



Business Online Banking to e-Treasury New User Interface User Guide

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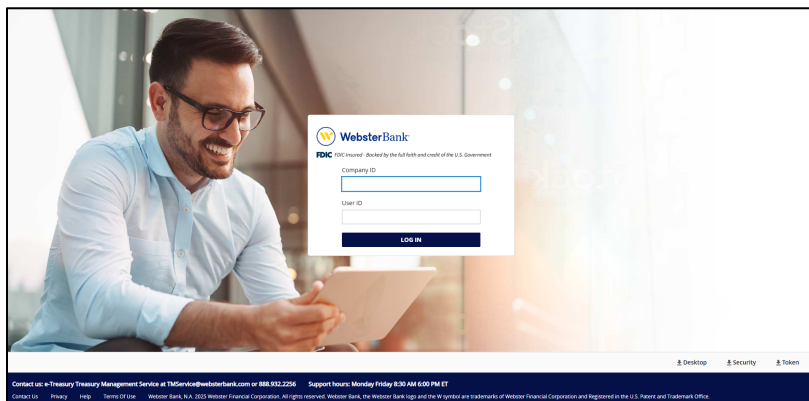
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Login

First Time Login

1. Go to URL: <https://snb.olbanking.com/corporate/auth/login>



2. Enter the **Company ID** field – this will be provided by the bank in an email.
3. Enter the **User ID** field – this is your existing User ID from Business Online Banking.
4. The **Password** field will then be displayed. Enter the temporary password supplied by the bank or your company Administrator.

5. Select **Login**.

- The user will be prompted to create an **Authentication PIN**. This PIN will be used at login and reverification for ACH and/or Wire Transfer creation/approvals.

- Select **Next** in the bottom right-hand corner.
- The user will be prompted to select an image and create a phrase that they will easily recognize at login.

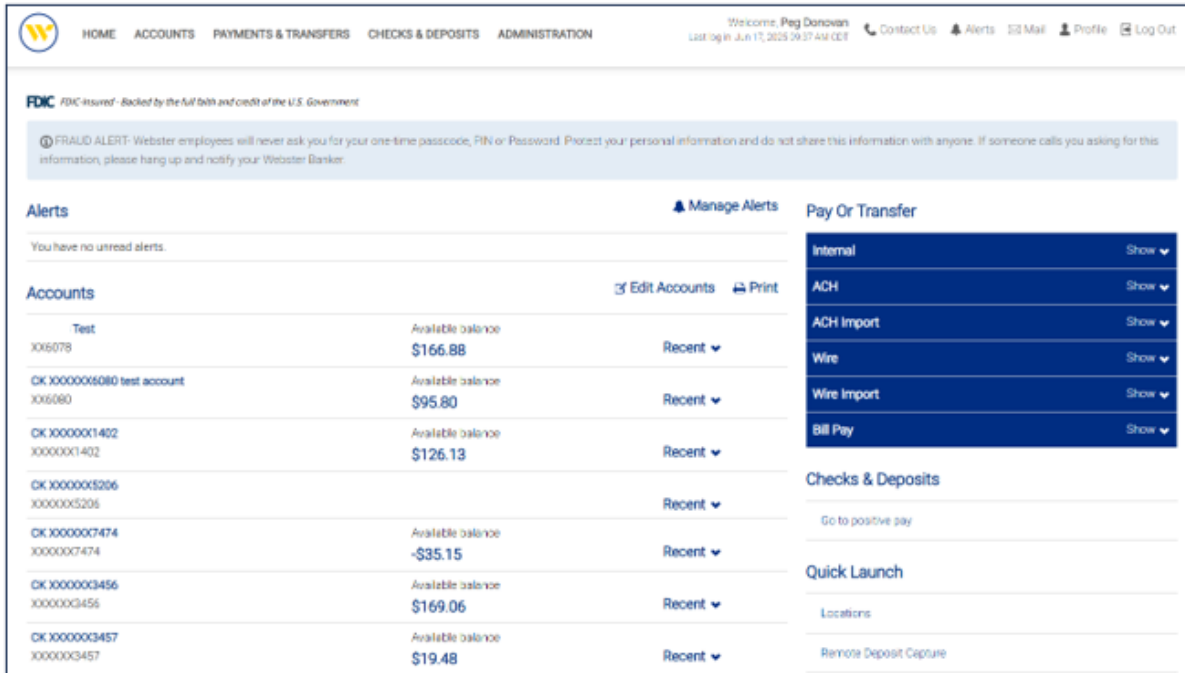
- Enter a **Phrase**.
 - Select an image. Use the drop-down menu under **Select Category** for additional images.
 - Select **Save** in the bottom right-hand corner.
- Note: All users will be set up to receive their one-time passcode (OTP) via email. You will receive an email containing a one-time password each time you log in or during re-verification.**

Dashboard

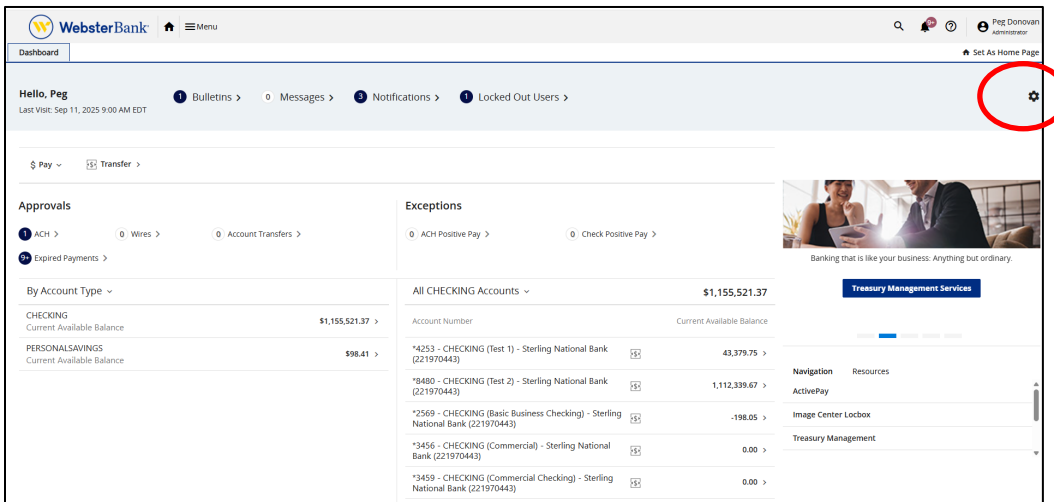
The **Dashboard** will display **Accounts, Account Groups, Bulletins, Messages, Notifications, Approval alerts, and Exception alerts.**

The widgets can be moved in different order by selecting the gear icon on the far right-hand side of the page.

Old:



New:

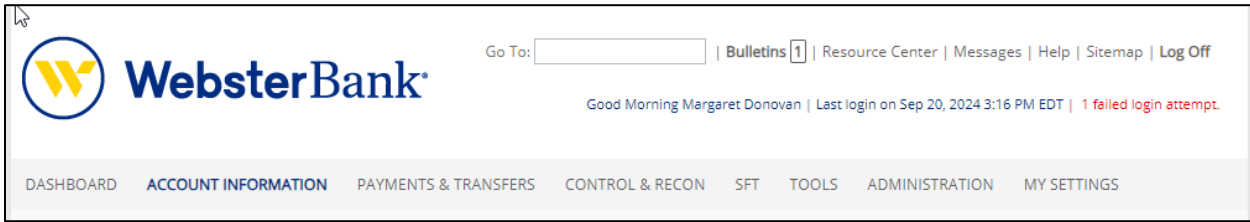


By selecting options from the main menu heading, the user can receive more details on:

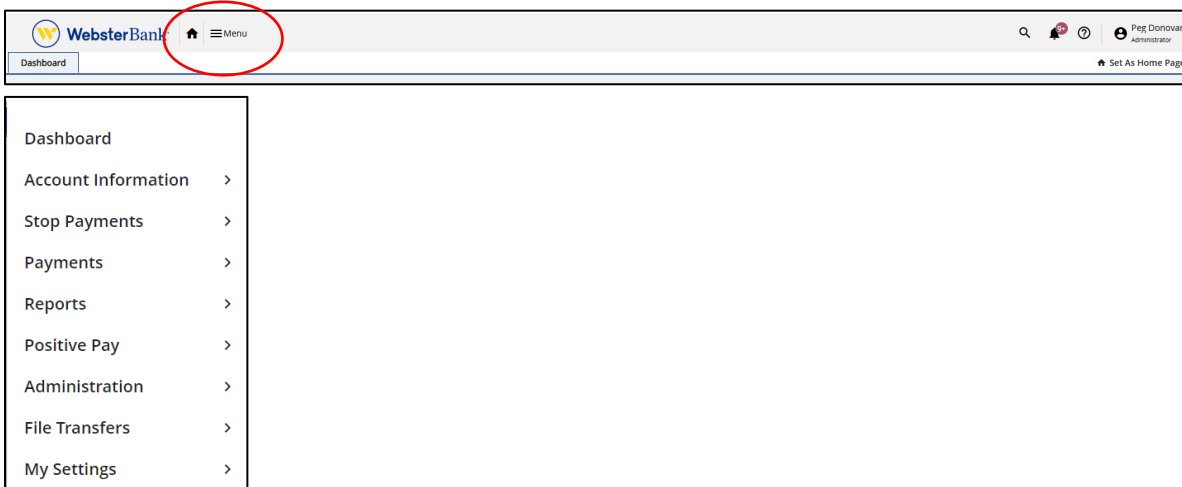
- Bulletins
- Messages
- Notifications
- Locked Out User

The user may also use the **Menu** icon at the top of the screen to navigate to other features.

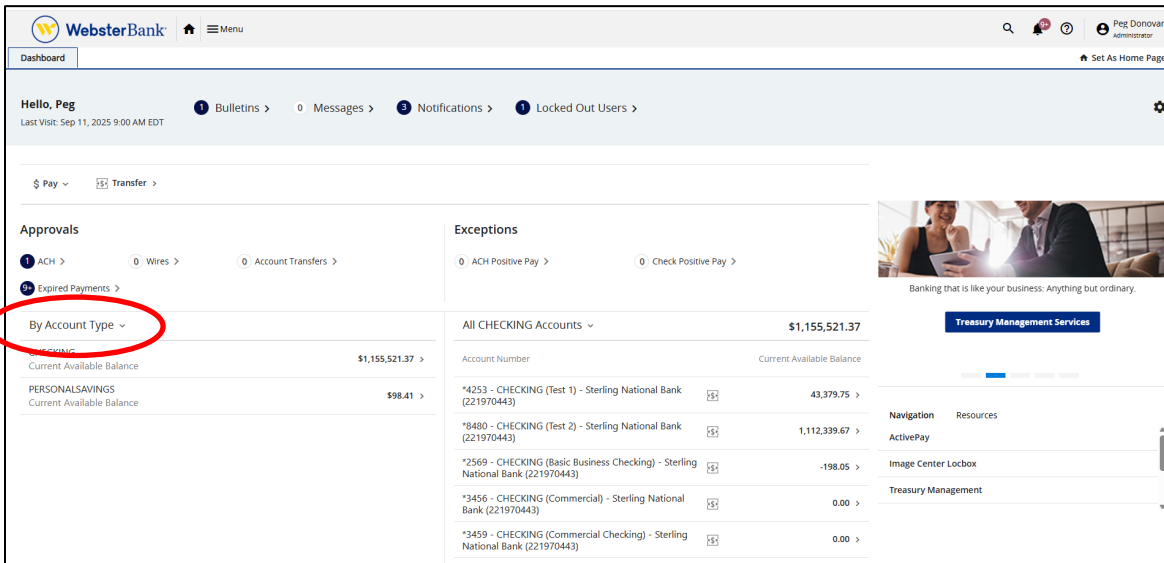
Old:



New:

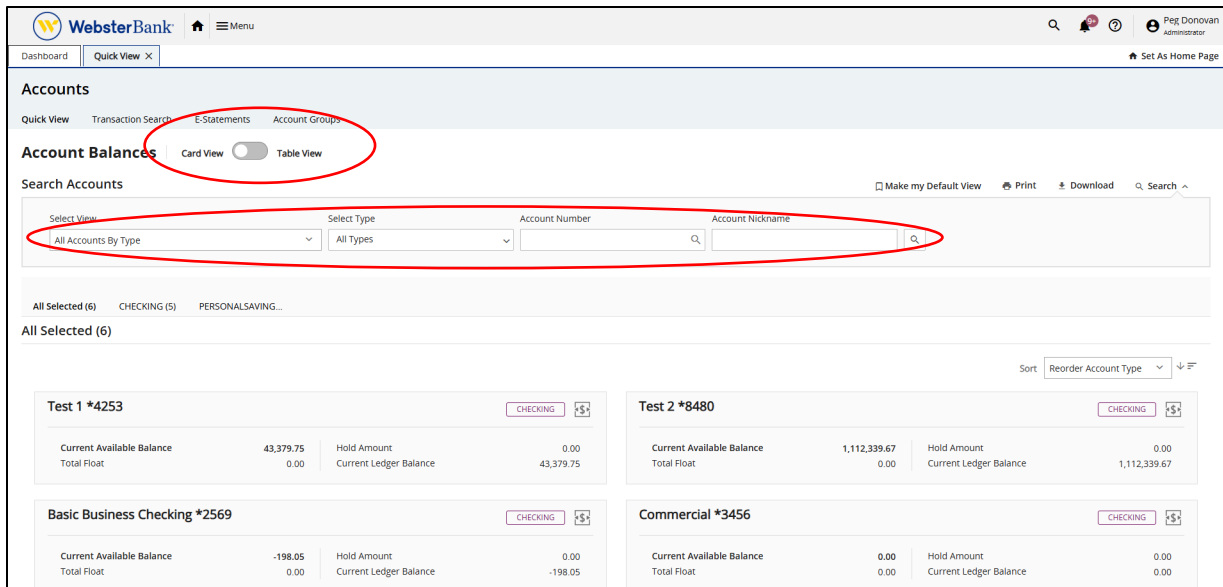


Selecting an account By Account Type will allow the user to drill down to additional balances for each account in that group.

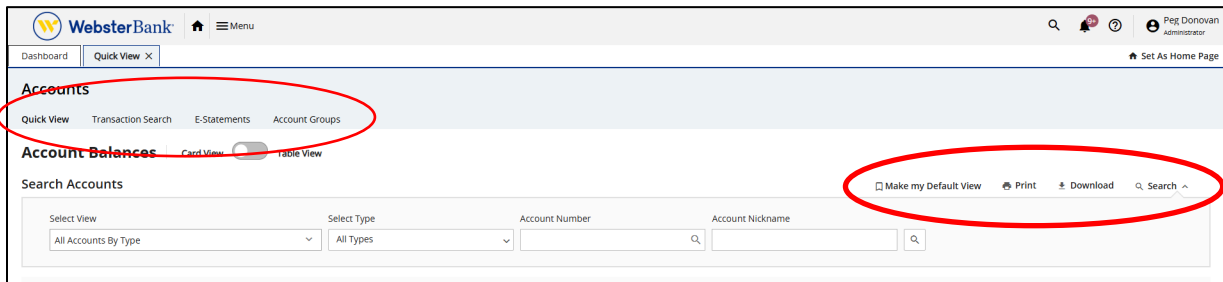


Note: Users can change the layout of the Quick View screen by selecting the Card View or Table View options.

1. Once a group is selected the user will be brought to the **Quick View** screen.



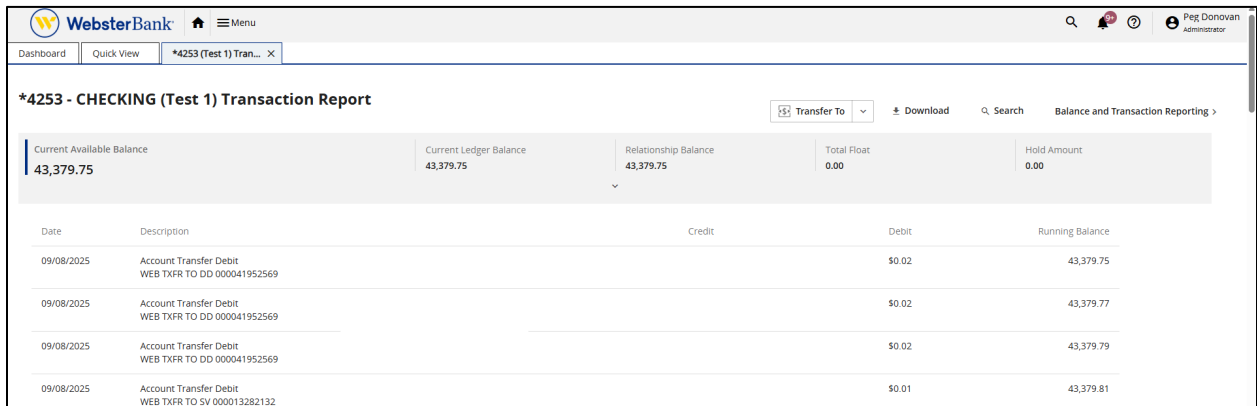
2. Enter search criteria to locate additional transactions.
3. The user can also select other **Account Types** by clicking on the **Account Type** name links.
4. From the upper right-hand section, the user may select **Make my Default View**, **Print** and **Download**.



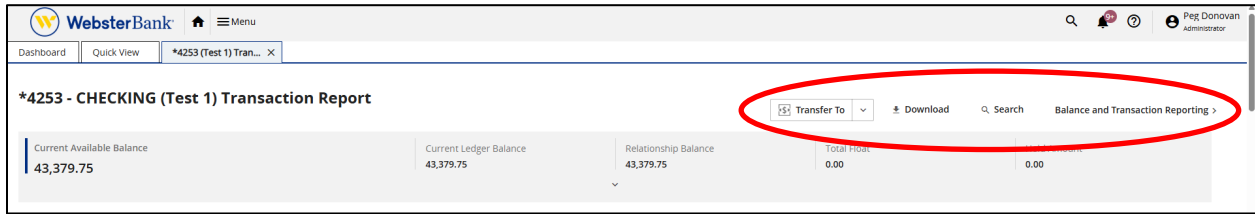
Note: The user can also navigate by selecting **Quick View**, **Transaction Search**, **eStatements** and **Account Groups** links from the name menu.

Note: If you download an **Account Type** the user must also select an option in the **Select Type** screen before downloading.

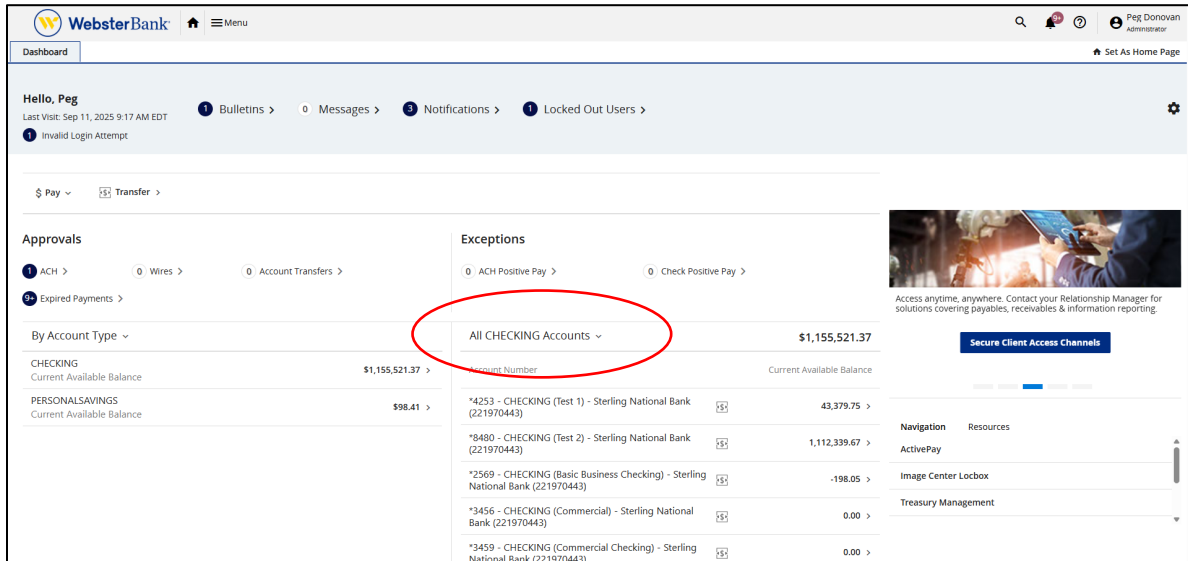
5. Select an account and additional transaction details will be displayed.



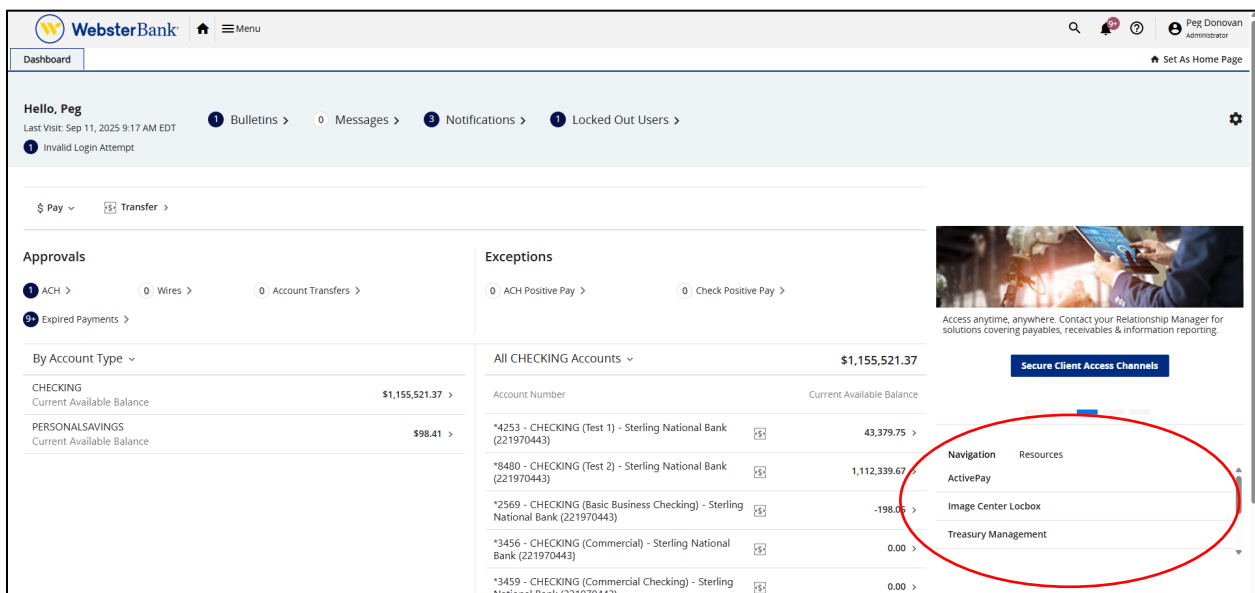
- Once an account is selected, in the upper right-hand section, the user may **Transfer** funds, **Download**, **Search** and move to the **Balance and Transaction Reporting**.



- On the right-hand side of the screen, the user may select individual accounts by account type or group to view balance and transaction details.

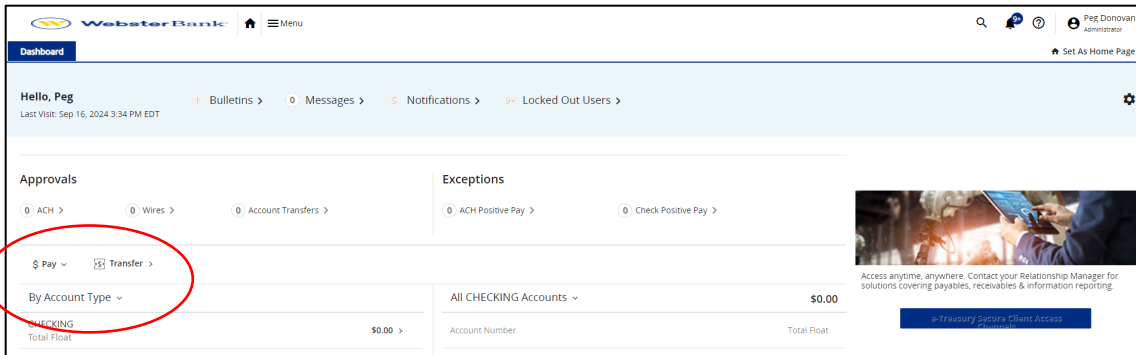


- To the far right-hand side of the screen is the **Navigation** to other features and **Resources** documents.

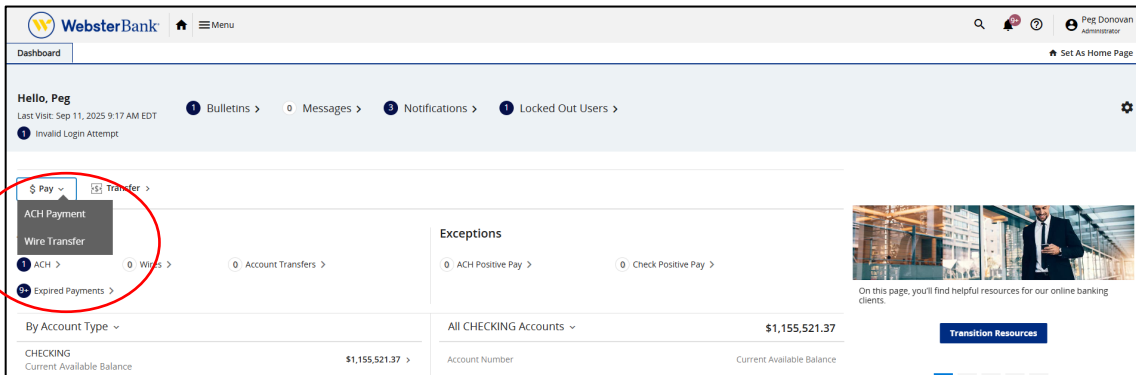


Note: Under Resources users can find a User Guide that will walk through each module step-by-step.

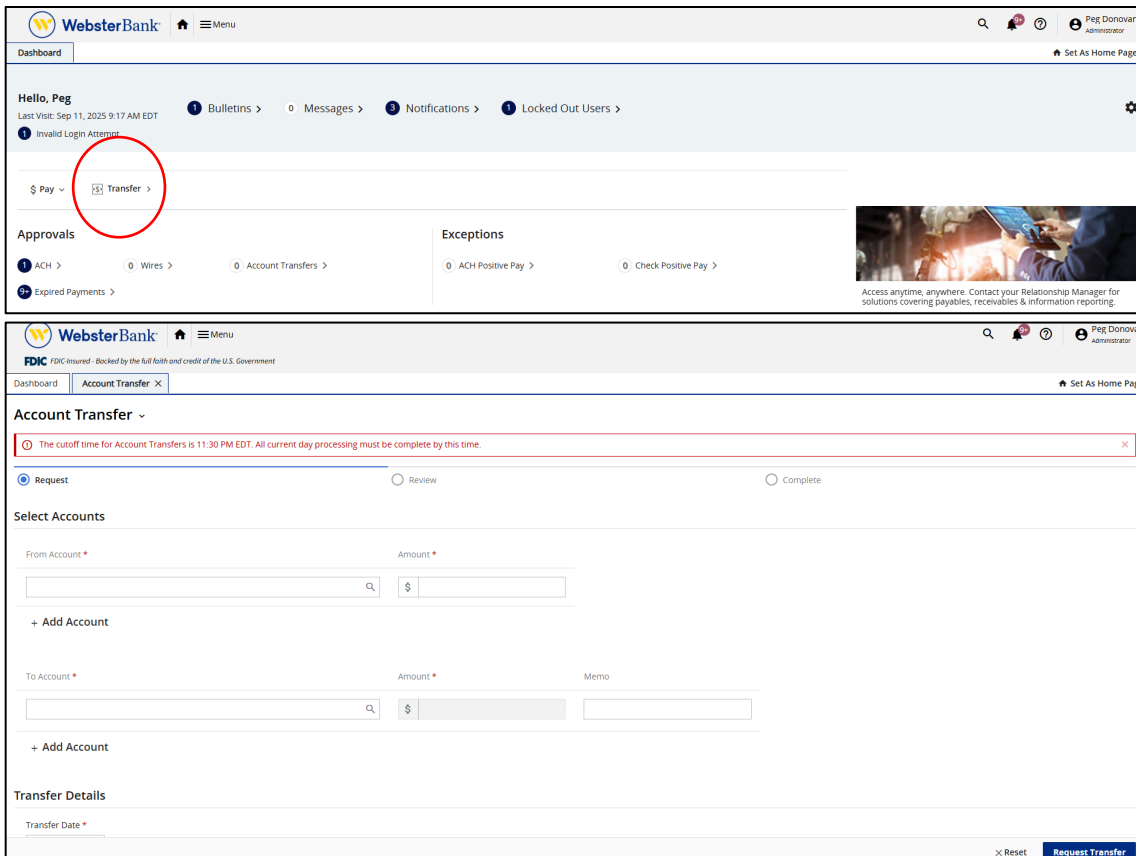
9. The user may also do a quick ACH, Wire Transfer or Account Transfer for the Dashboard screen.



10. Select Pay to enter an ACH Payment or Wire Transfer. (Depending on user entitlements.)



11. Select Transfer to enter an Account Transfer. (Depending on user entitlements)



12. From the **Menu** icon at the top of the screen the user may navigate to:

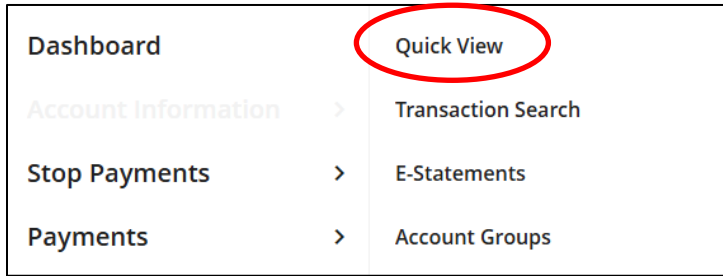
- Dashboard
- Account Information
 - Quick View
 - Transaction Search
 - eStatements
 - Account Statements
 - Account Analysis Statements
 - Returned Deposited Items
 - Account Groups
 - Zelle
- Stop Payments
 - Stop Payment Activity
 - Request Stop Payment
- Payments
 - Payment Activity
 - Current Activity
 - Future Payments
 - Payment History
 - Recurring Transfer
 - Approvals
 - Account Transfer
 - ACH Payments
 - New ACH Batch
 - Wire Payments
 - New Wire Transfer
 - Manage Wire Template
 - Tax Payments
 - New Tax Payment
 - Payees
 - Manage Payees
 - New Payee
- Reports
 - ACH Detail Report
 - ACH Notifications of Change Report
 - ACH Returns Report
 - Balance and Transaction Reporting

- Transaction Groups
- Wire Detail Report
- Positive Pay
 - Check Positive Pay
 - Issue Entry
 - Issue Activity
 - Decision Items
 - Decision Activity
- Administration
 - Company Overview
 - Accounts
 - Payments
 - Services
 - Communications
 - Audit Services
 - Users
- File Transfers
 - File Imports
 - ACH
 - Wires
- My Settings
 - My Profile
 - Contact Information
 - Credentials
 - Channel Settings
 - My History
 - Alert
 - Bulletins
 - Subscriptions
 - Secure Browser

Account Information

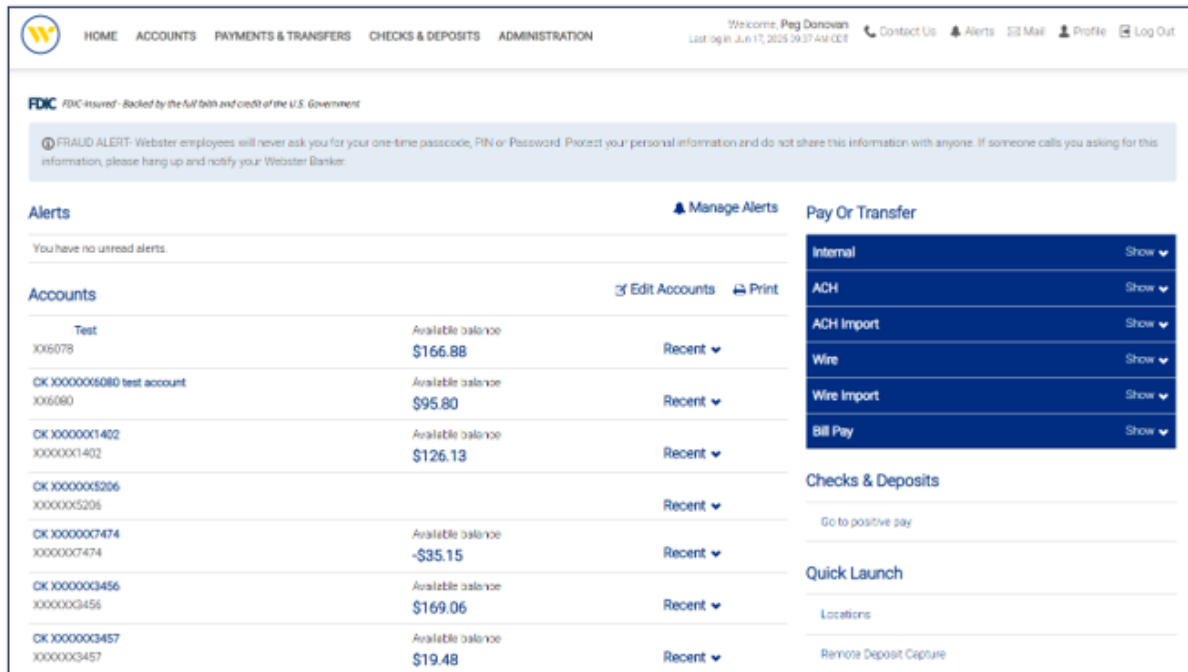
Quick View

- From the main Menu select **Account Information > Quick View**.

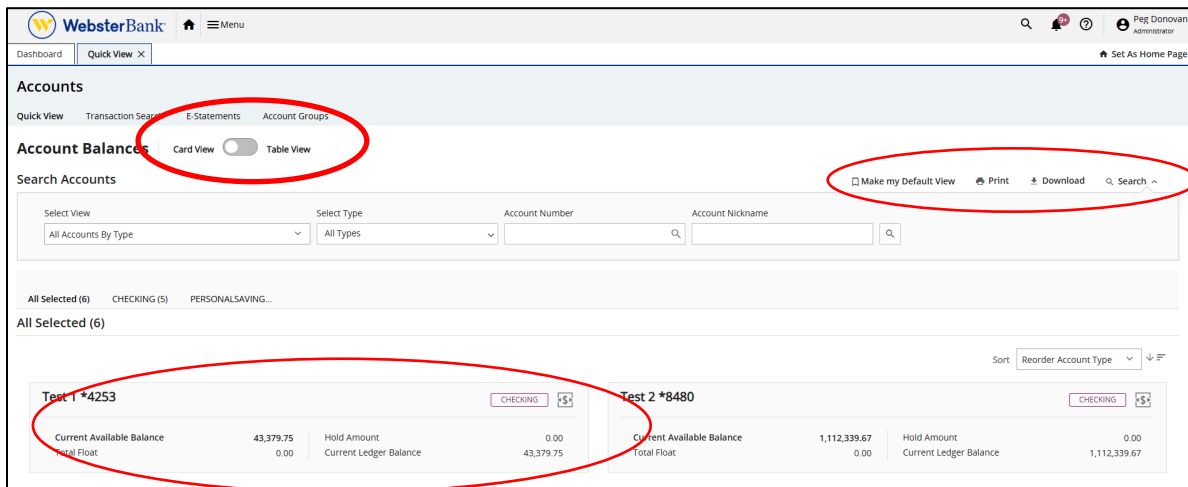


- The **Quick View** screen will be displayed.

Old:



New:

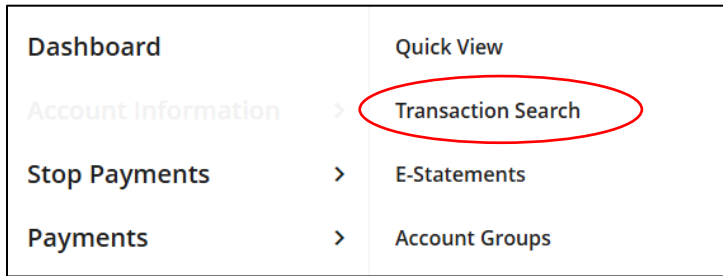


Note: From this page the user may also access *Transaction Search, E-Statements and Account Groups* from the page main menu.

3. The user can change the view from **Card View** to **Table view** by selecting the button.
4. Under **Search Account** the user may use the drop-down menu for **Select View, Select Group**, search by **Account Number** or **Account Name**.
Note: Enter the first couple of numbers for letters in the *Account Number* or *Account Name* fields and matching criteria will be displayed.
5. On the right-hand side the user may select **Make my Default View, Print, Download** or collapse the **Search** box.
6. Under the account types a user may select any account to drill into additional detail.

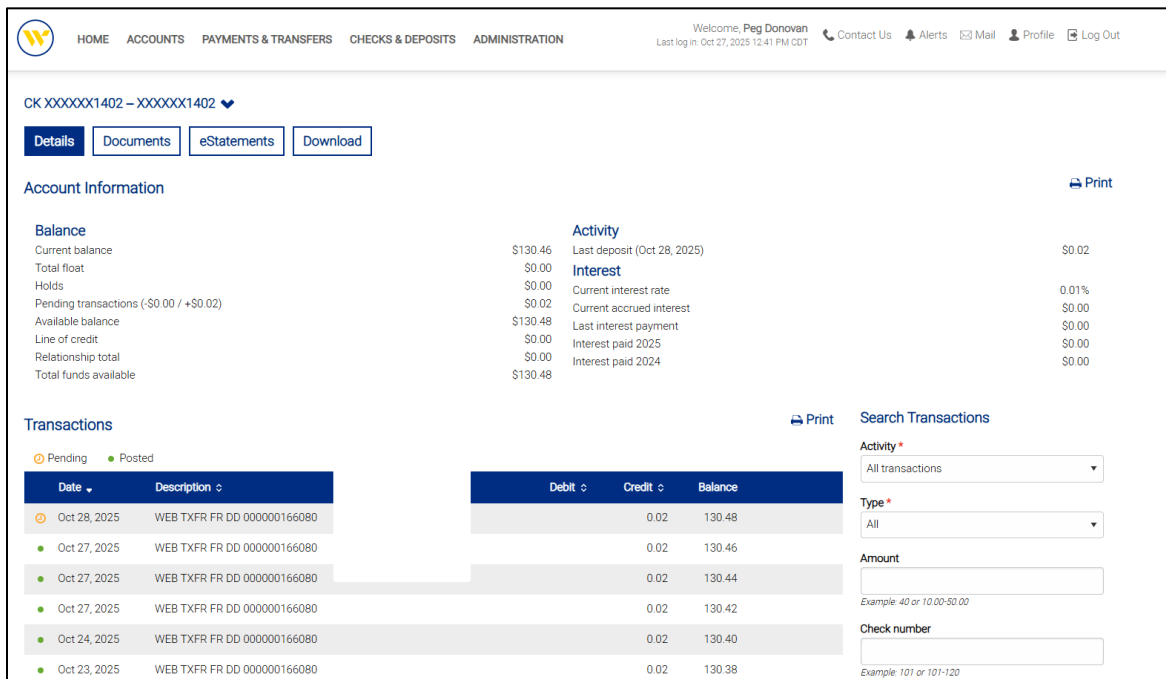
Transaction Search

- From the main Menu select **Account Information > Transaction Search**.

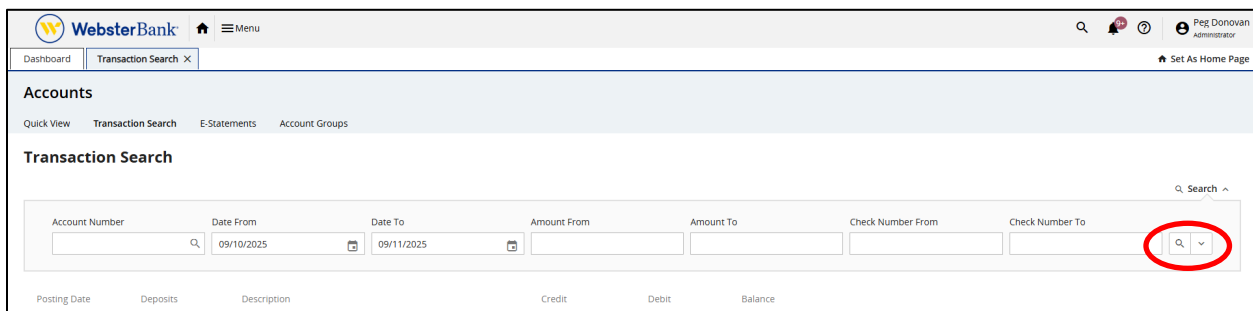


- The **Transaction Search** screen will be displayed.

Old:



New:



- Enter the following fields:
 - Account Number** – this is a required field. Start to enter an account number and matching items will display.
 - Date From** – will default to the current days date, use the calendar icon to select alternate date
 - Date To** – will default to the current days date, use the calendar icon to select alternate date
 - Amount From** – optional field

- **Amount To** – optional field
 - **Check Number From** – optional field
 - **Check Number To** – optional field
4. Select the magnifying glass to search.
 5. Transactions matching the search criteria will be displayed.

The screenshot shows the WebsterBank Transaction Search interface. At the top, there is a navigation bar with the WebsterBank logo, a home icon, a menu icon, and a user profile for Pegg Donovan, Administrator. Below the navigation bar, there are tabs for Dashboard and Transaction Search. The main content area is titled 'Accounts' and includes a sub-section for 'Transaction Search'. The search filters are as follows:

- Account Number: *4253 - CHECKING (Test 1)
- Date From: 09/01/2025
- Date To: 09/11/2025
- Amount From: (empty)
- Amount To: (empty)
- Check Number From: (empty)
- Check Number To: (empty)

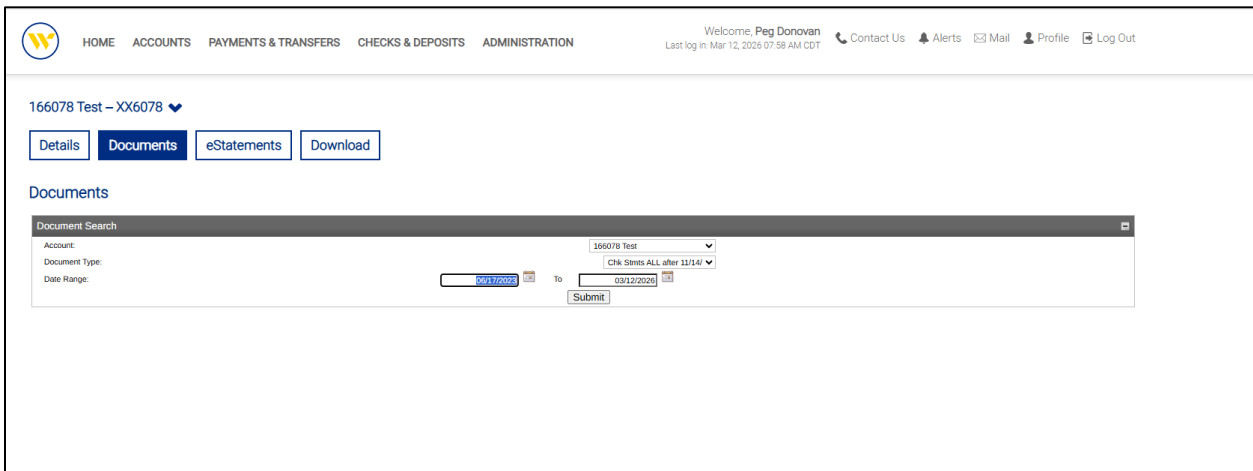
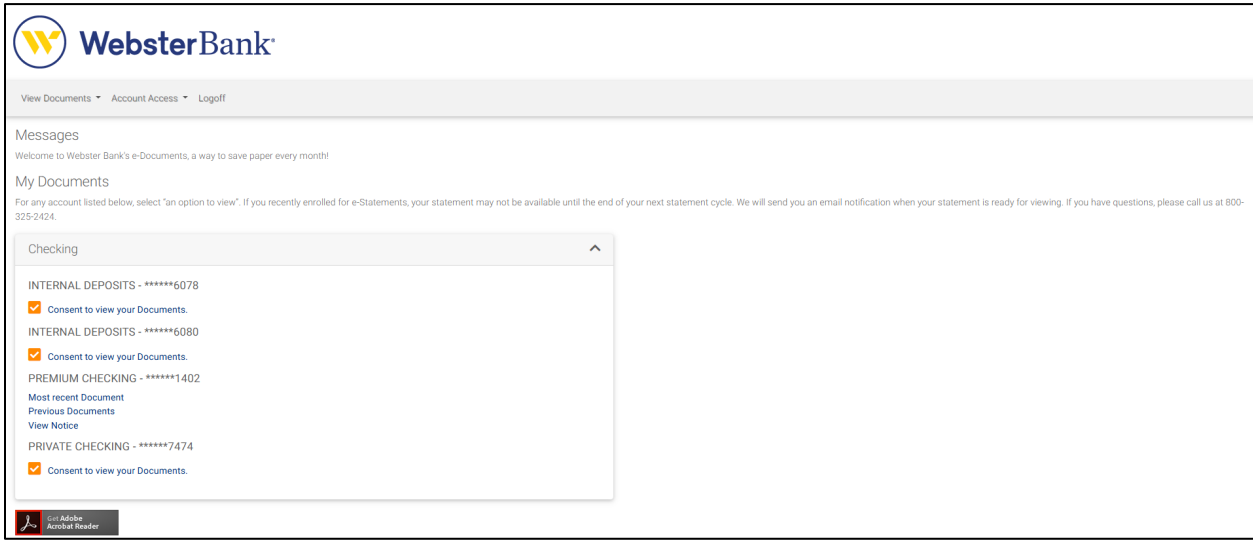
The search results are displayed in a table with the following columns: Posting Date, Deposits, Description, dit, Debit, and Balance.

Posting Date	Deposits	Description	dit	Debit	Balance
09/08/2025		Account Transfer Debit WEB TXFR TO DD 000041952569		\$0.02	43,379.75
09/08/2025		Account Transfer Debit WEB TXFR TO DD 000041952569		\$0.02	43,379.77
09/08/2025		Account Transfer Debit WEB TXFR TO DD 000041952569		\$0.02	43,379.79
09/08/2025		Account Transfer Debit WEB TXFR TO SV 000013282132		\$0.01	43,379.81

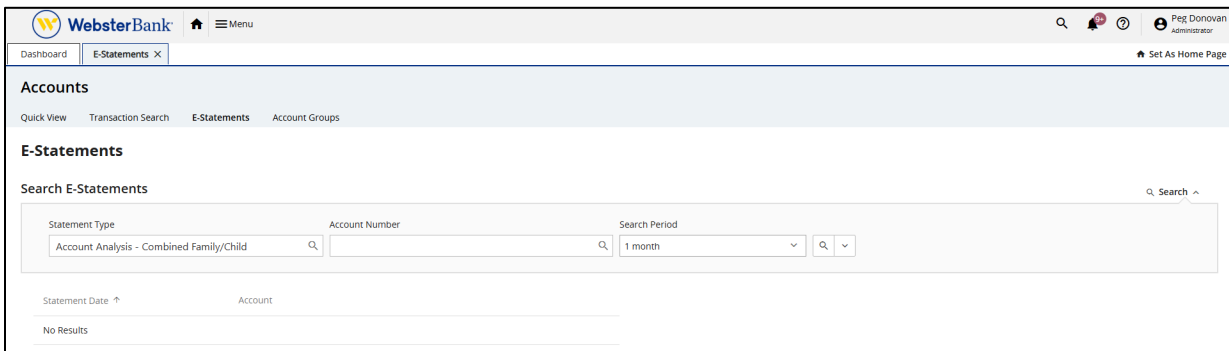
e-Statements

1. From the main Menu select **Account Information > E-Statements**.
2. The **E-Statements** screen will be displayed.

Old:

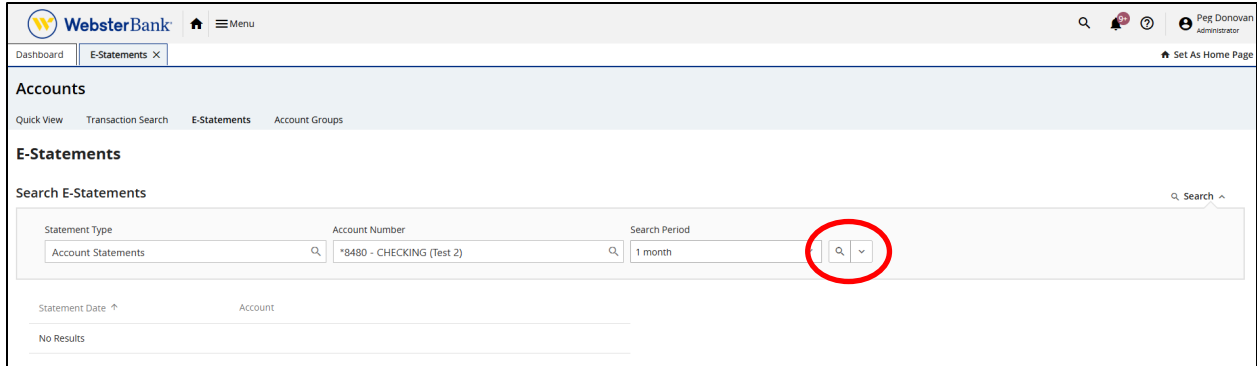


New:



3. Enter the following fields:
 - **Statement Type** – this is a required field. Start to enter a statement type and matching items will display.
 - **Amount Number** – this is a required field. Start to enter an account number and matching items will display.

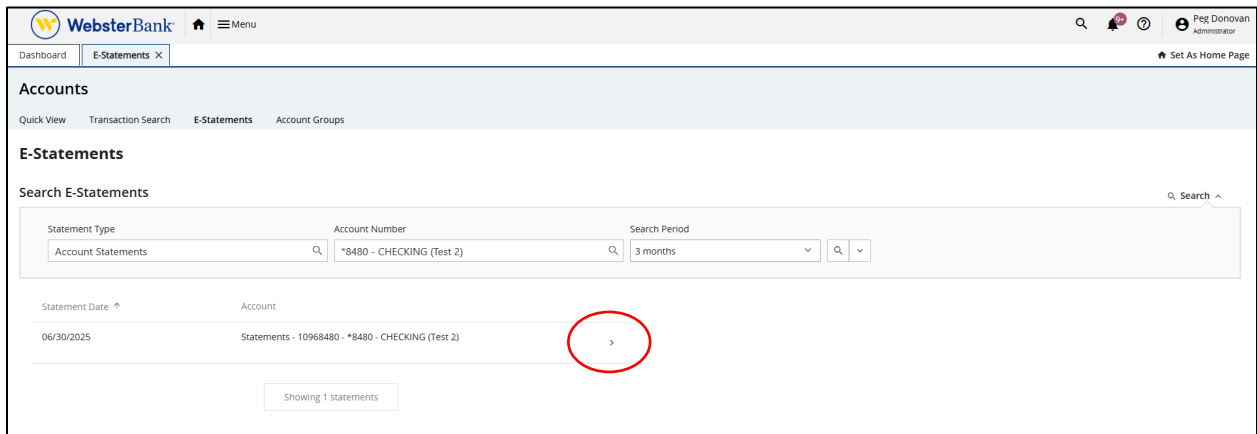
4. The Search Period field will be displayed.



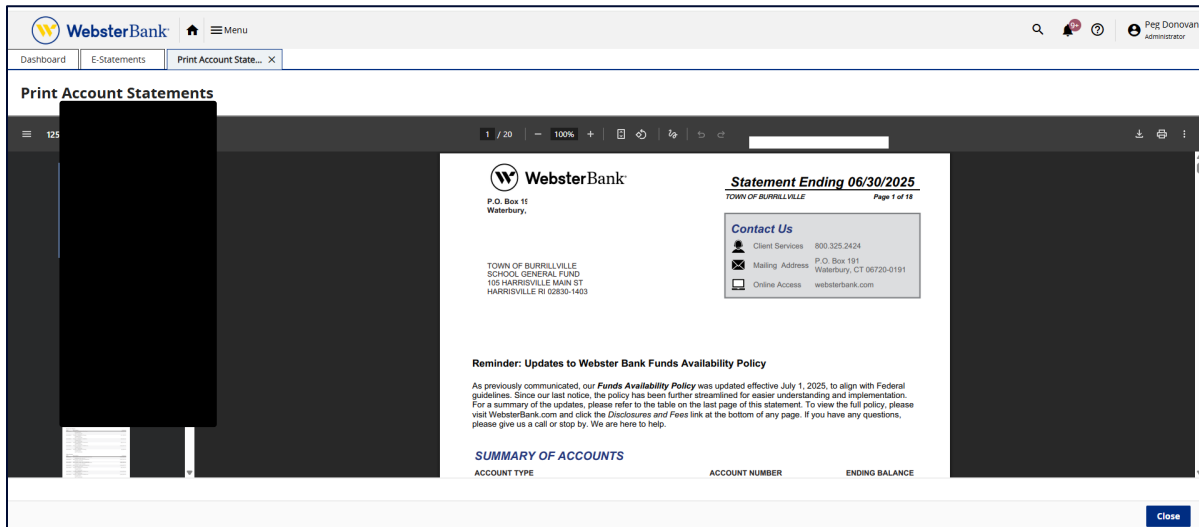
5. Use the drop-down menu to select the appropriate time period.

6. Select the magnifying glass to search.

7. A list of matching criteria will be displayed.

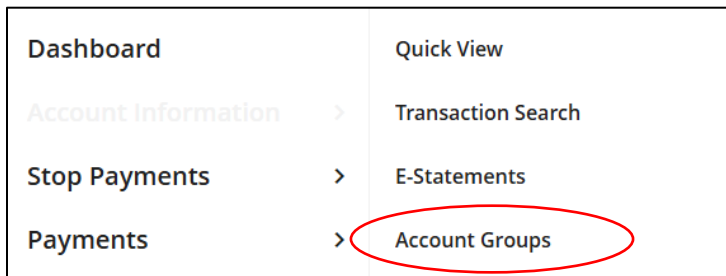


8. Select the right arrow to view/print the statement.

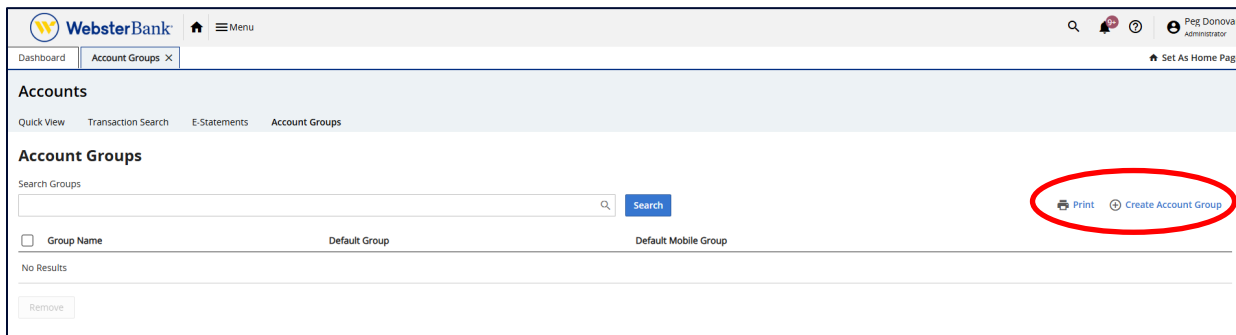


Account Group

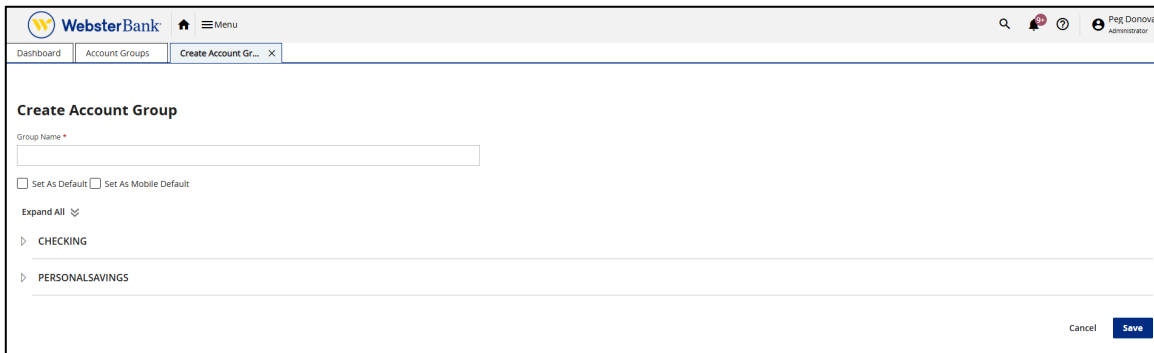
- From the main Menu select **Account Information > Account Groups**.



- The **Account Groups** screen will be displayed.



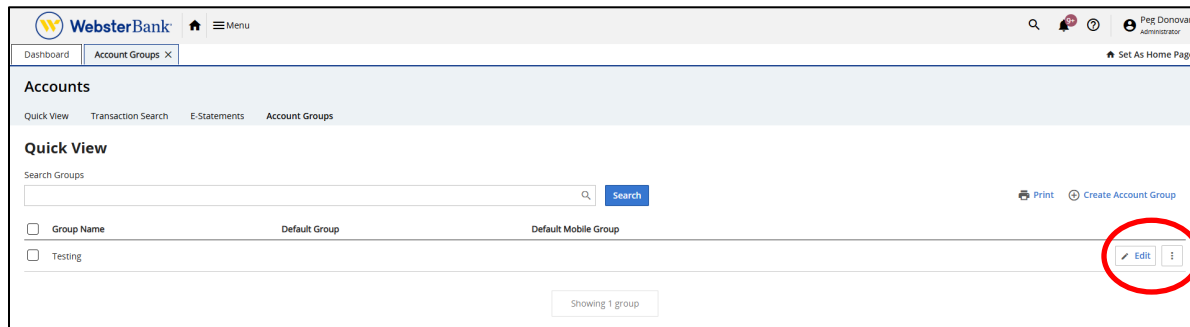
- In the **Search Group** field enter a group name and matching criteria will be displayed.
- Select **Create Account Group** on the right-hand side to create a new group.
 - The **Create Account Group** screen will be displayed.



- Select the appropriate radio to **Set as Default** (web) or **Set as Default Mobile**.
 - Select **Expand All** to see a list of all of the accounts. Select the account(s) to be in the group.

Note: Select +Display all Account to see a list of all accounts and select appropriate ones for the group.
- Select **Save**.

6. The new group will display on the main screen.



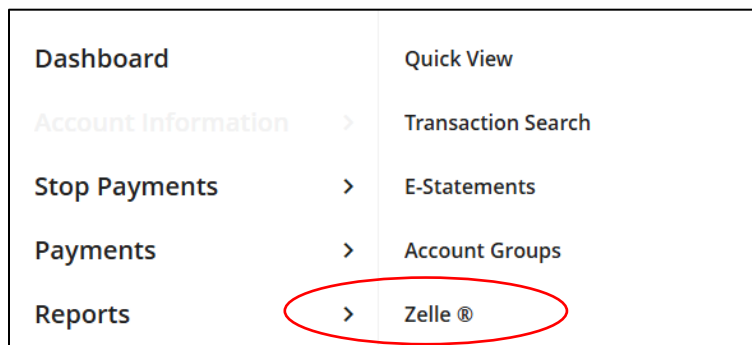
7. Select **Edit** on the right-hand side to make edits to the group.

8. Select the ellipsis to:

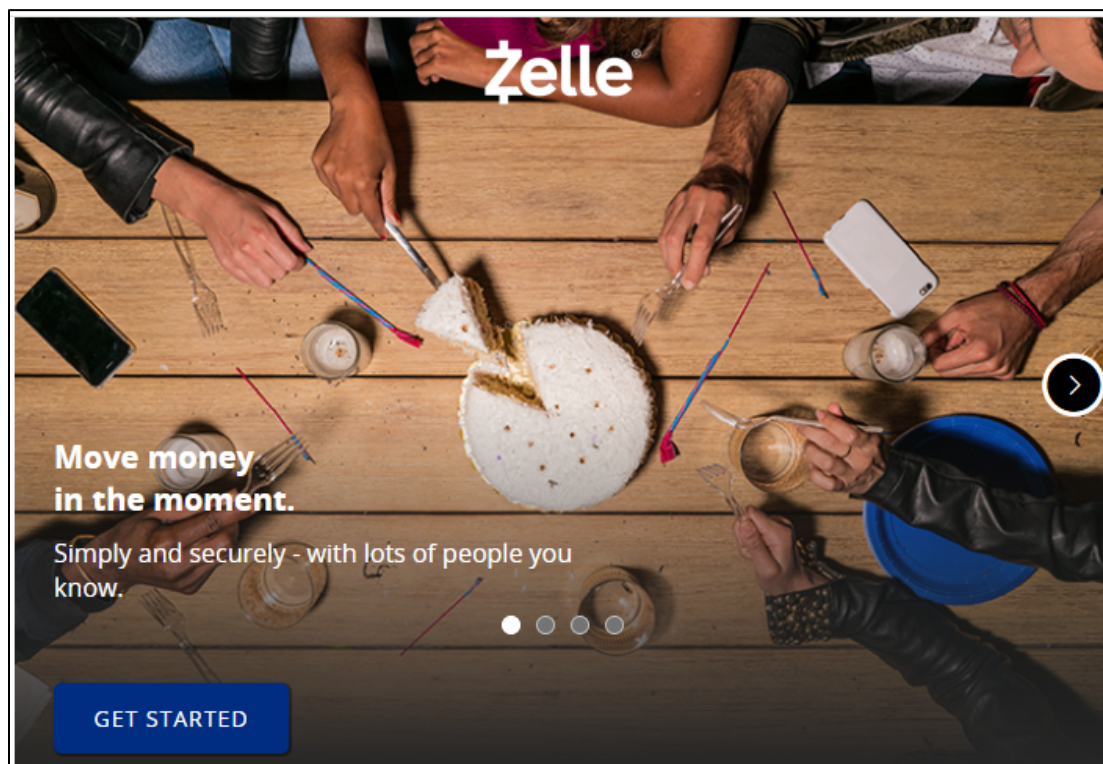
- [Delete](#)
- [View](#)
- [Clone](#)
- [Download](#)

Zelle

1. From the main menu, select **Account Information > Zelle**.



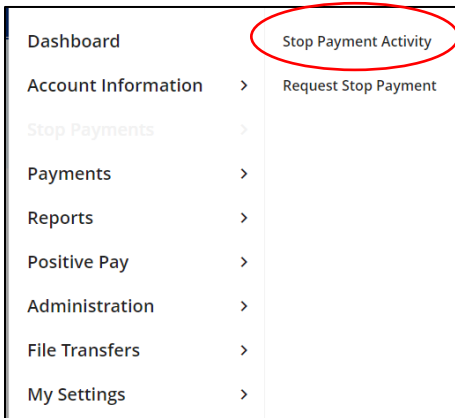
2. The **Zelle Get Started** screen will be displayed. Follow the prompts to enroll.



Stop Payment

Stop Payment Activity

- From the main menu, select **Stop Payments > Stop Payment Activity**.



- The **Stop Payment Activity** screen will be displayed.

Old:

Issued Stop Payments

Account: 166078 Test XX6078

	Check number	Amount	Payee	Expires
Show details ▼	7894	1.00	SHARMILA TEST 7.12.25	Jan 11, 2026
Show details ▼	123	0.01	CASH	Mar 23, 2026
Show details ▼	12456	0.01	SJ TEST	Mar 23, 2026
Show details ▼	10425	0.01	SUPER MARIO	Apr 05, 2026

New:

The new interface shows a search bar with filters for Check Number, Transaction Number, Status (set to All), and Account. It also includes date pickers for Requested From (09/04/2025) and Requested To (09/11/2025). Below the filters is a table with columns: Account, Check, Requested, Status, Expiration, and Action. The table currently displays 'No Results'. A 'Submit Actions' button is at the bottom right.

3. Enter any of the following fields:
 - Check Number
 - Transaction Number
 - Amount
 - Requested From date
 - Requested To date
4. Select a **Status** from the drop down menu.
5. Select the **Search** icon on the far right-hand side to display a list of matching criteria.
6. Use the drop-down arrow next to the search icon for additional search options.

Note: If using the Search Option the user must clear out the search criteria when done with the search otherwise the criteria will continue to stay in place and override any other search criteria entered.
7. Under the **Action** column use the drop-down menu to **Cancel** or do **No Action**.

The screenshot displays the 'Stop Payment Activity' page in the WebsterBank interface. At the top, there is a search bar with a dropdown menu currently set to 'All'. Below the search bar is a table with the following data:

Account	Check	Requested	Status	Expiration	Action
*3458 - CHECKING (STETUS30)		07/16/2025	Stopped	01/15/2026	No Action
*3457 - CHECKING (STETUS30)	X05	07/16/2025	Stopped	01/15/2026	Cancel
*3456 - CHECKING (STETUS30)		07/16/2025	Stopped	01/15/2026	No Action
*3457 - CHECKING (STETUS30 TEST A/C 2)	9876	04/21/2025	Stopped	10/21/2025	No Action
*3457 - CHECKING (STETUS30 TEST A/C 2)	12345	04/21/2025	Stopped	10/21/2025	No Action

At the bottom right of the table area, there are 'Reset' and 'Submit Actions' buttons.


