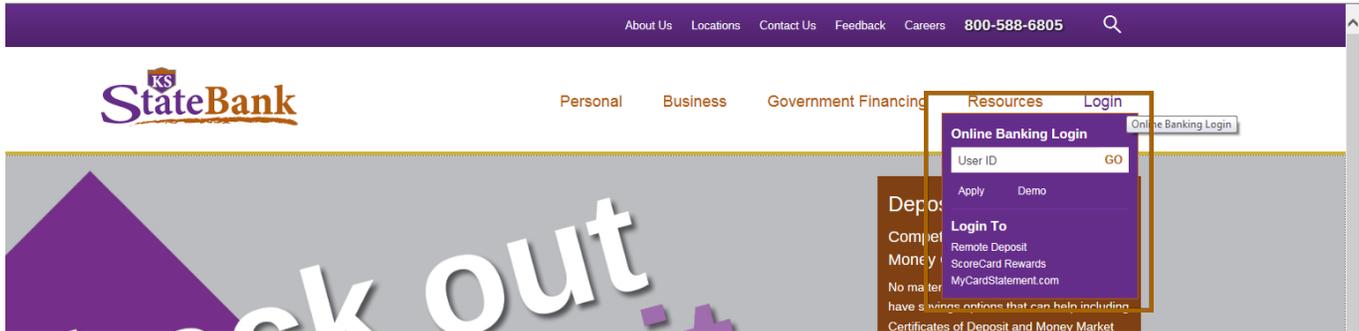




Domestic Online Wires User Guide

Log in Using Your Single Sign On ID

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



- Verify your Personal Image and enter your Password
If logging in for the first time, you will be prompted to select an image as your Personal Image for future logins.

Please verify your personal image!
For your security, please verify that the image on the left is the one you chose. If you haven't set up a personal image, a random one will appear and when you login you'll be prompted to select one.



NOTE: The "Reset Password" feature won't work until you have set it up within your User Options.

Online Banking ID: cashmgmt

Online Banking Password:

[Reset Password](#)

Submit

- Press the Button on your Secure Token and Enter the 6 Digit Code
Virtual Token Users: If logging in for the first time, please register your token by entering the credential ID (characters and numbers, no spaces in-between) from the VIP Access App then also enter the 6-digit code security code.
Hard Token Users: If logging in for the first time, please register your token by entering the serial number (characters and numbers, no spaces in-between) from the back of your token and also enter the 6-digit code.

Secure Validation:

Enter the 6-digit code from your token. This is required for account access.

Secure Token Code:

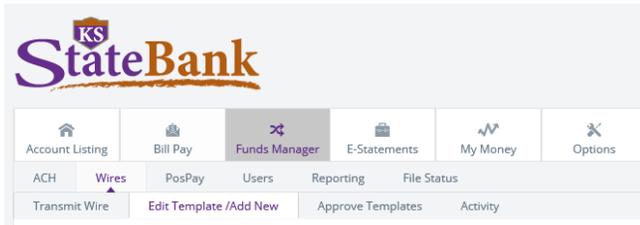
Submit

Log Out

NOTE: If logging in for the first time, you will be prompted to select your Security Questions and answer them or if logging in from a new/different computer, you may be prompted to answer your Security Questions.

Funds Manager Tab

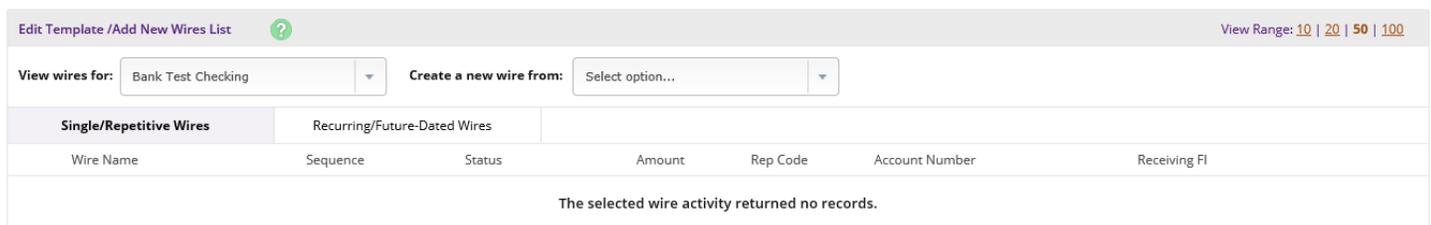
Click on the **Fund Manager** tab to access Cash Management functions.



