



e-Treasury/Web-Link Migration Wire Payments Comparison

User Options & Report Differences

July 7, 2023





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Overview

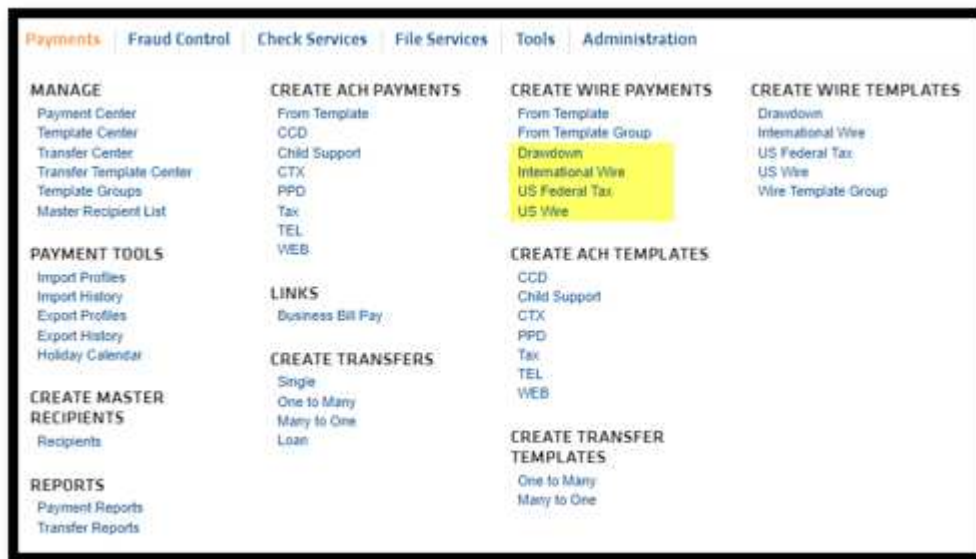
To facilitate the migration of Webster clients to e-Treasury, this document details differences between Web-Link's US Wires/ International Wire and e-Treasury's Wire Payments. Illustrations include user options for this feature.

This process allows for the creation of multiple wire types. USD Domestic Wires, USD International Wires, Foreign Exchange (FX) Wires.

If the wire cut-off time is approaching, a banner will display on the wire initiation page. The client can elect to receive a notification when the wire cut-off approaches.

US Wire/International Wires and Drawdown vs Wire Payments

Web-Link's US Wire/International Wires and Drawdown is the equivalent of e-Treasury's Wire Payments.





e-Treasury: Wire Payments

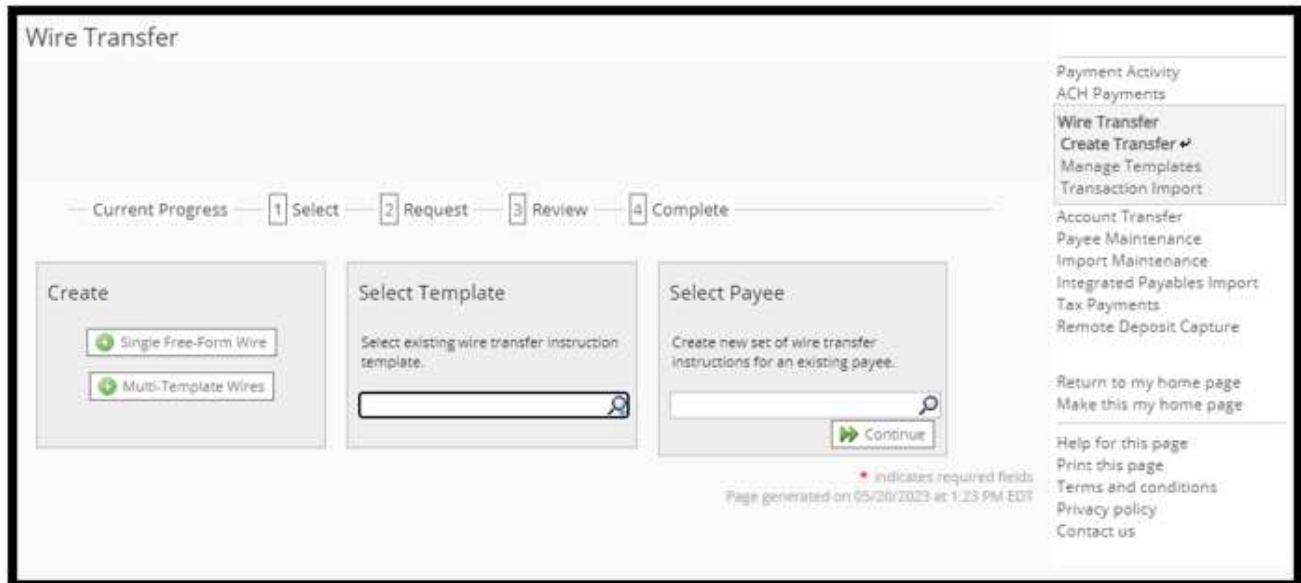
Select Wire Transfer from the Payments & Transfers tab to create a domestic or international wire payment.

