

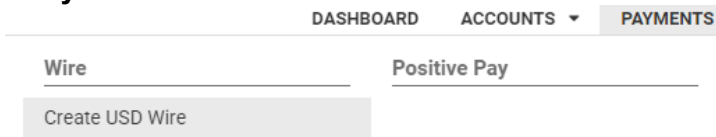


ONLINE WIRE USER GUIDE

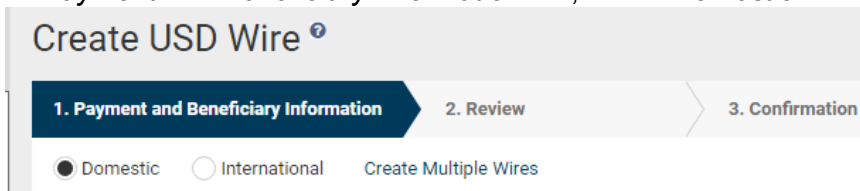
Within **Payments > Wire**, you can create recurring, future-dated, and one-time domestic and/or international wires. You can also create domestic and/or international beneficiaries, view wire activity, search wires, download or print a PDF or .csv file for a payment in detail or summary view, and approve or reject wires.

Creating a USD Domestic Wire – Use when not utilizing a wire template

Go to **Payments > Wire > Create USD Wire**



On the *Payment and Beneficiary Information* tab, select *Domestic*



Complete the fields (select *Reset* to return to default settings)

Create USD Wire

1. Payment and Beneficiary Information | 2. Review | 3. Confirmation

Domestic International [Create Multiple Wires](#)

Payment Information

Wire Company Name: * FREDERICK FLINTSTONE

Debit Account: * Select Accounts

Beneficiary: * Select a Beneficiary

Wire Amount: * 0.00 USD

Frequency: * One Time

Effective Date: * 10/05/2022

Purpose: * Purpose of Payment

Additional Information: * Sender to Receiver Info. Line 1

Reference Beneficiary: *

[Review](#) [Reset](#) [Cancel](#)

Wire Company – Use the drop down and select the wire company that is used to originate the wire

Wire Company Name: *

FREDERICK FLINTSTONE

FREDERICK FLINTSTONE

Debit Account – Start typing the account number in this field, and the matching entry auto-completes or **Search** to select which account to debit and click **Select**

Search Accounts

Type to filter

Account Number	Account Name	
x5735	Checking	Select

Beneficiary – Type the beneficiary's name or select the search icon from your list of beneficiaries

To send a payment to an existing beneficiary, use the search icon to find and select the beneficiary.

Beneficiary: ⓘ

Search Beneficiaries

Not found? Enter Beneficiary

Beneficiary Name	Beneficiary Account Number	Bank ID	Bank Name	Bank Country	
	123456			UNITED STATES	Select
				UNITED STATES	Select
				UNITED STATES	Select

If you beneficiary isn't available, you can select **Enter Beneficiary**. The *Beneficiary Information* section opens for you to add the beneficiary before continuing with your wire. The entered beneficiary does not appear in the *Wire Beneficiary* view for future use.

Beneficiary: * ⓘ

Select a Beneficiary

Enter Beneficiary

The *Beneficiary Information* section opens for you to add the beneficiary before continuing with your wire. The entered beneficiary does not appear in the *Wire Beneficiary* view for future use.

Beneficiary Information

Bank ID: *

Bank Name: *

Bank City: *

Bank State: *

Account Number: *

Re-enter Account Number: *

Name: *


Address:

City: *

State: *

Zip Code: * -

➤ **Note:** For Bank ID – Suggested routing numbers will start to populate when you start intering numbers



- 031311593 FLEETWOOD BANK FLEETWOOD, PA**
- 031311771 THE GRATZ BANK GRATZ, PA
- 031311807 PEOPLES SECURITY BANK AND TRUST COMP SCRANTON, PA

You can also search for routing numbers

Bank Lookup

Type to filter

Routing Number	Bank Name	Bank Address	
011000015	FEDERAL RESERVE BANK OF BOSTON	BOSTON, MA	<input type="button" value="Select"/>
011000028	STATE STREET BOSTON	BOSTON, MA	<input type="button" value="Select"/>
011000536	FEDERAL HOME LOAN BANK	BOSTON, MA	<input type="button" value="Select"/>

