Transaction Type	Approval Limit	Per Day Approval Limits	Per Month Approval Limits	Per Account Approval Limits	Draft Actions Max	Approve Actions Max	Cancel Actions Max
ACH Collection	$50,000.00	99 / $50,000.00	999 / $500,000.00	99 / $50,000.00	1 $50,000.00	1 $50,000.00	1 $50,000.00

Questions? Call our customer support.
Phone: 833-VERITEX (833-837-4839) or 469-443-9912