



Administration Guide

April 2023

Welcome to Prosperity Bank’s Treasury Center, our online banking solution for your business. This guide is focused for Administrators who will be the primary administrator(s) for your company.

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Treasury Center Administration

Administrator Responsibilities include the following functions:

- Create and maintain Company users
- Add accounts and services to users
- Assign payment authorization to users for account transfers, wire transfers, and ACH services
- Associate accounts to specific Services and reports
- Maintain Payments Limits and Approval Authority for users
- Entitle mobile banking privileges to company users as needed

Lead Administrator Responsibilities

The Lead Administrator(s) has the responsibility and control of user access to Treasury Center and Treasury Management Services for the company. As Lead Administrator(s), you establish dollar limits for users to authorize and approve transactions, including setting user roles, granting permissions, and authorizing accounts and activities, including secondary approvals based upon multiple user approvals, dollar limits or both. It is recommended you establish approval limits for any payment transactions for ACH, Wires or Account Transfer at the user level.

As Lead Administrator(s) for your Company, you assign payment responsibilities and grant authority to others within the company to serve as Administrative Users who will also assign and grant authority to company users. The Lead Administrator(s) grants payment authority for ACH, Wire and Account Transfer to Company Administrators or users. The access and limits you establish for an administrative user gives them rights to set up user limits at the Company level, not just at the individual user's established level of authority.

It is recommended your company have establish more than one person to serve in the role as Lead Administrator.

Administration

The following Services are administered by Company Administrators:

- Treasury Center online banking
- Account Transfers
- Wire Transfers
- ACH
- Bill Pay
- Mobile Banking
- Mobile Deposit

User Administration for the following services are completed by the bank:

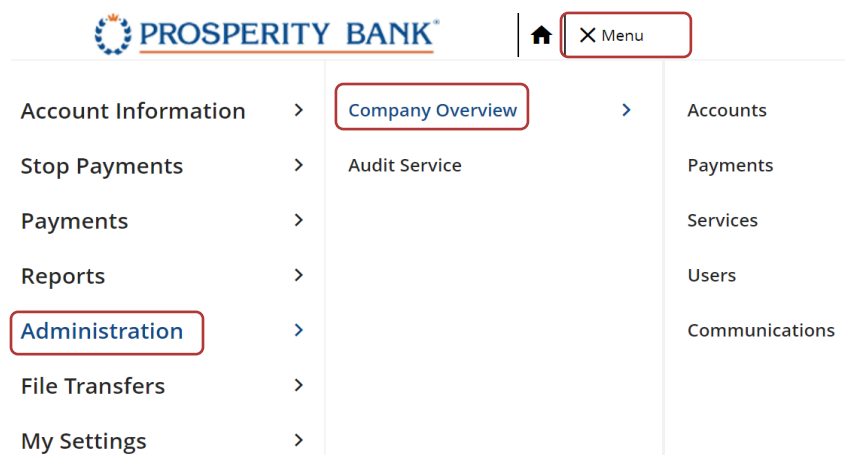
- Positive Pay
- Lockbox
- Remote Deposit Capture (RDC)

4

Getting Started: Menu

When accessing Treasury Center, you will see the following dashboard at the top of the screen. The menu is the primary navigation tool for the majority of the actions you will select within Treasury Center. You will find a menu button on each page allowing you to easily navigate between the features and functions. When you navigate to the Administration menu, you can access your Accounts, settings for Payments, Services, Users, and Communication.

This guide will focus on the Administration section. Administration begins with the selection of the Menu option. Selecting menu displays many selections for other activities within Treasury Center. When Administration is selected from the menu, the next step is to select company overview. Company overview will then allow you to select the sections you wish to administer.

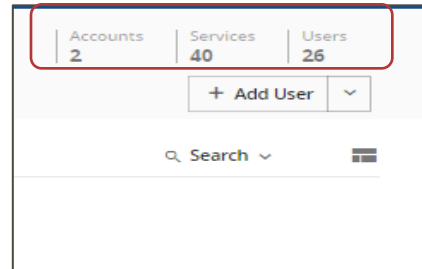


Accounts

A listing of accounts along with a summary of the number of accounts, services and users entitled for the company. You can access information by category and also see payment permissions currently assigned to the company. The Administration menu options cover accounts, payments, services, users, and communication.

Account Summary

In the upper right portion of the Accounts screen, you can view a snapshot of your company profile. number of accounts, services and users entitled on your company profile You ca also perform a quick search and Add a User from this section.



PROSPERITY BANK
Dashboard Company Overview X

TM Sales Demo DEMO

Accounts Payments Services Users Communications

Accounts	ACH Payment	Stop Payments	Wire Transfer	Account Transfer	Remote Deposit Capture
DDA					
301630349 DDA Prosperity Bank (113122655) USD	Edit	Enabled	Edit	Edit	Edit
5947841 DDA Prosperity Bank (113122655) USD	Edit	Enabled	Edit	Edit	Edit

Click on the EDIT button in the account listing above. The administrator can add or change a nickname for the respective account. This account nickname will be effective for all users accessing that account.

Account Nickname

Change the account to the nickname desired, then click SAVE.

Account Number
301630349

Account Type
DDA

Account Nickname

Cancel

Account Permissions

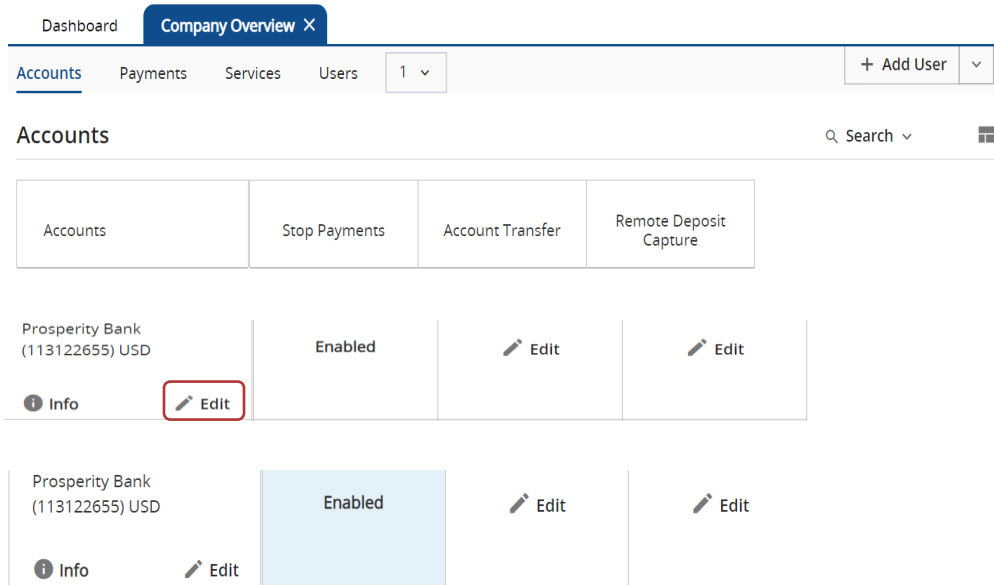
When you click on Edit, you can view the user's daily limits for the accounts selected. To customize different limits for different accounts, select the Add a Permission button and additional limit fields will display.

