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PROFINIUM BUSINESS MANAGEMENT

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PROFINIUM

Your Amazing is Possible

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USER MANAGEMENT



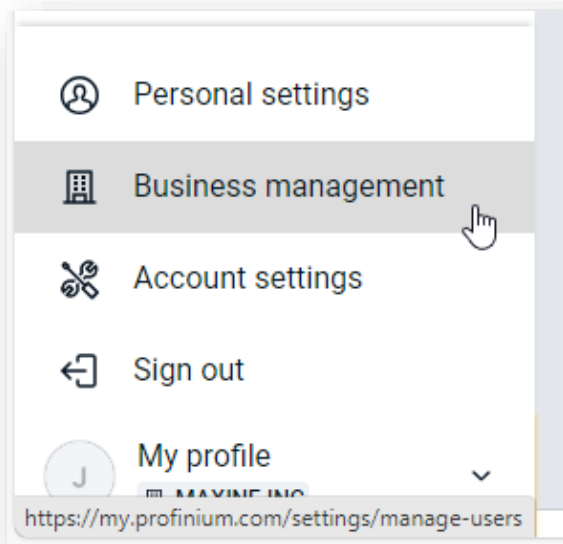
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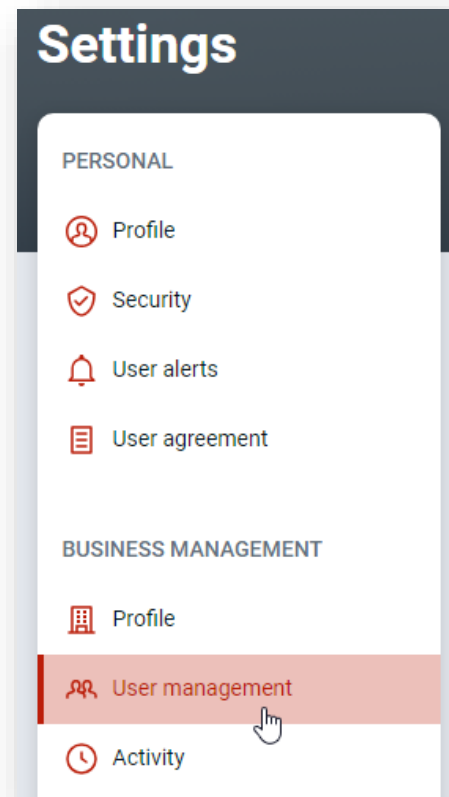
User Management

Click on My Profile in the lower right of the page.

Then click on Business Management.

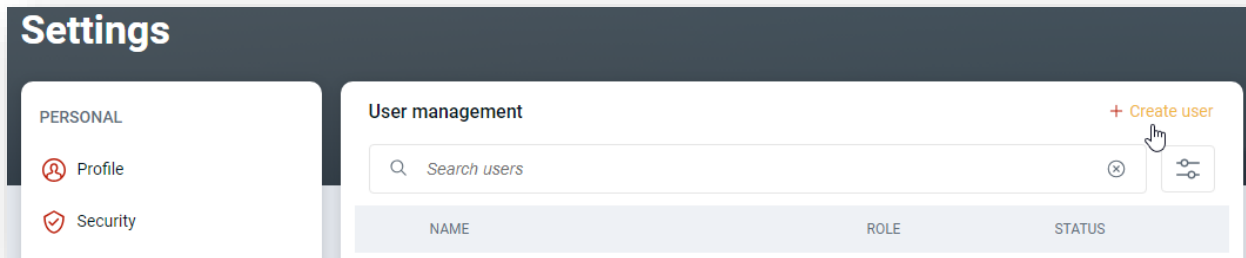


Click on User Management in the Settings menu.



Create User

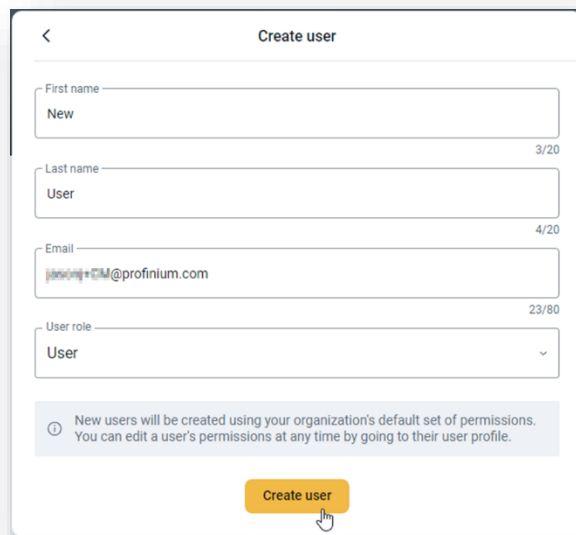
To add a new user, click on the Create User link in the upper right of the User Management screen.



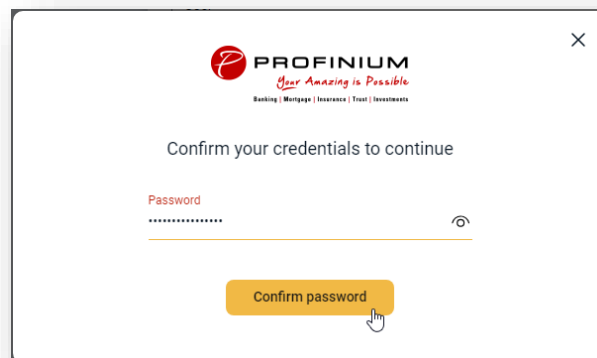
Enter the users first name, last name, email address, and their role.

The roles are:

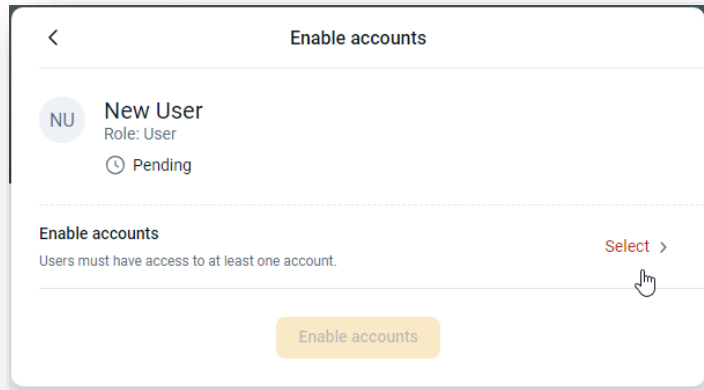
- Admin (Can create other users and should be used sparingly)
- Viewer (Can only view accounts)
- User (Can perform actions such as transfers, ACH, and wires)



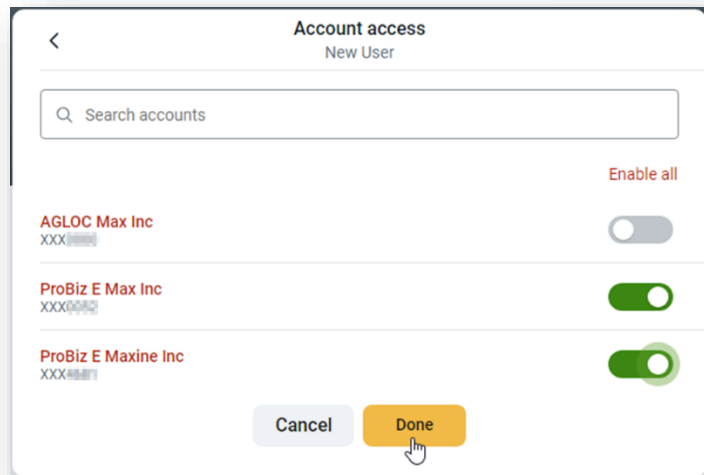
Confirm your password to continue.



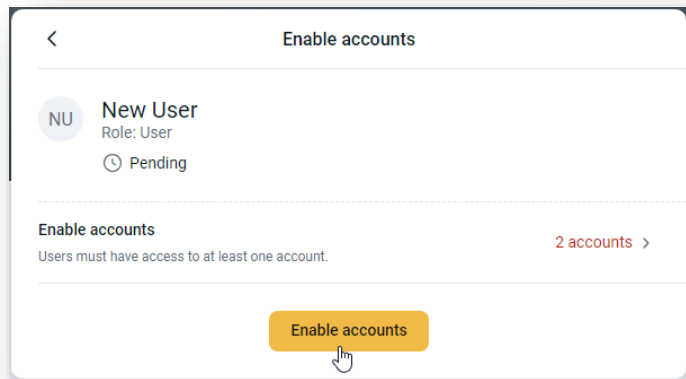
Click Select to assign the authorized accounts to the new user.



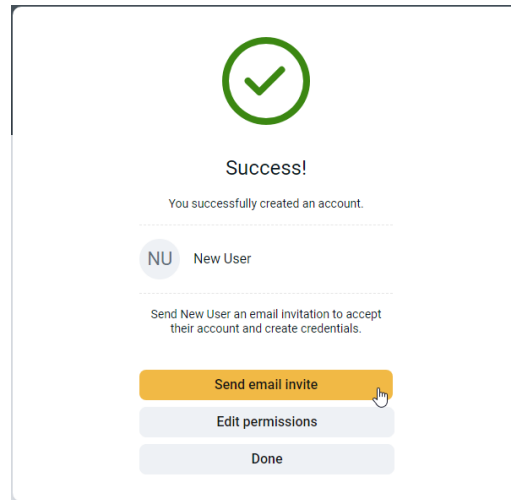
Use the toggle switches to turn account access on or off for the new user.



Click Enable accounts when done.

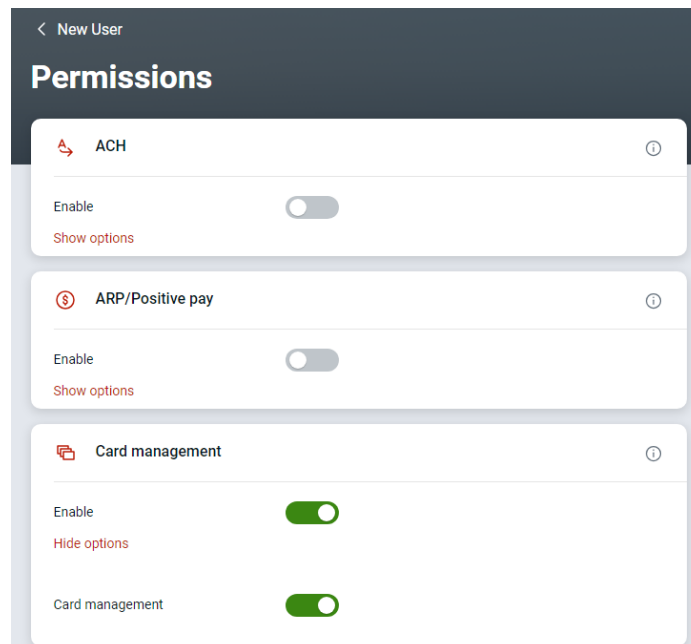


Click the Send email invite to send the new user the invitation to accept their account.



If you need to change the user's permissions from the default settings, click the Edit Permissions button.

Use the controls to add or remove settings for the new user. Refer to the User Permissions section for details on the individual controls.





Protect your account with 2-step verification

Each time you sign into your account on an unrecognized device, we require your password and a verification code. Never share your code with anyone.



Add an extra layer of security

Enter your password and a unique verification code.



Keep the bad people out

Even if someone else gets your password, it won't be enough to sign into your account.

[Get started](#)



Voice or text message

Verification codes are sent to your phone.



Authy

Verification codes are sent to your phone or the Authy app.

