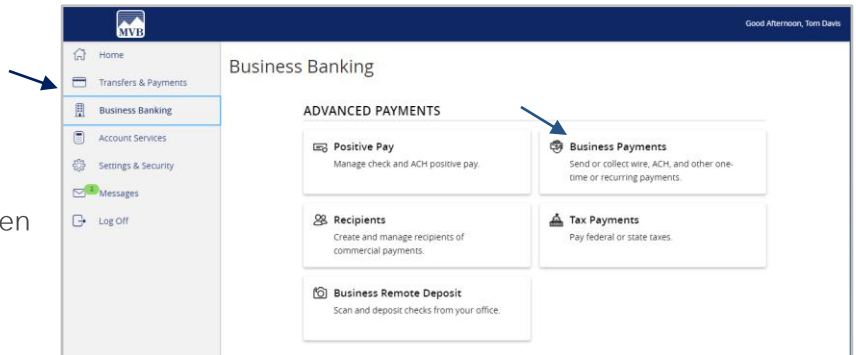




Wire Upload

NOTE: Wire Upload allows you to upload a formatted CSV file that includes multiple wire transfers instead of inputting the wire information manually.

1. Select the 'Business Banking' menu and then select 'Business Payments'.



2. Select 'New Payment' and then 'Domestic Wire'.



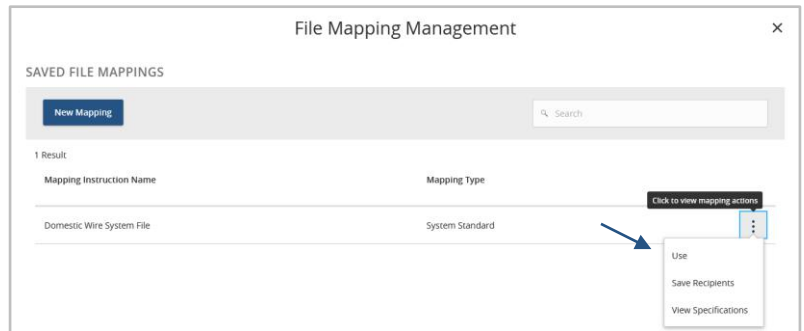
3. Select the 'Upload from File' link in the top right corner.



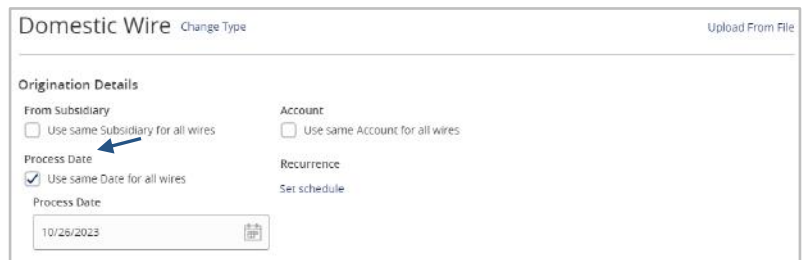
Questions? Please contact Client Support at 1-844-682-2265 or ClientSupport@MVBBanking.com.



4. Select the 'Use' option to upload a CSV formatted file.



5. Indicate the Process Date for the wires.
 - a. If all wires need to be processed on the same day, check the 'Use same Date for all wires' box and click on the calendar below to specify the desired Process Date.
 - b. If the wires need to be processed on varied days, leave the 'Use same Date for all wires' box unchecked and indicate the Process Date for each wire individually.



NOTE: The fields for each wire will be populated in accordance with the data included in the CSV file being imported.

Questions? Please contact Client Support at 1-844-682-2265 or ClientSupport@MVBBanking.com.



6. Review all information on the screen for accuracy and select 'Approve' or 'Draft' in accordance with user entitlements.

Wires (2)

- Add multiple recipients

Wire Details

| | |
|-------------------------------|------------------------------------|
| Recipient/Account | Amount |
| Joe Demo Checking Joe Demo | \$ 3.45 |
| From Subsidiary | Account |
| Aspire Brands *****1111 | FOUNDATION CHECKING 4837 951.12 |
| Purpose Of Wire (i) | |
| Account Closing | |

OPTIONAL WIRE INFORMATION

Wire Details

| | |
|-------------------------------|------------------------------------|
| Recipient/Account | Amount |
| Joe Demo Checking Joe Demo | \$ 1.23 |
| From Subsidiary | Account |
| Aspire Brands *****1111 | FOUNDATION CHECKING 4837 951.12 |
| Purpose Of Wire (i) | |
| Demo | |

\$4.68
2 wires

Cancel Draft Approve

Questions? Please contact Client Support at 1-844-682-2265 or ClientSupport@MVBBanking.com.