



Gulf Capital Bank

Wire Upload

Digital banking designed
for your success.

GULF CAPITAL
BANK

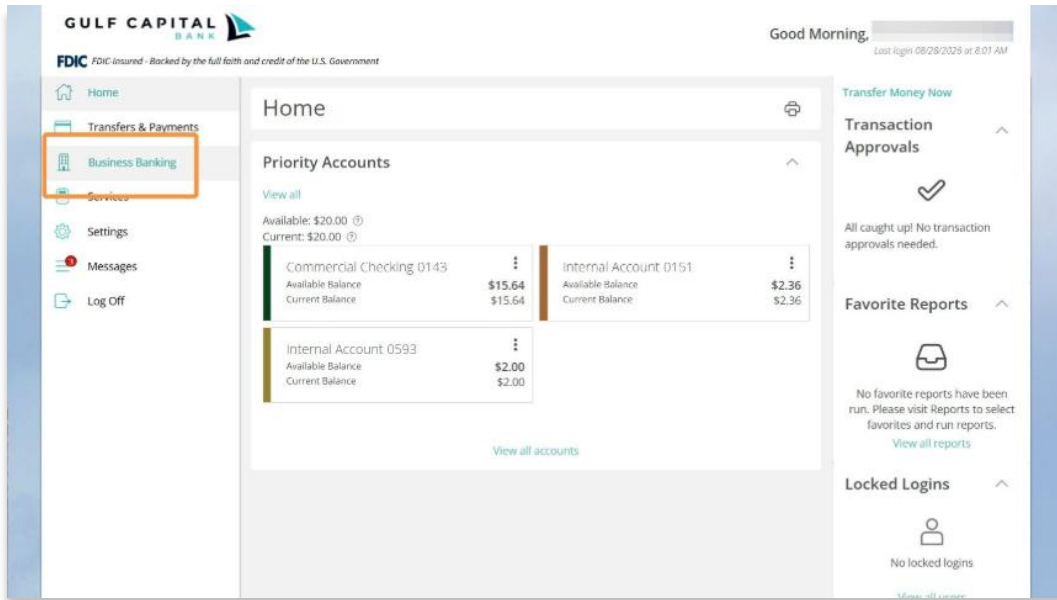


Banking Built For Houston



Learn how to initiate and configure a wire transfer through your online business banking portal. This guide walks you through downloading sample templates, selecting account details, and setting up custom payment mappings for efficient processing.

1. To complete a wire upload, select the "Business Banking" menu and then select "Payments".



Business Banking

PAYMENTS & TRANSFERS

 Payments An advanced workflow to send or collect wire, ACH, and other one-time or...	 Recipients Create & manage recipients of commercial payments
 Tax Payments Pay federal or state taxes	

