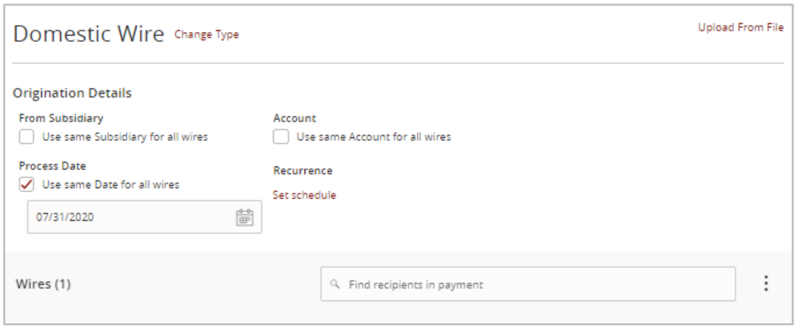
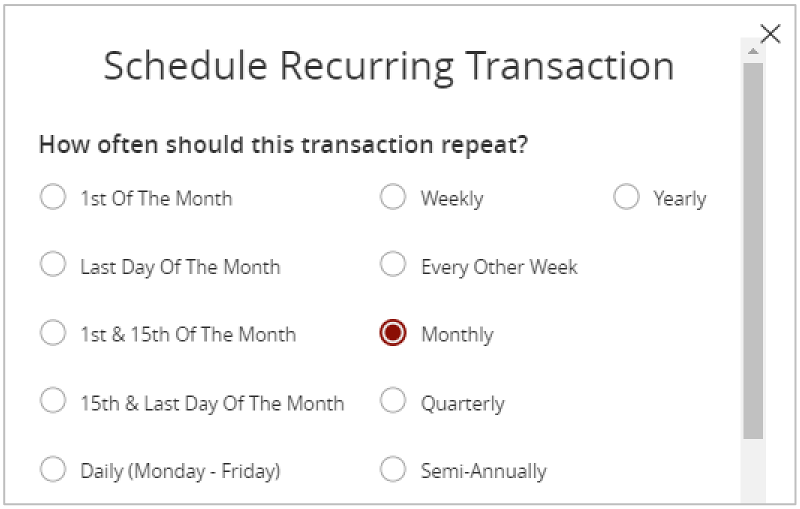
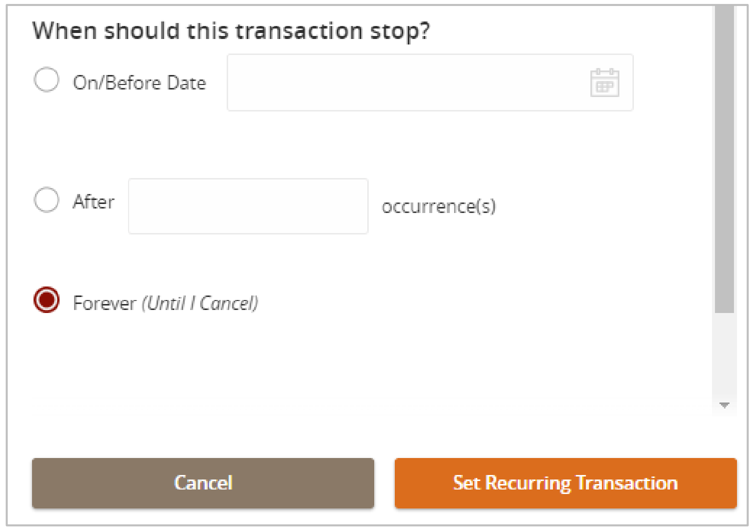
Creating Wires

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.

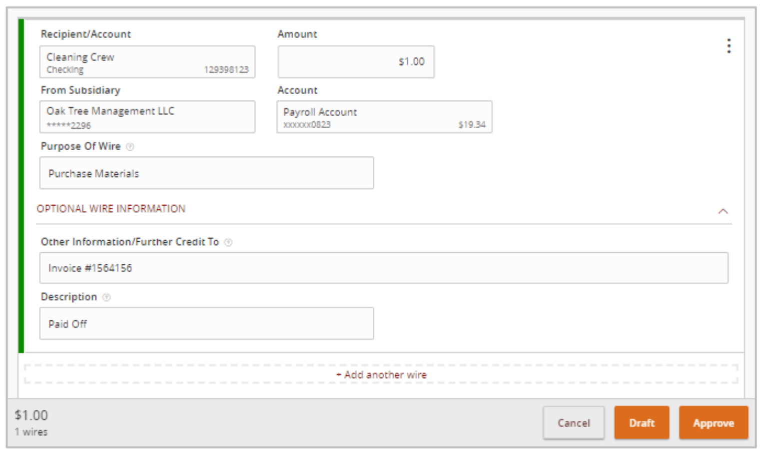






b. Designate when the transaction should stop.

