

Cash Manager Direct Quick Start Guide

Small enough to know you.
Large enough to help you.®

FLUSHING
Bank

Cash Manager Direct Quick Start Guide

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INTRODUCTION

Our Cash Manager Direct solution offers your company leading features to easily manage your daily collections, disbursements, and liquidity needs whether you are transacting regionally or worldwide through any device and at any time.

This Quick Start Guide provides assistance and covers important steps and functions to get you started, including:

- Login
- Out Of Band Authentication – SureKey (Optional Service)
- Activate Token Device
- Dashboard
- Accounts
- Administration
- Payments
- Check Services
- Reports

If needed, additional online assistance for each function is available in the system by simply using the “? HELP” button. You can also contact Cash Management Support at **800.516.8603** to speak with a representative.

LOGIN

Required fields:

- Company ID
- User ID
- Password – after initial sign-on you will be required to change your temporary password

Password requirements:

- Minimum Password Length: 8 characters
- At least one of each: Alpha/Numeric/Special character (no uppercase required)

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LOGIN

Enter your Company ID and User ID in all lowercase characters.
Need assistance logging in? Call 800.516.8603

* Required Fields

Company ID *

User ID *

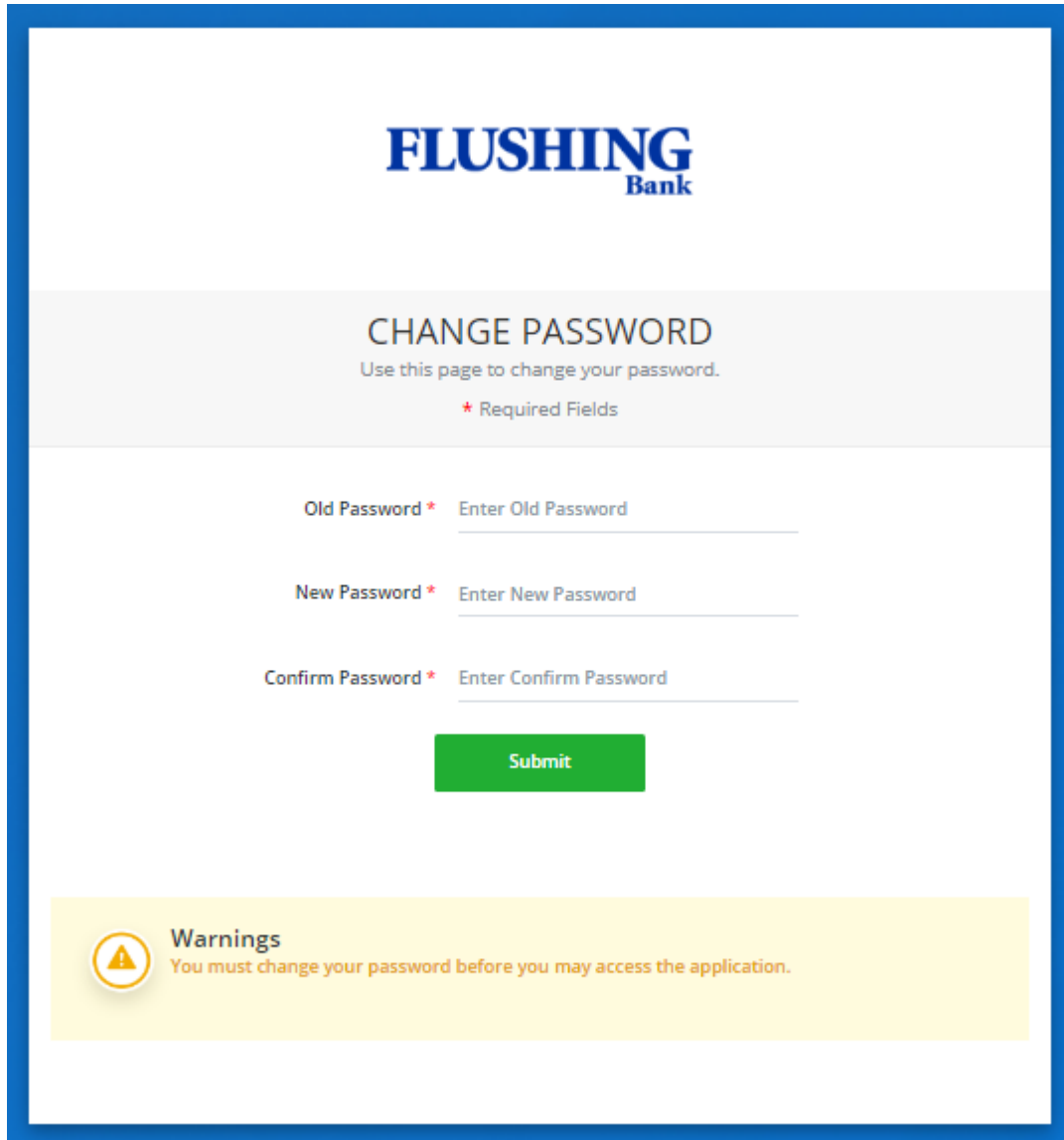
Password *

[Access Accounts](#)

LOGIN

Initial Password Change

After your initial sign-on you will be required to change your temporary password.



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CHANGE PASSWORD

Use this page to change your password.


* Required Fields

Old Password *

New Password *

Confirm Password *

Submit

 **Warnings**
You must change your password before you may access the application.

LOGIN

Initial Password Change

Enter your temporary password in *Old Password*, then enter your desired new password in *New Password* and *Confirm Password*. Please note the *Password Requirements* on screen. Once complete, select *Submit*.

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CHANGE PASSWORD

Use this page to change your password.

* Required Fields

Old Password *

New Password *

- ✔ Must be between 8 and 32 characters
- ✔ Must contain at least 1 special character(s)
- ④ ✔ Must contain at least 1 numeric character(s)
- ✔ Must contain at least 1 letter(s)
- ✔ Must not match your User ID
- ✔ Note that passwords are case sensitive

Confirm Password *

Submit ⑤

Warnings
You must change your password before you may access the application.

- ① Old Password
- ② New Password
- ③ Confirm Password
- ④ Password Requirements
- ⑤ Submit

LOGIN

Establish Challenge Questions & Answers

Next you will be prompted to establish your accounts challenge questions and answers (used for the “Forgot Password” function). From the drop down list, select *Question 1*, *Question 2*, and *Question 3*.

The screenshot shows the 'ESTABLISH CHALLENGE QUESTIONS & ANSWERS' form for FLUSHING Bank. The form is titled 'ESTABLISH CHALLENGE QUESTIONS & ANSWERS' and includes the instruction 'Select three questions and enter an answer for each'. A red asterisk indicates required fields. The form contains three sets of question and answer fields, each with a dropdown menu for the question and a text input for the answer. The questions are labeled 'Question 1', 'Question 2', and 'Question 3'. The answers are labeled 'Answer 1', 'Answer 2', and 'Answer 3'. At the bottom of the form, there are two buttons: 'Cancel' and 'Continue'.

- ① Question 1
- ② Question 2
- ③ Question 3

LOGIN

Establish Challenge Questions & Answers

After selecting Question 1, Question 2, and Question 3 from the dropdown list, type the answer to the respective question in *Answer 1*, *Answer 2*, and *Answer 3* then select *Continue*.

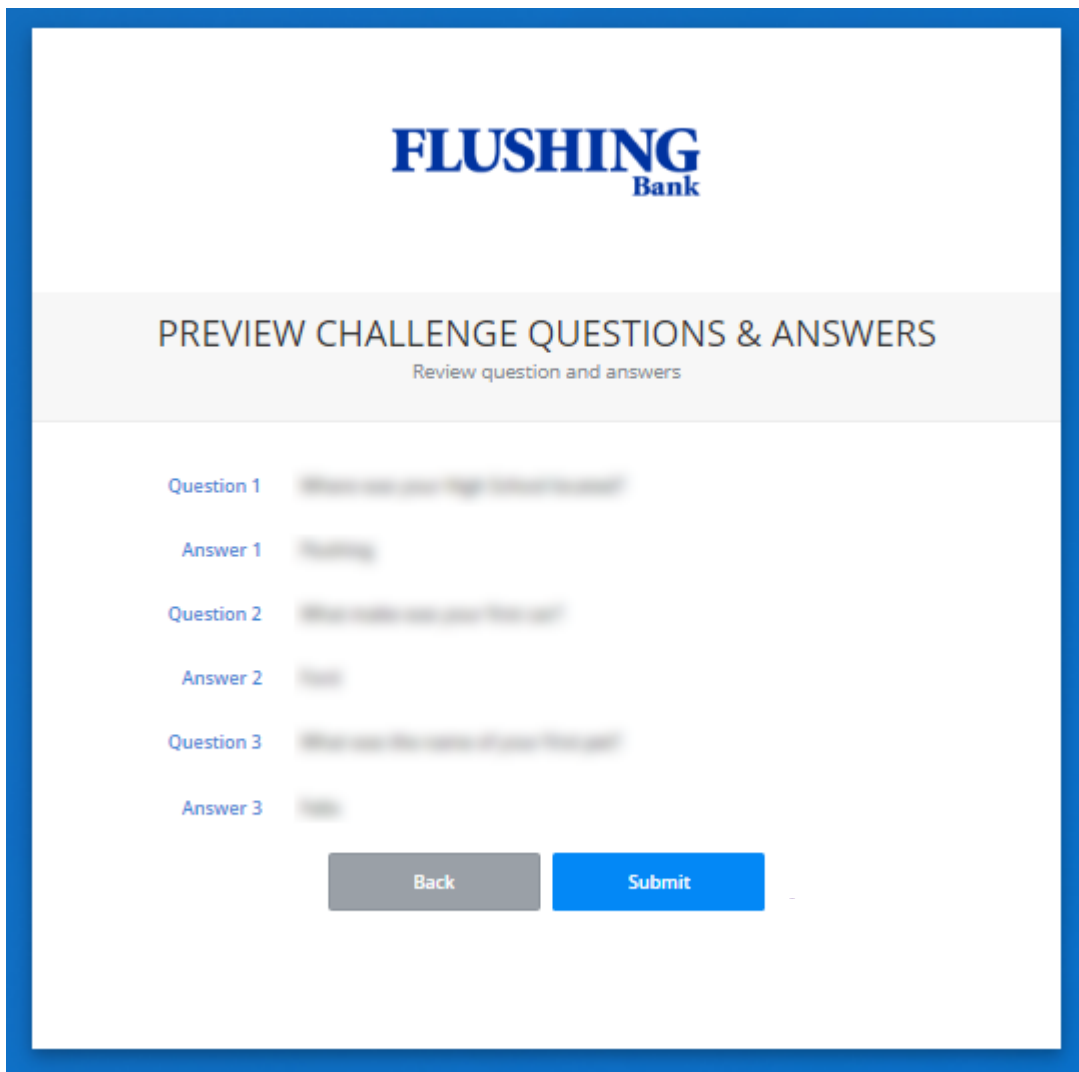
The screenshot shows a web form titled "ESTABLISH CHALLENGE QUESTIONS & ANSWERS" for FLUSHING Bank. The form is enclosed in a blue border. At the top, the FLUSHING Bank logo is displayed. Below the title, there is a subtitle "Select three questions and enter an answer for each" and a note "* Required Fields". The form contains three sets of input fields, each labeled "Question 1*", "Question 2*", and "Question 3*" respectively, each followed by a dropdown menu. Below each question is an "Answer" field, labeled "Answer 1*", "Answer 2*", and "Answer 3*" respectively. At the bottom of the form, there are two buttons: a grey "Cancel" button and a blue "Continue" button. A circled number "4" is placed to the right of the "Continue" button, indicating the step to click.

- ① Answer 1
- ② Answer 2
- ③ Answer 3
- ④ Continue

LOGIN

Establish Challenge Questions & Answers

Confirm that all of the challenge questions and answers are correct then select *Submit*.

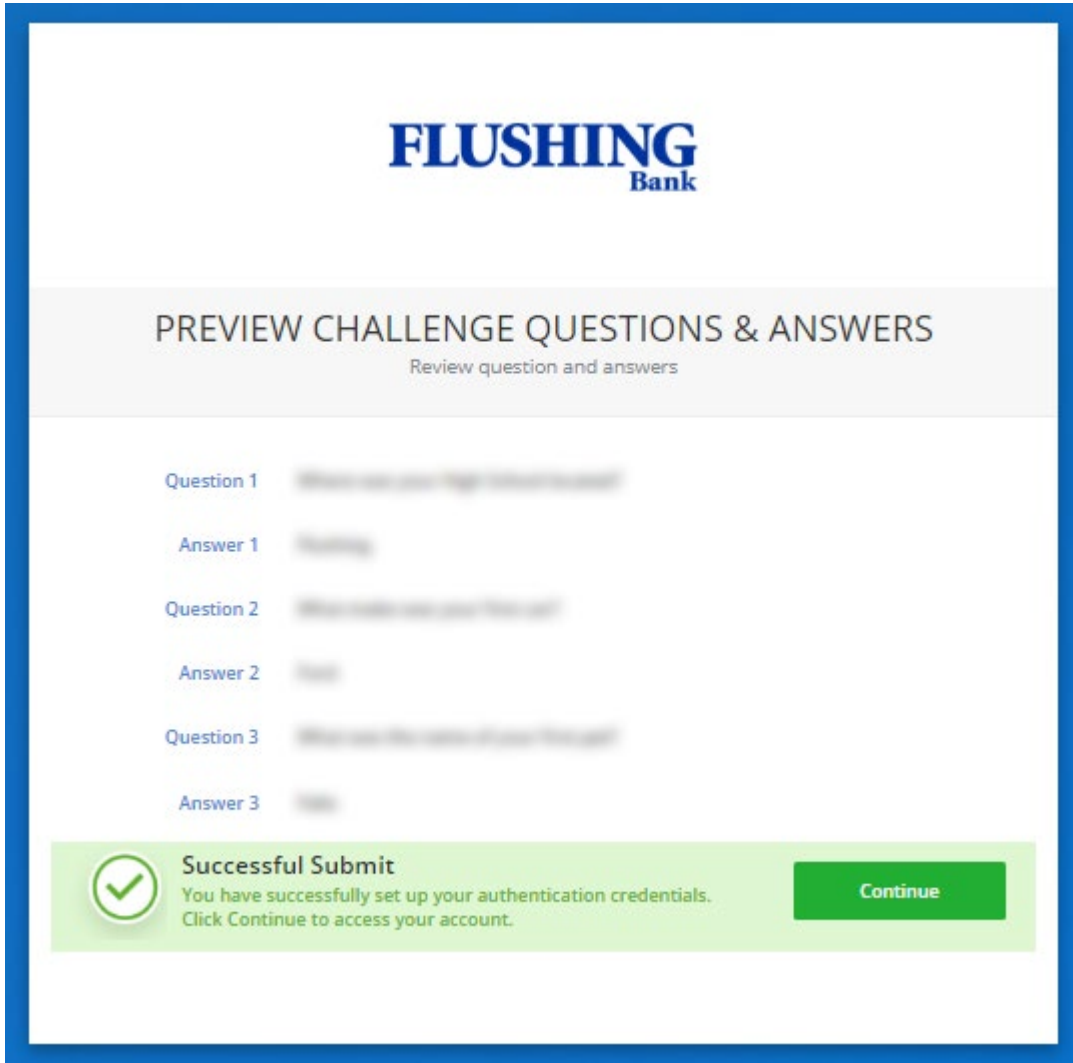


① Submit

LOGIN

Establish Challenge Questions & Answers

A *Successful Submit* message will be displayed, if all questions and answers are answered. Click *Continue* to access your account.



- ① Successful Submit
- ② Continue

LOGIN

Logging in from a Different PC or IP Address

If you are logging in from a new PC or IP address you will be prompted to create authentication credentials. From the dropdown list, select *Question 1*, *Question 2*, and *Question 3*.