Request Stop Payment

- From the main menu, select **Stop Payments > Request Stop Payment**.

Dashboard		Stop Payment Activity
Account Information	>	Request Stop Payment
Stop Payments	>	
Payments	>	
Reports	>	
Positive Pay	>	
Administration	>	
File Transfers	>	
My Settings	>	

- The **Request Stop Payment** screen will be displayed.

Old:



[HOME](#) [ACCOUNTS](#) [PAYMENTS & TRANSFERS](#) [CHECKS & DEPOSITS](#) [ADMINISTRATION](#)

Welcome, **Peg Donovan**
 Last log in: Oct 20, 2025 09:58 AM CDT
 [Contact Us](#) [Alerts](#) [Mail](#) [Profile](#) [Log Out](#)

Checks & Deposits

Stop payments
Positive pay

Create A Stop Payment

Placing a stop payment on a check prevents it from being cashed if, for example, it was lost or stolen.

Complete the following to prevent checks from being cashed. (Note that entering more search parameters will narrow your results.)

Account *

Create a stop payment *

For one check For a range of checks

Check number *

Amount

Date *

SELECT

Payee

Reason

* Indicates required field

Preview stop payment

[Issued Stop Payments](#)

New:

The screenshot shows the 'Request Stop Payment' form in the WebsterBank interface. At the top, there's a navigation bar with the WebsterBank logo, a home icon, a menu icon, and a search icon. The user is logged in as 'Peg Donovan Administrator'. The main heading is 'Request Stop Payment'. Below this, there are three radio buttons: 'Request' (selected), 'Review', and 'Complete'. The form contains several input fields: 'Account Number' with a search icon, 'Memo', 'Company Name' (pre-filled with 'SNB TEST SWIFT PROFILE'), 'Contact Name' (pre-filled with 'Peg Donovan'), and 'Phone Number' (pre-filled with '(508)942-8797'). There is a 'Notification Options' section with a 'Notify Me' button and a dropdown menu showing 'Notify by email only' and 'Complete, Exception'. Below the form, there are two tabs: 'Stop Individual Checks' and 'Stop Check Range'. The 'Checks' table has columns for 'Check', 'Date Written', 'Amount', and 'Written to'. At the bottom right, there are 'Reset' and 'Request Stop Check' buttons.

Note: Users can select the **Notify Me** option to receive an email or Text Message when the Stop Payment is complete.

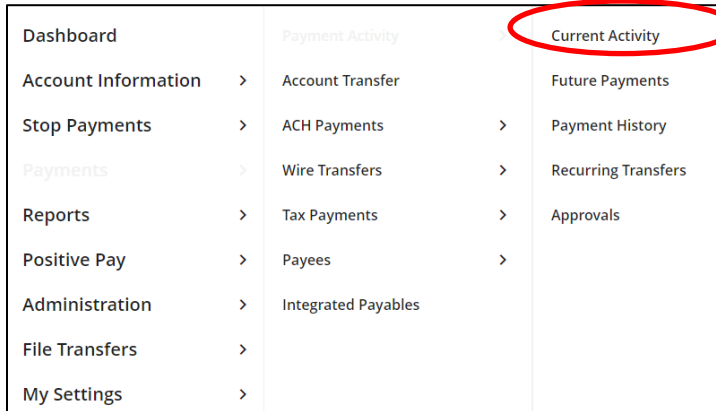
3. Select an **Account Number** by clicking on the search icon or entering the account number or account name.
4. The users' **Company Name**, **Contact Name** and **Phone Number** will automatically display, but may be edited.
5. The **Memo** field is optional.
6. Enter the following fields:
 - Check – Check number
 - Date Written
 - Amount
 - Written To
 - Reason (use the drop-down menu)
7. Use the **+** sign on the far right-hand side to add more Stop Payments.
8. Select **Request Stop Payment** to submit request.

Payments

Payment Activity

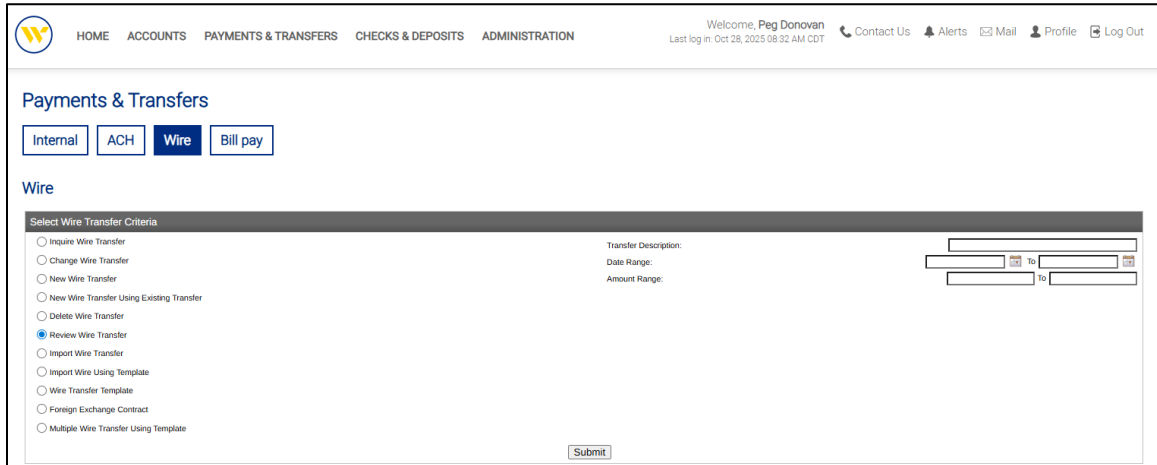
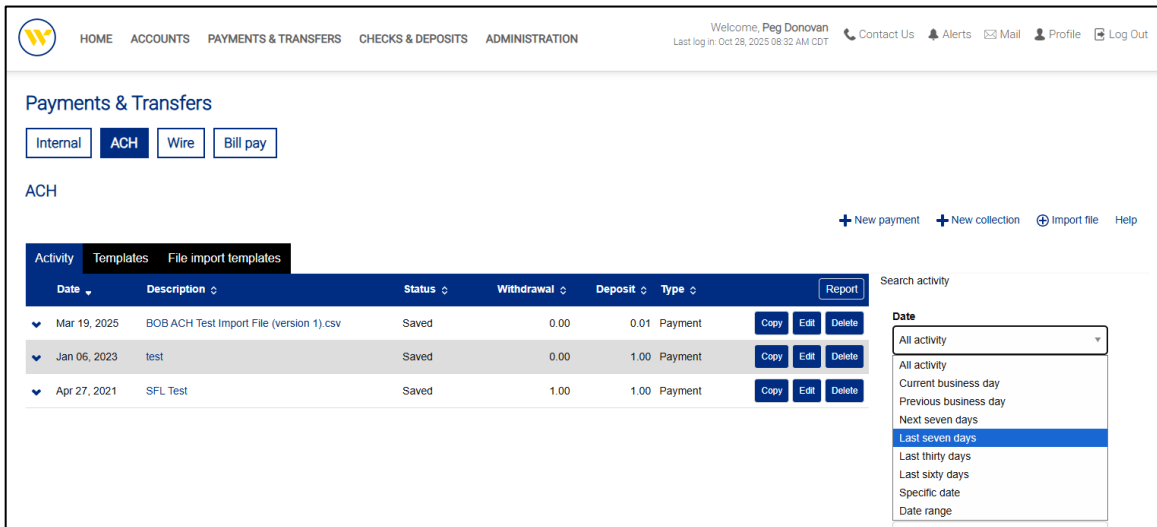
CURRENT ACTIVITY

- From the main menu, select **Payments > Payment Activity > Current Activity**.

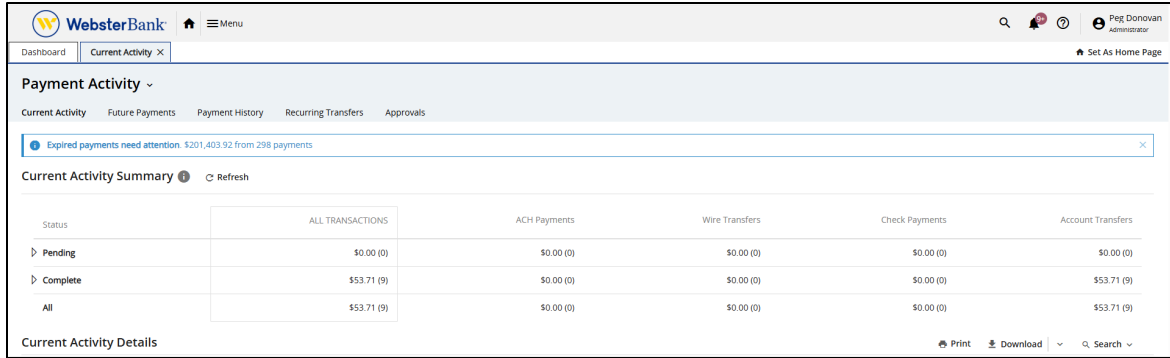


- The **Current Activity** screen will be displayed.

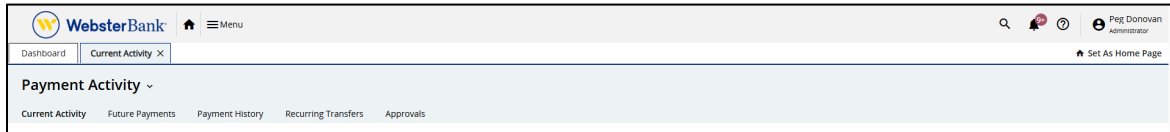
Old:



New:

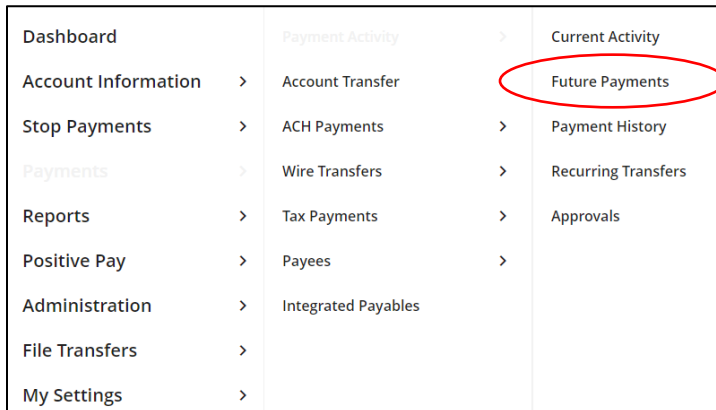


3. Each column will display the amount of the transactions in that category. The user may click on the amount to display those items to review or edit using the **Edit** button.
4. Use the **Current Activity Detail** search to search for specific transactions.
5. By clicking on the arrow to the right of each transaction the user may view additional details.
6. Users with the ability to approve will see the following options:
 - Approve
 - Release
 - Approve/Release
7. The user may also **Print** and **Download** from the middle right-hand side of the screen.
8. The user may also change screens by using the main menu.

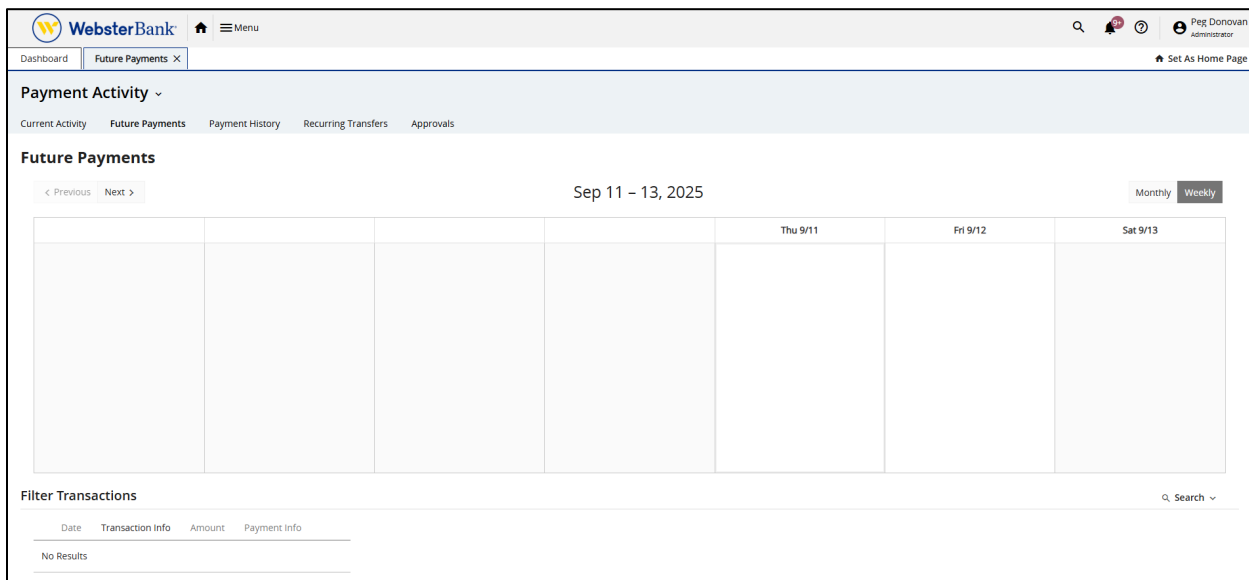


FUTURE PAYMENTS

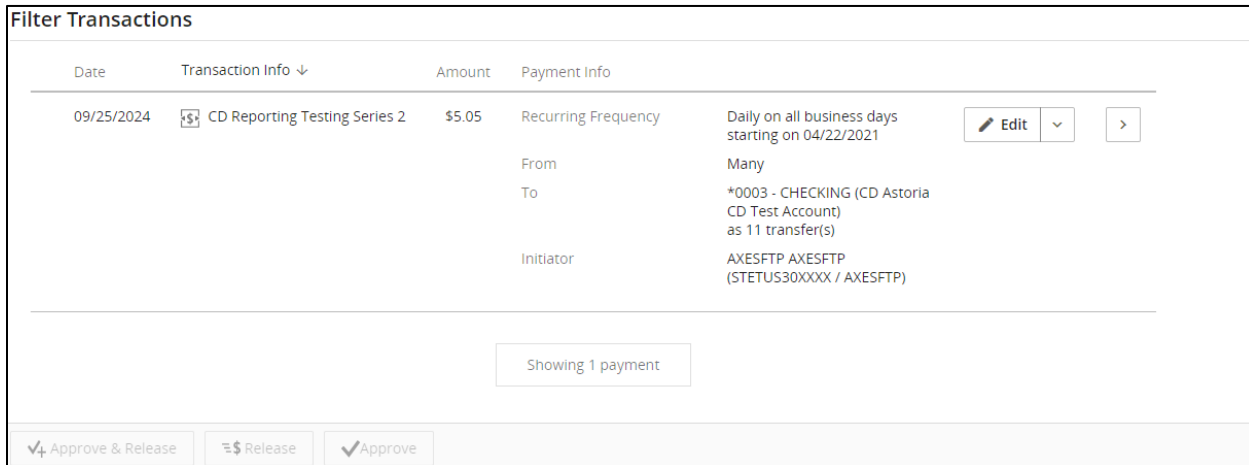
- From the main menu, select **Payments > Payment Activity > Future Payments**.



- The **Future Payments** screen will be displayed. The calendars will display all the future dated transactions for Account Transfer, ACH and Wire Transfer.



- By clicking on a transaction, additional details can be viewed and edited.

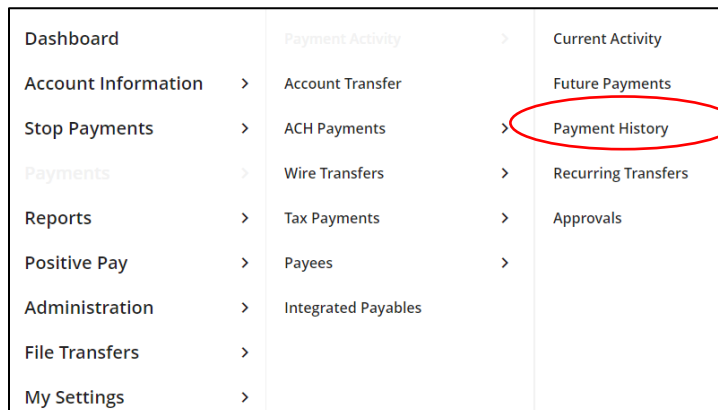


Note: Use the Search section to display specific types of transactions on the calendar.

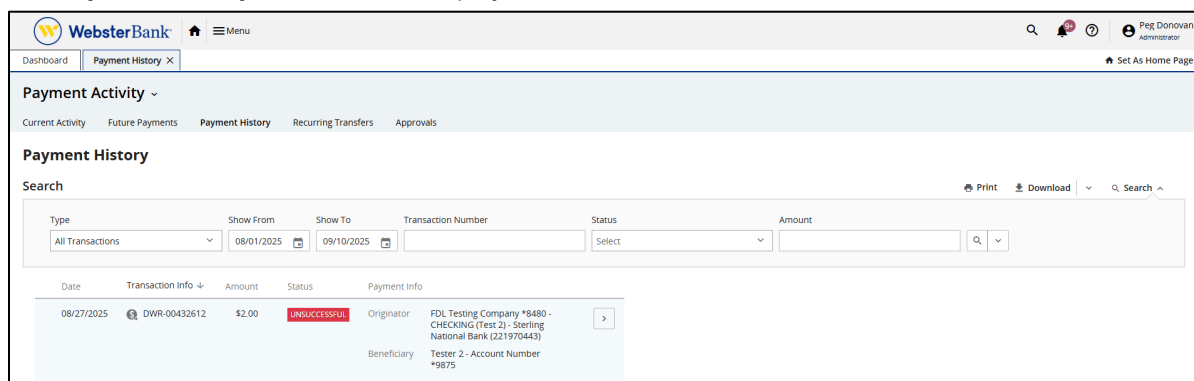
4. Users with the ability to approve will see the following options:
 - Approve
 - Release
 - Approve/Release

PAYMENT HISTORY

- From the main menu, select **Payments > Payment Activity > Payment History**.



- The **Payment History** screen will be displayed.



Note: If the Payment History screen appears blank select the Search option in the upper right hand side to select a date range.

- A listing of all transactions will be displayed. Use the **Search** feature to locate specific item(s).
 - Use the **Type** drop-down menu to select the type of transaction.
 - Use the **Show From** and **Show To** calendars to select the date range.
 - Transaction Number** is optional.
 - Use the **Status** drop-down menu to select a status.
 - Enter an amount in the **Amount** field.
- The user may also **Print and Download** from the middle right-hand side of the screen.
- By clicking on the arrow to the right of each transaction the user may view additional details.

RECURRING TRANSFERS

- From the main menu, select **Payments > Payment Activity > Recurring Transfers**.

Dashboard	Payment Activity >	Current Activity
Account Information >	Account Transfer	Future Payments
Stop Payments >	ACH Payments >	Payment History
Payments >	Wire Transfers >	Recurring Transfers
Reports >	Tax Payments >	Approvals
Positive Pay >	Payees >	
Administration >	Integrated Payables	
File Transfers >		
My Settings >		

- The **Recurring Transfer** screen will be displayed.

Old:

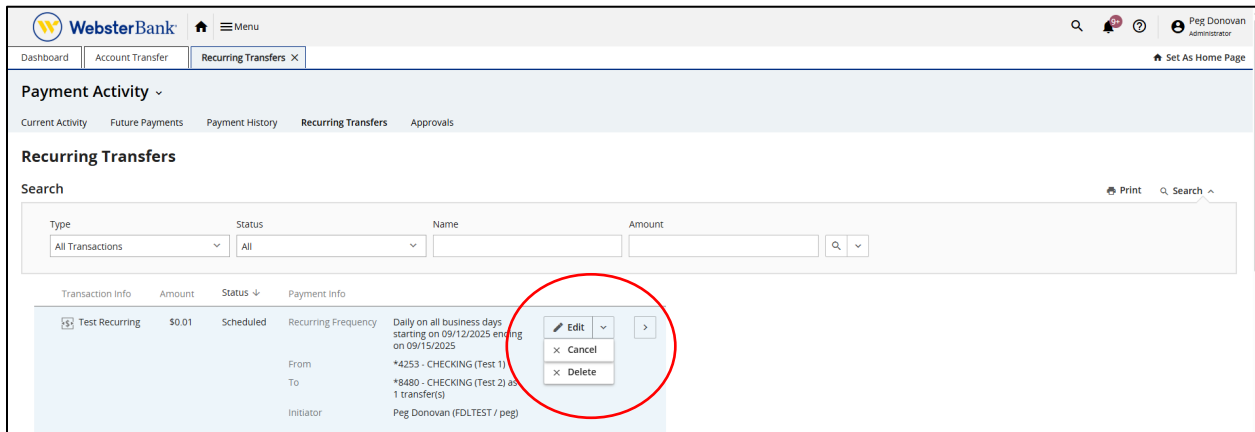
Issued Transfers							
	From	To	Amount	Date	Frequency	Status	Description
Show details ▾	CK XXXXXX1402 XXXXXX1402	CK XXXXXX5206 XXXXXX5206	1.00	Nov 12, 2018	One-time	Pending approval	test
Show details ▾	166078 Test XX6078	CK XXXXXX6080 test account XX6080	0.01	Nov 22, 2019	One-time	Pending client approval	
Show details ▾	CK XXXXXX1402 XXXXXX1402	CK XXXXXX7474 XXXXXX7474	1.00	Nov 16, 2020	One-time	Pending client approval	
Show details ▾	CK XXXXXX7474 XXXXXX7474	CK XXXXXX1402 XXXXXX1402	1.00	Nov 16, 2020	One-time	Pending client approval	
Show details ▾	CK XXXXXX1402 XXXXXX1402	CK XXXXXX6080 test account XX6080	0.40	Apr 26, 2021	One-time	Pending client approval	

New:

The screenshot shows the 'Recurring Transfers' page in the WebsterBank interface. At the top, there's a navigation bar with 'Payment Activity' and sub-tabs for 'Current Activity', 'Future Payments', 'Payment History', 'Recurring Transfers', and 'Approvals'. Below this is a search section with filters for 'Type' (All Transactions), 'Status' (All), 'Name', and 'Amount'. The main content area displays a table of recurring transfers:

Transaction info	Amount	Status	Payment info
161 Test Recurring	Debit \$2.00 (1)	Scheduled	Recurring Frequency: Daily on all business days starting on 09/11/2025 ending on 09/15/2025 Initiator: Peg Donovan (FDLTEST / peg) Company Name: TEST (7112233455)
162 Testing	\$0.03	Completed	Recurring Frequency: Daily on all business days starting on 09/09/2025 ending on 09/08/2025 From: *4253 - CHECKING (Test 1) To: Many as 2 transfers Initiator: Peg Donovan (FDLTEST / peg)

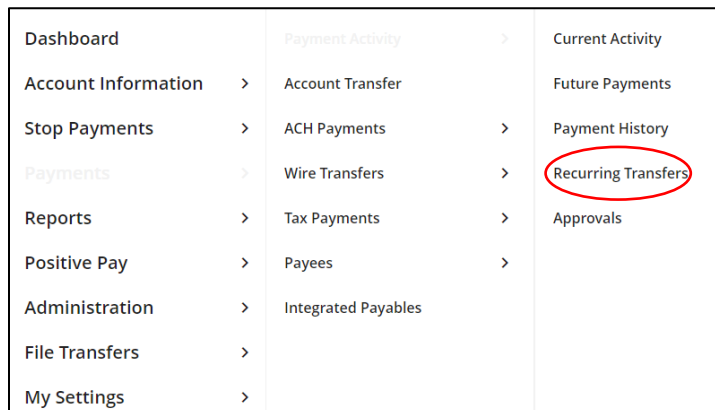
3. A listing of all transactions will be displayed. Use the **Search** feature to locate specific item(s).
 - Use the **Type** drop-down menu to select the type of transaction.
 - Use the **Status** drop-down menu to select a status.
 - **Name** is optional.
 - Enter an amount in the **Amount** field.
4. Click the **Edit** button to make changes.
5. By clicking on the arrow to the right of each transaction the user may view additional details.
6. Use the drop-down arrow next to the edit button to **Cancel or Delete** the transaction.



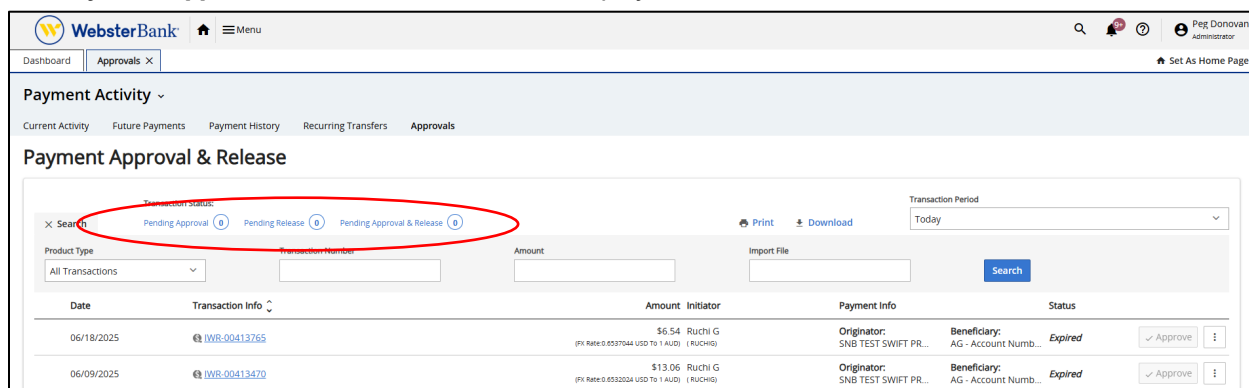
7. The user may also **Print and Download** from the middle right-hand side of the screen.

APPROVALS

- From the main menu, select **Payments > Payment Activity > Approvals**.

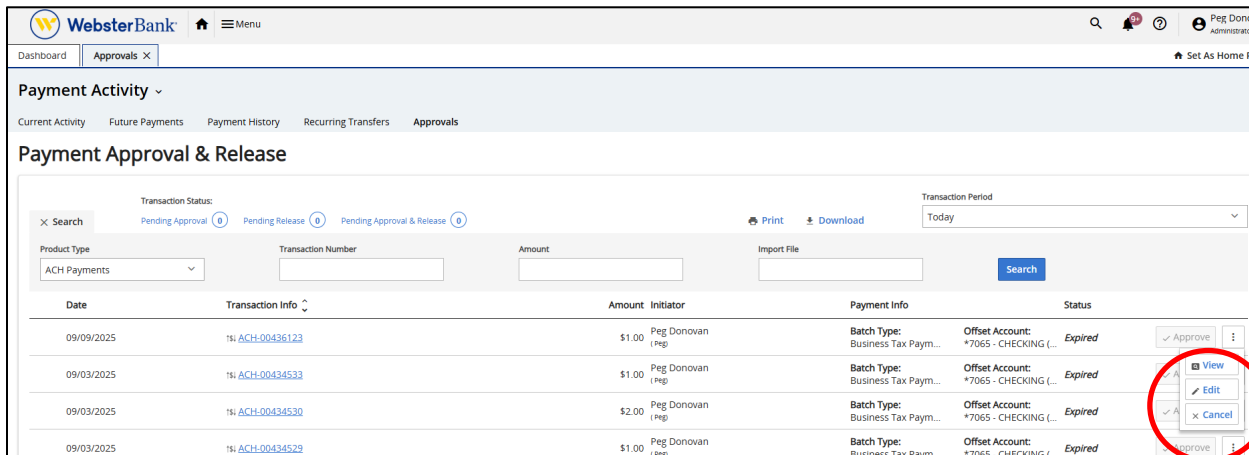


- The **Payment Approval & Release** screen will be displayed.



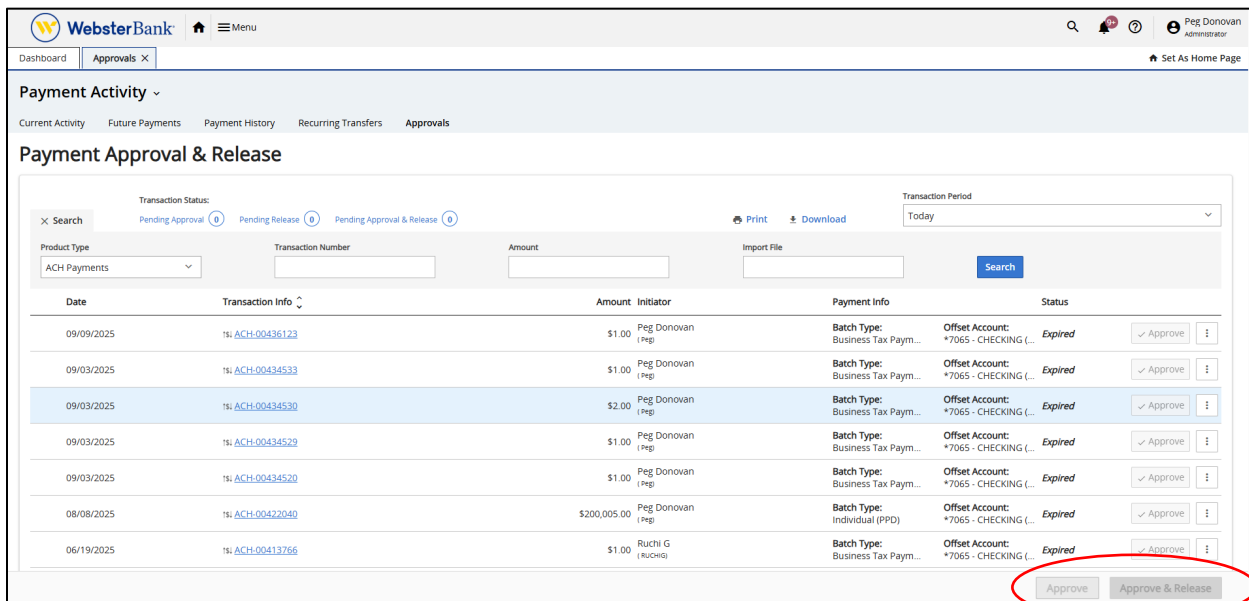
- The middle menu will display how many transactions are in each category.
 - Pending Approval
 - Pending Release
 - Pending Approval & Release
- A list of transactions in various statuses will be displayed.
- Select the Transaction Info link to view additional details on the transaction.
- Use the Search feature to search for specific transactions.
 - Use the **Transaction Period** drop-down menu to select a time frame.
 - Use the **Product Type** drop-down menu to select the type of transaction.
 - Transaction Number** is optional.
 - Enter an amount in the **Amount** field.
 - Import file** – If a payment was created through importing a file, enter any portion of the name of the file name to search for the file.

7. To the far right-hand side use the ellipsis to select additional options.



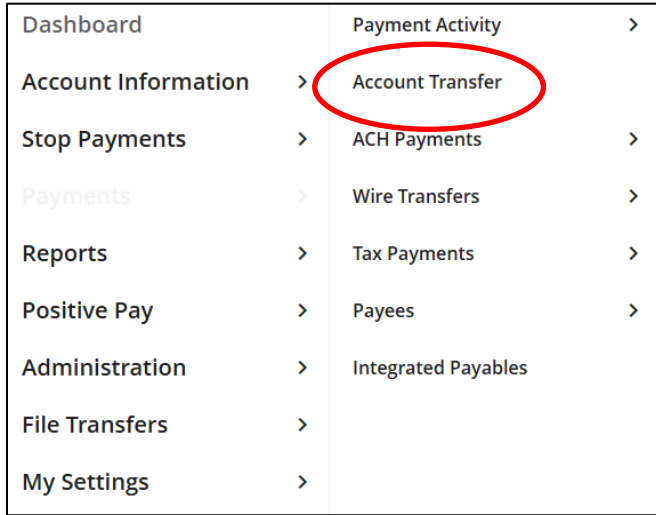
- **View** – View additional details on the transaction
- **Edit** – Edit information on the transaction
- **Cancel** – Cancel the transaction

8. Users with the approval entitlement can select and approve/release transactions.



Account Transfer

- From the main menu, select **Payments > Account Transfer**.



- The **Account Transfer** screen will be displayed.

Old:

A screenshot of the 'Create A Transfer' screen in the old interface. The page header includes the Webster Bank logo, navigation links (HOME, ACCOUNTS, PAYMENTS & TRANSFERS, CHECKS & DEPOSITS, ADMINISTRATION), and user information (Welcome, Peg Donovan, Last log in: Oct 28, 2025 12:12 PM CDT, Contact Us, Alerts, Mail, Profile, Log Out). The main heading is 'Payments & Transfers' with tabs for 'Internal', 'ACH', 'Wire', and 'Bill pay'. Below this is the 'Create A Transfer' section with the instruction: 'Complete the following to transfer funds between accounts at this institution.' The form fields are: 'From account *' (166078 Test XX6078, Available balance: 327.31), 'To account *' (CK XXXXXX6080 test account XX6080, Available balance: 3222.55), 'Date *' (10/28/2025, SELECT, Repeat, Last available date is Jan 26, 2026), 'Amount *' (empty field), and 'Description' (empty field). A legend indicates '* Indicates required field'. At the bottom are 'Preview transfer' and 'Add to batch' buttons.

New:

3. In the **From Account** field click on the box for the accounts to display.
4. Enter the **Amount**.
Note: Select the + Add Account to add additional account transfers.
5. In the **To Account** field click on the box for the accounts to display.
6. The **Memo** field is optional.
7. The **Transfer Date** will default with the current day's date. Use the calendar icon to select a future date.
8. The user can set up **Notification Options**.
9. Select **Request Transfer**.
10. A confirmation screen will be displayed.

11. Review the information and select **Confirm**.

Note: The user can Cancel to delete the Account Transfer of Edit to make any corrections.

12. A confirmation message will be displayed.

The screenshot displays the WebsterBank 'Account Transfer' confirmation page. At the top, there are navigation links for 'Dashboard' and 'Account Transfer'. Below this, an 'Alerts' section shows two messages: 'Your payment request transaction number is ATR-00437156' and 'Request has been accepted as of Sep 11, 2025 01:31 PM EDT'. A progress bar below the alerts indicates the status: 'Request' (checked), 'Review' (checked), and 'Complete' (selected). The 'Account Transfer Details' section provides the following information:

- Company Name: FDL Testing Company (FDLTEST)
- Contact Name: Peg Donovan (peg)
- Transfer Date: 09/11/2025
- Paydown: \$0.00
- Total: \$0.01

A table below the details shows the transaction breakdown:

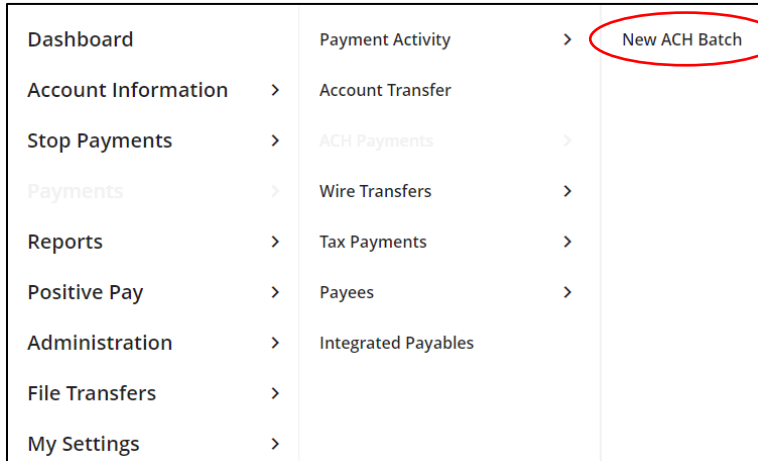
From Account	To Account	Status	Memo	Amount	Transaction Number
*4253 - CHECKING (Test 1)	*8480 - CHECKING (Test 2)	Transfer Complete	Confirmation Number : 133110002991	\$0.01	ATR-00437156
Total				\$0.01	

At the bottom of the page, there are 'Recurring Options' and buttons for 'Print' and 'Create New Transfer'.

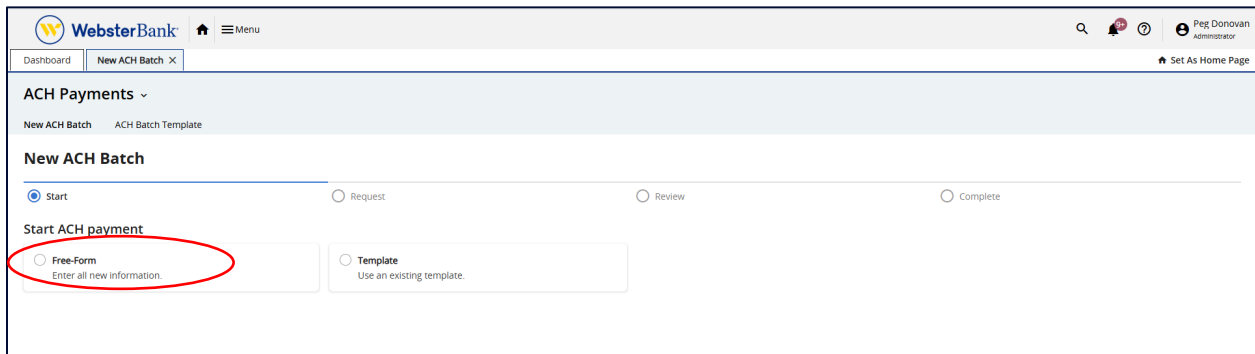
ACH Payments

NEW ACH BATCH - FREEFORM

- From the main menu, select **Payments > ACH Payments > New ACH Batch**.



- The **New ACH Batch** screen will be displayed.



- As the user works through setting up the ACH batch the progress bar will display.
- Select **Free Form**.

5. Select an **ACH Company** from the list provided.

Old:

The screenshot shows the 'Payments & Transfers' section of the old interface. It features a navigation menu with 'HOME', 'ACCOUNTS', 'PAYMENTS & TRANSFERS', 'CHECKS & DEPOSITS', and 'ADMINISTRATION'. The 'ACH' tab is selected, and there are buttons for 'Internal', 'ACH', 'Wire', and 'Bill pay'. Below the tabs, there are links for '+ New payment', '+ New collection', '+ Import file', and 'Help'. A table displays activity with columns for Date, Description, Status, Withdrawal, Deposit, and Type. The table contains three rows of data. To the right of the table is a search activity section with filters for Date, Type, Amount, and Tax identification number.

Date	Description	Status	Withdrawal	Deposit	Type
Mar 19, 2025	BOB ACH Test Import File (version 1).csv	Saved	0.00	0.01	Payment
Jan 06, 2023	test	Saved	0.00	1.00	Payment
Apr 27, 2021	SFL Test	Saved	1.00	1.00	Payment

New:

The screenshot shows the 'New ACH Batch' form in the new interface. It includes a search bar, a 'New ACH Batch' tab, and a 'Start ACH payment' section. The 'Free-Form' option is selected. Below this, there is a table for selecting an ACH Company. The table has columns for ACH Company, ACH Company ID, Debit / Credit, and Batch Type. A dropdown menu is open for the Batch Type, showing options like Individual, Payroll (PPD), Individual (PPD), and Customer Initiated Entry (CIE). A 'Next' button is visible in the bottom right corner.

ACH Company	ACH Company ID	Debit / Credit	Batch Type
TEST	7112233455	<input type="radio"/> Mixed Debit and Credit <input type="radio"/> Debit Only <input checked="" type="radio"/> Credit Only	<input type="radio"/> Business <input checked="" type="radio"/> Individual

6. Select whether the batch will be:

- Mixed Credits and Debits
- Debits Only
- Credits Only

7. Select a Batch Type:

- Business
- Individual

8. Select the SEC code from the drop-down menu for the type of payment being made.

9. Select **Next** in the lower right-hand corner.

10. The **ACH Batch Detail** screen will be displayed.

11. Enter the **Company Entry Description**, example: payroll.

12. Use the **Payment Date** calendar to select the effective date.

13. The user may opt to exclude **\$0.00 entries at time of submission**.

14. Under the **Payee** heading enter a payee’s name and a list of matching criteria will be displayed.

Note: Payees must be setup under prior to being used in a batch. This can be done from the Payee Maintenance module or by clicking on Create New Payee in the middle right-hand corner of this page.

15. The **Account** will auto-populate. If the payee has more than one account setup for ACH use the drop-down menu to select the appropriate account.

16. Enter the **Amount** in the amount field.

17. The **Addenda** field is optional.

18. The **Add Remittance** field is optional.

19. The **X** will delete this transaction.

20. Add remaining payees.

21. Select the **Notify Me** next to **Notification Options** to receive an alert on the status of the ACH Batch.

22. Once the batch is complete, scroll to the bottom of the page and select **Request Batch**.

23. The review screen will be displayed.

WebsternBank | Peg Donovan Administrator

Dashboard | New ACH Batch X

ACH Payments

New ACH Batch | ACH Batch Template

New ACH Batch

Start | Request | **Review** | Complete

Due to the amount entered, this transaction will require 1 approval(s)

ACH Batch Details

ACH Company: TEST (7112233455) | Batch Type: Individual (PPD) - Credit Only | Payment Date: 09/12/2025

Company Entry Description: Test

Total Credits: \$1.00 (1)

Payees

Payee	Account	ABA	Addenda	Amount
Test1 (Test1)	*3456 (DDA)	011000138	--	\$1.00

Show 1 name

Cancel | Edit | **Confirm**

24. Select **Confirm** in the lower right-hand corner.

25. Depending on user entitlements you may be prompted for your PIN or Token Code. Select **Generate**.

Please Reverify

Please enter your PIN *

Generate

26. Enter your **passcode**.

Please Reverify

Please enter your PIN *

Generate

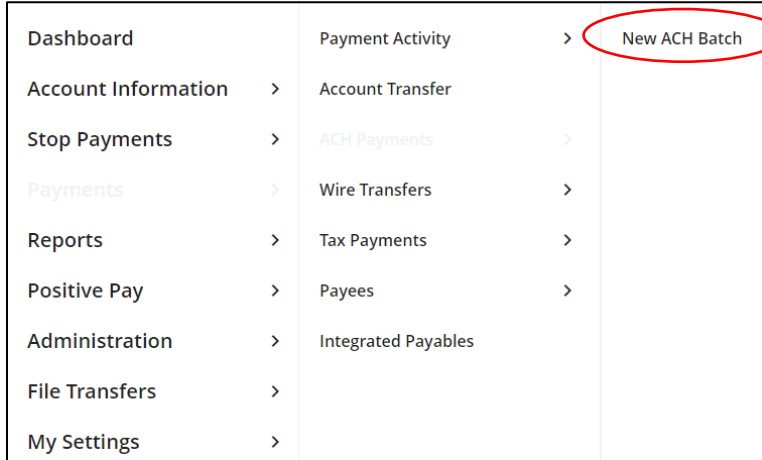
Please enter your one time passcode

Cancel | **Submit**

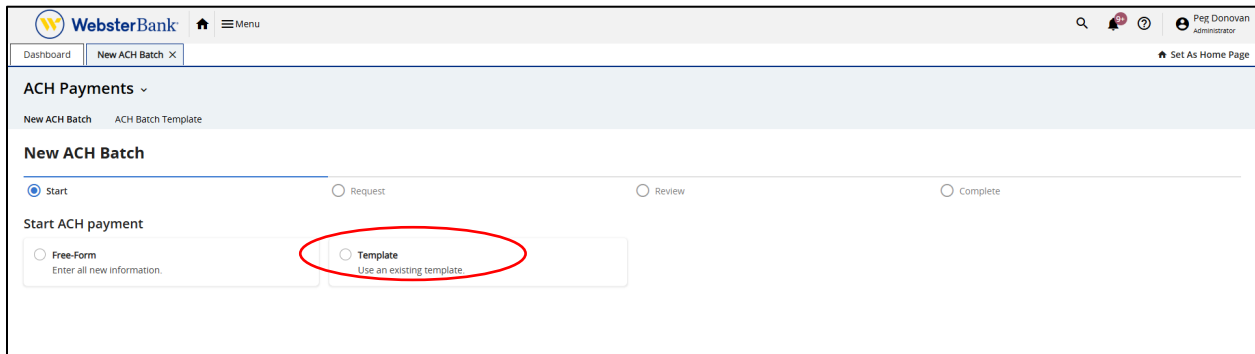
27. Select **Submit**.

NEW ACH BATCH - TEMPLATE

- From the main menu, select **Payments > ACH Payments > New ACH Batch**.

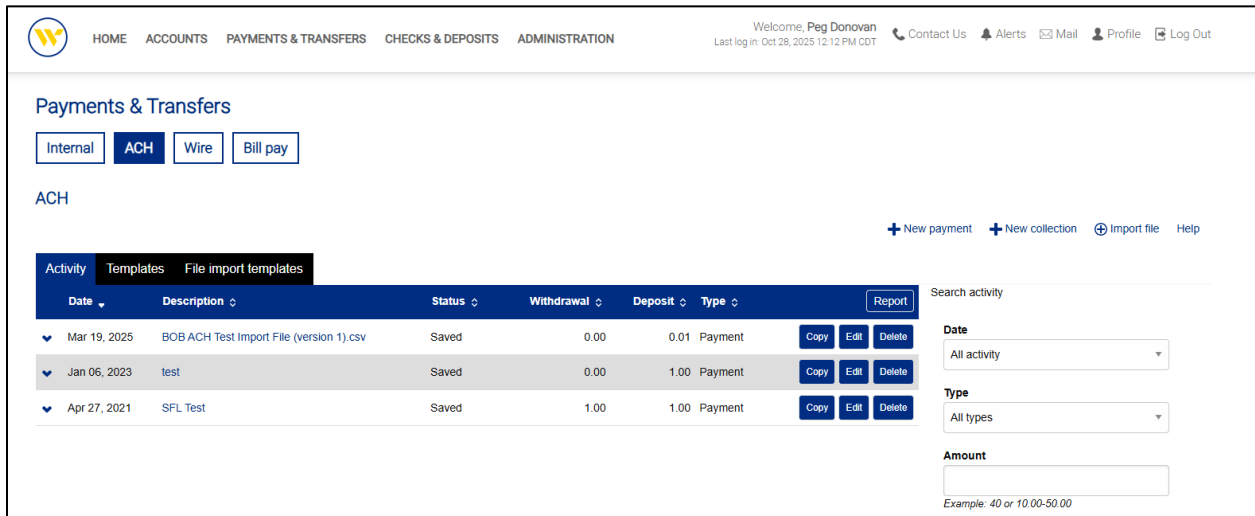


- The **New ACH Batch** screen will be displayed.

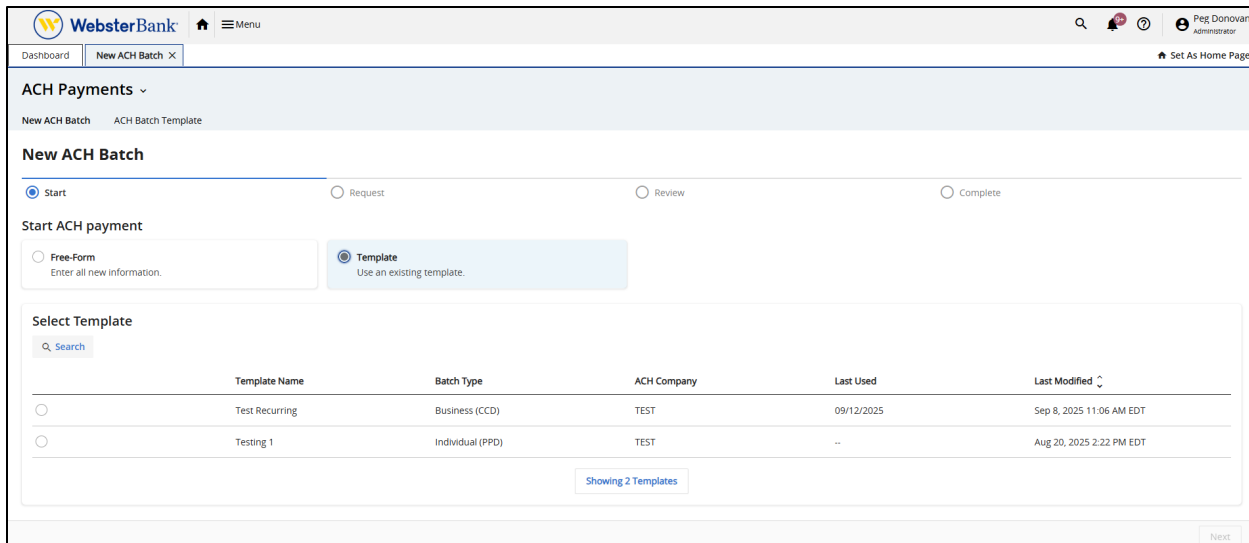


- As the user works through setting up the ACH batch the progress bar will display.
- Select **Template**.
- A list of templates will be displayed.

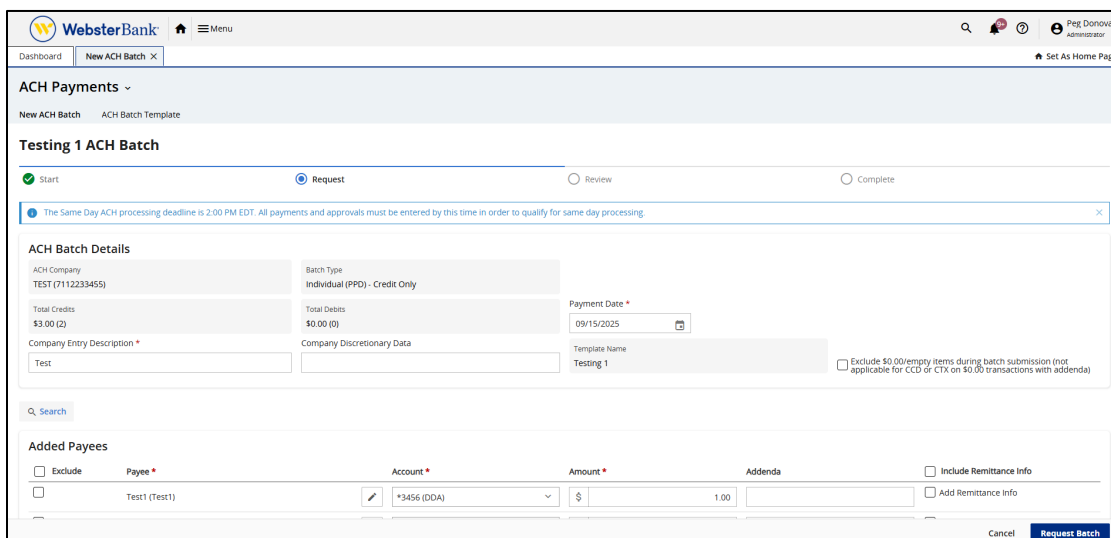
Old:



New:

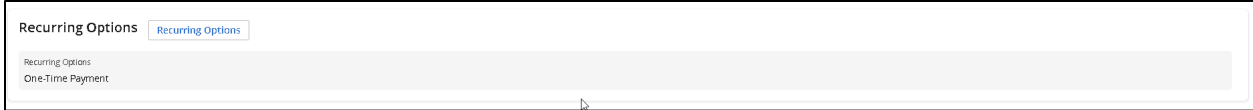


6. Select the appropriate template.
7. The **Template ACH Batch** screen will be displayed.

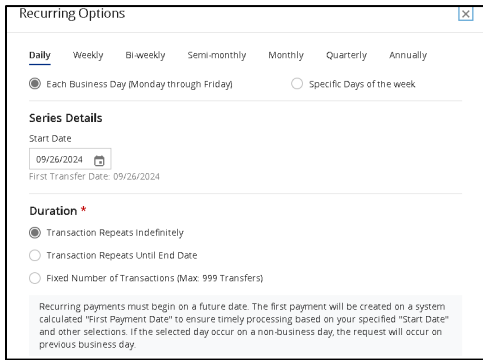


8. Enter the following fields:
 - Company Discretionary Data
 - Optional: Exclude \$0.00/empty items during batch submission
9. Edit any of the following fields is available:
 - The user may exclude a payee by clicking on the checkbox in front of their name
 - The user may edit any payee information by clicking on the **pencil** icon next to their name
 - If the payee has more than one **Account** the user may use the drop-down menu to select a different account
 - The user may change the **Amount**
 - The user may add **Addenda** or **Remittance** information
10. Under **Select Payees** the user may add additional payees to this batch.

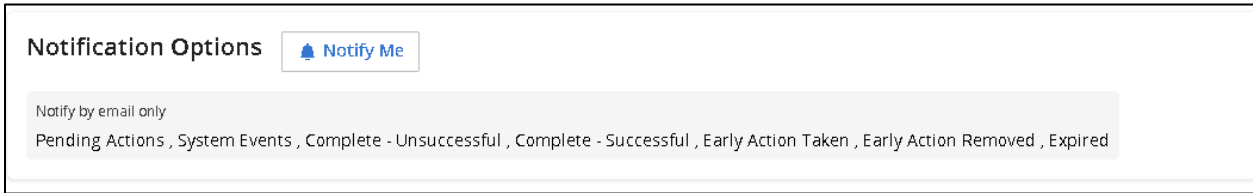
11. Under the **Recurring Options** heading the user may set up the batch as a recurring.



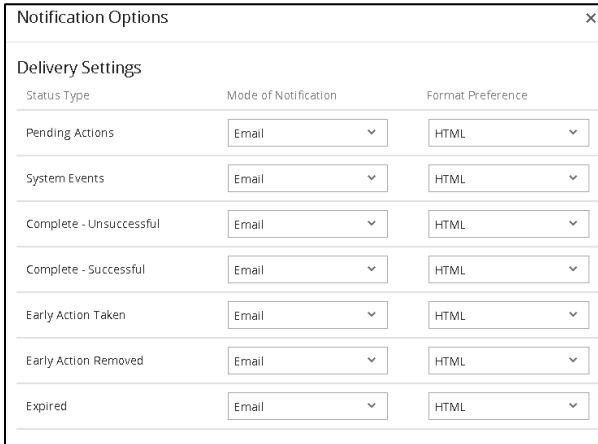
- Select the Recurring Option button
 - Enter the recurring option information



12. Under the **Notification Option** heading select the **Notify Me** button.



13. The user may select their notification preferences.



14. Scroll to the bottom of the page and select **Request Batch**.

15. Review the information then scroll to the bottom of the page and select **Confirm**.

ACH Payments ▾

New ACH Batch ACH Batch Template

Testing 1 ACH Batch

Start
 Request
 Review
 Complete

Due to the amount entered, this transaction will require 1 approval(s)

ACH Batch Details

ACH Company TEST (7112233455)	Batch Type Individual (PPD) - Credit Only	Payment Date 09/15/2025
Company Entry Description Test	Template Name Testing 1	
Total Credits \$6.00 (4)		

Payees

Payee	Account	ABA	Addenda	Amount	Remittance
Test1 (Test1)	*3456 (DDA)	011000138	..	\$1.00	..
Tester Name (123456)	*3456 (DDA)	011000028	..	\$2.00	..

Cancel Edit **Confirm**

16. Depending on user entitlements you may be prompted for your PIN or Password. Select **Generate**.

Please Reverify

Please enter your PIN *

Generate

17. Enter your **passcode**.

Please Reverify

Please enter your PIN *

Generate

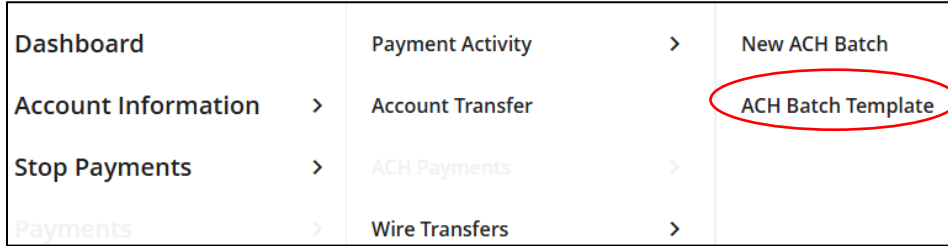
Please enter your one time passcode

Cancel **Submit**

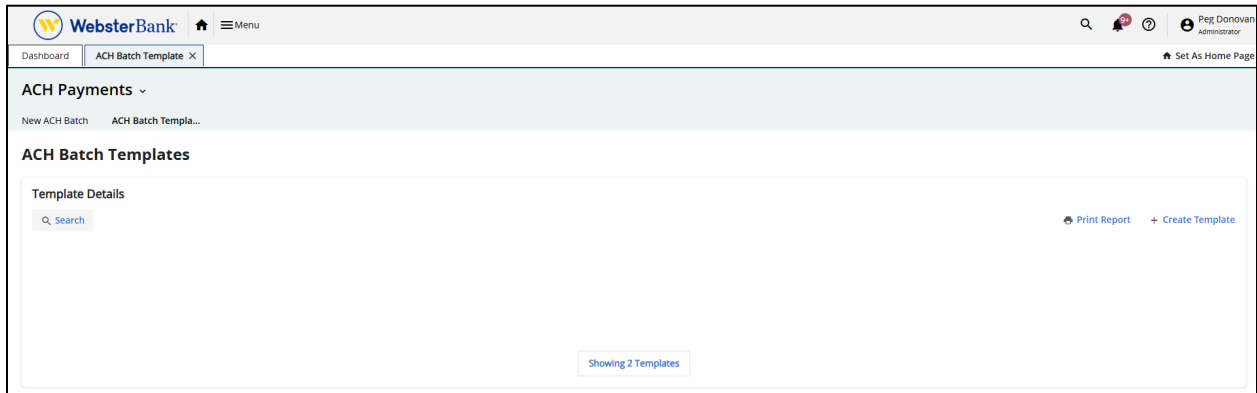
18. Select **Submit**.

ACH BATCH TEMPLATE

- From the main menu, select **Payments > ACH Payments > ACH Batch Template**.

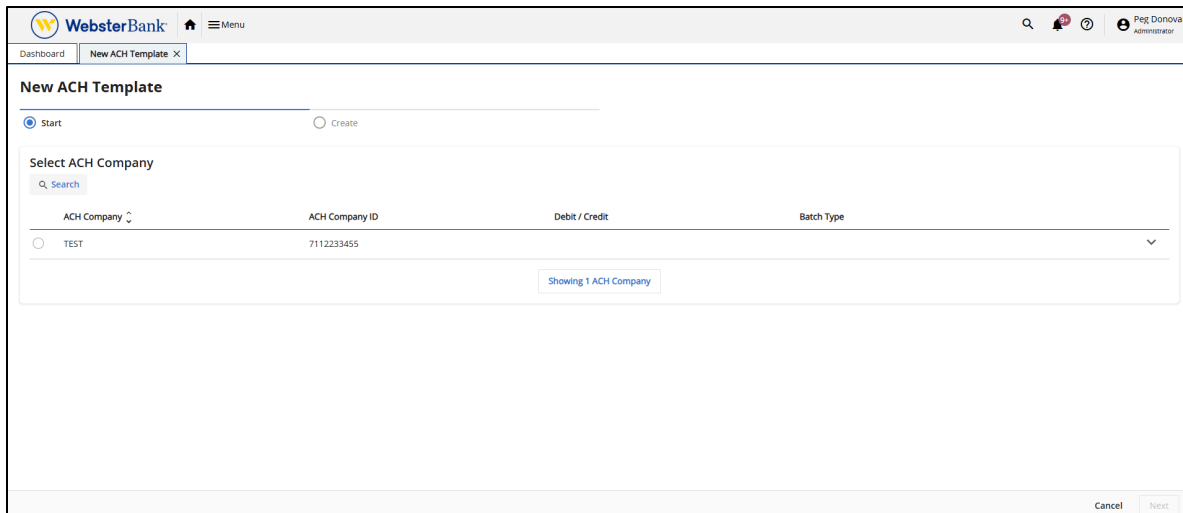


- The **ACH Batch Templates** screen will be displayed.



Create Template

- Select **+Create Template**.
- The **New ACH Template** screen will be displayed. A list of ACH companies will be displayed.



- Select an **ACH Company**.

- Select if the ACH Template will be **Credit Only** or **Debit Only**.

The screenshot shows the 'New ACH Template' form. At the top, there are 'Start' and 'Create' tabs, with 'Start' selected. Below is a 'Select ACH Company' section with a search bar. A table lists one company: 'TEST' with ACH Company ID '7112233455'. Under the 'Debit / Credit' column, three radio buttons are present: 'Mixed Debit and Credit', 'Debit Only', and 'Credit Only'. The 'Credit Only' radio button is selected. A 'Showing 1 ACH Company' button is at the bottom.

- Select a **Batch Type**, **Business** or **Individual**.

This screenshot is identical to the previous one, but the 'Batch Type' column now has two radio buttons: 'Business' and 'Individual'. The 'Individual' radio button is selected. The 'Debit / Credit' section remains unchanged with 'Credit Only' selected.

- Select an SEC Code from the drop-down menu.

This screenshot is identical to the previous one, but the 'Individual' radio button in the 'Batch Type' column is selected, and its dropdown menu is open. The dropdown menu shows the following options: 'Individual *', 'Payroll (PPD)', 'Individual (PPD)', and 'Customer Initiated Entry (CIE)'. The 'Individual *' option is currently selected in the dropdown.

- Select **Next** at the bottom of the screen.

8. The **ACH Batch Details** screen will be displayed.

The screenshot shows the 'New ACH Template' interface. At the top, there's a navigation bar with 'WebsterBank' and a 'Menu' icon. Below that, a breadcrumb trail shows 'Dashboard' and 'New ACH Template'. The main content area is titled 'New ACH Template' and has two tabs: 'Start' (selected) and 'Create'. Under the 'Create' tab, there's a form for 'ACH Batch Details'. This form includes fields for 'ACH Company' (TEST (7112233455)), 'Batch Type' (Individual (PPD) - Credit Only), 'Template Name *', 'Total Credits' (\$0.00 (0)), 'Total Debits' (\$0.00 (0)), 'Company Entry Description *', and 'Company Discretionary Data'. There's also a 'Confidential' checkbox. Below the form is a 'Select Payees' section with a table. The table has columns for 'Payee', 'Account', 'Amount', 'Addenda', and 'Payee End Date'. There are five rows, each with a search field, a dropdown for account, a dollar sign, an amount field, an addenda field, and a date field with a calendar icon and a close button. At the bottom right of the table, there are 'Cancel' and 'Create Template' buttons.

9. Enter the required fields:

- Template Name
- Offsetting Account – use search to select appropriate account
- Company Entry Description
- Select payees
- Account will auto-fill once payee is selected
- Amount field is optional
- Addenda field is optional
- Payee End Date is optional

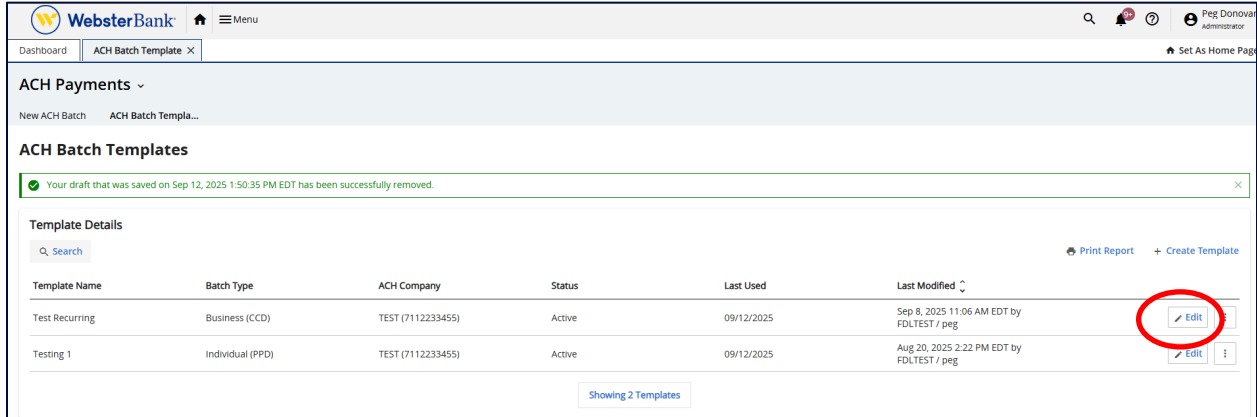
10. Select **Create Template**.