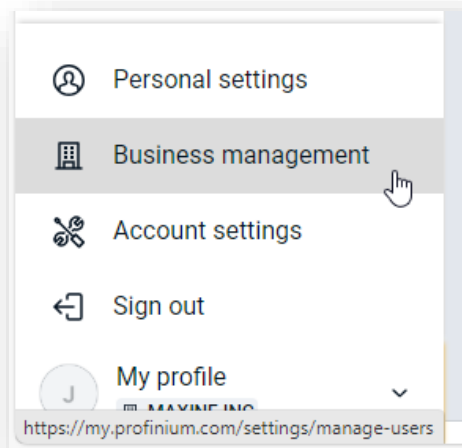


Authenticator app

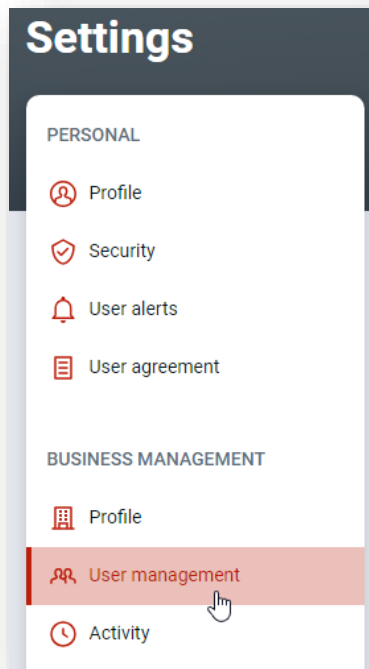
Using a different authenticator app? We support using any authenticator app using either a QR code scan or manual code entry.

Editing Users

Click on My Profile in the lower right of the page.
Then click on Business Management.



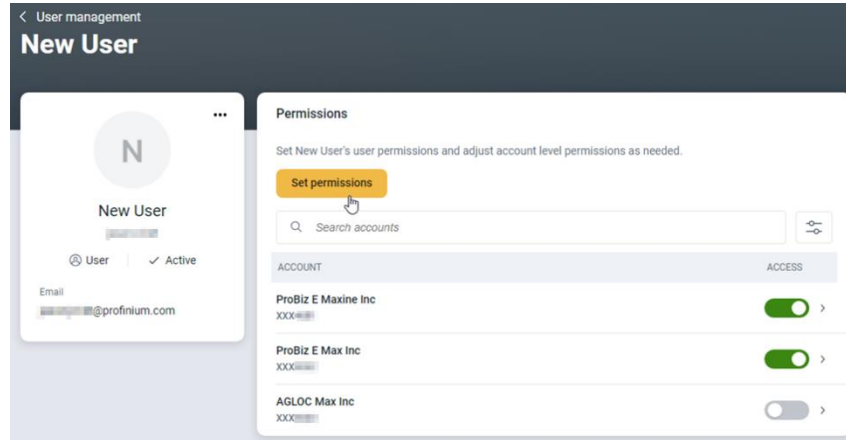
Click on User Management in the Settings menu.



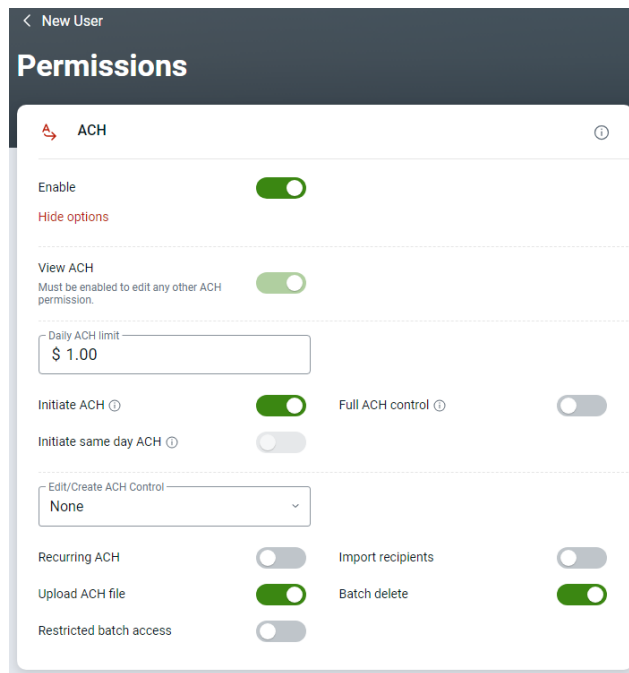
Click on the user you need to change in the User Management screen.

Set Permissions

To set what functions the user can perform, click on the Set Permissions button.



Enable or disable functions by using the Enable toggle switch in each section.



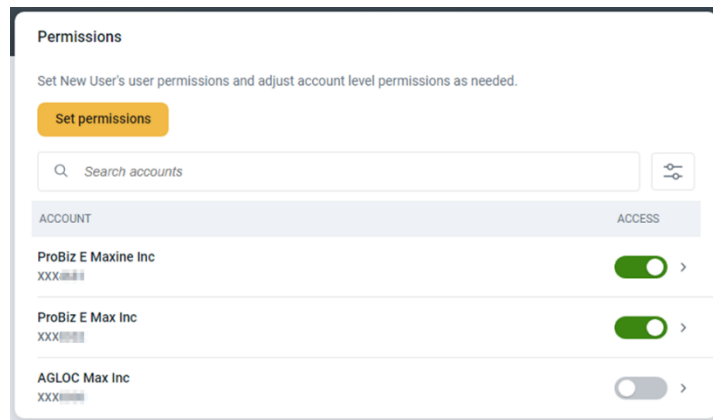
If options are greyed out here your company may not have contracted for that function. If you would like this added please contact your banker.

Refer to the User Permissions section for details on the individual controls.

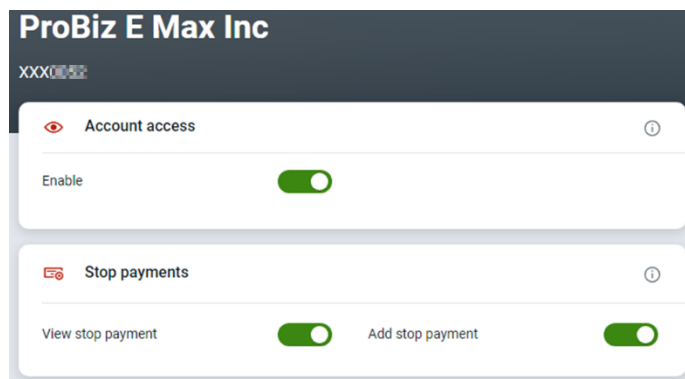
Account Access

You can control access to individual accounts for the user by selecting the Access control after each account.

If you want to select more specific access for the account, click on the right arrow next to the toggle switch for account access.

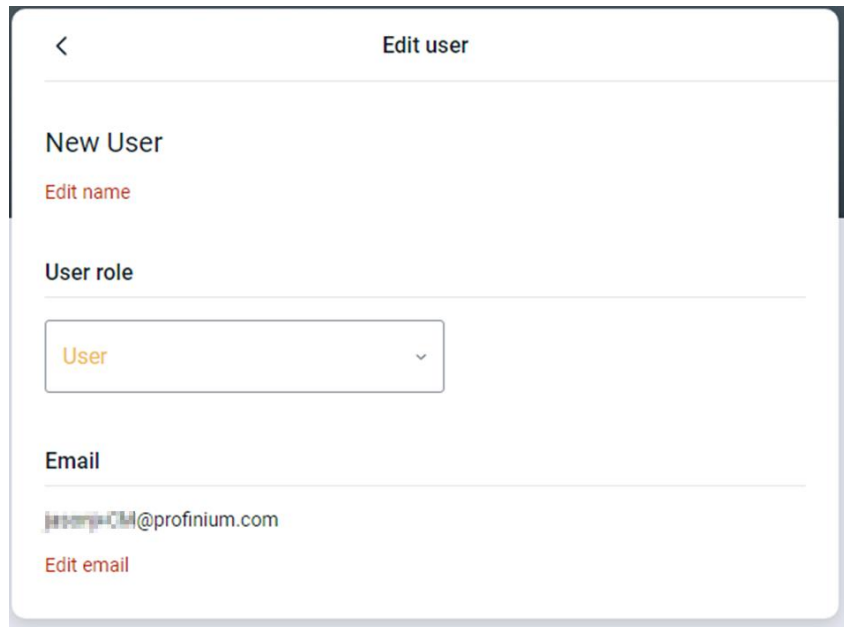
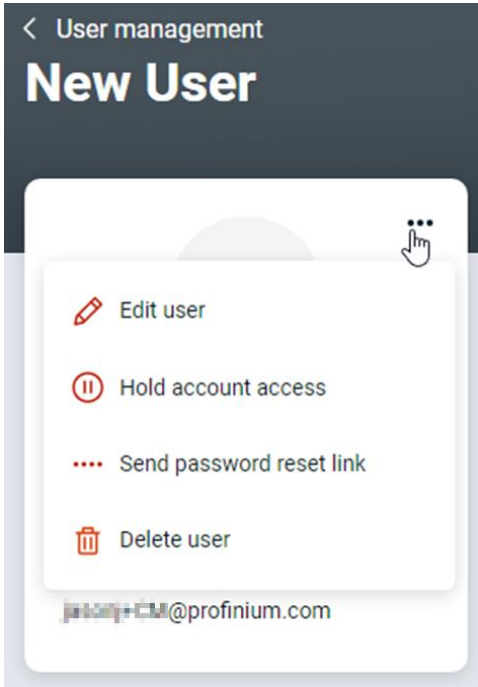


On this screen you can select specific rights for that account. If the options are greyed out, you will need to add authority for that function on the Set Permissions screen first.



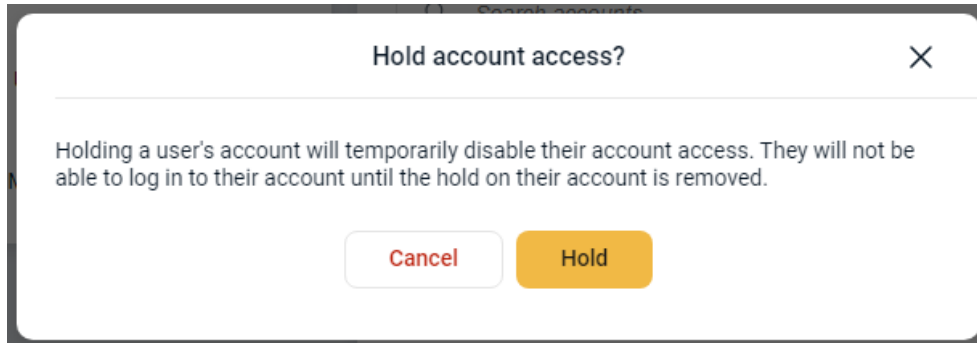
Edit User Information

You can edit a user's name, email address and role by selecting Edit User from the user's Profile display menu.



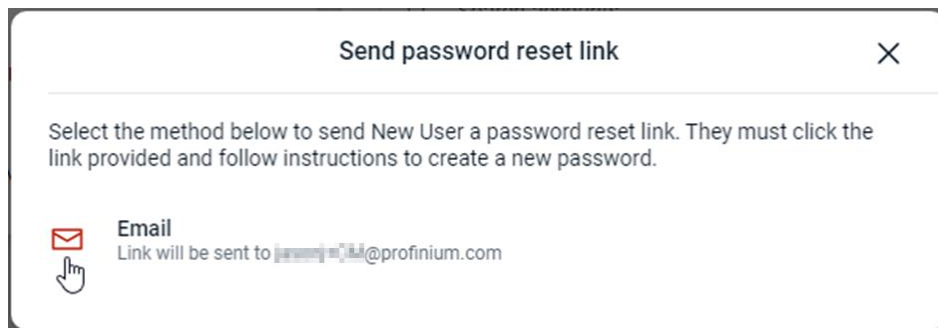
Hold A User

If you need to temporarily restrict a user's access, you can select the Hold account access option from the user's Profile display menu. This will keep the user from logging in until you release the hold.



Send Password Reset

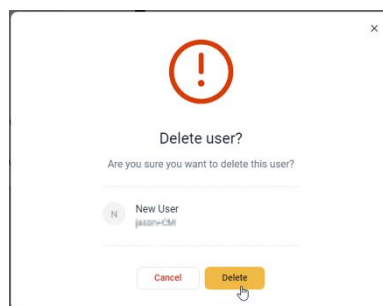
If a user needs a password reset, you can send them a link to reset their password by clicking on the Send password reset link on the user's Profile display menu.