Create/Edit a Wire Template

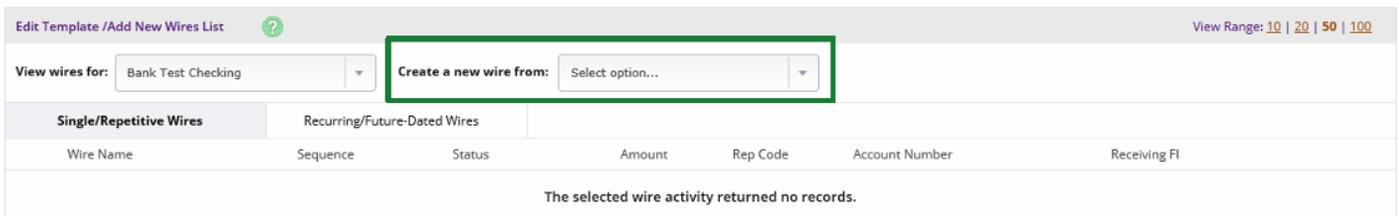
Click on the **Edit Templates/Add New Wires** tab. Here, you can edit an existing wire, or add a new wire template. Once the batch has been updated and saved, the user will need to transmit the template and send for approval. This will be done through the **Approve Templates** tab.

NOTE: An alert can be established for those with Transmit authority through the Options/Alerts tab to be notified when a batch is ready for approval.



Create a Wire

On the **Edit Template/Add New** tab, click on **Create a new wire from** drop-down and select the account to send from.



Complete wire instructions and click Submit

NOTE: To help mitigate the potential risk of corporate account takeover and email fraud, KS StateBank strongly recommends verbal confirmation of wire details with the beneficiary before submitting payment.

Credit Account Information

- **Credit Account Number:** Account to receive the wired funds
- **Credit Account Name:** Name on the account receiving the wired funds
- **Credit Account Address:** Address of the recipient of the wired funds

Receiving Bank Information

- **Receiving Bank ABA Number:** Enter the routing number of the financial institution where the wire is to be send. Click Search for ABA Number to search for a financial institution. Selecting an ABA from the search option populates all remaining Receiving Bank Information fields.
- **Receiving Bank Name:** Name of the financial institution where the wire is to be sent.
- **Receiving Bank Address:** Address of the financial institution where the wire is to be sent, including City, State, and Zip where designated.

Wire Information

- **Remarks:** Enter any information regarding the wire transfer. Comments can include processing instructions, invoice numbers, or any other text/numeric data

- **Repetitive Wire/Code:** If the wire transfer should be saved as a template, click the checkbox for Repetitive Wire and assign a repetitive wire code (up to 6 characters.) Wires that are not designated as Repetitive are automatically removed from the system once transmitted and processed.
- **Amount:** Dollar amount of the wire.

General Wire Information

Wire Name

Credit Account Information

Credit Account Number

Credit Account Name

Credit Account Address

Receiving Bank Information

Receiving Bank ABA Number

Receiving Bank Name

Receiving Bank Address

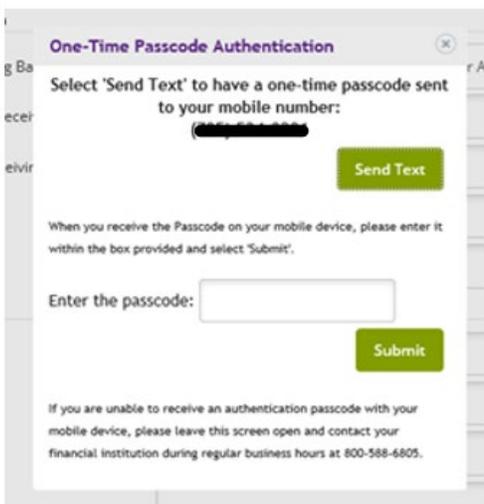
Wire Information

Remarks

Save as Repetitive Wire?

Amount

You will be prompted to enter your One-Time Passcode. Select **Send Text** and enter the 4-digit code sent to your mobile device. You will then be directed back to the **Edit Template/Add new Wire** tab.

