

Quick Start Guide - Wires

UNIBANK

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RSA Tokens

An RSA token is required to enable the user to access the Wires menu of UniBank's Cash Management System. Your token, together with a PIN, will allow you to securely access the Wire functions of our Online Banking system.

If your organization has multiple users, each user should have a unique token.

When prompted, you will need to enter your 4-digit PIN followed by the 6-digit token value that is being displayed on your token at that time. (NOTE: the token value will change every minute. There is a time countdown indicator on the left-hand side of the display.)

When you select ACH or Wire from the menu, you will be prompted to enter a passcode



▼ RSA Token Security Prompt for Admins



To protect the security of your information, your financial institution requires authentication of your identity before allowing access to this feature.

Pass Code:

Payee

Once you have utilized your RSA token to access the Wires menu, select **Payees** from the sub-menu to view the full list of established payees and access functions related to Payee maintenance.



Edit Payee information by selecting the **pencil icon** located on the right side of the screen.



Delete a Payee by selecting the **trash basket icon** on the corresponding Payee.

Nickname	Payee Name	Account Number	
American Express	American Express	x3010	
American Express	American Express	x3010	
American Express	American Express	x3010	
Boston Thermo King Sales & Service	Boston Thermo King Sales & Service	x1516	
Boston Thermo King Sales & Service	Boston Thermo King Sales & Service	x1516	
Boston Thermo King Sales & Service	Boston Thermo King Sales & Service	x1516	
Boston Thermo King Sales & Service	Boston Thermo King Sales & Service	x1516	
Boston Thermo King Sales & Service	Boston Thermo King Sales & Service	x1516	
Drakes Truck Box Sales	Drakes Truck Box Sales	x1030	

Payee

Add a Payee

Select the Add Payee button at the bottom of the page. Complete the necessary fields on the Payee Details screen.

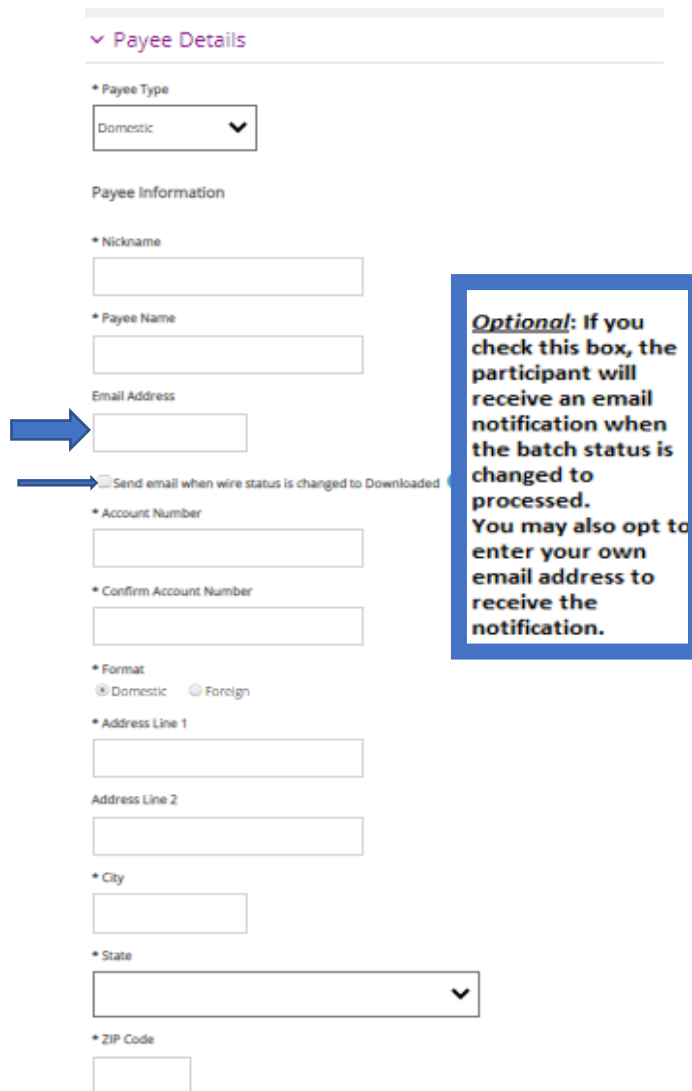
A blue rectangular button with the text "Add Payee" in white, centered on the page.