Delete User

To delete a user's access, click the three dots in the upper right corner of the users Profile display.

Select Delete user from the menu.



User Permissions

ACH

Daily ACH Limit

This is the maximum amount the user is allowed to send through ACH in a single day.

Initiate ACH

This allows a user to initiate or send the ACH file.

Full ACH Control

Full ACH control allows a single user to create and send ACH files completely on their own. This should be avoided unless there is only a single person available to manage the ACH.

Initiate Same Day ACH

This allows a user to initiate or send Same Day ACH files.

Edit Create ACH

This sets the options for what control a user has for creating or editing ACH files. Full edit/create allows full control over the ACH file. Partial edit will allow a user to make changes, but these must be approved by a second user.

Recurring ACH

This allows a user to setup ACH files to be on a recurring schedule.

Import Recipients

User will be allowed to import ACH recipients from a file.

Upload ACH File

User will be allowed to upload an ACH file. For example, an ACH file generated by a third party payroll system.

Batch Delete

Allows a user to delete ACH batches.

Restricted Batch Access

Allows a user to view ACH batches that have been flagged as Restricted.

ARP/Positive Pay

By stopping fraudulent checks from posting to accounts, businesses can protect themselves and minimize loss. Given the ease of paying by check, Positive pay is one of the most effective tools businesses use to prevent check fraud. It gives organization users the ability to monitor items posted to accounts, pay an issued item, or return an item if it doesn't match the record in core.

Upload ARP/Positive Pay

Allows upload of a Positive Pay file.

Download ARP

Work ARP/Positive Pay

Allows a user to work any matched items in the Positive Pay dashboard.

Work ACH Exceptions

Allows a user to work any matched ACH exceptions in the Positive Pay dashboard.

Card Management

The Card management option allows the user to manage debit cards tied to the account.

Stop Payments

The Stop Payments option allows the user to create or manage Stop Payments. There are separate options for the ability to view the Stop Payments or to add them.

Transfers

Transfers allows the user to transfer funds between accounts. The transfer limit must be set to allow the user to make internal transfers between accounts.

User Management

The User Management option allows the user to create other users. This option should only be checked for users that have a specific need. Best practices for good security would be to create separate users that are only used to create users and have no other options.

We also recommend setting up the account to require dual control on all new users. If you have any questions on this, please contact Deposit Operations for additional information.

Wires

Wire transfers are one of the quickest and safest ways for sending money and ensuring funds are securely paid by electronic payment.

Work with Wires

Allows user to create, edit or approve wires. New users with Wires will also need to have account access added by Deposit Operations before they will be able to setup wire transfers.

Create Wire Templates

Allows a user to create wire templates. Wire templates allow wire details to be saved for future or recurring use. Wire templates are required for recurring wires.

Edit Wire Templates

Allows a user to edit existing wire templates.

Create One-time Wires

Allows a user to create a one-time wire.

Edit One-time Wires

Allows a user to edit an existing one-time wire.

Edit Recurring Wires

Allows a user to edit a recurring wire.

Per Wire Limit

This sets the amount a user is allowed to send in a single wire.

Daily Wire Limit

This sets the amount a user is allowed to send through all wires in a single day.

Dual Wire Control Limit

This controls the amount a user is allowed to approve on wires requiring dual control.

Transmit Wires

Allows a user to transmit a wire.

Transmit Recurring Wires

Allows a user to transmit recurring wires.

Dual Wire Control

Requires a user to have dual control on wires before they are transmitted.

Transmit Future-Dated Wires

Allows a user to transmit future dated wires.

AUTOMATIC CLEARING HOUSE (ACH)

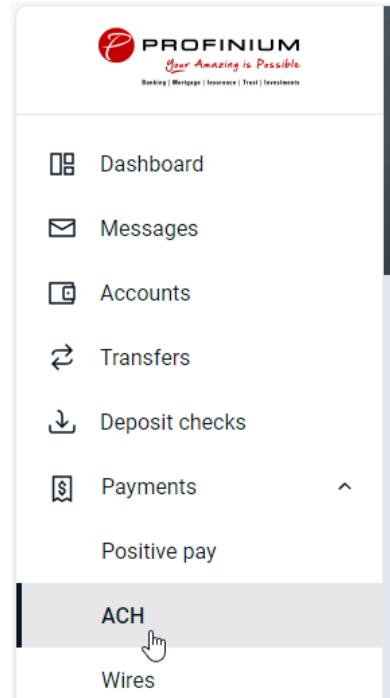


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Automatic Clearing House (ACH)

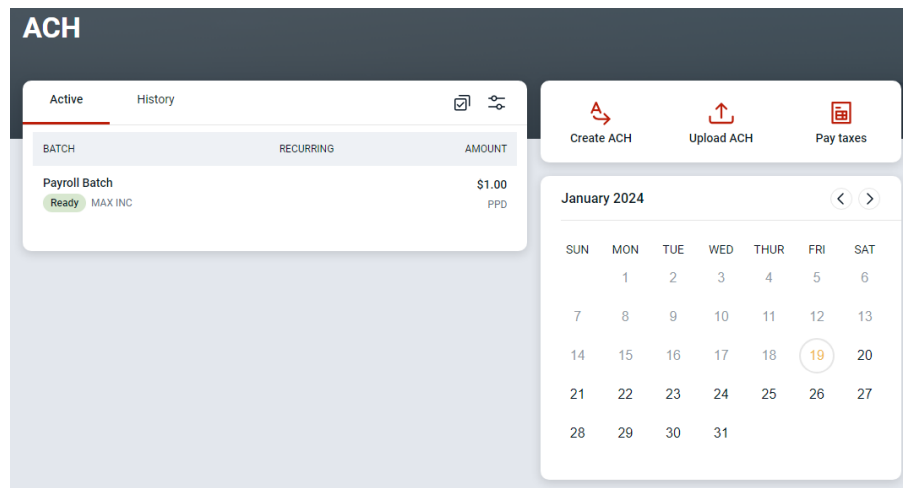
To access the ACH Dashboard, click on Payments in the menu, and then click on ACH.



The ACH Dashboard shows current ACH batches.

You can also view a History of ACH transactions as well as a calendar showing upcoming events.

There are buttons for creating or uploading new ACH files.



Create a Manual ACH Batch

Click the Create ACH button on the ACH dashboard. Enter a Batch name – i.e. date, payroll, or the person you are paying. Click on Select company.

Create ACH

Batch name: ACH name

Company: Select company >

Buttons: Cancel, Create batch

Select the Company you will be sending the ACH batch through.

ACH Company

COMPANY	ID	SEC
MAX INC	123456789	PPD

Verify the Company and Company ID are correct.

Select the appropriate SEC code for the ACH file.

- PPD – Payments to a person or group of people (ex. Payroll)
- CCD – Business to business payments.

Click on Add recipients to continue creating the ACH batch.

Create ACH

Batch name: Money

Company: MAX INC >

Company ID: 123456789 >

SEC: PPD >

Entry description: TEST >

Discretionary data: ACH BATCH >

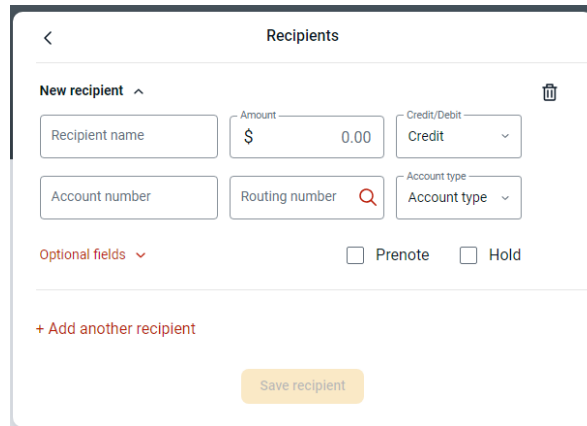
Recipients: Add recipients >

Buttons: Cancel, Create batch

Recipients

Enter the name, amount, account number and routing number for the recipient.

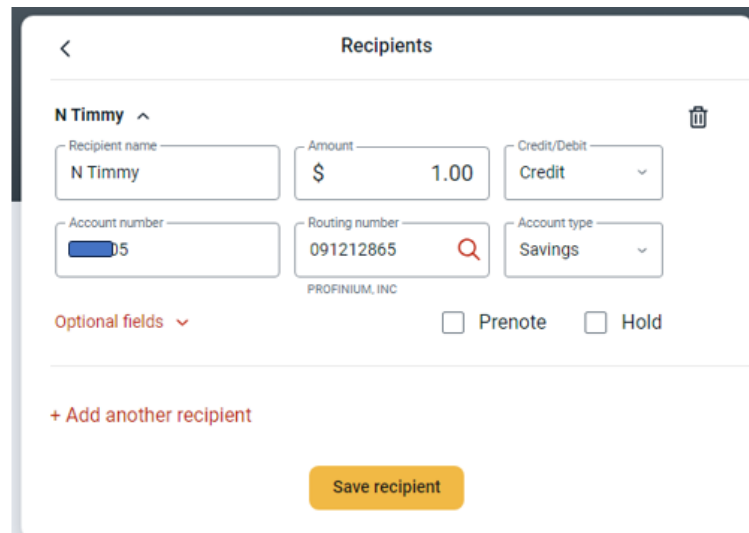
Select Credit if you are sending the amount to the recipient or debit if you will be receiving the amount from the recipient.



The screenshot shows a mobile application interface for adding a new recipient. The title is "Recipients" with a back arrow on the left and a trash icon on the right. Below the title is a section labeled "New recipient" with a dropdown arrow and a trash icon. The form contains several input fields: "Recipient name" (empty), "Amount" (set to "\$ 0.00"), "Credit/Debit" (set to "Credit"), "Account number" (empty), "Routing number" (with a search icon), and "Account type" (set to "Account type"). There are also checkboxes for "Optional fields", "Prenote", and "Hold". At the bottom, there is a "+ Add another recipient" link and a "Save recipient" button.

If you have multiple recipients, you can click Add another recipient to add any additional ones needed.

Click Save Recipient when done.



The screenshot shows the same mobile application interface, but now a recipient named "N Timmy" has been added. The "Recipient name" field is filled with "N Timmy". The "Amount" field is set to "\$ 1.00". The "Credit/Debit" field is set to "Credit". The "Account number" field is filled with "05" and has a blue highlight. The "Routing number" field is filled with "091212865" and has a search icon. The "Account type" field is set to "Savings". Below the routing number, the text "PROFINUM, INC" is visible. There are also checkboxes for "Optional fields", "Prenote", and "Hold". At the bottom, there is a "+ Add another recipient" link and a "Save recipient" button.

After all recipients have been completed you will return to a summary of the ACH batch. Click Create Batch to complete the back or change any options needed.

The screenshot shows a mobile application interface for creating an ACH batch. At the top, there is a back arrow and the title "Create ACH". Below the title, there are several rows of information:

- Batch name: Money
- Company: MAX INC >
- Company ID: 123456789 >
- SEC: PPD >
- Entry description: TEST >
- Discretionary data: ACH BATCH >
- Recipients: 1 recipient >

At the bottom of the form, there are two buttons: "Cancel" and "Create batch".

Verify the batch amounts and click Done.

The screenshot shows a confirmation screen titled "ACH batch created". At the top, there is a green checkmark icon. Below the title, there is a section for "Money" with two radio buttons: "Credits" (selected) and "Debits". The amount for Credits is "\$1.00" and for Debits is "\$0.00". Below this, there is a section for "Recipients" with a value of "1". At the bottom, there is a "Done" button.

The ACH batch will now show in the ACH dashboard.

