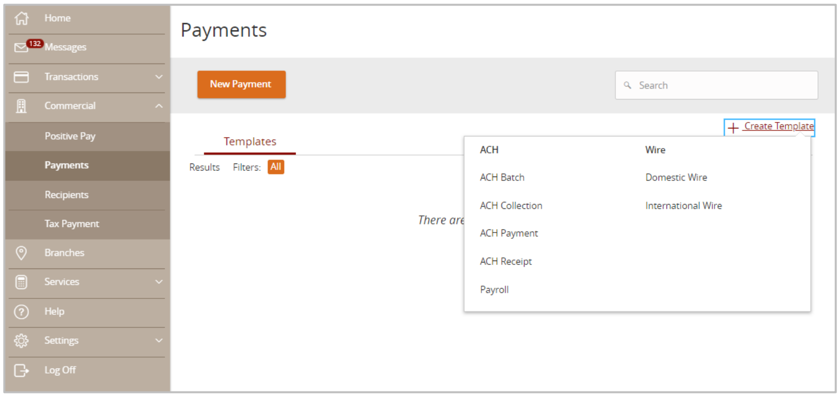
Payment Template Creation

1. Select the ‘Payments’ option under the ‘Commercial’ menu.
2. Click the ‘+ Create Template’ button on the right and select the desired transaction type from the drop-down.



ACH Template Creation

1. Enter ‘Template Name’.
2. Click on the link under ‘Template Access Rights’ to select users that can access and manage the template.
3. Select ‘SEC Code’ from drop down.

NOTE: Select PPD for recipients with personal accounts or CCD for recipients with commercial accounts.

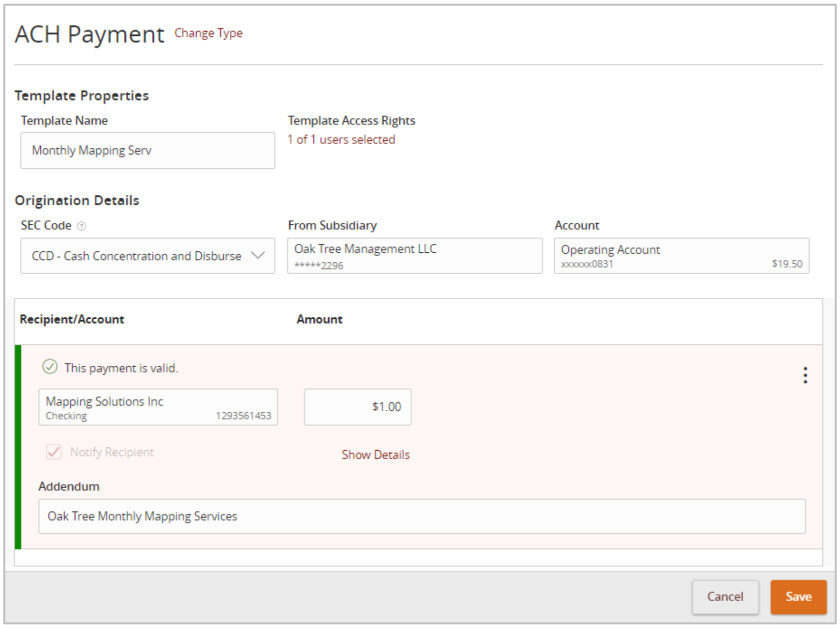
4. Select the ‘From Subsidiary’ from the drop-down.
5. Select the ‘Account’ the payment should come out of.
6. Select the ‘Recipient’ from the drop-down.
7. Enter the ‘Amount’ of the payment.

NOTE: The ‘Notify Recipient’ box will be checked if selected and an email was provided when the ‘Recipient’ was created.

8. Click on ‘Show Details’ to show ‘Recipient’ details.

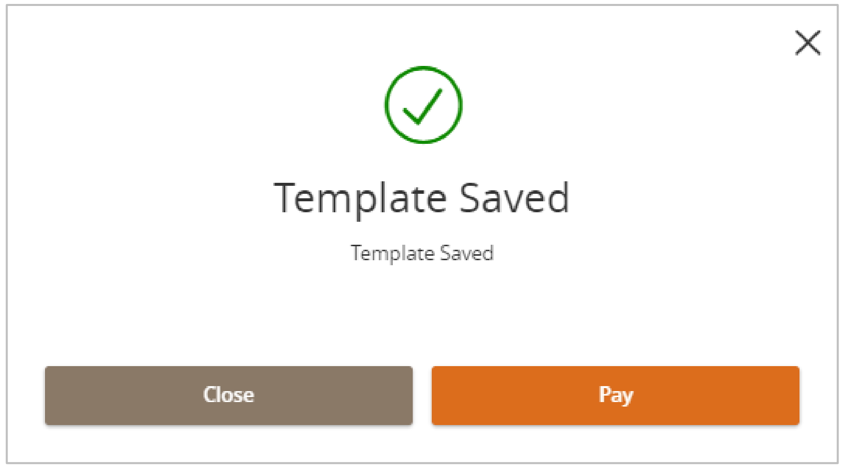
NOTE: Click on the pencil to edit ‘Recipient’.

