Quick Reference Guide

Truist Treasury Manager

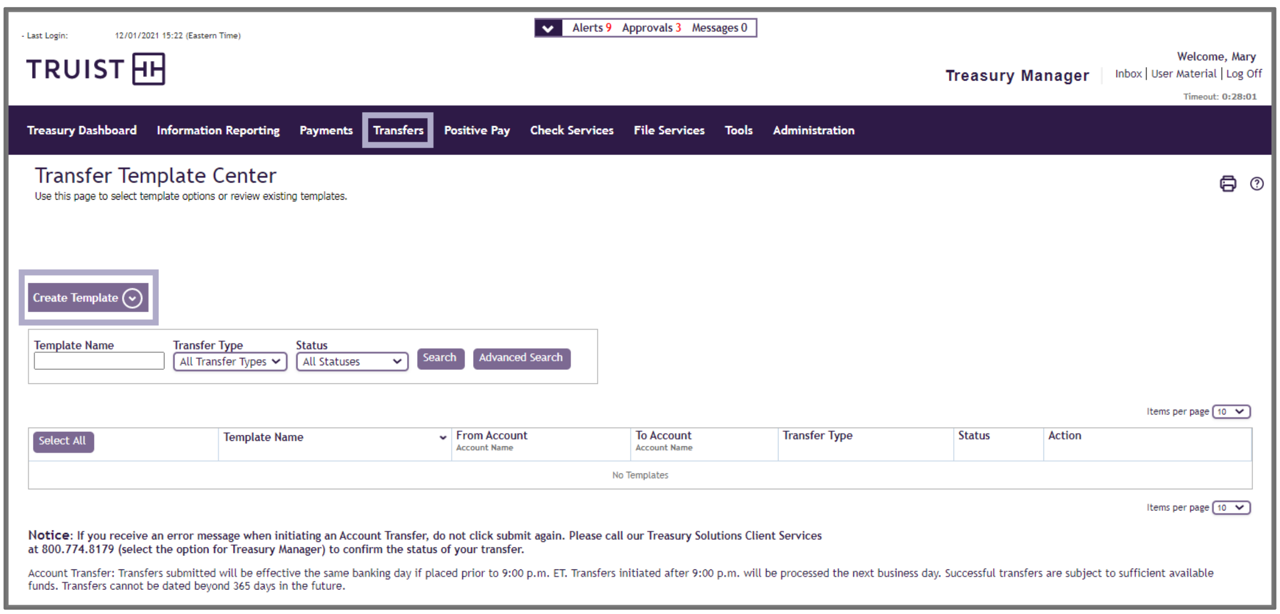
Creating a Transfer Template

The Truist Treasury Manager Transfers service allows you to transfer money between your Truist accounts on a real-time basis. When your account transfer is executed, Truist moves the amount of the transfer between the designated accounts. Account transfers will be reflected immediately in the credit and debit accounts. This document demonstrates the steps to create and use a One to Many transfer template.

