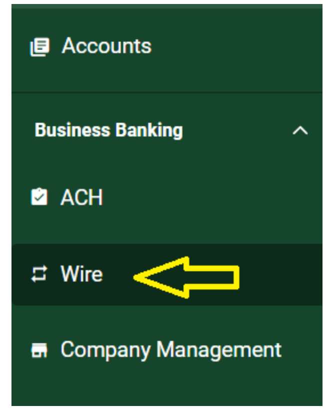
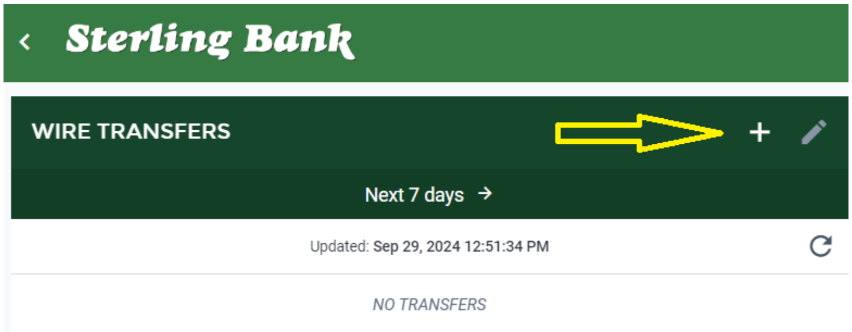
Wire Transfers through Digital Banking

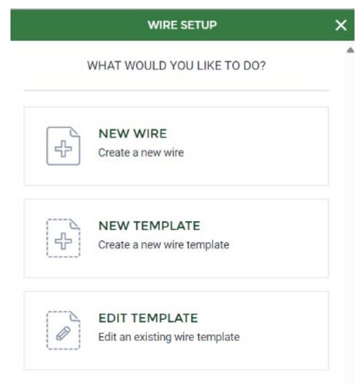
1. Log into Digital Banking and select Wire from the left side menu.
    a. This will take you to a screen displaying all Scheduled Wire Transfers and Wire history.



2. Click on the + icon for Wire Transfers.



3. Wire options appear to create a new wire, create a new template, or edit an existing template. A template is saved wire transfer information available for future use.
4. Create a new wire:



    a. The first two fields are sender information – your company and the account to debit for the wire transfer.
    b. Enter the information for the recipient or receiver of the wire transfer in the fields provided.
    c. If an intermediary bank is used, complete the fields available.
    d. Select Continue.
    e. Select the date for the wire transfer and Continue.
    f. Review the wire transfer information and select Create Wire to complete the Wire Submission.
    g. A confirmation screen will appear. The wire can be saved as a template for future use.
5. Create a new template:
    a. Select New Template.
    b. Enter information for the template: your company (sender), account to debit, amount if known, and recipient information.
    c. Select Continue.
    d. Enter a name for the template and select Continue.
    e. Review the wire information and select Create Template.
    f. A confirmation screen will appear indicating the template has been created.

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6. Edit an existing template:
    a. When selecting this option, previously created templates will display.
    b. Select the template to edit.
    c. Information will appear that can be modified. Once complete, select Continue.
    d. A confirmation of the changes will appear. Select Update Template.
    e. A template can also be deleted when editing. Use the three dots to the right of the template name and select Delete Template.