c. Click 'Set Recurring Transaction' to complete the recurring setup process.



8. Select 'Recipient/Account' from drop-down menu.

9. Enter the 'Amount'.

10. Select 'From Subsidiary' from drop-down.

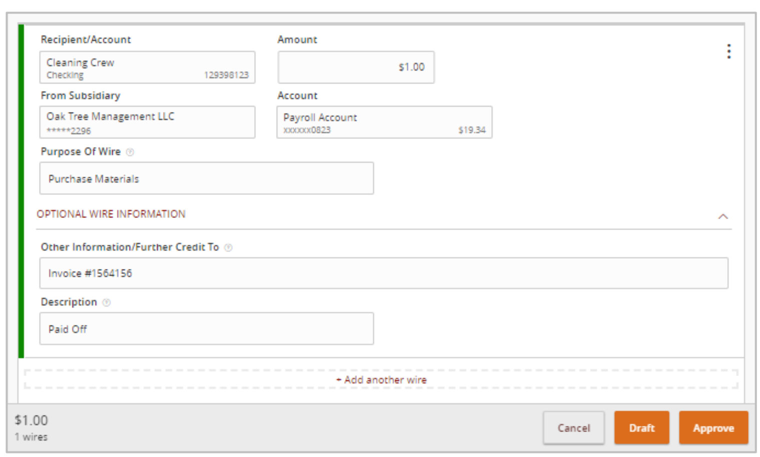
11. Select 'Account' from drop-down that 'Wire' should be debited from?

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)

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)

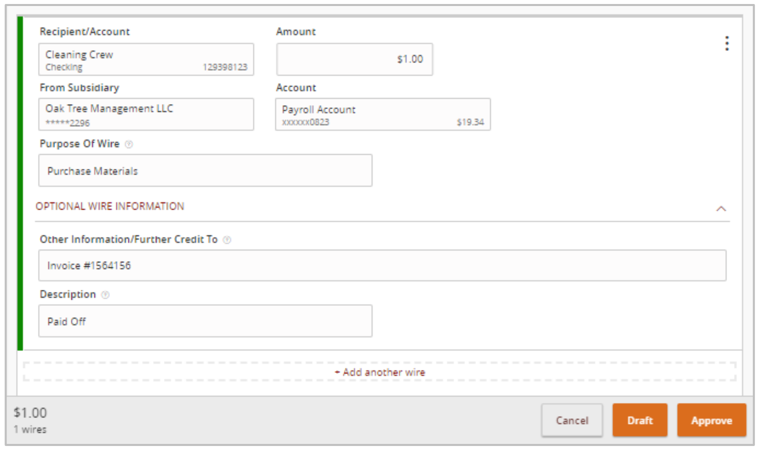
NOTE: Additional details entered in the 'Description' field will be for internal online banking reference. Is not delivered with 'Wire'.

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'.

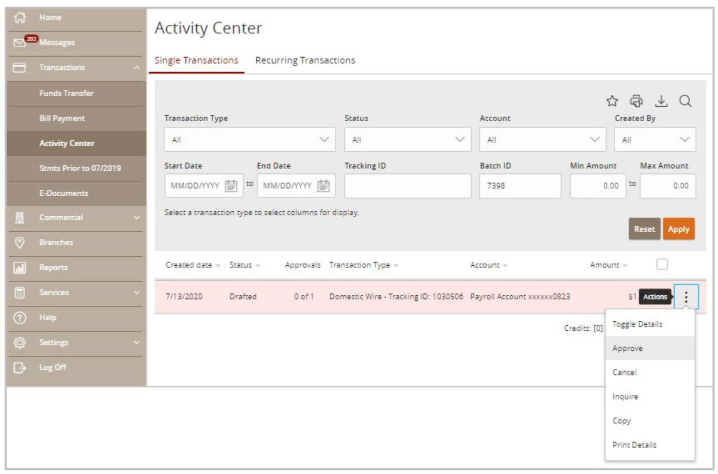
NOTE: Click on 'Approve' to 'Approve' the 'Wire' with your 'Token'.



