

INTERNET BANKING RESOURCE FOR OUR CUSTOMERS FROM OUR PARTNER



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MEMBER FDIC

Contents

Wire Transfers

ransfers	2
Wire Transfer Page	2
Editing a Wire Transfer	6
Rejecting Wires	9
New Wires	13
Domestic Wire Setup	15
International Wire Setup	22
Creating a Wire Template	29
Edit Template	
New Wire from Template	

Wire Transfers

Wire Transfer Page

The Wire Transfers page is where you can see scheduled wire items, create new ones or edit scheduled wires. Here, you can see the status of a wire, as well as the name of the recipient, account, transaction date, amount, wire type (domestic, international), and the scheduled date.

WIRE TRANSFERS		+ 🖌
	Next 7 days →	
	Updated: Sep 24, 2018 11:21:18 AM	G
APPROVED Drake Jones Checking - *1168 Transaction Date: Sep 24, 2018		\$31.31 DOMESTIC Schedule Date: 09/30/2018
APPROVED Rob Timmons Checking - *1168 Transaction Date: Sep 24, 2018		\$65.46 DOMESTIC > Schedule Date: 09/30/2018
UNAPPROVED Johnny Checking - *7770 Transaction Date: Sep 18, 2018		\$12.56 DOMESTIC Schedule Date: 09/29/2018
	APPROVE ALL	
, ■ Menu	=\$ ♥	e Profile

Clicking on the date range section (Next 7 Days) will bring up date range options to expand or narrow scheduled wire items.

Next 7 days	>
This month	>
Date range	>
All items	>

Clicking on a Wire transfer from this list will take you to the Wire Transfers Details screen. Here, you can see the details of the wire selected. At the top of the screen, you will see the status of the wire (approved/unapproved/rejected). By clicking on the status, you can change the status. This change will be reflected on the prior screen as well as on the Overview section of the landing page.

Approved				÷
Edit	A MARKAN	Copy To New	Reject	
ACCOUNT Checking - *1168				
AMOUNT 665.46				
SUBMITTED ON 9/24/18				
SUBMITTED BY moore				
PADDRESS				
OCATION				
APPROVED BY moore				
P ADDRESS				
OCATION				

This screen also provides the user with the opportunity to edit, copy to new, or reject the wire.

Wire Transfers

RECIPIENT INFORMATION		^ ^
NAME Rob Timmons		
ADDRESS 1		
ADDRESS 2		
СІТҮ		
STATE		
ZIP		
- DESCRIPTION -		
BANK INFORMATION		
BANK NAME Bank of Trust		
BANK ROUTING # 111300958		
ACCOUNT # 654113		
ACCOUNT TYPE Checking		
BANK ADDRESS 1		-
≡ =\$ Menu Transfers	Locations	Profile

Editing a Wire Transfer

Clicking the Edit option when viewing wire transfer details will bring up the edit screen. Here, users will have the option to edit wire information. Required fields will have a Required on them.

<	EDITING DOMESTIC WIRE		×
COMPANY Big Picture Co		4	
ACCOUNT Checking, 1168		4	
amount \$65.46			
RECIPIENT INFORMATION		 ^	
NAME		required	
ADDRESS 1			
ADDRESS 2			
CITY			
STATE			
חוד			
	COMMUNUE		

By clicking on the pencil icon in the top right corner of the Wire Transfers section, you can enable multi approval/unapproval/delete. To approve batches one by one, you can click on an individual wire transfer from this list.



Edit Mode will allow the user to select the wires and Delete, Approve or Unapprove the wire. Clicking the up arrow will exit edit mode for Wires.

	Next 7 days →	
Delete	Approve	Unapprove
	Updated: Sep 24, 2018 11:21:18 AM	C
PROVED rake Jones necking - *1168 ansaction Date: Sep 24, 2018		\$31.31 DOMESTIC Schedule Date: 09/30/2018
PROVED bb Timmons lecking - *1168 ansaction Date: Sep 24, 2018		\$65.46 DOMESTIC Schedule Date: 09/30/2018
NAPPROVED ohnny lecking - *7770 ansaction Date: Sep 18, 2018		\$12.56 DOMESTIC Schedule Date: 09/29/2018
	APPROVE ALL	

Rejecting Wires

When viewing wire details, the Reject option is displayed near the top right of the screen.