FLUSHING Bank

CREATE AUTHENTICATION CREDENTIALS

Define personal identification information used to confirm your identity when you log on.

* Required Fields

CHALLENGE QUESTIONS AND ANSWERS

To define an answer, you can use from 2 to 50 alphanumeric characters, including spaces. The answer cannot include symbols.

Question 1 * Please Select Question

Answer 1 * Enter Answer

Question 2 * Please Select Question

Answer 2 * Enter Answer

Question 3 * Please Select Question

Answer 3 * Enter Answer

Cancel Continue

- ① Question 1
- ② Question 2
- ③ Question 3

LOGIN

Logging in from a Different PC or IP Address

After selecting Question 1, Question 2, and Question 3 from the dropdown list, type the answer to the respective question in *Answer 1*, *Answer 2*, and *Answer 3* then select *Continue*.

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CREATE AUTHENTICATION CREDENTIALS
Define personal identification information used to confirm your identity when you log on.
* Required Fields

CHALLENGE QUESTIONS AND ANSWERS

To define an answer, you can use from 2 to 50 alphanumeric characters, including spaces. The answer cannot include symbols.

Question 1 *

Answer 1 *

Question 2 *

Answer 2 *

Question 3 *

Answer 3 *

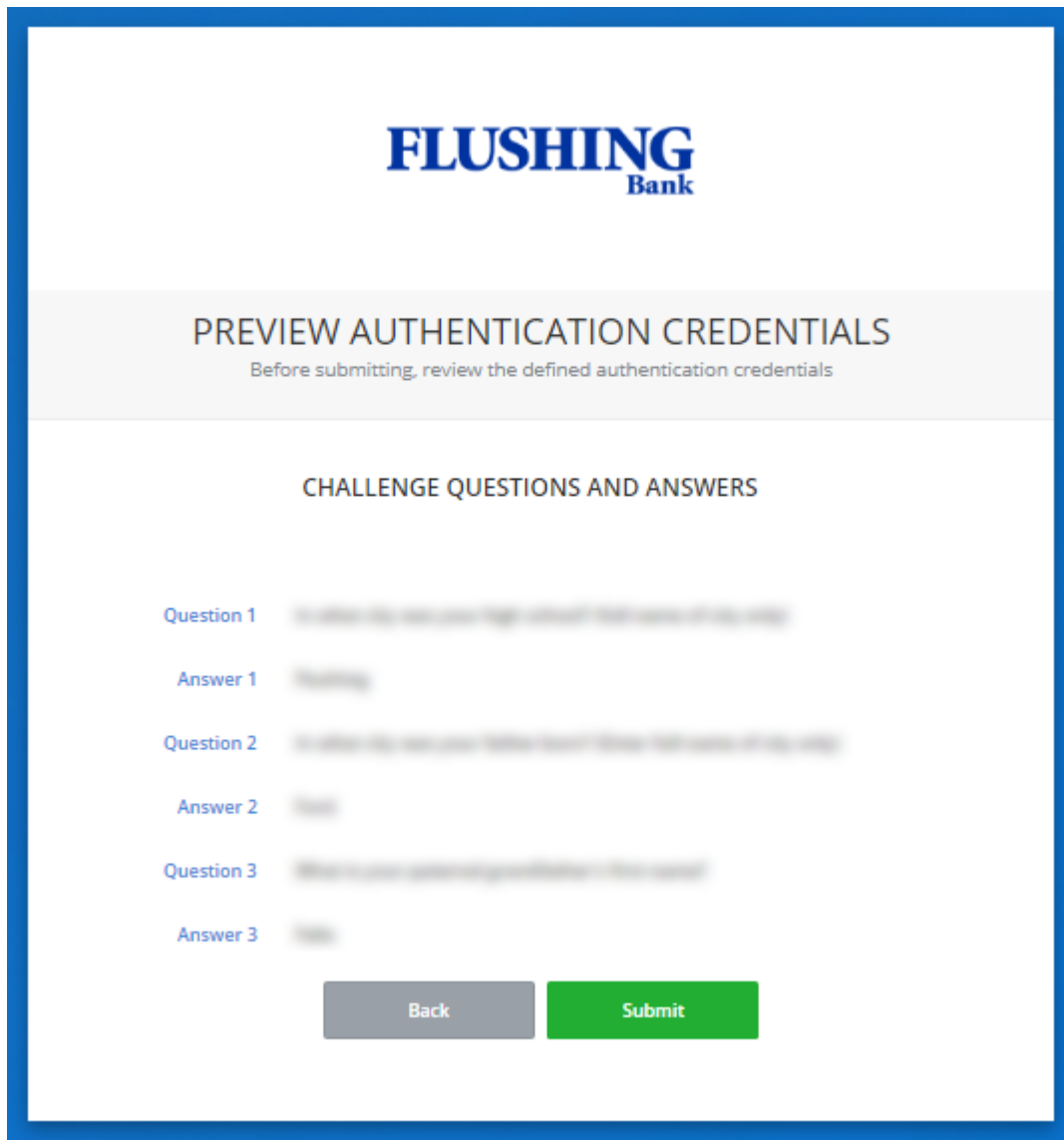
④

- ① Answer 1
- ② Answer 2
- ③ Answer 3
- ④ Continue

LOGIN

Logging in from a Different PC or IP Address

Confirm that all of the challenge questions and answers are correct then select *Submit*.



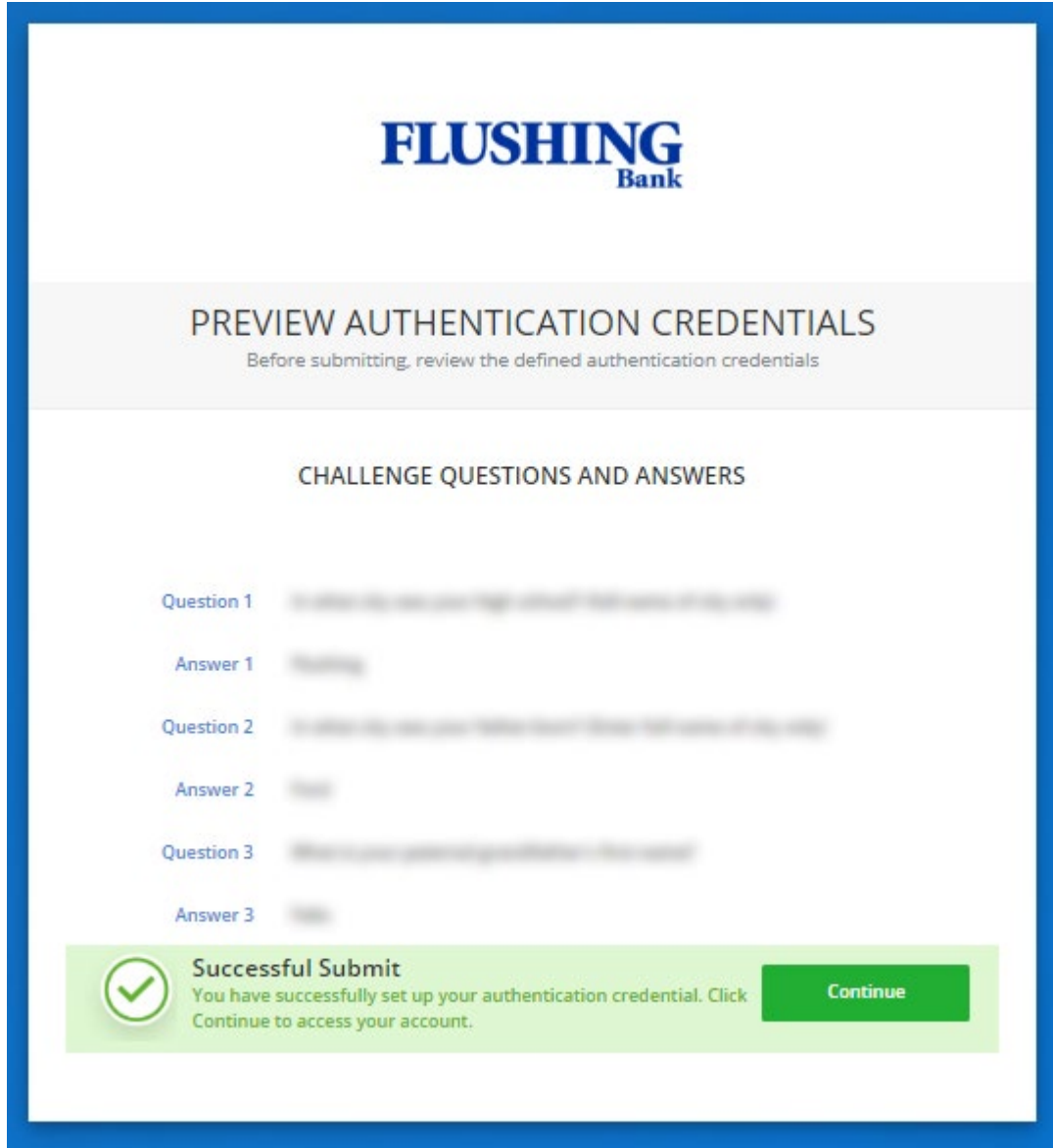
The screenshot displays the FLUSHING Bank authentication interface. At the top, the bank's logo is centered. Below it, a grey banner reads "PREVIEW AUTHENTICATION CREDENTIALS" with the instruction "Before submitting, review the defined authentication credentials". The main section is titled "CHALLENGE QUESTIONS AND ANSWERS" and contains three rows of questions and answers. Each row is labeled "Question 1", "Question 2", and "Question 3" respectively, followed by their corresponding answers. At the bottom of the form, there are two buttons: a grey "Back" button and a green "Submit" button.

① Submit

LOGIN

Logging in from a Different PC or IP Address

A *Successful Submit* message will be displayed, if all questions and answers are answered. Click *Continue* to access your account.



- ① Successful Submit
- ② Continue

LOGIN

Login Authentication

Upon your next login, authentication will be challenged to register your PC.

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LOGIN

Enter your Company ID and User ID in all lowercase characters.
Need assistance logging in? Call 800.516.8603

* Required Fields

Company ID *

User ID *

Password *

[Access Accounts](#)

NOTE: You will not be prompted again for this unless authentication is needed.

LOGIN

Login Authentication

To authenticate your PC one of your previously selected challenge questions will appear. Enter the correct *Answer* in the appropriate space then select *Submit*.

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AUTHENTICATION

To validate your identity, answer the challenge question

* Required Fields

Challenge Question

If you do not recognize the question, contact your customer support representative

Question

Answer *

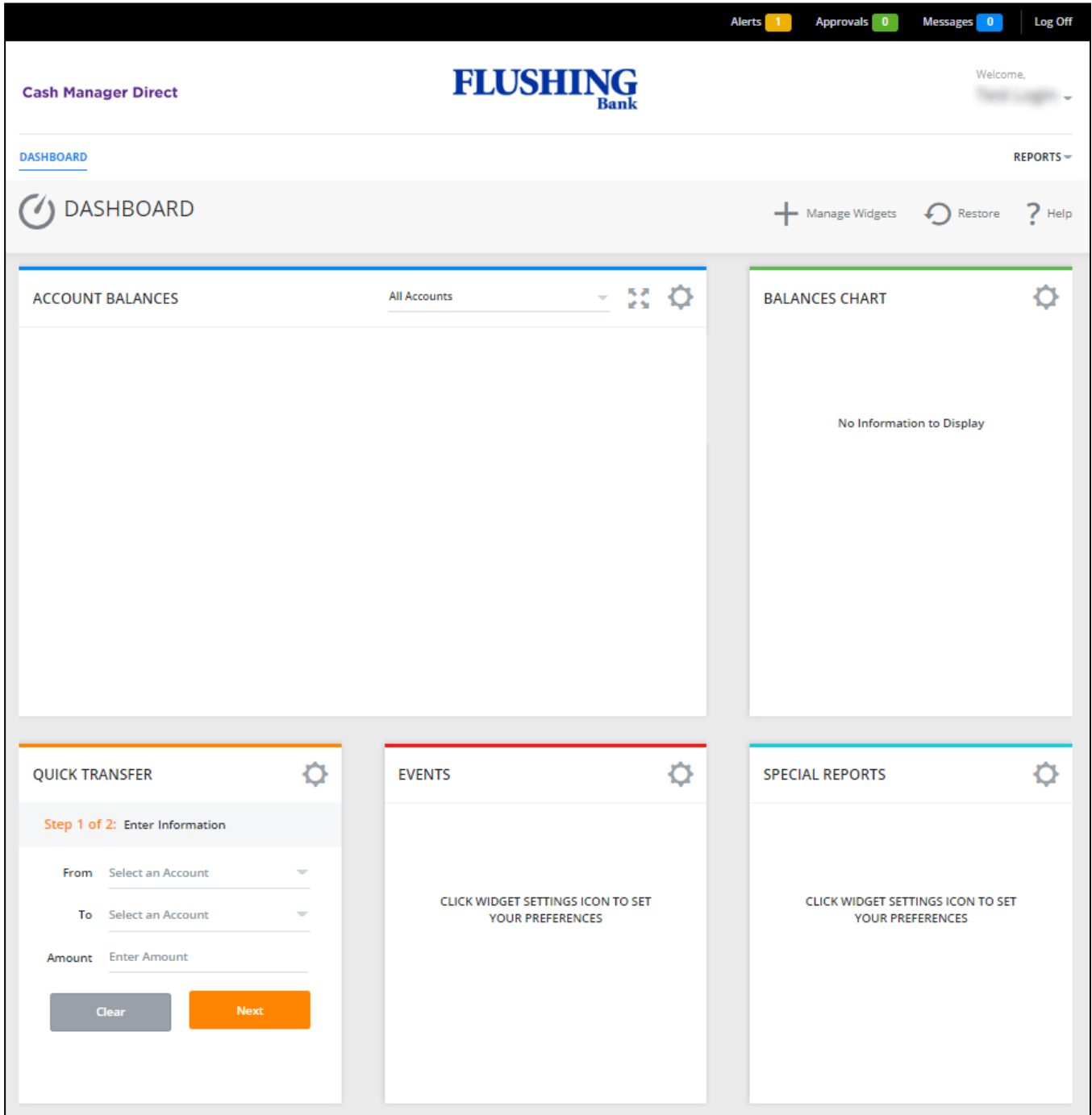
Cancel Submit

- ① Answer
- ② Submit

LOGIN

Login Authentication

If the correct answer was entered you will be directed to your account dashboard.



OUT OF BAND AUTHENTICATION – SUREKEY (Optional Service)

Out of band authentication is a type of two-factor authentication which requires a secondary verification method through a separate communication channel. This additional level of authentication validates the user to help prevent fraud even if an unauthorized user obtains an authorized user's credentials.

Customers enrolled in this supplemental security through SureKey must have compatible telephone and/or email access. Cash Manager Direct system administrators are responsible for managing their users' contact information, ensuring that telephone and email information provided to Flushing Bank is accurate so that the required authentication challenges can be sent.

When using this additional security feature, you should be aware of the following:

- All users accessing Cash Manager Direct will be required to enroll in SureKey which will send a security code.
- At enrollment, users will create a personal code consisting of six numeric characters and will be prompted to select a delivery channel of either a text message or email to receive the SureKey security code.
- User will enter their personal code and the SureKey security code to access the Cash Manager Direct service.

Flushing Bank strongly recommends that customers request this additional layer of security.

