Quick Start Guide - Wires

UNIBANK

Table of Contents

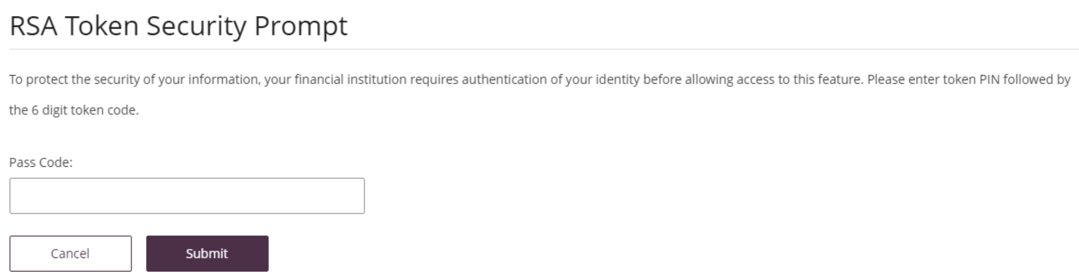
RSA Tokens

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.

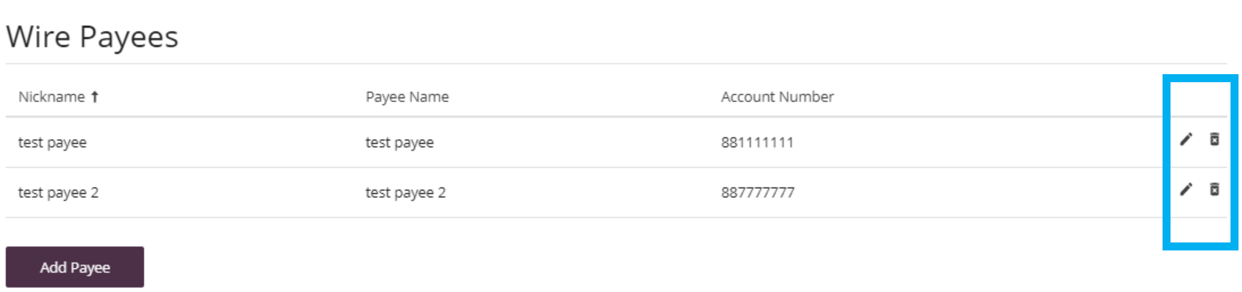


Wire Payees

Once you have utilized your RSA token to access the Wires menu, select Wire Payees from the 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.

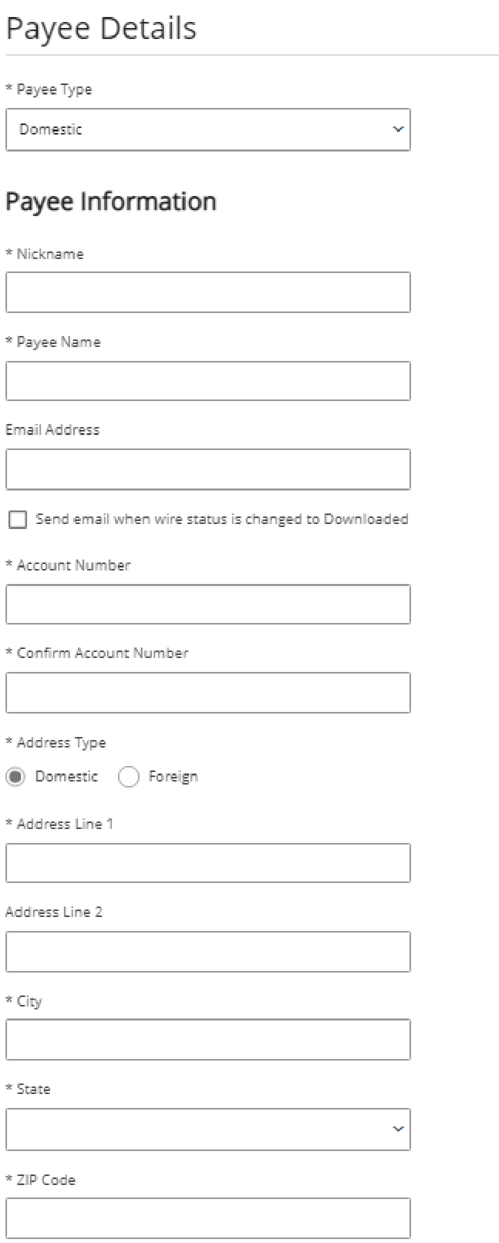


Add Payees

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

Payee Details:

