



Administration Guide

March 2025

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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 and dual approval for creating new or the editing of ACH Batch/Tax and Wire Transfer templates.

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
- Remote Deposit Capture (RDC)
-

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.

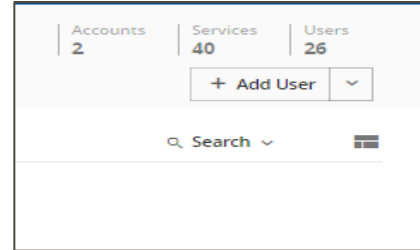
This guide will focus on the Treasury Administration section. When Administration is selected from the menu, the next step is to select company overview. Company overview will display the additional function allowing you to select the appropriate submenu.



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.

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.



Account Summary

View the Company accounts and payment services for each account. The screenshot below displays the features (Accounts, Payments, Services and Communication that can be accessed through the main menu, or you can click on each of the heading on the account summary screen to take you directly to that section. You can conduct a search of accounts and can also add a user from this section.

Dashboard

Company Overview X

Set As Home Page

Accounts

Payments

Services

Communications

+ Add User

Accounts

Search

Accounts

ACH Payment

Stop Payments

Wire Transfer

Account Transfer

DDA

*0349 - DDA (Test name)

Prosperity Bank

(113122655) USD

Info

Edit

Edit

Enabled

Edit

Edit

*7841 - DDA (Checking)

Prosperity Bank

(113122655) USD

Edit

Enabled

Edit

Edit

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.

Edit Account *0349 - DDA (Test name)



Account Number

*0349 - DDA (Test name)

Account Type

DDA

Account Nickname

Test name

Cancel

Save

Account Search

Search for accounts by nickname, account number or payment type.

Current Activity **Company Overview** X Set As Home Page

Accounts Q Search ^ 

Account Number	Account Nickname	Account Type
		All Types   

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

Current Activity **Company Overview** X

Accounts Payments Services Users Communications

Set As Home Page + Add User

Accounts Search

Account Number	Account Nickname	Account Type
		All Types
		☐ All ☐ Certificate of Deposit ☐ Credit Card ☐ DDA ☐ Loan ☐ MONEY MARKET

Accounts ACH Payment Stop Payments

DDA

301630349 Nickname		
--------------------	--	--

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. Select the search button on the upper right side and it will open the screen shown below. Click the right arrow as shown below then click SEARCH.

Current Activity **Company Overview** X

Accounts

Account Number	Account Nickname	Account Type
		All Types

Accounts ACH Payment

DDA

301630349 Nickname Prosperity (113122655) USD Info Edit	Edit
---	------

Search Options

Bank SWIFT Bank ABA

Currency

Cancel Reset **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. You can also click on the Edit under each payment type and additional information will be available based upon the payment type. For example, for ACH, the edit button will open the section that allows you to open the limits, payment settings and tax payments screens. When complete, click APPLY.

The screenshot shows the 'Accounts' section of the Prosperity Bank Treasury Center. A 'Payment Types' modal is open, allowing selection of payment types. The modal includes checkboxes for 'ACH Payment', 'Wire Transfer', 'Stop Payments', and 'Account Transfer'. The 'Apply' button is highlighted with a red box. The background shows a table of accounts with columns for 'Accounts', 'ACH Payment', 'Stop Payments', and 'Wire Transfer'. The first row shows an account named '*0349 - DDA (Test name)' with a status of 'Enabled'.

Recommended Payment Dual Approvals

We strongly recommend that you establish dual approval for every payment type your company processes. Dual approvals are available for:

- ACH, Wire Transfer and Account Transfers
- Template Approval for ACH Batches, Tax and Wire Transfers.

Dual Approval for Payments

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

The screenshot shows the dual approval section with two options: 'Require 1 approver(s) above' and 'Require 2 approver(s) above'. Each option has a dollar sign icon and a text input field. A red box highlights the 'Require 2 approver(s) above' option and the '+ Add Permission Set' button below it.

Select the +Add Permission Set to expand to add approvals for additional accounts.

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. 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.

As an administrator, you will establish the users that you want to approve by type of payment. This will be done in the User administration section.

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. If enabled an approval is a requirement for any new or edited template prior to initiating payments from the template. Template approval requests will expire after 10 days. A user can edit the expired template and resubmit with another approval required at that time.

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

If your company utilizes ACH confidential users, consider adding more approvers for confidential batches as only confidential users can approve new templates or edits to confidential ACH batches.

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.

Within the User administration for each payment type, click on the maintenance tab to view the options. Under Maintenance, click on the option to allow template approval and click SAVE.

ACH Payments

Confidential User Options & Imports **Maintenance** 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.

☒ **Allow ACH Batch Template Approval**

User is eligible to approve ACH Templates for use by all corporate users.

☐ **Allow Import Map Maintenance**

User is eligible to maintain import ACH Payments import maps to be used by all users in their company.

Company Overview/Payments

This is a summary of the Payment types entitled at the company level. From this screen, you can click on the right arrow as highlighted below to expand the payment type providing more options for this type of payment. We will begin with the ACH payment selection. The screenshot will also let you easily navigate between the Accounts, Payments, Services and Communications sections. There is also an option to +Add user from this screen.

Dashboard	Company Overview X			Set As Home Page
Accounts	Payments	Services	Communications	+ Add User
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	
	Daily Count	25	All users must have 1 approver	
	Single	\$1,000.00	Allow Wire Auto Release	
			User Limits Enabled	
Account Transfers	Transaction Per Account			
	Daily Amount	\$999,999,999.99	Manual Entry, Edit, Reject, Cancel	
	Daily Count	10000000000000000		
	Single	\$99,999,999.99		

Administration: ACH Payments

In this section, the focus will be on ACH payments. Click on the right-hand arrow to expand and display the options available for ACH payments.

