BUSINESS ONLINE BANKING
QUICK REFERENCE GUIDE
WIRES

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 MONEY MOVEMENT TAB SELECT THE WIRE LINK:

1. Wire Type automatically prefills to **Domestic wire**
2. Enter a **Template Name** (optional)
3. Select the **Account Number**
4. Select the **Send on Date**
5. Enter an **Amount**
6. Currency automatically prefills to **USD - US Dollar**
7. Select a **Wire Purpose**
8. Select **Continue**
9. Enter the A**BA, Bank ID, Bank Name, Bank Address, Recipient Account, Recipient Name, Recipient Address and Additional Information for Recipient**
10. Verify the wire as needed and then click one of the following- **Submit for approval, Approve or Transmit**

REPETITIVE WIRE TRANSFER

FROM THE MONEY MOVEMENT TAB SELECT THE WIRE LINK:

1. Select the Wire via a Template or Wire via Multiple Templates link.
2. Select the Template Name from the drop down menu
3. Enter the AMOUNT.
4. Enter Additional information for Recipient (optional)
5. Select the FREQUENCY (default is today only)
6. Enter a Security Code (optional)
7. Select a Wire Purpose
8. Select Continue
9. Select Submit for approval or Transmit

WIRE HISTORY SEARCH:

1. Select History
2. Select the Output
3. Select the Account(s)
4. Select the Date or Date Range
5. Select the Status
6. Select Search

PathFinder
BANK