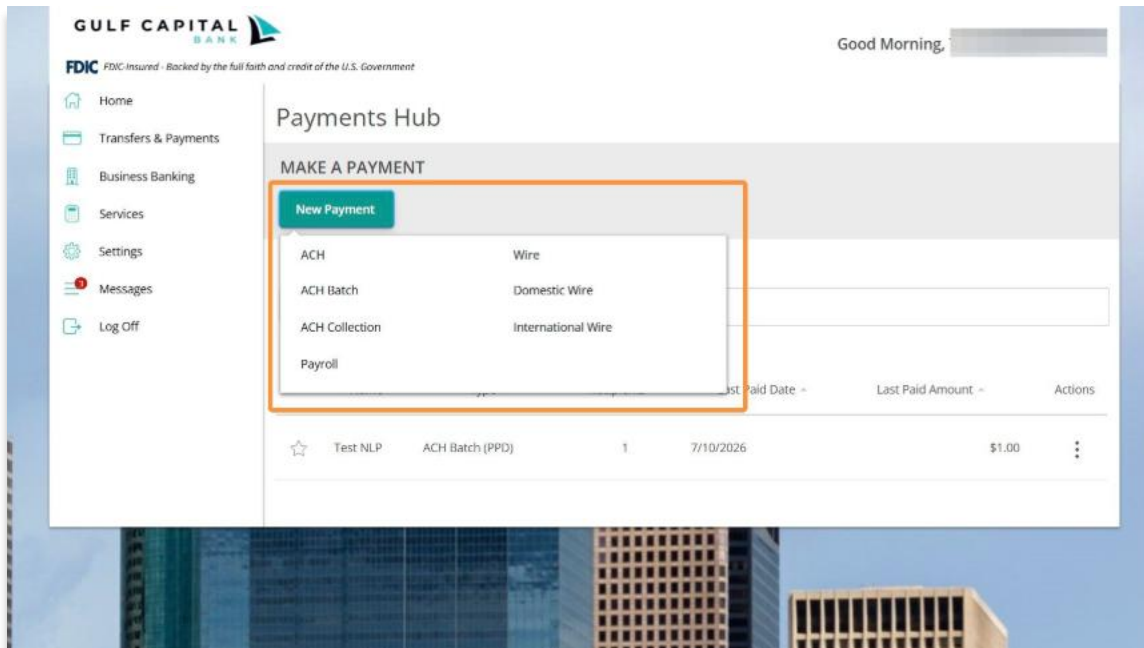
BUSINESS MANAGEMENT

 Reports Access PDF, CSV, and BAI reports on online banking activity	 Users Manage permissions for transactions, features, & accounts per user role
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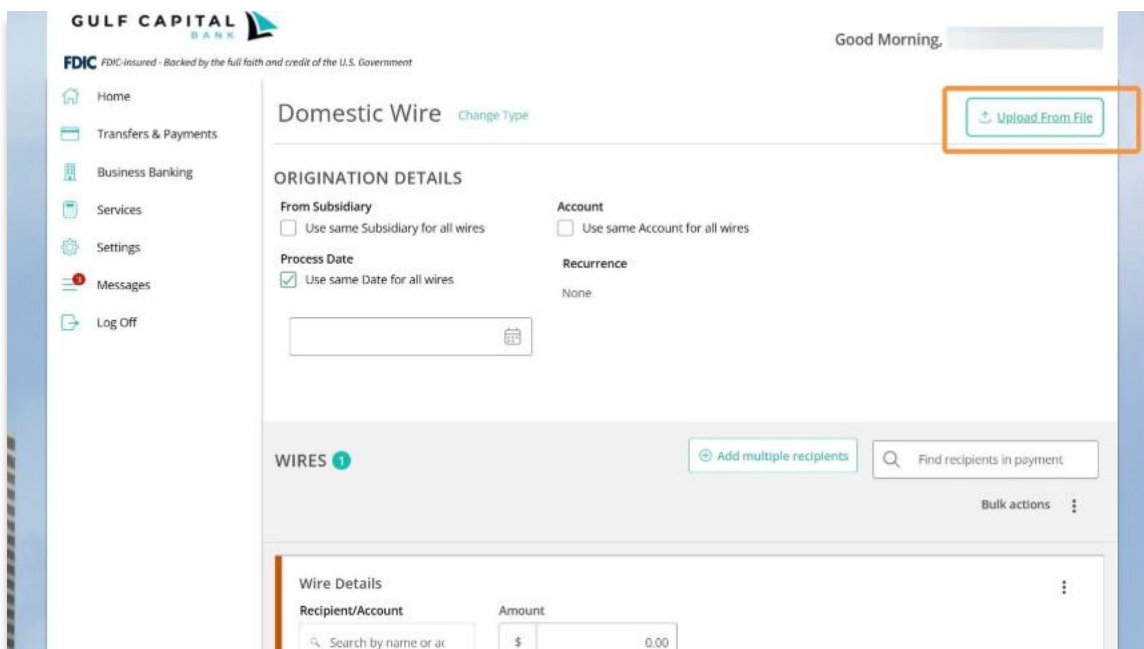
If you need additional assistance, please contact our Client Services Team at (713)999-8875.



- The wire upload function allows you to upload a formatted CSV file containing multiple wire transfers to digital banking instead of inputting the wire information manually. Select "New Payment" and the desired wire transaction type from the menu.

