

Quick Start Guide - Wires

UNIBANK

Table of Contents

RSA Tokens	3
Payee	3-5
Payee Alerts (Add/Change/Delete).....	6
Single Wire.....	7
Multiple Wire.....	8
Wire Activity/History	9-10
One-Time Wires.....	11-13
Contact	14

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

To protect the security of your information, your financial institution requires authentication of your identity before allowing access to this feature. Please enter token PIN followed by the 6 digit token code.

Pass Code:

Cancel

Submit



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.

Wire Payees

Nickname ↑	Payee Name	Account Number	
test payee	test payee	881111111	 
test payee 2	test payee 2	887777777	 

[Add 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

Payee Details

* Payee Type

Payee Information

* Nickname

* Payee Name

Email Address

Send email when wire status is changed to Downloaded

* Account Number

* Confirm Account Number

* Address Type
 Domestic Foreign

* Address Line 1

Address Line 2

* City

* State

* ZIP Code



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 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

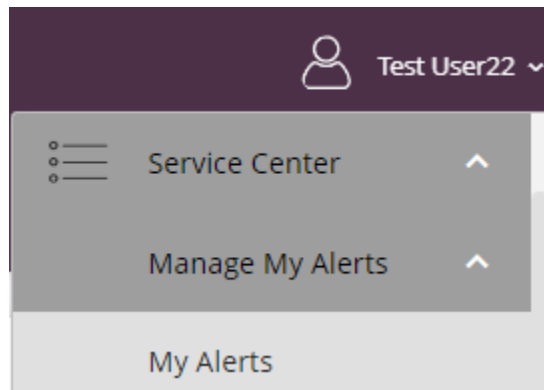
Intermediary Financial Institution (optional)

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

Single Wire

* Payee

* Funding Account

* Amount

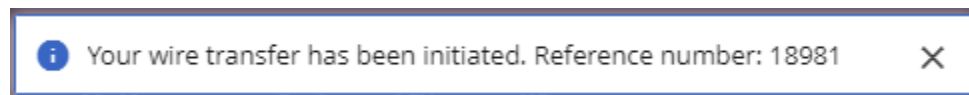
* Date

* Cutoff time is 4:00 PM ET

* Memo

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.**

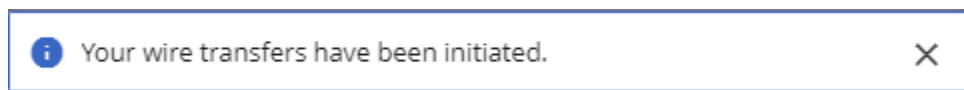
Multiple Wire's

- 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.**

Multiple Wires

Payee Nickname	Payee Name	Notify Payee	Wire Date * Cutoff time is 4:00 PM
test payee	test payee		<input type="text" value="09/27/2022"/>
Account: <input type="text" value="x5802 - MUNI PAYROLL ACCO..."/>	Amount: <input type="text" value="2.00"/>	Previous Wire Total: N/A	
	Scheduled: \$1.00		
Memo: <input type="text" value="test 1"/>			
test payee 2	test payee 2		<input type="text" value="09/27/2022"/>
Account: <input type="text" value="x5802 - MUNI PAYROLL"/>	Amount: <input type="text" value="1.00"/>	Previous Wire Total: N/A	
	Scheduled: N/A		
Memo: <input type="text" value="test 2"/>			

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

<input type="checkbox"/>	Payee ↑	Notify Payee	Amount	Status	Wire Date	Initiated By	Comment
There are no wire transfers to display.							

History/Pending will display wires processed.

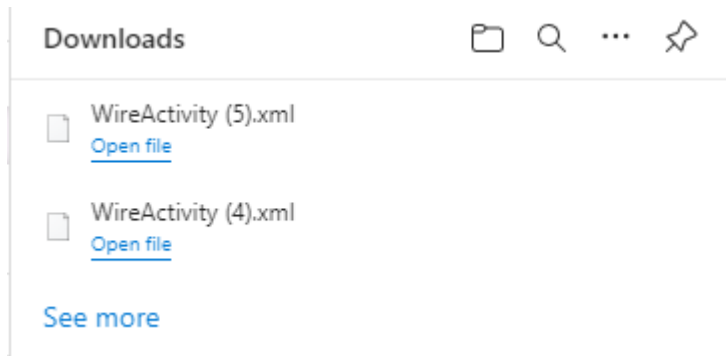
History/Pending

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	

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.

One-Time Wire

* Funding Account

* Amount

* Date

* Cutoff time is 4:00 PM ET

Reason for Payment

* Memo

Payee Information

* Payee Type

* Payee Name

Send email when wire status is changed to Downloaded

* Account Number

* Confirm Account Number

* Address Line 1

Address Line 2

* City

* State

* ZIP Code

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

* 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

Receiving Financial Institution (optional)

Show Details

* Institution Number Type

ABA

Institution Name

Institution Number

Address Line 1

Address Line 2

City

State

ZIP Code

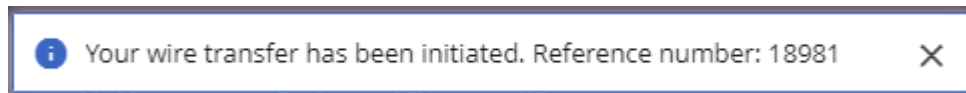
Intermediary Financial Institution (optional)

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.