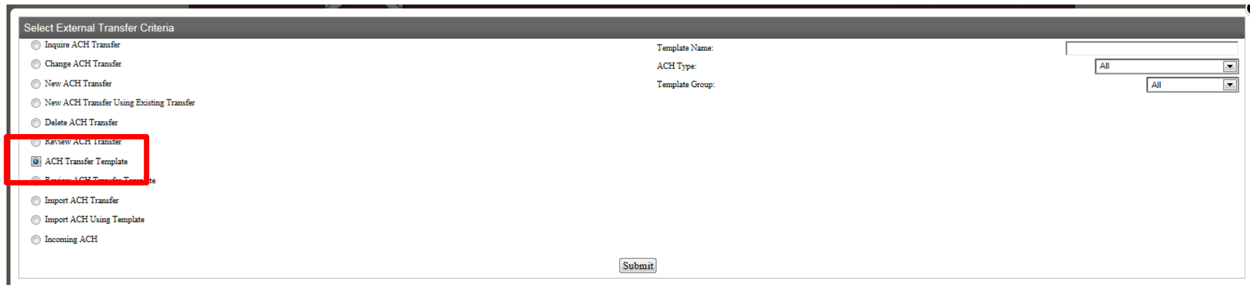
How To:

Create, Edit & Delete Templates in Business Online Banking

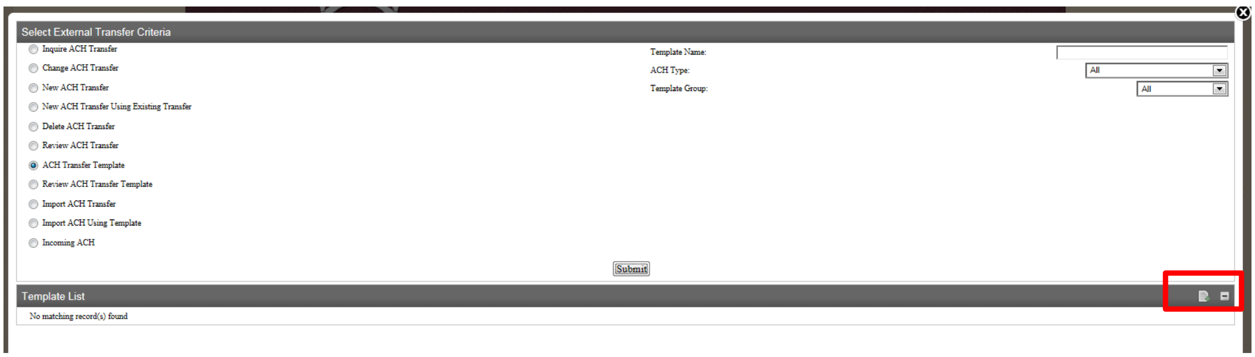
BRIDGEWATER BANK

Getting Started

1. Login and Select Management Tools – ACH Manager or Wire Manager
2. Select ACH/Wire Transfer Template – Submit



3. Select the New icon located on the right side of the gray bar in the middle of the page



4. Select the appropriate ACH (SEC) Type or Wire Type
5. Select Submit

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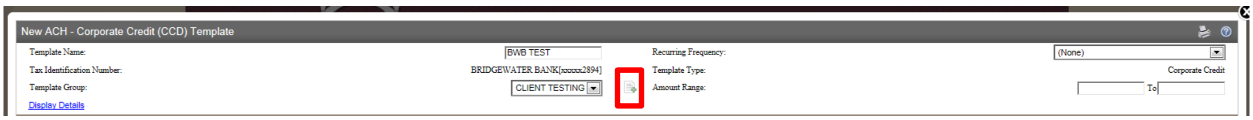
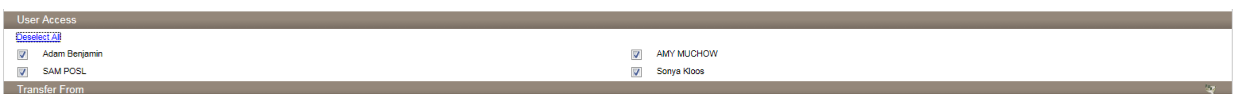
Creating ACH Templates

1. In the New ACH Template section:
    a. Define the Template Name
    b. Tax Identification Number will be hard coded unless multiple sources (companies) are attached to the ACH user's access
    c. Create a new Template Group by selecting the New icon (see red box below)
        i. A new Template Group does not need to be established for each template. A common example of a Template Group name would Payroll, Vendor Payment, or simply Templates.