The screenshot shows the "ACH" dashboard. At the top, there is a header with "ACH" and two tabs: "Active" (selected) and "History". Below the tabs, there is a table with columns "BATCH", "RECURRING", and "AMOUNT". The table contains one row:

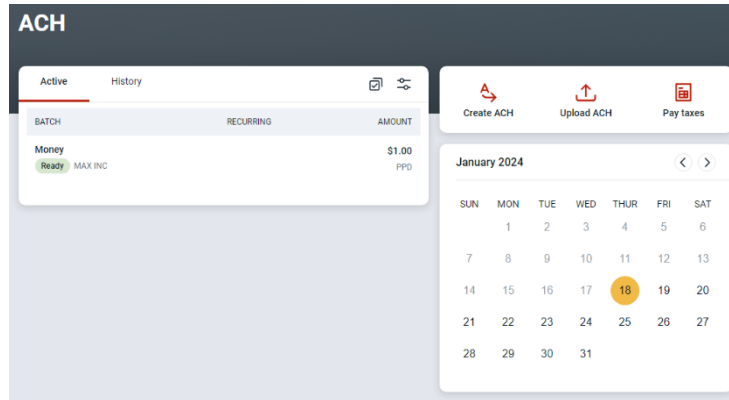
BATCH	RECURRING	AMOUNT
Money		\$1.00

Below the table, there is a "Ready" status and "MAX INC" and "PPD" labels. To the right of the table, there are three buttons: "Create ACH", "Upload ACH", and "Pay taxes". Below the buttons, there is a calendar for "January 2024". The calendar shows the days of the week (SUN, MON, TUE, WED, THUR, FRI, SAT) and the dates from 1 to 31. The date "18" is highlighted in yellow.

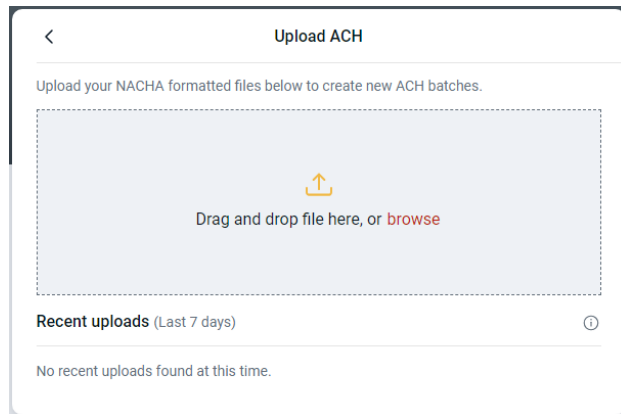
Upload an ACH Batch

If you have an ACH file that was generated by a third party software such as payroll software, that you want to send you can use the Upload ACH to import the file.

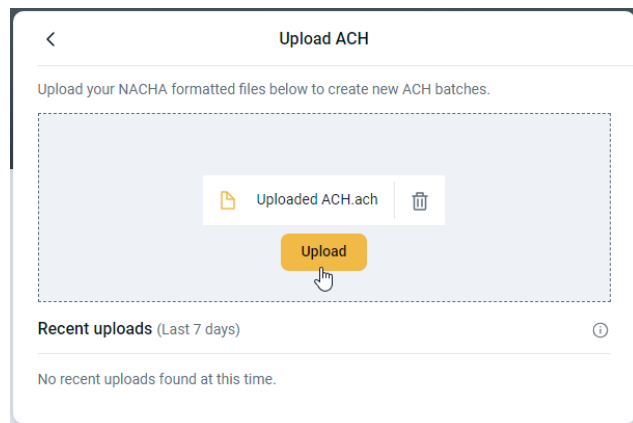
Click on the Upload ACH button in the ACH Dashboard.



Drag and drop the file into the upload section or click Browse to find the file manually.



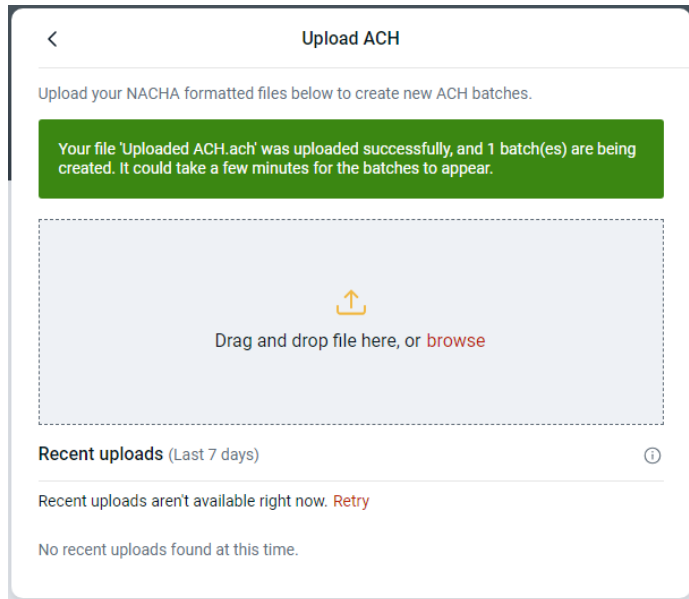
Click Upload once the file is selected.



You will see a message saying the upload was successful.

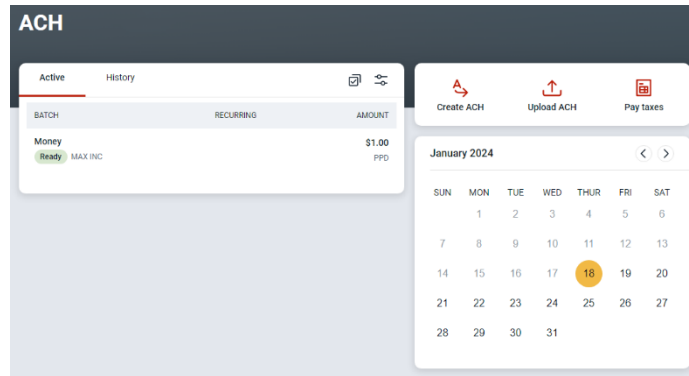
Click the arrow at the top to go back to the ACH Dashboard.

From here you can initiate the uploaded ACH file.

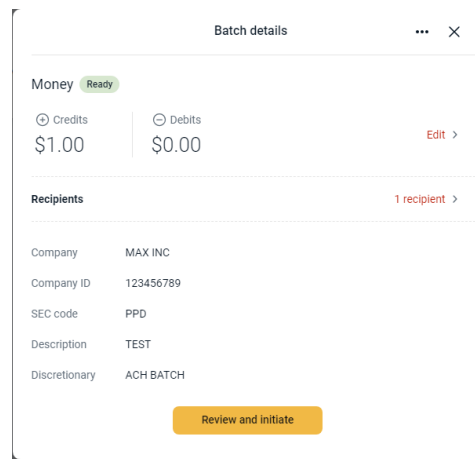


Initiate an ACH Batch

Click on the batch in the ACH dashboard.



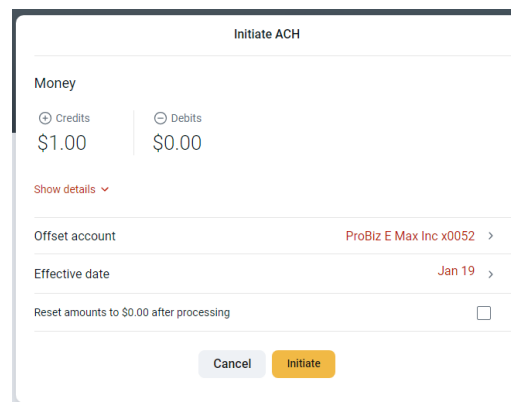
Review the batch details and edit as needed. If you are ready to send the ACH batch, click the Review and Initiate button.



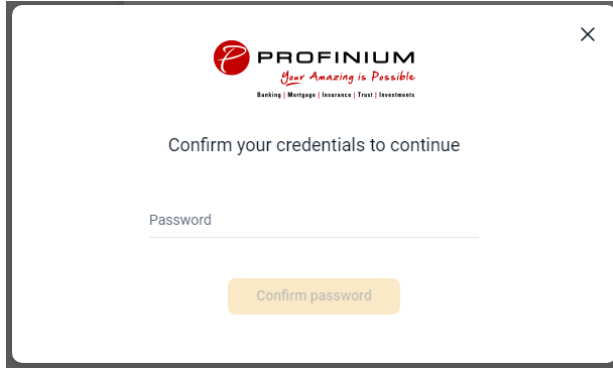
Click Select account to select the Offset account for the ACH file.

Click Select date to set the Effective date for the ACH file.

Once the Offset account and Effective date have been completed, click Initiate to send the ACH file.

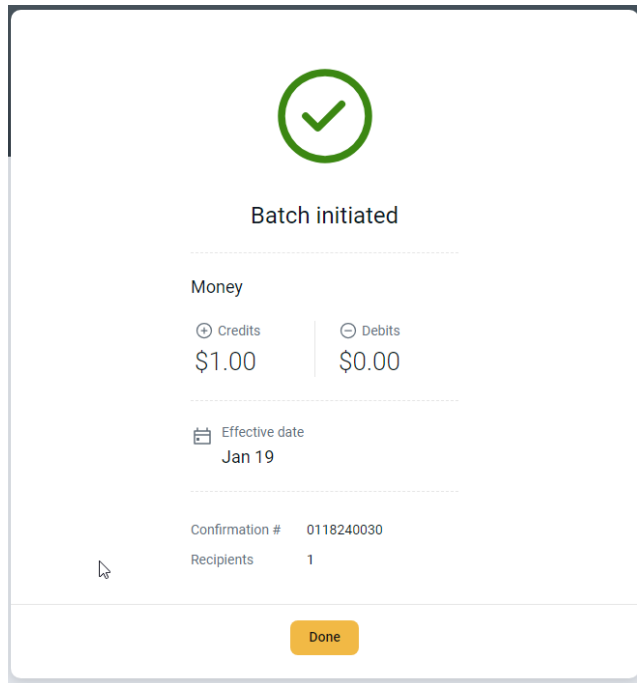


You will be prompted to enter your password to verify.



A screenshot of a mobile application interface for Profinium. At the top center is the Profinium logo, which consists of a red circle with a white 'P' inside, followed by the word 'PROFINIUM' in bold black uppercase letters. Below the logo is the tagline 'Your Amazing is Possible' in a smaller, italicized font, and further below, in very small text, are the words 'Banking | Mortgage | Insurance | Trust | Investments'. To the right of the logo area is a small 'X' icon. Below the logo, the text 'Confirm your credentials to continue' is centered. Underneath this is a text input field with the placeholder text 'Password'. At the bottom center is a yellow button with the text 'Confirm password'.

You will then see a confirmation that the batch was initiated.



A screenshot of a mobile application interface showing a confirmation message. At the top center is a large green checkmark icon inside a green circle. Below this icon, the text 'Batch initiated' is centered. Underneath is a section titled 'Money' with two columns: 'Credits' showing '\$1.00' and 'Debits' showing '\$0.00'. Below this is a section titled 'Effective date' with a calendar icon and the text 'Jan 19'. At the bottom, there are two lines of text: 'Confirmation # 0118240030' and 'Recipients 1'. A yellow button with the text 'Done' is located at the bottom center. A mouse cursor is visible near the bottom left of the screen.