Dashboard **Company Overview** X Set As Home Page

Accounts **Payments** Services Communications + Add User

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	

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.

ACH Payments Help X

Search Q

Demo 123456789 Limits Payment Settings Tax Payments

Company 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

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
 \$
- ☐ Require 2 approver(s) above
 \$

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

☒ Business (CCD)

☒ Customer Initiated Entry (CIE)

☒ Individual (PPD)

☒ Internet Auth (WEB)

☒ Business Tax Payment (CCD + TXP)

☒ Payroll (PPD)

☒ Extended Addenda (CTX)

☒ Child Support (CCD + DED)

☒ Eligible Debit SEC Codes

☒ 80 Character Addenda (CCD)

☒ Extended Addenda (CTX)

☒ Internet Auth (WEB)

☒ Physical Auth (PPD)

☒ Telephone Auth (TEL)

☒ Allow Mixed Batches

☒ Allow Confidential Batches

Cancel

Save

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 Phrase. 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.

Limits Payment Settings **Tax Payments**

Tax Payments + Add a Division

Division *	Agency *	Tax ID *	Tax Payer Name	Verification Phrase	Prenote State	
Demo Tax Div	Federal	669598659	test	--	--	
	South Carolina	669598659	test	--	--	
State	Federal	125474744	Tester	--	--	
State 3	Florida	365984744	Jones	--	--	

Cancel Save

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

Demo Tax Div	Federal	669598659	test	--	--	
	South Carolina	669598659	test	--	--	
State	Federal	125474744	Tester		☐ Send Prenote	

+ Add a Tax ID Row Cancel Save

Administration: Wire Transfer Payments

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

Dashboard **Company Overview**

Accounts **Payments** Services Communications + Add User

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. Establishing dual approvals for wire transfer payments 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

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 user is unable to make changes to template settings. The administrator can uncheck any fields they want to be entered by the wire initiator. Click SAVE after completion.

Wire Transfers ? Help | ×

Limits Accounts & Permissions Template Settings

⚠ Templates or file maps have been set up using the specified master template. No changes ... ×

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 Information

Cancel Save

Administration: Account Transfers

We will review options for Account Transfers Administration. Click the arrow to expand the service.

TM Sales Demo DEMO

Accounts

Services

Users

2

40

40

Accounts

Payments

Services

Communications

+ Add User

▼

Payment Type

Company Limits

Options

Imports

Account Transfers

Transaction Per Account

Daily Amount \$999,999,999.99

Daily Count 1000000000000000000000000

Single \$99,999,999.99

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

1000000000000000000000000

Max: 1000000000000000000000000

Single Transaction Amount

\$ 99,999,999.99

Max: \$99,999,999.99

Cancel

Save

Account Transfer Accounts & Permissions

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.

On the following screen, you can establish user daily limits and restrictions for the number of transfers per account or a single dollar transaction limit. Set approvals for account transfers and establish a dollar threshold based upon transaction. After completion of setup, click SAVE.

Select the +Add Permission Set to add approvals for more accounts. When complete, click SAVE.

Administration: Mobile Deposit (RDC)

During the Creation of a new user or modification to existing users, 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.

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. When complete, click SAVE.

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

\$
5,000.00

Max: \$5,000.00

Single Deposit Amount

\$
5,000.00

Max: \$5,000.00

Daily Transaction Count

25

Max: 25

OBS User ID

This field is required.

'Make Deposit' Enable Date

10/23/2019

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

Administration: 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.

Accounts
Payments
Services
Communications
+ Add User
v

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 Direct Connect Mobile Deposit SFT Administration Wire Transfer	Account Transfer BillPay File Vault Mobile Web SFT Receive	ACH Payments Delivery Template Maintenance Import Maintenance Payee Maintenance Stop Payments

Administration: Communications

Search by Services, Channels with a selected date range. The example shows the Services being selected and the services menu expands to allow you to select which services and then click SELECT.

Accounts
Payments
Services

Communications

+ Add User

Q Search

Services

Channels

☐ Show Only Exceptions

From

03/09/2025

12:00 AM

To

03/10/2025

12:59 AM

Destination

☐

Channel

Time

Subject

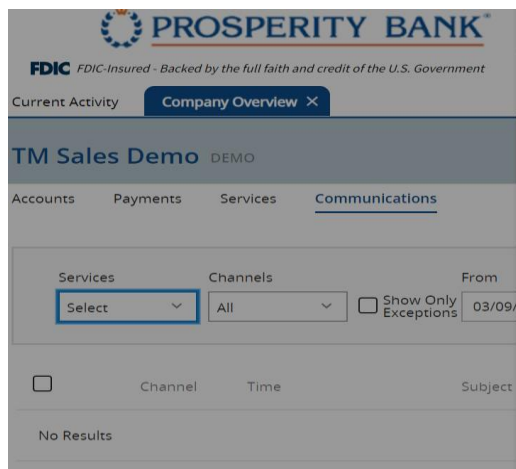
Description

View

No Results

Company Communication Services

When selecting Services on the following screen, the screen expands to list the services available. Check the services and then click on SELECT.



