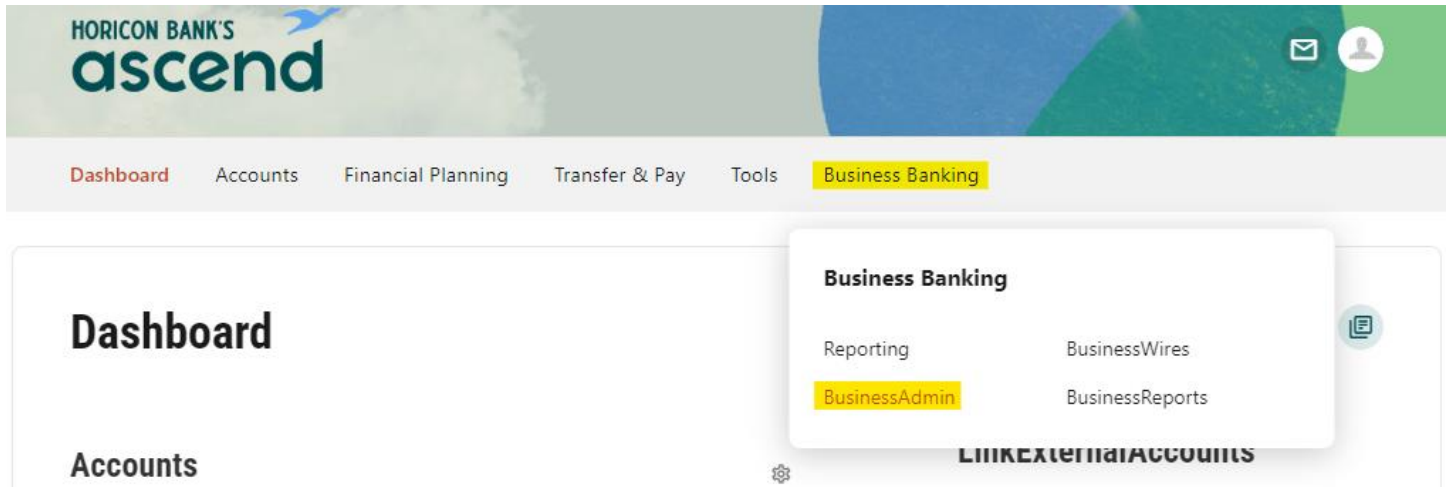
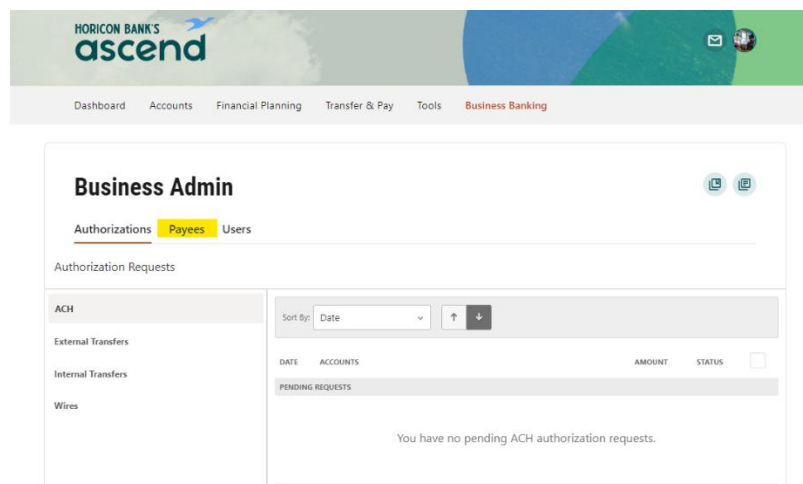
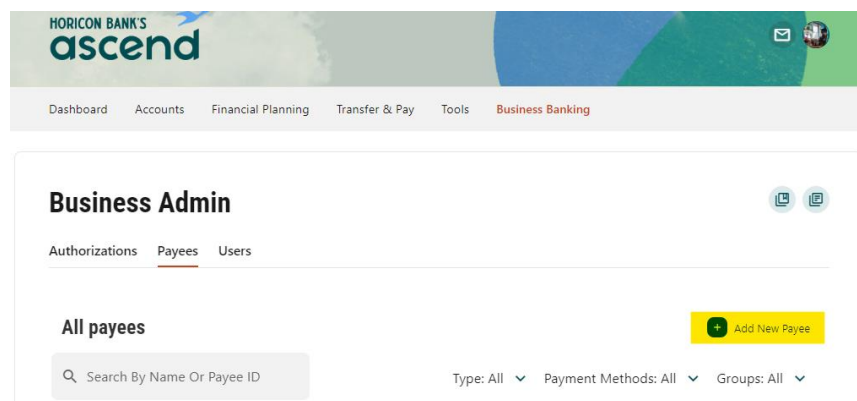