- **Accounts** – Accounts must be added before the service is available for use.
- The Select Accounts link will display available accounts to be added. Accounts can be removed.

As new accounts are added from a company, the accounts will need to be permissioned to the intended services, before available for use within the service. The account needs to be entitled prior to granting user rights to the account.

Account Edit

Selecting the Edit button for each account will expand and display information pertaining to the service/function you are viewing. The example below provides the information available for account transfer. If changes are made, please save your selections by clicking SAVE.



Dashboard **Company Overview** X

Accounts Payments Services Users 1 ▾ + Add User ▾

Accounts

 Search ▾

Accounts	Stop Payments	Account Transfer	Remote Deposit Capture
Prosperity Bank (113122655) USD Info Edit	Enabled	Edit	Edit
Prosperity Bank (113122655) USD Info Edit	Enabled	Edit	Edit

Payment Selections

This screen displays a summary of payment type, company limits and options. Below is a snapshot of Payment Services setup for your Company and includes Payment types, Limits, Options and Import settings. Click SAVE after making changes to any of the ACH Payments screens.

Dashboard		Company Overview X	
Payment Type	Company Limits	Options	Imports
ACH Payments	Demo		Manual Entry, Edit, Reject, Cancel, Reverse
	Total Daily Transaction Amount		
	Credit	\$1,000.00	
	Debit	\$1,000.00	Enable Confidential Batches
Wire Transfers	Transaction Per Account		User Limits Enabled Approval Limits Enabled Import Requires Release
	Daily Amount	\$1,000.00	
	Daily Count	25	
	Single	\$1,000.00	
Account Transfers	Transaction Per Account		Manual Entry, Edit, Reject, Cancel
	Daily Amount	\$999,999,999.99	
	Daily Count	10000000000000000000	
	Single	\$99,999,999.99	

Each payment service can be expanded to display additional settings and information for the specific payment option. Click on the arrow symbol on the right hand side to open. The screen below is an example when selecting ACH Payments.

Limits and Approvals

The first section under ACH Payments displays the maximum limits set by the bank for the company for credits or debits based upon the service set up for the company. Below the company limits are the default limits for users. Approvals are also established from this page. When selections are complete, click SAVE.

Limits Payment Settings Tax Payments

Company Limits ■ = required field

Limit Type	■ Credit	■ Debit
Total Daily Batch Count	<input type="text" value="25"/> Max: 25	<input type="text" value="25"/> Max: 25
Total Daily Transaction Amount	<input type="text" value="\$ 1,000.00"/> Max: \$1,000.00	<input type="text" value="\$ 1,000.00"/> Max: \$1,000.00
Single Batch Amount	<input type="text" value="\$ 1,000.00"/> Max: \$1,000.00	<input type="text" value="\$ 1,000.00"/> Max: \$1,000.00
Single Batch Entry Amount	<input type="text" value="\$ 1,000.00"/> Max: \$1,000.00	<input type="text" value="\$ 1,000.00"/> Max: \$1,000.00

Default User Limits ■ = required field

Limit Type	■ Credit	■ Debit
Total Daily Batch Count	<input type="text" value="25"/> Max:25	<input type="text" value="25"/> Max:25
Total Daily Transaction Amount	<input type="text" value="\$ 500.00"/> Max:\$ 1,000.00	<input type="text" value="\$ 1,000.00"/> Max:\$ 1,000.00
Single Batch Amount	<input type="text" value="\$ 500.00"/> Max:\$ 1,000.00	<input type="text" value="\$ 1,000.00"/> Max:\$ 1,000.00
Single Batch Entry Amount	<input type="text" value="\$ 500.00"/> Max:\$ 1,000.00	<input type="text" value="\$ 1,000.00"/> Max:\$ 1,000.00

Require 1 approver(s) above

▪ \$

Require 2 approver(s) above

▪ \$

Cancel

Save

Approvals: It is recommended you establish approvals for each of your company payment activities. You can require 1 or 2 approvals and can set a dollar threshold for approval. One can never approve an ACH batch that one has initiated or edited. Approvals may be entitled for some or all ACH Companies so that the user may have access to some, but not all ACH Companies. Note: Lower and upper limits can be left blank so that all payments can be approved by the user.

- **Lower Limit (\$)** – Use this optional text field if the user is required to approve ACH batches above a defined amount.
- **Upper Limit (\$)** – Use this optional text field if the user is required to approve ACH batches below a defined amount.

Company Payments & Limits

The screenshot below displays the Payment services currently established for the company profile, including Company limits, Payment type, Options and Import settings. When an arrow on the right side of the payment box is selected, options for the specific payment type will open. The administrator can select the Payment Services needed.

Payments Services Subscriptions Communications 1 ▾ Clone User ▾

Payments & Limits

Payment Type	Options & Imports	Approval	Other Settings
Account Transfer	Manual Entry, Edit, Reject, Cancel Default Accounts & Permissions Transaction Per Account Daily Amount \$99,999,999.99 Daily Count 10000000000000000 Single \$99,999,999.99	Default Accounts & Permissions Minimum -- Maximum --	Maintenance Enabled Service Administration Enabled Activity Audit Enabled
			X >
Stop Payments	Stop Payment Entry Enabled		Service Administration Enabled Activity Audit Enabled
			X >
Mobile Deposit	Remote Deposit Capture Enabled		Service Administration Enabled Activity Audit Enabled
			X >

Accounts **Payments** Services Users Communications + A

Payment Type	Company Limits	Options	Imports
Account Transfers	Transaction Per Account Daily Amount \$99,999,999.99 Daily Count 10000000000000000 Single \$99,999,999.99	Manual Entry, Edit, Reject, Cancel	User Limits Enabled Approval Limits Enabled
Remote Deposit Capture	Transaction Per Account Daily Amount \$5,000.00 Single \$5,000.00 Daily Count 25	Merchant Id: 33048	
BillPay	Billing Account 100150390 - DDA (OK C PersCkg)	Company Email Address:	missing@prosperity.com

Dashboard		Company Overview X			
Accounts	Payments	Services	Users	Communications	+ Add User
Payment Type	Company Limits	Options	Imports		
ACH Payments	Demo				
	Total Daily Transaction Amount				<input type="text" value=">"/>
	Credit	\$1,000.00	Manual Entry, Edit, Reject, Cancel, Reverse		
	Debit	\$1,000.00	Enable Confidential Batches		
Wire Transfers	Transaction Per Account				<input type="text" value=">"/>
	Daily Amount	\$1,000.00	Manual Entry, Edit, Reject, Cancel	User Limits Enabled	
	Daily Count	25	Allow Wire Auto Release	Approval Limits Enabled	<input type="text" value=">"/>
	Single	\$1,000.00		Import Requires Release	
Account Transfers	Transaction Per Account				<input type="text" value=">"/>
	Daily Amount	\$999,999,999.99	Manual Entry, Edit, Reject, Cancel		
	Daily Count	10000000000000000			
	Single	\$99,999,999.99			

Payment Settings

The following payment section reflects the payment settings for your company as established by the bank. This section includes eligible SEC codes for ACH credits and debits, and you will designate the ability to submit mixed batches or confidential batches are allowed. You can select whether to allow confidential batches from this screen. When complete, click SAVE.