⊗ UNAPPROVED				→
Edit	Copy To New	the design of th	Reject	
ACCOUNT Checking - *4401				
AMOUNT \$453.00				
SUBMITTED ON 9/26/18				
SUBMITTED BY tjones				
IP ADDRESS				
LOCATION				
APPROVED BY				
IP ADDRESS				

Clicking the Reject button will cause the Reject Wire screen to appear.

A reason must be entered in order to activate the Reject Wire button.

	REJECT WIRE	>
REJECT REASON		1
0 / 250		
	REJECT WIRE	

At this point, you must confirm the action. If you no longer wish to reject the wire, you can click the cancel button to return to the Reject Wire screen where you can then exit.

	REJECT WIRE	×
REJECT REASON test 4 / 250		. ^
	REJECT WIRE	
	CONFIRM WIRE REJECTION Do you want to reject this wire transfer?	
	REJECT	
		~

Once a wire has been rejected, the Wire Transfer Details screen displays a "User Reject Reason" field and the "Reject" button is no longer displayed at the top of the screen.

WIRE TRANSFER DE	TAILS		· · · · · · · · · · · · · · · · · · ·
нелестер олего			
	Edit	Copy To New	
USER REJECT REASON test			
ACCOUNT Checking - *4401			
AMOUNT \$453.00			
SUBMITTED ON 9/26/18			
SUBMITTED BY tjones			
IP ADDRESS			
LOCATION			
APPROVED BY			
IP ADDRESS			•
≡ Menu	=\$ Transfe	 ♀ Locations	e Profile

New Wires

Clicking on the (+) button on Wire Transfer page will enter Wire Setup. Here you can create a new wire, create new template or edit a wire template.

	NEXT 7 DAYS →	
	Updated: Sep 27, 2018 2:31:19 PM	C
APPROVED JACK JONES CHECKING - *****901		\$199.99 DOMESTIC SCHEDULE DATE: 02/19/2018
APPROVED		\$25.00 DOMESTIC SCHEDULE DATE: 02/19/2018
CHECKING - *****901 TRANSACTION DATE: FEB 19, 2018		

To begin creating a new wire transfer, click on the "+" button near the top right of the page. This will enabled the Wire Setup wizard.

Sector Sector

The Wire Setup wizard will help guide you through various workflows including; creating a new wire, creating a new wire template, or editing an existing wire template. Clicking on the button labeled "New Wire" will take you through the wire transfer wizard.

	WIRE SETUP	×
	What would you like to do?	Î
ţ	NEW WIRE Create a new wire	
	NEW TEMPLATE Create a new wire template	
	EDIT TEMPLATE Edit an existing wire template	

The next step is selecting which type of wire you would like to create; domestic, international, or a new wire using an existing template.

<	NEW WIRE	×
	What kind of wire would you like to create?	_
	DOMESTIC WIRE Create a new domestic wire	
	INTERNATIONAL WIRE Create a new international wire	
	NEW FROM TEMPLATE Create a new wire from an existing template	

Domestic Wire Setup

The first step in creating a new wire is entering the necessary header and recipient information including;

Wire Transfers

- Company
- Account
- Amount
- Name
- Recipient Name
- Recipient Bank Name
- Recipient Bank Routing Number
- Recipient Account Number
- Recipient Account Type

Once all required fields have been filled out, you can click "Continue" at the bottom of the screen to proceed to the next step. Other fields are displayed and values can be provided but they are not required.

<	NEW DOMESTIC WIRE	×
COMPANY	REQUIRED +	^
ACCOUNT	REQUIRED ⇒	
AMOUNT	REQUIRED	
RECIPIENT INFORMATION	^	
NAME	REQUIRED	
ADDRESS 1		
ADDRESS 2		
СІТҮ		
STATE	÷	~

NEW DOMESTIC WIRE	
ZIP	
DESCRIPTION	
BANK NAME	REQUIRED
BANK ROUTING #	REQUIRED
ACCOUNT #	REQUIRED
ACCOUNT TYPE	REQUIRED ⇒
BANK ADDRESS 1	
BANK ADDRESS 2	
BANK CITY	

NEW DOMESTIC	WIRE
ACCOUNT #	REQUIRED
ACCOUNT TYPE	REQUIRED >
BANK ADDRESS 1	
BANK ADDRESS 2	
BANK CITY	
BANK STATE	÷
BANK ZIP	
ENEFICIARY FINANCIAL INSTITUTION	
TERMEDIARY BANK	

The next step is to schedule the wire. On this screen, you can select the date you wish for the wire transfer to occur and whether you want to approve the wire at this time.