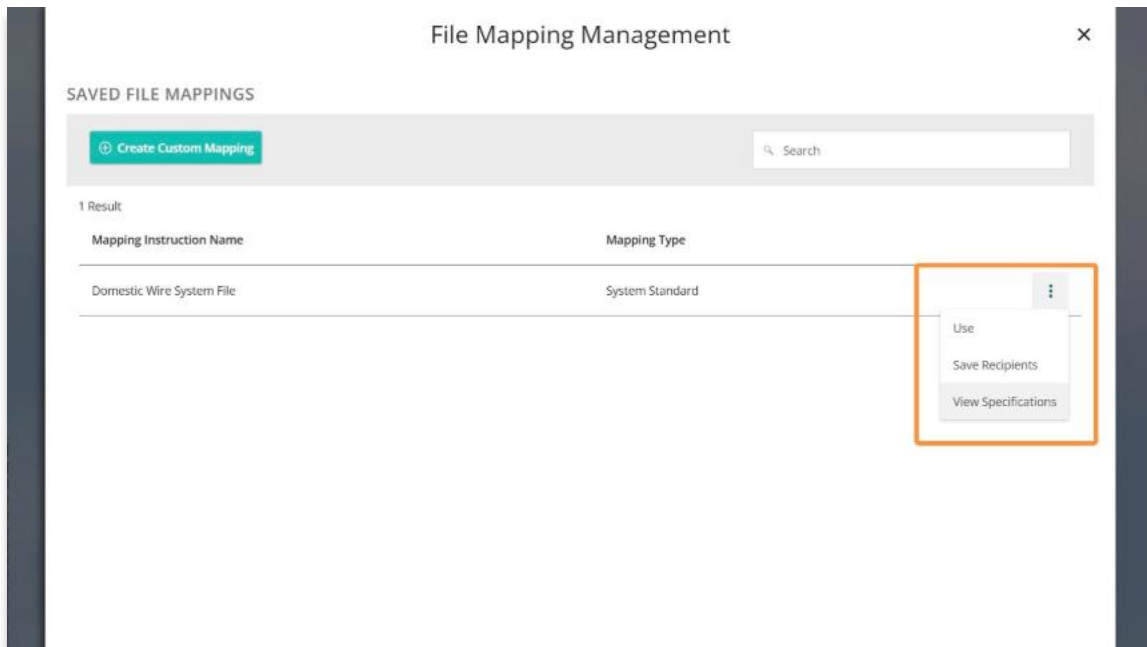


- Select the "Upload From File" link.

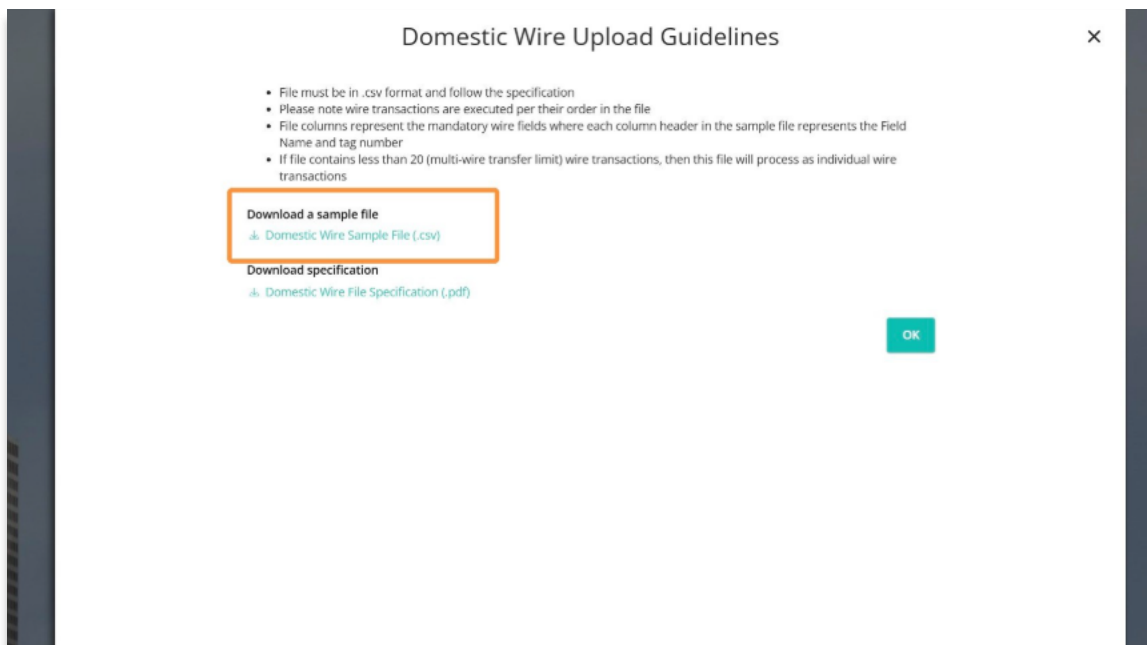


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4. Click the vertical dots. To view a sample file, click the "View Specifications" option.



