



## ExecuBanc Administration Function User's Guide

As the Company Administrator there are several things you need to do before you start using ExecuBanc to the fullest. The Company Administrator is the only person designated to add, change, or delete employee access rights. The access an employee is granted determines the functions that can be performed by that employee. This guide describes how to set up an employee's access, assign functions to employees, and create internal and wire transfer templates.

FNB has policies and procedures to address data confidentiality, integrity and availability. We encourage all companies to review the following useful security tips to create and support a culture of security awareness.

- Control access to sensitive areas of the office.
- Ensure all company data and customer information is securely controlled.
- Change your password on a regular basis.
- Change your password immediately if you suspect it has been compromised in any way.
- Educate staff about password confidentiality and reinforce this regularly.
- Check that all requests for information are genuine – and ignore any requests for bank account details and passwords, whether by phone or email.
- Ignore suspicious emails, consider deleting them unread – and **be very wary of clicking on any links contained within an email.** Always cut and paste URL information into a new browser window.
- Keep your web browser and anti-virus applications up to date with security patches.
- Ensure account transaction reconciliation functions are performed utilizing segregation of duties processes and performed and reviewed timely.
- Implement dual control/approval for Wire Transfer and Direct Deposit/Debit Automated Clearing House (ACH) transaction origination.
- Frequently check and review systems and processes with your 'security hat' on.
- Review transaction activity and account information on a daily basis. FNB has several Treasury Management services such as Positive Pay that can provide additional tools to assist with the review.
- **If you see anything unusual, immediately contact Treasury Management Support at (866) 750-5298.**

Everyone in your business needs to remember that skilled fraudsters will resort to all manner of subtlety and guile to trick people into disclosing valuable information.

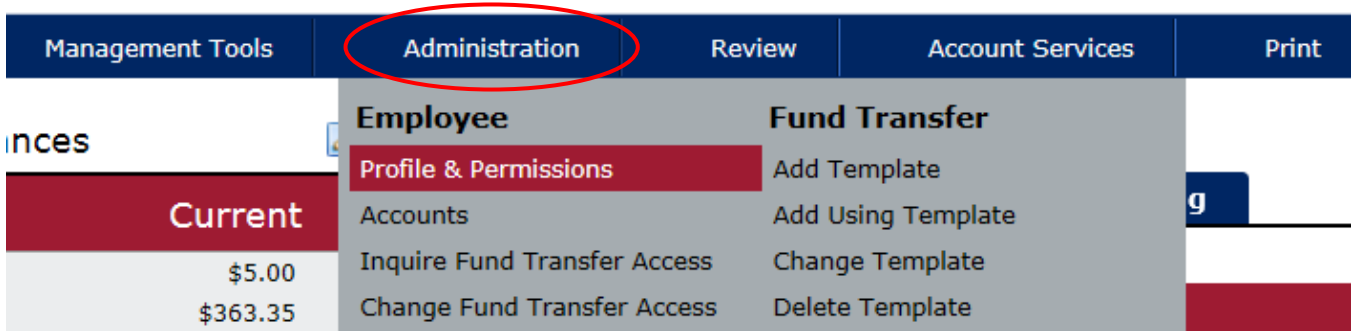
For additional security updates and information, visit our website at [www.fnb-online.com](http://www.fnb-online.com) and click on the [Security Updates](#) link.

<b>Creating Employee Access Rights.....</b>	<b>Page 2</b>
<b>Accounts.....</b>	<b>Page 9</b>
<b>Setting up Internal Transfer Templates.....</b>	<b>Page 12</b>
<b>Giving an Employee Access to Internal Transfers.....</b>	<b>Page 14</b>
<b>Setting up Wire Templates.....</b>	<b>Page 15</b>
<b>Giving an Employee Access to Wire Transfers.....</b>	<b>Page 17</b>

# Creating Employee Access Rights

To add a new employee

- Select the **Administration** tab
- Under the **Employee** heading, select **Profile & Permissions**

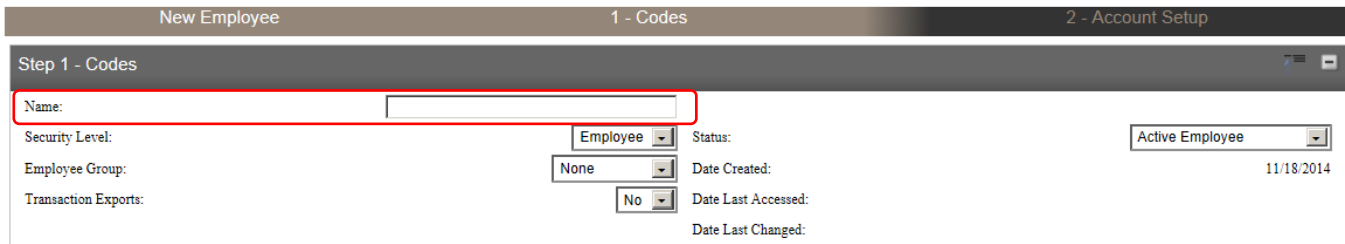


- The Select Employee Criteria screen will display, select **New Employee**
- Click **Submit**