Set Up New Payee

Click on **Business Banking** → **Business Admin**Click on **Payees**Click on **+ Add New Payee**

Choose whether the Payee is a **Person** or a **Business**, enter **Full Name**, and **Add Address** of Payee

Add new payee ✕

Payee details

 Person  Business

Selecting a payee's type is required. A payee's type is an identification tool to help with payment processing. Once this field is saved it cannot be edited.


Full Name ^{*} 0 / 35


Email (Optional)


Payee ID (Optional)

We will create a Payee ID for you, or you can enter your own Payee ID.

Payee's address is required to utilize wire payment methods.

 Add address

 Add phone number (Optional)

 Add website (Optional)

Choose a group (Optional)

Employees Vendors Customers +

Click on **Add Address**, it will open up to enter the payee Address

Add new payee ✕

Country ▼
United States


Address 1 15 / 35
123 Wire Street


Address 2 (Optional) 5 / 35
Apt 1

ZIP Code 5 / 10
53032

City 7 / 30
Horicon

State ▼
WI

 Add phone number (Optional)

 Add website (Optional)

Choose a group (Optional)

Employees Vendors Customers +

Enter **Country**, **Address 1**, **Address 2**, (if needed)

ZIP Code, **City**, **State** → **Add Payee**

Click on **Add payment method**

✓

Wire Payee Name
Created successfully

Add payment method

Let's talk!

Domestic Wire

Choose **Domestic Wire** and add Bank (FI) information

Add payment method

Payment method type

ACH

Domestic WIRE

International WIRE

If an **Intermediary FI** is required,

Click **Add Intermediary FI** and add **Routing Number**

☒ Add Intermediary FI ⓘ

Intermediary FI information

Routing Number

Enter **Routing Number**, **Account Number**,
Nickname, **FI Address 1**, **FI Address 2**, (if needed)

Add payment method

✕

Payment method type

ACH

Domestic WIRE

International WIRE

Add Intermediary FI ⓘ

Beneficiary FI and account information

Routing Number

0 / 9

Account Number

0 / 34

Nickname ⓘ

e.g. Primary ACH, Vendor Wire

0 / 100

FI Address 1

0 / 35

FI Address 2 (Optional)

0 / 35

FI Postal Code, FI City, State → Save

FI Postal Code

0 / 35

FI City

0 / 30

State



▼

Save

Let's talk!

After Payee is created, click on **Business Banking** → **Business Wires**

HORICON BANK'Sascend



Dashboard

Accounts

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Business Banking

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BusinessAdmin

BusinessACH

BusinessWires

BusinessReports

Business Wires



Submission Scheduled History

Choose Payee from list

Choose Funding Account

Choose Company Name
(if needed)

Enter Amount to be sent

Choose Effective Date

Enter Purpose of Wire

Enter any information to
be included on wire

Payee Details

Payee *

Test Wire - Test Wire

Enter payee manually

Edit payee account

Funding Account *

Test Account

Company Name *

Test

Amount *

1.23

Show Limits >

Frequency

One Time

Send On *

04/10/2024

Wire Purpose ⓘ *

Testing

7 / 30

Originator to Beneficiary Info ⓘ

Include any information here to be included on wire.