11. A confirmation message will be displayed.

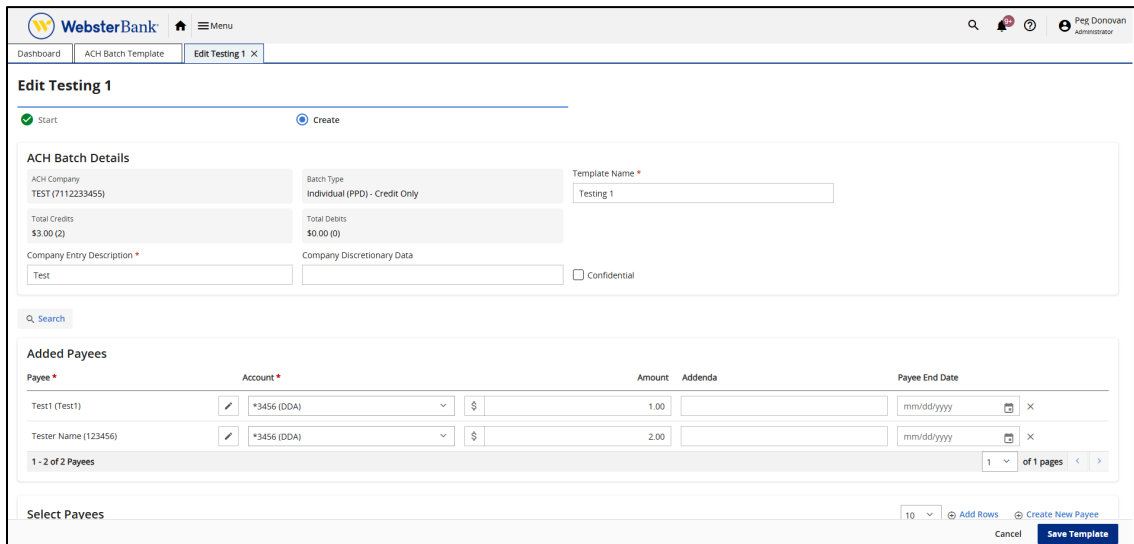
The screenshot shows the 'ACH Payments' section of the interface. It has a dropdown menu for 'ACH Payments' and two tabs: 'New ACH Batch' and 'ACH Batch Templates'. Below the tabs, there's a section titled 'ACH Batch Templates'. Underneath, there's an 'Alerts' section with a count of '2'. A green notification box is displayed with a checkmark icon and the text: 'ACH Batch Template Testing 1 has been successfully created.' There's a close button (X) on the right side of the notification box.

Edit

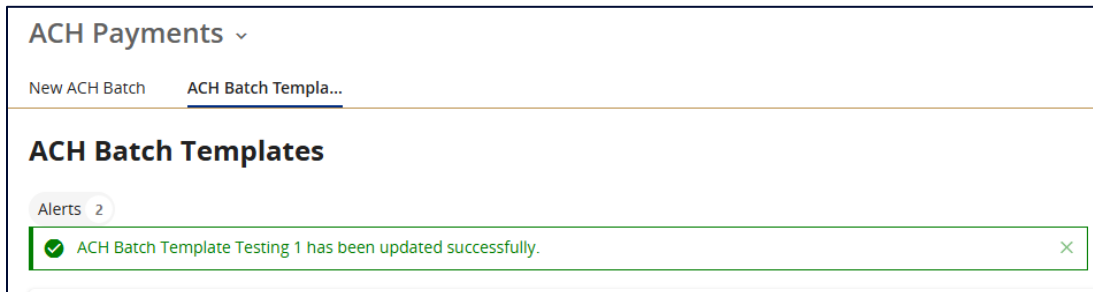
1. Select **Edit** next to the appropriate template.



2. The **ACH Batch Template** screen will be displayed. Make the necessary edits.



3. Select **Save Template**.
4. A confirmation message will be displayed.

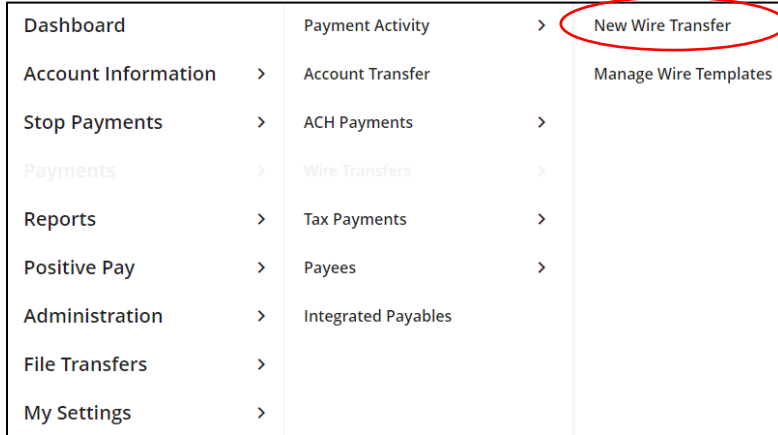


Wire Transfer

NEW WIRE TRANSFER

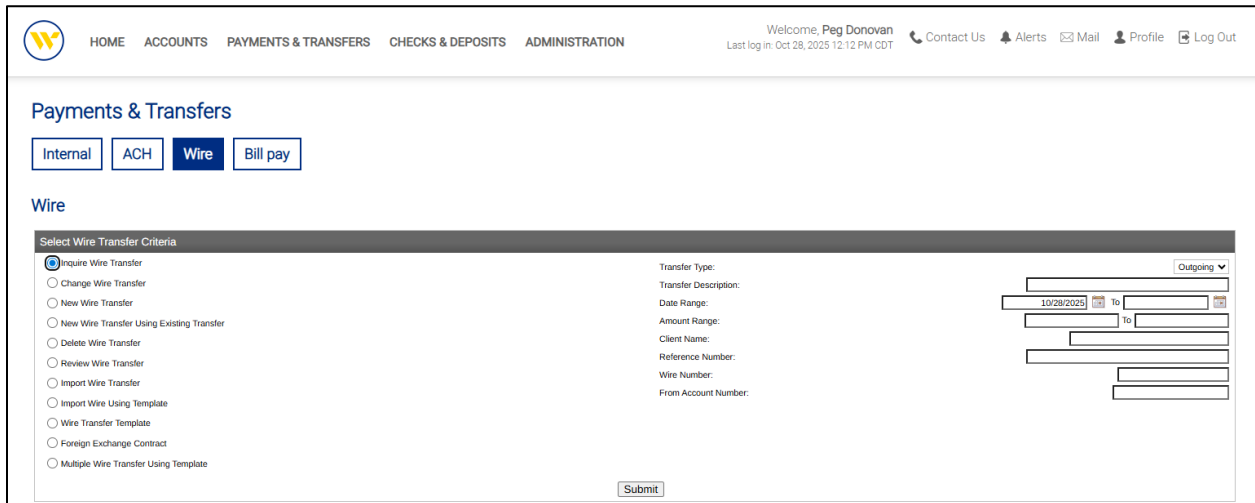
Free Form

- From the main menu, select **Payments > Wire Transfers > New Wire Transfer**.

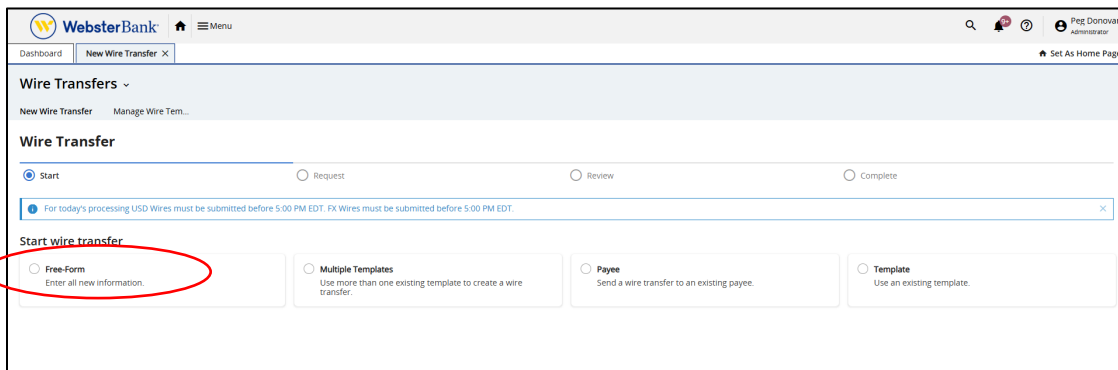


- The **New Wire Transfer** screen will be displayed.

Old:



New:



- Select **Free Form**.
- Select **Next**.

5. The **Wire Transfer** screen will be displayed.

6. Complete the following fields:

- **Debit Account** – use the magnify glass to select the appropriate account
- **Amount**
- **Payment Date** – will automatically populate with the current days date
- **Payment Currency** – use the magnify glass to select the appropriate currency
- The **By Order of Information** is optional
- **Beneficiary Name**
- **Beneficiary Bank ID Type** - use the drop-down menu to select the appropriate type
- **Beneficiary Bank ID** – receiving bank ABA or SWIFT
- **Beneficiary Bank Country** - use the drop-down menu to select the appropriate country
- **Address 1, 2 and 3** – enter the beneficiary’s address
- **International Routing Number** – enter a SWIFT/BIC code (if applicable)
- **International Bank checkbox** – automatically select when SWIFT is selected
- Under **Bank Information** use the **Bank Lookup** option to automatically populate the required fields
- Select the **Beneficiary Bank Country from the drop-down menu**
- The **Additional Bank Information** is optional, used when an intermediary bank is required
- The **Additional Reference Information for Beneficiary** is optional

7. Under the **Notification Options** section select **Notify Me** to set up notifications.

- The user may select **Save as Payee** to setup this Wire Transfer payee and/or Save as a Repetitive Template.

Save Information

Save as Payee Save as Repetitive Template

- Scroll to the bottom of the page and select **Request Transfer**.

- Review the Wire Transfer information and select **Confirm** in the lower right-hand corner.

Note: To Cancel or Edit the Wire Transfer, scroll to the bottom of the screen.

- Depending on user entitlements you may be prompted for your PIN or Token Code. Select **Generate**.

Please Reverify ✕

Please enter your PIN *

- Enter your **passcode**.

Please Reverify ✕

Please enter your PIN *

Please enter your one time passcode

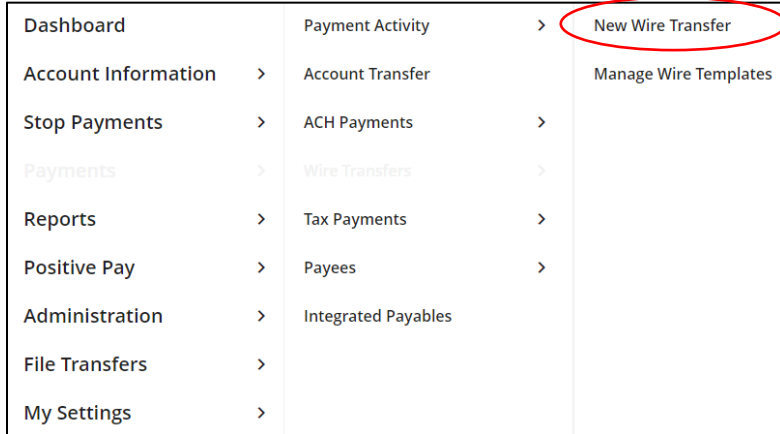
- Select **Submit**.

14. A confirmation screen will be displayed.

The screenshot displays the WebsterBank 'Wire Transfer' confirmation page. At the top, the user is logged in as 'Peg Donovan, Administrator'. The page title is 'Wire Transfers' with a dropdown arrow. Below the title, there are links for 'New Wire Transfer' and 'Manage Wire Tem...'. A progress bar indicates the status of the wire transfer: 'Start' (checked), 'Request' (checked), 'Review' (checked), and 'Complete' (selected). Below the progress bar, there are two alerts: 'Your transfer request reference number is DWR-00438214' and 'Request has been accepted as of Sep 15, 2025 09:41 AM EDT.' The 'Origination Information' section includes: Originator Information (FDL Testing Company, 1 Main St., US), Debit Account (*4253 - CHECKING (Test 1) - Sterling National Bank (221970443)), Payment Date (09/15/2025), Payment Amount and Currency (1.00 - USD), Drawdown (No), and Transaction Number (DWR-00438214). The 'Beneficiary Information' section includes: Payee Information (Name: Test, Beneficiary ID Type: Account Number, Beneficiary ID: *3456), Beneficiary Country (US - United States), and Contact Name (---). At the bottom right, there are 'Print' and 'Return to Wires' buttons.

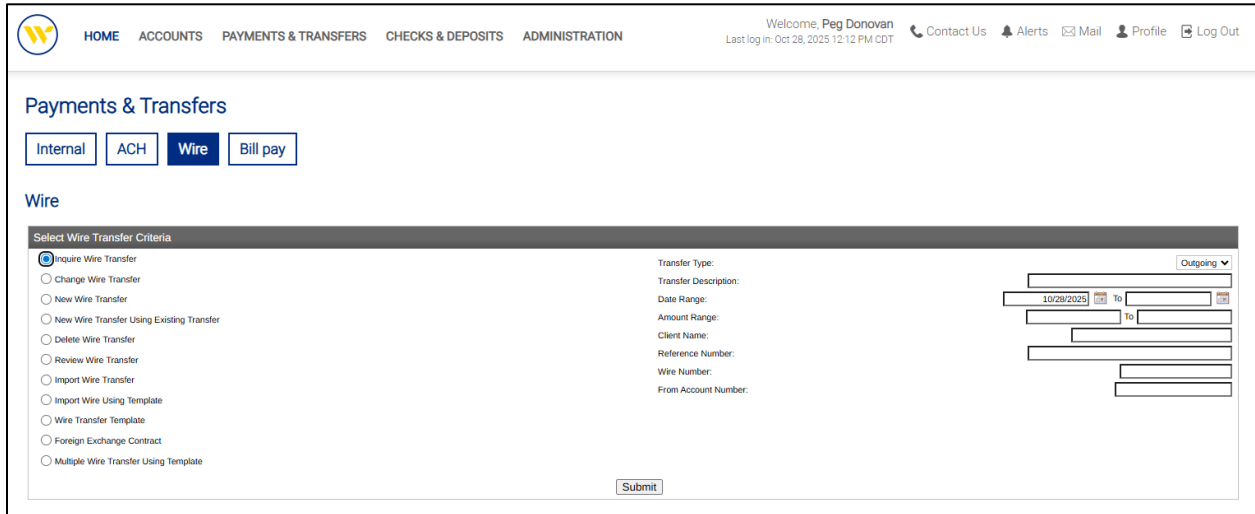
Multiple Templates

1. From the main menu, select **Payments > Wire Transfers > New Wire Transfer**.

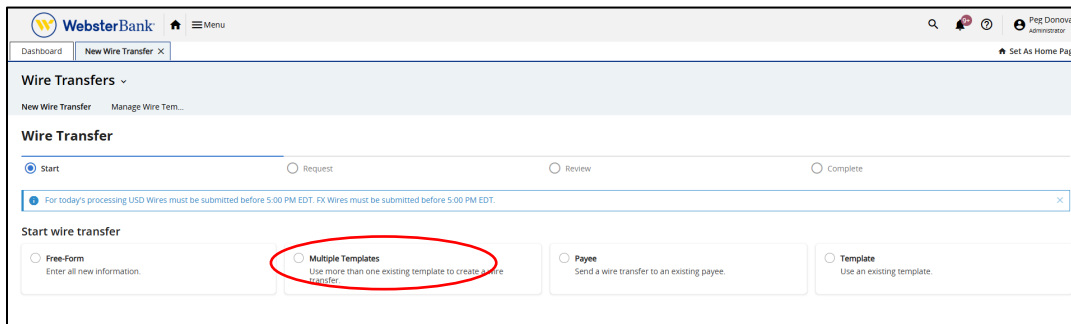


2. The **New Wire Transfer** screen will be displayed.

Old:



New:



3. Select **Multiple Templates**.

4. Select **Next**.

5. The **Wire Transfer for Multi-Wire Entry** will be displayed.

The screenshot shows the 'Wire Transfer for Multi-Wire Entry' screen. At the top, there are tabs for 'Start', 'Request' (selected), 'Review', and 'Complete'. Below the tabs is a notification banner: 'For today's processing USD Wires must be submitted before 6:00 PM EDT. FX Wires must be submitted before 6:00 PM EDT.' The main section is titled 'Select Multiple Templates'. It includes a 'Payment Date' field with a calendar icon and an 'Add More Templates' dropdown with an 'Add' button. Below this is a table with the following columns: Template, Payment Date, Type, Amount, Originator Account, and Receiver. The table contains five rows, each with a search icon and a 'Delete' button. At the bottom right, there are 'Cancel' and 'Request Transfer' buttons.

6. Use the calendar icon to select the **Payment Date** if all Wire Transfers will have the same payment date.

7. If more than 5 wires will be created use the **Add More Template** drop-down to add more Wire Transfer lines.

8. Use the magnify glass on each line to select a Wire Transfer template.

9. Use the calendar icon to select the **Payment Date** if Wire Transfer payment date will be different.

10. The **Type, Amount, Originator Account and Receiver** fields will automatically populate based on the information in the template. Select **View** to review full template details.

Note: Select Delete to remove the Wire Transfer.

11. Under the **Notification Options** section select **Notify Me** to set up notifications.

The screenshot shows the 'Notification Options' section. It features a 'Notify Me' button with a bell icon. Below the button, there is a text area that says 'Notify by email only' followed by a list of notification events: 'Pending Actions , Pending Release , System Events , Complete - Unsuccessful , Complete - Successful , Early Action Taken , Early Action Removed , Expired'.

12. Scroll to the bottom of the screen and select **Request Transfer**.

13. Review the Wire Transfer information and select **Confirm** in the lower right-hand corner.

WebsterBank | Dashboard | New Wire Transfer X | Peg Donovan Administrator

Wire Transfers

New Wire Transfer | Manage Wire Tem...

Wire Transfer

Start | Request | **Review** | Complete

Due to the amounts entered, some wires require approval.

Select Multiple Templates

Total Debit Amount: USD 1.00 | Totals By Payment Date: 09/15/2025 - USD 1.00

Template	Payment Date	Type	Originator Account	Receiver	Amount
Testing 1	09/15/2025	R	*3459 - CHECKING (Commercial Checking)	*3456 - Tester	\$1.00
Total					USD 1.00

Notification Options: None Selected

Cancel | Edit | **Confirm**

Note: To Cancel or Edit the Wire Transfer, scroll to the bottom of the screen.

14. Depending on user entitlements you may be prompted for your PIN or Token Code. Select **Generate**.

Please Reverify

Please enter your PIN *

Generate

15. Enter your **passcode**.

Please Reverify

Please enter your PIN *

Generate

Please enter your one time passcode

Cancel | **Submit**

16. Select **Submit**.

17. A confirmation screen will be displayed.

WebsterBank | Dashboard | New Wire Transfer | Peg, Donovan Administrator

Wire Transfers

New Wire Transfer | Manage Wire Tem...

Wire Transfer

Start | Request | Review | Complete

Alerts: 2

- Due to the amounts entered, some wires require approval.
- Your transaction has been accepted. Request has been accepted as of Sep 15, 2025 09:43 AM EDT.

Select Multiple Templates

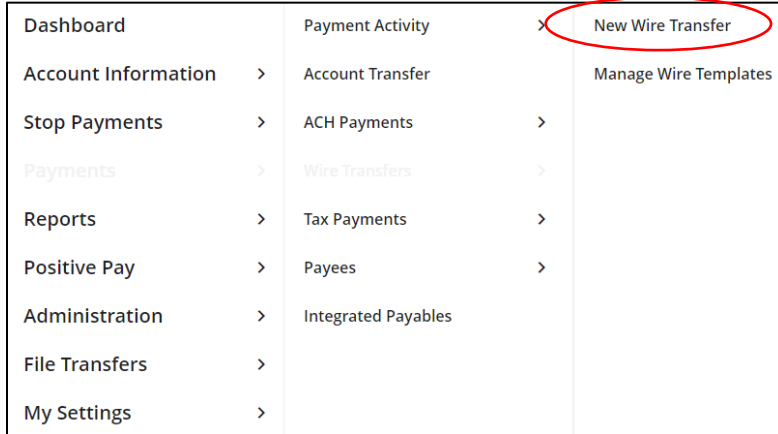
Template	Payment Date	Type	Originator Account	Receiver	Amount	Transaction ID
Testing 2	09/15/2025	R	*8480 - CHECKING (Test 2)	*9875 - Tester 2	\$2.00	DWR-00438215
Total					USD 2.00	

Notification Options: None Selected

Print | Return to Wires

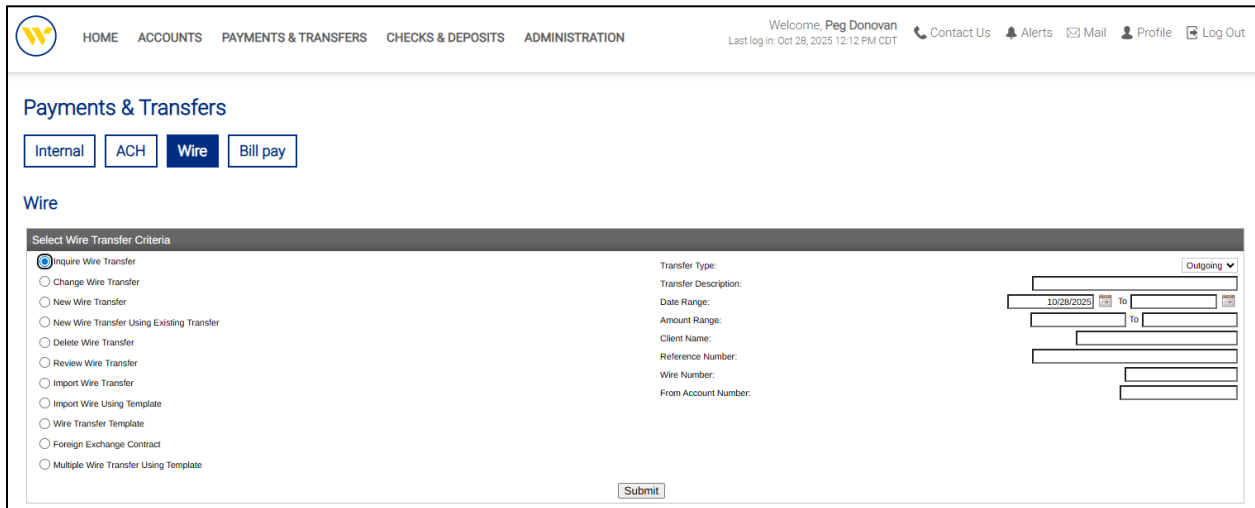
Payees – Create Wire Transfer

1. From the main menu, select **Payments > Wire Transfers > New Wire Transfer**.

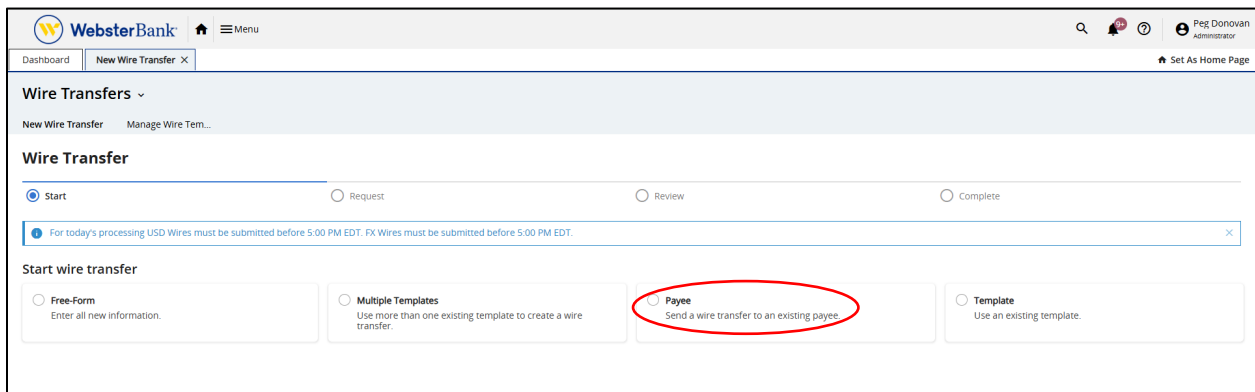


2. The **New Wire Transfer** screen will be displayed.

Old:

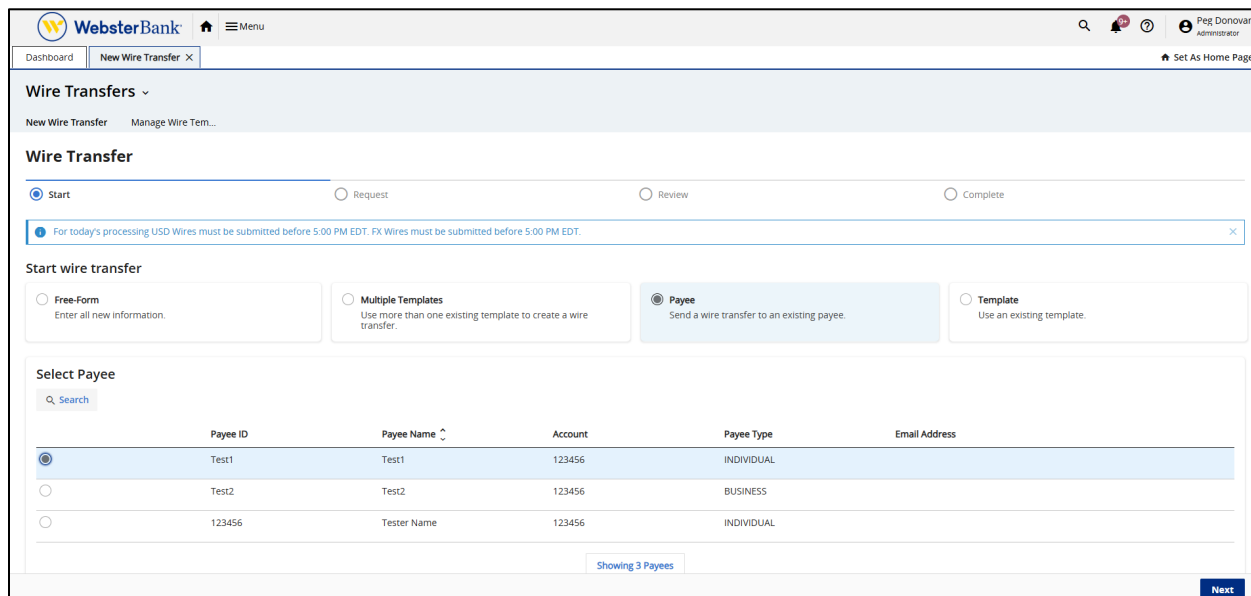


New:



3. Select **Payees**.

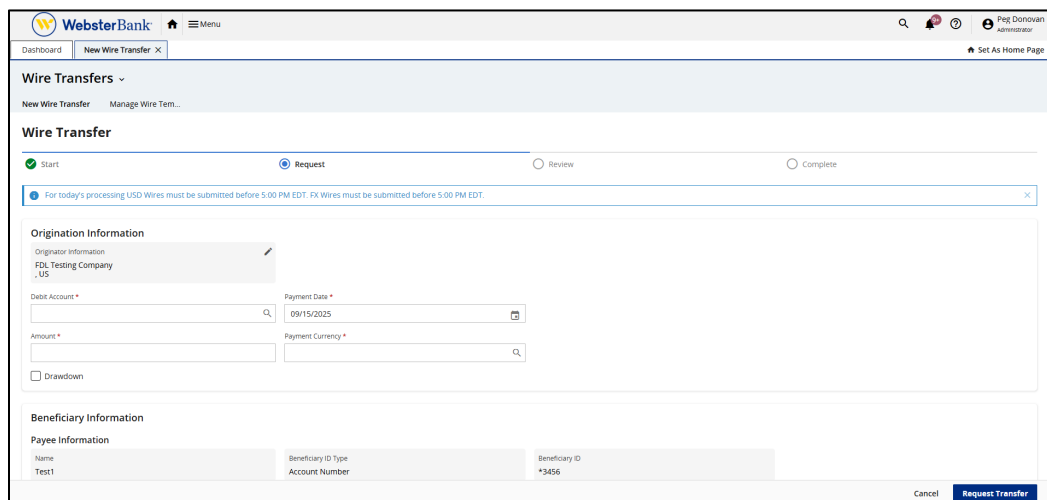
4. A list of payees will be displayed.



5. Select the radio button in front of the appropriate payee.

6. Select **Next**.

7. The **Wire Transfer** screen will be displayed.



8. The **Origination Information** field may be edited by selecting the pencil icon.

9. Select the **Debit Account** box and a list of account numbers will be displayed.

10. Use the calendar icon to select the **Payment Date**.

11. Enter the **Amount**.

12. Select the **Payment Currency** box and a list of currencies will be displayed.

13. The **By Order of Information** fields are optional.

14. The **Additional Reference Information for Beneficiary** fields are optional.

15. Select **Request Transfer**.

16. Review the information.

Wire Transfer

Start Request **Review** Complete

This payment amount requires 1 approval(s).

Origination Information

Originator Information FDL Testing Company 1 Main St., US	Debit Account *4253 - CHECKING (Test 1) - Sterling National Bank (221970443)	Payment Date 09/15/2025	Payment Amount and Currency 0.03 - USD
---	---	----------------------------	---

Beneficiary Information

Payee Information		Beneficiary ID
Name Test1	Beneficiary ID Type Account Number	*3456
Beneficiary Country US - United States	Contact Name ...	Phone Number ...

17. Select **Confirm**.

18. Depending on user entitlements you may be prompted for your PIN or Token Code. Select **Generate**.

Please Reverify

Please enter your PIN *

19. Enter your **passcode**.

Please Reverify

Please enter your PIN *

Please enter your one time passcode

20. Select **Submit**.

21. Confirmation messages will be displayed.

Wire Transfers

New Wire Transfer Manage Wire Tem...

Wire Transfer

Start Request Review Complete

Alerts: 2

Your transfer request reference number is **DWR-00438216**.

Request has been accepted as of Sep 15, 2025 09:47 AM EDT.

Origination Information

Originator Information FDL Testing Company 1 Main St., US	Debit Account *4253 - CHECKING (Test 1) - Sterling National Bank (221970443)	Payment Date 09/15/2025	Payment Amount and Currency 0.03 - USD
Transaction Number DWR-00438216			

Beneficiary Information

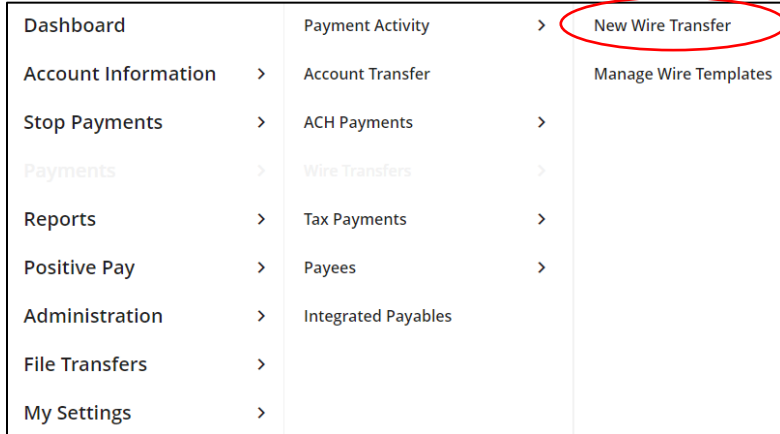
Payee Information		
Name Test1	Beneficiary ID Type Account Number	Beneficiary ID *3456
Beneficiary Country US - United States	Contact Name --	Phone Number --

Print Return to Wires

Note: Depending on the user's entitlements additional approval may be needed to submit the Wire Transfer.

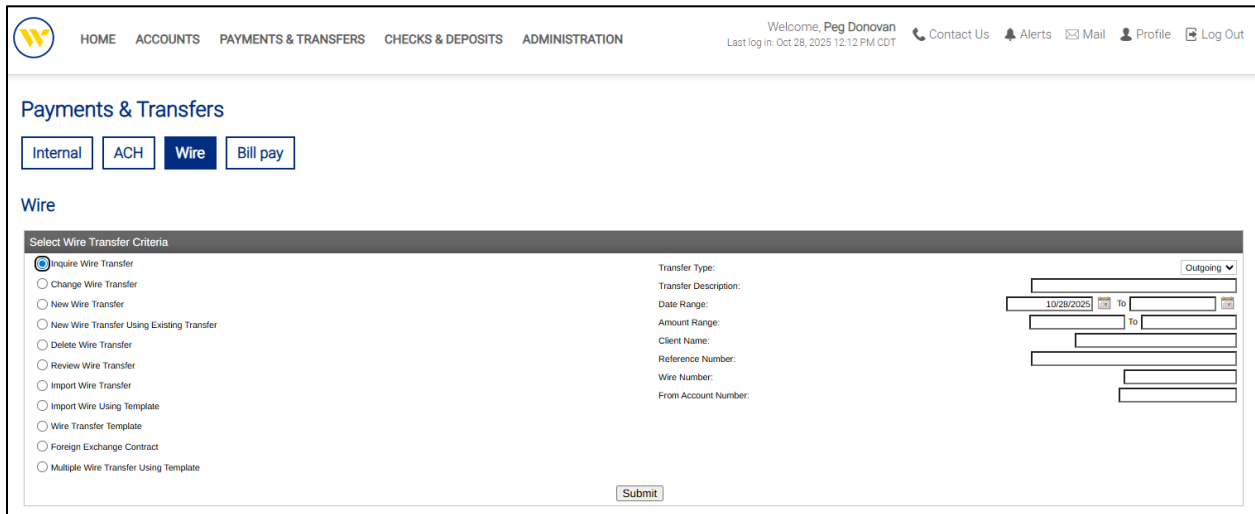
Templates

- From the main menu, select **Payments > Wire Transfers > New Wire Transfer**.

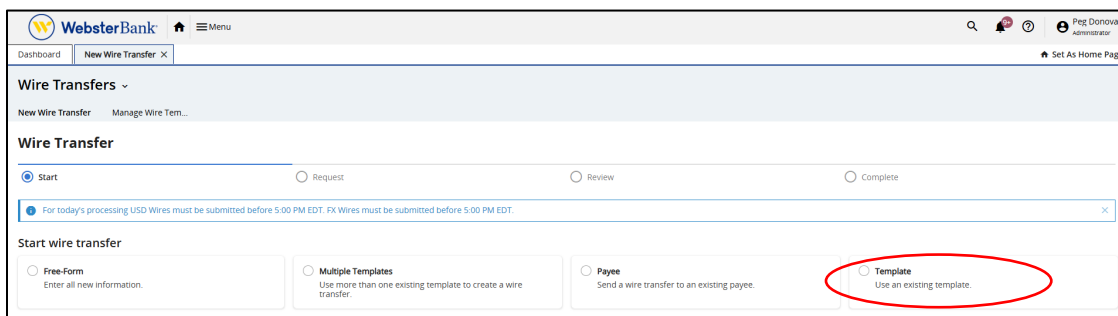


- The **New Wire Transfer** screen will be displayed.

Old:

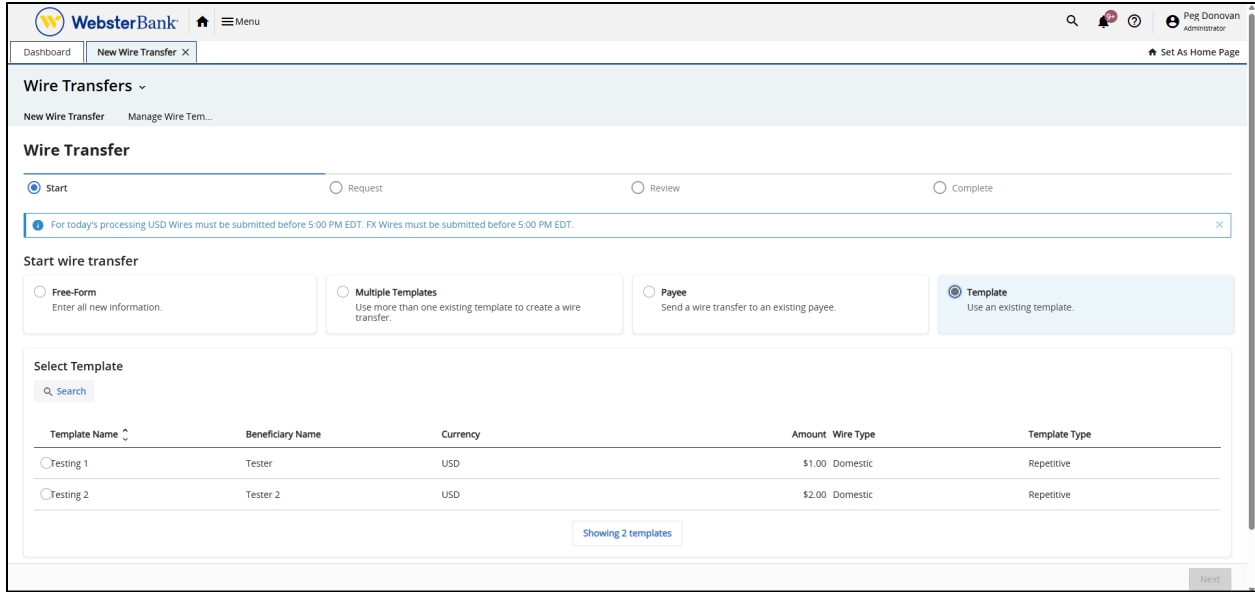


New:



- Select **Templates**.

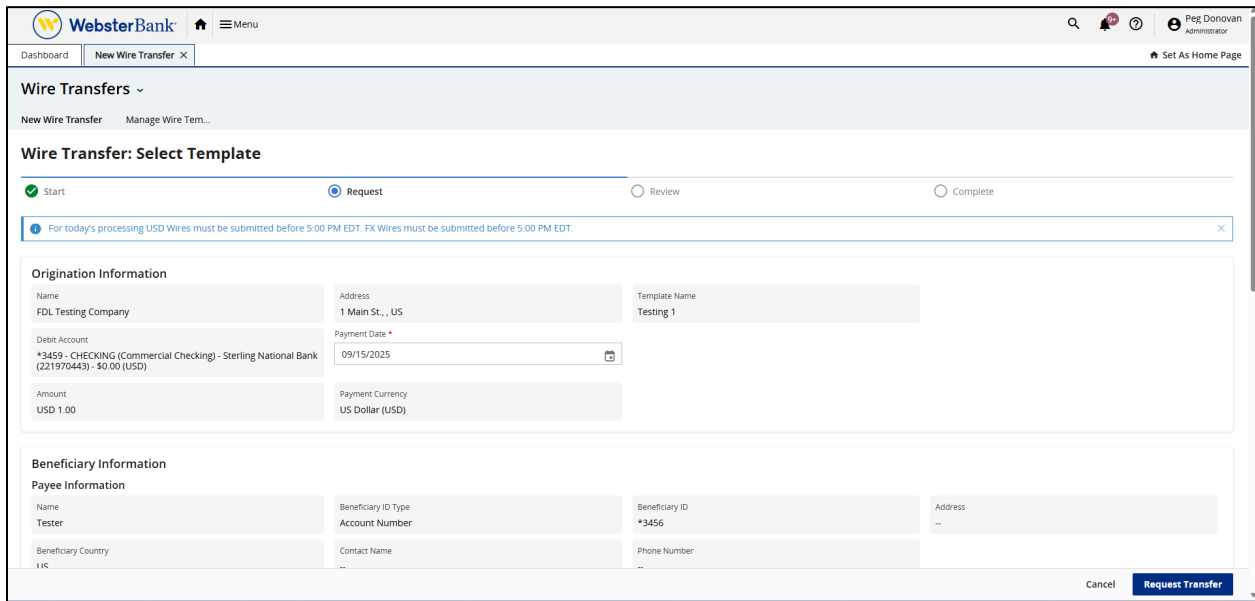
4. A list of **Wire Templates** will be displayed.



5. Select the radio button in front of the appropriate template.

6. Select **Next**.

7. The **Wire Transfer: Select Transfer** screen will be displayed.



8. Enter the **Payment Date** using the calendar icon.

9. Review the template information. Scroll to the bottom of the screen and select **Request Transfer**.

10. Review the template information and scroll to the bottom of the screen and select **Confirm**.

The screenshot shows the 'Wire Transfer: Select Template' page in the WebsterBank interface. At the top, there's a navigation bar with 'WebsterBank' logo, a home icon, a menu icon, and a user profile for 'Peg Donovan Administrator'. Below this is a breadcrumb trail: 'Dashboard > New Wire Transfer'. The main heading is 'Wire Transfers' with a dropdown arrow. Underneath, there are links for 'New Wire Transfer' and 'Manage Wire Tem...'. The current step is 'Wire Transfer: Select Template', with a progress bar showing 'Start' (checked), 'Request' (checked), 'Review' (selected), and 'Complete' (unchecked). There are two alerts: 'For today's processing USD Wires must be submitted before 5:00 PM EDT. FX Wires must be submitted before 5:00 PM EDT.' and '1 approval(s) is required because of the amount of the transfer.' The 'Origination Information' section includes fields for Name (FDL Testing Company), Address (1 Main St., US), Template Name (Testing 1), Debit Account (*3459 - CHECKING (Commercial Checking) - Sterling National Bank (221970443)), Payment Date (09/16/2025), Payment Amount (USD 1.00), and Payment Currency (US Dollar (USD)). The 'Beneficiary Information' section includes Payee Information with fields for Name (Tester), Beneficiary ID Type (Account Number), Beneficiary ID (*3456), and Address (..). At the bottom right, there are 'Cancel', 'Edit', and 'Confirm' buttons.

11. Depending on user entitlements you may be prompted for your PIN or Token Code. Select **Generate**.

The screenshot shows a 'Please Reverify' dialog box. It has a close button (X) in the top right corner. The text inside says 'Please enter your PIN *' followed by a text input field. To the right of the input field is a 'Generate' button.

12. Enter your **passcode**.

The screenshot shows a 'Please Reverify' dialog box. It has a close button (X) in the top right corner. The text inside says 'Please enter your PIN *' followed by a masked text input field. To the right of the input field is a 'Generate' button. Below that, it says 'Please enter your one time passcode' followed by another text input field. At the bottom right, there are 'Cancel' and 'Submit' buttons.

13. Select **Submit**.

14. A confirmation screen will be displayed.

WebsterBank | Dashboard | New Wire Transfer | Peg Donovan Administrator

Wire Transfers

New Wire Transfer | Manage Wire Tem...

Wire Transfer: Select Template

Start | Request | Review | **Complete**

Alerts: 3

- For today's processing USD Wires must be submitted before 5:00 PM EDT. ...
- Your future transfer request is DWR-00438217.
- Request has been accepted as of Sep 15, 2025 09:58 AM EDT.

Origination Information

Name FDL Testing Company	Address 1 Main St., , US	Template Name Testing 1
Debit Account *3459 - CHECKING (Commercial Checking) - Sterling National Bank (221970443)	Payment Date 09/16/2025	
Payment Amount USD 1.00	Payment Currency US Dollar (USD)	Transaction Number DWR-00438217

Beneficiary Information

Payee Information

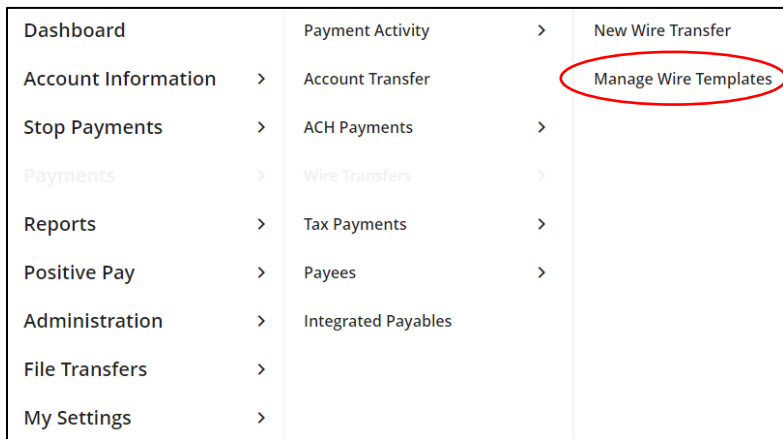
Name Tester	Beneficiary ID Type Account Number	Beneficiary ID *3456	Address --
----------------	---------------------------------------	-------------------------	---------------

Print | Return to Wires

MANAGE WIRE TEMPLATES

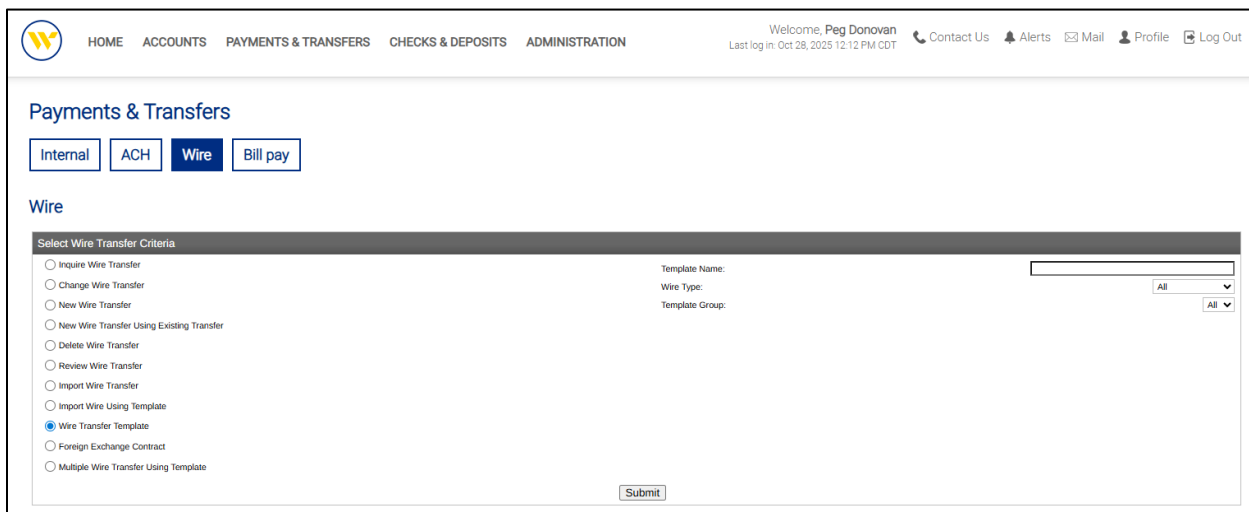
Edit

- From the main menu, select **Payments > Wire Transfers > Manage Wire Templates**.

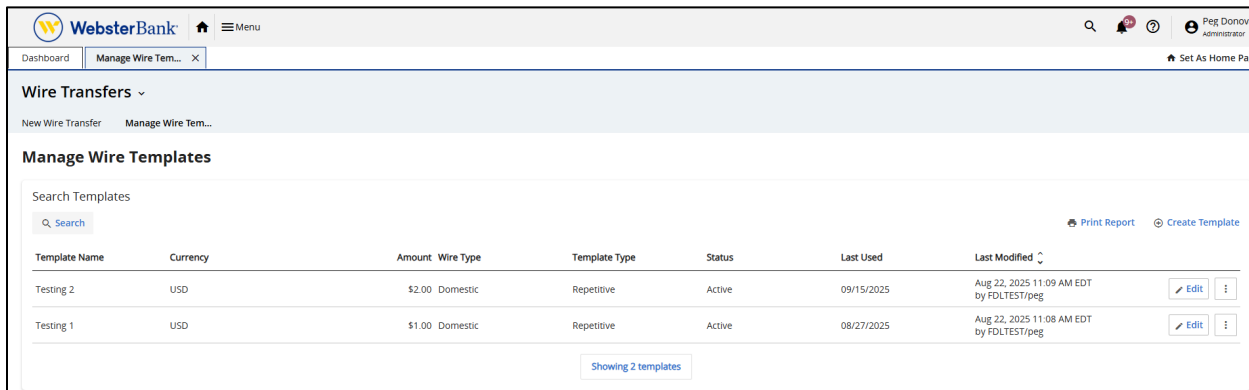


- The **Manage Wire Templates** screen will be displayed.

Old:



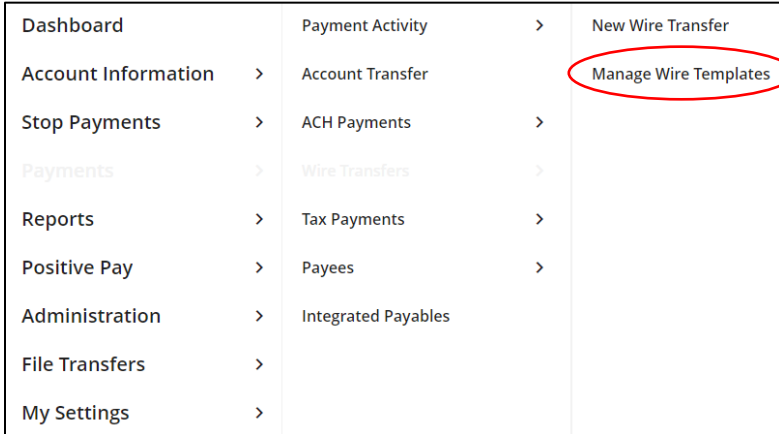
New:



3. A list of templates will be displayed.
Note: There are various Status that may be displayed.
Active – Wire template can be/has been initiated
Expired – The template is a Wire Transfer that was not approved before the end of day cut off.
Disabled – Prevents users from using a template that shouldn't be used often
4. Select the **Edit** button on the far right-hand side to edit the Wire Transfer instructions.
5. The following fields may be edited:
 - Template Name
 - Debit Account
 - Amount
 - The Originator Information – select the pencil icon to edit
 - By order of information
 - Additional Reference Information for Beneficiary
6. Scroll to the bottom and select **Save Template**.

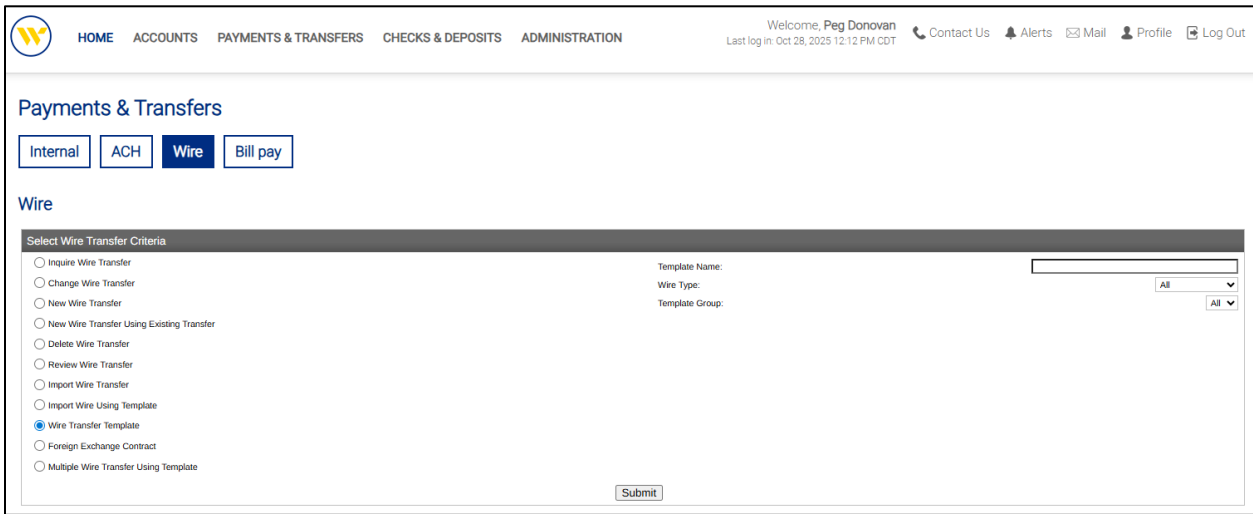
Search

- From the main menu, select **Payments > Wire Transfers > Manage Wire Templates**.

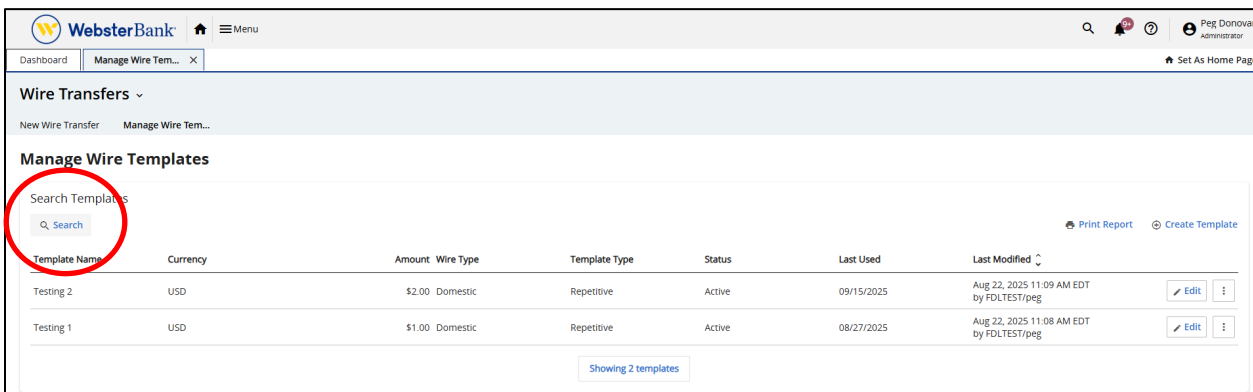


- The **Manage Wire Templates** screen will be displayed.

Old:

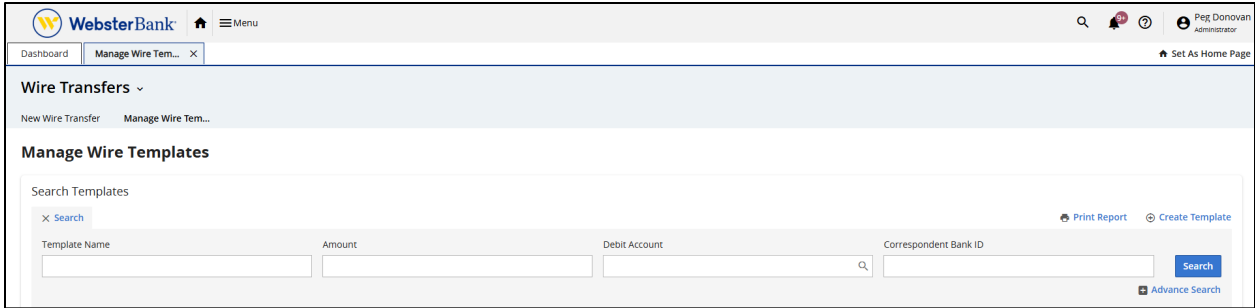


New:



- A list of templates will be displayed.
- Select the **Search** in the middle of the left-hand side of the page.

5. The **Search Templates** criteria fields will be displayed.



6. The user may search on the following fields:

- Template Name
- Amount
- Debit Account
- Correspondent Bank ID
- Status

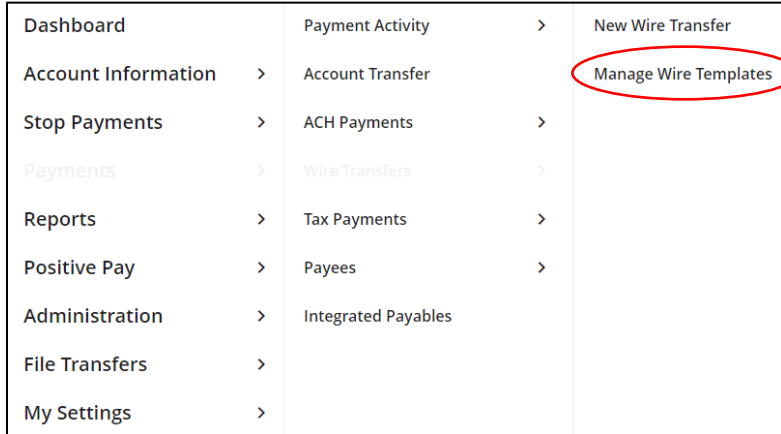
Note: The user may also select **Advanced Search** under the **Search** button. This will allow the user to search by:

- Beneficiary Bank**
- Beneficiary Bank ID**
- Beneficiary Name**
- Beneficiary ID**

7. Select Search.

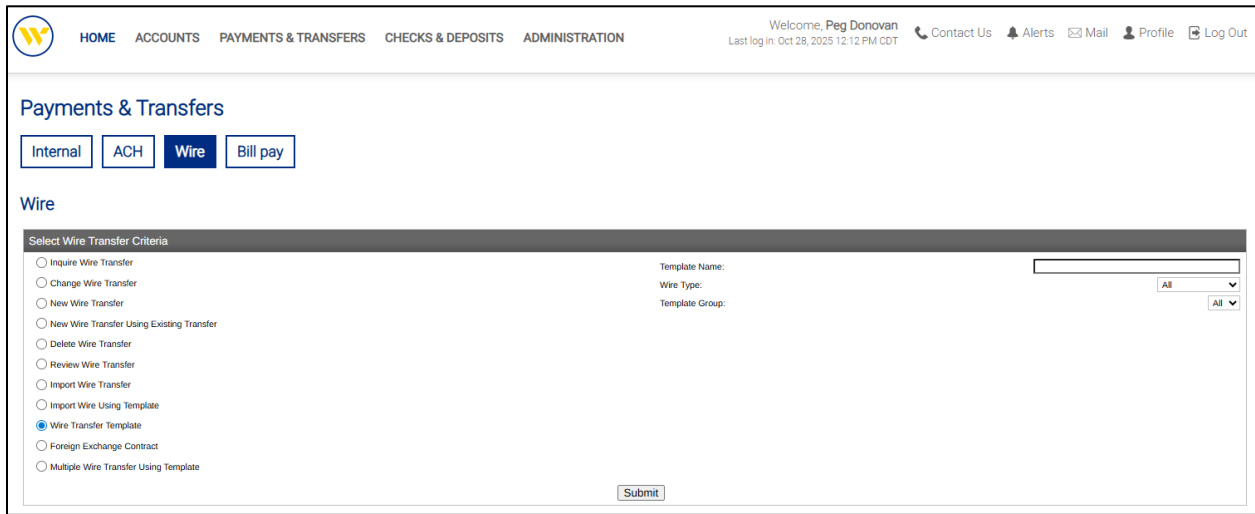
Create Template

1. From the main menu, select **Payments > Wire Transfers > Manage Wire Templates**.

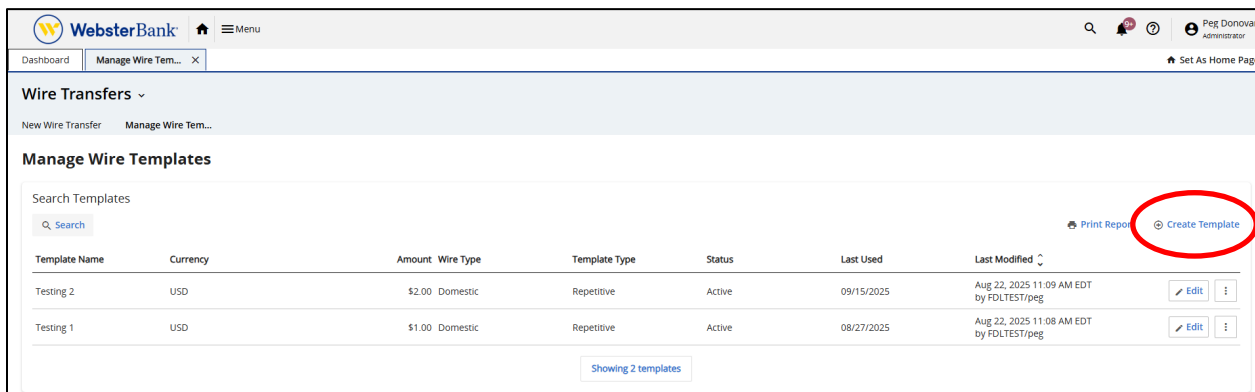


2. The **Manage Wire Templates** screen will be displayed.

Old:

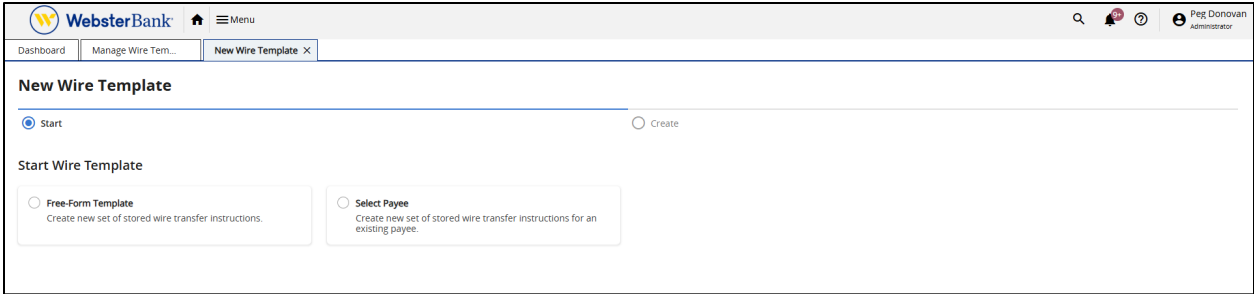


New:



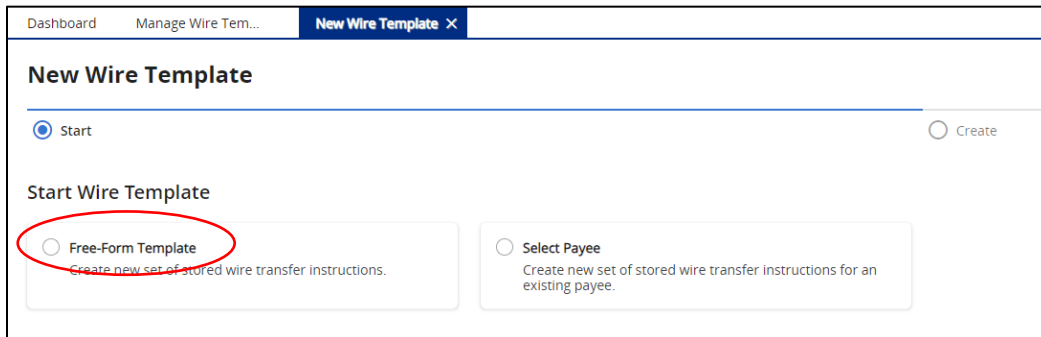
3. On the far right-hand side of the screen select **Create Template**.

4. The **New Wire Template** screen will be displayed.



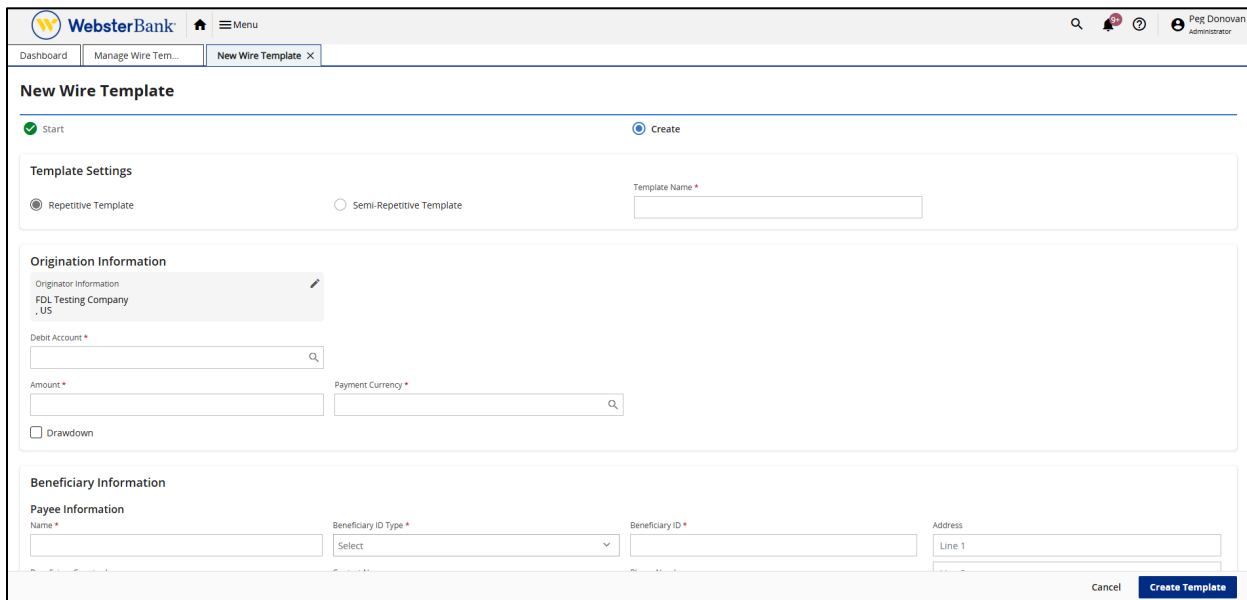
Free Form

1. Select the **Free-Form Template** radio button.



2. Select **Next**.

3. The **New Wire Template** screen will be displayed.



4. Enter the following fields:

- Select Repetitive or Semi-Repetitive
Note: Repetitive only lets the user adjust the dollar amount when creating a Wire Transfer. Semi Repetitive allows the user to adjust additional fields when creating a Wire Transfer.
- **Template Name**
- Use the pencil icon to edit any information under **Originator Information**
- **Debit Account**
- **Amount**
- **Payment Currency**
- **By Order of Information** is optional
- Under **Beneficiary Information** complete the following fields:
 - **Payee Name**
 - **Beneficiary ID Type** – use the drop-down menu to select the appropriate type

- **Beneficiary ID**
 - **Address** - lines 1 and 2 required, 3 is optional
 - **Beneficiary Country** – use the drop-down menu to select the appropriate country
 - **Contact Name** and **Phone number** are optional
 - Under **Bank Information** complete the following fields:
 - Use the **Bank Lookup** button to select the appropriate bank which will auto-populate the required fields
 - **Beneficiary Bank Country** – use the drop-down menu to select the appropriate country
 - **International Routing Number** – enter a SWIFT/BIC code (if applicable)
 - Fields under **Additional Bank Information** are optional
 - Field under **Additional Reference Information for Beneficiary** are optional
5. Scroll to the bottom of the screen and select **Create Template**.

