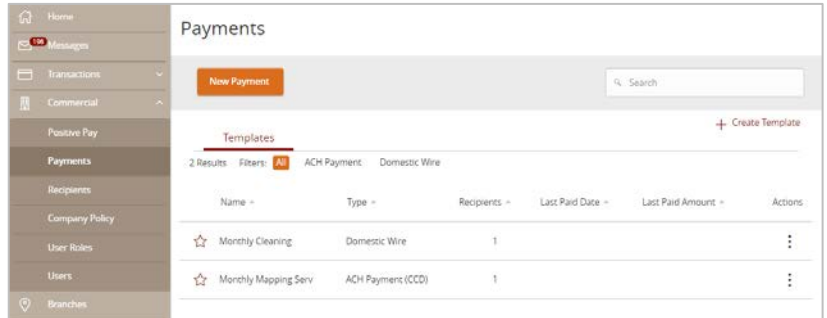


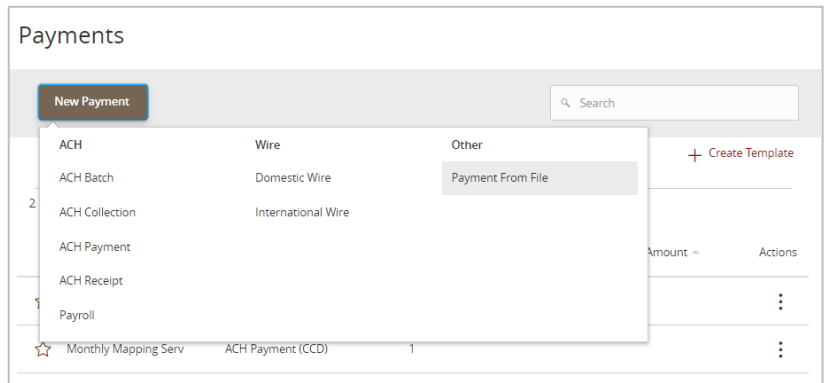
## Wire Upload

**NOTE:** Wire Upload allows you to upload a formatted CSV file to the online banking system instead of inputting the wire information manually.

