Treasury & Payment Solutions

Webster Bank

Quick Reference Guide

Create Drawdown Payment via Webster Web-Link®

This guide will instruct you on how to initiate a Drawdown Payment via Web-Link. This feature allows you to initiate a request to debit an account at another financial institution and to wire funds to your Webster account. Note: the required authorizations must be on file at the financial institution receiving the Drawdown request from Webster before they will act on the request.

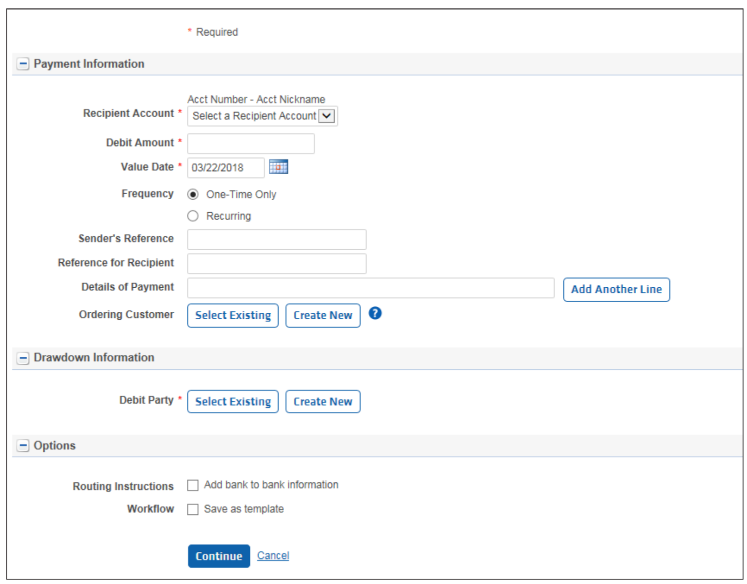
The Drawdown Payment module is located under Payments in the top navigation bar on Web-Link.

Treasury Dashboard | Accounts | Payments | Fraud Control | Check Services | File Services | Tools | Administration

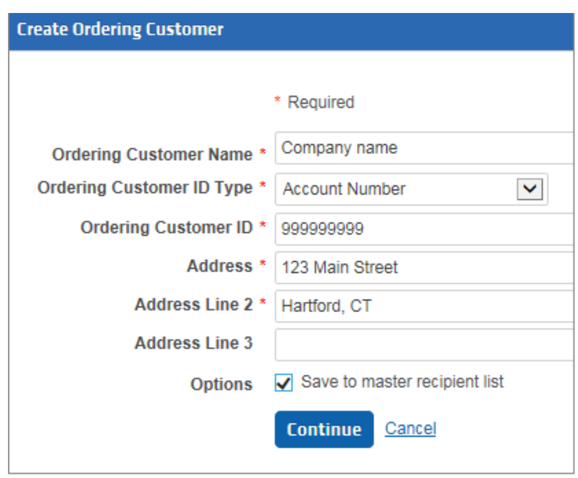
Depending on your entitlements, the top navigation bar may appear different, e.g. Home instead of Treasury Dashboard.

Create Drawdown Payment:

Payments > Create Wire Payment > Drawdown



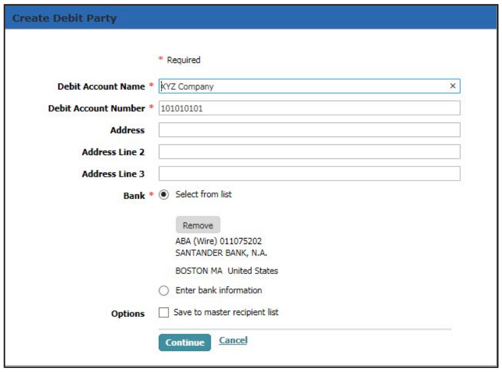
1. Payment Information:
   - **Recipient Account** – select your Webster account to be credited
   - **Debit Amount** – enter the amount to be debited at the other financial institution for credit to the selected Webster account
   - **Value Date** – the value date can be entered by either of the following methods:
     - Click calendar icon and select the date or manually enter the date on which the wire should be settled by payment and delivery
     - Automatically calculate the next available date by clicking Get Value Date
   - **Frequency** – select One-time Only or Recurring
   - **Sender's Reference** – Optional field
   - **Reference for Recipient** - Optional field
   - **Details of Payment** – Optional field
   - **Ordering Customer** – Required field. For Drawdown requests, you must complete the Ordering Customer information. Click "Create New" to enter your organization's name, Webster account number to be credited, and your organization's address (street, city/state/zip). This information will appear as the requestor of the drawdown request. If you click the "Save to master recipient list" checkbox, you can then save this information to populate the Ordering Customer field in the future.



2. Drawdown Information:
   - **Debit Party** – The following options are available for you to provide the debit party account and bank information:
     - **Select Existing** – Select from list of previously saved debit party accounts and banks

- **Create New** – Select Create New to enter the debit party information. The debit party information will populate from the details entered in the Create Debit Party screen.
- **Preferred Bank List** – Click Preferred Bank list to select a bank from the list of previously-saved banks. Banks that are frequently used can be saved to the Preferred Bank list for ease in providing bank information in the future. *(Refer to the Web-Link eLearning module titled "Manage Standard & Preferred Bank" for details on how to create a list of preferred banks)*

3. Options:
   - **Routing Instructions** – Optional selection to add bank-to-bank information
   - **Workflow:**
     - There is an optional checkbox for Save as Template selection
     - There is an optional checkbox for Approve on Submit which will display only if you are entitled to approve your own Drawdown Payment requests. If selected, the Drawdown Payment is approved and sent for processing



4. Completing the Create Debit Party screen:
   - **Debit Account Name** – Enter name of debit party
   - **Debit Account Number** – Enter debit party's account number
   - **Bank** – Select the debit party bank from one of the following options:
     - **Preferred Bank List** – List of banks that you previously saved to master recipient list
     - **Full Bank List** – List of available bank selections
     - Enter bank information with Bank ID
5. Click Continue once the screen is complete and the Preview Debit Party screen will display
6. Review and click Submit Recipient. The Debit Party details will populate in the Drawdown Information section

View and Approve Pending Drawdown Payment Transactions:
Payments > Payment Center

The Payment Center module is where pending Drawdown Payments will be listed. The Pending Drawdown Payments that require approval will have the status of Pending Approval:

1. Click the checkbox next to the payment and select Approve. You can also click Select All to select multiple payments for the same action: Approve or Reject.
2. Depending on the selection, either the Approve Payments or Reject Payments screen will display.
3. Click Approve to submit the Drawdown Payment request for processing.
4. Once the request has been sent out, the status will remain as "Received by Bank" and a Fed Reference Number will be returned.