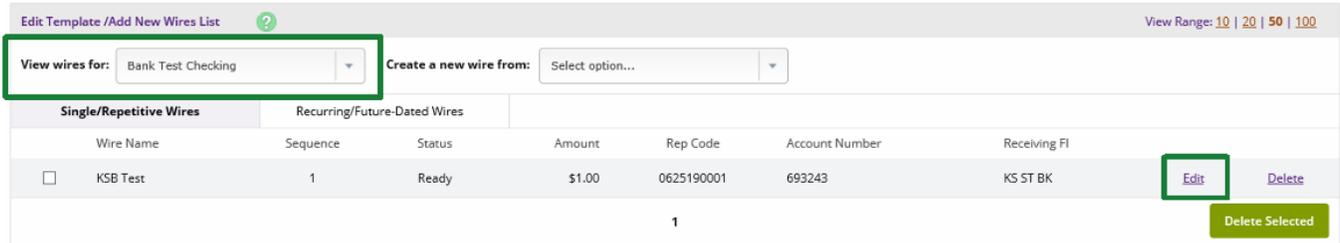


Edit a Repetitive Wire

On the **Edit Template/Add New** tab, click on the **View Wires for** drop-down and select the account the templates are tied to. Then select **Edit** to edit the template.

Once complete, select submit.

You will be prompted to enter your One-Time Passcode and taken back to the **Edit Template/Add new Wire** tab.



View Range: 10 | 20 | 50 | 100

View wires for: Bank Test Checking Create a new wire from: Select option...

Single/Repetitive Wires		Recurring/Future-Dated Wires				
Wire Name	Sequence	Status	Amount	Rep Code	Account Number	Receiving FI
<input type="checkbox"/> KSB Test	1	Ready	\$1.00	0625190001	693243	KS ST BK

1

Delete Selected

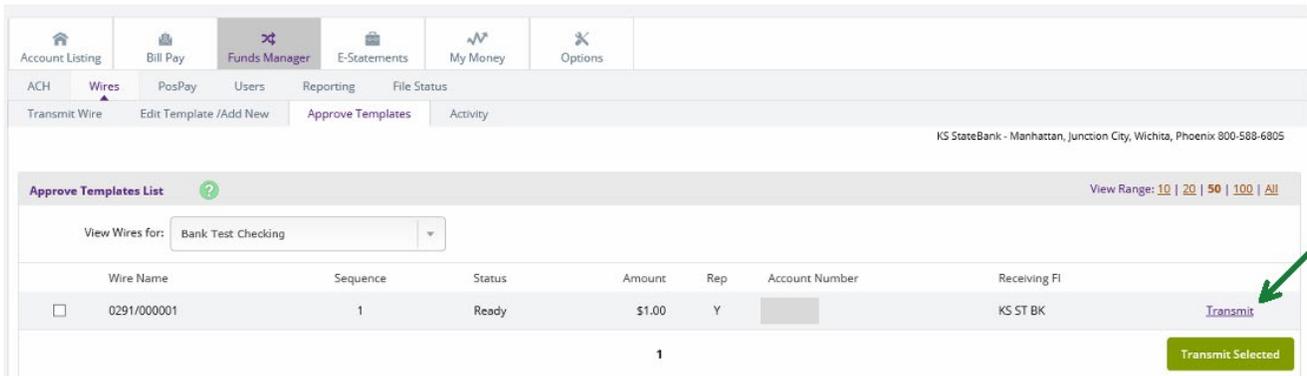
Two users will need to ultimately transmit the wire. The user who creates/edits the wire template can **Approve** the template before ultimately notifying the second user to send.

First User: Approve Templates

There are two options to do this: Transmit & Quick Transmit

Transmit

Select Transmit on the **Approve Templates** tab.



View Range: 10 | 20 | 50 | 100 | All

View Wires for: Bank Test Checking

Wire Name	Sequence	Status	Amount	Rep	Account Number	Receiving FI
<input type="checkbox"/> 0291/000001	1	Ready	\$1.00	Y		KS ST BK

