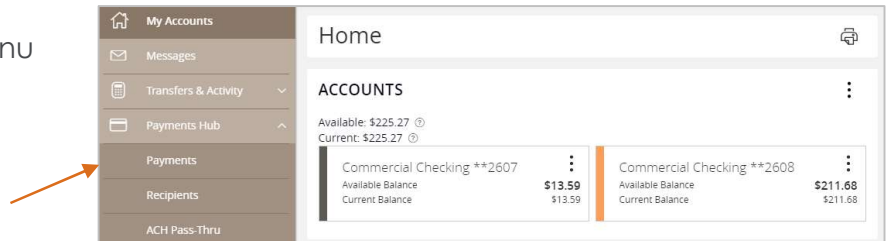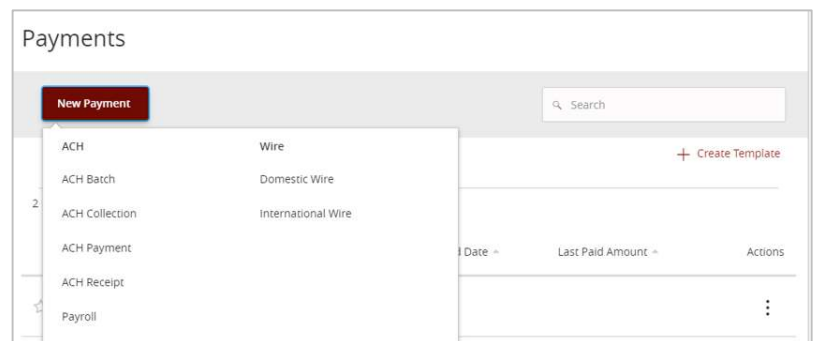**VERITEX®**
COMMUNITY BANK

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 'Payments Hub' menu and then select 'Payments'.
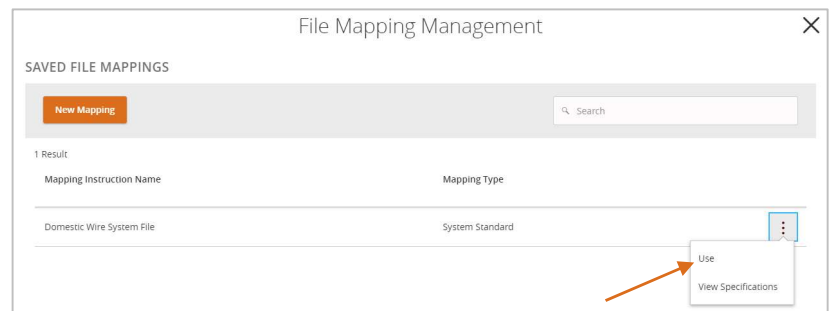
2. Select 'New Payment' and then 'Domestic Wire'.

3. Select the 'Upload from File' link in the top right corner.

4. Select the 'Use' option to upload a CSV formatted file.

NOTE: Upon clicking the 'Use' option, the browse box will open. Select the file to upload from your computer and click 'Open'.

5. Indicate the Process Date for the wires.

    a. If all wires need to be processed on the same day, check the 'Use same Date for all wires' box and click on the calendar below to specify the desired Process Date.

    b. If the wires need to be processed on varied days, leave the 'Use same Date for all wires' box unchecked and indicate the Process Date for each wire individually.

NOTE: The fields for each wire will be populated in accordance with the data included in the CSV file being imported.

Review all information on the screen for accuracy and select 'Approve' or 'Draft' in accordance with user entitlements.