1. Select the 'Commercial' menu and then select 'Payments'.



2. Select 'New Payments' and then 'Payment from File'.

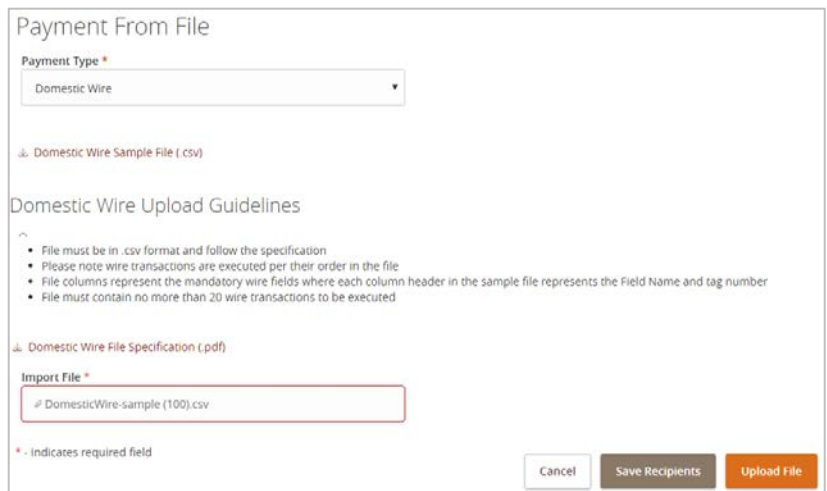


3. Choose 'Domestic Wire' or 'International Wire' from the 'Payment Type' drop-down menu.

4. Select the 'Select file to upload' box to browse for the file to be uploaded on the computer.

5. Select 'Upload File'.

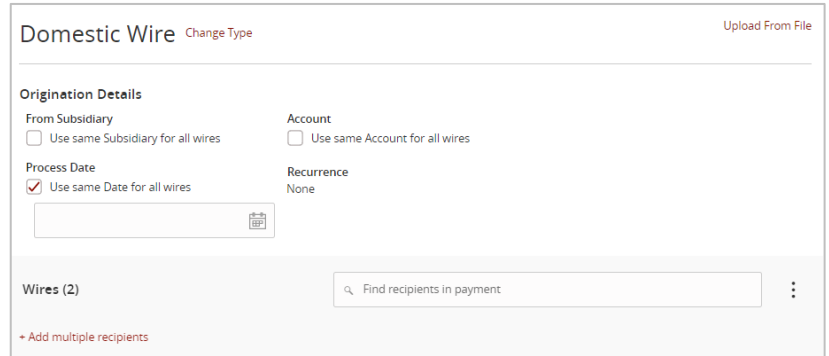
**NOTE:** A CSV 'Wire Same File' and PDF 'Wire File Specifications' are available for download on the screen once the type of 'Wire' is selected.



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

6. Select 'Process Date' for 'Wire'

**NOTE:** Click on 'Set schedule' to make uploaded 'Wires' recurring.



**Domestic Wire** Change Type Upload From File

**Origination Details**

**From Subsidiary**  
 Use same Subsidiary for all wires

**Account**  
 Use same Account for all wires

**Process Date**  
 Use same Date for all wires

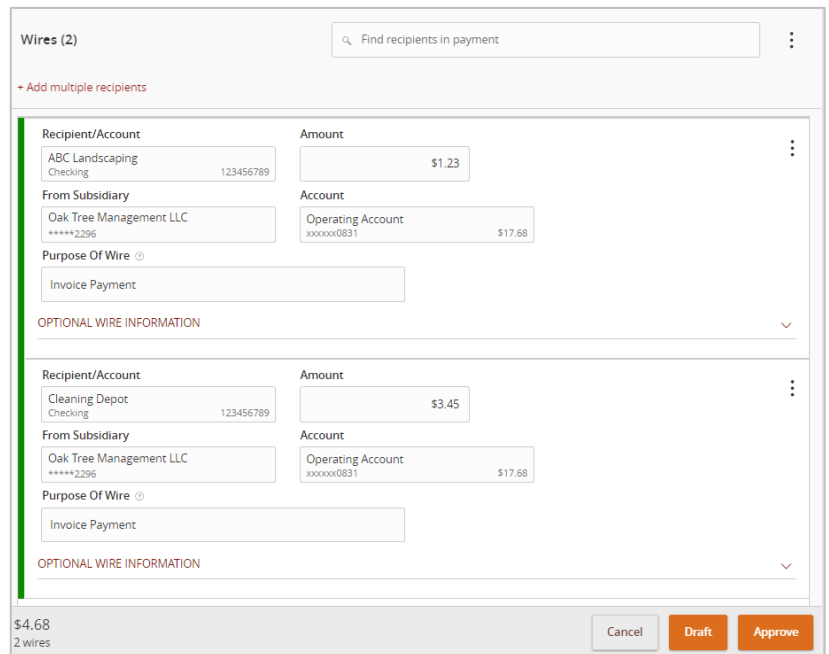
**Recurrence**  
 None

**Wires (2)**

[+ Add multiple recipients](#)

**NOTE:** The 'Recipient/Account', 'Amount', 'From Subsidiary', 'Account', and 'Purpose of Wire' will already be filled in for each wire in accordance to the data in the CSV file that was imported.

7. Review all information and select 'Approve' or 'Draft' depending on user rights.



**Wires (2)**

[+ Add multiple recipients](#)

Recipient/Account	Amount
ABC Landscaping Checking 123456789	\$1.23
<b>From Subsidiary</b> Oak Tree Management LLC +++++2296	<b>Account</b> Operating Account xxxxxx0831 \$17.68
<b>Purpose Of Wire</b> Invoice Payment	
<b>OPTIONAL WIRE INFORMATION</b>	
Cleaning Depot Checking 123456789	\$3.45
<b>From Subsidiary</b> Oak Tree Management LLC +++++2296	<b>Account</b> Operating Account xxxxxx0831 \$17.68
<b>Purpose Of Wire</b> Invoice Payment	
<b>OPTIONAL WIRE INFORMATION</b>	

\$4.68  
2 wires

Cancel Draft Approve

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