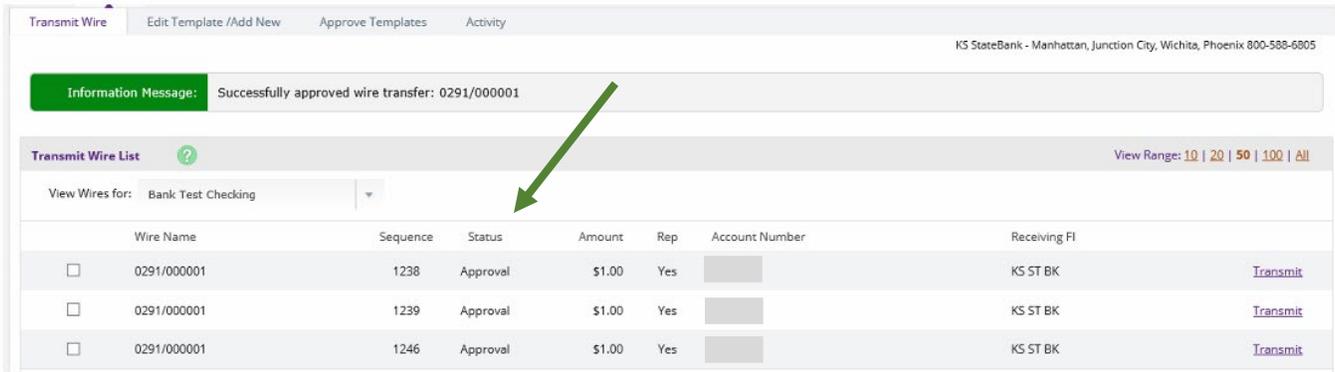
1

Transmit Selected

Review the wire information and enter your Wire Password (Wire Pin). Select Approve.

This wire requires two-person authorization before it can be transmitted. Enter your Wire Password and select Approve to begin this process.

Wire Password



Transmit Wire | Edit Template /Add New | Approve Templates | Activity

KS StateBank - Manhattan, Junction City, Wichita, Phoenix 800-588-6805

Information Message: Successfully approved wire transfer: 0291/000001

Transmit Wire List ? View Range: 10 | 20 | 50 | 100 | All

View Wires for: Bank Test Checking

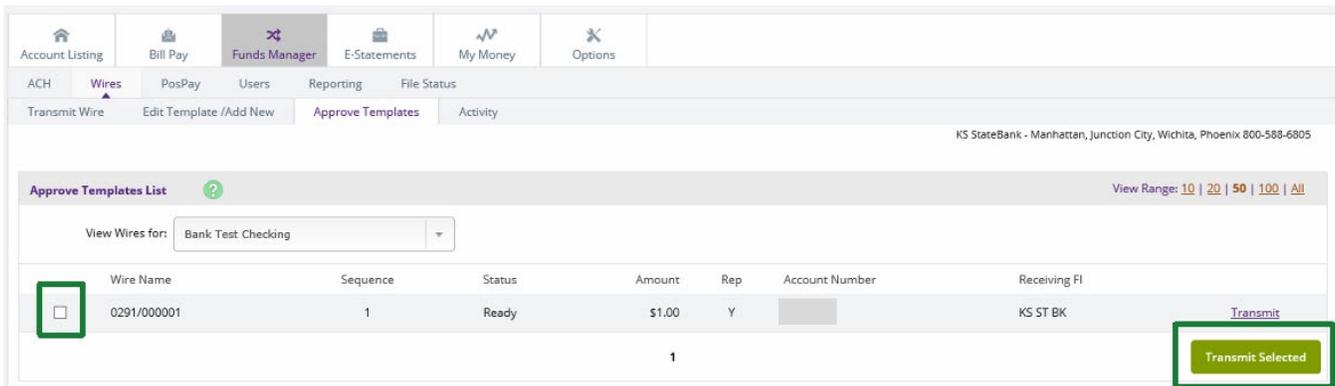
	Wire Name	Sequence	Status	Amount	Rep	Account Number	Receiving FI	
<input type="checkbox"/>	0291/000001	1238	Approval	\$1.00	Yes		KS ST BK	Transmit
<input type="checkbox"/>	0291/000001	1239	Approval	\$1.00	Yes		KS ST BK	Transmit
<input type="checkbox"/>	0291/000001	1246	Approval	\$1.00	Yes		KS ST BK	Transmit

You will be directed back to the **Transmit Wire** tab and the status of the wire will then be in **Approval status**.

The Second user will now need to login to officially Transmit the wire.