The screenshot displays the 'Wire Transfer' page within the 'PAYMENTS & TRANSFERS' tab. The navigation bar includes: DASHBOARD, ACCOUNT INFORMATION, **PAYMENTS & TRANSFERS**, CONTROL & RECON, SFT, TOOLS, ADMINISTRATION, and MY SETTINGS. The page title is 'Wire Transfer'. A progress bar shows 'Current Progress' with a '1' in a box labeled 'Select' and a '4' in a box labeled 'Complete'. The main content area is divided into three sections: 'Create' with buttons for 'Single Free-Form Wire' and 'Multi-Template Wires'; 'Select existing wire transfer instruction template.' with a search input field; and 'Select Payee' with a text input field and a 'Continue' button. A sidebar on the right lists navigation options: Payment Activity, ACH Payments, **Wire Transfer** (with a dropdown arrow), Manage Templates, Transaction Import, Account Transfer, Payee Maintenance, Import Maintenance, Integrated Payables Import, Tax Payments, and Remote Deposit Capture. At the bottom right, there are links for 'Return to my home page', 'Make this my home page', 'Help for this page', 'Print this page', 'Terms and conditions', 'Privacy policy', and 'Contact us'. A footer note states '* Indicates required fields' and 'Page generated on 05/20/2023 at 1:21 PM EDT'.



Choose from 3 options to create Wires. To populate drop-down lists, begin typing to narrow-down selections.

- Click the Single Free-Form Wire button to create a one-time wire, without a pre-defined template.
- Click the Select Template drop-down to create a wire from an existing semi-repetitive or fully repetitive template. Template type will be displayed in parenthesis beside the template name.
- Click the Select Payee drop-down to create a wire using an existing payee as a beneficiary.



Single Free-Form Wire Payment

For a Single Free-Form Wire, enter a Payment Date and choose the Debit Account from your available accounts. Next, choose Payment Currency. If you choose USD, you will only be asked to fill in the dollar amount you are sending.



Wire Transfer

For today's processing USD Wires must be submitted before 6:00 PM EDT. FX Wires must be submitted before 6:00 PM EDT.

Current Progress — 1 Select — 2 Request — 3 Review — 4 Complete —

Account Information:

- * Payment Date: 06/06/2023
- * Debit Account: [Search]
- * Originator Name: JenniCakes, LLC
- * Originator Address 1: 200 Executive Blvd
- * Originator Address 2: Southington, CT 06010
- Originator Address 3: []
- * Payment Currency: US Dollar (USD)
- * Amount: 10500.00

If a foreign currency is chosen, the Debit Amount and Payment Amount will be available to use. The Debit Amount is used if you would like to enter the USD Amount to be withdrawn from your account. The Payment Amount is used if you would like to enter the foreign currency amount that is to be delivered to the Beneficiary. The USD amount equivalent to be withdrawn from the account will be displayed.

You will also see a Foreign Exchange Rate Lookup link at the bottom of the Wire Transfer screen.



Wire Transfer

For today's processing USD Wires must be submitted before 6:00 PM EDT. FX Wires must be submitted before 6:00 PM EDT.