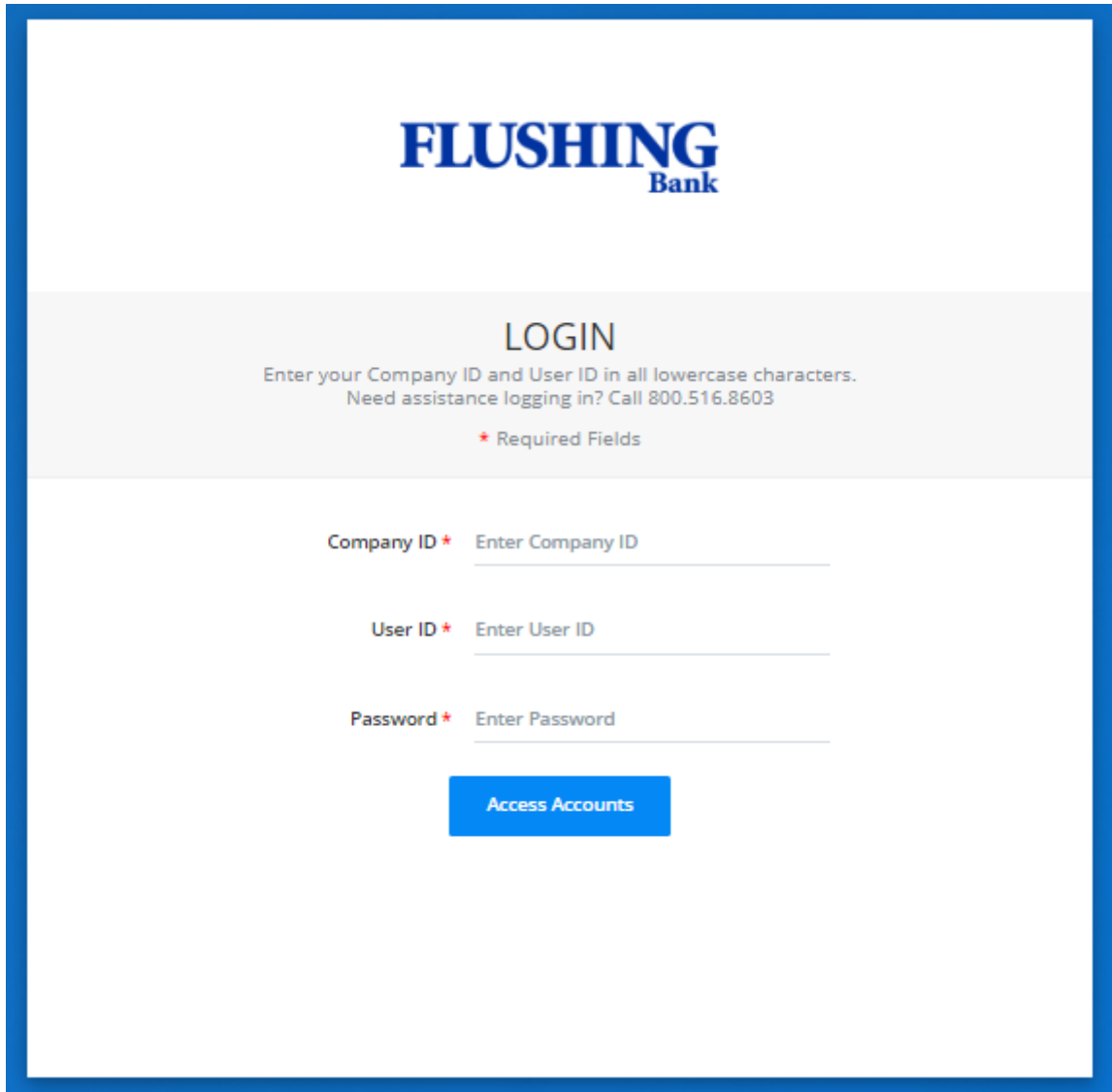
Requests for this service is implemented via the Cash Manager Direct application by checking the "Supplemental Security Code" box next to "Optional Features" within the "Customer Packages" section.

NOTE: Once this service is enabled for the company "all" users will be required to enroll in SureKey within 2 days. Failure to enroll will prohibit the users access to Cash Manager Direct.

OUT OF BAND AUTHENTICATION – SUREKEY (Optional Service)

SureKey Enrollment

Step 1: Log into Cash Manager Direct.



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LOGIN

Enter your Company ID and User ID in all lowercase characters.
Need assistance logging in? Call 800.516.8603

* Required Fields

Company ID * Enter Company ID

User ID * Enter User ID

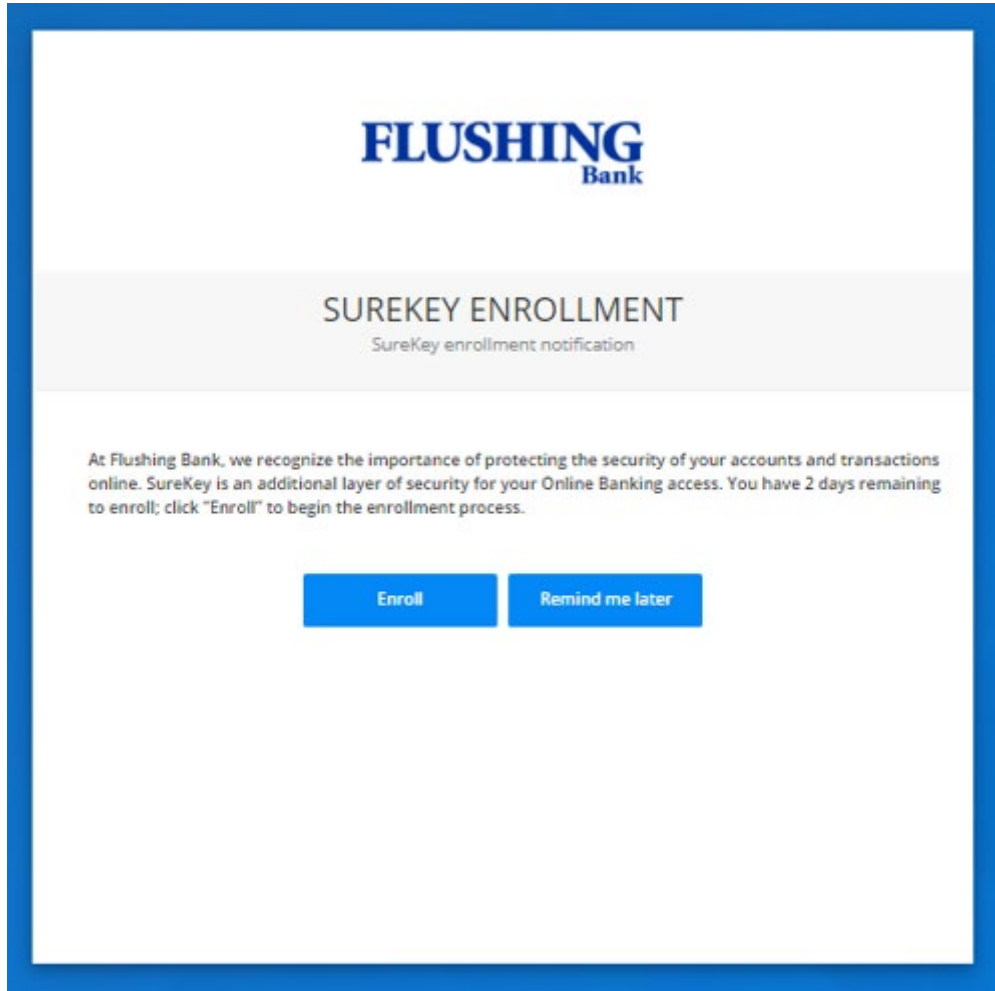
Password * Enter Password

[Access Accounts](#)

OUT OF BAND AUTHENTICATION – SUREKEY (Optional Service)

SureKey Enrollment

Step 2: SureKey Enrollment will display, select *Enroll*.



① Enroll

OUT OF BAND AUTHENTICATION – SUREKEY (Optional Service)

SureKey Enrollment

Step 3: Create and confirm your personal code, then select *Continue*.

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SUREKEY ENROLLMENT
Use this page to set up your Personal Code

* Required Fields

PERSONAL CODE

Create a Personal Code * Enter Personal Code ?

Confirm Personal Code * Re-Enter Personal Code

CONTACT PREFERENCE

Mobile

Primary

Secondary

Email

Cancel Continue

① Continue

OUT OF BAND AUTHENTICATION – SUREKEY (Optional Service)

SureKey Enrollment

Step 4: Request a one-time SureKey code via text message or email, then select *Send Code*.

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SUREKEY ENROLLMENT

Use this page to send a Temporary SureKey Code

* Required Fields

Step 1 of 2:

Request a one-time SureKey Code via * Text Message
 Email

Mobile

ADDITIONAL INFORMATION

By selecting one of the contact channels you are providing a one-time authorization for us to send you a SureKey Code. For text messages, standard and other rates may apply. Contact your carrier for more details.

① Send Code

OUT OF BAND AUTHENTICATION – SUREKEY (Optional Service)

SureKey Enrollment

Step 5: Enter your personal code and the SureKey code received, then select *Submit*.

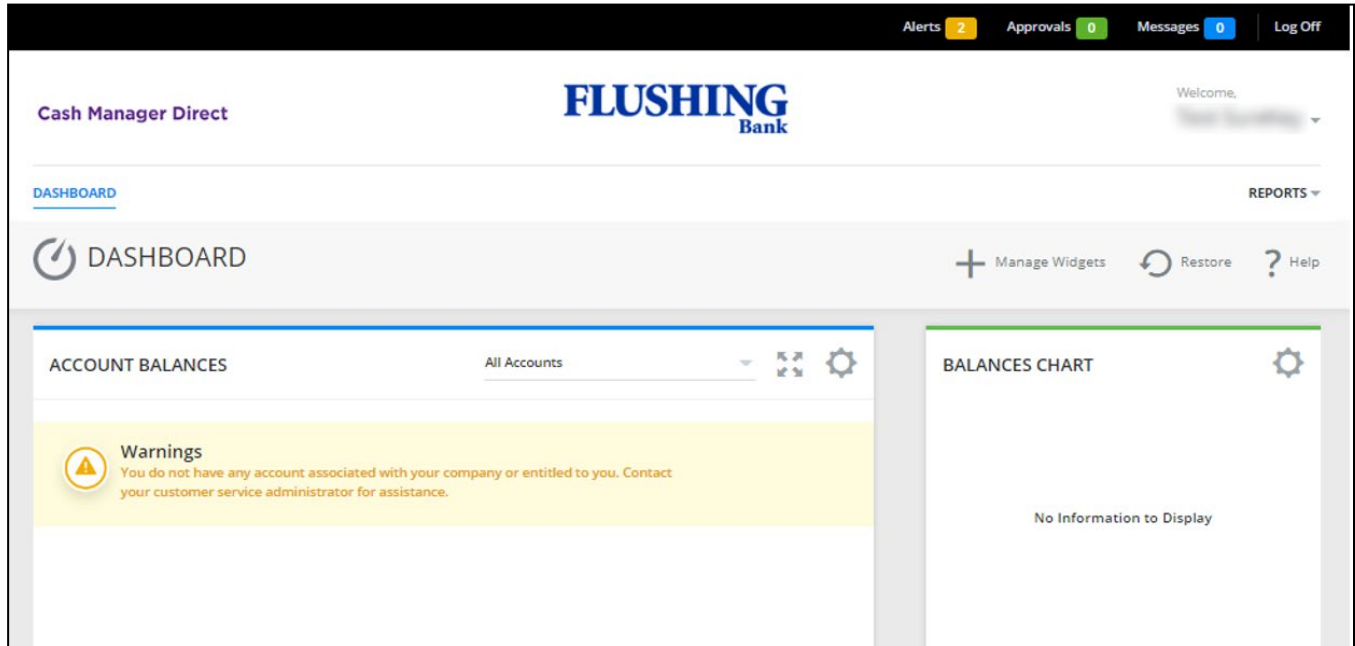
The screenshot shows the 'SUREKEY ENROLLMENT' page for Flushing Bank. At the top is the bank's logo. Below it, the title 'SUREKEY ENROLLMENT' is displayed, followed by the instruction 'Use this page to send a Temporary SureKey Code' and a note '* Required Fields'. A progress bar indicates 'Step 2 of 2:'. A timer shows 'You have 4:55 remaining until the SureKey Code expires'. There are two input fields: 'Personal Code *' and 'SureKey Code *'. At the bottom, there are three buttons: 'Cancel' (grey), 'Resend Code' (blue), and 'Submit' (green).

① Submit

OUT OF BAND AUTHENTICATION – SUREKEY (Optional Service)

SureKey Enrollment

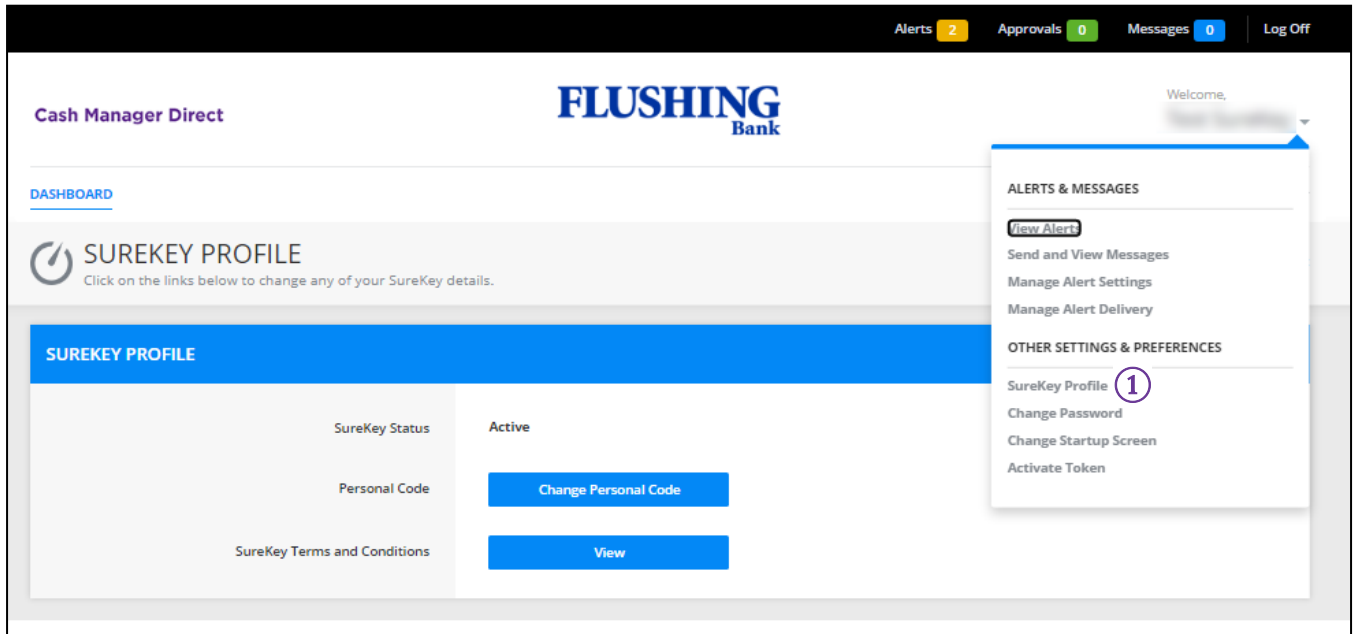
Step 6: Access to Cash Manager Direct will be granted if accurate credentials were entered.



OUT OF BAND AUTHENTICATION – SUREKEY (Optional Service)

SureKey Profile Access to Change Personal Code

Step 1: Go to your user name and select *SureKey Profile*.



