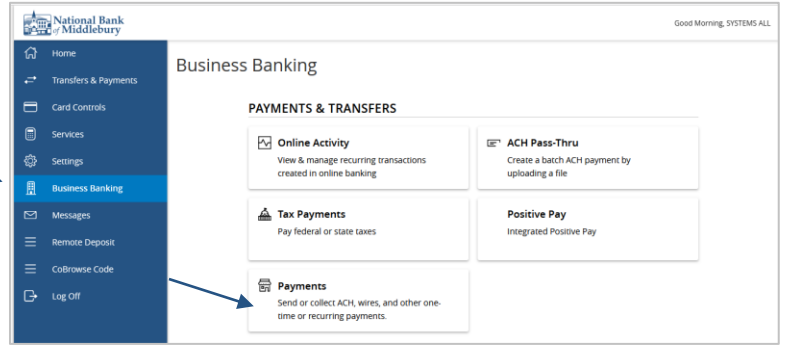




NOTE: Wire Upload allows you to upload a formatted CSV file that includes multiple wire transfers instead of inputting the wire information manually.

1. Select the 'Business Banking' menu and then select 'Payments'.



2. Select 'New Payment' and then 'Domestic Wire'.



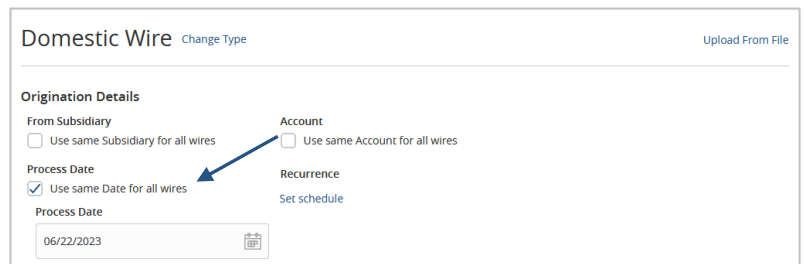
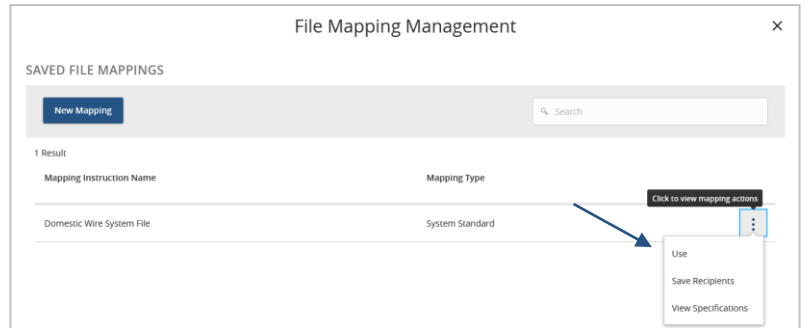
3. Select the 'Upload from File' link in the top right corner.



Questions? We're here to help.
Customer Service: 877.508.8455



4. Select the 'Use' option to upload a CSV formatted file.
5. Click the 'Please select a file to import' box to browse for the file to be uploaded on the computer.
6. Select 'Upload File'.
7. Indicate the Process Date for the wires.
 - a. If all wires need to be processed on the same day, check the 'Use same Date for all wires' box and click on the calendar below to specify the desired Process Date.
 - b. If the wires need to be processed on varied days, leave the 'Use same Date for all wires' box unchecked and indicate the Process Date for each wire individually.



NOTE: The fields for each wire will be populated in accordance with the data included in the CSV file being imported.



National Bank
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8. Review all information on the screen for accuracy and select 'Approve' or 'Draft' in accordance with user entitlements.

Wire Upload

Domestic Wire Change Type Upload From File

Origination Details

From Subsidiary
 Use same Subsidiary for all wires

Account
 Use same Account for all wires

Process Date
 Use same Date for all wires

Recurrence
Set schedule

Process Date
06/22/2023

Wires (2) Find recipients in payment

+ Add multiple recipients

Recipient/Account	Amount
Adam Smith Checking 98765409	\$ 3.45
From Subsidiary: SYSTEMS G ALL *****2222	Account: SMALL BUSINESS ADVANTAGE E *****4366 \$2.00
Message to Beneficiary Sample Message	
Purpose Of Wire Demo	
OPTIONAL WIRE INFORMATION	
✔ This payment is valid.	
Jim Doe Checking 1234567891	\$ 1.23

\$4.68
2 wires

Cancel Draft Approve



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