- Type = Domestic
- Nickname = name the template (payee)
- Payee info is all the beneficiary information



__Optional:__ **If you check this box, you will receive an email notification when the wire status is changed to Downloaded.**

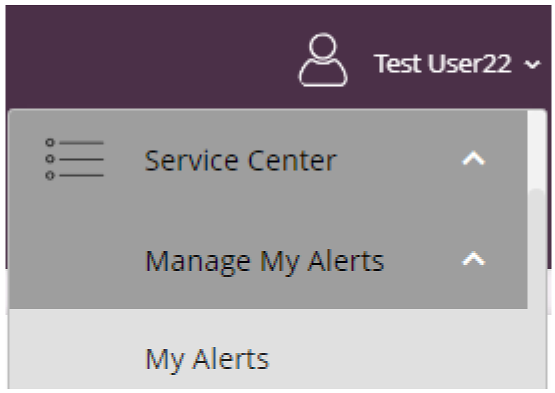
Receiving Bank Information:

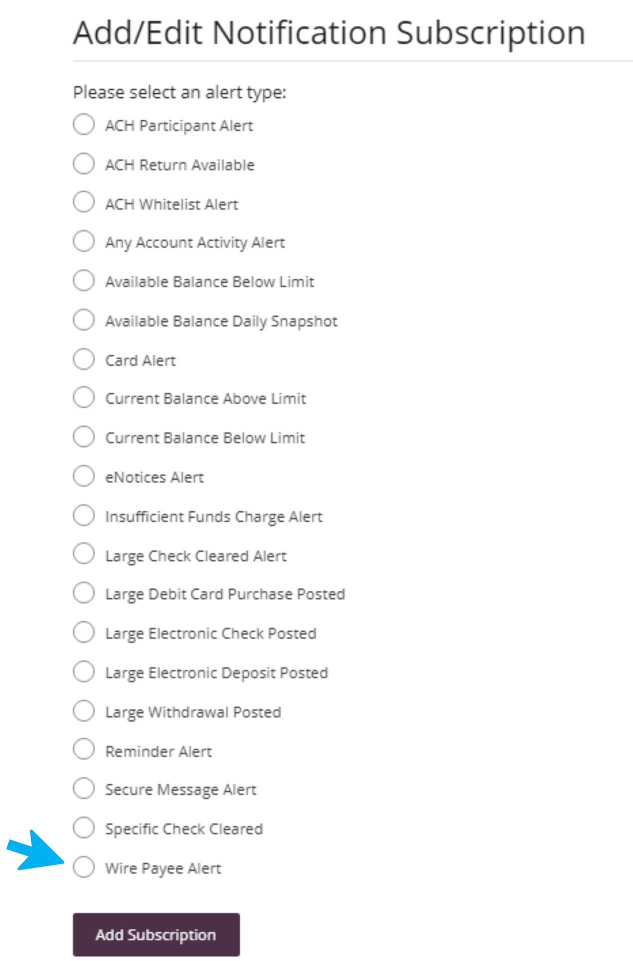
- Enter Payee's Financial Institution Information.
- Click on Save.
  *Information pre-populates when institution name is entered.

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.