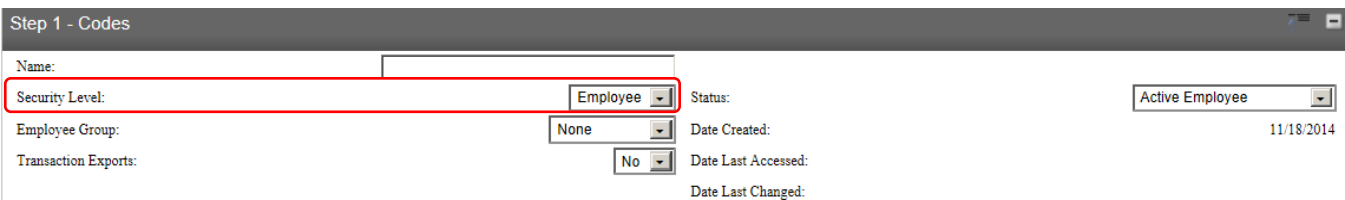


Complete the information in the *New Employee* template as follows:

- **Name** – Enter the Employee’s full name



- **Security Level** - Indicates the level of employee access allowed
  - **Employee** indicates the employee is not allowed to review transfers
  - **Supervisor** indicates the employee has administration rights and is authorized to review transfers from their Employee Group
  - **Administrator** indicates the employee has administration rights and is authorized to review transfers



- **Employee Group** - Choose the group you wish your employee to be a part of

Step 1 - Codes

Name:

Security Level:  Employee

Employee Group:  None

Transaction Exports:  No

Status:  Active Employee

Date Created: 11/18/2014

Date Last Accessed:

Date Last Changed:

- **Transactions Exports** – Choose “Yes” or “No” to indicate if the employee can export transactions and account information for use in external applications, i.e. Quicken, QuickBooks

Step 1 - Codes

Name:

Security Level:  Employee

Employee Group:  None

Transaction Exports:  No

Status:  Active Employee

Date Created: 11/18/2014

Date Last Accessed:

Date Last Changed:

- **Status** - Indicates the employee status
  - **Active Employee** indicates the employee has access to the system
  - **Frozen Status, No Access** indicates the employee is not deleted but does not have access to the system
  - **Closed Employee Record** indicates a former employee that has not yet been deleted from the system

Step 1 - Codes

Name:

Security Level:  Employee

Employee Group:  None

Transaction Exports:  No

Status:  Active Employee

Date Created: 11/18/2014

Date Last Accessed:

Date Last Changed:

- **Email Address** - Optional field to enter the employee’s email address
- **Business Phone / Ext / Mobile Phone** –Optional fields to enter the employee’s phone number(s)

Contact Methods

E-mail Address:

Business Phone:

Business Phone Ext.:

Mobile Phone:

- **Client Details** – This section will automatically be filled in

Client Details

Client Name	Client Number	Client Tax ID
<input checked="" type="checkbox"/> CLIENT	09132	2509

**Security** – This section sets up a unique User Code and password for the employee

- **User Code:** indicates the unique ID used to log on. The User Code can be up to 19 characters and is case sensitive.
- Click [Change Password](#)

Security

User Code:  [Change Password](#)

PIN:

Terms Acceptance Date:

- **New Password:** Enter the temporary password used to log on with the User Code. The password must be between 8 and 17 alphanumeric characters and is case sensitive.
- **Confirm Password:** Re-enter the temporary password
- Click **Submit**

Change Password

New Password:

Confirm Password:

**Submit** Cancel

- **Skip Pin and Terms Acceptance Date**

Security

User Code:  [Change Password](#)

**PIN:**

**Terms Acceptance Date:**

- **Multifactor Authentication - Skip this section**

Multifactor Authentication

Token Status: (None)

Token Type: (None)

- **Role Assignment** – Indicates the level of employee access allowed  
Click [Add Role](#)

Role Assignment

Role Name

[Add Role](#)

Select the applicable **Role Name(s)** for the user referring to the Security Level assigned on page 2 of this guide:

- **ACH** indicates the user is allowed to send ACH files
- **Administrator** indicates the user has administration rights and is authorized to review transfers
- **Employee** indicates the user is not allowed to review transfers
- **Secondary Approver** indicates the user is authorized to review ACH files submitted by other users
- **Supervisor** indicates the user has administration rights and is authorized to review transfers
- **Note:** Multiple Roles can be assigned to a user. For example: If the new user will be an administrator who sends ACH files and can add new employees to the client, the user will need the **Administrator, ACH and Employee** Roles
- **Note:** The black **X** will delete the corresponding Role Name

Role Assignment

Role Name

(None)

(None)

ACH

Administrator

Employee

SECONDARY APPROVER

Supervisor

Confirm group override:

- **Overrides - Skip this section**

Overrides

Cutoff Group Override: Use Default

➤ **Account Options** - Skip this section

Account Options	
Incoming ACH:	No
Incoming Wire:	No

➤ **Administration** - This section is only used if you are creating an administrator or supervisor level access.

**Determine the access you want to grant selecting the level of functionality:**

**Employee:** Gives the ability to inquire, add new, change or delete employee access

**Internal Transfer Template:** Gives the ability to add new, change or delete internal templates

**ACH Transfer Template:** Skip this section

**Tax Transfer Template:** Skip this section

**Wire Transfer Template:** Gives the ability to add new, change or delete wire templates (if applicable)

**Bill Payment Transfer Template:** Skip this section

Administration	Inquiry	New	Change	Delete
		Select All	Select All	Select All
Employee:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internal Transfer Template:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ACH Transfer Template:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tax Transfer Template:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wire Transfer Template:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bill Payment Transfer Template:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

➤ **Approvals** – this section is only used if you want the user’s transfers to have a second person review or authorize the transfer before it is submitted to the bank

- **Review Internal Transfers** – changing to “Yes” requires this user’s internal account transfers to be reviewed by you (or another user) before the transfer is processed
- **Review ACH Transfers** – Skip this section
- **Review Wire Transfers** – choose “Yes” if your company is sending wires through online banking, wire customers are required to have dual approval for all wires sent online
- **Approve Transfers:** Choose “Yes” or “No” to indicate if the user can approve internal and/or wire transfers initiated by other employees (the user’s Security Level explained on page 2 must be a Supervisor or Administrator to have this function)