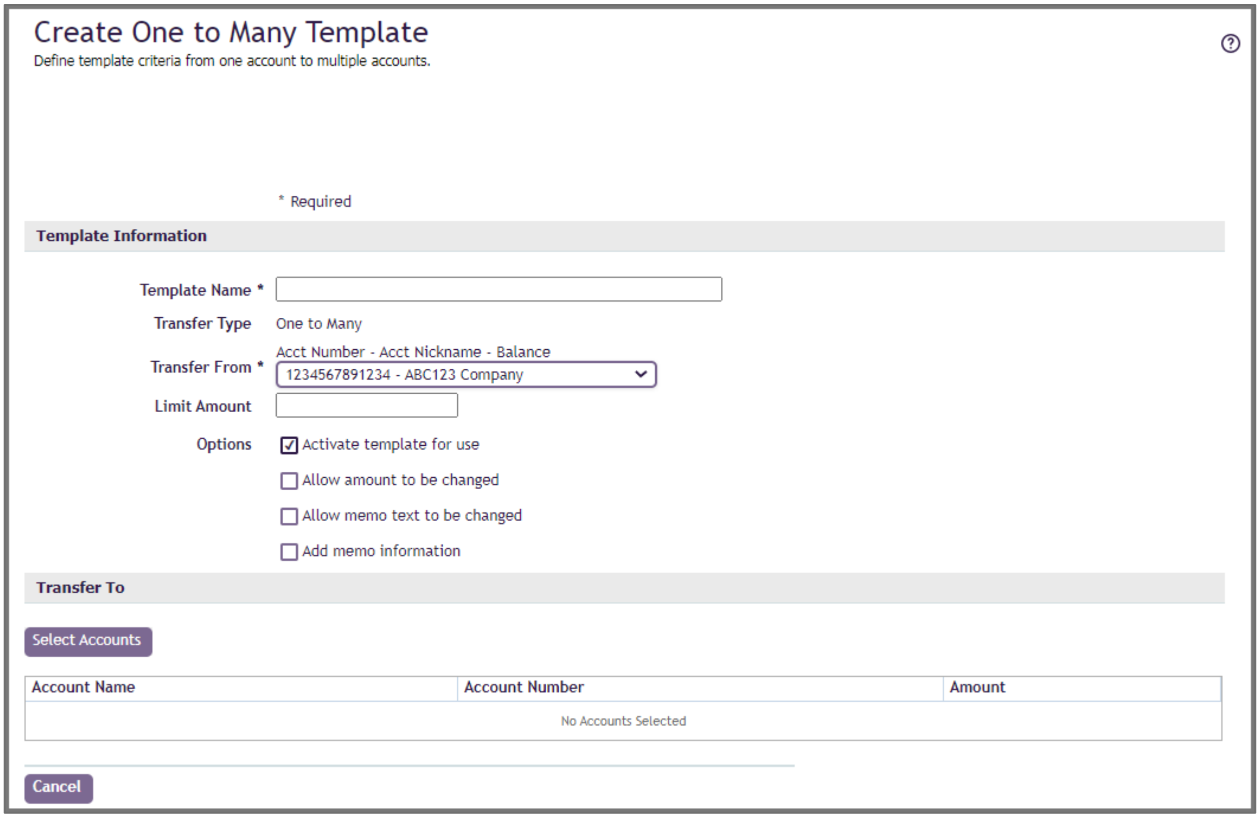
Transfer Templates

To Create a One to Many Transfer Template:

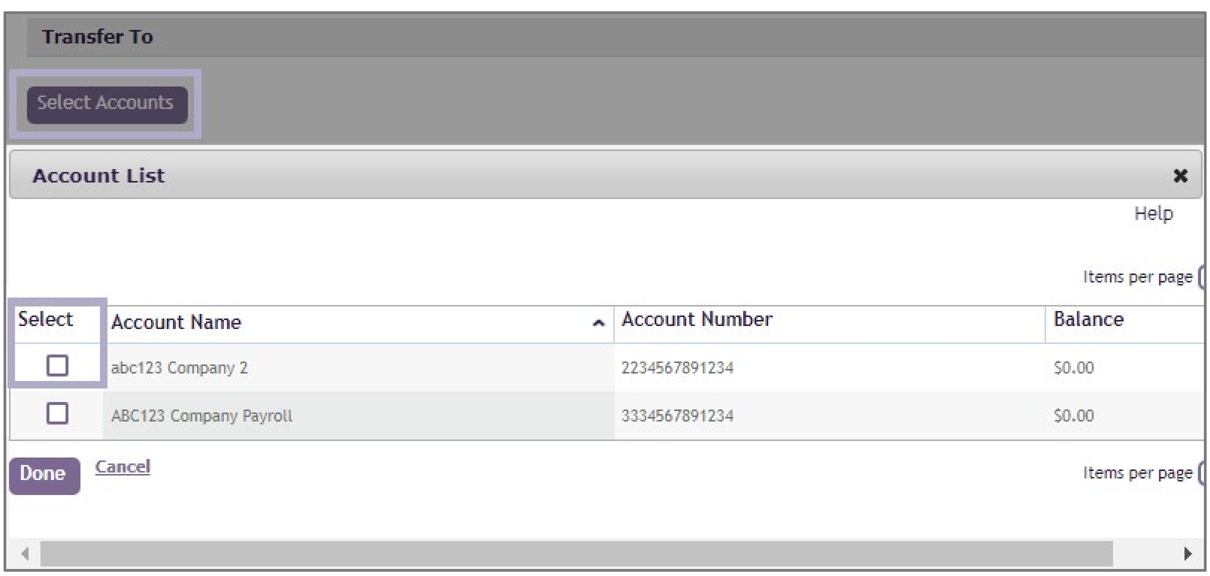
1. From the main menu, select **Transfers**, then in the **Manage** section, click **Transfer Template Center**. The Transfer Template Center page displays.



