PROSPERITY BANK®
Treasury Center

Administration Guide

October 2024

Contents

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.

Treasury Center Administration

Administrator Responsibilities include the following functions:

- Create and maintain Company users, including any Administrative 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
- Establish Dual Approvals
- Provide Activation Keys to Company users

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 strongly recommended you establish dual approval limits for users for any payment transactions for ACH, Wires or Account Transfers.

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 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)

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 most 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, select Company Overview for review and any changes to Accounts, Payments, Services, Users, and Communication.

This guide will focus on the Treasury Administration section. When Administration is selected from the menu, the next step is to select company overview. Company overview will then display the additional functions and allow you to select the appropriate submenu.
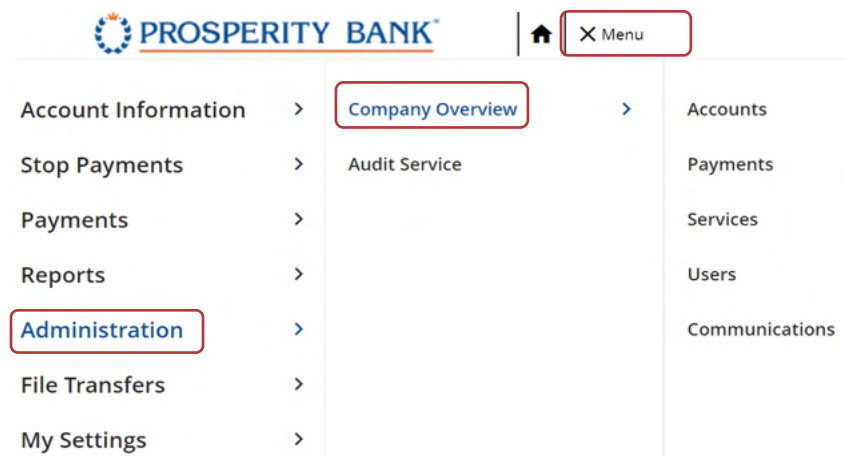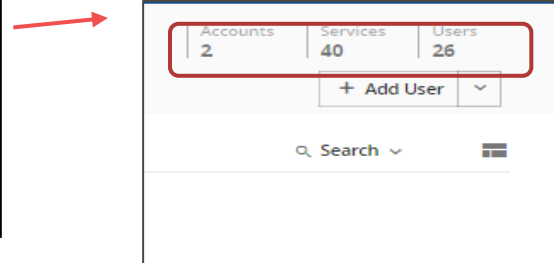
Administration: Accounts

Accounts: Company Overview

The account summary provides a listing of all accounts and payment permissions assigned to the Company. of the number of accounts, services and users entitled for the company. You can view information by account categories and view the payment permissions assigned to your company. From the company overview menu, you can further review accounts, payments, services, users, and communication and easily move back and forth between options.

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 can also perform a quick search and Add a User from this section.

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Account Nickname

Click on the EDIT button in the account column above. The following screen will display allowing an administrator to add or change a nickname for a specific account. This account nickname will be effective for all users accessing that account. Change the account to the nickname desired, then click SAVE.

Account Search

Within the account search screen, you can select the account type to streamline your search.

From the account search screen, you can also search by a specific Bank ABA number or Bank SWIFT number. This allows you to more quickly identify the account you want to review. Click the around button shown below then click search.

An additional feature within the account search screen is to select by payment type You can select a specific payment type(s) or include all in your search. Click the tile icon to open this screen then select apply.

Administration: ACH

This is a summary of the Payment services entitled at the company level. From payments you can select any of the options that cover payment types, limits, options and import settings. Click the Arrow on the right side of the specific payment type and the page will expand to display options for the payment type selected.

This example will cover the ACH payment selection.

Limits and Approvals: ACH

The first section under ACH Payments covers company limits and displays the maximum limits for the company for ACH credits or debits based the company services. Below the company limits are the default limits for users. User approvals can also be set up from this page. When selections are complete, click SAVE.