Wire Amount – Enter the amount you will be sending to your beneficiary

Wire Amount: *

Frequency – Select the frequency of your wire by using the dropdown:

- One Time
- Weekly
- Every Two Weeks
- Twice a Month

- Monthly
- Quarterly
- Every Six Months
- Yearly

Frequency: *

One Time ▼

*Depending on your selection, you may be prompted to enter wire data in the following field options:

- Effective Date
- Repeat On Days
- Repeat On
- Start On
- End On

Effective Date – Enter the effective date of your wire transaction

Purpose – Enter a short description of the wire

Purpose: *

proceeds

Additional Information – Enter a specific memo that the beneficiary can view when they receive the wire Select **+** **Add** to add additional line(s) or select **🗑** **Delete** to remove an additional line(s)

Additional Information: ⓘ

loan proceeds for 111 ABC Street, H 🗑

arrisburg, PA | **+** 🗑

Select Review – Proceed to the *Review* tab to ensure information is accurate

Review Reset Cancel

Select Confirm – proceed to the *Confirmation* tab, confirming you've created a domestic wire

Confirm Back Cancel

➤ **NOTE:** From this screen, you can **save the wire as a Template**

Single Control Users – will receive a One Time Password to approve wire to be released

Identity Verification

We need to verify your identity for the security of the account please enter your One Time Password below.

Verify

Cancel

1

Dual Control Users – additional authorized user will approve the wire to be released

Pending Approval! Wire payment is in pending approval status.

Payments Pending Approval

Transfer (0)

Loan Payment (0)

Wire (1)

ACH (1)

<input type="checkbox"/>	Transaction ID	Wire Type	Debit Account	Beneficiary Name	Currency	Wire Amount	Effective Date	Created Date	Status
<input type="checkbox"/>	W000001380848	Domestic	Payroll Checking	Vendor One	USD	\$1.00	10/19/2022	10/14/2022	Pending Approval

Hovering over the Pending Approval to see a list of Eligible Approvers

\$36.00

Pending Approval

Eligible Approvers:

Approver will have the option to **Approve** or **Reject**

Approve

Reject

Reset

Creating a Wire Template

Go to **Payments > Wire > Wire Templates**

Select **Create New Template**

Create New Template

Download

Print

Select whether the wire template is *Domestic* or *International*

Payment Information

Domestic

International

Complete the following fields on the *Payment and Beneficiary Information* tab

Template Name: *

Wire Company Name: *

Debit Account: *

Beneficiary: *

Purpose: *

Additional Information:

Reference Beneficiary:

- **Template Name** – Enter the name of the template
- **Wire Company** – Select the wire company that is used to originate the wire
- **Debit Account** – Select the affected debited wire accounts
- **Beneficiary** – Type the beneficiary's name or select the search icon from your list of beneficiaries
- **Purpose** – Enter a short description of the wire
- **Additional Information** – Enter a specific memo that the beneficiary can view when they receive the wire Select **+** **Add** to add additional line(s) or select **🗑** **Delete** to remove an additional line(s)

Select **Review** - Proceed to the *Review* tab

Review the information entered to ensure that it is accurate

Select **Confirm** - Proceed to the *Confirmation* tab, confirming that the wire template is ready

NOTE: From this screen, you can **Create Another Wire Template** or **View Wire Templates**

Working with Wire Templates

Use the *Wire Templates* view to work with wire templates

Wire

Create USD Wire

Create USD Wire from Template

Upload Wires

Wire Activity

Wire File Activity

Recurring Wires

Wire Templates

Wire Beneficiaries

Wire Upload Formats

You can select check boxes for certain templates or select all that are ready. Use the **Actions** drop-down menu to *Initiate*, *View*, *Edit*, or *Delete* a wire template. Select the **Template Name** link to view, edit, or delete its details.

Status ↕	Actions
Ready	Actions ▾
Ready	Initiate View Edit Delete

You can sort the information in ascending or descending order by selecting individual column headers. Select templates with a **Ready** status to initiate a payment. From this view, you can also work with templates to perform the following options, based on status:

- View templates
- Initiate templates
- Delete templates
- Edit templates
- Search templates
- Create templates