Quick Transmit

On the **Approve Templates** tab, select the Box next to the Wire Name, and Select "Transmit Selected"



Account Listing | Bill Pay | **Funds Manager** | E-Statements | My Money | Options

ACH | **Wires** | PosPay | Users | Reporting | File Status

Transmit Wire | Edit Template /Add New | **Approve Templates** | Activity

KS StateBank - Manhattan, Junction City, Wichita, Phoenix 800-588-6805

Approve Templates List ? View Range: 10 | 20 | 50 | 100 | All

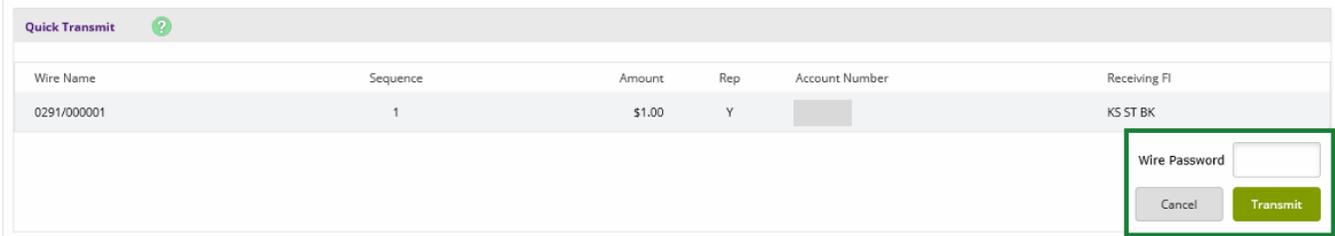
View Wires for: Bank Test Checking

	Wire Name	Sequence	Status	Amount	Rep	Account Number	Receiving FI	
<input type="checkbox"/>	0291/000001	1	Ready	\$1.00	Y		KS ST BK	Transmit

1

Transmit Selected

Enter the Wire Pin and select "Transmit"



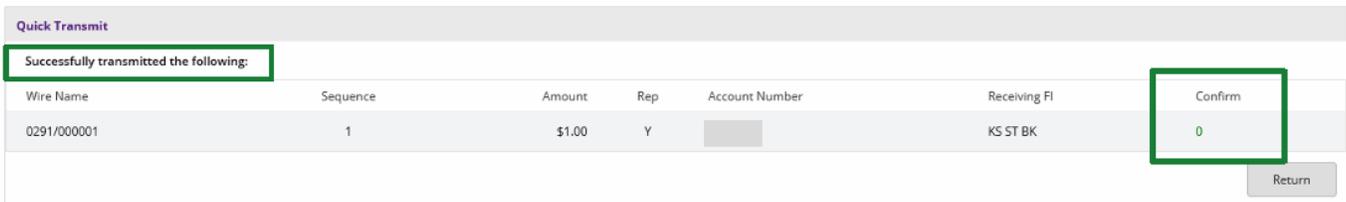
Quick Transmit ?

Wire Name	Sequence	Amount	Rep	Account Number	Receiving FI
0291/000001	1	\$1.00	Y		KS ST BK

Wire Password

Cancel **Transmit**

You will then see a confirmation number of zero, until the second user officially transmits the wire.



Quick Transmit

Successfully transmitted the following:

Wire Name	Sequence	Amount	Rep	Account Number	Receiving FI	Confirm
0291/000001	1	\$1.00	Y		KS ST BK	0

Return

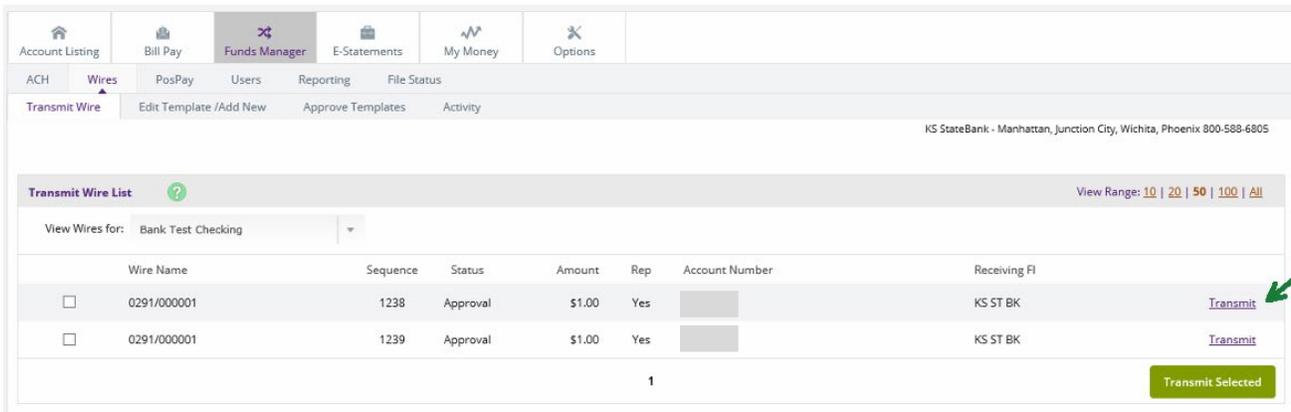
The Second user will now need to login to officially Transmit the wire.