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Default User Limits ▪ = required field

Limit Type	▪ Credit	▪ Debit
Total Daily Batch Count	25 Max:25	25 Max:25
Total Daily Transaction Amount	$ 500.00 Max:$ 1,000.00	$ 1,000.00 Max:$ 1,000.00
Single Batch Amount	$ 500.00 Max:$ 1,000.00	$ 1,000.00 Max:$ 1,000.00
Single Batch Entry Amount	$ 500.00 Max:$ 1,000.00	$ 1,000.00 Max:$ 1,000.00

☑ Require 1 approver(s) above
▪ $ 1.00
☑ Require 2 approver(s) above
▪ $ 100.00

Cancel   Save

Payment Settings: ACH

The following payment section reflects the payment settings for your company. 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

☑ **Eligible Credit SEC Codes**
   ☑ Individual (PPD)
   ☑ Payroll (PPD)
   ☑ Customer Initiated Entry (CIE)
   ☑ Business Tax Payment (CCD + TXP)
   ☑ Child Support (CCD + DED)
   ☑ Extended Addenda (CTX)
   ☑ Internet Auth (WEB)
   ☑ Business (CCD)

☑ **Eligible Debit SEC Codes**
   ☑ Physical Auth (PPD)
   ☑ Internet Auth (WEB)
   ☑ 80 Character Addenda (CCD)
   ☑ Extended Addenda (CTX)
   ☑ Telephone Auth (TEL)

☑ Allow Mixed Batches
☐ Allow Confidential Batches

Tax Payments: ACH

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 may 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.

When clicking on the pencil in the screen above, the following screen expands.
When selections are complete, click SAVE.

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Administration: Wire Transfers

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

Current Activity	**Company Overview** ✕				🏠 Set As Home Page

Payment Type	Company Limits		Options	Imports	
ACH Payments	Demo +1 more ❯				
	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	User Limits Enabled	❯
	Daily Count	25	All users must have 1 approver	Approval Limits Enabled	
	Single	$1,000.00	Allow Wire Auto Release	Import Requires Release	

Wire Limits

This screen reflects the maximum limits set by the bank for wire transfers initiated through Treasury Center. When complete, click SAVE.

Wire Transfers

Limits	Accounts & Permissions	Template Settings

Default User Limits   ■ = required field

Daily Transaction Debit Amount per Account
$ 1,000.00
Max: $1,000.00

Daily Transaction Count per Account
25
Max: 25

Single Transaction Debit Amount
$ 1,000.00
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) | ✕ |
| *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
$ 100.00

+ 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.

Wire Transfers   ? 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.

☑ Debit Account	☑ Originator Name	☑ Originator Address
☑ Beneficiary Name	☑ Beneficiary ID And Type	☑ Beneficiary Address
☐ Purpose Of Payment	☑ Bank Routing Information	☐ Originator To Beneficiary Info
☐ Amount	☐ Contact Name	☐ Phone Number
☐ Contact Information	☐	

Administration of 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 | **Payments** | Services | Users | 1 ⌄ |

Account Transfers	Transaction Per Account		
	Daily Amount $999,999,999.99	Manual Entry, Edit, Reject, Cancel	>
	Daily Count 10000000000000000		
	Single $99,999,999.99		

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 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 strongly recommended. After completion of setup, click SAVE.

+ Add Permission Set

Administration: Payment Approvals

Each payment type (ACH, Wires and Account Transfers) has an approval required option. For each payment setup, the following section is at the end of the specific user setup screen.

 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 their own payment. Approvals may be entitled for some or all Companies so that the user may have access to some, but not all Companies. Note: Lower or upper limits can be entitled and set up for all payments initiated by a user to be approved. If you require all payments to be approved, input a $1.00. All decimal points should reflect .00.

- **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.

- To require an approver, check the box to require either 1 or 2 approvers. Once the box has been checked the field below will open so a dollar amount can be input. When inputting the dollar amount it must be entered using whole numbers in standard USD format. Example: 1.00, 100.00, 1000.00. Commas should not be used and only zeros should be entered after the decimal point.

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Dual Administration and Approvals for ACH Batch/Tax and Wire Templates

In addition to user payment approvals, a company can also add dual administrative approval for ACH Batch/Tax templates and Wire templates.

Once your company has been enabled for dual approval for templates, the Lead administrator can grant user permission to template approval. With this feature, an additional approval will be required for a template before the template is made available to other users.

Select the company user you want to grant the ability for template approval and then select the Edit Payment button for the specific payment type. Select either ACH payments or Wire Transfers to enable this feature for your user.

After selecting Edit Payment button, click on the maintenance tab to view options for administering the selected user. Under Maintenance, the new option to allow template approval will display. To activate template approval for the user, check the box and then click SAVE.

ACH Template Approval

The example below is for ACH Batch template approval. The same option will appear when selecting the edit payment button for wire transfers and then selecting the maintenance tab.

In the event you have previously assigned ACH Confidential users to your company profile, it is important to note that only ACH Confidential users can approve confidential templates. You may want to consider adding additional confidential users if enabling the template approval option.

