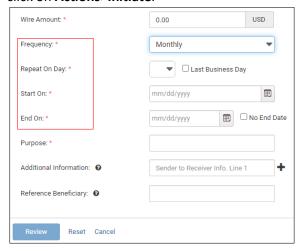Dear Valued Customer,

We are excited to roll out our new, robust, up-to-date, commercial online platform on May 10, 2021. While we anticipate that your current wire templates will migrate to the new platform, you will need to **re-initiate any recurring wires** you currently have set up.

To initiate recurring wire templates go to **Payment>Wire Templates,** from the right side of the template click on **Actions>Initiate**.

From this screen, select Frequency and fill in the applicable information. Double check the amount and all information.

Select **Review** in the bottom-left corner. After reviewing the wire, select **Confirm** in the bottom-left corner. **Complete the Text Authentication**.

*All wires will need to be approved by a second user.

Approve and Initiate a Wire to Altabank, from your **Dashboard** in the **Payments Pending Approval** widget. **Check the box** on the left-side of the **Wire** and select **Approve** and then **Confirm** in the bottom-left corner. You can also approve the wire by going to **Payments > Wire Activity > Check the box** on the left-side of the **Wire** and select **Approve** and then **Confirm** in the bottom-left corner. **Complete the Text Authentication.**

*For more detailed instructions, refer to the User Guide in the Resource widget on your dashboard screen.

As always, you have a full-service treasury team available to help you with this conversion and any of your commercial banking questions or needs. Just give us a call at 866-475-0015.

Sincerely,

Michael Baum
Vice President
Treasury Management