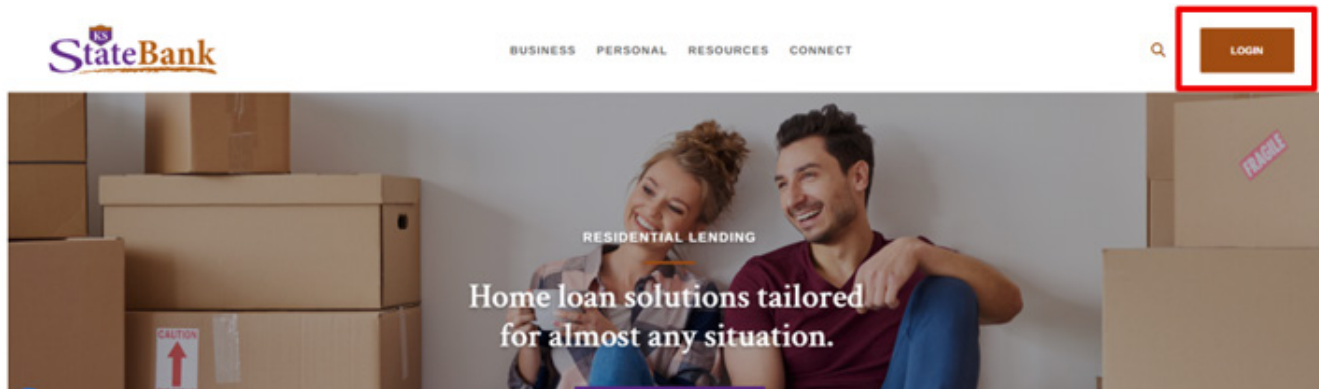


Log in Using Your Single Sign On ID

To log in, go to the KS StateBank website: ksstate.bank.

Select “YOUBANKING” to go to the YOUBanking login page.



Complete the login process.

Note: You will be prompted for additional verification upon login with our enhanced security – facial biometrics and/or passkey. This is required in order to send a wire.

Accessing Your Wire Menu

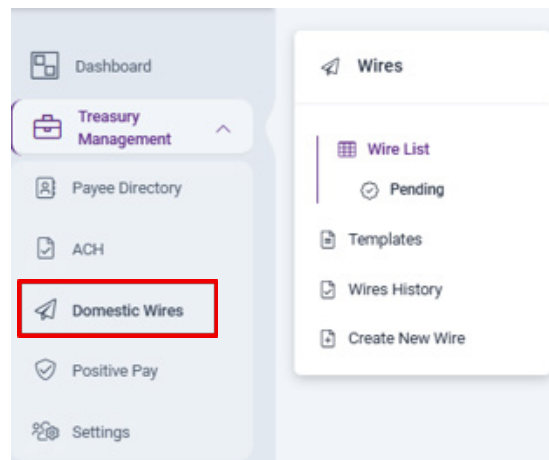
Click on **Treasury Management**
Select **Domestic Wires**.

Wire List (Pending) – used to initiate, delete, or edit an existing wire

Templates – used to initiate a wire template (repetitive wire) with saved information

Wires History – shows the activity (including information in the picture below) for a date range once a wire has been transmitted and processed

Create New Wire – used to create a New Wire without a template



Creating a Wire

Click **Create New Wire** menu tab and complete the fields

- Choose the **Company** – if you have more than one company that can transmit wires, they will be listed
- Choose the **Funding Account** – select the account you would like the wire to come out of.
- Enter a **Nickname** – Name this “wire” or potential template (Only for your viewing)
- **Wire Type** – Domestic
 - Only Domestic wires are available in YOUBanking. For International Wires, refer to Corpay SSO link
- **Wire Method** – Single (No other option)
- Choose the **Template** – if you have a template saved, you can choose this here for all information to pre-populate
- Choose the **Send Date** (if using the pop-up calendar, click Apply after choosing the date)
- Enter a **Nickname** – give it a descriptive name that will tell you what the wire was for
- Enter the **Amount** of the wire
- Enter a **Purpose for Wire Transfer** – Payment, Reimbursement, etc. (35 Character limit)
- If needed, toggle on the **Add Remittance Information** to enter additional details.
 - **Remittance Information** can be added for additional information – Invoice Number, FBO information, etc. (150 Character Limit)



TREASURY MANAGEMENT

Online Wires Guide

1 Debtor — 2 Creditor — 3 Creditor Agent — 4 Instructed Agent — 5 Review

Wire transfers must be transmitted Monday through Friday between the hours of 8:00 AM and 4:00 PM CT – Wire transfers initiated after 4:00 PM CT will not be processed until the following business day.

