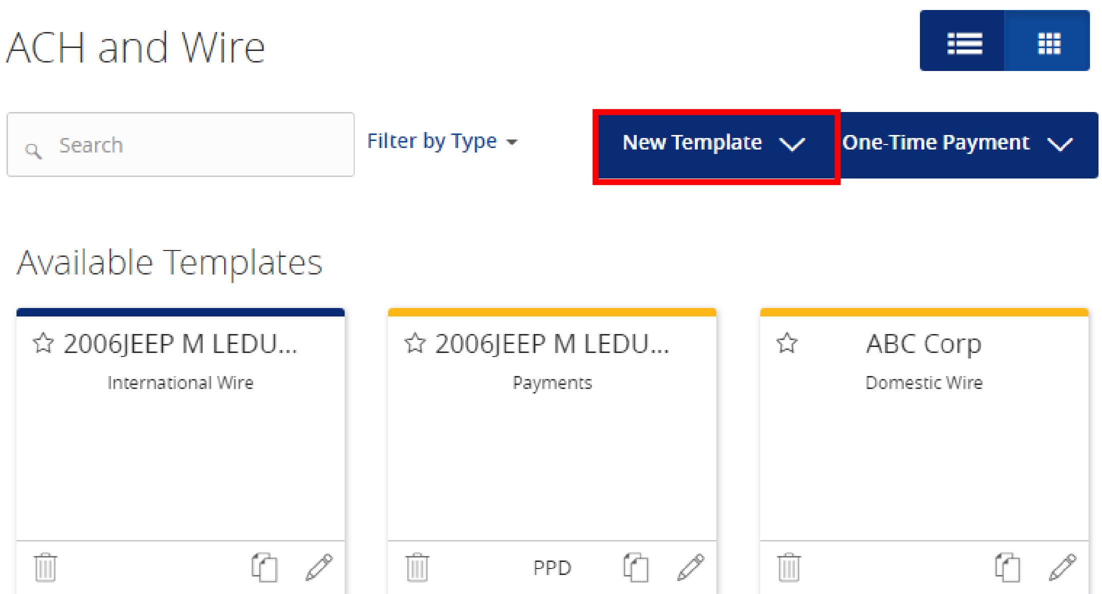
Wire Transactions

Domestic Wire Template Creation

1. Select the ‘ACH and Wire’ option under the ‘Commercial’ menu.
2. Click the ‘New Template’ button and select the ‘Domestic Wire’ option from the drop down menu.



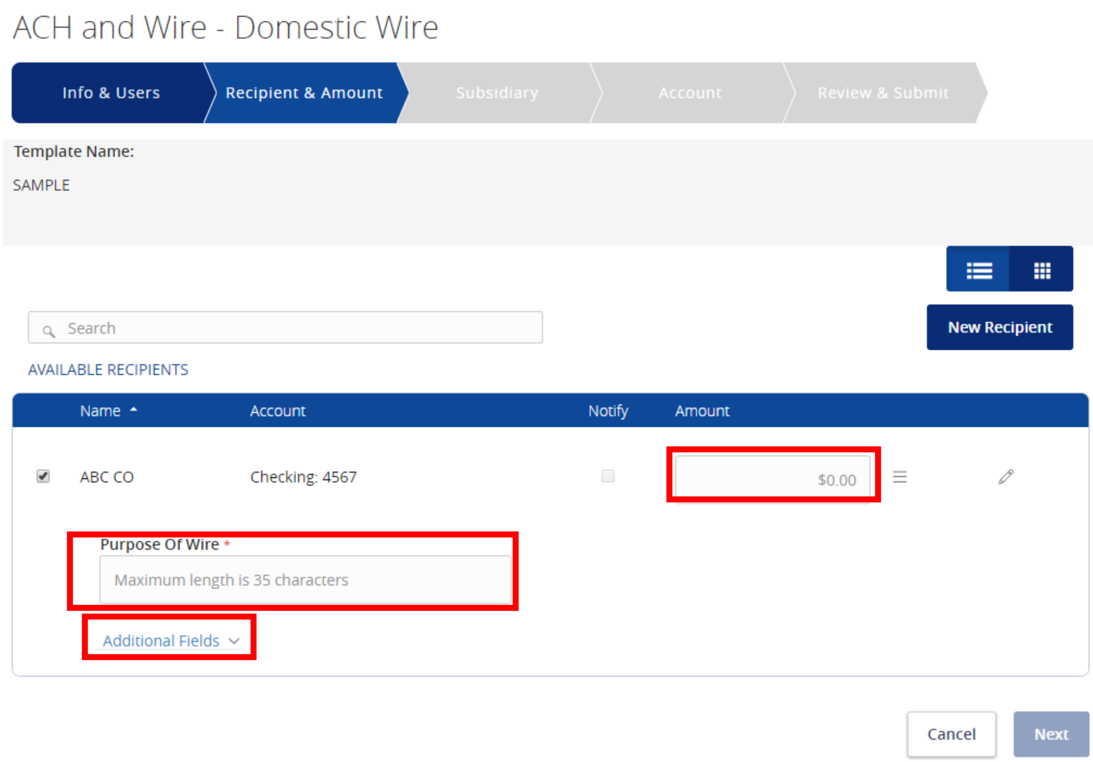
Info & Users

3. The ‘Info & Users’ screen allows the user to name the template and to determine who else in the company is allowed access to the template.
4. Click the ‘Next’ button at the bottom of the screen or ‘Recipient and Amount’ in the workflow ribbon at the top of the page to move to the next step.

Recipient & Amount

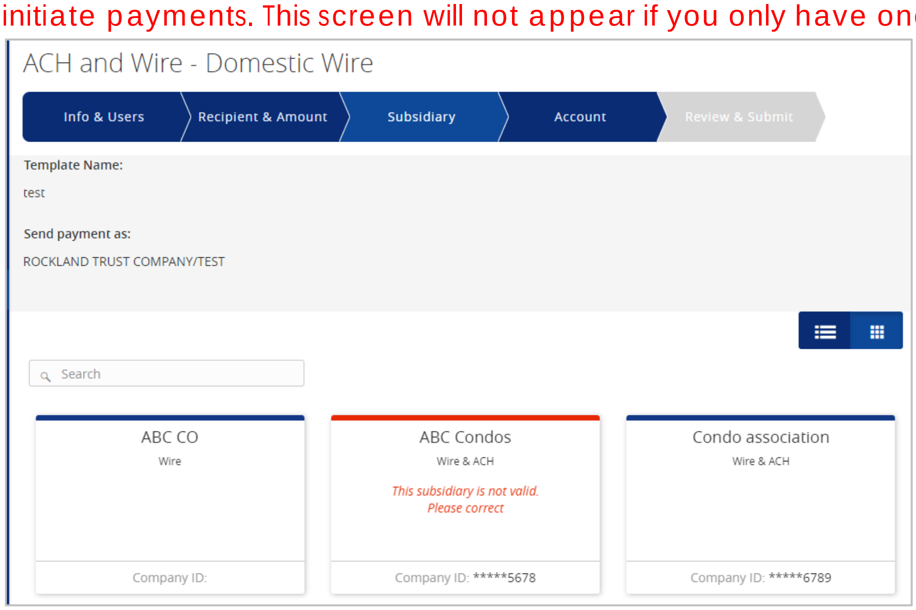
1. The 'Recipient & Amount' screen allows the user to select which recipient is tied to the template and designate a dollar amount. The 'Purpose of Wire' field is required to complete. There is an option to add an internal Memo or Description by clicking on the 'Additional Fields' link. This data can be edited when initiating the wire payment.

   NOTE: Recipients with at least one account eligible for Wire transactions will show in the list of recipients to select. The 'Add Recipient' button is used to add a new recipient while remaining within the workflow of the existing payment template.



2. Click the 'Next' button at the bottom of the screen or 'Subsidiary' in the workflow ribbon at the top of the page to move to the next step.

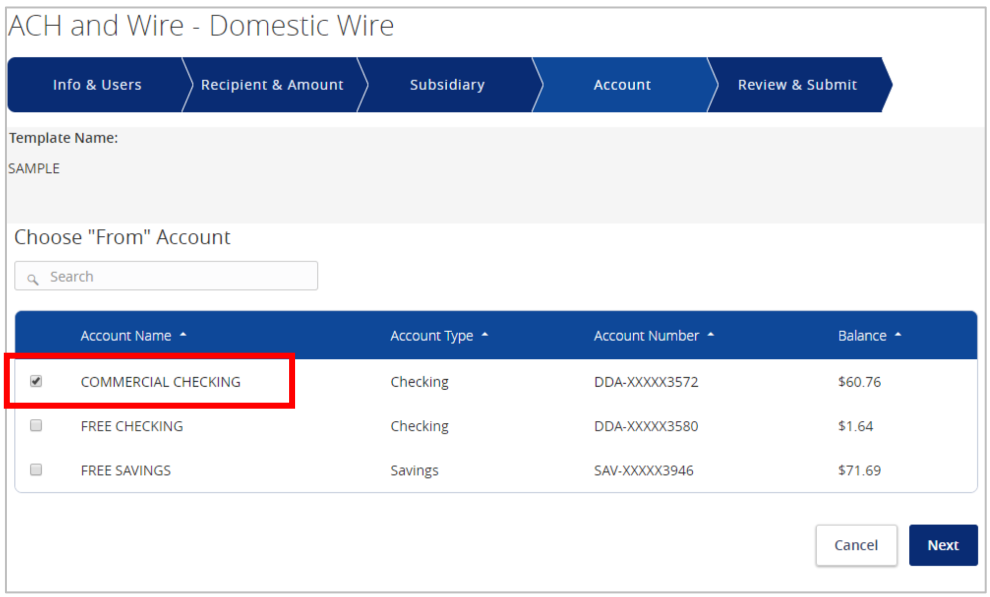
   NOTE: Subsidiaries are only applicable for a business with multiple companies that can initiate payments. This screen will not appear if you only have one subsidiary.



3. If applicable, select the subsidiary that will be used to initiate the payment, and match the account that will initiate the payment to/from.
4. Click the ‘Next’ button at the bottom of the screen or ‘Account’ in the workflow ribbon at the top of the page to move to the next step.

