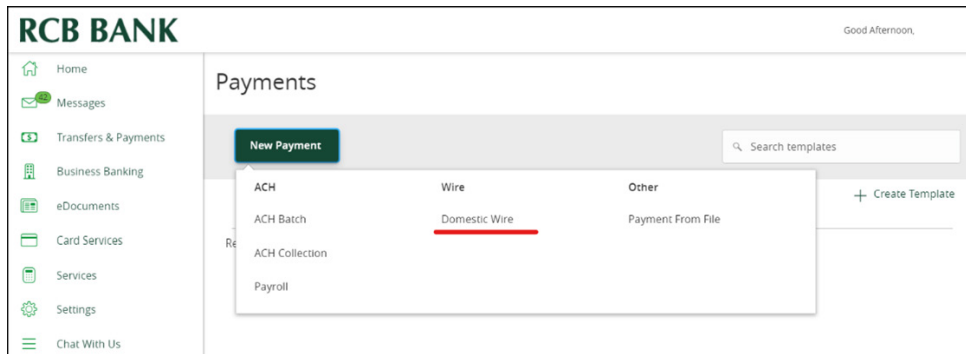


Wire Guide Edits

> In the navigation menu:

- Select **Business Banking**.
- Select the **Payments** tile.
- Select the **New Payments** button.
- Select **Domestic Wire**.



> The Domestic Wire form will appear.

- Select Subsidiary, if applicable.
- Select the account to originate the wire.
- Select the Process Date. Cut off time is 2PM for same day wire.
- (Optional) Click *Set Schedule* to set up a recurring schedule.
- In the Recipient/Account search field, type a recipient and select from the drop-down list.
 1. If you do not have any Recipients saved, click New Recipient. You will then be redirected to the Recipient Details page.

Wire Details

Recipient/Account

A screenshot of the 'Recipient/Account' search field. It features a search bar with the placeholder text 'Search by name or account.' and a red warning triangle icon. Below the search bar is a dropdown menu with the option '+ New Recipient'.

2. The Wire Name and Display Name must match.

A screenshot of the 'Recipient details' form. It includes fields for 'Display Name *' and 'Email Address'. To the right of these fields is a checkbox labeled 'Send email notifications for template payments'.

? Additional steps on the next page.



Wire Name * ⓘ

Country Address 1 * Address 2

United States

3. Next, fill out the account section with the Recipient's wire instructions.

Account	Payment Type	Financial Institution (FI)	Routing Number
Checking - New	Wire Only	N/A	
Account * Financial Institution (FI) Refined Search			
	Search by name or routing #.		
Beneficiary FI ⓘ			
Name *	Country *	FI ABA Number *	
	United States		
Address 1 *	Address 2	City *	
State *	Postal Code *		
Select State			
Intermediary FI ⓘ			
Name	Country	Wire Routing Number	
	United States		
Address 1	Address 2	City	
State	Postal Code		
Select State			

4. Once completed, select "**Save Recipient**" if you plan to send to this recipient again. For a one-time wire, select "**Use Without Save**".

Cancel Use Without Save Save Recipient



Additional steps on the next page.

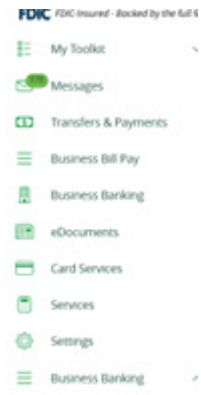


- Enter the amount of the wire.

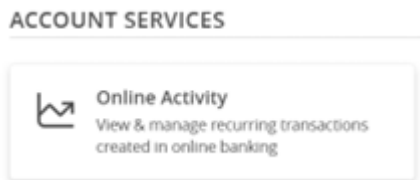
Amount

\$	0.00
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- Select **"Approve"** in the bottom-right corner. You will then be prompted to enter your token information. After entering your token, the wire will be submitted successfully.
- To verify the wire was submitted, select **"Services"** on the left menu.



- Click **"Online Activity"**.



- Verify your Wire is listed and the status says "Processed" or "Approved".



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