

WIRES

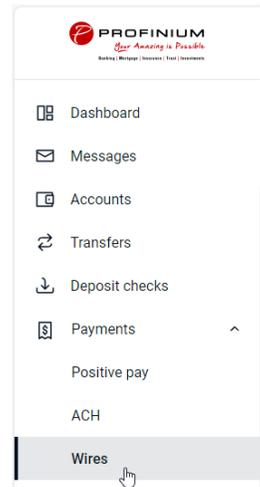


PROFINIUM

Your Amazing is Possible

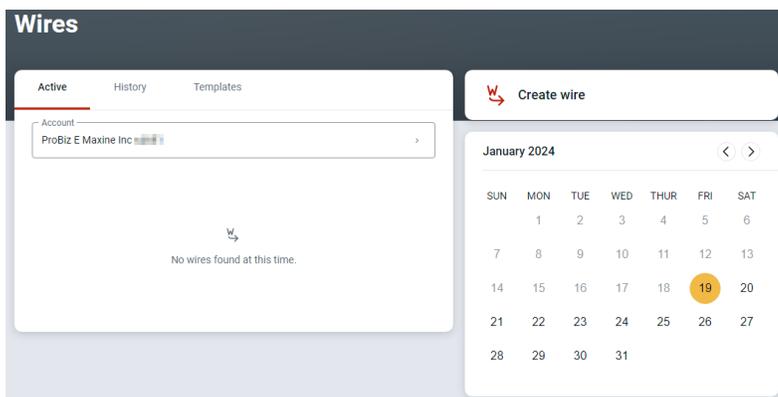
Wires

To access the Wires dashboard, click on Payments in the menu, and then click on Wires.



The Wires Dashboard shows the available accounts for sending wires. If you do not see any accounts listed here, contact Deposit Operations to have your access to the wire account activated.

You can also view a history of wire transactions as well as a calendar showing upcoming events. There is also a button for Creating a new Wire.



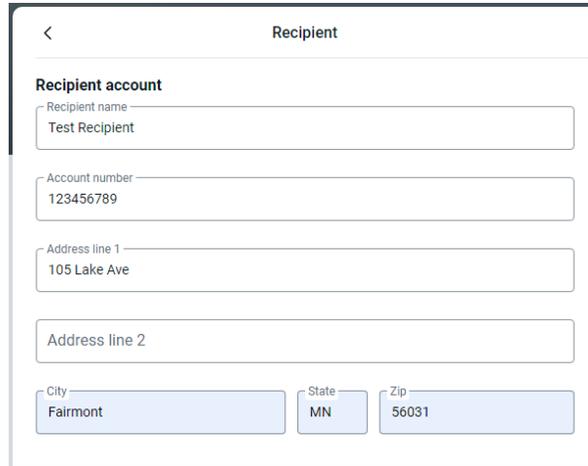
Create a Wire

Click the Create Wire button on the Wires dashboard.

Enter a name for the wire transfer.

Change the account the wire will be sent from if needed.

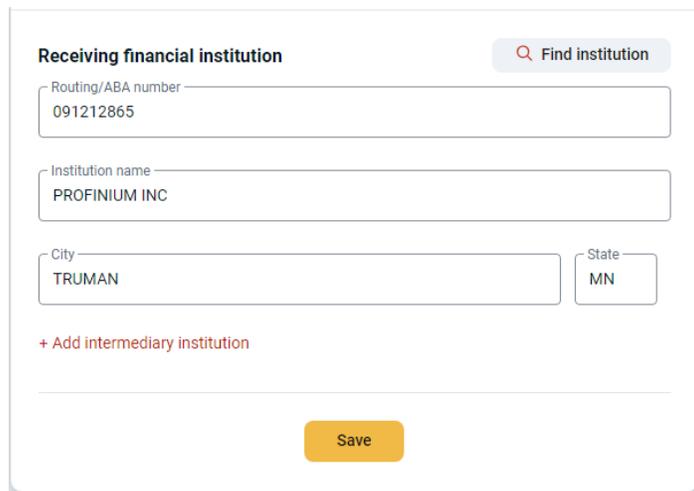
Click the Add recipient button to add the information for where the wire will be sent.



The screenshot shows a mobile application interface for adding a recipient. At the top, there is a back arrow and the title "Recipient". Below this, the section "Recipient account" is displayed. It contains several input fields: "Recipient name" with the value "Test Recipient", "Account number" with "123456789", "Address line 1" with "105 Lake Ave", and "Address line 2" which is currently empty. At the bottom, there are three separate input fields for "City" (Fairmont), "State" (MN), and "Zip" (56031).

Enter or search for the financial institution that will be receiving the wire transfer.

Click Save when completed.