Services

Alerts

- ☐ High Balance Alert
- ☐ Low Balance Alert
- ☐ Incoming Wire Notification
- ☐ Overdrawn Alert

Services

- ☐ Balance Reporting
- ☐ Out Of Band Authorization
- ☐ Payee Remittance Notification
- ☐ SMS Balance Reporting
- ☐ Test
- ☐ Test FTP
- ☐ Test SMS
- ☐ Bulletins
- ☐ Payee Notification
- ☐ SMS Administration
- ☐ SMS Payments
- ☐ Test Email
- ☐ Test FTP
- ☐ User Verification Request

Subscriptions

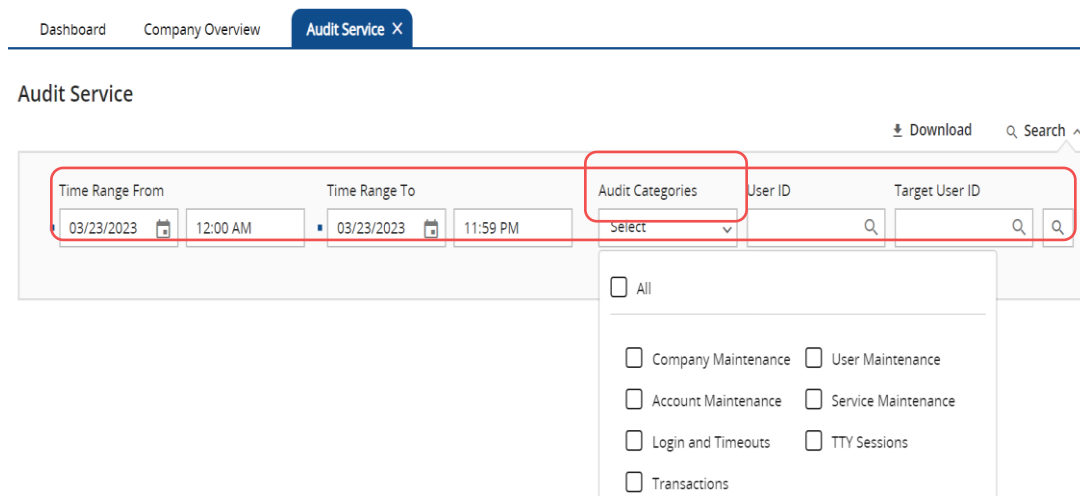
☐ Account Transfer Items End of Day Notification	☐ Account Transfer Status Change Digest
☐ Account Transfer Status Change Notification	☐ ACH Batch/Tax Template Requiring Approval
☐ ACH Payment Items End of Day Notification	☐ ACH Payment Status Change Digest
☐ ACH Payment Status Change Notification	☐ Change / Delete Impact Notification
☐ File Load Failed Validation	☐ File Load Successful Validation
☐ Payee Created Report	☐ Payee Modified Report
☐ Payments Approver Notification	☐ Secure Messaging Reply Received
☐ Stop Request Status Change Notification	☐ User Entitled to New Payment Type
☐ User Lockout Report	☐ User Password Change Report
☐ User Password Reset/Change Report for Administrators	☐ User Payment Settings Report
☐ User Profile Change Report	☐ User Profile Created Report

Audit Service



Audit Service Features

You can select date ranges, categories, users to review activities conducted by your company and users. You can expand the audit categories selection to choose the activities(s) you are wanting to review. You do have the ability to download the information.



Audit Search Results

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

[Current Activity](#)
[Company Overview](#)
[Audit Export - Audit](#)
[Audit Service X](#)
[Set As Home Page](#)

Audit Service

[Download](#)
[Search](#)

Time Range From *	Time Range To *	Audit Categories	User ID	Target User ID
10/18/2024	12:00 AM	10/18/2024	11:59 PM	All Selected
Jacque-Demo				

Timestamp	Action	User	Target
Oct 18, 2024 5:22:51 PM CDT	User Secure Browser Login	DEMO / Jacque-Demo	DEMO / Jacque-Demo
Oct 18, 2024 5:04:12 PM CDT	User Secure Browser Login	DEMO / Jacque-Demo	DEMO / Jacque-Demo

Audit Export

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

[Current Activity](#)
[Company Overview](#)
[Audit Export - Audit X](#)

Audit Export - Audit

Distribution Information

Distribution Time	Service	Channel	Format Preference
Oct 18, 2024 5:42 PM CDT	Audit Export	Web	Text
Receiving User ID	Receiving Company ID	Destination	Size
Jacque-Demo	DEMO	DEMO / Jacque-Demo	0

Administration: Users



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. Treasury Center Administration allows company Administrator(s) 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
- Approvers for Payments
- Subscriptions and Communications
- Overall user setup and changes for the company

User Overview

The user overview displays all the users for your company and the services 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. You can search for a user, add a user or expand to see all users or collapse all other users for easier viewing.