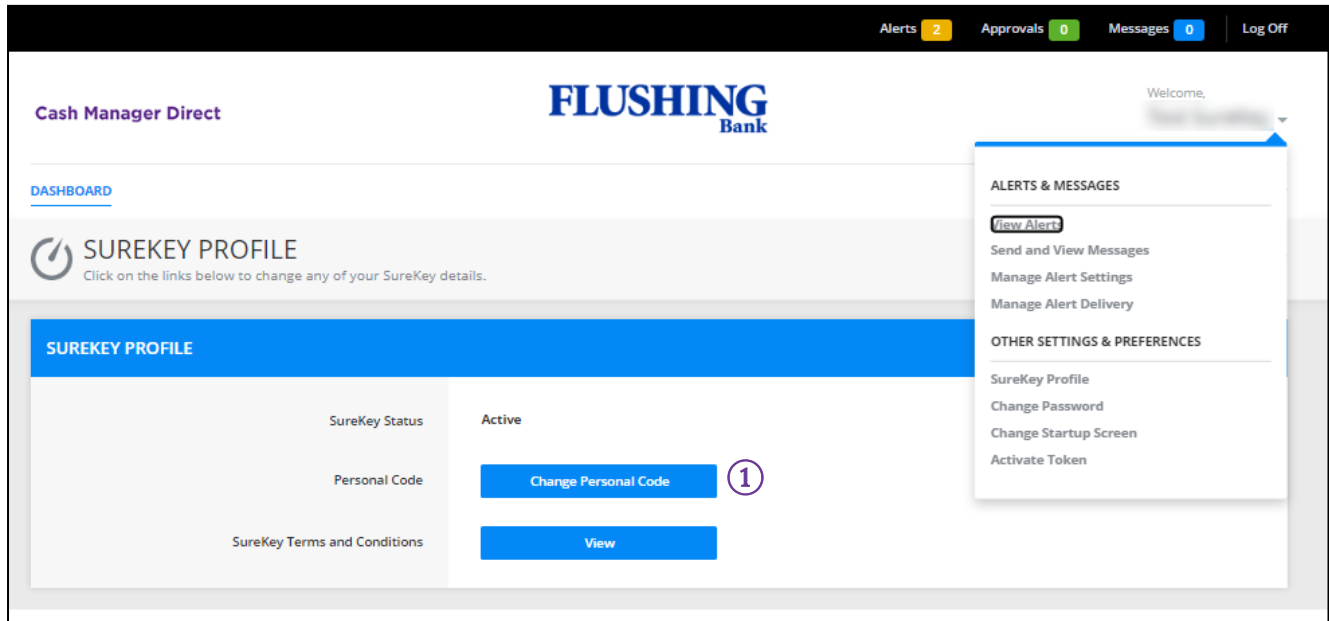
① SureKey Profile

NOTE: Users can change their personal code and view SureKey Terms and Conditions via the SureKey Profile.

OUT OF BAND AUTHENTICATION – SUREKEY (Optional Service)

SureKey Profile Access to Change Personal Code

Step 2: To change your personal code select *Change Personal Code*, complete *Required Fields*, and select *Continue*.



The screenshot shows the 'CHANGE SUREKEY PERSONAL CODE' form. It has three required fields: 'Old Personal Code', 'New Personal Code', and 'Confirm Personal Code'. Each field has a red asterisk and a question mark icon. The 'Continue' button is circled in red with a '3' next to it.

- ① Change Personal Code
- ② Required Fields
- ③ Continue

OUT OF BAND AUTHENTICATION – SUREKEY (Optional Service)

SureKey Profile Access to Change Personal Code

Step 3: Select the *one-time SureKey Code* via text message or email, then select *Send Code*.

CHANGE SUREKEY PERSONAL CODE Required Fields

Request a one-time SureKey Code via *

Text Message

Email

Mobile

ADDITIONAL INFORMATION

By selecting one of the contact channels you are providing a one-time authorization for us to send you a SureKey Code. For text messages, standard and other rates may apply. Contact your carrier for more details.

Cancel **Send Code**

① One-Time SureKey Code

② Send Code

OUT OF BAND AUTHENTICATION – SUREKEY (Optional Service)

SureKey Profile Access to Change Personal Code

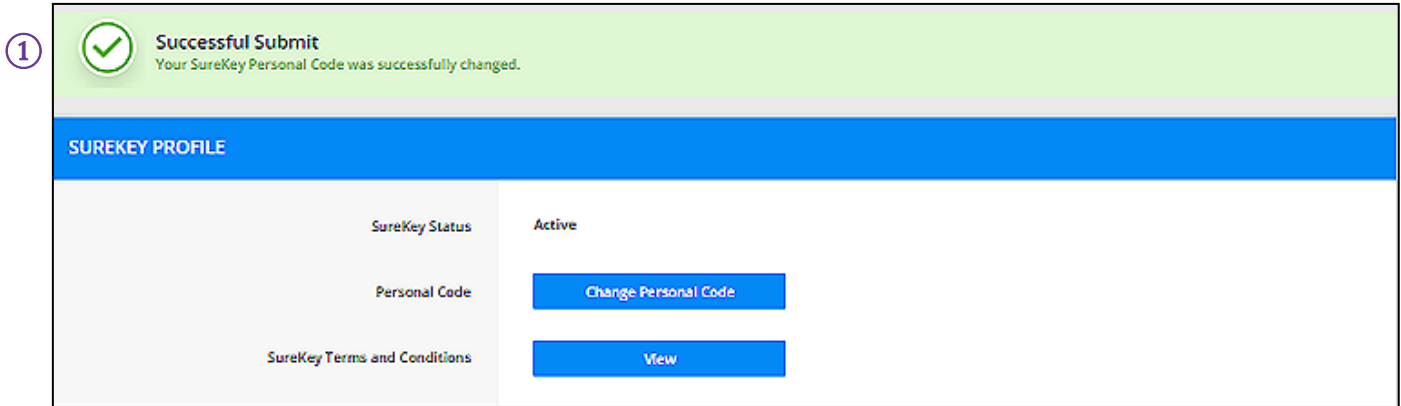
Step 4: Enter your *Personal Code* and the *SureKey Code* received, then select *Submit*.

- ① Personal Code
- ② SureKey Code
- ③ Submit

OUT OF BAND AUTHENTICATION – SUREKEY (Optional Service)

SureKey Profile Access to Change Personal Code

Step 5: A *Successful Submit* message will be displayed, if accurate credentials were entered.



① Successful Submit

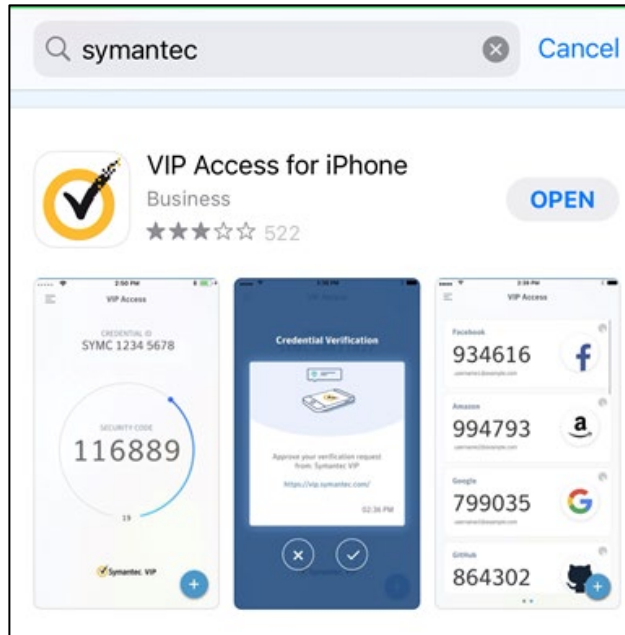
NOTE: SureKey Terms and Conditions will take the user to Flushing Bank’s Privacy and Security page.

ACTIVATE TOKEN DEVICE

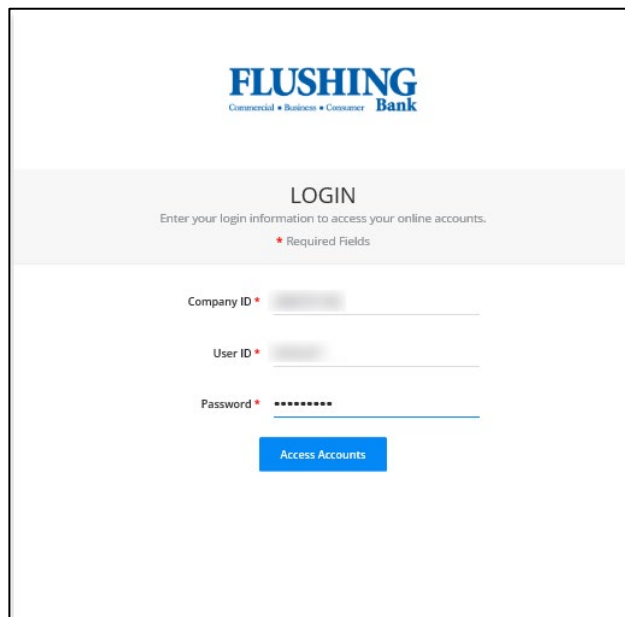
Soft Token Device

In the *Activate Token Device* section you can activate the token, using the token device and the information provided by Flushing Bank.

Step 1: For Soft Token, download the Symantec app (VIP Access).



Step 2: Log into Cash Manager Direct.

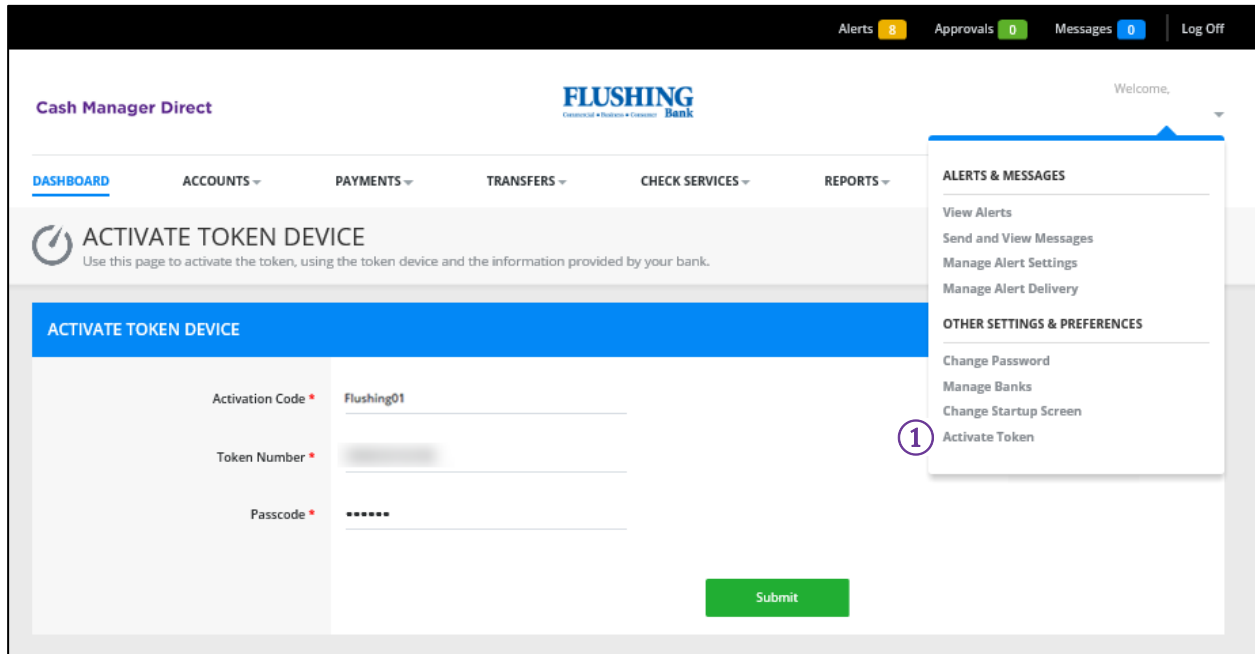


Use the “? HELP” button for additional assistance.

ACTIVATE TOKEN DEVICE

Soft Token Device

Step 3: Go to your user name and select *Activate Token*.



① Activate Token

Use the “? HELP” button for additional assistance.

ACTIVATE TOKEN DEVICE

Soft Token Device

Step 4: Enter the *Activation Code* which is Flushing01, *Token Number* which is the Credential ID (SYMC number shown with no spaces), and the *Passcode* that populates.

The screenshot shows the 'ACTIVATE TOKEN DEVICE' page in the Cash Manager Direct interface. The form contains the following fields:

- Activation Code * (1)
- Token Number * (2)
- Passcode * (3)

A green 'Submit' button is located below the form. A green banner at the bottom of the form area displays a checkmark icon and the text 'Successful Submit The token has been activated successfully.'

- ① Activation Code – Flushing01
- ② Token Number – Credential ID (SYMC number shown with no spaces)
- ③ Passcode

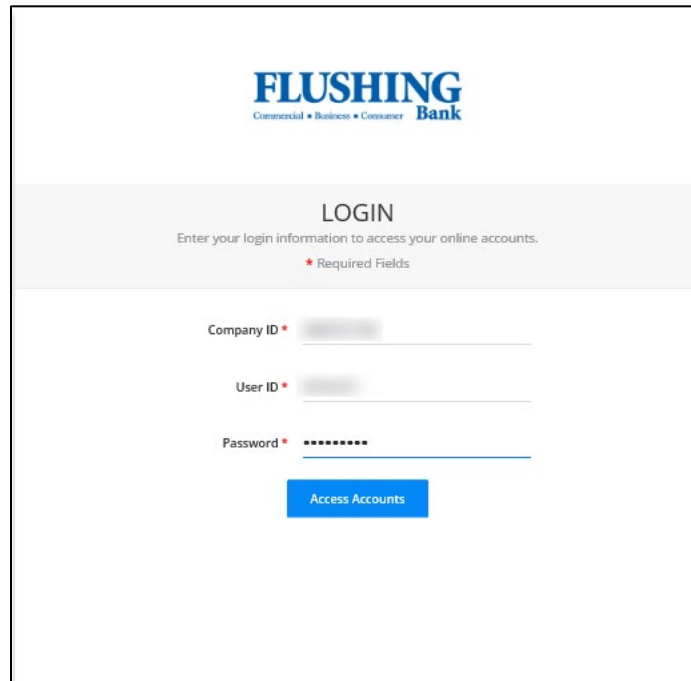
Use the “? HELP” button for additional assistance.

ACTIVATE TOKEN DEVICE

Hard Token Device

In the *Activate Token Device* section you can activate the token, using the token device and the information provided by Flushing Bank.

Step 1: Log into Cash Manager Direct.



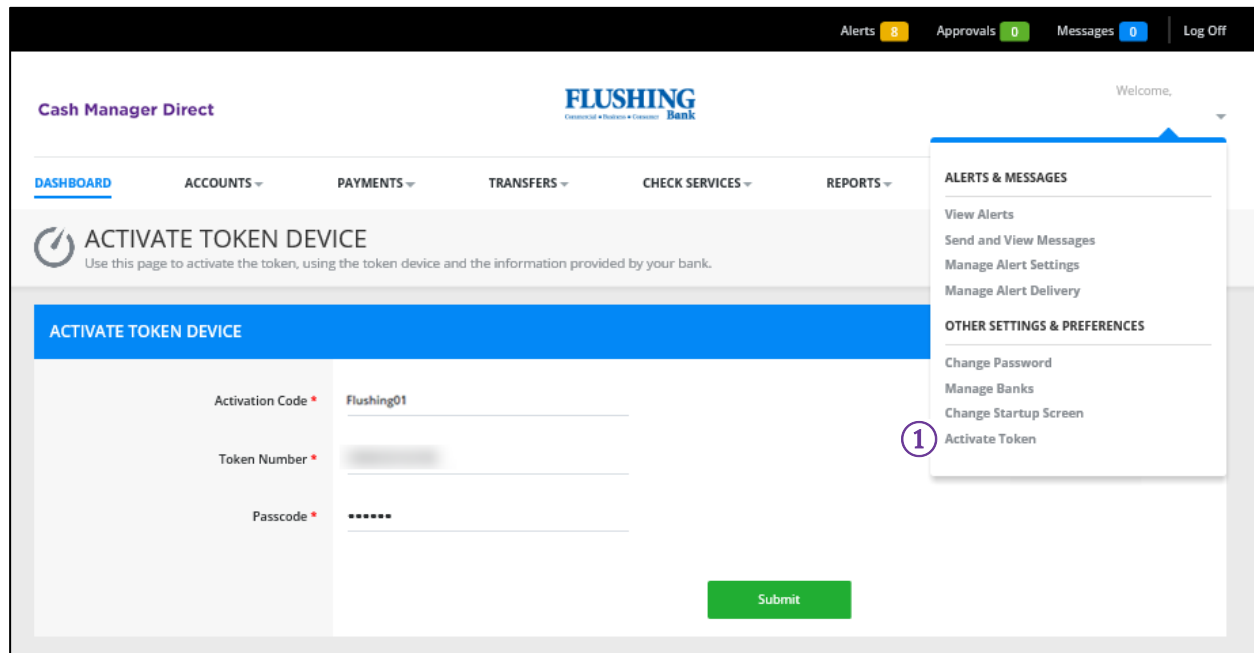
The screenshot shows the Flushing Bank login interface. At the top is the bank's logo, "FLUSHING Bank", with "Commercial • Business • Consumer" written below it. Below the logo is a grey header area with the word "LOGIN" in bold, followed by the instruction "Enter your login information to access your online accounts." and a red asterisk indicating "Required Fields". The main form area contains three input fields: "Company ID" with a red asterisk, "User ID" with a red asterisk, and "Password" with a red asterisk and a masked password of eight dots. Below the password field is a blue button labeled "Access Accounts".

