

ALERTS OVERVIEW

MUFG Exchange offers a wide range of highly customizable Alerts to keep you informed of activity on your accounts and on MUFG Exchange.

All alerts are sent as secure emails from MUFGExchange@us.mufg.jp. See Appendix A for Sample Alert.

Prior to setting up an alert, you must set up each Recipient of the alert. You can also create a Recipient Group to easily send alerts to the same group of Recipients (e.g. Payment Approvers).

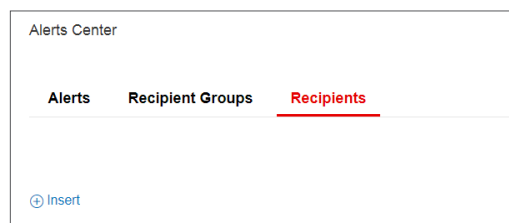
Alerts, Recipients, and Recipient Groups are shown on separate tabs of the Alerts Center, which is accessible from the bell icon at the top of MUFG Exchange and also from the Administration menu.

When creating Alerts, you must first choose an Alert Group. You will then have a choice of Alert Types within that Group. When you select the alert type, the screen will display available customizations for that particular alert type.

CREATING EMAIL RECIPIENTS

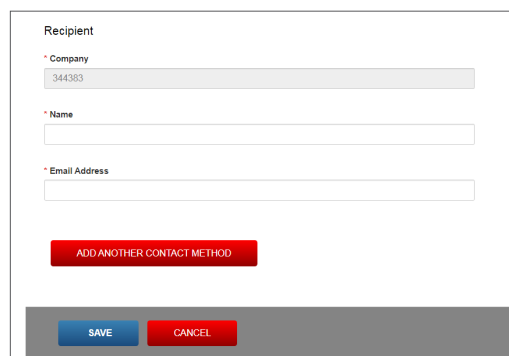
Go to the Alerts Center by clicking the Bell icon in the top center of the MUFG Exchange screen.

- 1 Click Recipients to show Alert Recipients, then click +Insert to create a new Recipient.



The screenshot shows the Alerts Center interface. At the top, there are three tabs: Alerts, Recipient Groups, and Recipients. The Recipients tab is currently selected and highlighted with a red underline. Below the tabs, there is a blue button with a plus sign and the text "Insert".

- 2 Add Name and email address for contact, and click Save.

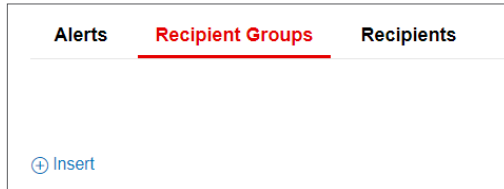


The screenshot shows the Recipient form. It has three input fields: "Company" (with the value "344383"), "Name", and "Email Address". Below these fields is a red button that says "ADD ANOTHER CONTACT METHOD". At the bottom of the form, there are two buttons: "SAVE" (blue) and "CANCEL" (red).

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CREATING EMAIL RECIPIENT GROUPS

- 1 If the alert will go to a group of users, you can set up an Email Recipient Group so the same alert can be sent to all users in the group.
- 2 You must set up all members of the group as Recipients prior to adding them to the Recipient Group.
- 3 Select Recipient Groups and then click +Insert to create a new Email Recipient Group.



- 4 Enter the Recipient Group Name, then select the desired members of the Email Recipient group.

The screenshot shows a form titled 'Recipient Group'. It has two main sections: '* Group Name' and '* Recipient Name'. The 'Group Name' field contains the text 'Approvers'. The 'Recipient Name' field is empty, and a dropdown menu is open below it, showing a list of recipient names with their email addresses: 'AAAA Recipient Five - test@test.com', 'AAAA Recipient Six - test@test.com', 'AAAA Recipient Three - test@test.com', 'AAAA Recipient Two - test@test.com', 'AAAA User Four - test@test.com', and 'AAAA User One - test@test.com'.

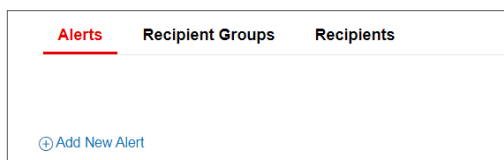
- 5 You can add or remove Recipients from a Recipient Group by selecting Modify in the actions column next to the Recipient Group on the Recipient Group List View.