Company
[Dropdown menu]

Funding Account
CKG PLUS 0001 [Dropdown menu]

Nickname
MEA Testing Wire

Wire Method
Single Wire [Dropdown menu]

Send Date
08/11/2026 [Calendar icon]

Amount
\$ 0.50

Purpose for Wire Transfer
Purpose

☐ Add Remittance Information

End to End ID (Wire Reference #)
End to End

Remittance Information – Line 1
Remittance Information

Cancel Next

- Leave the **End-to-End ID** *BLANK*
- Select **Next**

Creditor Information (Beneficiary)

This is the individual/business to receive the wire

- **Creditor** name as listed on the receiver's account.
- **Account Type** (checking/savings)
- **Account Number** of the individual/business to receive the funds
 - **IMPORTANT:** Please be sure to verbally validate any account information/updates prior to sending!

Creditor Information
Enter the creditor details in the fields provided below.

☒ Domestic ?

Creditor: ABC Company

Account Type: Checking [Dropdown menu]

Account #: 1234567

Complete the **Address** information for the **Creditor**

- Enter the Creditor's account address (their address as it is listed on their account) using **Building #, Street Name, City, State, Zip Code** and **Country fields** if necessary.
 - **NOTE:** Optional Address Fields are not needed.

Select **Next**



TREASURY MANAGEMENT

Online Wires Guide

Address
Enter the address information in the fields provided below.

Building # Street Name

City State Zip Country

☐ Optional Address Fields

Creditor Agent Information (Beneficiary Bank)

Enter the Bank Information of the Creditor/Beneficiary

Bank ID Type: Select ABA (most common) or Business Identifier Code

Entry Options:

- Manual Entry – if you know the receiver's bank name/routing number
 - Please be sure you validate the routing number is acceptable to receive wires
- Search/Find Institution – allows you to search the bank/routing number if you do not know the receiving bank's information

Entry Options

Search/Find Institution

Search/Find Institution

Manual Entry

Enter the **Institution Name** – name of the receiving bank

Enter the **Routing Number**

Set the Instructed Agent (Receiving Bank) Toggle to match the Credit Agent (Beneficiary Bank)

- Normally, this will always be the same. If you have an Intermediary Agent you will not select this; however, intermediary Agents (Intermediary Bank) are rarely used for Domestic Wires. They pertain mainly to international.

Select **Next**

Creditor Agent Information
The Creditor Agent is financial institution servicing the account for the creditor

☒ Domestic

Bank ID Type Entry Options

Institution Name Routing # *

☒ Set the Instructed Agent to match the Creditor Agent

Complete the Creditor Agent (Beneficiary Bank) Address

- City** and **State** are required

Select **Next**

Address
Enter the address information in the fields provided below.

Building # Street Name

City State Zip Country

A value is required here. Please select a value

☐ Optional Address Fields

08.24.2026

Instructed Agent Information (Receiving Bank)

Confirm the Institution Name and Routing Number. If you set the Toggle on the last screen to be the same as your Beneficiary Bank, this will be automatically prefilled.

If not prefilled, use the Search to search for the Creditor Agent Bank information.

If you have an intermediary account, you can select the toggle to complete the additional bank information. The Intermediary Agent is the financial institution that sits between the Instructed Agent and the Creditor Agent and is *rarely used for Domestic Wires*.

Instructed Agent Information

The Instructed Agent is the receiving bank.

Entry Options

Institution Name

Routing # *

☐ I need an intermediary Agent ?

Review your Wire Details

You will be able to review all details of the wire and save this as a Template (repetitive wire). By indicating this wire is a template, you do not have to recreate the wire each time. You can leave this unselected for one-time (single) wires.

Click **Submit** to proceed.

- If you create a single wire, it will appear in the **Pending tab** for Authorization (to transmit).
- If you save as a wire template, it will appear in the **Templates** tab for future use.

Create New Wire

1

2

3

4

5

Debtor

Creditor

Creditor Agent

Instructed Agent

Review

Wire Review

Debtor

Wire Method	Company	Nickname	Funding Account	Amount
Single Wire		TEST	TEST ACCOUNT	\$ 0.00

Creditor

Creditor Name	Account #	Account Type	Address Type	Building #	Street Name	City	State	Zip
JOHN DOE	12345678	Checking	Domestic		1010 WESTLOOP PL	MANHATTAN	KS	66503

Creditor Agent

Institution Name	Institution ID #	Address Type	Building #	Street Name	City	State	Zip
KS STATEBANK	101101536	Domestic	1010	WESTLOOP	MANHATTAN	KS	66502

Instructed Agent

Institution Name	Institution ID #
KS STATEBANK	101101536

Save as Template

Cancel

Previous

Submit

Transmit a Wire

Once a wire has been either edited from your templates tab, or added new, you can visit the Wire List (Pending) to send the wire. You can filter through your Companies and Accounts tied to view the wires ready to initiate.

Note: Users with Dual Control will need to have their second "user" authorize/transmit the wire

Additionally, your created wires will remain on the Wire List (Pending) tab until initiated. You can access them here to view, authorize (transmit), edit, or cancel (delete) a wire by clicking on the ellipses to the far right of the pending wire record.