Use the “? HELP” button for additional assistance.

ACTIVATE TOKEN DEVICE

Hard Token Device

Step 2: Go to your user name and select *Activate Token*.



① Activate Token

Use the “? HELP” button for additional assistance.

ACTIVATE TOKEN DEVICE

Hard Token Device

Step 3: Enter the *Activation Code* which is Flushing01, *Token Number* which is on the back of the hard token, and the *Passcode* by pressing the button on the token.

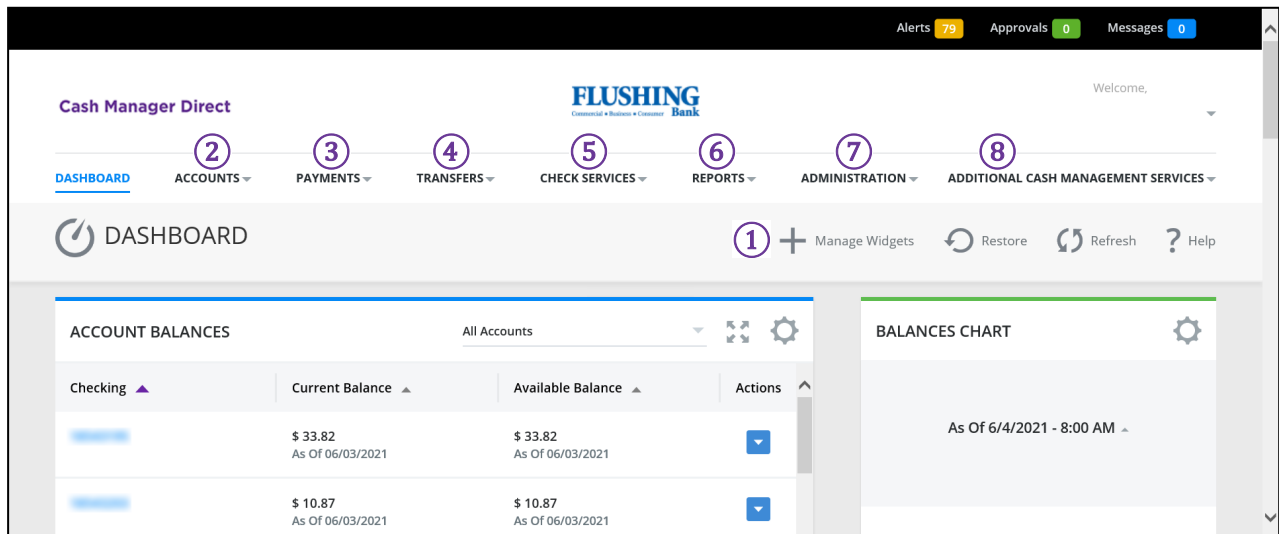
The screenshot shows the 'ACTIVATE TOKEN DEVICE' page in the Cash Manager Direct interface. The page header includes 'Cash Manager Direct', the 'FLUSHING Bank' logo, and a 'Welcome,' message. The navigation menu includes 'DASHBOARD', 'ACCOUNTS', 'PAYMENTS', 'TRANSFERS', 'CHECK SERVICES', 'REPORTS', and 'ADDITIONAL CASH MANAGEMENT SERVICES'. The main content area is titled 'ACTIVATE TOKEN DEVICE' and includes a 'Help' button. The form contains three required fields: 'Activation Code' (Flushing01), 'Token Number' (blurred), and 'Passcode' (masked with asterisks). A green 'Submit' button is located below the form. A green success message at the bottom reads: 'Successful Submit. The token has been activated successfully.'

- ① Activation Code – Flushing01
- ② Token Number – On the back of the hard token
- ③ Passcode

Use the “? HELP” button for additional assistance.

DASHBOARD

From the **Dashboard** you can access your assigned functions:

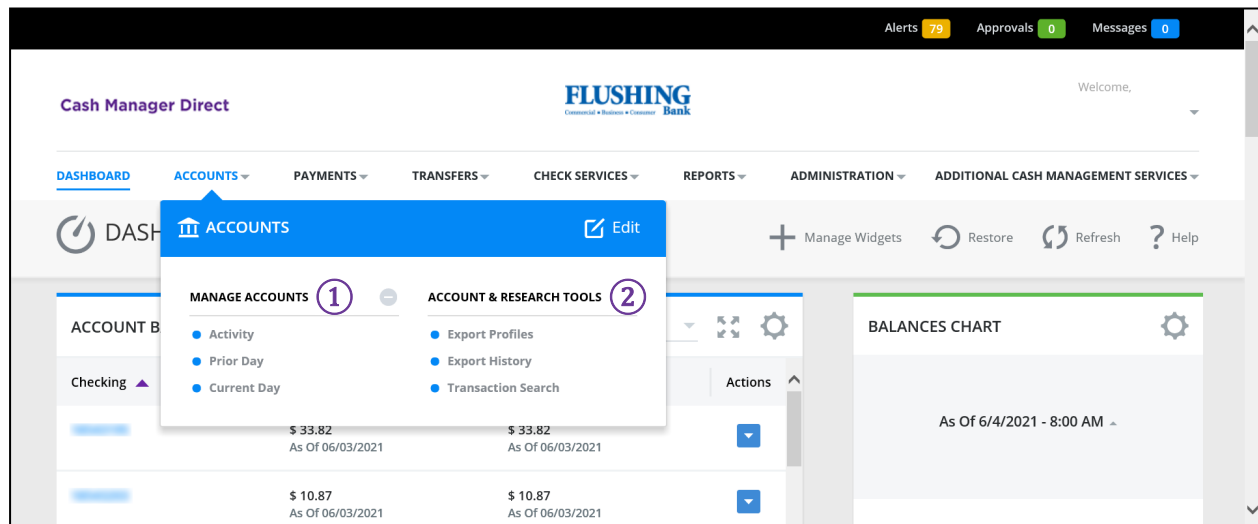


- ① **Manage Widgets**
- ② **Accounts** – View account balance and transaction activity
- ③ **Payments** – Initiate Wire and ACH transaction
- ④ **Transfers** – Transfer funds between accounts
- ⑤ **Check Services** – Initiate stop payments and check image inquiry
- ⑥ **Reports** – View specific account reports
- ⑦ **Administration** – Establish and manage users
- ⑧ **Additional Cash Management Services** – Access additional subscribed services

Use the “? HELP” button for additional assistance.

ACCOUNTS

In the **Accounts** section you can access account information, including *Manage Accounts* and *Account & Research Tools*.

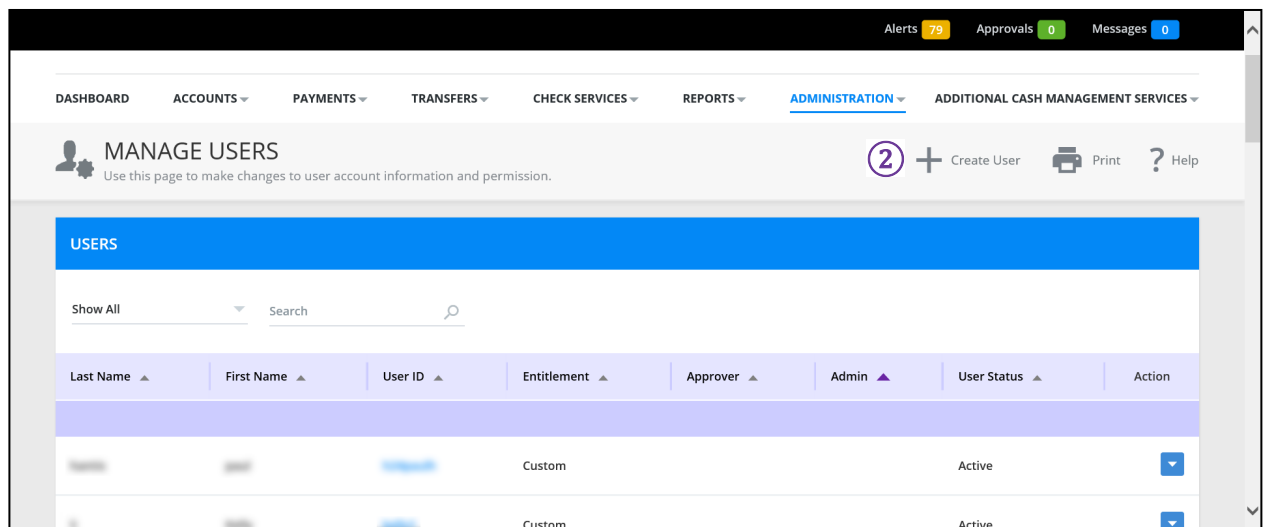
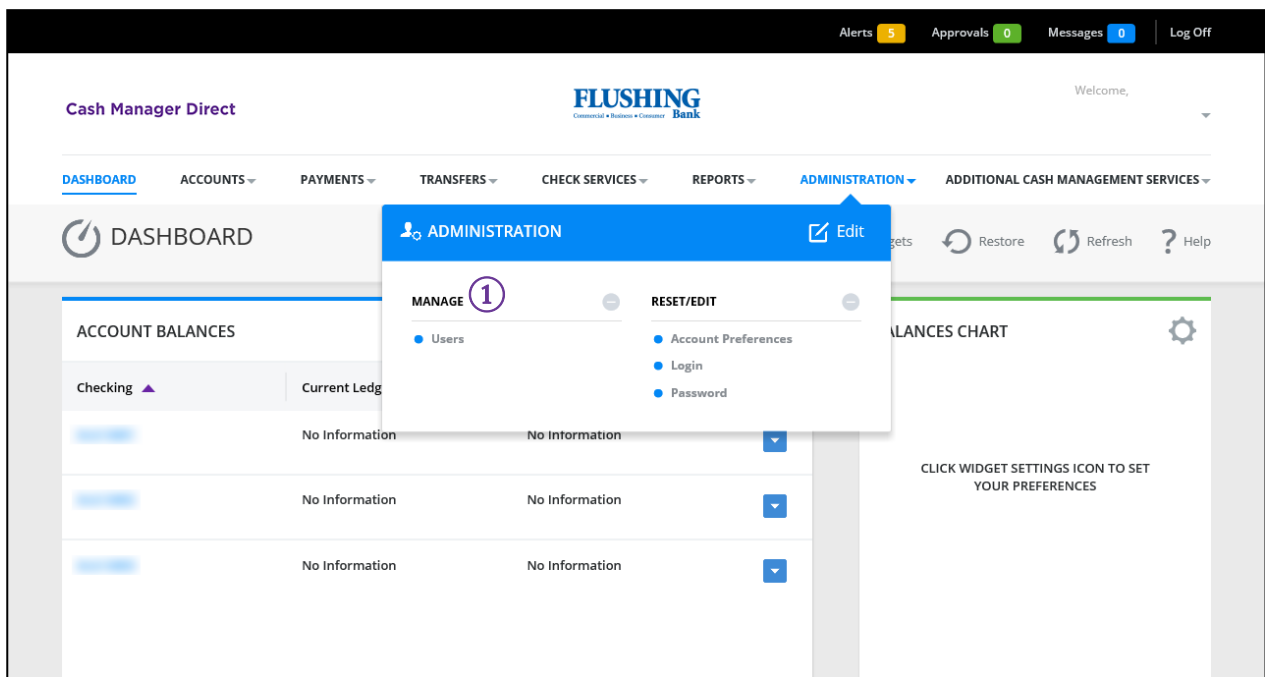


- ① Manage Accounts
- ② Account & Research Tools

Use the “? HELP” button for additional assistance.

ADMINISTRATION

In the **Administration** section you can *create* and *manage users* and their assigned functions.



① Manage User

② Create User

Use the “? HELP” button for additional assistance.

ADMINISTRATION

Create a New User

Step 1: Add user contact information.

The screenshot shows a web application interface for creating a new user. At the top, there is a blue header bar with the text "CREATE NEW USER" and a "Required Fields" indicator. Below the header, a purple banner indicates "Step 1 of 3: Use this page to add user contact information". The form is divided into several sections:

- User Status:** Two radio buttons are present, with "Active" selected.
- User Name:** This section includes three text input fields: "Enter First Name", "Enter Middle Name", and "Enter Last Name".
- Select a Suffix:** A dropdown menu is located to the right of the "Enter Last Name" field.
- Email Address:** A single text input field labeled "Enter Email Address".
- Primary Phone Number:** A dropdown menu for country selection (currently showing "United States (+1)") and a text input field with a placeholder "###-###-####".
- Mobile Number:** A dropdown menu for country selection (currently showing "United States (+1)") and a text input field with a placeholder "###-###-####".

Use the “? HELP” button for additional assistance.

ADMINISTRATION

Create a New User

Step 2: Add user login and credentials.

The screenshot shows a 'CREATE NEW USER' dialog box overlaid on a dashboard. The dialog has a blue header with the title 'CREATE NEW USER' and a subtitle 'Step 2 of 3: Use this page to add user login and credentials'. The dialog contains the following fields and controls:

- User ID ***: Input field with placeholder text 'Enter User ID'.
- Temporary Password ***: Input field with placeholder text 'Enter Temporary Password' and a blue 'Generate' button.
- Confirm Temporary Password ***: Input field with placeholder text 'Enter Temporary Password'.
- External Authentication ID**: Input field with placeholder text 'Enter External Authentication ID' and a yellow help icon.
- Default Language**: Set to 'English'.

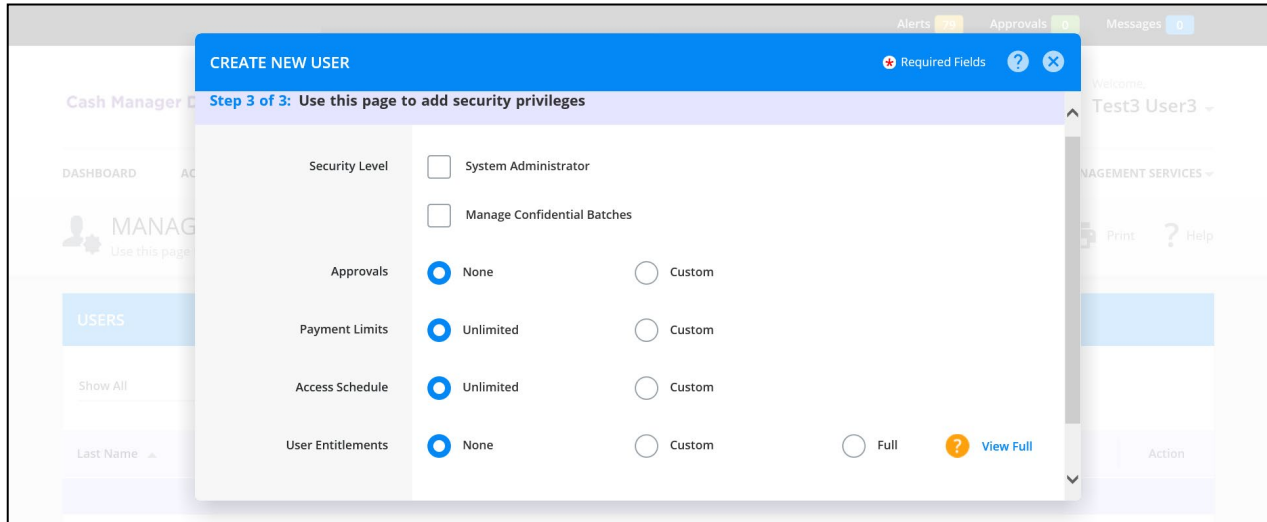
At the bottom of the dialog are three buttons: 'Cancel' (grey), 'Back' (blue), and 'Next' (blue). The background dashboard shows a 'USERS' section with a 'Show All' button and a 'Last Name' dropdown.

