

Online Banking  
**Wire Guide**





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### Add a Wire Payee

A wire payee must be added before a wire can be initiated. To add a wire payee, click on the Wires menu option in Online Banking. Then, click Wire Payees and Add Payee.

The screenshot shows the Online Banking navigation bar with 'Wires' highlighted. A dropdown menu is open under 'Wires', with 'Wire Payees' selected. Below the navigation bar, the 'Wire Payees' section is visible, showing a table with columns for Nickname, Payee Name, and Account. The table is currently empty, with the text 'There are no payees.' displayed. An 'Add Payee' button is located at the bottom left of the section.

Next, complete the Payee Details section.

The 'Payee Details' form contains the following fields and options:

- \* Payee Type:** A dropdown menu with 'Domestic' selected.
- Payee Information:**
  - \* Nickname:** A text input field.
  - \* Payee Name:** A text input field.
  - \* Email Address:** A text input field.
  - Send email when wire status is changed to Processed
  - \* Account Number:** A text input field.
  - \* Confirm Account Number:** A text input field.
- \* Address Type:** Radio buttons for 'Domestic' (selected) and 'Foreign'.
- \* Address Line 1:** A text input field.
- Address Line 2:** A text input field.
- \* City:** A text input field.
- \* State:** A dropdown menu.
- \* ZIP Code:** A text input field.

**Payee Type:** Domestic will default.

**Nickname:** Enter a nickname for the payee.

**Payee Name:** Enter the payee's name.

**Email Address:** Enter the payee's email address.

**Checkbox:** Check the box if you would like the payee to receive an email when the wire status is changed to processed.

**Account Number:** Enter the payee's account number.

**Confirm Account Number:** Reenter the payee's account number.

**Address Line 1:** Enter the payee's applicable address.

**City:** Enter the payee's city.

**State:** Enter the payee's state.

**Zip Code:** Enter the payee's zip code.



Then, complete the Payee Financial Institution section.

Payee Financial Institution	
* Institution Number Type	<input type="text" value="ABA"/>
* Institution Name	<input type="text"/>
* Institution Number	<input type="text"/>
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
ZIP Code	<input type="text"/>
Beneficiary Reference	<input type="text"/>
Message to Beneficiary	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

**Institution Number Type:** ABA will default. ABA is also known as routing number.

**Institution Number:** Start by entering the payee’s institution routing number. A list of institutions will appear, select the correct institution. If the institution’s routing number does not appear in the list, contact your wire payee to ensure the correct routing number was provided.

**Institution Name:** The Institution Name field will prefill based on the routing number entered in the Institution Number field.

**Beneficiary Reference:** This field can be used to enter applicable information regarding the wire.

**Message to Beneficiary:** These fields can be used for additional information to the recipient of the wire.

Note: Information entered in the Beneficiary Reference and Message to Beneficiary will carry over when initiating a wire. If this information will be different for each wire to this payee, please enter the information on the Initiate Wire screen instead of the Payee Details screen.

If the payee’s financial institution requires an **Intermediary Financial Institution**, click on the checkbox to enter the intermediary information.

If there’s more than one Intermediary Financial Institution, click on the checkbox under **Additional Intermediary Financial Institution** to add the additional financial institution’s information.



### Intermediary Financial Institution (optional)

This payee requires intermediary financial institution details

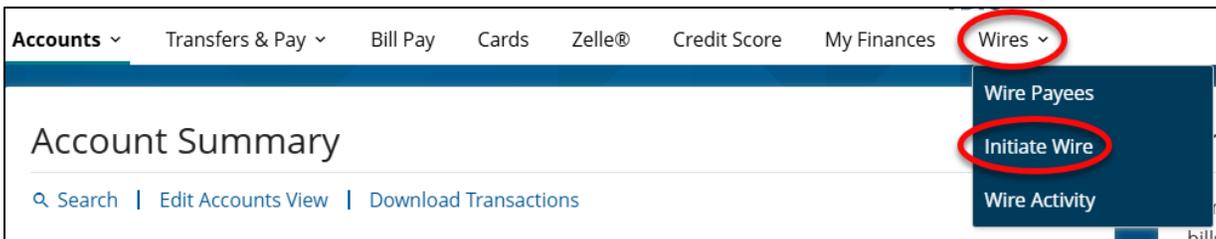
### Additional Intermediary Financial Institution (optional)

This payee requires additional intermediary financial institution details

Click **Save** to save the payee's details.

## Initiate a Wire

To submit a wire, click on the Wires menu option in Online Banking. Then, click Initiate Wire. Please note, a wire payee must be added before a wire can be initiated.



Next, complete the required information in the Initiate Wire section.



### Initiate Wire

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\* Payee

Notify Payee  
**Yes**

\* Funding Account

\* Amount

\* Scheduling Option

Beneficiary Reference

Message to Beneficiary

**Payee:** Select a payee from the Payee dropdown box.

**Funding Account:** Select the applicable account to debit the wired funds.

**Amount:** Enter the amount of the wire.

**Scheduling Option:** Select the applicable option (One-Time or Recurring).

**Beneficiary Reference:** This field can be used to enter applicable information regarding this wire.

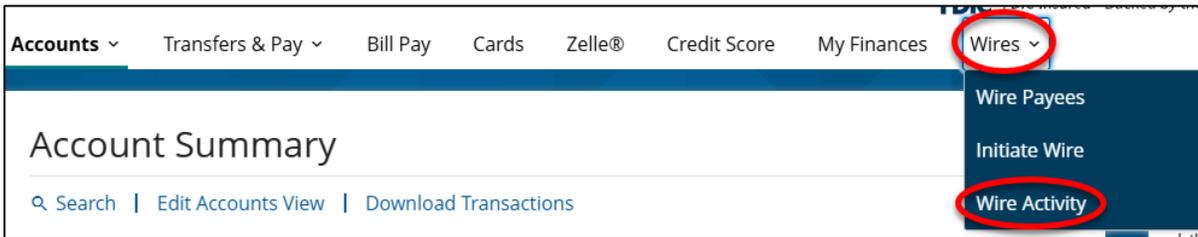
**Message to Beneficiary:** These fields can be used for additional information to the recipient of the wire.

Click **Submit**.



### View Wire Activity

To view wire activity, click on the Wire menu item, click Wire Activity.



#### Scheduled Wires

Ref #	Payee	Notify Payee	Schedule	Amount	Next Wire Date ↑
There are no wire transfers to display.					

#### Wires In Process

Show Search Options

Ref #	Payee	Notify Payee	Funding Account	Amount	Currency	Amount in \$	Status	Wire Date ↓
There are no wire transfers to display.								

[Export](#)

#### Wire History

Show Search Options

Ref #	Payee	Funding Account	Amount	Status	Wire Date ↓	Fed Details
There are no wire transfers to display.						

[Export](#)

**Scheduled Wires:** This section will show any future dated wires that are scheduled to be sent.

**Wires in Process:** This section will show a list of wires that are in the process of being sent to the wire system.

**Wire History:** This section will show any wires that have been processed through online banking and in the wire system.

- If Fed Details are blank, then the wire has not been processed to the Fed.
- If Fed Details are not blank, the wire has been accepted by the Fed.