Approval Options	
Review Internal Transfers:	No
Review ACH Transfers:	No
Review Wire Transfers:	Yes
Approve Transfers:	Yes

➤ **Fund Transfers Options** - Choose “Yes” or “No”

**Inquire Transfers:** “Yes” indicates if the employee can inquire into transfers

**Initiate Transfers:** “Yes” indicates if the employee can initiate fund transfers (internal and/or wires)

Fund Transfer Options	
Inquire Transfers:	Yes
Initiate Transfers:	Yes
Review Bill Payment Transfers:	No

➤ **File Transfers Options** – Skip this section

File Transfer Options	
Review ACH File Transfers:	No
Review Other File Transfer:	No

➤ **Limits and Thresholds** – Optional Section, indicates the daily dollar amount of transfers a user can issue per day

Limits and Thresholds	
Wire Review Threshold:	0.00
Wire Daily Transfer Limit:	0.00
File Review Threshold:	0.00
File Daily Transfer Limit:	0.00

➤ **Bill Payments** - Skip this section

Bill Payments	
Initiate/Delete Payments:	No

➤ **Positive Pay Options** - If your company is set up for Positive Pay services, you can allow your employee to import files and review any suspect items

Positive Pay Options	
Inquiry and Import/Template Maintenance:	None
Maintenance and Review:	None

➤ **Stop Payments** - Choose “Yes” or “No”

**Inquiry:** Enables the employee to inquire into stop payments

**New:** Enables the employee to add stop payments

Stop Payments	
Inquiry:	No
New:	No

➤ **Interface Specifications**

**Only complete this section if your company utilizes the Bill Payment Service**

- **Interface** – Choose Corporate CheckFree to allow the employee to process Bill Payments, if your company is set up for Bill Payment services.
  - **NOTE:** If the new user has a security level of employee or supervisor (page 2 of this guide) each bill payment will need authorized by you or any administrators on the client. If you want the user to be able to make bill payments without dual control, select the security level of Administrator.
- **User Code** - Enter your client number (listed under the Client Details section towards the top of the screen) and the user code assigned to the employee in the security section explained on page 3 of this guide with no spaces.
- **Password** – Enter the password WEBPAY in capital letters. **This password is standard for all bill pay users and will not be used for access into the website.**

Interface Specifications		
Interface	User Code	Password
Corporate CheckFree	123USERNAME	*****

- **Electronic Documents** - Provides the ability to control which images and statements can be viewed  
Place a checkmark next to the applicable Electronic Documents.

Electronic Documents	
<u>Disable All</u>	Document
<input checked="" type="checkbox"/>	DDA ONUS DEBITS
<input checked="" type="checkbox"/>	DDA ONUS CREDITS
<input checked="" type="checkbox"/>	SAV ONUS DEBITS
<input checked="" type="checkbox"/>	SAV ONUS CREDITS
<input checked="" type="checkbox"/>	e-Checking Account Statements
<input checked="" type="checkbox"/>	e-Savings Account Statements

<u>Disable All</u>	Document
<input checked="" type="checkbox"/>	e-Overdraft Notification
<input checked="" type="checkbox"/>	e-Returned Item Notification
<input checked="" type="checkbox"/>	DDA ONUS DEBITS 2
<input checked="" type="checkbox"/>	e-Sweep Notification
<input checked="" type="checkbox"/>	LockBox Reports
<input checked="" type="checkbox"/>	e-Redep Item Notice ExecuBanc

- **Employee Account Access** – Select the “Add” check box(es) to enable the user to access the account(s)

Employee Account Access			
Add	Account Number	Account Type	Account Nickname
<input checked="" type="checkbox"/>	02681	Demand Deposit	CHECKING 2681
<input checked="" type="checkbox"/>	02702	Demand Deposit	CHECKING 2702
<input checked="" type="checkbox"/>	29245	Demand Deposit	CHECKING 9245
<input checked="" type="checkbox"/>	29252	Demand Deposit	CHECKING 9252
<input checked="" type="checkbox"/>	29253	Demand Deposit	CHECKING 9253

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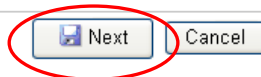
**Only complete this section if your company utilizes the ACH Service**

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- **Applications Enabled** – Select **ACH** if the user will be authorized to send ACH files

Applications Enabled	
<u>Select All</u>	
<input type="checkbox"/>	ACH

- **Click Next**



You will see this orange symbol as the system verifies the accounts are still active:

Accounts Added	
<b>Account Nickname</b>	
TEST 1	
TEST 2	

- **Click Next**

Accounts Added	
<b>Account Nickname</b>	
TEST 1	
TEST 2	

## Assigning Employee ACH Access

**(This section will only appear if the user is authorized to send ACH files)**

- Choose the Company or Companies the ACH user will be authorized to send files for by selecting in the checkbox. (It is common to only have one Company listed.)