K NEW DOMESTIC WIRE	×
SCHEDULE	
When should it occur?	
DATE 9/28/18	÷
Future dated wire transfers will be made available to the bank for processing at 7:00PM CT on the date se	elected.
Approve Approved wire transfers will no longer be editable on the scheduled date after bank processing is comple	te.
CONTINUE →	

<		s	EPTEMBER 201	8		>
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	n	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30		2	3	4	5	6

Clicking within the date field will bring up a calendar that can be used to select the effective date.

When finished, you can click the "Continue" button at the bottom of the screen to review the wire transfer prior to submission.

On the review screen, you will be able to see all details for the wire. This includes:

Wire Transfers

- Account
- Amount
- Company
- Recipient Information (click arrowhead to expand section)
- Schedule (effective date)
- Approve Status

If all information contained within the review screen looks accurate, you can select to "Create Wire" to complete the wire creation process.

< REVIEW	×
ACCOUNT	*Test Account *9901
AMOUNT	\$50.00
COMPANY	VAN R US
RECIPIENT INFORMATION	~
SCHEDULE	^
WHEN	Now
APPROVE	YES
APPROVED WIRE TRANSFERS WILL NO LONGER BE EDITABLE ON THE SCHEDULED DATE AFTER BANK PROCESSING IS COM	IPLETE.

Recipient Information section expanded:

<	REVIEW	×
ACCOUNT	*Test Account *9901	^
AMOUNT	\$50.00	
COMPANY	VAN R US	
RECIPIENT INFORMATION	^	
NAME	JACK JONES	
BANK NAME	TEST BANK	
BANK ROUTING #	111300958	
ACCOUNT #	486485522	
ACCOUNT TYPE	Checking	
SCHEDULE	*	
WHEN	Now	
APPROVE	YES	
APPROVED WIRE TRANSFERS WILL NO LONGER BE EDITABLE ON THE SCHE	DULED DATE AFTER BANK PROCESSING IS COMPLETE.	Q
c	REATE WIRE	

Upon finishing the process, you will see a success message, letting you know that the wire was created properly.

From this screen, you can save the wire as a template, set up a new wire transfer, or close the window to exit the wizard.

	×
	^
ALL DONE!	
SUCCESSFULLY CREATED NEW WIRE	
IF YOU WOULD LIKE TO SAVE THE INFORMATION IN THIS WIRE FOR FUTURE USE, YOU CAN SAVE IT AS A TEMPLATE.	
SAVE WIRE AS TEMPLATE	
SET UP A WIRE TRANSFER	
CLOSE	

International Wire Setup

The first step in creating a new wire is entering the necessary header and recipient information including;

- Company
- Account
- Amount
- Beneficiary Name
- Beneficiary Account Number
- Beneficiary Account Type
- Beneficiary Bank Name
- Beneficiary SWIFT/BIC
- Recipient Account Number
- Recipient Account Type

Once all required fields have been filled out, you can click "Continue" at the bottom of the screen to proceed to the next step. Other fields are displayed, and values can be provided but they are not required.

<	NEW INTERNATIONAL WIRE	×
COMPANY		REQUIRED
ACCOUNT		REQUIRED ⇒
AMOUNT		REQUIRED
BENEFICIARY		^
NAME		REQUIRED
ACCOUNT #		REQUIRED
ACCOUNT TYPE		REQUIRED
ADDRESS 1		
ADDRESS 2		

< NEW INTERNATIONAL WIRE	×
ADDRESS 3] ^
DESCRIPTION]
BENEFICIARY FINANCIAL INSTITUTION	
BANK NAME]
SWIFT/BIC	
REF CODE	
ADDRESS 1	
ADDRESS 2]
ADDRESS 3]

CONTINUE -

DESCRIPTION	
ENEFICIARY FINANCIAL INSTITUTION	
BANK NAME	REQUIRED
SWIFT/BIC	REQUIRED
REF CODE	
ADDRESS 1	
ADDRESS 2	
ADDRESS 3	
J.S. INTERMEDIARY BANK	
OREIGN INTERMEDIARY BANK	`

Page 24

The next step is to schedule the wire. On this screen, you can select the date you wish for the wire transfer to occur and whether you want to approve the wire at this time.