Current Activity **Users X** Set As Home Page

Users Overview: TM Sales Demo (DEMO) + Add User ▼

Q Search

Expand All ▼

Users

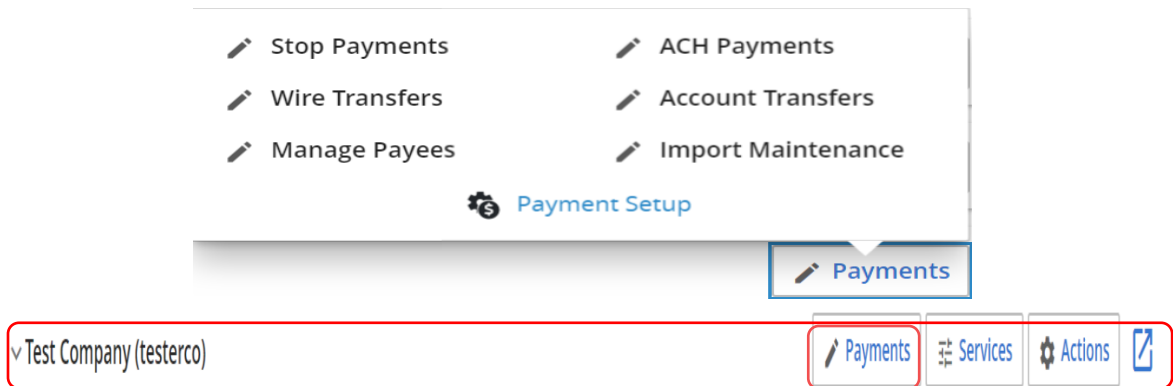
▼ JP Test (JPTTest)	 Payments	 Services	 Actions	
▼ Test Company (testerco)	 Payments	 Services	 Actions	
▼ DEMO FTPUSER (DEMOFTPUSER)	 Payments	 Services	 Actions	
▼ General Navigation (DemoGeneralNavigation)	 Payments	 Services	 Actions	

Select the symbol to the left of the user on the screenshot below and the screen will expand as shown to provide additional information about the user. This information may be viewed or closed by clicking on the symbol that is located to the left of the user name.

 Test Company (testerco)	Email: tester.co@prosperitybankusa.com	Phone Number:	Enable Date: 05/03/2023	Last Login:	 Payments	 Services	 Actions	
---	---	---------------	----------------------------	-------------	--	--	---	---

User Payments

Select the user you want to administer and then select Payments. Once payments has been selected, the menu expands to provide all payment options available to assign to the user.



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 also Allow view only access to Stop Payment activity. When complete, click SAVE.

Stop Payments

? Help | X

☒ Allow Stop Payment Entry

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

Default Account & Permission

Accounts

Select Accounts >

*0349 - DDA (Test name) - DDA (Test name)	X
*7841 - DDA (Checking) - DDA (Checking)	X

☒ Allow Stop Payment Activity Audit

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

Cancel

Save

User Administration: ACH Payments

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 the confidential batch. A payroll file is a good example of when this feature may be useful. When a confidential user is entitled, the administrator can assign the user to create, edit, approve confidential templates and batches. When complete, click SAVE.

ACH Payments

Confidential User Options & Imports Maintenance Approval Audit

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

Eligible ACH Companies

☐ All

☒ Demo ☐ Demo2

Cancel

Save

ACH: Options & Imports

Establish your user with options to Edit, Reject, Reverse, Cancel or do Manual Entry of an ACH transaction. These choices relate to ACH payments only. This section allows for you to assign the user rights based upon what functions you want to allow. You can also grant Transaction file import as an option along with requiring approval for ACH payments. When complete, click SAVE.

ACH Payments

Confidential User

Options & Imports

Maintenance

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.

When you select Enable, the menu expands to allow you to assign limits, payment settings and the offset account.

Demo
123456789

Demo2
854785475

Demo 123456789
 ☒ Enable

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

☐ Require 2 approver(s) above

ACH Payment Settings

This section allows for you to assign the eligible ACH eligible credit and debit SEC codes. This is the section for selecting whether to allow the user to process mixed batches.

Demo
123456789

Demo2
854785475

Demo 123456789
 ☒ Enable

Limits

Payment Settings

Offset Account

Payment Settings

☒ Eligible Credit SEC Codes

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

☒ Eligible Debit SEC Codes

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

☒ Allow Mixed Batches

ACH Offset Account

ACH entries require an account offset. This section allows you to establish the account that will be the offset for the ACH payments.

ACH Payments

[Help](#) | [X](#)

User is eligible to import ACH batches.

ACH Payments

Demo

Demo2

Demo 123456789

☒ Enable

Limits

Payment Settings

Offset Account

Offset Account

*0349 - DDA (Nickname)

Demo 123456789

Limits

Payment

Offset Account

Accounts

No Items Selected

← Select Accounts

☐	Account Number	Type	Account Nickname	Bank
☐	5947841	DDA	Checking	Prosperity Bank (113122655)
☐	301630349	DDA	Test name	Prosperity Bank (113122655)

ACH: User Maintenance

This section allows the Administrator to establish users to perform various ACH maintenance functions. You may customize the maintenance allowed for each company user. Select the maintenance functions for the user and then click SAVE when complete.

ACH Payments

Confidential User Options & Imports Maintenance 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 ACH Batch Template Approval**
User is eligible to approve ACH Templates for use by all corporate users.
- ☒ **Allow Import Map Maintenance**
User is eligible to maintain import ACH Payments import maps to be used by all users in their company.

Cancel **Save**

ACH: Payment Approval

Establish those users who will have authority to approve ACH Batches for others. You can establish minimums and maximums for the user's approval limits. Click SAVE.

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 Q

Demo

Demo 123456789 ☒ Enable Cancel **Save**

Limits

Payment Settings

Minimum

\$

Maximum

\$

Cancel **Save**

ACH: Audit

As an Administrator you 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

Cancel **Save**

User Administration: Wire Transfer Payments

Administrators can establish user specific permissions for wire transfer processing. Permissions include setting user limits, defining types of transfers, viewing company wire activities and approving wires initiated by other users. Click on Payments and the payment options appear, select Wire Transfers to begin.

