

If you have not enrolled in Online Banking, go to the <https://veritexbank.com>, click “ENROLL”, then complete the form. After you’ve enrolled, we will review your request (usually within 2 hours) and send you a welcome email with instructions to login for the first time.

## Loan Payment

1. Select the ‘Funds Transfer’ option under the ‘Transfers & Activity’ menu.
2. Select the “From” account that you would like to make the loan payment out of from the dropdown.

**NOTE:** You can also make a loan payment from an external account. Please see directions below regarding “Adding External Account” on pages 5-6.

3. Select the “To” loan that you would like to make a payment to from the dropdown.  
**NOTE: Transfer cannot be more than 15 days prior to the loan due date for a “Standard Payment”.**

4. Select “Standard Payment” or “Extra Principal” for the “Payment Type” from the dropdown.

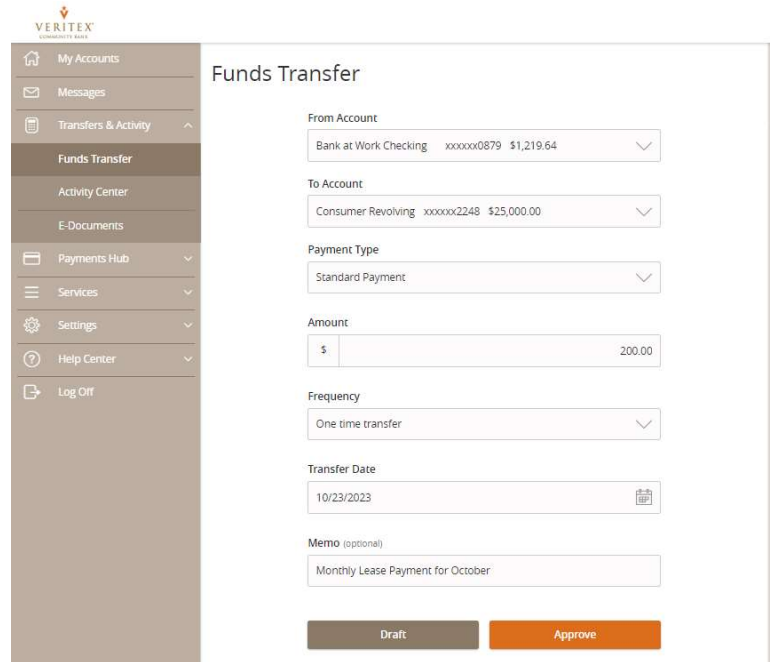
5. Enter the “Amount” of the loan payment.

**NOTE:** You can make this a recurring payment by checking the box for “Make this a recurring payment”.

6. Select the “Date” for the payment.

**NOTE:** If you set the payment as a recurring payment, please note if the payment date lands on a weekend or holiday, the payment will process on the following business day.

a.



### Payment Limits:

Payment from **Internal Veritex Account** – *No Limit*

Payment from **External Account\*** - \$5,000

**\*May take two business days to credit to the loan.**

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

- You can enter a "Memo" for the payment. (Optional)
- Review the information entered and click on "Draft" or "Approve" based on your rights.

## Drafting Loan Payment

- Review the information entered and click on "Draft".

**NOTE:** A "Transaction Drafted" message will appear on your screen.

- Click on "Close" to close the message.
- Click on "Manage Transfer" to view the transaction in the Activity Center.

**NOTE:** The status of the loan payment will change to "Drafted".

Created date	Status	Transaction Type	Account	Amount
10/23/2023	Drafted	Funds Transfer - Tracking ID: 1617733	Bank at Work Checking xxxxxx0879	\$200.00

<b>Tracking ID:</b>	1617733	<b>Amount:</b>	\$200.00
<b>Created:</b>	10/23/2023 1:10 PM	<b>Description:</b>	Monthly Lease Payment for October
<b>Created By:</b>	MeganM Test	<b>From Account:</b>	Bank at Work Checking xxxxxx0879
<b>Will process On:</b>	10/23/2023	<b>To Account:</b>	Consumer Revolving xxxxxx2248

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

## Approving Loan Payment

1. Select the "Activity Center" option under the "Transfers & Activity" menu.
2. Click on "Actions" on the far right of the transaction.
3. Click on "Approve".