Payee Details:

Type = Domestic

Nickname = name the template (payee)

Payee info is all the beneficiary information.

A screenshot of the "Payee Details" form. The form is titled "Payee Details" with a dropdown arrow. It contains several fields: "Payee Type" (dropdown menu with "Domestic" selected), "Payee Information" section with "Nickname", "Payee Name", "Email Address", and "Send email when wire status is changed to Downloaded" (checkbox). Below this are "Account Number", "Confirm Account Number", "Format" (radio buttons for "Domestic" and "Foreign"), "Address Line 1", "Address Line 2", "City", "State" (dropdown menu), and "ZIP Code". A blue box highlights the "Send email when wire status is changed to Downloaded" checkbox and the "Email Address" field. A blue arrow points to the "Email Address" field. Another blue arrow points to the "Send email when wire status is changed to Downloaded" checkbox. A blue box contains the text: "Optional: If you check this box, the participant will receive an email notification when the batch status is changed to processed. You may also opt to enter your own email address to receive the notification."/>

Payee Details

* Payee Type
Domestic

Payee Information

* Nickname

* Payee Name

Email Address

Send email when wire status is changed to Downloaded

* Account Number

* Confirm Account Number

* Format
 Domestic Foreign

* Address Line 1

Address Line 2

* City

* State

* ZIP Code

Optional: If you check this box, the participant will receive an email notification when the batch status is changed to processed. You may also opt to enter your own email address to receive the notification.

Receiving Bank Information:

Enter Payee's Financial Institution Information.

Click on Save.

*Information pre-populates when institution name is entered.

Payee Financial Institution

* Institution Number Type

* Institution Name

* Institution Number

Address Line 1

Address Line 2


City

State

ZIP Code

Receiving Financial Institution (optional)

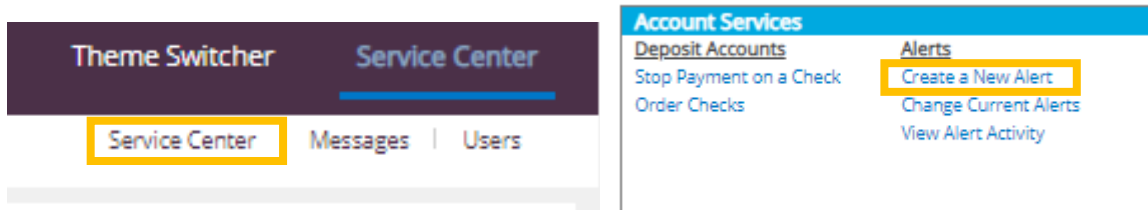
Show Details



Payee Alerts – Add/Change/Delete

This feature allows you to subscribe to receive an alert when a Wire Payee has been added, changed, or deleted.

- Select Service Center, then select Alerts and Create a New Alert.
- Highlight the radio button “Wire Payee Alert”
- Click the Add Subscription Button

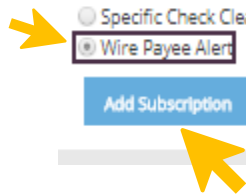


▼ Add/Edit Notification Subscription

Please select an alert type:

- ACH Participant Alert
- ACH Return Available
- ACH Whitelist Alert
- ACH Whitelist Alert
- Any Account Activity Alert
- Available Balance Below Limit
- Available Balance Daily Snapshot
- Card Alert
- Current Balance Above Limit
- Current Balance Below Limit
- eNotices Alert
- Insufficient Funds Charge Alert
- Large Check Cleared Alert
- Large Debit Card Purchase Posted
- Large Electronic Check Posted
- Large Electronic Deposit Posted
- Large Withdrawal Posted
- Reminder Alert
- Secure Message Alert
- Specific Check Cleared
- Wire Payee Alert

Add Subscription



Single Wire

In the Wires sub-menu, click on Single.

Select the Payee and Funding Account.

Enter the Amount, Date and Memo if applicable.

Click on Submit.