Stop Payments

Wire Transfers

Manage Payees

ACH Payments

Account Transfers

Import Maintenance

Payment Setup

Payments

▼ Test Company (testerco)

Payments

Services

Actions

Wire Transfer Options and Imports

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

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	

Wire Transfers: Maintenance

Establish user access to perform maintenance activities for wire transfer templates. When user entitlements are assigned to your specific user, click SAVE.

? Help | ×

Options & Imports Maintenance 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 Wire Transfer Template Approval**
User is eligible to approve Wire Transfer Templates for use by all corporate users

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

Default Account & Permission

Accounts Select Accounts >

*0349 - DDA (Test name) - DDA (Test name) ×

Cancel Save

Wire Transfers: Allow User Administration

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 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

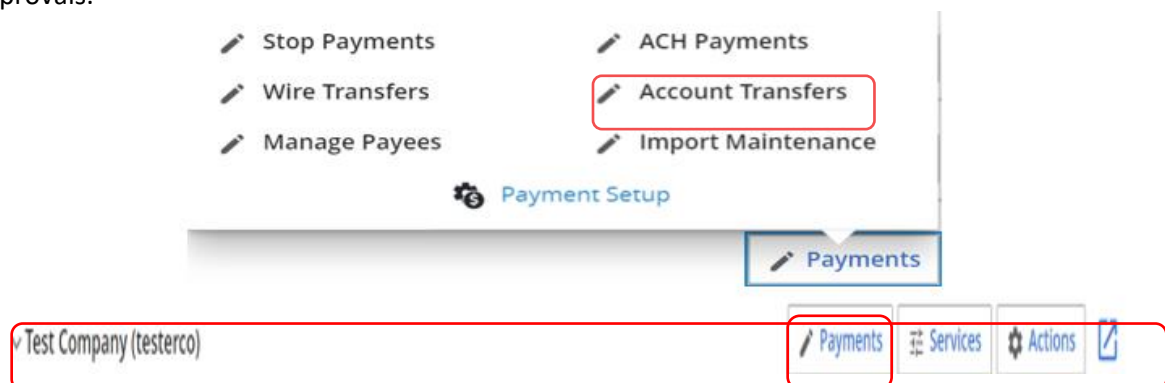
Audit

☒ **Allow Wire Transfer Activity Audit**

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

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

 Help | 

Options & Imports

Maintenance

Approval

Audit

☒ Allow Account Transfer Entry

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

Entry Options

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

Accounts

Select Accounts >

*0349 - DDA (Test name) - DDA (Test name) 

*7841 - DDA (Checking) - DDA (Checking) 

Daily Transaction Amount per Account *

\$ 999,999,999.99

Max: \$999,999,999.99

Single Transaction Amount *

\$ 99,999,999.99

Max: \$99,999,999.99

Daily Transaction Count per Account *

25

Max: 25

☒ Require 1 approver(s) above

\$ 5.00

☐ Require 2 approver(s) above

\$

+ Add Permission Set

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. When complete, SAVE.

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
\$	\$

+ Add Permission Set

Cancel
Save

Account Transfers: Audit

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

Account Transfers
? Help | X

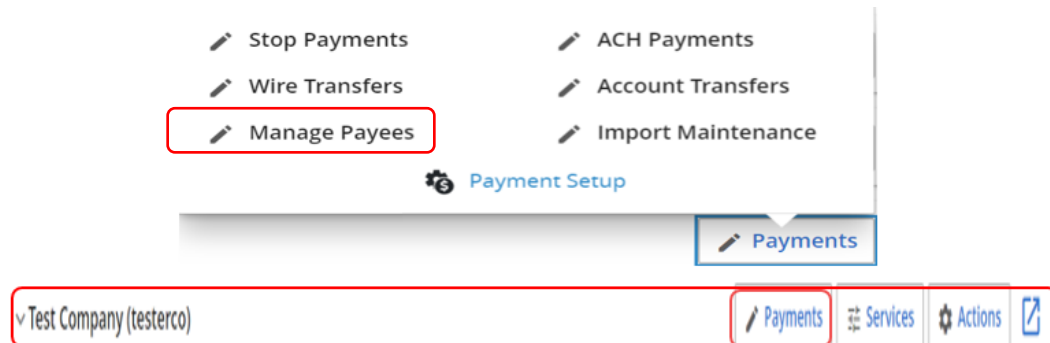
Options & Imports Maintenance Approval **Audit**

☒ Allow Account Transfer Activity Audit

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

Cancel
Save

Administration: Manage Payees

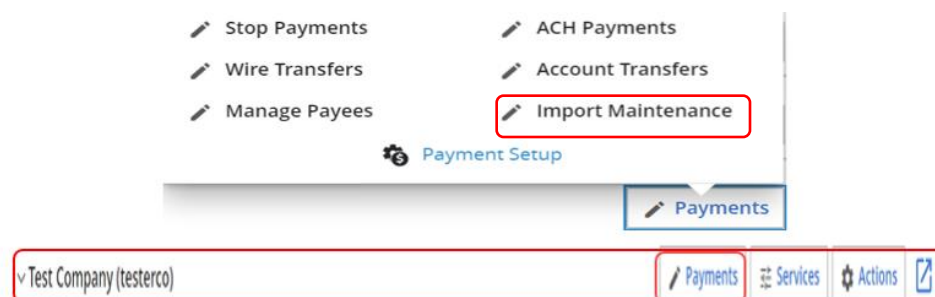


Manage Payees

 Help | 

- ☒ **Allow Manage Payees**
User can create, maintain and delete payees for use by all corporate users.
- ☒ **Allow Manage Payees Service Administration**
User is eligible to entitle the Manage Payees service to other users in their company.
- ☒ **Allow Manage Payees Activity Audit**
User is eligible to view existing payees.