**NOTE:** Click on the transaction to view the payment details.

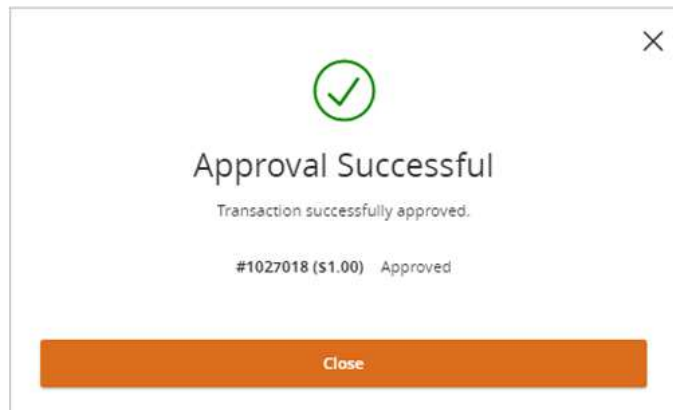
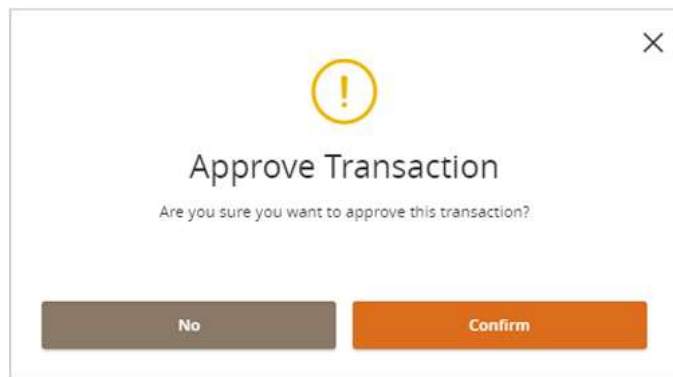
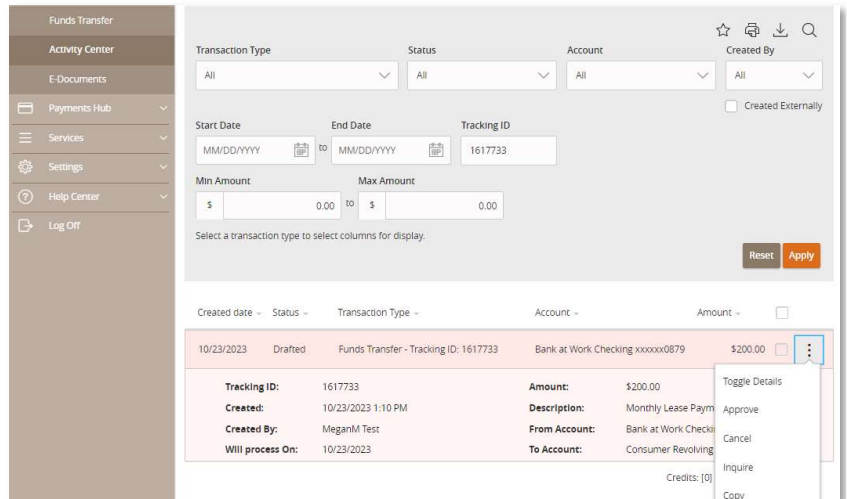
**NOTE:** An "Approve Transaction" confirmation message will appear on your screen.

4. Click on "Confirm" to approve the loan payment.

**NOTE:** An "Approval Successful" message will appear on your screen.

5. Click on "Close" to close message and return to Activity Center.

**NOTE:** The status on the loan payment will change to "Approved".



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

4/2/2020	Authorized	Funds Transfer - Tracking ID: 934114	BC CHECK 0058 xxxxxx0831	\$1,540.00	Actions
<b>Tracking ID:</b> 934114		<b>Amount:</b> \$1,540.00			
<b>Created:</b> 04/02/2020 3:53 PM		<b>Memo:</b> Shopping Center Monthly Lease			
<b>Created By:</b> John Doe		<b>From Account:</b> BC CHECK 0058 xxxxxx0831			
<b>Authorized:</b> 04/02/2020 4:09 PM		<b>To Account:</b> Commercial Loan xxxxxx4251			
<b>Authorized By:</b> John Doe					
<b>Will process On:</b> 4/15/2020					

## Canceling Loan Payment

1. Select the "Activity Center" option under the "Transfers & Activity" menu.
2. Click on "Actions" on the far right off the transaction.
3. Click on "Cancel".