ACH User			
Company			
	Company Name	Company ID	Company Entry Description
<input checked="" type="checkbox"/>	SWEEP TEST CLIEN	250913201	ACH
<input type="checkbox"/>	ECORP TEST CLIEN	123456789	ACH

- Choose the user's ACH **Permission** per account:
  - **No Access:** This account can not be used to send ACH files
  - **ACH Transfer Out:** This account can only be used to send money out of the bank account
  - **ACH Transfer In:** This account can only be used to bring money into the bank account
  - **Full ACH Access:** This account can be used to send money out of the bank account and bring money into the bank account
- Click **Finish**

Internal Account Selection					
Account Number	Account Type	Routing Number	Nickname	Permission	
681	Demand Deposit	0313-01053	CHECKING 2681	No Access	
702	Demand Deposit	0313-01053	CHECKING 2702	No Access	
245	Demand Deposit	0313-01053	CHECKING 9245	ACH Transfer In	
252	Demand Deposit	0313-01053	CHECKING 9252	No Access	
.....253	Demand Deposit	0313-01053	CHECKING 9253	No Access	

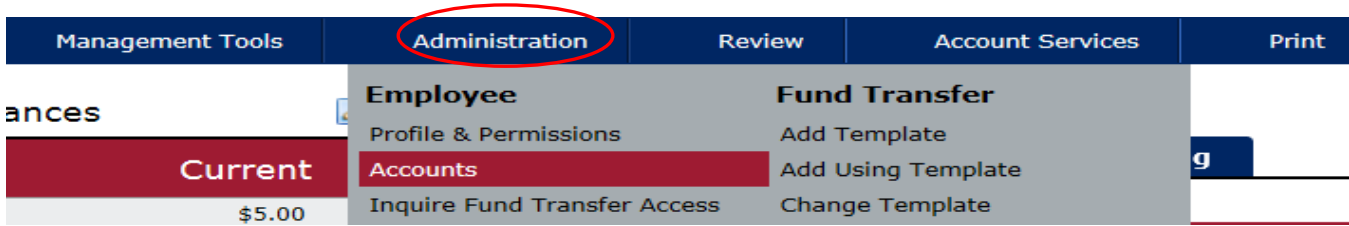
**You will receive this message:**

<b>Success</b>
Record Updated Successfully



## Accounts - This function is to give permission to employees to access accounts

- Select the **Administration** tab
- Under the **Employee** heading, select **Accounts**

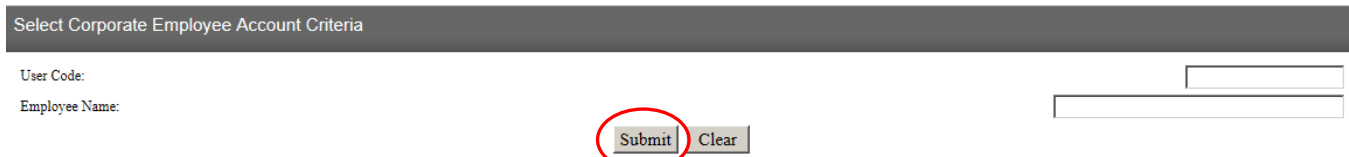


The screenshot shows a navigation menu with tabs: Management Tools, Administration (circled in red), Review, Account Services, and Print. Under the Administration tab, there are two main sections: Employee and Fund Transfer. Under Employee, the options are Profile & Permissions, Accounts (highlighted in red), and Inquire Fund Transfer Access. Under Fund Transfer, the options are Add Template, Add Using Template, and Change Template.

- Enter the **User Code** or **Employee Name** of the employee you are inquiring into
- Click Submit

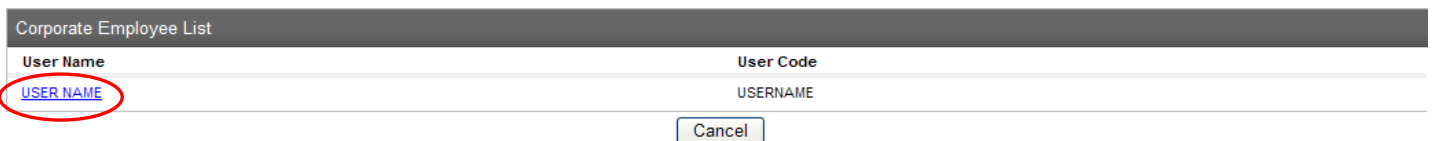
**OR**

- Click Submit to list all current users



The form is titled "Select Corporate Employee Account Criteria". It has two input fields: "User Code:" and "Employee Name:". Below the fields are two buttons: "Submit" (circled in red) and "Clear".

- Click on the employee's User Name that you want to grant access rights
  - Note: Clicking **Cancel** will clear the entered User Code / Employee Name and the Corporate Employee List



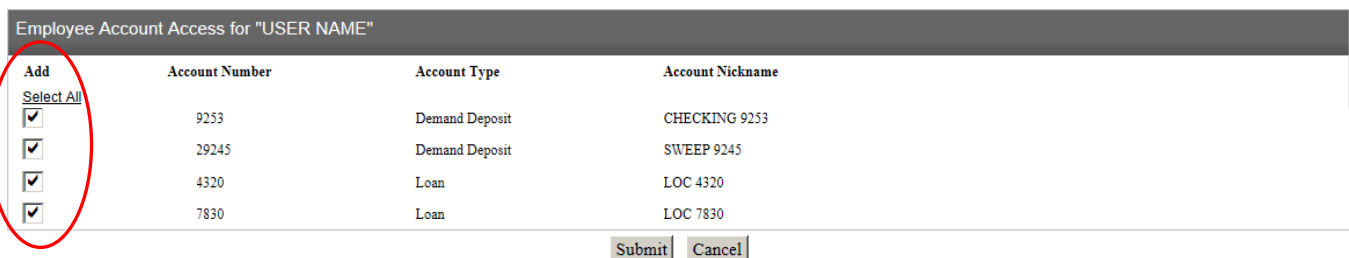
The table is titled "Corporate Employee List". It has two columns: "User Name" and "User Code". The first row shows "USER NAME" and "USERNAME". Below the table is a "Cancel" button.