9. Click on ‘Save’.



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

10. Click on ‘Close’ to return to template list including the template just created or ‘Pay’ to initiate the payment.



Wire Template Creation

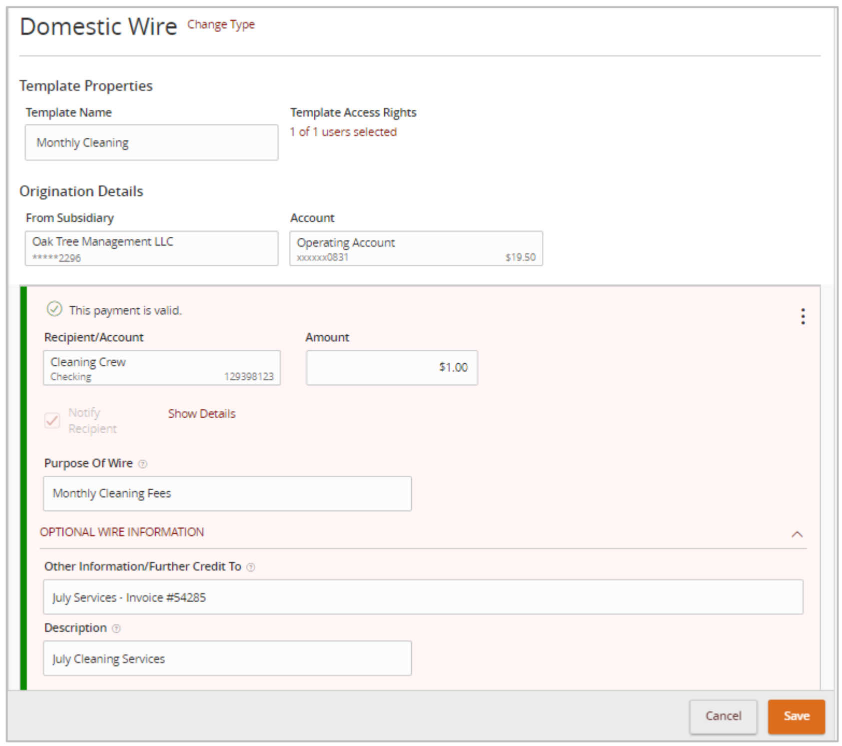
1. Enter ‘Template Name’.
2. Click on the link under ‘Template Access Rights’ to select users that can access and manage the template.
3. Select the ‘From Subsidiary’ from the drop-down.
4. Select the ‘Account’ the payment should come out of.
5. Select the ‘Recipient’ from the drop-down.
6. Enter the ‘Amount’ of the payment.

NOTE: The ‘Notify Recipient’ box will be checked if selected and an email was provided when the ‘Recipient’ was created.

7. Click on ‘Show Details’ to show ‘Recipient’ details.

NOTE: Click on the pencil to edit ‘Recipient’.

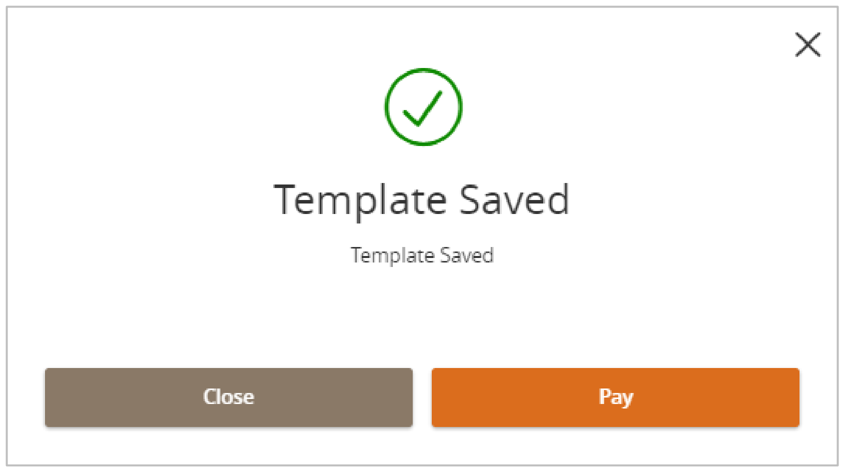
8. Enter a ‘Purpose of Wire’.
9. Click on ‘OPTIONAL WIRE INFORMATION’ to complete additional, optional fields.



10. Enter additional information in 'Other Information/Further Credit To' field. (Not required.)

NOTE: Information entered with be sent with wire and recipient will receive information.

11. Enter a 'Description'. (Not required.)
12. Select the corresponding offset account for the commercial payment.
13. Click the 'Review & Submit' step in the workflow ribbon at the top of the page to move to the next step once complete.
14. Click on 'Save'.
15. Click on 'Close' to return to template list including the template just created or 'Pay' to initiate the payment.



Managing Templates

16. Click on 'Activity Center' under the 'Transactions' menu and click on the three circles to the right of the 'Template' and select an 'Action' from the drop-down.