Use the “? HELP” button for additional assistance.

ADMINISTRATION

Create a New User

Step 3: Add security privileges.

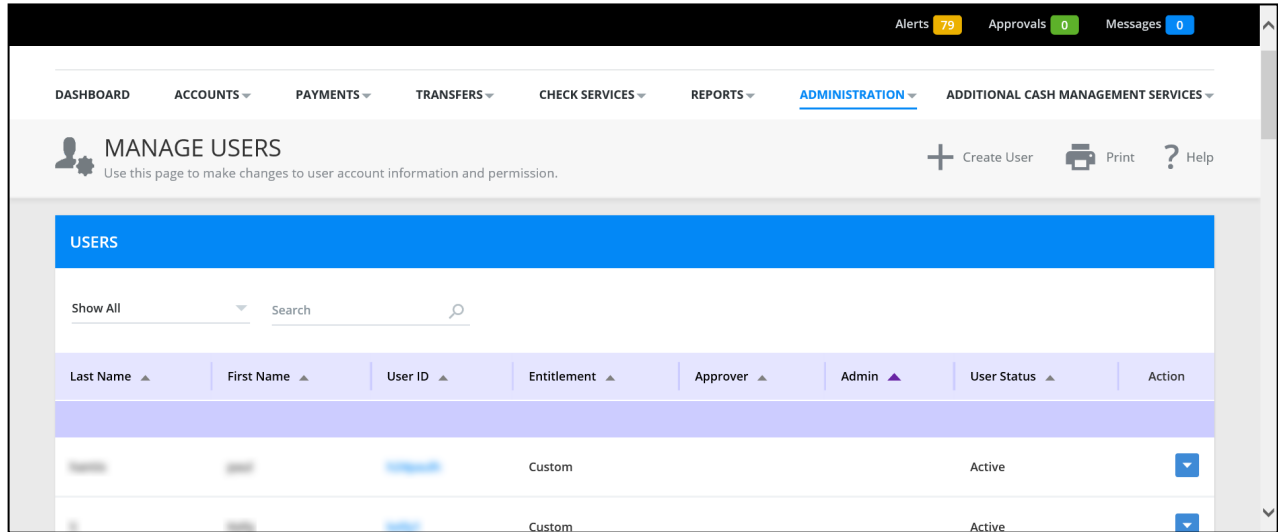


Use the “? HELP” button for additional assistance.

ADMINISTRATION

Manage Users

From the **Manage Users** page you can perform a variety of tasks.



Filter Limits

- **Show All** – View all the users created for the company
- **Last Name** – View only users with this last name
- **First Name** – View only users with this first name
- **User ID** – View only users with this User ID

Last Name – The last name assigned to each user when a user is created

First Name – The first name assigned to each user when a user is created

User ID – The User ID assigned to each user when a user is created

- The User ID is a hypertext link which can be used to access the View User page. From the View User page, you can access the Edit User page

Entitlement – Shows one of these access levels for the user

- **None** – The user has no entitlements granted
- **Custom** – The user has specific entitlements
- **Full** – The user has all current and future entitlements

Approver – If this option is checked, the user can approve transactions processed by other users

Admin – If this option is checked, the user can manage other user's entitlements

User Status – The user's Active or Inactive status

- **Active** – The user is entitled to access system features
- **Inactive** – A user is not entitled to access system functions

Use the “? HELP” button for additional assistance.

ADMINISTRATION

Manage User

Approval Status – Indicated where the user account is currently in the approval status. This column only appears when approvals are required

View Last Modified by – Information pertaining to the last change to the user account

Action – Provide a menu that enables you to do the following actions:

- **View User** – Opens the View User page. You can access the Edit User and Copy user pages from the View User page
- **Copy to New User** – Create a new user using the entitlements defined for the selected user
- **Copy to Existing User** – Copy the entitlements from the selected user account and use them to modify the entitlements of an existing user
- **Delete User** – to delete the selected user

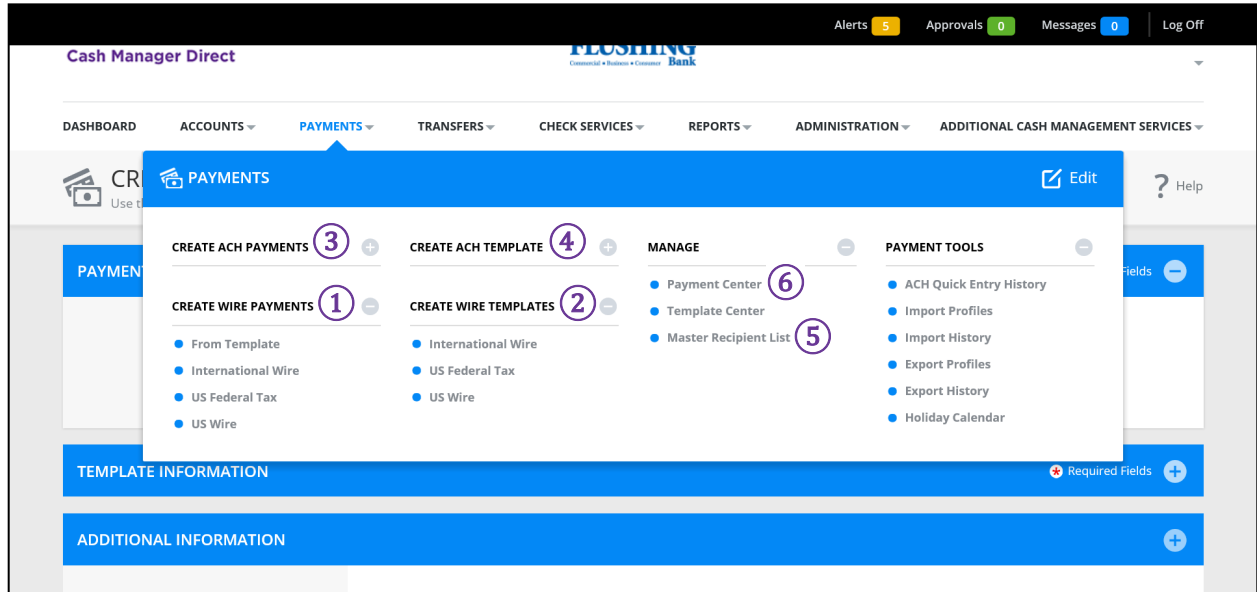
NOTE: The following items on this page appear only when Enrollment Parameters for User have been configured in SAM to display them:

- Create User button
- Copy to New User link in the Action column
- Delete User link in the Action column
- Pending Add User link (in case of Dual Authorization ON)

Use the “? HELP” button for additional assistance.

PAYMENTS

In the **Payments** section you can create *US Wire or USD International Wire Payments, US Wire or USD International Wire Templates, ACH Payments, ACH Template*, establish a *Master Recipient List*, and approve wire and ACH payments in the *Payment Center*.



- ① Create Wire Payments
- ② Create Wire Templates
- ③ Create ACH Payments
- ④ Create ACH Templates
- ⑤ Master Recipient List
- ⑥ Payment Center

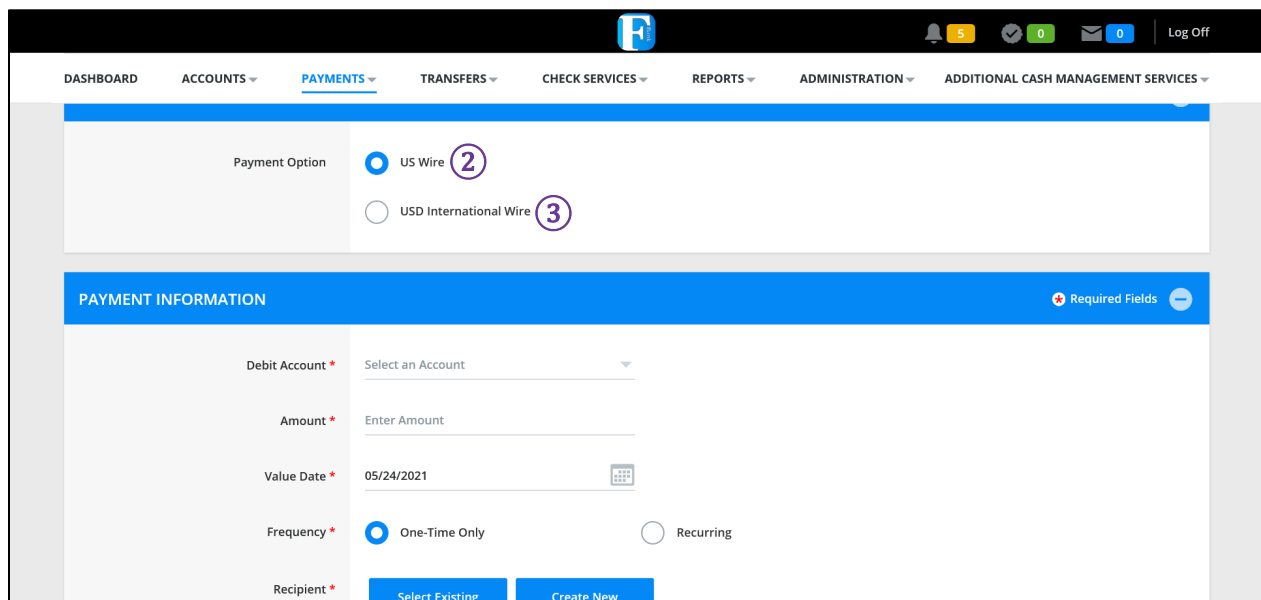
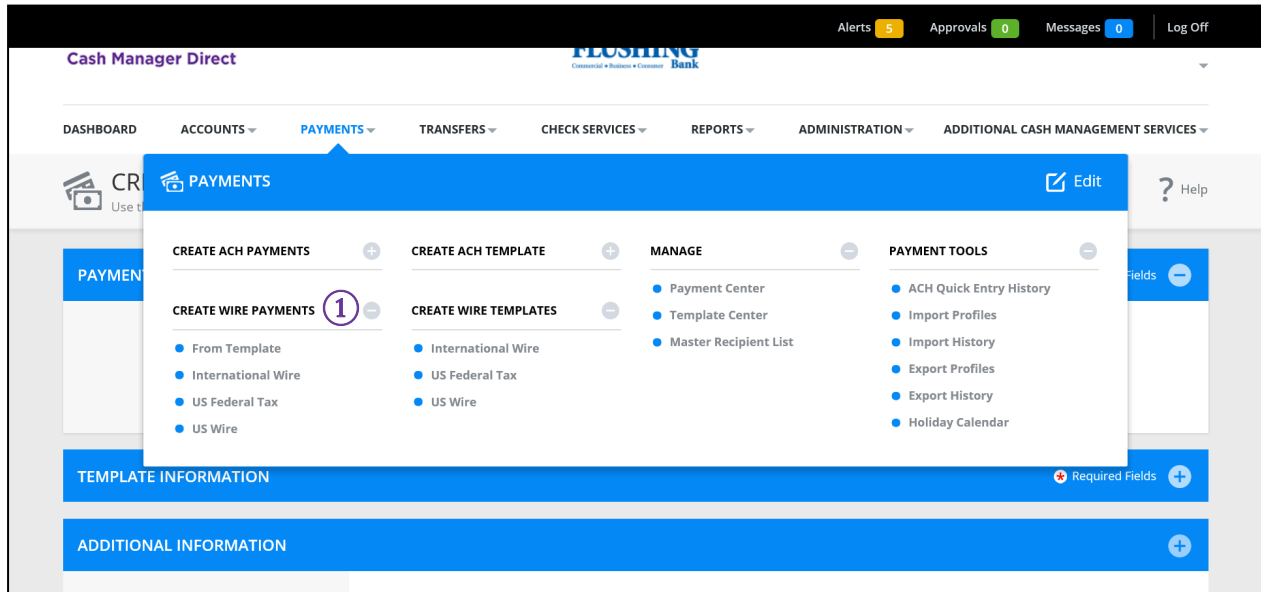
NOTE: It is recommended to create the Master Recipient List for ACH payments prior to creating a live ACH payment.

Use the “? HELP” button for additional assistance.

PAYMENTS

Create US Wire or USD International Wire Payments

The **Create Wire Payments** page enables you to create a *US wire* payment or *international wire* payment in USD.



- ① Create Wire Payments
- ② US Wire
- ③ USD International Wire

Use the “? HELP” button for additional assistance.

PAYMENTS

Create US Wire or USD International Wire Payments

Enter the following information to create a new recipient.

The screenshot shows the 'CREATE RECIPIENT' form with the following fields and options:

- Recipient ID ***: Enter Recipient ID
- Address Line 1 ***: Enter Address Line 1
- Address Line 2 ***: Enter Address Line 2
- Address Line 3**: Enter Address Line 3
- Bank ***: Select from List Enter Bank Information with Bank ID

Buttons: Preferred Bank List, Full Bank List

The screenshot shows the 'CREATE RECIPIENT' form with the following fields and options:

- Address Line 2 ***: Enter Address Line 2
- Address Line 3**: Enter Address Line 3
- Bank ***: Select from List Enter Bank Information with Bank ID
- Bank ID Type ***: Select Bank ID Type
- Bank ID ***: Enter Bank ID
- Options**: Save to Master Recipient List Add Contact Information

Use the “? HELP” button for additional assistance.

PAYMENTS

Create US Wire or USD International Wire Payments

After all information is entered correctly, click *Submit Payment*.

The screenshot shows a web application interface for creating a payment. The top navigation bar includes 'DASHBOARD', 'ACCOUNTS', 'PAYMENTS', 'TRANSFERS', 'CHECK SERVICES', 'REPORTS', and 'ADDITIONAL CASH MANAGEMENT SERVICES'. The 'PAYMENTS' section is active, showing a 'PAYMENT OPTION' of 'US Wire'. Below this is the 'PAYMENT INFORMATION' section, which contains the following details:

Debit Account	[Redacted]
Amount	\$ 2.00
Value Date	06/29/2021
Send Date	06/29/2021
Frequency	One-Time Only
Recipient	Flushing Test 220 RXR Plaza Uniondale NY 11556
Bank	FLUSHING BANK ABA (Wire) 226070474 UNIONDALE NY United States

The 'ADDITIONAL INFORMATION' section includes:

Sender's Reference	Wire Test
Approve on Submit	No

At the bottom of the form, there are three buttons: 'Cancel', 'Edit Payment', and 'Submit Payment'.

① Submit Payment

Use the “? HELP” button for additional assistance.

PAYMENTS

Create US Wire or USD International Wire Payments

A *Successful Submit* message will be displayed, if successfully created.

The screenshot displays a web application interface for creating payments. At the top, there is a navigation bar with a logo and several menu items: DASHBOARD, ACCOUNTS, PAYMENTS (selected), TRANSFERS, CHECK SERVICES, REPORTS, and ADDITIONAL CASH MANAGEMENT SERVICES. A notification area in the top right shows a bell icon with '0', a checkmark with '0', an envelope with '0', and a 'Log Off' link.

