

Business Administration

Online Banking User Guide

Get started with



Domestic Wire

Looking to send out a
wire transfer?

Follow the steps on
pages 1 - 3

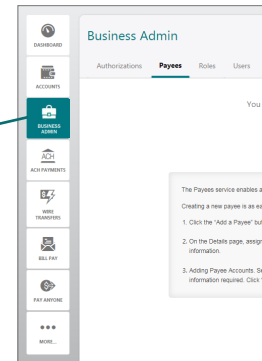
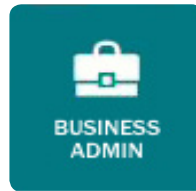
Domestic Wire Transfer Setup

If a Payee has not been established, one must be created by following steps 1 - 6

For a Wire Transfer to an established Payee, select the Wire Transfer Widget and follow Steps 7 - 8

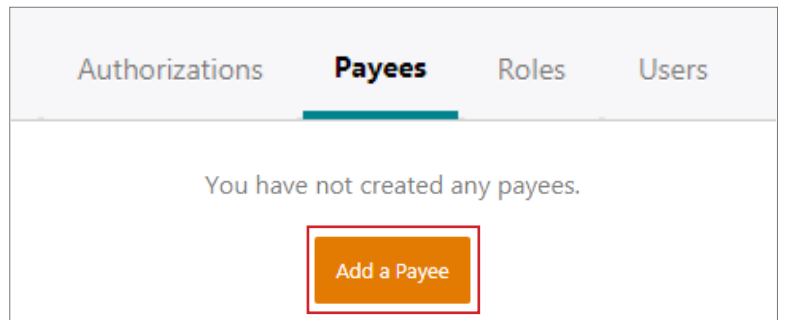
Step 1

Select the **Business Admin** widget from the left menu. (If you do not see the widget, select **More**, then select **Business Admin**)



Step 2

Under Payees, click **Add a Payee** button.




Step 3

Enter your Payee Name & Nickname, then click the **Create Payee** button. You may be required to provide additional verification.

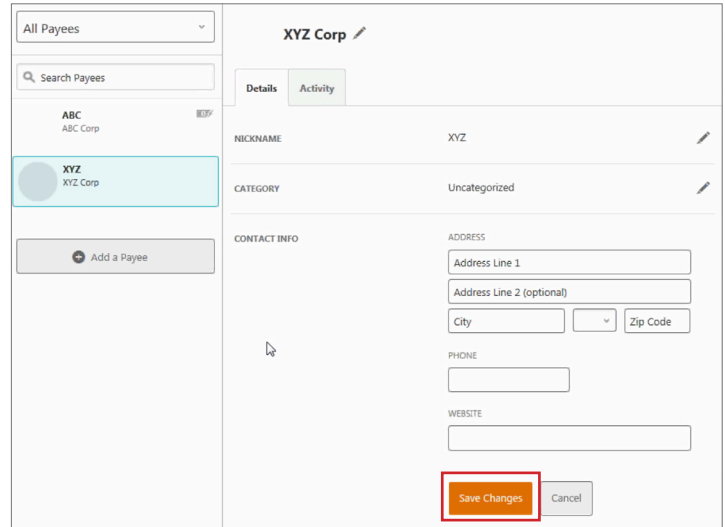
A form titled "Add a new payee" with a close button (X) in the top right corner. It contains two input fields: "Name" with a red asterisk and "Payee Nickname" with a red asterisk. Below the fields are two buttons: "Cancel" and "Create Payee", with the "Create Payee" button highlighted with a red border.A dialog box titled "Verification Needed" with a close button (X) in the top right corner. The text inside says "Please verify your identity before completing this action." At the bottom, there are two buttons: "Questions" with a question mark icon and "Email" with an @ symbol icon.

Domestic Wire Transfer Setup

Step 4

Select the pencil icon  to edit the contact info, then click **Save Changes** button.