The screenshot shows a mobile application interface for adding a receiving financial institution. At the top, there is a title "Receiving financial institution" and a "Find institution" button with a magnifying glass icon. Below this, there are several input fields: "Routing/ABA number" with "091212865", "Institution name" with "PROFINIUM INC", "City" with "TRUMAN", and "State" with "MN". There is also a "+ Add intermediary institution" link. At the bottom, there is a yellow "Save" button.

Enter the amount of the wire.

You can add a note to the wire to indicate the purpose or reason for the wire.

Save as Template

If the Wire transfer is something that will be done on a recurring basis, you can check the Save as template box to save the wire information for future use.

Click Create wire when the information is complete.

Wire name: Sample Wire

From: ProBiz E Maxine Inc x4681

To: Test Recipient 123456789

Amount: \$ 1.00

Notes: Add notes

Save as template:

Create wire

Click Done on the Wire created confirmation screen.

Wire created

Sample Wire

\$1.00

Template

From: ProBiz E Maxine Inc x4681

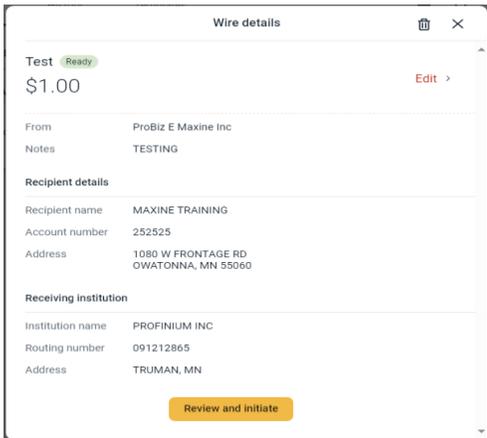
To: Test Recipient

Done

Now that the wire is created it is ready to be verified and sent for processing.

WIRE DETAILS		AMOUNT
Test	Ready to PROFINIUM INC (x2525)	\$1.00

Click on the wire in Ready status to bring up the wire details screen for review.



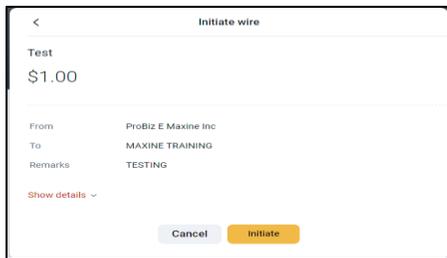
The 'Wire details' screen displays the following information:

- Test: Ready
- Amount: \$1.00
- From: ProBiz E Maxine Inc
- Notes: TESTING
- Recipient details:
 - Recipient name: MAXINE TRAINING
 - Account number: 252525
 - Address: 1080 W FRONTAGE RD, OWATONNA, MN 55060
- Receiving institution:
 - Institution name: PROFINIUM INC
 - Routing number: 091212865
 - Address: TRUMAN, MN

Buttons: Edit, Review and Initiate

Click on Edit if any changes need to be made or on the trash can if the wire needs to be deleted

If all the information is correct click on Review and Initiate to bring up the Initiate Wire screen



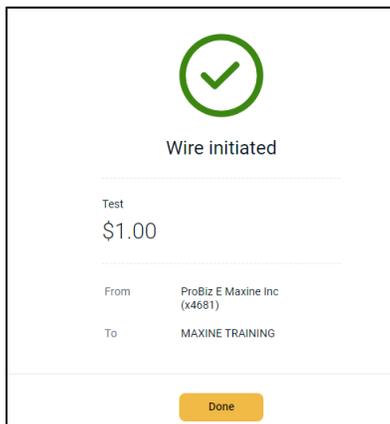
The 'Initiate wire' screen displays the following information:

- Test: \$1.00
- From: ProBiz E Maxine Inc
- To: MAXINE TRAINING
- Remarks: TESTING

Buttons: Show details, Cancel, Initiate

Once you click on initiate it will prompt you to enter your password for final confirmation.

The wire will then show as Initiated status indicating it has been sent for processing at the bank.



The 'Wire initiated' confirmation screen displays the following information:

- Wire initiated (with a green checkmark icon)
- Test: \$1.00
- From: ProBiz E Maxine Inc (x4681)
- To: MAXINE TRAINING

Button: Done

Then you will call the ACH/Wire authentication line for verification (507)-235-7608.

Leave a message with your name, the date of the wire, the dollar amount of the wire, and the code word that is on the wire agreement for your company.

Our wire team will ensure the information matches what was submitted online and contact you if any clarification is needed. If the information matches the wire will be sent out shortly after the wire has been verified.

Our cutoff for International Wires is 1pm and Domestic Wires is 4pm. Please be advised that due to processing time, wires received within 30 minutes of cutoff might not go out same day.