5. A sample file will be available to open in a CSV format.



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6. Select the "Use" option to upload a CSV formatted wire file.

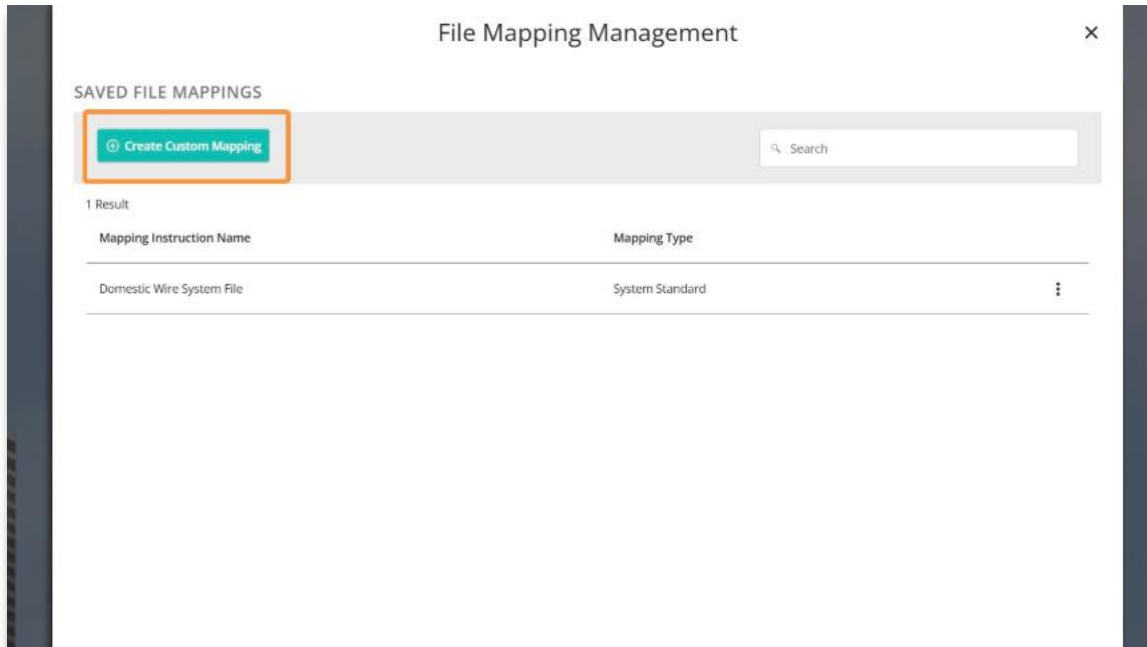
The screenshot shows the 'File Mapping Management' window. At the top, there's a 'SAVED FILE MAPPINGS' section with a 'Create Custom Mapping' button and a search bar. Below this, a table lists '1 Result'. The table has two columns: 'Mapping Instruction Name' and 'Mapping Type'. The first row shows 'Domestic Wire System File' and 'System Standard'. To the right of the table, a dropdown menu is open, showing options: 'Use', 'Save Recipients', and 'View Specifications'. The 'Use' option is highlighted with an orange box. A tooltip above the dropdown says 'Click to view mapping actions'.

7. Make sure all required fields are completed. Review all information and select "Draft" or "Approve" depending on your user entitlements.

The screenshot shows the wire upload interface. On the left, there's a sidebar with 'Settings', 'Messages', and 'Log Off'. The main area is titled 'ORIGINATION DETAILS'. It has two sections: 'From Subsidiary' and 'Account'. Under 'From Subsidiary', there's a checkbox 'Use same Subsidiary for all wires' (unchecked) and a 'Process Date' section with a checkbox 'Use same Date for all wires' (checked). Under 'Account', there's a checkbox 'Use same Account for all wires' (unchecked) and a 'Recurrence' section with a dropdown set to 'None'. Below these is a 'WIRES' section with a red vertical bar on the left. It contains a 'Wire Details' form with fields for 'Recipient/Account' (Acme Products Lt... Checking 123456789), 'Amount' (\$ 3.45), 'From Subsidiary' (Search by name), and 'Account' (Search by name or n). At the bottom left, it shows '\$4.68' and '2 wires'. At the bottom right, there are 'Cancel', 'Draft', and 'Approve' buttons.

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8. To define a custom file format, click the "Create Custom Mapping" button on the File Management screen.



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