Second User: Transmit Wire

The second user will login to officially process the wire

Transmit

Select "Transmit" on the **Transmit Wire** tab.

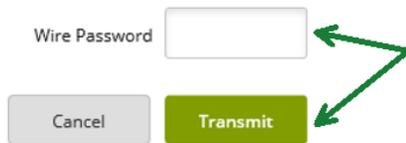


The screenshot shows the 'Transmit Wire List' interface. At the top, there are navigation tabs: Account Listing, Bill Pay, Funds Manager (selected), E-Statements, My Money, and Options. Below these are sub-tabs: ACH, Wires (selected), PosPay, Users, Reporting, and File Status. The main content area shows a table of wires. The table has columns for Wire Name, Sequence, Status, Amount, Rep, Account Number, and Receiving FI. Two wires are listed, both with a status of 'Approval' and an amount of '\$1.00'. A green arrow points to the 'Transmit' link in the 'Receiving FI' column for the second wire. At the bottom right, there is a 'Transmit Selected' button.

Wire Name	Sequence	Status	Amount	Rep	Account Number	Receiving FI
0291/000001	1238	Approval	\$1.00	Yes		KS ST BK
0291/000001	1239	Approval	\$1.00	Yes		KS ST BK

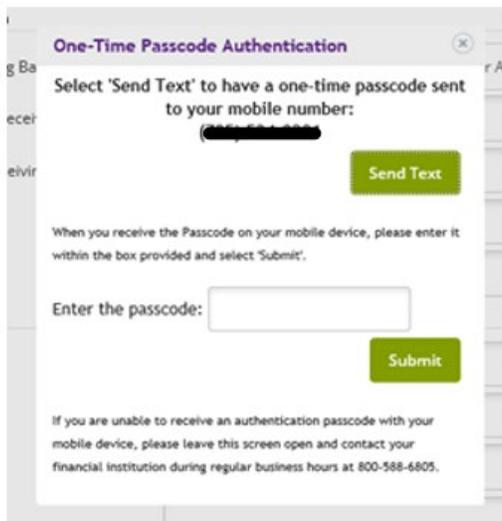
Review the wire information, enter your Wire Password (Wire Pin), and select "Transmit"

NOTE: To help mitigate the potential risk of corporate account takeover and email fraud, KS StateBank strongly recommends verbal confirmation of wire details with the beneficiary before submitting payment.



The screenshot shows a dialog box for wire transmission. It has a label 'Wire Password' next to an empty input field. Below the input field are two buttons: 'Cancel' and 'Transmit'. A green arrow points from the 'Transmit' button back to the 'Wire Password' input field.

You will be prompted to enter your One-Time Passcode. Select **Send Text** and enter the 4-digit code sent to your mobile device.