Select Payee

1. Select the **Select Payee** radio button to create a new set of stored instructions for an existing payee.

The screenshot shows the 'New Wire Template' page with the 'Start' radio button selected. Under the 'Start Wire Template' section, there are two options: 'Free-Form Template' and 'Select Payee'. The 'Select Payee' option is circled in red. The 'Create' radio button is also visible.

2. A list of Wire Transfer payees will be displayed.

The screenshot shows the 'New Wire Template' page with the 'Select Payee' radio button selected. Below the radio buttons, a table of payees is displayed. The 'Select Payee' option is highlighted in light blue. The table has columns for Payee ID, Payee Name, Account, Payee Type, and Email Address. A search bar is located above the table. At the bottom of the table, it says 'Showing 3 Payees'. There are 'Cancel' and 'Next' buttons at the bottom right of the page.

Payee ID	Payee Name	Account	Payee Type	Email Address
Test1	Test1	123456	INDIVIDUAL	
Test2	Test2	123456	BUSINESS	
123456	Tester Name	123456	INDIVIDUAL	

3. Select the radio button in front of the appropriate payee.
4. Select **Next**.

5. The **New Wire Template** will be displayed.

6. The user may edit any of the following fields:

- Select **Repetitive** or **Semi-Repetitive**
Note: Repetitive only lets the user adjust the dollar amount when creating a Wire Transfer. Semi Repetitive allows the user to adjust additional fields when creating a Wire Transfer.
- Enter a **Template Name**
- Use the pencil icon to edit any information under **Originator Information**
- **Debit Account**
- **Amount**
- **Payment Currency**
- **By Order of Information** is optional
- Field under Additional Reference Information for Beneficiary are optional

7. Scroll to the bottom of the page and select **Create Template**.

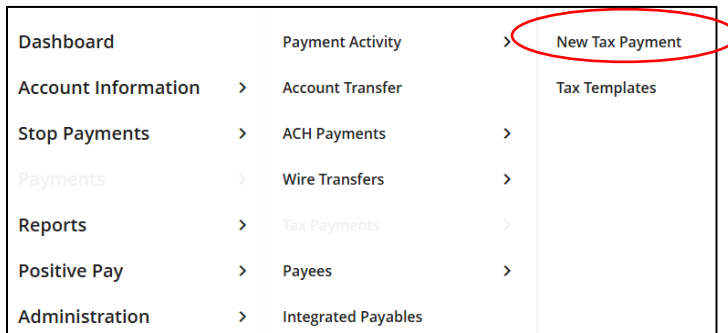
8. A new template will be added to the **Manage Template** screen.

Template Name	Currency	Amount	Wire Type	Template Type	Status	Last Used	Last Modified	
Testing 2	USD	\$2.00	Domestic	Repetitive	Active	09/15/2025	Aug 22, 2025 11:09 AM EDT by FDLTEST/peg	Edit ...
Testing 1	USD	\$1.00	Domestic	Repetitive	Active	08/27/2025	Aug 22, 2025 11:08 AM EDT by FDLTEST/peg	Edit ...

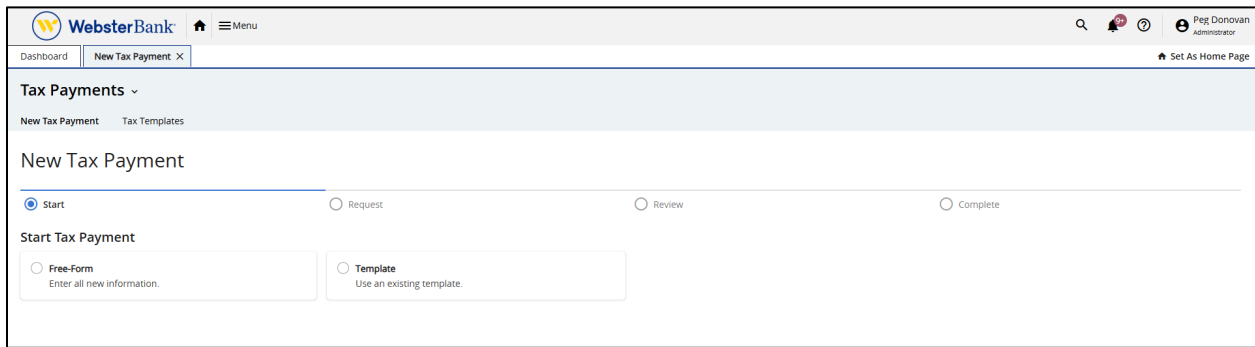
Tax Payments

FREE FORM

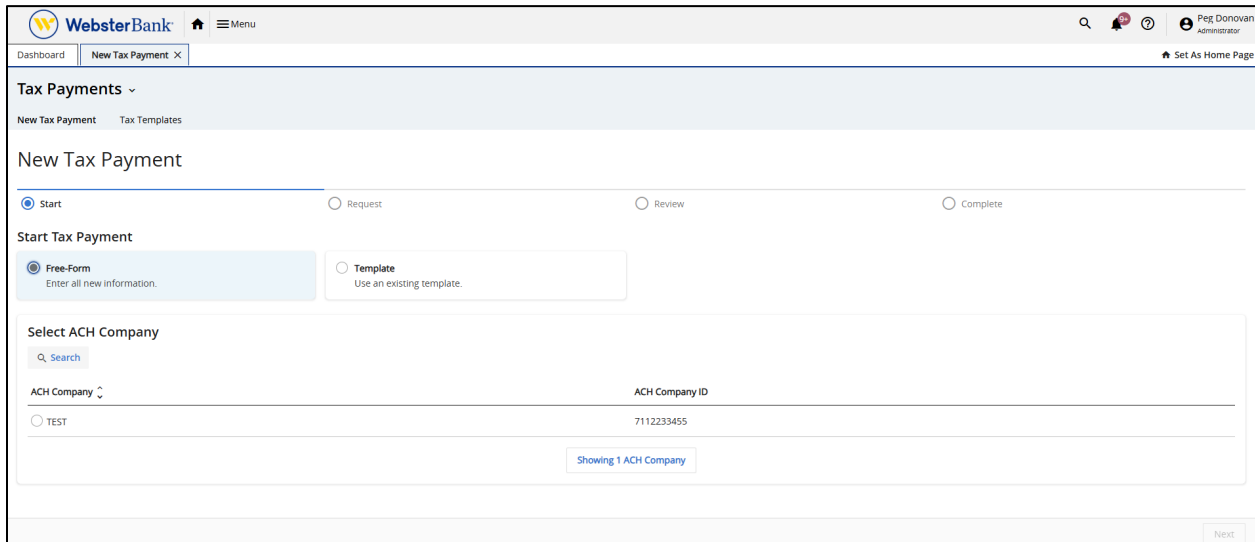
- From the main menu, select **Payments > Tax Payments > New Tax Payment**.



- The **New Tax Payment** screen will be displayed.



- Select the **Free Form** radio button.
- A list of ACH companies will be displayed.



- Select the appropriate ACH Company and select **Next**.

6. Enter the **Payment Date** and **Company Entry Description**.

7. Select **+Add Tax**.

8. Use the drop-down menus to select the appropriate **Agency** (State) and **Tax Type**.

9. Select **Ok** at the bottom of the screen.

10. Enter the **Date** and **Amount**.

Tax Type Description	Tax ID	Tax Period *	Amounts *	Sub Total
Alabama - Cellular Telecommunications - 2240 Tax Type: 04620	*45678	Date	\$	\$0.00
Total				\$0.00

11. Select **Request Batch**.
12. Review the information and select **Confirm**.

Due to the amount entered, this transaction will require 1 approval(s).

Start Request **Review** Complete

ACH Company: TEST (7112233455) | Batch Type: Business Tax Payment (CCD+TXP) - Credit Only

Payment Date: 09/16/2025

Company Entry Description: Test | Total Credits: \$1.75 (1)

Tax Type Description	Tax ID	Tax Period	Amount	Sub Total
Connecticut - Admissions and Dues Bank ID : 011900445 Account : *3142 Tax Type Description : 20001	*11111	Sep 19, 2025	Tax \$1.75	\$1.75
Total				\$1.75

Cancel Edit **Confirm**

Note: Depending on user entitlements a secondary user may need to approve the batch.

13. Enter your **PIN** or **Token Code** for reverification.

Please Reverify

Please enter your PIN *

Generate

14. Enter your **Passcode**.

Please Reverify

Please enter your PIN *

Generate

Please enter your one time passcode

Cancel **Submit**

15. Select **Submit**.

16. A confirmation screen will be displayed.

WebsterBank | Menu | Reg. Donovan Administrator | Set As Home Page

Dashboard | **New Tax Payment** X

Tax Payments v

New Tax Payment | Tax Templates

New Tax Payment

Alerts: 2 Close All

- The transfer request has been saved successfully and will require approval on or before the payment date.
- Your transfer request transaction number is **ACH-00438218**. Request has been accepted as of Sep 15, 2025 10:24 AM EDT.

Start
 Request
 Review
 Complete

Transaction Number ACH-00438218	ACH Company TEST (7112233455)	Batch Type Business Tax Payment (CCD+TXP) - Credit Only
Payment Date 09/16/2025		
Company Entry Description Test	Total Credits \$1.75 (1)	

Tax Payment Details

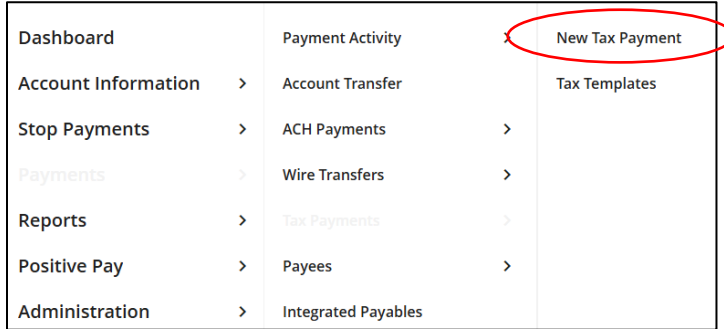
TEST

Tax Type Description	Tax ID	Tax Period	Amount	Sub Total
Connecticut - Admissions and Dues Bank ID : 011900445 Account: *5142 Tax Type Description : 20001	*11111	Sep 19, 2025	Tax \$1.75	\$1.75

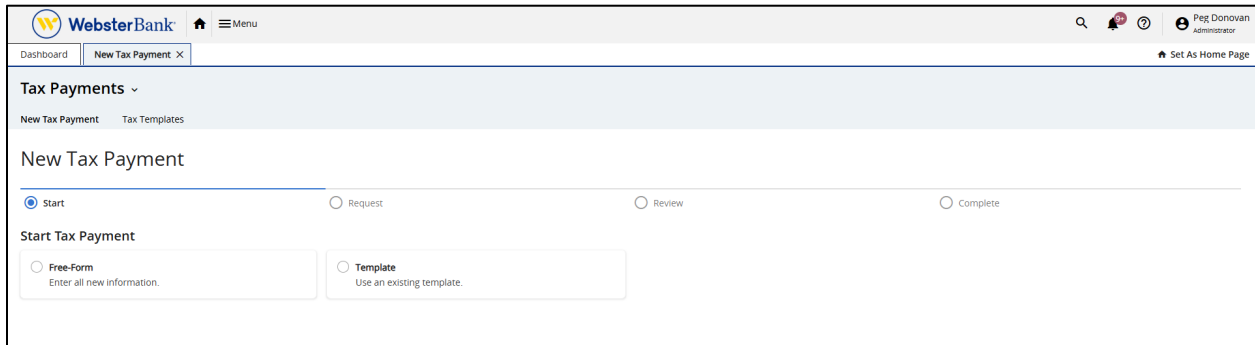
Print | **Enter New Tax Payment**

TEMPLATE

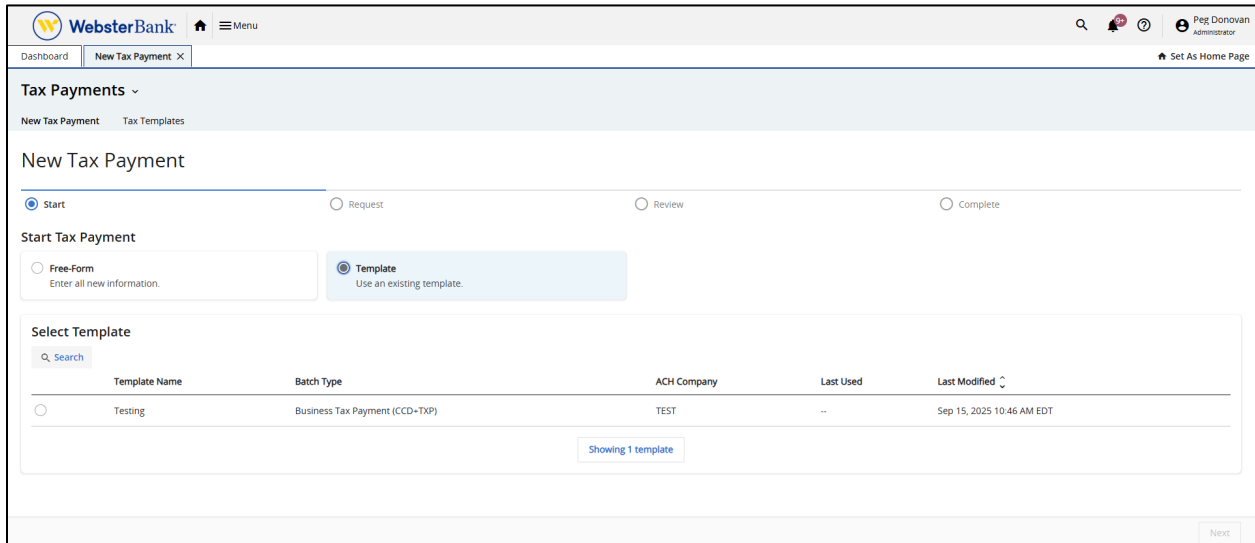
- From the main menu, select **Payments > Tax Payments > New Tax Payment**.



- The **New Tax Payment** screen will be displayed.



- Select the **Template** radio button.
- A list of templates will be displayed.



- Select the radio button next to the appropriate template.
- Select **Next**.
- Edit the following fields.
 - Payment Date** – will default to the next business date
 - Company Entry Descriptions** – is optional to edit

- **Tax Period** – use the calendar icon to select the date
- **Amount** – is optional to edit

New Tax Payment

The Same Day ACH processing deadline is 2:00 PM EDT. All payments and approvals must be entered by this time in order to qualify for same day processing.

Start Request Review Complete

Tax Payment

ACH Company: TEST (7112233455) | Batch Type: Business Tax Payment (CCD+TXP) - Credit Only

Payment Date: 10/22/2025

Company Entry Description: Testing

Tax Payment Details

Exclude Tax Type Description	Tax ID	Tax Period *	Amounts *	Sub Total
<input type="checkbox"/> Connecticut - Admissions and Dues Tax Type: 20001	*11111	Date	Tax \$ 2.00	\$2.00
Total				\$2.00

Cancel **Request Batch**

8. Select **Request Batch**.
9. Review the information and select **Confirm**.

Tax Payments

New Tax Payment | Tax Templates

New Tax Payment

Due to the amount entered, this transaction will require 1 approval(s).

Start Request Review Complete

ACH Company: TEST (7112233455) | Batch Type: Business Tax Payment (CCD+TXP) - Credit Only

Payment Date: 10/22/2025

Company Entry Description: Testing | Total Credits: \$2.00 (1)

Tax Payment Details

Tax Type Description	Tax ID	Tax Period	Amount	Sub Total
Connecticut - Admissions and Dues Bank ID : 011900445 Account: *3142 Tax Type Description : 20001	*11111	Oct 24, 2025	Tax \$2.00	\$2.00
Total				\$2.00

Cancel **Confirm**

10. Enter your reverification credentials.

Please Reverify

Please enter your PIN *

Generate

11. Enter your **passcode**.

Please Reverify ✕

Please enter your PIN *

Please enter your one time passcode

Cancel

12. A confirmation message will be displayed.

WebsterBank
Menu
Peg Donovan
Administrator

Dashboard
New Tax Payment ✕
Set As Home Page

Tax Payments ▾

New Tax Payment Tax Templates

New Tax Payment

Alerts: 2 ✕ Close All

● The transfer request has been saved successfully and will require approval on or before the payment date. ✕

✔ Your transfer request transaction number is : ACH-00450173. Request has been accepted as of Oct 21, 2025 9:20 AM EDT. ✕

✔ Start
✔ Request
✔ Review
● Complete

Transaction Number ACH-00450173	ACH Company TEST (7112233455)	Batch Type Business Tax Payment (CCD+TXP) - Credit Only
Payment Date 10/22/2025		
Company Entry Description Testing	Total Credits \$2.00 (1)	

Tax Payment Details

TEST

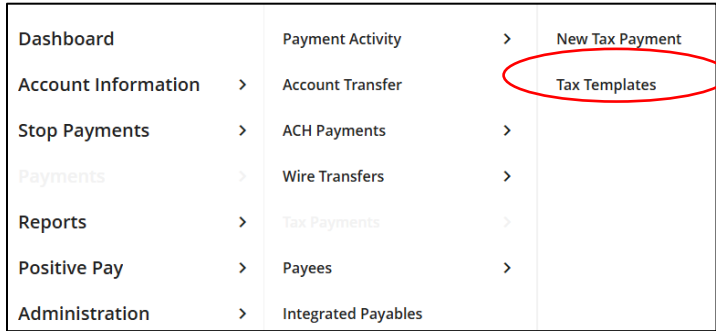
Tax Type Description	Tax ID	Tax Period	Amount	Sub Total
Connecticut - Admissions and Dues Bank ID : 011900445 Account: *3142 Tax Type Description : 20001	*11111	Oct 24, 2025	Tax \$2.00	\$2.00

Print

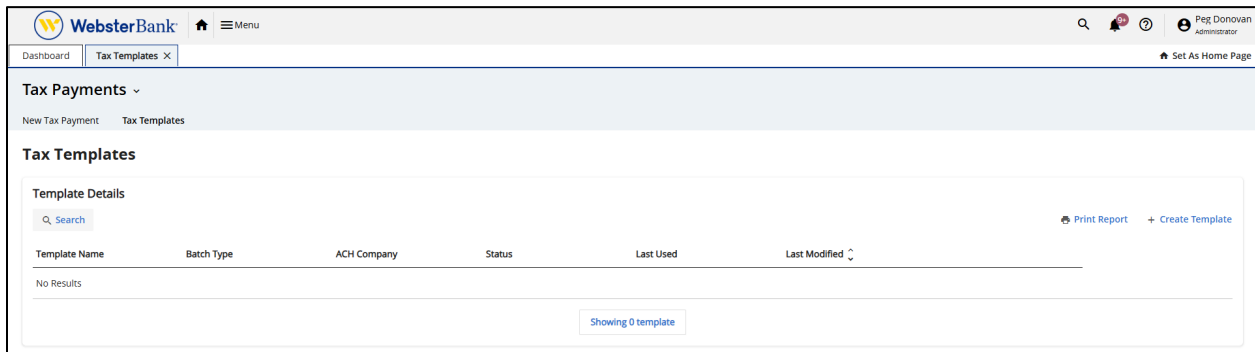
Note: Depending on your entitlements another user may need to approve the transaction.

Tax Payments Templates

- From the main menu, select **Payments > Tax Payments > Tax Templates**.

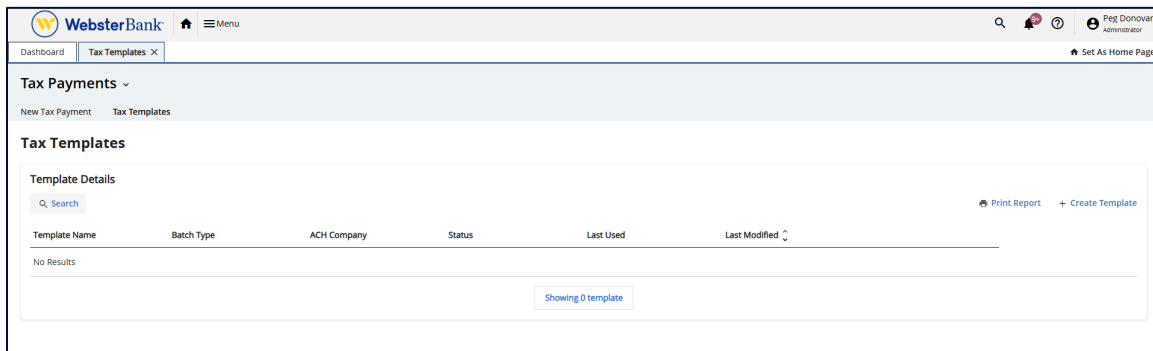


- The **Tax Templates** screen will be displayed.

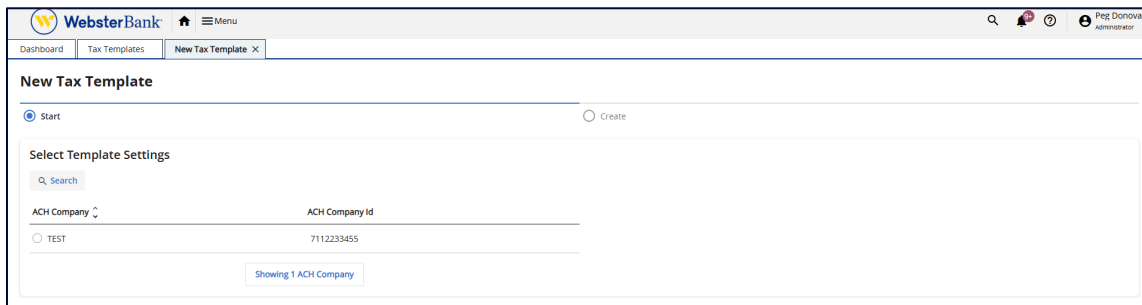


CREATE TEMPLATE

- Select **+Create Template**.
- The **New Tax Template** screen will be displayed. A list of ACH companies will be displayed.



- Select an **ACH Company**.



4. Select **Next**.
5. Enter a **Template Name** and **Company Entry Description**.

6. Select **Save**.
7. Select **+Add Tax**.

8. Select the appropriate **Agency** (State) and **Tax Type** from the drop-down menus.

9. Select **Ok** at the bottom of the page.

10. Enter the **Amount**.

Tax Template Details

ACH Company: SWIFT ACH Valid (7112233455)
 Batch Type: Business Tax Payment (CCD+TXP) - Credit Only
 Offset Account*: *7065 - CHECKING (STETUS30 TEST A/C 6) - \$47,298.85 (USD)
 Template Name*: Testing 1
 Company Entry Description*: Test

Tax Payment Details

Tax Type Description	Tax ID	Tax Period	Amounts	Sub Total
Alabama - Cellular Telecommunications - 2240 Tax Type: 04620	*45678	Daily	\$ <input type="text"/>	\$0.00
Total				\$0.00

11. Select **Save**.

12. The template will be displayed.

Tax Templates

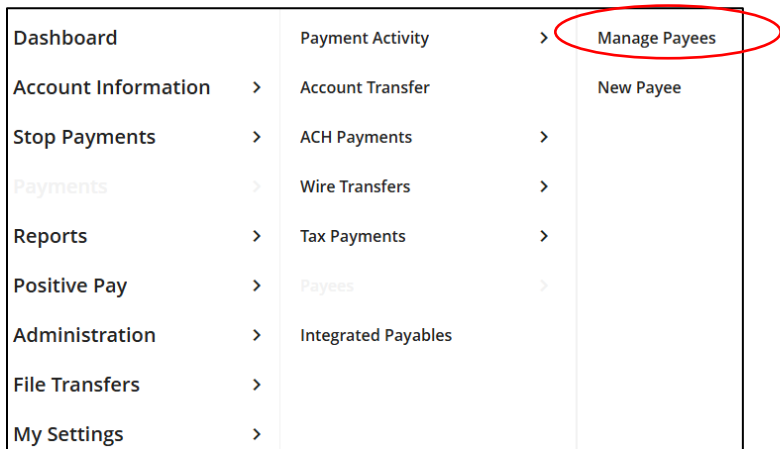
Template Details

Template Name	Batch Type	ACH Company	Status	Last Used	Last Modified
Testing	Business Tax Payment (CCD + TXP)	TEST (7112233455)	Active	...	Sep 15, 2025 10:46 AM EDT by FDLTEST / peg

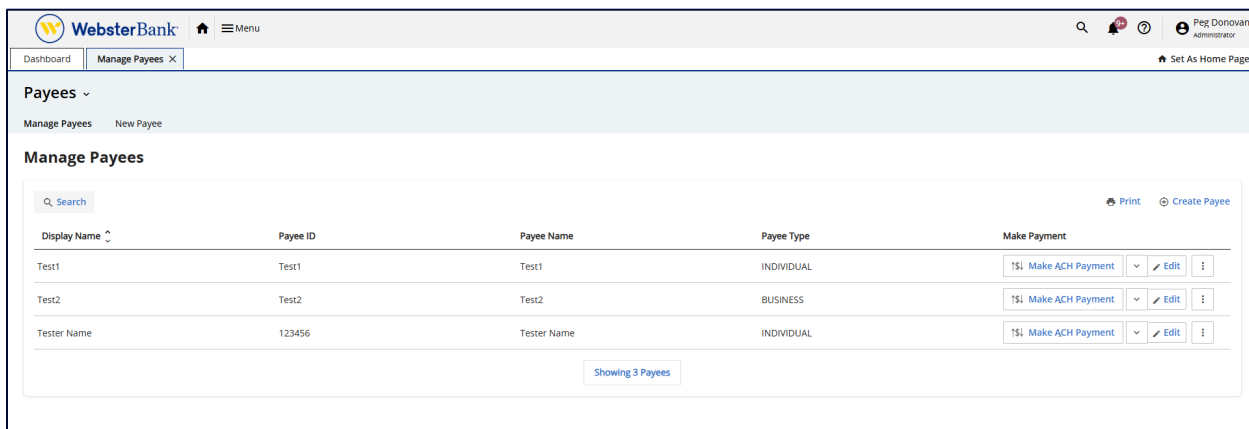
Showing 1 template

PAYEES – MANAGE PAYEES

1. From the main menu, select **Payments > Payees > Manage Payees**.



2. The **Manage Payees** screen will be displayed along with a list of payees.

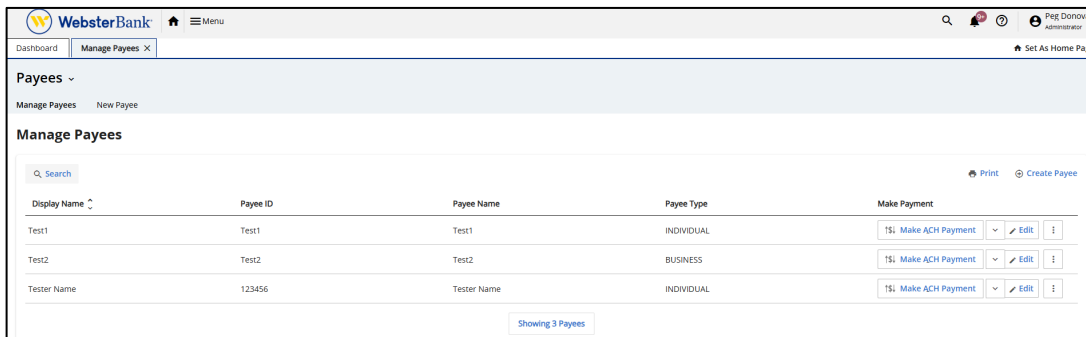


Note: A user may select **+Create Payee** or select **New Payee** from the main menu to add additional payees.

3. Under the **Make Payment** column depending on entitlements the user may see option to create and ACH and/or Wire Transfer payment.

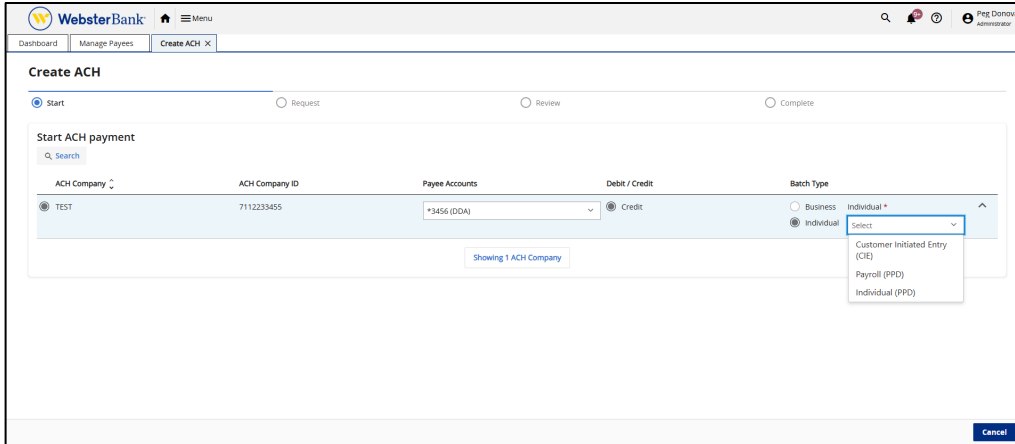
- **Make ACH Payment**

- Select **Make ACH Payment** next to the appropriate payee.
- A list of ACH Companies will be displayed.

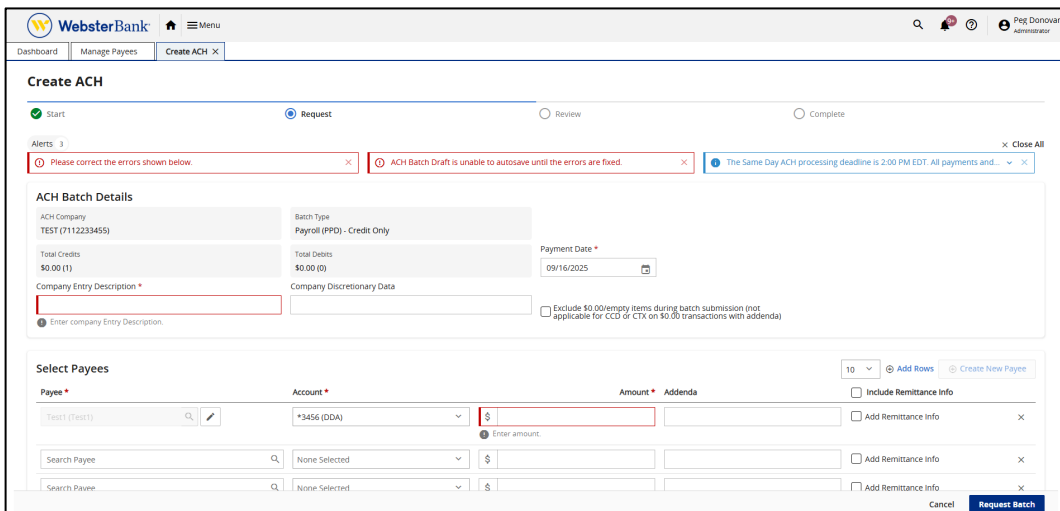


- Select the radio button for the appropriate company.

- Select the **Payee Accounts**.



- Select **Debit/Credit**.
- Select the **Batch Type** and appropriate SEC code.
- Select **Next**.
- Enter the following fields:



- **Company Entry Description**
 - **Payment Date** – use the calendar icon to select the payment date
 - Edit the **Amount** field for existing payees that are displayed.
 - Edit the **Addenda** fields (optional) for existing payees that are displayed.
 - Add **Remittance Info** field is optional
- Use the **Search Payee** lookup to add additional payees to the batch.
 - Select **Request Batch**.

- The **Review** screen will be displayed.

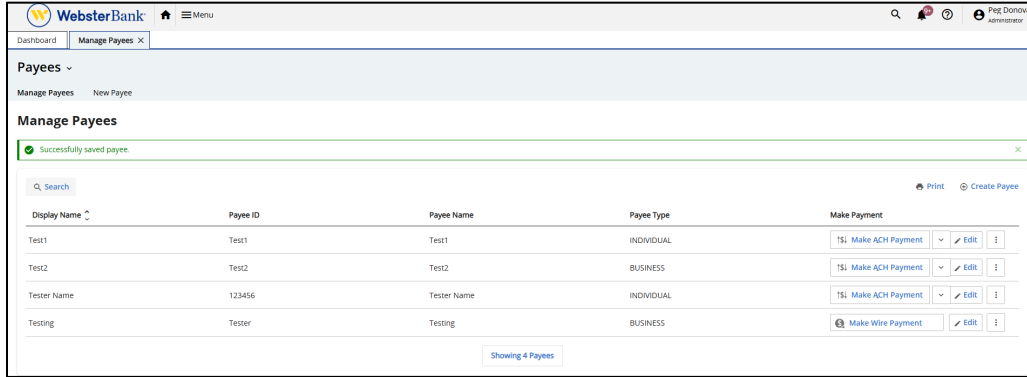
- Select **Confirm**.
- Enter your reverification credentials.

- Enter your **Passcode**.

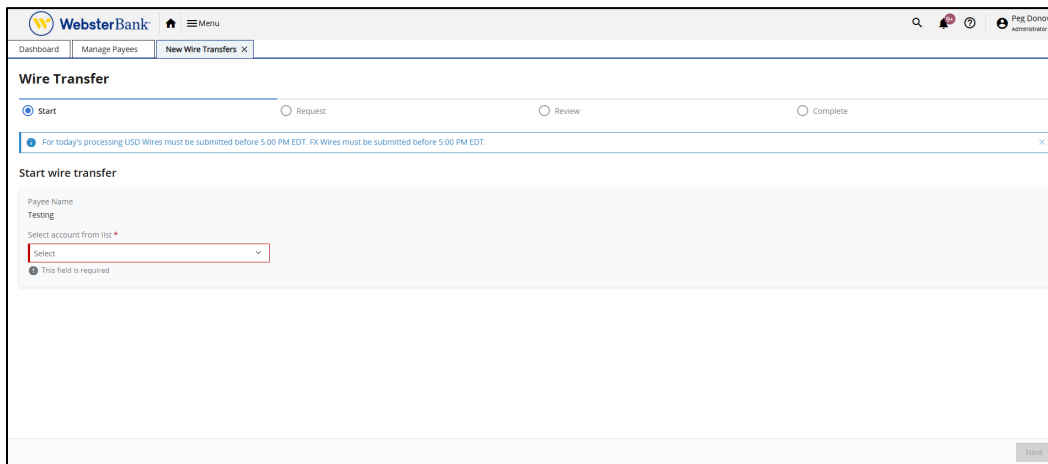
- Select **Submit**.
- A confirmation screen will be displayed.

Make Wire Transfer

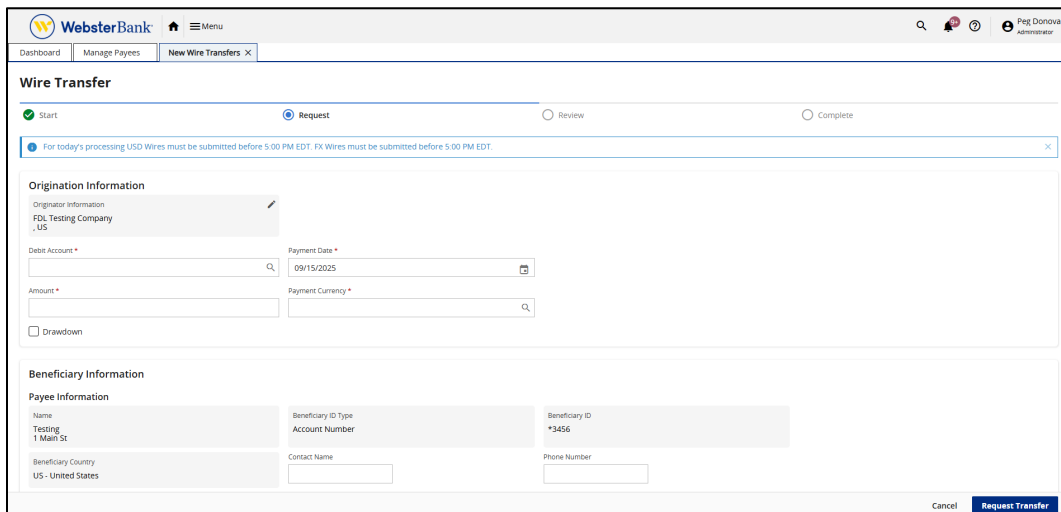
1. Select **Make Wire Transfer** next to the appropriate payee.



2. The **Start wire transfer** screen will be displayed.



3. Use the drop-down menu to select an account.
4. Select **Next**.
5. The **Origination Information** screen will be displayed.



6. Enter the following fields:
 - **Originator Information** will be auto populated but may be edited by selecting the pencil icon.
 - **Debit Account** – click on the box and a list of accounts will be displayed.
 - Use the calendar icon to select the **Payment Date**.
 - Enter the **Amount**.
 - **Payment Currency** – click on the box and a list of currencies will be displayed.
 - The **By Order Of Information** fields are optional.
 - The **Additional Reference Information for Beneficiary** fields are optional.
7. Select **Request Transfer**.
8. Review the information.

Wire Transfer

Start Request **Review** Complete

This payment amount requires 1 approval(s).

Originator Information

Originator Information FOL Testing Company 1, US	Debit Account *4253 - CHECKING (Test 1) - Sterling National Bank (221970443)	Payment Date 09/15/2025	Payment Amount and Currency 0.03 - USD
--	---	----------------------------	---

Beneficiary Information

Payee Information

Name Testing 1 Main St	Beneficiary ID Type Account Number	Beneficiary ID *3456
Beneficiary Country US - United States	Contact Name --	Phone Number --

Bank Information

Name EAST WEST BANK BOSTON, MA	Beneficiary Bank ID Type Fed ABA	Beneficiary Bank ID 011002877
Beneficiary Bank Country US - United States	International Routing Number --	

9. Select **Confirm**.
10. Enter your reverification credentials.

Please Reverify [X]

Please enter your PIN *

[Text Input Field] [Generate]

11. Enter your Passcode.

Please Reverify [X]

Please enter your PIN *

[Text Input Field] [Generate]

Please enter your one time passcode

[Text Input Field]

[Cancel] [Submit]

- 12.
13. Select **Submit**.

14. A confirmation screen will be displayed.

WebsterBank | Dashboard | Manage Payees | **New Wire Transfers** X

Wire Transfer

Start Request Review **Complete**

Alerts 2 Close All

- Your transfer request reference number is DWR-00438220
- Request has been accepted as of Sep 15, 2025 11:47 AM EDT.

Origination Information

Originator Information FDL Testing Company 1, US	Debit Account *4253 - CHECKING (Test 1) - Sterling National Bank (221970443)	Payment Date 09/15/2025	Payment Amount and Currency 0.03 - USD
Transaction Number DWR-00438220			

Beneficiary Information

Payee Information

Name Testing 1 Main St	Beneficiary ID Type Account Number	Beneficiary ID *3456
Beneficiary Country US - United States	Contact Name --	Phone Number --

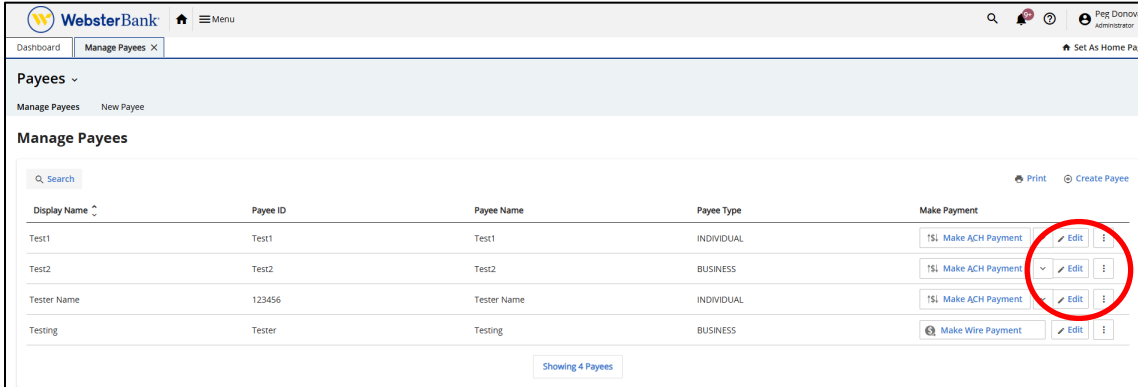
Bank Information

Name EAST WEST BANK	Beneficiary Bank ID Type Fed ABA	Beneficiary Bank ID 011002877
------------------------	-------------------------------------	----------------------------------

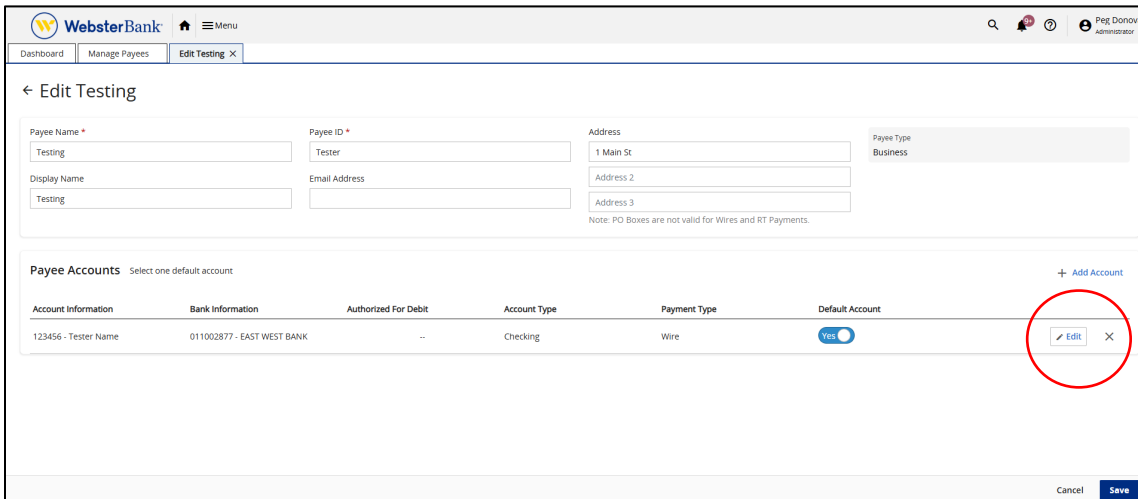
Print [Return To Payees](#)

Edit

1. A user may select **Edit** next to a Payee.



2. A user may edit any of the following fields.

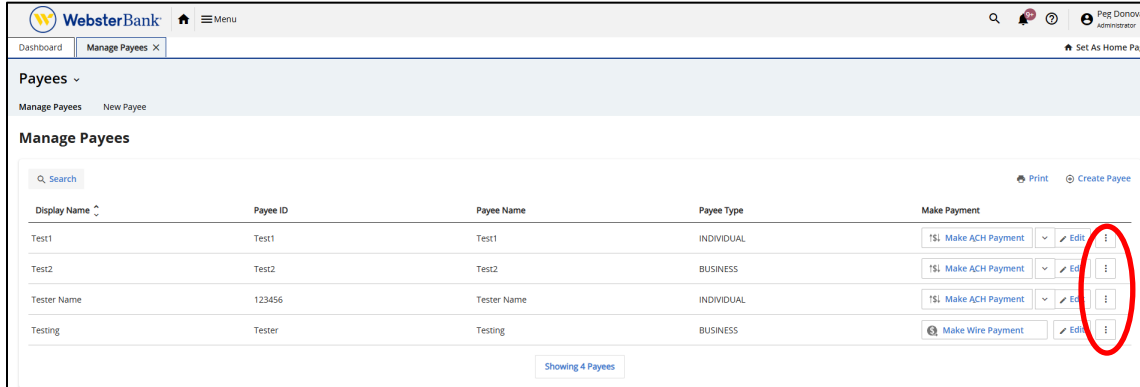


- Depending on what features are assigned to a Payee, the user may select the **Edit** option and follow the wizard to make additional edits.

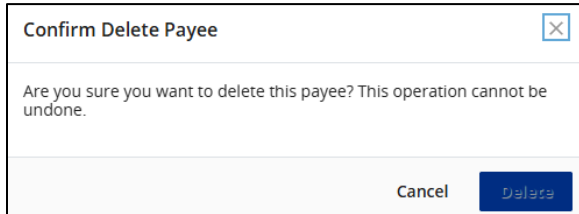
3. Select **Save**.

Delete

1. A user may select the ellipsis next to a Payee to select **Delete**.

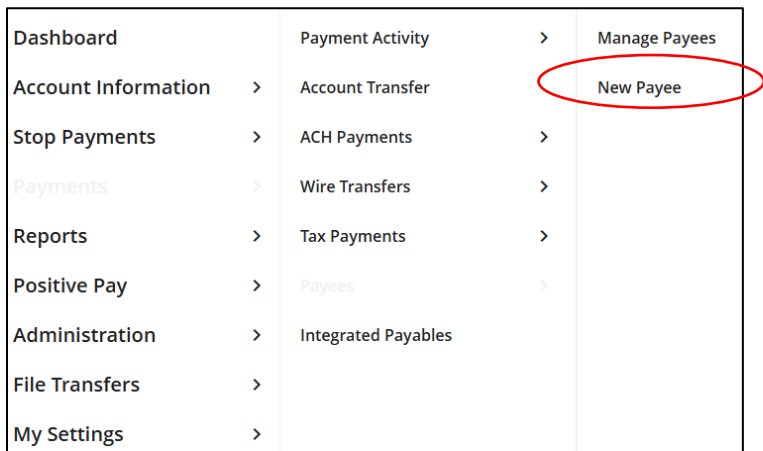


2. A confirmation pop-up box will display, select **Delete**.

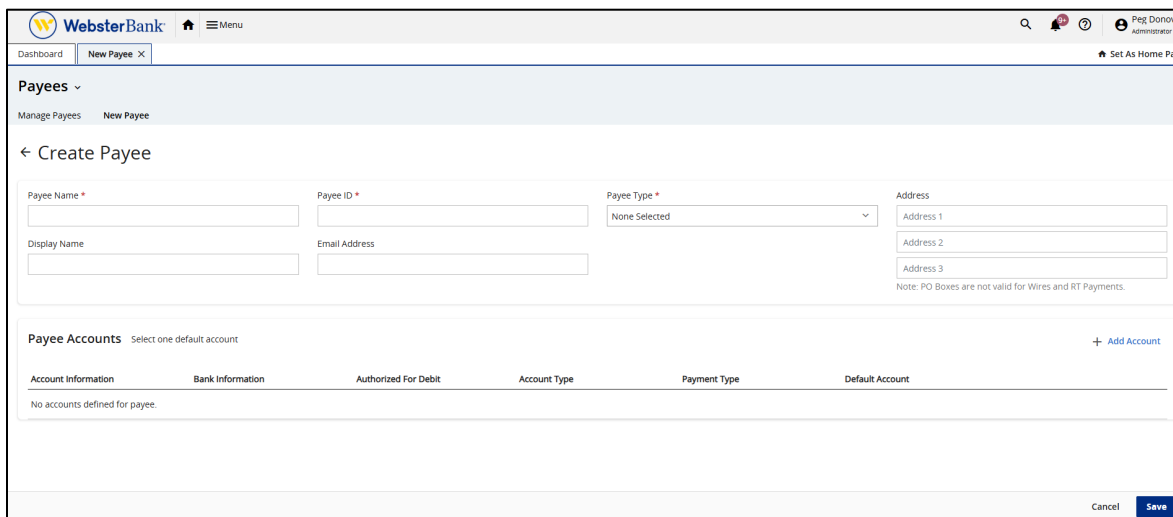


NEW PAYEES

1. From the main menu, select **Payments > Payees > New Payees**.



2. The **Create a Payees** screen will be displayed.



3. Enter the following fields:

- **Payee Name**
- **Payee ID**
- Use the drop-down menu to select the **Payee Type**.
- **Address** fields are optional
- **Display Name** is optional
- **Email Address** is optional

4. Select **+Add Account** to add an account to this payee and follow the wizard prompts.

5. Select **Save**.

Bill Pay

- From the main menu, select **Payments > Bill Pay**.

Dashboard		Payment Activity	>
Account Information	>	Account Transfer	
Stop Payments	>	ACH Payments	>
Payments	>	Wire Transfers	>
Reports	>	Tax Payments	>
Positive Pay	>	Payees	>
Administration	>	Integrated Payables	
File Transfers	>	Bill Pay	
My Settings	>		

- The **Bill Pay** screen will be displayed.

Old:

The screenshot shows the top navigation bar of the old interface. On the left is the WebsterBank logo. The navigation menu includes: HOME, ACCOUNTS, PAYMENTS & TRANSFERS, CHECKS & DEPOSITS, and ADMINISTRATION. On the right, it displays a welcome message for Peg Donovan, last login on Oct 28, 2025 12:12 PM CDT, and links for Contact Us, Alerts, Mail, Profile, and Log Out. Below the navigation bar, the 'Payments & Transfers' section is active, showing four buttons: Internal, ACH, Wire, and Bill pay. The 'Bill pay' button is highlighted with a blue background.

New:

The screenshot displays the Webster Bank Payment Center interface. At the top, the Webster Bank logo is on the left, and 'Help | Sign Out' is on the right. Below the logo, a navigation bar contains 'Payment Center', 'Add a Bill', 'Bill History', 'Manage My Bills', and 'Messages'. A welcome message for Peg Donovan is dated Thursday, July 24, 2025. The main content area is divided into several sections:

- Pay Bills:** A dropdown menu shows 'Pay From' as 'WB CASHIER... *0076' (Preferred Account). Below it is a link for 'Add/Manage Groups' and a table of unassigned billers.
- Unassigned Billers Table:**

Features	Billers Name	Amount	Pay Date
	Howard Kranitz HK	\$ <input type="text"/>	<input type="text"/>
	Webster test *5678	\$ <input type="text"/>	<input type="text"/>
- Bill Reminders:** A text box explaining that reminders can be set up to track bills due. A link 'Set Up Reminders' is provided.
- Pending | Unapproved:** A text box stating there are no unapproved payments for the last 45 days. A link 'View All Unapproved Payments' is provided.
- Recent Payments:** A table showing a recent payment to Howard Kra... for \$1.00 on 06/16. A 'Total: \$1.00' is shown below the table, along with a 'View Bill History' link.

At the bottom, contact information for Business Client Services is provided: 855.274.2800 (Monday-Friday 8:00 am - 8:00 pm ET, Saturday 8:30 am - 3:00 pm ET). Links for 'Security & Privacy', 'Terms & Conditions', and 'Messages' are also present, along with a copyright notice for 2025 Webster Bank, N.A.

3. Bill Pay will continue to work as on the previous platform.

Reports

1. From the main menu, select **Reports** > a list of reports assigned to the user will be displayed.

Old:

The screenshot shows the 'Accounts' section of the old interface. It includes a navigation bar with 'HOME', 'ACCOUNTS', 'PAYMENTS & TRANSFERS', 'CHECKS & DEPOSITS', and 'ADMINISTRATION'. The user is identified as Peg Donovan, with a last login on Oct 28, 2025 at 12:32 PM CDT. There are links for 'Contact Us', 'Alerts', 'Mail', 'Profile', and 'Log Out'. Under the 'Accounts' heading, there are buttons for 'Summary' and 'Download Transactions'. A 'Print' icon is also present. The main content is a table listing several accounts with their current and available balances.

Account Number	Current balance	Available balance
166078 Test XX6078	\$27.31	\$27.31
CD XXXXXXXX1852 test ira 1852		
CK XXXXXX1402 XXXXXX1402	\$130.46	\$130.48
CK XXXXXX3456 XXXXXX3456	\$217.95	\$217.95
CK XXXXXX3457 XXXXXX3457	\$0.00	\$0.00
CK XXXXXX3458 XXXXXX3458	\$167.71	\$167.71

New:

The screenshot shows the new 'Reports' menu. It features the WebsterBank logo and a home icon. The menu is organized into two columns. The left column lists main categories: Dashboard, Account Information, Stop Payments, Payments, Reports, Positive Pay, Administration, File Transfers, and My Settings. The right column lists specific reports under each category: Balance and Transaction Reporting, Current Day Balance Reporting, Controlled Disbursements Reporting, ACH Detail Report, ACH Returns Report, Wire Detail Report, RealTime Payment Details Report, Previous Day Balance Reporting, ACH Notification of Change Reporting, and Transaction Groups.

Category	Report
Dashboard	Balance and Transaction Reporting
Account Information	Current Day Balance Reporting
Stop Payments	Controlled Disbursements Reporting
Payments	ACH Detail Report
Reports	ACH Returns Report
Positive Pay	Wire Detail Report
Administration	RealTime Payment Details Report
File Transfers	Previous Day Balance Reporting
My Settings	ACH Notification of Change Reporting
	Transaction Groups

2. Select the appropriate report from the list:

- ACH Detail Report
- ACH Notification of Change Report
- ACH Returns Report
- Balance and Transaction Reporting
- Controlled Disbursement Report
- Current Day Balance Reporting
- Previous Day Balance Reporting

- Transaction Group
 - Wire Detail Report
- The report types for the report selected will be displayed.
 - Use the drop-down arrow next to the date field to select other date option.

Name	Delivery Channel	Date		
A-PDF Web Report Balances & Transactions - Public Template Balance Reports	Web	09/27/2024 - 09/30/2024	Download	>
BAI Version 2 - Public Template Balance Reports	Web	Previous to Current Business Day	Download	>
CSV Report - Balances & Transactions - Public Template Balance Reports	Web	Current Business Day	Download	>
Quickbooks Web Connect - Public Template Balance Reports	Web	Previous Business Day	Download	>
Quicken (Mac) Web Connect - Public Template Balance Reports	Web	Last Week	Download	>
Quicken (Windows) Web Connect - Public Template Balance Reports	Web	Last Month	Download	>
SWIFT MT940 Prev Day Only - Public Template Balance Reports	Web	Week to Date	Download	>
		Month to Date	Download	>
		Specific Date	Download	>
		Date Range	Download	>

Note: Current Day public template reports can only be pulled once an hour to display new data only.

- Select **Download** to export the file and use the down arrow to view the template.
- Select the far right-hand arrow to view the report on the user’s desktop.
- To create a custom report, scroll to the bottom of the screen and select **Create Report**.

What name would you like to use for this template?

Template Name *

Name is required only if you wish to save this as a template.

Choose and sort accounts to display in your report.

Select account + Add Accounts ↑ Sort By Number ↑ Sort By Name

What data should be presented on this report?

<input checked="" type="checkbox"/> All Data Types (ALL)	<input type="checkbox"/> Summary Transactions (SUMMARY)	<input type="checkbox"/> Status Transactions (STATUS)
<input type="checkbox"/> All Credit Transactions (CREDIT)	<input type="checkbox"/> All Debit Transactions (DEBIT)	<input type="checkbox"/> Incoming Wires (XXX123)
<input type="checkbox"/> Internal Transfers (Internal Transfers)	<input type="checkbox"/> LBX (LBX)	<input type="checkbox"/> ACH Credits (ACH CR)
<input type="checkbox"/> ACH Debits (ACH DR)	<input type="checkbox"/> BAI (BAI)	<input type="checkbox"/> CK Curr Avail Balances (CHARLUECURR)
<input type="checkbox"/> Checks (CK)	<input type="checkbox"/> Current Available Only (CUR BAL INFO-Available)	<input type="checkbox"/> Current Ledger & Available Balance (CUR BAL INFO-L&A)
<input type="checkbox"/> Current Relationship Bal (Current Relationship Bal)	<input type="checkbox"/> Deposits (Dep)	<input type="checkbox"/> Incoming Wires (Wires-In)
<input type="checkbox"/> Instant Payments (ITP Debits & Credit)	<input type="checkbox"/> Insured Cash Sweep Reports (ICS Reports)	<input type="checkbox"/> Interest CR (Interest Credits)
<input type="checkbox"/> Loan Principal and Interest (Loan Principal and Interest)	<input type="checkbox"/> Misc Credits (Misc Credits)	<input type="checkbox"/> Misc Debits (Misc Debits)

Cancel Generate Download **Create Template**

- Enter the following fields:
 - Template Name
 - Use the drop-down arrow under **Chose and sort accounts to display in your report** to select one account at a time or the **+ Add Accounts** option to select multiple accounts at once.
 - Check all the appropriate options under **What data should be presented in this report?**
 - Under **How would you like the report to appear?** Select the appropriate display.
 - Select the delivery method of the report under **How would you like the report delivered?**
 - Select the notification option under **How would you like to be notified the report has been delivered?**
 - Select the report format under **How would you like the report formatted?**
 - Select how often the report should run under **When would you like this report delivered?**

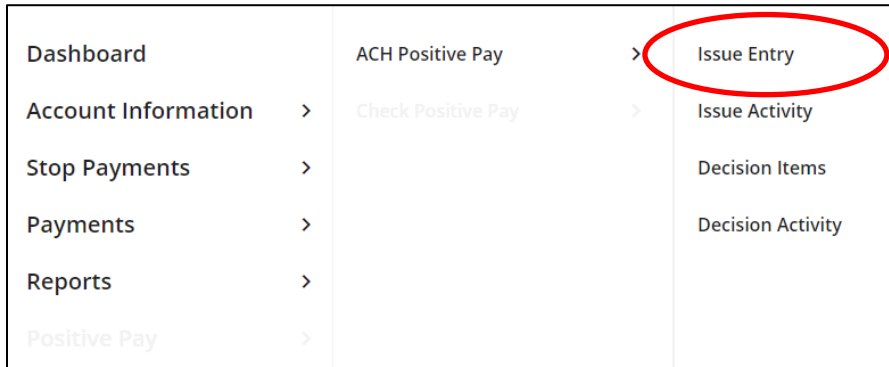
9. Select **Generate** to run the report now, select **Download** to export the report now or select **Save Template** to keep this template.
10. A list of reports the user has access to will display across the menu bar under the Reports title.
Note: If the user has more reports than can be displayed a number plus a drop-down arrow will display to access the additional reports list.

Positive Pay

Check Positive Pay

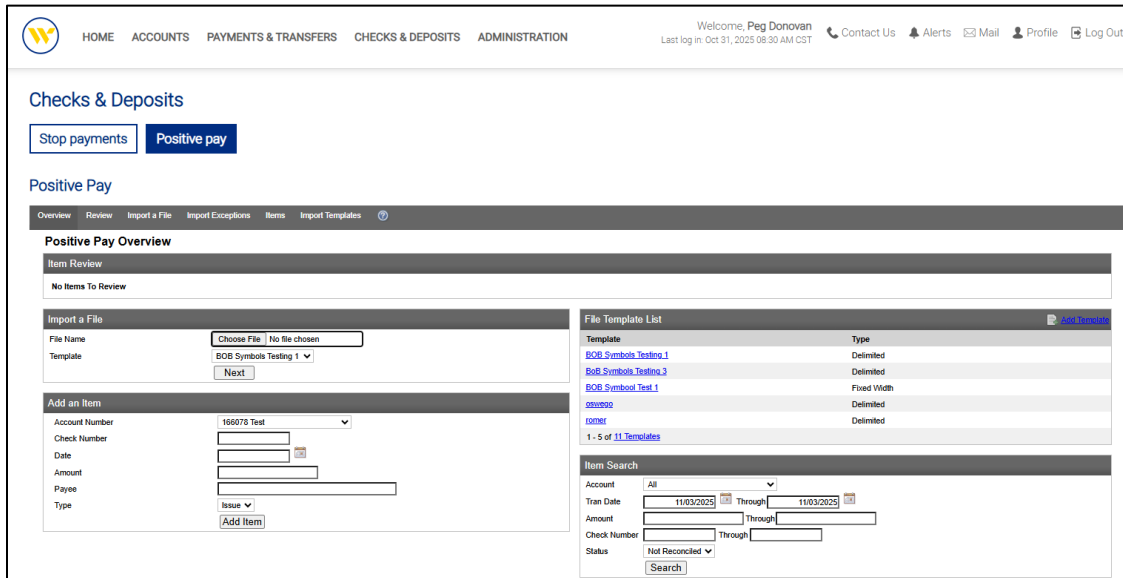
ISSUE ENTRY

- From the main menu, select **Positive Pay > Check Positive Pay > Issue Entry**.

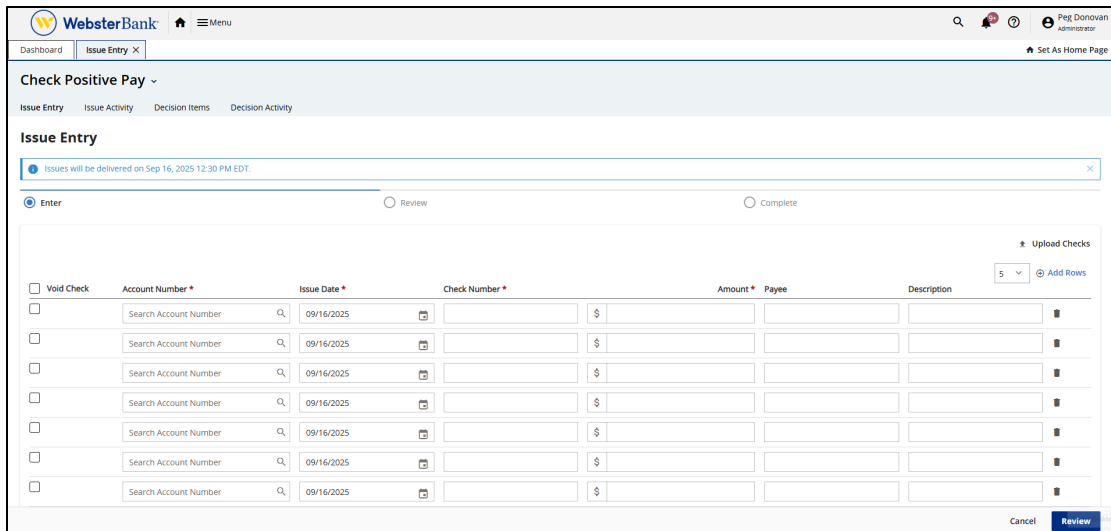


- The **Check Positive Pay Issue Entry** screen will be displayed.

Old:

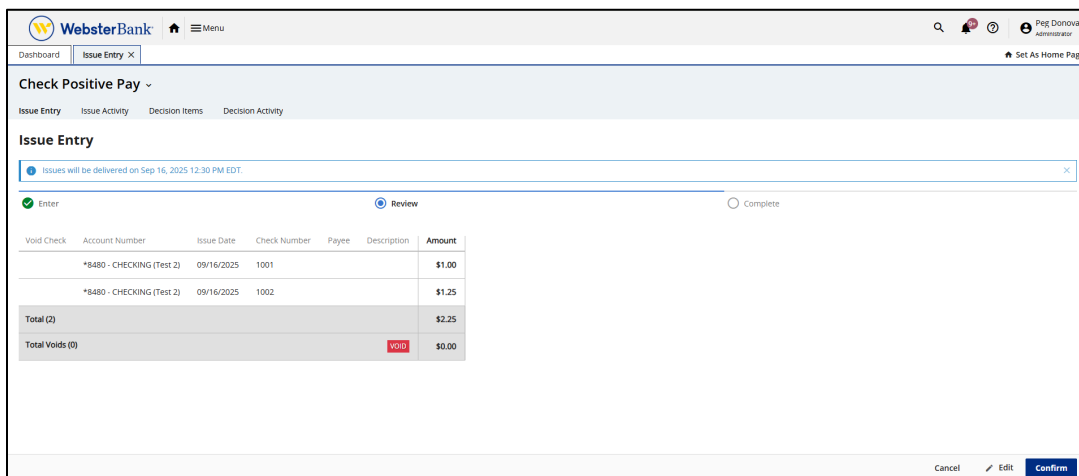


New:



Note: Across the middle menu bar, the user can also select Issue Entry, Decision Items and Decision Activity.

3. Under the **Void Check** heading select the checkbox if the check is to be voided.
4. Under the **Account Number** heading select an account number using the magnifying glass.
5. Under the **Issue Date** heading use the calendar icon to select the appropriate date.
6. Under the **Check Number** heading enter the check number of the issued check.
7. Under the **Amount** heading enter the dollar account of the issued check.
8. Under the **Payee** heading enter the payee name on the issue check. This field is optional.
9. Under the **Description** heading enter a description for the issued check. This field is optional.
10. To enter additional checks, select the **+** at the end of the row to add additional rows.
11. Selecting the **X** at the end of the row will delete the row.
12. Once all checks have been entered scroll to the bottom of the page and select **Review**.
13. The **Issue Entry** screen will refresh and display a list of checks and the total amount.



14. Scroll to the bottom of the page and select **Confirm**.

Note: The user can select the **Edit** button to correct any information.