To Initiate/Authorize

Start by clicking on the **ellipses** to the far right of the wire record and then click on **Authorize**.

Wire List (Pending)

Wire Overview
Please review, edit and/or delete active wire transactions.

KS STATEBANK – WIRE PROCESSING & CUT-OFF INFORMATION

Company: TEST ACCOUNT Account: TEST ACCOUNT Keyword: Enter Keyword [Reset](#)

Company	Name	Transfer Date	Amount	Creditor Bank	Funding Account	Creditor Account	Wires Options
TEST ACCOUNT	Test	08/10/2026	\$ 1.00	KS STATEBANK	*****4719	*****6789	View Authorize Edit

Note – Select all wires to Initiate or Delete all transactions.

[Authorize](#)

- You can also select the “box” next to the wire or select multiple wires, and **Authorize/Transmit**

Review all wire details and select **Continue**

Confirm Your Identity

Step-up authentication will be required upon initiation. You'll need to follow the steps for facial biometric authentication to complete the process.

Review all details and select **Continue**

Once the wire has been sent, you can view the details/confirmation from within the Wires History

Wires History

To view single or repetitive wires that have been processed, select **Wire History** in the Wires Menu.

You may Toggle between accounts to view any status for up to **90 days**. You may view/print the wire confirmation from here, as well.

Status Definitions

- ReadyForAuthorize** – Wire is on the Wire List (Pending) waiting to be transmitted by another user
- Processed** – Wire was successfully transmitted; the Approve and Approved by areas, as well as, the send date will be completed

Wire Transaction History

Please use the filters to review preferred transaction history.

Company: All Accounts Account: All Status: Any Date Type: 90 Days: Any Amount: Enter Keyword [Reset](#)

Status	Created	Send Date	Recipient	Account #	Amount	Creditor Agent	Approved	Approved By
ReadyForAuthorize	08/11/2026		*****3243	\$ 0.50	Capital One			

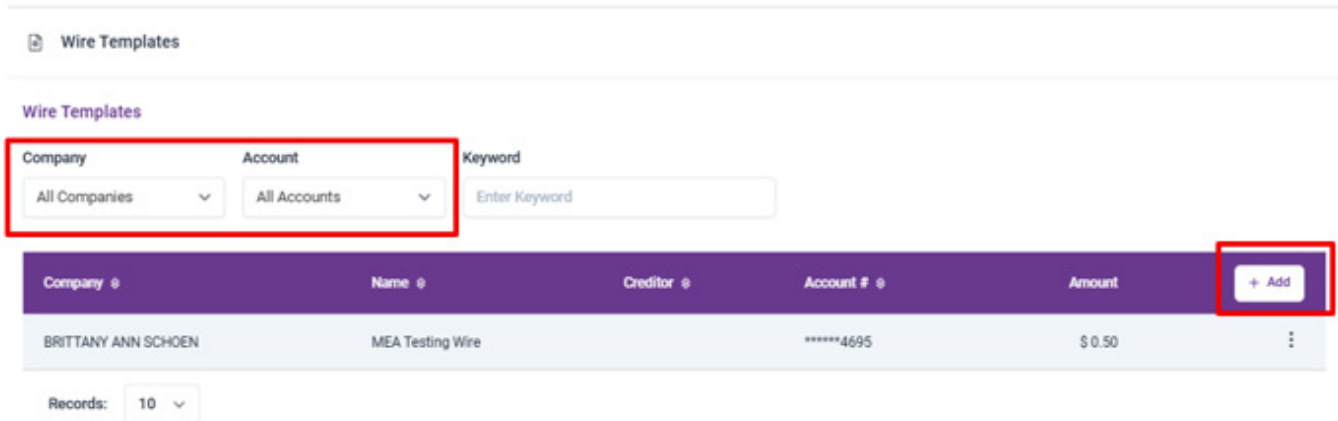
Manage Templates

If you choose to save a created wire to your Templates, you will manage all from within your Templates menu.

Filter by the Company and then accounts, or view all templates for all accounts. You can search for templates by typing those details into the **Keyword** area.

Add a New Wire Template

You may also "Add" a wire template from within this menu. Simply select **Add**.



The interface shows a 'Wire Templates' section with filters for Company (All Companies), Account (All Accounts), and a Keyword search field. Below the filters is a table with columns: Company, Name, Creditor, Account #, Amount, and an 'Add' button. A sample record is shown for BRITTANY ANN SCHOEN with Name MEA Testing Wire, Account # *****4695, and Amount \$ 0.50. A red box highlights the 'Add' button in the table header.

Company	Name	Creditor	Account #	Amount	
BRITTANY ANN SCHOEN	MEA Testing Wire		*****4695	\$ 0.50	⋮

Records: 10

Delete an Existing Wire Template

To **Delete** templates from this menu simply select the ellipse on the right side of the template, and select **Delete**.

