

## One Time Transfers

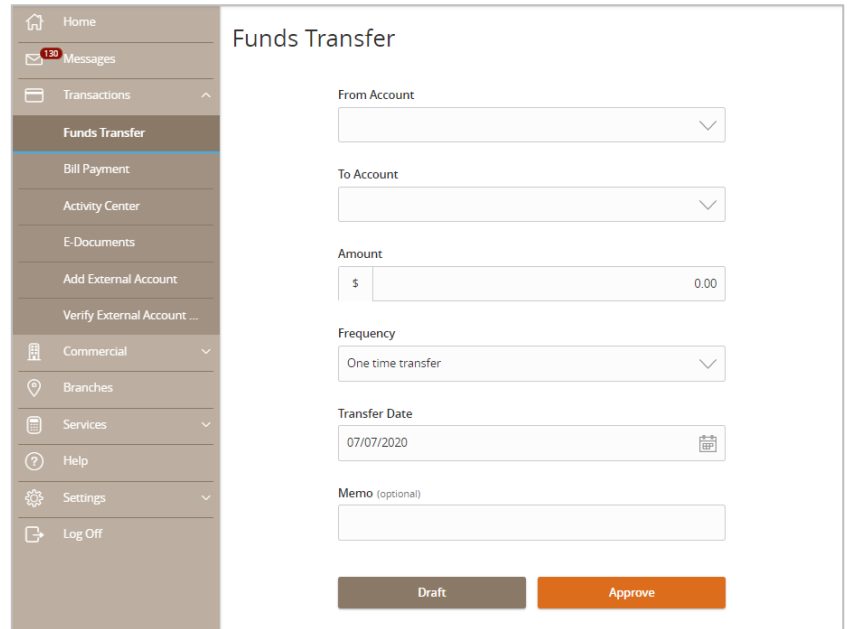
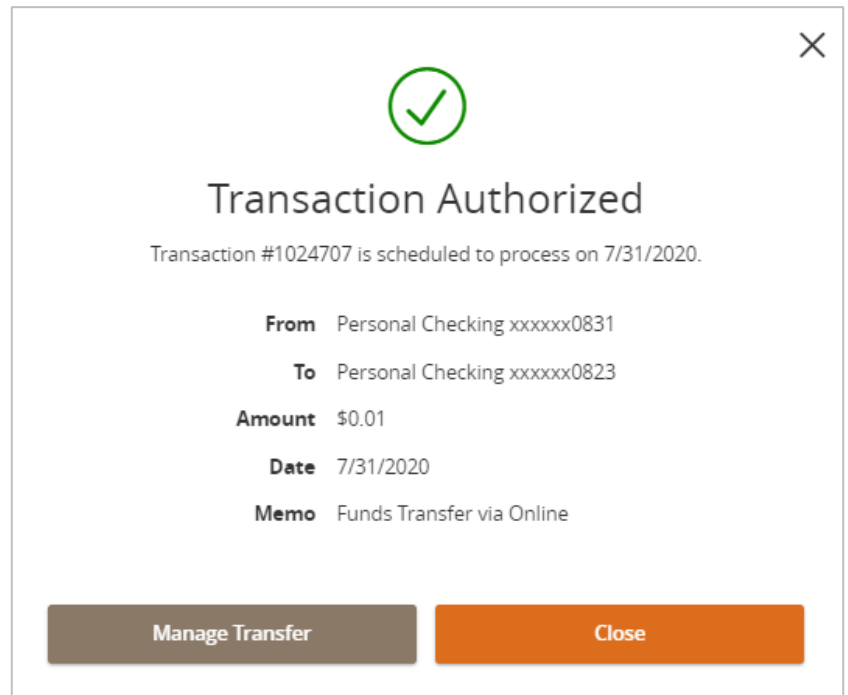
1. Select the 'Transfer Funds' option under the 'Transactions' menu.
2. Select a 'From Account' from the drop down menu.
3. Select a 'To Account' from the drop down menu.
4. Enter a dollar amount for the transfer.
5. The 'Frequency' will be set to 'One Time Transfer' by default.
6. Select a 'Transfer Date' for the transfer.