Current Progress — 1 Select — 2 Request — 3 Review — 4 Complete

Account Information — Foreign Currency Details

* Payment Date

* Debit Account

Contract Number

* Originator Name

* Originator Address 1

* Originator Address 2

Originator Address 3

* Payment Currency

* Amount

Payment Amount

Debit Amount

Foreign Currency Rate Request

[Foreign Exchange Rate Lookup](#)



Enter the Beneficiary Information. This includes the beneficiary Name, Beneficiary ID Type, Beneficiary ID, Address, and Beneficiary Country.

You will also be required to enter the Beneficiary Bank Information. Use the Bank Lookup function to automatically populate the fields, or manually populate the required information.

The screenshot shows two main sections: "Beneficiary / Payee Information" and "Beneficiary Bank Information".

Beneficiary / Payee Information:

- Name: [Text Field]
- Beneficiary ID Type: [Dropdown Menu: Account Number]
- Beneficiary ID: [Text Field]
- Address 1: [Text Field]
- Address 2: [Text Field]
- Address 3: [Text Field]
- Note: P.O. Boxes are not valid
- Beneficiary Country: [Dropdown Menu: None Selected]

Beneficiary Bank Information:

- Bank Lookup: [Link]
- Name: [Text Field]
- Beneficiary Bank ID Type: [Dropdown Menu: None Selected]
- Beneficiary Bank ID: [Text Field]
- Address 1: [Text Field]
- Address 2: [Text Field]
- Address 3: [Text Field]
- International Bank: [Checkbox]
- Beneficiary Bank Country: [Dropdown Menu: None Selected]
- Intl Routing Number: [Text Field]

Under Additional Bank Information, enter the Purpose of Payment and/or Additional Information for Beneficiary and the Sender's Reference. Save as a Repetitive Template and/or Save as a Payee for next time.

Click on Request Transfer and Confirm. You may be required to reverify depending on your account set up.

The screenshot shows the "Additional Bank Information" section with the following fields and options:

- Additional Reference Information:
 - Purpose Of Payment: [Text Field]
- Additional Information For Beneficiary: [Text Field]
- Note: Maximum 35 characters per field
- Sender's Reference: [Text Field]
- Save As Repetitive Template: [Checkbox]
- Save As Payee: [Checkbox]
- Notify Me: [Link]
- Notify Me options:
 - Pending Actions: Notify via EMAIL
 - Pending Release: Notify via EMAIL
 - System Events: Notify via EMAIL
 - Complete - Unsuccessful: Notify via EMAIL
 - Complete - Successful: Notify via EMAIL
 - Early Action Taken: Notify via EMAIL
 - Early Action Removed: Notify via EMAIL
 - Expired: Notify via EMAIL
- Foreign Currency Rate Request:
 - Foreign Exchange Rate Lookup: [Link]

At the bottom, there are two buttons: "Request Transfer" (with a green checkmark icon) and "Cancel" (with a red X icon).



Drawdown

If you are creating a Drawdown Wire, you must choose USD in the Payment Currency field and check off the box for Drawdown.

Complete the Ultimate Debit Account, Ultimate Debit Party and Ultimate Debit Bank ID fields.

