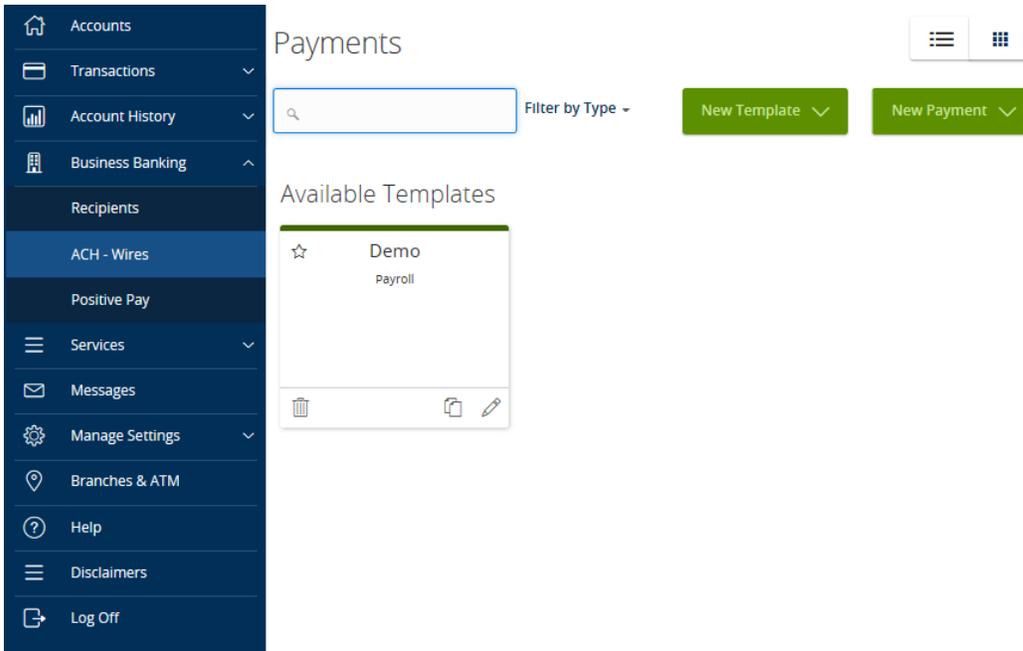




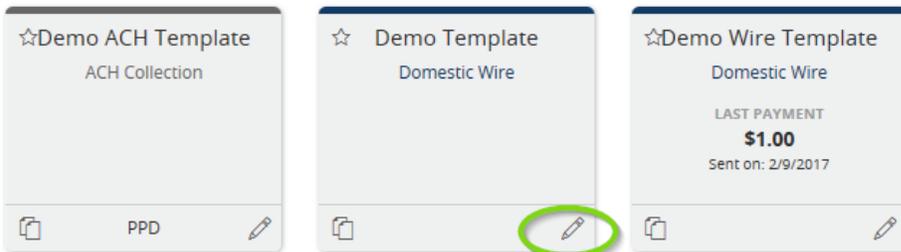
# How to Create a Wire Transfer from an Existing Template

- 1. Login into Online Banking
- 2. Navigate to **Business Banking > ACH – Wires**



- 3. Select the template you wish to use and click on the pencil icon to open.

## Available Templates



4. Make any changes necessary to the template name and select next.

Payments - Domestic Wire

Info Recipient & Amount Subsidiary Account Review & Submit

Template Name \*  
Demo Test Wire

\* - Indicates required field

Cancel Next

5. Select the recipient of the Wire by checking the box next to the recipient name.
  - a. A new recipient may be added by selecting *New Recipient*.
  - b. Fill in the Recipient *Display Name* (this is the only required field.)
    - i. An option to send recipients notification when an ACH or Wire is sent is available. To use this option, enter an email address in *Email Address* field.
    - ii. If needed a separate name may be entered under the *ACH Name* and *Wire Name* fields.

Add Jane Doe

Recipient Detail Account - New

Display Name \*  
Jane Doe

ACH Name Wire Name

ACH ID

Email Address  
example@example.com

Send email notifications for template payments

Country  
United States

Address 1

Address 2

City State ZIP  
Select State

\* - Indicates required field

Cancel Next

c. Select *Account - New* at the top of the screen

Add Recipient

Recipient Detail Account - New

- i. Choose which payment types will be allowed.
- ii. Enter the Account Detail information (Account number, Wire Routing number, Beneficiary Name and address)

- d. Once the account information is entered, choose one of the following:
  - i. Save Recipient – allows recipient to be used in the future
  - ii. Add another account – allows another account to be tied to the recipient

- 6. Once the recipient is selected enter the amount being sent then select *Next*.
  - a. Checking the Notify box will send an email notification to the recipient when the file is processed.
  - b. Selecting the 3 dashes icon will open a new screen that allows you to split payments for that recipient across multiple accounts.
  - c. Selecting the pencil icon will allow you to edit the recipient’s information.