BILL PAY



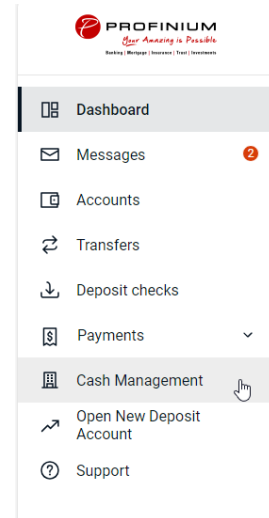
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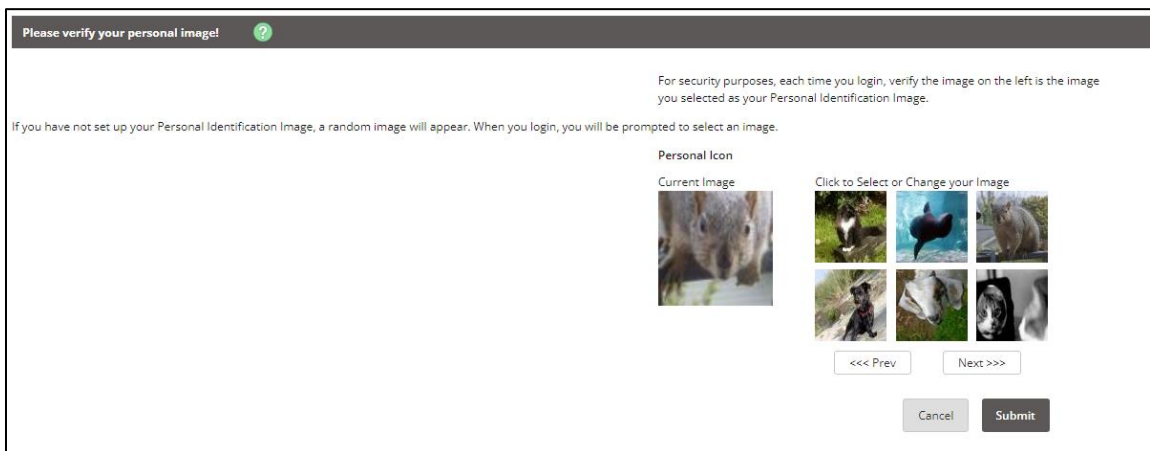
Bill Pay

Logging into Bill Pay for the First Time Admins & Sub-Users

1. Log into Online Banking
2. On the left side options, select Cash Management



3. If this is the first time you've been in the Cash Management area, please follow the steps to establish security for Cash Management.
 - a. Choose a personal image by selecting an image and clicking submit.



- b. Review information on Security Features and click Continue.

Security Features

New Security Feature!

In order to make your online banking experience as secure as possible, we are introducing a new security feature that detects any uncharacteristic or unusual behavior involving your account. If anything out of the ordinary is detected we will verify your identity.

How Does It Work?

If we detect any unusual or uncharacteristic activity, we will ask you to answer your security questions to make sure that it's really you. This will most likely be a very rare occurrence.

What Are The Next Steps?

- Answer and verify three security questions;
- Continue banking, with an even higher level of security!

[Continue](#)

c. Select 3 Security Questions and fill in answers for all, click Submit.

Verification Questions (required):

From now on we will monitor the login activity and transactions performed in your account, and if we suspect a high-risk transaction is about to be performed we will ask you a few verification questions. Please take a moment to select one question from each of the three drop-down menus.

Question One:

Answer:

Question Two:

Answer:

Question Three:

Answer:

[Submit](#)

d. Review questions and answers, click Confirm if no changes are needed.

Settings Modification (Optional):

If you would like to change the verification information you previously selected, please do so. It is not required that you change your information.

Question One: What was the make of your first car?
Answer: chevy

Question Two: What is your nickname?
Answer: tay

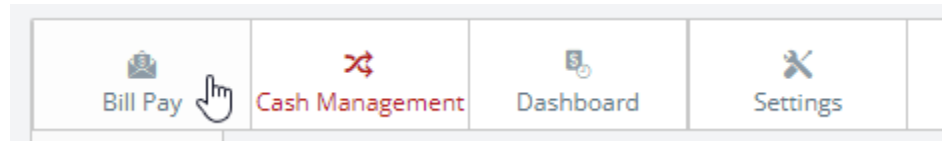
Question Three: With which company did you hold your first job?
Answer: jakes

[Edit](#) [Confirm](#)

e. Click Continue



4. Click on the Bill Pay tab at the top of the page.



5. If this is the first time you've been in the Bill Pay tab, please follow the steps to establish security for Bill Pay.

- a. Complete 4 Challenge Questions and Answers, scroll down to complete Security Key (**minimum 6 characters**), click submit.



Before you get started...

Complete challenge prompts

Business Bill Pay requires the following challenge questions and answers:

Challenge question
select phrase [dropdown]
[text input]

Challenge question
select phrase [dropdown]
[text input]

Challenge question
select phrase [dropdown]
[text input]

Challenge question
select phrase [dropdown]
[text input]

Provide security key

The Security Key is a code you create, not a password. It signifies your authentic bill pay site. The Security Key will display briefly with each login. Enter your combination of letters and numbers to display.

Security key
[text input]

Confirm security key
[text input]

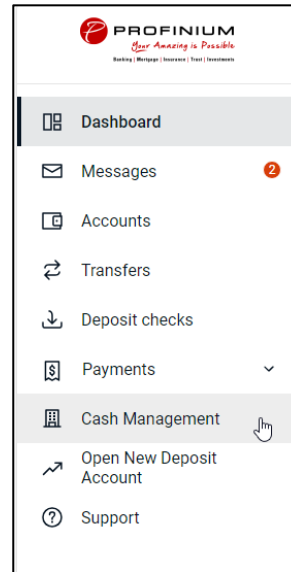
[Submit button]

6. If you are an Admin, once you are set up for Bill Pay, all the options for setting up payees and making payments will be available to you.

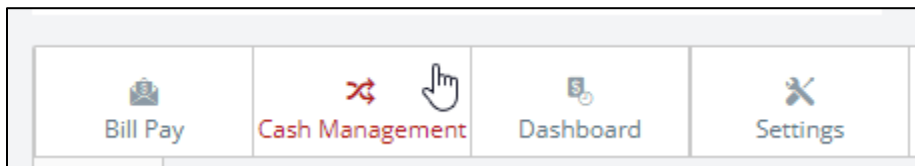
- a. You can go through this area all the time, or there will be a Bill Pay option on the left side options on the main dashboard when you log in.
 - b. If you are sub-user, the Admin will now need to edit the permissions to allow you access to the functions within Bill Pay. Contact your Admin to complete.
 - c. Admin, see [Managing Permissions for Sub-Users](#) (hyperlink this to the section) section.
7. Log Out of current Online Banking Session for Dashboard Bill Pay to work.

Granting access to Sub-Users:

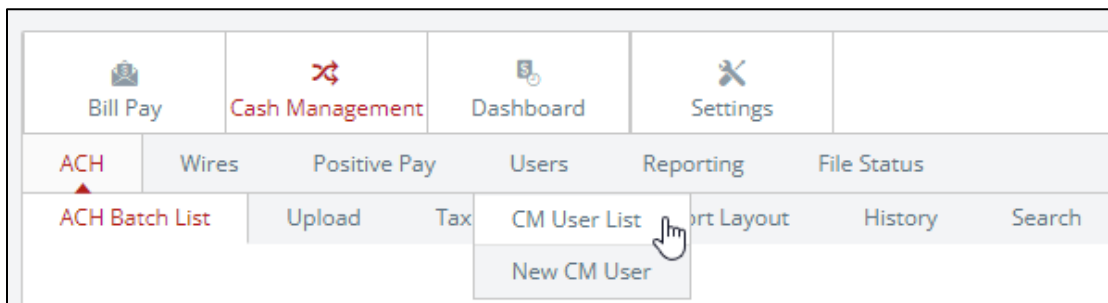
1. Log into Online Banking
2. On the left side options, select Cash Management



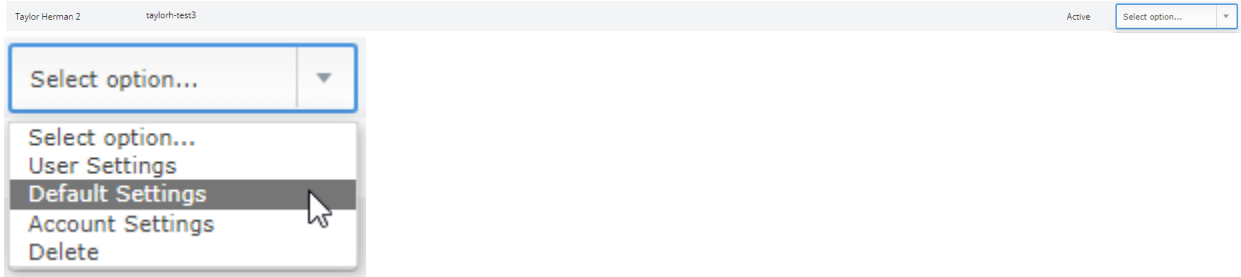
3. Click on Cash Management, if not already selected (Tab selected will have red letters)



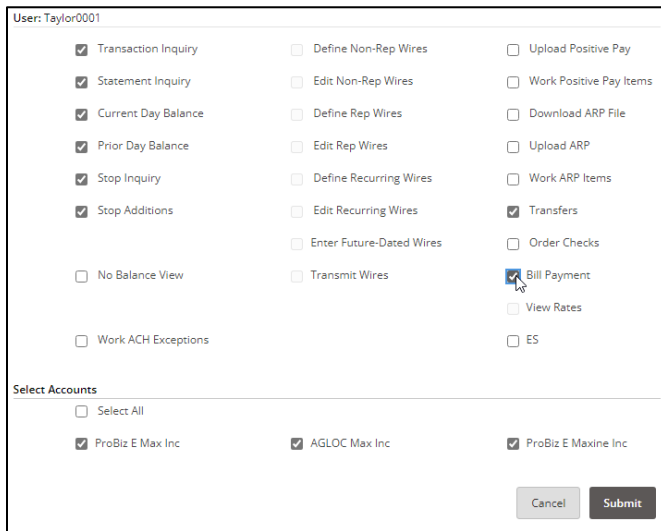
4. Hover over Users in the subtab and select CM User List



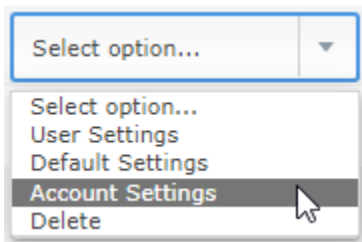
5. Find the user you would like to give access to Bill Pay, click on the Select option... dropdown on the right side, and click Default Settings



6. In the right most column, select Bill Payment, click Submit



7. Find the user you just granted access Bill Pay, in the Select option... dropdown on the right side, select Account Settings



8. There is a dropdown above the access you can grant with the account listed. Select the account from the dropdown you would like to give Bill Pay access to the user.



View Access For Account ProBiz E Max Inc

a. In the options, click the Bill Pay box in the left most column and click submit.

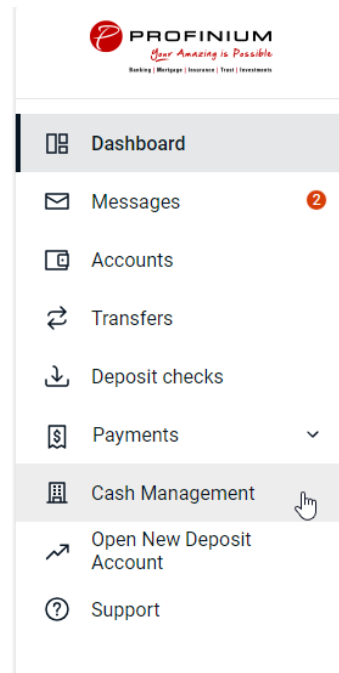
Permission	Checked
Transaction Inquiry	Yes
Statement Inquiry	Yes
Current Day Balance	Yes
Prior Day Balance	Yes
Stop Inquiry	Yes
Stop Additions	Yes
Bill Pay	Yes
Work ACH Exceptions	No
Define Non-Rep Wires	No
Edit Non-Rep Wires	No
Define Rep Wires	No
Edit Rep Wires	No
Define Recurring Wires	No
Edit Recurring Wires	No
Enter Future-Dated Wires	No
Transmit Wires	No
Upload ARP File	No
Work ARP Items	No
Download ARP File	No
Transfer To	Yes
Transfer From	Yes
View Electronic Documents	No
View Transfers	Yes
Order Checks	No
No Balance View	No

b. Repeat steps for each account the user needs for Bill Pay.

