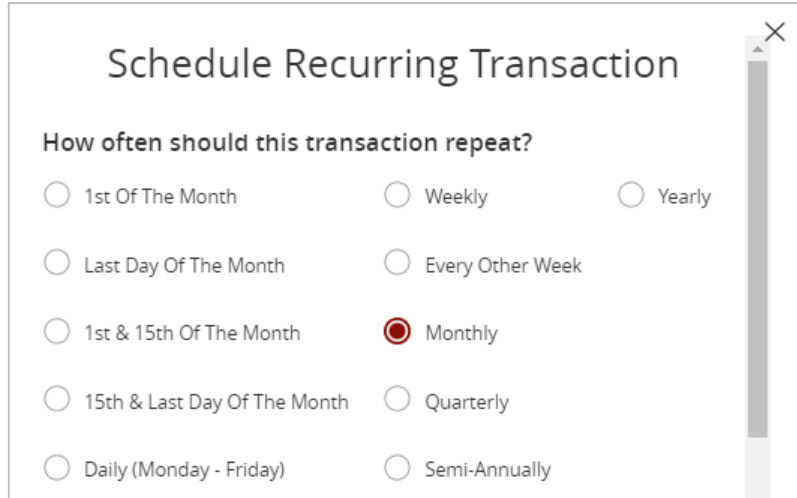
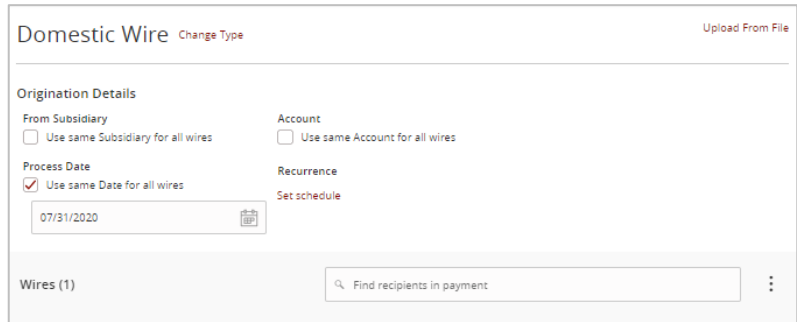


## Creating Wires

1. Click on 'Payments' under the 'Commercial' menu.
2. Click on 'New Payment.'
3. Select 'Domestic Wire'
  
4. 'From Subsidiary' can be selected as the same subsidiary for all wires by clicking 'Use same Subsidiary for all Wires'.
5. The offset account can be selected as the same account for all wires by clicking 'Use same Account for all wires'.
6. 'Process Date' can be selected as the same date for all wires by clicking 'Use same Date for all wires' (This is the default option).
7. Click on 'Set Schedule' to make the multiple wire recurring (Optional).
  - a. Designate how often the transaction should repeat.



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- b. Designate when the transaction should stop.
- c. Click 'Set Recurring Transaction' to complete the recurring setup process.

The dialog box titled "When should this transaction stop?" contains three radio button options:
 

- On/Before Date: followed by a date input field and a calendar icon.
- After: followed by a number input field and the text "occurrence(s)".
- Forever (Until I Cancel): This option is selected.

 At the bottom, there are two buttons: "Cancel" (grey) and "Set Recurring Transaction" (orange).

- 8. Select 'Recipient/Account' from drop-down menu.
- 9. Enter the 'Amount'.
- 10. Select 'From Subsidiary' from drop-down.
- 11. Select 'Account' from drop-down that 'Wire' should be debited from?
- 12. Enter 'Purpose' of 'Wire'.
- 13. Click on 'OPTIONAL WIRE INFORMATION' to expand additional fields.
- 14. Enter 'Other Information/Further Credit To' for each wire. (Optional)

The form displays the following fields:
 

- Recipient/Account:** Cleaning Crew Checking (123398123) with an amount of \$1.00.
- From Subsidiary:** Oak Tree Management LLC (\*\*\*\*2296).
- Account:** Payroll Account (xxxxxx0823) with a balance of \$19.34.
- Purpose Of Wire:** Purchase Materials
- OPTIONAL WIRE INFORMATION:**
  - Other Information/Further Credit To:** Invoice #1564156
  - Description:** Paid Off

 At the bottom, it shows a total of \$1.00 for 1 wire, with "Cancel", "Draft", and "Approve" buttons.

**NOTE:** Additional details entered in the 'Other Information/Further Credit To' field will be delivered to 'Recipient' with 'Wire'.

- 15. Enter 'Description' for each wire. (Optional)

**NOTE:** Additional details entered in the 'Description' field will be for internal online banking reference. Is not delivered with 'Wire'.

This screenshot is identical to the one above, showing the wire payment form with the same fields and values: Recipient/Account (Cleaning Crew Checking, \$1.00), From Subsidiary (Oak Tree Management LLC), Account (Payroll Account, \$19.34), Purpose (Purchase Materials), and Optional Information (Invoice #1564156, Description: Paid Off). The total is \$1.00 for 1 wire.

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16. Click on '+Add another wire' for additional wires.