Name	Account	Notify	Amount
<input checked="" type="checkbox"/> Test	Checking: 123456	<input type="checkbox"/>	\$1.00

- 7. The next step is Subsidiaries (not all business’s will have this option.) If the business has subsidiaries this screen allows the selection of the subsidiary that will be sending the file. Simply click on the correct subsidiary and select next.

Payments - Domestic Wire

Recipient & Amount    **Subsidiary**    Account    Review & Submit

One Time Payment

Send payment as:  
Test Company 1

Search

 **Test Company 1**  
Wire & ACH

Tax ID: \*\*\*\*\*6789

Cancel    **Next**

8. Select the account the Wire will be debiting and select next.

Choose "From" Account

Search

Account Name	Account Type	Account Number	Balance
<input checked="" type="checkbox"/> HOME FREE CHECKING	Checking	XXXXXX0129	\$21.31

Cancel    **Next**

9. Review and Submit Page; select the Process date of the Wire transfer, and either draft (save) or approve (process) the Wire. **Note: The file will only be sent to the bank for processing if the approve option is Selected. If the business is set up for dual approval see the 'How to Authorize a Transaction with Dual Approval' procedure.**

### Payments - Domestic Wire

Recipient & Amount    Subsidiary    Account    **Review & Submit**

One Time Payment

Send payment as: Test Company 1      Total Amount: \$0.00 to 1 recipient

From Account: HOME FREE CHECKING XXXXXX0129 21.31

Process Date: 2/23/2018      Description:

Recurrence: Set schedule

Selected Recipients

Name	Account	Notify	Amount	Message to Beneficiary
Test	Checking: 123456	No	\$0.00	

\* - Indicates required field

Buttons: Cancel, Draft, Approve

10. To create a Recurring Wire, select *Set Schedule*. A box containing options for recurrence will appear.

Process Date: 2/23/2018

Recurrence: **Set schedule**

**Schedule Recurring Transaction**

How often should this transaction repeat?

1st of the month       Last day of the month  
 1st & 15th of the month       15th & last day of the month  
 Weekly       Every other week  
 Monthly       Quarterly  
 Semi-annually       Yearly

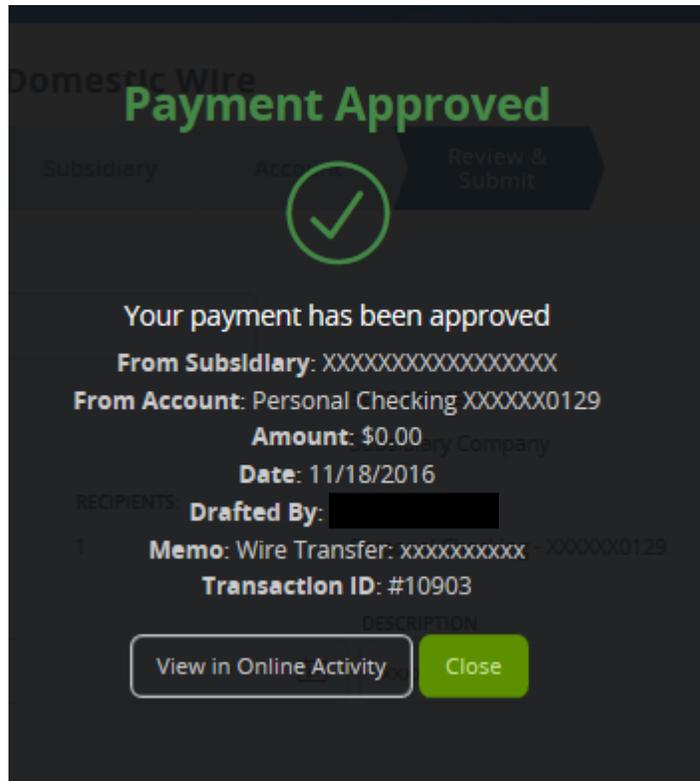
When should this transaction stop?

      Repeat Forever

Save

**Important to Note: if the recurring effective date falls on a Saturday, Sunday, or Holiday, the Process date will default to the next available business day.**

11. A confirmation screen will appear. To view the details and print confirmation of the Wire select *View in Online Activity*. The wire will now be sent to the bank for processing.



**Important to note: Only transactions in Authorized or Drafted Status can be cancelled. Transactions that have processed are unable to be cancelled.**