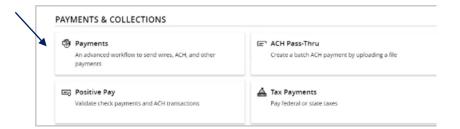


NOTE: Wire Upload allows you to upload a formatted CSV file that includes multiple wire transfers instead of inputting the wire information manually.

1. Click on 'Treasury Connect' and then select the 'Payments' tile.





2. Select 'New Payment' and then the desired wire transaction type from the menu.



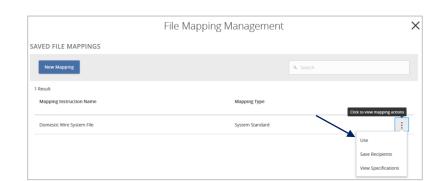
Questions? Please call our Customer Care Center toll-free at 855-614-4061.



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



- 4. Select the 'Use' option to upload a CSV formatted file.
- 5. Select 'Upload File'.



- 6. 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.



Wire Upload



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

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