Account

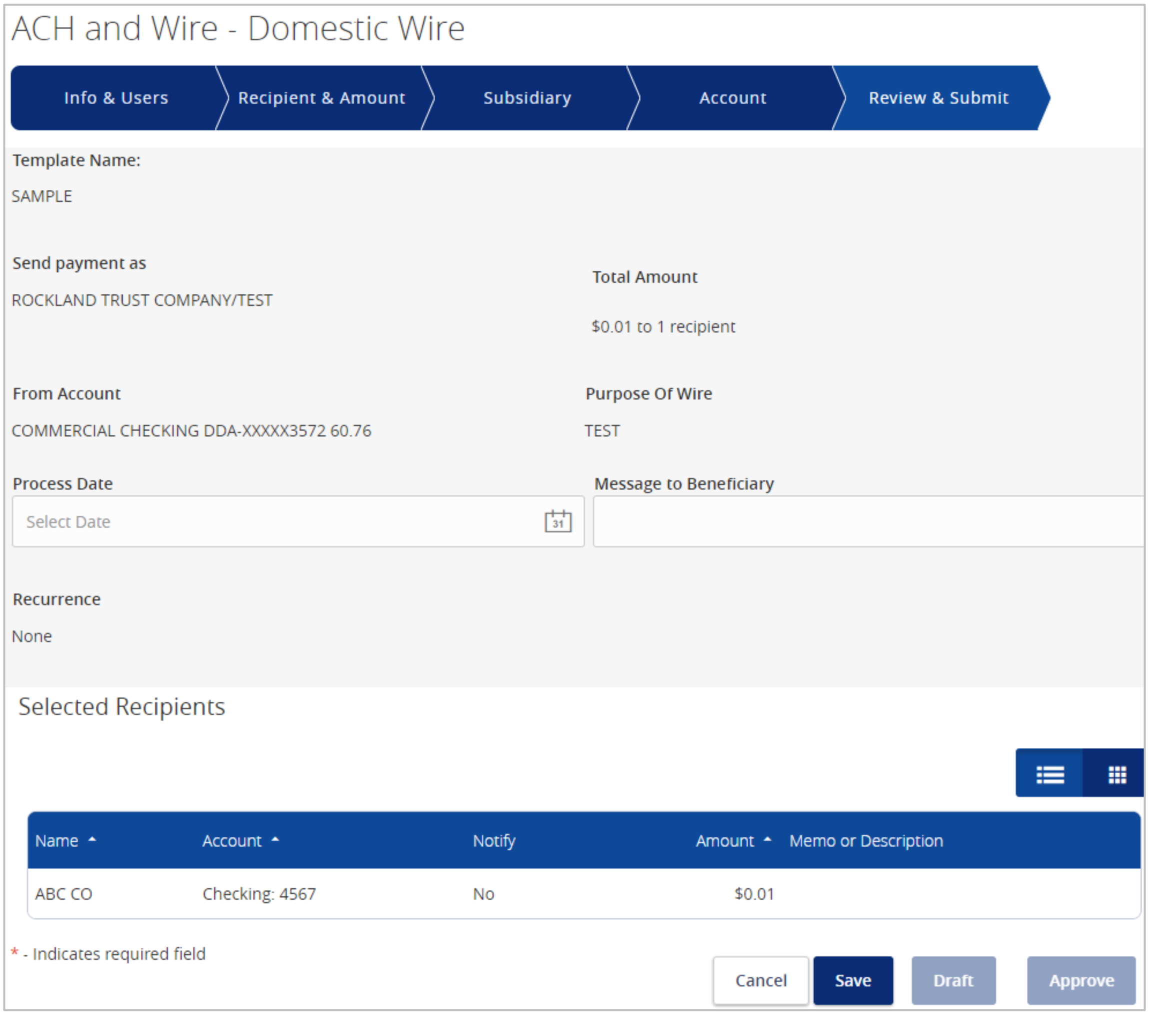
1. Select the corresponding offset account for the commercial payment.



2. Click the ‘Next’ button at the bottom of the screen or ‘Review & Submit’ in the workflow ribbon at the top of the page to move to the next step.

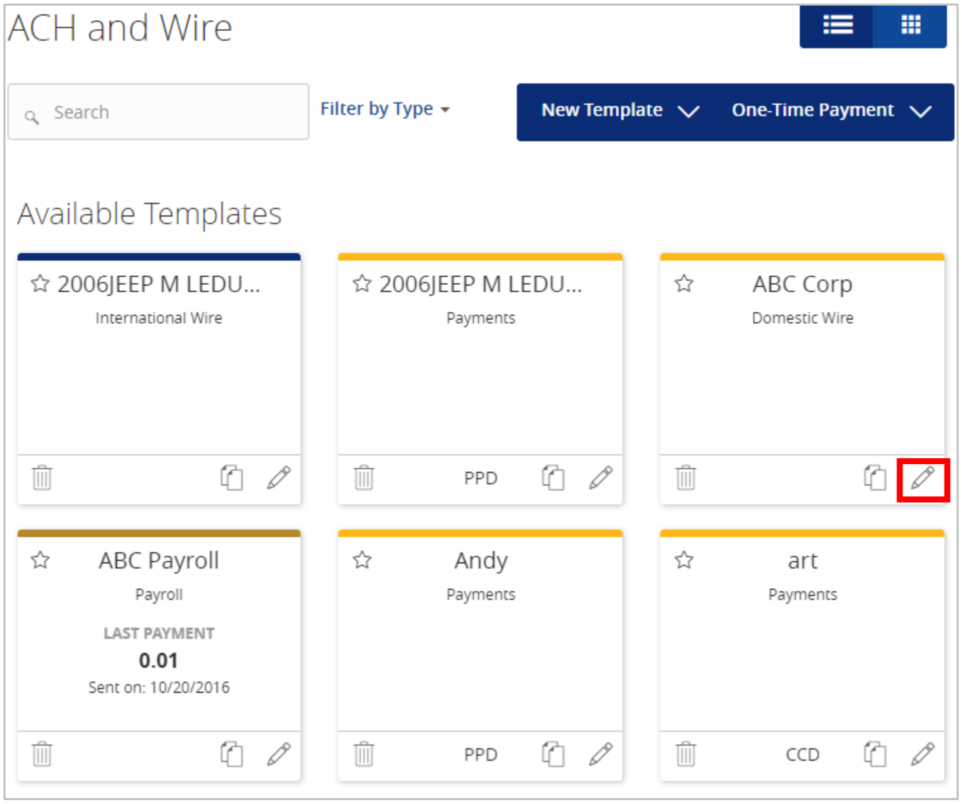
Review & Submit

1. Review the information on the screen for accuracy and then click ‘Save’.

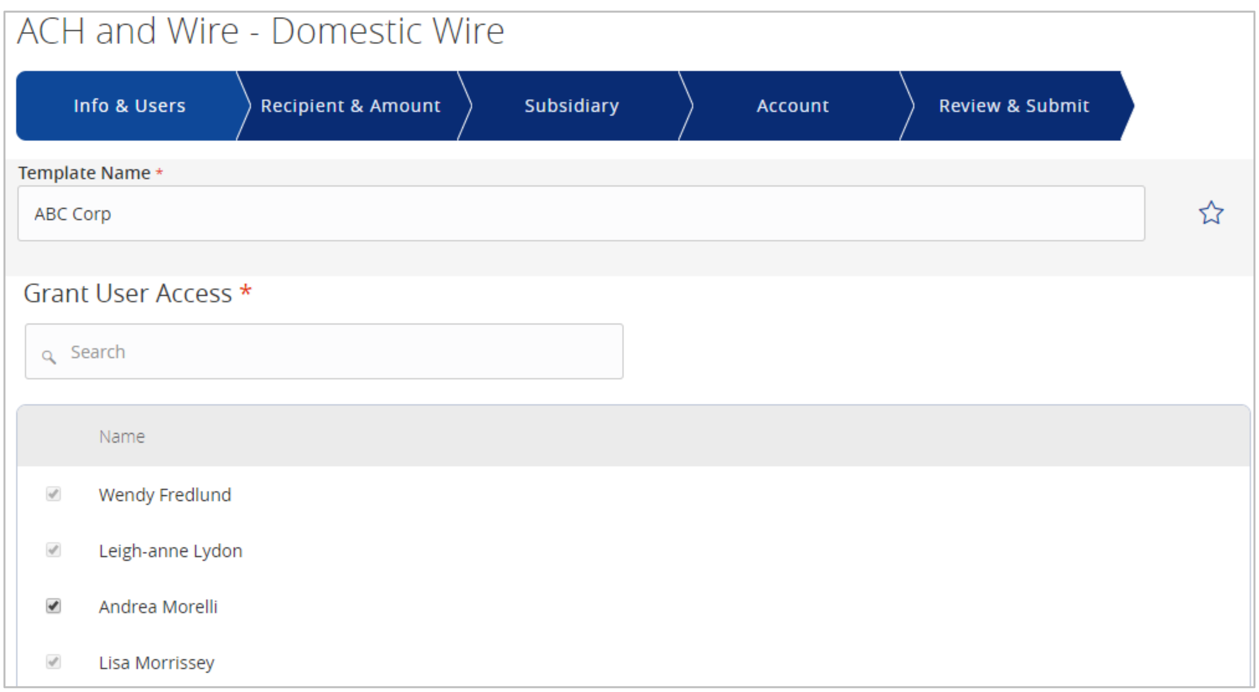


Existing Domestic Wire Templates

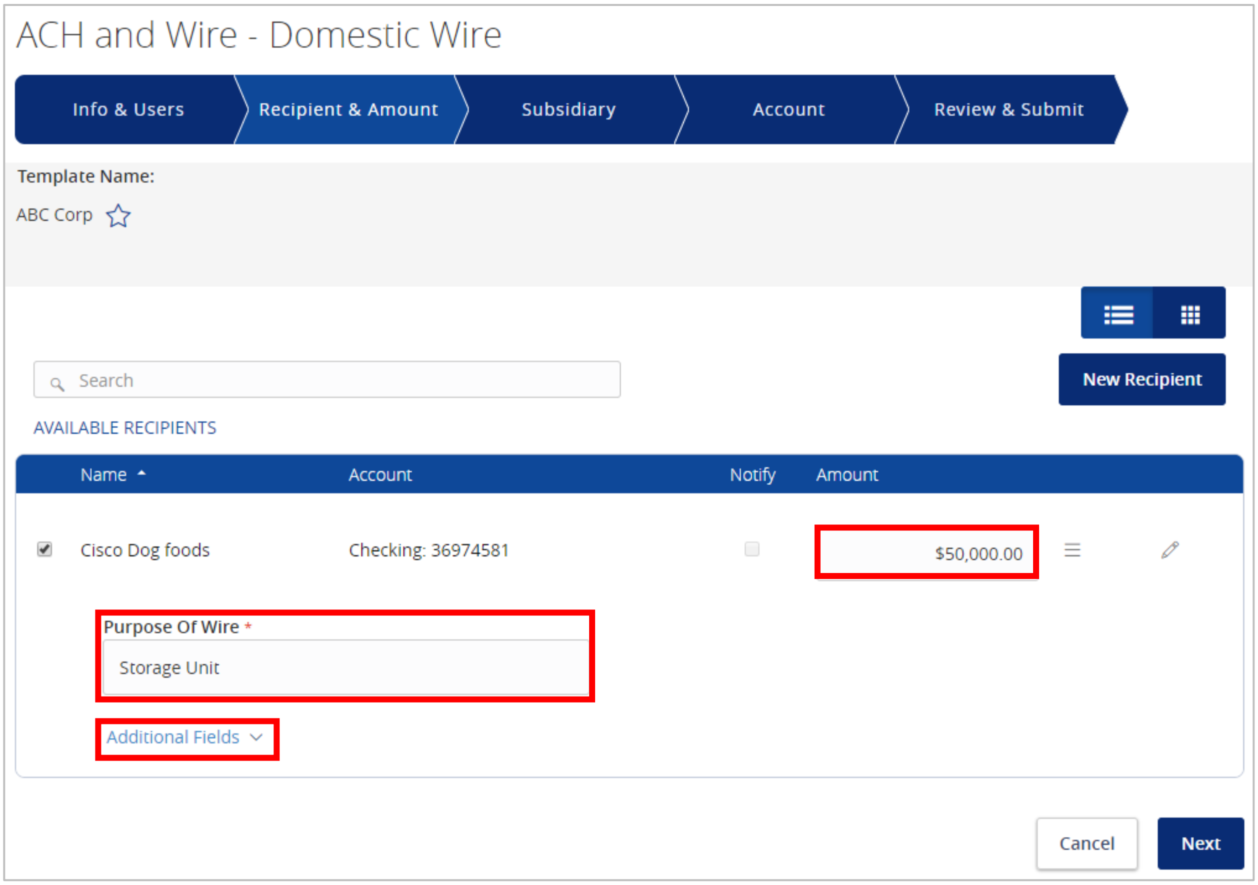
1. Click on the pencil icon next to the desired domestic wire template.