The main content area is divided into two sections:

- PAYMENT INFORMATION:** This section contains a table of payment details:

Debit Account	[Redacted]
Amount	\$ 2.00
Value Date	06/29/2021
Send Date	06/29/2021
Frequency	One-Time Only
Recipient	Flushing Test 220 RXR Plaza Uniondale NY 11556
Bank	FLUSHING BANK ABA (Wire) 226070474 UNIONDALE NY United States
- ADDITIONAL INFORMATION:** This section contains a table of additional details:

Sender's Reference	Wire Test
Approve on Submit	No

At the bottom of the interface, a green banner displays a 'Successful Submit' message with a checkmark icon. The message text reads: 'Payment 2DLWQWACOS has been successfully created. Total amount \$ 2.00.' A circled '1' icon is placed next to the message. To the right of the message are three buttons: 'Save as Template', 'Create Another', and 'Payment Center'.

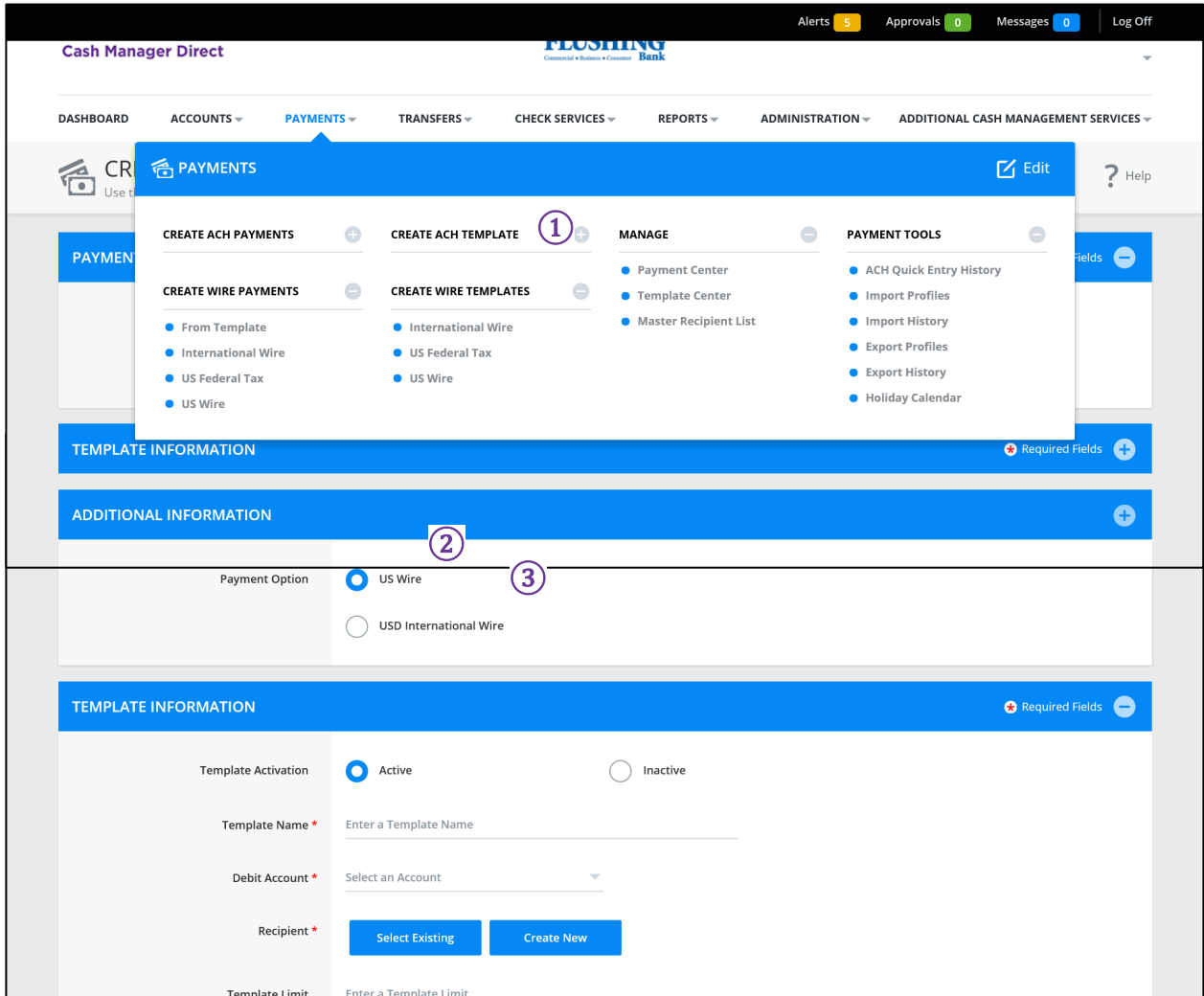
① Successful Submit message

Use the “? HELP” button for additional assistance.

PAYMENTS

Create US Wire or USD International Wire Templates

The **Create Wire Templates** page enables you to create a *US wire* template or *international wire* template in USD.



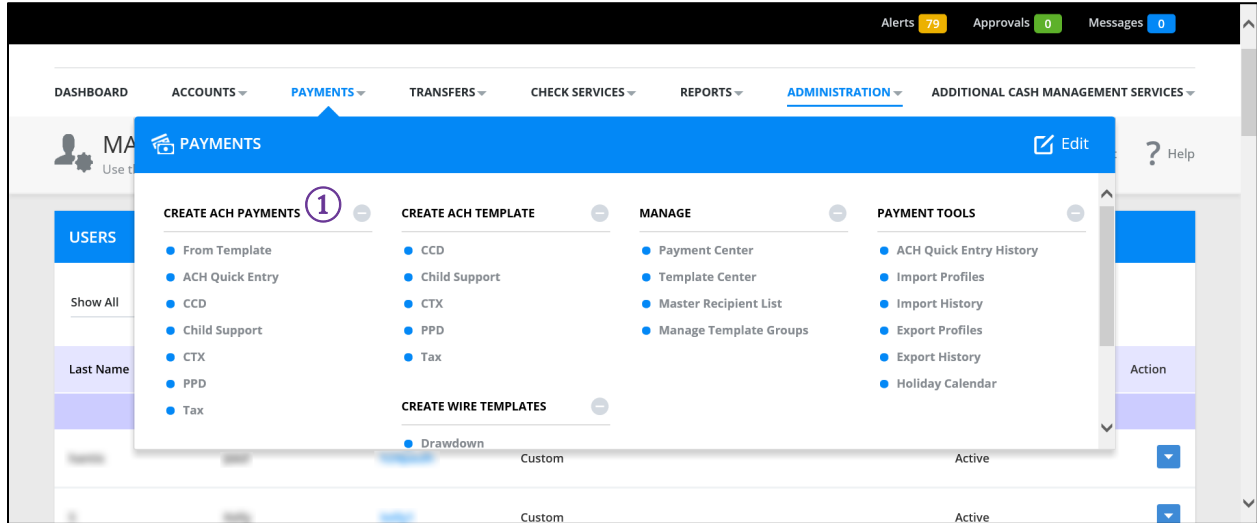
- ① Create Wire Templates
- ② US Wire
- ③ USD International Wire

Use the “? HELP” button for additional assistance.

PAYMENTS

Create ACH Payments (CCD, PPD, CTX, etc.)

The **Create ACH Payments** page enables you to create a new *ACH Corporate Credit* or *Debit* payment.



① Create ACH Payment

Use the “? HELP” button for additional assistance.

PAYMENTS

Create ACH Payments (CCD, PPD, CTX, etc.)

The screenshot shows the 'Cash Manager Direct' interface for 'FLUSHING Bank'. The top navigation bar includes 'Alerts 0', 'Approvals 0', 'Messages 0', and 'Log Off'. The main navigation menu has 'DASHBOARD', 'ACCOUNTS', 'PAYMENTS', 'TRANSFERS', 'CHECK SERVICES', 'REPORTS', and 'ADDITIONAL CASH MANAGEMENT SERVICES'. The 'PAYMENTS' menu item is highlighted with a circled '2'. Below the navigation is a header for 'CREATE CCD PAYMENT' with a circled '2' and a 'Help' button. The main form area is titled 'PAYMENT INFORMATION' and contains several fields: 'Company Entry Description' (ACH Test), 'Originating Account' (dropdown), 'Originating ACH Company ID' (dropdown), 'Offset Creation Level' (radio buttons for 'Batch' and 'Transaction'), 'Company Discretionary Data' (text input), 'Effective Date' (calendar icon, 06/30/2021), 'Frequency' (radio buttons for 'One-Time Only' and 'Recurring'), and 'Workflow' (checkbox for 'Approve on Submit'). A 'Required Fields' indicator is visible in the top right of the form section. Below the form is a 'RECIPIENTS' section with buttons for 'Select Recipients', 'Create New', and 'Import from File'.

② ACH Corporate Credit or Debit payment

Use the “? HELP” button for additional assistance.

PAYMENTS

Create ACH Payments (CCD, PPD, CTX, etc.)

Enter the following information to create a new recipient.

CREATE RECIPIENT Required Fields ? X

Recipient Name * Flushing Test

Recipient ID * [blurred]

Account Type * Checking

Account Number * [blurred]

Bank * Select from List Enter Bank Information with Bank ID

Bank ID Type	ABA (ACH)
Bank ID *	226070474

Options

Save to Master Recipient List

Add Contact Information

Cancel Continue

Our Cash Management... regionally or worldwide through any device and at any time. For Cash Management support... you are transacting

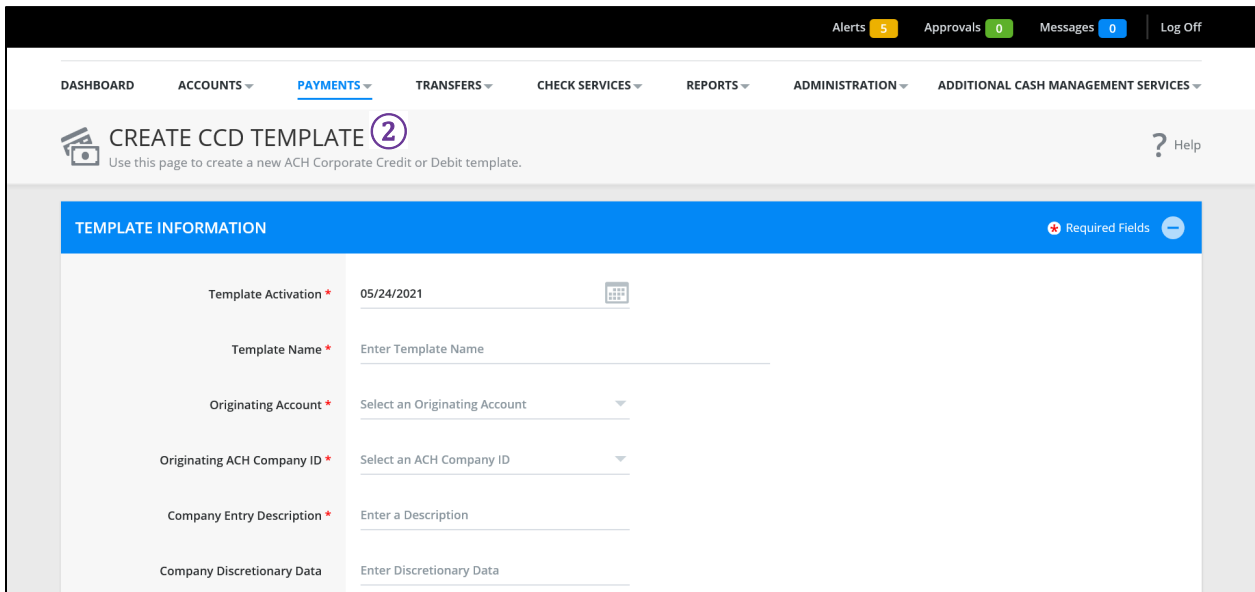
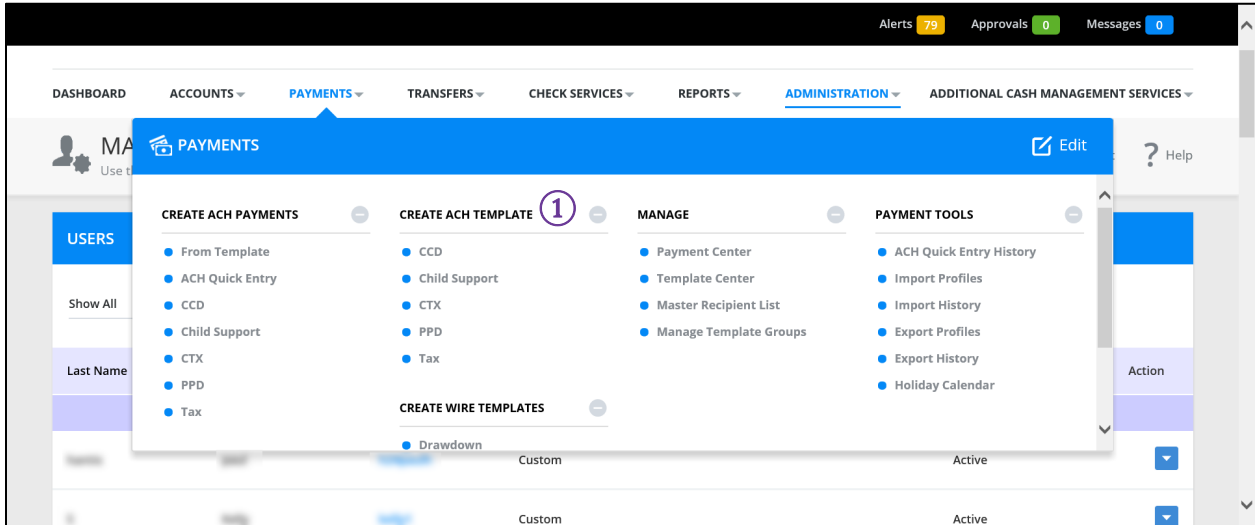
800-516-8603 cash.management@flushingbank.com 226070474

Use the “? HELP” button for additional assistance.

PAYMENTS

Create ACH Template (CCD, PPD, CTX, etc.)

The **Create ACH Template** page enables you to create a new *ACH Corporate Credit* or *Debit* template.



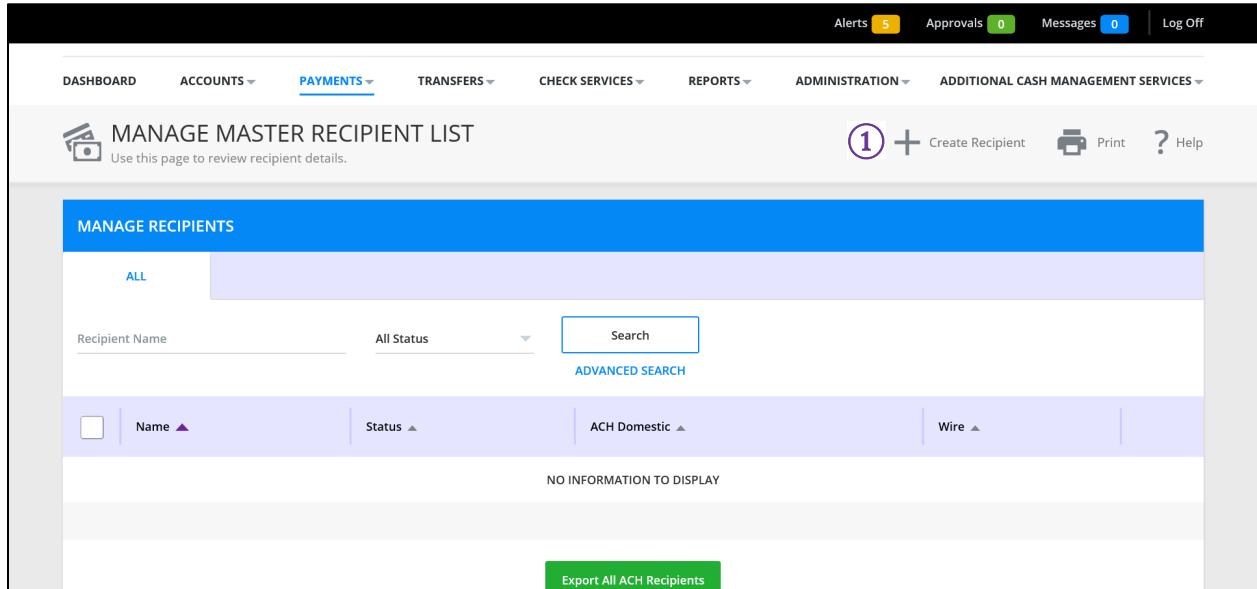
- ① Create ACH Templates
- ② ACH Corporate Credit or Debit template

Use the “? HELP” button for additional assistance.