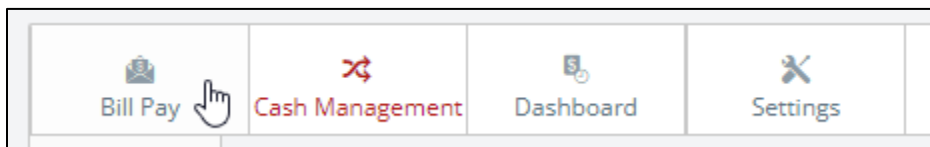
Managing Permissions for Sub-Users

Sub-User needs to login and establish Bill Pay security items prior to completing these steps. Sub-User default permissions are limited, so if the Sub-User will be managing payments, permissions will need to be adjusted.

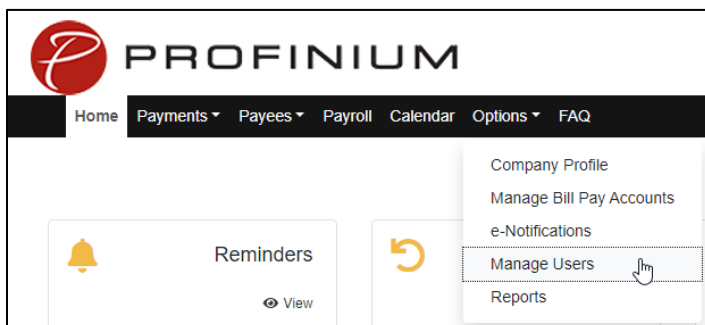
1. Log into Online Banking
2. On the left side options, select Cash Management



3. Click on the Bill Pay tab at the top of the page.



4. Hover over the Options tab and click Manage Users



5. Enter the answer to the Challenge Question provided, click submit.

The screenshot shows a dialog box titled "Enter challenge response" with a close button (X) in the top right corner. Inside the dialog, there is a light blue information box with a question mark icon and the text: "For security purposes, you will be required to answer challenge phrases prior to sensitive transactions." Below this, it says "To proceed, please enter the correct challenge response." There is a label "Childhood nickname" above a text input field. At the bottom of the dialog, there are two buttons: "Cancel" and "Submit".

6. Find the User you need to edit and click Permissions on the right.

Taylor Herman 2	30853442	3/1/2024	Edit	Permissions
-----------------	----------	----------	------	-------------

7. Review the Current Permissions already in place. If there is a Green checkmark that is a permission currently available to the user. If there is a Red X that is permission not available to the user. If the permissions look correct, no additional action is needed.

Current Permissions	
→ Payments <ul style="list-style-type: none">✓ Schedule Bill Payments (all)✓ Schedule Email Payments(all)✗ Establish Payment Caps✗ Designate Pay From Accounts✓ Payment History	→ Options <ul style="list-style-type: none">✓ Access Reports✗ Update Company Info✗ Manage Billpay Users✗ Manage Pay From Accounts✓ Schedule Reminders
→ Payroll <ul style="list-style-type: none">✗ Payroll Deposits✗ Add Employees	→ Approve Authority <ul style="list-style-type: none">✗ Approve Transactions
→ Payees <ul style="list-style-type: none">✗ Manage Payees	

8. If there are changes needed to the Current Permissions, click on the tab for the permission you would like to change.

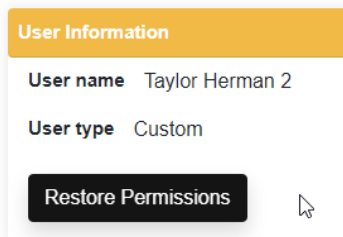


9. Click the toggle switch to activate the permission, then click save.

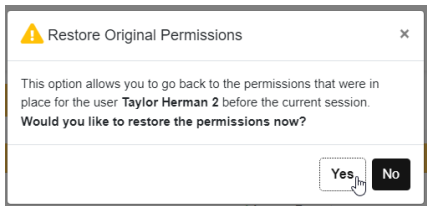


10. Repeat Steps 8 and 9 for all permission groups that need to be adjusted.

- a. If you would like to restore the permissions to the permissions that were in place before you made any changes, click Restore Permissions

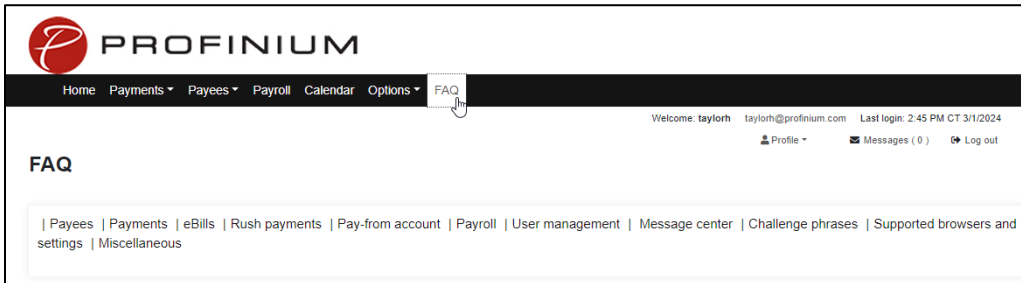


- b. Click Yes

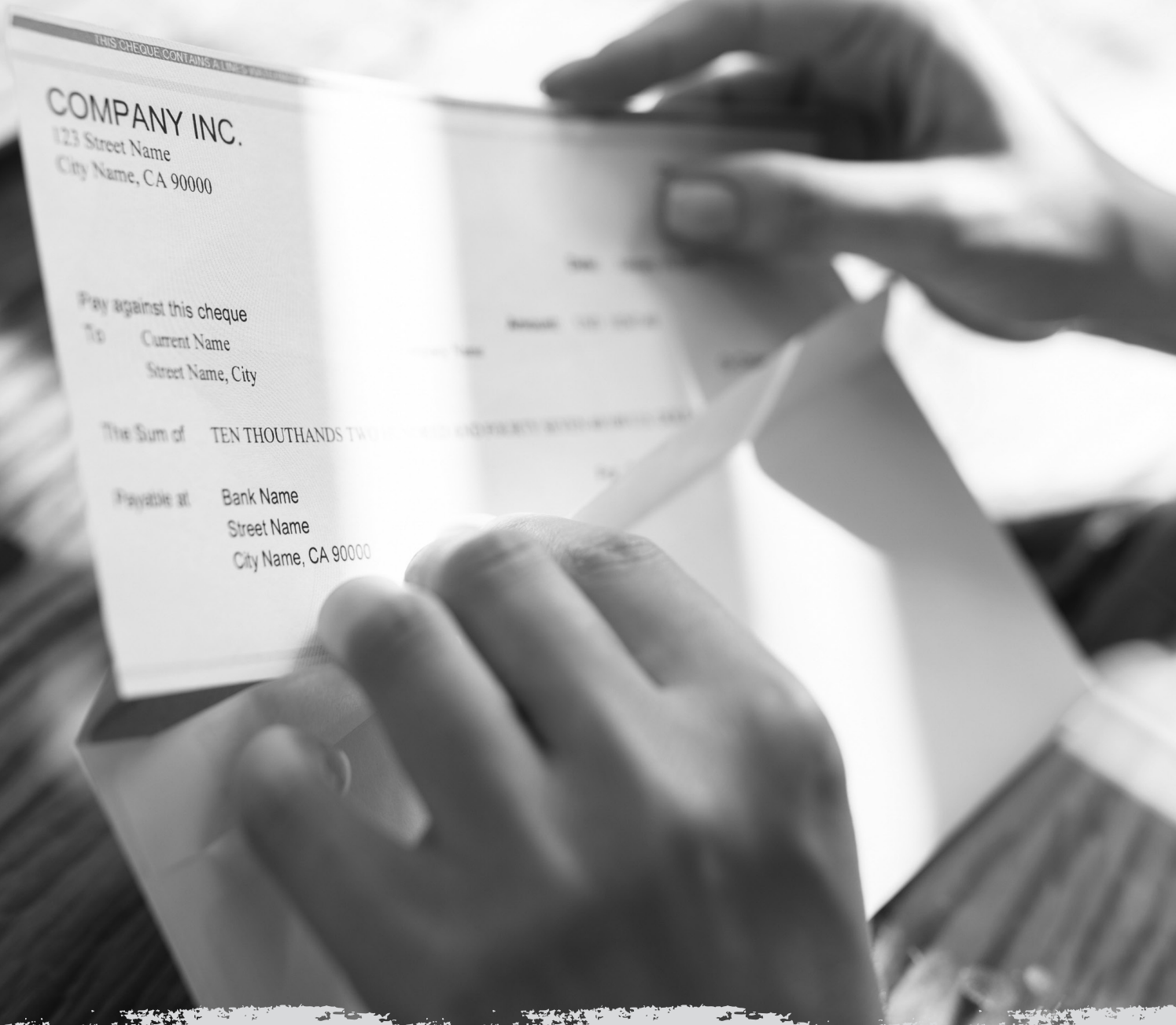


11. User will now have permissions the next time they log in.

If you have any questions about Bill Pay, click on the FAQs in the Bill Pay area under the Cash Management tab.



POSITIVE PAY



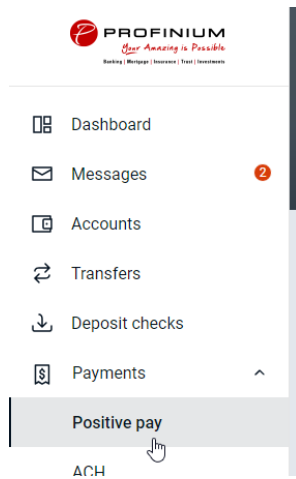
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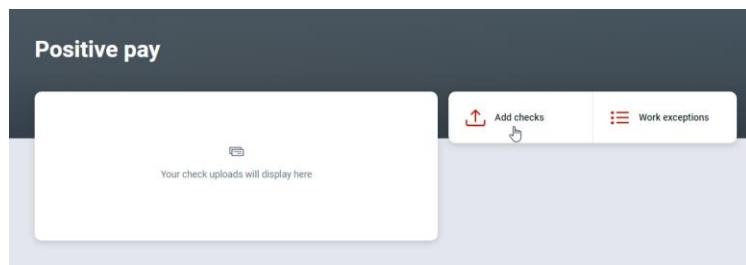
Positive Pay

Adding Checks Manually

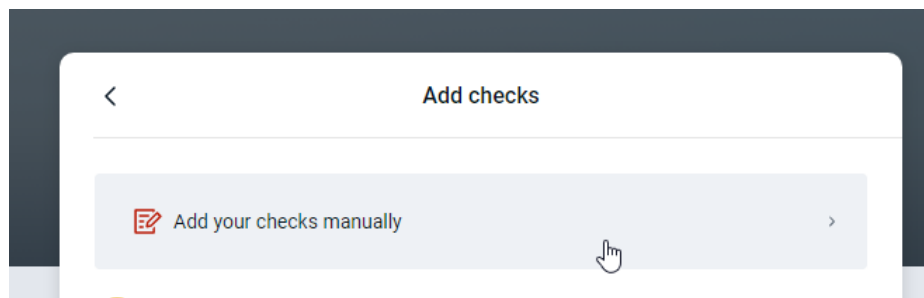
Log into your online banking and click Payments and then Positive pay.



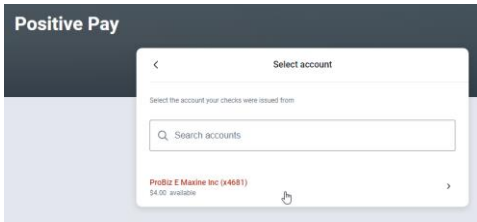
Click Add checks.



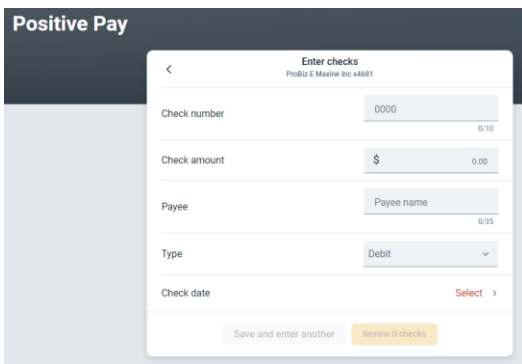
Click Add your checks manually.



