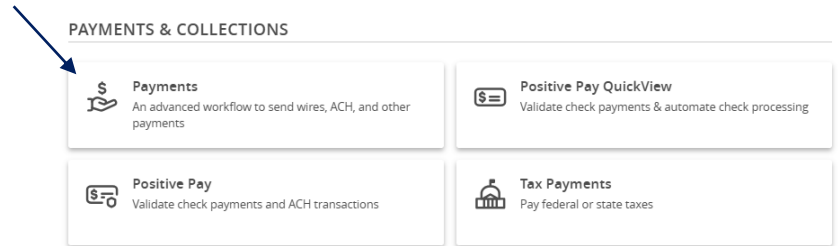
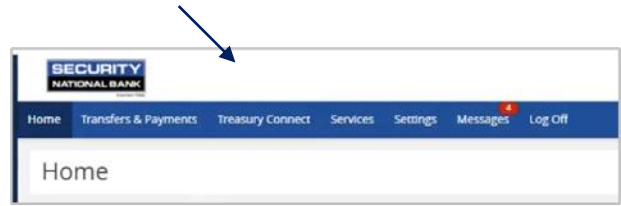


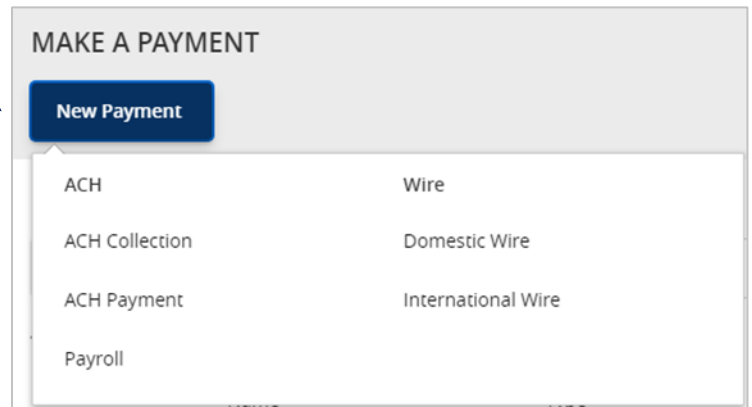


NOTE: Wire Upload allows you to upload a formatted CSV file that includes multiple wire transfers instead of inputting the wire information manually.

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.



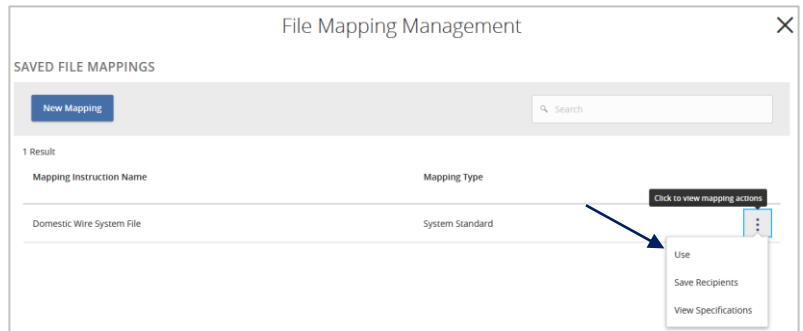
Questions? Please call our Treasury Operations team toll-free at 877-686-3590.



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



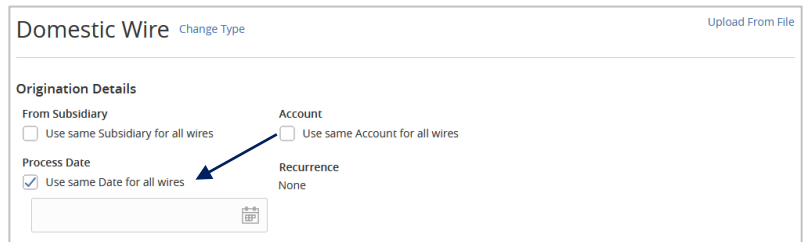
4. Select the 'Use' option to upload a CSV formatted file.



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.



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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.