PAYMENTS

Master Recipient List

The **Manage Recipient List** page enables you to maintain a list of individuals, businesses, and their bank account data. Select *Create Recipient*.



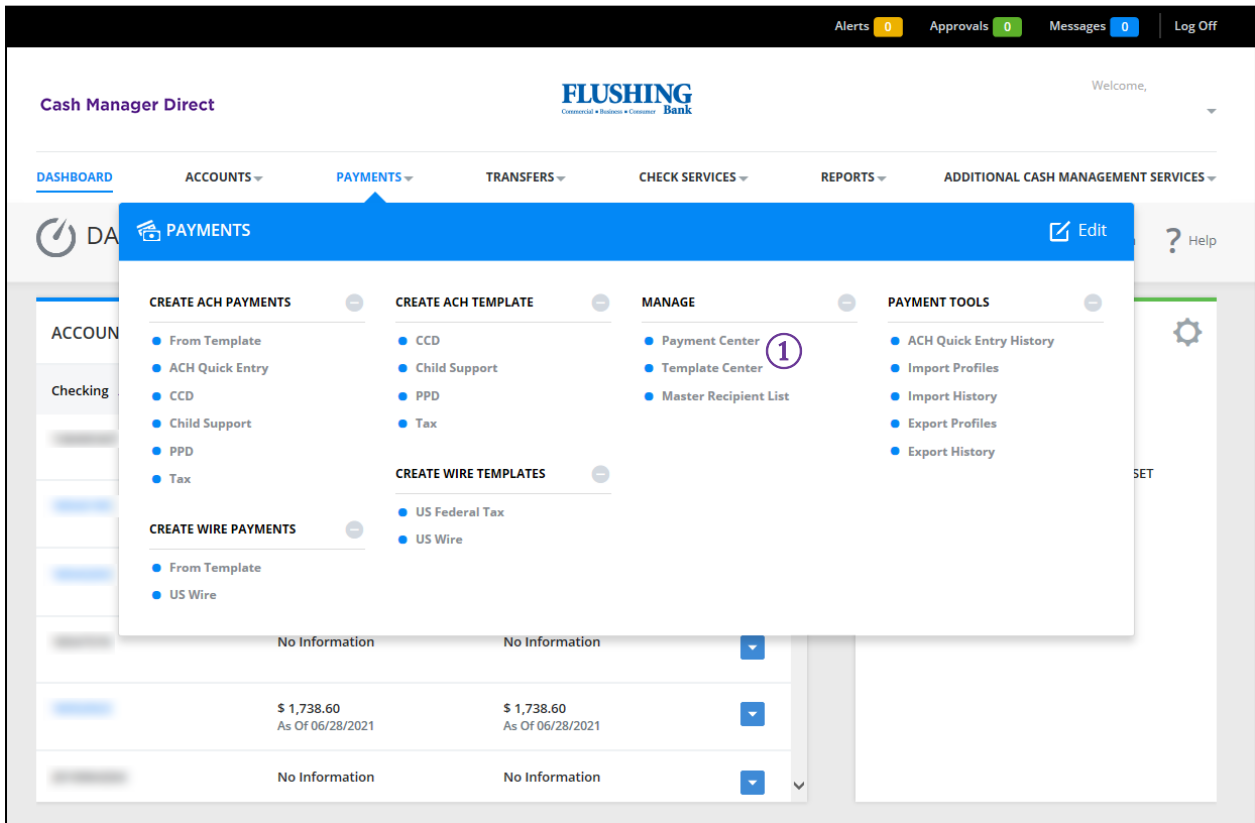
① Create Recipient

Use the “? HELP” button for additional assistance.

PAYMENTS

Payment Center – Approve Wire and ACH Payments

The **Payment Center** page allows you to approve wire and ACH payments for processing.



① Payment Center

Use the “? HELP” button for additional assistance.

PAYMENTS

Payment Center – Approve Wire and ACH Payments

A list of pending wire and/or ACH payments will be shown.

The screenshot displays the 'Cash Manager Direct' interface for 'FLUSHING Bank'. The 'PAYMENTS' tab is selected in the navigation menu. The 'PAYMENT CENTER' section includes a '+ Create a Payment' button, a 'Print' icon, and a '? Help' button. The 'MANAGE PAYMENTS' section has tabs for 'ALL' and 'PENDING', with 'PENDING' selected. Search filters include 'Date Type' (Send Date), 'From' (06/29/2021), 'To' (07/14/2021), 'Payment Type' (All Payment Types), and 'Payment Status' (Pending Approval). A table lists one pending payment: a US Wire for \$2.00 (1) sent to 'Flushing Test' on 06/29/2021. The table has columns for checkboxes, dates, payment numbers, status, accounts, types, recipients, and amounts. At the bottom, there are buttons for 'Reject', 'Delete', 'Approve', and 'Export'.

① Pending payments

Use the “? HELP” button for additional assistance.

PAYMENTS

Payment Center – Approve Wire and ACH Payments

Select the specific payment(s) to approve.

The screenshot displays the 'Cash Manager Direct' interface for 'FLUSHING Bank'. The 'PAYMENTS' tab is active, showing a 'PAYMENT CENTER' section with a search filter for 'Pending Approval'. A table lists one payment: a 'US Wire' for '\$ 2.00 (1)' with a status of 'Pending Approval (0 of 1)'. The payment details include a date of 06/29/2021, a recipient of 'Flushing Test', and a type of 'Wire Test'. At the bottom of the table, there are buttons for 'Reject', 'Delete', 'Approve', and 'Export'. A circled '1' is placed below the 'Approve' button to indicate the selection step.

① Select payment(s)

Use the “? HELP” button for additional assistance.

PAYMENTS

Payment Center – Approve Wire and ACH Payments

After selecting the specific payment(s) to approve, you will be prompted to enter your passcode (created from your secure token) and select *Approve*.

The screenshot displays the 'APPROVE PAYMENTS' interface in the Cash Manager Direct system. At the top, there are navigation tabs for DASHBOARD, ACCOUNTS, PAYMENTS (selected), TRANSFERS, CHECK SERVICES, REPORTS, and ADDITIONAL CASH MANAGEMENT SERVICES. The main heading is 'APPROVE PAYMENTS' with a sub-note: 'Before approving, review the list of selected payments.'

The 'SELECTED PAYMENTS' section contains a table with the following data:

Payment No. Name/Reference	Send Date Payment Date	Status Confirmation No.	Co. Account Co. Account Identifier	Type Created By Template	Recipient	Amount (Items) Rate Recipient Amount (Items)
Wire Test	06/29/2021 06/29/2021	Pending Approval	Flushing Bank Test	US Wire	Flushing Test	\$ 2.00

Below the table is an 'AUTHORIZATION' section. It includes a 'Memo' field with the text 'Wire Test' and a 'Passcode *' field with a masked input (six dots) and a circled '1' next to it. At the bottom right of the authorization area are two buttons: a grey 'Cancel' button and a green 'Approve' button with a circled '2' next to it.

① Passcode

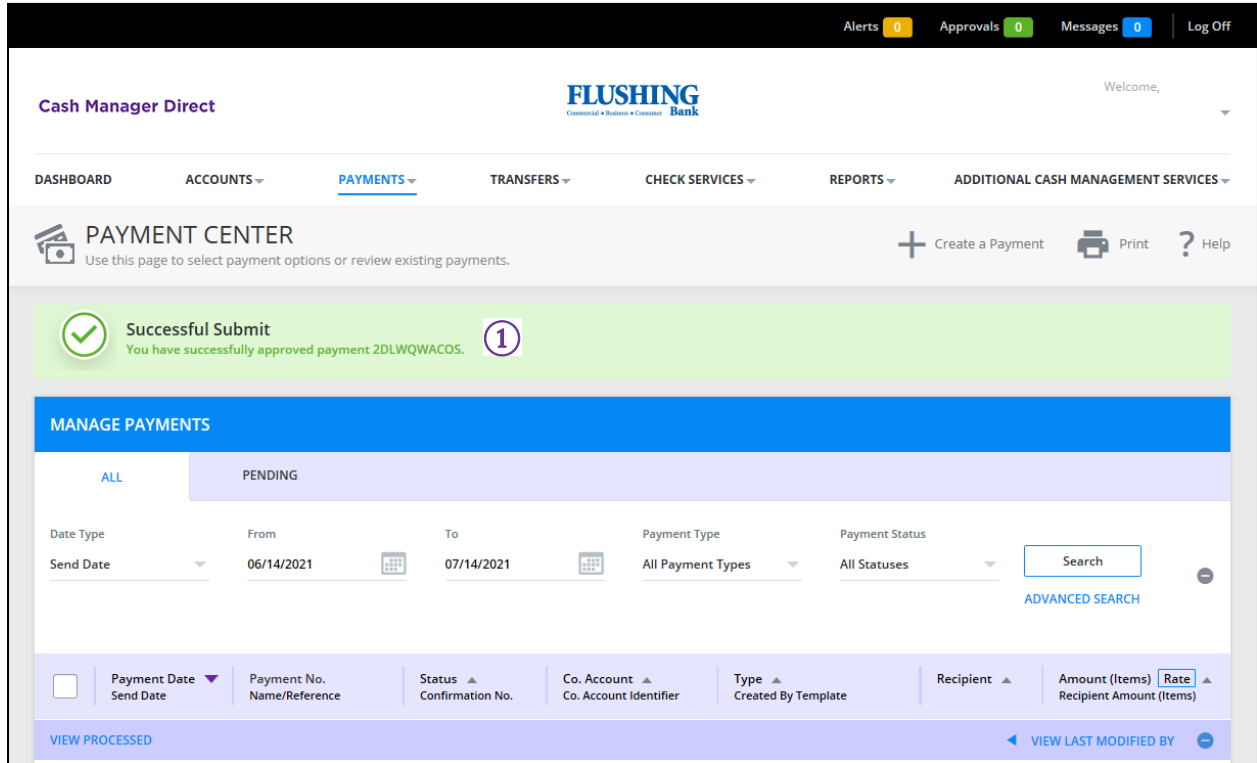
② Approve

Use the “? HELP” button for additional assistance.

PAYMENTS

Payment Center – Approve Wire and ACH Payments

A *Successful Submit* message will be displayed, if successfully approved.

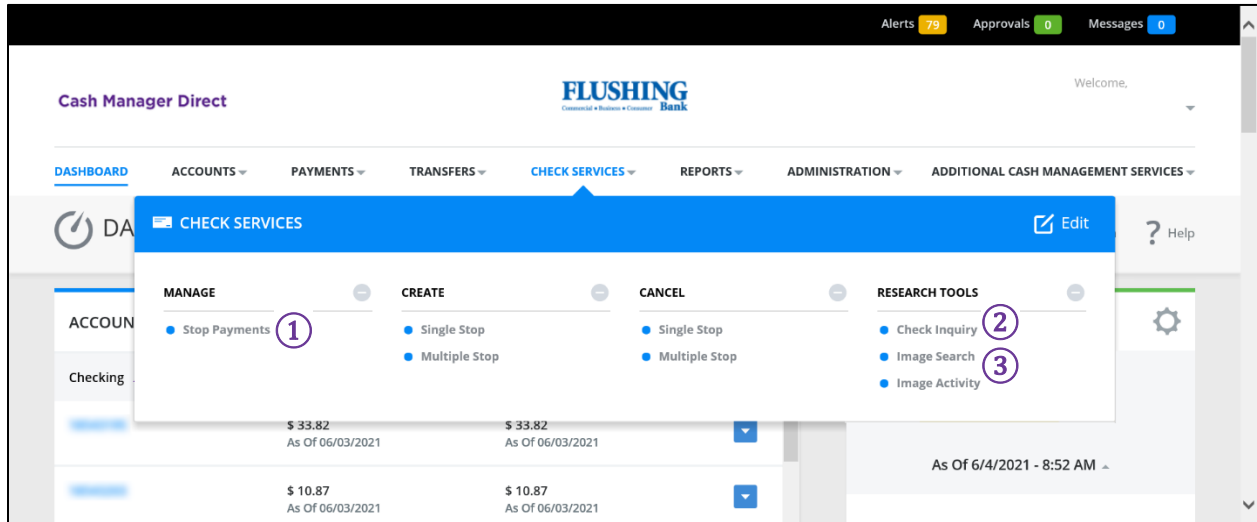


① Successful Submit message

Use the “? HELP” button for additional assistance.

CHECK SERVICES

In the **Check Services** section you can place *Stop Payments*, and search for specific checks using *Check Inquiry* or *Image Search*.

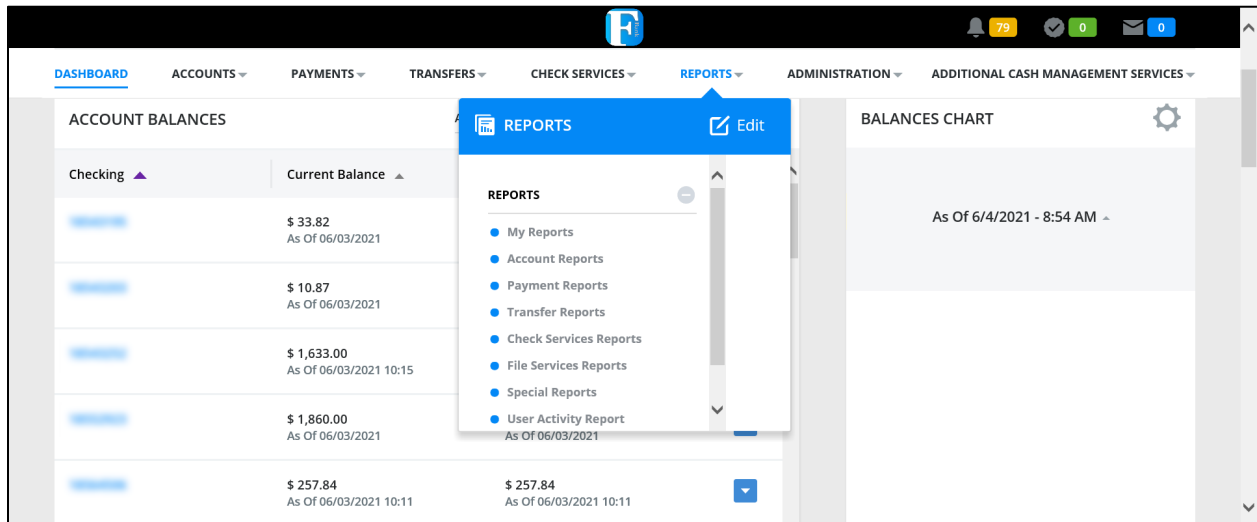


- ① Stop Payments
- ② Check Inquiry
- ③ Image Search

Use the “? HELP” button for additional assistance.

REPORTS

In the **Reports** section, you can view, customize, and print account reports. There are a variety of standard account reports, including a detail and a summary version of each report type.



NOTE: Your ability to view a particular report depends on a combination of system entitlements. These include the configuration of reports for your company, your individual user entitlement and also your access to relevant accounts.

Use the “? HELP” button for additional assistance.

ADDITIONAL ASSISTANCE

For existing services, such as ACH, Wires, Remote Deposit, contact the Cash Management Support Team:



800.516.8603



CashManagementSupport@FlushingBank.com

For new service requests or modifications to existing services contact:



CashManagementSales@FlushingBank.com

Please include your name and contact information in the email.

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