15. A confirmation message will be displayed.

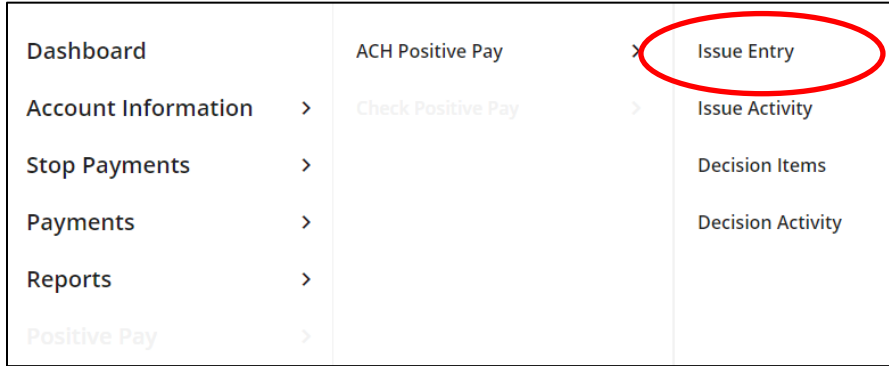
The screenshot shows the WebsterBank 'Issue Entry' page. At the top, there is a navigation bar with 'Dashboard' and 'Issue Entry' tabs. Below this is a sub-header 'Check Positive Pay' with a dropdown arrow. A navigation menu includes 'Issue Entry', 'Issue Activity', 'Decision Items', and 'Decision Activity'. The main section is titled 'Issue Entry' and features a progress indicator with three steps: 'Enter' (checked), 'Review' (checked), and 'Complete' (selected). Below the progress indicator is a table of check entries:

Void Check	Account Number	Issue Date	Check Number	Payee	Description	Amount
	*8480 - CHECKING (Test 2)	09/16/2025	1001			\$1.00
	*8480 - CHECKING (Test 2)	09/16/2025	1002			\$1.25
Total (2)						\$2.25
Total Voids (0)						VOID \$0.00

At the bottom right of the page, there is a blue button labeled 'Enter Check Records'. Above the table, there are two alert messages: 'Issues will be delivered on Sep 16, 2025 12:30 PM EDT.' and 'Your Positive Pay Issues have been recorded.'.

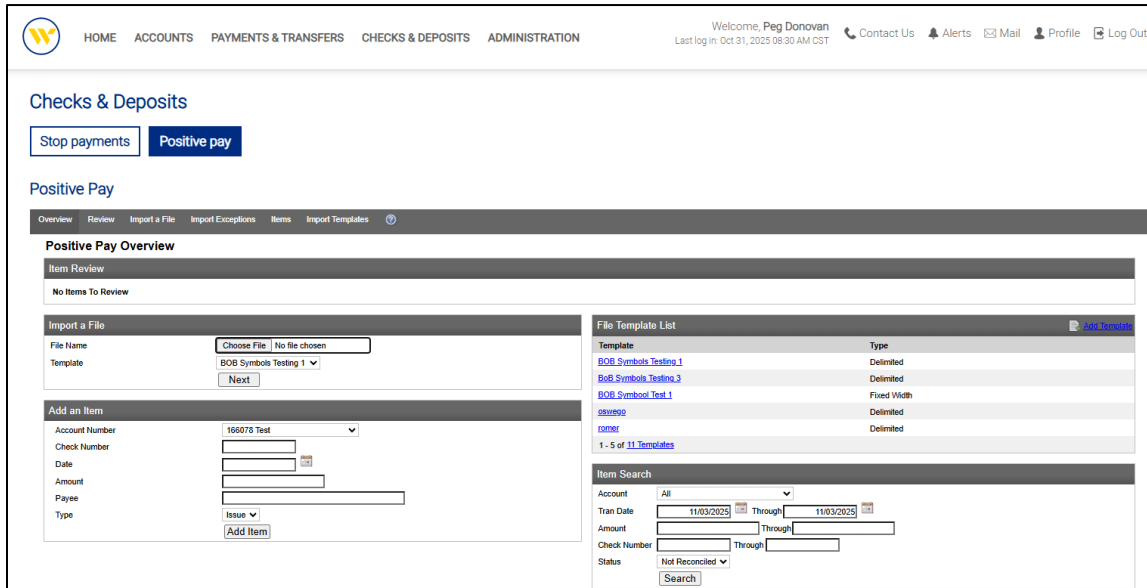
Upload File Issue

- From the main menu, select **Positive Pay > Check Positive Pay > Issue Entry**.

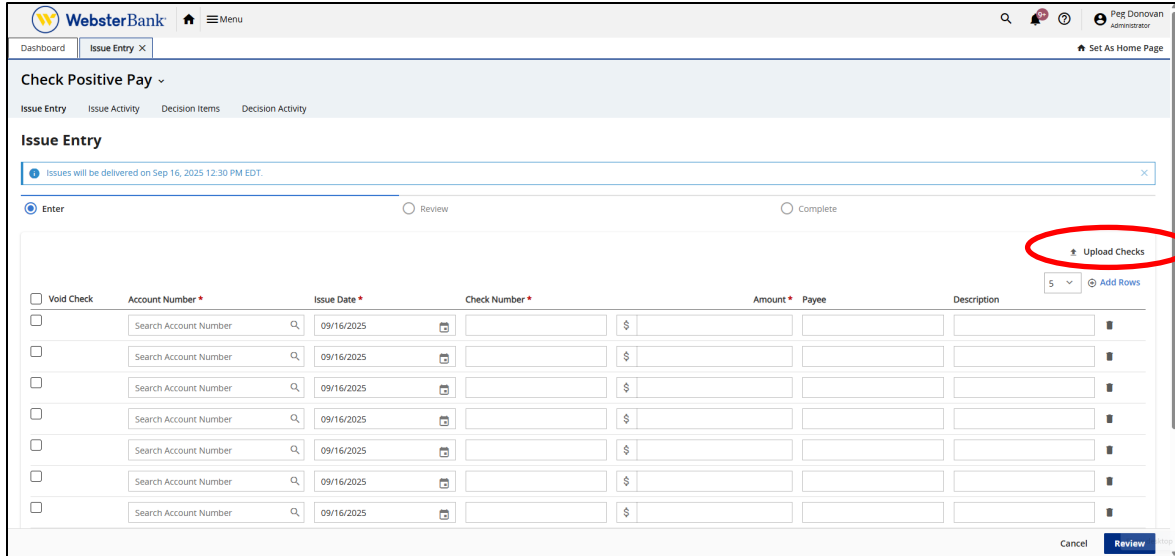


- The **Check Positive Pay Issue Entry** screen will be displayed.

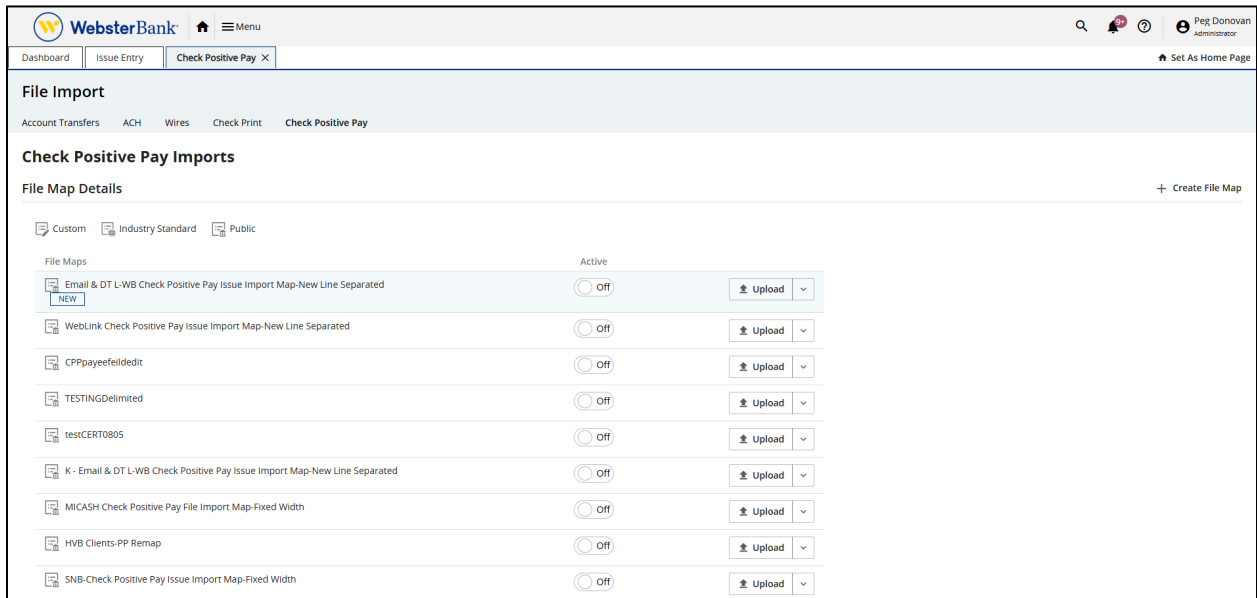
Old:



New:



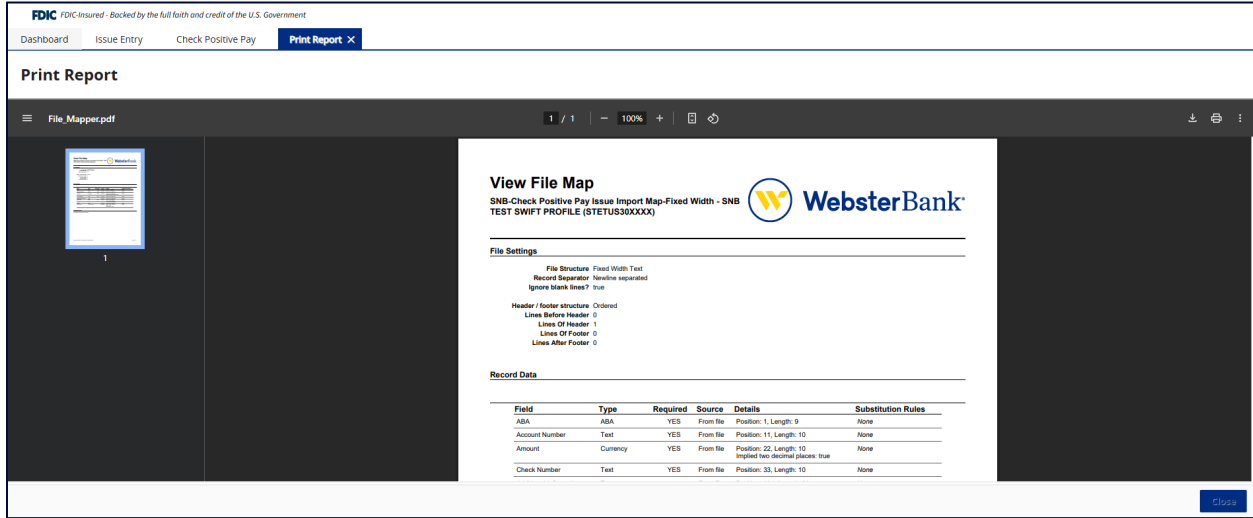
3. On the right-hand side of the screen select **Upload Checks**.
4. The **Check Positive Pay Imports** screen will be displayed.



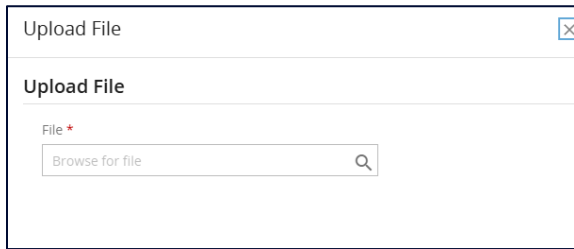
5. A list of file import formats will be displayed.

6. Select **Upload** for the appropriate file format.

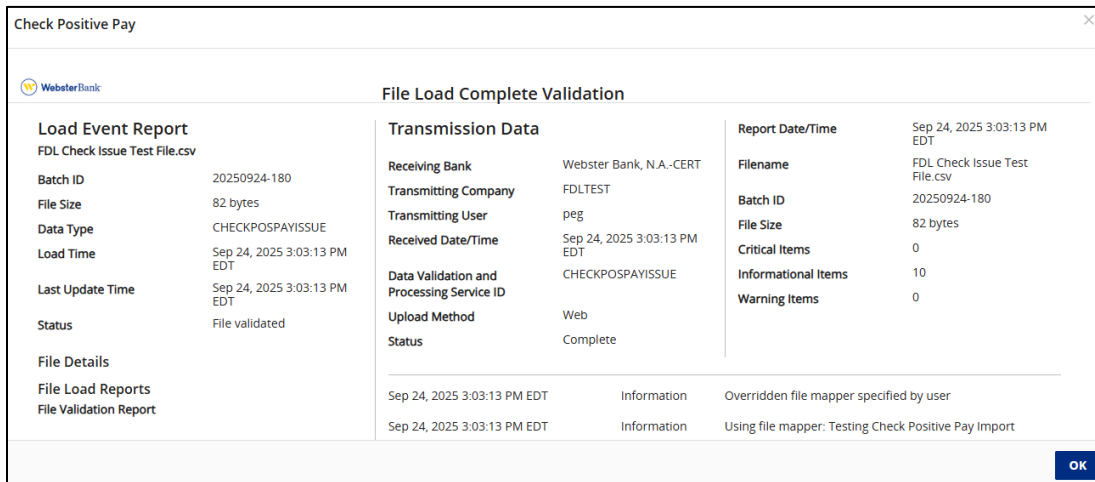
Note: Use the drop-down arrow to select **Print** to view the file format.



7. Browse for the file.

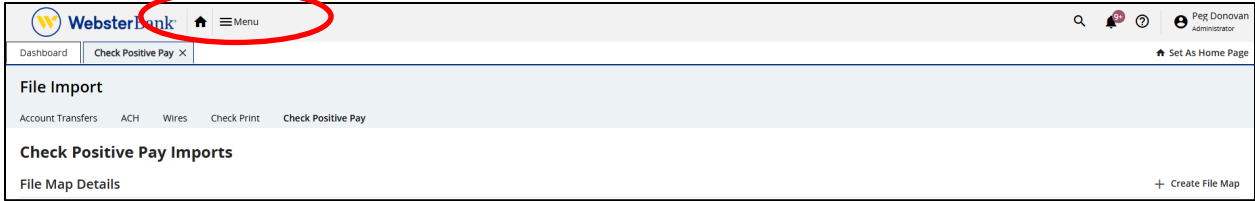


8. Select **Upload**.
9. A **File Load Validation** screen will be displayed.



Note: If there are any issues loading the file they will be displayed the File Load Validation screen.

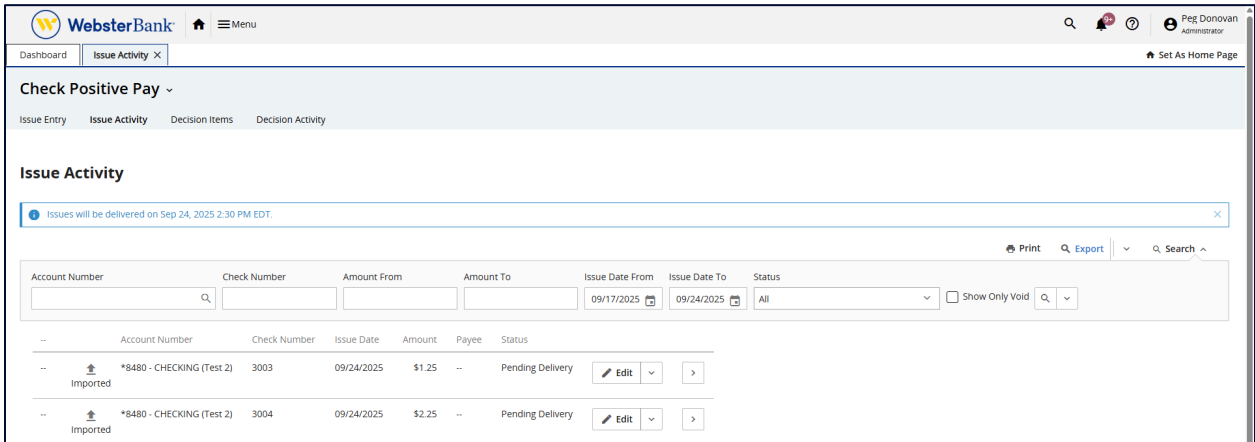
10. Select the **Menu** icon.



11. Select **Positive Pay**.

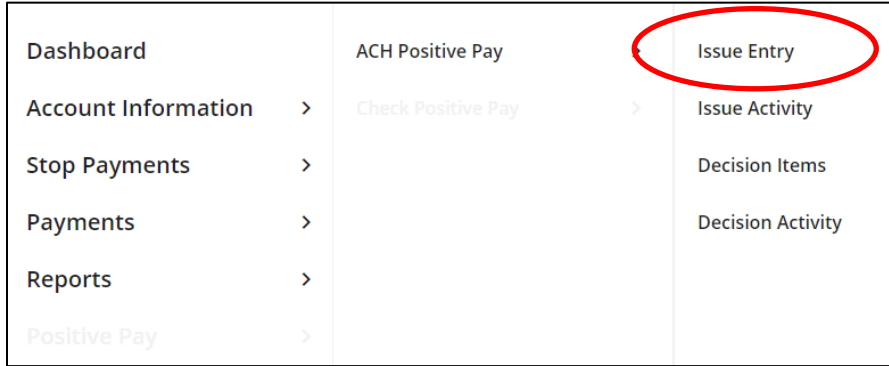
12. Select **Issue Activity**.

13. A list of imported items will be displayed.

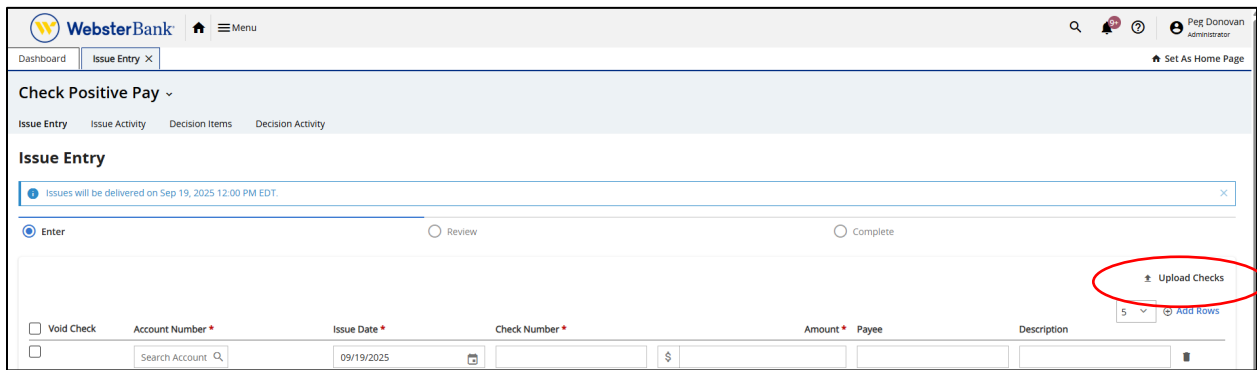


Create File Map

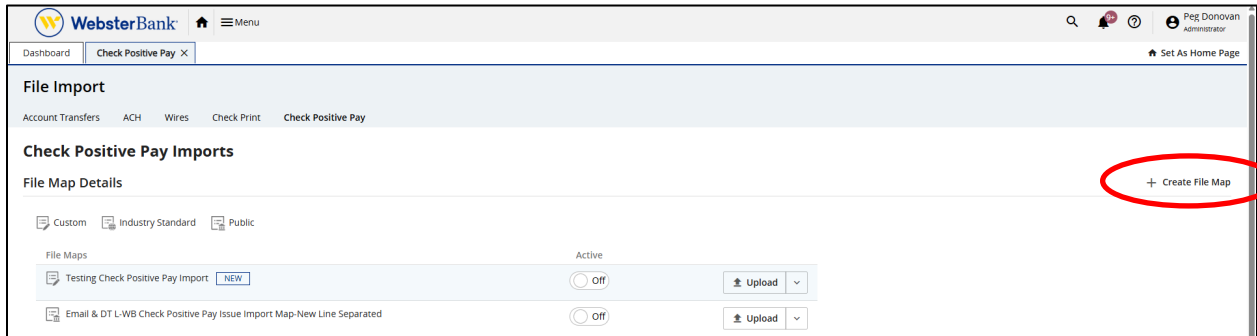
1. From the main menu, select **Positive Pay > Check Positive Pay > Issue Entry**.



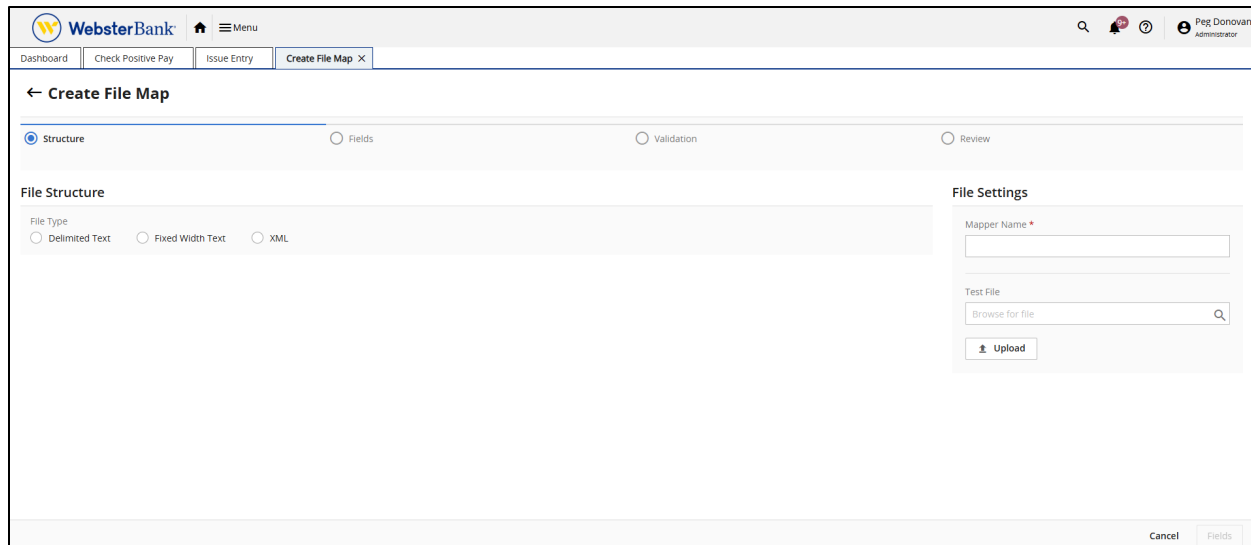
2. The **Check Positive Pay Issue Entry** screen will be displayed.



3. Select **Upload Checks** in the right-hand side of the screen.
4. Select **+Create File Map** on the right-hand side of the screen.

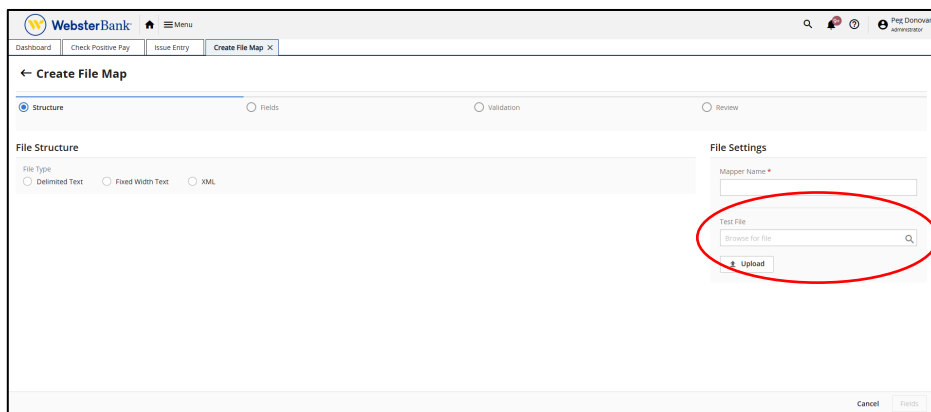


5. The **Create File Map** screen will be displayed.



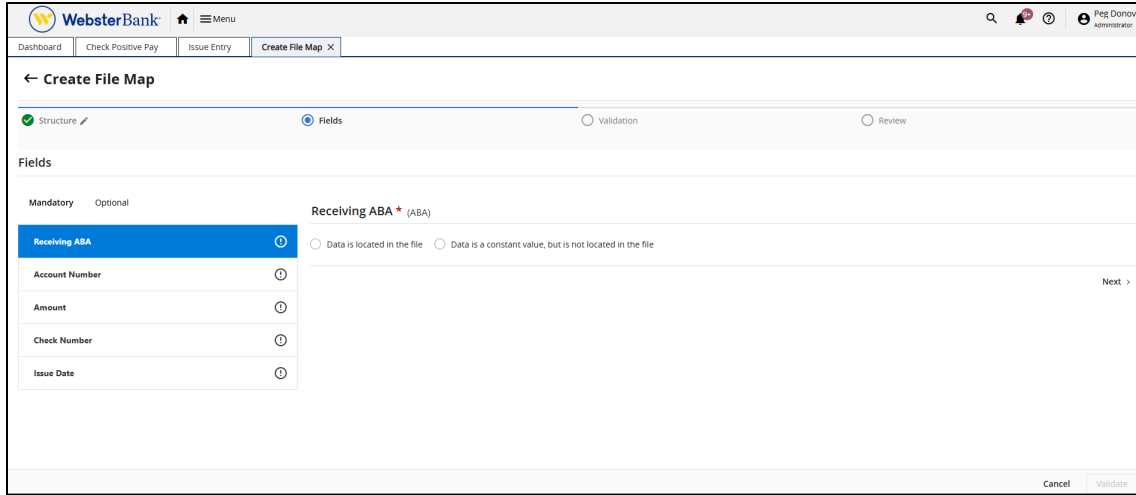
6. Complete the following fields:

- **File Structure** – select **Delimited Text**, **Fixed Format Text** or **XML**
 - **What type of field delimiter is used in your file?** Example: CSV or Comma.
 - **Should blank spaces be ignored?**
 - **Does your file contain Header or Footer?**
- **File Settings** – enter a Mapper Name
- The user may opt to upload a **Test File**



7. Select **Fields** at the bottom of the screen.

8. The **Fields** screen will be displayed.



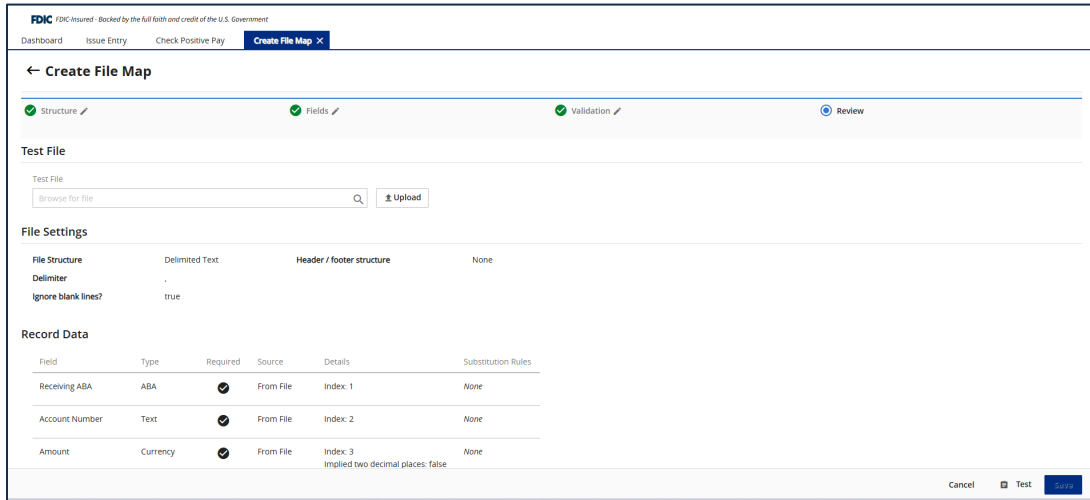
9. For each field indicate the Index (column) the information is located.

10. After each field is completed select **Next** until all fields are mapped.

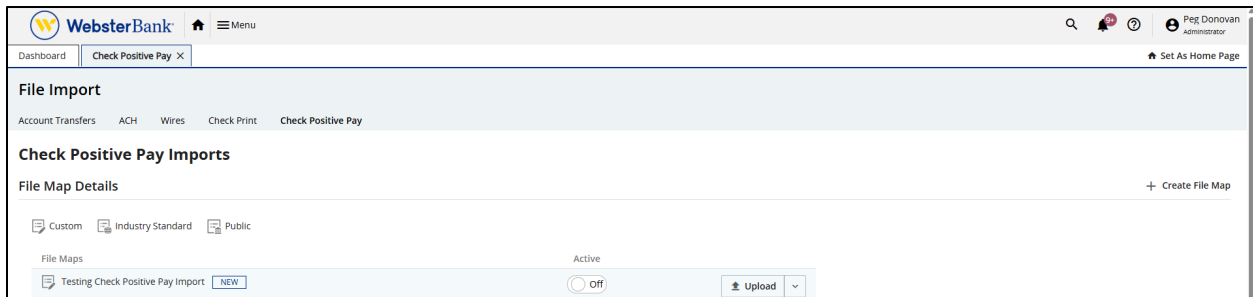
11. Select **Validate** at the bottom of the screen.

12. Select **Review**.

13. The **Review** screen will be displayed. If all information is correct select **Save**.



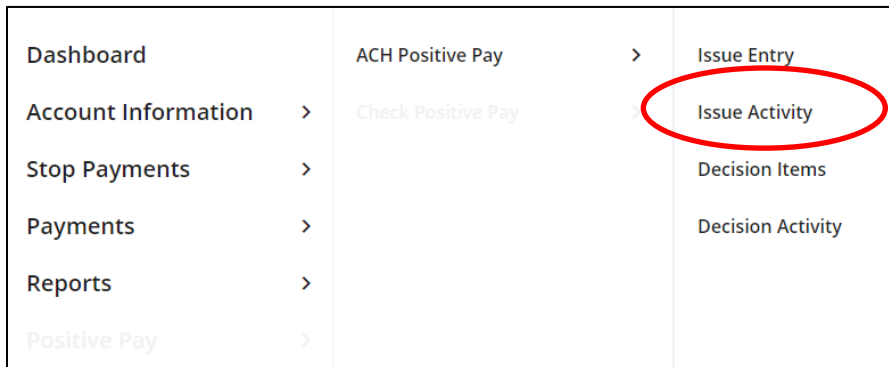
14. The newly mapped file format will be displayed on the **Data Import for ACH Transaction Import** screen.



Check Positive

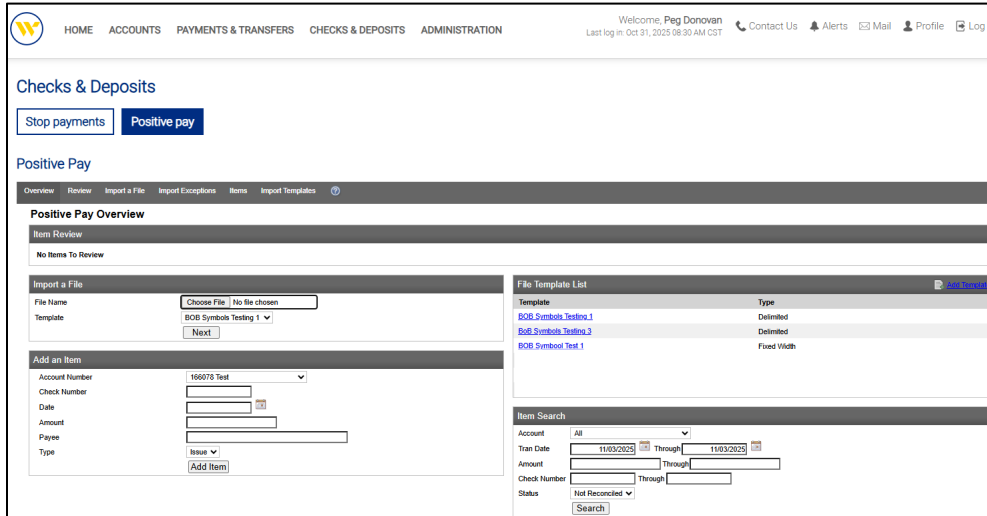
ISSUE ACTIVITY

- From the main menu, select **Positive Pay > Check Positive Pay > Issue Activity**.

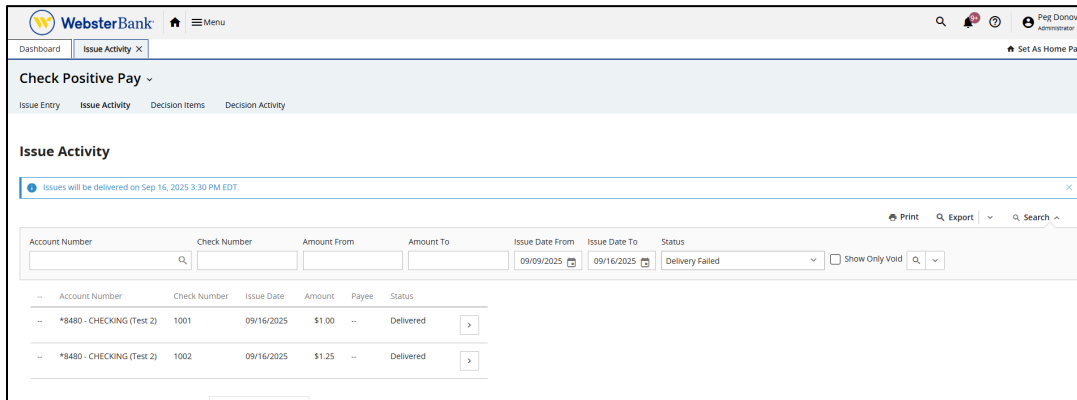


- The **Check Positive Pay Issue Activity** screen will be displayed.

Old:

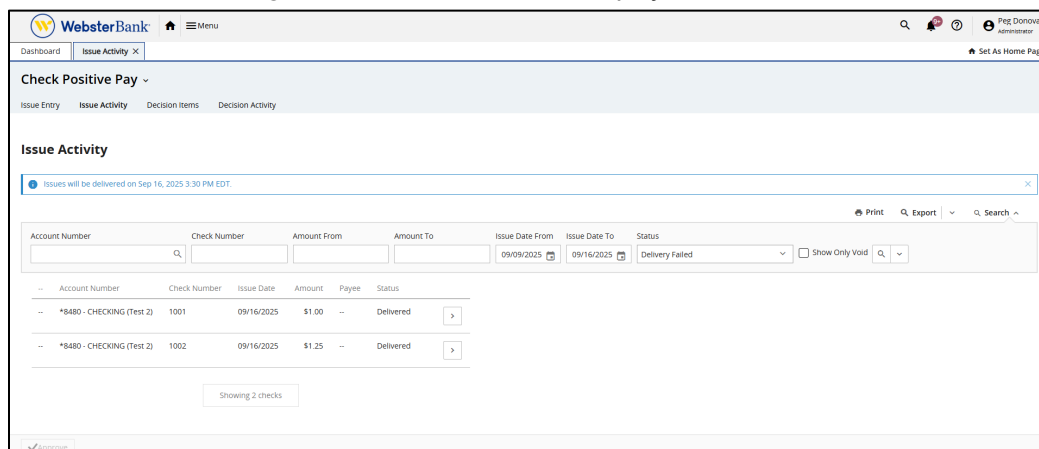


New:



- Select an **Account Number** using the magnifying glass.
- Enter the **Check Number**.
- Enter the **Amount From** and the **Amount To**.

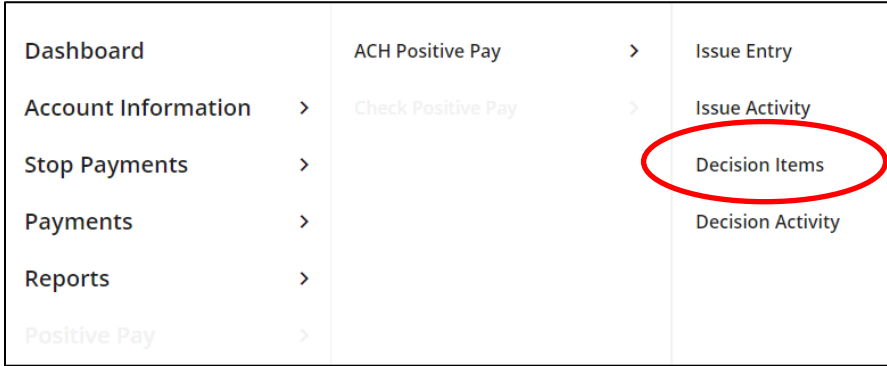
6. Use the calendar icons to select the **Issue Date From** and **Issue Date To**.
7. Use the **Status** drop-down menu to select the appropriate status.
8. The user may opt to **Show Only Void** by selecting the checkbox.
9. Use the far right-hand side arrow to change the **Search Options**.
10. Select the magnifying glass on the far right-hand side to submit the search request.
11. A list of items matching the search criteria will be displayed.



Note: The user may Print or Export this data by selecting these options on the far right-hand side of the search bar.

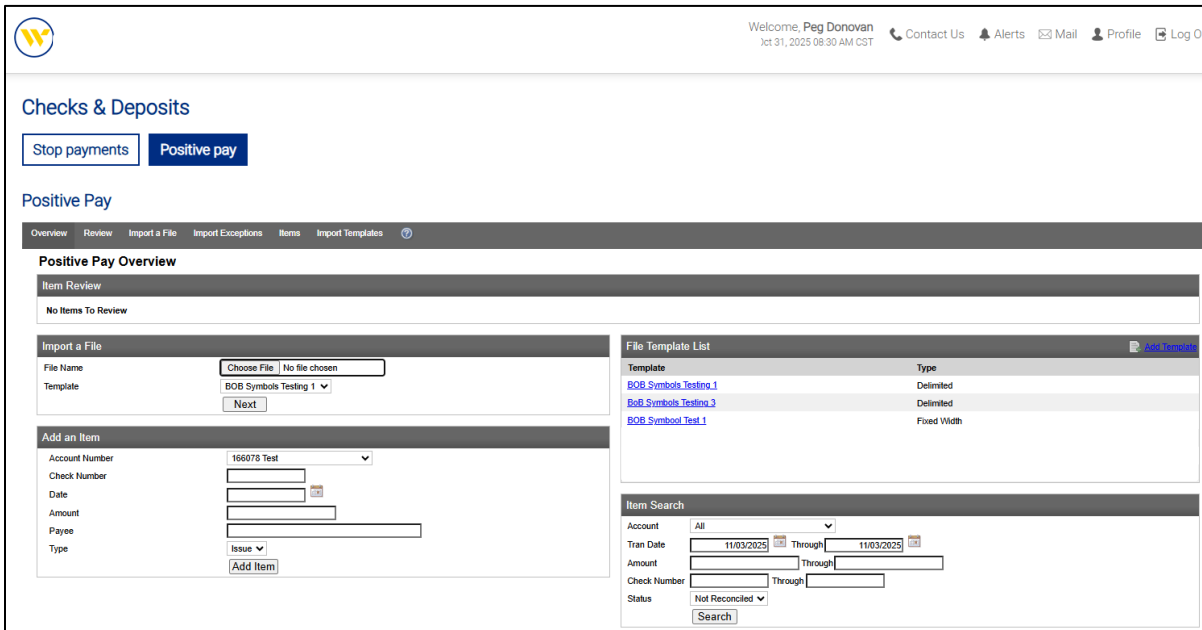
DECISION ITEMS

- From the main menu, select **Positive Pay > Check Positive Pay > Decision Items**.

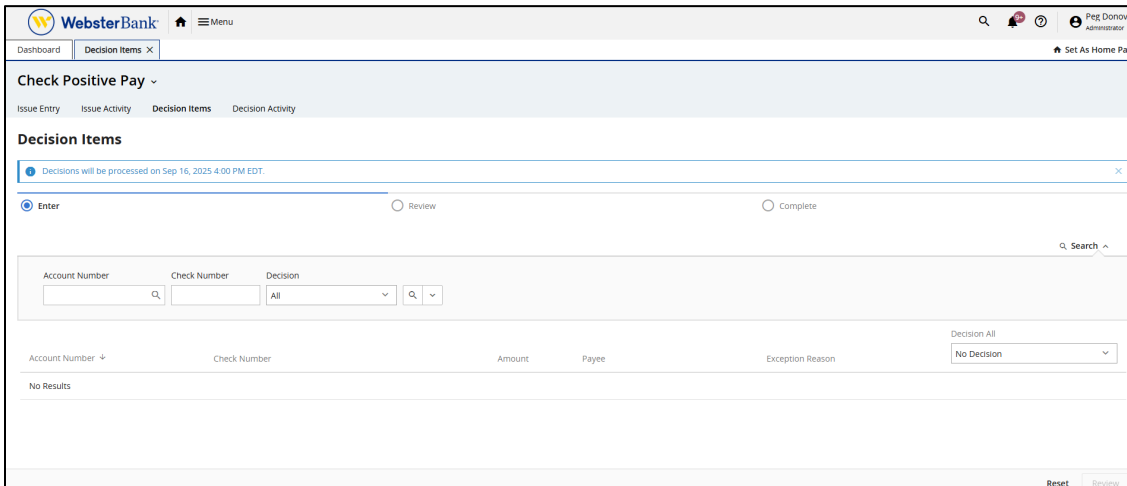


- The **Check Positive Pay Decision Item** screen will be displayed.

Old:



New:



3. A list of items that need decisioning will be displayed.

WebsterBank

Dashboard | Decision Items

Check Positive Pay

Issue Entry | Issue Activity | Decision Items | Decision Activity

Decision Items

Decisions will be processed on Sep 18, 2025 4:00 PM EDT.

Enter | Review | Complete

Search

Account Number | Check Number | Decision

Account Number	Check Number	Amount	Payee	Exception Reason	Decision
*7202 - CHECKING (Test)	25218	\$166.86	--	Reverse pos pay item	No Decision
*7202 - CHECKING (Test)	24985	\$441.00	--	Reverse pos pay item	No Decision
*7202 - CHECKING (Test)	24958	\$132.60	--	Reverse pos pay item	No Decision
*7202 - CHECKING (Test)	24959	\$127.00	--	Reverse pos pay item	No Decision

Reset | Review

4. To search for a specific item, enter the following fields:

- **Account Number** using the magnifying glass
- **Check Number**
- **Decision** use the drop-down menu
 - Use the far right-hand side arrow to change the **Search Options**.
 - Select the magnifying glass on the far right-hand side to submit the search request.

5. Select the check number icon next to each check to view a PDF image.

- On the far right-hand side use the drop-down menu box to **Pay, Return or No Decision** for each item.

Decisions will be processed on Sep 18, 2025 4:00 PM EDT.

Enter Review Complete

Account Number: [] Check Number: [] Decision: All []

Account Number	Check Number	Amount	Payee	Exception Reason	Decision All
*7202 - CHECKING (Test)	25218	\$166.86	--	Reverse pos pay item	No Decision
*7202 - CHECKING (Test)	24985	\$441.00	--	Reverse pos pay item	No Decision
*7202 - CHECKING (Test)	24958	\$132.60	--	Reverse pos pay item	No Decision
*7202 - CHECKING (Test)	24959	\$127.00	--	Reverse pos pay item	No Decision

Note: The user can use the Decision All drop-down menu to default the same decision for all transactions.

Decisions will be processed on Sep 19, 2025 4:00 PM EDT.

Enter Review Complete

Account Number: [] Check Number: [] Decision: All []

Account Number	Check Number	Amount	Payee	Exception Reason	Decision All
					No Decision

- Scroll to the bottom of the page and select **Review**.
- The review screen will be displayed.

Decisions will be processed on Sep 18, 2025 4:00 PM EDT.

Enter Review Complete

Decided Pay \$166.86 (1)

Account Number	Check Number	Posted Date	Payee	Exception Reason	Amount
*7202	25218	09/17/2025	--	Reverse pos pay item	\$166.86

Cancel **Confirm**

9. Review the transaction and select **Confirm**.
10. A confirmation screen will be displayed.

WebsterBank | Peg Donovan Administrator

Dashboard | Decision Items x

Check Positive Pay v

Issue Entry | Issue Activity | Decision Items | Decision Activity

Decision Items

Alerts: 2

- Decisions will be processed on Sep 18, 2025 4:00 PM EDT.
- Your Positive Pay decisions have been recorded.

Enter | Review | Complete

Decided Pay \$166.86 (1)

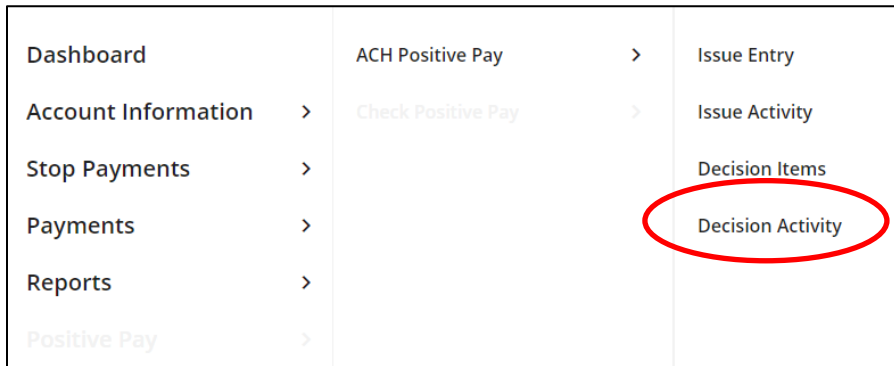
Account Number	Check Number	Posted Date	Payee	Exception Reason	Amount
*7202 - CHECKING (Test)	25218	09/17/2025	--	Reverse pos pay item	\$166.86

Cancel | Return

11. Select **Return** to return to the main **Decision Items** screen.

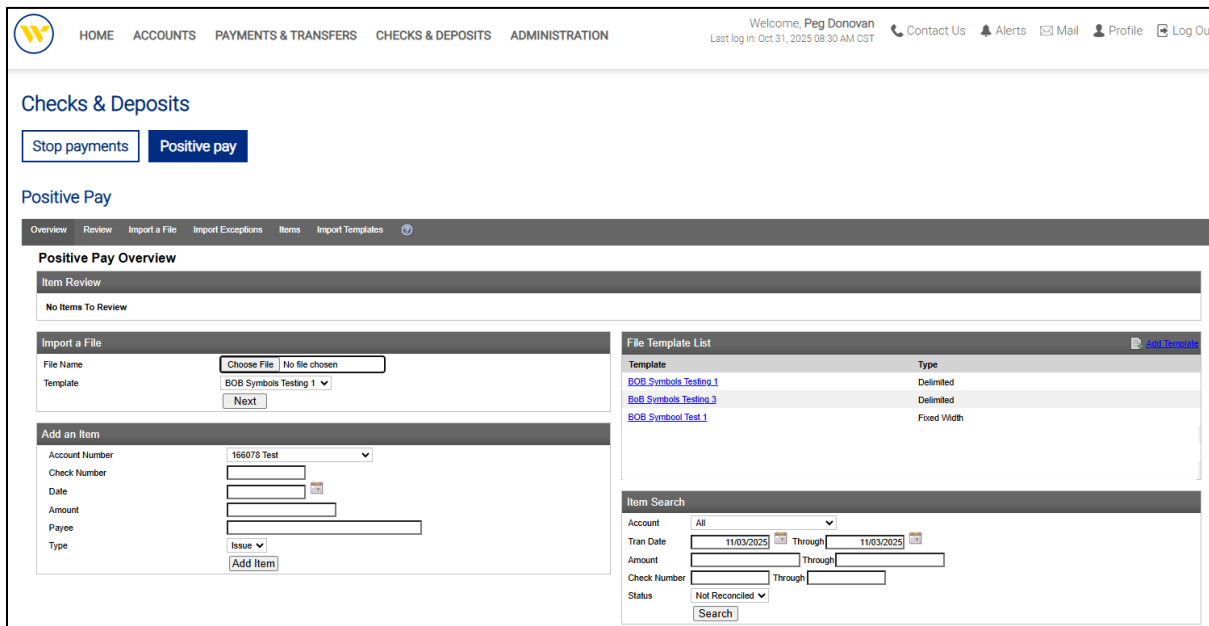
DECISION ACTIVITY

- From the main menu, select **Positive Pay > Check Positive Pay > Decision Activity**.

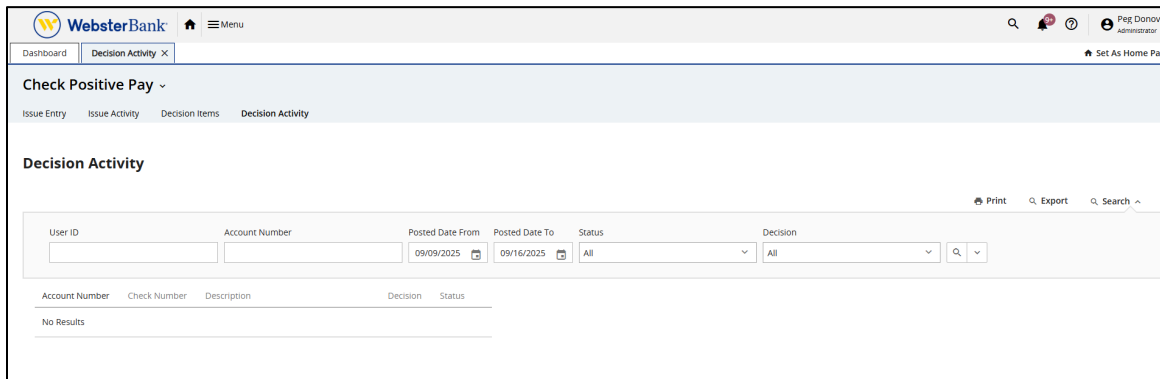


- The **Check Positive Pay Decision Activity** screen will be displayed.

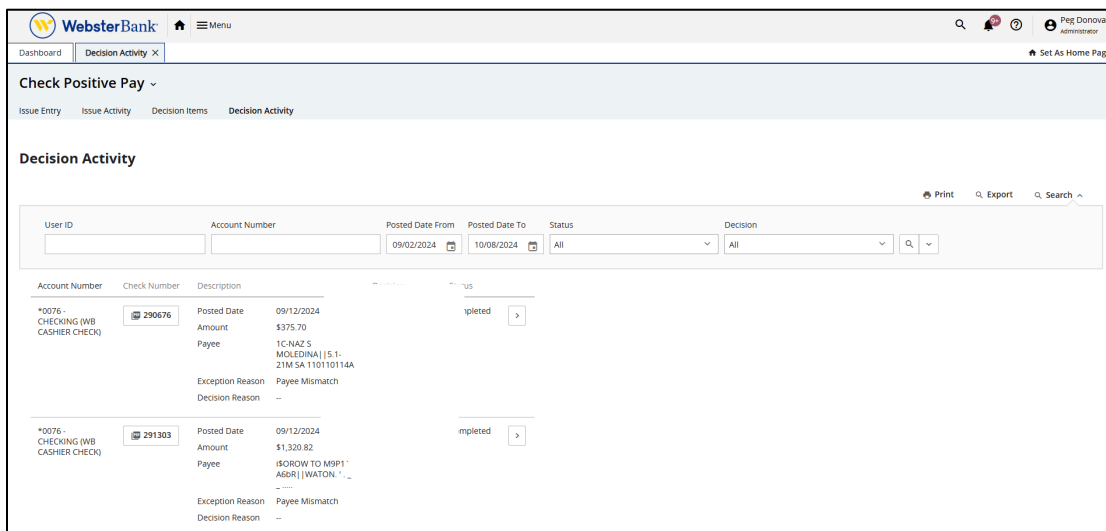
Old:



New:



3. Enter search criteria in any of these fields:
 - **User ID**
 - **Account Number**
 - **Posted Date From**
 - **Posted Date To**
 - Use the drop-down menu under **Status** to select a specific status
 - Use the drop-down menu under **Decision** to select a specific decision
4. Use the far right-hand side arrow to change the **Search Options**.
5. Select the magnifying glass on the far right-hand side to submit the search request.
6. A list of items matching the search criteria will be displayed.



Note: The user may Print this data by selecting this option on the far right-hand side of the search bar.

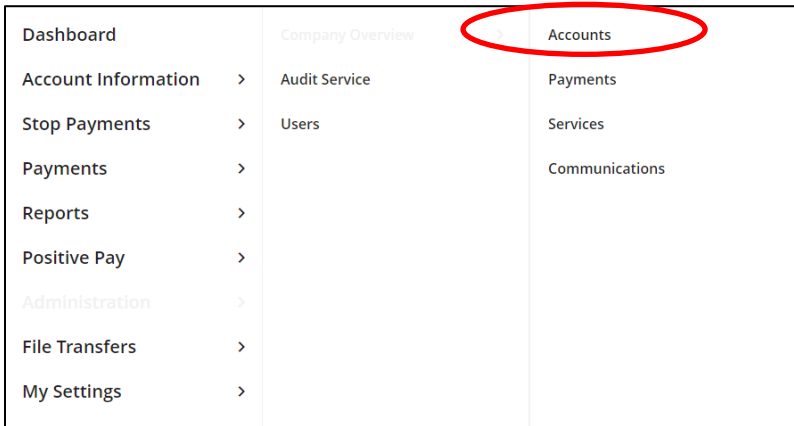
Administration

Company Overview

ACCOUNTS

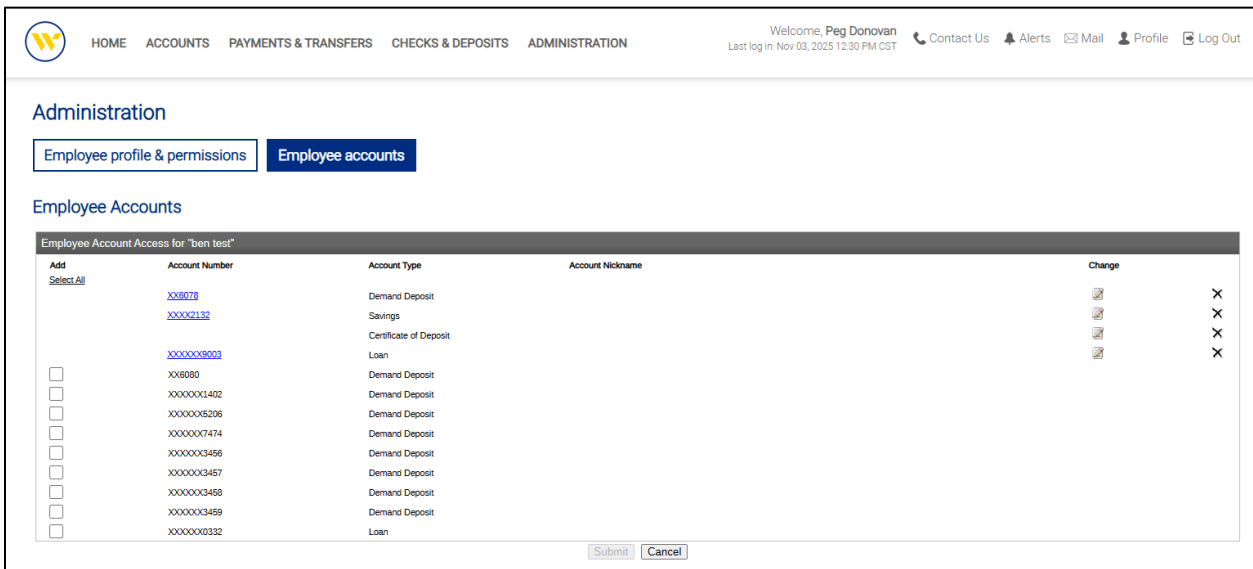
Note: Across the far right-hand side of each screen will display the number of Accounts, Services and Users. The admin may also Add a User from any of these screens.

- From the main menu, select **Administration > Company Overview > Accounts**.

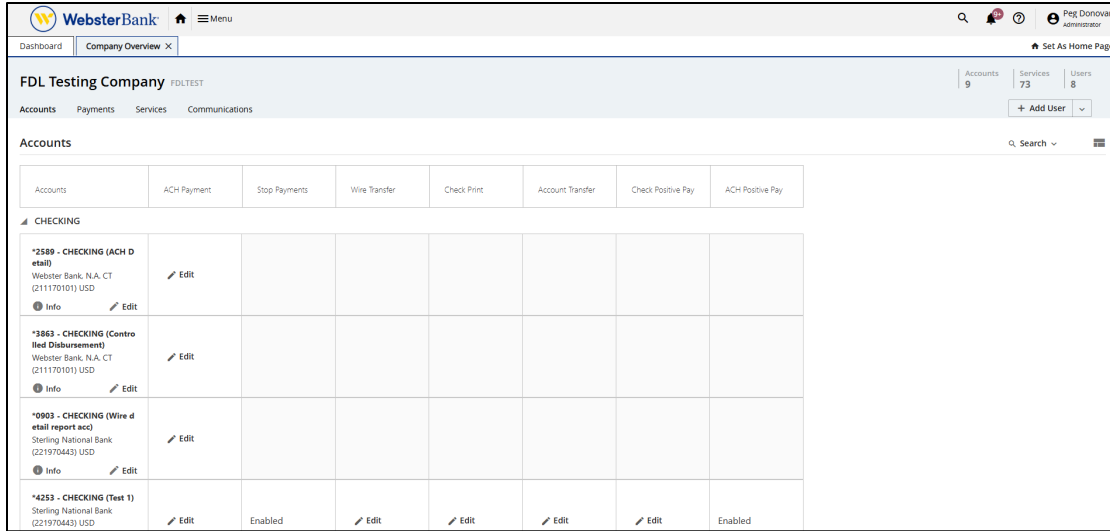


- The **Accounts** screen will be displayed.

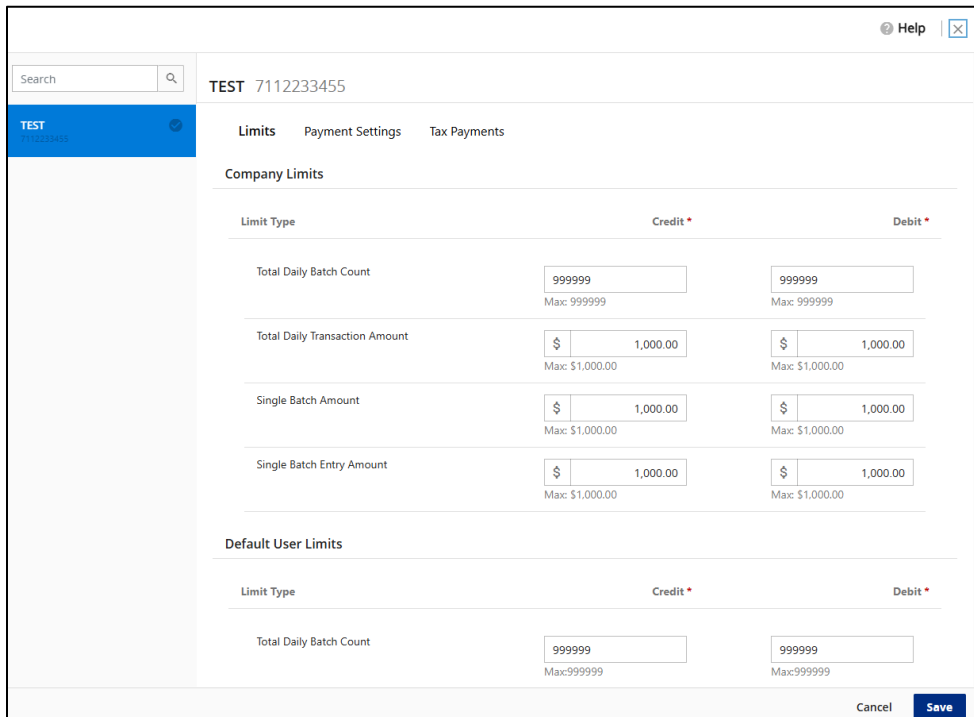
Old:



New:



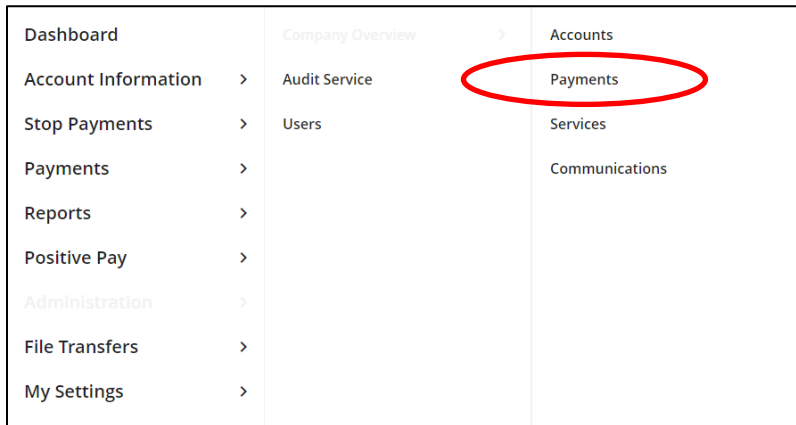
- A list of accounts assigned to the company will be displayed. Across the top heading are the services/payment types associated to each account.
- Select the pencil Edit icon to view the **Limits, Approvals and Payment Settings** assigned to the account for that service.



- The admin may adjust limits (not higher than the company limits) and adjust services as needed. Then scroll to the bottom and select **Save**.

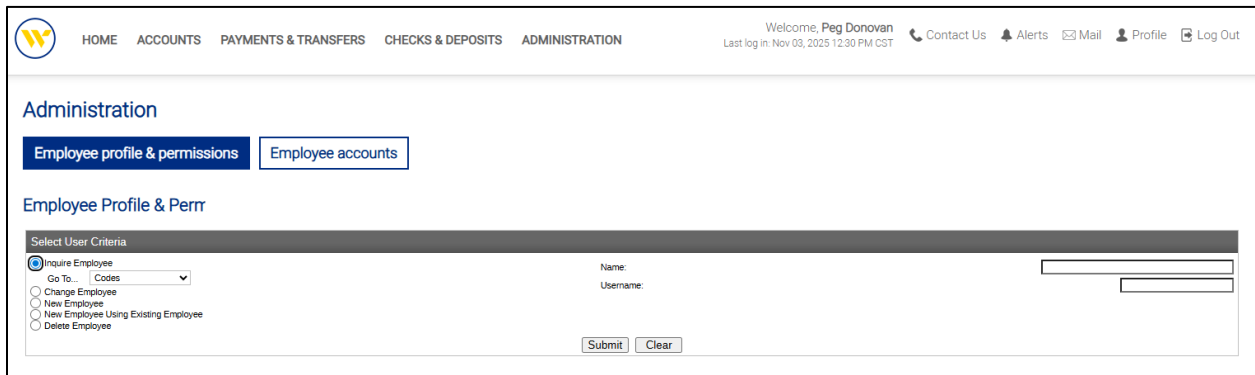
PAYMENTS

1. From the main menu, select **Administration > Company Overview > Payments**.

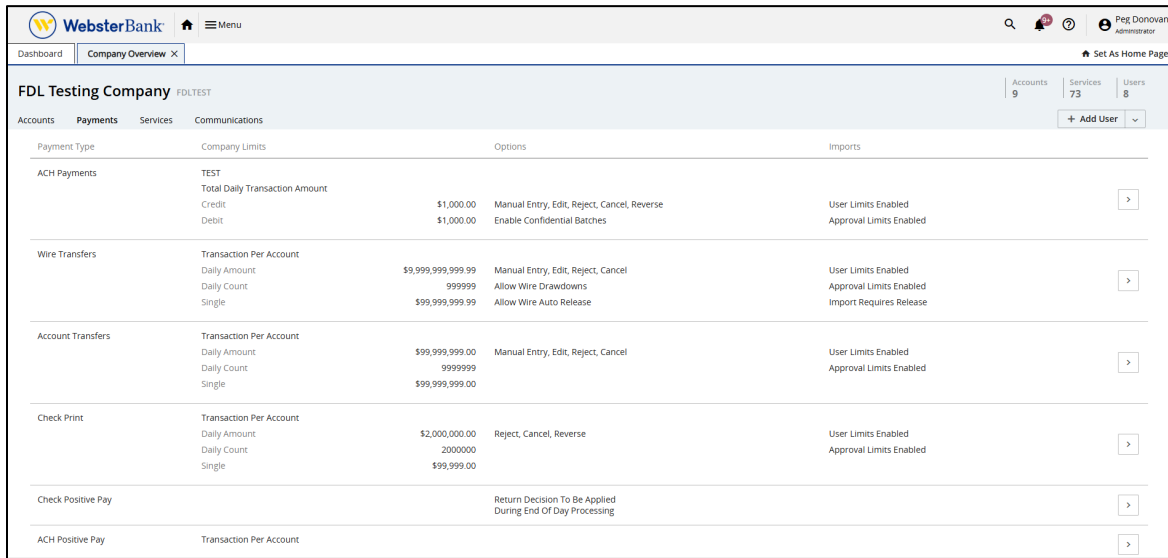


2. The **Payments** screen will be displayed.

Old:



New:



3. A list of payment types assigned to the company will be displayed.

- Select the arrow on the far right-hand to view the **Limits, Approvals and Payment Settings** assigned to this service.