Limits	Payment Settings	Tax Payments
Payment Settings		
<input checked="" type="checkbox"/> Eligible Credit SEC Codes		
<input checked="" type="checkbox"/> Individual (PPD)	<input checked="" type="checkbox"/> Child Support (CCD + DED)	
<input checked="" type="checkbox"/> Payroll (PPD)	<input checked="" type="checkbox"/> Extended Addenda (CTX)	
<input checked="" type="checkbox"/> Customer Initiated Entry (CIE)	<input checked="" type="checkbox"/> Internet Auth (WEB)	
<input checked="" type="checkbox"/> Business Tax Payment (CCD + TXP)	<input checked="" type="checkbox"/> Business (CCD)	
<input checked="" type="checkbox"/> Eligible Debit SEC Codes		
<input checked="" type="checkbox"/> Physical Auth (PPD)	<input checked="" type="checkbox"/> Extended Addenda (CTX)	
<input checked="" type="checkbox"/> Internet Auth (WEB)	<input checked="" type="checkbox"/> Telephone Auth (TEL)	
<input checked="" type="checkbox"/> 80 Character Addenda (CCD)		
<input checked="" type="checkbox"/> Allow Mixed Batches		
<input type="checkbox"/> Allow Confidential Batches		

Tax Payments

An Administrator can establish tax divisions for tax payments to be made for their company. Select *Add a Division* to establish a new division for the ACH company. The input options are Division, Agency, TIN, Tax Payee Name and Verification. A prenote can be added, please note it will take three days and you will be unable to process payment during that time. Add a Tax Row to input for another tax payment. When complete, click **SAVE**.

Wire Transfers

We will review options for Wire Transfer Administration. Click the arrow to expand the service.

Dashboard	Company Overview X		
Type	Company Limits	Options	Imports
ACH Payments	Demo		>
	Total Daily Transaction Amount		
	Credit	\$1,000.00	
	Debit	\$1,000.00	Manual Entry, Edit, Reject, Cancel, Reverse
		Enable Confidential Batches	
Wire Transfers	Transaction Per Account		>
	Daily Amount	\$1,000.00	
	Daily Count	25	
	Single	\$1,000.00	
		Manual Entry, Edit, Reject, Cancel	User Limits Enabled
		Allow Wire Auto Release	Approval Limits Enabled
			Import Requires Release
Account Transfers	Transaction Per Account		>
	Daily Amount	\$999,999,999.99	
	Daily Count	1000000000000000	
	Single	\$99,999,999.9	
		Manual Entry, Edit, Reject, Cancel	

Wire Limits

This screen reflects the maximum limits set by the bank for wire transfers initiated through Treasury Center.

Wire Transfers

Limits Accounts & Permissions Template Settings

Default User Limits ▪ = required field

Daily Transaction Debit Amount per Account

▪
Max: \$1,000.00

Daily Transaction Count per Account

▪
Max: 25

Single Transaction Debit Amount

▪
Max: \$1,000.00

Wire Transfer Accounts & Permissions

For Wire Accounts and Permissions, you have the option to select US Domestic wires or FX International Wires, or both. A Company needs to be enrolled for these services before user administration can be done. Setting up approvals for wire transfers is recommended. Once you have completed this section, press SAVE.

Wire Transfers ?

Limits Accounts & Permissions Template Settings

Default Accounts & Permissions ▪ = required field

US FX
Accounts

Select Accounts >

*0349 - DDA (DDA)	X
*7841 - DDA (DDA)	X

<p>Daily Transaction Debit Amount per Account</p> <p>▪ \$ 1,000.00</p> <p>Max: \$1,000.00</p>	<p>Single Transaction Debit Amount</p> <p>▪ \$ 1,000.00</p> <p>Max: \$1,000.00</p>
<p>Daily Transaction Count per Account</p> <p>▪ 25</p> <p>Max: 25</p>	<p><input checked="" type="checkbox"/> Require 1 approver(s) above</p> <p>\$ 0</p> <p><input checked="" type="checkbox"/> Require 2 approver(s) above</p> <p>\$ 100.00</p>

+ Add Permission Set

Cancel Save

Wire Template Settings

This screen reflects the wire template settings for the company. The Administrator cannot change these settings. You are able to uncheck boxes for fields to be entered by the initiator when completing a template. Click SAVE after completion.

? Help |

Limits Accounts & Permissions Template Settings

Alerts (1)

▲ Templates or file maps have been set up using the specified master template. No change... ▼ >

Uncheck boxes for fields to be entered by wire initiator.

<input checked="" type="checkbox"/> Debit Account	<input checked="" type="checkbox"/> Originator Name	<input checked="" type="checkbox"/> Originator Address
<input checked="" type="checkbox"/> Beneficiary Name	<input checked="" type="checkbox"/> Beneficiary ID And Type	<input checked="" type="checkbox"/> Beneficiary Address
<input type="checkbox"/> Purpose Of Payment	<input checked="" type="checkbox"/> Bank Routing Information	<input type="checkbox"/> Originator To Beneficiary Info
<input type="checkbox"/> Amount	<input type="checkbox"/> Contact Name	<input type="checkbox"/> Phone Number
<input type="checkbox"/> Contact Information	<input type="checkbox"/>	

Account Transfers

This section covers the maximum limits established by the bank for internal account transfers initiated within Treasury Center. Click on the arrow to expand.

Accounts	<u>Payments</u>	Services	Users	1 ▾
Account Transfers	<p>Transaction Per Account</p> <p>Daily Amount \$999,999,999.99</p> <p>Daily Count 100000000000000000</p> <p>Single \$99,999,999.99</p>	Manual Entry, Edit, Reject, Cancel		>

Account Transfer Limits

This screen shows the maximum limits established by the bank for account transfers initiated through Treasury Center. The settings include daily transaction amount per account, daily transaction amount per account and single transaction limit.

Account Transfers

Limits Accounts & Permissions

Default User Limits ■ = required field

Daily Transaction Amount per Account

■ \$ 999,999,999.99
Max: \$999,999,999.99

Daily Transaction Count per Account

■ 100000000000000000
Max: 100000000000000000

Single Transaction Amount

■ \$ 99,999,999.99
Max: \$99,999,999.99

Account Transfer Accounts & Permissions

Establish user daily limits and restrictions for the number of transfers per account or a single dollar transaction limit. This screen reflects accounts that have intrabank transfers. Set approvals for account transfers and establish a dollar threshold based upon transaction. Establishing approvals for account transfers is recommended. After completion of setup, click SAVE.