The screenshot shows a web interface for uploading domestic wires. At the top, it says 'Domestic Wire' with a 'Change Type' link and an 'Upload From File' button. Below this is the 'Origination Details' section, which includes fields for 'From Subsidiary', 'Account', 'Process Date', and 'Recurrence'. There are checkboxes for 'Use same Subsidiary for all wires' and 'Use same Date for all wires'. A 'Process Date' field is present with a calendar icon. Below this is the 'Wires (1)' section, which has a search bar for 'Find recipients in payment' and a '+ Add multiple recipients' link. The main section is 'Wire Details', which includes a green checkmark indicating 'This payment is valid.' It contains fields for 'Recipient/Account' (Demo Test, Checking, 56789), 'Amount' (\$ 10.00), 'From Subsidiary' (Execubanc Test 2, *****, 333), and 'Account' (Rewards Checking, 0000, \$153.88). There is a 'Notify Recipient' checkbox and a 'Show Details' link. Below this is the 'Purpose Of Wire' field, followed by an 'OPTIONAL WIRE INFORMATION' section with 'Message to Beneficiary' and 'Description' fields. At the bottom, there is a summary bar showing '\$10.00' and '1 wires', along with 'Cancel', 'Draft', and 'Approve' buttons. A blue arrow points to the 'Approve' button.

CSV File Formatting for Multi-Wire Upload

1. The Payment from File feature allows you to upload a .csv file to create Domestic or International Wire Transactions.

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2. After clicking on the Upload from File button, click on the 3-dot menu to view the file specification requirements.

Mapping Instruction Name	Mapping Type
Domestic Wire System File	System Standard

Domestic Wire Upload Guidelines

- File must be in .csv format and follow the specification
- Please note wire transactions are executed per their order in the file
- File columns represent the mandatory wire fields where each column header in the sample file represents the Field Name and tag number
- If file contains less than 20 (multi-wire transfer limit) wire transactions, then this file will process as individual wire transactions

Download a sample file

[Domestic Wire Sample File \(.csv\)](#)

Download specification

[Domestic Wire File Specification \(.pdf\)](#)

OK

3. Please review the information for the wire type to be uploaded. Please note that Domestic and International Wires may not be in the same file.

International Wire Upload Guidelines

- File must be in .csv format and follow the specification
- Please note wire transactions are executed per their order in the file
- File columns represent the mandatory wire fields where each column header in the sample file represents the Field Name and tag number
- If file contains less than 20 (multi-wire transfer limit) wire transactions, then this file will process as individual wire transactions

Download a sample file

[International Wire Sample File \(.csv\)](#)

Download specification

[International Wire File Specification \(.pdf\)](#)

OK

4. To download an example CSV file that can then be reformatted for use within the online banking system, click on 'Domestic Wire Sample file (.csv)' or 'International Wire Sample file (.csv)'.

5. Once these files have been downloaded, without changing the column header or order, input the required wire information for each wire. The system will use this information as part of the validation process for the file.

6. If there are any errors in the file, the system will notify you in two different ways:

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- a. Missing or improperly formatted entries: an error message will appear on the confirmation screen and a file containing the error information will populate on the screen for download. Open this file to read the error message detailing where the missing or improperly formatted entries are located. The file can then be corrected and re-uploaded.
- b. Entries which are not supported by your online banking entitlements: If there are no missing entries or improperly formatted entries, the system will allow you to upload the file and take you to the multi-wire screen where your file contents will be displayed. If there are amounts, accounts, etc. in the file that are not supported by your Online Banking entitlements, the system will display error messages detailing where the file contents are not supported. You will then have the option of changing the entries on the page.

7. Once any errors have been corrected, the wires may be submitted.

The screenshot displays the 'Domestic Wire' upload screen. At the top, a grey banner contains a warning icon and the text 'Transaction Errors' with two bullet points: '2 payment(s) in this transaction are incomplete.' and 'Please select a process date for this transaction.' Below this, the page title is 'Domestic Wire' with a 'Change Type' link and an 'Upload From File' button. The 'Origination Details' section includes: 'From Subsidiary' with a checkbox 'Use same Subsidiary for all wires'; 'Process Date' with a checked checkbox 'Use same Date for all wires' and a 'Process Date' dropdown menu; 'Account' with a checkbox 'Use same Account for all wires'; and 'Recurrence' set to 'None'. A red-bordered box highlights the 'Process Date' dropdown with a warning icon. The 'Wire Details' section includes: 'Recipient/Account' with a dropdown showing 'Acme Products Ltd LLC Checking' and '123456789' with a warning icon; 'Amount' with a field containing '\$ 3.45'; 'From Subsidiary' with a search field 'Search by name' and a warning icon; 'Account' with a search field 'Search by name or number' and a warning icon; and 'Purpose Of Wire' with a dropdown showing 'Account Closing'. At the bottom, there is a link for 'OPTIONAL WIRE INFORMATION' with a dropdown arrow.

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