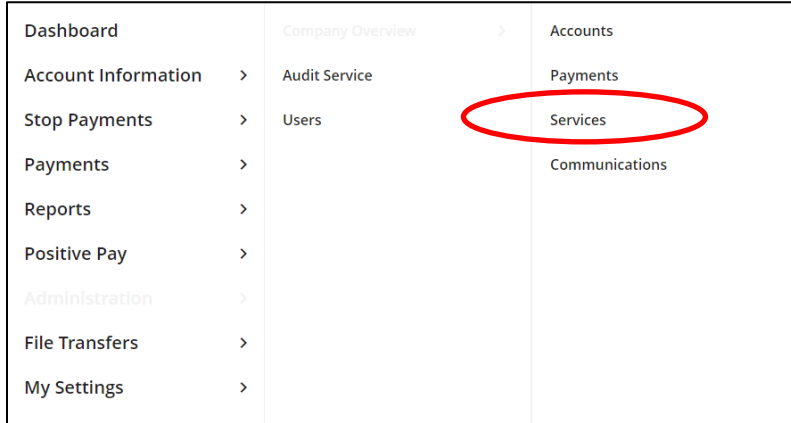
The screenshot shows the 'ACH Companies' interface. On the left is a search bar and a list of services, with 'SWIFT ACH Valid' selected. The main area displays the 'Limits' tab for this service. It is divided into two sections: 'Company Limits' and 'Default User Limits'. Each section has a table with columns for 'Limit Type', 'Credit', and 'Debit'. The 'Company Limits' section includes rows for 'Total Daily Batch Count', 'Total Daily Transaction Amount', 'Single Batch Amount', and 'Single Batch Entry Amount'. The 'Default User Limits' section includes a row for 'Total Daily Batch Count'. All numerical values are currently set to 1000 or 5,000,000.00, with maximum values indicated below each input field.

Limit Type	Credit *	Debit *
Company Limits		
Total Daily Batch Count	1000 Max: 1000	1000 Max: 1000
Total Daily Transaction Amount	\$ 5,000,000.00 Max: \$5,000,000.00	\$ 5,000,000.00 Max: \$5,000,000.00
Single Batch Amount	\$ 5,000,000.00 Max: \$5,000,000.00	\$ 5,000,000.00 Max: \$5,000,000.00
Single Batch Entry Amount	\$ 5,000,000.00 Max: \$5,000,000.00	\$ 5,000,000.00 Max: \$5,000,000.00
Default User Limits		
Total Daily Batch Count	1000 Max: 1000	1000 Max: 1000

- The admin may adjust limits (not higher than the company limits) and adjust services as needed. Then scroll to the bottom and select **Save**.

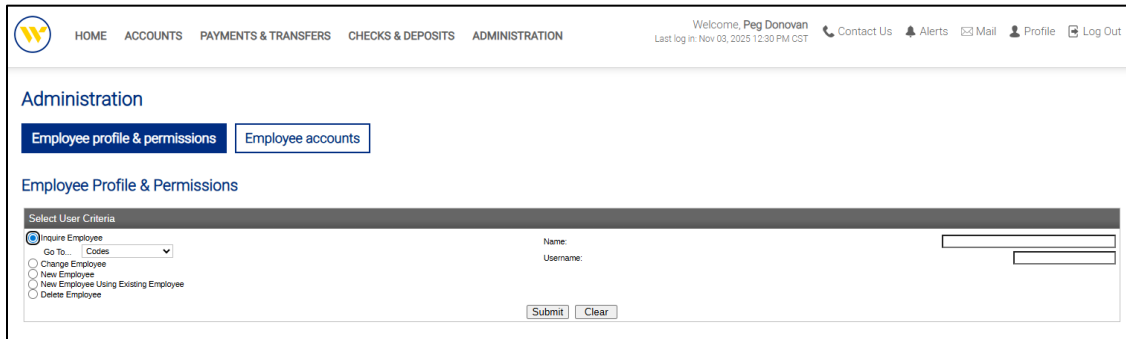
SERVICES

- From the main menu, select **Administration > Company Overview > Services**.

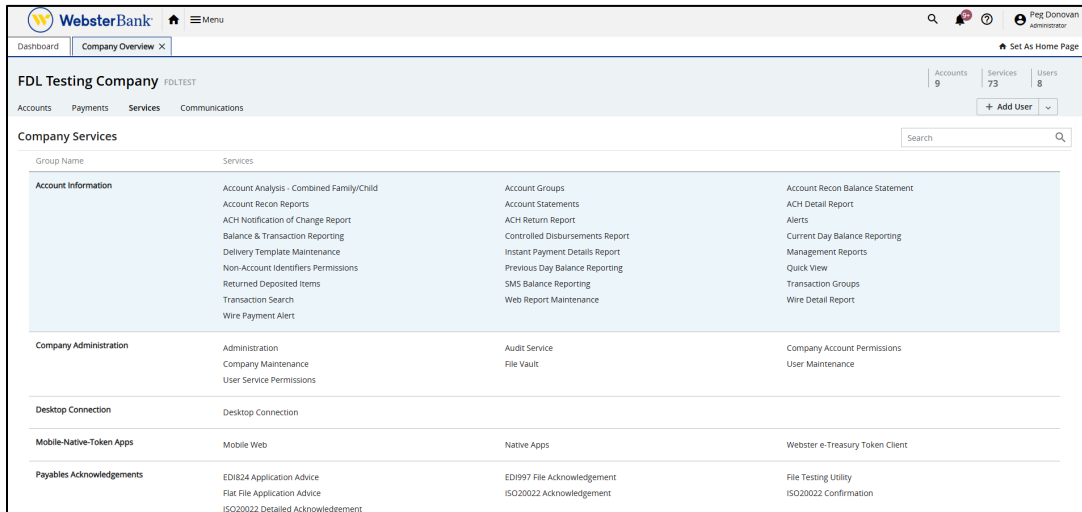


- The **Services** screen will be displayed.

Old:



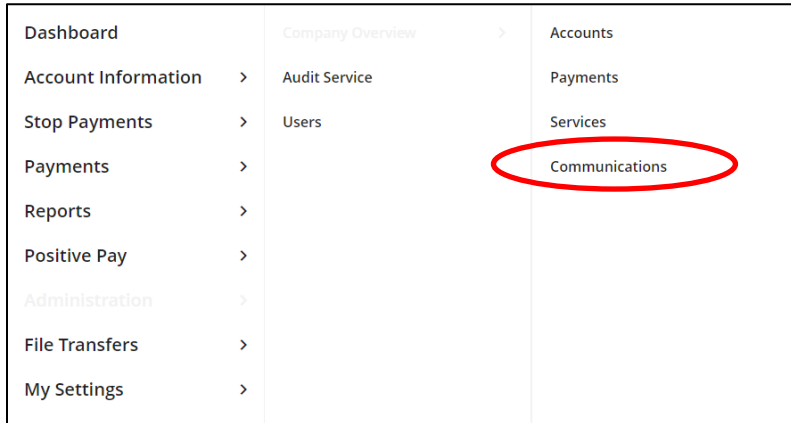
New:



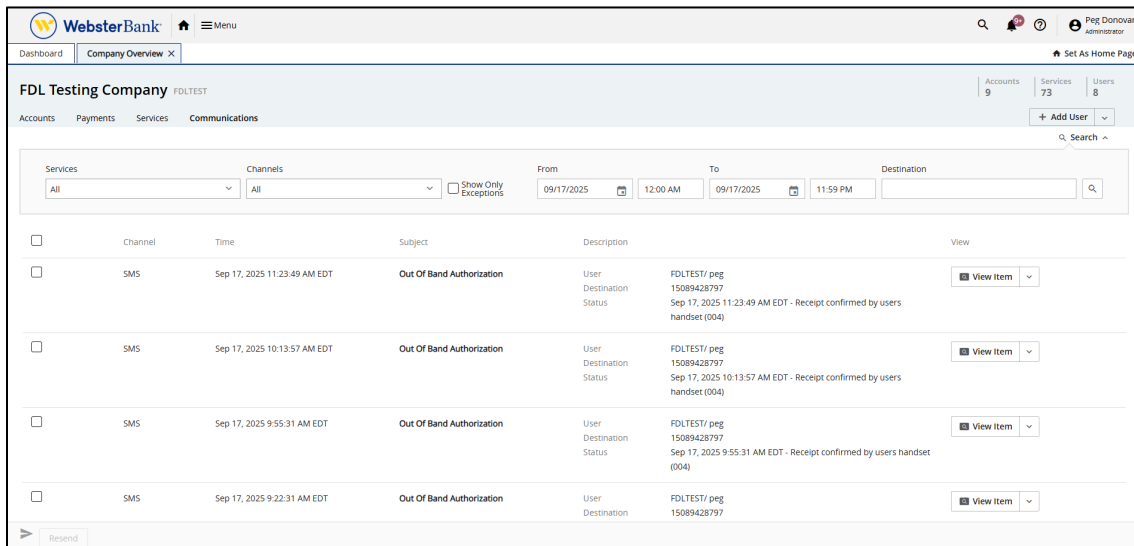
- A list of services assigned to the company will be displayed.
- Use the **Search** box to search for a specific type of service.

COMMUNICATIONS

- From the main menu, select **Administration > Company Overview > Communications**.



- The **Communications** screen will be displayed.



- Use the **Services** drop-down menu to view Services that users have accessed.
- Use the **Channels** drop-down menu to view Channels that users have accessed.
- Select a **From and To** date range.
- Use the magnifying glass to search.
- A list of items will display matching the search criteria.

8. Select **View Item** for additional information.

The screenshot shows the WebsterBank interface for 'FDL Testing Company'. At the top, there are navigation tabs for 'Accounts', 'Payments', 'Services', and 'Communications'. Below this is a filter section with 'Services' and 'Channels' dropdowns set to 'All', and date/time pickers for 'From' (09/17/2025, 12:00 AM) and 'To' (09/17/2025, 11:59 PM). A table lists communication items:

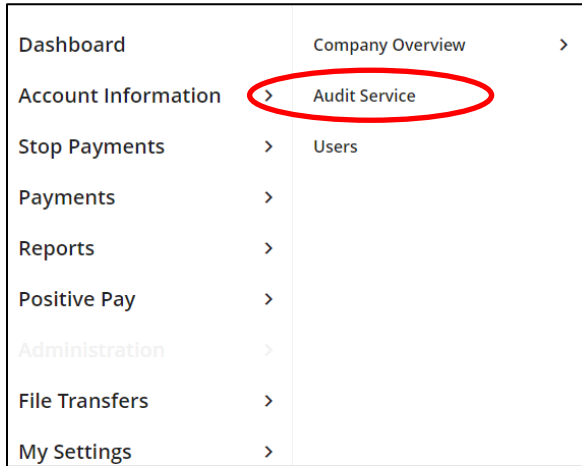
Channel	Time	Subject	Description	View
SMS	Sep 17, 2025 11:23:49 AM EDT	Out Of Band Authorization	User Destination Status: FDLTEST/peg 15089428797 Sep 17, 2025 11:23:49 AM EDT - Receipt confirmed by users handset (004)	View Item
SMS	Sep 17, 2025 10:13:57 AM EDT	Out Of Band Authorization	User Destination Status: FDLTEST/peg 15089428797 Sep 17, 2025 10:13:57 AM EDT - Receipt confirmed by users handset (004)	View Item
SMS	Sep 17, 2025 9:55:31 AM EDT	Out Of Band Authorization	User Destination Status: FDLTEST/peg 15089428797 Sep 17, 2025 9:55:31 AM EDT - Receipt confirmed by users handset (004)	View Item
SMS	Sep 17, 2025 9:22:31 AM EDT	Out Of Band Authorization	User Destination Status: FDLTEST/peg 15089428797	View Item

9. Select the down arrow to see additional options.

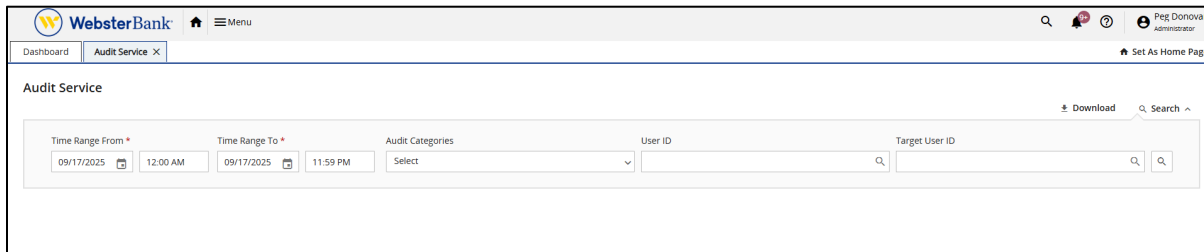
- Resend
- 🔍 View Audit
- ⬇️ Download File

AUDIT SERVICE

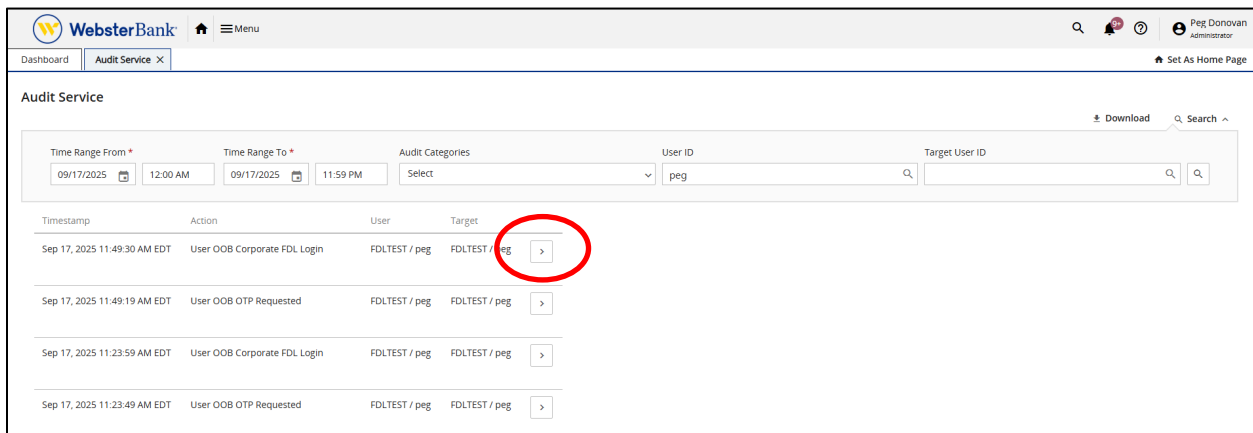
1. From the main menu, select **Administration > Audit Service**.



2. The **Audit Service** screen will be displayed.



3. Use the calendar and time icons/fields to select the **Time Range From and Time Range To** fields.
4. Under **Audit Categories** the user may use the drop-down menu to select the appropriate category.
5. Under **User ID** the user may search for a specific user ID.
6. Under **Target User ID** the user may search for their user ID.
7. Select the magnifying glass on the far right-hand side to submit the search request.
8. A list of items matching the search criteria will be displayed.



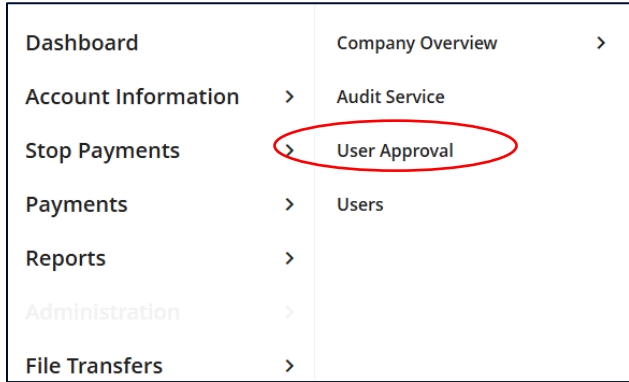
9. Select the side arrow for additional information.

Note: The user may Download this data by selecting this option on the far right-hand side of the screen.

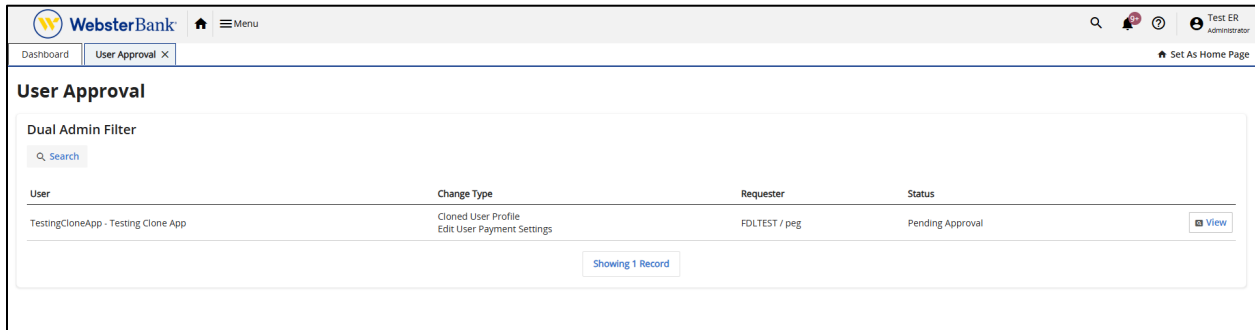
USER APPROVAL

1. From the main menu, select **Administration > User Approval**.

Note: *This feature needs to be requested and will require every new user or existing users whose entitlements have been edited to be approved by a secondary Admin user.*



2. The **User Approval** screen will be displayed.



3. A list of newly created users or users whose entitlements have been edited will be displayed.
4. Select the **View** button.

5. The **Dual Admin Changes** screen will display.

Dual Admin Changes
✕

Dual Admin Information

Timestamp Sep 17, 2025 12:31:33 PM EDT	Change Type Cloned User Profile	User FDLTEST / peg
Target FDLTEST / TestingCloneApp		

Profile Settings
Payment Settings

Expand All ⌵

⌵ Contact Information

⌵ Advanced

⌵ Online Bulletin Service

⌵ SMS Preferences

Status History

Timestamp	Status	Initiator	Description
Sep 17, 2025 12:31:33 PM EDT	Pending Approval	FDLTEST \ peg	Edit User Payment Settings
Sep 11, 2025 1:00:01 AM EDT	Expired	SYSTEM	User changes were not approved before deadline
Sep 3, 2025 1:57:56 PM EDT	Pending Approval	FDLTEST \ peg	Cloned User Profile

Cancel
Reject
Approve

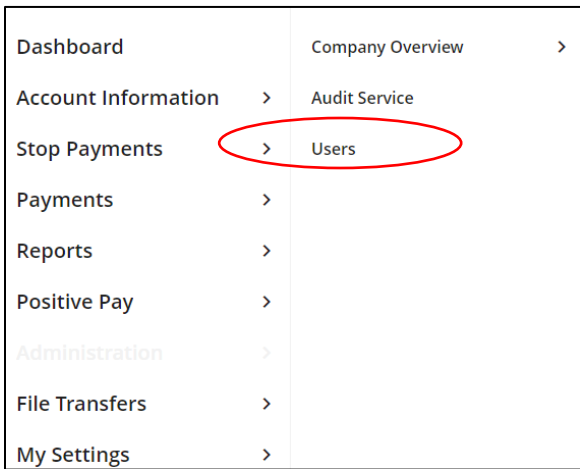
6. Review the information and select **Approve**.

Note: The user may also choose **Cancel** or **Reject**. **Cancel** will just remove the user from this screen. **Reject** will reject the changes made to the user.

Users

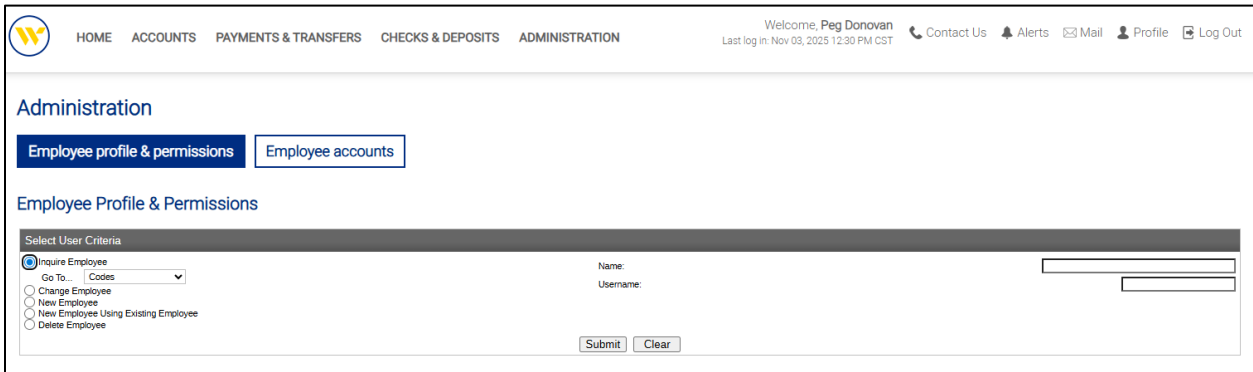
NEW USER SETUP

- From the main menu, select **Administration > Users**.

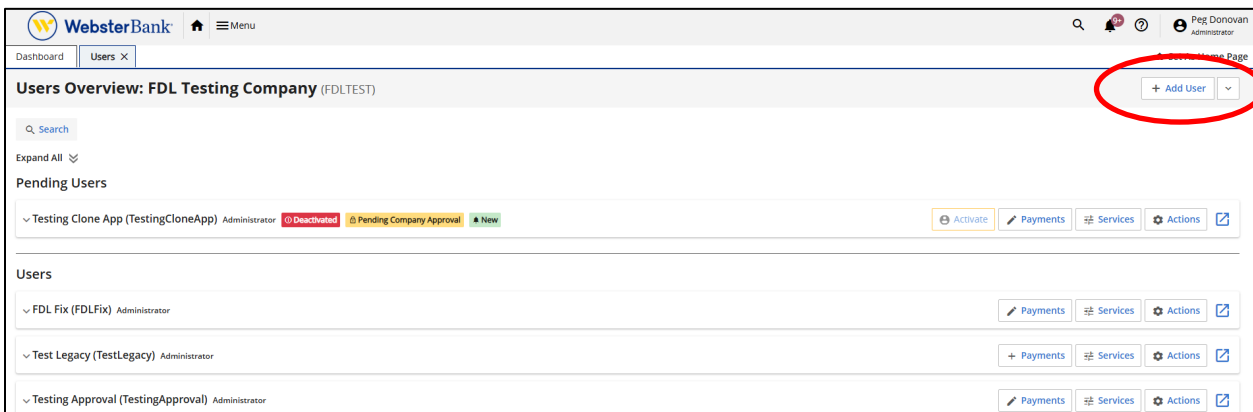


- The **User Overview** screen will be displayed.

Old:



New:



3. Select **+Add a User** in the upper right-hand corner.
4. The **Create User** screen will be displayed. Complete the required fields mark with an asterisk (*).

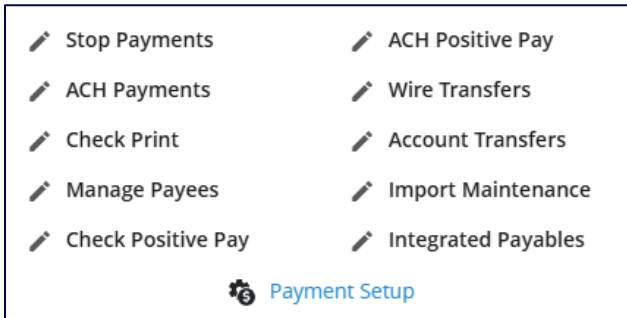
5. Select **Enable Text Messages** if the user will receive Text Messages.
6. Accept the **Terms and Conditions**.
7. Create a temporary password for the new user in the **Enter a Temporary Password** and **Re-enter a Temporary Password** fields.
8. Once all of the necessary fields are completed, select **Save**.
Note: If the user is being set up with Text Messaging they will receive an enrollment text. They must follow the setup instructions in the text message to complete the enrollment.
9. Depending on the services assigned to the company, select each button next to the new user setup.

10. Select **Payments** (if displayed).

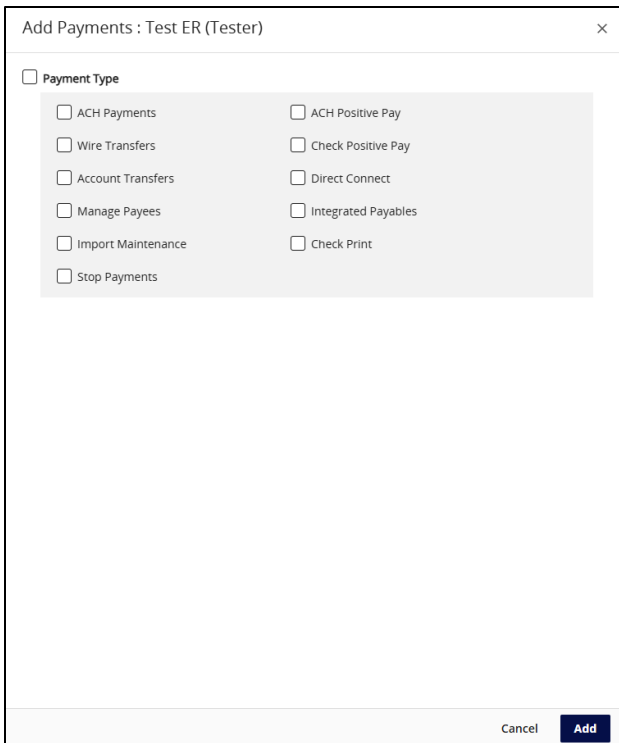
11. The **Payments** tab will be displayed. Select **+Add Payments**.



Note: Once a user has their entitlements created a display box of the various functions will display from the main user page when selecting **Payments**. Select the Pencil icon next to a function to edit for the user.

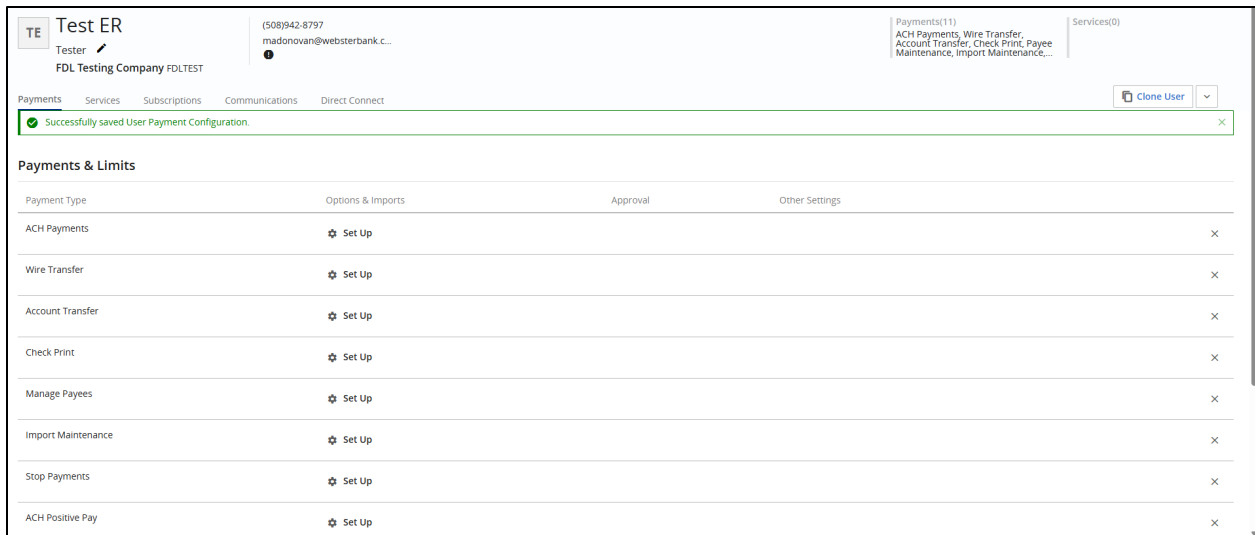


12. Select the proper features for this user.



13. Select **Add** at the bottom of the screen.

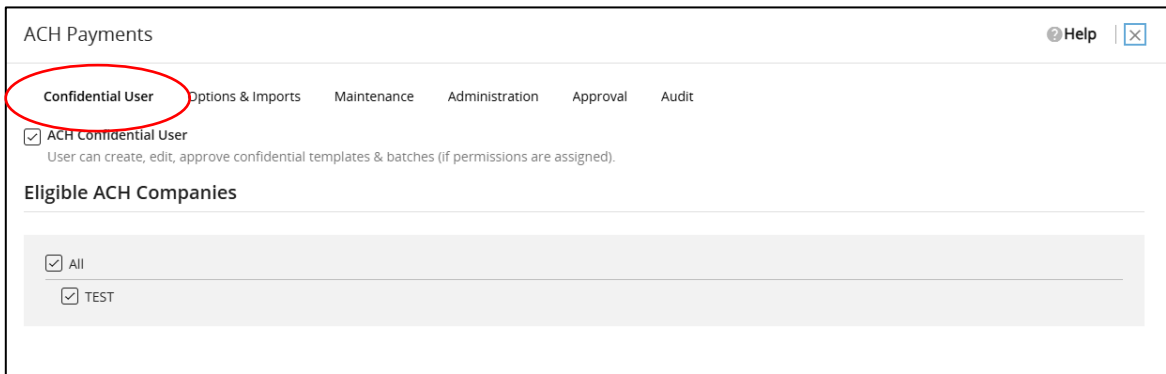
14. The **Payments and Limits** screen will be displayed.



Note: Select the X on the right hand side to remove a feature from the user's setup.

15. Select the **Set Up** icon next to the appropriate feature. Example:

- Select **ACH Payments** (if applicable).
- Use the options menu bar across the top of the page to complete various entitlements.
- Under the **Confidential User** tab, select the **ACH Confidential User** checkbox if the user should be allowed to create, edit and approve batches.



- Select the checkboxes next to the appropriate ACH Companies to be eligible.

- Select **Options & Imports**.

The screenshot shows the 'ACH Payments' configuration window with the 'Options & Imports' tab selected. The 'ACH Batch Options' section is checked. Under 'ACH Entry Options', the 'Allow ACH' section has several options checked: 'Manual Entry', 'Edit', 'Reject', 'Cancel', and 'Reverse'. Other options like 'User must use existing templates', 'User must use existing payees', and 'Users must use transactions that are defined in the template' are unchecked. 'Process Batch as Individual Transactions' is checked. In the 'Imports' section, 'Transaction File Import' is unchecked. In the 'ACH Companies' section, 'SWIFT ACH Valid' is selected, and the 'Enable' checkbox is checked. There are 'Cancel' and 'Save' buttons at the bottom right.

- Under **ACH Entry Options** select the appropriate entitlement for the user.
- Under **Imports** select if the user will be entitled to import ACH batches.
- Under **ACH Companies** select **Enable** next each company the user will be allowed to initiate payments from.

- Complete the **Limits** tab. The company default limits will be displayed. You may make any limits lower than company limit.

Limits Payment Settings

Default User Limits

Limit Type	Credit *	Debit *
Total Daily Batch Count	<input type="text" value="100"/> <small>Max: 100</small>	<input type="text" value="100"/> <small>Max: 100</small>
Total Daily Transaction Amount	<input type="text" value="\$ 1.00"/> <small>Max: \$1.00</small>	<input type="text" value="\$ 1.00"/> <small>Max: \$1.00</small>
Single Batch Amount	<input type="text" value="\$ 1.00"/> <small>Max: \$1.00</small>	<input type="text" value="\$ 1.00"/> <small>Max: \$1.00</small>
Single Batch Entry Amount	<input type="text" value="\$ 1.00"/> <small>Max: \$1.00</small>	<input type="text" value="\$ 1.00"/> <small>Max: \$1.00</small>

Require 1 approver(s) above
 Require 2 approver(s) above

- Select the number of **Required Approvers** and dollar limit.
- Select the **Payment Setting** tab across the top of the box.

Limits **Payment Settings**

Payment Settings

Eligible Credit SEC Codes

<input checked="" type="checkbox"/> Customer Initiated Entry (CIE)	<input checked="" type="checkbox"/> Individual (PPD)
<input checked="" type="checkbox"/> Child Support (CCD + DED)	<input checked="" type="checkbox"/> Payroll (PPD)
<input checked="" type="checkbox"/> Extended Addenda (CTX)	<input checked="" type="checkbox"/> Business Tax Payment (CCD + TXP)
<input checked="" type="checkbox"/> Business (CCD)	

Eligible Debit SEC Codes

<input checked="" type="checkbox"/> Internet Auth (WEB)	<input checked="" type="checkbox"/> Physical Auth (PPD)
<input checked="" type="checkbox"/> Extended Addenda (CTX)	<input checked="" type="checkbox"/> 80 Character Addenda (CCD)
<input checked="" type="checkbox"/> Telephone Auth (TEL)	

- Unselect any SEC Codes this user should not be entitled.
- Select **Save** next to the ACH Company that was edited.
- A confirmation message will be displayed.

✔
The ACH Company has been successfully saved.
✕

- Repeat steps until all appropriate ACH Companies, limits and SEC codes are assigned.

- Select **Maintenance** from the main menu.

ACH Payments

Confidential User Options & Imports **Maintenance** Administration Approval Audit

Allow ACH Maintenance
User is eligible to maintain ACH for use by all corporate users.

Allow ACH Batch Template Maintenance
User is eligible to maintain ACH Batch Templates for all users in their company.

Allow ACH Batch Template Approval
User is eligible to approve ACH Templates for use by all corporate users.

Allow Import Map Maintenance
User is eligible to maintain import ACH Payments import maps to be used by all users in their company.

- Select the appropriate **Maintenance** options for this user.
- Select **Administration** from the main menu.

ACH Payments

Confidential User Options & Imports Maintenance **Administration** Approval Audit

Allow ACH Payments Service Administration
User is eligible to entitle the ACH Payments service to other users in their company.

- Select the **Allow ACH Payments Service Administration** checkbox if the user should be entitled to be able to add this service to other users.
- Select **Approval** from the main menu.

ACH Payments Help | x

Confidential User Options & Imports Maintenance Administration **Approval** Audit

Allow ACH Batch Approval
User is eligible to approve ACH Batches for total amounts between the minimum and maximum limit.

ACH Companies

Search SWIFT ACH Valid 7112233455 Enable Cancel Save

SWIFT ACH Valid

- If the user is allowed to approve ACH Batches, select the **Enable** box next to the appropriate ACH Companies.
- Select Save next to each ACH Company that is enabled.
- Select **Audit** from the main menu.

ACH Payments

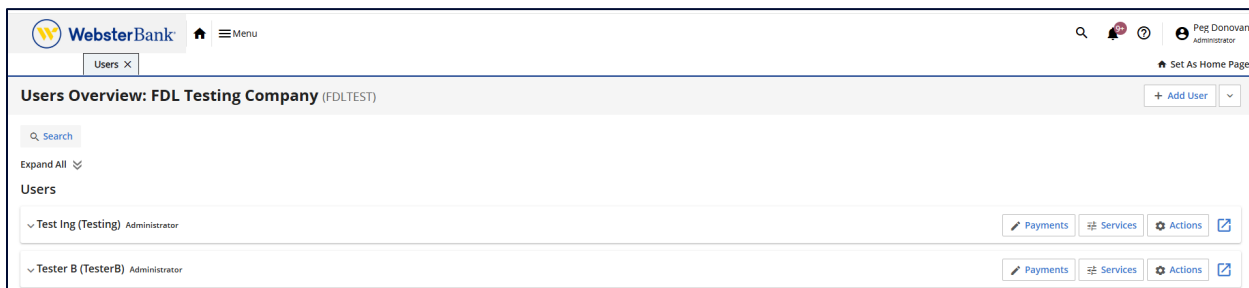
Confidential User Options & Imports Maintenance Administration Approval **Audit**

Allow ACH Payments Activity Audit
User is eligible to view and be notified of ACH Payments activity for users in their company

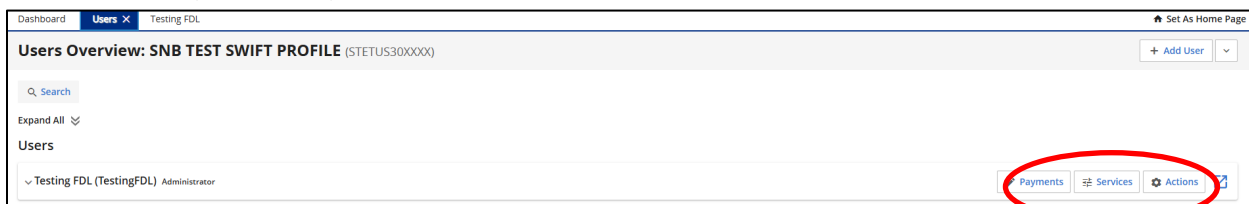
- If the user should be entitled to receive notification on ACH Payment activity, check the **Allow ACH Payment Activity Audit** box.
- Select **Save**.

16. Repeat step 15 until all necessary functions are entitled to the user.

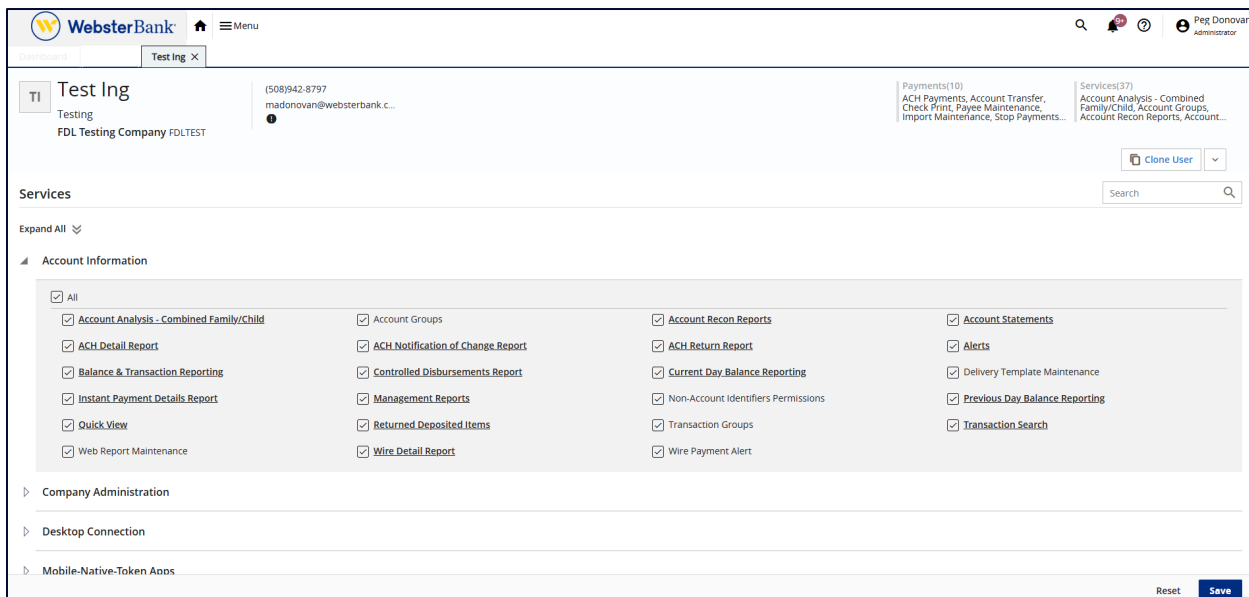
17. Return to the **User** screen.



18. Select **Services** (if displayed).



19. The **Services** tab will be displayed.



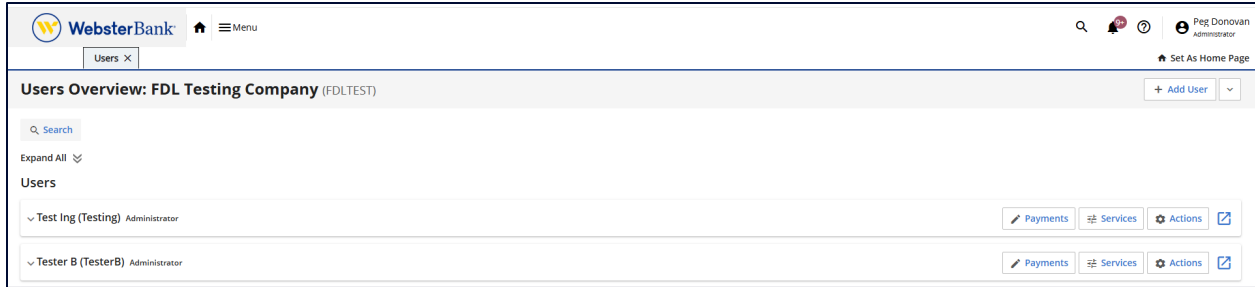
- Under each category on this tab will be a selection of services, administrative functions, connections and acknowledgement. Select the appropriate options under each category for this user.

20. Once all appropriate entitlements are selected, select **Save**.

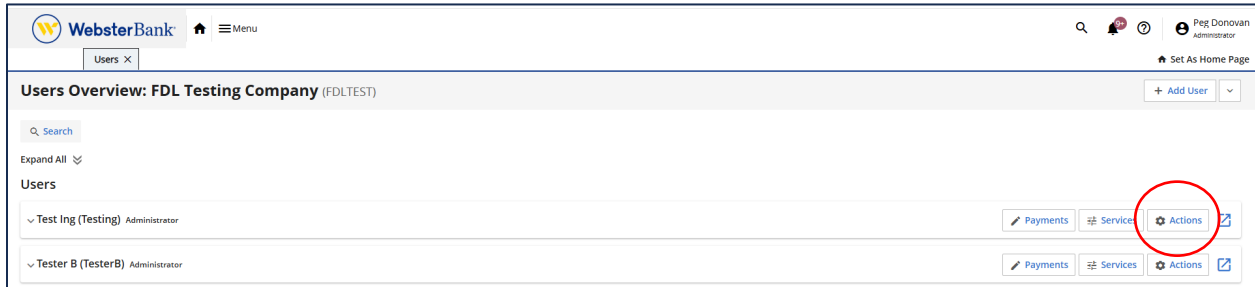
21. Exist the user then select **Services** again.

22. A link will appear for the all the features entitled to the user, select each link to add accounts or other entitlements.

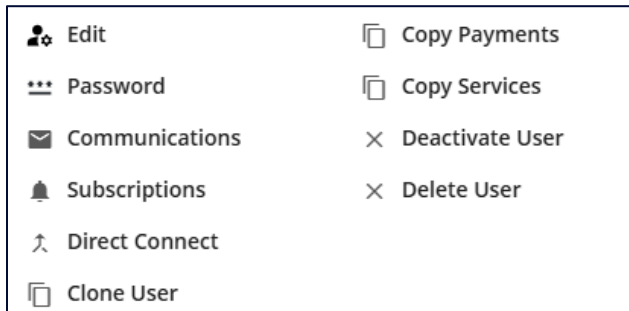
23. Return to the **User** screen.



24. Select **Actions**.

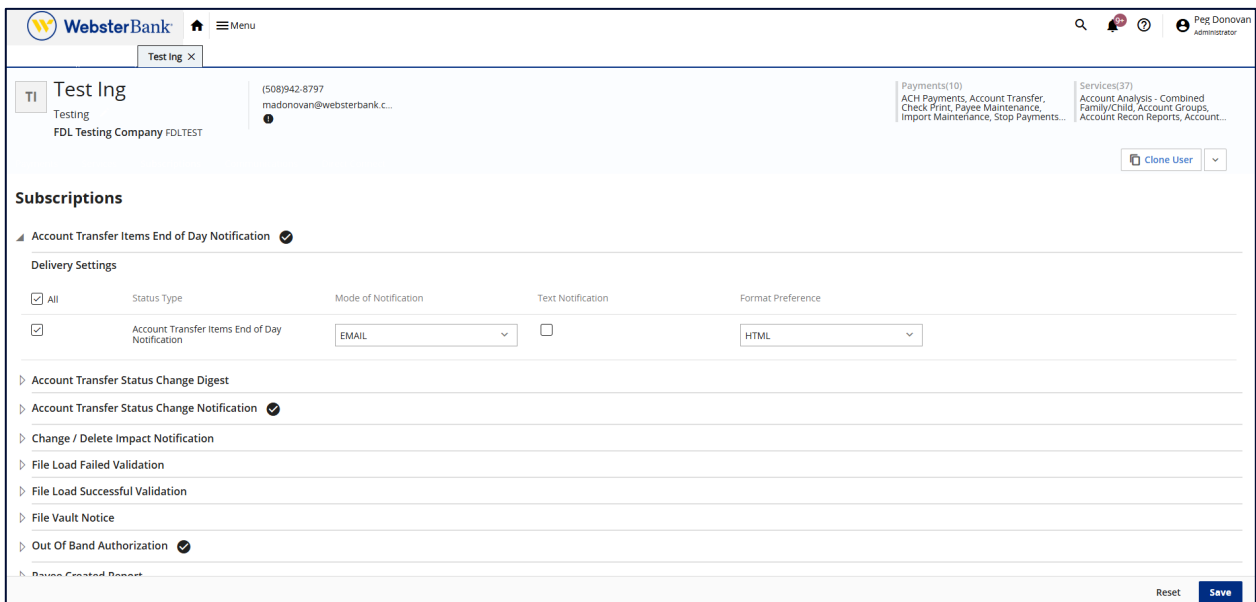


25. A list of features will be displayed.



26. Select the appropriate feature for this user. For example **Subscriptions**.

- Select the **Subscription** from the menu and the **Subscriptions** screen will be displayed.

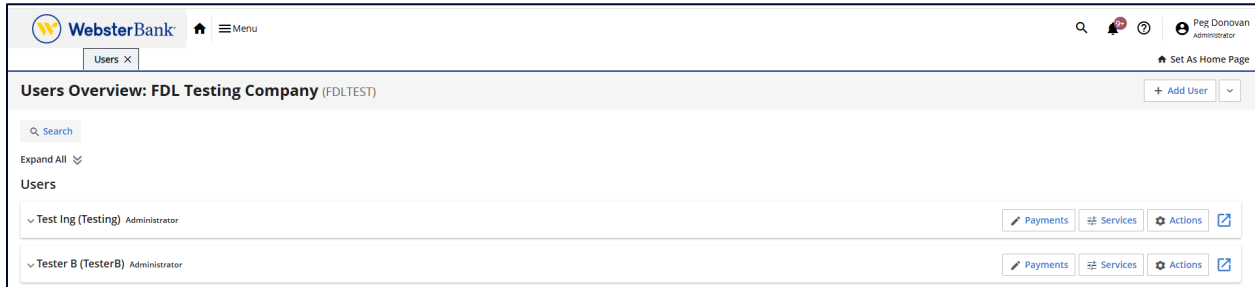


- Under each category on this screen will be a selection of Subscription (notifications) that may be assigned to the user. You can select to receive subscriptions via email or text message. You may also select the format HTML, PDF, Encrypted PDF for Text.

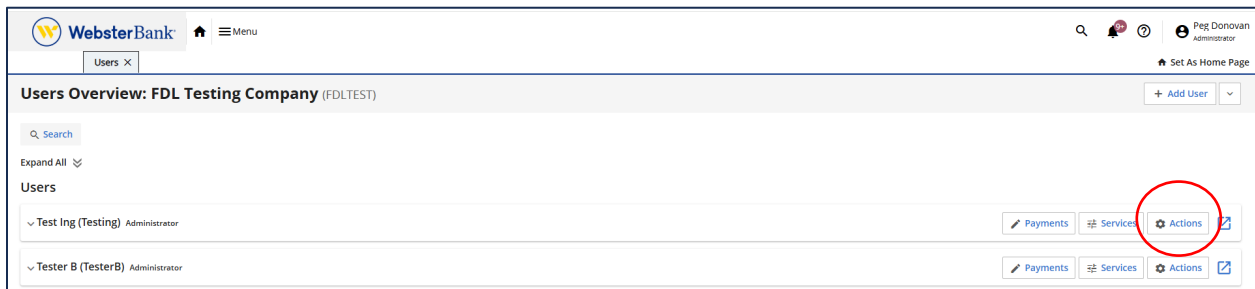
Note: The users may also setup their own Subscriptions.

27. Once are necessary **Subscriptions** are selected select **Save**.

28. Return to the **User** screen.

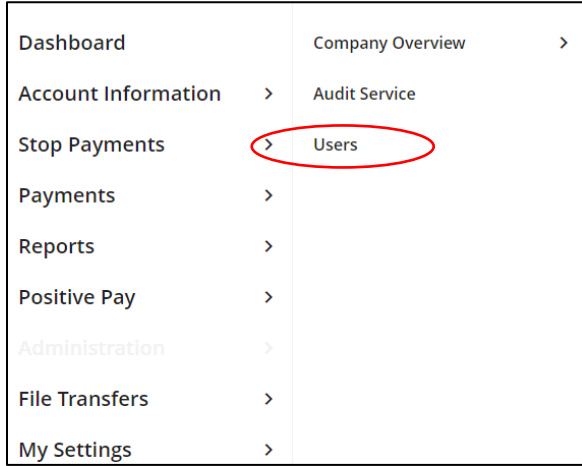


29. Select **Actions** and repeat steps 23 – 26 until all necessary **Actions** are enabled for the user.



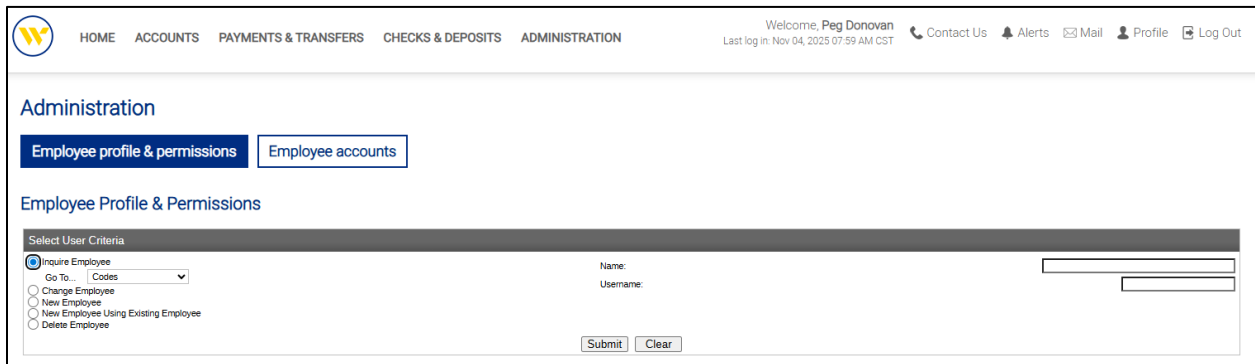
CLONE USER

1. From the main menu, select **Administration > Users**.

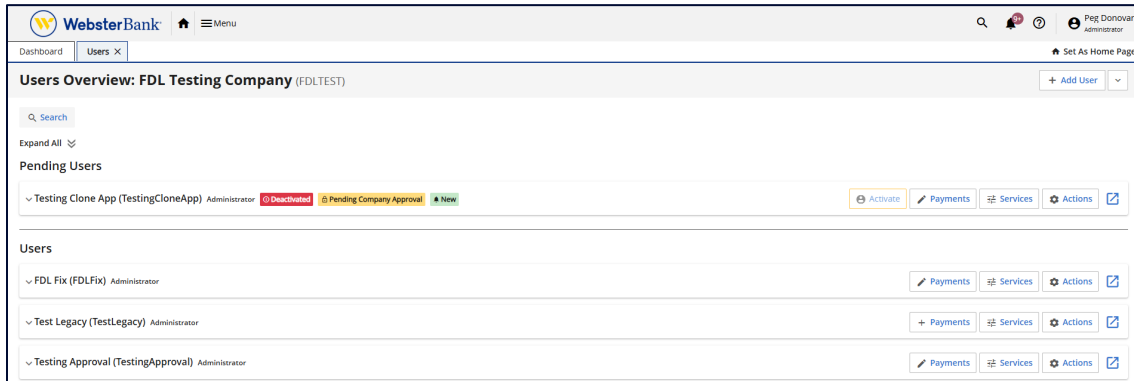


2. The **User Overview** screen will be displayed.

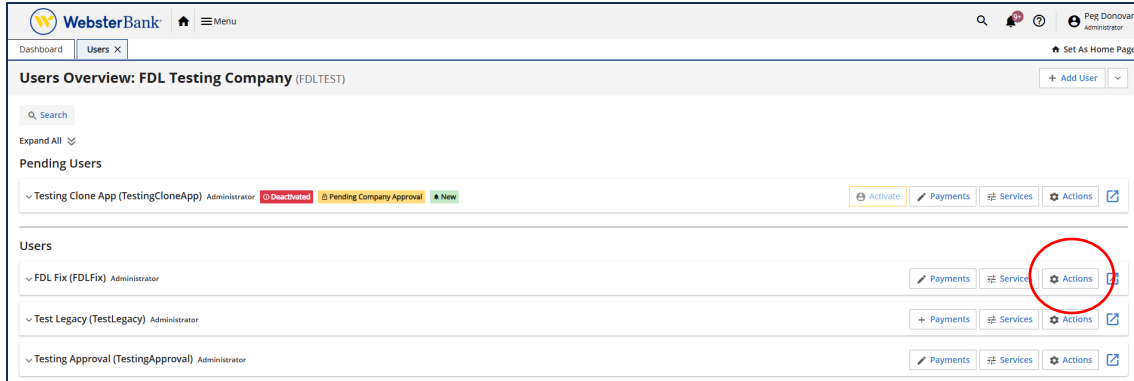
Old:



New:

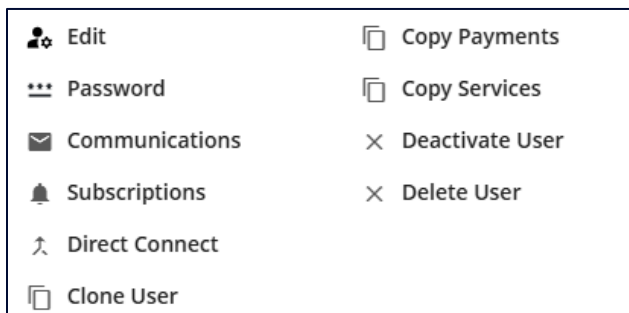


3. The **User Overview** screen will be displayed.



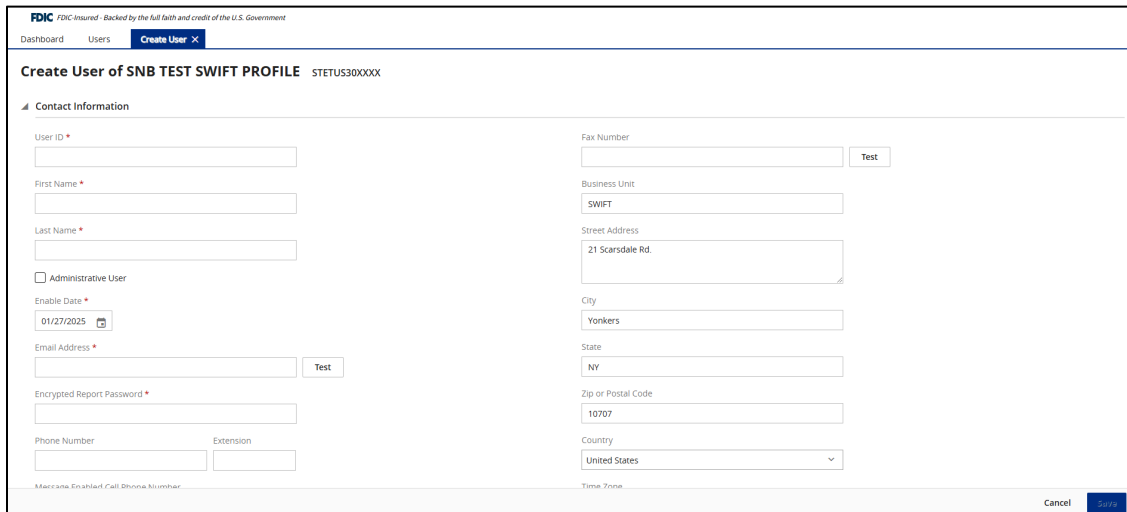
4. Select a user to clone and select **Actions**.

5. A list of features will be displayed.



6. Select **Clone User**.

7. The **Create User** screen will be displayed. Complete the required fields mark with an asterisk (*).



8. Select **Enable Text Messages** if the user will receive Text Messages.

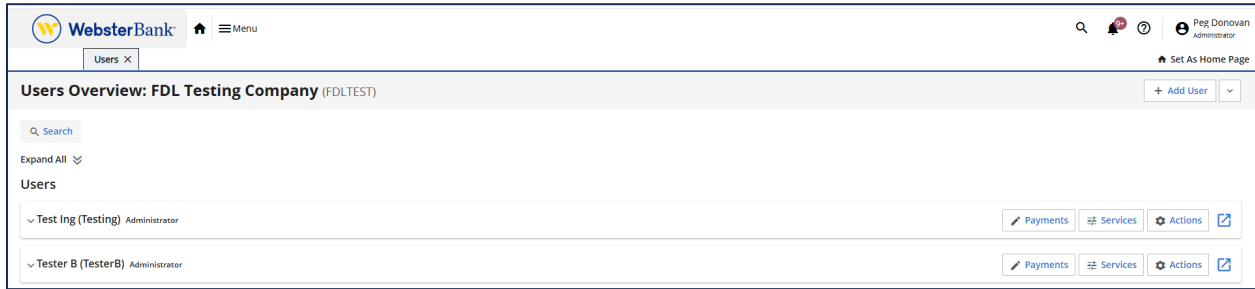
9. Accept the **Terms and Conditions**.

10. Create a temporary password for the new user in the **Enter a Temporary Password** and **Re-enter a Temporary Password** fields.

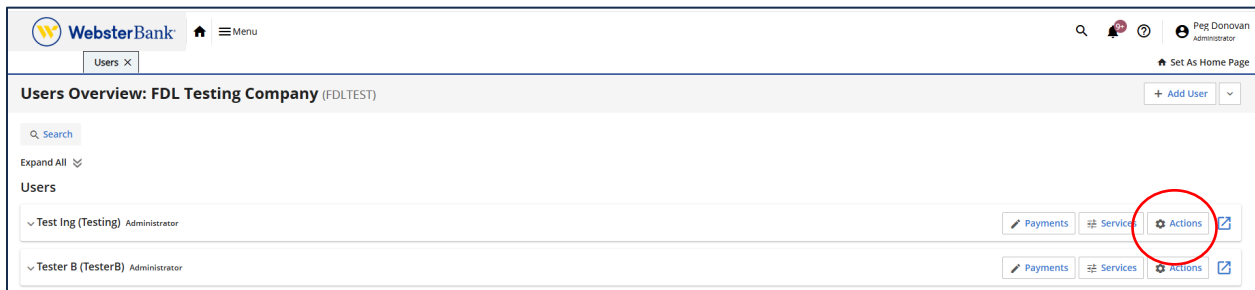
11. Once all of the necessary fields are completed, select **Save**.

Note: If the user is being setup with Text Messaging they will receive an enrollment text. They must follow the setup instructions in the text message to complete the enrollment.

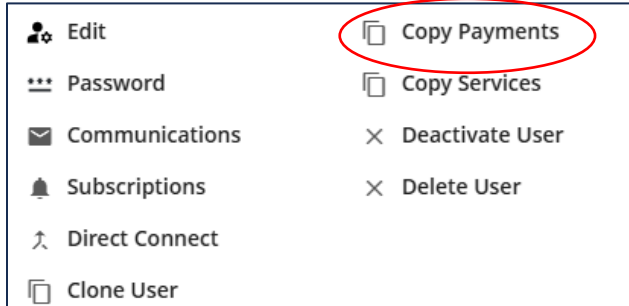
12. Return to the **User** screen.



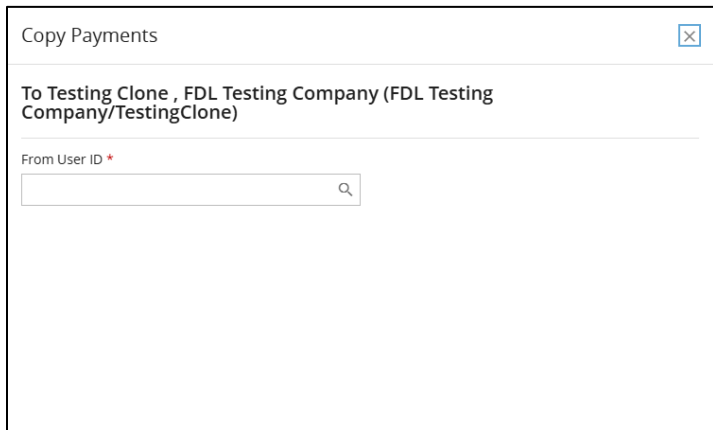
13. Select **Actions** for the new cloned user.



14. A list of features will be displayed.



15. Select **Copy Payments**.



16. In the **From User ID** search for a user to copy Payments.

17. Select **Copy account permissions of (user name)**.

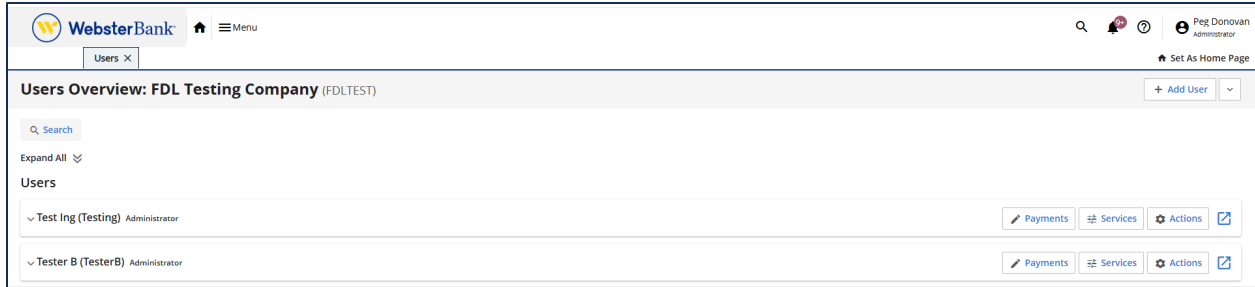
18. Select **Save**.

19. A confirmation box will be displayed. Select **Yes**.

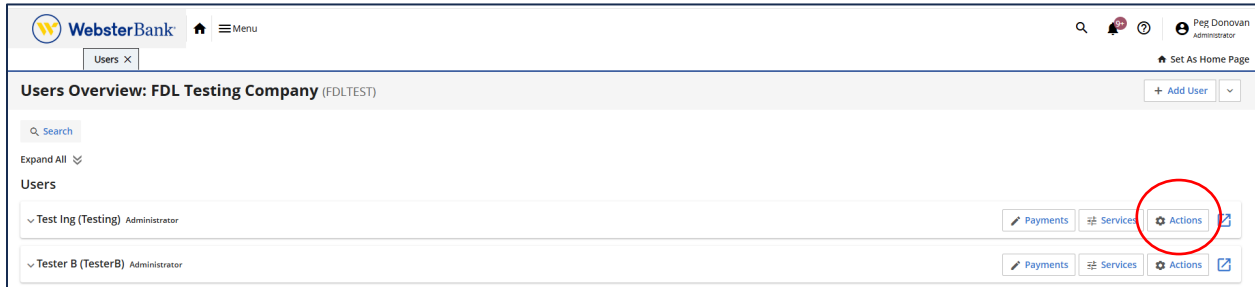
20. All of the payment modules, accounts and limits will be created.

Payment Type	Options & Imports	Approval	Other Settings
ACH Payments	Manual Entry, Edit, Reject, Cancel, Reverse Default Accounts & Permissions Daily Count: 999999 Daily Amount: \$1,000.00 Single: \$1,000.00		Confidential User Enabled
Wire Transfer	Manual Entry, Edit, Reject, Cancel Default Accounts & Permissions Transaction Per Account: \$9,999,999.99 Daily Amount: \$9,999,999.99 Daily Count: 999999 Single: \$99,999,999.99	Default Accounts & Permissions Minimum: -- Maximum: --	Maintenance Enabled Service Administration Enabled Activity Audit Enabled
Account Transfer	Manual Entry, Edit, Reject, Cancel Transaction File Import Enabled Default Accounts & Permissions Transaction Per Account: \$99,999,999.00 Daily Amount: \$99,999,999.00 Daily Count: 99999999 Single: \$99,999,999.00	Default Accounts & Permissions Minimum: -- Maximum: --	Maintenance Enabled Service Administration Enabled Activity Audit Enabled

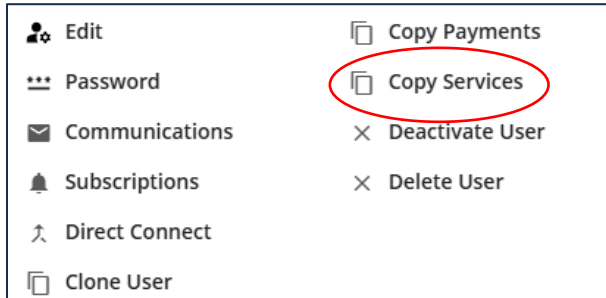
21. Return to the **User** screen.