Account Transfers ?

Limits

Accounts & Permissions

Default Accounts & Permissions ■ = required field

Accounts

Select Accounts >

*0349 - DDA (DDA)	×
*7841 - DDA (DDA)	×

Daily Transaction Amount per Account

■ \$

Max: \$999,999,999.99

Single Transaction Amount

■ \$

Max: \$99,999,999.99

Daily Transaction Count per Account

■

Max: 10000000000000000

Require 1 approver(s) above

\$

Require 2 approver(s) above

\$

+ Add Permission Set

Mobile Deposit (RDC)

During the Creation of a new user or modification to existing users process, you must entitle a user to be able to access Treasury Center using a mobile device. This is at the Lead Administrators option to establish this access. If mobile banking is entitled and your company is entitled to use mobile Remote Deposit Capture (mobile deposit), then you can entitle a user to this service.

The Lead Administrator(s) will assign users allowed to make mobile deposits. If the company has been enabled for this service, the user will:

- Have the “Allow Remote Deposit Capture” option enabled
- Mobile deposits can be Attempt to make the deposit after the defined “Make Deposit” Enable Date, as defined in the User’s Payments / Mobil Deposit Capture / Settings page
- To view deposits made by others within the Company, the user must be entitled to the “Allow Remote Deposit Capture audit activity” option within the User’s Payments / Mobile Deposit Capture / Settings page

Select arrow for mobile the service to expand for details.

Payment Type	Company Limits	Options	Imports
ACH Payments	Demo		
	Total Daily Transaction Amount		
	Credit	\$1,000.00	Manual Entry, Edit, Reject, Cancel, Reverse
	Debit	\$1,000.00	Enable Confidential Batches
Wire Transfers	Transaction Per Account		
	Daily Amount	\$1,000.00	Manual Entry, Edit, Reject, Cancel
	Daily Count	25	Allow Wire Auto Release
	Single	\$1,000.00	User Limits Enabled Approval Limits Enabled Import Requires Release
Account Transfers	Transaction Per Account		
	Daily Amount	\$999,999,999.99	Manual Entry, Edit, Reject, Cancel
	Daily Count	10000000000000000	
	Single	\$99,999,999.99	
Remote Deposit Capture	Transaction Per Account		
	Daily Amount	\$1,000.00	Merchant Id: 40250
	Single	\$1,000.00	
	Daily Count	25	

Mobile Deposit Limits/Company Level

Review the limits for Mobile Deposit services, if enabled for the service.

Remote Deposit Capture Help

Remote Deposit C... Administration Audit

Allow Remote Deposit Capture
User is eligible to add and edit Remote Deposit Capture

Daily Cumulative Deposit Amount Single Deposit Amount

▪ \$ ▪ \$

Max: \$5,000.00 Max: \$5,000.00

Daily Transaction Count

▪

Max: 25

OBS User ID

▪

● This field is required.

'Make Deposit' Enable Date

▪ 📅

Remote Deposit Capture Help | X

Limits **RDC Users**

Users (RDC Users)

User	OBS User ID	Last Used Locations
Demo Kerner (Demo-User)	Demo_User	--
General Navigation (DemoGeneralNavigation)	--	--
(Matthew)	Matthew	--
(Michael)	Michael	--
(Michael-Demo)	Michael_Demo	--
(MichaelMacDemo)	MichaelMacDemo	--
(Ryan)	Ryan	5947841
(Ryan-Demo)	Ryan_Demo	--
Demo SFTP (SFTPUser)	SFTPUser	--

This screen displays the users entitled as mobile deposit users. The name of the user is displayed along with the user ID and last location used information . Click SAVE.

Cancel Save

Services

The following screen is a snapshot of services enabled to the Company by the bank. They are displayed by group name. Administrators can entitle many services to company users based upon job function or responsibility for the company

Dashboard **Company Overview** X

Accounts Payments **Services** Users 1 v + Add User v

Company Services

Group Name	Services
Corporate Administration	Administration
	Native Apps
	User Maintenance
Information Reporting	Balance Reporting
	Transaction Search
	Transaction Groups
Monitoring and Support	Audit Service
	Token Administration
Payment Confirmations	EDI824 Application Advice
	ISO20022 Confirmation
SSO	eDelivery
Secure Browser	Secure Browser
	Secure Browser Destinations
Default	Account Groups
	Alerts
	File Vault
	Mobile Web
	SFT Receive
	ACH Payments
Company Account Permissions	Company Account Permissions
	Software Token Client
	User Service Permissions
Quick View	Quick View
	Web Report Maintenance
Secure Browser Administration	Secure Browser Administration
	Secure Browser Credential Maintenance
Delivery Template Maintenance	Delivery Template Maintenance
	Import Maintenance
Payee Maintenance	Payee Maintenance
	Stop Payments
Mobile Deposit	Mobile Deposit
	SFT Administration
Wire Transfer	Wire Transfer

User Setup and Administration

Lead Administrators establish Treasury Management services based upon the company and user's needs. Users who are company administrators will not have access to company administration. Treasury Services will only display if the company has been enabled for that service by the bank. An individual user will not see any service unless the Administrator has provided them access to that service.

These services are available for setup or modification by a company administrator:

- ACH Payments
- Wire Transfer
- Account Transfer
- Payee Maintenance
- Import Maintenance
- Stop Payments
- Mobile Deposit/RDC

The following list are descriptions of options for a user that an Administrator can setup or edit.

- **User ID** – An identifiable word that is associated with name of the User. This can be the username, an abbreviation, or any word.
- **First Name** – First name of the User.
- **Last Name** – Last name of the user.
- **Administrative User** - This box will enable this User to grant permissions to and edit other users' profiles within the company.
- **Enable Date** – The date the User's profile will be active within Treasury Center. .
- **Email Address** – Enter the User's email address. The Test button, if selected will send a test message to the User's email address.
- **Encrypted Report Password** – A unique password that will be needed when an encrypted PDF file or report is emailed to the User.
- **Phone Number** – The User's primary contact number.
- **Message Enabled Cell Phone Number** – The User's SMS-enabled cell phone number.
- **Address/City/State/Postal Code/Country** – Company address.
- **Time Zone** – Time zone for the company location.
- **Language** – The default language.
- **SSO ID: Single Sign on Code** used to connect assess to other Treasury product solutions within Treasury Center
- **Software Activation Key:** Needed for all users to establish connection to Treasury Center. You can reset and copy for your company users
- **Display Preferences:** Ability to make a few changes to display options
- **Online Bulletin Services:** Authorize Bulleting Delivery

Users

The user section provides an overview of user entitlements, limits, and services for the company. When you click on a user's name, the screen will expand to provide details on user's limits payment. When you select edit payment under a service,

Users

	ACH Payments		Account Transfers		Wire Transfers
Company Amount	Demo				
Credit	\$1,000.00	Debit	\$1,000.00	\$999,999,999.99	\$1,000.00
Amount per account	\$1,000.00		\$1,000.00	\$999,999,999.99	\$1,000.00
Count per account	25		25	1000000000000000000	2
Default Upper Limit
Default Lower Limit					

Select the Actions icon above to open the screen shown on the right. To edit payment options, click Edit payments for the specific payment service.