Note: Scroll down on this screen to complete Step 5

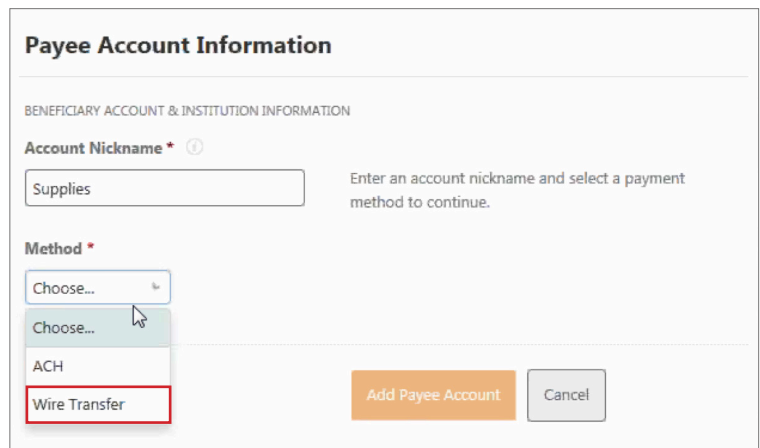


The screenshot shows a payee management interface for 'XYZ Corp'. On the left, there is a list of payees with 'XYZ Corp' selected. On the right, the 'Details' tab is active, showing fields for Nickname (XYZ), Category (Uncategorized), and Contact Info (Address, Phone, Website). The 'Save Changes' button at the bottom right is highlighted with a red box.

Step 5

Under Payee Account Information enter an Account Nickname and select a payment Method to continue.

Note: This will be the nickname that displays when you're selecting the account you're transferring to.



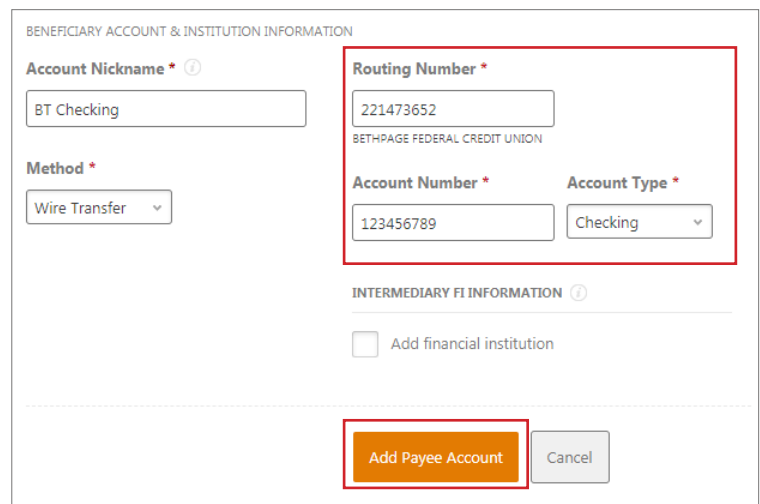
The screenshot shows the 'Payee Account Information' form. The 'Account Nickname' field contains 'Supplies'. The 'Method' dropdown menu is open, and 'Wire Transfer' is selected and highlighted with a red box. The 'Add Payee Account' button is visible at the bottom right.

Enter the Payee Account Information for the Wire Beneficiary including:

- Routing Number
- Account Number
- Account Type
- Intermediary FI Information (only if applicable)

Then click **Add Payee Account** button.

This Payee has now been saved for future Wire Transfers.

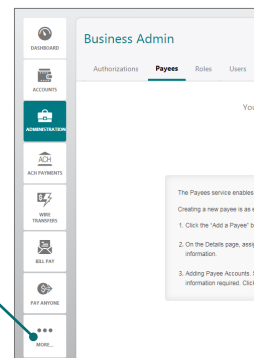


The screenshot shows the 'Payee Account Information' form with additional fields filled out. The 'Account Nickname' is 'BT Checking'. The 'Method' is 'Wire Transfer'. The 'Routing Number' is '221473652', the 'Account Number' is '123456789', and the 'Account Type' is 'Checking'. The 'Add Payee Account' button is highlighted with a red box.

Domestic Wire Transfer Setup

Step 7

Select the **Wire Transfers** Widget
(If you do not see the widget, select **More**, then select **Wire Transfers**)



Step 8

Under Payee Details select:

- Payee
- Funding Account
- Category (optional)
- Amount
- Deliver By

Then click **Confirm Payment** button to initiate your transfer.

Payee Details	Payment Confirmation
Payee * <input type="text" value="Select Payee"/>	Payee None Selected
Funding Account * <input type="text" value="Select Account"/>	Payee Account None Selected
Category <input type="text" value="Select Category"/>	Funding Account None Selected
Amount * <input type="text" value="0.00"/> Show Limits >	Category None Selected
Frequency One Time	Amount
Deliver By * <input type="text" value="03/01/2018"/>	Frequency One Time
Originator to Beneficiary Info <input type="text" value="Use this field to communicate remittance advice information (e.g., invoice details) to the person or organization receiving the wire transfer"/>	Deliver By 03/01/2018
140 characters max value	Originator to Beneficiary Info
	Cut-off time 02:45 PM (Eastern Standard Time) <input type="button" value="Confirm Payment"/>