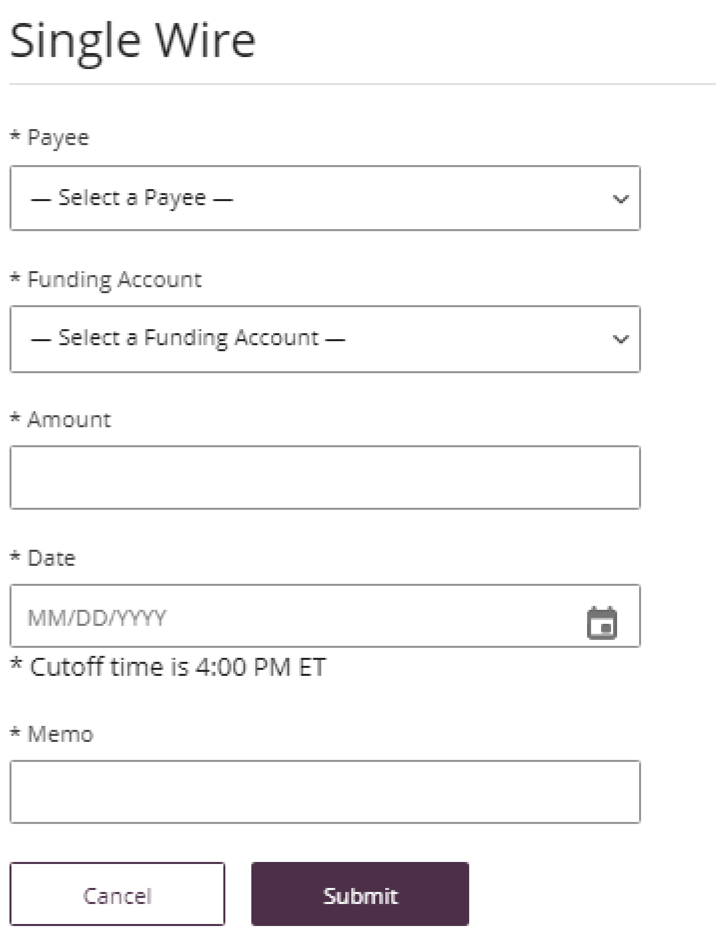
- Select Service Center, then select Manage My Alerts and My Alerts.
- Highlight the radio button “Wire Payee Alert.”
- Click the Add Subscription Button.





Single Wire

- In the Wires menu, click on Single Wire.
- Select the Payee and Funding Account.
- Enter the Amount, Date and Memo if applicable.
- Click on Submit.



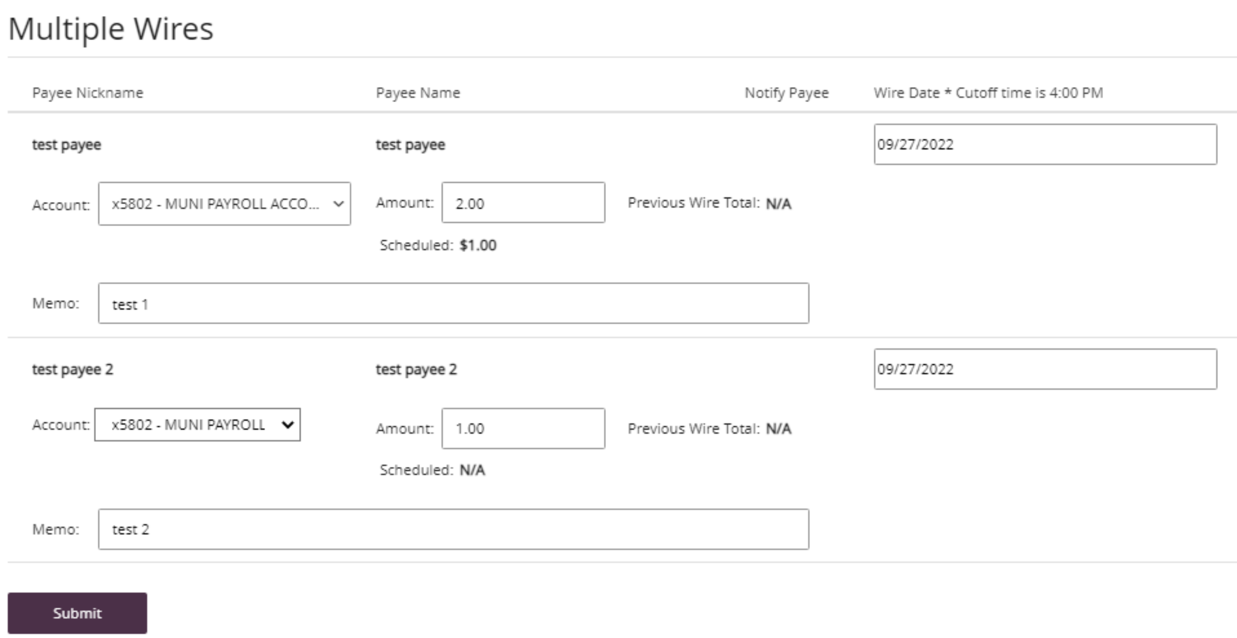
A confirmation will appear on the upper section of the screen to alert you the wire was successfully initiated.

*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 menu, click on Multiple Wires.
- 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.



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

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

Wire Activity

In the Wires menu, click on Wire Activity. Wires with Dual Control requiring approval will be listed under pending. Place a check mark in the box next to the wire that the second user is approving and then Select Approve. The wire will move from Pending to History.