Import Maintenance



Assign Import Maintenance Permissions to a specific user. You can designate data import of payees, ACH batch templates, wire templates and access to the import activity log for other users. When complete, click SAVE.

Import Maintenance

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**

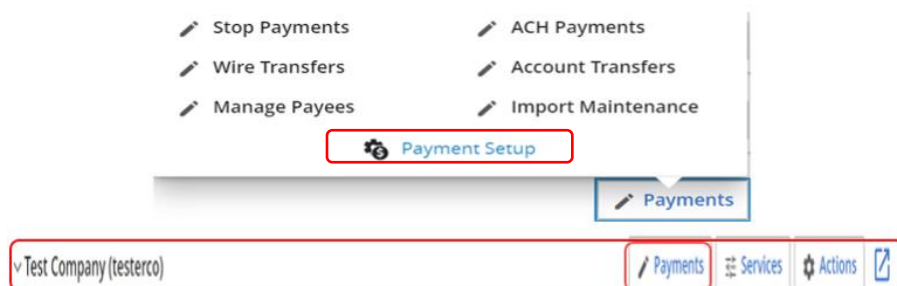
Can create new wire templates by importing CSV, XML or fixed width files.

☒ **Allow Import Maintenance Activity Audit**

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

User Payment Setup

When selecting Payment setup, this will allow another way to access the specific payment types and conduct user administration in the same manner as when selecting another option on the menu below. From this view, you can also access the services, subscriptions and communication setup screens as you do when accessing to administer the user using other menus. An administrator can also add a Payment or clone a user.



Payment Setup: User Payments & Limits

Under this section, you find company payment types at a glance. You can further expand the menu by clicking on the right arrow for a specific payment type. You may also clone a user and add a Payment from this screen.

Dashboard Users **Test Company** X

Payments Services Subscriptions Communications 1 ▾

Clone User ▾

+ Add Payment

Payments & Limits

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

User Services Administration

When accessing an individual user, select the Services button to open the following summary of services enabled for the user. From this same screen, you can perform a search, clone a user or click on Payments, Services, Subscriptions or Communication. Treasury Center allows you to easily perform user administration from several screens.

✓ Test Company (testerco)

Payments Services Actions

▼ DEMO FTPUSER (DEMOFTPUSER)

Payments Services Actions

Services

This section summarizes the payments and services currently entitled to a specific user. You can make changes to these services, assign accounts and can open each service individually or expand/collapse all available services. The Corporate Administration reflects whether the user is enabled for Native Apps (mobile) and the software token client. Additional information is covered below for each service section.

The screenshot shows the 'Test Company' user profile page. The 'Services' tab is selected and highlighted with a red box. Above the main content, there are two summary boxes: 'Payments(6)' listing ACH Payments, Wire Transfer, Account Transfer, Payee Maintenance, Import Maintenance, and Stop Payments; and 'Services(14)' listing Native Apps, Software Token Client, Balance Reporting, Quick View, Transaction Groups, and Transaction... The 'Services' tab in the navigation bar is also highlighted with a red box. Below the tabs, there is a 'Collapse All' button and a 'Corporate Administration' section. Under 'Corporate Administration', there are checkboxes for 'All', 'Native Apps', and 'Software Token Client', all of which are checked.

The bank offers several services through an SSO (Single Sign On). This user has been enabled for eDelivery. You can click on eDelivery to view which accounts for the user are entitled and do a search for accounts and add or change as needed.

The screenshot shows the 'SSO' (Single Sign On) section. It features a 'Collapse All' button and a list of services with checkboxes. The 'eDelivery' service is checked and underlined, indicating it is the active service.

This section displays the user access to various activities listed under Information Reporting. If the service is underlined, you can click to view additional information and make changes as needed. The next screen displays the options for balance reporting.

The screenshot shows the 'Information Reporting' section. It features a 'Collapse All' button and a list of services with checkboxes. The 'Balance Reporting' service is checked and underlined, indicating it is the active service. Other services shown include 'Quick View', 'Transaction Groups', 'Transaction Search', and 'Web Report Maintenance'.

Balance reporting details include two options, balance reporting and account permissions. The following display the account permission option allowing the administrator to add or remove accounts available for balance reporting. There is a search feature for additional accounts that an administrator can entitle to the user.

Balance Reporting Account Permissi...

Accounts

Search ^

☒	Account Number ↑	Account Nickname	Bank	Currency
▶ DDA				

This screen displays options under Secure Browser services. Click on Secure Browser Destinations for more information.

Secure Browser

- ☒ All
- ☒ Secure Browser ☒ Secure Browser Destinations

When selecting Secure Browser Destinations, you can view these services currently entitled to this user.

Secure Browser Cr... Account & Identifi...

Search Q

- ☒ All
- ☒ Bill Pay ☒ Lockbox ☒ Positive Pay ☒ Treasury Center CERT
- ☒ Treasury Online ☒ eDelivery

This section displays the services currently entitled to the user.

▲ Default

- ☒ All
- ☒ Account Groups Account Transfer ACH Payments ☒ Alerts
- ☒ Delivery Template Maintenance ☒ File Vault Import Maintenance Payee Maintenance
- Stop Payments Wire Transfer

Reset

Save

User Actions Administration

There is an Action Bar for each company user that launches the following screen. This provides a quick way to get to these features and make any edits needed for the specific user.