2. In the User Access section:
    a. Select the users allowed to have access to this template - **If setup with dual control, users approving the transfer will also need access**



3. In the Transfer From section:
    a. Select the appropriate account from dropdown list
    b. Enter the dollar amount

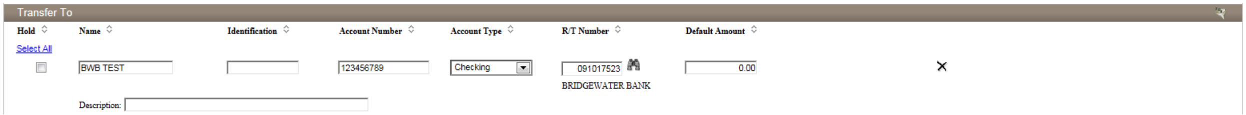
    c. Select the Description hyperlink to add a specific description to appear on the account statement the transfer is coming from **(optional)**

4. In the Transfer To section:
    a. Enter the Name of the client
    b. Enter Client Identification information **(optional)**
    c. Enter the Account Number
    d. Select the Account Type
    e. Enter the Routing Number

f. Enter the dollar amount

g. Select the Description hyperlink to add a specific description to appear on the account the transfer is being sent to **(optional)**

5. Select Save



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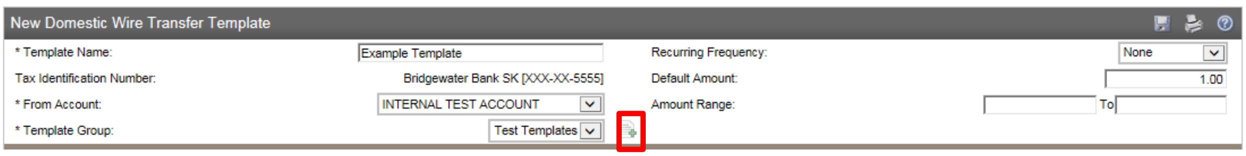
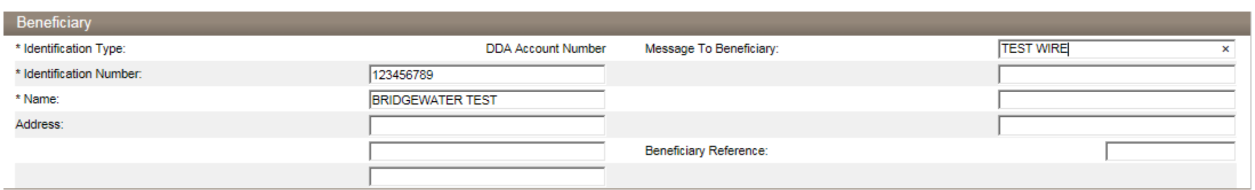
Creating Wire Templates

1. In the New Wire Transfer Template section:
    a. Define the Transfer Description
    b. Select the appropriate account to fund the wire
    c. Define the Default Amount (optional)
    d. Create a new Template Group by selecting the New icon (see red box below)
        i. A new Template Group does not need to be established for each template. A common example of a Template Group name would Payroll, Vendor Payment, or simply Templates.

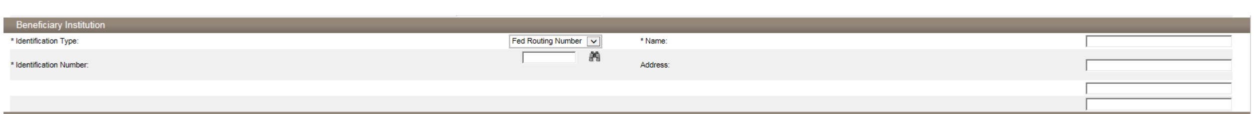


2. In the User Access section:
    a. Select the users allowed to have access to the template - **If setup with dual control, users approving the wire transfer will also need access**

3. Define the Beneficiary information:
    a. Identification Number (Account Number)
    b. Name
    c. Address
    d. Message to Beneficiary and Beneficiary Reference: Optional



4. Define the Receiving Institution if different than the Beneficiary Institution
    a. Routing/Transit Number: Enter bank's routing number
    b. Institution Name: Enter Receiving Institution's name



5. Select Save

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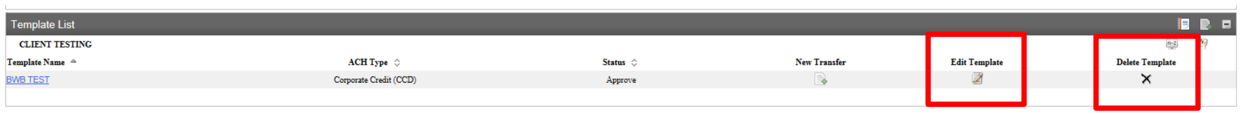
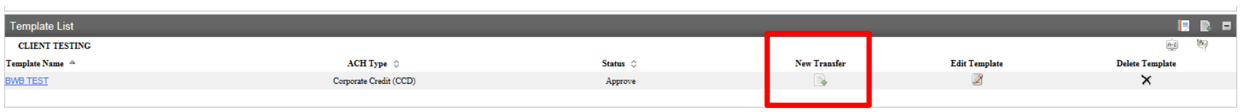
How to Edit or Delete a File Template:

1. Select ACH/Wire Transfer Template – Submit
2. Select the Edit or Delete Template icon (see red boxes below)
3. Make adjustments as necessary
4. Save



How to Create a New Transfer Using a Template:

1. Select ACH/Wire Transfer Template – Submit
2. Select the New Transfer icon (see red box below)



3. Select the appropriate Effective Date
4. Verify the transfer
    a. Dollar amounts can be changed if necessary
    b. Holds can be placed on specific line items if necessary
5. Select Process to transmit