Scheduled Wires

Ref #	Payee	Notify Payee	Schedule	Amount	Next Wire Date ↑
			There are no wire transfers to display.		

Pending Wires

☐	Payee ↑	Notify Payee	Amount	Status	Wire Date	Initiated By	Comment
				There are no wire transfers to display.			

Reject Approve

History/Pending will display wires processed.

History/Pending

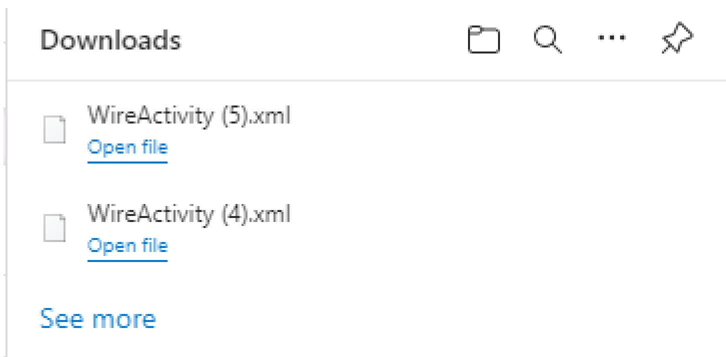
☐ Show Search Options

Ref #	Payee	Notify Payee	Funding Account	Amount	Status	Wire Date ↓	Approved By	
19042	test payee		x5802	1.00	Downloaded	09/29/2022	test22	🔍
19043	test payee		x5802	1.00	Downloaded	09/29/2022	test22	🔍
19045	test payee		x5802	1.50	Downloaded	09/29/2022	test22	🔍
18981	test payee		x5802	1.00	Downloaded	09/27/2022	test22	🔍
18984	test payee		x5802	2.00	Downloaded	09/27/2022	test22	🔍

Export

Activity History Export

*A report can be exported into XML by clicking on the Export button. You will be prompted to Open the file where you can save or print.