Payees | **Single** | Multiple | Activity | One Time

▼ Initiate a Single Wire Transfer

* Payee
US BANK ▼

* Funding Account
x1234 Money Market 1234 (Available \$15,062.13) ▼

* Amount
1.00

* Date
03/03/2020 📅

* Cutoff time is 4:00 PM ET

Memo
Enter description if necessary

Submit Cancel

A confirmation will appear on the upper section of the screen to alert you the wire was successfully initiated.

i Your wire transfer has been initiated. Reference number: 50

***Please Note: For wires requiring Dual Control, the approving user must proceed to Activity Section to approve the wire.**

Multiple Wire's

In the Wires sub-menu, click on Multiple. Enter information for the Payee's you wish to process by selecting the Funding Account. Enter the Amount, Date and Memo if applicable. Click on Submit.

****Payees who are left with blank fields will not initiate.**

Payee Nickname	Payee Name	Wire Date * Cutoff time is 4:00 PM
The Pitney Bowes Ban...	The Pitney Bowes Ban...	03/02/2020
Account: x1234 - MM 1234	Amount: \$	Last: N/A Scheduled: N/A
Memo:		
US Bank	US Bank	03/02/2020
Account: X4567 - MM 4567	Amount: \$	Last: N/A Scheduled: N/A
Memo:		

Submit

A confirmation will appear on the upper section of the screen to alert you the wire was successfully initiated.

i Your wire transfer has been initiated. Reference number: 50

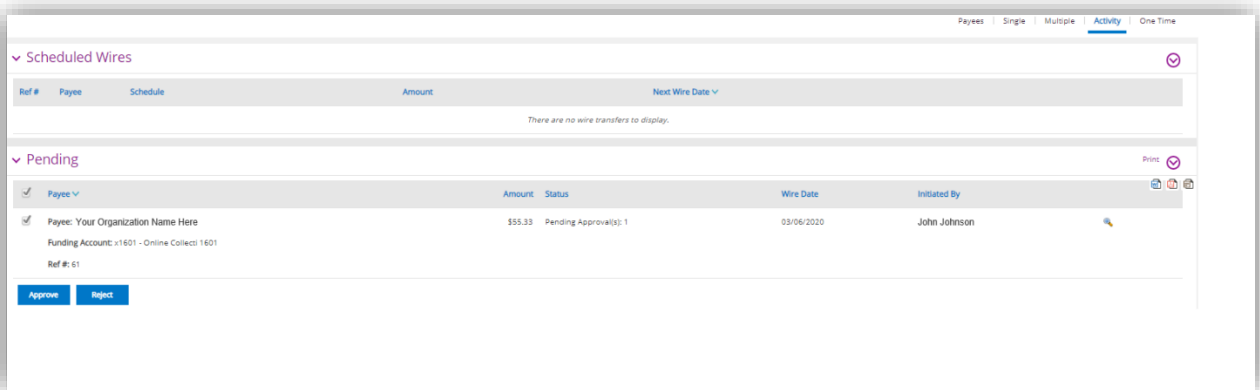
***Please Note: For wires requiring Dual Control the approving user must proceed to Activity Section to approve the wire.**

Activity

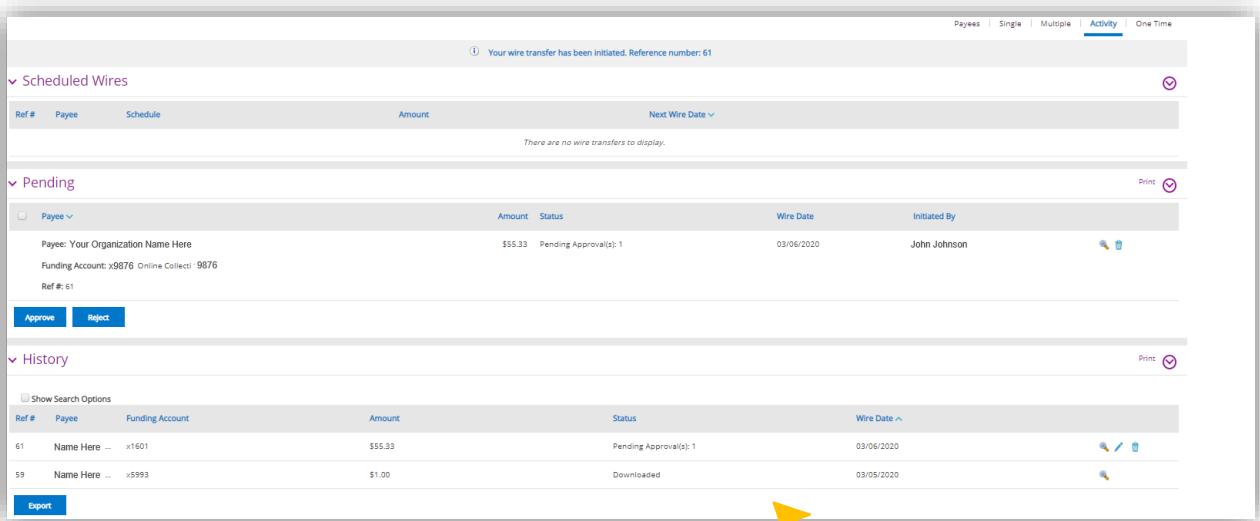
In the Wires sub-menu, click on Activity.