2. Confirm the 'Template Name' and 'User Access.'

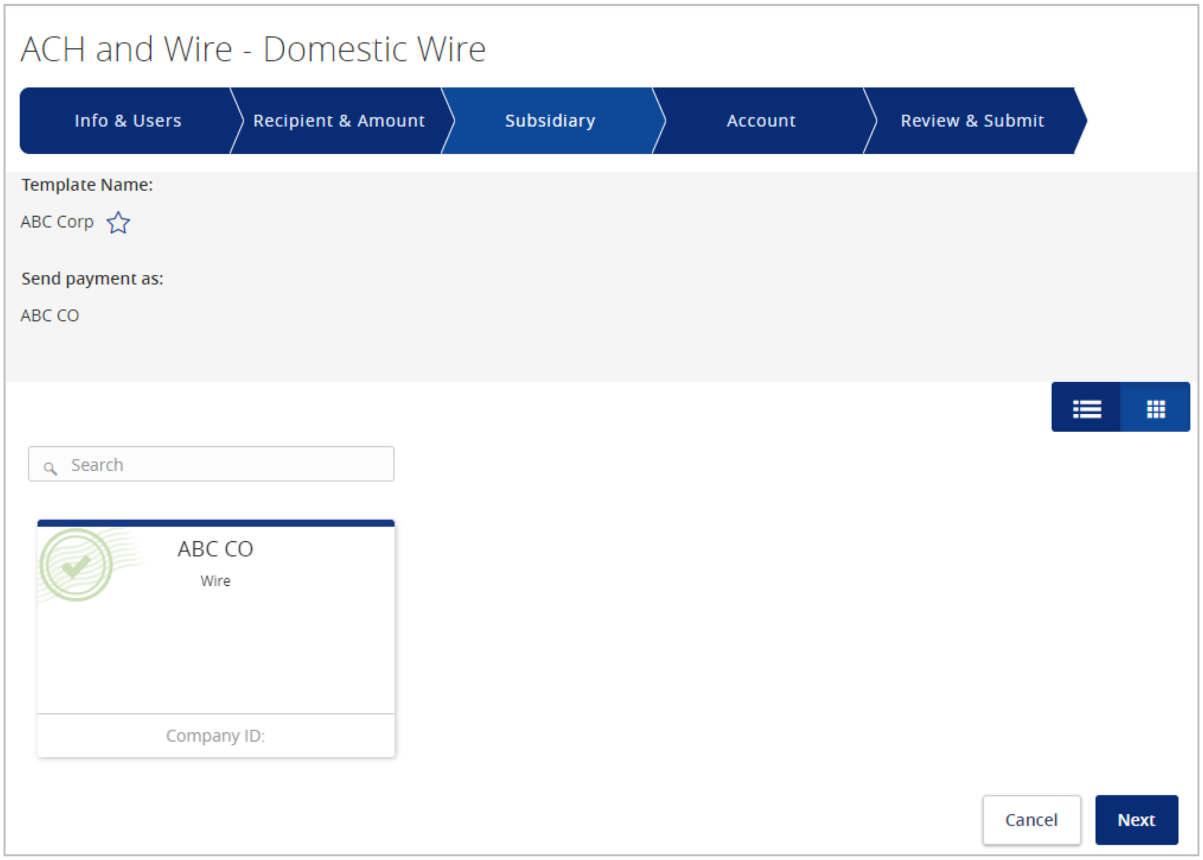


3. Enter the dollar amount for the domestic wire recipient. The 'Purpose of Wire' field is required to complete. There is an option to add an internal Memo or Description by clicking on the 'Additional Fields' link. This data can be edited when initiating the wire payment.



4. Click the 'Next' button at the bottom of the screen or 'Subsidiary' in the workflow ribbon at the top of the page to move to the next step.

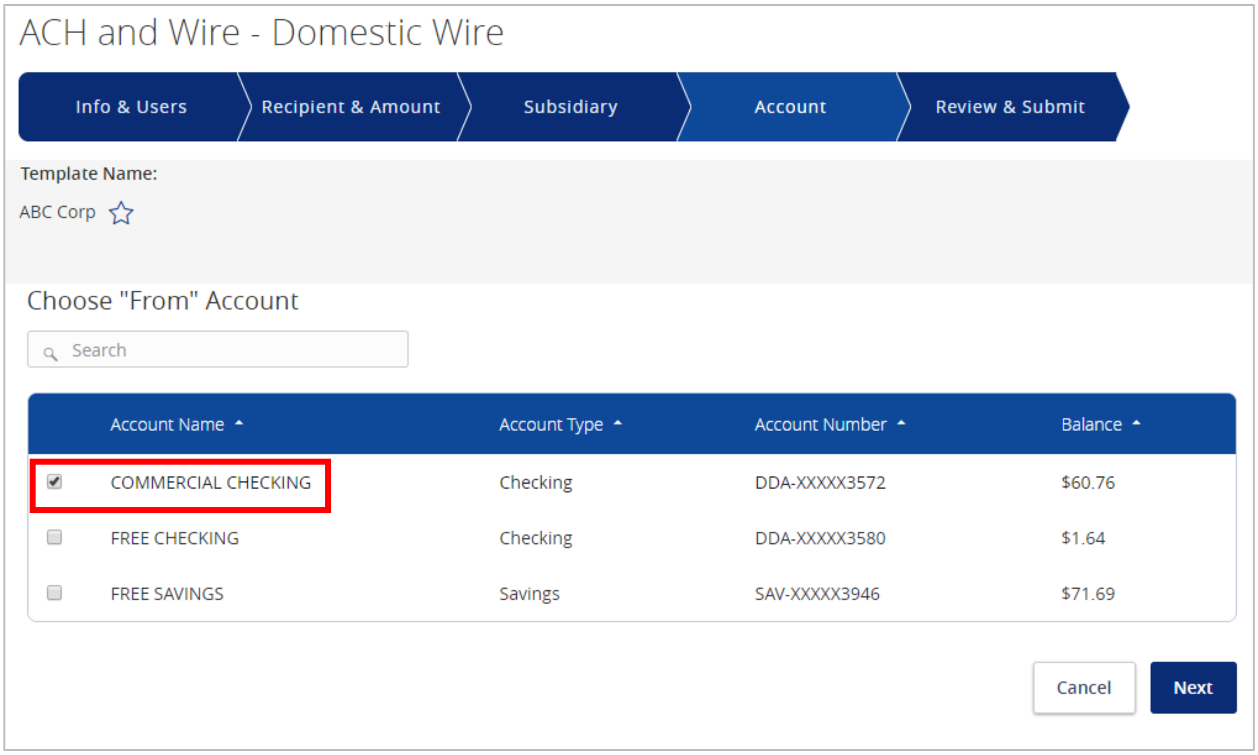
NOTE: Subsidiaries are only applicable for a business with multiple companies that can initiate payments. This screen will not appear if you only have one subsidiary.



5. If applicable, select the subsidiary that will be used to initiate the payment, and match the account that will initiate the payment to/from.

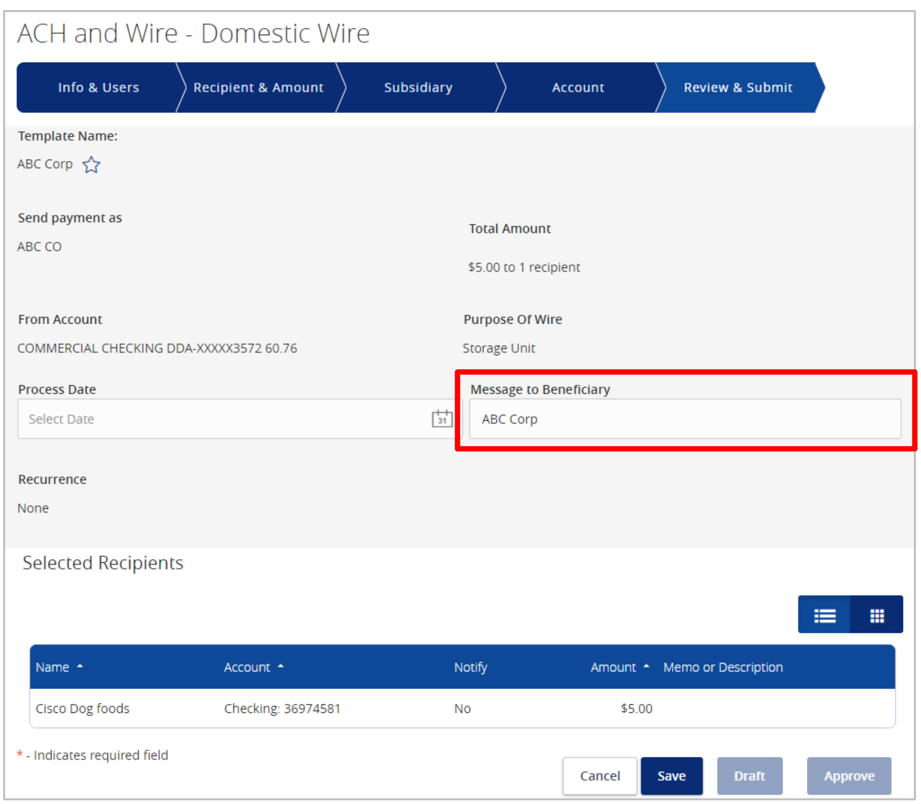
6. Click the 'Next' button at the bottom of the screen or 'Account' in the workflow ribbon at the top of the page to move to the next step.

