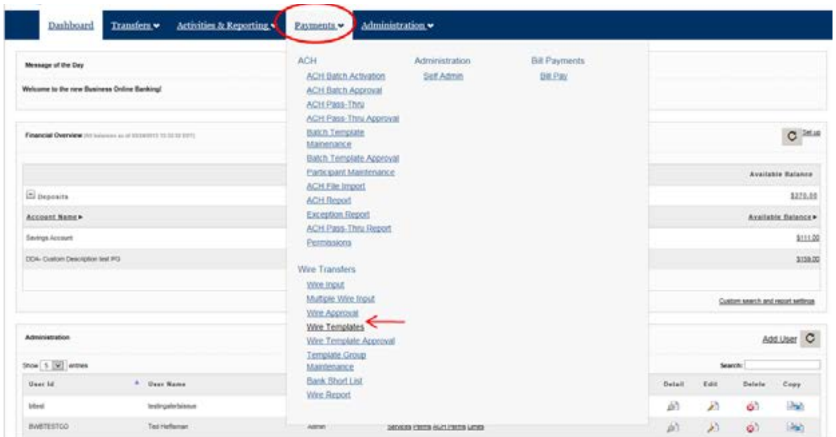
Creating a Wire Template

Users with Wire permissions will have the ability to create a Wire Template in Business Online Banking. Instructions for how to create a Wire Template in Business Online Banking are outlined below.

Step 1:

From the **Dashboard** homepage, click the ***Payments*** tab and select ***Wire Templates*** from the dropdown menu.

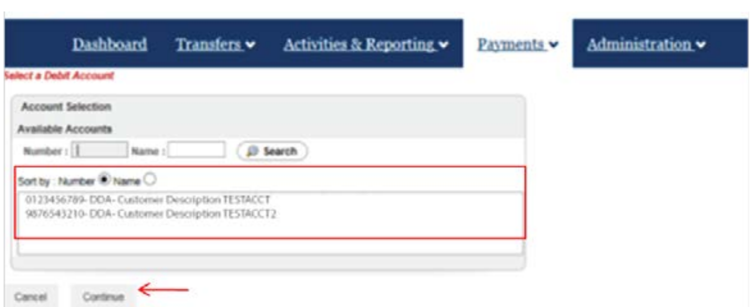


Step 2:

On the ***Account Templates*** screen, next to the ***Code*** field, enter a name for your template (for example: ABCVendor). Click the ***Add*** button to continue.

Step 3:

On the ***Select a Debit Account*** screen, choose the debit account you want to link to the Wire Template. You have the option to search for available accounts by account number and name. Once you highlight the selected account, click ***Continue***.



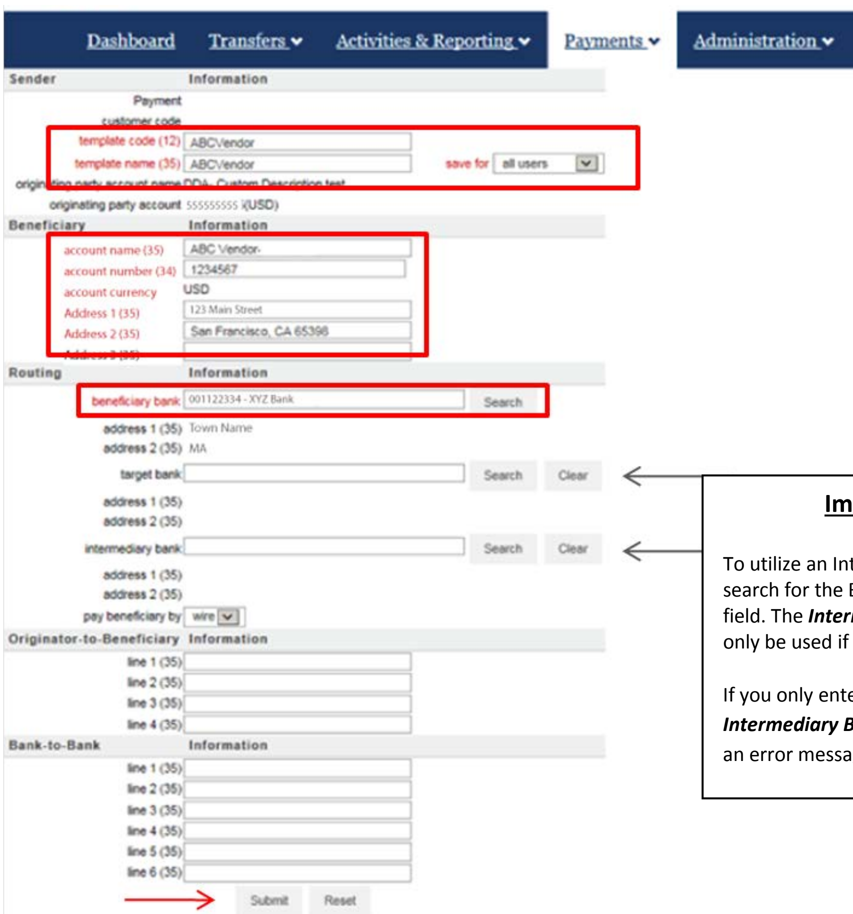
Step 4:

On the right side of the screen, choose a wire type (Domestic or International) for this template, and click ***Continue.***

Step 5:

Complete all the red required fields:

- Template Code
- Template Name
- Save For (indicate if you want to make the template available to all Users or just yourself)
- Account Name
- Account Number
- Account Currency (will automatically default to USD)
- Address Line 1 and Address Line 2
- Beneficiary Bank (use the ***Search*** option to the right)



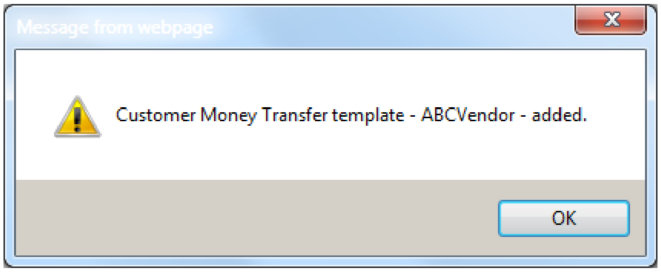
<u>Important Note:</u>

To utilize an Intermediary Bank, please search for the Bank using the ***Target Bank*** field. The ***Intermediary Bank*** field should only be used if there is a 3rd Bank involved.

If you only enter information into the ***Intermediary Bank*** field, you will receive an error message.

Step 5 cont:

Click the ***Submit*** button at the bottom of the page. A pop-up box will appear confirming that your Wire Template has been added. Click ***OK***.



Important Note: Wire Templates created or maintained require approval; Wires using templates do not need approval. After you complete the Wire Template creation process, the template **must** be approved before a wire can be sent. Wire Templates can be approved via the ***Wire Template Approval*** option under the ***Payments*** tab.

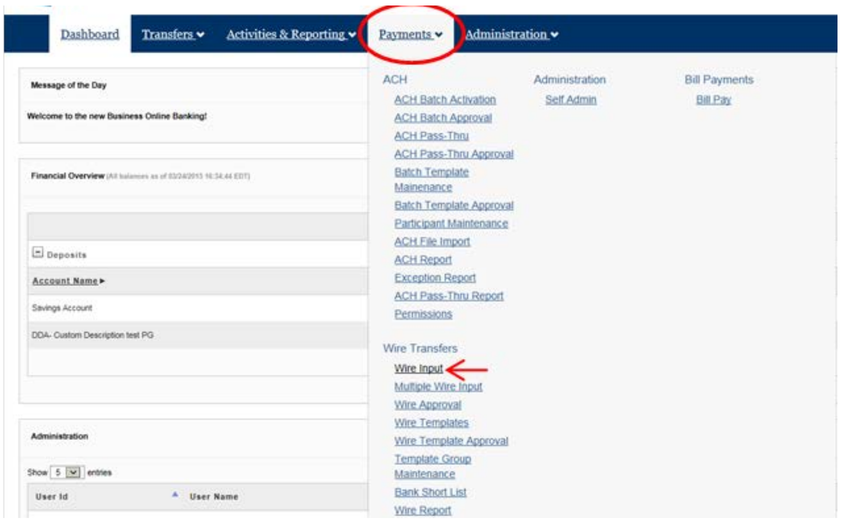
For further instructions on how to create a wire using a template, please see instructions outlined below.