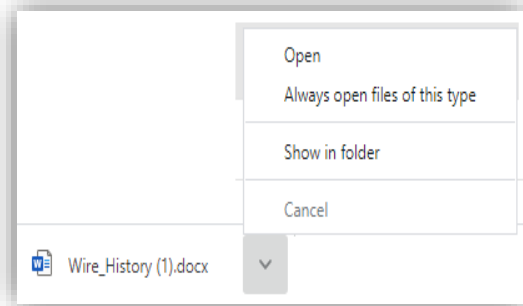
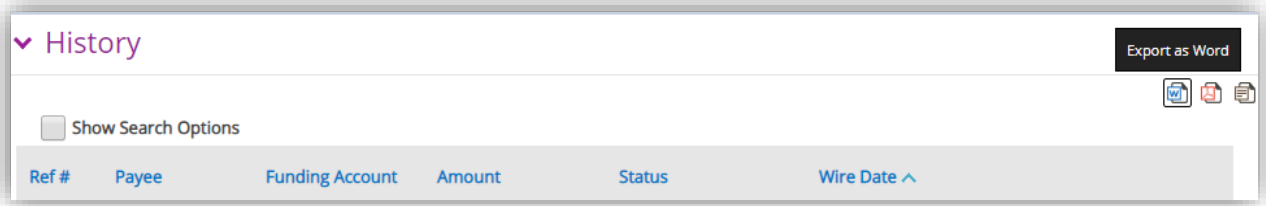
Wires with Dual Control requiring approval will be listed under pending. Place a check mark in the box next to the wire the second user is approving. Select Approve. The wire will move from Pending to History.



History will display wires processed.



*Reports can be exported into Word, PDF or a Text by hovering on the gray menu. Click on the desired export method. You will be prompted to Open the file where you can save or print.




One-Time Wires

Complete the required fields for the Funding Account, Amount, Date, Payee Information and Receiving Financial Institution. Click on Submit.

▼ Initiate a One-Time Wire Transfer

* Funding Account
— Select a Funding Account —

* Amount

* Date
 


* Cutoff time is 4:00 PM ET

* Memo

Payee Information

* Payee Type
Domestic

* Payee Name

Send email when wire status is changed to Downloaded 

* Account Number

* Confirm Account Number

* Address Line 1

Optional: If you check this box, the participant will receive an email notification when the batch status is changed to processed. You may also opt to enter your own email address to receive the notification.



One-Time Wire (Continued)

Address Line 2

* City

* State

* ZIP Code

Payee Financial Institution

* Institution Number Type

* Institution Name

* Institution Number

Address Line 1

Address Line 2

City

One-Time Wire (Continued)

* State

* ZIP Code

Receiving Financial Institution (optional)

Show Details

* Institution Number Type

Institution Name

Institution Number

Address Line 1

Address Line 2

City


State

ZIP Code

Submit

Cancel

A confirmation will appear on the upper section of the screen to alert you the wire was successfully initiated.

 Your wire transfer has been initiated. Reference number: 51

*For wires requiring Dual Control, the approving user must proceed to Activity Section to approve the wire.

Contact

For assistance, please contact your Relationship Manager or UniBank at 800.578.4270. For issues with your RSA Token, please contact (888)533-9511 and select option 2. Please make sure you have your token with you when you contact this number as the support team will need to identify data from the token