7. Confirm the account to be used for the domestic wire.



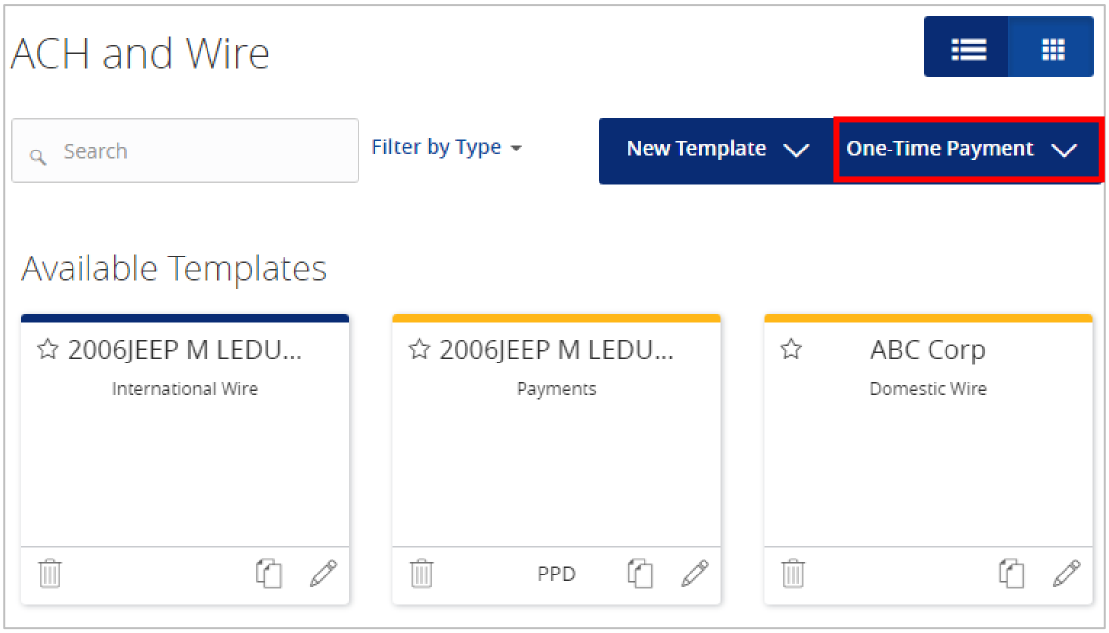
8. Click the ‘Next’ button at the bottom of the screen or ‘Review & Submit’ in the workflow ribbon at the top of the page to move to the next step.

9. Designate the ‘Process Date’ and complete the ‘Message to Beneficiary’ field, if applicable. Next, depending on your access, click ‘Draft’ or ‘Approve.’

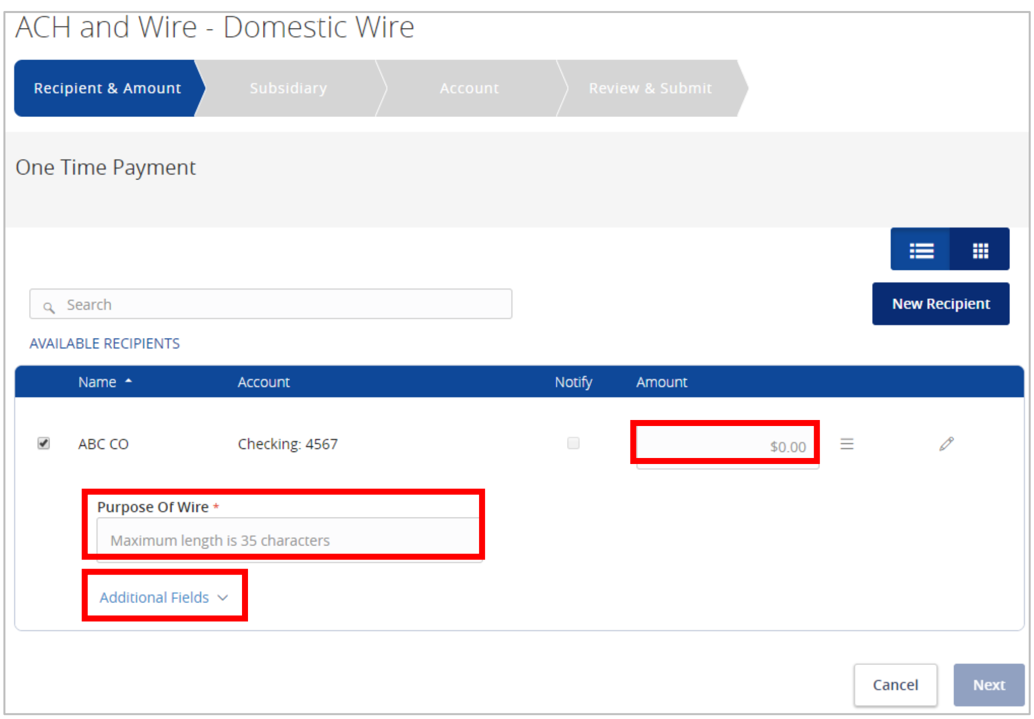


Creating a One-Time Domestic Wire Transfer

1. Select the ‘ACH and Wire’ option under the ‘Commercial’ menu.
2. Click the ‘One-Time Payment’ button and select the ‘Domestic Wire’ option from the drop down menu.

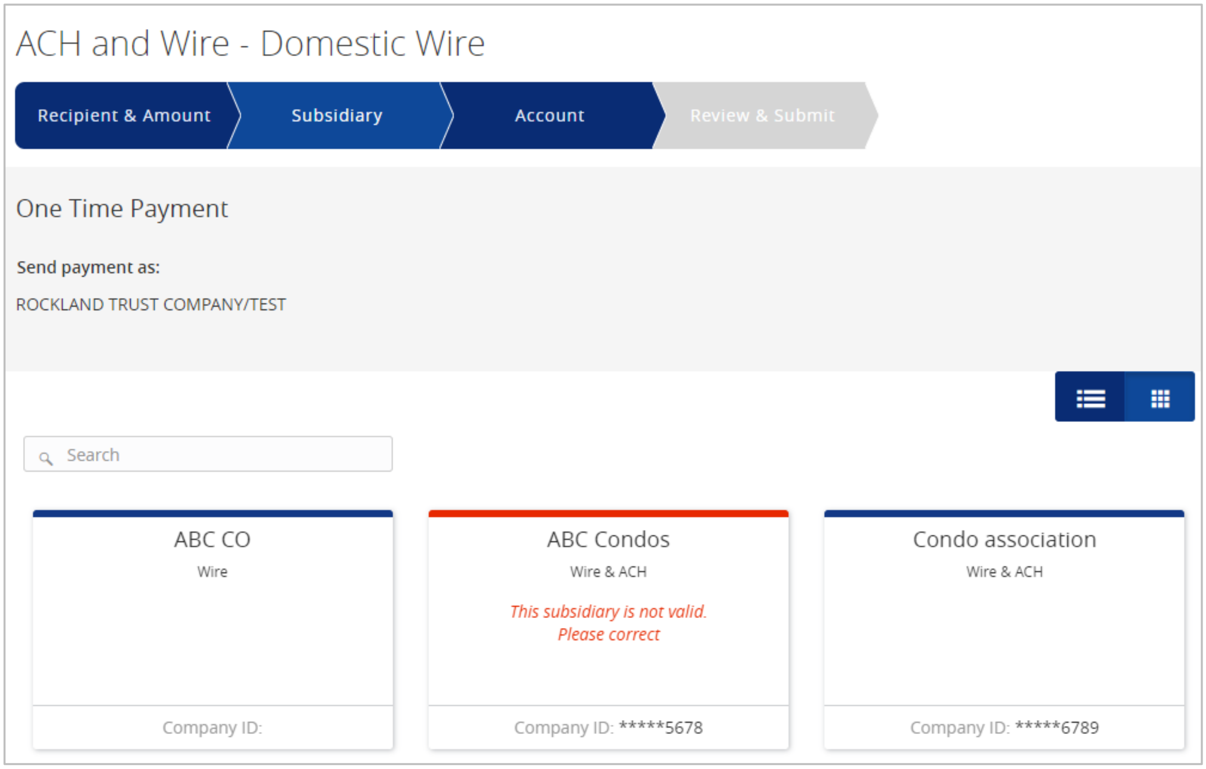


3. Select a recipient from the list. Enter the dollar amount for the domestic wire. The ‘Purpose of Wire’ field is required and the internal Memo/Description is optional under the ‘Additional Fields’ link.



4. Click the 'Next' button at the bottom of the screen or 'Subsidiary' in the workflow ribbon at the top of the page to move to the next step.

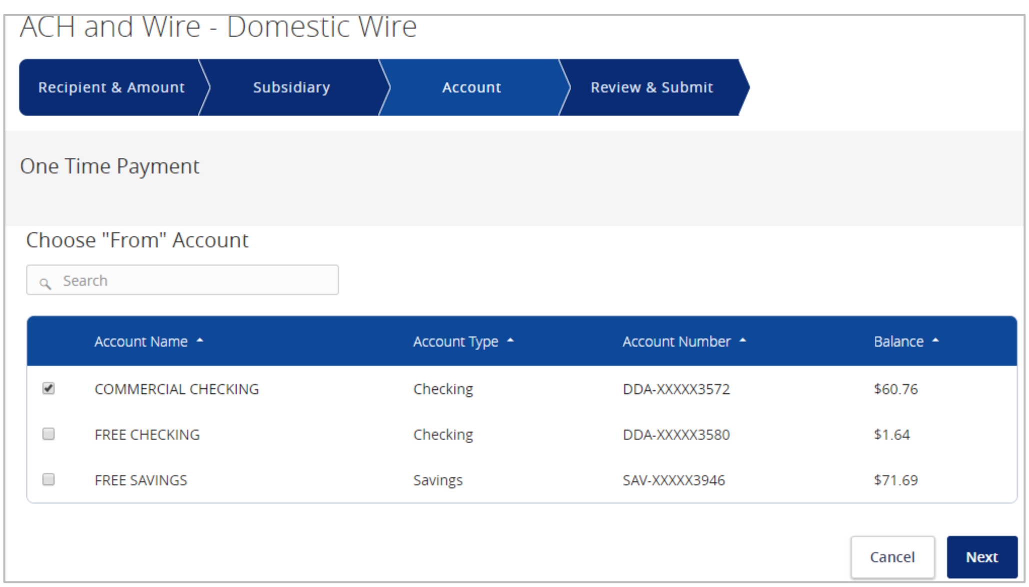
NOTE: Subsidiaries are only applicable for a business with multiple companies that can initiate payments. This screen will not appear if you only have one subsidiary.



5. If applicable, select the subsidiary that will be used to initiate the payment, and match the account that will initiate the payment to/from.

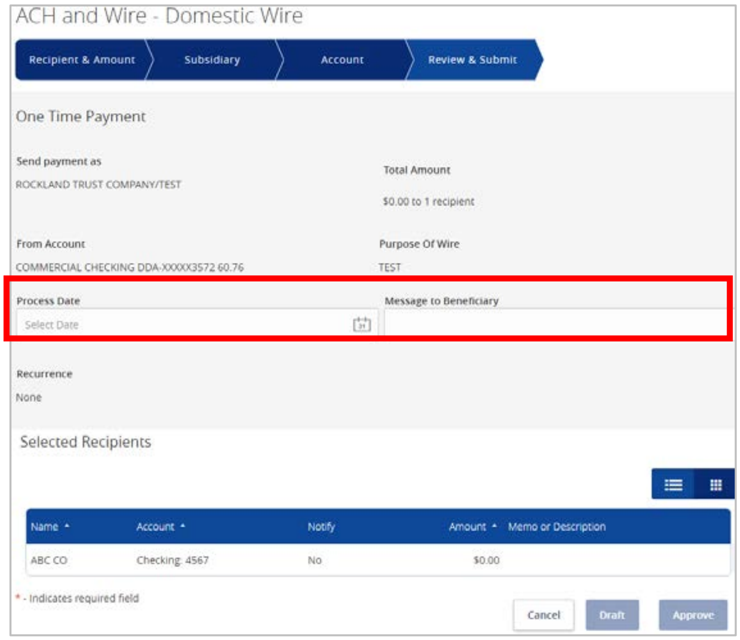
6. Click the 'Next' button at the bottom of the screen or 'Account' in the workflow ribbon at the top of the page to move to the next step.

