

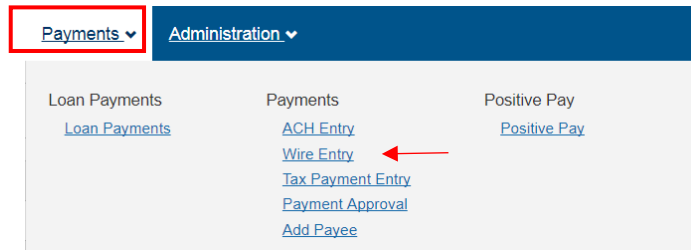
Creating & Sending a Wire – Small Business

Users with Wire permissions will have the ability to create and send a Wire in the Small Business Online Banking Platform. Instructions for how to create and send Wires are outlined below.

Creating a Wire:

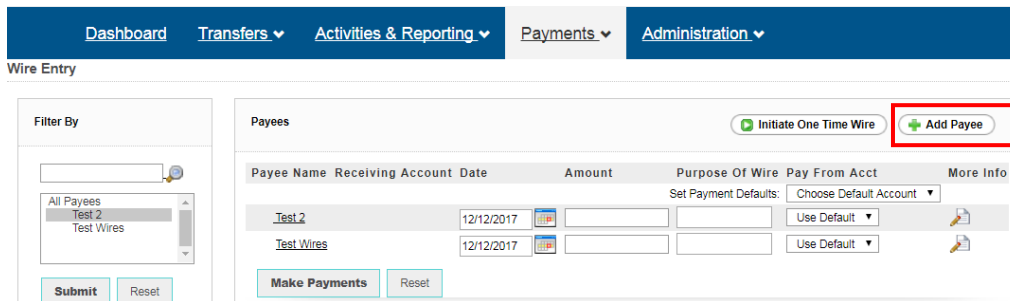
Step 1:

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



Step 2:

On the **Wire Entry** screen, click **Add Payee** on the right side of the screen.



Step 3:

On the **Add Payee Form**, enter the Payee information requested (Payee Name, Account Name, Account Number, Address 1, Address 2, Currency and Receiving Bank (ABA Number) are required fields). Click **Add** to continue.

Add Payee Form

* Payee Name:

Payment Type Selections

Payments

Tax

Wire

Group: No Group ▼

* Account Name:

* Account Number:

* Address 1:

* Address 2:

Address 3:

* Currency: USD - US Dollar ▼

* Receiving Bank: Search

Additional Info 1:

Additional Info 2:

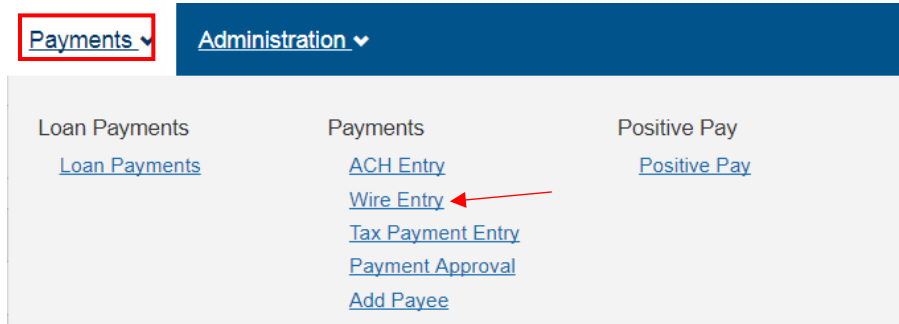
Additional Info 3:

Additional Info 4:

Sending a Wire:

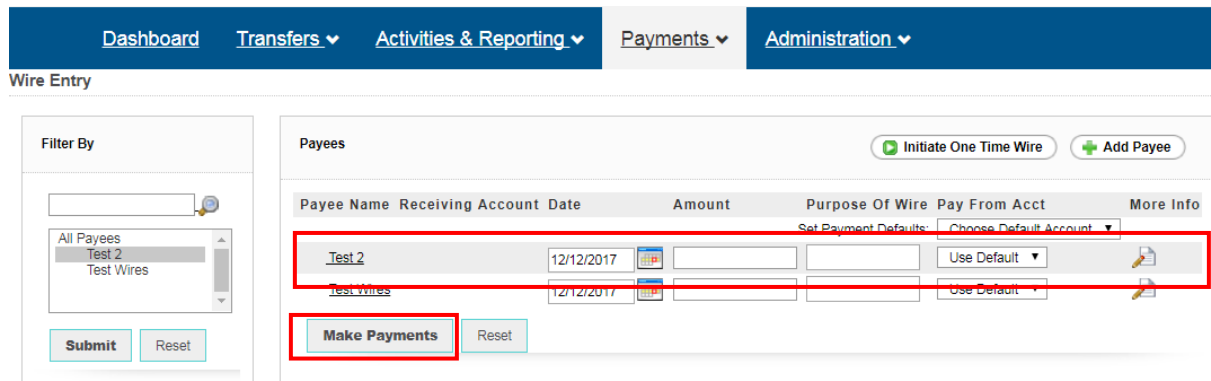
Step 1:

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



Step 2:

On the **Wire Entry** screen, input the required Wire Information for outgoing wire (Date, Amount, Purpose Of Wire, Pay From Acct). Click **Make Payment** to continue.



Step 3:

Once the **Make Payment** button is clicked, you will be able to review the Wire Entry information prior to submitting. Once reviewed, click the **Submit** button at the bottom of the screen.

Step 4:

Once you submit your Wire payment, you will receive a screen confirming your payment has been successfully submitted. Click the Return button at the bottom of the screen to navigate back to the **Entry Page**.