



Online Wire Quick Reference Guide

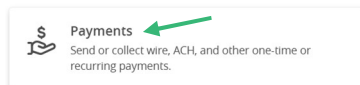
Online Wire Cutoff Time: 3:00 pm

Online Wire Transfer from Recipient Library

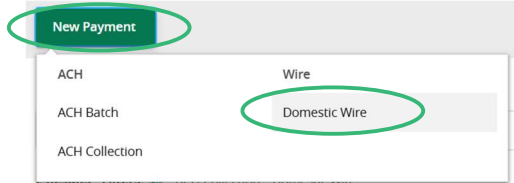
1. Login to [Digital Banking](#)
2. Click on *Treasury Management*



3. Click on *Payments*



4. Click on *New Payment*
5. Click on *Domestic Wire*

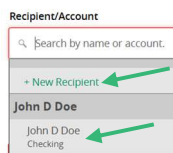


6. This portion of the form only needs to be filled out if you want to set defaults for ALL wires.

Origination Details

From Subsidiary	Account
☐ Use same Subsidiary for all wires	☐ Use same Account for all wires
Process Date	Recurrence
☒ Use same Date for all wires	None

7. Search for a Recipient
 - a. If the Recipient appears, click on the Recipient Account to select that recipient.
 - b. If the Recipient has not been added to the Recipient Library, click + New Recipient.

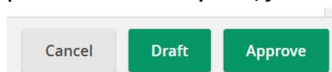


8. Enter the Wire Transfer Amount;
9. Choose the Subsidiary and Account to Pay From
10. Choose the Process Date.
11. Enter the Purpose of Wire.

Wire Details

Recipient/Account	Amount	
John D Doe Checking 7001010136	\$ 20.00	
From Subsidiary	Account	Process Date
Tester Company LLC	Small Business 0144 \$22.03	10/27/2025
Purpose Of Wire		
Contract Payment		

12. Click Approve and follow the steps for the Secure Access code.
(If dual control is required, you will click Draft.)

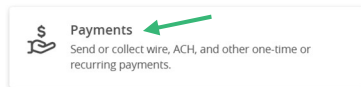


Creating a Wire Template

1. Login to [Digital Banking](#)
2. Click on *Treasury Management*

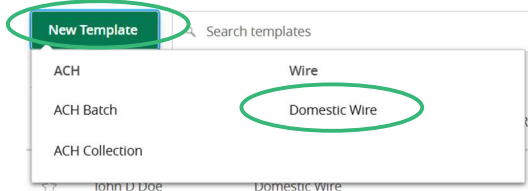


3. Click on *Payments*



4. Click on *New New Template*

5. Click on *Domestic Wire*



6. Enter the Template Name and choose the Template Access Rights.

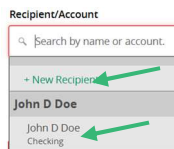
Template Properties

Template Name

Template Access Rights

2 of 2 user roles selected

7. Search for a Recipient
 - a. If the Recipient appears, click on the Recipient Account to select that recipient.
 - b. If the Recipient has not been added to the Recipient Library, click + New Recipient.



8. For Templates, the Amount can be left at \$0.00 until the time of Payment.
9. Choose the Subsidiary and Account to Pay from.
10. Enter the Purpose of Wire.
11. Click Save.

A screenshot of a wire transfer form. At the top, a green checkmark indicates 'This payment is valid.' The form is divided into sections: 'Wire Details', 'From Subsidiary', and 'Purpose Of Wire'. In the 'Wire Details' section, the 'Recipient/Account' is 'John D Doe' and the 'Amount' is '\$ 0.00' (with a green arrow pointing to it). In the 'From Subsidiary' section, the 'Subsidiary' is 'Tester Company LLC' (with a green arrow pointing to it). In the 'Account' section, the 'Account' is 'Small Business' (with a green arrow pointing to it). In the 'Purpose Of Wire' section, the 'Purpose' is 'Vendor Payment' (with a green arrow pointing to it). At the bottom right, there are 'Cancel' and 'Save' buttons, with the 'Save' button circled in green.

Creating a Wire Recipient

1. Go to the Recipient Library OR Click on + New Recipient from the Payments – Domestic Wire Screen.
2. Enter the Name you want Displayed in the Recipient Library.
3. If you want a Payment Notification to be sent when sending a wire to this recipient, enter the Email Address and Click Send email notifications.

Display Name *
Test Recipient

Email Address *
test@test.com

☒ Send email notifications for template payments

4. Enter the Account Number.
5. Search for the Financial Institution, the Beneficiary FI Name and Address will pre-fill.
6. If required, enter the Intermediary FI information.

Account *
123456789

Financial Institution (FI)
Refined Search
Search by name or routing #

Beneficiary FI

Name *
CHAMBERS BANK

Country *
United States

FI ABA Number *
082907008

Address 1 *
901 Main St

Address 2
Danville

State *
Arkansas

Postal Code *
72833

Intermediary FI

Name
Country
United States

Wire Routing Number

Address 1
Address 2
City

State
Select State

Postal Code

7. Once you've entered all payment information, click the green checkmark.

Wire Name
Test Recipient

Country *
United States

Address 1 *
123 Main Street

Address 2

City *
Danville

State *
Arkansas

ZIP *
72833

Cancel Use Without Save **Save Recipient**