➤ The Employee Account List will display with all of the accounts available for access

- Click Select All to give the employee access to all of the listed accounts

**OR**

- Place a check mark in the box in the Add column to grant access to the corresponding account(s)



The table is titled "Employee Account Access for 'USER NAME'". It has four columns: "Add", "Account Number", "Account Type", and "Account Nickname". The "Add" column contains a "Select All" link and four checkboxes, all of which are checked and circled in red. Below the table are "Submit" and "Cancel" buttons.

Add	Account Number	Account Type	Account Nickname
Select All			
<input checked="" type="checkbox"/>	9253	Demand Deposit	CHECKING 9253
<input checked="" type="checkbox"/>	29245	Demand Deposit	SWEEP 9245
<input checked="" type="checkbox"/>	4320	Loan	LOC 4320
<input checked="" type="checkbox"/>	7830	Loan	LOC 7830

You will see this orange symbol as the system verifies the accounts are still active:

New User Account Access		
Account Number	Account Type	Status
9253	Demand Deposit	
29245	Demand Deposit	
4320	Loan	
7830	Loan	

Deleted User Account Access

No Deleted Account Access Specified.

- Click **Done**

New User Account Access		
Account Number	Account Type	Status
153	Demand Deposit	
1245	Demand Deposit	
120	Loan	
130	Loan	

Deleted User Account Access

No Deleted Account Access Specified.

You will be directed back to the Corporate Employee Account List

- For specific account access specifications, click the **Change** icon

Employee Account Access for "USER NAME"				
Add	Account Number	Account Type	Account Nickname	Change
<a href="#">Select All</a>	<a href="#">9253</a>	Demand Deposit	CHECKING 9253	

➤ The Change Corporate User Account screen will display. Make any necessary changes and click **Save** on the top left

**Change Corporate User Account**

Client Name: SWEEP TEST CLIENT  
Account Type: Demand Deposit  
Account Number: 9253  
Access Identification: 0313-01053  
Institution Number: 00  
Institution Report Number: 000

**Account Specifications**

Status: Active  
Nickname: CHECKING 9253  
Access Group: Demand Deposit  
Display Group: CHECKING  
Merchant Capture Access Override: Not Defined

**Account Options**

Inquiry Detail: Yes  
Presentments: Yes  
Transactions: Yes  
Incoming ACH: No  
Incoming Wire: No  
ACH Item Search: Yes  
Exports: Yes  
Account Number Display: Yes

**Fund Transfer Options**

Overdrafts Allowed: No  
Loan Payment: All  
Tax Payment: No  
Bill Payment: Yes  
Internal Transfer In: Yes  
Internal Transfer Out: Yes  
ACH Transfer In: No  
ACH Transfer Out: No  
Wire Transfer Out: Yes

**Limits and Thresholds**

Transfer Review Threshold: 0.00  
Daily Transfer Limit: 0.00  
ACH Review Threshold: 0.00  
ACH Daily Limit: 0.00  
Wire Review Threshold: 0.00  
Wire Daily Transfer Limit: 0.00  
Bill Payment Review Threshold: 0.00  
Bill Payment Daily Limit: 0.00  
Minimum Account Balance: 0.00

**Positive Pay Options**

Inquiry and Import/Template Maintenance: (None)  
Maintenance and Review: (None)

**Stop Payments**

Inquiry: Yes  
Add: Yes

**Callout Box 1:** Indicates the funds in the account be transferred in or out between other accounts (points to Internal Transfer In)

**Callout Box 2:** Indicates the account can be used for bill payments (points to Bill Payment)

## Setting up Internal Transfer Templates

- \* Transfer templates must be set up to be able to Transfer Funds between accounts. Templates can be used repeatedly.
- \* Only the Company Administrator (or users with administrative rights) can add, change, or delete Internal Transfer templates.

- Select the **Administration** tab
- Under the **Fund Transfer** heading, select **Add Template**

The screenshot shows a navigation menu with tabs: Accounts, Management Tools, Administration (circled in red), Review, Account Services, and Print. Below the Administration tab, there are two sub-sections: Employee and Fund Transfer. Under the Fund Transfer section, the 'Add Template' button is highlighted in red. Other options include 'Profile & Permissions', 'Accounts', and 'Add Using Template'.

- Choose **Internal** from the drop-down menu.
- Click **Submit**

The screenshot shows the 'New Fund Transfer Template' form. At the top, it says 'Select Type of Fund Transfer Template'. Below this, there is a label 'Fund Transfer Type:' followed by a dropdown menu currently set to 'Internal'. A 'Submit' button is located below the dropdown and is circled in red.

### Complete the information in the *New Fund Transfer template* as follows:

#### ➤ **Fund Transfer Template**

**Client** identifies the established client

**Transfer Description** identifies a unique description name assigned to the transfer

**Group** identifies a specific group of transfers

**Review Required** identifies that each transfer that occurs will require additional client approval through client reviews, before sending to the bank

#### New Fund Transfer Template

The screenshot shows the 'Fund Transfer Template' form. It has a red header. Below the header, there are four fields: 'Client:' with a dotted box containing 'SWEEP TEST CLIENT', 'Group:' with a dropdown menu set to '(Undefined)', 'Transfer Description:' with an empty text box, and 'Review Required:' with a dropdown menu set to '(None)'.

#### ➤ **From Section** - Indicates the specific information about the account making the transfer

**Account nickname** identifies the unique name for easier identification. Select a nickname from the drop-down box. This is a list of all the deposit accounts you have access to use.