7. Select the account for the domestic wire transaction.



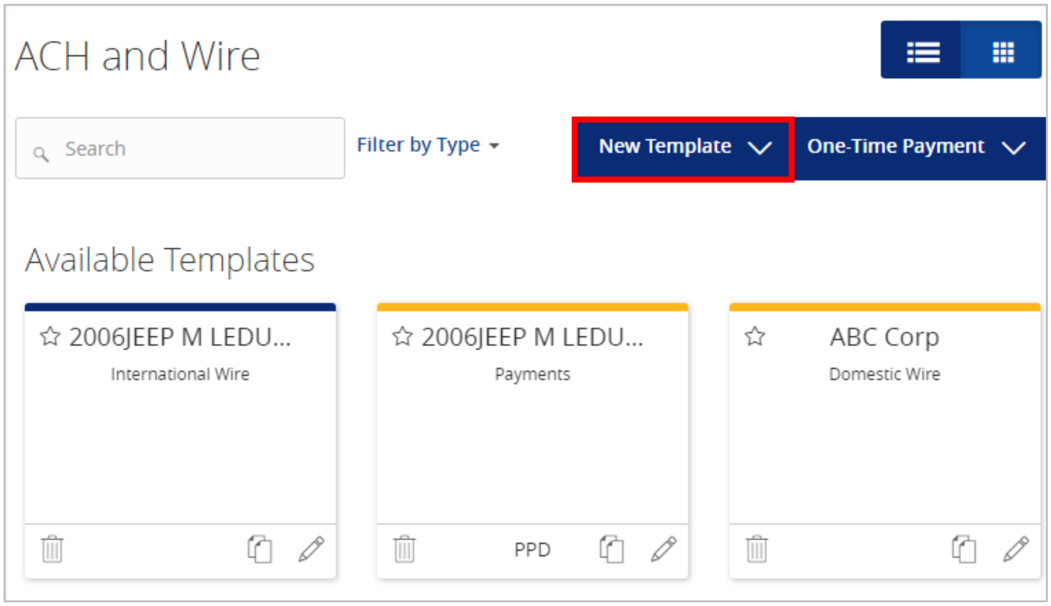
8. Click the ‘Next’ button at the bottom of the screen or ‘Review & Submit’ in the workflow ribbon at the top of the page to move to the next step.

9. Designate the ‘Process Date’ and complete the ‘Message to Beneficiary’ field, if applicable. Next, depending on your access, click ‘Draft’ or ‘Approve.’



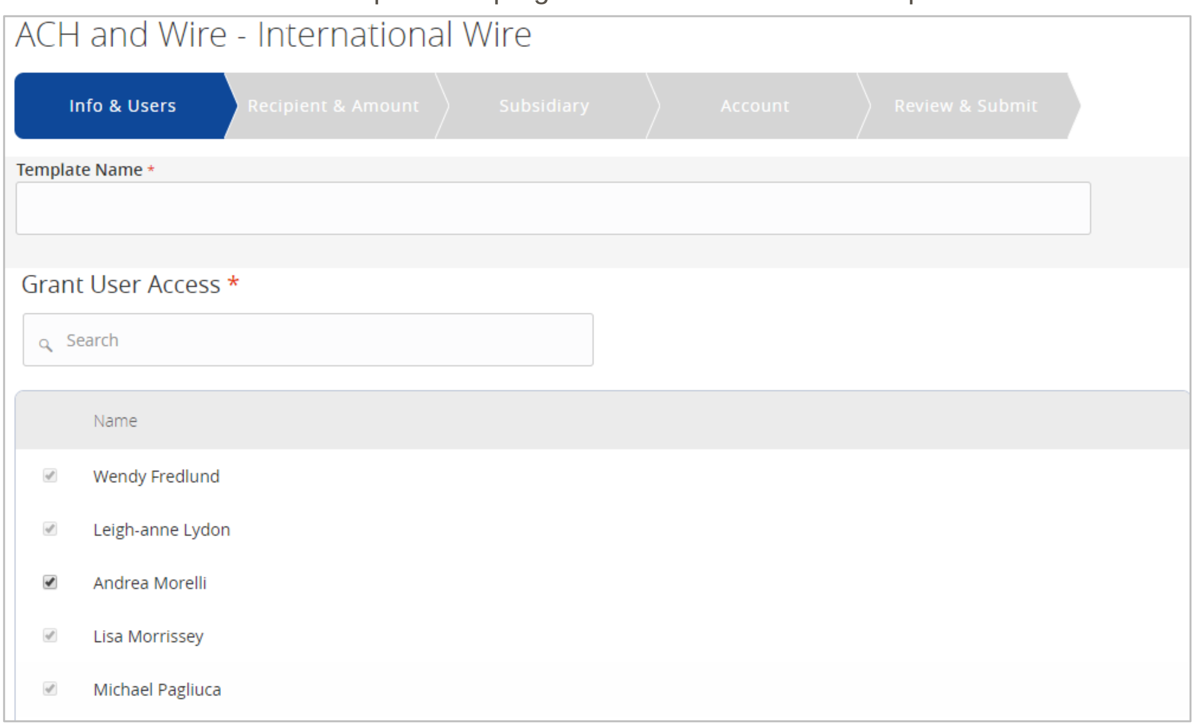
International Wire Template Creation

1. Select the 'ACH and Wire' option under the 'Commercial' menu.
2. Click the 'New Template' button and select the 'International Wire' option from the drop down menu.



Info & Users

3. The 'Info & Users' screen allows the user to name the template and to determine who else in the company is allowed access to the template.
4. Click the 'Next' button at the bottom of the screen or 'Recipient and Amount' in the workflow ribbon at the top of the page to move to the next step.

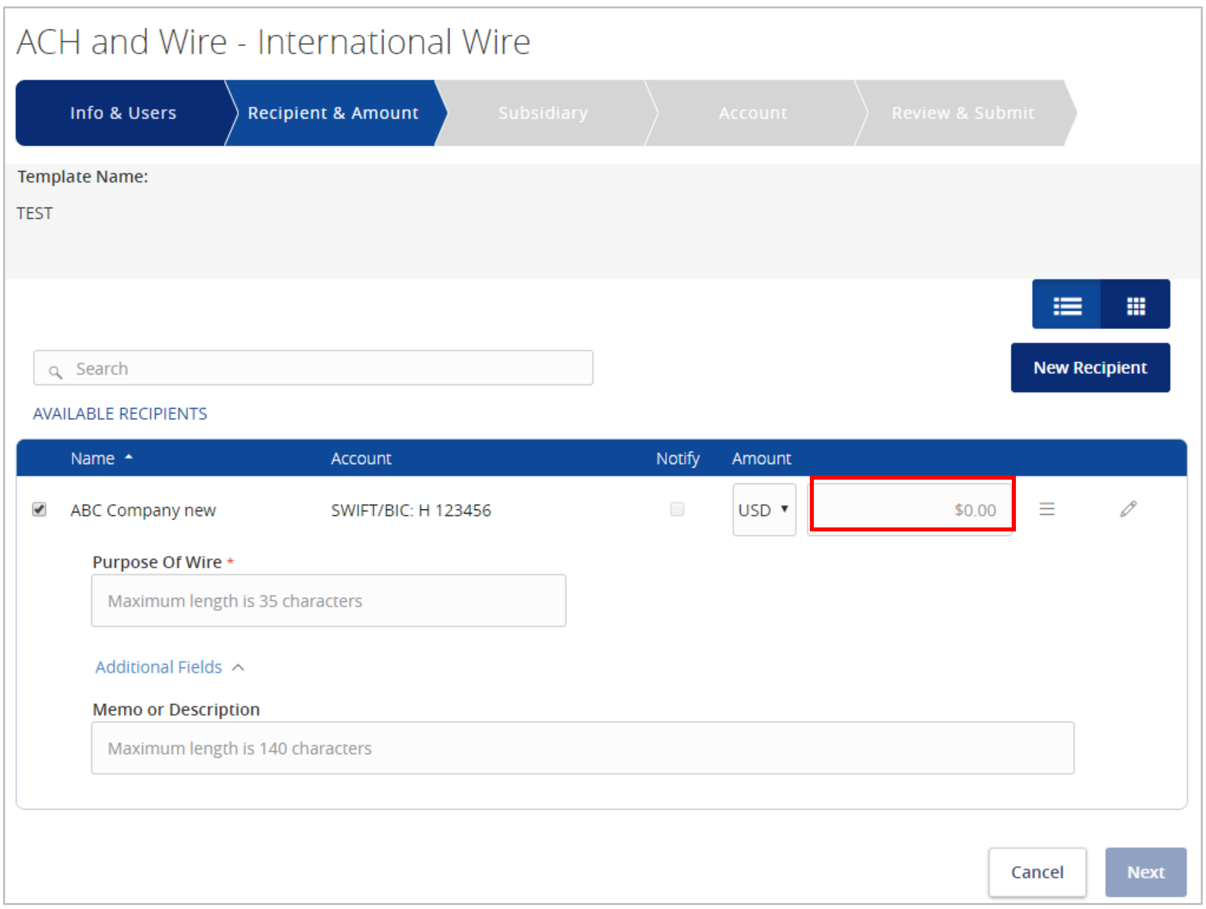


Recipient & Amount

5. The 'Recipient & Amount' screen allows the user to select which recipient is tied to the template and designate a dollar amount. The 'Purpose of Wire' field is required and the internal Memo/Description is optional under the 'Additional Fields' link. This data can be edited when initiating the wire payment.

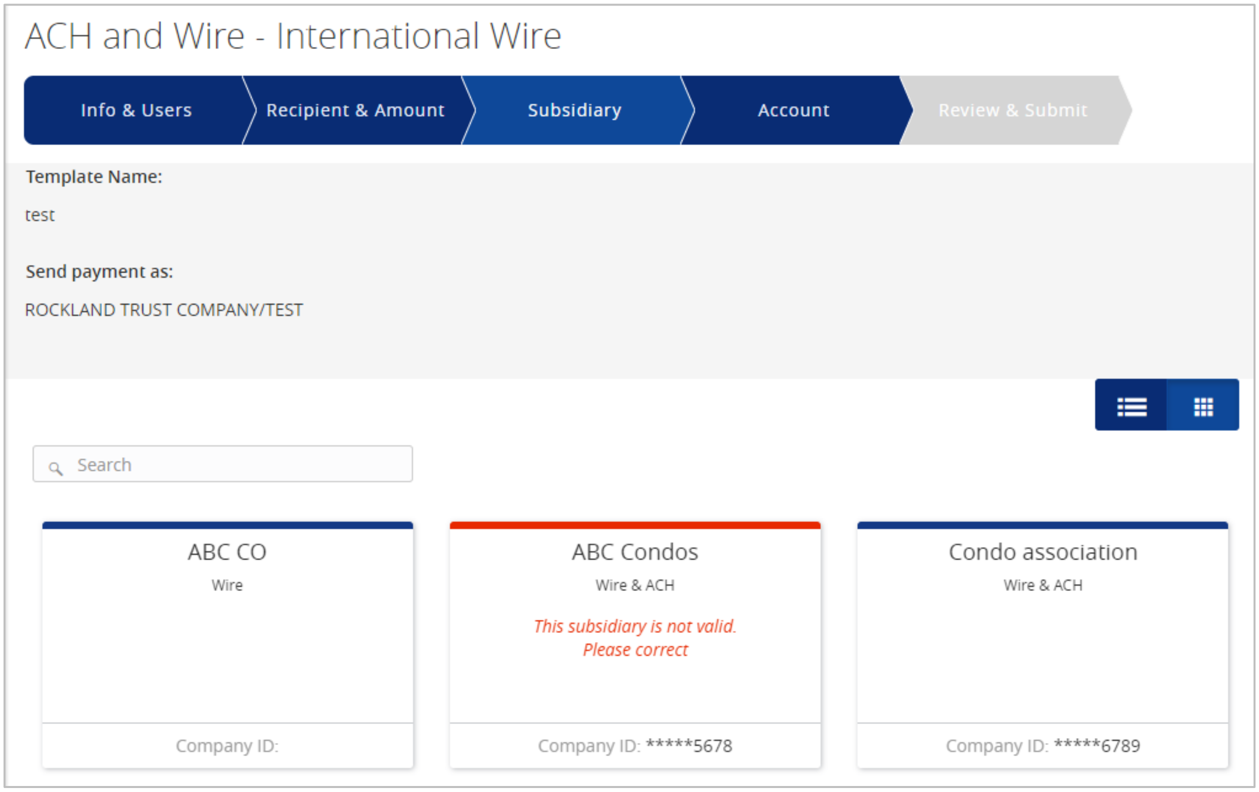
6. Select the currency from the drop down box and enter the amount.