To establish an alert for a template pending approval, a new subscription will need to be established for the ACH Batch/Tax template and a separate subscription is available and needed for the wire template approval. The screenshots below display the settings needed to establish the delivery of an ACH Batch/Tax template and Wire template notifications to the approver.

Administration: 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 the Remote Deposit (Mobile Deposit) arrow to expand for details.

Mobile Deposit Limits/Company Level

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

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.

Company Services

The following screen is a snapshot of services enabled to the Company. 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 ✕		

Accounts   Payments   **Services**   Users   [1 ⌄]   [+ Add User] [⌄]

Company Services

[Search   🔍]

Group Name	Services		
Corporate Administration	Administration Native Apps User Maintenance	Company Account Permissions Software Token Client User Service Permissions	Company Maintenance User Credentials Maintenance
Information Reporting	Balance Reporting Transaction Search	Quick View Web Report Maintenance	Transaction Groups
Monitoring and Support	Audit Service	Token Administration	
Payment Confirmations	EDI824 Application Advice ISO20022 Confirmation	EDI997 File Acknowledgement	ISO20022 Acknowledgement
SSO	eDelivery		
Secure Browser	Secure Browser Secure Browser Destinations	Secure Browser Administration	Secure Browser Credential Maintenance
Default	Account Groups Alerts File Vault Mobile Web SFT Receive	Account Transfer Delivery Template Maintenance Import Maintenance Payee Maintenance Stop Payments	ACH Payments Direct Connect Mobile Deposit SFT Administration Wire Transfer

User Administration

Lead Administrators establish Treasury Management services based upon the company and user's needs. Users who are not 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.

This section allows the Administrator to view all the Users for the Company and review the Services and permissions enabled for the user. Click on the symbol beside the User's name to expand the information specific to the user selected. You can review detailed information as to services, limits and can edit payment options under the service as noted on the screen.

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 user submenu selections are: Confidential User, Options & Imports, Maintenance, Administration, Approval and Audit.

Company Users

When selecting, Company overview and users, the company overview will display all the users for the company. This view identifies which service they are entitled to. You can view all users from this screen and then select an individual user for more detail and options for that user.

Individual User Selection Shortcuts

The symbol to the left of the username opens and closes information about a specific user.
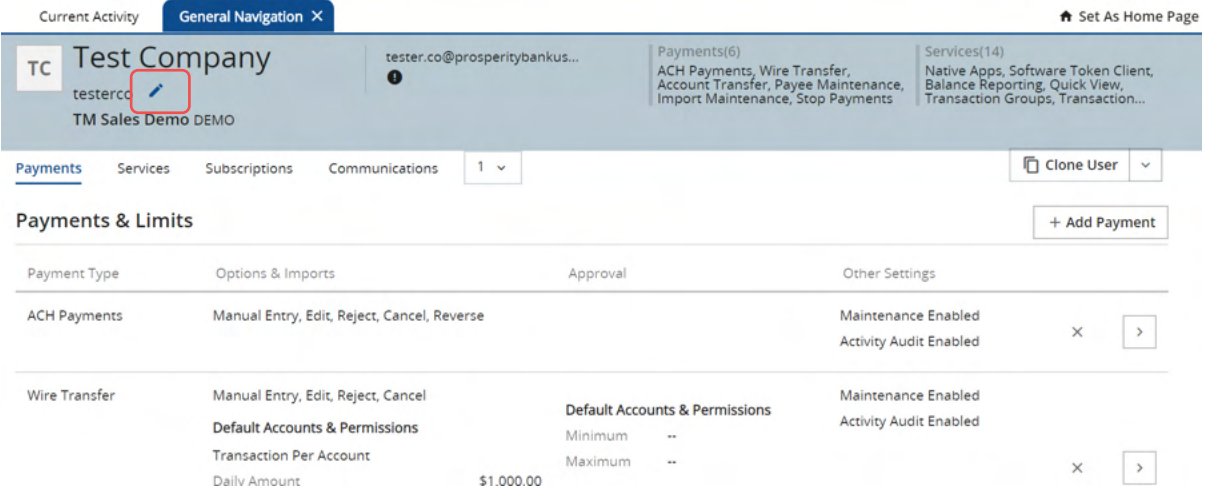
When the user is opened, the following screen displays reflecting general information about the user. A description of each of the items highlighted below will be covered next.