The remaining information will default once the account nickname is chosen

#### ➤ **To Section** - Indicates the specific information about the account receiving the fund transfer

**Account Nickname** same as above

The remaining information will default once the account nickname is chosen

The screenshot shows two side-by-side sections: 'From' and 'To'. Each section has four fields: 'Account Nickname:' with a dropdown menu set to '(None)', 'Institution Routing/Transit:' with an empty text box, 'Account Type:' with a dropdown menu set to 'Demand Deposit', and 'Account Number:' with an empty text box.

- **Defaults** – (This section is optional) used to establish certain default specifications regarding fund transfers
  - Default Amount** identifies the default transfer amount. The amount can be overridden when issuing the fund transfer.
  - Amount Increment** (Optional) identifies the increment used when issuing a fund transfer. For example, if \$5.00 is entered in the Amount Increment field, then transfers can be issued only in \$5.00 increments, (e.g. \$5, \$10, \$15, \$20). If Account Increments is left blank or a zero is entered, no amount increments will be assigned to the transfer.
  - Minimum Amount** (Optional) identifies the minimum amount allowed to transfer
  - Maximum Amount** (Optional) identifies the maximum amount allowed to transfer
  
- **Automatic Transfer** – (This section is optional) used in conjunction with recurring transfers
  - Frequency** (Optional) indicates the length in time between each fund transfer being issued
  - Number of Remaining Transfers** (Optional) the number of automatic transfers remaining after the first transfer is issued

Defaults	Automatic Transfer
Default Amount: <input style="width: 100%;" type="text"/>	Frequency: <input style="width: 80%;" type="text"/> <input style="width: 15%; border: 1px solid black;" type="button" value="On Demand"/>
Amount Increments: <input style="width: 100%;" type="text"/>	Number of Remaining Transfers: <input style="width: 100%;" type="text"/>
Minimum Amount: <input style="width: 100%;" type="text"/>	
Maximum Amount: <input style="width: 100%;" type="text"/>	

➤ **Default Message - (Optional)**

**Instructions:** identifies an institution-defined message displayed when an employee inquires into the transfer

**Click Submit.** A confirmation will be displayed

**Default Message**

Instructions:

## Giving an Employee Access to Internal Transfers

- Select the **Administration** tab
- Under the **Employee** heading, select **Change Fund Transfer Access**

Management Tools	Administration	Review	Account Services	Print						
<b>balances</b> <table border="1"> <thead> <tr> <th></th> <th>Current</th> </tr> </thead> <tbody> <tr> <td>81</td> <td>\$5.00</td> </tr> <tr> <td>02</td> <td>\$363.35</td> </tr> </tbody> </table>		Current	81	\$5.00	02	\$363.35	<b>Employee</b> Profile & Permissions Accounts Inquire Fund Transfer Access <b>Change Fund Transfer Access</b>	<b>Fund Transfer</b> Add Template Add Using Template Change Template Delete Template		
	Current									
81	\$5.00									
02	\$363.35									

- Select **All** or enter the search text for the employee.
- Click **Submit**

Change Employee Fund Transfer Access

Search for Employee	
<input checked="" type="radio"/> All <input type="radio"/> Employee Group: <input type="radio"/> Name:	EMPLOYEES <input type="text"/> <input type="button" value="Submit"/>

- Select the employee that you want to grant access rights

Results for All	
Name	Employee Group
USER_NAME	EMPLOYEES

- Under the **Internal Transfers** heading, change the access to **Yes** from the drop-down menu for the applicable internal transfer templates.
- Click **Submit**. A confirmation will be displayed.

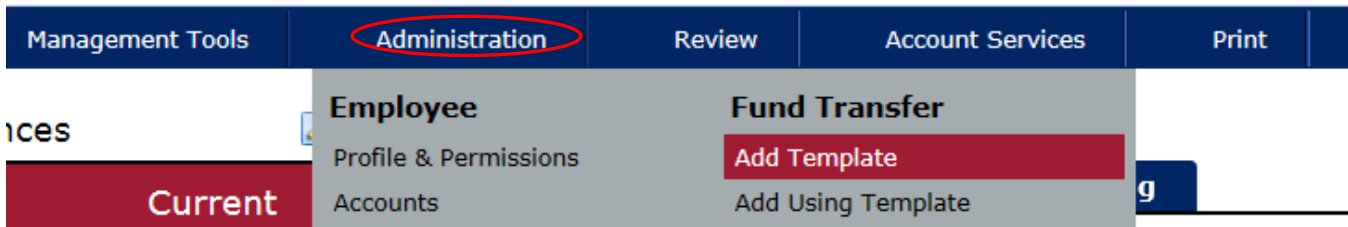
Change Employee Fund Transfer Access

INTERNAL TRANSFERS			
CHECKING TO CHECKING:	No	PRINCIPAL PMT:	No
LOC ADVANCE:	No	REG LOAN PMT:	No
<input type="button" value="Submit"/>			

## Setting up Wire Templates

The Company Administrator (or users with administrative rights) can add, change, or delete Wire Transfer templates.

- Select the **Administration** tab
- Under the **Fund Transfer** heading, select **Add Template**



The screenshot shows a navigation menu with tabs: Management Tools, Administration (circled in red), Review, Account Services, and Print. Below the Administration tab, there are two main sections: Employee (with sub-items Profile & Permissions and Accounts) and Fund Transfer (with sub-items Add Template and Add Using Template). The 'Add Template' button is highlighted in red.

- Choose **Domestic Wire** or **Foreign Wire** from the drop-down menu. Click **Submit**



The screenshot shows the 'New Fund Transfer Template' form. The title is 'Select Type of Fund Transfer Template'. Below it, there is a 'Fund Transfer Type:' label, a 'Submit' button (circled in red), and a dropdown menu (circled in red) with options: Internal, Internal, Domestic Wire (selected), and Foreign Wire.