NOTE: Only the recipients with at least one account eligible for Wire transactions will show in the list of recipients to select. The 'Add Recipient' button is used to add a new recipient remaining within the workflow of the existing payment template.



7. Click the ‘Next’ button at the bottom of the screen or ‘Subsidiary’ in the workflow ribbon at the top of the page to move to the next step.

   NOTE: Subsidiaries are only applicable for a business with multiple companies that can initiate payments. This screen will not appear if you only have one subsidiary.

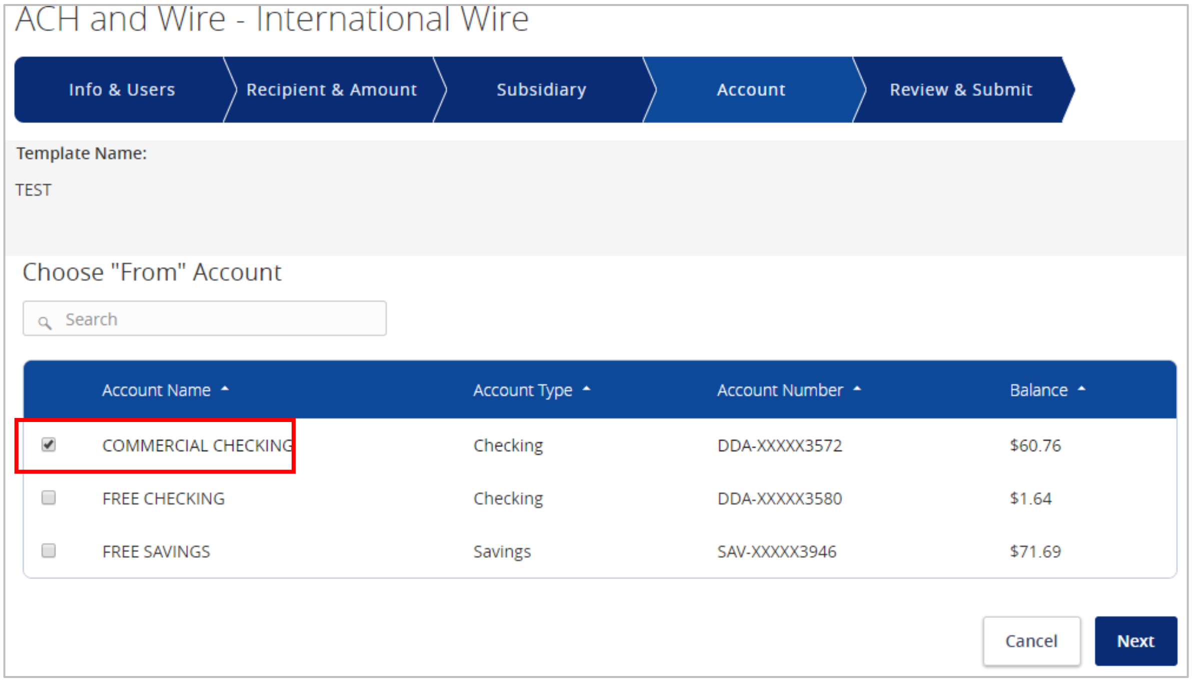


8. If applicable, select the subsidiary that will be used to initiate the payment, and match the account that will initiate the payment to/from.

9. Click the ‘Next’ button at the bottom of the screen or ‘Account’ in the workflow ribbon at the top of the page to move to the next step.

Account

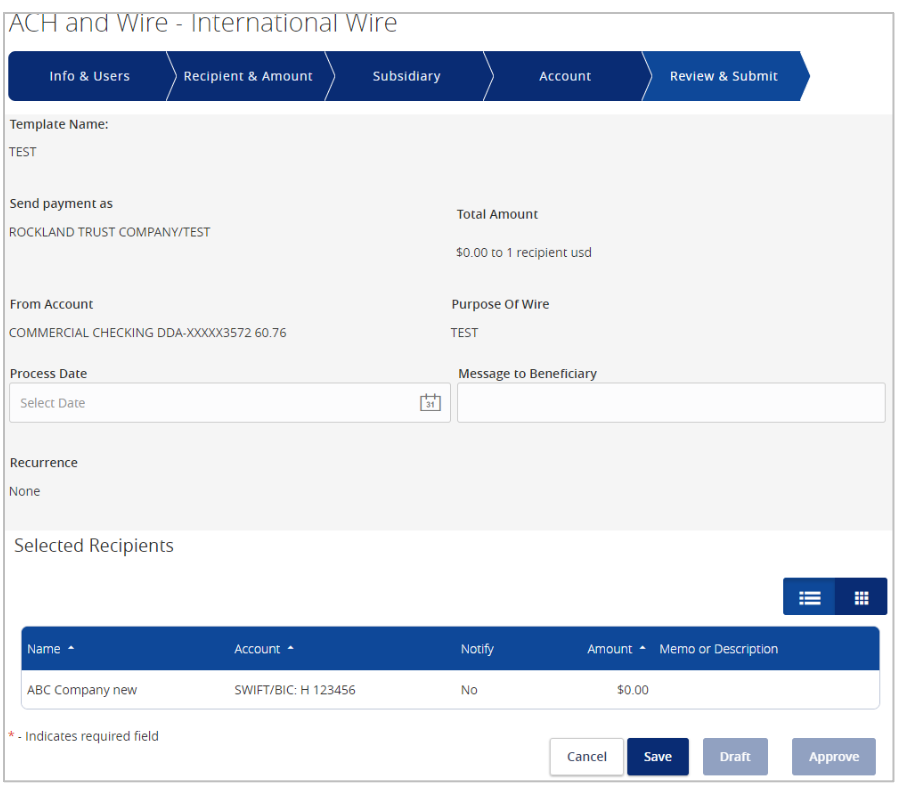
10. Select the corresponding offset account for the commercial payment.



11. Click the ‘Next’ button at the bottom of the screen or ‘Review & Submit’ in the workflow ribbon at the top of the page to move to the next step.