53 / 100

Available balance

Payment Summary

You Send

\$1.23 USD

Funding Account

Test Account

*****2233

\$4.16

Payee

Test Wire

Payee Account

PAYEE'S FINANCIAL INSTITUTION

HORICON BANK

HORICON, WI

Routing Number 075905622

Account Number 123456

Frequency

One Time

Send On

04/10/2024

Wire Purpose

Testing

Originator to Beneficiary Info

Include any information here to be included on wire.

Cut-off time

03:00 PM (Central Standard Time)

Confirm Payment

After entering all wire information, it will filter into the Payment Summary on right.

Verify all information is correct, and click **Confirm Payment**

Review and Submit → Double check wire information, and if correct → **Submit**

Review and Submit

You Send

\$1.23

Funding Account

Test Account

*****2233

Payee

Test Wire

Payee Account

Test Wire

Frequency

One time

Send On

04/12/2024

Cancel

Submit

For verification, you will need to receive a code to verify you are an authorized user

Choose **Text** or **Call** or **2FA App** to receive your code

Whichever method you choose will produce the options available for receiving the code

Click **Send Code**

Verification Needed

Please verify your identity before completing this action.

Text

Call

2FA App

The verification code will be sent to your phone via SMS.

Standard messaging rates apply.

Send Code

Cancel

(Phone calls may come through as Potential Spam)

Enter code and click **Verify** to complete wire

Verification Needed

Please verify your identity before completing this action.

Text

Call

2FA App

The code will expire in 5 minutes.

Enter code

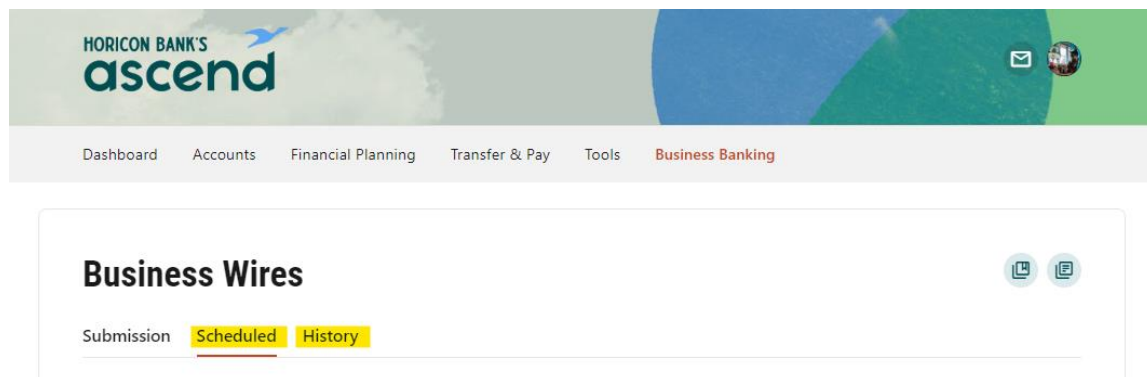
317276

Resend Code or Try another number

Verify

Cancel

If your wire is scheduled for a future date, you will be able to view it under **Scheduled** and completed wires will be visible under **History**



Our eBanking team will complete a callback to verbally verify the wire information with an authorized person before completing the wire.

Cutoff time for same day domestic wire submission is 3:00 p.m.

Please contact Treasury Management if you would like to receive more training, or if you have any questions regarding Online Wire Transfers

treasury@horiconbank.com or (920)643-7670

If your Submitted Online Wire requires Authorization

✔

Sent wire successfully

ⓘ

This wire submission has been saved by the system but will require authorization from another user prior to being accepted for processing.

You Send	\$50.00
Payee	ABC Company
Send On	11/29/2024
Submission Confirmation	110342

Submit Another Wire

View Submission Details

If your submitted online wire requires an authorization from another user, let them know the wire is ready to be authorized.