**NOTE:** The date for the transaction may be the current day or a future date. Same day transfers occur in real-time.

7. Enter a 'Memo' (This is an optional step)
8. Click the 'Draft' or 'Approve' button depending on user rights.

**NOTE:** 'Transaction Authorized' message will appear on the screen.

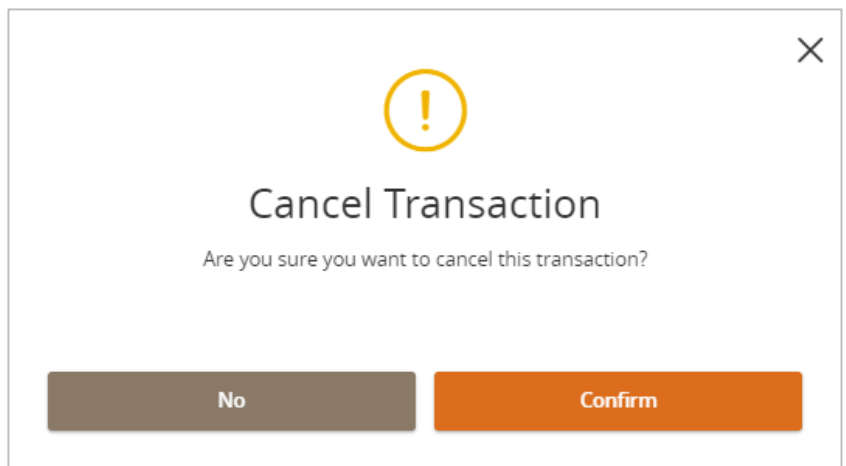
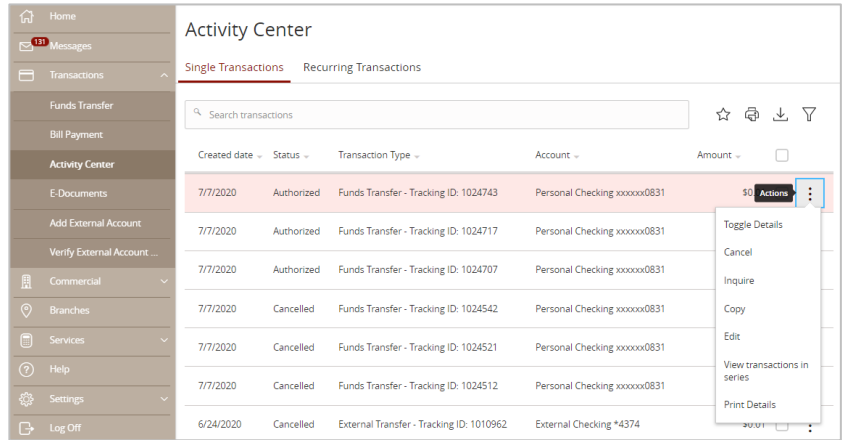
9. Click 'Manage Transfer' to view transaction in Activity Center.
10. Click on 'Close' to return to the 'Funds Transfer' screen.

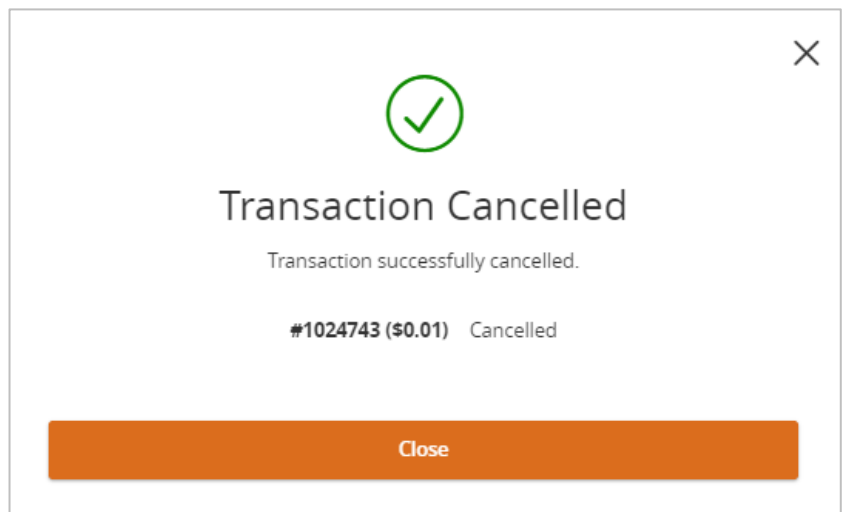
Questions? Call our customer support.  
 Phone: 833-VERITEX (833-837-4839) or 469-443-9912