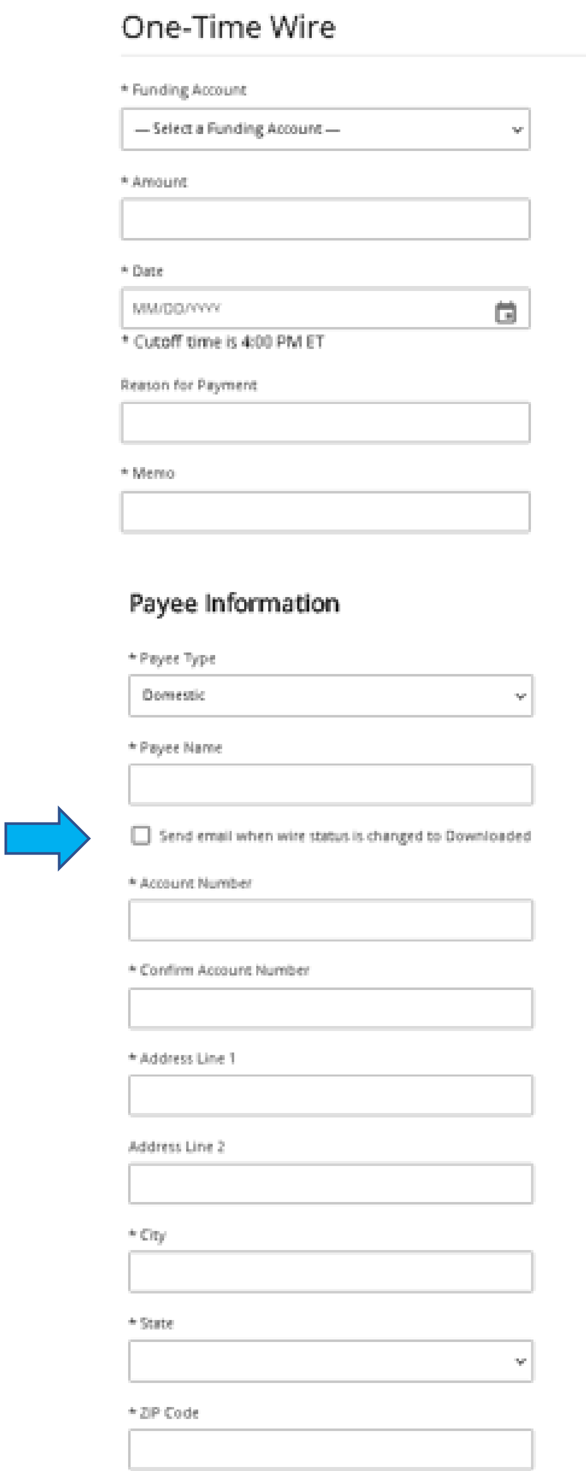


This XML file does not appear to have any style information associated with it. The document tree is shown below.


```
<?mso-application progid="Excel.Sheet"?>
▼<ns:Workbook xmlns:x="urn:schemas-microsoft-com:office:excel" xmlns:ns="urn:schemas-microsoft-com:office:spreadsheet">
  ▼<ns:Styles>
    ▼<ns:Style ns:ID="styleCurrency">
        <ns:NumberFormat ns:Format="Currency"/>
      </ns:Style>
    </ns:Styles>
  ▼<ns:Worksheet ns:Name="Activity">
    ▼<ns:Table>
      ▼<ns:Row>
        ▼<ns:Cell>
```

One-Time Wires

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



Optional: **If you check this box, you will receive an email notification when the wire status is changed to Downloaded.**

Payee Financial Institution

* Institution Number Type

ABA

* Institution Name

* Institution Number

* Address Line 1

Address Line 2

* City

* State

* ZIP Code

Receiving Financial Institution (optional)

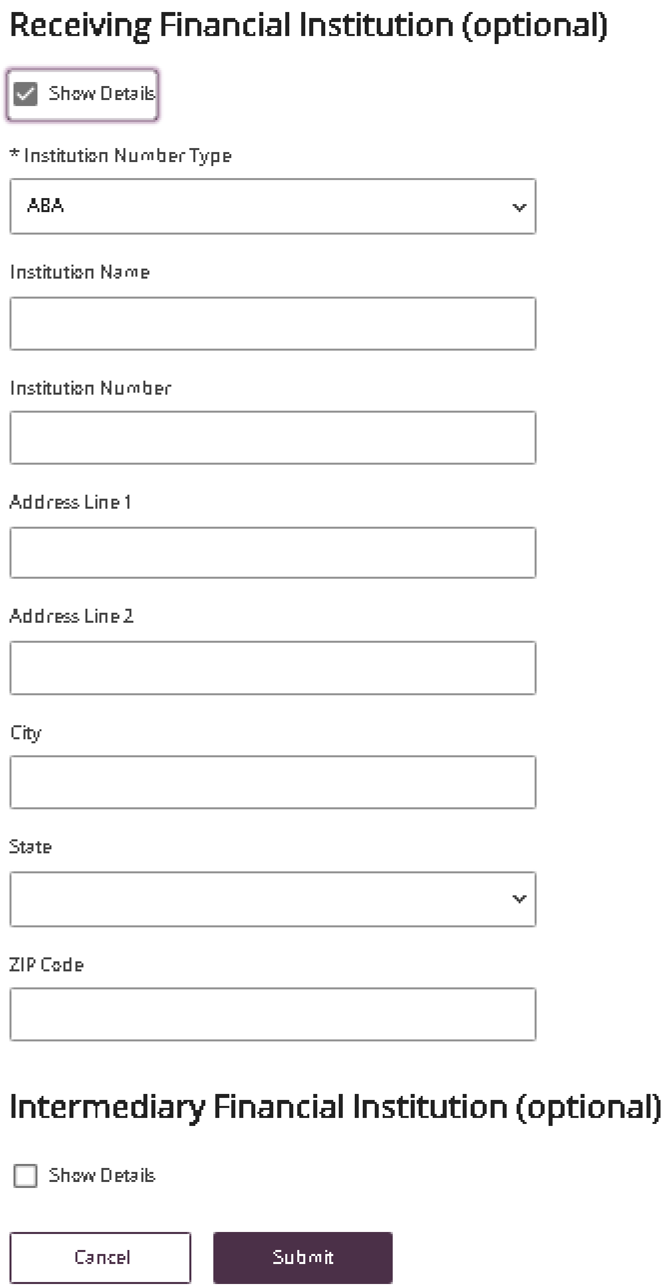
Show Details

Intermediary Financial Institution (optional)

Show Details

Cancel

Submit



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

*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 800.578.4270. 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.