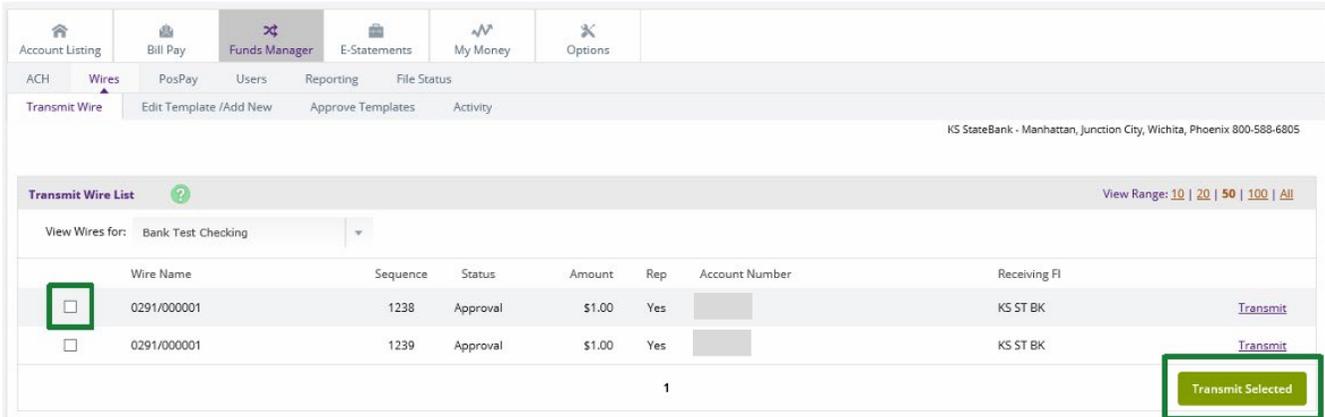


The screenshot shows a 'One-Time Passcode Authentication' dialog. It prompts the user to 'Select 'Send Text' to have a one-time passcode sent to your mobile number:'. Below this is a 'Send Text' button. Further down, it says 'When you receive the Passcode on your mobile device, please enter it within the box provided and select 'Submit''. There is an input field for the passcode and a 'Submit' button. At the bottom, it provides contact information for assistance.

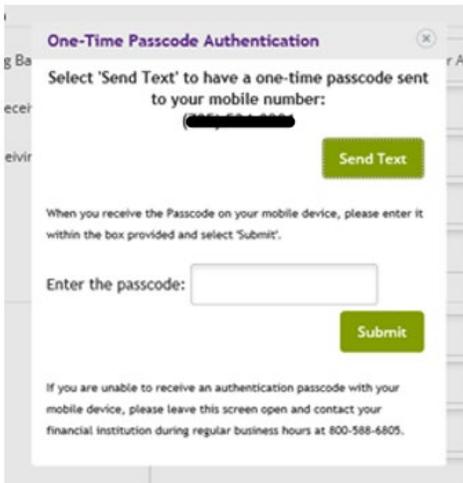
The status will update from "Approval" to "Initiated" and your confirmation numbers will be visible.

Quick Transmit

On the **Transmit Wire** tab, select the Box next to the Wire Name, and Select “Transmit Selected”



You will be prompted to enter your One-Time Passcode. Select **Send Text** and enter the 4-digit code sent to your mobile device.

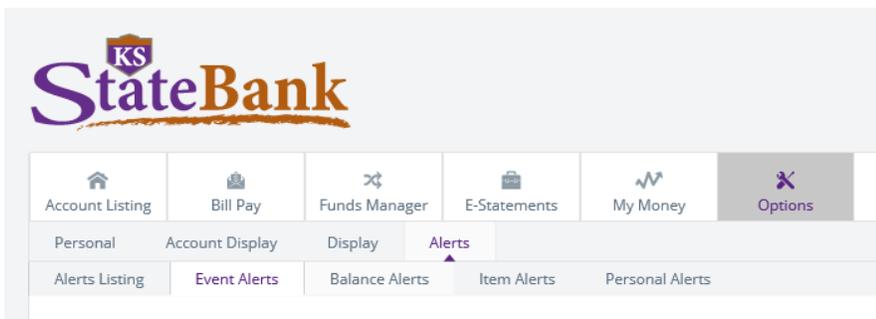


The status will update from “Approval” to “Initiated” and your confirmation numbers will be visible.

Wire Notifications

It is important to enable these alerts to be notified when a wire is updated, and Wires are transmitted to receive confirmation.

To enable these, visit your **Options** tab, **Alerts**, and **Event Alerts**



Select the alert type for the two alerts listed below.

Select **Submit**.

Edit Event Alerts ?

Alert Type: When the following occurs:

Email Login Wires Transmitted

Email Login Wire Transfer Update

Wire History

To view processed single and repetitive wires, select **Activity**. Here, you toggle between accounts to see the wires previously processed.

Wire History for Transmitted Date Range 04/06/2014 to 05/20/2016 ?									
View Range: 7 Days 15 Days 30 Days Search									
View Wire Activity for: <input type="text" value="CK 073"/>									
Wire Name:	Transmitted:	Effective:	Amount:	Rep Code:	Recurring:	Receiving Account Number:	Beneficiary Name:	Receiving FI:	OMAD:
Smith	09/16/2014	09/16/2014	\$100.00	0001	None	123456	Mary Smith		
Smith	09/16/2014	09/16/2014	\$100.00	0001	None	123456	Mary Smith		
Edwardsville	09/16/2014	09/16/2014	\$100.00	0003	None	112233	Mary Smith		