Edit	Copy Payments
Password	Copy Services
Communications	Deactivate User
Subscriptions	Delete User
Direct Connect	
Clone User	

▼ Test Company (testerco)

Payments

Services

Actions

User Action: Edit a User

Quickly access the contact information to make modifications to the specific user information. Please complete as much information about the user as possible. You can choose to make this user an Administrative User to assist your company with certain user administration functions. When complete, click SAVE.

Dashboard
Users
Test Company
Edit Test Company ✕

▲ Contact Information

User ID DEMO / testerco	Fax Number Test
First Name * Test	Business Unit
Last Name * Company	Street Address
☐ Administrative User	City
Enable Date * 05/03/2023 Calendar	

User Actions: Communications

Quickly review information and search by service, communication channel and date range. This screen also allows you to access additional information about the user.

Dashboard
Users
Edit Test Company
Test Company X

TC
Test Company
testerco
TM Sales Demo DEMO

tester.co@prosperitybankus...

Payments(6)
ACH Payments, Wire Transfer,
Account Transfer, Payee Maintenance,
Import Maintenance, Stop Payments

Services(14)
Native Apps, Software Token Client,
Balance Reporting, Quick View,
Transaction Groups, Transaction...

Payments
Services
Subscriptions
Communications
1

Clone User

Search ^

Services
Channels
From
To
Destination

All
All
☐ Show Only Exceptions
03/12/2025
12:00 AM
03/12/2025
11:59 PM

☐
Channel
Time
Subject
Description
View

User Actions: Subscriptions

There are many subscriptions available to be established for delivery to the user. The following is a partial listing subscription available. Select the symbol to the left of the individual subscription and it will expand to allow you to complete the options available. When complete, click SAVE.

Dashboard
Users
Test Company X

TC
Test Company
testerco
TM Sales Demo DEMO

tester.co@prosperitybankus...

Payments(6)
ACH Payments, Wire Transfer,
Account Transfer, Payee Maintenance,
Import Maintenance, Stop Payments

Services(14)
Native Apps, Software Token Client,
Balance Reporting, Quick View,
Transaction Groups, Transaction...

Payments
Services
Subscriptions
Communications
1
Clone User

Subscriptions

☒ Account Transfer Items End of Day Notification ✓

Delivery Settings

Status Type	Mode of Notification	Text Notification	Format Preference
☒ Account Transfer Items End of Day Notification	EMAIL	☐	HTML

▶ Account Transfer Status Change Digest

▶ Account Transfer Status Change Notification ✓

▶ ACH Batch/Tax Template Requiring Approval

▶ ACH Payment Items End of Day Notification ✓

▶ ACH Payment Status Change Digest

▶ ACH Payment Status Change Notification ✓

▶ File Load Failed Validation

▶ File Load Successful Validation

▶ File Vault Notice

▶ Payments Approver Notification ✓

Reset
Save

Subscriptions for Dual Approval of Templates

There are subscriptions available for dual approval of templates. This example is for Wire Transfers.

Dashboard New Wire Transfer Users **Test Company** X [Set As Home Page](#)

Wire Transfer Items End of Day Notification

Wire Transfer Status Change Digest

Wire Transfer Status Change Notification ✓

☒ Wire Transfer Template Requiring Approval ✓

Delivery Settings

Status Type	Mode of Notification	Format Preference
☒ Wire Transfer Template Requiring Approval	EMAIL	HTML

Reset **Save**

Subscription for template pending approval

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. A template pending approval will expire after 10 days.

Dashboard Company Overview **Subscriptions** X [Set As Home Page](#)

Delivery Settings

Status Type	Mode of Notification	Text Notification	Format Preference
☒ Account Transfer Items End of Day Notification	EMAIL	☐	HTML
Account Transfer Status Change Digest			
Account Transfer Status Change Notification ✓			
☒ ACH Batch/Tax Template Requiring Approval			

Delivery Settings

Status Type	Mode of Notification	Format Preference
☐ ACH Batch/Tax Template Requiring Approval	EMAIL	HTML

Cancel **Save**

User Actions: Clone User

The screenshot shows a user management interface. On the left, a list of actions is displayed: Edit, Password, Communications, Subscriptions, Direct Connect, and Clone User. On the right, a dropdown menu is open, showing options: Copy Payments, Copy Services, Deactivate User, and Delete User. Below this, a navigation bar is visible with tabs for Payments, Services, and Actions. The 'Test Company (testerco)' dropdown is also highlighted.

When clicking on Clone user, a user's contact information setup screen will appear allowing you to administer. The information below reflects only a small section of the contact information screen. Please edit any user contact information and then scroll to the bottom of the setup page to select a user cloning preference. Click SAVE when complete.

Clone User: TM Sales Demo(DEMO)

The screenshot shows the 'Contact Information' setup screen. It includes fields for User ID, First Name, Last Name, Fax Number, Business Unit, and Street Address. There is also a checkbox for 'Administrative User' and a 'Test' button.

To clone a user, select either to copy service permissions from this user or not to copy the permissions. The new user must be set up exactly as the user you are cloning. When the selection is complete, click SAVE

The screenshot shows the 'Cloning Preferences' section. It contains two radio button options: 'Do not copy permissions from testerco' (selected) and 'Copy service permissions from testerco'. At the bottom right, there are 'Cancel' and 'Save' buttons.

User Actions: Copy Payments/Services

Administrators can copy Services and payments when establishing a new user from an existing user. After selecting Copy Services, 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. When complete, click SAVE.

Copy Services

To Test Company , TM Sales Demo (TM Sales Demo/testerco)

From User ID *

After, selecting the user, select Copy Payments and enter the User ID of the user you are wanting to copy payments from. When complete, click SAVE.