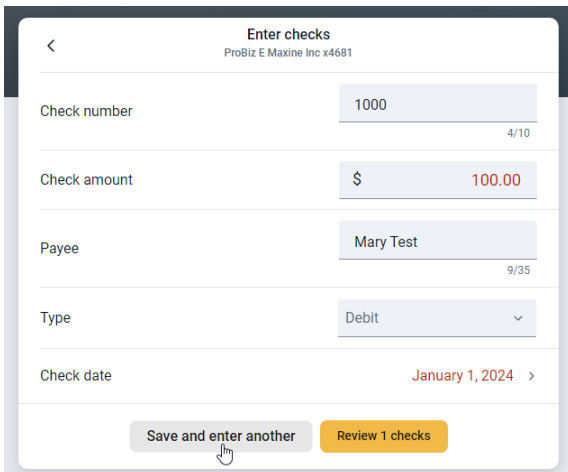
Select the account.



Enter the check information.



Click Save and enter another and repeat the previous step until all the checks are entered.



When all checks are entered click the yellow Review # checks button.

Enter checks
ProBiz E Maxine Inc x4681

Check number: 1001 (4/10)

Check amount: \$ 100.01

Payee: Mary Test (9/35)

Type: Debit

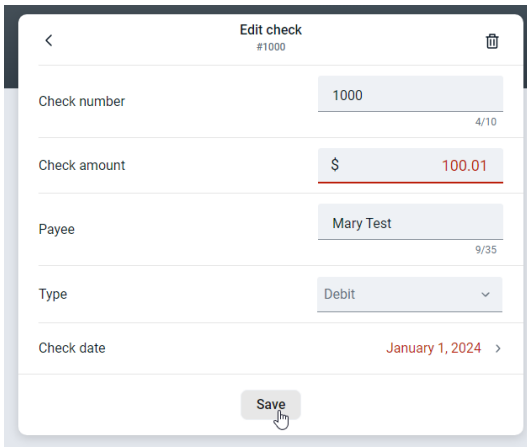
Check date: January 1, 2024 >

Buttons: Save and enter another, Review 2 check

Verify total item and amount counts. Any deletions or edits need to be done here before clicking Approve.

Editing a check

Click anywhere on the row that needs to be changed. Make the edits and click Save.



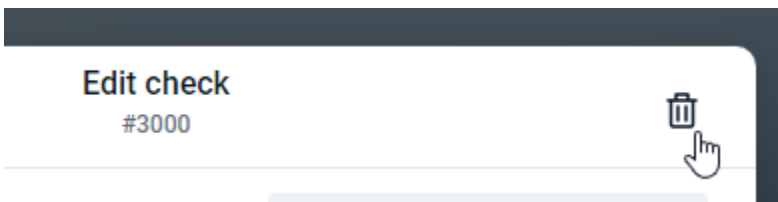
The screenshot shows a mobile application interface for editing a check. The title is "Edit check #1000". The form contains the following fields:

- Check number: 1000 (with a character count of 4/10)
- Check amount: \$ 100.01
- Payee: Mary Test (with a character count of 9/35)
- Type: Debit (with a dropdown arrow)
- Check date: January 1, 2024 (with a right arrow)

A "Save" button is located at the bottom center of the form.

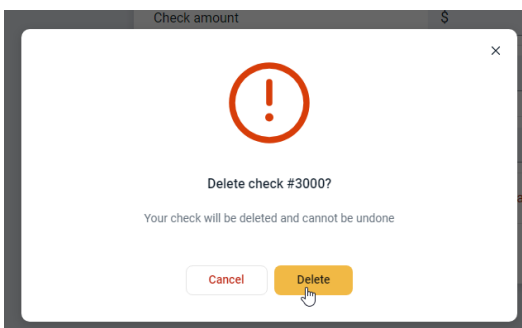
Deleting a check

Click anywhere on the row needing to be deleted. Click the trash can icon on top right.



The screenshot shows the top portion of the "Edit check #3000" form. A trash can icon is visible in the top right corner, with a hand cursor pointing to it.

Click Delete.

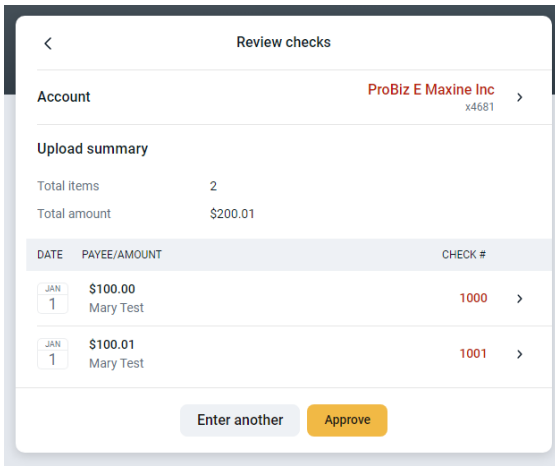


The screenshot shows a confirmation dialog box with a red exclamation mark icon. The text reads:

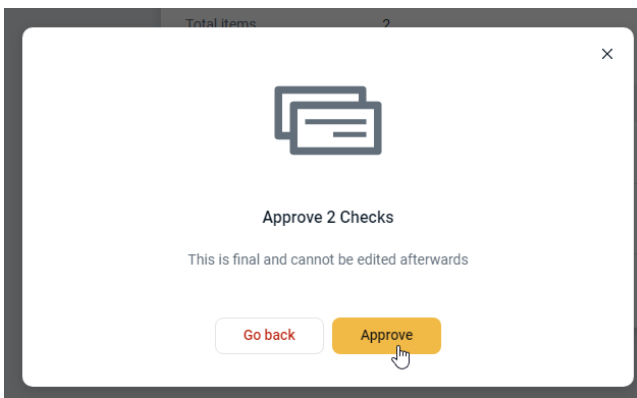
Delete check #3000?
Your check will be deleted and cannot be undone

At the bottom, there are two buttons: "Cancel" and "Delete". A hand cursor is pointing to the "Delete" button.

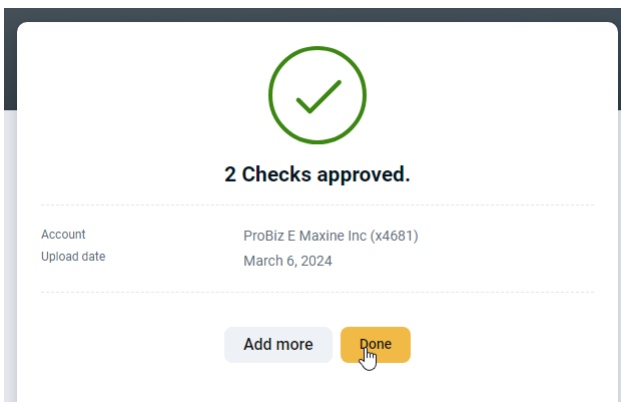
Click the yellow Approve button.



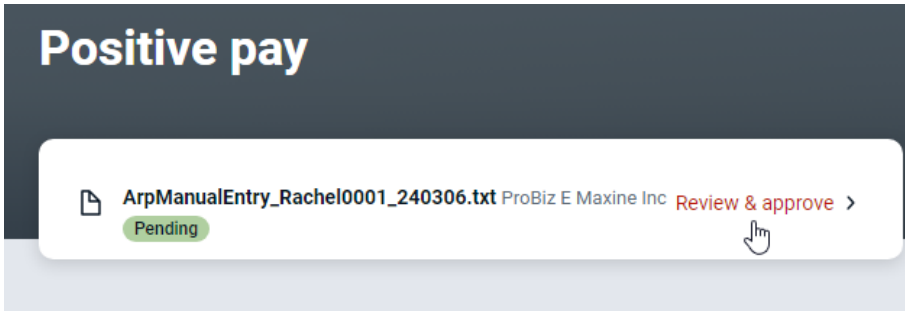
Click Approve.



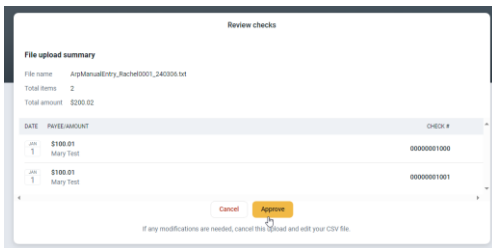
Click Done to close the confirmation screen.



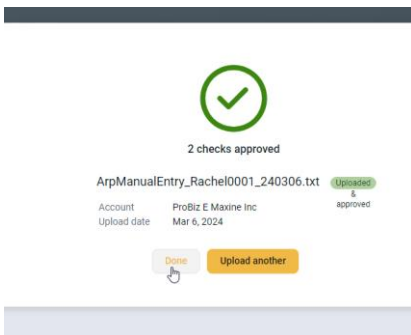
Manually entered checks need to be approved a second time. Click on Review & approve on the pending file line.



Review the checks and click Approve.

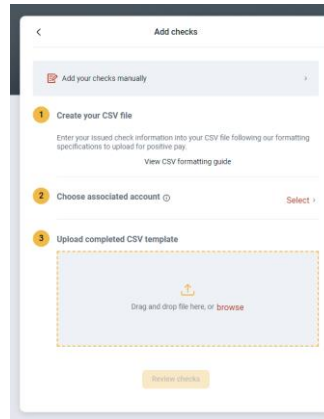
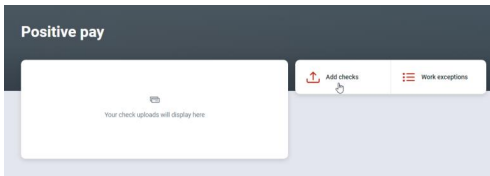


Click Done to close the confirmation screen.



Uploading a CSV file

Click Add checks



Create or edit the CSV file to follow the formatting guide.

View CSV formatting guide



Enter your issued check information into your CSV file following this format. Only the required columns are necessary, but you can use as many others as apply. Uploading your information in a different order or format will cause your file to be read incorrectly.

Complete list of column properties (*required)

- Column 1 Item number *
- Column 2 Item amount* x.xx (enter without currency sign)
- Column 3 Issue date mm/dd/yyyy
- Column 4 Payee Max 35 characters
- Column 5 Void indicator V = Void
- Column 6 Account type Chk=checking, Sav=savings, GL=general ledger
- Column 7 Debit/credit D=debit, C=credit
- Column 8 Void date mm/dd/yyyy
- Column 9 Payee address 1
- Column 10 Payee address 2
- Column 11 Payee address 3
- Column 12 Payee address 4
- Column 13 Stop indicator Stop = Yes

Example CSV row with basic information

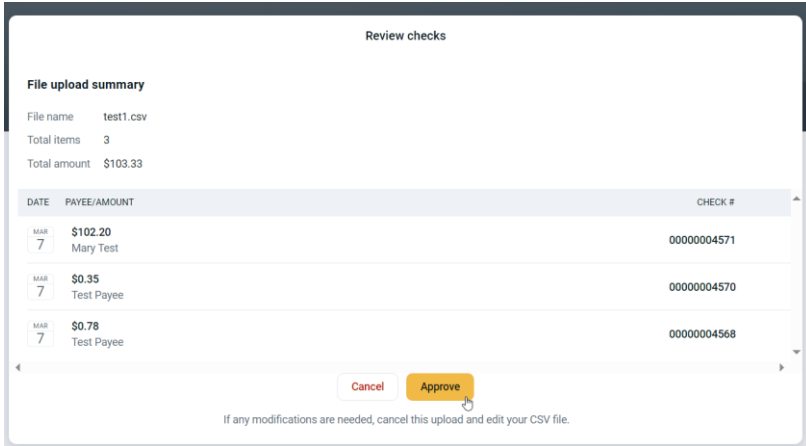
1234	1234.56	06/16/2022			Chk
Item Number	Item Amount	Issue date	Payee	Void	Account type

Click Select on line two to choose the account.