Upon selecting User Services, you can quickly view the services assigned to a specific user.

Users

Payments **Services**

Corporate Administration

- Administration
- Company Account Permissions
- Company Maintenance
- Native Apps
- Software Token Client

User Credentials Maintenance

User Maintenance

User Service Permissions

Information Reporting

- Balance Reporting >
- Quick View >

Transaction Groups

Transaction Search >

Web Report Maintenance

Monitoring and Support

- Audit Service
- Token Administration

[View All >](#)

Select the View all to select a service to modify:

Services Search

Expand All

Corporate Administration



All

<input checked="" type="checkbox"/> Administration	<input checked="" type="checkbox"/> Company Account Permissions	<input checked="" type="checkbox"/> Company Maintenance	<input checked="" type="checkbox"/> Native Apps
<input checked="" type="checkbox"/> Software Token Client	<input checked="" type="checkbox"/> User Credentials Maintenance	<input checked="" type="checkbox"/> User Maintenance	<input checked="" type="checkbox"/> User Service Permissions

Information Reporting



Monitoring and Support

SSO

Click the  symbol beside a username to view payment detail for the user you selected. You can clone the user, add payments, or click the  symbol on the right hand side for more administrative options for each individual payment service.

Payments **Services** Subscriptions Communications 1 Clone User

Payments & Limits + Add Payment

Payment Type	Options & Imports	Approval	Other Settings
ACH Payments	Manual Entry, Edit, Reject, Cancel, Reverse	Default Accounts & Permissions	Maintenance Enabled
	Transaction File Import Enabled	Minimum --	Service Administration Enabled
	Default Accounts & Permissions	Maximum --	Activity Audit Enabled
	Daily Count 25		Confidential User Enabled
	Daily Amount \$1,000.00		X 
Single \$1,000.00			
Wire Transfer	Manual Entry, Edit, Reject, Cancel	Default Accounts & Permissions	Maintenance Enabled
	Transaction File Import Enabled	Minimum --	Service Administration Enabled
	Default Accounts & Permissions	Maximum --	Activity Audit Enabled
	Transaction Per Account		X 
	Daily Amount \$1,000.00		

ACH: User Administration

Administration of ACH services include Confidential User, Options & Imports, Maintenance, Administration, Approval and Audit features that provide functionality for ACH services. Click the arrow on the right to expand the information available. After each addition or changes in user administration, you will need to click SAVE prior to exiting the screen.

Payments Services Subscriptions Communications 1 ▾ Clone User ▾

Payments & Limits + Add Payment

Payment Type	Options & Imports	Approval	Other Settings
ACH Payments	⚙️ Set Up		×
Wire Transfer	Manual Entry, Edit, Reject, Cancel Transaction File Import Enabled Default Accounts & Permissions Transaction Per Account Daily Amount \$1,000.00 Daily Count 25 Single \$1,000.00	Default Accounts & Permissions Minimum -- Maximum --	Maintenance Enabled Service Administration Enabled Activity Audit Enabled × >

ACH: Confidential User

The Administrator can assign an ACH Confidential User. This user will be able to create a confidential batch that only a confidential user can see the amounts in that batch. A payroll file is a good example of when this feature may be useful.

ACH Payments

Confidential User Options & Imports Maintenance Administration Approval Audit

ACH Confidential User

User can create, edit, approve confidential templates & batches (if permissions are assigned).

Eligible ACH Companies

All

Demo

ACH: Options & Imports

This section covers the user options available for administration. Establish what options to allow each user with the authority to do, such as Edit, Reject, Reverse, Cancel or do Manual Entry of an ACH transaction.

Confidential User Options & Imports Maintenance Administration Approval Audit

- ACH Batch Options**
User is eligible to add, edit and delete ACH batches.

ACH Entry Options

Allow ACH:

Manual Entry Edit Reject Cancel Reverse

User must use existing templates
User must use existing ACH Batch Templates to create transactions.

User must use existing payees
User must use existing payees to create an ACH Batch(Free Form, From Templates and Import).

Users must use transactions that are defined in the template
Users must use transactions that are defined in the template. They can delete/remove transactions from the batch but cannot add new ones.

Imports

- Transaction File Import**
User is eligible to import ACH batches.

ACH Payments

Search <input type="text"/>	Demo 123456789	<input checked="" type="checkbox"/> Enable	Cancel	Save
Demo	<u>Limits</u> Payment Settings Offset Account			
Default User Limits		■ = required field		
Limit Type		■ Credit	■ Debit	
Total Daily Batch Count	<input type="text" value="25"/>	<input type="text" value="25"/>		
	Max: 25	Max: 25		

Total Daily Transaction Amount	\$ 1,000.00 Max: \$1,000.00	\$ 1,000.00 Max: \$1,000.00
Single Batch Amount	\$ 1,000.00 Max: \$1,000.00	\$ 1,000.00 Max: \$1,000.00
Single Batch Entry Amount	\$ 1,000.00 Max: \$1,000.00	\$ 1,000.00 Max: \$1,000.00

Require 1 approver(s) above

- \$ 0

Require 2 approver(s) above

\$

Cancel

Save

ACH: User Maintenance

This section allows the Administrator to establish users to perform various ACH maintenance or restrict the ability to import file maps of add payees.

Confidential User Options & Imports Maintenance Administration Approval Audit

- Allow ACH Maintenance**
User is eligible to maintain ACH for use by all corporate users.
- Allow ACH Batch Template Maintenance**
User is eligible to maintain ACH Batch Templates for all users in their company.
 - User must use existing payees**
User must use existing payees to create ACH Batch Templates.
- Allow Import Map Maintenance**
User is eligible to maintain import ACH Payments import maps to be used by all users in their company.

ACH: Administration

As Administrator you will decide whether the use can entitle ACH services to other users.

Confidential User Options & Imports Maintenance Administration Approval Audit

- Allow ACH Payments Service Administration**
User is eligible to entitle the ACH Payments service to other users in their company.

ACH: Approvals

Establish those users who will have authority to approve ACH transactions for others. You can enable accounts.

Confidential User Options & Imports Maintenance Administration Approval Audit

- Allow ACH Batch Approval**
User is eligible to approve ACH Batches for total amounts between the minimum and maximum limit.

ACH Payments

Search <input type="text"/>	Demo 123456789	<input checked="" type="checkbox"/> Enable	Cancel	Save
Demo	<u>Limits</u> Payment Settings			
	Minimum	Maximum		
	\$ <input type="text"/>	\$ <input type="text"/>		

Cancel **Save**

. ACH: Audit

As an Administrator you can decide whether a user has access to review other ACH user activities.