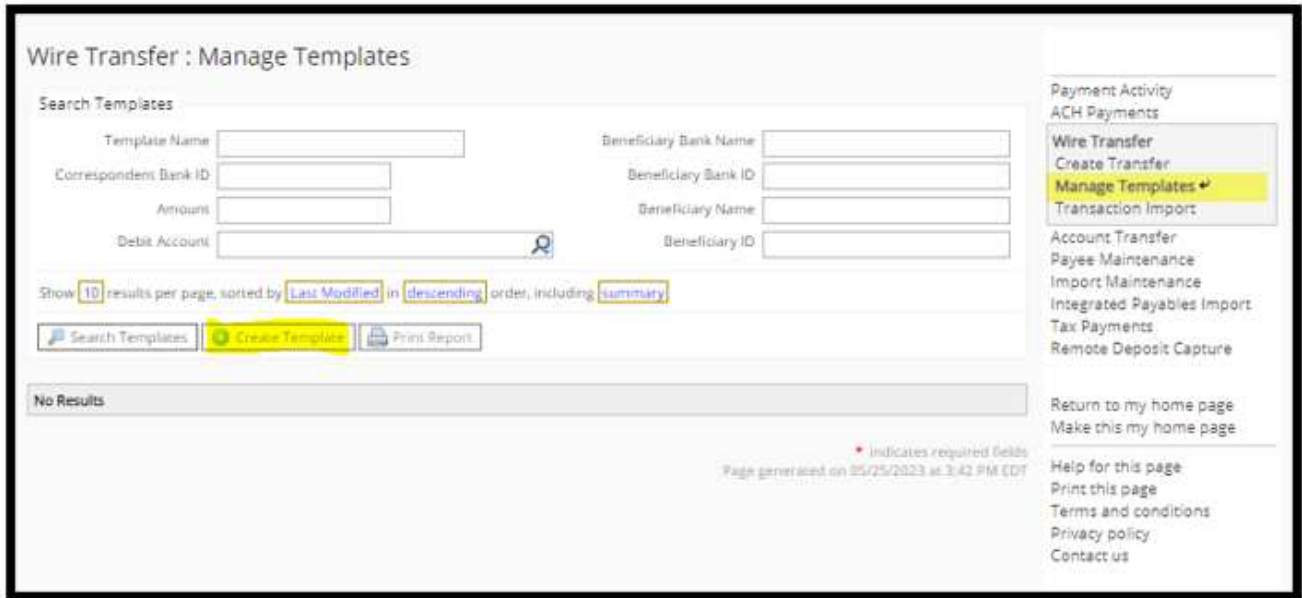
The screenshot shows a web form for creating a wire transfer. At the top, a yellow banner contains the text: "For today's processing USD Wires must be submitted before 6:00 PM EDT. FX Wires must be submitted before 6:00 PM EDT:". Below this is a progress indicator with four steps: "1 Select", "2 Request", "3 Review", and "4 Complete". The "1 Select" step is currently active. On the right side, there are links for "Terms and conditions", "Privacy policy", and "Contact us". The main form area is titled "Account Information" and contains several fields: "Payment Date" (06/21/2023), "Debit Account" (with a search icon), "Originator Name", "Originator Address 1", "Originator Address 2", "Originator Address 3", "Payment Currency" (US Dollar (USD)), and "Amount". Below the "Account Information" section, there is a "Drawdown" checkbox which is checked. Underneath, there are three more fields: "Ultimate Debit Account", "Ultimate Debit Party", and "Ultimate Debit Bank ID".



Wire Payment from templates

To create a Wire Payment from a template, you must first create the template within Manage Templates from the right-hand menu.

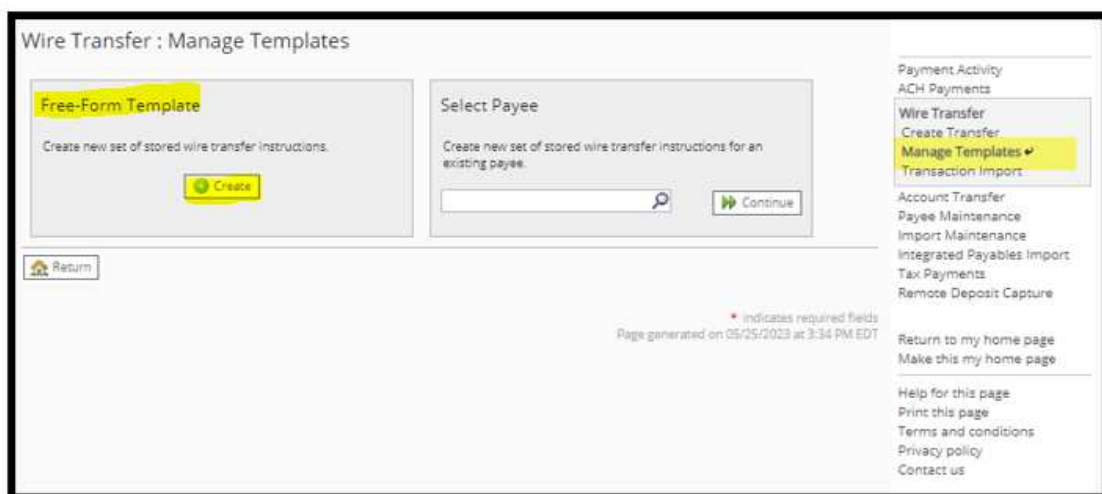
Click on Create Template.