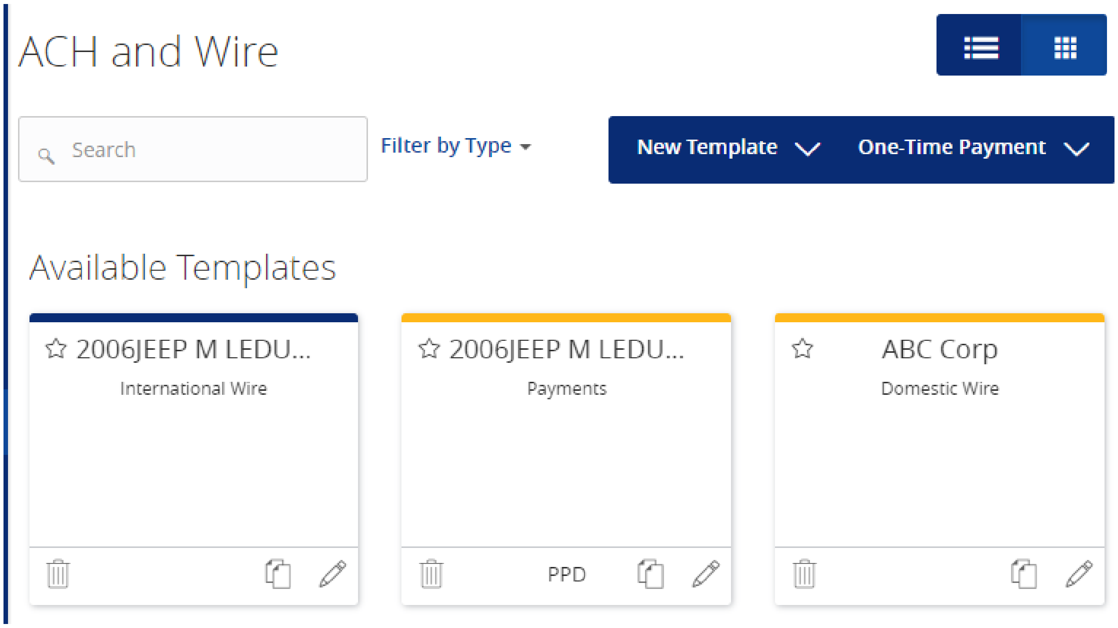
Review & Submit

12. Review the information on the screen for accuracy and then click ‘Save’.

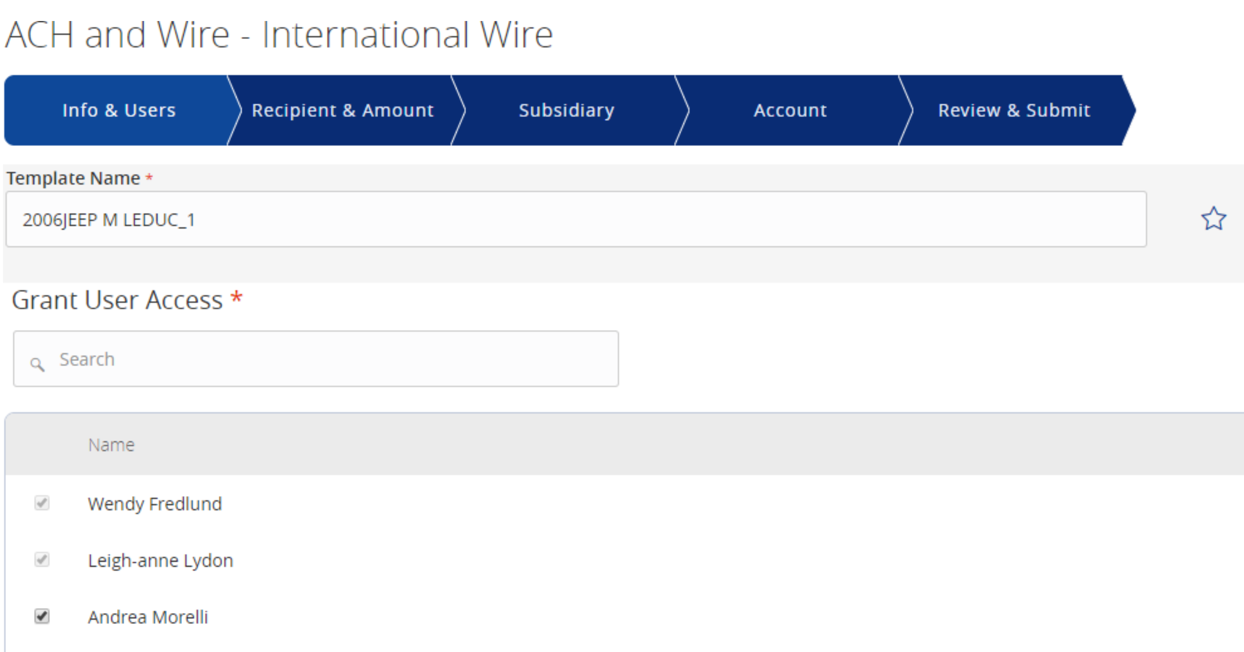


Existing International Wire Templates

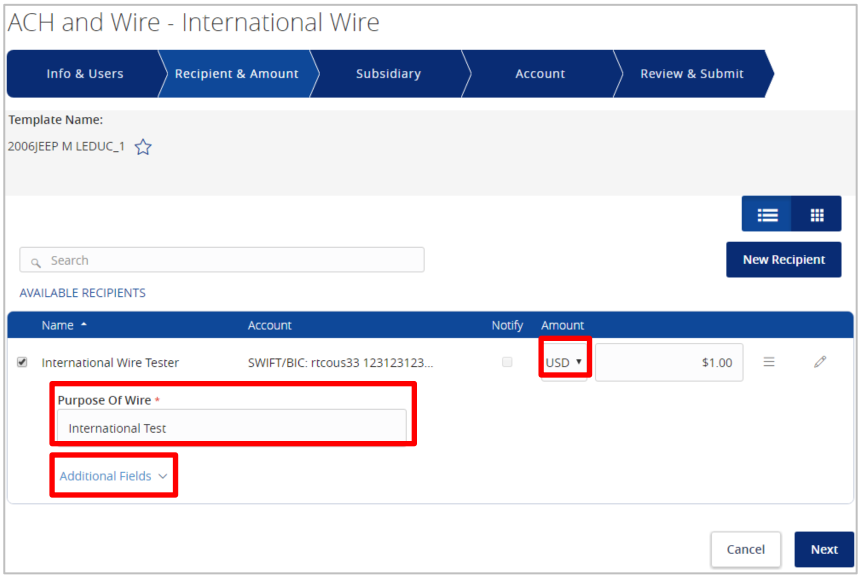
1. Click on the pencil icon next to the desired international wire template.



2. Confirm the 'Template Name' and 'User Access.'
3. Click the ‘Next’ button at the bottom of the screen or ‘Recipient & Amount’ in the workflow ribbon at the top of the page to move to the next step.

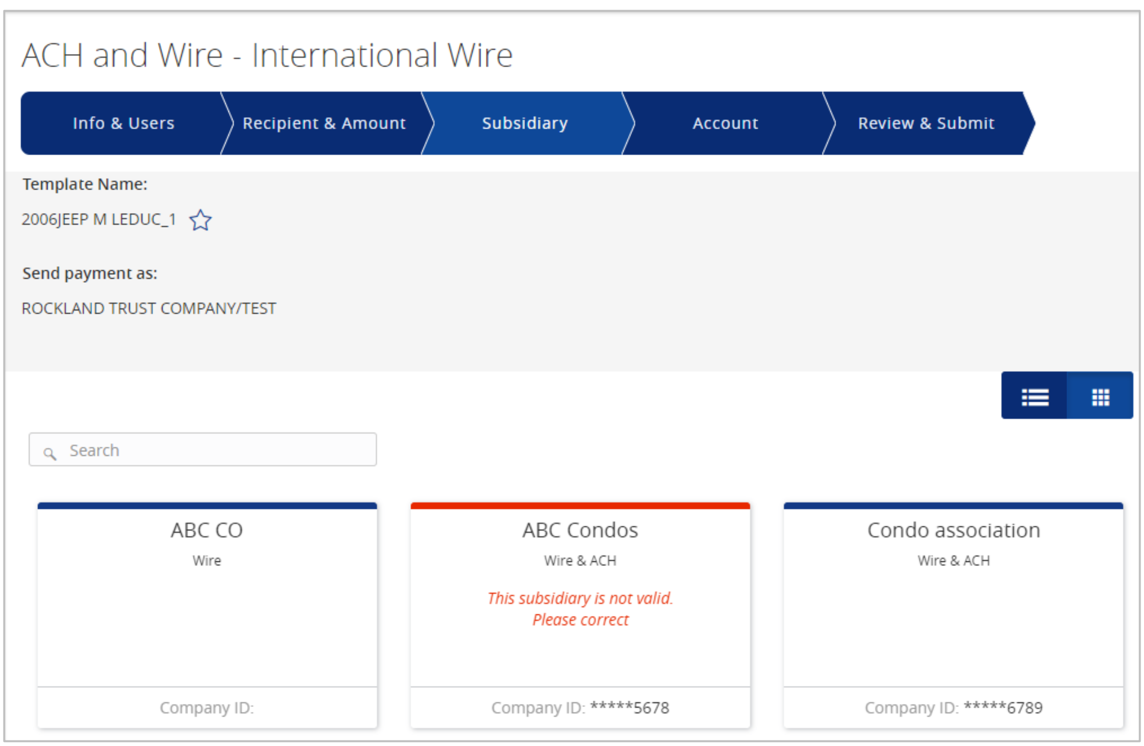


4. Select the currency from the drop down box and enter the amount. The ‘Purpose of Wire’ field is required and the internal Memo/Description is optional under the ‘Additional Fields’ link.



5. Click the ‘Next’ button at the bottom of the screen or ‘Subsidiary’ in the workflow ribbon at the top of the page to move to the next step.

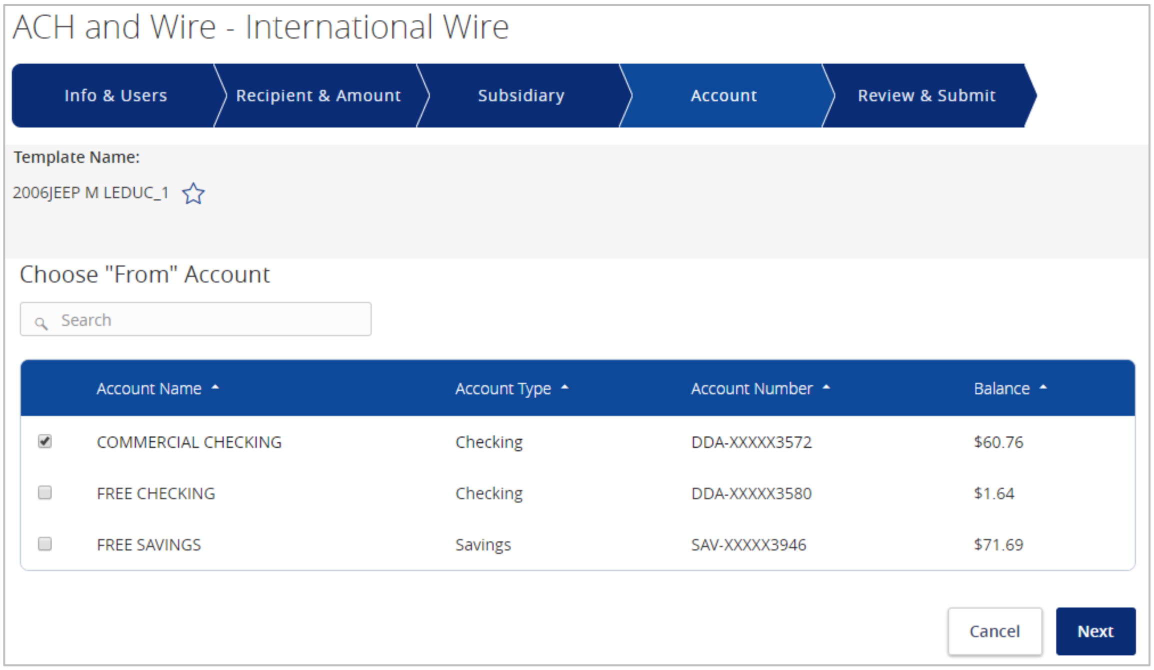
NOTE: Subsidiaries are only applicable for a business with multiple companies that can initiate payments. This screen will not appear if you only have one subsidiary.



6. If applicable, select the subsidiary that will be used to initiate the payment, and match the account that will initiate the payment to/from.

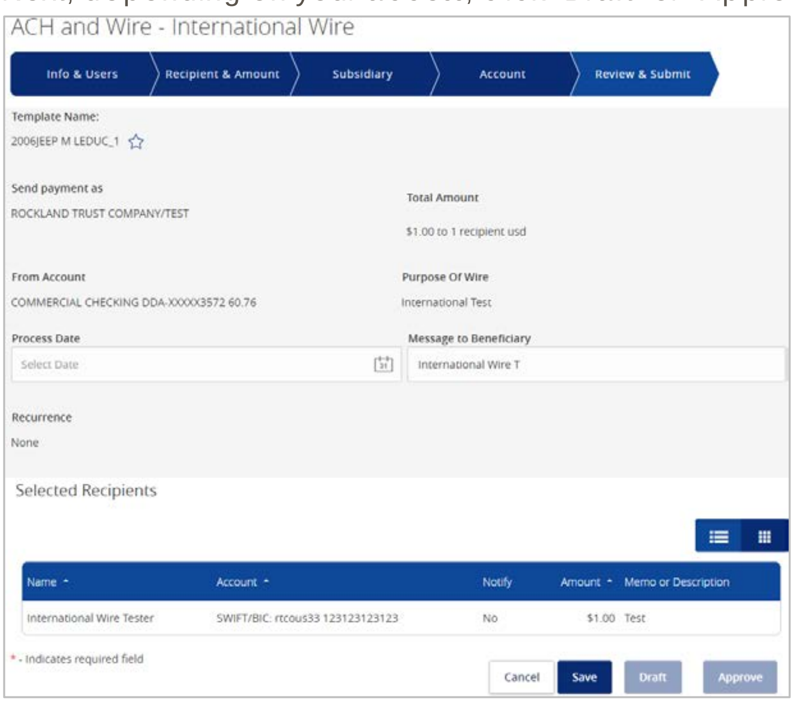
7. Click the ‘Next’ button at the bottom of the screen or ‘Account’ in the workflow ribbon at the top of the page to move to the next step.