Managing Wires

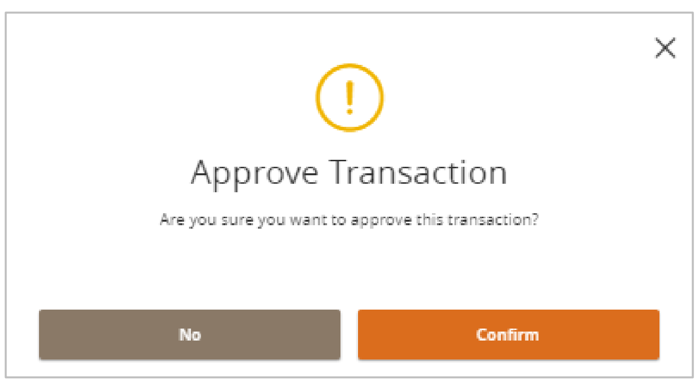
NOTE: 'Users' with 'Approval Rights' can 'Approve' the 'Wire' that was 'Drafted' in the 'Activity Center'.

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.

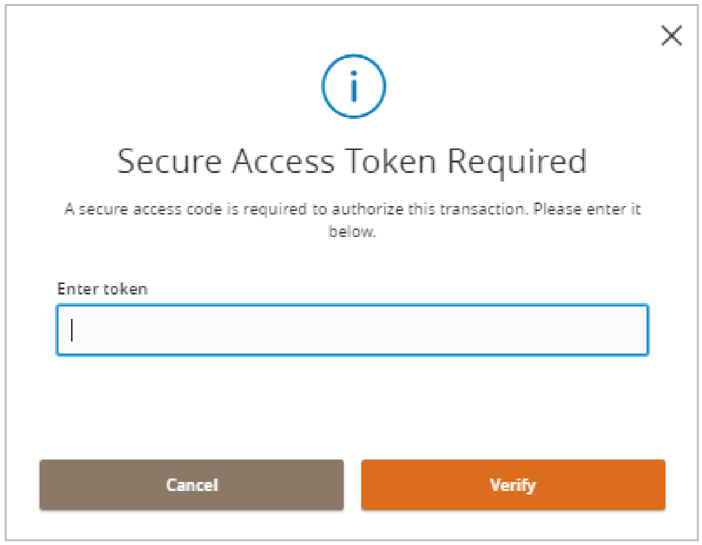


NOTE: You can 'Toggle Details', 'Cancel Wire', Inquire' about 'Wire', 'Copy', or 'Print Details' for the wire.

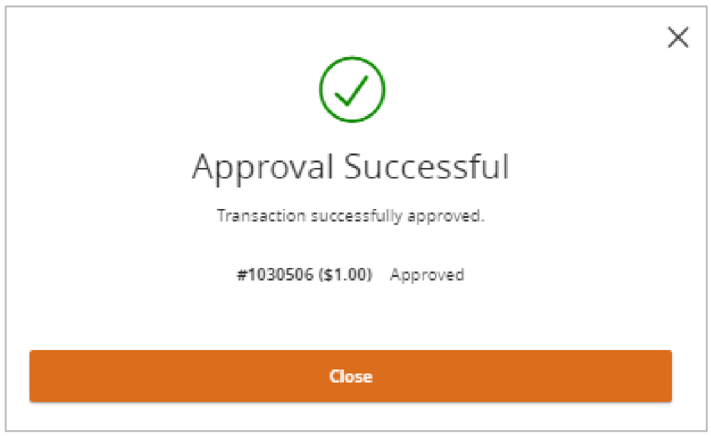
***If you need to 'Cancel' a 'Wire' and the 'Cancel' option is not available, call Treasury Support – 972-349-6195.**



4. Click the 'Confirm' button.



5. Enter the ‘Secure Access Token’ code.
6. Click ‘Verify’.



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

*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.