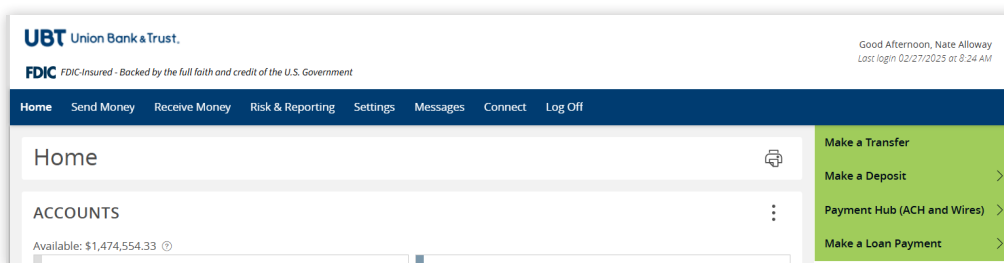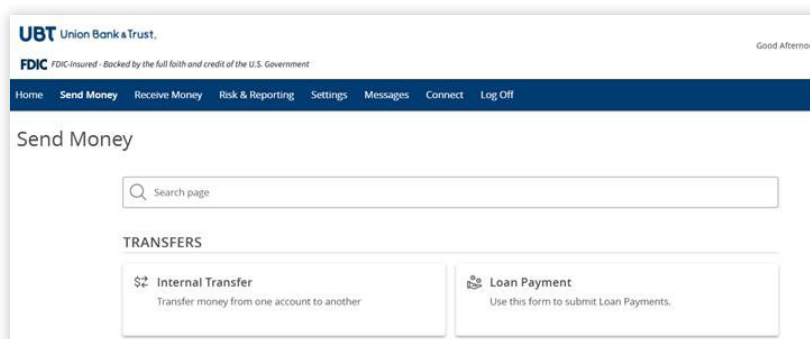**UBT Business**

Setting up transfers in UBT Business

Welcome to UBT Business! We hope you're enjoying a robust, feature-rich business banking experience. As you get to know the platform, we wanted to offer some guidance on how to set up internal transfers and loan payments.

Here's how you set up transfers in UBT Business:

1. Select the **Send Money** tab.

2. Select **Internal Transfer** or **Loan Payment**. Internal Transfers may also be accessed via the Quick Link on the home page.

   a. **For Internal Transfer:** Select the accounts and enter the amount. To set up the transfer as recurring, select the frequency.

   b. **For Loan Payment:** Select the accounts and payment type, then enter the amount. To set up the payment as recurring, select **Make this a recurring transaction** and select the frequency.

Please don't hesitate to reach out to your relationship manager or contact our Business Support team at 402.473.8542 if you run into any trouble.

UBT Union Bank & Trust.