22. Select **Actions** for the new cloned user.

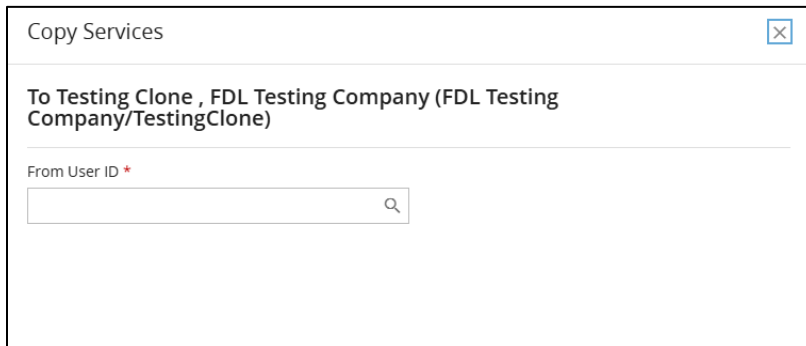


23. A list of features will be displayed.



24. Select **Copy Services**.

25. Select a user to copy services in the **From User ID** field.



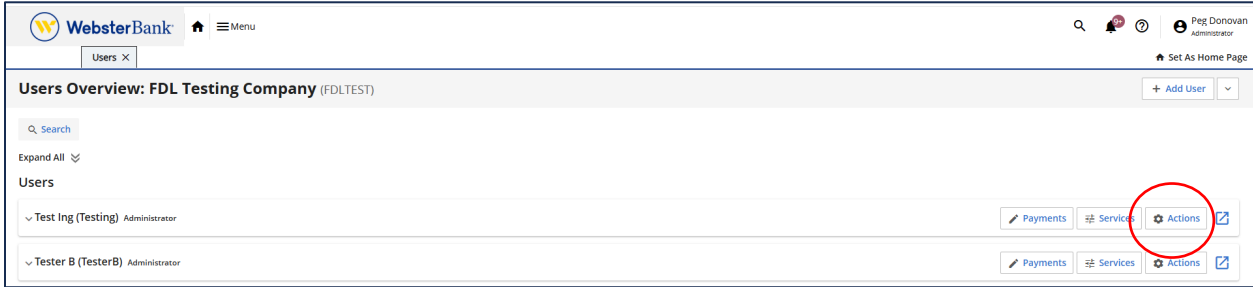
26. Select **Copy account permissions from (User ID)**.

27. Select **Save**.

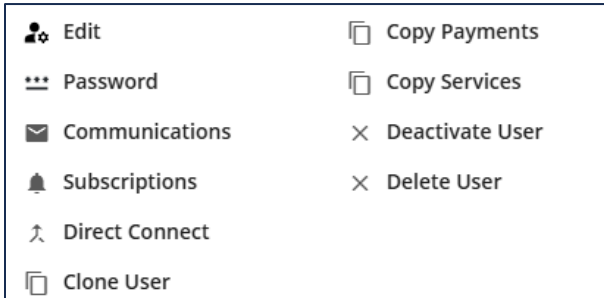
28. All services will be copied to the cloned user.

29. Return to the **User** screen.

30. Select Actions for the new cloned user.

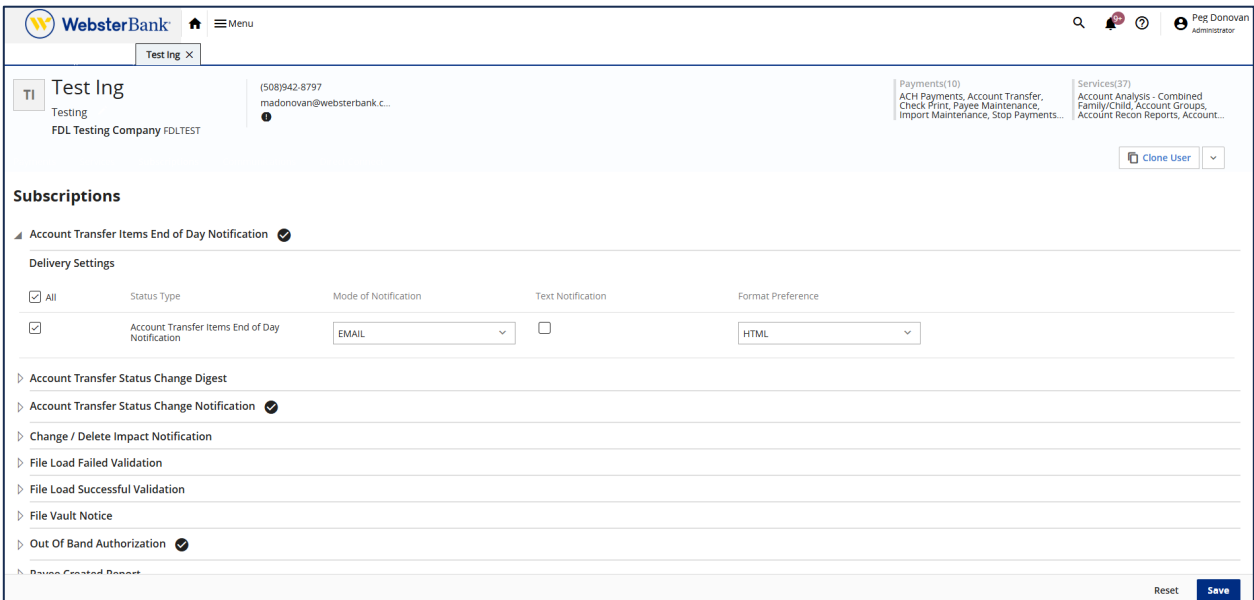


31. A list of features will be displayed.



32. Select other features for this user. For example **Subscriptions**.

- Select the **Subscription** from the menu and the **Subscriptions** screen will be displayed.

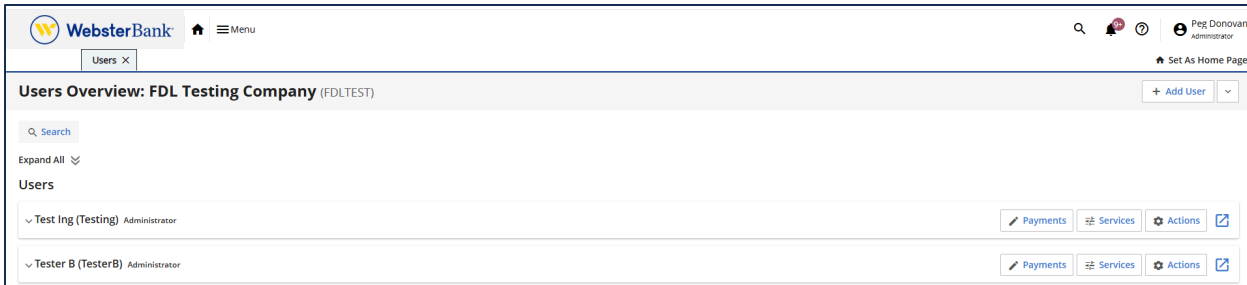


- Under each category on this screen will be a selection of Subscription (notifications) that may be assigned to the user. You can select to receive subscriptions via email or text message. You may also select the format HTML, PDF, Encrypted PDF for Text.

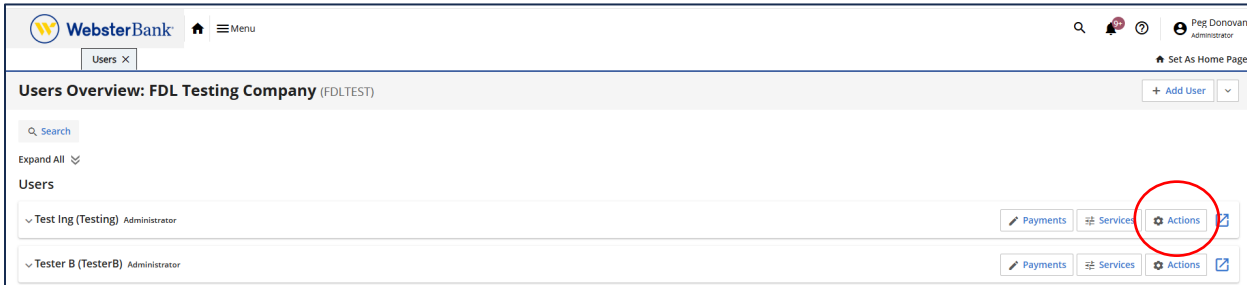
Note: The users may also setup their own Subscriptions.

33. Once are necessary **Subscriptions** are selected select **Save**.

34. Return to the **User** screen.

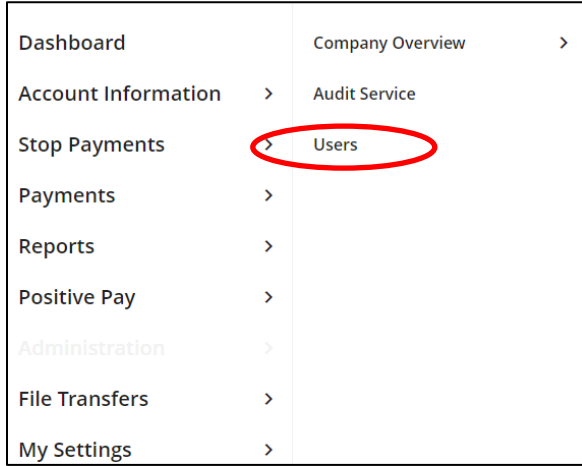


35. Select **Actions** and repeat steps 24 – 32 until all necessary **Actions** are enabled for the user.



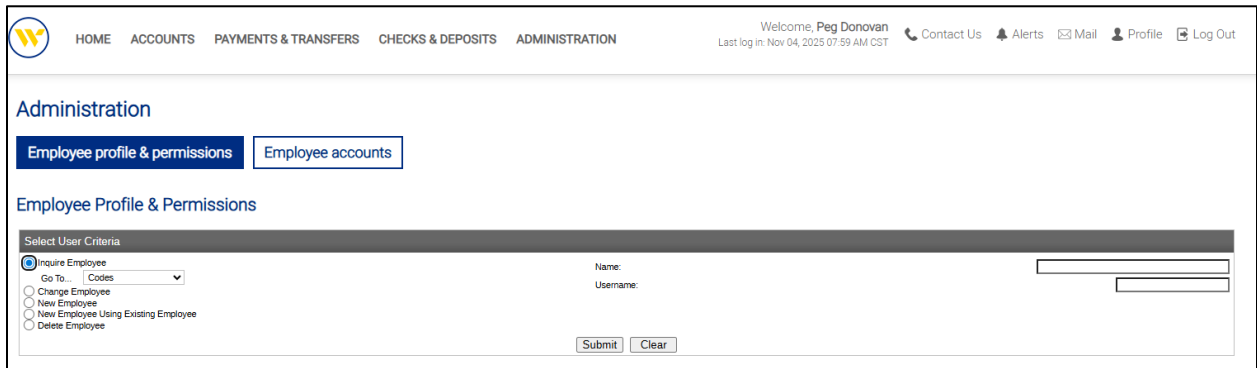
EXISTING USER

1. From the main menu, select **Administration > Users**.

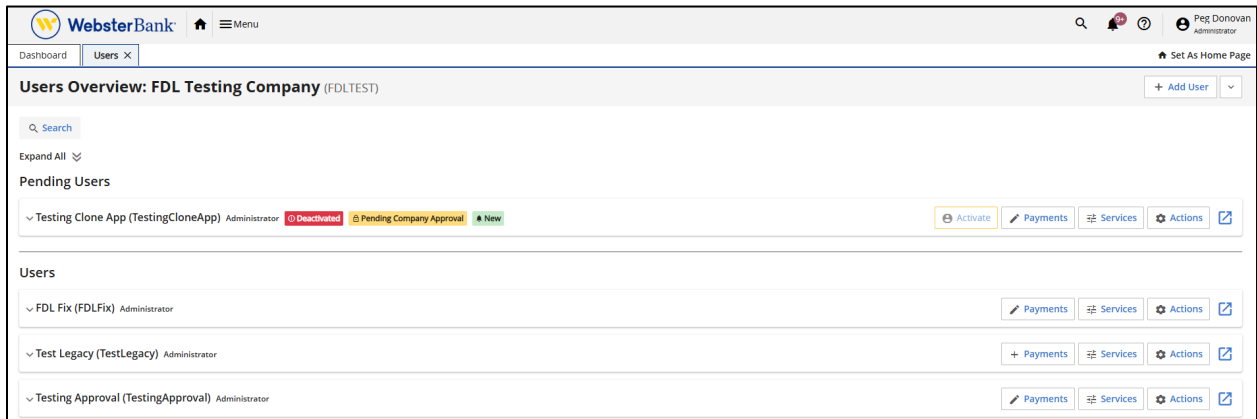


2. The **User Overview** screen will be displayed.

Old:



New:



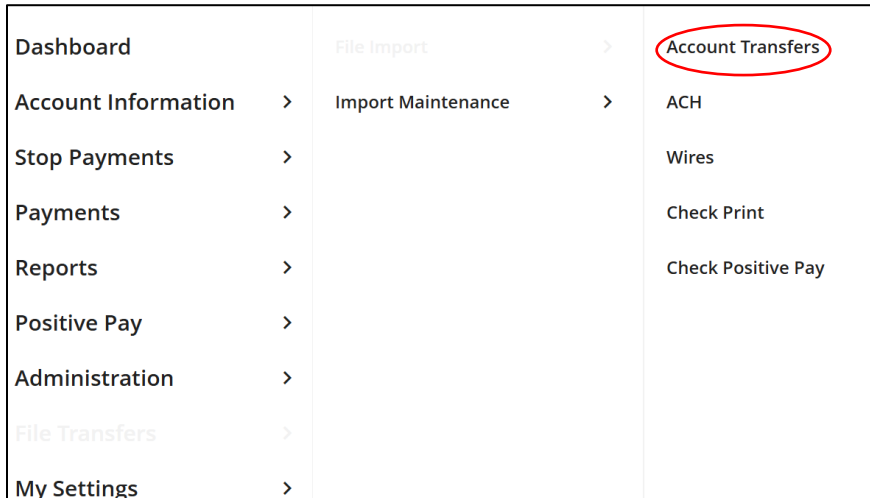
3. Select the **Payments**, **Service** or **Actions** buttons to view/edit any of these features.
 - **Payments** includes:
 - Stop Payments
 - ACH Payments
 - Check Print
 - Manage Payees
 - ACH Positive Pay
 - Check Positive Pay
 - Wire Transfer
 - Account Transfer
 - Import Maintenance
 - Integrated Payables
 - Payment Setup
 - **Services** include:
 - Account Information
 - Company Administration
 - Desktop Connections
 - Mobile–Native-Token App
 - Payables Acknowledgements
 - Secure Browser
 - Secure File Transfer
 - Default
 - **Actions** include:
 - Edit (Contact Information)
 - Password
 - Communications
 - Subscriptions
 - Clone User
 - Copy Payments
 - Copy Services
 - Deactivate User
 - Delete User
 - **Note: The Activate button will only display next to Deactivated user.**
4. Once edits are made on a specific feature, scroll to the bottom of the page and select **Save**.

File Transfer

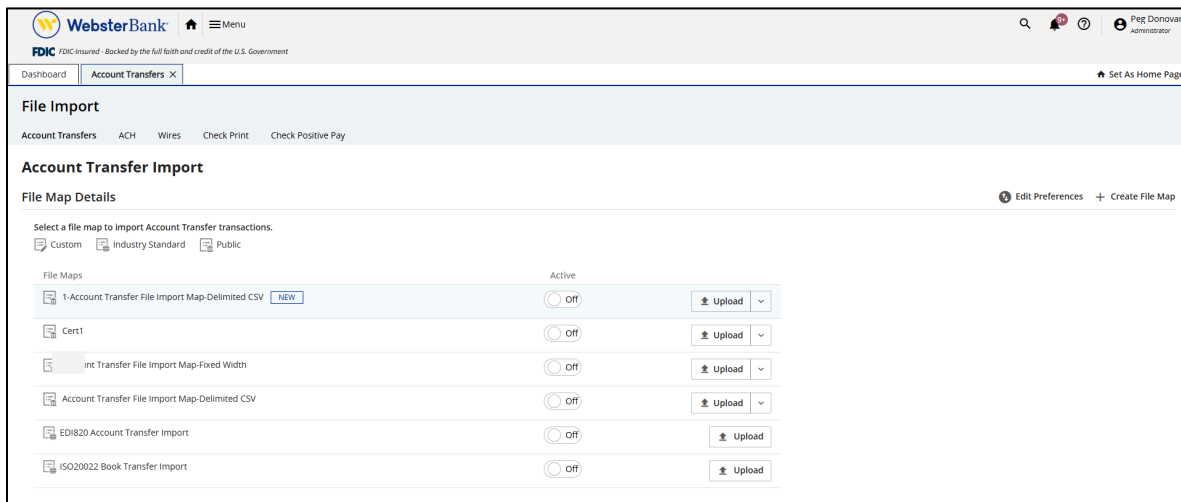
File Import

ACCOUNT TRANSFERS

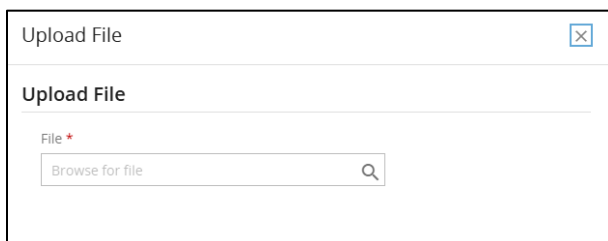
- From the main menu, select **File Transfer > File Import > Account Transfers**.



The **Data Import for ACH Transaction Import** screen will be displayed.

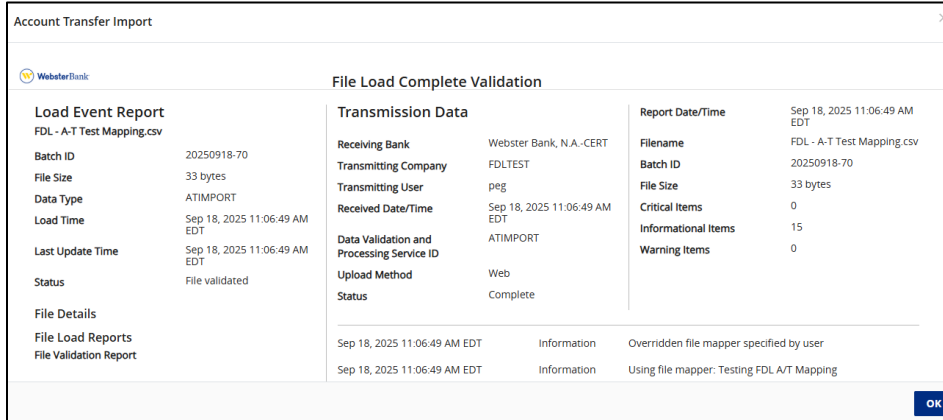


- A list of import formats will be displayed.
- Select the **Upload** button next to the appropriate file format.
- Browse for the correct file.



- Select **Upload** at the bottom of the page.

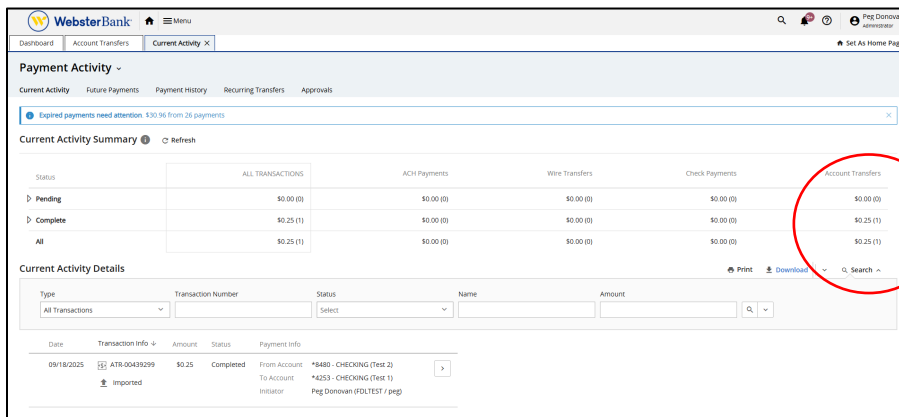
- The **File Load Validation** screen will be displayed. If there are any issues with the file they will be noted on this screen.



- Select **OK** at the bottom of the screen.
- Select the menu icon.



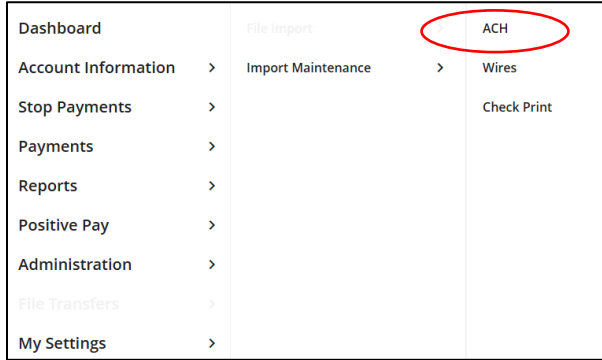
- Select **Payments**.
- Select **Payment Activity**.
- Select **Current Activity**.
- Select the **Account Transfer** heading and the list of imported Account Transfers will be displayed.



- Depending on user entitlements a secondary user may need to approve the transactions.

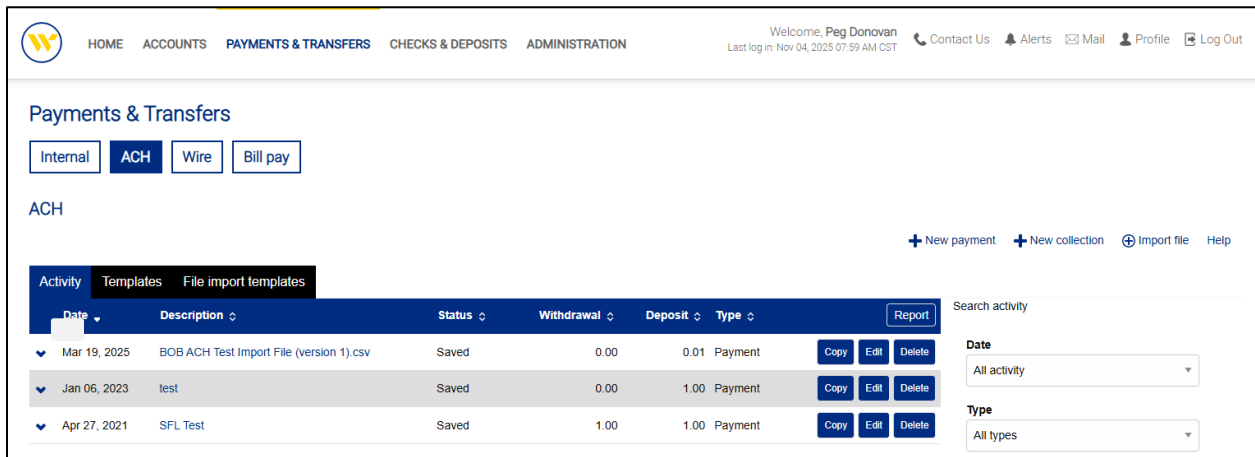
ACH

1. From the main menu, select **File Transfer > File Import > ACH**.

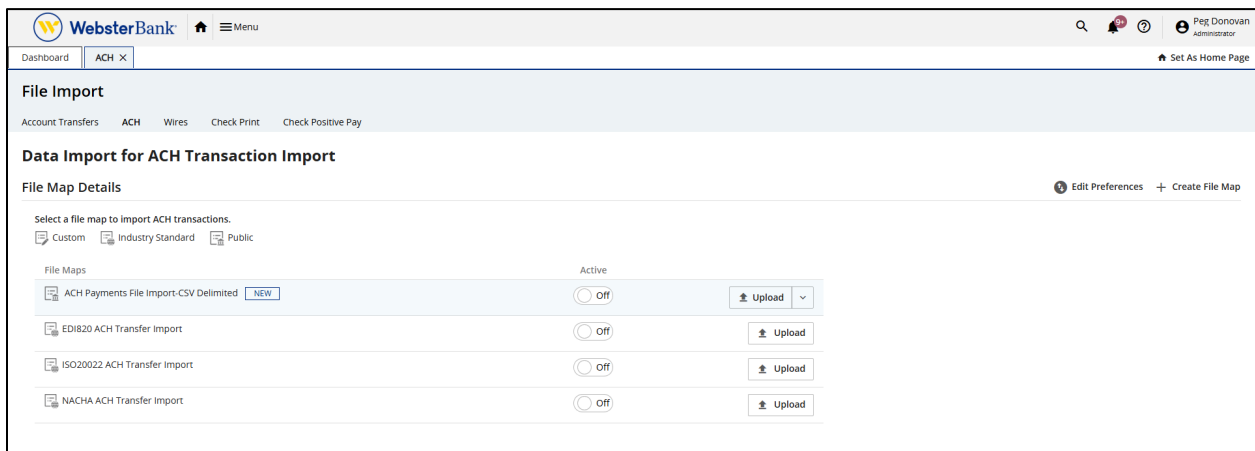


2. The **Data Import for ACH Transaction Import** screen will be displayed.

Old:

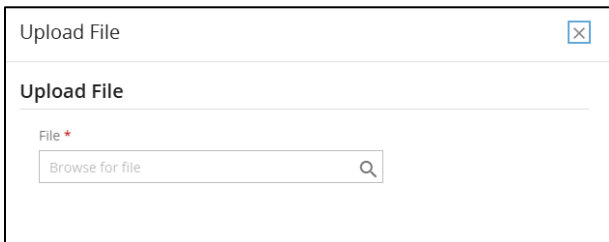


New:



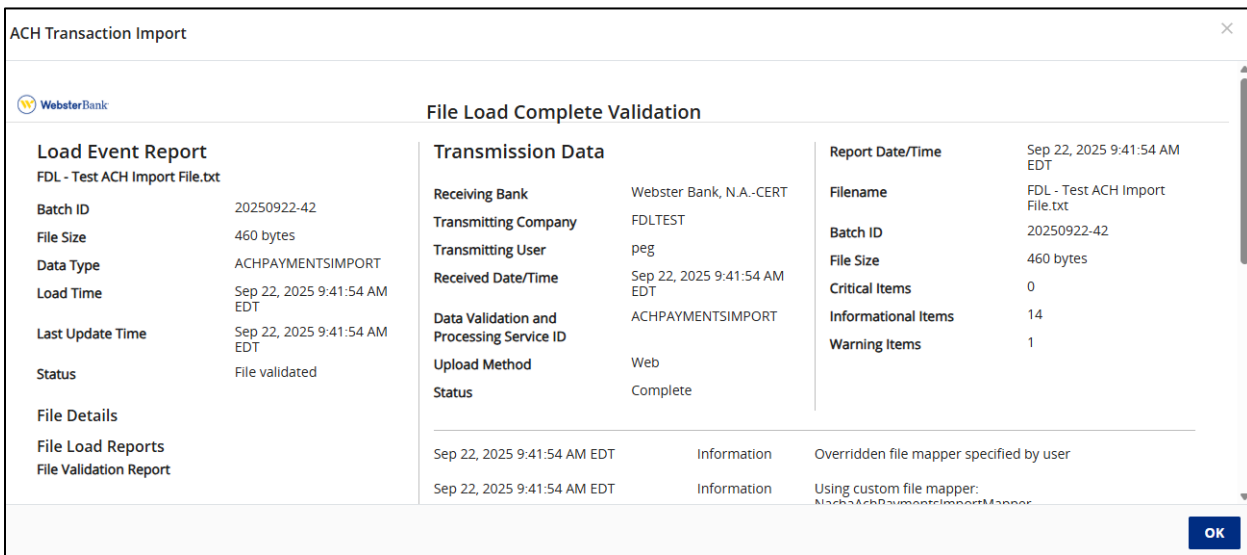
3. A list of import formats will be displayed.
4. Select the **Upload** button next to the appropriate file format.

5. Browse for the correct file.



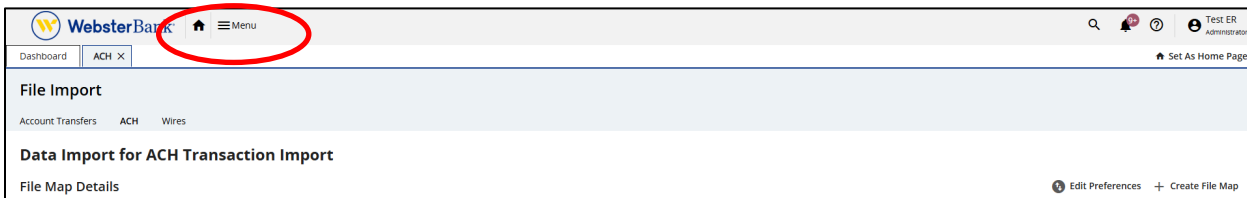
6. Select **Upload** at the bottom of the page.

7. The **File Load Validation** screen will be displayed. If there are any issues with the file they will be noted on this screen.



8. Select **OK** at the bottom of the screen.

9. Select the menu icon.



10. Select **Payments**.

11. Select **Payment Activity**.

12. Select **Current Activity**.

13. Select the **ACH** heading and the list of imported ACH transactions will be displayed.

14. Depending on user entitlements a secondary user may need to approve the transactions.

Edit Preferences

1. Select **Edit Preferences** on the far right-hand side of the screen to **Edit Response Preferences**.

The screenshot shows the 'File Import' section of the WebstervilleBank interface. At the top, there are navigation links for 'Account Transfers', 'ACH', 'Wires', 'Check Print', and 'Check Positive Pay'. Below this is the 'Data Import for ACH Transaction Import' section. Under 'File Map Details', there is a prompt to 'Select a file map to import ACH transactions.' with options for 'Custom', 'Industry Standard', and 'Public'. A table lists several file maps, each with an 'Active' toggle and an 'Upload' button. The 'ACH Payments File Import-CSV Delimited' map is marked as 'NEW'. The 'Edit Preferences' link is circled in red.

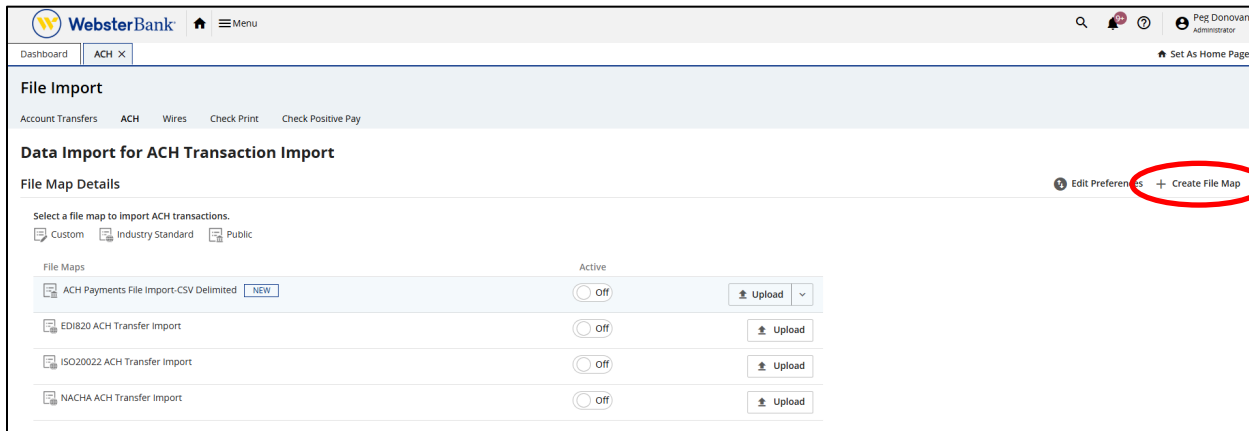
File Maps	Active	
ACH Payments File Import-CSV Delimited NEW	<input type="radio"/> Off	Upload
EDI820 ACH Transfer Import	<input type="radio"/> Off	Upload
ISO20022 ACH Transfer Import	<input type="radio"/> Off	Upload
NACHA ACH Transfer Import	<input type="radio"/> Off	Upload

The 'Edit Response Preferences' dialog box is shown. It contains three sections: 'EDI 820 Response Preferences' with a checkbox for 'File Acknowledgement (EDI 997)', 'ISO 20022 Response Preferences' with a checkbox for 'ISO 20022 Acknowledgement', and 'NACHA Import Preferences'. Under 'NACHA Import Preferences', there is a section for 'ACH company 1' with a question 'Does your file contains offsets?' (radio buttons for Yes/No), a text input for 'What offset accounts should we look for in the file?', and a 'Select Accounts' button. Below this is a section for 'ACH company 2' with a message 'There are no offset accounts setup for this ACH Company.' At the bottom, there are 'Cancel' and 'Save' buttons.

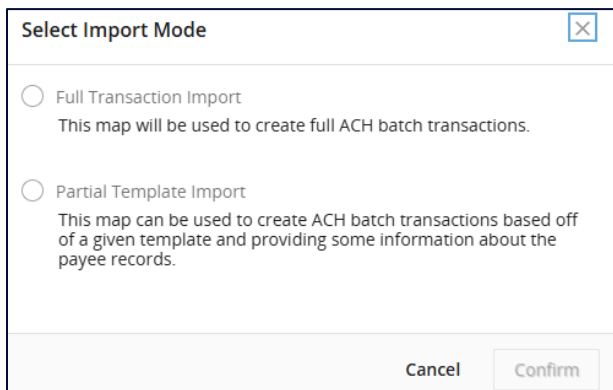
2. After edits are made scroll to the bottom of the page and select **Save**.

Create File Map

1. To create a custom File Map, from the far right-hand side of the screen select **Create File Map**.



2. Select the **Import Mode**.

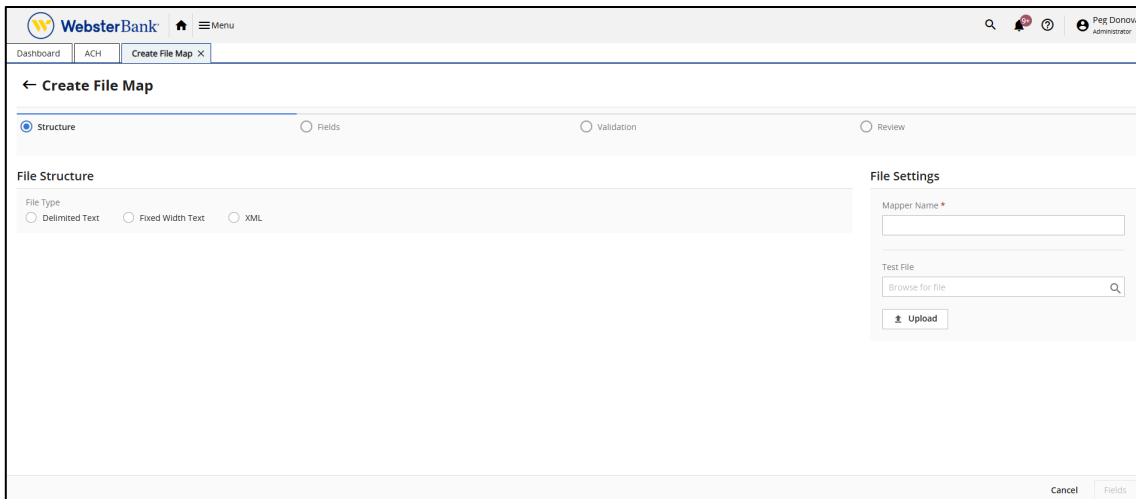


3. Select **Confirm**.

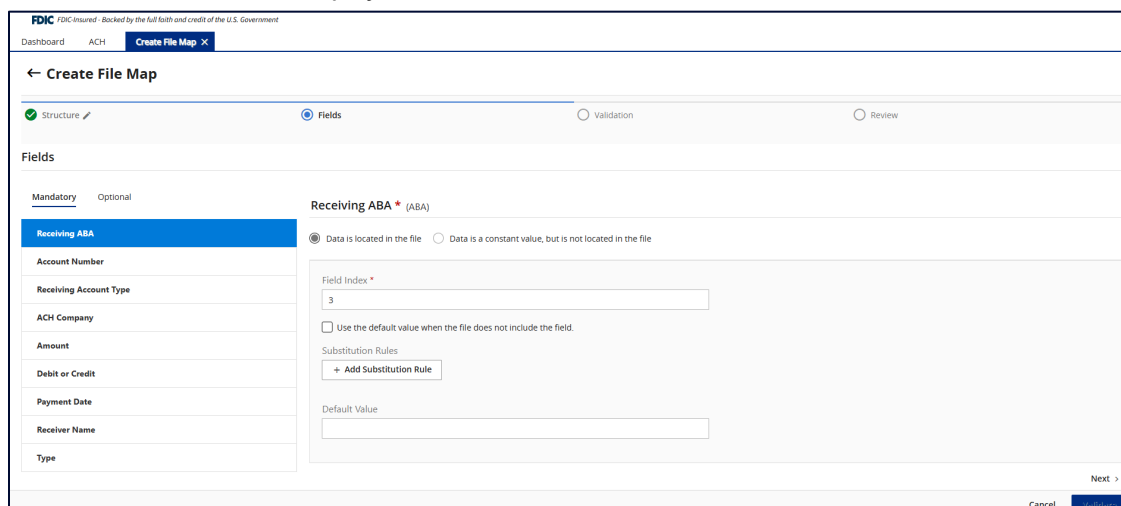
4. Complete the following fields:

- **File Structure** – select **Delimited Text, Fixed Format Text or XML**
 - **What type of field delimiter is used in your file?** Example: CSV or Comma.
 - **Should blank spaces be ignored?**
 - **Does your file contain Header or Footer?**
- **File Settings** – enter a Mapper Name

- The user may opt to upload a **Test File**



5. Select **Fields** at the bottom of the screen.
6. The **Fields** screen will be displayed.



7. For each field indicate the Index (column) the information is located.
8. After each field is completed select **Next** until all fields are mapped.
9. Select **Validate** at the bottom of the screen.
10. Select **Review**.

11. The **Review** screen will be displayed. If all information is correct select **Save**.

FDIC FDIC Insured - Backed by the full faith and credit of the U.S. Government
Dashboard ACH **Create File Map** ×

← **Create File Map**

✔ Structure ✔ Fields ✔ Validation **Review**

Test File

Test File
Browse for file

File Settings

File Structure Delimited Text Header / footer structure None
 Delimiter -
 Ignore blank lines? true

Record Data

Field	Type	Required	Source	Details	Substitution Rules
Receiving ABA	ABA	<input checked="" type="checkbox"/>	From File	Index: 3	None
Account Number	Text	<input checked="" type="checkbox"/>	From File	Index: 4	None
Receiving Account Type	Text	<input checked="" type="checkbox"/>	From File	Index: 9	Field Value ~

Cancel

12. The newly mapped file format will be displayed on the **Data Import for ACH Transaction Import** screen.

FDIC FDIC Insured - Backed by the full faith and credit of the U.S. Government
Dashboard **ACH** × Set As Home Page

File Import
ACH Wires Check Print

Data Import for ACH Transaction Import

✔ Successfully saved file map.

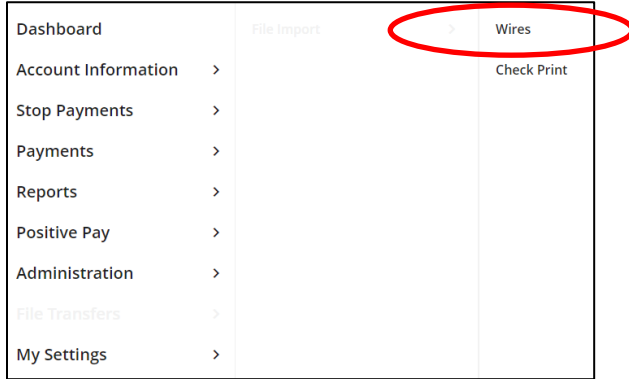
File Map Details Edit Preferences + Create File Map

Select a file map to import ACH transactions.
 Custom Industry Standard Public

File Maps	Active	
Testing ACH Import Mapping 2 <input type="button" value="NEW"/>	<input type="radio"/> Off	<input type="button" value="Upload"/> <input type="button" value="v"/>
ACH Payments File Import-CSV Delimited	<input type="radio"/> Off	<input type="button" value="Upload"/> <input type="button" value="v"/>
EDI820 ACH Transfer Import	<input type="radio"/> Off	<input type="button" value="Upload"/>
ISO20022 ACH Transfer Import	<input type="radio"/> Off	<input type="button" value="Upload"/>
NACHA ACH Transfer Import	<input type="radio"/> Off	<input type="button" value="Upload"/>

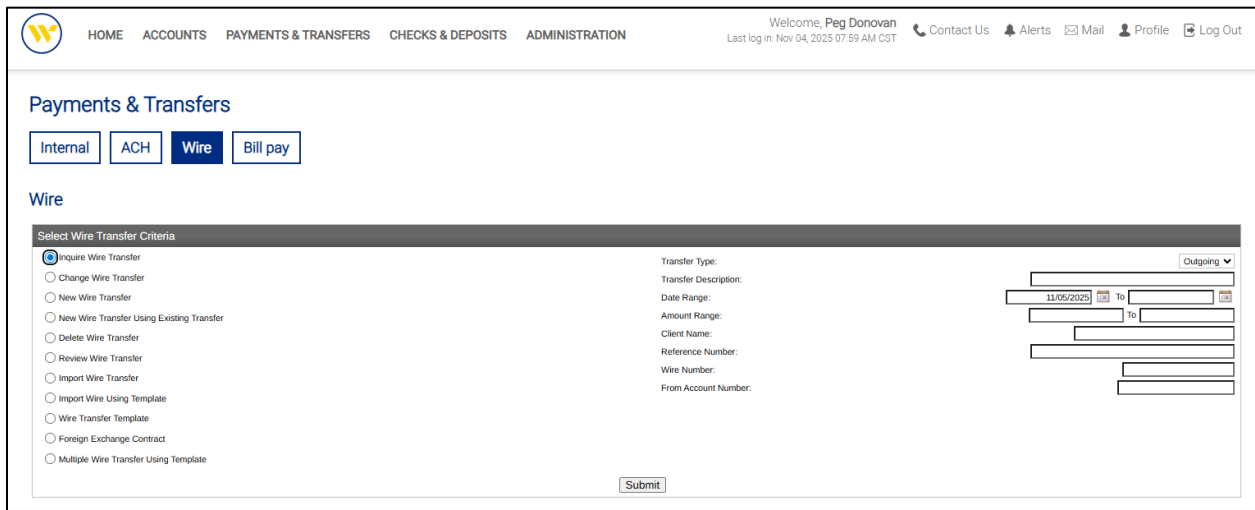
WIRES

- From the main menu, select **File Transfer > File Import > Wires**.

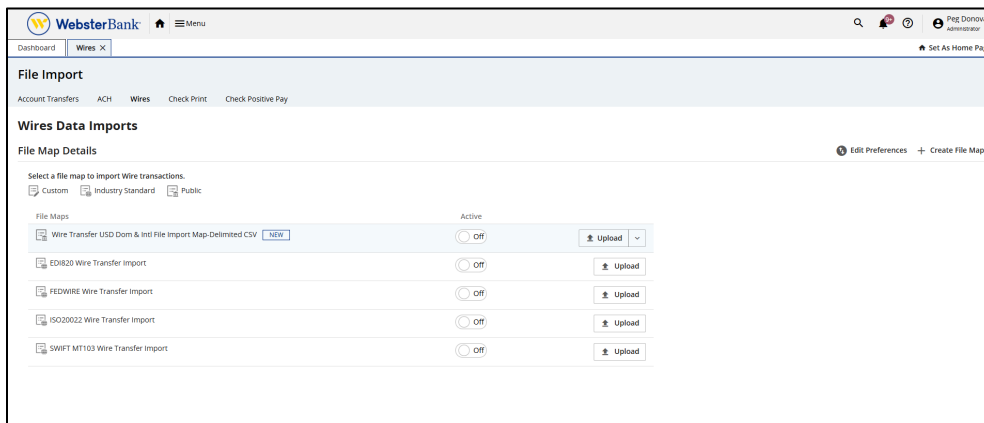


- The **Wire Data Import** screen will be displayed.

Old:

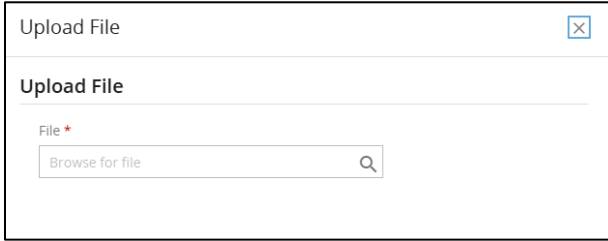


New:



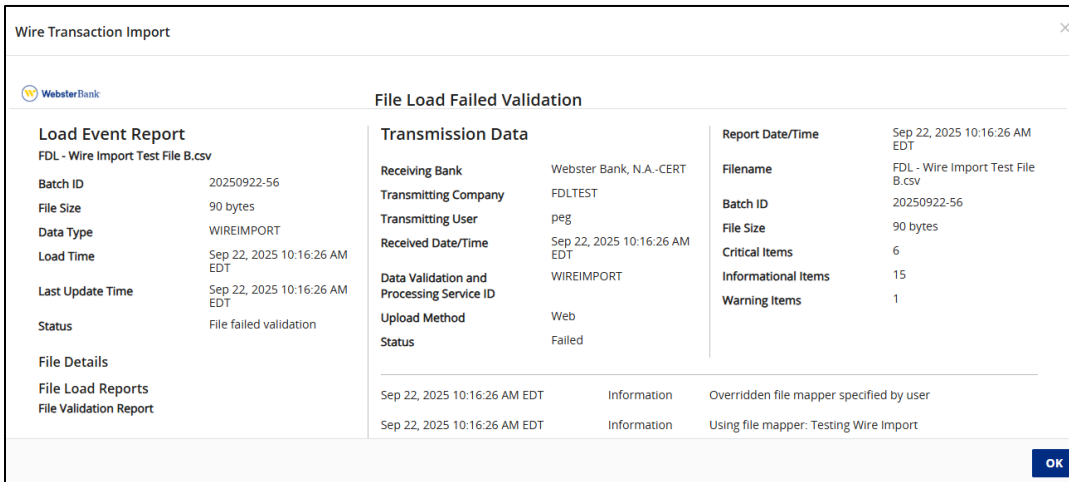
- A list of import formats will be displayed.
- Select the **Upload** button next to the appropriate file format.

5. Browse for the correct file.

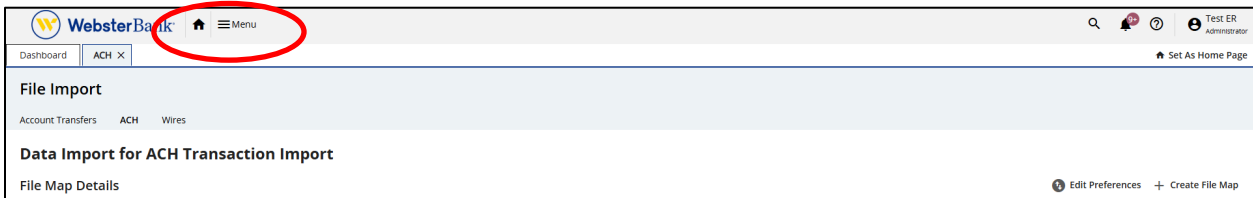


6. Select **Upload** at the bottom of the page.

7. Select **OK** at the bottom of the screen.



8. Select the menu icon.



9. Select **Payments**.

10. Select **Payment Activity**.

11. Select **Current Activity**.

12. Select the **Wire Transfer** heading and the list of imported Wire Transfers transactions will be displayed.

13. Depending on user entitlements a secondary user may need to approve the transactions.

Edit Preferences

1. Select **Edit Preferences** on the far right-hand side of the screen to edit **Response Preferences**.

The screenshot shows a dialog box titled "Edit Response Preferences". It is organized into several sections:

- EDI 820 Response Preferences:**
 - EDI824 Application Advice (EDI 824)
Transfers imported via EDI820 can receive an EDI824 Application Advice.
 - File Acknowledgement (EDI 997)
Payments imported via EDI820 can receive an EDI997 File Acknowledgement.
- ISO 20022 Response Preferences:**
 - ISO 20022 Acknowledgement
Transfers imported via ISO 20022 can receive a Payment File Acknowledgement.
 - ISO 20022 Payment Confirmation
Transfers imported via ISO 20022 can receive a Confirmation.
- Fed Max Response Preferences:**
 - Fed Max Acknowledgement
Transfers imported via Fed Max can receive a Payment File Acknowledgement.
 - Fed Max Payment Confirmation
Transfers imported via Fed Max can receive a Confirmation.
- Other Response Preferences:**
 - Flat File Application Advice
This form of Flat file application advice is only for files loaded as a CSV.
Over what channel would you like the file delivered?
 Web Desktop FTP Pickup FTP Delivery

At the bottom right, there are "Cancel" and "Save" buttons.

2. After edits are made scroll to the bottom of the page and select **Save**.
3. To create a custom File Map, from the far right-hand side of the screen select **Create File Map**.

The screenshot shows a "Create File Map" dialog box with a breadcrumb trail: Dashboard > Wires > Create File Map. The dialog has four tabs: Structure (selected), Fields, Validation, and Review.

File Structure:

- File Type:
 - Delimited Text
 - Fixed Width Text
 - XML

File Settings:

- Mapper Name * (text input)
- Test File (Browse for file button)
- Upload button

At the bottom right, there are "Cancel" and "Next" buttons.

4. Complete the following fields:
 - **File Structure** – select **Delimited Text**, **Fixed Format Text** or **XML**
 - **What type of field delimiter is used in your file?** Example: CSV or Comma.
 - **Should blank spaces be ignored?**
 - **Does your file contain Header or Footer?**
 - **File Settings** – enter a Mapper Name
 - The user may opt to upload a test file
5. Select **Fields** at the bottom of the screen.

6. The **Fields** screen will be displayed.

The screenshot shows the 'Create File Map' interface with the 'Fields' tab selected. On the left, there is a list of fields under 'Mandatory' and 'Optional' tabs. The 'Amount' field is selected and highlighted in blue. To the right of the 'Amount' field, there are two radio buttons: 'Data is located in the file' (which is selected) and 'Data is a constant value, but is not located in the file'. Below the 'Amount' field, there are several other fields listed: Beneficiary Address 1, Beneficiary Address 2, Beneficiary Address 3, Beneficiary Bank Country, Beneficiary Country, Beneficiary Id, and Beneficiary Id Type. At the bottom right, there are 'Cancel' and 'Validate' buttons.

7. Under the **Mandatory** tab select each category and enter the required information.

- Select **Data is located in file** to map out the specific fields for each category.

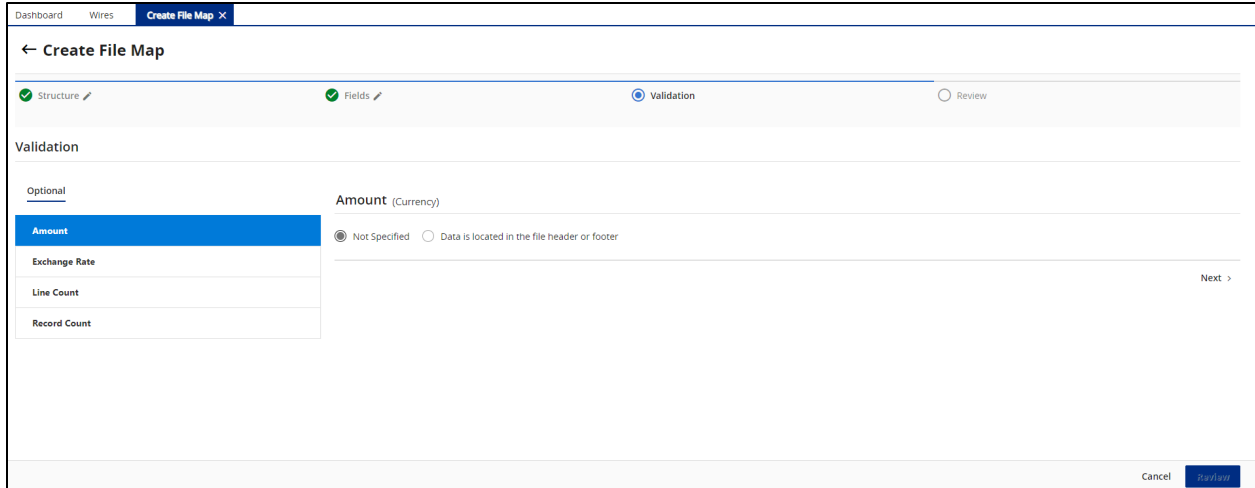
The screenshot shows the 'Create File Map' interface with the 'Fields' tab selected. The 'Mandatory' tab is selected, and the 'Payment Date' field is highlighted. To the right of the 'Payment Date' field, there are two radio buttons: 'Data is located in the file' (which is selected) and 'Data is a constant value, but is not located in the file'. Below the radio buttons, there is a 'Field Index' input field, a checkbox for 'Use the default value when the file does not include the field', a 'Date Format' dropdown menu set to 'yyyyMMdd', a 'Substitution Rules' section with an 'Add Substitution Rule' button, and a 'Default Value' dropdown menu set to 'No Default'. At the bottom right, there are 'Cancel' and 'Validate' buttons.

- Select **Data is a constant value, but is not located in the file** to set default information.

The screenshot shows the 'Create File Map' interface with the 'Fields' tab selected. The 'Mandatory' tab is selected, and the 'Payment Date' field is highlighted. To the right of the 'Payment Date' field, there are two radio buttons: 'Data is located in the file' and 'Data is a constant value, but is not located in the file' (which is selected). Below the radio buttons, there is a 'Default Value' dropdown menu set to 'No Default'. Below the dropdown menu, there are two red error messages: 'This field is required.' At the bottom right, there are 'Cancel' and 'Validate' buttons.

8. Once all mandatory fields have been mapped select **Validate** at the bottom of the screen.

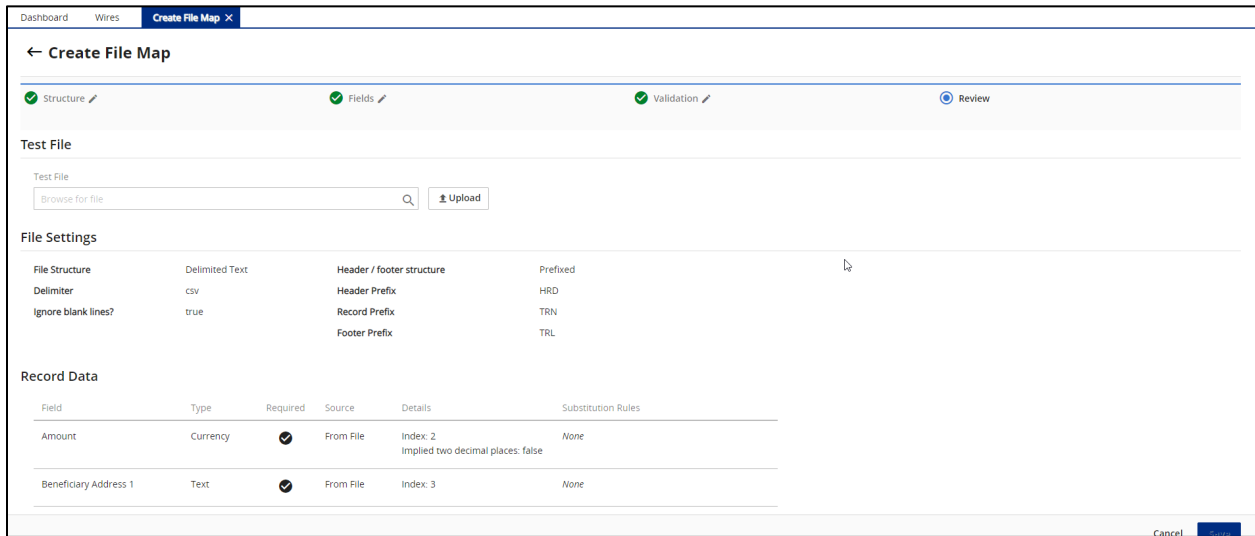
9. The **Validation** screen will be displayed.



10. The **Optional** fields will be displayed. The user may select any/all of the Optional fields to add to the mapping format.

11. Select **Review** at the bottom of the screen.

12. Review the file mapping and select **Save** at the bottom of the screen.

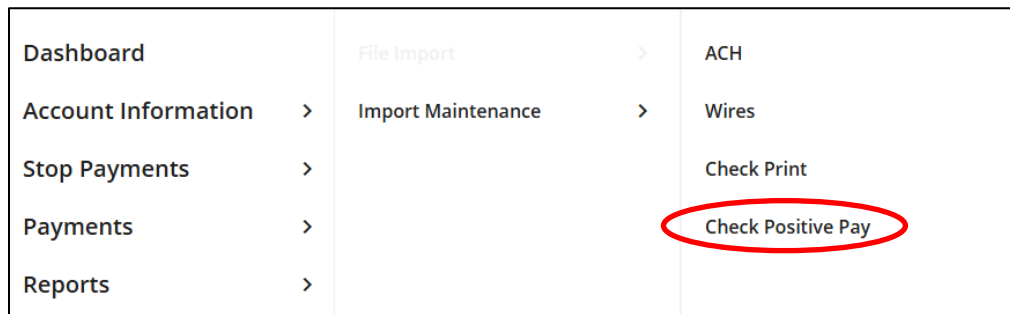


13. The new file mapping will be displayed under the **File Map Details**.

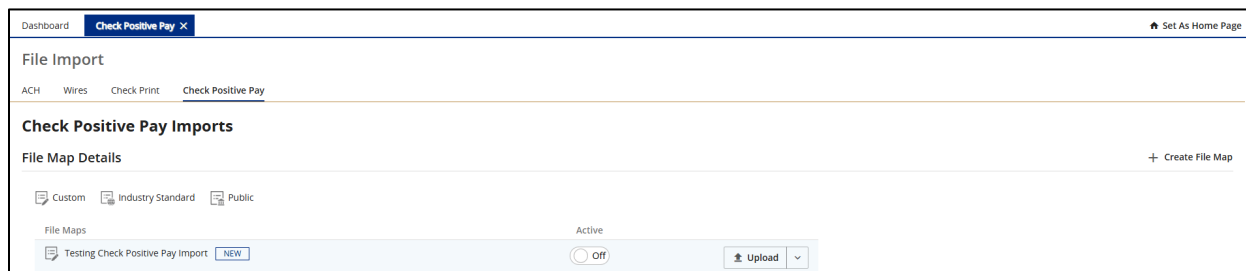
The screenshot displays the 'File Map Details' page in the e-Treasury interface. At the top, there is a navigation bar with 'Dashboard' and 'Wires x'. Below this, the page title is 'File Import' with sub-links for 'Wires' and 'Check Print'. A green notification banner at the top states 'successfully saved file map.'. The main section is titled 'File Map Details' and includes options for 'Custom', 'Industry Standard', and 'Public'. Under the 'File Maps' section, a list of file maps is shown. The first entry, 'Testing File Name', is highlighted in light blue and has a 'NEW' label and an 'Edit File Map' dropdown menu. Below it are other file maps: 'Wire Transfer USD Dom & Intl File Import Map-Delimited CSV' (with a 'Print' button), 'EDI820 Wire Transfer Import', 'FEDWIRE Wire Transfer Import', 'ISO20022 Wire Transfer Import', and 'SWIFT MT103 Wire Transfer Import'. At the bottom, there is a 'Saved Preferences' section with the text 'Flat File Application Advice'.

CHECK POSITIVE PAY

1. From the main menu, select **File Transfer > File Import > Check Positive Pay**.

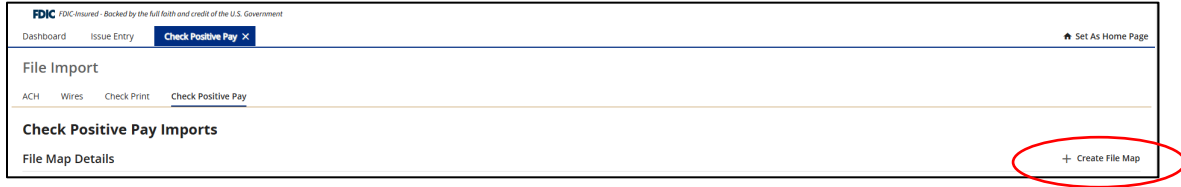


2. The **Check Payments Import** screen will be displayed.

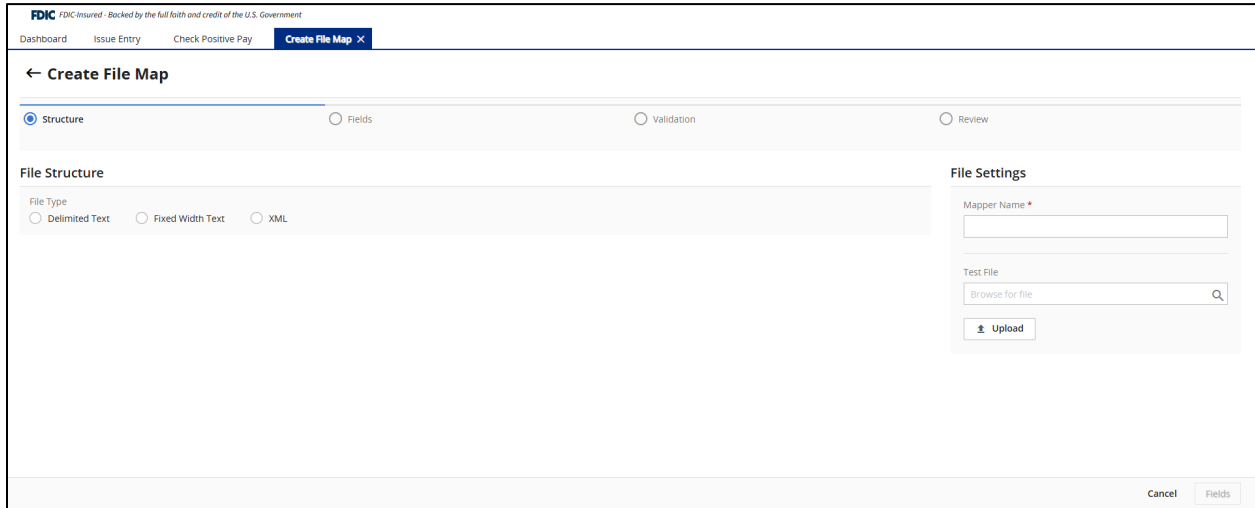


Create File Map

1. Select **+Create File Map** on the right-hand side of the screen.

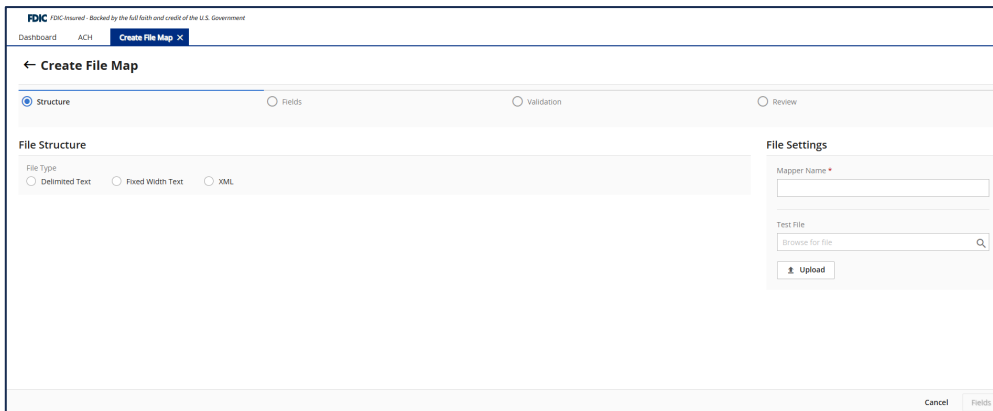


2. The **Create File Map** screen will be displayed.



3. Complete the following fields:

- **File Structure** – select **Delimited Text**, **Fixed Format Text** or **XML**
 - **What type of field delimiter is used in your file?** Example: CSV or Comma.
 - **Should blank spaces be ignored?**
 - **Does your file contain Header or Footer?**
- **File Settings** – enter a Mapper Name
- The user may opt to upload a **Test File**



4. Select **Fields** at the bottom of the screen.

5. The **Fields** screen will be displayed.

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 Dashboard Issue Entry Check Positive Pay **Create File Map** X

← **Create File Map**

Structure ✓ **Fields** Validation Review

Fields Test File Map

Mandatory Optional

Receiving ABA

Account Number ○
 Amount ○
 Check Number ○
 Issue Date ○

Receiving ABA * (ABA)

Data is located in the file Data is a constant value, but is not located in the file

Field Index *
 1

Select Receiving ABA.

<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1	2	3	4	5	6	7
011000390	12345	1.00	98765	05142025	Test	

Use the default value when the file does not include the field.