Clicking within the date field will bring up a calendar that can be used to select the effective date.

NEW INTERNATIONAL WIRE	×
SCHEDULE	
When should it occur?	
DATE 10/3/18 →	
, Future dated wire transfers will be made available to the bank for processing at 7:00PM CT on the date selected.	
Approved wire transfers will no longer be editable on the scheduled date after bank processing is complete.	
CONTINUE →	

When finished, you can click the "Continue" button at the bottom of the screen to review the wire transfer prior to submission.

On the review screen, you will be able to see all details for the wire. This includes:

Wire Transfers

- Account
- Amount
- Company
- Beneficiary Information (click arrowhead to expand section)
- Beneficiary Financial Institution (click arrowhead to expand section)
- Schedule (effective date)
- Approve Status

If all information contained within the review screen looks accurate, you can select to "Create Wire" to complete the wire creation process.

<	REVIEW X
ACCOUNT	Checking *1168
AMOUNT	\$124.97
COMPANY	Party Time Inc
BENEFICIARY	^
NAME	Kavla Iulee
	111300058
	Checking
	chooling
BANK NAME	United Bank
SWIFT/BIC	NATAAU3305A
U.S. INTERMEDIARY BANK	
BANK NAME	Bank of Trust
BANK ROUTING #	111300958
BANK ADDRESS 1	125 Made Up St
	CREATE WIRE

REVIEW	
CCOUNT #	111300958
CCOUNT TYPE	Checking
ENEFICIARY FINANCIAL INSTITUTION	~
JANK NAME	United Bank
WIFT/BIC	NATAAU3305A
J.S. INTERMEDIARY BANK	~
JANK NAME	Bank of Trust
JANK ROUTING #	111300958
ANK ADDRESS 1	125 Made Up St
CHEDULE	^
VHENFuture dated wire transfers will be made available to the bank for processing at 7:00PM CT on the date selected.	Future
DATE	10/5/18
(PPROVE	YES
sproved wire transfers will no longer be editable on the scheduled date after bank processing is complete.	

Upon finishing the process, you will see a success message, letting you know that the wire was created properly.

From this screen, you can save the wire as a template, setup a new wire transfer, or close the window to exit the wizard.

	×
ALL DONE!	
SUCCESSFULLY CREATED NEW WIRE	
If you would like to save the information in this wire for future use, you can save it as a template.	
SAVE WIRE AS TEMPLATE	
SET UP A WIRE TRANSFER	
	÷

CLOSE

Creating a Wire Template

To begin creating a new wire template or edit a pre-existing template, you can either click on the "Wires" menu item within the menu on the left side of the screen, or by clicking on the Wire Transfers section of the Overview on the landing page.



ACCOUNTS	INFO
OVERVIEW	· · · · · · · · · · · · · · · · · · ·
NE	XT7DAYS →
i Business Banking Custom Text	
ACH BATCHES	
batch awaiting approval 1 SCHEDULED	*
TAX PAYMENTS	
o scheduled	📀 >
WIRE TRANSFERS	
wire awaiting approval 6 SCHEDULED / 0 REJECTED	>
≡ =\$	• •

This will take you to a screen displaying all scheduled wire transfers. To create a new template or edit an existing template, you will need to click the "+" button near the top of the page.

	NEXT 7 DAYS →	
	Updated: Sep 27, 2018 2:31:19 PM	C
APPROVED		\$100.00
		DOMESTIC
		SCHEDULE DATE: 02/19/2018
JACK JONES CHECKING - *****901		
TRANSACTION DATE: FEB 19, 2018		
APPROVED		
		\$25.00 DOMESTIC
		SCHEDULE DATE: 02/19/2018
JACK JONES		
CHECKING - *****901 TRANSACTION DATE: FEB 19 2018		
APPROVED		¢15.00
		\$15.00 DOMESTIC

This will enable the Wire Setup wizard. Clicking the "New Template" button will guide you through the process of creating a new wire template.