ACH Payments

Confidential User Options & Imports Maintenance Approval Audit

- Allow ACH Payments Activity Audit**
User is eligible to view and be notified of ACH Payments activity for users in their company.

Wire Transfer User Administration

Administrators can establish user specific permissions for wire transfer processing. Permissions include setting user limits, defining types of transfers, deleting wire approvals, viewing company wire activities and approving wires initiated by other users.

Wire Transfer	Manual Entry, Edit, Reject, Cancel	Default Accounts & Permissions	Maintenance Enabled
	Transaction File Import Enabled	Minimum --	Service Administration Enabled
	Default Accounts & Permissions	Maximum --	Activity Audit Enabled
	Transaction Per Account		
	Daily Amount	\$1,000.00	
	Daily Count	25	
	Single	\$1,000.00	

Wire Transfer Options and Imports

As Administrators, you decide what levels of access and authority to grant a user. You can allow extremely limited access to a specific user or grant broad access to others.

Wire Transfers

Options & Imports

Maintenance

Administration

Approval

Audit

Wire Transfers Options

User is eligible to add, edit and delete Wire Transfers.

Wire Entry Options ■ = required field

Allow Wire:

Manual Entry Edit Reject Cancel

Free Form Transfers

User can create free-form transfers.

Semi Repetitive Wire Transfers

User can create transfers based on semi-repetitive wire templates.

Repetitive Wire Transfers

User can create transfers based on repetitive wire templates.

Payee Transfers

User can create transfers based on payees without also requiring a templates.

Imports

- Transaction File Import**
User can import files to enter Wire Transfers.

Default Account & Permission

- US FX

Accounts

Select Accounts >

*0349 - DDA (Test Demo)	×
*7841 - DDA (DDA)	×

Daily Transaction Debit Amount per Account

▪ \$ 1,000.00

Max: \$1,000.00

Single Transaction Debit Amount

▪ \$ 1,000.00

Max: \$1,000.00

Daily Transaction Count per Account

▪ 25

Max: 25

Require 1 approver(s) above

\$ 0

Require 2 approver(s) above

\$

+ Add Permission Set

Cancel

Save

Import Permissions

Establish permissions for data import, import of payees or templates, and whether the user can grant import entitlements for others. Click the arrow to expand import maintenance. When selections are complete, click SAVE.

Import Maintenance

Maintenance Enabled

Service Administration Enabled

Activity Audit Enabled



Import Permissions

Allow data import

User is eligible to import payees, ACH batch templates and/or Wire templates.

Can import payees

Can create new payee records by importing CSV, XML or fixed width files.

Can import ACH batch templates

Can create new ACH batch templates by importing CSV, XML or fixed width files.

Can import wire templates

Can create new wire templates by importing CSV, XML or fixed width files.

Allow Import Maintenance Service Administration

User is eligible to entitle the Import Maintenance service to other users in their company.

Allow Import Maintenance Activity Audit

User is eligible to view and be notified of import activity for users in their company.

Cancel

Save

Wire Transfers: Maintenance

Establish user access to perform maintenance activities for wire transfer templates, import maps and related activities.

Options & Imports Maintenance Administration Approval Audit

- Allow Wire Transfer Maintenance**
User is eligible to maintain templates and file maps for use by all corporate users

- Allow Wire Template Maintenance**
User can create, edit and delete repetitive and semi-repetitive templates.

- Allow Import Map Maintenance**
User can create, edit and delete wire import file maps.

Default Account & Permission

Accounts

Select Accounts >

*0349 - DDA (Test Demo)	×
*7841 - DDA (DDA)	×

Cancel

Save

Wire Transfers:

Wire Transfers

Options & Imports Maintenance Administration Approval Audit

- Allow Wire Transfer Service Administration**
User is eligible to entitle the Wire Transfer service to other users in their company.

n

Wire Transfers: Approvals

It is recommended for approvals for company users entitled for wire transfer initiated through Treasury Center.

Wire Transfers ?

Options & Imports Maintenance Administration Approval Audit

Allow Wire Transfer Approval
User is eligible to approve Wire Transfers for amounts between minimum and maximum limit.

Default Account & Permission

US FX

Accounts Select Accounts >

*0349 - DDA (DDA)	×
*7841 - DDA (DDA)	×

Wire Transfers: Audit

Wire Transfers

Options & Imports Maintenance Administration Approval Audit

Allow Wire Transfer Activity Audit
User is eligible to view and be notified of Wire Transfer activity of users in their company.

Account Transfers

Checking this option allows for the user to initiate account transfers, edit account transfers, schedule recurring account transfers, as well as receive account transfer activity notifications. transfers, schedule

Account

Account Transfer

Manual Entry, Edit, Reject, Cancel
Transaction File Import Enabled

Default Accounts & Permissions

Transaction Per Account

Daily Amount	\$999,999,999.99
Daily Count	100000000000000000
Single	\$99,999,999.99

Default Accounts & Permissions

Minimum --
Maximum --

Maintenance Enabled

Service Administration Enabled

Activity Audit Enabled

Permissions:

× >

- **Accounts** – Accounts must be added before the service is available for use. The Select Accounts link will display available accounts to be added. Accounts can also be removed.
- **Credit/Debit** - Accounts must be designated debit and/or credit to permit the account for use in account transfer initiations. This option allows this user to entitle the account transfer service to subsequent users. Account transfer settings can then be applied to new and/or existing users, however administrative users cannot enable permissions to their own account.
- **Allow approval of Account Transfer:**

Enabling this option allows the user to approve account transfers based on the lower and upper limits set for the accounts selected.

Amount Range: For example, if the Lower Limit is set to \$800 and Upper Limit is set to \$100,000, then any account transfer created within that range will be approved by this user. Any amount lower or higher, would not need to be approved by this user.

Account Transfers User Administration

Customer can establish user permissions for account transfer processing, including initiating, editing, approving, and deleting account transfers. Permissions can be set by allowable accounts, limits, and approvals.

Account Transfers: Options & Imports

This section allows for a user to have various entitlements related to the initiation and processing

Account Transfers
Help | [Link](#)

Options & Imports
Maintenance
Administration
Approval
Audit

Allow Account Transfer Entry
User is eligible to add, edit and delete Account Transfers.

Entry Options ■ = required field

Allow Account Transfers:

Manual Entry Edit Reject Cancel

Imports

Transaction File Import
User can import files to enter Account Transfers.

Default Account & Permission

Credit Debit

of .
Cancel
Save

Account Transfers: Maintenance

The following allows for a user to have access account transfer maintenance, including importing maps for transfers.

Account Transfers

Options & Imports Maintenance Approval Audit

- Allow Account Transfer Maintenance**
User is eligible to maintain maps for use by all corporate users

- Allow Import Map Maintenance**
User can create, edit and delete account transfer import file maps.