Substitution Rules
 + Add Substitution Rule

Cancel Validate

6. For each field indicate the Index (column) the information is located.

7. After each field is completed select **Next** until all fields are mapped.

8. Select **Validate** at the bottom of the screen.

9. Select **Review**.

10. The **Review** screen will be displayed. If all information is correct select **Save**.

FDIC FDIC-insured - Backed by the full faith and credit of the U.S. Government
 Dashboard Issue Entry Check Positive Pay **Create File Map** X

← **Create File Map**

Structure ✓ **Fields** ✓ Validation ✓ **Review**

Test File

Test File
 Browse for file

File Settings

File Structure	Delimited Text	Header / footer structure	None
Delimiter	,		
Ignore blank lines?	true		

Record Data

Field	Type	Required	Source	Details	Substitution Rules
Receiving ABA	ABA	<input checked="" type="checkbox"/>	From File	Index: 1	None
Account Number	Text	<input checked="" type="checkbox"/>	From File	Index: 2	None
Amount	Currency	<input checked="" type="checkbox"/>	From File	Index: 3 Implied two decimal places: false	None

Cancel Test

11. The newly mapped file format will be displayed on the **Data Import for ACH Transaction Import** screen.

FDIC FDIC-insured - Backed by the full faith and credit of the U.S. Government
 Dashboard Issue Entry **Check Positive Pay** X Set As Home Page

File Import

ACH Wires Check Print **Check Positive Pay**

Check Positive Pay Imports

Successfully saved file map. X

File Map Details + Create File Map

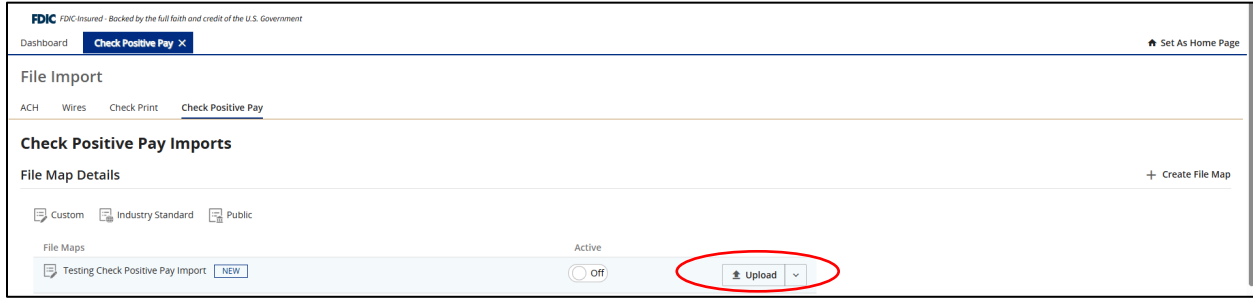
Custom Industry Standard Public

File Maps

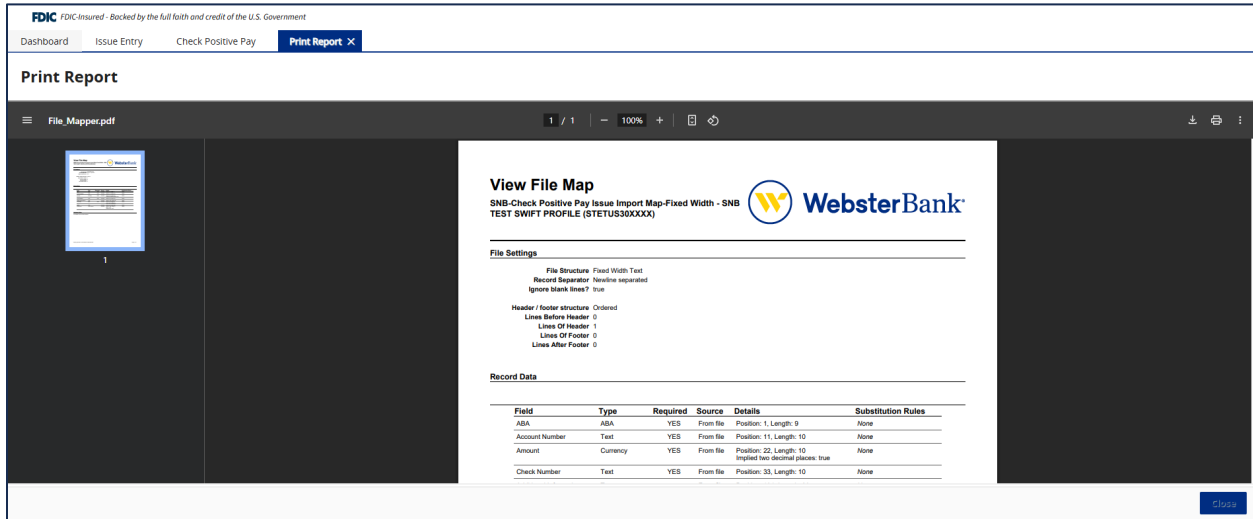
Testing Check Positive Pay Import **NEW** Off

Upload

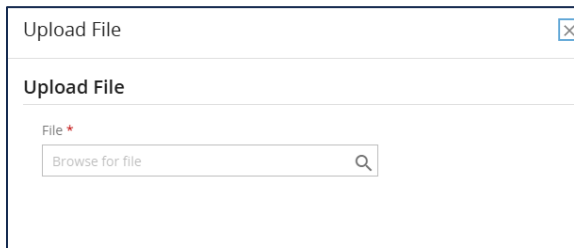
1. From the **Check Positive Pay** screen, select **Upload** next to the appropriate import format.



Note: Use the drop-down arrow to select **Print** to view the file format.



2. Browse for the file.



3. Select **Upload**.

4. A **File Load Validation** screen will be displayed.

The screenshot shows a 'Check Positive Pay' window with the following sections:

- Load Event Report:** FDL Check Issue Test File.csv, Batch ID: 20250922-57, File Size: 82 bytes, Data Type: CHECKPOSPAYISSUE, Load Time: Sep 22, 2025 10:22:19 AM EDT, Last Update Time: Sep 22, 2025 10:22:19 AM EDT, Status: File validated.
- Transmission Data:** Receiving Bank: Webster Bank, N.A.-CERT, Transmitting Company: FDLTEST, Transmitting User: peg, Received Date/Time: Sep 22, 2025 10:22:19 AM EDT, Data Validation and Processing Service ID: CHECKPOSPAYISSUE, Upload Method: Web, Status: Complete.
- Report Date/Time:** Sep 22, 2025 10:22:19 AM EDT
- File Details:** Filename: FDL Check Issue Test File.csv, Batch ID: 20250922-57, File Size: 82 bytes, Critical Items: 0, Informational Items: 10, Warning Items: 0.
- File Load Reports:**
 - Sep 22, 2025 10:22:19 AM EDT - Information - Overridden file mapper specified by user
 - Sep 22, 2025 10:22:19 AM EDT - Information - Using file mapper: Testing Check Positive Pay Import

An 'OK' button is located at the bottom right of the window.

Note: If there are any issues loading the file they will be displayed the File Load Validation screen.

5. Select the **Menu** icon.

The screenshot shows the Websterville Bank dashboard. The 'Menu' icon, represented by three horizontal lines, is circled in red in the top navigation bar. Other elements include the 'Check Positive Pay' tab, 'File Import' section, and 'Check Positive Pay Imports' section.

6. Select **Positive Pay**.

7. Select **Check Positive Pay**.

8. Select **Issue Activity**.

9. A list of import checks will be displayed.

The screenshot shows the 'Issue Activity' screen for 'Check Positive Pay'. It includes a notification bar, a search and filter section, and a table of imported checks.

Notification: Issues will be delivered on Sep 22, 2025 10:30 AM EDT.

Search and Filter: Print, Export, Search

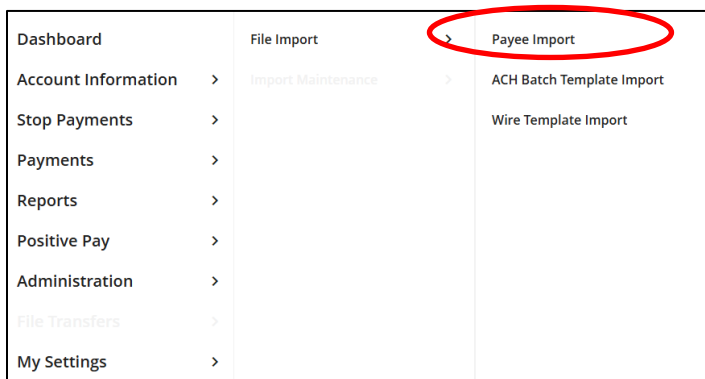
Table Headers: Account Number, Check Number, Amount From, Amount To, Issue Date From, Issue Date To, Status

Account Number	Check Number	Issue Date	Amount	Payee	Status	
Imported *8480 - CHECKING (Test 2)	1003	09/22/2025	\$1.25	--	Pending Delivery	Edit
Imported *8480 - CHECKING (Test 2)	1004	09/22/2025	\$2.25	--	Pending Delivery	Edit

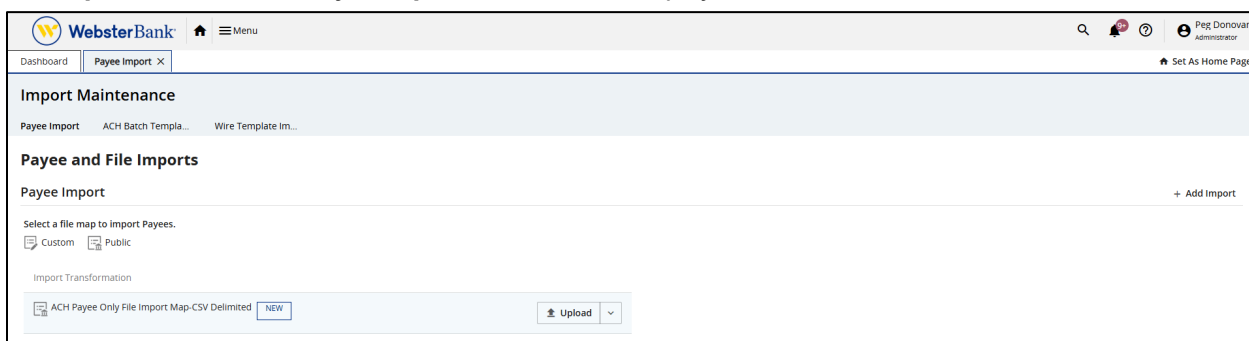
Import Maintenance

PAYEE IMPORT

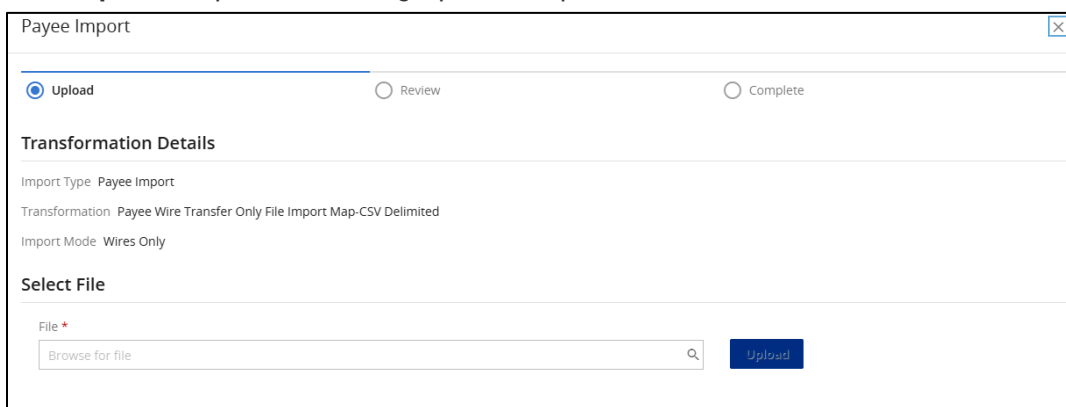
- From the main menu, select **File Transfer > Import Maintenance > Payee Import**.



- The **Import Maintenance, Payee Import** screen will be displayed.



- A list of public import formats will be displayed.
- Select **Upload** to upload a file using a public template.



- Search for the appropriate file and select **Upload**.
- Select **Continue**.

7. The **Transformation Details** screen will be displayed.

The screenshot shows the 'Payee Import' window with the 'Review' step selected. The 'Transformation Details' section shows: Import Type: Payee Import, Transformation: Testing Payee Import, and Import Mode: ACH Only. The 'Validation Log' shows four informational messages: '[INFO] Parsed 1 lines from source file', '[INFO] Parsed 1 records from source file', '[INFO] Source file passed totals validation rules', and '[INFO] File completed validation'. The 'File Data' section shows 'Record Count: 1'. The 'Record Data' section contains a table with the following data:

Payee Name	Payee ID	Payee Type	Display Name	Address 1	Address 2	Address 3	Email Address	Account Name	Account Number	Account Type	Account Currency	Bank ID	Bank Name	Pr
1	Tester	Test1	INDIVIDUAL					Testing	123456	CHECKING	USD	026009593		

At the bottom right, there are 'Cancel' and 'Complete' buttons.

8. Select **Complete**.

9. Select the **Menu** icon.

The screenshot shows the WebsterBank user interface. The 'Menu' icon, represented by three horizontal lines, is circled in red. The interface includes a top navigation bar with the WebsterBank logo, a search icon, a notification bell, a refresh icon, and the user name 'Peg Donovan Administrator'. Below the navigation bar, there are tabs for 'Dashboard' and 'Payee Import'. The main content area is divided into sections: 'Import Maintenance' with links for 'Payee Import', 'ACH Batch Templa...', and 'Wire Template Im...'; and 'Payee and File Imports' with a link for 'Payee Import' and an '+ Add Import' button.

10. Select **Payments**.

11. Select **Payees**.

12. Select **Manage Payees**.

13. A list of Payees will be displayed.

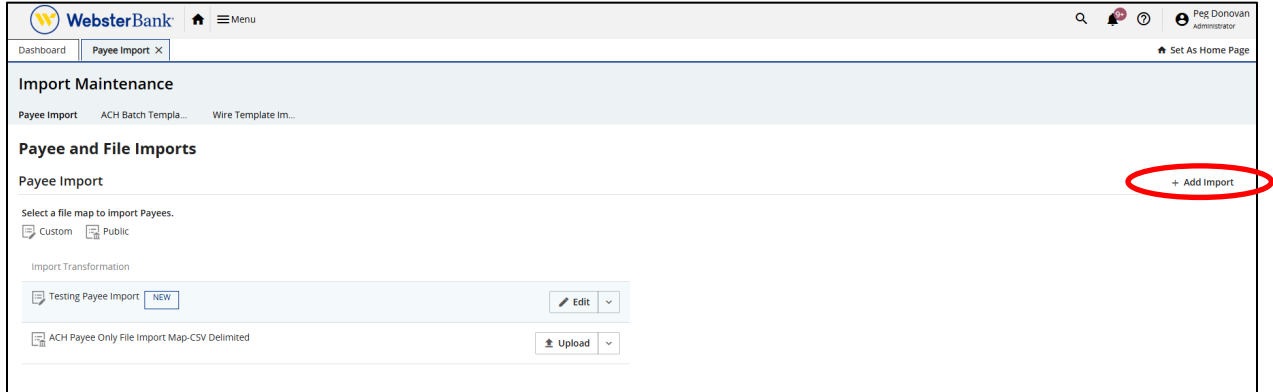
The screenshot shows the 'Manage Payees' page in the WebsterBank interface. At the top, there is a navigation bar with 'WebsterBank' logo, a home icon, a menu icon, and a search icon. Below the navigation bar, there are tabs for 'Dashboard', 'Payee Import', and 'Manage Payees X'. The main content area is titled 'Payees' and includes a sub-header 'Manage Payees' with a 'New Payee' link. A search bar is located at the top left of the table area, and there are 'Print' and 'Create Payee' links at the top right. The table contains five rows of payee information, each with a 'Make Payment' dropdown menu and 'Edit' and 'Delete' icons.

Display Name	Payee ID	Payee Name	Payee Type	Make Payment
Test1	Test1	Test1	INDIVIDUAL	\$1. Make ACH Payment Edit
Test2	Test2	Test2	BUSINESS	\$1. Make ACH Payment Edit
Tester	Test1	Tester	INDIVIDUAL	\$1. Make ACH Payment Edit
Tester Name	123456	Tester Name	INDIVIDUAL	\$1. Make ACH Payment Edit
Testing	Tester	Testing	BUSINESS	Make Wire Payment Edit

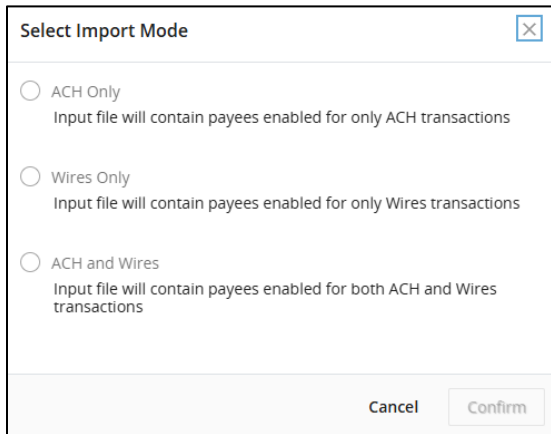
Showing 5 Payees

Add Import

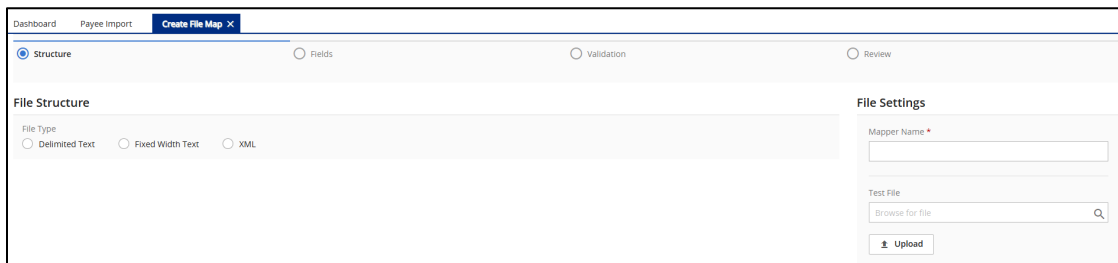
1. Select **+Add Import** to create a customer import file.



2. The Select Import Mode screen will be displayed.



3. Select the appropriate options: **ACH Only**, **Wires Only** or **ACH and Wire**.
4. Select **Confirm**.
5. Select the appropriate File Structure: **Delimited Text**, **Fixed Width Text** or **XML**.



Note: A user may upload a test file but using the Search and Upload fields.

6. Enter the **What field delimited is used in your file?** Example, enter a , (comma) for a CSV formatted file.

Dashboard Payee Import **Create File Map** ×

Structure Fields Validation Review

File Structure

File Type
 Delimited Text Fixed Width Text XML

What field delimiter is used in your file? *

Should blank lines be ignored?
 Yes No

Does your file contain headers or footers? *
 Yes No

File Settings

Mapper Name *

Test File
 Browse for file

7. Select the appropriate option for **Should blank lines be ignored?**

8. Select the appropriate option for **Does your file contain headers or footers?**

9. Under **File Settings** create a **Mapper Name**.

10. Select **Fields**.

11. The **Fields** screen will be displayed. Select each field to map the correct information.

Dashboard Payee Import **Create File Map** ×

← Create File Map

Structure Fields Validation Review

Fields

Mandatory Optional

Account Currency * (Text)
 Data is located in the file Data is a constant value, but is not located in the file

Account Name
 Account Number
 Account Type
 Bank ID
 Beneficiary Bank Country
 Beneficiary Country
 Beneficiary ID

12. Complete the required information for each field.

Account Currency * (Text)

Data is located in the file Data is a constant value, but is not located in the file

Field Index *

Use the default value when the file does not include the field.

Substitution Rules

Default Value

13. Once all fields are completed select **Validate**. This step is only used when a file is using headers and footers.

14. Verify the information and select **Review**.

15. Verify the information and select **Save**.

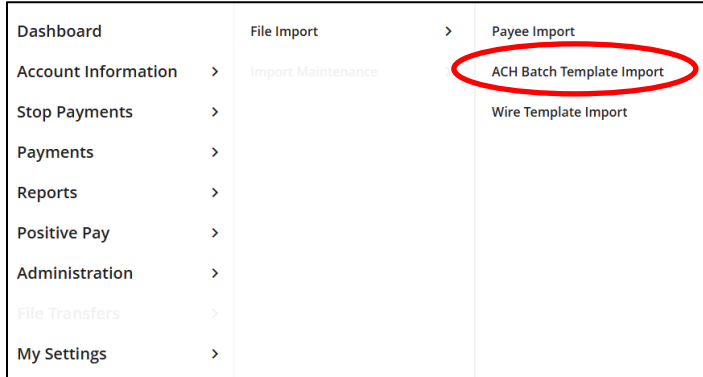
16. The new file will be displayed.

17. Select **Edit** to make any changes.

18. Select the drop-down menu to: **Upload** a file, view the **History** of the file or **Delete** the file.

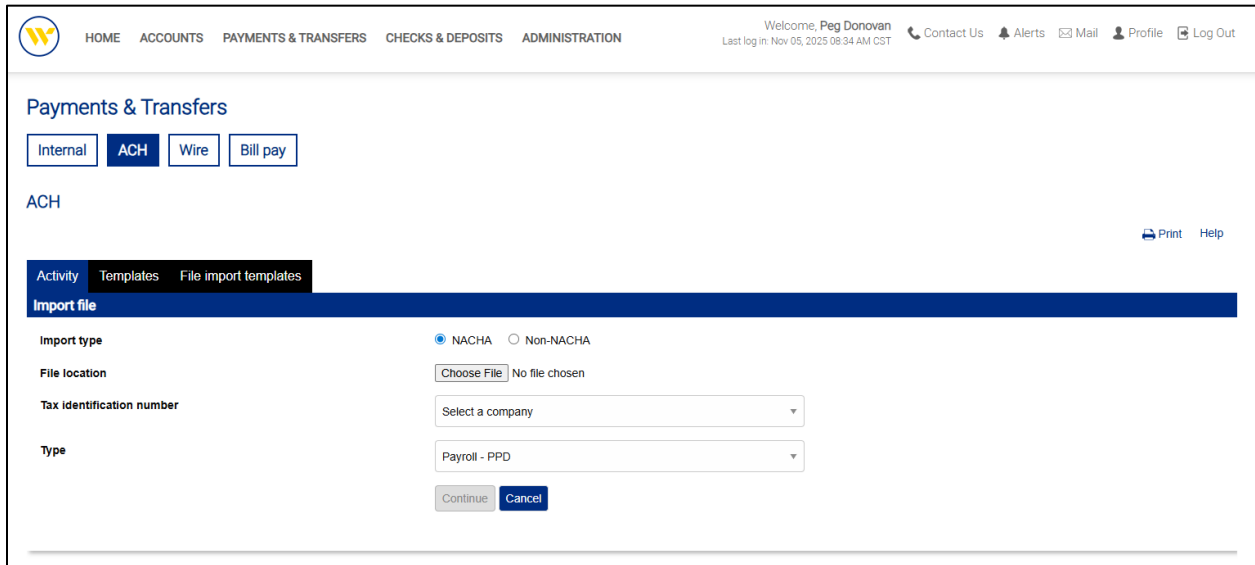
ACH BATCH TEMPLATE IMPORT

1. From the main menu, select **File Transfer > Import Maintenance > ACH Batch Template Import**.

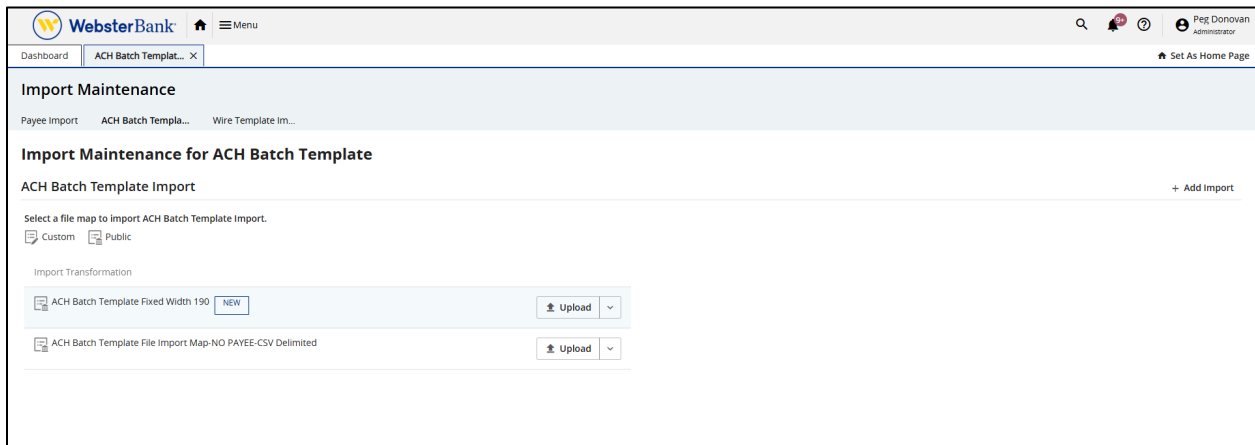


2. The **Import Maintenance, ACH Batch Template Import** screen will be displayed.

Old:



New:



3. A list of public import formats will be displayed.
4. Select **Upload** to upload a file using one of those formats.

- The **Transformation Details** screen will be displayed.

ACH Batch Template Import

Upload Review Complete

Transformation Details

Import Type: ACH Batch Template Import
 Transformation: ACH Batch Template Fixed Width 190
 Import Mode: With Payees

Select File

File *
 Browse for file

- Click on the **File** field to select the appropriate file.
- Select **Upload**.
- The **Transformation Details** screen will be displayed.

ACH Batch Template Import

Upload Review Complete

Transformation Details

Import Type: ACH Batch Template Import
 Transformation: Testing ACH Import Mapping
 Import Mode: With Payees

Validation Log

[INFO] Parsed 1 lines from source file
 [INFO] Parsed 1 records from source file
 [INFO] Source file passed totals validation rules
 [INFO] File completed validation

File Data

Record Count: 1

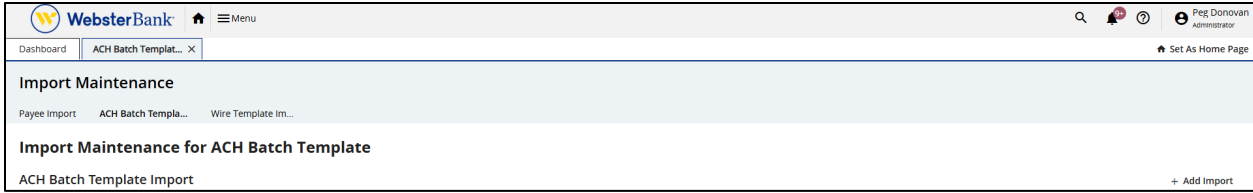
Record Data

	Payee Name Or ID	Receiving ABA	Receiving Account Number	Debit or Credit	Amount	Addenda
1	Testing	026009593	123456	CREDIT		

Cancel

- Select **Complete**.

10. Select the **Menu** icon.

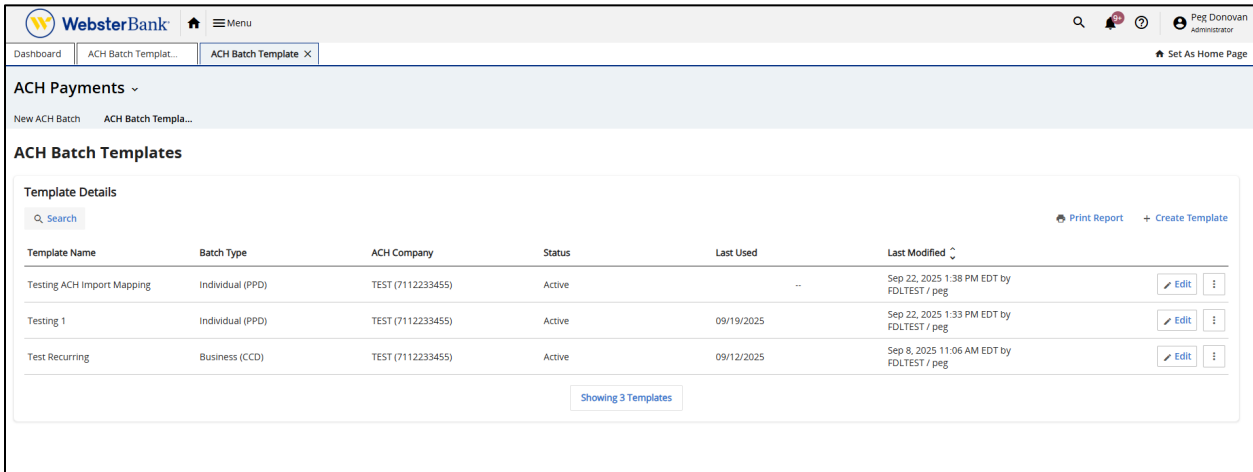


11. Select **Payments**.

12. Select **ACH Payments**.

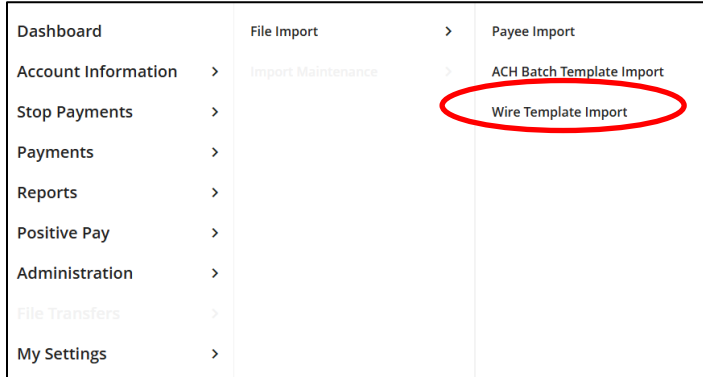
13. Select **ACH Batch Templates**.

14. A list of Imported ACH Templates will be displayed.



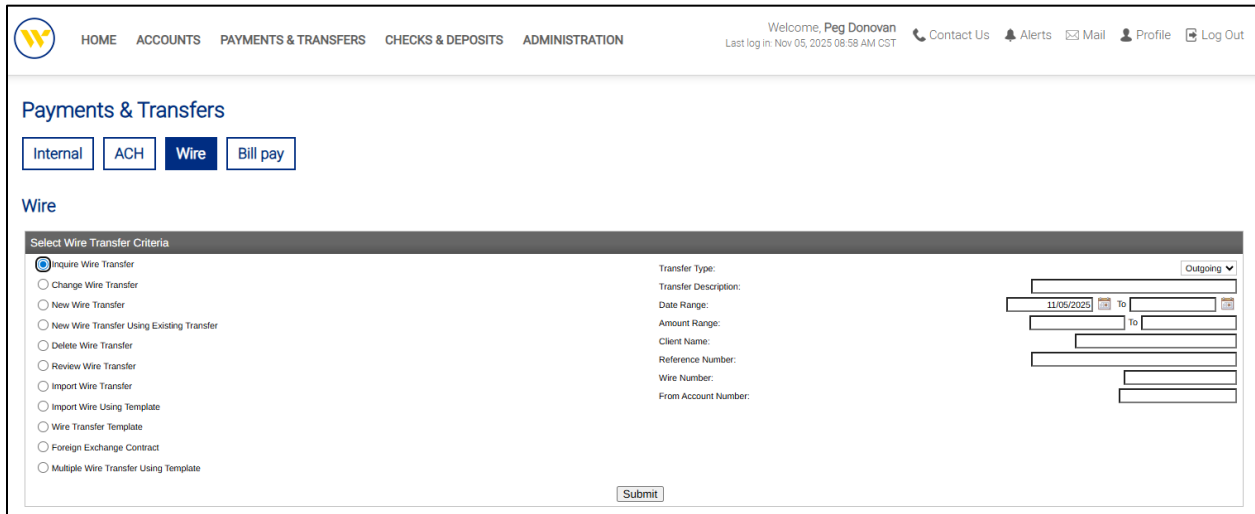
WIRE TEMPLATE IMPORT

- From the main menu, select **File Transfer > Import Maintenance > Wire Template Import**.

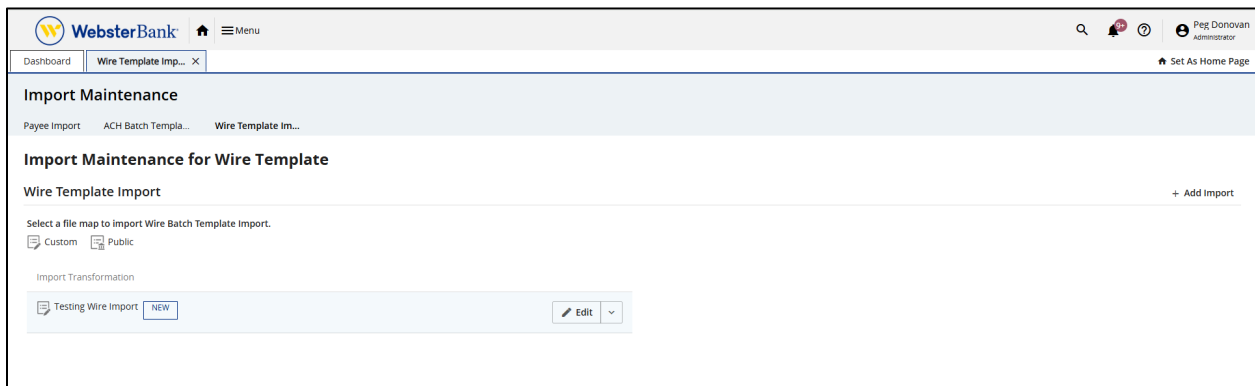


- The **Import Maintenance, Wire Template Import** screen will be displayed.

Old:

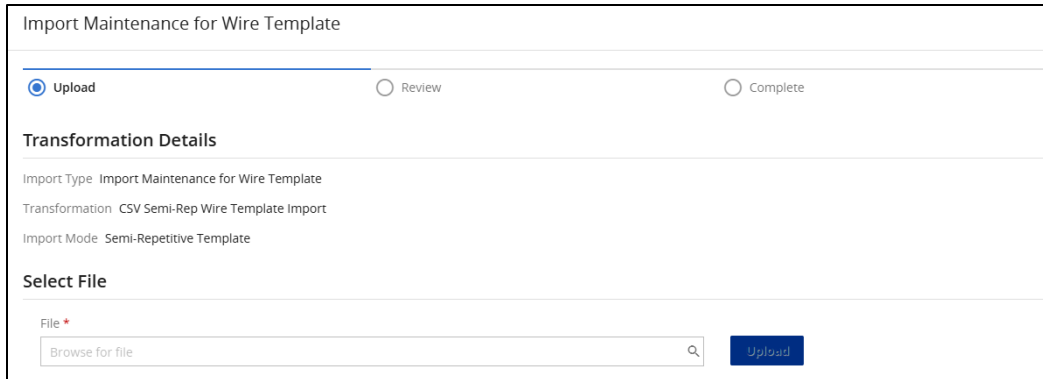


New:



- A list of public import formats will be displayed.
- Use the drop-down arrow next to **Edit** to select **Upload** to upload a file using one of those formats.

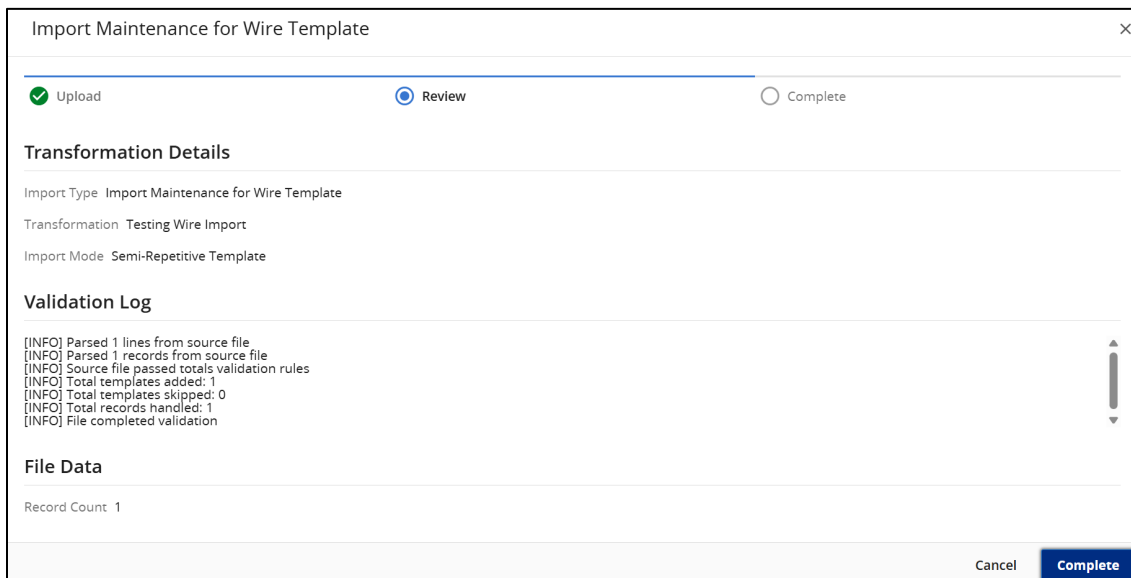
5. The **Transformation Details** screen will be displayed.



6. Click on the **File** field to select the appropriate file.

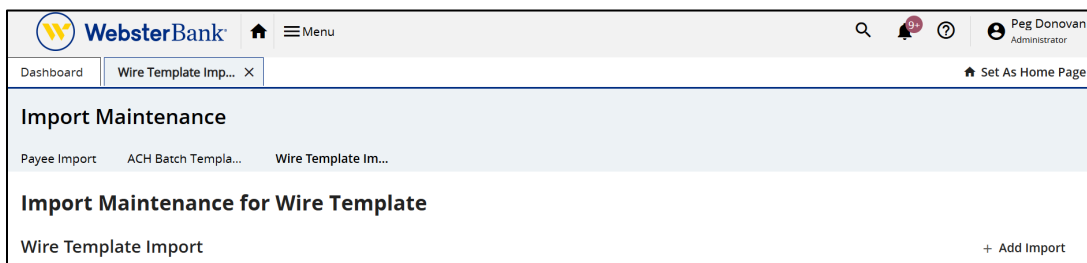
7. Select **Upload**.

8. The **Transactional Detail** screen will be displayed.



9. Select **Complete**.

10. Select the **Menu** icon.



11. Select **Payments**.

12. Select **Wire Transfers**.

13. Select **Manage Wire Templates**.

14. A list of Imported Wire Transfer Templates will be displayed.

The screenshot shows the 'Manage Wire Templates' page in the WebsternBank interface. At the top, there is a navigation bar with the WebsternBank logo, a home icon, a menu icon, and a search icon. The user's name 'Peg Donovan Administrator' is displayed in the top right corner. Below the navigation bar, there are tabs for 'Dashboard', 'Wire Template Imp...', and 'Manage Wire Tem...'. The main content area is titled 'Wire Transfers' and includes a sub-section 'Manage Wire Templates'. A search bar is present with the text 'Search Templates' and a search button. To the right of the search bar are links for 'Print Report' and 'Create Template'. Below the search bar is a table with the following columns: Template Name, Currency, Amount, Wire Type, Template Type, Status, Last Used, and Last Modified. The table contains three rows of data:

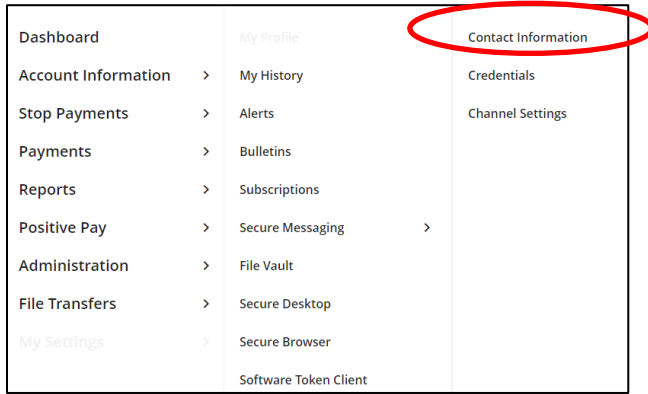
Template Name	Currency	Amount	Wire Type	Template Type	Status	Last Used	Last Modified
Testing Wire Import None Selected	None Selected	None Selected	Domestic	Semi-Repetitive	Active	Never	Sep 22, 2025 04:11 PM EDT by FDLTEST/peg
Testing_2	USD	\$2.00	Domestic	Repetitive	Active	09/15/2025	Aug 22, 2025 11:09 AM EDT by FDLTEST/peg
Testing_1	USD	\$1.00	Domestic	Repetitive	Active	09/16/2025	Aug 22, 2025 11:08 AM EDT by FDLTEST/peg

My Settings

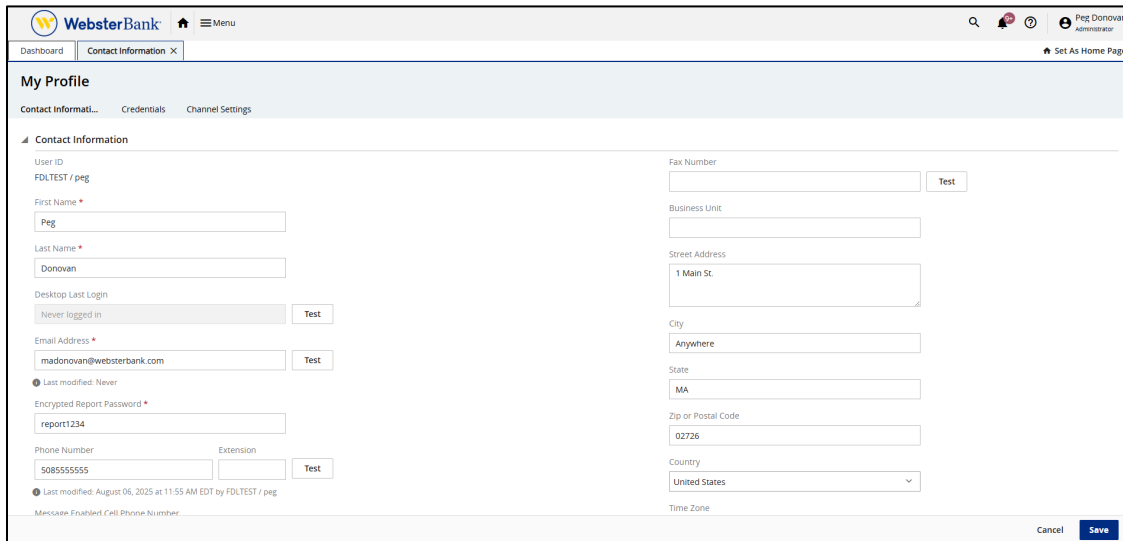
My Profile

CONTACT INFORMATION

- From the main menu, select **My Settings > My Profile > Contact Information**.



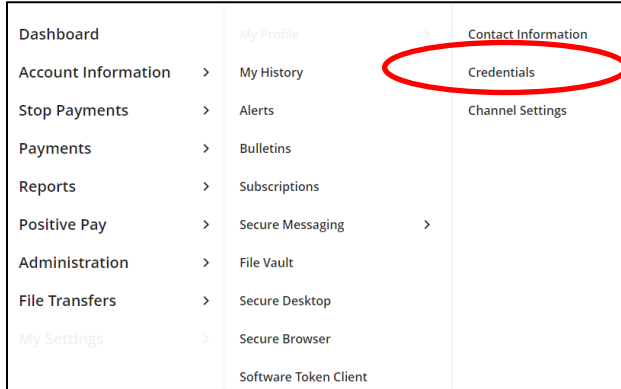
- The **Contact Information** screen will be displayed.



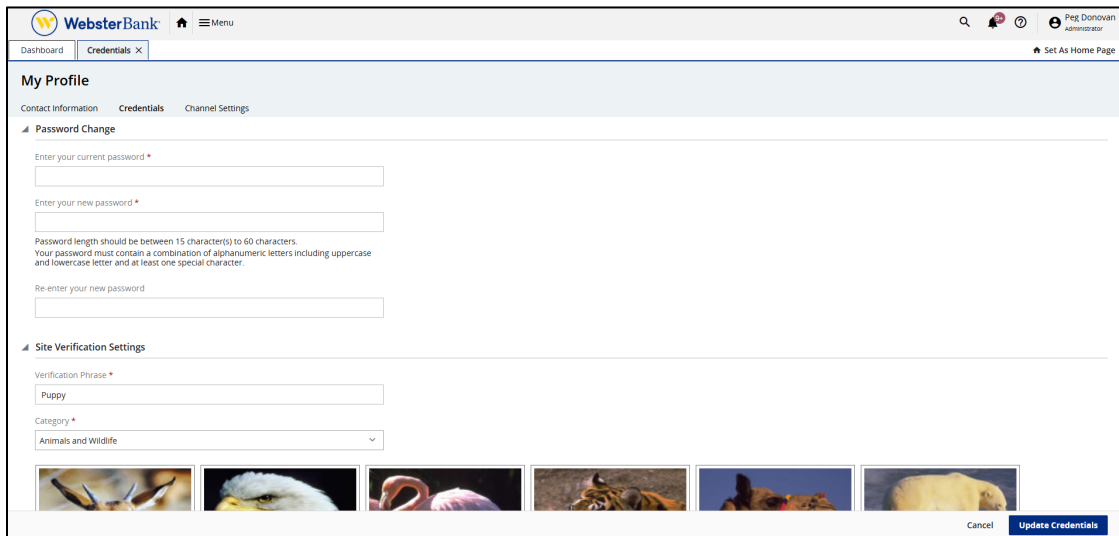
- A user can edit any of their information on this screen.
- Scroll to the bottom of the screen and select **Save**.

CREDENTIALS

- From the main menu, select **My Settings > My Profile > Credentials**.



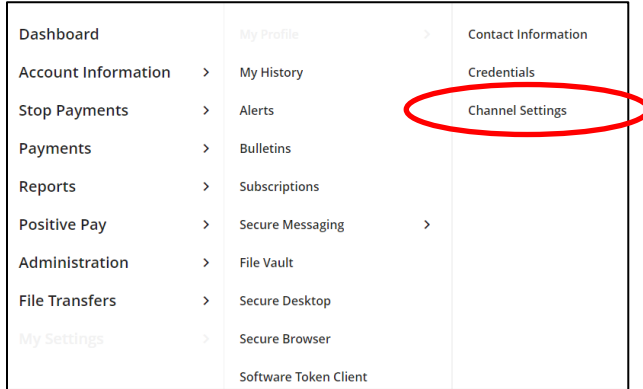
- The **Credentials** screen will be displayed.



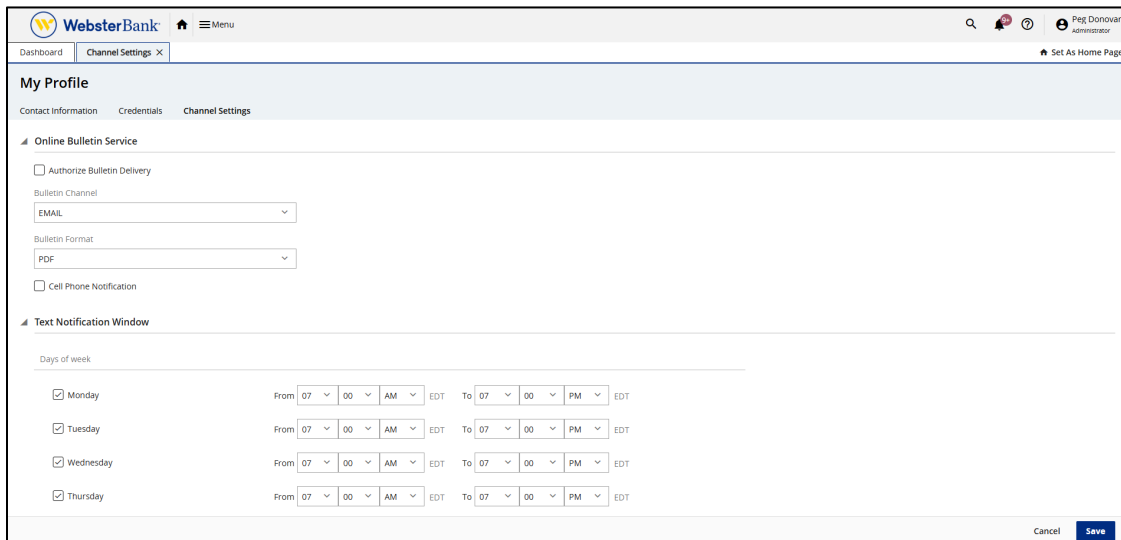
- A user can change their **Password** or edit their **Site Verification Settings**.
- Scroll to the bottom of the screen and select **Update Credentials**.

CHANNEL SETTINGS

1. From the main menu, select **My Settings > My Profile > Channel Settings**.



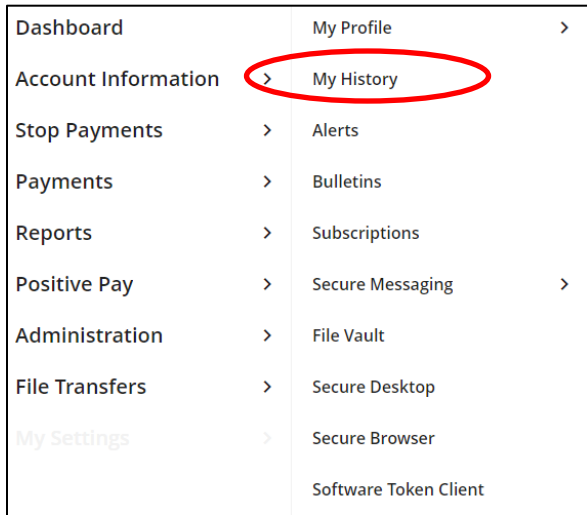
2. The **Channel Settings** screen will be displayed.



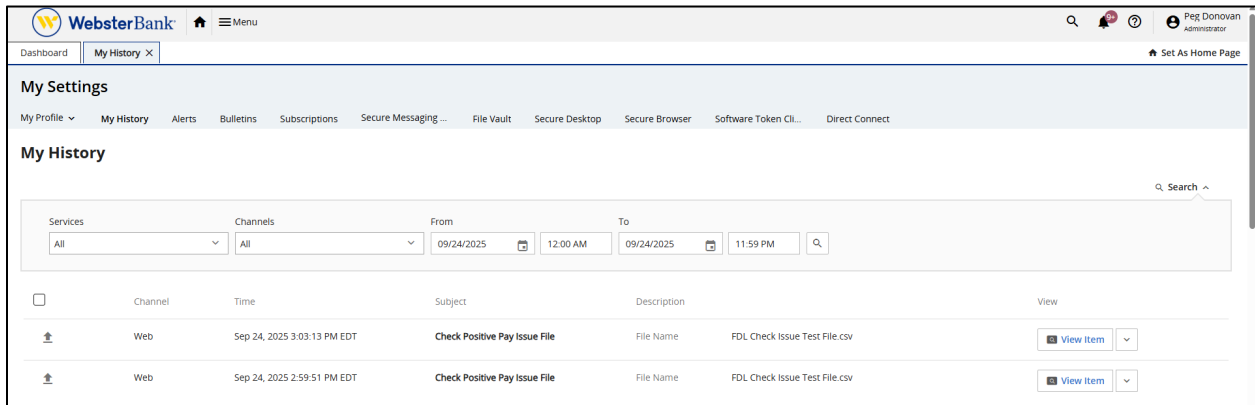
3. A user may edit their **Online Bulletin Service** and/or edit their **Text Notification Windows**.
4. Scroll to the bottom of the screen and select **Update Credentials**.

My History

- From the main menu, select **My Settings > My History**.

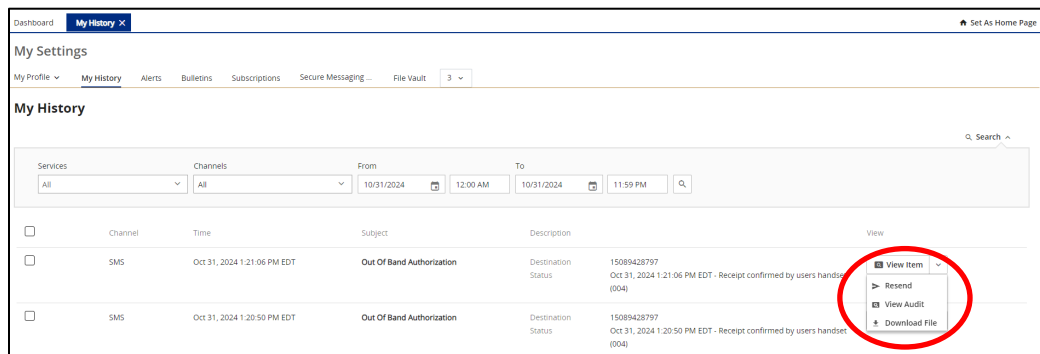


- The **My History** screen will be displayed.



- Using the **Services** drop-down menu the user may select **Alerts, Services** and/or **Subscriptions**.
- Scroll to the bottom of the screens and to **Select**.
- Using the **Channels** drop-down menu the user may select the Channels:
 - Desktop
 - Web
 - Email
 - FTP Delivery
 - FTP Pickup
 - SMS
 - SWIFT FIN
- Scroll to the bottom of the screens and to **Select**.
- Use the **From** calendar icon to select a From date.
- Enter a from time.

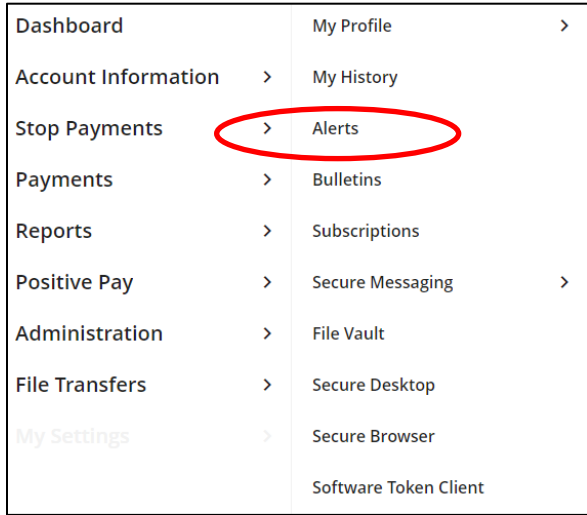
9. Use the **To** calendar icon to select a To Date.
10. Enter a to time.
11. Select the **magnifying glass** to search.
12. A list of matching criteria items will be displayed.
13. Select the drop-down menu next to each transaction.



- **View Item**
- **Resend**
- **View Audit**
- **Download File**

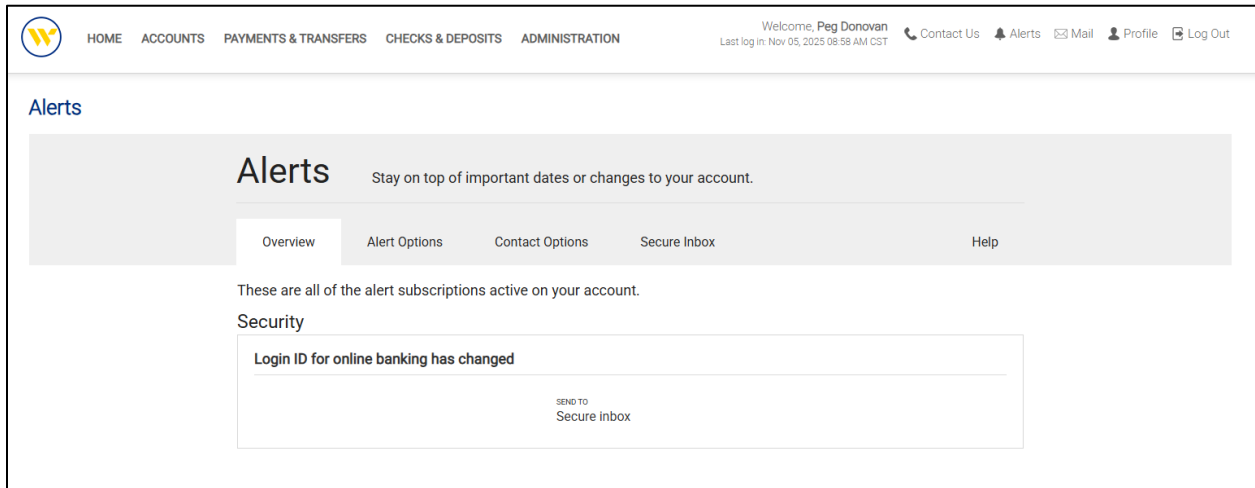
Alerts

- From the main menu, select **My Settings > Alerts**.

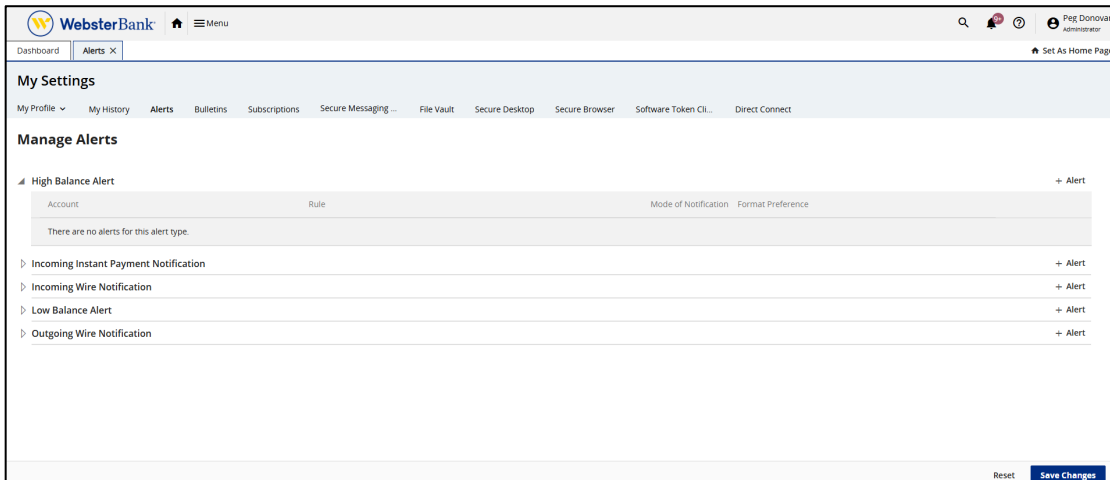


- The **Alerts** screen will be displayed.

Old:



New:

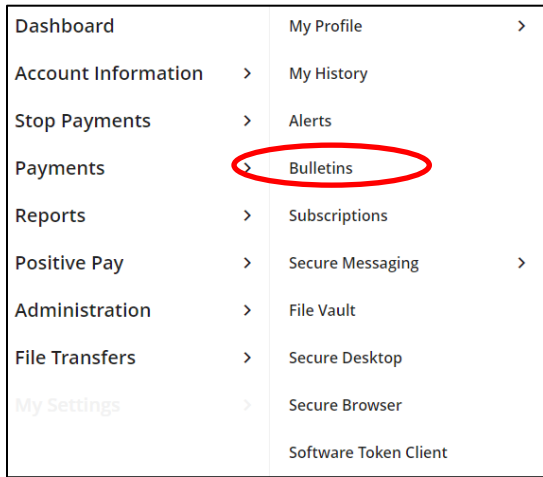


3. A user may select the **+Alert** next to the appropriate **Alert**.
4. Each Alert has different criteria for the user to enter. However, all Alerts have a **Channels** section for the user to choose how they would like to receive the Alert.
 - For each Alert Channel type the user will choose:
 - HTML
 - PDF
 - Encrypted PDF – Password required to open
 - Text
 - The Channel options are:
 - Email
 - SMS
 - Web

Note: The following Channel options can only support HTML format:
Push
FTP Pickup
FTP Delivery
5. Once the Alerts are selected, select **Save Changes**.

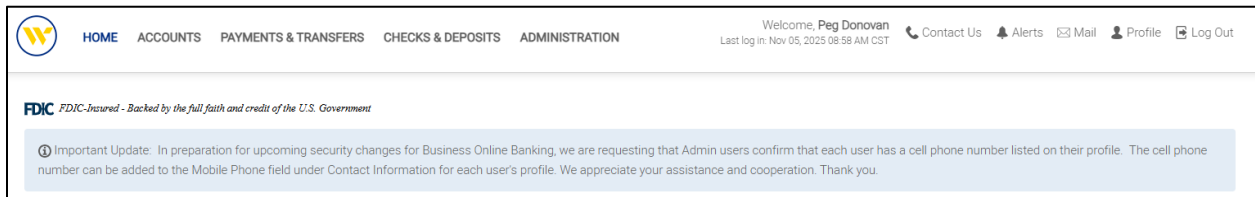
Bulletins

- From the main menu, select **My Settings > Bulletins**.

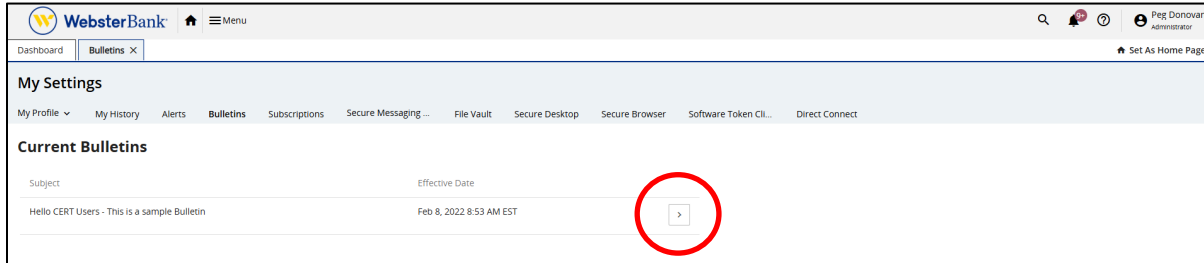


- The **Current Bulletins** screen will be displayed.

Old:



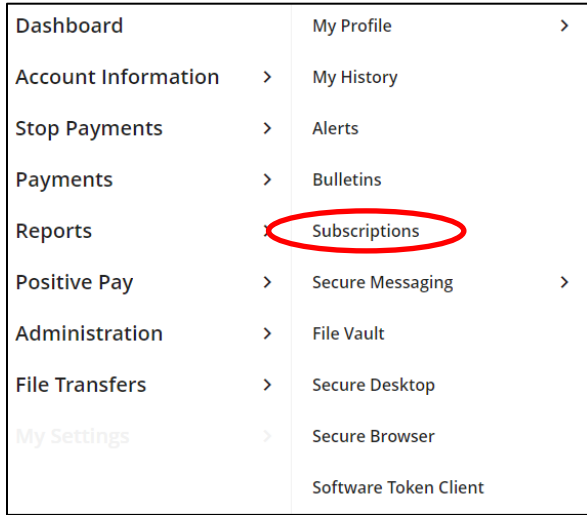
New:



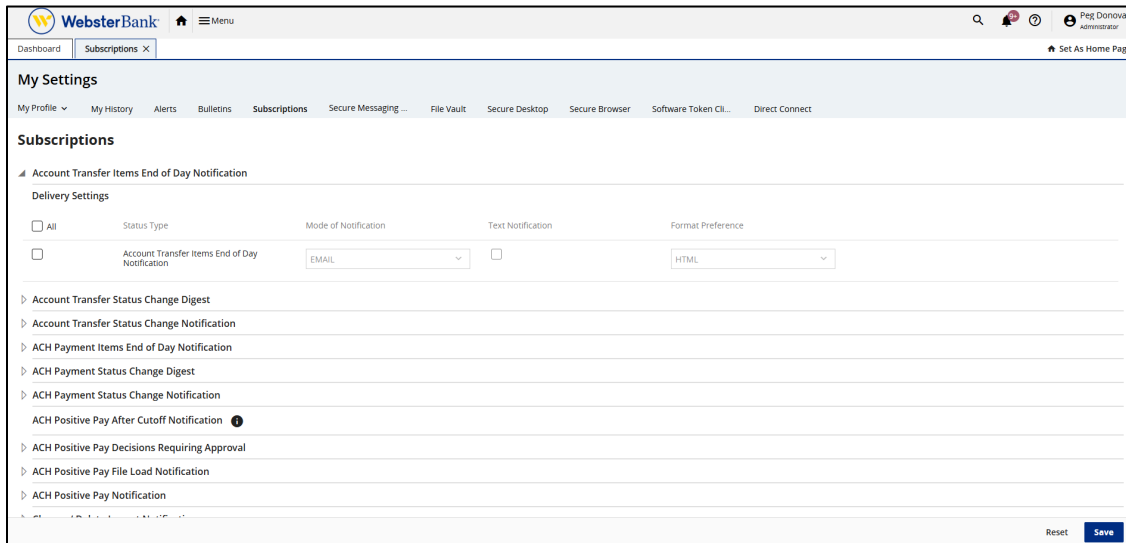
- A list of all current bulletins will be displayed.
- Select the arrow on the far right of the bulletin to view the details.

Subscriptions

- From the main menu, select **My Settings > Subscriptions**.

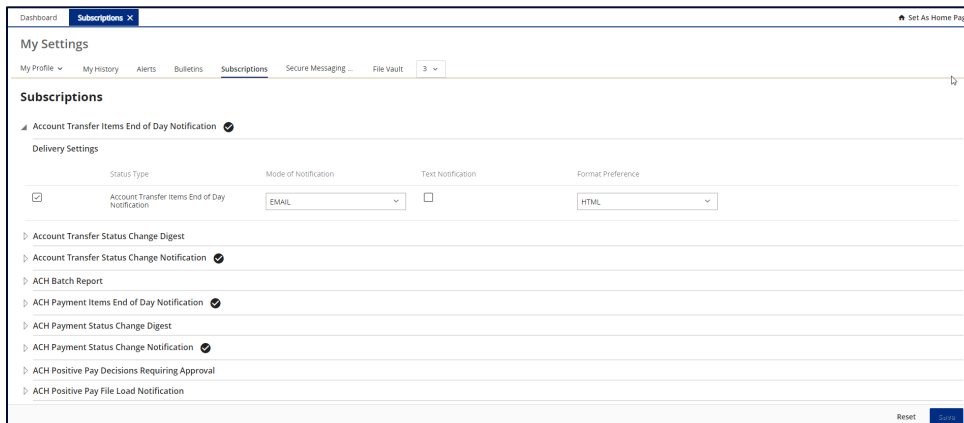


- The **Subscriptions** screen will be displayed.



- A list of all subscriptions the user can set themselves up for will be displayed.
- Click on a subscription.

5. Select the checkbox next to the subscription name for email or text notifications.



6. Once all Subscriptions have been selected, select **Save**.

7. A confirmation message will be displayed.