Activity Center

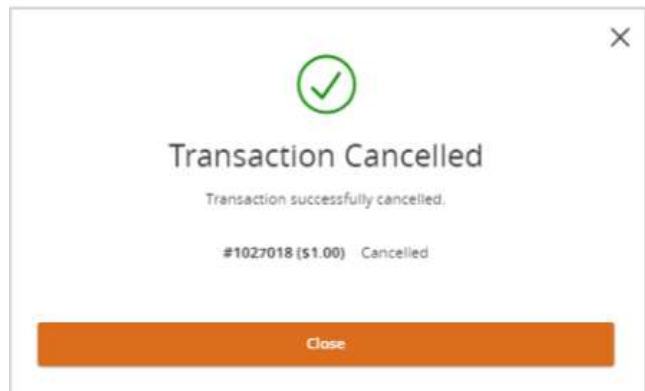
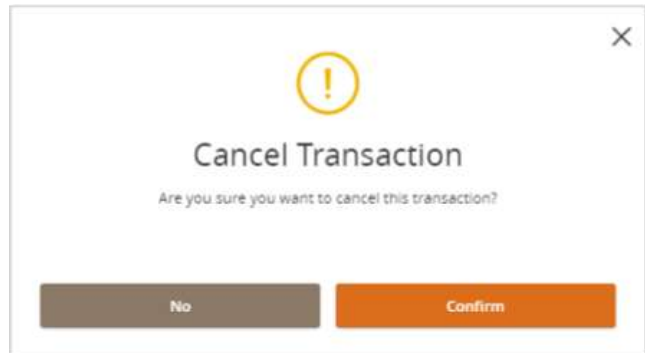
Single Transactions    Recurring Transactions

Search transactions

Created date	Status	Transaction Type	Account	Amount	Actions
7/9/2020	Authorized	Funds Transfer - Tracking ID: 1027018	Operating Account xxxxxx0831	\$1.00	Actions
		<b>Tracking ID:</b> 1027018	<b>Amount:</b> \$1.00		
		<b>Created:</b> 07/09/2020 1:03 PM	<b>Description:</b> Monthly Payment		
		<b>Created By:</b> John Doe	<b>From Account:</b> Operating Account		
		<b>Authorized:</b> 07/09/2020 1:17 PM	<b>To Account:</b> Loan xxxxxx4251		
		<b>Authorized By:</b> John Doe			
		<b>Will process On:</b> 07/31/2020			
7/9/2020	Cancelled	External Transfer - Tracking ID: 1026667	External Checking #4374		

**NOTE:** A "Cancel Transaction" message will display on the screen.

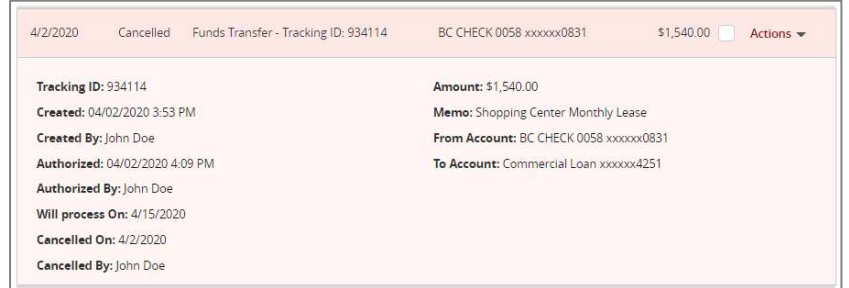
4. Click on "Confirm" to cancel the payment.



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

**NOTE:** A “Transaction Cancelled” message will display on the screen.

5. Click on “Close” to cancel the payment and return to the Activity Center.



**NOTE:** The status on the loan payment will change to “Canceled”.

## Adding External Account

1. Please see guide titled, “External Account Transfer.”

**NOTE:** Adding an External Accounts takes 1-2 business days to complete.

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