Business Online Banking Quick Reference Guide

Wires

PathFinder BANK

Local. Community. Trust.

FREE FORM WIRE

Alerts allow you to better manage your accounts through email notifications. Online banking alerts are FREE and easy to setup. All you need to do is ensure that your online banking email address is correct.

From the Transfers and Payments menu select the WIRE MONEY link:

1. Select the Account Number
2. Select the Send on Date
3. Enter the Transfer Amount
4. Select CONTINUE
5. Enter all applicable information. Click CONTINUE
6. From the Verify Wire screen ensure that all of the information is correct. Select APPROVE
7. (Second User) Select Approve Wires from the Transfers and Payments menu
8. Select the wire request(s) you wish to transmit by clicking the box next to the transaction(s) and click CONTINUE
9. If the transaction(s) on the Verification screen are correct, select TRANSMIT

REPETITIVE WIRE TRANSFER

From the Transfers and Payments tab select Wire Money via Template link:

1. Select the Wire Money via a Template or Wire Money via Multiple Templates link.
2. Select the Template Name from the drop down menu
3. Enter the AMOUNT.
4. Enter any OPTIONAL TEXT that you wish to be included with the wire.
5. Select the FREQUENCY (default is today only).
6. Select CONTINUE.
7. From the Verify Wire screen ensure that all of the information is correct. Select APPROVE
8. (Second User) Select Manage Next Scheduled Requests from the Transfers and Payments menu
9. The scheduled request should be listed by the next send on date with the approval status showing as 1 of 2 received. Click on this status.
10. Review the detail of the request and click APPROVE

Wire History Search:

1. Select the View Completed Wires link.
2. Select the ACCOUNT(S) to view.
3. Select a SPECIFIC DATE or DATE RANGE.
4. Select the STATUS (default is All).
5. Select GENERATE REPORT.