You can create a Free-Form Template or Select Payee from a pre-defined payee.

Free-form templates

To create a free-form template, click Create in the Free-Form Template box.





Select from a Repetitive Template, or Semi-Repetitive Template and enter a Template Name.

Enter payment information as you would when creating an actual payment and click the Save Template button.

Wire Transfer Template Maintenance

Template Settings

Repetitive Template Semi-Repetitive Template

* Template Name

Account Information

* Debit Account

* Originator Name

* Originator Address 1

* Originator Address 2

Originator Address 3

* Payment Currency

* Amount

Drawdown

Beneficiary / Payee Information

* Name

* Beneficiary ID Type

* Beneficiary ID

Address 1

Address 2

Address 3

Note: P.O. Boxes are not valid

* Beneficiary Country

Beneficiary Bank Information

[Bank Lookup](#)

Name

Beneficiary Bank ID Type

Beneficiary Bank ID

Address 1

Address 2

Address 3

International Bank

* Beneficiary Bank Country

Int'l Routing Number

▶ Additional Bank Information

Additional Reference Information

Purpose Of Payment

Additional Information For Beneficiary

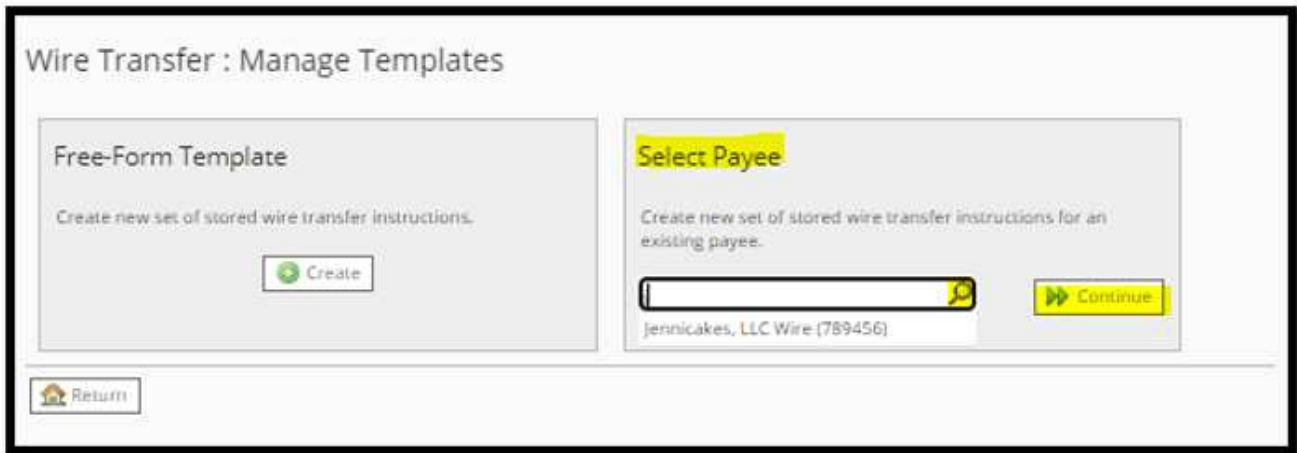
Note: Maximum 35 characters per field

Sender's Reference



Select Payee

To create a wire payment from a Select Payee template, search the payee and click the Continue button.



Choose whether the template is Repetitive or Semi-Repetitive, name the template, and fill in the needed information. As you can see, the payee information is already filled in for you.

Upon completion, click the Save Template button.



Select Template

Choose Select Template to pre-fill your Wire Transfer request with existing templated information. If you choose a Semi-Repetitive template, you will fill in the amount.

Wire Transfer

For today's processing USD Wires must be submitted before 5:00 PM EDT. FX Wires must be submitted before 5:00 PM EDT.