	WIRE SETUP	×
	What would you like to do?	_
F	NEW WIRE Create a new wire	personal and a second se
ر ج	NEW TEMPLATE Create a new wire template	Bauman amarea manana manana sa
	EDIT TEMPLATE Edit an existing wire template	Secure and a new reaction of the second s

There are options for Domestic Wire and International Wire Templates. Select the option for the type of template you would like to create.

<	NEW TEMPLATE X	A NAME AND ADDREED
	What would you like to do?	A CONTRACTOR OF A CONTRACTOR O
		Street and South Street
	NEW DOMESTIC WIRE TEMPLATE Create a new domestic wire template	
	NEW INTERNATIONAL WIRE TEMPLATE Create a new international wire template	

The next step in creating a new wire template, is entering the necessary information, including:

Wire Transfers

- Company
- Account
- Amount

Once all required fields have been filled out and reviewed, you can click "Continue" at the bottom of the screen to proceed to the next step.

<	NEW DOMESTIC WIRE TEMPLATE	×
COMPANY Closing Time Inc	*	
ACCOUNT Checking *1168	÷	
amount \$88.64		
RECIPIENT INFORMATION	A	
NAME Frank Johnson		
ADDRESS 1 123 Fake St		
ADDRESS 2		
CITY		
STATE	÷	
	CONTINUE →	•

The next step in creating a new wire template is naming the template. Once a name has been determined, clicking "Continue" at the bottom of the screen will take you to the next step.

(NEW DOMESTIC WIRE TEMPLATE	×
SAVE AS A TEMPLATE		
TEMPLATE NAME Thursday Template		
	CONTINUE →	

The review screen will display all details provided for the new template. This includes:

Wire Transfers

- Account
- Amount
- Company
- Recipient Information (click arrowhead to expand)
- Template Name

If all information contained within the review screen is accurate, you can select to "Create Template."

 	REVIEW X
ACCOUNT	Checking *1168
AMOUNT	\$88.64
COMPANY	Closing Time Inc
RECIPIENT INFORMATION	
NAME	Frank Johnson
ADDRESS 1	123 Fake St
BANK NAME	Bank of United Ways
BANK ROUTING #	111300958
ACCOUNT #	65488
ACCOUNT TYPE	Checking
SAVE AS A TEMPLATE	
NAME	Thursday Template
Approved wire transfers will no longer be editable on the scheduled date af	ter bank processing is complete.

CREATE TEMPLATE

Upon finishing the process, you will see a success message, letting you know that the wire template was created properly.



Edit Template

Note: Choosing to edit an existing template follows the same steps as listed above for creating a new template, except instead of choosing the "New Template" option in the initial step, you will select the "Edit Template" option.

WIRE SETUP	×
What would you like to do?	Î
Create a new wire	
Create a new wire template	
EDIT TEMPLATE Edit an existing wire template	

You will then be presented with a list of previously created templates. Click on the template you wish to edit to begin the template editing process.

EDIT TEMPLATE	
Choose a template to edit:	
SEARCH ANY FIELD	×
Weekly Wire Checking - *8754	Beneficiary: Batt Toades
123 Template Checking - *1168	DOMESTIC

The pencil button will allow you to select multiple templates and delete them all at once.

(EDIT TEMPLATE	
Choose a template to edit:		
SEARCH ANY FIELD		× ^
	Delete	
Weekly Wire Checking - *8754		Beneficiary: Batt Toades INTERNATIONAL
123 Template Checking - *1168		DOMESTIC

New Wire from Template

To begin creating a new wire transfer using a pre-existing template, you can either click the "Wires" menu item within the menu on the left side of the screen, or by clicking on the Wire Transfers section of the Overview on the landing page.



Wire Transfers

ACCOUNTS	INFO
OVERVIEW	^
NEXT 7	DAYS →
i Business Banking Custom Text	
ACH BATCHES	
batch awaiting approval 1 SCHEDULED	•
TAX PAYMENTS	
o scheduled	📀 >
WIRE TRANSFERS	
wire awaiting approval 6 SCHEDULED / 0 REJECTED	· · ·
≡ =\$	♀

This will take you to a screen displaying all scheduled wires. To start the wire creation process, you will need to click the "+" button near the top of page. This will enable the wire transfer wizard, guiding you through the new wire process. Clicking on the button labeled "New Wire" will take you through the wire creation wizard.