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Selecting to expand the selected user information

Upon selecting a specific user, the following screen displays. When you select the ⬈ symbol from the screen above, it displays the following for the user you have selected. You are able to view payment types for the user and can select services, subscriptions and communications for further review of their existing user permissions. In the upper right corner, there is a summary of the permissions entitled for this user. You can clone this user is you with to clone other users. This is a helpful feature but the new user must be set up exactly as the user you are user you are cloning. More information on cloning will be addressed in another section of this document.
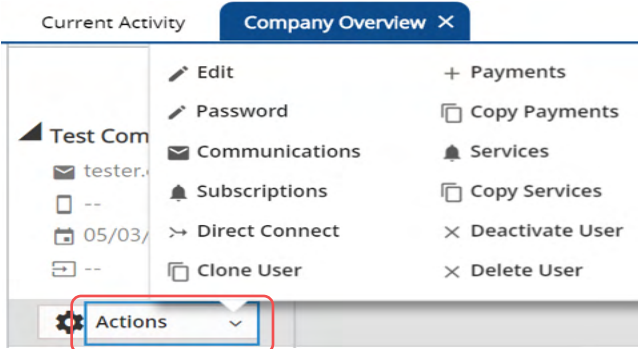
When you click on the pencil as highlighted on the above user screen, this will open the screen where you can edit contact information, set them as an administrative user, Activation Key and user information.

Selecting "Actions" for a user

When you select the Actions bar on an individual user, the following options appear and you can select from any of them for easy navigation.

Selecting "Edit Payment" for a user

When you select the Edit Payment bar on the individual user screen, the following payment options appear. This also allows you to quickly access other options. The following example is when the "Edit payment" button was selected for account transfers. The screen is for options and imports but you can also quickly access maintenance, approval and audit functions for this user.

User Administration: ACH

Administration of ACH services include 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. Click on the arrow on the right side of ACH payments to expand the available options.

The options you can access when the payment type is expanded for the specific user are displayed below You can move back and forth between the options. When you make changes to any of the options, click SAVE.

ACH Payments

Confidential User   Options & Imports   Maintenance   Administration   Approval   Audit

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

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.

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Imports

☑ Transaction File Import
User is eligible to import ACH batches.

ACH Payments   ❓Help | ✕

☑ Transaction File Import
User is eligible to import ACH batches.

ACH Payments

| Search 🔍 | **Demo** 123456789 | ☑ Enable | Cancel | **Save** |

Demo

Demo2
854785475

Limits Payment Settings Offset Account

Default User Limits

Limit Type	Credit *	Debit *
Total Daily Batch Count	25 Max: 25	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 *
$ 1,000.00

☐ Require 2 approver(s) above
$

Cancel | **Save**

ACH Payments   ❓Help | ✕

| Search 🔍 | **Demo** 123456789 | ☑ Enable | Cancel | **Save** |

Demo

Demo2
854785475

Limits **Payment Settings** Offset Account

Payment Settings

☑ Eligible Credit SEC Codes

☑ Internet Auth (WEB)   ☑ Extended Addenda (CTX)
☑ Child Support (CCD + DED)   ☑ Customer Initiated Entry (CIE)
☑ Payroll (PPD)   ☑ Individual (PPD)
☑ Business (CCD)   ☑ Business Tax Payment (CCD + TXP)

☑ Eligible Debit SEC Codes

☑ Internet Auth (WEB)   ☑ Extended Addenda (CTX)
☑ Telephone Auth (TEL)   ☑ Physical Auth (PPD)
☑ 80 Character Addenda (CCD)

Cancel | **Save**

ACH Payments

User is eligible to import ACH batches.

ACH Payments

Search

Demo 123456789   ☑ Enable   Cancel   **Save**

Demo   Limits   Payment Settings   **Offset Account**

Demo2   Offset Account

Accounts   Select Accounts >

*0349 - DDA (Nickname)   ×

                                                            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 establish minimums and maximums for the user's approval limits.

ACH: Audit

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

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User Administration: Wire Transfer

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						X >
	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   Single Transaction Debit Amount
▪ $ 1,000.00   ▪ $ 1,000.00
Max: $1,000.00   Max: $1,000.00

Daily Transaction Count per Account   ☑ Require 1 approver(s) above
▪ 25 $ 0
Max: 25   ☐ 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   X   >
                                                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**

![PROSPERITY BANK Treasury Center logo]

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.

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 limi

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.

Account   **Permissions:**

Account Transfer   Manual Entry, Edit, Reject, Cancel   Maintenance Enabled

Transaction File Import Enabled   **Default Accounts & Permissions**   Service Administration Enabled

Default Accounts & Permissions   Minimum   --   Activity Audit Enabled

Transaction Per Account   Maximum   --

Daily Amount $999,999,999.99   ×   ＞

Daily Count   10000000000000000

Single $99,999,999.99

- Account**s** – 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 approve by this user.