Creating a Wire Using a Template

Once a Wire Template is created and approved, Users can then create a Wire using that Template. Instructions for how to create a Wire using a Template in Business Online Banking are outlined below.

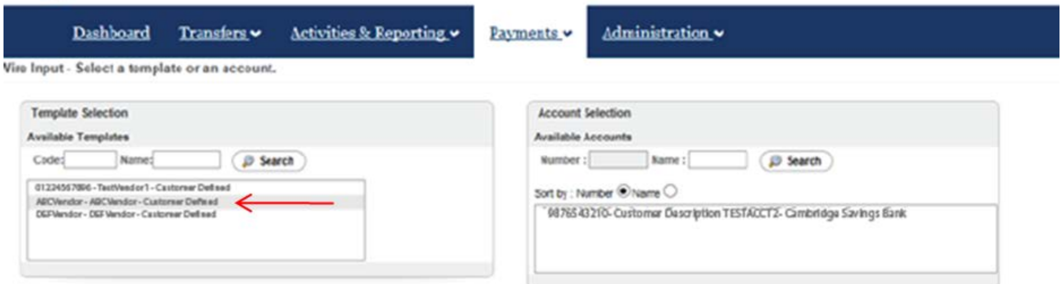
Step 1:

From the **Dashboard** homepage, click the ***Payments*** tab and select ***Wire Input*** from the dropdown menu.



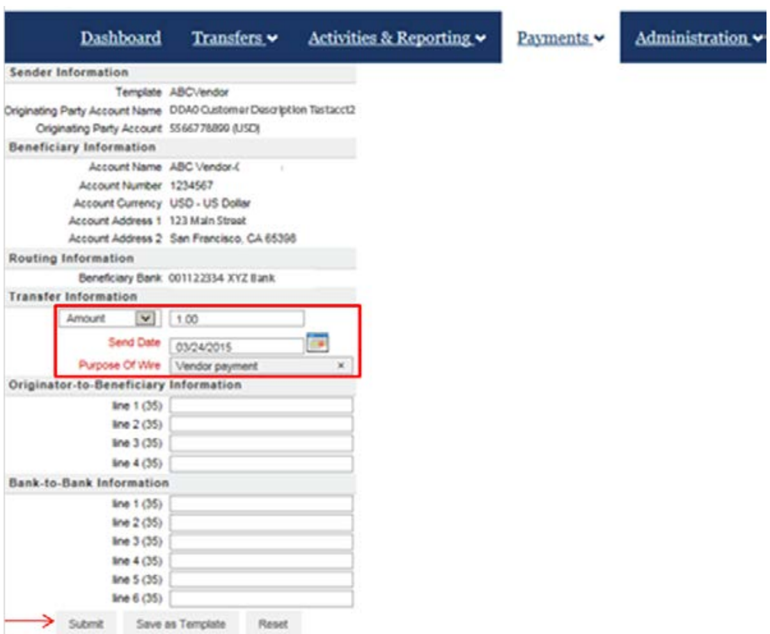
Step 2:

On the **Wire Input-Select a Template** screen, select the template that you want to use from the list of available templates. Once the selected template is highlighted, you will be automatically directed to the next screen.



Step 3:

Enter the Wire ***Amount***, ***Send Date***, and ***Purpose of Wire***. Click the ***Submit*** button when complete.



Step 4:

An approval screen will appear reiterating the Wire information that you entered. Review the information and click ***Approve*** to confirm the information is correct. Once approved, you will receive a confirmation outlining the details of your Wire.

Important Note: Wire Templates require approval; Wires using Templates do not require approval.