	NEXT / DAYS →	
	Updated: Sep 27, 2018 2:31:19 PM	e
APPROVED		0100.00
		S199.99 DOMESTIC
LACK IONES		SCHEDULE DATE: 02/19/2018
CHECKING - *****901		
TRANSACTION DATE: FEB 19, 2018		
APPROVED		405.00
		\$25.00 DOMESTIC
11 01/ 101/20		SCHEDULE DATE: 02/19/2018
JACK JONES CHECKING - *****901		
TRANSACTION DATE: FEB 19, 2018		
APPROVED		
		\$15.00



The next step is to click the "New from Template" button.

South States

<	NEW WIRE	×
	What kind of wire would you like to create?	^
	DOMESTIC WIRE Create a new domestic wire	
	INTERNATIONAL WIRE Create a new international wire	
	NEW FROM TEMPLATE Create a new wire from an existing template	

You will then select the template you wish to use.

NEW WIRE FROM TEMPLATE	×
Choose a template to create a new wire:	
Weekly Wire Checking - *8754	International >
123 Template Checking - *1168	Domestic >

Since you are using a template, all fields that were filled out for the template will be automatically filled out in this step. After selecting your template, you will next see all the necessary header information, including:

- Company
- Account
- Amount

- Recipient Name
- Recipient Bank Name
- Recipient Bank Routing Number
- Recipient Account Type

Once all required fields have been filled out and reviewed, you can click "Continue" at the bottom of the screen to proceed to the next step.

< NE	W DOMESTIC WIRE	×
COMPANY VAN R US	\$	^
account 123 Checking 2, 4401	÷	
amount \$453.00		
RECIPIENT INFORMATION	^	
NAME	REQUIRED	
ADDRESS 1		
ADDRESS 2		
СІТҮ		
STATE	\$	~

The next step is to schedule the wire. On this screen, you can select the date you wish for the wire transfer to occur and whether you want to approve the wire at this time.

NEW DOMESTIC WIRE	×
CHEDULE	
Vhen should it occur?	
DATE 9/26/18 (Immediately)	4
UTURE DATED WIRE TRANSFERS WILL BE MADE AVAILABLE TO THE BANK FOR PROCESSING AT 11:59PM CT ON THE DATE SELECTED.	
Approve 	0

When finished, you can click the "Continue" button at the bottom of the screen to review the wire transfer prior to submission.

On the review screen, you will be able to see all details for the wire. This includes:

- Account
- Amount
- Company
- Recipient Information (click arrowhead to expand section)
- Beneficiary Financial Institution (click arrowhead to expand section)
- Schedule (effective date)
- Approve Status

If all information contained within the review screen looks accurate, you can select to "Create Wire" to complete the wire creation process.

 	REVIEW X	
ACCOUNT	123 Checking 2 4401	
AMOUNT	\$453.00	
COMPANY	VAN R US	
RECIPIENT INFORMATION	^	
NAME	TEST NAME	
BANK NAME	TEST BANK	
BANK ROUTING #	111300958	
ACCOUNT #	454656	
ACCOUNT TYPE	Checking	
SCHEDULE	^	
WHEN	Now	
APPROVE	NO	
APPROVED WIRE TRANSFERS WILL NO LONGER BE EDITABLE ON THE SCH	EDULED DATE AFTER BANK PROCESSING IS COMPLETE.	
c	REATE WIRE	

Upon finishing the process, you will see a success message, letting you know that the wire was created properly.

From this screen, you can save the wire as a template, setup a new wire transfer, or close the window to exit the wizard.

	×
	/
ALL DONE!	
SUCCESSFULLY CREATED NEW WIRE	
IF YOU WOULD LIKE TO SAVE THE INFORMATION IN THIS WIRE FOR FUTURE USE, YOU CAN SAVE IT AS A TEMPLATE.	
SAVE WIRE AS TEMPLATE	
SET UP A WIRE TRANSFER	
CLOSE	