1. Click on 'Draft' or 'Approve' depending on user rights.

**NOTE:** Click on 'Draft' to 'Save' the 'Wire' for 'Users' with 'Approval Rights'.

**NOTE:** Click on 'Approve' to 'Approve' the 'Wire' with your 'Token'.

The screenshot shows a wire payment form with the following fields:

- Recipient/Account:** Cleaning Crew Checking, 129398123, Amount: \$1.00
- From Subsidiary:** Oak Tree Management LLC, \*\*\*\*2296
- Account:** Payroll Account, XXXXXX0823, \$19.34
- Purpose Of Wire:** Purchase Materials
- OPTIONAL WIRE INFORMATION:**
  - Other Information/Further Credit To:** Invoice #1564156
  - Description:** Paid Off

At the bottom, there is a summary bar showing "\$1.00" and "1 wires", along with "Cancel", "Draft", and "Approve" buttons.

## Managing Wires

**NOTE:** 'Users' with 'Approval Rights' can 'Approve' the 'Wire' that was 'Drafted' in the 'Activity Center'.

2. Click on 'Activity Center' under the 'Transaction' menu.
3. Click on the three dots on the right-hand corner for the 'Wire' and click on 'Approve' from the 'Actions' drop-down.

**NOTE:** You can 'Toggle Details', 'Cancel Wire', 'Inquire' about 'Wire', 'Copy', or 'Print Details' for the wire.

**\*If you need to 'Cancel' a 'Wire' and the 'Cancel' option is not available, call Treasury Support – 972-349-6195.**

The screenshot shows the 'Activity Center' interface with a list of transactions. The 'Actions' menu for a transaction is open, showing options: Toggle Details, Approve, Cancel, Inquire, Copy, and Print Details.

Created date	Status	Approvals	Transaction Type	Account	Amount
7/13/2020	Drafted	0 of 1	Domestic Wire - Tracking ID: 1030500	Payroll Account xxxxxx0823	\$1

4. Click the 'Confirm' button.

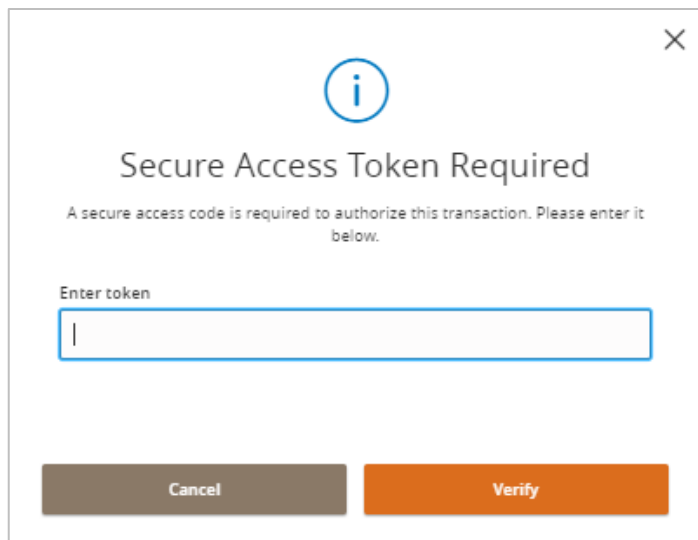
The screenshot shows a confirmation dialog with a yellow warning icon and the text: "Approve Transaction. Are you sure you want to approve this transaction?". At the bottom, there are two buttons: "No" and "Confirm".

Questions? Call our customer support.

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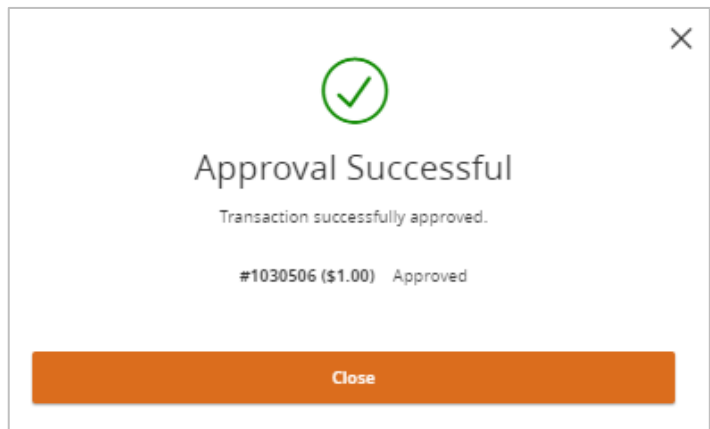
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5. Enter the 'Secure Access Token' code.
6. Click 'Verify'.



A dialog box with a blue information icon at the top center. The title is "Secure Access Token Required". Below the title is the text "A secure access code is required to authorize this transaction. Please enter it below." There is a text input field labeled "Enter token" with a blue border. At the bottom, there are two buttons: a grey "Cancel" button and an orange "Verify" button.

7. 'Approval Successful' message will appear on screen. Click on 'Close' to return to 'Activity Center' screen.



A dialog box with a green checkmark icon at the top center. The title is "Approval Successful". Below the title is the text "Transaction successfully approved." and "#1030506 (\$1.00) Approved". At the bottom, there is a single orange "Close" button.

\*If you would like to setup 'Wire Notifications' for both 'Incoming' and/or 'Outgoing' 'Wires' please send email to [treasury@veritexbank.com](mailto:treasury@veritexbank.com) with a list of accounts you would like them for and a list of who should receive the notices along with their email.

Questions? Call our customer support.

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