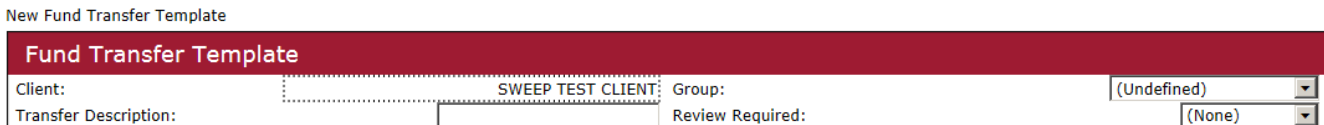
### ➤ Fund Transfer Template

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**Group** identifies a specific group of transfers

**Review Required** identifies that each transfer that occurs will require additional client approval through client reviews, before sending to the bank



The screenshot shows the 'New Fund Transfer Template' form. The title is 'Fund Transfer Template'. Below it, there are four fields: 'Client:' with the value 'SWEEP TEST CLIENT', 'Transfer Description:', 'Group:' with the value '(Undefined)', and 'Review Required:' with the value '(None)'. Each field has a corresponding input box or dropdown menu.

**From** - Indicates specific information about the account making the transfer

**Account Nickname** select an account nickname from the drop-down box.

The following information will default once account nickname is chosen:

**Institution Routing/Transit** identifies the R/T number of the institution initiating a transfer

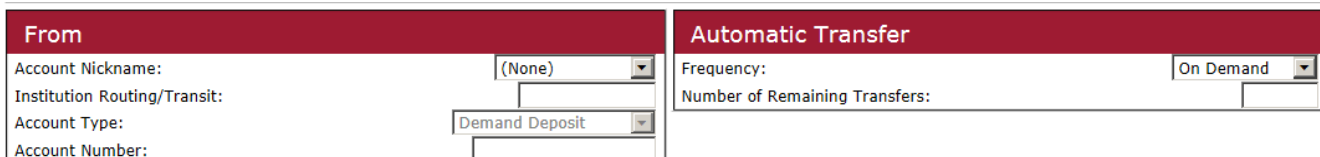
**Account Type** identifies the type of account initiating a transfer

**Account Number** identifies the account number initiating a transfer

➤ **Automatic Transfer** (Optional) Is used in conjunction with recurring transfers

**Frequency** indicates the length in time between each fund transfer being issued

**Number of Remaining Transfers** number of automatic transfers remaining after the first transfer is issued



The screenshot shows two sections of the form. The 'From' section has fields for 'Account Nickname:' (value: (None)), 'Institution Routing/Transit:' (value: Demand Deposit), and 'Account Type:' (value: Demand Deposit). The 'Automatic Transfer' section has fields for 'Frequency:' (value: On Demand) and 'Number of Remaining Transfers:' (value: ).

- **Defaults** - (Optional) Is used with all fund transfers to establish certain defaults specifications regarding fund transfers
  - Default Amount** (Optional) the default transfer amount. The amount can be overridden when issuing the fund transfer.
  - Amount Increment** (Optional) the increment used when issuing a fund transfer. For example, if \$5.00 is entered in the Amount Increment field, then transfers can be issued only in \$5.00 increments, (e.g. \$5, \$10, \$15). If Account Increments is left blank or zero is entered, no amount increments will be assigned.
  - Minimum Amount** (Optional) identifies the minimum amount allowed to transfer
  - Maximum Amount** (Optional) identifies the maximum amount allowed to transfer

Defaults	
Default Amount:	<input type="text"/>
Amount Increments:	<input type="text"/>
Minimum Amount:	<input type="text"/>
Maximum Amount:	<input type="text"/>

- **Receiving Information** –
  - Institution Routing/Transit** the Routing/Transit number of the institution receiving the transfer
  - S.W.I.F.T. Bank Identifier** the institution receiving the transfer
  - Institution Name** the name of the institution receiving the transfer
  - Institution Address** the address of the institution receiving the transfer
  - Institution City, State, Zip** the city, state and ZIP code of the institution receiving the transfer

Receiving Information	
Institution Routing/Transit:	<input type="text"/>
Institution Name:	<input type="text"/>
Institution Address:	<input type="text"/>
Institution City, State, Zip:	<input type="text"/>

- **Beneficiary Information** –
  - Beneficiary S.W.I.F.T Bank Identifier** the beneficiary institution ultimately receiving the transfer
  - Beneficiary Institution Name** the name of the institution ultimately receiving the transfer
  - Beneficiary Institution Address** the street address of the beneficiary institution ultimately receiving the transfer
  - Beneficiary Institution City, State, Zip** the name of the city, the two-character state abbreviation, and the ZIP Code of the beneficiary institution ultimately receiving the transfer
  - Beneficiary Account Type** the type of account ultimately receiving the transfer
  - Beneficiary Account Number** the number of the account ultimately receiving the transfer
  - Beneficiary Name** the name of the recipient or beneficiary ultimately receiving the transfer
  - Beneficiary Address** the physical address (no PO Boxes) of the beneficiary ultimately receiving the transfer
  - Beneficiary City, State, Zip** the name of the city, the two-character state abbreviation, and the ZIP Code of the beneficiary ultimately receiving the transfer