Current Progress — 1 Select — 2 Request — 3 Review — 4 Complete

Create

- Single Free-Form Wire
- Multi-Template Wires

Select Template

Select existing wire transfer instruction template.

Wire Template 1 (Repetitive Template) Continue

Select Payee

Create new set of wire transfer instructions for an existing payee.

* indicates required fields
Page generated on 05/25/2023 at 3:50 PM EDT

To Create the payment by selecting the Payee, you will begin to type in and select the payee you want to create the payment from.

Wire Transfer

For today's processing USD Wires must be submitted before 5:00 PM EDT. FX Wires must be submitted before 5:00 PM EDT.

Current Progress — 1 Select — 2 Request — 3 Review — 4 Complete

Create

- Single Free-Form Wire
- Multi-Template Wires

Select Template

Select existing wire transfer instruction template.

Select Payee

Create new set of wire transfer instructions for an existing payee.

Jennicakes, LLC Wire (789456)

* indicates required fields
Page generated on 05/25/2023 at 3:53 PM EDT



Fill in the needed information, you will notice the Beneficiary Information is pre-filled. Once completed click on Request Transfer.

wire transfer

For today's processing USD Wires must be submitted before 5:00 PM EDT. FX Wires must be submitted before 5:00 PM EDT

Current Progress: 1 Select 2 Request 3 Review 4 Complete

Account Information

- * Payment Date: 05/25/2023
- * Debit Account: [Search]
- * Originator Name: Jenns Company
- * Originator Address 1: 200 Executive Blvd
- * Originator Address 2: Southgum, NY 06489 US
- Originator Address 3: []
- * Payment Currency: [Search]
- * Amount: []
- Drawdown:

Beneficiary / Payee Information

Payee Name: Jenns/akes, LLC Wire

Beneficiary ID Type: Account Number

Beneficiary ID: *43211

Address 1: []

Address 2: []

Address 3: []

Beneficiary Country: US - United States

Beneficiary Bank Information

Name: BANK OF AMERICA, N.A., NY

Beneficiary Bank ID Type: Fed ABA

Beneficiary Bank ID: 026009593

Address 1: []

Address 2: []

Address 3: []

Beneficiary Bank Country: US - United States

Int'l Routing Number: []

* Additional Bank Information: []

Additional Reference Information

Purpose Of Payment: []

Additional Information For Beneficiary: [] [] [] []

Note: Maximum 35 characters per field

Sender's Reference: []

[Notify Me](#)

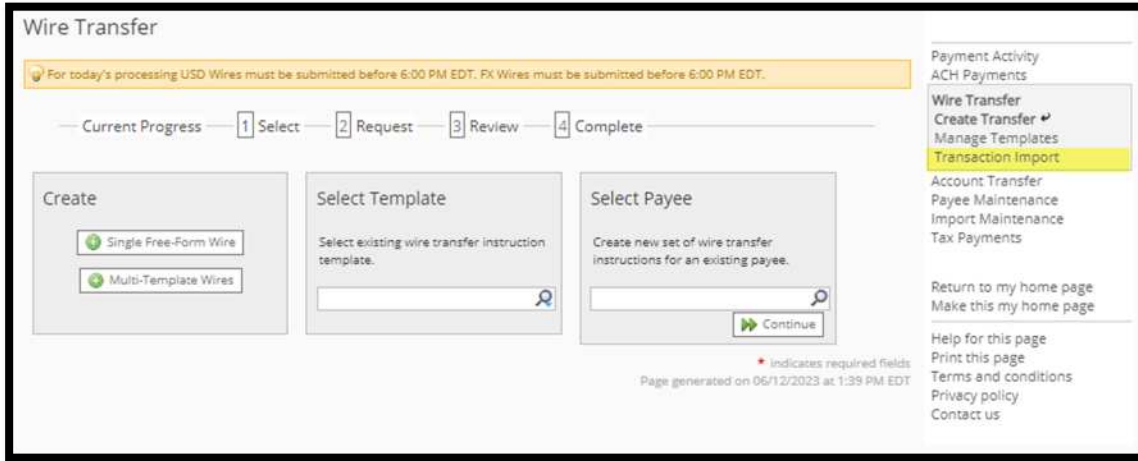
- Pending Action: Notify via EMAIL
- Pending Release: Notify via EMAIL
- System Events: Notify via EMAIL
- Complete - Unsuccessful: Notify via EMAIL
- Complete - Successful: Notify via EMAIL
- Early Action Taken: Notify via EMAIL
- Early Action Removed: Notify via EMAIL
- Expired: Notify via EMAIL