Copy Payments

To Test Company , TM Sales Demo (TM Sales Demo/testerco)

From User ID *

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.

User Actions: Deactivate or Delete User

You can quickly Deactivate or Delete an existing user by selecting the Actions section for a specific user. The Deactivate allows the user to remain in the system and you may reactivate at a later date without needing to re-establish the user. The Delete user function immediately removes the user and once deleted, the action cannot be undone.

Deactivate User 

Are you sure you want to deactivate Test Company(testerco)?

Cancel

Deactivate

Delete User 

Are you sure you want to delete Test Company(testerco)?
This action cannot be undone.

Cancel

Delete

Adding a New User

There are several screens within Treasury Center with the option to add/create a user. The following screenshot is found by selecting the menu option Administration and then Users.



This screen reflects all current users for your company. Select Add user to begin setting up a new user. Administrators will build a user profile for the new user. You can choose to entitle a user as an Administrative User to assist with administering company users. **Please note that an Administrative User has the ability to add a user and establish limits at the company level.**

Dashboard Users X Set As Home Page

Users Overview: TM Sales Demo (DEMO) + Add User

Q Search

Expand All

Users

Once Add User is selected, the user contact information page is available for administration. Please complete in detail. There are many options available that can be specific to an individual user.

Create User of TM Sales Demo DEMO

Contact Information

User ID * Fax Number Test

First Name * Business Unit

Last Name * Street Address

☐ Administrative User

Desktop Last Login Never logged in Test

Email Address * tester.co@prosperitybankusa.com Test

Encrypted Report Password * Encrypted

Phone Number Extension

Message Enabled Cell Phone Number Test

☒ Enable Text Messages

State

Zip or Postal Code

Country United States

Time Zone US/Central (CDT)

Language English (United States)

Company Zip Code? *

▲ Online Bulletin Service

☐ Authorize Bulletin Delivery

Bulletin Channel

EMAIL

Bulletin Format

HTML

☐ Cell Phone Notification

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.

▲ Text Notification Window

Days of week

☒ Monday From 07 00 AM CDT To 09 00 PM CDT

☒ Tuesday From 07 00 AM CDT To 09 00 PM CDT

☒ Wednesday From 07 00 AM CDT To 09 00 PM CDT

☒ Thursday From 07 00 AM CDT To 09 00 PM CDT

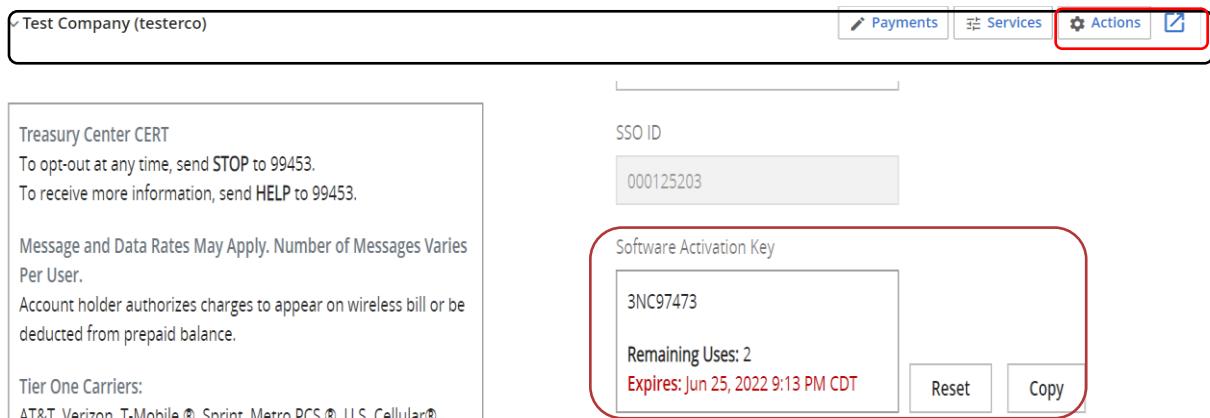
☒ Friday From 07 00 AM CDT To 09 00 PM CDT

Cancel

Save

User System Access Administration

As a Lead Administrator, you will often provide your user(s) with an Activation Key as part of the setup access to Treasury Center. This activation key can be used 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 to your user the importance of keeping this key confidential. Provide this to your user in a secure manner or provide verbally only if user is a identified and verified as a company user.** To locate the Activation Key, select Users from the Administration menu to locate the specific user. Click on the symbol on the right side to open the user contact information page or click on  **Actions** and then select Edit to open the contact page. Scroll down the contact page to locate information for the user. You also have the option to reset the activation key when expired.



The screenshot shows the 'Test Company (testerco)' user profile. At the top, there are tabs for 'Payments', 'Services', and 'Actions' (highlighted with a red box). Below the tabs, the user's SSO ID is '000125203'. The 'Software Activation Key' section (also highlighted with a red box) displays the key '3NC97473', 'Remaining Uses: 2', and an expiration date of 'Jun 25, 2022 9:13 PM CDT'. There are 'Reset' and 'Copy' buttons next to the key. On the left, there is a 'Treasury Center CERT' section with opt-out instructions and a list of tier one carriers: AT&T, Verizon, T-Mobile, Sprint, Metro PCS, and U.S. Cellular.

Important Security Reminder: The bank will NEVER ask you to provide your online credentials or provide an Activation Key or Verification Code. It is important that you remind all company users that the bank will NEVER request.

Contact Treasury Management Support

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