Beneficiary Information	
Beneficiary Institution Routing/Transit:	<input type="text"/>
Beneficiary Institution Name:	<input type="text"/>
Beneficiary Institution Address:	<input type="text"/>
Beneficiary Institution City, State, Zip:	<input type="text"/>
Beneficiary Account Type:	<input type="text"/> Demand Deposit
Beneficiary Account Number:	<input type="text"/>
Beneficiary Name:	<input type="text"/>
Beneficiary Address:	<input type="text"/>
Beneficiary City, State, Zip:	<input type="text"/>

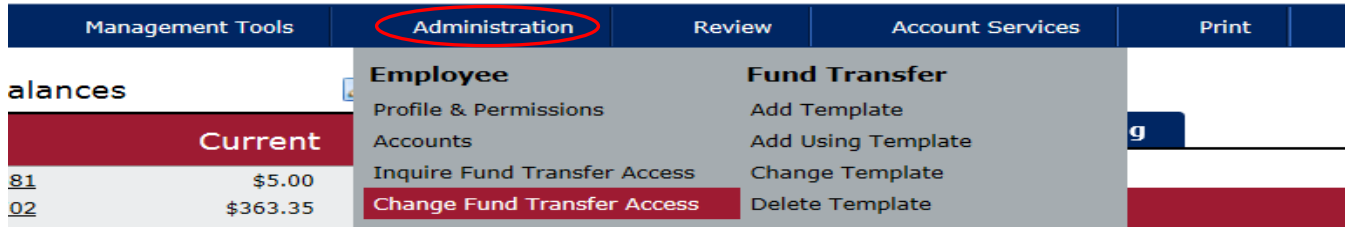
- **Default Message** (Optional) additional information for the wire transfer
- **Click Submit.** A confirmation will be displayed.

Default Message
<input type="text"/>



## Giving an Employee Access to Wire Transfers

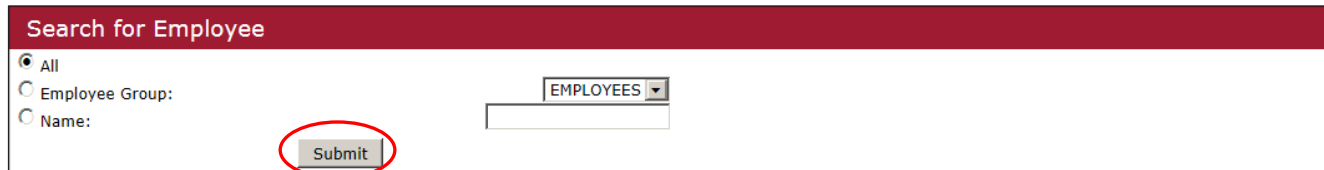
- Select the **Administration** tab
- Under the **Employee** heading, select **Change Fund Transfer Access**



The screenshot shows a navigation menu with tabs: Management Tools, Administration (circled in red), Review, Account Services, and Print. Under the Administration tab, there are two main sections: Employee and Fund Transfer. Under Employee, the options are Profile & Permissions, Accounts, Inquire Fund Transfer Access, and Change Fund Transfer Access (highlighted in red). Under Fund Transfer, the options are Add Template, Add Using Template, Change Template, and Delete Template.

- Select **All** or enter the search text for the employee.
- Click **Submit**

Change Employee Fund Transfer Access



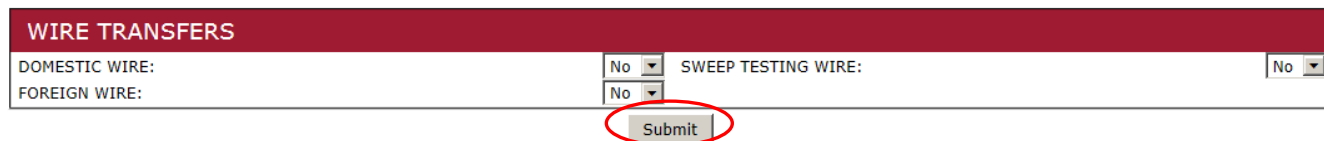
The form is titled 'Search for Employee'. It has three radio buttons: 'All' (selected), 'Employee Group:', and 'Name:'. To the right of 'Employee Group:' is a dropdown menu showing 'EMPLOYEES'. Below the radio buttons is a 'Submit' button circled in red.

- Select the employee that you want to grant access rights



Results for All	
Name	Employee Group
USER NAME	EMPLOYEES

- Under the **Wire Transfers** heading, change the access to **Yes** from the drop-down menu for the applicable transfer templates.
- Click **Submit**. A confirmation will be displayed.



The form is titled 'WIRE TRANSFERS'. It has two sections: 'DOMESTIC WIRE:' and 'FOREIGN WIRE:'. Each section has a dropdown menu set to 'No'. To the right, there is a section for 'SWEEP TESTING WIRE:' with a dropdown menu also set to 'No'. Below these sections is a 'Submit' button circled in red.

### Contact Information:

- \* For additional assistance, please call Treasury Management Support Toll-free at (866) 750-5298 to speak to a support representative Monday - Friday between the hours of 8:00 AM and 5:00 PM ET.
- \* For additional information, you can visit our website at [www.fnb-online.com](http://www.fnb-online.com) or you can take advantage of the [ExecuBanc Demo](#) also available on our website.
- \* To contact Treasury Management Support via e-mail, the address is [treasurymgmt@fnb-corp.com](mailto:treasurymgmt@fnb-corp.com).

### System Requirements:

- \* **Equipment** - A personal computer and Internet connection are needed. A monitor resolution of 800x600 (or greater) is recommended for best performance.
  - \* **Software** -
    - Current version of Adobe Reader
    - Current version of an Internet browser capable of 128-bit encryption.
- Note:** Beta versions of browsers or Operating Systems are not supported.