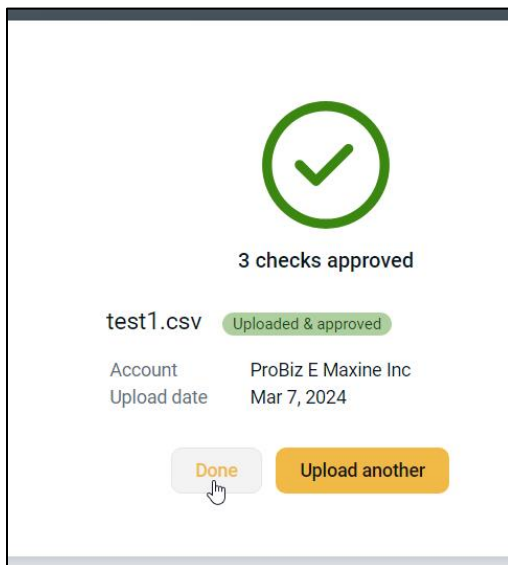
Either drag and drop or browse to find CSV file to upload.

Click review checks

Click Approve.



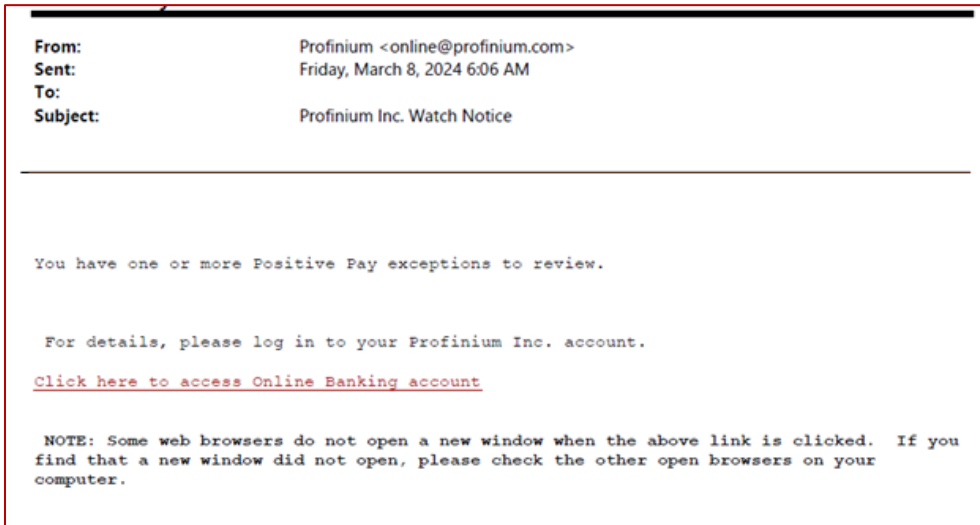
Click Done to close the confirmation screen.



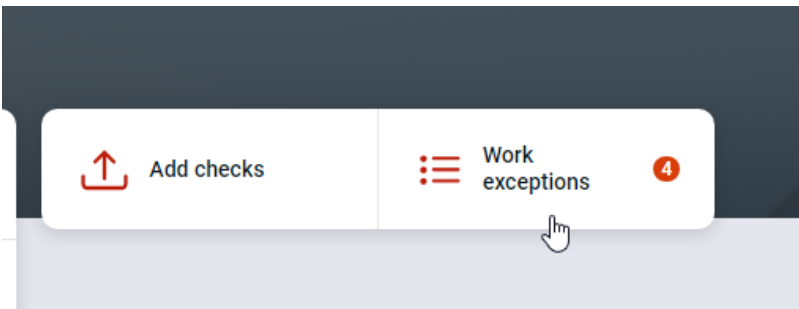
Working Exceptions

Exception item decisions need to be submitted before 10am CT otherwise the default decision will be used.

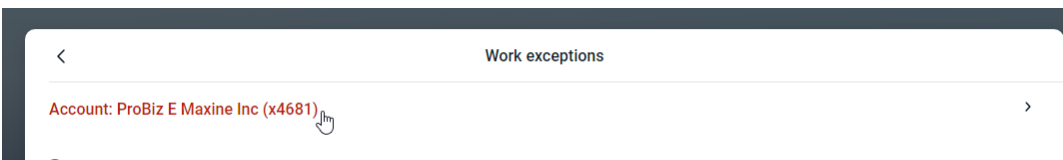
If there are any exception items, the following email will be sent.



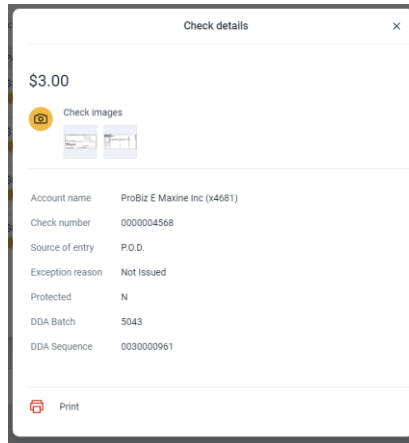
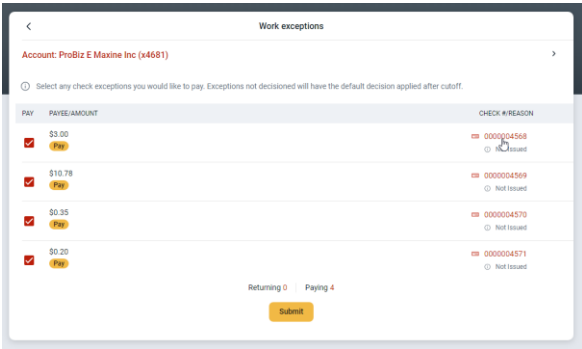
From the Positive Pay screen, click Work exceptions.



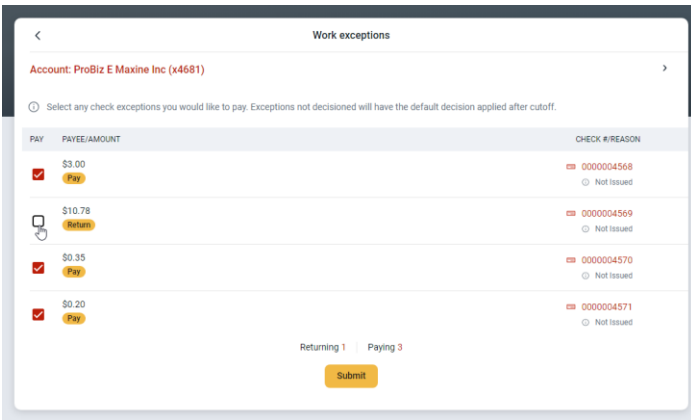
Click the account line to toggle between accounts if needed.



Click the check number to review the check details and any images.

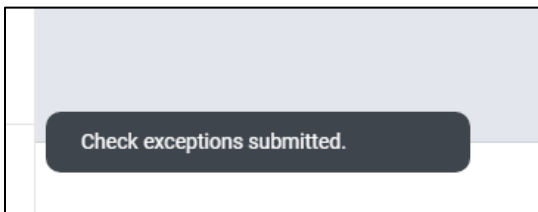


Uncheck the box to return any checks.



Click Submit.

A confirmation alert will show at the bottom of the screen.



WIRES

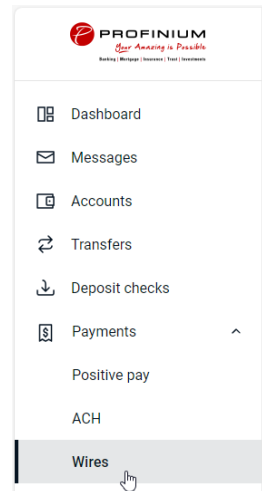


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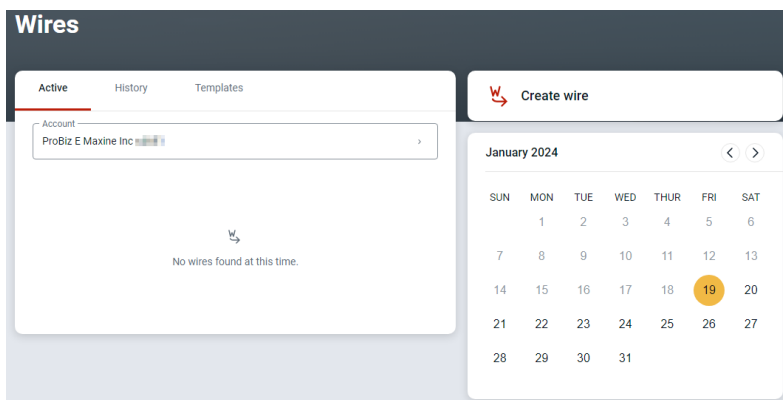
Wires

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.



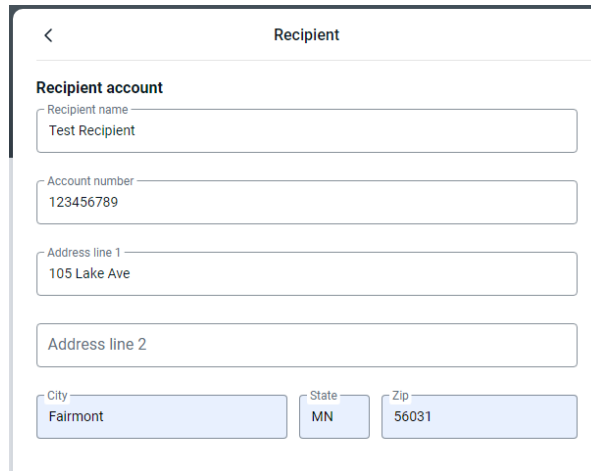
Create a Wire

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.

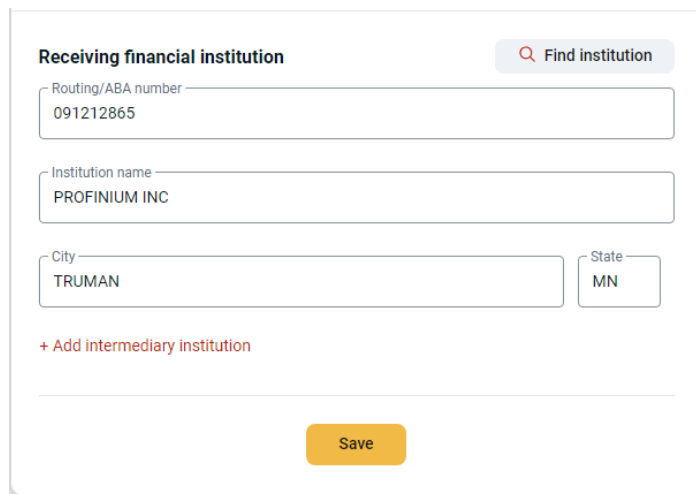
Click the Add recipient button to add the information for where the wire will be sent.



A screenshot of a mobile application form titled "Recipient". The form contains the following fields: "Recipient name" with the value "Test Recipient", "Account number" with the value "123456789", "Address line 1" with the value "105 Lake Ave", "Address line 2" (empty), "City" with the value "Fairmont", "State" with the value "MN", and "Zip" with the value "56031".

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

Click Save when completed.



A screenshot of a mobile application form titled "Receiving financial institution". The form contains the following fields: "Routing/ABA number" with the value "091212865", "Institution name" with the value "PROFINIUM INC", "City" with the value "TRUMAN", and "State" with the value "MN". There is a "Find institution" button with a magnifying glass icon and a "+ Add intermediary institution" link. A "Save" button is located at the bottom of the form.

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 PROFINIUM INC

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.

Wire details

Test Ready Edit >

\$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

[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

Initiate wire

Test

\$1.00

From ProBiz E Maxine Inc
To MAXINE TRAINING
Remarks TESTING

[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.

Wire initiated

Test

\$1.00

From ProBiz E Maxine Inc
(x4681)

To MAXINE TRAINING

[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.