User Administration: Account Transfers

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: Maintenance

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

Account Transfers: Administration

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

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.

Account Transfers: Audit

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

User Administration: Stop Payments

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.

Adding a New Payment to an Existing User

Select the user that you are wanting to add a payment type to their profile. Click on the "+Add Payment" button.

Select the payment type to be added and then click ADD.

Adding a New User

There are several ways to add/create a user and access this option is found on many screens. 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.

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.

Please note that an Administrative User has the ability to add a user and establish limits at the company level.

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.

Enable Date
▪ 03/19/2023 📅

Email Address
▪ [   ] Test

Encrypted Report Password
▪ [   ]

Phone Number   Extension
[   ]   [   ]

☐ Use international telephone number format?

Message Enabled Cell Phone Number
[   ] Test

City
[   ]

State
[   ]

Zip or Postal Code
[   ]

Country
United States ▾

Time Zone
US/Central (CDT) ▾

Language
English (United States)

Cancel   **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 ',')
[, – Comma ▾]

Decimal delimiter (1,234.25 would be '.')
[. – Period ▾]

Web Date Input Format
[North American format (mm/dd/yy) ▾]

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.

Re-enter a temporary password
▪ [   ]

Online Bulletin Service

☐ Authorize Bulletin Delivery

Bulletin Channel

| EMAIL | ⌄ |

Bulletin Format

| HTML | ⌄ |

☐ Cell Phone Notification

Text Notification Window

Days of week

☑ Monday		From	12 ⌄	00 ⌄	AM ⌄	CDT
		To	11 ⌄	00 ⌄	PM ⌄	CDT
☑ Tuesday		From	12 ⌄	00 ⌄	AM ⌄	CDT
		To	11 ⌄	00 ⌄	PM ⌄	CDT
☑ Wednesday		From	12 ⌄	00 ⌄	AM ⌄	CDT
		To	11 ⌄	00 ⌄	PM ⌄	CDT
☑ 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. To locate the Activation Key for a specific user, go to the company overview and select Users to locate the specific user. Click on the pencil to open the user contact information page.

TC **Test Company**
testerco ✎

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]

Clone A User

When clicking on Clone user, a user setup screen appears allowing you to being entering the new user information. Click SAVE when complete.

An additional option to clone a user if you are wanting to establish identical profiles. You can also clone an existing user by selecting the [⚙ Actions] button at the bottom of the user you selected from the company list of users. A dropdown will appear, Select Clone User. This Action button also provides many options when working on a specific 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.

Cloning User Payment Entitlements

Administrators can now clone/copy payments from an existing user when establishing a new user. Previously, an Administrator could clone users but not able to copy payments from another user. After, selecting the user, click on Actions to expand the options available. Select Copy Payments.

Upon selecting Copy Payments, this section allows for a search for a specific user. Simply input the first letter of the user's name and a list of users beginning with that letter will appear. Select the user you want to copy payments from.

Copy Payments

To General Navigation , TM Sales Demo (TM Sales Demo/DemoGeneralNavigation)

From User ID *

[🔍]

After selecting a user, the next step is to select the desired copy permissions. After completing your selection, click SAVE.

Copy Payments

To General Navigation , TM Sales Demo (TM Sales Demo/DemoGeneralNavigation)

From User ID *

[DEMOFTPUSER   🔍]

Copy payments permissions From DEMOFTPUSER

Copy Additional Permissions

☐ Copy account permissions From DEMOFTPUSER

Cancel   **Save**

Please note: When copying Payments from one user to another, it is important to review the payment entitlements for the user you are copying. This feature will add all payment entitlements to the new user. Ensure the user being copied has only the payment entitlements intended for the new user.

Communications

This allows an administrative user to view all communications under a user's profile, by date, service or view selected item. You can search by services, channels and date range. To search, click the search symbol at the right of the search criteria. There is an option to display only exceptions from this report. When conducting a search for all services, you can select from Alerts, Services, and Subscriptions. Click Select when complete.

When clicking on view item, the options allow you to resend, view audit or download the file.

When you select services within communication for a specific user, you can select from these service when conducting a search.

Audit Service

Audit Service Features

You can select date ranges, categories, Users to review activities. You can expand the audit categories selection to choose the activitie(s) you are wanting to review with an option to download.

Audit Search Results

You can search by user to review specific activities within a specific timeframe.

Audit Export

The audit function allows you to review and export the service(s) to Excel.

Contact Treasury Management Support

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