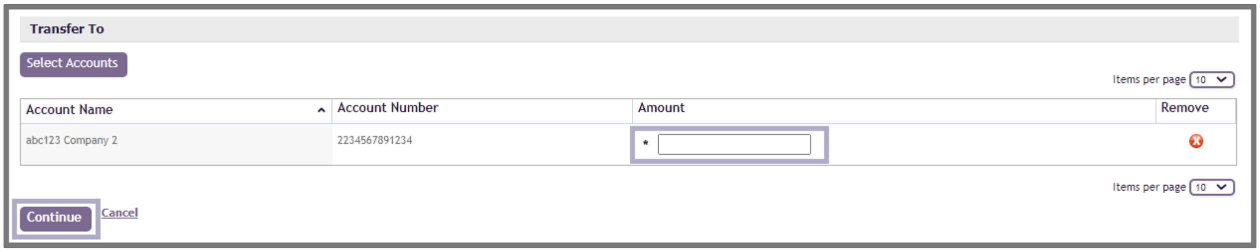
2. Click the **Create Template** button.
3. Click **One to Many**. The Create One to Many Template page displays.



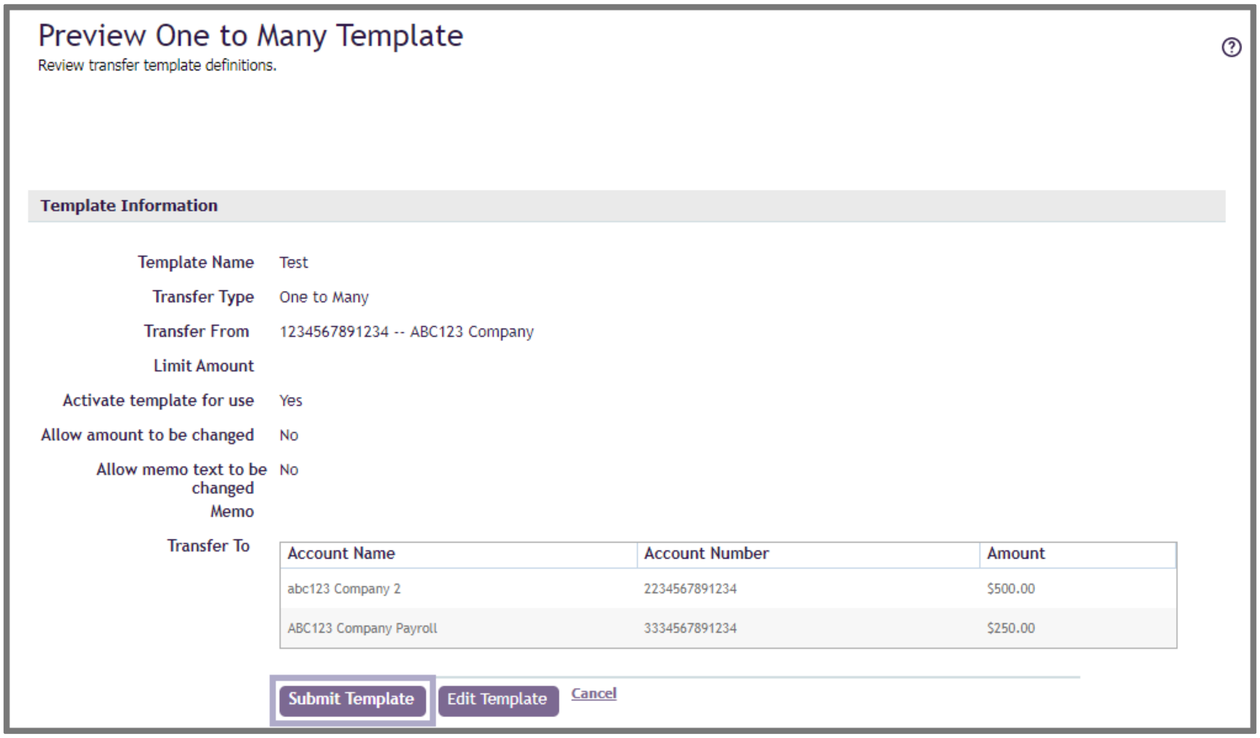
4. Enter the desired information into the **Template Name** field - for example, "**Weekly Payroll Transfer**".
5. Select the **Transfer From** account.
6. Enter the desired information into the **Limit Amount** field, for example, "100000".
7. Select the desired options. The **Activate template for use** checkbox is selected by default.
8. Click the **Select Accounts** button. The **Account List** popup displays.
9. Select the checkbox for the desired account, then click the **Done** button.



10. To use the template now, enter the desired information into the **Amount** field.



11. Click the **Continue** button. The Preview One to Many Template screen displays.



12. Review your entries, then click the **Submit Template** button. Treasury Manager displays a message confirming the One to Many template's successful creation.

Getting Help

Click the **User Materials** link at the top right of any page or visit the Treasury Manager page of the **Treasury Resource Center** at truist.com/treasuryresourcecenter to access reference materials.

If you need additional assistance, contact Treasury Solutions Client Services at treasuryclientservices@truist.com or **800-774-8179**. Representatives are available from 8 am to 8 pm ET, Monday through Friday on bank business days.