## Canceling One Time Transfers

1. Select the 'Activity Center' option under the 'Transactions' menu.
2. Click on the three dots at the end of the desired transaction and select 'Cancel' from the 'Actions' menu.
3. Click on 'Confirm' to cancel the transaction.



4. Click on 'Close' to return to the Activity Center.



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## Recurring Transfers

5. Select the 'Transfer Funds' option under the 'Transactions' menu.
6. Select a 'From Account' from the drop down menu.
7. Select a 'To Account' from the drop down menu.
8. Enter a dollar amount for the transfer.
9. Select the 'Frequency' from the drop down menu.

The screenshot shows the 'Funds Transfer' form in a mobile application. On the left is a navigation menu with options: Home, Messages (131), Transactions, Funds Transfer (selected), Bill Payment, Activity Center, E-Documents, Add External Account, Verify External Account..., Commercial, Branches, Services, Help, Settings, and Log Off. The main form area contains the following fields:

- From Account:** A dropdown menu.
- To Account:** A dropdown menu.
- Amount:** A text input field with a dollar sign (\$) on the left and '0.00' on the right.
- Frequency:** A dropdown menu with 'One time transfer' selected.
- Transfer Date:** A text input field with '07/07/2020' and a calendar icon on the right.
- Memo (optional):** A text input field.

At the bottom of the form are two buttons: 'Draft' (grey) and 'Approve' (orange).

The screenshot shows the 'Frequency' dropdown menu open. The menu title is 'Frequency'. The selected option is 'One time transfer', which has a checkmark to its left. Other options listed in the menu are:

- 1st of the month
- Last day of the month
- 1st & 15th of the month
- 15th & last day of the month
- Weekly
- Every other week

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## Funds Transfer

10. Select a 'Start Date'.

11. Select option for 'Repeat Duration'.

**NOTE:** Select 'Forever' if the recurrence will be for an indefinite period of time until canceled by user. Select 'Until Date' to select an end date.

12. Enter a 'Memo' (This is an optional step)

13. Click the 'Draft' or 'Approve' button

14. depending on user rights.

The screenshot shows a 'Funds Transfer' form. At the top, there is a 'Start Date' field with the value '07/31/2020' and a calendar icon. Below this is an information box with a blue bar and an 'i' icon, containing the text: 'Transfers falling on a Sunday or banking holiday will be processed the following business day.' Underneath is the 'Repeat Duration' section with two radio button options: 'Forever (Until I Cancel)' which is selected, and 'Until Date (Set An End Date)'. Below that is a 'Memo (optional)' text input field. At the bottom of the form are two buttons: 'Draft' (grey) and 'Approve' (orange).

**NOTE:** 'Transaction Authorized' message will appear on the screen.

15. Click 'Manage Transfer' to view transaction in Activity Center.

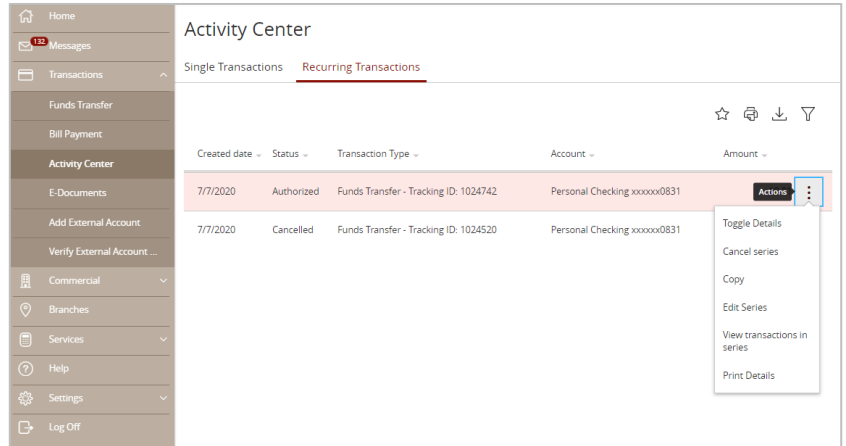
16. Click on 'Close' to return to the 'Funds Transfer' screen.