Account Transfers: Administration

Assign permissions to accounts for those users you want to grant account transfer authority to other users.

Account Transfers ? Help | >

Options & Imports Maintenance Administration Approval Audit

- Allow Account Transfer Service Administration**
User is eligible to entitle the Account Transfer service to other users in their company.

Account Permissions

May entitle to Credit and Debit

Accounts Select Accounts >

*0349 - DDA (DDA)	×
*7841 - DDA (DDA)	×

Cancel Save

Account Transfer Approval

It is recommended that approvals be established account transfer payments. Assign dollar limits of approvals, if desired, for account transfers. Grant authority for approvers for other user payment transactions. When complete, click SAVE.

Options & Imports Maintenance Administration Approval Audit

Allow Account Transfers Approval

User is eligible to approve Account Transfers for amounts between the minimum and maximum

Default Account & Permission

Accounts Select Accounts >

*0349 - DDA (Test Demo)	×
*7841 - DDA (DDA)	×

Amount Range

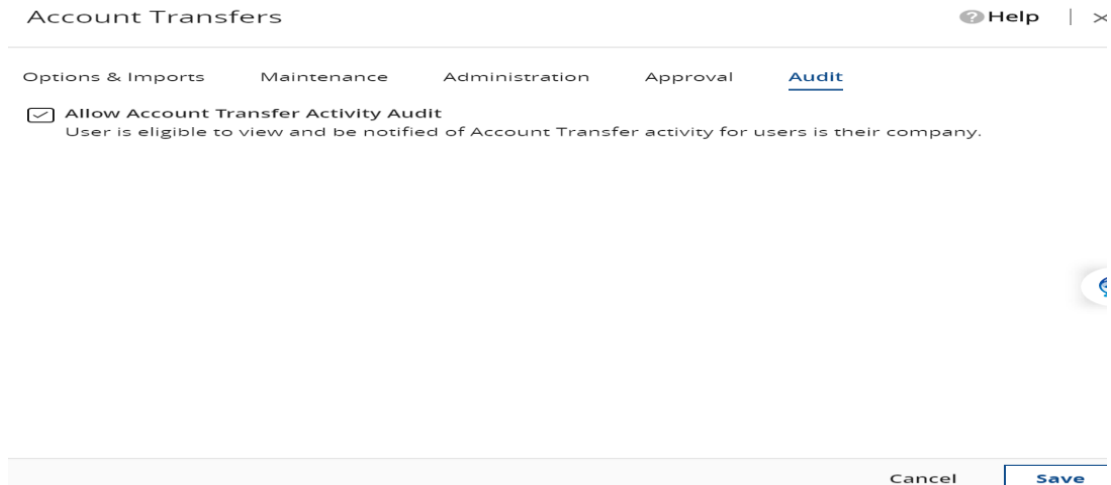
Minimum	Maximum
\$ <input type="text"/>	\$ <input type="text"/>

+ Add Permission Set

Cancel **Save**


Account Transfers: Audit

Enable a user with the ability to view other users notifications and activities.



Stop Payments: Administration



 Use this screen to customize the user permissions for Stop Payments. Stop Payments gives the user the ability to stop payment requests for specified accounts. Enabling options here will allow for this service to be permitted to the user.

Enable this option to create Stop Payment requests for specific accounts. Checking this option allows for the user to entitle the Stop Payment service to other company users. Can Allow view only access to Stop Payment activity.

Stop Payments

 Help

Allow Stop Payment Entry

User is eligible to create stop payment requests based on account permissions specified below.

Default Account & Permission

Accounts

Select Accounts >

Allow Stop Payment Service Administration

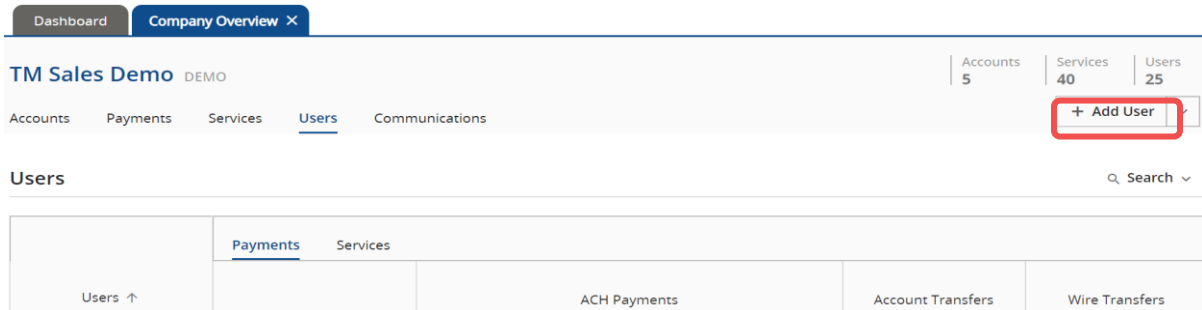
User is eligible to entitle the Stop Payment service to other users in their company.

Allow Stop Payment Activity Audit


User is eligible to view and be notified of Stop Payment activity for users in their company.

Adding a New User

There are several ways to add/create a user. The following screenshot is found by selecting Users under the Company Overview. This provides a listing of individual company users. Please note the +Add User field on the right hand side.



Clone A User

Another option is to clone a user if you are wanting to establish identical profiles. If so, select the existing user and select the  (Actions) button at the bottom of the user you selected.

A dropdown will appear, Select Clone User. The Action button provides many options when working on a specific user. You may entitle services, copy payments and services of this user and the Actions button includes the option to Delete or Deactivate the User.

By clicking the arrow next to the Clone User button, you can edit a user, copy their service or payment permissions, deactivate, or delete a user.

Create a User

Administrators will build a user profile when creating a new user. This includes inputting data about the user. You can choose to entitle another user as an Administrative User to assist with setting up company users with general functionality.

Dashboard Company Overview **Create User X**

Contact Information ■ = required field

User ID	Fax Number
<input type="text"/>	<input type="text"/>
First Name	Business Unit
<input type="text"/>	<input type="text"/>
Last Name	Street Address
<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Administrative User	

An Administrative User has the ability to establish limits at the company level.

Enable Date	City
<input type="text" value="03/19/2023"/>	<input type="text"/>
Email Address	State
<input type="text"/> <input type="button" value="Test"/>	<input type="text"/>
Encrypted Report Password	Zip or Postal Code
<input type="text"/>	<input type="text"/>
Phone Number Extension	Country
<input type="text"/> <input type="text"/>	<input type="text" value="United States"/>
<input type="checkbox"/> Use international telephone number format?	Time Zone
Message Enabled Cell Phone Number	<input type="text" value="US/Central (CDT)"/>
<input type="text"/> <input type="button" value="Test"/>	Language
<input type="checkbox"/> Enable Text Messages	English (United States)
<input type="button" value="Cancel"/> <input type="button" value="Save"/>	

I agree to the [Terms and Conditions](#). >

Treasury Center CERT
To opt-out at any time, send **STOP** to 99453.
To receive more information, send **HELP** to 99453.

