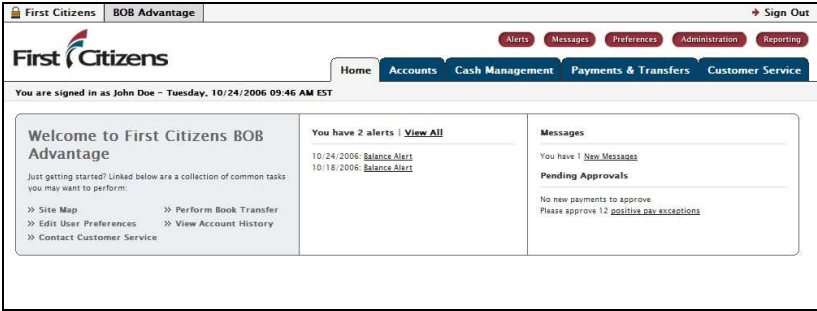
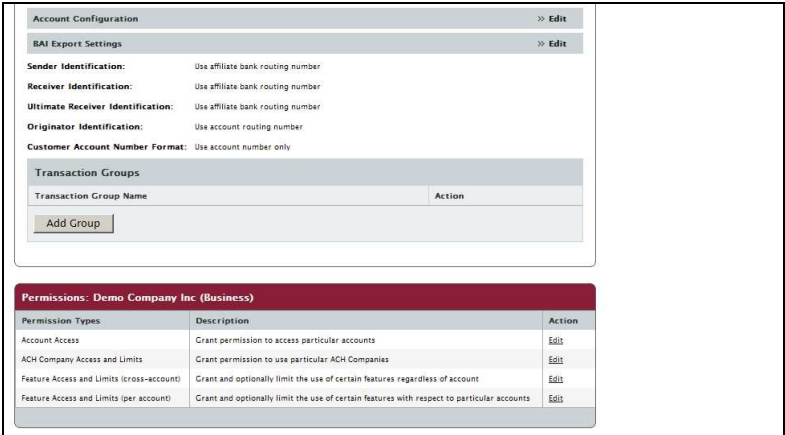
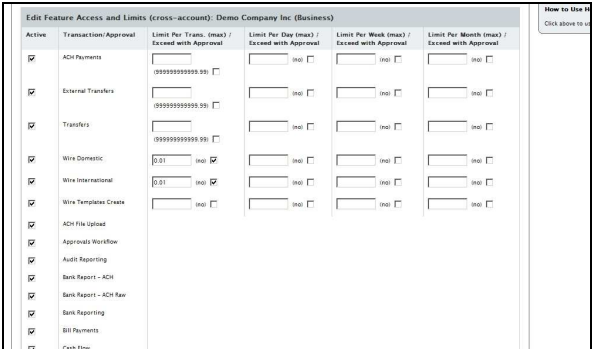
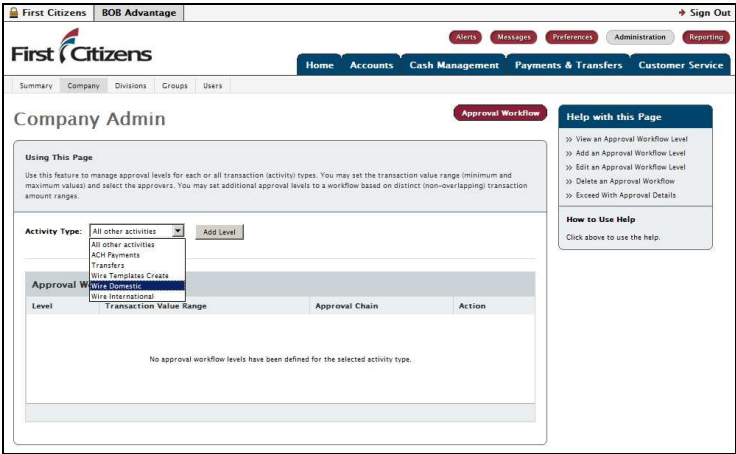


Approval Workflow

| Step | Action |
|------|--|
| | <p>What follows is a common example of establishing an Approval Workflow. There are many options for establishing Approval Workflows depending on your specific needs.</p> |
| 1. | <p>On the Home Page, click on the Administration button.</p>  |
| 2. | <p>Enter your PIN and the Digital Security Number. The Company Summary screen appears. Click on the Company tab and scroll down to the Permissions section.</p>  |
| 3. | <p>Click Edit for Feature Access and Limits (cross-account).</p> |
| 4. | <p>The Feature Access and Limits (cross-account) screen appears.</p>  |

Approval Workflow

| | |
|-----|---|
| 5. | <p>Locate the Transaction Type (ACH Payments, Wire Domestic, etc...) that you wish to establish an Approval Workflow for and do the following:</p> <ul style="list-style-type: none"> - Enter a per transaction limit (For Example: enter \$0.00 for Wire Domestic to indicate that any Domestic Wire over \$0.00 will require an additional approval) - Select the Exceed with Approval check box |
| 6. | Click the Save button. |
| 7. | Review your changes and click the Save button again. |
| 8. | Click Done . |
| 9. | Click the Approval Workflow button. |
| 10. | <p>The Company Admin screen appears. Select the appropriate Activity Type (For Example: Wire Domestic) from the Activity Type drop-down box.</p>  |
| 11. | Click Add Level . |
| 12. | Enter a minimum and maximum amount for the Transaction Value Range . (In this example, if you want any Domestic Wire, no matter the amount, to be approved by someone in this approval group then both fields should be left blank). |

Approval Workflow

13. Set up the **Approval Chain** by moving individual users or groups to the **Current Approval Chain** section. (For Example: If you wanted any user in a specific group to be able to approve a Domestic Wire then move the group over to the **Current Approval Chain** section. If you moved the group over twice it would require two (2) separate individuals from that group to approve the Domestic Wire).

The screenshot shows a configuration window for an approval chain. On the left, there are two lists: 'User List' containing 'John Doe' and 'Jane Doe', and 'Group List' containing 'Demo Company Inc.'. Between these lists are buttons for 'Add >>', '<< Remove', '<< Remove All', and 'Add >>'. On the right, the 'Current Approval Chain' section shows '1 Demo Company Inc (group)' with 'Move Up' and 'Move Down' buttons. A note says 'Use these buttons to re-order the current approval chain.' At the bottom left are 'Save' and 'Cancel' buttons.

14. Click the **Save** button.

15. The **Company Admin** screen appears and the **Approval Workflow** you created now shows in the **Approval Workflow Levels** section.

The screenshot shows the 'Company Admin' interface. At the top, there are navigation tabs: 'Home', 'Accounts', 'Cash Management', 'Payments & Transfers', and 'Customer Service'. The 'Approval Workflow' section is highlighted. Below it, there is a 'Using This Page' section with instructions. A dropdown menu for 'Activity Type' is set to 'Wire Domestic' with an 'Add Level' button. Below that is a table titled 'Approval Workflow Levels'.

| Level | Transaction Value Range | Approval Chain | Action |
|---------|---------------------------------|--------------------------|---------------|
| Level 1 | \$0.00 - \$1,000,000,000,000.00 | Demo Company Inc (group) | Edit Delete |