The screenshot shows a table with a 'Filter' dropdown set to 'Select fields'. The table has three columns: 'All', 'Actions', and 'Name'. There are three rows of data. The second row is highlighted, and a context menu is open over the 'View' link in the 'Actions' column, showing 'Modify' and 'Delete' options.

All	Actions	Name
<input type="checkbox"/>	View	Account Payable 4
<input checked="" type="checkbox"/>	View Modify Delete	Account Payable Team 1
<input type="checkbox"/>	View	Alert 10

CREATING A NEW ALERT

- 1 Go to the Alerts Center by clicking the Bell icon in the top center of the MUFG Exchange screen.
- 2 Go to the Alerts tab, if not already there, then click Add New Alert.



- 3 Enter Alert Name.

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4 Select Alert Group. Then select Alert Type from the list available for the selected Alert Group.

The screenshot shows the 'New Alert' form. The 'Alert Group' is set to 'Payments and Transfers'. The 'Alert Type' dropdown is open, showing a list of alert types. The 'Alert Subject Line' is currently empty. The 'Alert Name' field contains the placeholder text 'Alert Name Entered Here'. There are 'SAVE' and 'CANCEL' buttons at the bottom left.

5 Select Recipients or Recipient Groups for the alert. You must select either Recipients or Recipient Groups, you cannot select both for the same alert.

6 Select any additional criteria for the alert. The available criteria will vary by alert, and may include:

- Send Immediately or Set Alert Timing
- Time to Send
- Account(s)
- Transaction Type(s)
- Payment Status(es)
- Amount criteria (equal to, above, below, between)
- Other criteria

7 Click Save to save the alert.

8 No approval is required for Alert Setup.

9 You can modify alerts by selecting Modify in the Actions column next to the Alert in the Alerts list view.

All	Actions	Alert Name	Alert Group	Alert Type	Alert Subject Line
<input type="checkbox"/>	View	Wire Approval	Payments and Transfers	Payments Awaiting My Approval	[secure]You Have Payments and/or Transfers ...

Viewing 1-1 of 1 records Display 50

(continued)

APPENDIX A – SAMPLE EMAIL ALERTS

Alerts will come from the following email address:

MUFGExchange@us.mufg.jp
to me ▾

Most alerts will contain relevant information in the text of the alert:

Payments and/or Transfers Awaiting Approval

Recipient AAAA User One
From MUFG Exchange
Date Sep 20, 2021

You are an authorized approver and you have 11 payments and/or transfers awaiting approval. Please login prior to the payment or transfer cutoff time to approve and/or reject the payments and/or transfers. There are payments and/or transfers of the following types awaiting approval:

1 Consumer Payments payment or transfer The current Consumer Payments approval windows ends at 6:30 PM, EDT Thursday, 23 September . The final approval window for Thursday, 23 September ends at 6:30 PM, EDT. Please note that all Batches not approved before the end of the final approval window will not be processed on that day.

1 Consumer Collections payment or transfer The current Consumer Collections approval windows ends at 6:30 PM, EDT Friday, 24 September . The final approval window for Friday, 24 September ends at 6:30 PM, EDT. Please note that all Batches not approved before the end of the final approval window will not be processed on that day.

1 Wire - Domestic payment or transfer The current Wire - Domestic approval windows ends at 5:50 PM, EDT Friday, 24 September . The final approval window for Friday, 24 September ends at 5:50 PM, EDT. Please note that all Batches not approved before the end of the final approval window will not be processed on that day.

If your alert contains any confidential information, you will receive a notification like the one below, with a link to our Secure Email server from which you can access your alert after a one-time registration.

This is a secure message.

Attention GMail/GSuite customers: you may receive a "suspicious link" warning popup from Google when clicking the following link. If you have any concerns regarding the legitimacy of this email, please contact the sender to confirm they sent it before proceeding.

[Click here](#) by 2021-12-16 07:53 PST to read your message.
After that, open the attachment.

[More Info](#)