Message and Data Rates May Apply. Number of Messages Varies Per User.
Account holder authorizes charges to appear on wireless bill or be deducted from prepaid balance.

Tier One Carriers:
AT&T, Verizon, T-Mobile®, Sprint, Metro PCS®, U.S. Cellular®

To Contact Support:
Customer Service

Company Zip Code?

Last four Digits of Business Tax ID?

SSO ID

▲ Display Preferences

Thousands delimiter (1,234.25 would be ';')

Decimal delimiter (1,234.25 would be '!')

Web Date Input Format

Set Password

Enter a temporary password

Password length should be between 15 character(s) to 30 characters.
Your password must contain a combination of alphanumeric letters including uppercase and lowercase letter and at least one special character.

Enable SMS and Terms and Conditions should be selected by the user to opt in for Text alerts. The Admin creating this user should leave these blank and inform the user to modify these setting if they wish to opt in for text messages.

Re-enter a temporary password

Online Bulletin Service

Authorize Bulletin Delivery

Bulletin Channel

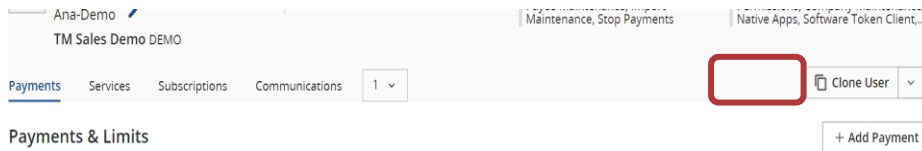
Bulletin Format

Cell Phone Notification

Text Notification Window

Days of week

<input checked="" type="checkbox"/> Monday	From	12	00	AM	CDT
	To	11	00	PM	CDT
<input checked="" type="checkbox"/> Tuesday	From	12	00	AM	CDT
	To	11	00	PM	CDT
<input checked="" type="checkbox"/> Wednesday	From	12	00	AM	CDT
	To	11	00	PM	CDT
<input checked="" type="checkbox"/> Thursday	From	12	00	AM	CDT



User Activation Key Administration

As a Lead Administrator, you will often provide your user with an Activation Key which is used to setup access to Treasury Center. This activation key can be used twice to establish connection to a desktop, laptop, or mobile device. As a precaution, this function does expire. You can reset the key as part of Administration. Please stress the importance of keeping this key private to the user and send securely or provide verbally to a known company user.

Treasury Center CERT
To opt-out at any time, send STOP to 99453.
To receive more information, send HELP to 99453.

Message and Data Rates May Apply. Number of Messages Varies Per User.
Account holder authorizes charges to appear on wireless bill or be deducted from prepaid balance.

Tier One Carriers:
AT&T Verizon T-Mobile® Sprint Metro PCS® U.S. Cellular®

SSO ID
000125203

Software Activation Key
3NC97473
Remaining Uses: 2
Expires: Jun 25, 2022 9:13 PM CDT

Reset Copy

User Subscriptions

Subscriptions allows the user to view and receive notifications about various activities that occur within the business. Some subscriptions are required with others optional. The list is not a full listing of all subscriptions available. The administrator can establish these permissions based upon the user role for the company. When complete, click SAVE.

Subscriptions

Account Transfer Items End of Day Notification

Delivery Settings

Status Type	Mode of Notification	Text Notification	Format Preference
<input checked="" type="checkbox"/> Account Transfer Items End of Day Notification	EMAIL	<input type="checkbox"/>	HTML

Account Transfer Status Change Digest

Account Transfer Status Change Notification

ACH Payment Items End of Day Notification

ACH Payment Status Change Digest

Cancel Save

Audit Service

You can select date ranges, categories, Users to review activities. This report can also be downloaded.

Dashboard Company Overview **Audit Service** X

Audit Service

Download Search ^

Time Range From	Time Range To	Audit Categories	User ID	Target User ID
03/23/2023 12:00 AM	03/23/2023 11:59 PM	Select		

All

Company Maintenance User Maintenance

Account Maintenance Service Maintenance

Login and Timeouts TTY Sessions

Transactions

Services

i *Services are provided upon based the services contracted by the company. The services must be enabled at a company level in order to allow the service to be active for a user.*

This allows you to view the Services enabled for the company. You can also add a user from this screen.

Accounts Payments **Services** Users Communications + Add User

Company Services

Group Name	Services
Corporate Administration	Administration
	Native Apps
	User Maintenance
Information Reporting	Balance Reporting
	Transaction Search
	Quick View
	Web Report Maintenance
Monitoring and Support	Audit Service
SSO	eDelivery
Secure Browser	Secure Browser
	Secure Browser Destinations
Secure Browser Administration	Secure Browser Administration
Secure Browser Credential Maintenance	Secure Browser Credential Maintenance

Services

Collapse All

Corporate Administration

All

<input checked="" type="checkbox"/> Administration	<input checked="" type="checkbox"/> Company Account Permissions	<input checked="" type="checkbox"/> Company Maintenance	<input checked="" type="checkbox"/> Native Apps
<input checked="" type="checkbox"/> Software Token Client	<input checked="" type="checkbox"/> User Credentials Maintenance	<input checked="" type="checkbox"/> User Maintenance	<input checked="" type="checkbox"/> User Service Permissions

Information Reporting

All

<input checked="" type="checkbox"/> Balance Reporting	<input checked="" type="checkbox"/> Quick View	<input checked="" type="checkbox"/> Transaction Groups	<input checked="" type="checkbox"/> Transaction Search
<input checked="" type="checkbox"/> Web Report Maintenance			

Reset **Save**

Once the account numbers are checked for the appropriate service, click the **Save** button to finalize the selections. Clicking the Cancel button will return the user to the company overview page.

Communications

This allows an administrative user to view all communications under the user’s profile, by date, service or view selected item.

Accounts Payments Services Users **Communications** + Add User ▼

🔍 Search ^

Services
 Channels
 Show Only Exceptions
 From: 📅
 To: 📅
 11:59 PM
 Destination: 🔍

<input type="checkbox"/>	Channel	Time	Subject	Description	View
<input type="checkbox"/>	EMAIL	Apr 5, 2023 12:01:55 AM	Account Transfer Status	User	DEMO/ Jacque-Demo 🔍 View Item ▼

Action Center

A reminder of pending items on the dashboard that may prompt further action.

- 0 Bulletins >
- 0 Messages >
- 0 Notifications >
- 0 Locked Out Users >

The Action Center displays items that require user attention. Select an item to quickly navigate to the screen where the appropriate action can be taken. Locked Out Users informs you of company users unable to access the system.

Contact Treasury Management Support

For questions, please contact our Treasury Management Support team at 855-888-2242, treasurymanagement.support@prosperitybankusa.com