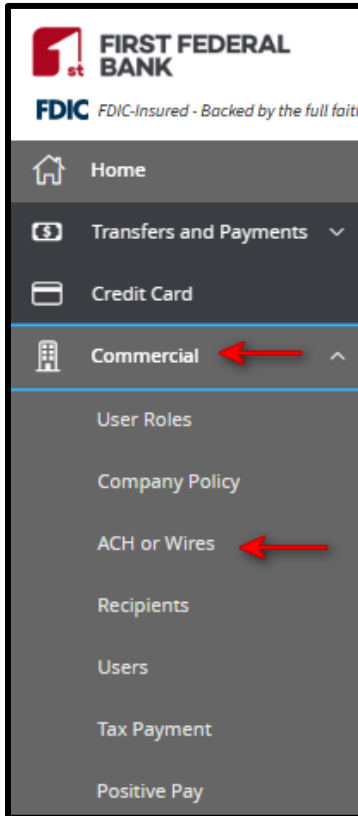
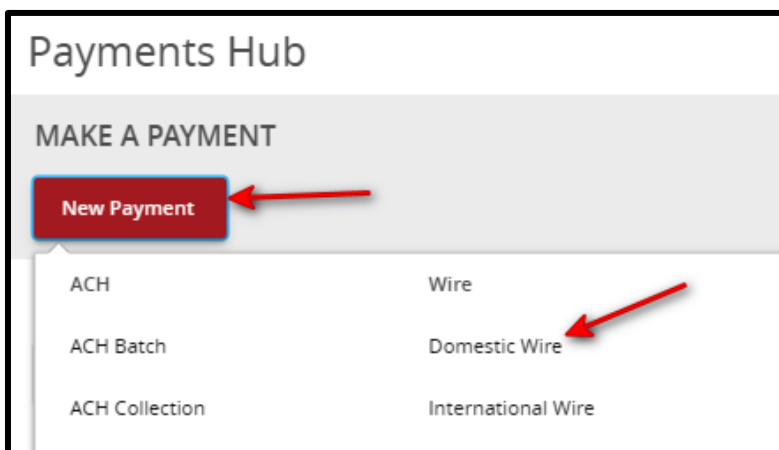


How to Create a Domestic Wire

1. Click **Commercial**, then select **ACH or Wires**.



2. Click **New Payments**, then select **Domestic Wire**.



3. Under **Origination Details**, complete the following information:

- **Subsidiary**
- **Account** (select the box **Use Same Account for All Wires** if you're doing multiple wires from the same account number)
- **Process Date** (If you are sending multiple wires with the same process date, you can select the box **Use the same date for all wires**).

Domestic Wire Change Type Upload From File

Origination Details

From Subsidiary

Use same Subsidiary for all wires

Account

Use same Account for all wires

Process Date

Use same Date for all wires

Recurrence

Set schedule

4. Under the **Wire Details** section, you have the option to:

- Add Multiple Recipients at once by clicking **Add Multiple Recipients**, then selecting all recipients needed.

Wires 1 ➔ + Add multiple recipients Find recipients in payment Expand All

SELECT MULTIPLE RECIPIENT ACCOUNTS

Select All | Clear All

Employee, One Checking

Le Baron Cafe Checking

Sunshine Citrus (7894... Checking

Daffy Duck Child Support

Janet Bank (Janet Bank) Checking 1

- Search by name or account and continue adding recipients as needed.

The screenshot shows the 'Wires' interface with a search box for recipients. The search box contains the text 'Search by name or account.' and is highlighted with a red arrow. Below the search box is a list of recipients: ButterCup (Checking), Daffy Duck (Savings), Janet Bank (Janet Bank) (Checking), and Mickey Mouse. The amount field is set to \$ 0.00. A red arrow points to the '+ Add another wire' button at the bottom of the list.

- Add a new recipient by clicking **New Recipient** in the **Search by name or account box**.

The screenshot shows the 'Wires' interface with the search box for recipients. The search box contains the text 'Search by name or account.' and is highlighted with a red arrow. Below the search box is a list of recipients: ButterCup (Checking), Daffy Duck, and Mickey Mouse. The amount field is set to \$ 0.00. A red arrow points to the '+ New Recipient' button at the top of the list.

When adding a recipient not saved in the system, you will need:

- a) **Display Name** (Beneficiary Name), **Account Number**, and **Routing Number**. The banking information will prepopulate in the **Beneficiary FI** section once the routing number is added.

Checking - New Wire Only N/A

Account * Financial Institution (FI) Refined Search

123456789 324170179 X

Beneficiary FI ⓘ

Name * FIRST FEDERAL SAVINGS ... FI ABA Number *

383 Shoshone St N Twin Falls ID, 83301 Wire ABA Number 324170179 ACH ABA Number 324170179

Address 1 * Address 2 City *

State * Postal Code *

Select State X

- b) If the beneficiary bank uses a third-party institution to facilitate their wires, enter the information under **Intermediary FI**, then click the red checkmark.

Intermediary FI ⓘ

Name Country Wire Routing Number

United States X

Address 1 Address 2 City

State Postal Code

Select State X

X ✓

- c) Under **Recipient Details**, enter the beneficiary's name and address
- d) Click **Use Without Save** if this is a one-time payment or **Save Recipient**, if you will be sending additional wires to this Recipient.

Recipient Details

Wire Name

Country: United States

Address 1:

Address 2:

City:

State: Select State

ZIP:

Buttons: Cancel, Use Without Save, Save Recipient

5. Enter the dollar amount and fill out any additional details if required.

Wire Details

Recipient/Account:

Amount: \$

Account:

OPTIONAL WIRE INFORMATION

+ Add another wire

6. Click **Optional Wire Information** to add:

- A message that travels with the wire under **Message to Beneficiary**
- Internal comments for your records by adding information under **Description**.

OPTIONAL WIRE INFORMATION

Message to Beneficiary

Description

7. Click Approve

(If dual control is enabled, the payment must be approved by an additional user).

8. Enter the token on your **VIP App** or the **Hard Token** provided by a Business Banker.

(The internal wire department will review and send the wire).