The screenshot shows a confirmation message titled 'Transaction Authorized' with a green checkmark icon. The message states: 'Transaction #1024742 is scheduled to process on 8/1/2020.' Below this, the transaction details are listed: 'From Personal Checking xxxxxx0831', 'To Personal Checking xxxxxx0823', 'Amount \$0.01', 'Date 8/1/2020', and 'Memo Funds Transfer via Online'. At the bottom, it says 'Rekurs Every month on the 1st of the month until cancelled'. There are two buttons at the bottom: 'Manage Transfer' (grey) and 'Close' (orange). A close 'X' icon is in the top right corner.

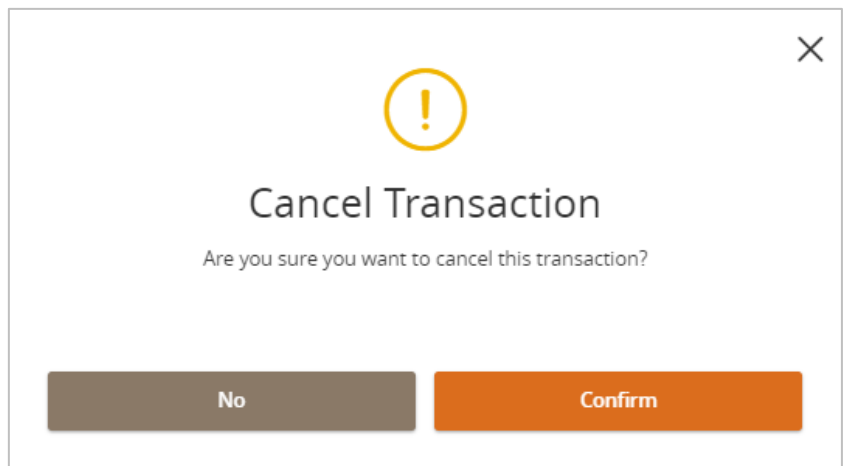
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## Canceling Recurring Transfers

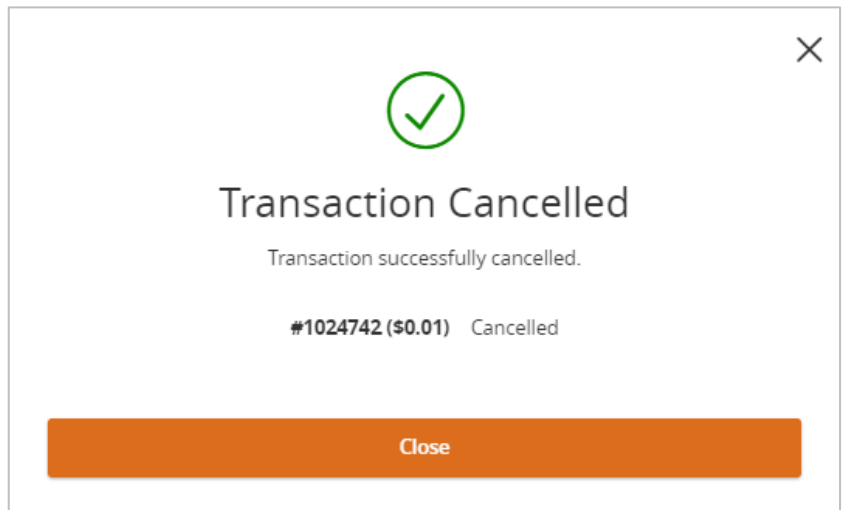
1. Select the 'Activity Center' option under the 'Transactions' menu.
2. Click on the 'Recurring Transactions' tab at the top.
3. Click on the three dots at the end of the desired transaction and select 'Cancel Series' from the 'Actions' menu.



4. Click on 'Confirm' to cancel the transaction.



5. Click on 'Close' to return to the Activity Center



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