* Indicates required fields
Page generated on 05/25/2023 at 3:54 PM EDT



File Import

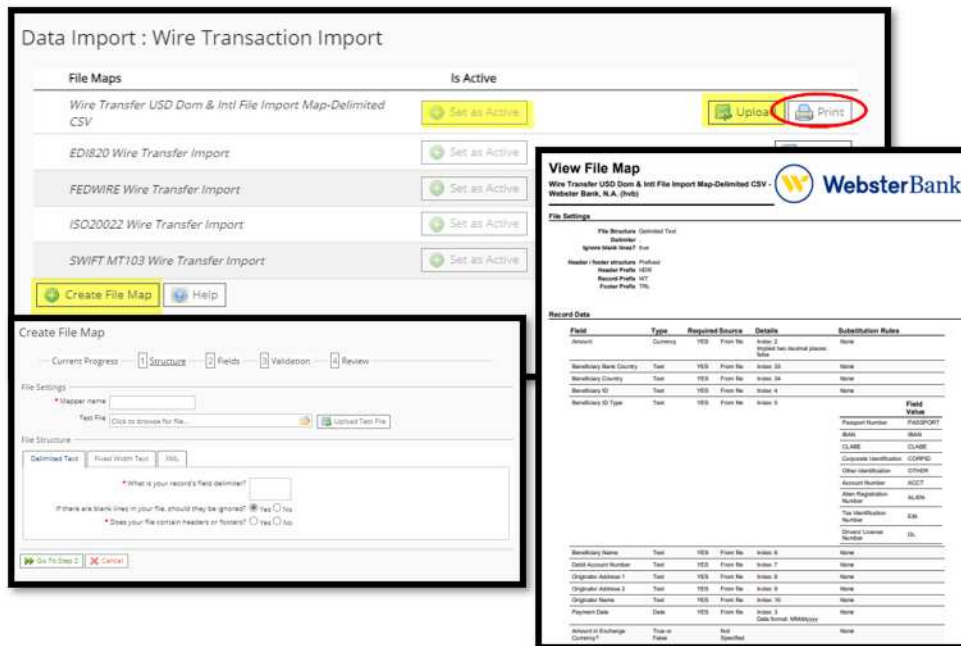
Wire File Import is also available from the right-hand menu. Choose Transaction Import.



Make sure the file map you are using is set to Active by clicking on the Set as Active button.

- The Print button will display the View File Map format.
- Create a custom map by clicking on Create File Map.

When you are ready to upload the file, choose Upload.





After clicking Upload, browse for the file and click Upload File.

Data Import : Wire Transaction Import

* Select File 00000008.txt

Upload File Cancel

* Indicates required fields
Page generated on 06/12/2023 at 1:41 PM EDT

Wire Subscriptions

Alerts in Web-Link are equivalent to Subscriptions in e-Treasury. They are located under Settings. The following are available for Wire Payments:

- Wire Transfer Items End of Day Notification
- Wire Transfer Status Change Digest
- Wire Transfer Status Change Notification

Important Changes

- There is no longer a Tax Template for Wires. Wire instructions can be found here: <https://download.eftps.gov/SameDayPaymentWorksheet.pdf>.
- To use our Full Pay Service, select “OUR – (Full Pay)”. This allows for the beneficiary to receive the full principal amount of the wire.
- You can no longer create a future dated FX Wire since there is now a real time rate call for foreign currencies.
- Wire email advices are now available and customizable via the Wire Detail Report.
- Incoming International Wires need to be routed to our SWIFT BIC Code STETUS33.
- Cut-off times: 6:00 pm for Domestic and International USD/FX. An earlier cut-off time may apply for some foreign currencies.



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