8. Confirm the account to be used for the international wire.



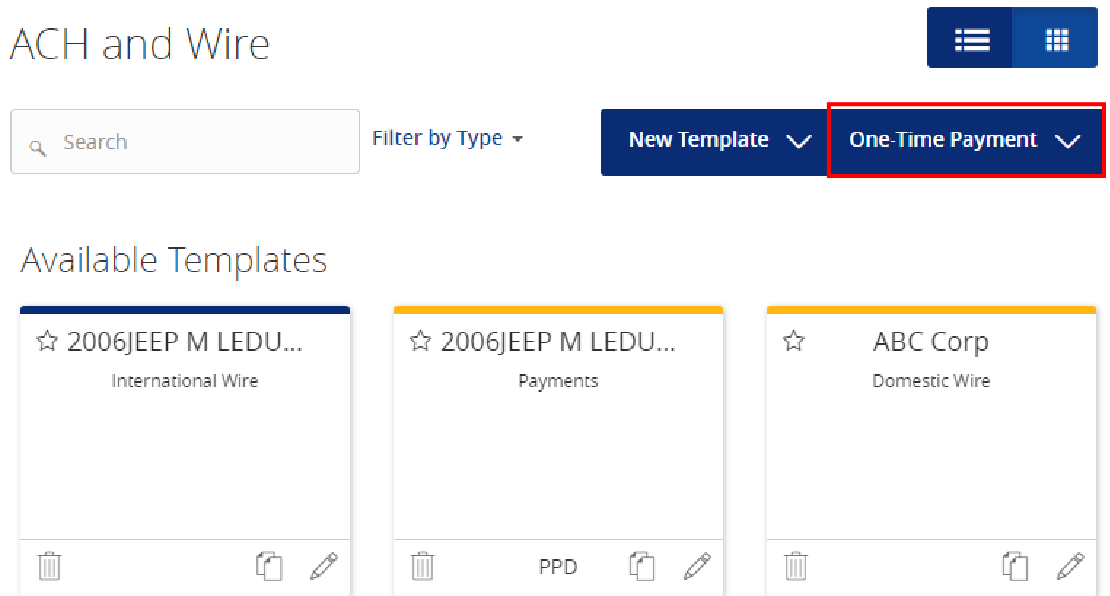
9. Click the ‘Next’ button at the bottom of the screen or ‘Review & Submit’ in the workflow ribbon at the top of the page to move to the next step.

10. Designate the ‘Process Date’ and complete the ‘Message to Beneficiary’ field, if applicable. Next, depending on your access, click ‘Draft’ or ‘Approve.

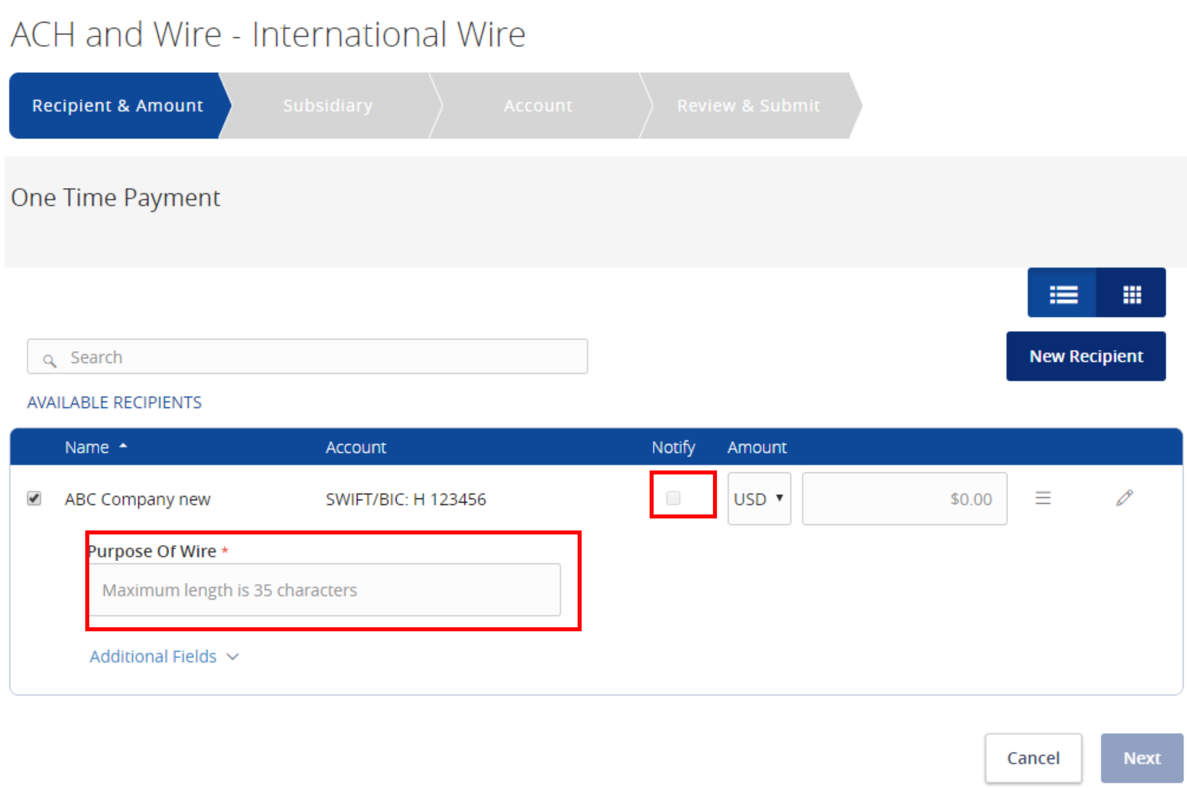


Creating a One-Time International Wire Transfer

1. Select the ‘ACH and Wire’ option under the ‘Commercial’ menu.
2. Click the ‘One-Time Payment’ button and select the ‘International Wire’ option from the drop down menu.

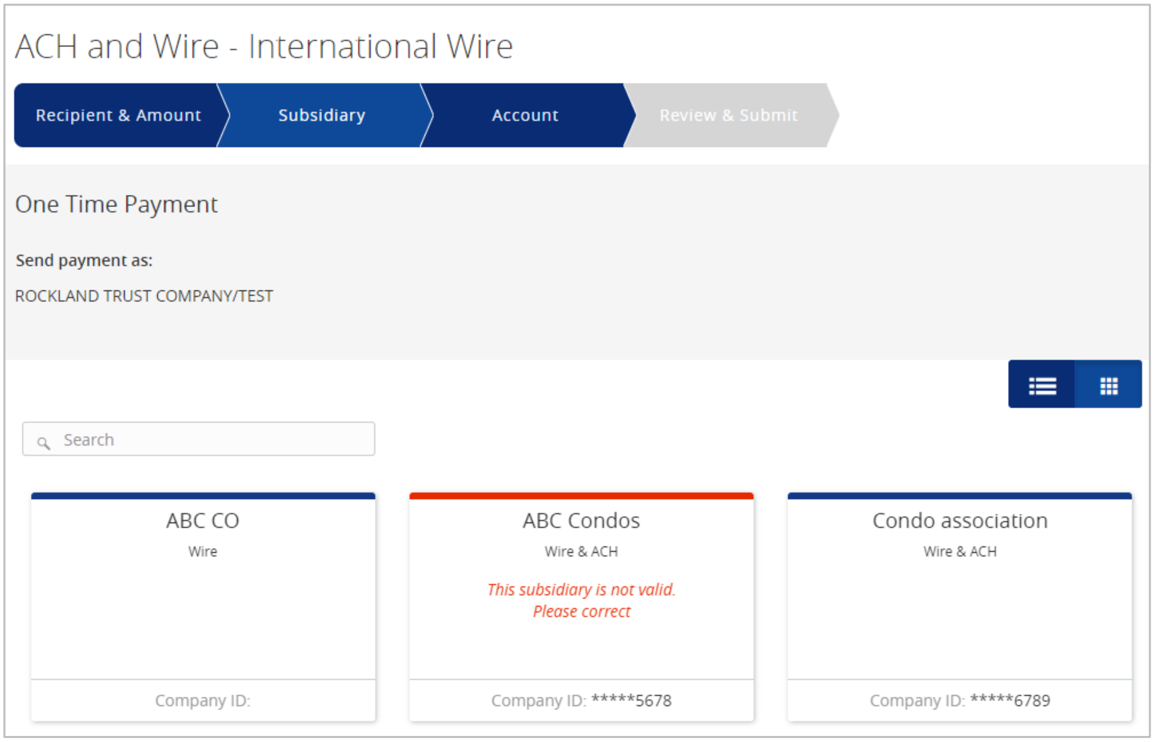


3. Select the currency from the drop down box and enter the amount. The ‘Purpose of Wire’ field is required and the internal Memo/Description is optional under the ‘Additional Fields’ link.



4. Click the ‘Next’ button at the bottom of the screen or ‘Subsidiary’ in the workflow ribbon at the top of the page to move to the next step.

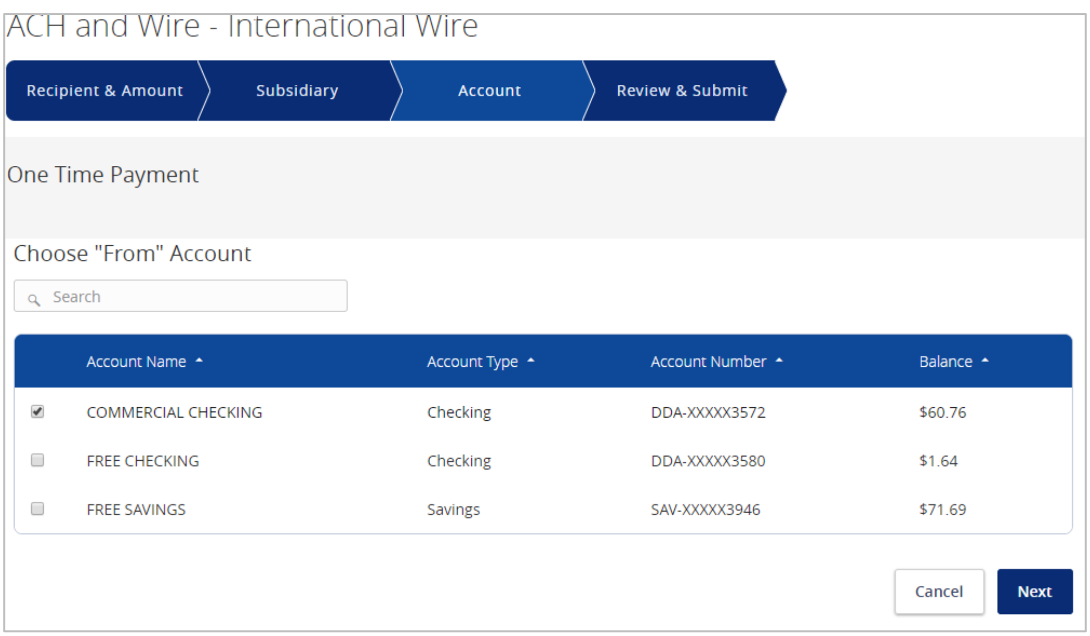
NOTE: Subsidiaries are only applicable for a business with multiple companies that can initiate payments. This screen will not appear if you only have one subsidiary.



5. If applicable, select the subsidiary that will be used to initiate the payment, and match the account that will initiate the payment to/from.

6. Click the ‘Next’ button at the bottom of the screen or ‘Account’ in the workflow ribbon at the top of the page to move to the next step.

7. Select the account to be used for the international wire.



8. Click the ‘Next’ button at the bottom of the screen or ‘Review & Submit’ in the workflow ribbon at the top of the page to move to the next step.

9. Designate the ‘Process Date’ and enter a ‘Message to Beneficiary’, if applicable. Next, depending on your access, click ‘Draft’ or ‘Approve.’