Upon logging in to Ascend, they will receive an alert that there is a wire to be authorized.

To authorize the wire, click on **View**. This will be on the top of the **Dashboard**

HORICON BANK'S

ascend

Dashboard


Accounts

Financial Planning

Transfer & Pay

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Business



You have **1 wire transaction** totaling **\$50.00**

View

This will take you directly to **Business Banking → Authorizations**

Business Admin

Authorizations

1

Authorization Requests

Wires

1

Sort By:

Date

↑

↓

WIRE	DAILY	WEEKLY	MONTHLY
Authorized limit			
Max limit	\$100.00	\$100.00	\$100.00
Can authorize	\$100.00	\$100.00	\$100.00

DATE	PAYEE	AMOUNT	STATUS	
PENDING REQUESTS				
NOV 29 2024	ABC Company Domestic Horicon Bank Account —3254	\$50.00	NEEDS AUTH	<input type="checkbox"/>

Authorization Total: (0): \$0.00

Wire cut-off time: 3:00 PM

Reject

Authorize

Click on the wire under **PENDING REQUESTS** to view the wire information prior to authorization

To authorize, click on the **NEEDS AUTH** box to add authorization and then the **Authorize** button

PENDING REQUESTS

NOV 29 2024

ABC Company Domestic

Horicon Bank Account —3254

\$50.00

NEEDS AUTH

☒

TRANSACTION ID	110342
SUBMITTED BY	1094
WIRE TYPE	Domestic
PAYEE	ABC Company
PAYEE ACCOUNT	123456789
YOU SEND	\$50.00
FUNDING ACCOUNT	Horicon Bank Account —3254
SEND ON	11/29/2024
ORIGINATOR TO BENEFICIARY INFO	

Authorization Total: (1): \$50.00

Wire cut-off time: 3:00 PM

Reject

Authorize

If you would like to see more information before authorization, click on **Payees** to view the Payee Information

Business Admin

Authorizations1

Payees

Find correct Payee in list, and click on it to view

Business Admin

Authorizations1Payees

All payees

Add New Payee

abc

Type: AllPayment Methods: AllGroups: All

NAME	PAYEE ID	GROUP	PAYMENT METHODS
ABC Company	ABC Company456789	-	1 ACH - 1 WIRE

Business Admin

Authorizations1Payees

Back To Payee List

ABC Company

ABC Company456789

No e-mail

No phone number

123 Main St

Horicon, WI 53032

United States

No website

Click on the pencil icon on the right side of the Payee name to view Name and Address information

Payment activity

Scheduled (1) ^

Domestic Wire

WIRE • DOMESTIC

November 29, 2024

\$50.00

History

Payment methods

ACH

ACH

Routing number075905622

Account numberChecking *****6789

DOMESTIC WIRE

Domestic Wire

Routing number075905622

Account number*****6789

Click on the pencil icon on the right side of Wire Payment Method to view the routing and bank information

Once everything is verified, click on **Authorizations** to go back to the authorization area

Business Admin

Authorizations1Payees

Click the **NEEDS AUTH** box
And then **Authorize**

Business Admin

Authorizations1Payees

Authorization Requests

Wires1

Sort By: Date

↑↓

WIRE	DAILY	WEEKLY	MONTHLY
Authorized limit	\$100.00	\$100.00	\$100.00
Max limit	\$100.00	\$100.00	\$100.00
Can authorize			

DATE

PAYEE

AMOUNT

STATUS

☐

PENDING REQUESTS

NOV292024

ABC Company Domestic

Horicon Bank Account —3254

\$50.00

NEEDS AUTH

✓

Authorization Total: (1): \$50.00

Wire cut-off time: 3:00 PM

Reject

Authorize

The wire is now complete and will show in the History

HISTORY

NOV292024

ABC Company Domestic

Horicon Bank Account —3254

\$50.00

AUTHORIZED