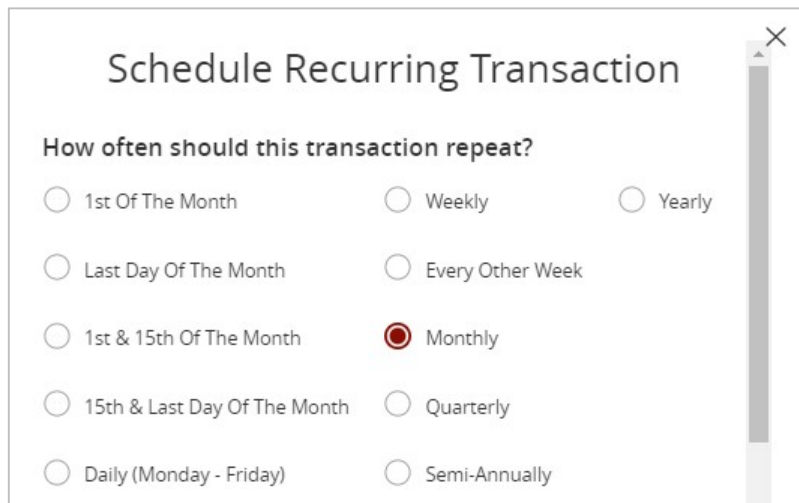
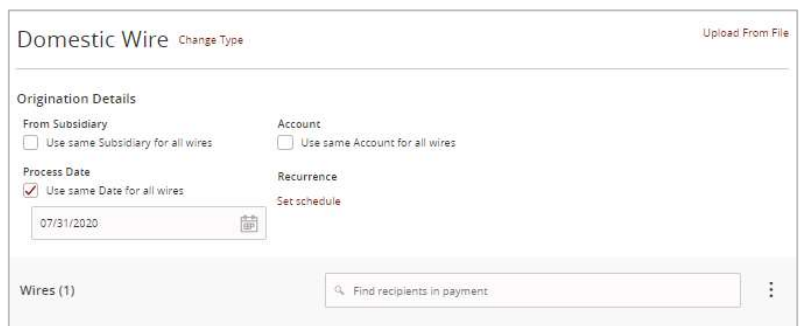


Creating Wires

1. Click on 'Payments' under the 'Payments Hub' 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.



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

When should this transaction stop?

On/Before Date

After occurrence(s)

Forever (Until I Cancel)

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)

Recipient/Account: Cleaning Crew Checking 123398123 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

\$1.00
1 wires

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'.

Recipient/Account: Cleaning Crew Checking 123398123 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

\$1.00
1 wires

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, 129399123, Amount: \$1.00
- From Subsidiary:** Oak Tree Management LLC, ****2296
- Account:** Payroll Account, XXXXX0823, \$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.**

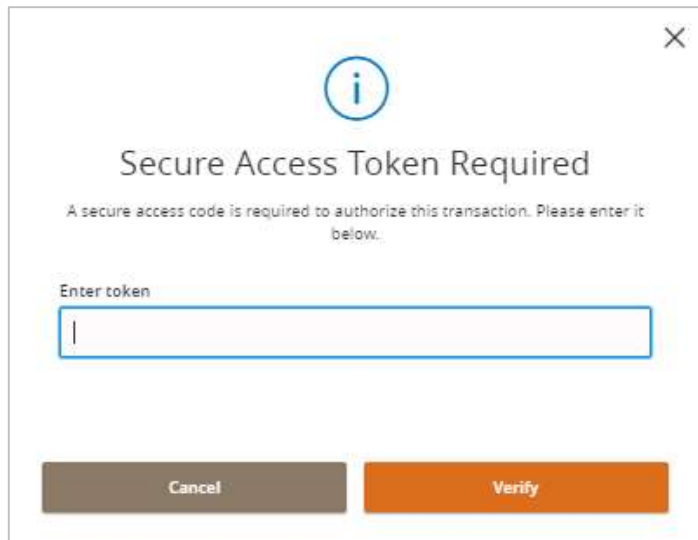
The screenshot shows the 'Activity Center' interface with a table of transactions. A dropdown menu is open for the first transaction, showing options: Toggle Details, Approve, Cancel, Inquire, Copy, and Print Details.

Created date	Status	Approvals	Transaction Type	Account	Amount
8/21/2023	Drafted	0 of 1	Domestic Wire - Tracking ID: 2508978	Commercial Checking xxxxxx2608	\$1.00
8/21/2023	Drafted	0 of 1	ACH Collection - Tracking ID: 2508647	Commercial Checking xxxxxx2608	
3/26/2021	Drafted	0 of 1	Funds Transfer - Tracking ID: 1301205	Commercial Checking xxxxxx2607	
3/26/2021	Drafted	0 of 1	Funds Transfer - Tracking ID: 1301204	Commercial Checking xxxxxx2607	
3/26/2021	Drafted	0 of 1	Funds Transfer - Tracking ID: 1301203	Commercial Checking xxxxxx2607	
3/26/2021	Drafted	0 of 1	Funds Transfer - Tracking ID: 1301202	Commercial Checking xxxxxx2607	

4. Click the 'Confirm' button.

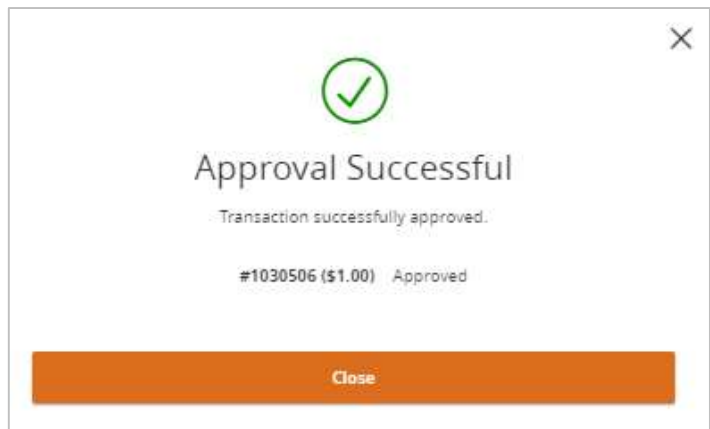
The screenshot shows a confirmation dialog box with a yellow warning icon and the text: "Approve Transaction" and "Are you sure you want to approve this transaction?". At the bottom, there are two buttons: "No" and "Confirm".

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



A dialog box with a white background and a blue border. At the top right is a close button (X). In the center is a blue information icon (i) inside a circle. Below the icon is the title "Secure Access Token Required" in bold. Underneath is a smaller line of text: "A secure access code is required to authorize this transaction. Please enter it below." Below this is a text input field with the placeholder "Enter token" and a vertical cursor. At the bottom are two buttons: a grey "Cancel" button on the left and an orange "Verify" button on the right.

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



A dialog box with a white background and a grey border. At the top right is a close button (X). In the center is a green checkmark icon inside a circle. Below the icon is the title "Approval Successful" in bold. Underneath is a smaller line of text: "Transaction successfully approved." Below this is the text "#1030506 (\$1.00) Approved". At the bottom is a single orange button labeled "Close".

*If you would like to setup 'Wire Notifications' for both 'Incoming' and/or 'Outgoing' 'Wires' please send email to 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.